



AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL DRAINAGE
DISTRICT
May 16, 2012
5:00 P.M.
Meeting Room
Town Administrative Offices
91 Ashfield Road
Atherton, California
Special Meeting

ROLL CALL **Widmer, Lewis, Dobbie, McKeithen, Carlson**

PUBLIC COMMENTS

PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS

CLOSED SESSION

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

Agency Negotiators: Theresa DellaSanta, Interim City Manager; Geoffrey Rothman, Renne Sloan Holtzman Sakai, LLP.
Employee Organization: Miscellaneous - Teamsters Local Union 856

Agency Negotiators: Theresa DellaSanta, Interim City Manager; Geoffrey Rothman, Renne Sloan Holtzman Sakai, LLP.
Employee Organization: Management Employees & Confidential Unit

Agency Negotiators: Theresa DellaSanta, Interim City Manager; Geoffrey Rothman, Renne Sloan Holtzman Sakai, LLP.
Employee Organization: APOA

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

One potential case

RECONVENE TO OPEN SESSION -Report of action taken.

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)



AGENDA
Town of Atherton
CITY COUNCIL
ATHERTON CHANNEL DRAINAGE DISTRICT
May 16, 2012
7:00 p.m.
Council Chambers
94 Ashfield Road
Atherton, California
REGULAR MEETING

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL** Lewis, Dobbie, Widmer, McKeithen, Carlson

3. **PRESENTATIONS**

Introduction of New Officer Anthony Barron – Chief Flint

Proclamation – In recognition of National Peace Officers Memorial Day

4. **PUBLIC COMMENTS** *(This portion of the meeting is reserved for persons wishing to address the Council on any matter not on the Agenda that is within the subject matter jurisdiction of the City Council. State law prohibits the Council from acting on items not listed on the Agenda except by special action of the City Council under specified circumstances. Speakers' time is limited to three minutes.)*

5. **REPORT OUT OF CLOSED SESSION**

6. **CITY MANAGER'S REPORT**

7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT**

CONSENT CALENDAR (Items 8-21)

(Consent Calendar items are routine in nature and are generally considered in one motion and adopted by a single vote of the City Council. If discussion regarding a Consent Calendar item is desired, the member(s) of the City Council, public, and/or staff wishing to pull the item should so indicate at the time the Mayor calls for consideration of the Consent Calendar.)

8. **APPROVAL OF MARCH 21 AND APRIL 18 REGULAR MEETING MINUTES**
Recommendation: Approve March 21 and April 18 regular meeting minutes

9. **APPROVAL OF BILLS AND CLAIMS FOR APRIL, 2012 IN THE AMOUNT OF \$851,995**
Recommendation: Approve Bills and Claims in the amount of \$851,995

10. **FINANCIAL REPORT FOR THE EIGHT MONTHS ENDED APRIL 30, 2012**

Report: Finance Director Debra Auker

Recommendation: Receive the General Fund Financial Report for the eight months ended April 30, 2012

11. ACCEPTANCE OF QUARTERLY TREASURERS REPORT FOR APRIL 30, 2012

Report: Finance Director Debra Auker

Recommendation: Accept Quarterly Report

12. APPROVAL OF FEE AGREEMENT WITH MENLO ATHERTON LITTLE LEAGUE

Report: Interim City Manager Theresa DellaSanta

Recommendation: Approve Park & Recreation Commission recommendation to support an agreement to set the fees for Menlo Atherton Little League to a fee based system charging \$20 for each player in M-ALL's Minors division to be collected on an annual basis following the season, and authorize the City Attorney to develop the contract and the City Manager to execute the contract

13. APPROVE A CONTRACT WITH AYSO SOCCER FOR THE 2012 SEASON

Report: Public Works Director Mike Kashiwagi

Recommendation: Recommendation from the Park & Recreation Commission to approve a contract with AYSO (American Youth Soccer Organization) for the 2012 season and authorize the City Attorney to develop an agreement and the City Manager to execute the agreement

14. INCREASE BUDGET APPROPRIATIONS FOR THE ATHERTON ARTS COMMITTEE (EVAN CREATIVE DESIGN FUND 215) BY \$4700 TO FUND A SUMMER CONCERT IN HOLBROOK-PALMER PARK

Report: Finance Director Debra Auker

Recommendation: Approve an increase to the appropriations budget of the Atherton Arts Committee in the amount of \$4700 in order to fund the planned summer family concert in Holbrook-Palmer Park

15. INSTALLATION OF A NEW CROSSWALK AT THE INTERSECTION OF EMILIE AND MACBAIN

Report: Public Works Director Mike Kashiwagi

Recommendation: Approve the installation of a new school crosswalk on Emile Avenue at the intersection of Emile Avenue and MacBain Avenue

16. REPORT BACK - EFFECTIVENESS AND IMPACTS OF NO RIGHT TURN RESTRICTIONS MONDAY – FRIDAY, 7AM – 9AM ON HOLBROOK LANE AT THE INTERSECTION OF MIDDLEFIELD ROAD

Report: Public Works Director Mike Kashiwagi

Recommendation: Receive and file this report as information. Based upon the collection and review of traffic volume information, the no right turn restrictions on Holbrook has successfully reduced cut through traffic while having a minimal impact on Palmer Lane and no impact on San Benito Avenue. It is recommended that the no right turn restriction remain in place

- 17. APPROVE THE SELECTION OF BKF ENGINEERS FOR THE GRADING AND DRAINAGE CRITERIA UPDATE AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONSULTANT SERVICES AGREEMENT FOR A NOT-TO-EXCEED FEE OF \$74,432**
Report: Public Works Director Mike Kashiwagi
Recommendation: Approve the selection of BKF Engineers for the Grading and Drainage Criteria Update and authorize the City Manager to execute the Consultant Services Agreement in an amount not-to-exceed \$74,432
- 18. APPROVE AN AGREEMENT WITH EDWIN H. FLINT FOR THE PERMANENT POSITION OF POLICE CHIEF**
Report: Interim City Manager Theresa DellaSanta
Recommendation: Approve an agreement with Edwin H. Flint for the permanent position of Police Chief and authorize the City Manager to complete negotiations and execute agreement
- 19. SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ATHERTON INTRODUCING PURCHASING ORDINANCE TO AMEND CHAPTER 3.16 OF THE ATHERTON MUNICIPAL CODE**
Report: Finance Director Debra Auker
Recommendation: Waive further reading and adopt Purchasing Ordinance amending Chapter 3.16 of the Atherton Municipal Code establishing purchasing policy for goods and supplies, equipment, professional and nonprofessional services and public works contracts
- 20. LIBRARY BUILDING PROJECT – PROCESS FOR REVIEW OF FINAL ENVIRONMENTAL IMPACT REPORT**
Report: Planning Department
Recommendation: Accept the Planning Commission’s offer to assist the City Council by reviewing and recommending whether the Final Environmental Impact Report for the Atherton Library Building Project is adequate and in compliance with the California Environmental Quality Act
- 21. ADOPT RESOLUTION APPROVING DESTRUCTION OF RECORDS**
Report: Police Chief Ed Flint
Recommendation: Adopt Resolution approving destruction of records
- 22. RECOMMEND CREATION OF AN IRS APPROVED SECTION 115 IRREVOCABLE TRUST TO PREFUND OPEB RETIREE HEALTH CARE COSTS USING PUBLIC AGENCY RETIREMENT SERVICES (PARS) AS THE TRUST PROVIDER**
Report: Finance Director Debra Auker
Recommendation: Approve a resolution adopting the PARS Public Agencies Post-Retirement Health Care Plan Trust, including the PARS Public Agencies Post-Retirement Health Care Plan, as part of the Town Retirement Program, appoint the City Manager or his successor or designee as the Town's Plan Administrator for the Program, and authorize the Plan Administrator to execute the Trust legal documents on behalf of the Town and to take

whatever additional actions are necessary to maintain the Town's participation in the Program and to maintain compliance with any relevant regulation issued or as may be issued as required to administer the Town's PARS plan

PUBLIC HEARINGS - (Item 22)

23. FISCAL YEAR 2012-2013 OPERATING AND CAPITAL IMPROVEMENT BUDGET

Report: Finance Director Debra Auker

Recommendation: Take public testimony and continue public hearing on the proposed Town of Atherton Operating and Capital Improvement Budget for Fiscal Year 2012-13 to June 20, 2012

REGULAR AGENDA – (Items 23-24)

24. REVIEW OPTIONS FOR ADOPTING A CHARTER CITY AND APPOINT AN AD-HOC COMMITTEE TO REVIEW OPTIONS

Report: Interim City Manager Theresa DellaSanta

Recommendation: Appoint ad-hoc committee

25. STATUS OF FACEBOOK PROJECT AND CITY OF MENLO PARK RESPONSE TO ISSUES AND CONCERNS RAISED BY THE TOWN OF ATHERTON

Report: Public Works Director Mike Kashiwagi

Recommendation: For information and potential direction

26. COUNCIL REPORTS/COMMENTS

27. FUTURE AGENDA ITEMS

28. PUBLIC COMMENTS

29. ADJOURN

PLEASE NOTE THE FOLLOWING INFORMATION:

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

Judicial review of environmental determinations may be subject to a shorter time period.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection by 5:00 p.m. the Friday before each regularly scheduled City Council meeting at the Atherton Library, 2 Dinklespiel, Station Lane, and the Town Administrative Offices, 91 Ashfield Road, Atherton,

CA 94027. Additionally, agendas and staff reports may be accessed on the town website at: www.ci.atherton.ca.us
In compliance with SB 343, materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the Town Administrative Offices, 91 Ashfield Road, during normal business hours.

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PROCLAMATION

IN RECOGNITION OF NATIONAL PEACE OFFICERS MEMORIAL DAY

In 1962, President Kennedy proclaimed May 15th as National Peace Officers Memorial Day. The calendar week in which May 15th falls is recognized as National Police Week.

WHEREAS, The Candlelight Vigil is traditionally held on May 13th, regardless of the day of the week on which it falls. The National Peace Officers Memorial Day Service is hosted by the Fraternal Order of Police and the Fraternal Order of Police Auxiliary; and,

WHEREAS, the Town Council and the community of the Town of Atherton would like to honor the men and women of law enforcement for their never ending commitment to the protection of life and property; and,

WHEREAS, the Town Council would like to honor those 8 fallen officers who lost their lives in the line of duty in 2011: Officer Thomas Adams, Officer Jermaine Gibson, Sr., Officer Andrew Garton, Officer Ryan Stringer, Officer Daniel Ackerman, Officer Jeremy Henwood, Officer James Capoot, and Officer Anthony Giniewicz; and,

WHEREAS, the Town Council would like to honor those 10 officers killed in the line of duty enrolled from prior years: Deputy Charlie Rottler, Special Agent Patrick Dillon, Sergeant John Aguilar, Marshal William Rice, Patrolman Edward Shay, Constable John Hewitt, Constable Charles Cummins, Constable James Campbell, Constable James Greenlee and Constable John Sheldon; and,

NOW, THEREFORE, as Mayor of the Town of Atherton, and on behalf of the Atherton Town Council, I hereby proclaim that the week of May 13 – 19, 2012 be recognized as National Police Week and remember those officers who paid the ultimate sacrifice with their lives while serving and protecting the citizens of the great state of California.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Atherton to be affixed this 16th day of May, 2012.

Bill Widmer, Mayor
Town of Atherton



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: THERESA DELLASANTA, INTERIM CITY MANAGER
DATE: FOR THE REGULAR MEETING OF MAY 16, 2012
SUBJECT: CITY MANAGER WRITTEN REPORT

ADMINISTRATION:

See attached request for funding from HIP housing. Council will need to decide if they want to allocate funding to this organization. Last year the Town contributed \$2,500 to the organization.

Follow up from previous City Council meeting (request of City Manager):

3/21

Staff is still analyzing and reviewing the post office. We expect it could take a few more weeks and are confident that a complete review will be on the July agenda.

4/18

1. Update on Facebook EIR status – See item 24 on tonight’s regular agenda.
2. Tennis court maintenance information:

As far as the cost of maintaining the courts goes, we are currently looking at about \$4200 for weekly cleaning of the courts (but plan to budget slightly more next year). On top of that, we are considering the need to resurface the courts (2 per year), so every court gets done every 3 years. The cost for this is estimated at \$15,000 per year.

The annual costs:

<u>TYPE</u>	<u>HRS</u>	<u>ANNUAL COST</u>
Weekly maintenance	3 hrs per week	\$4200

Court resurfacing	7500 ea.	\$15,000 (consideration)
Annual lock-work		\$650
<u>Nets/Windcreens/other equipment</u>		<u>\$1200 (used only if needed)</u>
Total		\$21,050*

*Once again, the court resurfacing costs are only being considered at this time, and are not yet part of considered budget. If court resurfacing was removed, the budget would be \$6050.00. Our courts are definitely on the decline. We tried unsuccessfully a few years back to reconstruct the courts (grind out and replace) but we had to settle for replacement of the fence fabric only. A three year cycle of court resurfacing will assure that the courts are kept in a safe condition. Until the courts are reconstructed, a much higher level of maintenance will be required to keep them in a safe, playable and aesthetically pleasing condition. The going price for resurfacing generally goes from 5k to 15k per court. The cost savings of doing 2 courts instead of one, \$7500 per court, is a good budget estimate. This price includes grinding and filling of cracks, filling depressions and coating the courts with a premier grade of resurfacing product, and of course, prevailing wage.

COMMUNITY SERVICES DEPARTMENT: - See attached community services report (Attachment 1)

PLANNING DEPARTMENT: - See attached Community Services Department update

POLICE DEPARTMENT:

I. Police Activity-This reporting period's activity includes 59 criminal investigations.

The table below depicts the most frequently reported crime classifications for this period and compares it to 2011 data for the same time period:

April 2012		April 2011	
Classification	Count	Classification	Count
1. Fraud	6	1. Theft (Grand and Petty)	8
2. Theft (grand and petty)	5	2. Fraud	9
3. 5150/DUI	3 ea	3. Domestic Dist/5150	4

During this period, 39 offenders were cited, arrested or referred to the District Attorney's office for prosecution. 35 of those cases were for vehicle code violations that included not having a driver's license, driving with a suspended driver's license, and DUI. There

were 5 theft related cases that included the theft of a mountain bike and an iPhone from from Menlo Atherton High School, a theft a funds (fraudulently accessed bank account), the theft of a chainsaw from a construction site, and an HP Laptop from Sacred Heart School.

There were 557 Officer initiated incidents, which resulted in 372 citations being issued for vehicle code violations. Officers also initiated 220 types of other incidents that include contacting suspicious people on the street or those in cars, as well as security checks at schools and at HP Park.

There were 1,131 incidents and no citizens' complaints this reporting period.

II. Schools:

Number of total incidents this reporting period:

Menlo-Atherton High School: **27**
Encinal School: **6**
Sacred Heart School/St. Josephs: **10**
Laurel School: **7**
Menlo School: **3**
Menlo College: **11**
Las Lomas School: **7**
Selby Lane School: **11**

This month's incidents at Menlo Atherton High School consisted of thefts, security checks, traffic enforcement, several suspicious vehicles, juvenile problems, confiscation of a large bag of marijuana found in the boys' locker room, and a solicitor handing out flyers to kids as they exited school.

III. HP Park:

Holbrook Palmer Park had 20 incidents this reporting period. 7 of the incidents were security checks done by officers. Other police activity at the park includes leash law violators, found property reports, suspicious vehicles and traffic enforcement.

IV. Ordinance Violations:

Officers responded to 22 ordinance violation calls this month. These calls were for construction ordinance violations, leash law violations, trash cans left out after pick up days, illegal solicitors, garage sale without a permit, trash from a party left in the roadway, and food vendor (truck) without a license.

V. Traffic Safety:

There were 4 traffic collision cases taken this month.

VI. Presidential/Dignitary Visits:

None.

VII. Vacation House Checks:

APD performed a total of 990 home security checks during April.

Our monitoring showed there was an average of 37 total calls for service/officer initiated incidents per day for a total of 1,131 incidents. The table below depicts the activity:

Patrol Statistics - April 2012

Calls for Service	574
Officer Initiated Incidents	557
Total Incidents	1131

VIII. Response Times:

The average response time for Priority 1 Calls for Service (Incidents are categorized from 1 to 3 with one being the highest priority) was 6 minutes during this time period, which met our goal of having an average response time of less than 8 minutes. The average response time for all calls for service within this time period was 9 minutes. The data is depicted in the table below:

Priority	# Calls for Service	Average Response Time
1	312	5
2	114	7
3	148	27
Total/Avg.	574	11

***Note: Priority 3 Calls include the automated traffic complaint areas that generate in the same way a meeting reminder generates in MS Outlook.

IX. Investigations:

Case 12-198 (Residential burglary), Suspect Tony Lopez was arrested by Palo Alto Police Department for a burglary that occurred in their jurisdiction. Upon executing a search at his residence, stolen property from one of our victim's was located. Lopez would not provide a statement to investigators. Investigations is currently working on obtaining evidence to prove Lopez is responsible for our residential burglary as well as others in Town.

X. Disaster Preparedness:

Staff from the Atherton Police Department met with members of ADAPT and developed some action items, which include:

- Update the current ordinance regarding the Disaster Council
- Create a communication organization chart for the districts, Neighborhood Coordinators, Disaster Council Members, Police, and the Town
- Purchase supplies for the caches that will be distributed to the various districts

The planning stages for the May EOC exercise are complete and is scheduled for May 24, 2012.

XI. Special Events:

Proclamations signed by Council to honor:

National Volunteer Week, which was established through executive order by President Nixon in 1974 and every president since then has signed a proclamation recognizing National Volunteer Week as an annual celebration of volunteerism. Many states, municipalities and agencies recognize April 19 – 25, 2012 as National Volunteer Week.

The City Council of the Town of Atherton would like to declare **National Public Safety Telecommunications Week** (April 8 -14, 2012) which has been set aside so everyone can be made aware of your hard work and dedication, which provides a vital link to the public safety services on which we have come to rely every day.

XII. Training:

The Police Department completed the following training for the month of April for a total of 160 hours:

Lopez	Social Media and Drugs/8 hours/CNOA	4-5
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Gomez Lane	Narcotic Enforcement and Influence/24 hours/SBRPSTC	4-9 to 4-11
Mills	Incident Leadership/PAPD/40 hours	4-23 to 4-27
Lopez	Intro. To Social Media/8 hours/CPOA	4-26
Pardorla	PAS Operation and Calibration/8 hours/D-Prep	4-27
Mattes Frew Wade	Public Records Act/CPOA/16 hours	4-26 to 4-27

PUBLIC WORKS PROJECT UPDATES:

- Sweep contracted monthly streets –88 miles, 21 yards of debris, 11.34 tons.
- Service requests –
 - Repaired sign knockdowns (2)
 - Re-lamp library
 - Clean gutters/drains at Library
 - Secure shelving to wall at Library
 - Localized flooding issues due to large rain event
 - Move furniture – Town Hall post office
 - Clear road of fallen tree on Almendral
 - Illegal dumping clean-up on Oakwood, Selby and San Benito.
 - Shoulder work – Atherton Ave at Austin
 - PD request – replace faded no parking signs on Alejandra
 - Pothole repairs – various but large one at Isabella & ECR.
 - Specialty Council Chambers set ups (2)
 - Response – PD emergency generator in trouble set
- Storm patrol/drain cleaning during rains.
- Localized flooding response during heavy rains.
- Weekly litter removal ECR.
- Build, paint and install 2 new concrete road markers.
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp yard clean-up, vehicle/tool maintenance.
- Prep – painting equipment for when the rain stops.
- Park events – set up, staff and clean up 7 events at HPP (2 paid, 4 town authorized , the Easter Egg Hunt and Arbor Day).

- Weed control.
- Tennis court clean-ups (weekly).
- Park General daily duties – mowing, empty garbage/recycling, restroom oversight, fire extinguishers (checked/recharged), playground inspections, elevator inspections, open/close buildings, meeting room set-ups/tear downs.
- Work on irrigation system upgrades, programming and repairs.
- Prep sprinkler systems on ECR, town center and Alameda for summer watering.
- Complete plantings at Reservoir Road project.
- Prep plants and holes for Arbor Day planting.
- Diagnose and repair PD/Town Admin emergency generator set.
- Record 6 repairs to park walk-through suggestions, plans made to make repairs to others.



Town of Atherton
Building Department

91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0560
Fax: (650) 688-6539

Community Services
Monthly Report
April 2012

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

**Town of Atherton
Building Safety & Inspection**

*Construction and Permit Summary
April 1, 2012 to April 30, 2012*

	April	Fiscal Year 2011-12
Total Construction Valuation¹:	\$13,619,025.00	\$148,263,013.00

REVENUE

Plan Check Fees Collected:	\$38,686.95	\$ 335,034.69
Permit Fees Collected:	\$89,430.55	\$ 795,832.50
TOTAL:	\$128,117.50	\$ 1,130,867.19

PLAN CHECK

Applications Received:	66	599
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	2	27
New Accessory Structures Issued:	12	112
Addition / Alteration Permits Issued:	9	132
Reroof / Water Well Permits Issued:	12	74
Plumbing/Mechanical/Electrical Permits Issued:	19	159
<u>Non-Residential:</u>		
New Permits Issued:	1	4
TOTAL Permits Issued:	55	508

INSPECTIONS

Inspections Performed:	548	4924
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Footnotes:

¹Valuation: For permitted projects during this period.

Town of Atherton Building Safety & Inspection

Code Enforcement Activity Summary

April 1, 2012 to April 30, 2012

CE responded to the following types of cases:

1. Dangerous Trees	1 c	10. Early Set Out-trash	12 c
2. Construction Law	1o / 2 c	11. Neighbor Law	1 c
3. Dog Barking	2 c	12. Animal	0
4. Building without permits	1 c	13. Litigation	1 c
5. Encroachments	1 c	14. Vehicles	0
6. Fence Violations	1 c	15. Unsecured Prop	1 c
7. Accessory Bld.	1 c	16. HOA Contact	0
8. Refuse	0	17. Admin/finance	1 o / 1 c
9. Zoning	1 o / 3 c	18. Admin/ordinance	0
		19. Public Nuisance	5 c
Number of Cases Closed = 33		Number of Cases Still open = 5	

c: Closed

o: Open

CRW Cases: 10 Open / 10 Closed

Planning projects

April 1, 2012 to April 30, 2012

	This Month Activity	Year to Date Activity
Staff Level Reviews	13	175
Planning Commission Items	4	17

Arborist Activity Summary

April 1, 2012 to April 30, 2012

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	21	15	10	17

**Town of Atherton
Building Safety & Inspection**

Summary of New Single Family Residential

Month	2012	2011
January	2	-
February	0	-
March	2	-
April	2	-
May		-
June		-
July		3
August		4
September		6
October		5
November		1
December		1
Total New SFD Permits:	6	20

Plan Check Performance

April 1, 2012 to April 30, 2012

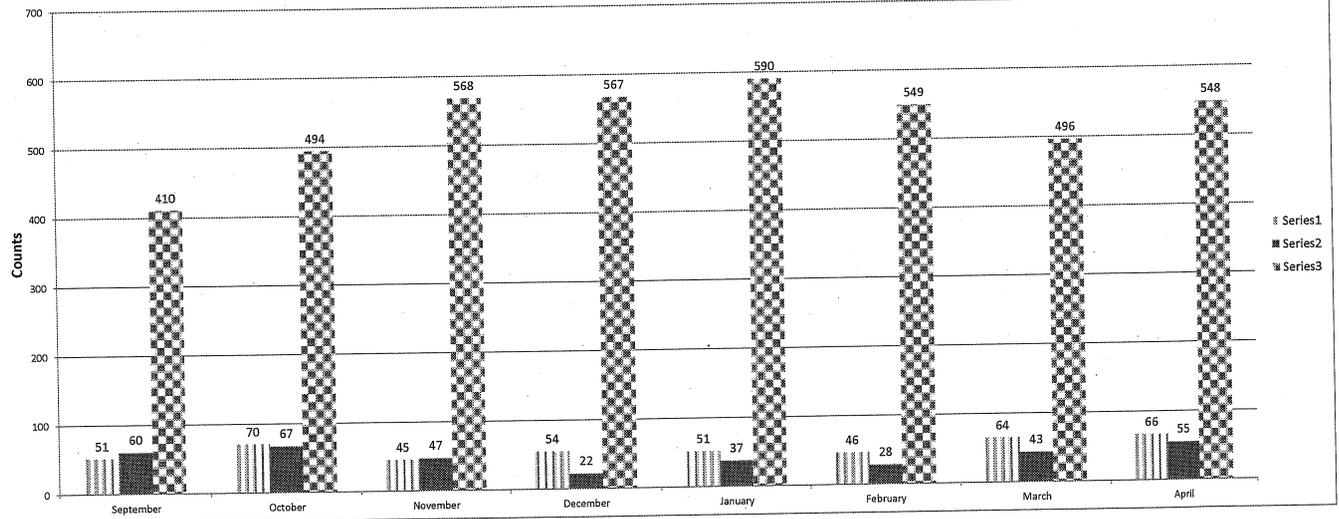
	Cycles	Target	No. of days exceeded	Average Review Days
Major Plan Check	1st Review	10	0	9
	Subsequent Rev.	5	0	3
Minor Plan Check	1st Review	3	0	3
	Subsequent Rev.	2	0	2

Target: in working days

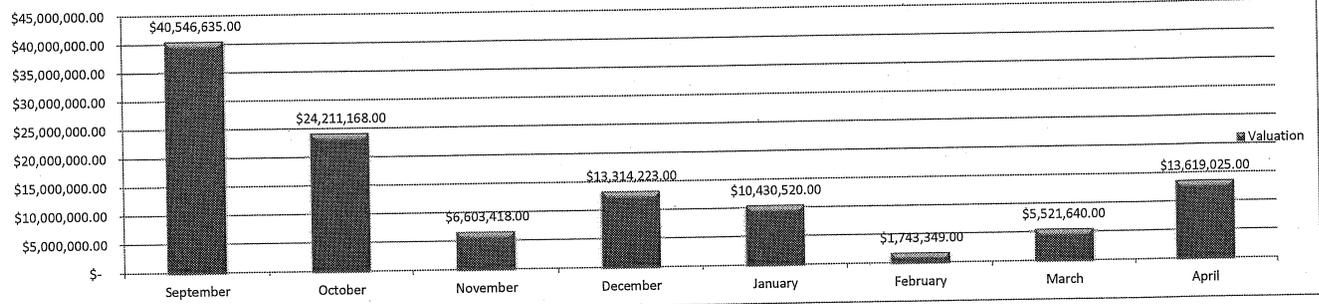
Major Plan Check: New Houses, New Accessory Structures, New non-Residential

Minor Plan Check: Additions, alterations, Misc.

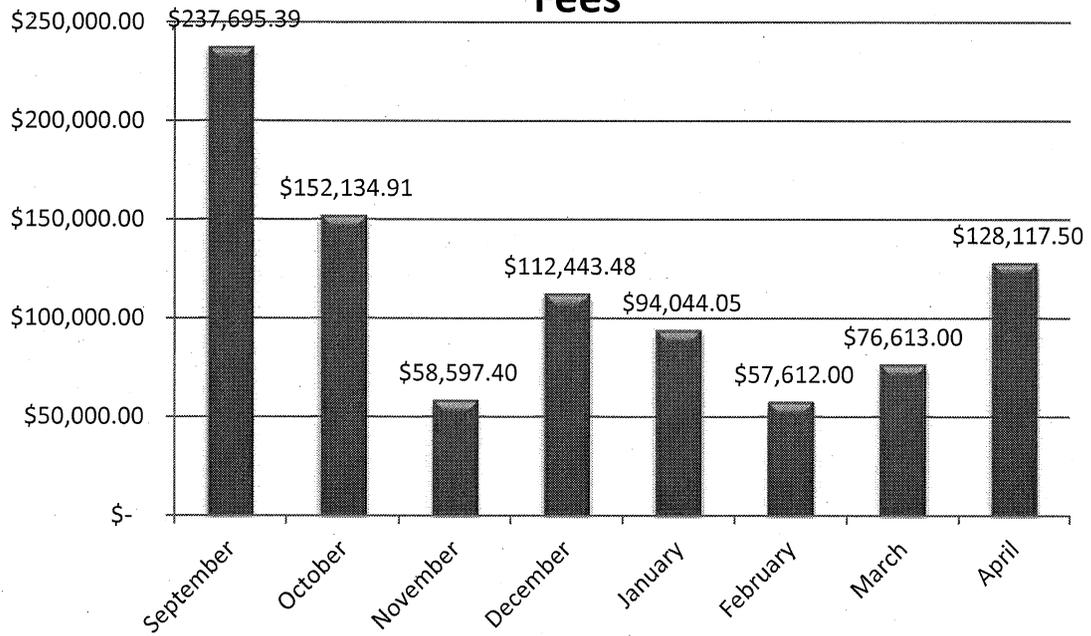
Plan Checks, Permits, Inspections

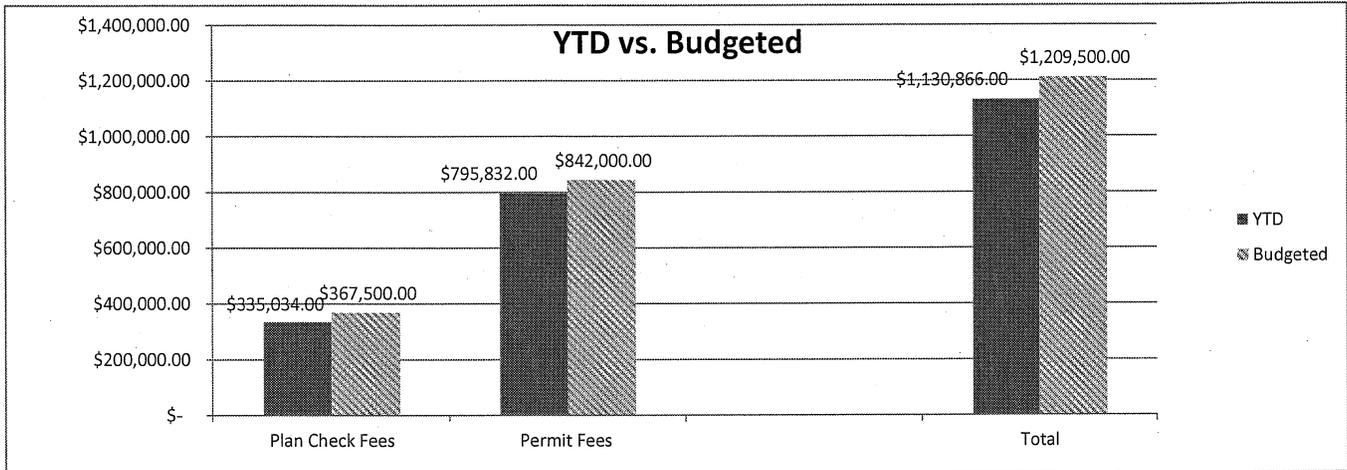


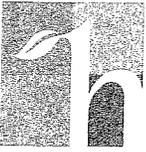
Valuation



Fees







HIP Housing

March 21, 2012

Ms. Theresa DellaSanta
Executive Assistant/Deputy City Clerk
Town of Atherton
91 Ashfield Road
Atherton, CA 94027

Dear Ms. DellaSanta,

Thank you for meeting with us, and for the opportunity to apply for \$5,000 from the Town of Atherton. The Town of Atherton's support of HIP Housing in 2011-2012 helped HIP Housing to find a home for individuals and families throughout San Mateo County.

Countywide, we are facing an unprecedented challenge to affordable housing. With the demise of the RDA's, the threat of the Palmer Ruling and reductions in Federal funding from HUD, the tools that cities can use to meet their "fair share" affordable housing mandates are disappearing. Yet, the mandate to provide it lives on.

HIP Housing is one of the largest providers of affordable housing in the County and one of the few that can still provide new affordable housing opportunities. Our Home Sharing program partners those that have space in their homes with those who need a place to live, thus creating new affordable housing out of existing housing stock.

In the spirit of "fair share," we are asking that each City in the County of San Mateo help to keep new affordable housing opportunities available by contributing at a minimum level of \$5,000 to our Home Sharing Program. In doing so, each city countywide can contribute to providing new affordable housing options.

HIP Housing's Home Sharing Program is a cost effective housing solution for low-income individuals and families throughout San Mateo County. It provides seniors with the resources and companionship they need to age in place, while also providing an affordable housing option for low income healthcare workers, teachers, domestic help and service providers.

Atherton residents benefit from HIP Housing's programs. Last year, 5 Atherton residents applied to the Home Sharing Program. An additional 3 residents called HIP Housing to inquire about services. These residents received information that helped them establish a plan to address their affordable housing needs.

We are grateful to you and your staff for the support of HIP Housing. We look forward to a continued partnership as we learn to navigate the new affordable housing waters together.

Sincerely,

Kate Comfort Harr
Executive Director

Human Investment Project
364 South Railroad Avenue
San Mateo, CA 94401

p 650 348-6660
f 650 348-0284
www.hiphousing.org

Laura Fanucchi
Associate Director

A Place to Call Home

- Home Sharing
- Self-Sufficiency
- Home Equity Conversion
- Property Development

Board of Directors

J. Anthony Villanueva
President
Bruce Bear
Vice President
John de Russy
Treasurer
Bob George
Secretary

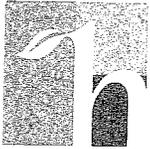
Addie Chan
Bobbi Decker
Melissa Drago
David Gonzalez
Susan Huetteman
Diana Landi
Kathy Lavezzo
Sonia Menjivar
Ann Olea-Wijkstrom
Virginia Taylor
Greg Young

Honorary Board

Congresswoman
Anna Eshoo
Lois Almen Everett
Harold Fick
Helen Fiscaro
T. Jack Foster, Jr.
Judy Gaither
Bruce Hamilton
Assemblymember
Jerry Hill
Dennis Lanterman
Jack Matthews
Memo MoranteS
Helen Hilton Raiser
David Schemel
Congresswoman
Jackie Speier

Administration

Kate Comfort Harr
Executive Director
Laura Fanucchi
Associate Director
Lois Marshall-Ward
Development Director
Norma Quiroz
Accounting Director



HIP housing

**HIP Housing
(Human Investment Project's)
Proposal to the Town of Atherton
2012-2013**

Request for Funding

Thank you for reviewing HIP Housing's proposal for fiscal year 2012-2013. HIP Housing respectfully requests \$5,000 in support from the Town of Atherton, with the goal to provide creative affordable housing solutions for residents.

HIP Housing is grateful for the Town of Atherton's past support of its programs. Currently 15 cities in the County of San Mateo provide funding support for HIP Housing. This support strengthens each individual city, as well as the County as a whole.

With the elimination of Redevelopment agencies, HIP Housing faces a gap in funding of \$155,000 in 2012-2013. To partly alleviate this funding gap, the State requirement that each city accommodate its "fair share" of the local housing need provides a collaborative way that HIP Housing and the each city in the County can meet the need for affordable housing. To this end, we are asking each city to contribute a minimum of \$5,000 to create a "fair share" approach to housing, so that together we can provide a home to individuals and families at all income levels.

Critical Need for Affordable Housing Programs

Throughout San Mateo County, residents are facing unprecedented economic challenges. Rents in the County have increased by more than 11% since last year, and all Section 8 waiting lists are currently closed.

With the elimination of Redevelopment Agencies, the threat of the Palmer Ruling, and reductions in funding from HUD, the tools that cities can use to create affordable housing are disappearing. The result is that HIP Housing's programs, which create new affordable housing using existing housing stock, are needed now more than ever.

San Mateo County is the second most expensive place in the country to live, second only to New York and tied with San Francisco. The average rent for a one-bedroom apartment in the County is \$1,713. These high rents mean finding an affordable place to live is out of reach for low-income individuals and families, seniors on fixed income, or persons with disabilities. HIP Housing's programs are often a low-income person's only realistic, workable solution.

HIP Housing - 40 Years of Serving the Community

HIP Housing is celebrating its 40th anniversary. Since 1972, we have provided creative affordable housing solutions throughout San Mateo County, helping 16,000 people to find housing. Annually, we provide 1000 people with housing and field 3,000 calls for housing referrals. We accomplish this through 3 programs: Home Sharing, Self-Sufficiency, and Property Development.

HIP Housing Programs:

1. **Home Sharing Program:** Home sharing matches those who have room in their home or apartment with those who need a place to live. The average rent for a seeker in a Home Sharing arrangement is only \$607.

This program enables residents to stay connected with each other, and remain living and working in their city and community of choice. In fiscal year 2010-2011, countywide the Home Sharing Program interviewed 1,427 households, representing 1,895 persons. Of those interviewed, 90% were low-income, 28% were seniors, 34% were persons with disabilities and 78% were homeless or at-risk of homelessness.

The foreclosure crisis has also resulted in inquires from homeowners, as home sharing provides struggling homeowners with the extra income they need to be able to keep their home. Residents, often seniors, can also apply for a "service-exchange, in which the more able-bodied housemate helps with light housekeeping in exchange for reduced or no rent. Service-exchanges enable seniors to remain independent in their home.

2. **Self Sufficiency Program:** This program enables low-income families to transition to self-reliance by providing housing subsidies, case management, connection to education and job training, and other resources. Families benefit from monthly Life Skills Workshops, on topics such as budgeting, career coaching and family nutrition.

In 2010-2011, countywide the Program provided housing and case-management services to 89 families (250 adults and children). Evaluations of the success of the Self-Sufficiency Program report the program is incredibly successful in helping families become self-reliant. Attached to this letter is a flyer with the story of three graduates of the program who have become homeowners!

3. **Property Development:** HIP Housing owns 13 below market rate rental properties in five cities throughout San Mateo County for a total of 209 units of affordable housing. With the help of professional property managers, HIP Housing is able to directly house 400 people in our properties.

Impact on Atherton

For residents of Atherton, HIP Housing's Home Sharing Program is a valuable resource, as it helps people who are integral to the community, such as teachers and service workers, be able to live and work in San Mateo County. With housing costs so high, people who work in retail, domestic workers, and home health aids are forced to move, or commute long hours, unless there have affordable housing options

Several Atherton residents have also directly benefited from the Home Sharing Program. Last year 5 residents applied to the program and 3 called HIP housing to inquire about housing services. These Atherton residents were provided with information needed to establish a plan to address their affordable housing needs.

The Home Sharing Program also saves Atherton resources, because home sharers share gas and electric, often car pool, and efficiently use housing space. By using available housing stock, home sharing is an environmental efficient way to provide more housing to our community.

Outreach to the Community

HIP Housing conducts extensive outreach to educate the community about its programs:

- ◆ Participation on committees such as Housing Leadership Council, Older Adults Multicultural Committee, Daly City Peninsula Partnership and the Redwood City Interagency Forum.
- ◆ Attendance at events/faires to distribute materials: Senior Health faires, Foreclosure Prevention workshops, San Mateo County New Employee welcomes, County Health faires,

Chamber Business Expo, Homeless and Veterans Connect events, County Fair – Senior Day, Bi National Resource Fair, Pacifica Resource Center event, Silicon Valley Positive Aging Forum.

- ◆ Presentations conducted for: South San Francisco, Daly City and Redwood City City Councils, Board of Supervisors, Redwood City Housing and Human Concerns Committee, City of San Mateo Community Relations Aging & Adult Services Casework team, First Step for Families Homeless Shelter, Redwood City Senior Affairs Commission, Safe Harbor shelter, International Association of Administrative Professionals, Rebuilding Together Peninsula Homeowner orientations, Maple Street Support Team, Menlo Park Senior Center, Housing Leadership Day, Commission on Aging, San Carlos Adult Community Center, Senior Roundtable, Twin Pines Senior, Human Services Agency, United Way 211, Adolescent Long Term Foster Care and Peninsula Educational Organization.
- ◆ Public Service Announcements sent quarterly to local radio and television stations. Some radio stations also placed information on their website about HIP Housing's programs.
- ◆ Each month a flyer about HIP Housing's available housing opportunities is emailed to over 1,500 nonprofit organizations, churches and religious affiliates, libraries, Housing Staff, School Districts, small businesses, Homeowner Associations, San Mateo County employees, Senior Centers, City Clerks and other local organizations.
- ◆ Articles about the Home Sharing Program and HIP Housing were published in the San Mateo County Times, The Unruly Mob, Town of Atherton newsletter, Community Information Newsletter, and the San Francisco Chronicle.
- ◆ Inservices were held and information to: PG&E Energy Partners, Family Service Agency, Community Action Agency, PIA, Housing Outreach Team, Clara Mateo/Inn Vision.
- ◆ Mailings were sent during the year to churches & religious organizations, Homeowner Associations, downtown businesses, Senior Centers, and Libraries.
- ◆ Attended over 20 community fairs, including, Redwood City Interagency Forum, Sequoia Hospital Homecoming Project, San Mateo County Employee Health fair, Homeless Connect, Broadmoor Presbyterian Church Resource Fair, Foster City Senior Health Fair and Seniors on the Move.

Conclusion:

HIP Housing is grateful to the Town of Atherton for its past support of its affordable housing programs. We hope that the Town of Atherton will continue to join the other cities in San Mateo County that support our programs. Together we can provide more housing options, which will strengthen both Atherton and the County of San Mateo.

To provide you with more information, attached is an article on the impact of RDA funding on HIP Housing, flyers on the Home Sharing Program and Self-Sufficiency Programs, and a list of cities that have supported HIP Housing.

We thank you and your staff for your consideration of this request. Support from the Town of Atherton will make it possible to assist more residents in the coming year. Thank you.

Self-Sufficiency Program

"A place to call home of their own..."

Three clients become first time homebuyers



Unable to keep up with the housing costs in San Mateo County, Eyrus and her family became homeless. After entering a family shelter in August 2006, they were accepted to the Self-Sufficiency Program. During her time in the Self-Sufficiency Program, Eyrus completed the Computer Applications & Office Skills at JobTrain and went on to pursue Medical Administrative Assistant training. She then obtained a job as a Medical Administrative Assistant at Stanford University and became a full-time permanent employee in January 2008.

In 2009 Eyrus applied & was accepted to Habitat for Humanity to be a potential homeowner. She put in 500 "sweat equity" hours with the help of family, friends, and HIP Housing Staff as one of the qualifications for the purchase of the home. In May, 2010, she became the owner of her very first 3 Bedroom home located in East Palo Alto.



When Chelsea was accepted to HIP Housing's Self-Sufficiency Program in 2008, she was working as a waitress part-time. She started community college to complete her AA in Interdisciplinary Studies, with a long term goal of becoming a Nurse. With the help of HIP Housing, she opened an Individual Development Account (IDA) to save money towards Nursing school. In November 2010, she applied to purchase a one bedroom condo in San Mateo and was able to use the money she saved in the IDA program towards the down payment on the condo!

In December 2010, after excelling in all her classes, she completed her AA degree. Then in March 2011, she closed the deal on the condo and was accepted to the BA Nursing program at SF State to start in fall 2011! Chelsea and her 5 year old daughter are now happy homeowners and Chelsea has a wonderful career in nursing ahead of her.



Regina came to the US at the age of 13 to live with her mother. Regina "rebelled" in the US because she felt she didn't have a childhood, as she was the caretaker of her younger siblings, and worked and cleaned for her extended family. At the age of 15, she ran away, became pregnant and got married. Regina eventually divorced in 2008.

Regina was determined to get back on her feet and obtain affordable housing for herself and her children, so she applied, and was accepted, into the Self-Sufficiency Program in August 2008. Regina had been working as an interior landscaper for 5 years, and started pursuing a degree in Human Services. Regina worked hard in school and her job, and paid down her debt with consistency. In 2011, she applied for a 3 bedroom condo in Redwood City through Habitat for Humanity and was approved! Regina and her family received the keys to their home this Fall.

www.HIPhousing.org

Newsletter Fall 2011

 Find us on Facebook

OVER HILLSDALE SHOPPING CENTER

The Marine Science Institute is set to bring the underwater world to Hillsdale Shopping Center for its monthly Kid's Club event. Children are invited to dive in and learn about sharks, sea stars and other Pacific Ocean aquatic animals. Experts will talk to kids about where these sea creatures live and how they survive in the ocean world around them, as well as invite children to create a sea 3-D mobile.

Hillsdale Shopping Center's Kid's Club is a fun and educational after school destination that takes place once a month at the shopping center and is FREE for kids ages 12 and younger who sign up with their parents on-site. All kids that join receive a free backpack, membership card, newsletters, special offers and more.

WHEN: Saturday, February 11, from 12-3 p.m., at Hillsdale Shopping Center - Macy's Center Court, 60 31st Ave., San Mateo.

Hillsdale Shopping Center is a leading San Mateo shopping destination that offers more than 120 specialty stores and restaurants. Tenants include anchors Nordstrom, Macy's and Sears, as well as specialty shops H&M, White House | Black Market, Coach, Trader Joe's, Lucky Brand Jeans, Apple, DSW, Banana Republic, Aldo, Bath & Body Works, LEGO, William-Sonoma, MAC, N3L Optics, The Disney Store, Hollister, Guess, Forever 21, Victoria's Secret, bebe, The Body Shop, GAP, Ben Bridge Jewelers, Cost Plus World Market and more. Additionally, the shopping center offers several restaurants including The Cheesecake Factory, California Pizza Kitchen, The Counter Custom Built



**FOSTER C
BLOOD
Saturday, Fe**



Draft Minutes
Town of Atherton
CITY COUNCIL
March 21, 2012
7:00 p.m.
COUNCIL CHAMBERS
94 Ashfield Road
Atherton, California
REGULAR MEETING

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL** Lewis, Dobbie, Widmer, McKeithen, Carlson

3. **PRESENTATIONS**

REALIGNMENT – Presented by San Mateo County Assistant Sheriff Trisha Sanchez.

Assistant Sheriff Sanchez gave a brief update of the state prisoner realignment on behalf of Sheriff Greg Munks. Realignment went into effect on October 1, 2011. Assistant Sheriff Sanchez gave a brief history of how the state prisoner realignment came to be. The realignment refers to addressing overcrowding in the state's prisoners. Assistant Sheriff Sanchez addressed the reasons for the realignment and the possible repercussions on local jurisdictions.

4. **PUBLIC COMMENTS**

Bill Warren gave a report about high speed rail. Mr. Warren wanted to bring two documents to the council's attention: "Analysis of Local Transit Agencies Use of High Speed Rail Funds," and "The CHSRA Knows Their Proposed High-Speed Train Will Forever Need an Operating Subsidy." Both documents can be found at www.cc-hsr.org. Another document is a report done for the GAO. The document will not be made public as it was done for the GAO but Interim City Manager Della Santa has a copy and has distributed it. Mr. Warren would like to request that the Council support the two bills that are on tonight's agenda in item 16.

Davina Gentry of the High Energy Home program updated the Council on the user success and would like to invite other residents to take advantage of the program. Council Member McKeithen clarified that in order to take part in the program you have to have a SmartMeter and you cannot have solar. Council Member McKeithen asked Ms. Gentry when the program allowing solar would be rolled out. Ms. Gentry didn't know offhand but will look into it and report back. There is a component of the program that pulls in water component that allows you to look at water usage in your home as well. Vice Mayor Lewis added that a notice went out in the *Athertonian* regarding the program. A member of the public asked why solar users are not included. At this point solar users don't have SmartMeters and they are required to gather the data in order for the program to run its algorithms. Council Member McKeithen mentioned that the Town needs to do a better job of advertising the program.

Denise Kupperman reminded everyone that the Atherton Dames will be hosting their annual Easter Egg Hunt on Saturday, April 7 at Holbrook-Palmer Park. Volunteers are welcome at 8am to help hide the 6000 eggs.

5. **REPORT OUT OF CLOSED SESSION –**

Mayor Widmer reported that the discussion with the labor negotiators returned no actionable items.

The Council completed a successful performance appraisal for the City Attorney.

6. **CITY MANAGER’S REPORT**

Interim City Manager DellaSanta has provided her written report and wanted to add that on page 12 of 17 there is a Construction and Permit Summary and moving forward they will illustrate where they are against the budget.

7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT**

CONSENT CALENDAR (Items 8-21)

It was announced at the start of the meeting that items 12 and 14 of the Consent Calendar have been removed and will be resubmitted by Staff and should be heard at the April meeting.

8. **APPROVAL OF FEBRUARY 16, 2012 REGULAR MEETING**

Recommendation: Approve February 16, 2012 regular meeting minutes

9. **APPROVAL OF BILLS AND CLAIMS FOR FEBRUARY, 2012 IN THE AMOUNT OF \$763,615**

Recommendation: Approve Bills and Claims in the amount of \$763,615

10. **FINANCIAL REPORT FOR THE EIGHT MONTHS ENDED FEBRUARY 29, 2012**

Report: Finance Director Debra Auker

Recommendation: Receive the General Fund Financial Report for the eight months ended February 29, 2012.

11. **ACCEPTANCE OF QUARTERLY TREASURERS REPORT FOR DECEMBER 31, 2011**

Report: Finance Director Debra Auker

Recommendation: Accept Quarterly Report

12. **APPROVAL OF TOWN DISASTER COUNCIL**

Report: Police Chief Ed Flint

Recommendation: Approve the appointment by the Town Manager of five (5) civilian members to the Town Disaster Council

13. **RESOLUTION TO REJECT CLAIM OF COURTNEY SCHRIER, BY ELIZABETH SCHRIER, MOTHER AND GUARDIAN**

Report: Interim City Manager Theresa DellaSanta

Recommendation: Adopt Resolution 12-xx denying the claim filed by Elizabeth Schrier on behalf of Courtney Schrier for damages.

14. **APPROVE FOURTH AMENDMENT WITH MENLO-ATHERTON LITTLE LEAGUE ASSOCIATION TO PERMIT THE LITTLE LEAGUE TO OPERATE AT HOLBROOK-PALMER PARK**

Report: Interim City Manager Theresa DellaSanta

Recommendation: Approve amendment between the Menlo-Atherton Little League Association and the Town of Atherton for operation of Little League activities at Holbrook-Palmer Park

15. BAYFRONT CANAL/ATHERTON CHANNEL STORM MANAGEMENT ANALYSIS – LETTER OF SUPPORT

Report: Public Works Director Mike Kashiwagi

Recommendation: Authorize the Mayor to sign a letter of support for the Bayfront Canal/Atherton Channel Storm Management analysis to Don Edwards San Francisco Bay National Wildlife Refuge.

16. APPROVAL OF LETTER TO SENATOR DOUG LAMALFA SUPPORTING SENATE BILL 985 TO PREVENT THE SALE OF BONDS FOR CALIFORNIA HIGH SPEED RAIL (HSR); AND APPROVAL OF RESOLUTION IN SUPPORT OF ASSEMBLY BILL 1455 (HARKEY) – HIGH SPEED RAIL LEMON LAW

Report: Interim City Manager Theresa DellaSanta

Recommendation: Approve letter to Senator Doug LaMalfa supporting Senate Bill 985 and Adopt Resolution 12-xx Supporting Assembly Bill 1455

17. ATHERTON LIBRARY BUILDING PROJECT – SECOND AMENDMENT TO GROUP 4 ARCHITECTURE, RESEARCH AND PLANNING, INC. AGREEMENT

Report: Public Works Director Mike Kashiwagi

Recommendation: Approve the Second Amendment to the Group 4 Architecture, Research and Planning, Inc. agreement which expands the scope of services to provide additional details and adds \$1,400 to the compensation, and authorize the City Manager to execute the amendment

20. APPROVAL OF PLANS AND SPECIFICATIONS AND AUTHORIZATION TO ADVERTISE FOR THE 2012 CAPE/ SLURRY SEAL PROJECT

Report: Public Works Director Mike Kashiwagi

Recommendation: Approve the plans and specifications and authorize advertisement for bids for the 2012 Cape/Slurry Seal Project, Project No.56052.

MOTION by Carlson, second by McKeithen to approve the consent agenda excluding items 18, 19, and 21 and correcting typos in item 16. The motion passed.

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

Council then took up items that were removed.

18. SELECTION OF EXECUTIVE RECRUITMENT FIRM FOR CONDUCTING SEARCH FOR A PERMANENT CITY MANAGER

Report: Interim City Manager Theresa DellaSanta

Recommendation: Approve selection of recommended recruitment firm in an amount not to exceed \$17,000.

Mayor Widmer, together with Council Member McKeithen and Interim City Manager Theresa DellaSanta, recommends the Council retain Bob Murray & Associates. They are recommending that Council approve use of the firm and approve the City Manager and City Attorney to negotiate a contract.

Council Member Carlson asked if the figures before them will change. Mayor Widmer explained that that fee was for a retainer and the actual fee charged will be much lower.

Council Member McKeithen explained that the fee includes a two year money back guarantee. There is a great deal of flexibility. This firm does a quasi-complete background search – not all firms do that. Bob Murray is looking for a unique candidate to fit in Atherton. Council Member McKeithen believes this firm will allow for as much or as little input from the Council as the Council chooses.

Council Member Carlson asked if the firm can work with our time line. Council Member McKeithen assured him that they can.

Mayor Widmer mentioned that more candidates will apply if they know a recruiting firm is managing the process.

A citizen brought forth a concern about how much travel will be needed to bring in candidates. Mayor Widmer responded saying that was taken into account and much of the interviewing will be done using Skype or some other tele-presence. The Council will have the decision as to whether a candidate should be brought in for interviews.

MOTION by Dobbie, second by Lewis to approve selection of Bob Murray & Associates as the executive recruitment firm for conducting search for a permanent city manager. The motion passed.

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

19. CONSIDERATION OF SUPPORT FOR THE LEAGUE OF CALIFORNIA CITIES LEGISLATIVE ACTIVITIES

Report: Interim City Manager Theresa DellaSanta

Recommendation: Authorize the Mayor to Respond to Requests from the League of California Cities for Legislative Advocacy as deemed appropriate by the City Manager and City Attorney.

MOTION by McKeithen, second by Widmer to approve consideration of support for the league of California cities legislative activities. The motion passed.

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

21. APPROVAL OF AMENDMENT TO AGREEMENT FOR ACCESS WITH FELTON GABLES HOMEOWNERS ASSOCIATION AND AMENDMENT TO EASEMENT AGREEMENT BETWEEN JOSEPHINE LEE AND FELTON GABLES, INC.

Report: Interim City Manager Theresa DellaSanta

Recommendation: Approve amended access agreement and side letter agreement with Felton Gables Homeowners Association, and approval of amended easement agreement between Josephine Lee and Felton Gables, Inc..

Steve Tyler responded to Mayor Widmer’s question about the history of this topic. In 2009 there was a poll of Atherton and Menlo Park residents regarding traffic tables/speedhumps on Encinal Avenue. Atherton residents were not in favor. Menlo Park residents were in favor. It was decided that neither city overruled the other so they were not put in.

Council Member McKeithen would like to find out what the cost efficiency is of portable speed humps as used in Redwood City. Is it a deterrent, and what, if any noise aspects are involved. She would like to see a report back to the Transportation Committee. This is an issue that keeps coming up.

Council Member Carlson thinks that is a good idea to research further.

Council Member McKeithen would like approval to bring the findings back to the Council.

Paul Quinlan, citizen, spoke about the agreement with Felton Gables Homeowners Association. He noted the wording requires the Town to look into traffic measures and does not require the Town to implement anything. He suggested rewording to “traffic calming devices” rather than “traffic humps.”

Mayor Widmer would like the agreement to say “traffic calming devices” rather than traffic humps.

A citizen commented that the problem seems to be primarily when the children are entering and leaving Encinal School. He feels a police presence helping direct parents would be more helpful than speed bumps.

MOTION by Widmer, second by McKeithen to approve an amendment to Agreement for Access with Felton Gables Homeowners Association and Amendment to Easement Agreement between Josephine Lee and Felton Gables, Inc. with the words “speed bumps” to be replaced by “traffic calming methodologies.” The motion passed.

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

PUBLIC HEARINGS - None

REGULAR AGENDA – (Items 22-24)

22. ADOPTION OF A RESOLUTION APPROVING THE MID-YEAR BUDGET ADJUSTMENTS FOR FY 2011-2012

Report: Finance Director Debra Auker

Recommendation: Adopt the Resolution Approving the Mid-Year Budget Adjustments for FY 2011-2012 (FY 2012)

Finance Director Debra Auker presented the report.

Council Member Carlson wondered if the Planning fee structure had changed. Lisa Costa Sanders replied that the fees have not changed, but we have seen less application for Planning Commission review recently.

Council Member McKeithen commented that the Council made a commitment to review fees on a more regular basis and she commented that the Council has not followed through on that.

Mayor Widmer wanted to know the status of the Building department unclaimed refunds. Need to look at notifications, statutes etc. to see when they roll in funds that haven't been claimed.

City Attorney Connors commented that the fee is often built in to projects and is often forgotten. In the past the money was turned over to the General fund. The thought remained that there needed to be enough for the odd occurrence of someone who was out of the country or something of that nature who reappears to legitimately claim their refund.

Vice Mayor Lewis asked where that revenue would be found on the chart. If there is a balance it would be included in the General Fund balance.

Council Member Dobbie wanted to know if Finance Director Auker has made an appointment with the County Assessor to see how property taxes are calculated. She had not made an appointment at that time but will do so. Council Member Dobbie would like to see if the Town of Atherton is getting the right amount of money from property taxes.

Council Member Dobbie also added that based on the Finance Committee review, the Town, at the end of the year, could have a negative balance of \$300,000, which is much better than last year. Council Member Dobbie would like that number to zero or positive at the end of the year.

Council Member McKeithen bought up the Post Office. It is projected to bring in \$7500 this year but costs upwards of \$40,000 to operate. It serves nine Atherton residents a day and nine Menlo Park residents a day. Council Member McKeithen thinks it should be discussed as a future Council agenda item. Interim City Manager DellaSanta responded that they have begun to gather data for a report on how many Atherton residents visit the Post Office daily.

Mayor Widmer mentioned that traffic citations are up. Wants to show proper trends where we can.

Vice Mayor Lewis wanted to make sure that the Building Department revenue vs. expenses was due to the restructuring of the department. Going forward those should level off. Also they will be left with \$600k in Building Department reserves, which is quite a lot.

Council Member McKeithen wanted to clarify that the person that thought that funds needed to be reallocated from the Building Department reserves was the former City Attorney and there were differences of opinion regarding that topic.

A citizen asked about the transfer from the special parcel tax fund. This fund should cover capital expenditures and safety. Staff noted that the Council is reviewing the operating budget at this time and not capital expenditures.

Council member Carlson asked if this review is limited to the general fund. Finance Director Auker responded in the affirmative, noting that Staff is not recommending an adjustment to any special funds.

MOTION by Carlson, second by Dobbie for the adoption of a Resolution approving the mid-year budget adjustments for FY 2011-2012

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

23. TOWN COMMITTEES & COMMISSIONS AND RULES & PROCEDURES

Report: Interim City Manager Theresa DellaSanta

1. Reinstate the Environmental Programs Committee, and review the charters and purpose of all current Town Committees and Commission and decide whether there is a need to alter, merge or dismiss certain committees based on existing staff resources.
2. Extend all Committee and Commission expiration dates to June 30, 2012.
3. Review and approve rules and procedures for Committees and Commissions.

Interim City Manager Theresa DellaSanta reported.

Council Member McKeithen wanted to start the discussion by stating that this agenda item was initiated because of an investigation of a particular committee. Council Member McKeithen thinks that making amendments to the committees and commissions before the details of the investigation are made public is premature. The public should be made aware and have a chance to comment and ask questions before changes are made. She would like to make a motion that the investigative report be made public as well as the report that was prepared by our City Attorney based on that investigation. Council Member McKeithen would like to put aside this discussion until such time as the information is distributed.

City Attorney Bill Connors believes there is no reason not to release the report.

Mayor Widmer agrees and since Town funds were used to have the report done and it was requested by the Town; in the interest of transparency, he thinks the information should be released.

Vice Mayor Lewis thinks it is a good idea to give guidance and direction to all of the committees and commissions. She also thinks that each committee and commission should undergo the same scrutiny that the investigated committee underwent.

MOTION by McKeithen, second by Dobbie for the release of the report on the Environmental Programs Committee.

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

Discussion on the Committees and Commission continues:

Council Member Carlson thinks it's a good idea to look at the committees and commissions.

Council Member Dobbie is uncomfortable with some of the wording proposed. Council Member Dobbie believes that the Council is responsible for making the rules and staff is to implement the rules. Council Member Dobbie wants to be careful that we don't get into a situation of having it the other way around.

Vice Mayor Lewis thinks that staff should act as a liaison for the committee and commission members. Vice Mayor Lewis and Mayor Widmer would like to provide all committee and commission members with a handbook that would answer a lot of these questions and help the Town volunteers.

Mayor Widmer agrees that the volunteers are doing things for the best of the town. Mayor Widmer believes that there should be a Council Member on each of the commissions and committees. The Council Member is ultimately responsible for keeping the committee or commission on track. The committees should be involved; he would like them to have a representative of each committee speak at a Council meeting to inform the Council of their activities.

MOTION by Carlson, second by Widmer to extend all Committee and Commission Expiration Dates to June 30, 2012.

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

Council Member Carlson feels that Staff can be very helpful in making sure that our committees and commissions are abiding by the Brown Act and other Town policies and regulations.

Council Member Carlson would also like to see that the committees be matched up with staff members who are more informed and involved in a given topic.

Vice Mayor Lewis would like to discuss further in a workshop format.

Council Member McKeithen would like a continuance of this discussion to a future meeting..

MOTION by Lewis, second by McKeithen to request Staff Schedule a Public Workshop with Representatives from each Committee and Commission.

24. POSSIBLE START UP OF EVENT BOOKINGS AT HOLBROOK-PALMER PARK THROUGH THE 2012 CALENDAR YEAR

Report: Community Services Director Mike Kashiwagi

Recommendation: Provide direction to staff regarding starting full event bookings at Holbrook-Palmer Park through December 31, 2012

Community Services Director Mike Kashiwagi reported.

Council Member Carlson suggested if you want to discourage large groups you can charge more for larger groups to discourage them. He asked what kind of pricing model was used in the analysis.

Community Services Director Mike Kashiwagi answered that at this point they are relying on the existing fee structure. In some special situations, like the Easter Egg hunt, they are looking to make sure staff costs are recovered.

Council Member Carlson asked about the landscaping cost in the report. Community Services Director Mike Kashiwagi answered that this is to make sure the grounds are swept and “look nice” for an event and the amount is to cover the cost of staff. Council Member Carlson thinks the facilities and grounds should be rented “as is.”

Council Member McKeithen said that while discontinuing events might have gone too far – the colleagues’ memo approving this item doesn’t say anywhere that we will consider holding weddings and large corporate events again.

City Attorney Bill Conners made a distinction that staff is looking for direction in light of actions taken after the Colleagues Memo to clarify what events the Council wants to allow at the Park and which types it doesn’t want to allow. However, the wording must be defensible. We cannot say we won’t allow big groups and then host the largest event of the year in the park (Easter Egg Hunt). That will open the Town up to challenges of the wording.

Council Member Dobbie objects to having this brought up again. The Colleagues Memo was brought forward to make small adjustments to a decision that the Council already made. The staff report before them tonight brings the whole item up again including fees and budgets and revisiting the entire issue and it is inappropriate.

Council Member Carlson wants to know what’s peculiar about weddings. Council Member McKeithen answered that the staff report shows that the Town lost \$300,000 on weddings previously. Also, once you open the park up to weddings, the park will be occupied every weekend with a wedding. This will deprive Atherton residents of the ability to enjoy their park.

Council Member Carlson responded that the Easter Egg hunt only includes about 20% Atherton residents. Council Member McKeithen suggested that it’s not about providing events for Atherton residents but rather community-centered events.

Council Member McKeithen would like to allow birthdays, bah mitzvahs and other large group events that originate in the community.

Mayor Widmer wants to discuss that residents who are paying for the upkeep of the park were beginning to find that they were not able to use the park due to the amount of events being held. The Council should make restrictions that allow for the residents of Atherton to use the park. Having size and use restrictions makes sense. If the event is a money-making event, the Town should be compensated. Mayor Widmer has polled citizens and found that the residents want to use the park for events are willing to do the set-up and use their own caterer. They don’t need the Town to dictate all of those details. The Town should charge a deposit.

Council member Dobbie agrees with Council Member McKeithen’s suggestions about what events should be allowed.

Council Member Carlson would like to name “Designated Community Organizations” that allow those organizations to approach the City Manager about holding events. Mayor Widmer feels that if the organizations are charging a fee, the Town should get cost recovery from any group.

Two citizens spoke on behalf of the Atherton Civic Interest League (ACIL). Wanted to make clear that they are there to help and assist the Town and wanted to give an overview of what types of events they will be holding in the park.

John Davey (ACIL) spoke about not being able to use the park for a “Meet your Neighbors” event. He is pleased with the progress this evening and thinks definitions need to be made on who can use the park. The unintended consequences need to be revisited.

Bob McLean (ACIL) was dismayed by the bureaucratization of the process (insurance etc.).He also expressed concern that he didn’t see the difference between some of the events that are allowed and some that are not and it could end up being a problem.

A representative from the Atherton Dames spoke on the proceedings.

Council Member Carlson revisited the pricing portion of the discussion. He would like to look further at the price structure. The Town doesn’t have to be competitive in its pricing. Perhaps weekends should cost more.

Council Member McKeithen disagrees with a new pricing model. People pay taxes to get to use the park. They shouldn’t have to pay to use it. The Town shouldn’t try to recoup those costs.

Vice Mayor Lewis is concerned with cost differential for non-Atherton residents. The Town took on the stewardship of the park for the community. She thinks that limitations shouldn’t be on weddings but on number of guests for the events.

Interim City Manager DellaSanta asked if the recommendation for insurance will be at the discretion of the City Manager. This was affirmed by the Council.

A MOTION and a second was made for allowing use of the park by “Designated Community Organizations” and “Local Group Meetings” on a cost-recovery basis.

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

MOTION by McKeithen, second by Dobbie to allow parties and gatherings including birthdays, bah mitzvahs, bridal showers, memorial services and similar events giving the City Manager discretion on like activities. Also included would be graduation ceremony, art exhibits, family picnics and barbecues, fundraisers, and classes including but not limited to yoga, folk dance, country dance, family music, dog training and team sheeper. There will be no weddings or non-designated non-community organizations.

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

25. COUNCIL REPORTS

No further comments

26. **FUTURE AGENDA ITEMS** - none

27. **PUBLIC COMMENTS**

Council Member McKeithen wants consideration of a budget for the library. Wants to know what the staff budget is going to be for the library fund.

Finance Officer Debra Auker responded that the Council has approved a budget for the library fund which includes the design work that is being done. Next year it will be split out between maintenance and design and construction.

Council Member McKeithen clarified that the Library Steering Committee wants to find out what the budget is for staff working on the Library project.

Mayor Widmer asserted that there should be quarterly reports going to the Library for review.

Council Member McKeithen answered that there have been no quarterly reports to the Library.

City Attorney Conners would like to add to the Agenda – *Council Reports and Comments*. Council Members shouldn't make Public Comments but if the Agenda is changed to reflect comments after Council Reports this would alleviate any concerns of the Brown Act.

28. **ADJOURN** - The meeting was adjourned by Mayor Widmer at 10:30pm.

Respectfully submitted

**Theresa DellaSanta
Interim City Manager**



Draft Minutes
Town of Atherton
CITY COUNCIL
April 18, 2012
7:00 p.m.
COUNCIL CHAMBERS
94 Ashfield Road
Atherton, California
REGULAR MEETING

Mayor Widmer called the meeting to order at 7:00pm.

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL Dobbie, Widmer, McKeithen, Carlson, Lewis (excused)

3. PRESENTATIONS

Mayor Widmer presented a proclamation to the Atherton Police Department volunteers honoring their service to the Town of Atherton.

Mayor Widmer presented a proclamation to Meals on Wheels for their years of service to the residents of the Town of Atherton.

Mayor Widmer also thanked Menlo College for hosting the City Council meeting.

4. PUBLIC COMMENTS

Denise Kupperman wanted to remind the community that the Atherton Tree Committee is hosting their Arbor Day event on Saturday, April 21 at Holbrook-Palmer Park at 9:30am. They will be planting three trees – adding to their Elm grove as well as a planting a ginkgo tree. Community is encouraged to attend this annual event.

Joseph Rosas announced that there is an education forum for candidates for State Assembly for District 24 to be held at Cupertino Community Hall. The event is Friday, May 18 at 7pm. It will include a debate/forum between candidates.

Anne McNertney wanted to know why Menlo College was chosen for the City Council meeting and would like to request it not be chosen again. Mayor Widmer said the Town is trying to move the meetings around to different locations to maximize public input.

Council Member Dobbie remarked that they have found in the past the attendance at Council meetings was low and specifically they wanted to try to get more young people to attend the meetings. The Council thought it might be an educational experience for them. It was thought that if it was done at Menlo College they might draw some younger citizens.

Ms. McNertney further asked when it would be appropriate in the meeting to ask questions about the Library. She continued that the Library EIR did not take into account the medical building on the side of Watkins across from the proposed right hand turn lane. Ms. McNertney feels the right turn lane would devalue their land. It's already a raceway as it is. This would lose the setback and the roadway would be very close to their house. Ms. McNertney is asking for a vote to determine where the Library should reside.

Charles Marsala presented a thesis from a student who studied San Jose State's partnership with the City to build a new library. Mr. Marsala suggests that maybe the same thing could be done with Menlo College and the Town of Atherton. He believes there could be a lot of benefits.

Carl Ferraro – El Camino. Mr. Ferraro lives north of Watkins. He has seen a lot of accidents. The proposed Library will create more traffic. Mr. Ferraro wants to know where the money is coming from and who is going to provide upkeep. He believes his neighborhood will be full of traffic.

Council Member McKeithen responded that the monies already exist in a special fund that can only be used for the Library. There will be no special tax. As far as maintenance – there have been studies that parks and libraries in a community increase property values – not decrease. All of these things have been studied at great length and are available on the library web site.

Mayor Widmer read a letter from Planning Commission Chair Herman Christensen. Chair Christensen wanted it to be known that at the most recent Planning Commission meeting it was decided that the Commission would recommend to the City Council that the General Plan Committee be disbanded.

5. REPORT OUT OF CLOSED SESSION

City Council met with the labor advisor and there was no reportable action.

6. CITY MANAGER'S REPORT

Council Member McKeithen requested of Interim City Manager that at the next meeting she give a public report to the community on the Menlo Park Facebook EIR and how they have addressed or not addressed issues pertinent to Atherton.

Secondly, Council Member McKeithen would like a report of how much upkeep for the tennis courts costs the Town. It seems like a lot of upkeep for very few residents using them.

7. COMMUNITY ORGANIZATION ROUNDTABLE REPORT

CONSENT CALENDAR (Items 8-19)

Items pulled from Consent Calendar: 8, 9, 16, and 19.

10. AWARD OF CONTRACT FOR THE 2012 SPRING PATCHING PROJECT

Report: Public Works Director Mike Kashiwagi

Recommendation: Award the contract for 2012 Spring Patching Project, project number 56051 to Half Moon Bay Grading & Paving, Inc., the low bidder on the March 28, 2012 bids, for \$137,160.00; and to authorize the City Manager to execute the contract on behalf of the Town

11. ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE OF COMPLETION FOR THE HOOVER STREET CROSSWALK PROJECT

Report: Public Works Director Mike Kashiwagi

Recommendation: Accept work and authorize recording of a notice of completion for the Hoover

12. AWARD OF CONTRACT FOR THE 2012 CAPE/SLURRY PROJECT

Report: Public Works Director Mike Kashiwagi

Recommendation: Award the contract for 2012 Cape/Slurry Project, project number 56052 to Graham Contractors, Inc., the low bidder on the April 10, 2012 bids, for \$455,021.00 and to authorize the City Manager to execute the contract

13. APPROVE AN AMENDMENT WITH DEBRA AUKER FOR FINANCE DIRECTOR SERVICES FOR THE TOWN

Report: Interim City Manager Theresa DellaSanta

Recommendation: Approve an amendment with Debra Auker to provide interim finance director services on a month to month basis in the amount of \$112 per hour, and authorize interim City Manager to execute an amendment on behalf of the Town

14. ATHERTON LIBRARY BUILDING PROJECT – SECOND AMENDMENT TO LSA ASSOCIATES AGREEMENT

Report: Town Planner Neal Martin

Recommendation: Approve the second amendment to the LSA Associates agreement which expands the scope of services to provide additional services and adds \$7,565 to the compensation, and authorize the City Manager to execute the agreement

15. 2011 ANNUAL REPORT TO THE CITY COUNCIL ON THE ATHERTON GENERAL PLAN IMPLEMENTATION

Report: Town Planner Neal Martin

Recommendation: Accept the annual report and authorize its transmittal to the California Governor's Office of Planning and Research and the California Department of Housing and Community Development pursuant to Section 65400 of the California Government Code

17. APPROVE THE SELECTION OF NOVA PARTNERS AS PROJECT MANAGER FOR THE NEW ATHERTON LIBRARY PROJECT AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONSULTANT SERVICES AGREEMENT FOR A NOT-TO-EXCEED FEE OF \$137,000

Report: Public Works Director Mike Kashiwagi

Recommendation: Approve the selection of Nova Partners as the New Atherton Library Project Manager and authorize the City Manager to execute the Consultant Services Agreement in an amount not-to-exceed \$137,000

18. APPROVAL OF PLANS AND SPECIFICATIONS AND AUTHORIZATION TO ADVERTISE FOR THE 2012 PARK PAINTING PROJECT

Report: Public Works Director Mike Kashiwagi

Recommendation: Approve the plans and specifications and authorize advertisement for bids for the 2012 Park Project No.56054

MOTION by McKeithen, second by Dobbie to approve the consent agenda excluding items 8, 9, 16 and 19. The motion passed.

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

Council then took up items that were removed.

8. APPROVAL OF BILLS AND CLAIMS FOR MARCH, 2012 IN THE AMOUNT OF \$721,807

Recommendation: Approve Bills and Claims in the amount of \$721,807

Council Member McKeithen requested of Interim Finance Director Debra Auker that someone let Council Member McKeithen know, by email, how much the Town spends on the Police dogs per year.

MOTION by McKeithen, second by Dobbie to Approve Bills and Claims for March 2012 in the Amount of \$721,807. The motion passed.

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

9. APPOINT HOLBROOK-PALMER PARK FOUNDATION REPRESENTATIVE FRANK MERRILL TO PARK & RECREATION COMMISSION TO FILL RESIGNATION OF RICHARD MOORE

Report: Interim City Manager Theresa DellaSanta

Recommendation: Appoint Atherton resident Frank Merrill as the Holbrook- Palmer Park Foundation representative to the Park & Recreation Commission

Council Member Dobbie asked what the term would be if Frank Merrill was appointed to the Park & Recreation Commission. Interim City Manager DellaSanta answered that he would complete the term of the resigning commissioner, Richard Moore.

Council Member Dobbie also wanted to know if anyone else was interested in the position or if the Park & Recreation Commission decided who would replace Commissioner Moore. Interim City Manager DellaSanta responded that the Holbrook-Palmer Park Foundation recommended Mr. Merrill as their representative.

Council Member McKeithen asked for clarification on the terms. City Attorney Bill Conners answered that two full terms is the maximum that anyone can serve. He further clarified that everyone is appointed by the Council even if they are recommended by a Commission or the Dames, etc.

City Attorney also clarified that the City Council has the authority to let the person serve out the time remaining in an existing term or the Council can grant the incumbent a full term. It is up to the Council. Mayor Widmer stated that traditionally the Council simply filled the seat to finish out the term.

Council Member McKeithen mentioned that there are several seats on the Parks & Recreation Commission that are vacant and are not being filled. Several members have not been to the last few meetings.

Motion by McKeithen, second by Dobbie to appoint Atherton resident Frank Merrill as the Holbrook Palmer Park Foundation representative to the Parks & Recreation Commission to complete the term of Richard Moore.

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

16. REVISIONS TO INTERWEST GROUP CONTRACT

Report: Interim City Manager Theresa DellaSanta

Recommendation: Approve revisions to Interwest Group contract and authorize City Manager to execute an amendment

Council Member Dobbie commented that he would like the term of the contract to be one additional year from the conclusion of the term that will end September 22, 2012.

Council Member McKeithen wanted to make sure the provision suggesting that in order to determine payment that comps are looked at and used is still in the contract.

Council Member McKeithen wanted clarification and or/ rewording on section 18B2. It should say “up to 80%” instead of just 80%. Also, increments of 1/6 will never be mathematically equal so some other equation should be used for this section.

Mayor Widmer suggested that the wording be reworked to be clearer and that the numbers be reworked so that the calculation will result in whole numbers. And perhaps there should be a rounding provision to make that part clear.

City Attorney Connors remarked on the provision that was removed. Hard to figure out how to increase compensation with a one year contract. It could be implemented on a multi-year contract and can be with some input from the Council.

Mayor Widmer wants the language in the first paragraph cleaned up to make the standards of service portion clearer.

MOTION by Dobbie, second by McKeithen to Approve the suggested revisions to the contract for the Interwest Group for Building and Life Safety Services with modifications we have discussed including reducing the term from three years to one year from the September 22, 2012 date. And including changes to section 18,B,2 and to authorize the City Manager to work with the City Attorney to develop and execute the amendment, based on Council action. The motion passed.

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

19. APPROVE MAYOR’S REQUEST TO SOUTH BAY WASTE MANAGEMENT AUTHORITY MEMBER AGENCIES TO SUPPORT AMENDING THE JPA TO ALLOW EACH AGENCY TO APPOINT THEIR REPRESENTATIVE
Recommendation: Approve letter

Council Member Carlson asked if the letter rules out staff being appointed.

City Attorney Connors responded that it doesn’t rule that option out.

Council Member Carlson thinks the tone of that portion of the letter is negative and thinks it should be reworked. Council Member Carlson commented that it’s not just cities that belong to the agency but the County and a district too. And it is up to the individual jurisdiction to make sure they are informed of price increases or changes in price structure.

MOTION by Carlson, second by Dobbie to Approve Letter. The motion passed.

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

PUBLIC HEARINGS

20. INTRODUCTION OF PURCHASING ORDINANCE TO AMEND CHAPTER 3.16 OF THE ATHERTON MUNICIPAL CODE AND ADOPT PURCHASING RELATED RESOLUTIONS
Report: Interim Finance Director Debra Auker
Recommendation: Introduce Purchasing Ordinance amending Chapter 3.16 of the Atherton

Municipal Code establishing purchasing policy for goods and supplies, equipment, professional and nonprofessional services and public works contracts.

Three votes are required to introduce the Ordinance. A second vote, scheduled at least ten days from the date of this meeting, is required to pass the ordinance. It is also recommended that the Council adopt the attached resolutions:

1. Approve resolution establishing purchasing policy amount limits as required in Chapter 3.16 of the Atherton Municipal Code
2. Approve resolution electing to become subject to the Uniform Public Construction Cost Accounting Procedures

Interim Finance Director Debra Auker presented the Staff Report on the Town's new purchasing ordinance. The new ordinance would amend Chapter 3.16 of the Atherton Municipal Code. The code was written by several groups including the Audit Committee and reviewed by the Interim Finance Director and City Attorney.

The old ordinance was outdated; it was last adopted in 1994. This new ordinance is much more logically laid out and up to date. Interim Finance Director gave an overview of the Staff Report.

Council Member McKeithen asked why, in the Staff Report, in the line entitled *Goods, supplies, equipment, materials and nonprofessional services* should say "over \$1000." Council Member McKeithen asked for anything under \$1000 to be explained in the chart as well since it is explained elsewhere in the document.

Council Member McKeithen noted that under *Professional Contract Services* it says "three informal proposals desired." Council Member McKeithen wants to know if it can be changed to "required". City Attorney Connors answered that it was intentional to address those times when three proposals are not feasible. It was agreed that the language would be changed to be less ambiguous.

On page five, in the section entitled "Purchase Orders" it says that any professional services costing more than \$1000 require a purchase order. Council Member McKeithen would like to know why that is not in the table about professional services.

Interim Finance Director Auker explained that the "Purchase Orders" section is an umbrella section over all purchasing and so it wasn't called out in each section. Council Member McKeithen feels that it is possible that it could be overlooked and not clear that a purchase order is required.

Interim Finance Director Auker explained that there is text at the beginning of the ordinance and at the end that make it clear. Council Member McKeithen feels it bears repeating so there is no confusion.

Mayor Widmer would like it added to eliminate any doubt. Interim Finance Director Auker agreed that it would be added.

Council Member McKeithen asked where procurement by committee members enters into the ordinance. Committee members have, in the past, made procurements. Council Member McKeithen asked how these purchasing regulations apply to these situations.

Interim Finance Director Auker responded that all spending of Town funds falls under this new ordinance.

Council Member McKeithen would like definition added for "force account."

Council Member McKeithen pointed out an error on page 8 regarding the amount under which the City Manager can enter into a contract when the total amount is less than \$25,000. That should say \$15,000 and will be changed to reflect the amount that was voted on by the Council.

Council Member McKeithen would like to know who could void a contract signed by someone other than the City Manager or the Mayor.

Another comment by Council Member McKeithen: Page 10, A, E and F all need the language “in the opinion of the Purchasing Manager” in them.

Council Member McKeithen requested a change on Page 13, 3.16.210. She thinks the text is intended to say “City Manager and Finance Director.”

Council Member McKeithen asked about Page 15, 3.16.260 – Council Member McKeithen doesn’t understand why there is a provision about a circumstance which the Council would not authorize the City Manager to execute a contract under the agreed upon amount.

An aside from the above comment – Council Member McKeithen thinks the amount under which the City Manager can enter into a contract should be \$25,000 and not \$50,000. Council Member McKeithen suggested that the ceiling be lowered to \$25,000 and the part about the Council not giving authority to the City Manager be taken out.

Council Member McKeithen has some other changes of typos and awkward language which she gave to Interim Finance Director in writing.

Council Member Dobbie wanted to point out that the “and” in this document emphasizes that two people are required to sign off on a contract.

Council Member Dobbie said that the Audit Committee worked hard on the document and the Council should take their suggestions very seriously.

Council Member Carlson wanted to know about the Mayor’s contract authority. The Mayor’s signing amount would be \$15,000 or under.

Council Member Carlson asked for clarification on Page 18, 3.16.350 and Interim Finance Director replied that this typically comes into play with large developments and will likely not come up in Atherton.

Council Member Carlson asked for clarification about if the City Manager is out of town and can’t sign. City Attorney Connors responded that what would usually happen is that an Acting City Manager is put into place while the City Manager is out of Town. The Mayor can also sign.

Mayor Widmer wanted to clarify section 3.16.330F. He wanted to make sure “surplus” was added to this section and not just donated.

Mayor Widmer commented that the Audit Committee spent a lot of time on this and they felt that based the fact that we still have many interim positions, the committee felt that the lower limits were appropriate. Mayor Widmer would like the ordinance to stand for many years but would like the limits to remain where they were based on the Audit Committee’s recommendation.

Council Member McKeithen would like the informal Public Works limit set at \$25,000. If that is done then the sentence on page 15 about not giving the City Manager authority could be removed.

Mayor Widmer would like some text (provided in email) added to section 3.16.200 C1 that the best efforts will be made to bring decisions before the Council.

Mayor Widmer read a letter from the Audit Committee Chair, Rose Hau. He received a similar letter from Audit Committee Member Bob Massey.

MOTION by McKeithen, second by Widmer to Introduce Purchasing Ordinance amending Chapter 3.16 of the Atherton Municipal Code establishing purchasing policy for goods and supplies, equipment, professional and nonprofessional services and public works contracts as amended. The motion passed.

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

MOTION by McKeithen, second by Widmer to Approve resolution establishing purchasing policy amount limits as required in Chapter 3.16 of the Atherton Municipal Code as amended tonight with the dollar amounts changed to \$25,000 and to take effect upon the effective date of the purchasing ordinance. The motion passed.

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

MOTION by McKeithen, second by Widmer to Approve Resolution Electing to Become Subject to the Uniform Public Construction Cost Accounting Procedures. The motion passed.

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

REGULAR AGENDA – (Item 21)

21. REINSTATEMENT OF THE ENVIRONMENTAL PROGRAMS COMMITTEE

Report: Interim City Manager Theresa DellaSanta

Recommendation: Reinstate the Environmental Programs Committee

Interim City Manager DellaSanta referred to her report and opened the discussion for questions.

Council Member Carlson would like to see regular meeting date so committee members and members of the public can easily take part in the items before the committee.

Mayor Widmer feels that care should be taken to size the committee appropriately and to make sure that a minimum is set for the committee that must be met for the committee to exist. He added that the committees are there to support the Council but also the Council Member assigned to the committee has an obligation to the Town to keep track of the committee and what is going on with it.

Council Member McKeithen commented that the Committee did some good but it ended up being a runaway committee. There were illegal contracts, contracts without signatures; the meetings were at odd times, or not at all. Sometimes the meetings were not announced. There were no minutes for months posted for the meetings that were held. Council Member feels that the committee did some good things but before it is reinstated some things need to be straightened out.

Charles Marsala gave a brief history of the committee and its origin and during his tenure on the committee (2006-2009) noting there were regular meetings and minutes were kept.

Some discussion arose during the motion that it would be hard to impose training for a committee that is not yet in existence. The City Attorney emphasized the need for a body to be in place before training could commence.

An issue was discussed before the motion regarding web sites that were started by the EPC or associated bodies and the Town's recourse to remove/disband web sites. Some of the web sites were paid for by the Town's money. The City Attorney advised that he will look into the process of shutting down web sites that use the Town of Atherton name illegally but clarified that the issue is separate from the reinstatement of the Environmental Programs Committee.

MOTION by Carlson, second by McKeithen, to table the Environmental Programs Committee issue until the May 4, 2012 meeting. The motion passed.

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

22. COUNCIL REPORTS

23. FUTURE AGENDA ITEMS

24. PUBLIC COMMENTS

25. ADJOURN

MOTION by Widmer, second by McKeithen to adjourn the meeting. The motion passed unanimously.

Mayor Widmer adjourned the meeting at 9:35pm.

Respectfully submitted,

Theresa DellaSanta
Interim City Manager

TOWN OF ATHERTON
CLAIMS LIST **APRIL 2012**

	<u>Amount</u>
A/P Checks (#13657-13736)	\$ 382,841
Payroll Checks (#333-336)	1,180
Direct Deposit - Payroll	216,669
Electronic Transfer - A/P & Payroll	251,305
APRIL 2012 Total	851,995

I, Theresa DellaSanta, Interim City Manager of the Town of Atherton, do hereby certify that the demand listed above, check numbers 333-336 (payroll), and 13657-13736 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$851,995 are true and correct based on the information provided to me and that there are sufficient funds for payment.

Theresa DellaSanta
Interim City Manager

The above claims, check numbers 333-336 (payroll), and 13657-13736 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$851,995 are true and correct and are authorized for payment.

Bill Widmer
Mayor, Town of Atherton

SOURCE OF FUNDS

101	General Fund	\$ 771,478
105	Tennis Fund	81
201	Special Tax	9,884
202	Measure A	20,820
203	Gas Tax	12,379
213	Library	7881
616	Employee Benefits	29,472
TOTAL		851,995

Town of Atherton
Checks by Date - Detail by Check Number
For the Month of April 2012

Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13657	4/2/2012	AFLAC		General Fund		PR Batch 501 1 2012 Flex Participation Fee-ER	12.50
13657	4/2/2012	AFLAC		General Fund		PR Batch 501 2 2012 Flex Participation Fee-EE	62.50
13657 Total							75.00
13658	4/2/2012	TEAMSTERS LOCAL 856 H & W		General Fund		PR Batch 504 2 2012 Dental Insurance	144.00
13658	4/2/2012	TEAMSTERS LOCAL 856 H & W	501-03-2012	General Fund		PR Batch 501 3 2012 Dental Insurance	4,032.00
13658 Total							4,176.00
13659	4/2/2012	TEAMSTERS UNION LOCAL 856	501-03-2012	General Fund		PR Batch 501 3 2012 Teamsters Dues	53.54
13659	4/2/2012	TEAMSTERS UNION LOCAL 856	502-03-2012	General Fund		PR Batch 502 3 2012 Teamsters Dues	53.54
13659 Total							107.08
13660	4/2/2012	VISION SERVICE PLAN		General Fund		PR Batch 504 2 2012 Vision Insurance	15.77
13660	4/2/2012	VISION SERVICE PLAN	501-03-2012	General Fund		PR Batch 501 3 2012 Vision Insurance	470.98
13660	4/2/2012	VISION SERVICE PLAN	February 2012	General Fund	Finance	Adj vision L. Ho for Dec 11 & Jan 12	(31.54)
13660	4/2/2012	VISION SERVICE PLAN	February 2012	General Fund	Building	Adj vision K. Anderson for Dec 11 & Jan 12	(21.76)
13660	4/2/2012	VISION SERVICE PLAN	February 2012	General Fund	Police	Adj vision T. Lynch for Jan 12	(15.77)
13660	4/2/2012	VISION SERVICE PLAN	January 2012	General Fund	DPW-Street Maint.	Adj vision J. Andrade for Oct 11	(28.28)
13660	4/2/2012	VISION SERVICE PLAN	January 2012	General Fund	DPW-Street Maint.	Adj vision B. Butler for Oct 11	(28.28)
13660	4/2/2012	VISION SERVICE PLAN	January 2012	General Fund	DPW-Street Maint.	Adj vision E. Lopez for Oct 11	(28.28)
13660	4/2/2012	VISION SERVICE PLAN	April 2012	General Fund	DPW-Street Maint.	Vision cobra M. Rubalcava for April 2012	10.88
13660	4/2/2012	VISION SERVICE PLAN	January 2012	General Fund	DPW-Park Maint.	Adj vision M. Anderson for Oct 11	(10.88)
13660	4/2/2012	VISION SERVICE PLAN	January 2012	General Fund	DPW-Park Program	Adj vision R. Espino for Oct 11	(28.28)
13660 Total							304.56
13661	4/4/2012	METZGER DAVE	March 2012	General Fund	Police	Meal Canine Prog Mgmt trng D. Metzger 3/23/12	15.00
13661	4/4/2012	METZGER DAVE	March 2012	General Fund	Police	Parking fee Canine Prog Mgmt trng D. Metzger 3/20 -3/23/12	88.00
13661	4/4/2012	METZGER DAVE	March 2012	General Fund	Police	Car rental Canine Prog Mgmt trng D. Metzger 3/20 -3/23/12	335.83
13661	4/4/2012	METZGER DAVE	March 2012	General Fund	Police	Gas Canine Prog Mgmt trng D. Metzger 3/20 -3/23/12	25.31
13661	4/4/2012	METZGER DAVE	March 2012	General Fund	Police	Meal Canine Prog Mgmt trng D. Metzger 3/20/12	18.95
13661	4/4/2012	METZGER DAVE	March 2012	General Fund	Police	Meal Canine Prog Mgmt trng D. Metzger 3/21/12	6.41
13661	4/4/2012	METZGER DAVE	March 2012	General Fund	Police	Meal Canine Prog Mgmt trng D. Metzger 3/21/12	12.66

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of April 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13661	4/4/2012	METZGER DAVE	March 2012	General Fund	Police	Meal Canine Prog Mgmt trng D. Metzger 3/22/12	14.24
13661	4/4/2012	METZGER DAVE	March 2012	General Fund	Police	Meal Canine Prog Mgmt trng D. Metzger 3/22/12	11.88
13661	4/4/2012	METZGER DAVE	March 2012	General Fund	Police	Meal Canine Prog Mgmt trng D. Metzger 3/23/12	12.44
13661 Total							540.72
13662	4/4/2012	PURCHASE POWER	38852315/0312	General Fund	Non-Dept	Postage meter refill Admin 2/13/12	3,000.00
13662	4/4/2012	PURCHASE POWER	38852315/0312	General Fund	Non-Dept	Postage refill trans fee Admin 2/13/12	30.00
13662 Total							3,030.00
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	4960/03-22-12TD	General Fund	City Council	Supplies for City Council dinner meeting 2/24/12	35.54
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	4960/03-22-12TD	General Fund	Administration	CCAC Annual Directory and Membership 2012	80.00
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5432/03-22-12JF	General Fund	Police	Car wash PD Feb 2012	140.00
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	2431/03-22-12JW	General Fund	Police	DeWalt mobile lock fee PD March 2012	19.95
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5432/03-22-12JF	General Fund	Police	Airfare SLI training A. Kockler PD June 2012	199.60
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5432/03-22-12JF	General Fund	Police	Credit - cancelled Lodging for SLI training A. Kockler	(291.21)
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5432/03-22-12JF	General Fund	Police	Airfare fee -SLI training location change A. Kockler June 2012	9.00
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5432/03-22-12JF	General Fund	Police	Lodging Internal Affairs Trng B. Mills 5/7/12 - 5/9/12	306.12
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5432/03-22-12JF	General Fund	Police	(1) ea Magenta toner Chief's office	79.56
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5432/03-22-12JF	General Fund	Police	(1) ea Black toner Chief's office	68.17
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5432/03-22-12JF	General Fund	Police	(1) ea Yellow toner Chief's office	79.56
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5432/03-22-12JF	General Fund	Police	(1) ea Cyan toner Chief's office	79.56
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5432/03-22-12JF	General Fund	Police	(1000) Standard blue TQ-19 qualification targets -range PD	362.38
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	2431/03-22-12JW	General Fund	Police	FedEx envelope to WA - DNA test Case# 12-131 PD	47.94

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of April 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5408/03-22-12ST	General Fund	DPW-Engineering	American Society of Civil Engineers membership 2012 D. Huynh	250.00
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5408/03-22-12ST	General Fund	DPW-Street Maint.	(2) ea Washer fluid & (1) ea Tail light bulbs for pick-up truck	11.77
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5408/03-22-12ST	General Fund	DPW-Street Maint.	Mini message board rental - Holbrook	589.00
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5408/03-22-12ST	General Fund	DPW-Street Maint.	Future of Urban Forestry in an Information Age seminar 3/23/12	75.00
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5408/03-22-12ST	General Fund	DPW-Park Program	Internet fee HP Park March 2012	67.58
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5408/03-22-12ST	General Fund	DPW-Park Program	(2) Pods rental, onsite storage HP Park March 2012	378.88
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5408/03-22-12ST	General Fund	DPW-Building Maint.	(3) Pro-Lab Asbestos detection kits	29.38
13663	4/5/2012	IMPAC. GOVERNMENT SERVICES	5408/03-22-12ST	General Fund	DPW-Building Maint.	Pro-Lab Asbestos sample analysis	30.00
13663 Total							2,647.78
13664	4/12/2012	ABAG POWER PURCHASING POOL	8004267	General Fund	Administration	91 Ashfield - admin 2/24/12 - 3/23/12	22.40
13664	4/12/2012	ABAG POWER PURCHASING POOL	8004267	General Fund	Planning	Station Lane/Town Hall 2/24/12 - 3/23/12	16.58
13664	4/12/2012	ABAG POWER PURCHASING POOL	8004267	General Fund	Building	Station Lane/Town Hall 2/24/12 - 3/23/12	99.46
13664	4/12/2012	ABAG POWER PURCHASING POOL	8004267	General Fund	Police	91 Ashfield - PD 2/24/12 - 3/23/12	38.14
13664	4/12/2012	ABAG POWER PURCHASING POOL	8004267	General Fund	DPW-Engineering	Station Lane/Town Hall 2/24/12 - 3/23/12	49.73
13664	4/12/2012	ABAG POWER PURCHASING POOL	8004267	General Fund	DPW-Street Maint.	99 Dinkenspiel Corp Off/Storage 2/24/12 - 3/23/12	86.23
13664	4/12/2012	ABAG POWER PURCHASING POOL	8004267	General Fund	DPW-Park Maint.	160 WATKINS (CM House) 2/25/12 - 3/26/12	131.03
13664	4/12/2012	ABAG POWER PURCHASING POOL	8004267	General Fund	DPW-Park Program	150 Watkins HP Activities 2/25/12 - 3/26/12	35.86
13664	4/12/2012	ABAG POWER PURCHASING POOL	8004267	General Fund	DPW-Park Program	150 Watkins Town of Atherton 2/25/12 - 2/29/12	26.21
13664	4/12/2012	ABAG POWER PURCHASING POOL	8004267	Library Fund	Non-Dept	Library/Dinkenspiel/Sta Ln 2/24/12 - 3/23/12	44.57
13664 Total							550.21
13665	4/12/2012	AK & COMPANY	ATHER -2of2	General Fund	Finance	Preparation & filing SB90 claim FY2011	1,250.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of April 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13665 Total							1,250.00
13666	4/12/2012	AMERICAN REPROGRAPHICS CO, LLC	519332	Special Tax		PPC Bond - Hard copy for Fletcher Dr & Ridgeview project	92.58
13666 Total							92.58
13667	4/12/2012	ARBORICULTURAL SPECIALTIES, INC	18623	General Fund	DPW-Street Maint.	Clean up fallen live Oak tree Middlefield/Placitas	480.00
13667 Total							480.00
13668	4/12/2012	AT&T CALNET 2	000003260534	General Fund	Non-Dept	4866 Fax credit card post office 3/1/12 - 3/31/12	15.44
13668	4/12/2012	AT&T CALNET 2	000003257725	General Fund	Non-Dept	4866 Fax credit card post office 3/1/12 - 3/31/12	0.32
13668	4/12/2012	AT&T CALNET 2	000003229015	General Fund	Police	1053 Teleminder loop line PD 2/20/12 - 3/19/12	84.05
13668	4/12/2012	AT&T CALNET 2	000003257724	General Fund	DPW-Park Program	4859 HP Main house 3/1/12 - 3/31/12	60.43
13668 Total							160.24
13669	4/12/2012	BFI WASTE SYSTEMS OF NORTH AMERICA, LLC	33112AT	General Fund	Non-Dept	2nd Installment Solid Waste - Final year "expense true-up" 2010	84,332.03
13669 Total							84,332.03
13670	4/12/2012	BOETHING TREELAND FARMS	TV226046	General Fund	DPW-Street Maint.	(40) Arctostaphylos 'Emerald carpet" trees	151.55
13670	4/12/2012	BOETHING TREELAND FARMS	TV226046	General Fund	DPW-Street Maint.	(20) Ceanothus gris. H. "Yankee pt" trees	162.38
13670 Total							313.93
13671	4/12/2012	BROOKSTONE BUILDERS	BP11-00843	General Fund		Refund recycling dep. BP11-00843, 253 Park Ln	5,416.00
13671 Total							5,416.00
13672	4/12/2012	CAL WATER SERVICE	62126158/312	General Fund	City Council	94 Ashfield 2/3/12 - 3/2/12	71.71
13672	4/12/2012	CAL WATER SERVICE	91512681/312	General Fund	Administration	91 Ashfield 2/3/12 - 3/2/12	18.96
13672	4/12/2012	CAL WATER SERVICE	91512699/312	General Fund	Planning	Station Lane Meter 2/3/12 - 3/2/12	2.42
13672	4/12/2012	CAL WATER SERVICE	91512699/312	General Fund	Building	Station Lane Meter 2/3/12 - 3/2/12	14.55
13672	4/12/2012	CAL WATER SERVICE	91512664/312	General Fund	Police	83 Ashfield 2/3/12 - 3/2/12	98.09
13672	4/12/2012	CAL WATER SERVICE	91512699/312	General Fund	DPW-Engineering	Station Lane Meter 2/3/12 - 3/2/12	7.28
13672	4/12/2012	CAL WATER SERVICE	90069321/312	General Fund	DPW-Street Maint.	Station Lane 3/3/12 - 4/3/12	18.65
13672	4/12/2012	CAL WATER SERVICE	62040688/312	General Fund	DPW-Street Maint.	99 Ashfield Rd 3/3/12 - 4/3/12	48.51
13672	4/12/2012	CAL WATER SERVICE	62051509/312	General Fund	DPW-Street Maint.	Alameda/Atherton 2/3/12 - 3/2/12	73.75
13672	4/12/2012	CAL WATER SERVICE	62051499/312	General Fund	DPW-Street Maint.	El Camino Real 2/3/12 - 3/2/12	73.75
13672	4/12/2012	CAL WATER SERVICE	97947324/312	General Fund	DPW-Street Maint.	El Camino Real (2) 2/25/12 -3/23/12	247.81
13672	4/12/2012	CAL WATER SERVICE	62051537/312	General Fund	DPW-Park Program	150 Watkins 2/25/12 - 3/23/12	163.42

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of April 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13672	4/12/2012	CAL WATER SERVICE	62051537Fire312	General Fund	DPW-Park Program	150 Watkins (Fire Protection) 3/1/12 - 3/31/12	29.31
13672	4/12/2012	CAL WATER SERVICE	89783897/312	Library Fund	Non-Dept	Maple 2/3/12 - 3/2/12	32.66
13672	4/12/2012	CAL WATER SERVICE	97127159/312	Library Fund	Non-Dept	2 Station Lane 2/3/12 - 3/2/12	34.79
13672 Total							935.66
13673	4/12/2012	CENTRAL MAINTENANCE COMPANY	3152-0412	General Fund	DPW-Park Maint.	Monthly Janitorial services Park April 2012	550.00
13673	4/12/2012	CENTRAL MAINTENANCE COMPANY	3152-0412	General Fund	DPW-Building Maint.	Monthly Janitorial services PD April 2012	419.00
13673	4/12/2012	CENTRAL MAINTENANCE COMPANY	3152-0412	General Fund	DPW-Building Maint.	Monthly Janitorial services Admin April 2012	319.00
13673	4/12/2012	CENTRAL MAINTENANCE COMPANY	3152-0412	General Fund	DPW-Building Maint.	Monthly Janitorial services Bldg/Planning April 2012	245.00
13673	4/12/2012	CENTRAL MAINTENANCE COMPANY	3152-0412	General Fund	DPW-Building Maint.	Monthly Janitorial services Public Work April 2012	130.00
13673	4/12/2012	CENTRAL MAINTENANCE COMPANY	3152-0412	Library Fund	Non-Dept	Monthly Janitorial services Library April 2012	332.00
13673 Total							1,995.00
13674	4/12/2012	CITIES GROUP THE	Jan-Jun 2012	General Fund		Group life/ADD and WI program 1/1/12 - 6/30/12	2,792.14
13674	4/12/2012	CITIES GROUP THE	Jan-Jun 2012	General Fund		LTD program assessment 1/1/12 - 6/30/12	9,187.69
13674 Total							11,979.83
13675	4/12/2012	CLARK PEST CONTROL	12574517	Library Fund	Non-Dept	Pest control services Library March 2012	95.00
13675 Total							95.00
13676	4/12/2012	COMARTIN JOE	BP11-00671	General Fund		Refund recycling dep. BP11-00671, 75 Alejandra Ave	3,000.00
13676 Total							3,000.00
13677	4/12/2012	CONTRACT SWEEPING SERVICES	INV120000393	General Fund	DPW-Street Maint.	Monthly sweeping services March 2012	992.70
13677 Total							992.70
13678	4/12/2012	DE LAGE FINANCIAL SERVICES,INC	13113600	General Fund	Planning	Lease Sharp MXM453N copies Planning 3/15/12 -4/14/12	50.50
13678	4/12/2012	DE LAGE FINANCIAL SERVICES,INC	13113600	General Fund	Building	Lease Sharp MXM453N copies Bldg 3/15/12 -4/14/12	50.50
13678	4/12/2012	DE LAGE FINANCIAL SERVICES,INC	13113600	General Fund	DPW-Engineering	Lease Sharp MXM453N copies DPW Eng 3/15/12 -4/14/12	50.50
13678 Total							151.50

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of April 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13679	4/12/2012	DUNBAR ARMORED INC	3045326	General Fund	Finance	Armored car services monthly fee April 2012	100.00
13679	4/12/2012	DUNBAR ARMORED INC	3045326	General Fund	Finance	Armored car services fuel surcharge April 2012	16.25
13679	4/12/2012	DUNBAR ARMORED INC	3045326	General Fund	Non-Dept	Armored car services cash processing fee April 2012	4.27
13679	4/12/2012	DUNBAR ARMORED INC	3045326	General Fund	Non-Dept	Armored car services maintenance fee April 2012	10.66
13679 Total							131.18
13680	4/12/2012	ESRI	92473242	General Fund	DPW-Engineering	Geographic Infor Systems software maint. 5/1/12 - 4/30/13	1,270.13
13680 Total							1,270.13
13681	4/12/2012	GRAHAM CONTRACTORS INC	11-110-RET	Special Tax		2011 Cape/Slurry 10% Retention	4,391.05
13681	4/12/2012	GRAHAM CONTRACTORS INC	11-110-RET	Special Tax		2011 Cape/Slurry 10% Retention	5,400.44
13681	4/12/2012	GRAHAM CONTRACTORS INC	11-110-RET	Measure A		2011 Cape/Slurry 10% Retention	20,820.20
13681	4/12/2012	GRAHAM CONTRACTORS INC	11-110-RET	Gas Tax		2011 Cape/Slurry 10% Retention	8,089.10
13681	4/12/2012	GRAHAM CONTRACTORS INC	11-110-RET	Gas Tax		2011 Cape/Slurry 10% Retention	665.88
13681 Total							39,366.67
13682	4/12/2012	GROUP 4 ARCHITECTURE, RESEARCH PLANING, INC.	8260	Library Fund	Non-Dept	Architectural services Library March 2012	1,400.00
13682 Total							1,400.00
13683	4/12/2012	HORIZON DISTRIBUTORS, INC.	1N080488	General Fund	DPW-Street Maint.	(3) ea Rain bird for repair town center	50.69
13683	4/12/2012	HORIZON DISTRIBUTORS, INC.	1N080488	General Fund	DPW-Street Maint.	(200) ft Drip tub for irrigation (drip) system	17.32
13683	4/12/2012	HORIZON DISTRIBUTORS, INC.	1N080488	General Fund	DPW-Street Maint.	(1) bg 6" Plastic stake bag for irrigation (drip) system	21.38
13683	4/12/2012	HORIZON DISTRIBUTORS, INC.	1N080488	General Fund	DPW-Street Maint.	(1) ea 1" TS Male adapt sch40 for irrigation (drip) system	0.48
13683	4/12/2012	HORIZON DISTRIBUTORS, INC.	1N080488	General Fund	DPW-Street Maint.	(1) bg 8" UV Stabilized black zip tie for irrigation (drip) system	5.87
13683	4/12/2012	HORIZON DISTRIBUTORS, INC.	1N080488	General Fund	DPW-Street Maint.	(6) bg 1GPH PC Emitter for irrigation (drip) system	28.58
13683	4/12/2012	HORIZON DISTRIBUTORS, INC.	1N080488	General Fund	DPW-Street Maint.	(1) ea 1" Filter 150 mesh w/ball valv for irrigation (drip) syst	23.82
13683	4/12/2012	HORIZON DISTRIBUTORS, INC.	1N080488	General Fund	DPW-Street Maint.	(1) ea Comp ball valv .710 poly tubing for irrigation (drip) sy	2.39
13683	4/12/2012	HORIZON DISTRIBUTORS, INC.	1N080488	General Fund	DPW-Street Maint.	(5) ea 1/2" Barb coup for irrigation (drip) system	1.09

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of April 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13683	4/12/2012	HORIZON DISTRIBUTORS, INC.	1N080488	General Fund	DPW-Street Maint.	(2) ea .700x1/2" Slip drip adap for irrigation (drip) system	0.53
13683	4/12/2012	HORIZON DISTRIBUTORS, INC.	1N080488	General Fund	DPW-Street Maint.	(1) ea 1"x1/2" Red bush for irrigation (drip) system	0.61
13683	4/12/2012	HORIZON DISTRIBUTORS, INC.	1N080488	General Fund	DPW-Street Maint.	(300) ft 1/2" Tubing for irrigation (drip) system	29.23
13683	4/12/2012	HORIZON DISTRIBUTORS, INC.	1N080488	General Fund	DPW-Street Maint.	(1) bg 10/32"Tx1/4" Barb drip adap for irrigation (drip) system	20.02
13683	4/12/2012	HORIZON DISTRIBUTORS, INC.	1N080488	General Fund	DPW-Street Maint.	(1) ea Vortex hole punch for irrigation (drip) system	3.03
13683 Total							205.04
13684	4/12/2012	IWERSEN RENATO	BP12-00062	General Fund		Refund recycling dep. BP12-00062, 560 Middlefield Rd	1,662.00
13684 Total							1,662.00
13685	4/12/2012	J & N PRINTING	9847	General Fund	Building	(250) Business cards H. Maiel Bldg	28.15
13685 Total							28.15
13686	4/12/2012	JASMIN EDWARD A.	AT4212-02	General Fund	Administration	Graphic design Athertonian Spring 2012	1,487.50
13686 Total							1,487.50
13687	4/12/2012	KIELTY KEVIN R.	2248	General Fund	Planning	Kielty arborist services 26% Planning Feb 2012	1,911.00
13687	4/12/2012	KIELTY KEVIN R.	2271	General Fund	Planning	Kielty arborist services 26% Planning March 2012	2,554.50
13687	4/12/2012	KIELTY KEVIN R.	2248	General Fund	Building	Kielty arborist services 74% Bldg Feb 2012	5,439.00
13687	4/12/2012	KIELTY KEVIN R.	2271	General Fund	Building	Kielty arborist services 74% Bldg March 2012	7,270.50
13687 Total							17,175.00
13688	4/12/2012	MCE CORPORATION	1203089	General Fund	DPW-Street Maint.	Maintenance services Street March 2012	19,794.56
13688	4/12/2012	MCE CORPORATION	1203089	General Fund	DPW-Park Maint.	Maintenance services Park March 2012	13,337.25
13688	4/12/2012	MCE CORPORATION	1203089	General Fund	DPW-Park Program	Maintenance services Park Program March 2012	308.09
13688	4/12/2012	MCE CORPORATION	1203089	General Fund	DPW-Building Maint.	Maintenance services Facilities March 2012	2,512.56
13688	4/12/2012	MCE CORPORATION	1203089	Tennis Fund	DPW-Park Program	Maintenance services Tennis March 2012	81.11
13688	4/12/2012	MCE CORPORATION	1203089	Library Fund	Non-Dept	Maintenance services Library March 2012	552.09
13688 Total							36,585.66

Town of Atherton
Checks by Date - Detail by Check Number
For the Month of April 2012

Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13689	4/12/2012	MCKINLEY ELEVATOR CORP	A048806-IN	General Fund	DPW-Park Maint.	Elevator maintenance HP Park March 2012	310.83
13689 Total							310.83
13690	4/12/2012	MUNISERVICES LLC	West Val Const	General Fund		Bus Lic West Val Construction	125.00
13690 Total							125.00
13691	4/12/2012	PENINSULA UNIFORMS & EQUIPMENT	72964	General Fund	Police	(1) Holster J. Wade PD	20.51
13691 Total							20.51
13692	4/12/2012	PG & E	5678831050/312	General Fund	Administration	Ashfield/Town Hall 2/24/12 - 3/23/12	465.26
13692	4/12/2012	PG & E	5678831560/312	General Fund	Planning	Station Lane 2/24/12 - 3/23/12	13.40
13692	4/12/2012	PG & E	5678831560/312	General Fund	Building	Station Lane 2/24/12 - 3/23/12	80.41
13692	4/12/2012	PG & E	5678831560/312	General Fund	DPW-Engineering	Station Lane 2/24/12 - 3/23/12	40.21
13692	4/12/2012	PG & E	5678831025/312	General Fund	DPW-Street Maint.	Signal-Middlefield/Oak Grove 2/25/12 - 3/26/12	43.40
13692	4/12/2012	PG & E	5678831015/312	General Fund	DPW-Street Maint.	Signal E/S Middlefield 2/25/12 - 3/26/12	53.18
13692	4/12/2012	PG & E	5678831020/312	General Fund	DPW-Street Maint.	Signal-Marsh/Middlefield 2/25/12 - 3/26/12	10.18
13692	4/12/2012	PG & E	5678831002et/31	General Fund	DPW-Street Maint.	Street Lights 3/2/12 - 3/30/12	4,074.32
13692	4/12/2012	PG & E	95313129439/312	General Fund	DPW-Street Maint.	93 Dinkelspiel Station Ln 2/24/12 - 3/23/12	141.56
13692	4/12/2012	PG & E	34579695882/312	General Fund	DPW-Street Maint.	Signal El Camino/ Atherton 2/24/12 - 3/23/12	73.11
13692	4/12/2012	PG & E	34579695882/312	General Fund	DPW-Street Maint.	Signal El Camino/ Atherton 1/25/10 - 2/26/10	42.39
13692	4/12/2012	PG & E	92913025489/312	General Fund	DPW-Street Maint.	Station Lane 2/24/12 -3/23/12	61.62
13692	4/12/2012	PG & E	86713555828/312	General Fund	DPW-Street Maint.	Signal Encinal/Middlefield 2/25/12 - 3/26/12	40.56
13692	4/12/2012	PG & E	5678831040/312	General Fund	DPW-Park Maint.	Pump 150 Watkins 2/25/12 - 3/26/12	109.64
13692	4/12/2012	PG & E	08963023620/312	General Fund	DPW-Park Maint.	160 Watkins (CM House) 2/25/12 - 3/26/12	81.45
13692	4/12/2012	PG & E	5678831030/312	General Fund	DPW-Park Program	Activity Bldg 150 Watkins 2/25/12 - 3/26/12	294.62
13692	4/12/2012	PG & E	5678831035/312	General Fund	DPW-Park Program	Modular Building 150 Watkins 2/25/12 - 3/26/12	329.44
13692	4/12/2012	PG & E	91663025566/312	Library Fund	Non-Dept	Atherton Library 2/24/12 - 3/23/12	419.41
13692 Total							6,374.16
13693	4/12/2012	RECALL SECURE DESTRUCTION SERV	2303090763	General Fund	Police	Shred document services PD 2/24/12	41.45

Town of Atherton
Checks by Date - Detail by Check Number
For the Month of April 2012

Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13693	4/12/2012	RECALL SECURE DESTRUCTION SERV	2303090763	General Fund	Police	Shred document services PD 3/9/12	41.45
13693 Total							82.90
13694	4/12/2012	RENNE SLOAN HOLTZMAN SAKAI LLP	20493	General Fund	Administration	2012 Police Officers Association negotiations	1,955.94
13694 Total							1,955.94
13695	4/12/2012	REPUBLIC ITS INC	RR-127859	General Fund	DPW-Street Maint.	Repair traffic light Middlefield/Oak Grove	332.51
13695 Total							332.51
13696	4/12/2012	SAN MATEO CNTY CONTROLLERS OFFICE	March 2012	General Fund		Allocation of parking penalties March 2012	496.90
13696 Total							496.90
13697	4/12/2012	SWARINGEN COLLETTE	153	General Fund	Police	Background investigation police officer applicant A. Barron	1,315.00
13697 Total							1,315.00
13698	4/12/2012	TURBO DATA SYSTEMS INC	18792	General Fund	Police	Citation processing PD March 2012	82.96
13698 Total							82.96
13699	4/12/2012	US BANCORP EQUIPMENT FINANCE INC.	200280204	General Fund	Police	Lease Sharp MXM283N copier PD 3/25/12 - 4/25/12	237.18
13699 Total							237.18
13700	4/12/2012	WILLIAMS SCOTSMAN, INC	96283428	General Fund	Police	Trailer rental PD 3/29/12 - 4/28/12	698.33
13700 Total							698.33
13701	4/12/2012	WITMER-TYSON IMPORTS INC	T9155	General Fund	Police	Monthly K-9 maintenance training PD March 2012	500.00
13701	4/12/2012	WITMER-TYSON IMPORTS INC	T9155	General Fund	Police	12-15" Obedience leash PD	16.24
13701	4/12/2012	WITMER-TYSON IMPORTS INC	T9155	General Fund	Police	Hydro-B Ointment PD	16.24
13701	4/12/2012	WITMER-TYSON IMPORTS INC	T9155	General Fund	Police	Dog food PD	59.54
13701	4/12/2012	WITMER-TYSON IMPORTS INC	T9155	General Fund	Police	Energy Dog food PD	59.54
13701	4/12/2012	WITMER-TYSON IMPORTS INC	T9155	General Fund	Police	Dog toothpaste PD	11.90
13701	4/12/2012	WITMER-TYSON IMPORTS INC	T9155	General Fund	Police	Dog ramp PD	162.37
13701 Total							825.83
13702	4/19/2012	ACCONTEMPS	35313126	General Fund	Finance	Temp Phonpradith, Noy 4/2/12 - 4/5/12	1,285.76
13702 Total							1,285.76
13703	4/19/2012	AT&T CALNET 2	000003257722	General Fund	Police	5396 ESL service line PD 3/1/12 - 3/31/12	60.75
13703	4/19/2012	AT&T CALNET 2	000003279699	General Fund	Police	6452 Voice print -911 PD 3/10/12 - 4/9/12	15.76
13703	4/19/2012	AT&T CALNET 2	000003279065	General Fund	Police	9297 Dinkelspiel alarm line PD 3/10/12 - 4/9/12	15.77
13703	4/19/2012	AT&T CALNET 2	000003279701	General Fund	Police	2801 Trailer PD 3/10/12 - 4/9/12	155.39
13703	4/19/2012	AT&T CALNET 2	000003279698	General Fund	Police	6131 Emergency line PD 3/10/12 - 4/9/12	103.73

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of April 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13703	4/19/2012	AT&T CALNET 2	000003279700	General Fund	Police	7653 Fax request service PD 3/10/12 - 4/9/12	14.51
13703	4/19/2012	AT&T CALNET 2	000003279702	General Fund	Police	3220 Fax admin PD 3/10/12 - 4/9/12	15.84
13703	4/19/2012	AT&T CALNET 2	000003279703	General Fund	Police	9743 Direct connect fax line PD 3/10/12 - 4/9/12	15.90
13703	4/19/2012	AT&T CALNET 2	000003281230	General Fund	Police	1804 Dispatch fax PD 3/10/12 - 4/9/12	15.30
13703	4/19/2012	AT&T CALNET 2	000003281230	General Fund	Police	1804 Dispatch fax PD 2/10/12 - 3/9/12	15.05
13703	4/19/2012	AT&T CALNET 2	000003279704	General Fund	Police	6500 Main line PD 3/10/12 - 4/9/12	540.76
13703	4/19/2012	AT&T CALNET 2	000003282637	General Fund	DPW-Street Maint.	1470 PW Corp yard 3/11/12 - 4/10/12	22.85
13703	4/19/2012	AT&T CALNET 2	000003280082	General Fund	DPW-Park Program	2677 Park elevator 3/10/12 - 4/9/12	15.54
13703 Total							1,007.15
13704	4/19/2012	CITY OF REDWOOD CITY	BR27071	General Fund	Police	Replaced sensors Command unit PD	136.56
13704	4/19/2012	CITY OF REDWOOD CITY	BR27071	General Fund	Police	Repair oil cooler hoses leaking, oil change Crwn Victoria PD	266.04
13704	4/19/2012	CITY OF REDWOOD CITY	BR27071	General Fund	Police	Remove/install driver seat for repair patrol PD	563.74
13704	4/19/2012	CITY OF REDWOOD CITY	BR27071	General Fund	Police	Smog test Crwn Victoria PD	83.64
13704	4/19/2012	CITY OF REDWOOD CITY	BR27071	General Fund	Police	Replaced new oil cooling hoses Crwn Victoria PD	253.57
13704	4/19/2012	CITY OF REDWOOD CITY	BR27071	General Fund	Police	Inspect transmission not shifting correctly Crwn Victoria PD	59.75
13704	4/19/2012	CITY OF REDWOOD CITY	BR27071	General Fund	Police	Washer bottle dirty flush out and re-fill svc Crwn Victoria PD	270.59
13704	4/19/2012	CITY OF REDWOOD CITY	BR27071	General Fund	Police	Replaced battery/right rear spare tire w/new sensor Crwn Vic PD	119.50
13704	4/19/2012	CITY OF REDWOOD CITY	BR27071	General Fund	Police	Reused K-9 component svc Crwn Victoria PD	776.69
13704	4/19/2012	CITY OF REDWOOD CITY	BR27071	General Fund	Police	Repair left rear turn bulb, oil change svc patrol PD	266.04
13704	4/19/2012	CITY OF REDWOOD CITY	BR27071	General Fund	Police	Replaced bent rim w/spare rim, spotlight lens patrol PD	220.06
13704	4/19/2012	CITY OF REDWOOD CITY	BR27071	General Fund	Police	Install new k-9 ray allen system patrol PD	1,618.14
13704	4/19/2012	CITY OF REDWOOD CITY	BR27071	General Fund	Police	PM service, oil change Ford Taurus PD	118.58
13704 Total							4,752.90
13705	4/19/2012	CITY OF REDWOOD CITY	BR27110	General Fund	Police	Fuel charge PD 2/15/12 - 3/15/12	3,778.29
13705	4/19/2012	CITY OF REDWOOD CITY	BR27110	General Fund	DPW-Street Maint.	Fuel charge DPW Street Maint. 2/15/12 - 3/15/12	188.11
13705 Total							3,966.40

Town of Atherton							
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For the Month of April 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13706	4/19/2012	GOMEZ DAVID	Mar 5-30, 2012	General Fund	Police	Mileage K-9 training D. Gomez PD 3/5/12 - 3/30/12	151.36
13706	4/19/2012	GOMEZ DAVID	Mar 5-30, 2012	General Fund	Police	Toll fee (10 times bridge crossing) K-9 training D. Gomez PD 3/5/12 - 3/30/12	47.50
13706	4/19/2012	GOMEZ DAVID	Apr 9-11, 2012	General Fund	Police	Mileage Narc. Enforcement & Influence trng D. Gomez 4/9 -4/11/12	41.61
13706 Total							240.47
13707	4/19/2012	GUARDIAN SAFETY AND SUPPLY, LLC	5320341	General Fund	Police	(6) Pepper spray canisters PD	97.96
13707 Total							97.96
13708	4/19/2012	INTERWEST CONSULTING GROUP, INC	12280	General Fund	Building	Inspection services for permits issued prior 8/22/12	6,840.00
13708	4/19/2012	INTERWEST CONSULTING GROUP, INC	12280	General Fund	Building	58% Total revenue March 2012	52,896.68
13708	4/19/2012	INTERWEST CONSULTING GROUP, INC	12279	General Fund	DPW-Engineering	Interim Public Works Director March 2012	10,855.00
13708	4/19/2012	INTERWEST CONSULTING GROUP, INC	12279	Library Fund	Non-Dept	Library Project Manager M. Kashiwagi March 2012	3,645.00
13708 Total							74,236.68
13709	4/19/2012	IRVINE & JACHENS INC.	8437	General Fund	Police	(2) Dog badges K-9 PD Karli	113.66
13709 Total							113.66
13710	4/19/2012	JARVIS, FAY, DOPORTO & GIBSON, LLP	4598	General Fund	City Attorney	Legal svc for Fletcher-Ridgeview project March 2012	2,716.24
13710 Total							2,716.24
13711	4/19/2012	KOFF & ASSOCIATES, INC.	1382	General Fund	Administration	Compensation Study -identifying comparator agencies	852.15
13711	4/19/2012	KOFF & ASSOCIATES, INC.	1382	General Fund	Administration	Compensation Study -identifying comparator agencies	1,031.20
13711	4/19/2012	KOFF & ASSOCIATES, INC.	1382	General Fund	Administration	Classification Study -draft class description development	1,321.65
13711 Total							3,205.00
13712	4/19/2012	MICRO KEY SOLUTIONS	998235	General Fund	Police	Alarm software maint & sup (residential) PD 5/1/12 - 4/30/13	1,265.00
13712 Total							1,265.00
13713	4/19/2012	OFFICE TEAM	35255365	Library Fund	Non-Dept	7.5 hrs Temp help bulk mailing Library EIR	165.00
13713 Total							165.00
13714	4/19/2012	PITNEY BOWES INC	620379	General Fund	Non-Dept	Quarterly rental DM series postage 5/16/12 - 8/15/12	259.80

Town of Atherton
Checks by Date - Detail by Check Number
For the Month of April 2012

<u>Check#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Fund</u>	<u>Dept</u>	<u>Description</u>	<u>Amount</u>
13714 Total							259.80
13715	4/19/2012	SAN MATEO CNTY INFO SERV DEPT	1YAT11203	General Fund	Police	Microwave micro channel PD March 2012	152.00
13715	4/19/2012	SAN MATEO CNTY INFO SERV DEPT	1YAT11203	General Fund	Police	MessageSwitch lines PD March 2012	1,154.08
13715 Total							1,306.08
13716	4/19/2012	SAN MATEO REGIONAL NETWORK INC	20100	General Fund	Police	Monthly T-1 access fee April 2012	385.00
13716 Total							385.00
13717	4/19/2012	TELECOMMUNICATIONS ENGINEERING	41801	General Fund	Police	Facility mgmt and Maint for public safety communications center	934.00
13717 Total							934.00
13718	4/26/2012	ACCONTEMPS	35359033	General Fund	Finance	Temp Phonpradith, Noy 4/9/12 - 4/12/12	1,285.76
13718	4/26/2012	ACCONTEMPS	35270369	General Fund	Finance	Temp Phonpradith, Noy 3/26/12 - 3/29/12	1,285.76
13718 Total							2,571.52
13719	4/26/2012	BOB MURRAY & ASSOCIATES	4655	General Fund	Administration	Professional services for City Manager search	3,176.89
13719 Total							3,176.89
13720	4/26/2012	CITY CLERKS ASSOCIATION OF CALIFORNIA	2012 Handbook	General Fund	Administration	(1) CD 2012 City Clerk's Handbook	40.00
13720 Total							40.00
13721	4/26/2012	COMCAST	012498/0412	General Fund	Non-Dept	High speed internet 4/21/12 - 5/20/12	209.90
13721 Total							209.90
13722	4/26/2012	CONNERS WILLIAM B.	April 2012	General Fund	City Attorney	City Attorney Retainer April 2012	12,800.00
13722 Total							12,800.00
13723	4/26/2012	GRAINGER INC	9802101445	General Fund	DPW-Building Maint.	(1) Brush set for standard scrusher DPW Building Maint.	17.16
13723 Total							17.16
13724	4/26/2012	LEAGUE OF CALIFORNIA CITIES	97970	General Fund	DPW-Street Maint.	Local road & street assessment DPW Street Maint.	150.00
13724 Total							150.00
13725	4/26/2012	LIEBERT CASSIDY WHITMORE	148153	General Fund	Administration	Review/prepare documents regarding retiree medical contribution	570.00
13725 Total							570.00
13726	4/26/2012	MILLS-PENINSULA HEALTH SERVICE	41017	General Fund	Non-Dept	Employee Assistance services 4/1/12 - 6/30/12	310.50
13726 Total							310.50
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	Administration	(2) ca Copier paper Admin	82.49
13727	4/26/2012	OFFICE DEPOT	602602221001	General Fund	Finance	Refund for returning #9 envelope	(23.80)

Town of Atherton
Checks by Date - Detail by Check Number
For the Month of April 2012

<u>Check#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Fund</u>	<u>Dept</u>	<u>Description</u>	<u>Amount</u>
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	Police	(1) bx Interdepartmental envelope PD	11.84
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	Police	(1) ea Black on white tape PD	21.20
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	Police	(2) ea Black labeler tape PD	14.55
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	Police	(1) ca Copier paper PD	41.24
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	Police	(4) ea Disinfecting wipes PD	23.77
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	Police	(1) pk Kleenex PD	8.91
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	Police	(1) ea HP black toner PD	75.76
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	Police	(3) dz Black pen PD	5.85
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	Police	(3) dz Blue pen PD	12.96
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	DPW-Engineering	(1) bx AAA battery DPW Eng.	12.39
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	DPW-Engineering	(1) ea HP printer cartridge DPW Eng.	63.43
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	DPW-Engineering	(1) pk 8" Black scissor DPW Eng.	3.97
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	DPW-Engineering	(1) dz 8.5x11 note pad DPW Eng.	6.99
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	DPW-Engineering	(1) bx AA battery DPW Eng.	11.71
13727	4/26/2012	OFFICE DEPOT	604895533001	General Fund	DPW-Park Program	(2) ea 2" Blue binder Park Program	14.08
13727 Total							387.34
13728	4/26/2012	PAN JUN	April 2012	General Fund	Finance	Lodging Springbrook conference J. Pan 4/10/12 - 4/12/12	418.50
13728	4/26/2012	PAN JUN	April 2012	General Fund	Finance	Airfare Springbrook conference J. Pan 4/10/12 - 4/12/12	227.60
13728	4/26/2012	PAN JUN	April 2012	General Fund	Finance	Transportation Springbrook conference J. Pan 4/10/12 - 4/12/12	65.45
13728	4/26/2012	PAN JUN	April 2012	General Fund	Finance	Meal Springbrook conference J. Pan 4/11/12	7.18
13728	4/26/2012	PAN JUN	April 2012	General Fund	Finance	Meal Springbrook conference J. Pan 4/12/12	6.49
13728 Total							725.22
13729	4/26/2012	REPUBLIC ITS INC	RR-129580	General Fund	DPW-Street Maint.	Traffic signal maintenance Middlefield/Oak Grove March 2012	104.67
13729	4/26/2012	REPUBLIC ITS INC	RR-129580	General Fund	DPW-Street Maint.	Traffic signal maintenance Middlefield/Encinal March 2012	104.67
13729	4/26/2012	REPUBLIC ITS INC	RR-129580	General Fund	DPW-Street Maint.	Traffic signal maintenance Middlefield/Marsh March 2012	104.67
13729 Total							314.01
13730	4/26/2012	THE ALMANAC	March 2012	General Fund	DPW-Engineering	Proposals for Civil engineering (consultant) Grading & Drainage	464.00
13730	4/26/2012	THE ALMANAC	March 2012	General Fund	DPW-Engineering	Proposals for Civil engineering (consultant) Grading & Drainage	464.00

Town of Atherton							
Checks by Date - Detail by Check Number							
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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13730	4/26/2012	THE ALMANAC	March 2012	Gas Tax	DPW-Engineering	Bid for 2012 Spring patching project# 56051	696.00
13730	4/26/2012	THE ALMANAC	March 2012	Gas Tax	DPW-Engineering	Bid for 2012 Spring patching project# 56051	696.00
13730	4/26/2012	THE ALMANAC	March 2012	Gas Tax	DPW-Engineering	Bid for Cape/slurry project# 56052	696.00
13730	4/26/2012	THE ALMANAC	March 2012	Library Fund	Non-Dept	Notice of public hearing EIR for Library project	464.00
13730	4/26/2012	THE ALMANAC	March 2012	Library Fund	Non-Dept	Proposals for Architectural & Engineering (consultant) Library	696.00
13730 Total							4,176.00
13731	4/30/2012	AUKER DEBRA C.	B-5	General Fund	Finance	Interim Finance Director April 2012	9,296.00
13731 Total							9,296.00
13732	4/30/2012	CUTWATER INVESTOR SERVICES CORP.	16137A	General Fund	Finance	Investment advisory services 3/1/12 - 3/31/12	1,000.00
13732 Total							1,000.00
13733	4/30/2012	FLINT EDWIN F.	12-04	General Fund	Police	Interim Police Chief April 2012	14,500.00
13733 Total							14,500.00
13734	4/30/2012	J & N PRINTING	9862	General Fund	Building	(250) Business cards D. Lasater Bldg	28.15
13734 Total							28.15
13735	4/30/2012	MUNISERVICES LLC	Dale Plumbing	General Fund		Bus Lic Dale Plumbing	75.00
13735	4/30/2012	MUNISERVICES LLC	Sound Perfect	General Fund		Bus Lic Sound Perfection	50.00
13735	4/30/2012	MUNISERVICES LLC	CA Home Imp	General Fund		Bus Lic CA Home Improvement Solutions Inc.	125.00
13735	4/30/2012	MUNISERVICES LLC	M. Forester Hag	General Fund		Bus Lic M. Forester Hagan	50.00
13735 Total							300.00
13736	4/30/2012	STATE CONTROLLERS OFFICE	22131	Gas Tax	DPW-Engineering	Annual Street Report FY 10/11	1,536.31
13736 Total							1,536.31
Grand Total							382,841.30



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
THERESA DELLASANTA, INTERIM CITY MANAGER**

FROM: DEBRA AUKER, INTERIM FINANCE DIRECTOR

DATE: FOR THE MEETING OF MAY 16, 2012

SUBJECT: FINANCIAL REPORT FOR THE TEN MONTHS ENDED APRIL 30, 2012

RECOMMENDATION

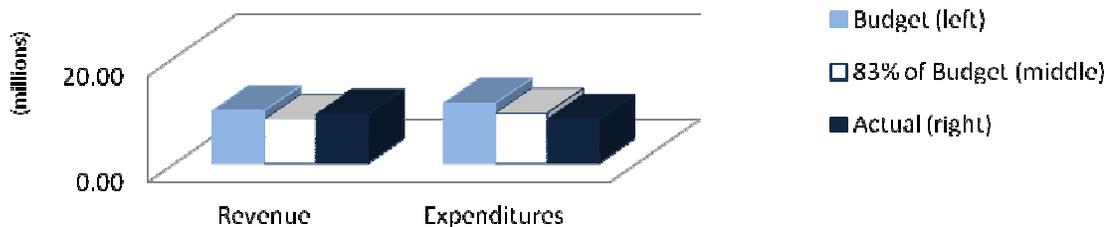
Receive the General Fund Financial Report for the ten months ended April 30, 2012.

DISCUSSION

If revenues and expenditures are assumed to be distributed evenly for the ten months ended April 30, 2012, 83% of the annual FY 2011-12 Budget (10/12) should be earned or incurred. However, due to the timing nature of many governmental revenues and expenditures, the actual amounts received and paid may vary. Major variances are explained below.

The overall General Fund Revenues and Expenditures are presented in the chart below with the details in the attached financial report.

General Fund



General Fund Revenues

For the ten months ended April, 2012, the General Fund reported revenues of \$9,310,795, which is 92.9% of the annual revenue budget for the FY 2012.

Total property taxes are 71% of the General Fund revenue budget. For secured property tax, the Town receives 5% in November, 45% in December, 5% in March, 35% in April, 5% in May and 5% in June, therefore secured property tax is on target, at 50% of the annual budget. Unsecured property tax is paid to the Town in August and is also on target with 109% received as of April 2012.

ERAF Subvention is another component of property tax which is difficult to estimate because it is calculated by the county based on a very complex State statute. Over the past four years this revenue has been between \$490,000 and \$750,000. This year the Town received \$718,479.

Sales and Use Tax revenue is budgeted at \$165,000 and includes a one-time payment of use tax for \$62,800, the current amount of revenue received as of April 2012 is \$127,732. Without that one-time receipt this revenue source would be about \$15,000 below target. Also local sales tax includes a \$50,424 true-up payment which was only \$2,256 for the same period last year.

Overall development related fees are 12% of the General Fund revenue budget. Building permit revenue is at 91.6% of the annual revised budget. Plan checking revenue is at 91.3% of the annual budget as of April 2012.

Total franchise fee revenue is 7% of the General Fund revenue budgeted at \$717,500 after mid-year budget adjustment and \$618,821 has been received through April 2012. Various franchise fees are either received annually (PG&E and Cal water) or quarterly (cable) with the exception of solid waste franchise which is now paid to the Town on a monthly basis. The solid waste franchise fees were increased by \$80,000 at mid-year.

General Fund Expenditures

For the ten months ended April, 2012, the General Fund reported expenditures of \$8,607,813 which is 75.3% of the annual expenditure budget for FY 2012. The departments of City Council, Administration, City Attorney, Finance, Planning, Non-departmental, Police and Public Works/Parks are all within the target budgets as of April.

The Building Department expenditures are trending higher than the ten month average at 87.9% due to separation incentive costs and increased development activities. A mid-year budget adjustment was approved to increase building related revenue and expenditures.

The Police department expenditures are at 81.6% of the annual budget. The general operation costs include annual payments to San Mateo County for animal control services, narcotics task force and emergency services support. A \$9,200 grant received from ABAG will cover the capital outlay technology expenses.

Non-Department expenditures are higher than average due to annual liability insurance premium paid at the beginning of the fiscal year and expenditures of \$168,664 to BFI Waste Systems. The total amount due to the Waste System of \$337,328 was brought to the Council's attention in September 2011 as a true up payment for prior years and the Council agreed to pay this amount using General Fund reserves. A mid-year budget adjustment was approved to pay 75% of the total in the current fiscal year and the remaining 25% in FY 2013.

FISCAL IMPACT

There is no fiscal impact associated with accepting this report. The Council is also presented with the Introduction to the Operating and Capital Improvement Budget at the May meeting, which will be approved at the June meeting.

Prepared by:

Approved by:

Debra C. Auker, Interim Finance Director

Theresa DellaSanta, Interim City Manager

Attachment: Financial Report

Town of Atherton													
General Fund													
Financial Report for the Ten Months Ended April 30, 2012													
(Excl. Encumbrances)													
Dept	Description	Revised Budget FY11/12	10/12 of Budget	Actual July 11 to Apr 12	Accrual	Adjusted Actual July 11 to Apr 12	Variance of 10/12 of Budget	% of 10/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 10 to Apr 11	Incr/(decr) over PY	% Change
			83.3%										
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Revenues												
	Secured	4,891,500	4,076,250	4,412,183		4,412,183	(335,933)	108.2%	479,317	90.2%	4,302,762	109,421	2.5%
	Unsecured	270,000	225,000	295,060		295,060	(70,060)	131.1%	(25,060)	109.3%	275,803	19,257	7.0%
	SB813 Redemption (Supplemental)	70,000	58,333	53,523		53,523	4,811	91.8%	16,477	76.5%	52,408	1,115	2.1%
	Home Owners Exemption	34,000	28,333	17,138		17,138	11,196	60.5%	16,862	50.4%	16,994	144	0.8%
	Property Tax In Lieu of VLF	660,000	550,000	684,117		684,117	(134,117)	124.4%	(24,117)	103.7%	663,563	20,554	3.1%
	Motor Veh. Lic Fees (MVLF)	-	-	3,737		3,737	(3,737)	100.0%	(3,737)	100.0%	16,607	(12,870)	-77.5%
	ERAF Subvention	718,000	598,333	718,479		718,479	(120,146)	120.1%	(479)	100.1%	695,112	23,367	3.4%
	Local Sales & Use Tax	165,000	137,500	127,732		127,732	9,768	92.9%	37,268	77.4%	74,353	53,379	71.8%
	Public Safety Sales Tax (Prop 172)	60,000	50,000	51,551		51,551	(1,551)	103.1%	8,449	85.9%	51,823	(272)	-0.5%
	In Lieu Sales Tax/Triple Flip	25,500	21,250	49,120		49,120	(27,870)	231.2%	(23,620)	192.6%	24,832	24,288	97.8%
	Franchise Taxes-PG&E	230,000	191,667	223,466		223,466	(31,800)	116.6%	6,534	97.2%	234,549	(11,083)	-4.7%
	Franchise Tax-Cal Water	104,500	87,083	105,418		105,418	(18,335)	121.1%	(918)	100.9%	79,746	25,672	32.2%
	Franchise Tax-Garbage	275,000	229,167	210,061		210,061	19,106	91.7%	64,939	76.4%	142,404	67,657	47.5%
	Franchise Taxes-Cable	108,000	90,000	79,876		79,876	10,124	88.8%	28,124	74.0%	51,762	28,114	54.3%
	Document TRSF Tax	250,000	208,333	235,248		235,248	(26,915)	112.9%	14,752	94.1%	170,635	64,613	37.9%
	Business Licenses	160,000	133,333	138,382		138,382	(5,049)	103.8%	21,618	86.5%	149,230	(10,848)	-7.3%
	Muni/Vehicle Code Fines (Parking)	15,000	12,500	9,651		9,651	2,849	77.2%	5,349	64.3%	14,975	(5,324)	-35.6%
	Other Fines & Forfeit (County)	40,000	33,333	38,245		38,245	(4,911)	114.7%	1,755	95.6%	29,726	8,519	28.7%
	C/CAG AB 1546	12,535	10,446	11,942		11,942	(1,496)	114.3%	593	95.3%	12,397	(455)	-3.7%
	POST Reimbursement	6,500	5,417	13,851		13,851	(8,435)	255.7%	(7,351)	213.1%	4,686	9,165	195.6%
	SB 90 reimbursement	-	-	1,002		1,002	(1,002)	100.0%	(1,002)	100.0%	3,982	(2,980)	-74.8%
	DUI Grant	6,000	5,000	3,568		3,568	1,432	71.4%	2,432	59.5%	6,295	(2,727)	-43.3%
	ABAG Grant	7,000	5,833	12,505		12,505	(6,672)	214.4%	(5,505)	178.6%	21,282	(8,777)	-41.2%
	Grants	5,000	4,167	-		-	4,167	0.0%	5,000	0.0%	-	-	0.0%
	Other Reimbursements	-	-	18,353		18,353	(18,353)	100.0%	(18,353)	0.0%	-	18,353	100.0%
	Highway Maint Reimbursement	35,700	29,750	17,850		17,850	11,900	60.0%	17,850	50.0%	-	17,850	100.0%
	Home Occupation	800	667	600		600	67	90.0%	200	75.0%	800	(200)	-25.0%
	Building Permit	842,000	701,667	771,522		771,522	(69,855)	110.0%	70,478	91.6%	723,382	48,140	6.7%
	Encroachment Permit	158,000	131,667	195,277		195,277	(63,610)	148.3%	(37,277)	123.6%	130,023	65,254	50.2%
	Grading & Drain Permit	60,000	50,000	59,052		59,052	(9,052)	118.1%	948	98.4%	50,673	8,379	16.5%
	Other Licenses & Permit	400	333	1,449		1,449	(1,116)	434.7%	(1,049)	362.3%	887	562	63.4%
	Document/Research Fee	-	-	28		28	(28)	100.0%	(28)	100.0%	-	28	100.0%
	Photocopy Fee	1,025	854	3,052		3,052	(2,197)	357.3%	(2,027)	297.7%	3,152	(100)	-3.2%
	Alarm Sign Fees	600	500	390		390	110	78.0%	210	65.0%	675	(285)	-42.2%
	Vehicle Release	2,500	2,083	2,160		2,160	(77)	103.7%	340	86.4%	2,354	(194)	-8.2%
	Police Report	1,000	833	120		120	713	14.4%	880	12.0%	907	(787)	-86.7%

Town of Atherton													
General Fund													
Financial Report for the Ten Months Ended April 30, 2012													
(Excl. Encumbrances)													
Dept	Description	Revised Budget FY11/12	10/12 of Budget	Actual July 11 to Apr 12	Accrual	Adjusted Actual July 11 to Apr 12	Variance of 10/12 of Budget	% of 10/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 10 to Apr 11	Incr/(decr) over PY	% Change
			83.3%										
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Fingerprinting Fee	325	271	424		424	(153)	156.6%	(99)	130.5%	265	159	60.0%
	Affidavit of Cost	300	250	-		-	250	0.0%	300	0.0%	-	-	0.0%
	Special Service Fee	3,000	2,500	1,689		1,689	811	67.5%	1,312	56.3%	2,202	(514)	-23.3%
	Solicitor's Fee	100	83	185		185	(102)	222.0%	(85)	185.0%	44	141	320.5%
	Zoning & Planning Fees	150,000	125,000	121,099		121,099	3,901	96.9%	28,901	80.7%	150,543	(29,444)	-19.6%
	Plan Check Fee Building	367,500	306,250	335,527		335,527	(29,277)	109.6%	31,973	91.3%	315,287	20,240	6.4%
	Social Fees	35,000	29,167	24,525		24,525	4,642	84.1%	10,475	70.1%	56,137	(31,612)	-56.3%
	Meeting Fees	30,000	25,000	12,925		12,925	12,075	51.7%	17,075	43.1%	59,910	(46,985)	-78.4%
	Misc. Park Use Fee	1,000	833	1,400		1,400	(567)	168.0%	(400)	140.0%	1,375	25	1.8%
	Class Fees	10,000	8,333	16,500		16,500	(8,167)	198.0%	(6,500)	165.0%	10,504	5,996	57.1%
	Weddings	20,000	16,667	27,750		27,750	(11,083)	166.5%	(7,750)	138.8%	64,700	(36,950)	-57.1%
	Tree Removal Plan Check	15,000	12,500	16,842		16,842	(4,342)	134.7%	(1,842)	112.3%	16,956	(114)	-0.7%
	Contract Plan Review Services	-	-	-		-	-	0.0%	-	0.0%	59,583	(59,583)	-100.0%
	Interest Income	45,000	37,500	60,749		60,749	(23,249)	162.0%	(15,749)	135.0%	33,373	27,376	82.0%
	Cellular Antenna Lease	41,682	34,735	34,651		34,651	84	99.8%	7,031	83.1%	33,001	1,650	5.0%
	Property Rental-Playschool	77,600	64,667	65,098		65,098	(432)	100.7%	12,502	83.9%	64,646	452	0.7%
	Sale of Property	-	-	3,497		3,497	(3,497)	100.0%	(3,497)	100.0%	-	3,497	100.0%
	Post Office	7,500	6,250	5,469		5,469	781	87.5%	2,031	72.9%	25,043	(19,574)	-78.2%
	Donations/Contributions	-	-	100		100	(100)	100.0%	(100)	100.0%	60,500	(60,400)	-99.8%
	Miscellaneous Income	2,000	1,667	13,018		13,018	(11,352)	781.1%	(11,018)	650.9%	3,807	9,211	242.0%
	Escheated unclaimed property	-	-	3,641		3,641	(3,641)	100.0%	(3,641)	100.0%	75,655	(72,014)	-95.2%
	Total Revenues	10,021,567	8,351,306	9,310,795	-	9,310,795	(959,489)	111.5%	710,772	92.9%	9,042,310	268,485	3.0%
	EXPENDITURES												
City Council	Utilities-Water	625	521	2,170	95	2,265	(1,744)	434.9%	(1,640)	362.4%	420	1,845	439.3%
	Advertising/Noticing	4,000	3,333	-		-	3,333	0.0%	4,000	0.0%	2,304	(2,304)	-100.0%
	Business Meetings & Meals	1,200	1,000	97		97	903	9.7%	1,103	8.1%	-	97	100.0%
	Conferences	5,000	4,167	300		300	3,867	7.2%	4,700	6.0%	222	78	35.1%
	Training & Workshops	1,000	833	-		-	833	0.0%	1,000	0.0%	-	-	0.0%
	Membership/Dues	7,203	6,003	7,095		7,095	(1,093)	118.2%	108	98.5%	8,400	(1,305)	-15.5%
	Mileage Reimbursement	500	417	-		-	417	0.0%	500	0.0%	-	-	0.0%
	Environmental Programs (EPC)	5,000	4,167	-		-	4,167	0.0%	5,000	0.0%	-	-	0.0%
	Commission & Committee	1,000	833	-		-	833	0.0%	1,000	0.0%	-	-	0.0%
	Special Events & Awards	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%
	Office Supplies	1,200	1,000	275		275	725	27.5%	925	22.9%	1,558	(1,283)	-82.3%
	Computer Equipment/Software	3,000	2,500	-		-	2,500	0.0%	3,000	0.0%	-	-	0.0%

Town of Atherton													
General Fund													
Financial Report for the Ten Months Ended April 30, 2012													
(Excl. Encumbrances)													
Dept	Description	Revised Budget FY11/12	10/12 of Budget	Actual July 11 to Apr 12	Accrual	Adjusted Actual July 11 to Apr 12	Variance of 10/12 of Budget	% of 10/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 10 to Apr 11	Incr/(decr) over PY	% Change
			83.3%										
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Office Equip & Furniture	27,150	22,625	570		570	22,055	2.5%	26,580	2.1%	1,025	(455)	-44.4%
	City Council Totals:	56,878	47,398	10,507	95	10,602	36,797	22.4%	46,276	18.6%	13,929	(3,327)	-23.9%
Administration (CM,CC,HR)	Salaries & Benefits	337,428	281,190	221,297	3,752	225,050	56,140	80.0%	112,378	66.7%	419,881	(194,831)	-46.4%
	Professional Services	220,000	183,333	116,983		116,983	66,350	63.8%	103,017	53.2%	113,606	3,377	3.0%
	General Operations	57,933	48,278	26,285	734	27,019	21,259	56.0%	30,914	46.6%	74,575	(47,556)	-63.8%
	Supplies & Materials	7,200	6,000	2,548		2,548	3,452	42.5%	4,652	35.4%	6,117	(3,569)	-58.3%
	Capital Outlay	3,000	2,500	162		162	2,338	6.5%	2,838	5.4%	3,876	(3,714)	-95.8%
	Administration Totals:	625,561	521,301	367,276	4,487	371,762	149,538	71.3%	253,799	59.4%	618,055	(246,293)	-39.8%
City Attorney	Professional Services	230,000	191,667	116,848		116,848	74,818	61.0%	113,152	50.8%	377,955	(261,107)	-69.1%
	General Operations	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%
	Supplies & Materials	-	-	166		166	(166)	100.0%	(166)	100.0%	-	166	100.0%
	City Attorney Totals:	230,000	191,667	117,014	-	117,014	74,652	61.1%	112,986	50.9%	377,955	(260,941)	-69.0%
Finance	Salaries & Benefits	370,783	308,986	267,433	1,675	269,108	39,878	87.1%	101,675	72.6%	330,810	(61,702)	-18.7%
	Professional Services	205,200	171,000	121,351		121,351	49,649	71.0%	83,849	59.1%	44,299	77,052	173.9%
	General Operations	94,704	78,920	70,570	1,286	71,856	7,064	91.0%	22,848	75.9%	107,603	(35,747)	-33.2%
	Supplies & Materials	3,000	2,500	1,250		1,250	1,250	50.0%	1,750	41.7%	641	609	95.0%
	Capital Outlay	3,000	2,500	-		-	2,500	0.0%	3,000	0.0%	1,995	(1,995)	-100.0%
	Finance Totals:	676,687	563,906	460,604	2,961	463,565	100,341	82.2%	213,122	68.5%	485,348	(21,783)	-4.5%
Planning	Contract Planner	187,050	155,875	95,858	33,612	129,470	26,405	83.1%	57,580	69.2%	164,174	(34,704)	-21.1%
	Contract Arborist Service	35,000	29,167	17,888		17,888	11,279	61.3%	17,112	51.1%	-	17,888	100.0%
	General Operations	3,397	2,831	1,095	53	1,148	1,683	40.6%	2,249	33.8%	11,164	(10,016)	-89.7%
	Supplies & Materials	2,200	1,833	734		734	1,099	40.0%	1,466	33.4%	809	(75)	-9.3%
	Planning Totals:	227,647	189,706	115,575	33,665	149,240	40,466	78.7%	78,407	65.6%	176,147	(26,907)	-15.3%
Building	Salaries & Benefits	357,158	297,632	306,585	1,451	308,037	(10,405)	103.5%	49,121	86.2%	790,191	(482,154)	-61.0%
	Professional Services	200,512	167,093	175,062		175,062	(7,968)	104.8%	25,450	87.3%	163,241	11,821	7.2%
	Contract Arborist Service	72,000	60,000	50,912		50,912	9,088	84.9%	21,088	70.7%	-	50,912	100.0%
	Contract Building & Life Safety Svs	625,000	520,833	501,624	74,378	576,002	(55,169)	110.6%	48,998	92.2%	-	576,002	100.0%
	General Operations	13,522	11,268	12,025	53	12,078	(810)	107.2%	1,444	89.3%	16,561	(4,483)	-27.1%
	Supplies & Materials	2,500	2,083	2,832	96	2,928	(845)	140.6%	(428)	117.1%	3,168	(240)	-7.6%
	Capital Outlay	1,500	1,250	325		325	925	26.0%	1,175	21.6%	7,679	(7,354)	-95.8%
	Transfer to Bldg Const. Facility Fund	153,356	127,797	127,797		127,797	0	100.0%	25,559	83.3%	127,797	(0)	0.0%

Town of Atherton													
General Fund													
Financial Report for the Ten Months Ended April 30, 2012													
(Excl. Encumbrances)													
Dept	Description	Revised Budget FY11/12	10/12 of Budget	Actual July 11 to Apr 12	Accrual	Adjusted Actual July 11 to Apr 12	Variance of 10/12 of Budget	% of 10/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 10 to Apr 11	Incr/(decr) over PY	% Change
			83.3%										
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Building Totals:	1,425,548	1,187,957	1,177,161	75,979	1,253,140	(65,183)	105.5%	172,408	87.9%	1,108,637	144,503	13.0%
Non Dept.	Salaries & Benefits	2,000	1,667	1,635		1,635	31	98.1%	365	81.8%	2,205	(570)	-25.8%
	Professional Services	106,985	89,154	56,022	5,536	61,558	27,596	69.0%	45,427	57.5%	65,979	(4,421)	-6.7%
	General Operations	664,886	554,072	523,594	531	524,125	29,947	94.6%	140,761	78.8%	358,635	165,490	46.1%
	Supplies & Materials	35,442	29,535	13,932	13	13,945	15,590	47.2%	21,497	39.3%	18,030	(4,085)	-22.7%
	Capital Outlay	97,700	81,417	-		-	81,417	0.0%	97,700	0.0%	-	-	0.0%
	Non-Dept. Totals:	907,013	755,844	595,183	6,080	601,263	154,581	79.5%	305,750	66.3%	444,849	156,414	35.2%
Police	Salaries & Benefits	4,764,861	3,970,718	3,890,813	53,301	3,944,114	26,603	99.3%	820,747	82.8%	3,858,046	86,068	2.2%
	Professional Services	221,411	184,509	194,144	175	194,319	(9,810)	105.3%	27,092	87.8%	52,908	141,411	267.3%
	General Operations	327,908	273,257	279,411	16,758	296,169	(22,912)	108.4%	31,739	90.3%	321,115	(24,946)	-7.8%
	Supplies & Materials	120,236	100,197	88,176	2,531	90,707	9,490	90.5%	29,529	75.4%	83,928	6,779	8.1%
	Capital Outlay	17,630	14,692	34,799		34,799	(20,108)	236.9%	(17,169)	197.4%	65,890	(31,091)	-47.2%
	Cops Grant	-	-	(109,315)		(109,315)	109,315	0.0%	109,315	0.0%	(86,813)	(22,502)	25.9%
	Settlement Expense	-	-	-		-	-	-	-	-	-	-	-
	Police Totals:	5,452,046	4,543,372	4,378,028	72,765	4,450,793	92,579	98.0%	1,001,253	81.6%	4,295,074	155,719	3.6%
Public Works & Parks	Salaries & Benefits	763,359	636,133	611,795	5,070	616,864	19,268	97.0%	146,495	80.8%	1,236,768	(619,904)	-50.1%
	Professional Services	219,000	182,500	166,855	14,200	181,055	1,445	99.2%	37,945	82.7%	10,031	171,024	1705.0%
	Contract DPW Maintenance Svs	472,719	393,933	202,376	-	202,376	191,556	51.4%	270,343	42.8%	-	202,376	100.0%
	General Operations	274,999	229,166	162,424	10,796	173,219	55,946	75.6%	101,780	63.0%	249,315	(76,096)	-30.5%
	Supplies & Materials	25,750	21,458	15,047	497	15,544	5,915	72.4%	10,206	60.4%	40,582	(25,038)	-61.7%
	Capital Outlay	77,800	64,833	-	1,376	1,376	63,457	2.1%	76,424	1.8%	2,875	(1,499)	-52.1%
	Public Works Totals:	1,833,627	1,528,023	1,158,496	31,939	1,190,435	337,588	77.9%	643,192	64.9%	1,539,571	(349,136)	-22.7%
	Total Expenditures	11,435,007	9,529,173	8,379,844	227,969	8,607,813	921,359	90.3%	2,827,194	75.3%	9,059,565	(451,752)	-5.0%
	Excess (Deficiency) of Revenues over Expenditures	(1,413,440)	(1,177,867)	930,951	(227,969)	702,982	(1,880,848)	-59.7%	(2,116,421)	-49.7%	(17,255)	720,237	-4174.1%
	Other Financing Sources/(uses)												
	Transfer from Special Parcel Tax Fund	1,116,000	930,000	930,000	-	930,000	-	100.0%	186,000	83.3%	740,386	189,614	25.6%
	Transfers from Facil Constr (406)										-		
	Transfer to Road Impact Fee Fund										(902,355)	902,355	-100.0%
	Total Transfer In(Out)	1,116,000	930,000	930,000	-	930,000	-	100.0%	186,000	83.3%	(161,969)	1,091,969	-674.2%
	Net Change in Fund Balance	(297,440)	(247,867)	1,860,951	(227,969)	1,632,982	(1,880,848)	-658.8%	(1,930,421)	-549.0%	(179,224)	1,812,206	-1011.1%
	Beg. Fund Balance - general fund	5,285,359				5,285,359					5,556,940		
	Beg. Fund Balance - Bldg Dept. OP Reserve	933,837				933,837					1,069,097		
	Proj. Ending Fund Balance	5,921,756				7,852,178					6,446,813		

**Town of Atherton
 Quarterly Treasurer's Report
 Portfolio Summary
 March 31, 2012**

	<u>Par Value</u>	<u>Market Value</u>	<u>Book Value</u>	<u>Portfolio</u>	<u>% of</u>
Cash In Bank (Schedule A)	2,811,224	2,811,224	2,811,224	14.1%	
Investments (Schedule B)	17,113,638	17,150,992	17,144,384	85.9%	
Total Cash and Investments	19,924,863	19,962,216	19,955,609	100%	

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


 Debra Auker, Interim Finance Director

4/30/12
 Date

Town of Atherton
Quarterly Treasurer's Report
Portfolio Details - Cash In Bank
March 31, 2012

Schedule A

Name of Depository	Investment Type	Reconciled Bank Balance
Wells Fargo	General Account	717,485
Wells Fargo	Wells Fargo Adv Treasury Plus MMF	2,093,740
Total		<u>2,811,224</u>

**Town of Atherton
Securities Held
March 31, 2012**

Schedule B

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/ Accretion (Amortization)	Fair Value/ Change in Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
Cash and Equivalents													
LAIF	03/31/12	0.389V		9,513,638.32	9,513,638.32	0.00	9,513,638.32	0.00	0.00	3,163.86	9,341.04	55.49	0.39
					0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTAL (Cash and Equivalents)				9,513,638.32	9,513,638.32	0.00	9,513,638.32	0.00	0.00	3,163.86	9,341.04	55.49	
U.S. Treasury													
91282PW4	01/25/11	0.625	12/31/12	500,000.00	500,078.13	500,030.32	501,582.00	1,551.68	0.00	266.14	789.84	2.92	0.62
T-Note					0.00	(3.43)	(234.50)						
91282RA0	06/30/11	0.375	06/30/13	600,000.00	598,734.38	599,212.23	600,796.80	1,584.57	0.00	191.62	568.68	3.49	0.48
T-Note					0.00	53.67	(234.60)						
91282QX1	08/12/11	1.500	07/31/16	500,000.00	511,835.94	510,316.51	513,008.00	2,691.49	0.00	638.74	1,256.87	2.99	1.01
T-Note					0.00	(202.15)	(3,203.00)						
TOTAL (U.S. Treasury)				1,600,000.00	1,610,648.45	1,609,559.06	1,615,386.80	5,827.74	0.00	1,096.50	2,615.39	9.39	
					0.00	(151.91)	(3,672.10)						
U.S. Instrumentality													
3137EACJ6	03/23/11	1.625	04/15/13	500,000.00	508,291.15	504,167.57	507,116.50	2,948.93	0.00	677.09	3,746.53	2.96	0.81
FHLMC					0.00	(340.88)	(554.00)						
31331KTH3	08/01/11	0.600	08/01/13	500,000.00	500,000.00	500,000.00	500,387.50	387.50	0.00	250.00	500.00	2.92	0.60
PFCB					0.00	0.00	(167.50)						
3133747F1	06/27/11	0.700	09/27/13	1,000,000.00	1,000,000.00	1,000,000.00	1,000,881.00	881.00	0.00	583.34	1,827.78	5.83	0.70
FHLB					0.00	0.00	(288.00)						
3134G2S86	01/10/12	0.500	10/18/13	500,000.00	500,150.00	500,025.76	500,037.00	11.24	0.00	208.33	1,131.94	2.92	0.39
FHLMC					569.44	(46.97)	(6.00)						
3134G2NK4	07/11/11	1.125	07/11/14	500,000.00	500,000.00	500,000.00	501,012.00	1,012.00	0.00	468.75	1,250.00	2.92	1.13
FHLMC					0.00	0.00	(231.00)						
3135G0E02	11/07/11	1.000	11/07/12	500,000.00	500,000.00	500,000.00	501,181.00	1,181.00	0.00	416.67	2,000.00	2.92	1.00
FNMA					0.00	0.00	161.00						
3134G3LFS	02/29/12	1.000	02/13/15	1,000,000.00	1,008,750.00	1,008,358.39	1,008,789.00	430.61	0.00	833.33	1,333.33	5.88	0.55
FHLMC					444.44	(379.37)	436.00						
3136FRP80	08/24/11	1.050	08/24/15	500,000.00	500,000.00	500,000.00	500,836.00	836.00	0.00	437.50	539.58	2.92	1.05
FNMA					0.00	0.00	(210.50)						
3134G3GY0	01/25/12	1.125	01/13/16	500,000.00	502,750.00	502,493.74	500,713.00	(1,780.74)	0.00	468.75	1,218.75	2.93	0.84
FHLMC					187.50	(118.57)	223.00						
3136FTW7	01/10/12	0.625V	01/10/17	500,000.00	500,156.25	500,121.24	501,013.50	892.26	0.00	260.42	703.13	2.92	0.59

**Town of Atherton
Securities Held
March 31, 2012**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/ Accretion (Amortization)	Fair Value/ Change in Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
FNMA			01/10/13		0.00	(13.24)	204.00						
TOTAL (U.S. Instrumentality)				6,000,000.00	6,020,097.40	6,015,166.70	6,021,966.50	6,799.80	0.00	4,604.18	14,251.04	35.11	
					1,201.38	(899.03)	(433.00)						

GRAND TOTAL

	17,113,638.32	17,144,384.17	17,138,364.08	17,150,991.62	12,627.54	0.00	8,864.54	26,207.47	100.00
		1,201.38	(1,050.94)	(4,105.10)					

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

**Town of Atherton
Recap of Securities Held
March 31, 2012**

	Historical Cost	Amortized Cost	Fair Value	Unrealized Gain (Loss)	Weighted Average Final Maturity (Days)	Weighted Average Effective Maturity (Days)	% Portfolio/Segment	Weighted Average Yield *	Weighted Average Market Duration (Years)
Cash and Equivalents	9,513,638.32	9,513,638.32	9,513,638.32	0.00	1	1	55.49	0.39	0.00
U.S. Treasury	1,610,648.45	1,609,559.06	1,615,386.80	5,827.74	758	758	9.39	0.69	2.03
U.S. Instrumentality	6,020,097.40	6,015,166.70	6,021,966.50	6,799.80	898	290	35.11	0.74	0.79
Total	17,144,384.17	17,138,364.08	17,150,991.62	12,627.54	387	174	100.00	0.54	0.47

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



**Town of Atherton
Activity and Performance Summary
for the period March 1, 2012 - March 31, 2012**

Amortized Cost Basis Activity Summary	
Beginning Amortized Cost Value	17,489,415.02
Additions	
Contributions	0.00
Interest Received	0.00
Accrued Interest Sold	0.00
Gain on Sales	0.00
Total Additions	0.00
Deductions	
Withdrawals	349,000.00
Fees Paid	1,000.00
Accrued Interest Purchased	0.00
Loss on Sales	0.00
Total Deductions	(350,000.00)
Accretion (Amortization) for the Period	(1,050.94)
Ending Amortized Cost Value	17,138,364.08
Ending Fair Value	17,150,991.62
Unrealized Gain (Loss)	12,627.54

Detail of Amortized Cost Basis Return				
	Interest Earned	Accretion (Amortization)	Realized Gain (Loss)	Total Income
Current Holdings				
Cash and Equivalents	3,163.86	0.00	0.00	3,163.86
U.S. Treasury	1,096.50	(151.91)	0.00	944.59
U.S. Instrumentality	4,604.18	(899.03)	0.00	3,705.15
Sales and Maturities				
Total	8,864.54	(1,050.94)	0.00	7,813.60

Annualized Comparative Rates of Return			
	Twelve Month Trailing	Six Month Trailing	For the Month
Fed Funds	0.09 %	0.09 %	0.13 %
Overnight Repo	0.06 %	0.08 %	0.14 %
3 Month T-Bill	0.03 %	0.03 %	0.07 %
6 Month T-Bill	0.06 %	0.06 %	0.12 %
1 Year T-Note	0.15 %	0.14 %	0.19 %
2 Year T-Note	0.35 %	0.28 %	0.34 %
5 Year T-Note	1.22 %	0.93 %	1.02 %

Summary of Amortized Cost Basis Return for the Period		
	Total Portfolio	Excl. Cash Eq.
Interest Earned	8,864.54	5,700.68
Accretion (Amortization)	(1,050.94)	(1,050.94)
Realized Gain (Loss) on Sales	0.00	0.00
Total Income on Portfolio	7,813.60	4,649.74
Average Daily Historical Cost	17,371,392.00	7,631,947.23
Annualized Return	0.53%	0.72%
Annualized Return Net of Fees	0.46%	0.56%
Annualized Return Year to Date Net of Fees	0.50%	0.60%
Weighted Average Effective Maturity in Days	174	389

**Town of Atherton
Activity and Performance Summary
for the period March 1, 2012 - March 31, 2012**

<u>Fair Value Basis Activity Summary</u>	
Beginning Fair Value Additions	17,505,096.72
Contributions	0.00
Interest Received	0.00
Accrued Interest Sold	0.00
Total Additions	0.00
Deductions	
Withdrawals	349,000.00
Fees Paid	1,000.00
Accrued Interest Purchased	0.00
Total Deductions	(350,000.00)
Change in Fair Value for the Period	(4,105.10)
Ending Fair Value	17,150,991.62

<u>Detail of Fair Value Basis Return</u>			
	Interest Earned	Change in Fair Value	Total Income
Current Holdings			
Cash and Equivalents	3,163.86	0.00	3,163.86
U.S. Treasury	1,096.50	(3,672.10)	(2,575.60)
U.S. Instrumentality	4,604.18	(433.00)	4,171.18
Total	8,864.54	(4,105.10)	4,759.44

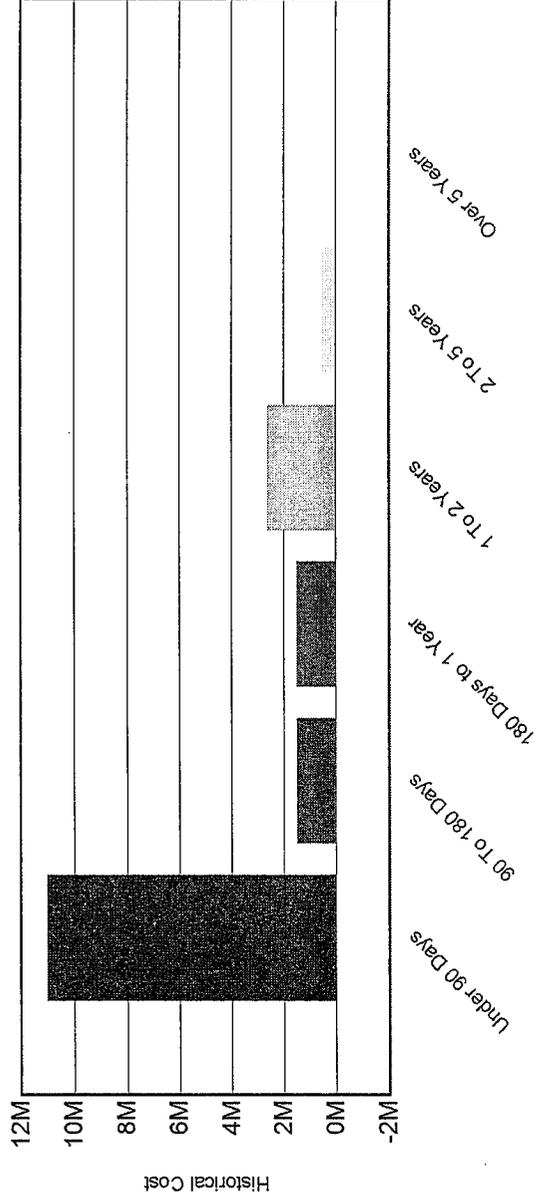
<u>Annualized Comparative Rates of Return</u>			
	Twelve Month Trailing	Six Month Trailing	For the Month
Fed Funds	0.09 %	0.09 %	0.13 %
Overnight Repo	0.06 %	0.08 %	0.14 %
3 Month T-Bill	0.07 %	0.02 %	0.12 %
6 Month T-Bill	0.24 %	0.12 %	0.24 %
1 Year T-Note	0.37 %	0.18 %	0.00 %
2 Year T-Note	1.47 %	0.04 %	-0.24 %
5 Year T-Note	8.52 %	1.54 %	-7.44 %

<u>Summary of Fair Value Basis Return for the Period</u>		
	Total Portfolio	Excl. Cash Eq.
Interest Earned	8,864.54	5,700.68
Change in Fair Value	(4,105.10)	(4,105.10)
Total Income on Portfolio	4,759.44	1,595.58
Average Daily Historical Cost	17,371,392.00	7,631,947.23
Annualized Return	0.32%	0.25%
Annualized Return Net of Fees	0.26%	0.09%
Annualized Return Year to Date Net of Fees	0.32%	0.16%
Weighted Average Effective Maturity in Days	174	389

**Town of Atherton
Maturity Distribution of Securities Held
March 31, 2012**

Maturity	Historical Cost	Percent
Under 90 Days	11,013,788.32	64.24 %
90 To 180 Days	1,500,000.00	8.75 %
180 Days to 1 Year	1,500,234.38	8.75 %
1 To 2 Years	2,618,525.53	15.27 %
2 To 5 Years	511,835.94	2.99 %
Over 5 Years	0.00	0.00 %
	17,144,384.17	100.00 %

Maturity Distribution



**Town of Atherton
 Quarterly Treasurer's Report
 Cash & Investments Balance By Fund
 March 31, 2012**

Fund No.	Fund Name	Balance
101	General Fund	7,141,209
105	Tennis Fund	15,888
610	Equipment Replacement Fund	462,942
614	Worker's Compensation	327,449
615	General Liability	219,086
616	Employee Benefits	1,892,570
Total Non-Restricted		10,059,145
201	Special Tax Fund	502,772
202	County Measure A Fund	188,331
203	Gas Tax Fund	279,450
209	SLES/COPS Grant	82,088
210	Road Constructions Impact Fee	1,042,733
213	Library Fund	5,348,617
215	Evans Creative Design (formerly fund 715)	84,450
401	GF Projects	196,559
402	Storm Drainage	29,294
403	Atherton Channel Drainage District	60,362
406	Facilities Construction	2,051,306
730	H-P Park Improvement	5,942
740	Tree Committee	24,558
Total Restricted		9,896,463
Total Cash & Investments		19,955,609



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
THERESA DELLASANTA, CITY MANAGER**

**FROM: MICHAEL KASHIWAGI, COMMUNITY SERVICES
DIRECTOR**

DATE: FOR THE MEETING OF MAY 16, 2012

**SUBJECT: APPROVE FEE AGREEMENT WITH MENLO ATHERTON
LITTLE LEAGUE**

RECOMMENDATION:

Approve recommendation from Park and Recreation Commission to set the fees for Menlo Atherton Little League to a fee based system charging \$20 for each player in M-ALL's Minors division to be collected on an annual basis following the season. Authorize the City Attorney to develop an agreement and the City Manager to execute the agreement.

INTRODUCTION:

M-ALL has run their AAA division program in Holbrook Palmer Park since the year 2000. After the original 10 year contract expired in July, 2010, two separate 1 year contract extensions were signed for 2011 and 2012. A new formula is being sought to define a park usage fee for this program.

In the past, the fee was 100% cost based. It was based upon the amount of "extended" maintenance required over and beyond what the field space would receive if the league was not using the field and normal maintenance was ongoing.

In the past three years, M-ALL has changed their maintenance strategies for many of their playing fields. They provide their own Landscaping service to many of their venues, including Holbrook-Palmer Park, to upgrade the playing surfaces for their members. What this means is, during the M-ALL season (February-June), the League assumes

100% of the maintenance responsibilities for the fields; with the exception of irrigation and repairs of the irrigation system.

ANALYSIS:

Staff looked in to criteria that surrounding cities use to charge fields for their youth sporting leagues. Attachment 1 shows what some of Atherton’s neighboring cities are charging for their fields, the formulas they use to develop the fees, and the costs M-ALL would be charged if those fees were applied to Holbrook-Palmer Park.

From the attachment, the following are samples of what M-ALL would owe on an annual basis using formulas from surrounding cities. These fees we calculated on the 2012 M-ALL AAA League numbers of 10 teams or 120 players;

Attachment 1:

<u>Sample City</u>	<u>Rate Type</u>	<u>Rate Amount</u>	<u>M-ALL fee</u>
Portola Valley	user rate	\$40	\$4800
Redwood City	user rate	\$10 res. \$20 non-res	\$1800
Palo Alto	Hourly fee	\$7.50 hr.	\$3000
Hillsborough	Day fee	\$20 res. \$30 non-res	\$3475

The level of parks department service varies in the different locations described above. In Palo Alto and Hillsborough, the city/school district provides meticulous maintenance of the fields and even stripes the fields prior to the games. In Redwood City and Portola Valley, fields receive various degrees of lawn maintenance only.

None of the facilitators from the sample cities say they actually received cost recovery for the efforts put into their fields (although none had the specifics broken down to show the facts). Typically, a Little League baseball field is only that, a baseball field and is not rentable space for other types of usage (not even softball).

Staff favors the per player usage rate used by Portola Valley for charging a fee for the field at Holbrook-Palmer Park. The reasons for this are the following;

- It is the fairest- as numbers of enrollment in the league rise and fall, so does the fee for the usage of the field.
- It is easy to calculate – we need only to calculate the number of players in the league by our per person base charge to come up with the annual fee. No need to check on residency.
- Allows rate flexibility – should the need to raise rates in the future for maintenance issues, calculations should be simple.

Currently, Portola Valley charges a fee of \$40 per player per season for their field usage. They supply the “barest bones” level of field maintenance for their league. Even at that, their staff costs are not fully recovered. M-ALL currently maintains and improves the

playing surface at Holbrook-Palmer Park each year. With this in mind, staff feels that for the 2012/13 season, a fee of \$20 per player would be a proper fee. The \$20 fee at 120 players would bring the fee to \$2400 for the spring season. That fee supports the water usage (electricity), irrigation system and its repairs, garbage disposal and restroom usage during the season.

If M-ALL should decide to no longer maintain the fields as they presently are doing, Atherton could raise the fees more similar to the \$40 Portola Valley currently charges to provide a safe and playable surface for games during the next annual review.

FISCAL IMPACT:

The fee collected from M-ALL will vary from year to year dependant on the enrollment of the league. To use the 2012 season as an example, the fees would be collected as follows;

10 Minors teams	12 players per team	120 players	\$2400
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Staff will review league enrollment on an annual basis and will issue a field usage fee invoice to M-ALL in March of each year beginning 2013. This contract will be valid for the next 5 years (2013 through 2017) but reviewed for fee adjustments on an annual basis.

If approved, Council will allow the City Attorney to prepare a contract and have it signed by the City Manager and M-ALL board.

Prepared By:

Michael Kashiwagi, Community
Services Director

Theresa DellaSanta, Interim
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
THERESA DELLASANTA, INTERIM CITY MANAGER**

**FROM: MICHAEL KASHIWAGI, COMMUNITY SERVICES
DIRECTOR**

DATE: FOR THE MEETING OF MAY 16, 2012

**SUBJECT: APPROVAL OF CONTRACT WITH AYSO SOCCER FOR
THE 2012 SEASON**

RECOMMENDATION:

Recommendation from the Park & Recreation Commission to approve a contract with AYSO (American Youth Soccer Organization) for the 2012 season and authorize the City Attorney to develop an agreement and the City Manager to execute the agreement.

INTRODUCTION:

This vendor services agreement with AYSO soccer allows the organization to conduct practices for U10 players on Mondays through Fridays from the August 27th 2012, until approximately November 19th, 2012.

AYSO provides supervised instruction and games from ages 4 through 19 and Holbrook Palmer Park will service the boys and girls under 10 year old (U10) age group exclusively.

Most of the enrolled come from the Atherton and Menlo Park areas.

ANALYSIS:

Upon approval by council, a standard Vendor Service Agreement will be drafted by the City Attorney and signed by the City Manager and AYSO officials.

The fee for field usage during this time frame will be \$3500. This contract is up for renewal on an annual basis.

FISCAL IMPACT:

The \$3500 fee collected from this agreement will be placed in the general fund (revenue) and be used defer costs of park maintenance and improvements.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Community Services Director

Theresa DellaSanta
Interim City Manager

Attachments:



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
THERESA DELLASANTA, INTERIM CITY MANAGER**

FROM: DEBRA AUKER, INTERIM FINANCE DIRECTOR

DATE: FOR THE MEETING OF MAY 16, 2012

**SUBJECT: INCREASE BUDGET APPROPRIATIONS FOR THE ATHERTON ARTS
COMMITTEE (EVAN CREATIVE DESIGN FUND 215) BY \$4700 TO
FUND A SUMMER CONCERT IN HOLBROOK-PALMER PARK**

RECOMMENDATION

Recommend that the City Council approve an increase to the appropriations budget of the Atherton Arts Committee in the amount of \$4700 in order to fund the planned summer family concert in Holbrook-Palmer Park.

BACKGROUND

Last year the Committee (and the AAC Board) voted to have the first family concert in Holbrook-Palmer Park. The July 7th event was a huge success with over 250 attending. Families enjoyed picnics on the lawn as they listened to the Band, and the children were thrilled to play the toy guitars provided with the band. It was such a delightful event that the Committee planned two concerts for this summer FY 2012 and plan to continue two concerts for FY 2013 as well.

This year the Committee has organized the two summer events noted above, however the budget only included funding for one event due to a difference between cash basis accounting and accrual accounting. This budget adjustment will correct the difference and allow the summer family concert to be held on June 28, 2012 from 6:00 to 8:00pm.

FISCAL IMPACT

The Art Committee fund balance is \$83,464, which will adequately fund this budget adjustment.

Prepared by:

Approved by:

Debra C. Auker, Interim Finance Director

Theresa DellaSanta, Interim City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
THERESA DELLASANTA, INTERIM CITY MANAGER**

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF May 16, 2012

**SUBJECT: INSTALLATION OF A NEW CROSSWALK AT THE INTERSECTION
OF EMILIE AND MACBAIN**

RECOMMENDATION

Staff recommends City Council approve the installation of a new school crosswalk on Emile Avenue at the intersection of Emile Avenue and MacBain Avenue.

DISCUSSION

At the November 9, 2011 meeting of the Atherton Transportation Committee, representatives from Menlo School presented information requesting the installation of a new school crosswalk on Emilie Avenue at MacBain Avenue. A recent initiative of Menlo School is to promote and encourage students and families to walk or ride bicycles to school in an effort to decrease vehicle trips and reduce vehicular congestion. The purpose of the new crosswalk is to improve pedestrian and bicycle safety by directing students to cross Emilie at a single location.

Transportation Committee direction was for staff to attend an outreach meeting with Menlo School and residents in the vicinity of the proposed crosswalk to inform them of the purposed crosswalk and solicit any issues or concerns. The Transportation Committee also agreed and supported the offer by Menlo School to fund the crosswalk installation. On December 8, 2011, Menlo School conducted a community meeting with affected neighbors. In addition to Menlo School and Town of Atherton staff, the meeting was also attended by one resident and an individual representing Sacred Heart School.

ANALYSIS

Town of Atherton Public Works staff has field reviewed the proposed location of the crosswalk and supports it's installation provided that all signing and striping associated with the new

Staff Report
January 18, 2011
Page 2 of 2

crosswalk complies with current regulatory standards. An Exhibit was prepared by staff delineating and identifying the crosswalk location as well as the necessary signage and is included as an attachment to this report. As shown on the Exhibit, in addition to the painting of the new crosswalk, we are also recommending the installation of 4 new signs as well as the in-crosswalk sign.

This information was presented to the Transportation Committee at their meeting of March 13, 2012. The Transportation Committee recommended installation of the crosswalk and to forward this recommendation to the City Council for approval.

FISCAL IMPACT

The estimated cost to install the crosswalk and appurtenances is approximately \$1,100. The cost for this installation will be funded by the Menlo School.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Public Works Director

Theresa DellaSanta
Interim City Manager

Attachment: Exhibit – Proposed Crosswalk Installation

City of Atherton

PARK LN

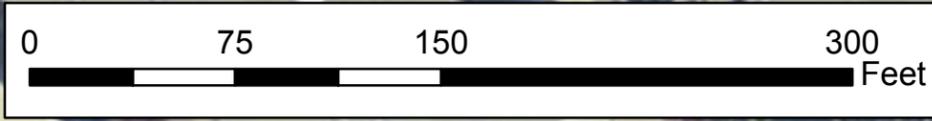
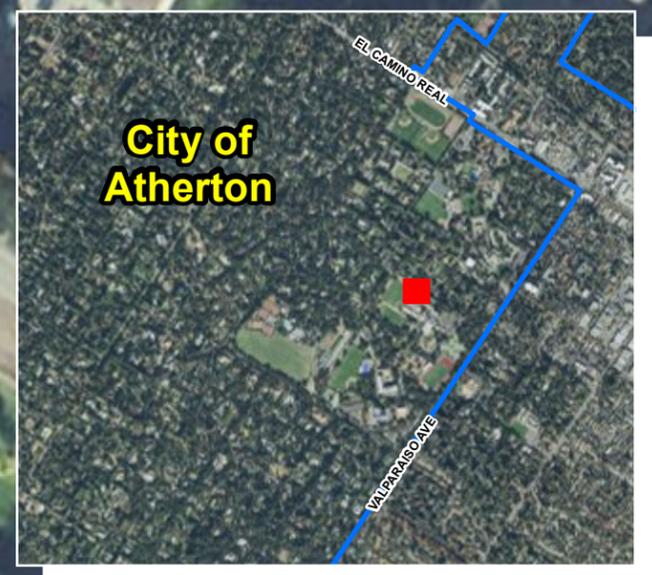
MAC BAIN AVE

HOWARD WY



EMILIE AVE

St Josephs Elementary School





Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
THERESA DELLASANTA, INTERIM CITY MANAGER**

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF MAY 16, 2012

**SUBJECT: REPORT BACK - EFFECTIVENESS AND IMPACTS OF
NO RIGHT TURN RESTRICTIONS MONDAY – FRIDAY,
7AM – 9AM ON HOLBROOK LANE AT THE
INTERSECTION OF MIDDLEFIELD ROAD**

RECOMMENDATION:

Receive and file this report as information. Based upon the collection and review of traffic volume information, the no right turn restrictions on Holbrook has successfully reduced cut through traffic while having a minimal impact on Palmer Lane and no impact on San Benito Avenue. It is recommended that the no right turn restriction remain in place.

BACKGROUND:

At the October 19, 2011 meeting of the City Council, staff was directed to implement a “No Right Turn, 7am – 9am, Monday – Friday” on Holbrook Lane at the intersection of Middlefield Road as recommended by the Town of Atherton Transportation Committee. The purpose of this measure was to reduce vehicular volumes, improve safety, and improve neighborhood livability for the residents on Holbrook Lane who have experienced increased traffic during the morning commute period due to vehicles using Holbrook to bypass the congestion and delays at the intersection of Marsh/Middlefield Road. Council also directed staff to report back in 4 months regarding the effectiveness and impacts

OBSERVATIONS AND ANALYSIS

Prior to the installation of the right turn restrictions, staff took 48 hour traffic counts on Holbrook Lane, Palmer Lane, and San Benito Avenue to obtain baseline traffic volumes necessary to evaluate the impact of the restriction. Palmer Lane and San Benito Avenue were included since both streets are parallel to Holbrook and connect to Middlefield Road. Accordingly, these would be the Atherton streets most likely to experience traffic volume increases due to the right turn restrictions placed on Holbrook. The right turn restriction on Holbrook Lane was implemented in early November 2011.

Follow-up traffic counts were collected in late January 2012 and late April 2012 to determine and monitor traffic volume reductions on Holbrook Lane as well as volume increases on Palmer Lane and San Benito Avenue. All traffic counts were taken for 48 consecutive hours to ensure daily fluctuations were considered. Volume counts were also taken midweek and the collection of traffic data was also coordinated to avoid school or work holidays and other events, such as nearby road construction which could affect traffic volumes.

An important factor in getting compliance for the new right turn restriction on Holbrook was the effective partnering with the Atherton Police Department to provide appropriate enforcement. After implementing the right turn restriction in early November, the Police Department provided daily enforcement. This effort resulted in 66 vehicle stops. Of these 66 stops, 62 resulted in warnings and only 4 citations were issued. Accordingly, the focus of the enforcement activity was to educate rather than penalize. This effort was very effective in getting compliance for the new traffic measure. A summary of the enforcement activity is provided below.

	Nov '11	Dec '11	Jan '12	Feb '12	Mar '12	Apr '12
Warnings	62	12	4	6	2	
Tickets	4	3	2	2	2	3
Total	66	15	6	8	4	3

Holbrook Lane

The before and after traffic volume data for Holbrook Lane is shown below. The data shows that the right turn restriction effectively reduced traffic during the AM Peak hour. Prior to the right turn restriction, the average AM Peak hour volume for the 2 days counted was 232 vehicles per hour (vph). The average AM Peak hour volume in late January 2012 was 76 vph which represents a 67% reduction. The average AM Peak hour volume measured in late April 2012 was 94 vph which represents a 60% reduction. The PM Peak hour volumes remained relatively constant and were unaffected by the right turn restriction.

Holbrook							
	Date	ADT	Peak am hour	Peak Hour Volume	Peak pm hour	Peak hour volume	85% Speed
Before the sign	10/26/2011	853	7:30 - 8:30	241	5:30- 6:30	78	29 mph
Before the sign	10/27/2011	837	7:30 - 8:30	224	4:45 - 5:45	69	29 mph
After the sign	1/25/2012	605	7:30 - 8:30	87	5:00 - 6:00	63	29 mph
After the sign	1/26/2012	622	7:30 - 8:30	66	5:30 - 6:30	66	29 mph
After the sign	4/18/2012	552	7:45 - 8:00	73	4:45 - 5:45	66	29 mph
After the sign	4/19/2012	615	7:45 - 8:00	115	5:30 - 6:30	71	30 mph

Palmer Lane

The before and after traffic volume data for Palmer Lane is shown below. Prior to the right turn restriction, the average AM Peak hour volume for the 2 days counted was 95 vph. The average AM Peak hour volume in late January 2012 was 121 vph which represents a 27% increase. The average AM Peak hour volume measured in late April 2012 was 154 vph which represents a 62% increase.

Palmer							
	Date	ADT	Peak am hour	Peak Hour Volume	Peak pm hour	Peak hour volume	85% Speed
Before the sign	10/26/2011	775	7:30 - 8:30	106	5:30 - 6:30	65	29 mph
Before the sign	10/27/2011	747	7:30 - 8:30	85	4:30 - 5:30	70	29 mph
After the sign	1/25/2012	753	7:30 - 8:30	132	5:15 - 6:15	76	29 mph
After the sign	1/26/2012	711	7:30 - 8:30	111	3:45 - 4:45	64	29 mph
After the sign	4/18/2012	811	7:45 - 8:45	138	4:15 - 5:15	66	29 mph
After the sign	4/19/2012	827	7:45 - 8:45	170	4:00 - 5:00	80	31 mph

San Benito Avenue

The before and after traffic volume data for San Benito Avenue is shown below. Prior to the right turn restriction, the average AM Peak hour volume was 82 vph. The average AM Peak hour volume in late January 2012 was 85 vph which represents a 4% increase. The average AM Peak hour volume measured in late April 2012 was 92 vph which represents a 12% increase.

San Benito							
	Date	ADT	Peak am hour	Peak Hour Volume	Peak pm hour	Peak hour volume	85% Speed
Before the sign	10/26/2011	741	8:00 – 9:00	99	5:30 – 6:30	59	30 mph
Before the sign	10/27/2011	698	7:15 – 8:15	65	4:30 - 5:30	67	30 mph
After the sign	1/25/2012	694	7:15 – 8:15	84	4:30 – 5:30	69	30 mph
After the sign	1/26/2012	720	7:15 – 8:15	86	5:30 – 6:30	67	30 mph
After the sign	4/18/2012	759	7:30 – 8:30	93	5:15 – 6:15	68	30 mph
After the sign	4/19/2012	730	7:45 – 8:45	92	5:30 – 6:30	65	30 mph

CONCLUSIONS

The “before and after” traffic counts demonstrate the installation of the no right turn restrictions has significantly reduced cut through traffic on Holbrook during the morning peak period while only having a minimal impact on Palmer Lane and no impact on San Benito. Compared to the “before” counts on Holbrook, the January 2012 counts showed a 67% reduction. Counts taken in April 2012, showed an increase from January, but still represented a 60% reduction in morning peak hour volumes.

Comparison of “before and after” counts on Palmer show that, as expected, volumes increased after the right turn restrictions on Holbrook. Counts taken in January 2012 show during the morning peak hour, Palmer Lane experienced an increase of 26 cars representing a 27% increase. Counts taken in April 2012 show an additional increase of 33 cars during the morning peak hour. However, traffic volumes also increased a similar amount on Holbrook, so the distribution of traffic using Holbrook vs Palmer Lane remained the same.

Comparison of “before and after” counts on San Benito Avenue, indicate that the right turn restrictions on Holbrook had minimal impact to San Benito. Comparing total before and after traffic volumes on all three streets show an overall reduction of cars using Holbrook, Palmer, and San Benito implementation of the right turn restrictions.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
 Public Works Director

Theresa DellaSanta
 Interim City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
THERESA DELLASANTA, INTERIM CITY MANAGER**

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF MAY 16, 2012

**SUBJECT: APPROVE THE SELECTION OF BKF ENGINEERS FOR THE
GRADING AND DRAINAGE CRITERIA UPDATE AND
AUTHORIZE THE CITY MANAGER TO EXECUTE THE
CONSULTANT SERVICES AGREEMENT FOR A NOT-TO-
EXCEED FEE OF \$74,432**

RECOMMENDATION:

Approve the selection of BKF Engineers for the Grading and Drainage Criteria Update and authorize the City Manager to execute the Consultant Services Agreement in an amount not-to-exceed \$74,432.

INTRODUCTION:

The current grading and drainage criteria that was adopted on 2007 must be updated to comply with new requirements which become effective December 1, 2012 relating to single family residential dwellings. The update will also incorporate requirements for non-residential developments which are not included in the Town of Atherton's current criteria and standards.

The Town has five non-residential developments, which are as follows:

- Sacred Heart School
- Menlo School
- Menlo College
- California Water Service
- Menlo Circus Club

The scope of work will utilize San Mateo County's aerial topographic maps, which will provide more accurate topographic information that will improve the delineation of

drainage areas that was not available at the time of the 2007 updates. In addition, the consultant will update/confirm the Atherton Channel/creek hydraulics for a 25 year rain event by surveying the Atherton channel in various locations.

DISCUSSION:

A Qualifications Based Selection process was utilized in the review and ranking of submitted proposals. The RFP was advertised in the Town website as well as several other industry websites utilized by the Town of Atherton. The RFP was posted on the Town website March 7, 2012. Proposals were due April 6, 2012, which provided a 4-week response period. A total of 3 proposals were received, they are as follows:

BKF Engineers
WRECO
AMEC Environments and Infrastructure, Inc.

The selection panel consisting of 1 representative of the development community, and 2 representatives from the Town of Atherton reviewed and ranked all proposals received. Based upon their rankings, BKF Engineers was selected as the top ranked consultant.

FISCAL IMPACT:

The negotiated not-to-exceed fee is \$74,432. The method of compensation will be on a time and materials basis. Funding for this contract will come General Funds generated through revenues from building fees.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Public Works Director

Theresa Dellasanta
Interim City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: THERESA N. DELLASANTA, INTERIM CITY MANAGER

DATE: FOR THE MEETING OF MAY 16, 2012

SUBJECT: APPROVE AN AGREEMENT WITH EDWIN H. FLINT FOR THE PERMANENT POSITION OF POLICE CHIEF

RECOMMENDATION:

Approve an agreement with current interim Chief of Police Ed Flint as permanent employee to provide police chief services in the amount of \$14,500 per month, and authorize City Manager to execute the contract on behalf of the Town.

INTRODUCTION:

The Town's former Chief of Police announced his retirement in early July, 2011. Since then the Town has filled the position on an interim basis with Edwin Flint. Staff recommends appointing Edwin Flint as the permanent Chief of Police.

*Agreement to follow.

FISCAL IMPACT:

\$14,500 per month.



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
THERESA DELLASANTA, INTERIM CITY MANAGER**

**FROM: DEBRA AUKER, INTERIM FINANCE DIRECTOR
WILLIAM CONNERS, CITY ATTORNEY**

DATE: FOR THE MEETING OF MAY 16, 2012

**SUBJECT: SECOND READING AND ADOPTION OF AN ORDINANCE OF THE
CITY COUNCIL OF THE TOWN OF ATHERTON INTRODUCING
PURCHASING ORDINANCE TO AMEND CHAPTER 3.16 OF THE
ATHERTON MUNICIPAL CODE**

RECOMMENDATION

Waive further reading and adopt Purchasing Ordinance amending Chapter 3.16 of the Atherton Municipal Code establishing purchasing policy for goods and supplies, equipment, professional and nonprofessional services and public works contracts.

DISCUSSION

Staff introduced an ordinance amending Chapter 3.16 of the Atherton Municipal Code establishing a purchasing policy at the April 18, 2012 City Council meeting.

The Town adopted the current purchasing system, Chapter 3.16 of the Atherton Municipal Code, in 1994. The purpose of the purchasing system is to establish efficient procedures for the purchase of goods and supplies, equipment, professional and nonprofessional services to ensure lowest possible cost with quality needed and transparency.

As you are aware, with the passage of time it has become necessary to rewrite and update Chapter 3.16 to better reflect the changes in Town operations and to add clarity to the municipal code. Staff presented Council with a draft ordinance in July 2010. The City Council referred it to the Audit Committee for review. The members of the Audit Committee, especially Bill

Widmer, have spent several hours reviewing, discussing and developing language to consider in the revised purchasing ordinance. The majority of these comments are included in attached proposed ordinance (See Exhibit A). The attached ordinance will revise the current Chapter 3.16 in its entirety. The main objectives to be included in the revised ordinance include: providing checks and balances for the spending of public funds, requiring proper authorizations, clarifying the duties of the purchasing officer, addressing the requirements for surplus assets and inventories, enhancing the requirements for public works projects, adherence with the California Government Code for general law cities and implementation of best practices.

DISCUSSION

The Ordinance will set the purchasing policies and require that the purchasing amount limits be set by resolution of the City Council which was approved at the April 18 meeting.

The Ordinance also states that the Town has elected to become subject to the Uniform Public Construction Cost Accounting Procedures; therefore, City Council approved a resolution at the April 18 meeting. The resolution refers to the following State code section:

PUBLIC CONTRACT CODE SECTION 22030.

This article applies only to a public agency whose governing board has by resolution elected to become subject to the uniform construction cost accounting procedures set forth in Article 2 (commencing with Section 22010) and which has notified the Controller of that election. In the event of a conflict with any other provision of law relative to bidding procedures, this article shall apply to any public agency which has adopted a resolution and so notified the Controller.

Prepared by:

Approved by:

Debra Auker,
Interim Finance Director

Theresa DellaSanta,
Interim City Manager

William B. Conners,
City Attorney

Attachment: Ordinance
April 18 City Council approved resolutions

ORDINANCE ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
REPLACING CURRENT CHAPTER 3.16 ENTITLED “PURCHASING
SYSTEM” WITH A NEW CHAPTER 3.16 ENTITLED “PURCHASING”, THE
TOWN PURCHASING ORDINANCE**

WHEREAS, current Chapter 3.16 has become outdated and does not reflect current and appropriate purchasing system policies and regulations; and

WHEREAS, staff proposes deletion of the current Chapter 3.16 and replacing it with a new and updated version of the Purchasing Ordinance; and

NOW, THEREFORE, THE CITY COUNCIL OF THE TOWN OF ATHERTON DOES ORDAIN AS FOLLOWS:

SECTION 1: Current Chapter 3.16 entitled “Purchasing System” is deleted in its entirety and it replaced with a new Chapter 3.16 entitled “Purchasing” as set forth in Exhibit “A” attached hereto and incorporated by reference.

The new Chapter 3.16 may be referred to collectively as the “Purchasing Ordinance”.

All actions undertaken pursuant to the Purchasing System ordinance prior to adoption and implementation of the new Chapter 3.16 shall remain enforceable after adoption of the new Chapter 3.16.

Introduced this 18th day of April, 2012.

Passed and adopted as an Ordinance of the Town of Atherton at a regular meeting thereof held on the _____ day of _____, 2012, by the following vote:

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

William Widmer, Mayor

ATTEST:

Theresa DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

William B. Conners, City Attorney

**Chapter 3.16
PURCHASING**

Sections:

- 3.16.010 Adoption of purchasing system.
- 3.16.015 Scope of purchasing policies and procedures.
- 3.16.020 Definitions.
- 3.16.030 Purchasing Officer.
- 3.16.040 Centralized purchasing.
- 3.16.050 Inspection and testing.
- 3.16.060 Appropriation of purchasing funds.
- 3.16.070 Purchase orders.
- 3.16.080 Purchase/procurement cards.
- 3.16.100 Procurement of goods and supplies, equipment, materials, and nonprofessional – Open market.
- 3.16.110 Procurement of goods and supplies, equipment, materials, and nonprofessional services – Informal procedures.
- 3.16.120 Procurement of goods and supplies, equipment, materials, and nonprofessional services – Formal procedures.
- 3.16.130 Best qualified vendor.
- 3.16.140 Exceptions to purchasing requirements.
- 3.16.150 Staging prohibited.
- 3.16.160 Amendments and change orders.
- 3.16.170 Leases.
- 3.16.180 Trade-ins.
- 3.16.200 Professional services contracts.
- 3.16.210 Amendments to professional services contracts.
- 3.16.220 Donated goods and supplies, equipment, materials, professional and nonprofessional services.
- 3.16.230 Public works projects; Uniform Construction Cost Accounting.
- 3.16.240 Requirements for contracting public works projects.
- 3.16.250 Informal bidding procedures for public works projects.
- 3.16.260 Approval of public works contracts pursuant to informal bidding procedures.
- 3.16.270 Approval of change orders on public works contracts.
- 3.16.280 Public works project bids in excess of maximum authority.
- 3.16.300 Surplus supplies and equipment.
- 3.16.310 Surplus supplies and equipment; trade-ins.
- 3.16.320 Surplus supplies and equipment; sale.
- 3.16.330 Surplus supplies and equipment; donation.
- 3.16.340 Surplus supplies and equipment; scrap.
- 3.16.350 Exemptions to provisions of this chapter.

3.16.010 Adoption of purchasing system.

This purchasing system is adopted in order to establish efficient regulations, policies, and procedures for the purchase of goods and supplies, equipment, materials, and services, to secure on behalf of the Town at the lowest possible cost commensurate with quality needed and in a manner that ensures a fair and competitive process, to exercise positive financial control over purchases, to clearly define authority for the purchasing function, to assure the quality, suitability, and fitness of purchases, and to ensure that the Town obtains the highest quality of supplies and equipment and level of service at a fair and reasonable cost.

3.16.015 Scope of purchasing policies and procedures.

Except as otherwise provided herein, the procurement regulations, policies, and procedures set forth in this chapter shall apply only to the purchase of goods and supplies, equipment, materials, and professional and nonprofessional services, and shall apply to public works projects, as defined in Section 22002 of the California Public Contracts Code. This purchasing system implements the California Government Code: Sections 54201 to 54205.

3.16.020 Definitions.

As used in this chapter, the following terms shall have the meanings indicated, which are applicable to both the singular and plural thereof:

“Approved bidders’ list” means the list of approved qualified contractors or service providers for a specific good or service. The list may contain both locally qualified providers as well as suppliers of state and local agencies that have previously bid and established contracts for goods or services pursuant to Public Contract Code §§ 12100-12113. The list also provides the approved offerings of specific products provided by these contractors.

"Best value" means a value determined by objectives relative to price, features, functions, and life-cycle costs.

“Cost” means the amount charged, inclusive of sales tax, use tax, delivery charges, shipping and/or handling.

“Emergency” means a sudden, unexpected occurrence that poses a clear and eminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

“Estimated value” means the estimated total value as determined by the Purchasing Officer at the beginning of the procurement process for the proposed acquisition of goods and supplies, equipment, materials, and nonprofessional services. When making this initial threshold determination, the Purchasing Officer shall make reasonable use of all available market data and pricing information to estimate the total cost to the Town, inclusive of taxes, licenses, freight charges, installation charges, fees, and other consideration, for the proposed procurement. The

Purchasing Officer shall not use the value of any anticipated exchange or trade-in amount to reduce the estimated value of the proposed procurement.

“Force account” means construction or maintenance activities performed by a municipality’s own personnel and equipment, rather than by outside labor or contract.

“Goods and supplies, equipment, and materials” means fixed, movable, disposable, and/or reusable products, commodities, or items used by the Town, including but not limited to office supplies, program supplies, subscriptions, vehicles, fuel and vehicle supplies, tools, computers, computer hardware and software, computer-related equipment and copiers, office furniture, and fixtures.

“Maintenance” work means:

- A. Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
- B. Minor repainting.
- C. Resurfacing of streets and highways at less than one inch.
- D. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
- E. Work performed to keep, operate, and maintain publicly owned water or waste disposal systems.

“Nonprofessional services” means construction services for public works projects or those services not constituting professional services.

“Professional services” means any service which is generally characterized as a "profession" rather than a "business," "industry," "occupation" or "trade" under California State law. Without limiting the foregoing, the following types of services shall be included within the definition of "professional services" under this chapter: accounting; architecture; auditing; business appraisal or valuation; construction project management; construction management and inspection; engineering; environmental; financial planning; insurance; land surveying; landscape architecture; landscape engineering; legal; medical; municipal planning; public housing; real estate appraisal; and real estate brokerage or sales. Moreover, the provision of consulting services with respect to, rather than the actual performance of, any of the foregoing services shall also be deemed "professional services" for purposes of this chapter.

“Purchase” means the renting, leasing, purchasing, licensing, or a trade of equipment or supplies. (Ord. 2012)

3.16.030 Purchasing Officer.

There is hereby created the position of Purchasing Officer. The Purchasing Officer shall be responsible for, and have general supervision of, the following purchasing functions as implemented by various departments throughout the Town pursuant to this chapter and any

implementing administrative orders established by the Purchasing Officer. The Purchasing Officer shall be the City Manager or his or her designee, unless a formal Purchasing Officer position is created, whereby the role cannot be further delegated, except back to the City Manager. Pursuant to the regulations, policies, and procedures established in this chapter, the Purchasing Officer shall have the authority to:

- A. Purchase or contract for goods and supplies, equipment, materials, and professional and nonprofessional services, including preparation and circulation of Requests for Proposals, Requests for Qualifications, and other similar requests for submission of bids or proposals;
- B. Negotiate, approve, and execute, as well as recommend approval and execution of, orders and contracts for the purchase of goods and supplies, equipment, materials, and professional and nonprofessional services;
- C. Act to procure on behalf of the Town the needed quality in goods and supplies, equipment, materials, and services at the least expense to the Town;
- D. Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases;
- E. Prepare administrative rules, procedures, and orders necessary to implement the policies and procedures established by this chapter with regard to the purchase of goods and supplies, equipment, materials, and services on behalf of the Town;
- F. Keep informed of current developments in the field of municipal purchasing, pricing, market conditions, new technologies, and new products and services;
- G. Develop, amend and monitor the Town's standard purchasing terms and conditions;
- H. Prescribe and maintain such forms and other rules and regulations as reasonably necessary for the proper implementation of the policies and procedures established in this chapter;
- I. Coordinate or supervise the inspection of all goods and supplies, equipment, materials, and services purchased on behalf of the Town to ensure conformance with bid specifications;
- J. Exercise general supervision and control over all inventories of supplies belonging to the Town and use such inventories in making procurement decisions to avoid excessive inventories and inventory spoilage;
- K. Recommend the transfer of underutilized, surplus, or unused goods and supplies, equipment, and materials between departments as needed and the sale of such goods and supplies, equipment, and materials which cannot reasonably be used by any department or which become unsuitable or obsolete for Town use;

- L. Maintain and update periodically a vendor master file or list necessary for the efficient operation of purchasing functions, such as approved bidders list or standard contracts;
- M. Conduct (or ensure the conducting of) annual audits of the process to ensure compliance of purchasing, receiving and payment authorization procedures;
- N. Consider and encourage the purchase of recycled and recyclable materials and environmentally friendly products, whenever practicable; and
- O. Where other factors are equal, procure goods and supplies, equipment, materials, and services from local business enterprises.
- P. Confirm periodic physical inventories are conducted and monitor asset tagging procedures and audit trails.

3.16.040 Centralized purchasing.

The Purchasing Officer may implement centralized purchasing for the purchase of goods and supplies, equipment, materials, and professional and nonprofessional services if it is deemed applicable for cost savings and efficiency purposes.

3.16.050 Inspection and testing.

The Purchasing Officer or requesting department shall inspect goods and supplies, equipment, and materials delivered, as well as contract services performed, to determine their conformance with the specifications set forth in the order or contract. The Purchasing Officer or requesting department shall have the right to waive any defect, irregularity, or informality that does not result in a competitive advantage to any bidder or proposer. The Purchasing Officer or requesting department shall have the authority to require demonstrative testing of samples submitted with bids and samples of deliverables which are necessary to determine their quality, fitness for a particular use, and conformance with specifications.

3.16.060 Appropriation of purchasing funds.

The City Council is responsible for and shall appropriate such funds as are necessary to carry out the provisions of this chapter. Unless otherwise provided in this chapter, the Purchasing Officer shall not issue any order or contract for goods and supplies, equipment, materials, or services unless there exists an unencumbered appropriation in the adopted budget against which such purchase may be charged.

All outstanding encumbrances, with the exception of capital improvement project funds, shall lapse at fiscal year end. There shall be no non-capital fund balance reserve for encumbrances.

3.16.070 Purchase orders.

Procurement of goods and supplies, equipment, materials, and professional and nonprofessional services over one thousand dollars (\$1,000) not covered within a construction

contract or public work specification shall be made only by purchase order issued by the City Manager (Purchasing Officer) and approved by the Finance Director. Contract purchase orders shall be issued for goods and supplies, equipment, materials, and professional and nonprofessional services when the vendor has submitted a price quotation to hold pricing for a specified length of time (thirty (30) days minimum required), the item being procured is on the approved bidders list, or a contract has been approved by the City Council through formal bid procedures.

To request a purchase order, a purchase requisition must be submitted to the Finance Department to confirm available funding, and approved by the Finance Director.

3.16.080 Purchase/procurement cards.

Department heads are authorized to make purchases of goods and supplies, equipment, materials, and nonprofessional services up to one thousand dollars (\$1,000) (lower limits may be established) using Town authorized procurement cards. Each such purchase shall be immediately documented with a receiving report and procurement card authorization slip submitted to the Finance Director for approval and payment. Combined monthly procurement card purchases shall be limited to no more than three thousand dollars (\$3,000) for any department.

3.16.100 Procurement of goods and supplies, equipment, materials, and nonprofessional services – Open market.

The procurement of goods and supplies, equipment, materials, and nonprofessional services with an estimated value as established by resolution of the City Council on a periodic basis, inclusive of taxes, licenses, freight charges, installation charges, fees, and other considerations, may be made by the Purchasing Officer in the open market. These purchases may be placed using approved bidders lists or by obtaining at least three recorded informal quotes, when practicable.

3.16.110 Procurement of goods and supplies, equipment, materials, and nonprofessional services – Informal procedure.

The procurement of goods and supplies, equipment, materials, and nonprofessional services with an estimated value as established by resolution of the City Council on a periodic basis, inclusive of taxes, licenses, freight charges, installation charges, fees, and other considerations, shall be made by the informal procedures set forth in this section.

A. The requesting department shall solicit informal proposals by telephone or written request to prospective vendors.

B. Except as otherwise provided in this chapter, purchases shall be based on at least three informal written proposals or bids; or purchase shall be placed using approved bidders list, if available.

C. Informal proposals shall be submitted by prospective vendors to the requesting department. The City Clerk shall retain a record of all informal proposals for a period of two years following completion of the informal procedures established in this section, which shall be made available for public review and inspection upon request.

D. The order or contract shall be awarded by the Purchasing Officer to the lowest proposer consistent with the best qualified vendor selection criteria set forth in Section 3.16.130.

3.16.120 Procurement of goods and supplies, equipment, materials, and nonprofessional services — Formal procedure.

The procurement of goods and supplies, equipment, materials, and nonprofessional services with an estimated value as established by resolution of the City Council on a periodic basis, inclusive of taxes, licenses, freight charges, installation charges, fees, and other considerations, shall be made by the formal procedures set forth in this section.

A. Notice Inviting Bids. Notices inviting formal bids or proposals from prospective vendors shall be published and posted no later than ten (10) calendar days before the submission date for formal bids in accordance with *Government Code 20162-Bids Requiring Notice*. The notices shall describe the requested goods or supplies, equipment, materials, or nonprofessional services in general terms, how to obtain more detailed information concerning the procurement, and state the time, place, and deadline for submission of sealed bids or proposals. The notice inviting bids shall also include specifications, and all contractual terms and conditions applicable to the procurement.

B. Published Notice. The notice inviting formal bids or proposals shall be published and posted in at least two public places in the Town that have been duly designated by the City Clerk as the official places for the posting of public notices and on the Town's official website. In addition, such notice may also include trade publications when practicable. The public notice shall state the place, date and time of the bid opening.

C. Bidders' List. The Town may require that a bidders list be developed listing and approving qualified vendors before the vendor is eligible to submit a bid or proposal. If a bidders' list is used it must be stated in the notice inviting bids.

D. Bidders' Security. When deemed necessary, the Town shall require bidders' security. Bidders' security shall be in accordance with the provisions of the California Public Contracts Code.

E. Bid Opening Procedure. Sealed bids or proposals shall be submitted to the office of the City Clerk and shall be identified as formal competitive bids or proposals on the outside of the sealed envelope. The City Clerk shall store all sealed bids in a secure location until opening. The City Clerk shall open all bids or proposals in public at the time and place stated in the notice inviting bids, with a witness present. A tabulation of all bids or proposals received shall be open

for public review and inspection in the office of the City Clerk during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

F. Rejection of Bids. In its sole discretion, the City Council may reject any and all bids or proposals for any reason or for no reason, and may suspend, delay, or otherwise cancel the procurement, or may order the re-advertisement of the request for bids. If all formal bids or proposals are rejected and the City Council resolves by a recorded majority vote of Council that is present that the procurement can be performed more economically by force account, by informal procedures, or through open market purchases, then it may dispense with further formal competitive public bidding.

G. Tie Bids. If two or more formal bids or proposals received are the same and are the lowest, the City Council may accept the one it chooses, and the City Council may allow for a local vendor preference or accept the lowest bid made after negotiation with the tie bidders.

H. Award of Contracts. Contracts subject to formal procedures shall be awarded by the City Council to the lowest responsive and responsible bidder consistent with the best qualified vendor selection criteria set forth in Section 3.16.130, except as otherwise provided herein. The decision of the City Council shall be final. Contracts shall be finalized and executed with reasonable promptness.

I. Contract Execution. Only the Mayor or City Manager is authorized to sign and enter into contracts on behalf of the Town. The City Manager may sign contracts and agreements when the total value of the contract is less than the amount set by resolution for formal procedures. No other employee is authorized to sign a contract binding the Town, and any contract inappropriately signed is voidable. Before a contract is signed by the City Manager or placed on a City Council agenda for approval, the contract must: include appropriate insurance and indemnification provisions reviewed by the Town's risk manager or City Attorney; be approved as to form by the City Attorney; be approved as to budget availability and purchasing procedural compliance by the Finance Director; and executed by the other party (except in the instance of a public entity)

J. No Bids Received. If no bids are received, the purchase may be let by the informal procedures set forth in Section 3.16.110,

K. Performance Bonds. The Town shall have authority to require that a performance bond be posted before entering into a contract in such amount as may be reasonably necessary to protect the best interests of the Town. If a performance bond is required, the form and amount of the bond shall be described, whenever possible, in the notice inviting bids, and shall be in a form approved by the City Attorney. Release of performance bonds shall be made only upon successful completion of the work and approval and acceptance by the Purchasing Officer or City Council.

L. Defects, Irregularities, and Informalities. The City Council may, in its sole discretion, waive any defect, irregularity, or informality in the formal bids or proposals or in the competitive procedures established in this section as long as no unfair advantage results, and no such defect, irregularity, or informality shall void any contract entered into by the Town once executed.

M. Storage of Sealed Bids. All opened bid materials, after award, are to remain in the possession of the City Clerk for the time prescribed by law.

3.16.130 Best qualified vendor.

In determining the best qualified vendor, consideration is to be given to quality and performance of the goods and supplies, equipment, or materials to be purchased or nonprofessional services to be provided by the vendor. Criteria for determining the best qualified vendor shall include but not be limited to the following:

A. The cost or best value of the goods and supplies, equipment, materials, or nonprofessional services;

B. The ability, capacity, and skill of the vendor to perform the contract and to provide the goods and supplies, equipment, materials, or nonprofessional services requested;

C. The ability of the vendor to provide the goods and supplies, equipment, materials, or nonprofessional services requested promptly or within the time specified, without delay or interference;

D. The ability of the vendor to demonstrate the attributes of trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the contract;

E. The character, integrity, reputation, judgment, experience, and efficiency of the vendor;

F. The quality of vendor's performance on previous purchases or contracts with the Town;

G. The ability of the vendor to provide future maintenance, repair parts, and services for the use of the goods and supplies, equipment, or materials purchased;

H. The ability of the vendor to demonstrate its prior, current, and continued compliance during the contract term with all applicable federal, state, and local laws, statutes, ordinances and all lawful orders, rules, and regulations promulgated thereunder;

I. The ability of the vendor to timely produce a complete and accurate IRS Form W9; and

J. A local business enterprise preference may be given when practicable and when called out in the plan bid specifications.

3.16.140 Exceptions to purchasing requirements.

The procurement policies and procedures set forth above need not be followed, may be dispensed with, and/or are not applicable to the following situations, purchases, or contracts:

- A. Sole Source. When in the opinion of the Purchasing Officer goods and supplies, equipment, materials, or proprietary services are unique, available only from one source, or is sought to match existing goods already in use, then a sole source procurement may be used;
- B. No Bids Received. When after a reasonable attempt has been made to obtain informal bids or proposals, and it has been determined by the Purchasing Officer that three bids or proposals cannot be obtained;
- C. Emergency Purchases. When the Purchasing Officer finds that emergency conditions require the immediate purchase of goods and supplies, equipment, materials, or services; the Purchasing Officer shall file promptly with the City Council a certificate showing that emergency conditions existed and created the necessity for such action, together with an itemized account of all expenditures;
- D. Obtaining Lowest Price. When in the opinion of the Purchasing Officer formal bidding is not likely to result in the lowest price and that no competitive advantage can be gained by soliciting bids. However, under such circumstances compliance with the informal procedures set forth in Section 3.16.110 shall be required;
- E. Piggyback or Awarded Competitive Bid. When in the opinion of the Purchasing Officer the goods and supplies, equipment, materials, or nonprofessional services are available from a vendor who has been selected as the lowest bidder within the prior six months by another public agency using competitive bidding procedures substantially the same as or similar to those normally utilized by the Town for the acquisition of such supplies or services, and when the price offered to the Town is substantially equivalent to that offered to the other public agency;
- F. Cooperative-type (State contract) Bids. When in the opinion of the Purchasing Officer the goods and supplies, equipment, materials, or nonprofessional services are available from a vendor who has been selected as the lowest bidder through a cooperative-type agreement with another government entity using competitive bidding procedures substantially the same as or similar to those normally utilized by the Town for the acquisition of such supplies or services, and when the price offered to the Town is substantially equivalent to that offered to the other public agency; or

3.16.150 Staging prohibited.

Purchases shall not be knowingly staged, or bids be split or separated into smaller units or segments solely for the purpose of evading the competitive formal or informal procurement procedures of this chapter.

3.16.160 Amendments and change orders.

Following the award of a procurement contract for goods and supplies, equipment, materials, or nonprofessional services pursuant to Sections 3.16.100, 3.16.110, and 3.16.120, the contract may be amended by the issuance of a change order or amendment, provided the change which is the subject of the change order or amendment is reasonably related to the scope of the original contract and based on post-award information that requires modification of the agreement based on unforeseen conditions or by mutual agreement of the parties. The requesting department will maintain control relative to the scoping, estimating, and negotiating of the proposed change(s) and the Finance Director will confirm the availability of funds for the proposed change in the event that the change order increases the contract cost. Any change order or amendment which results in a total amended contract amount less than the Purchasing Officer's authority level may be approved by the Purchasing Officer. Any change order or amendment which results in a total amended contract amount of greater than the Purchasing Officer's authority level shall be approved by the City Council.

3.16.170 Leases.

All leases or lease purchases of goods shall be subject to the requirements of this chapter. The requirements applicable to each lease shall be determined in accordance with the aggregate amount of contracted or projected lease payments, which shall be deemed equivalent to a purchase price.

3.16.180 Trade-ins.

The Purchasing Officer is authorized to exchange for or trade in goods and supplies, equipment, and materials for the purpose of exchanging or trading in such supplies and equipment for like-kind replacement, for other commodities, products, equipment, or property, or for rebate, down payment, or credit toward the purchase of other similar goods and supplies, equipment, or materials. The Purchasing Officer shall not consider the trade-in value amount in calculating the procurement authority dollar thresholds established in Sections 3.16.100, 3.16.110, and 3.16.120. (Ord. 2012)

3.16.200 Professional services contracts.

A. Professional services are defined as those provided by a person or firm engaged in a profession based on a generally recognized special knowledge or skill, including, but not limited to, the professions of accountant, attorney, artist, architect, engineer, environmental consultant, dentist, physician, training or educational consultant, or surveyor, and whose services are considered distinct and unique to such a degree that bidding of such services would not be feasible.

- (a) Procurement of professional services contracts – Open Market Proposals
Contracts estimated to be less than the amount established by resolution of the City Council on a periodic basis may be let by the City Manager without formal or informal

proposals subject however, to fair, just and equitable contract terms and conditions. (Ord. 2012)

(b) Procurement of professional services contracts — Informal Proposals

Contracts for professional services in excess of the amount allowed for Open Market Proposals but not exceeding an amount established by resolution of the City Council on a periodic basis may be made by the City Manager informally without observing the procedures prescribed in Section 3.16.200 A.(c). Such contracts shall, unless infeasible, be based on at least three (3) informal proposals and shall be awarded based on firm qualifications, experience and responsiveness, in addition to other appropriate criteria. (Ord. 2012)

(c) Procurement of professional services contracts — Formal Proposals

Award of contracts for services of a professional nature valued at an amount established by resolution of the City Council on a periodic basis or more shall be subject to City Council approval pursuant to the procedure prescribed herein. (Ord. 2012)

1) Request for Proposal. When selecting providers of professional services with an estimated cost greater than an amount established by resolution of the City Council on a periodic basis, Requests for Proposal shall be used. Requests for Proposal shall specify the deadline and place for submission, the nature of the services required, and the selection criteria to be used for awarding the contract. City Council will approve all Requests for Proposal for formal professional services contracts prior to issuance unless waived or excepted.

2) Award of Contract. Except as otherwise provided herein, the City Council shall award a contract based on firm qualifications, experience and responsiveness, in addition to any other criteria set forth in the Request for Proposal. Before a contract is signed by the City Manager or placed on a City Council agenda for approval, the contract must: include appropriate insurance and indemnification provisions reviewed by the Town's risk manager or City Attorney; be approved as to form by the City Attorney; be approved as to budget availability and purchasing procedural compliance by the Finance Director; and executed by the other party (except in the instance of a public entity

3) Rejection of Proposals. The City Council may reject any and all proposals submitted and may, in its discretion, re-advertise for other proposals.

B. The open market, informal and formal bidding procedures contained in this chapter (Section 3.16.100, 3.16.110 and 3.16.120 shall not apply to contracts for professional services.

C. The City Manager may award any contract for professional services when the total not to exceed contract amount of such services is less than the formal contract amount established by resolution of the City Council on a periodic basis. Any contract for professional services having a total contract amount of greater than the formal contract amount established by resolution of the City Council on a periodic basis shall be awarded by the City Council.

D. Notwithstanding any provision in this chapter to the contrary, selection by the Town for professional services shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, and shall not be awarded solely on the basis of cost. In accordance with state law, the Town shall consider price after the Town is satisfied that the would-be person, company, corporation, contractor, consultant, or firm has demonstrated the competence and professional qualifications necessary for the satisfactory performance of the services required and is the best qualified or suited professional to perform the services required.

3.16.210 Amendments to professional services contracts.

Contracts for professional services pursuant to Section 3-16.200 may be amended by the issuance of a written amendment provided the change which is the subject of the amendment is reasonably related to the scope of the original contract. The requesting department will maintain control relative to the scoping, estimating, and negotiating of the proposed change(s), and the Finance Director will confirm the availability of funds for the proposed change in the event that the amendment increases the contract cost. Any amendment which results in a total contract amount that would qualify for an informal proposal may be approved by the City Manager and the Finance Director. Any amendment which results in a total contract amount that would qualify for a formal proposal shall be approved by the City Council, or resubmitted to Council for approval of the amendment.

3.16.220 Donated goods and supplies, equipment, materials, professional and nonprofessional services.

All procurement of goods and supplies, equipment, materials, professional and nonprofessional services with funds donated will follow the procedures of this chapter.

3.16.230 Public works projects; Uniform Construction Cost Accounting.

The City Council has adopted a resolution electing to make the Town subject to the Uniform Construction Cost Accounting Procedures of the Cal. Public Contract Code (commencing with § 22010) and has notified the State Controller of the election. Therefore, the City Council may utilize the alternative procedures for the award of public works project bids authorized by the Cal. Public Contract Code (commencing with § 22030). (Ord. 2012)

3.16.240 Requirements for contracting public works projects.

A. A public works project means any of the following: (1) construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any

publicly owned, leased, or operated facility; or (2) painting or repainting of any publicly owned, leased, or operated facility. A public works project does not include maintenance work, which includes the following: (1) routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes; or (2) minor repainting; or (3) resurfacing of streets and highways at less than one inch; or (4) landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems; or (5) work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts and higher.

(a) Procurement of public works projects — Force Account/Open Market Procedures

Public works projects of up to an amount established by resolution of the City Council on a periodic basis, appropriations for which have been approved by the City Council, may be performed by the employees of the Town or its agencies by force account, or by negotiated contract or purchase order approved by the City Manager.(Ord. 2012)

(b) Procurement of public works projects — Informal Bidding Procedures

Public works projects greater than the amount qualifying for a Force Account/Open Market procedure up to and including an amount established by resolution of the City Council on a periodic basis may be let to contract by the informal bidding procedures (alternative procedure) set forth in this chapter as prescribed in Section 3.16.250. (Ord. 2012)

(c) Procurement of public works projects — Formal Bidding Procedures

Public works projects greater than an amount established by resolution of the City Council on a periodic basis shall be let to contract by the formal bidding procedure set forth in of the Uniform Construction Cost Accounting Act. (Ord. 2012)

3.16.250 Informal bidding procedures for public works projects.

Pursuant to Cal. Public Contract Code § 22034, when utilizing the alternative procedures authorized by Section 3.16.240, the following provisions shall apply to public works projects for which formal bidding procedures are not required:

- A. The Public Works Department shall maintain a list of qualified contractors, identified according to categories or work. The list shall be developed and maintained in accordance with criteria established for such lists by the California Uniform Construction Cost Accounting Commission and in accordance with the provisions of Cal. Public Contract Code § 22034;
- B. Each contractor on the list for the category of work being bid, and/or the current California construction trade journals for this area specified by the Commission to receive

mailed notices of all informal construction contracts being bid for work in San Mateo County, as determined by the Department of Public Works, shall be mailed a notice inviting informal bids unless the product or services is proprietary;

C. All mailings of notices to contractors and construction trade journals, as determined above, shall be completed not less than ten (10) calendar days before bids would be due pursuant to the notice;

D. Each notice inviting informal bids shall describe the project in general terms, state how to obtain more detailed information about the project, and specify the time and place for submission of bids; and

E. Each informal bid shall be reviewed and approved by the Director of Public Works.

3.16.260 Approval of public works contracts pursuant to informal bidding procedures.

Unless otherwise determined by the City Council for any individual contract to be awarded, the award of a public works contract by informal bidding process may be approved by the City Manager, upon the recommendation of the Director of Public Works, and subject to approval as to the form of the contract by the City Attorney. The determination of the City Manager to award a contract by informal bidding procedure shall be final. In awarding the contracts, the City Manager shall exercise prudent judgment in determining the lowest responsible bidder, taking into account the public's interest in efficiency and economy in the award of the contracts and giving due consideration to fairness and equity to competing bidders.

3.16.270 Approval of change orders on public works contracts.

A. No change in agreement or contract shall be made without the issuance of a written change order or amendment and no payment for any change shall be made unless a written change order or amendment has first been approved and executed in accordance with this section designating in advance the work to be done and the amount of additional compensation to be paid.

B. Provided the funding for a public project contract has been previously approved and the expenditure of funds authorized by the City Council, the City Manager shall have the authority to execute change orders or amendments for any contract in an amount not to exceed 15% of the original price, subject to approval as to the form of the amendment by the City Attorney.

C. In the event of an emergency and provided the funding for a public project contract has been previously approved and the expenditure of funds authorized by the City Council, the Director of Public Works shall have the authority to execute a change order or amendment for any contract in an amount not to exceed \$5,000. For the purposes of this section, the term *EMERGENCY* shall mean either a condition that causes an immediate danger to life or property or a condition that if left unabated will cause unreasonable delay or costs to the project. The Director of Public Works shall notify the City Manager in writing of the basis for approving the change order or amendment, including all facts and circumstances leading to the determination that an emergency was present. The written notice shall be delivered to the City Manager within 24 hours of approving of the change order.

D. All other change orders or amendments shall be approved by the City Council.

3.16.280 Public works project bids in excess of maximum authority.

Pursuant to Cal Public Contract Code § 22034, if all bids received are in excess of \$100,000, the City Council may by adoption of a resolution by a four-fifths (4/5) vote, award the contract, at \$110,000 or less, to the lowest responsible bidder, if the City Council determines the cost estimate of the Town was reasonable.

3.16.300 Surplus supplies and equipment.

All departments shall submit to the Finance Director, at such times and in such forms as prescribed, reports showing all supplies and equipment which are no longer used or which have become obsolete and worn out. Annually the Finance Director shall account for all additions and deletions to capital assets, and shall require a physical inventory of all capital assets every five years, at a minimum.

3.16.310 Surplus supplies and equipment; trade-ins.

The Finance Director shall have the authority to exchange for or trade in supplies and equipment which cannot be used by any department or which have become unsuitable for Town use.

3.16.320 Surplus supplies and equipment; sale.

The Finance Director shall have authority to dispose of surplus supplies or equipment by auction or by sale, including by sale to Town employees or residents, after receiving bids or proposals which, in his judgment, provide the maximum return to the Town. Sales to Town employees shall only be utilized when, in the opinion of the Finance Director, all other alternative means of disposal would provide less return to the Town.

3.16.330 Surplus supplies and equipment; donation.

- A. The Finance Director shall have authority to donate surplus supplies and equipment subject to the following:
- B. Surplus supplies and equipment may be donated to nonprofit organizations or school districts located or operating within the Town, or if these organizations express no interest, then to any other nonprofit organization or private organization that provides assistance to nonprofit organizations that has expressed interest in receiving donated surplus Town property.
- C. Donations made to eligible entities shall be on a first come, first-serve basis.
- D. Prior to transfer of the donated supplies or equipment, the recipient entity shall provide a statement executed by a person duly authorized to legally bind the recipient entity that the donated property will:
- (a) Be accepted "as is," with no express or implied warranties; and
 - (b) That an immediate need exists for the property and that it will be put into immediate use; and

- (c) That the property not ever be sold or otherwise transferred for profit; and
 - (d) That the recipient entity shall assume all costs and liability associated with the removal and transportation of the surplus property from the Town.
- E. Town shall provide notice of the surplus property to be donated to solicit interest from potential donors.
- F. If in the opinion of the Finance Director, the total amount of property to be donated pursuant to this section has a historical value of \$1,000.00 or more, the Finance Director shall prepare a report of the property to be donated, the estimated current value of the property to be donated, and the recipient(s) of the property proposed to be donated, for approval by the City Council.

3.16.340 Surplus supplies and equipment; scrap.

- A. The Finance Director shall have authority to scrap surplus property if, regardless of value, it is broken or inoperable, cannot be repaired economically, and cannot otherwise be traded in, sold, auctioned, donated, or salvaged.
- B. The Finance Director shall have authority to scrap surplus property in the following instances:
- (a) If the surplus property, in the opinion of the Finance Director, has a historical value of less than \$500.00 per unit, and for multiple items, has a combined total historical value of less than \$1,000.00, is not broken and cannot otherwise be traded in, sold, auctioned, donated, or salvaged.
 - (b) If the surplus property, regardless of value, is obsolete or nonfunctional and cannot otherwise be traded in, sold, auctioned, donated, or salvaged.
- C. All other surplus property may be scrapped by the Finance Director subject to the additional approval of the City Council.

3.16.350 Exemptions to provisions of this chapter.

The provisions of this chapter are not applicable to:

- A. Contracts for professional witnesses if the purpose of such contracts is to provide for professional services or testimony relating to an existing or probable judicial proceeding in which the Town is or may become a party, including contracts for special investigative services for law enforcement purposes;
- B. Agreements negotiated and/or prepared by the city attorney or special counsel in connection with the settlement of a dispute, claim, or matter of litigation or threatened litigation;
- C. Contracts to commission original works of art, and for fine art or entertainment;
- D. The award of financial participation agreements, owner participation agreements, disposition and development agreements, development agreements, real estate purchase or lease agreements, covenants, easements, encroachment agreements, memoranda of understanding, or other similar agreements or instruments. Such contracts shall be awarded in accordance with applicable legal requirements and/or administrative directives of the Town;

- E. The purchase of miscellaneous books, magazines, newspapers, subscriptions, online library reference services, film, videos, and assorted materials for which contracts by competitive bid solicitation are not practicable;
- F. Intergovernmental payments, purchases, and agreements;
- G. Specialized seminar, training, and educational classes;
- H. Contracts for election services;
- I. Contracts for legal services;
- J. Franchise agreements; and
- K. Contracts for procuring and maintaining insurance policies for the benefit of the Town, which are approved by the City Council. (Ord. 2012)

RESOLUTION 12-

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON ESTABLISHING DOLLAR LIMITS FOR USE IN THE PURCHASING ORDINANCE, MUNICIPAL CODE CHAPTER 3.16

WHEREAS, the Town of Atherton has approved a new Purchasing Ordinance setting forth purchasing policies, procedures, and functions; and

WHEREAS, the new Purchasing Ordinance establishes different procedures and processes for purchasing and procurement of goods and services based on dollar limits; and

WHEREAS, establishment of the dollar limits for the various procedures and processes mentioned above are set forth in the Purchasing Ordinance as being established by resolution of the City Council on a periodic basis; and

WHEREAS, it is now appropriate to establish such dollar limits for current use in the Purchasing Ordinance; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the Town of Atherton does hereby comply with provisions of the Purchasing Ordinance by establishing dollar limits for the various procedures and processes as set forth following:

1. The dollar limit for procurement through open market purchase as set forth in § 3.16.100 is an amount up to and including the sum of Five Thousand Dollars (\$5,000).
2. The dollar limit for procurement through the informal procedure as set forth in § 3.16.110 is an amount greater than Five Thousand Dollars (\$5000) up to and including Fifteen Thousand Dollars (\$15,000).
3. The dollar limit for procurement through the formal procedure as set forth in § 3.16.120 is an amount greater than Fifteen Thousand Dollars (\$15,000).
4. The dollar limit for procurement of professional services through the open market proposal procedure as set forth in § 3.16.200(a) is an amount up to and including One Thousand Dollars (\$1,000).
5. The dollar limit for procurement of professional services through the informal proposal procedure as set forth in § 3.16.200(b) is an amount greater than One Thousand Dollars up to and including Fifteen Thousand Dollars (\$15,000).
6. The dollar limit for procurement of professional services through the formal proposal procedure as set forth in § 3.16.200(c) is an amount greater than Fifteen Thousand Dollars (\$15,000).
7. The dollar limit for contracting public works projects through the force account/open market procedure as set forth in § 3.16.240(a) is an amount up to and including Ten Thousand Dollars (\$10,000).
8. The dollar limit for contracting public works projects through the informal bidding procedure as set forth in § 3.16.240(b) is an amount greater than Ten Thousand Dollars (\$10,000) up to and including Fifty Thousand Dollars (\$50,000).

9. The dollar limit for contracting public works projects through the formal bidding procedure as set forth in § 3.16.240(c) is an amount greater than Fifty Thousand Dollars (\$50,000).

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 15th day of June, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

WILLIAM WIDMER, Mayor
TOWN OF ATHERTON

Theresa N. DellaSanta
Deputy City Clerk

APPROVED AS TO FORM:

William Conners, City Attorney



Item No. 20

DATE: FOR THE CITY COUNCIL MEETING OF MAY 16, 2012

**TO: HONORABLE MAYOR AND CITY COUNCIL
INTERIM CITY MANAGER THERESA DELLASANTA**

**FROM: NEAL J. MARTIN, TOWN PLANNER
LISA COSTA SANDERS, DEPUTY TOWN PLANNER**

**SUBJECT: LIBRARY BUILDING PROJECT – PROCESS FOR REVIEW OF FINAL
ENVIRONMENTAL IMPACT REPORT**

RECOMMENDATION:

It is recommended that the City Council accept the Planning Commission's offer to assist the City Council by reviewing and recommending whether the Final Environmental Impact Report for the Atherton Library Building Project is adequate and in compliance with the California Environmental Quality Act.

BACKGROUND:

A Draft Environmental Impact Report (DEIR) for the Atherton Library Building Project was prepared by LSA Associates and released for public review on March 23, 2012. The DEIR was circulated for the required 45 day public review between March 23 and May 7, 2012. The Planning Commission held a public hearing to gather comments on the adequacy of the DEIR at its regular meeting on April 25, 2012. After the Planning Commission holds the public hearing and the public review period ends on May 7, 2012, the professional services agreement with LSA Associates specifies that LSA then prepare a written response to each comment made on the environmental issues addressed in the DEIR. Those Responses to Comments plus the DEIR, any revisions or additions to the DEIR and the public comments, together become the Final Environmental Impact Report (FEIR).

At the time the City Council approved the professional services agreement with LSA Associates, it also approved a process outline and preliminary schedule for the EIR review process and for the project entitlement process. The project entitlement process involves consideration of the proposed amendment of the Atherton General Plan, proposed rezoning and proposed amendment of the Holbrook-Palmer Park Schematic Landscape Master Plan; all of which takes place subsequent to certification of the FEIR.

The process outline and preliminary schedule calls for the Planning Commission to hold a public

hearing to obtain comments on the DEIR. Then after LSA has prepared the Response to Comments, the schedule calls for the City Council to review the FEIR at a public hearing and consider whether to certify it as adequate and in compliance with the California Environmental Quality Act (CEQA). This process is consistent with CEQA Guidelines which indicates that Planning Commission review of the FEIR is not mandatory, but is recommended or suggested.

At March 28, 2012 Planning Commission meeting there was a discussion about this process and the City Attorney was asked if it would be appropriate for Planning Commission to assist the City Council by reviewing the Response to Comments and providing a recommendation to the City Council on the adequacy of the FEIR. The City Attorney responded that the suggested process would comply with CEQA. However, the City Council approved process and schedule would need to be modified.

At its April 25, 2012 regular meeting the Planning Commission considered the matter of offering to assist the City Council by reviewing and recommending whether the Final Environmental Impact Report for the Atherton Library Building Project is adequate and in compliance with the California Environmental Quality Act. A motion to that effect was unanimously passed by the Planning Commission. It was noted that this same process was used to review the Sacred Heart Master Plan FEIR.

ANALYSIS:

The Planning Commission has approved a motion offering to assist the City Council as described above. If the Council approves the Commission's offer and the schedule is maintained, the FEIR could be placed on the Planning Commission agenda for the June 27, 2012 regular meeting. The schedule approved as part of the LSA Associates Professional Services Agreement would slip by about one month as a result of this action.

ALTERNATIVES:

An alternative would be for the City Council to follow the process and preliminary schedule approved in the LSA Associates Professional Services Agreement.

FISCAL IMPACT:

All costs covering the processing of this application are paid for by the applicant.

FORMAL MOTION:

I move that the City Council accept the Planning Commission's offer to assist the City Council by reviewing and recommending whether the Final Environmental Impact Report for the Atherton Library Building Project is adequate and in compliance with the California Environmental Quality Act.

Attachments:

1. LSA Associates, *Atherton Library Project EIR Schedule*, January 19, 2012

Atherton Library Project EIR Schedule (01.19.12)

Milestone	Responsible Party	Weeks to Complete	Cumulative Week	Date
Authorization to Proceed	Town	--	--	November 17, 2011
Prepare and Publish NOP	Town/LSA	1	1	November 21, 2011
<i>Scoping Session</i>	--	--	--	<i>December 1, 2011</i>
<i>30 day comment period for NOP</i>	--	4	--	<i>December 20, 2011</i>
Prepare Project Description	LSA	1	2	December 1, 2011
Town Review of Project Description	Town	1	3	December 8, 2011
LSA Prepares Administrative Draft Initial Study	LSA	5	5	December 22, 2011
Town Review of Administrative Draft Initial Study	Town	2	7	January 5, 2012
<i>Complete Traffic Analysis</i>	LSA	4	11	February 6, 2012
LSA Prepares Administrative Draft EIR/Screen IS	LSA	2	13	February 17, 2012
Town Review of Administrative Draft EIR/Screen IS	Town	1	14	February 24, 2012
LSA Prepares Screencheck EIR	LSA	2	16	March 9, 2012
Town Review of Screencheck EIR	Town	1	17	March 16, 2012
Production and Distribution of Draft EIR/IS	LSA	1	18	March 22, 2012
<i>Planning Commission DEIR Hearing</i>	--	--	--	<i>April 25, 2011</i>
<i>45 day comment period for Draft EIR</i>	--	6	24	<i>May 7, 2012</i>
LSA Prepares Admin. Draft Response to Comments	LSA	2	26	May 21, 2012
Town Review of Admin. Draft Response to Comments	Town	1	27	May 28, 2012
LSA Prepares Screencheck Draft Response to Comments	LSA	1	28	June 4, 2012
Town Review of Screencheck Draft Response to Comments	Town	1	29	June 11, 2012
Distribution of Response to Comments	LSA	1	30	June 18, 2012
<i>Final EIR City Council Hearing</i>	<i>Town</i>	<i>1</i>	<i>31</i>	<i>July 18, 2012</i>
<i>General Plan Committee Meeting</i>	<i>Town</i>	--	--	<i>August 1, 2012</i>
<i>Planning Commission GP and Zoning Amendments Hearing</i>	<i>Town</i>	--	--	<i>August 22, 2012</i>
<i>Parks and Recreation Commission Hearing</i>	<i>Town</i>	--	--	<i>September 5, 2012</i>
<i>City Council GP and Zoning Amendments Hearing</i>	<i>Town</i>	--	--	<i>September 19, 2012</i>



Item No. 21

TOWN OF ATHERTON

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: EDWIN F. FLINT, CHIEF OF POLICE
DATE: FOR THE CITY COUNCIL MEETING OF May 16, 2012
SUBJECT: DESTRUCTION OF RECORDS

RECOMMENDATIONS

Upon resolution of the City Council and written consent of the City Attorney, the Chief of Police is authorized to destroy Department records, documents, instruments, and other papers under his charge as the same are no longer required.

BACKGROUND:

Government Code Section 26201 authorizes that any record, paper or document which is more than two years old and which is not required by law to be filed and preserved.

Government Code Section 26201 expressly authorizes the Chief of Police for the Town of Atherton, upon resolution of the City Council and written consent of the City Attorney, that such records, papers or documents need not be photographed, reproduced or microfilmed prior to destruction and no copy thereof need to be retained.

ANALYSIS:

The Chief of Police has agreed to review the status of 17 partial background investigations in excess of two years for pending related civil or criminal litigation prior to

its destruction and the City Attorney, upon Council approval, gives his written consent for the destruction of the 16 partial background investigations for police applicants that were not hired.

FISCAL IMPACT

There is no financial impact in approving this resolution for the destruction of records.

Approved by:

Edwin F. Flint

Police Chief

Theresa DellaSanta

Interim City Manager

RESOLUTION NO. 12-----

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF
ATHERTON REQUESTING THE CHIEF OF POLICE THE AUTHORITY TO
PURGE RECORDS PER
GOVERNMENT CODE SECTION 26201**

WHEREAS, Government Code Section 26201 authorizes that any record, paper or document which is more than two years old and which is not required by law to be filed and preserved; and

WHEREAS, Government Code Section 26201 expressly authorizes the Chief of Police for the Town of Atherton, upon resolution of the City Council and written consent of the City Attorney, that such records, papers or documents need not be photographed, reproduced or microfilmed prior to destruction and no copy thereof need to be retained; and

WHEREAS, the Chief of Police has agreed to review the status of 16 partial background investigations in excess of two years for pending related civil or criminal litigation prior to its destruction; and

WHEREAS, the City Attorney hereby gives his written consent for the destruction of the 16 partial background investigations for police applicants that were not hired;

NOW, THEREFORE, BE IT RESOLVED, that the Chief of Police is hereby granted the authority to order the destruction of all 17 records, in excess of two years from the date of completion once the Chief of Police has determined that such are no longer required;

BE IT FUTHER RESOLVED that nothing in this resolution is intended to supersede or otherwise conflict with any other law or any lawful judicial process which might affect retention or destruction of such records.

AYES: Council Members:
NOES: Council Members:
ABSTAIN: Council Members:
ABSENT: Council Members:

Mayor

ATTEST:

Theresa N. DellaSanta
Deputy City Clerk



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
THERESA DELLASANTA, INTERIM CITY MANAGER**

FROM: DEBRA AUKER, INTERIM FINANCE DIRECTOR

DATE: FOR THE MEETING OF MAY 16, 2012

**SUBJECT: RECOMMEND CREATION OF AN IRS APPROVED SECTION 115
IRREVOCABLE TRUST TO PREFUND OPEB RETIREE HEALTH
CARE COSTS USING PUBLIC AGENCY RETIREMENT SERVICES
(PARS) AS THE TRUST PROVIDER**

RECOMMENDATION

Recommend that the City Council approve a resolution adopting the PARS Public Agencies Post-Retirement Health Care Plan Trust, including the PARS Public Agencies Post-Retirement Health Care Plan, as part of the Town Retirement Program, appoint the City Manager or his successor or designee as the Town's Plan Administrator for the Program, and authorize the Plan Administrator to execute the Trust legal documents on behalf of the Town and to take whatever additional actions are necessary to maintain the Town's participation in the Program and to maintain compliance with any relevant regulation issued or as may be issued as required to administer the Town's PARS plan.

BACKGROUND

The Governmental Accounting Standards Board (GASB) changed the accounting and financial reporting requirements for Other Post Employment Benefits (OPEB), with the implementation of its Statement Number 45 Accounting and Financial Reporting by Employers for Post Employment Benefits Other than Pensions. The Town of Atherton provides medical insurance benefits to its retirees who meet certain eligibility criteria.

Under GASB Statement 45, governments are required to actuarially calculate their total

OPEB obligation and the annual amount necessary to fund the obligation called the Annual Required Contribution (ARC). Statement 45 requires financial statement footnote disclosure of the funding status of the total obligation, and requires recording a liability for unpaid portions of the ARC. Statement 45 does not require funding the OPEB obligation, but unpaid liabilities affect financial statement ratios and may adversely impact credit worthiness over time. The City Council approved the pre-funding of OPEB in 2011.

DISCUSSION

Staff reviewed the two major trust administered programs : California Employers' Retirement Benefit Trust Fund (CERBT) and Public Agency Retirement Services (PARS) after determining that other trust vehicles were not acceptable to the Town. (See Attachment B for the summary of comparable Trust plans.) These two organizations are the major Trust Fund administrators handling California public agency funds in compliance with GASB 45 requirement. CERBT is administered by the Public Employers' Retirement System (PERS) who also administers the Town's retirement program. PARS provides supplemental retirement services to cities, counties, special districts and school districts throughout the State.

After reviewing the capabilities and administrative requirements of both firms, it is recommended that the Town contract with PARS to provide a flexible plan that can be tailored to handle needs of the Town. CERBT will only allow a single plan, an irrevocable three-year term and mandatory biennial actuarial evaluations. PARS on the other hand, allows participants to structure the investment options to meet the Plans goals and does not require a specific term commitment. PARS also has an approval (letter) ruling from the IRS, confirming its tax-deferred status. PARS provides monthly investment reports whereas PERS only provides quarterly reports. To date, over 100 public agencies, are participating in the PARS Public Agencies Post-Retirement Health Care Plan to pre-fund their OPEB obligation.

FISCAL IMPACT

The Town has set-aside \$1,290,000 in an internal service fund which is available to cover the pre-funding requirements. The Town will complete the 2012 OPEB actuarial study to determine the current amount of the Town's OPEB obligation before funds are deposited into the irrevocable trust. Pre-funding the ARC and future regular payments to the Trust will decrease the Town's liability for other post employment benefits and through investment earnings, reduce the long term obligations for OPEB.

Prepared by:

Approved by:

Debra C. Auker, Interim Finance Director

Theresa DellaSanta, Interim City Manager

Attachment: Resolution
Comparative chart

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON TO
ESTABLISH AN IRS APPROVED SECTION 115 IRREVOCABLE TRUST
TO PREFUND OPEB RETIREE HEALTH CARE COSTS
USING PUBLIC AGENCY RETIREMENT SERVICES (PARS)
AS THE TRUST PROVIDER**

Town of Atherton
San Mateo County, California

WHEREAS it is determined to be in the best interest of the Town of Atherton (the "Town") to participate in the PARS Public Agencies Post-Retirement Health Care Plan Trust (the "Program") to fund post-employment benefits for its employees as specified in the Town's policies and/or applicable collective bargaining agreements; and

WHEREAS the Town is eligible to participate in the Program, a tax-exempt trust and plan performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued thereunder, and is a tax-exempt trust under the relevant statutory provisions of the State of California.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby adopts the PARS Public Agencies Post-Retirement Health Care Plan Trust, including the PARS Public Agencies Post-Retirement Health Care Plan, as part of the Town Retirement Program, effective _____, 2012; and
2. The City Council hereby appoints the City Manager, or his/her successor or his/her designee as the Town's Plan Administrator for the Program; and
3. The Town's Plan Administrator is hereby authorized to execute the PARS legal and administrative documents on behalf of the Town and to take whatever additional actions are necessary to maintain the Town's participation in the Program and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the Town's PARS plan(s).

AYES:

NOES:

ABSENT:

ABSTAIN:

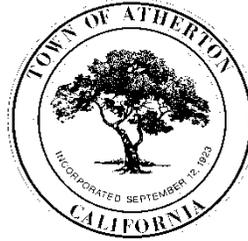
STATE OF CALIFORNIA

COUNTY OF SAN MATEO

_____, the Clerk of the City Council of the Town of Atherton, of San Mateo County, California, hereby certifies that the above foregoing resolution was duly and regularly adopted by said Town at a regular meeting thereof held on the _____, and passed by a _____ vote of said Council.

IN WITNESS WHEREOF I have hereunto set my hand and seal this _____, 2012.

Town Clerk



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
THERESA DELLASANTA, INTERIM CITY MANAGER**

FROM: DEBRA AUKER, INTERIM FINANCE DIRECTOR

DATE: FOR THE MEETING OF MAY 16, 2012

**SUBJECT: INTRODUCTION OF THE FISCAL YEAR 2012-2013 TOWN OF
ATHERTON OPERATING AND CAPITAL IMPROVEMENT (CIP)
BUDGET**

RECOMMENDATION

Take public testimony and continue public hearing on the recommended Town of Atherton Operating and Capital Improvement Budget for Fiscal Year 2012-2013 to June 20, 2012

BACKGROUND

Each year the City Manager presents the recommended annual budget to the Council for approval. Last year the FY 2011-12 budget was adopted in June 2011 and due to the severity of the economic recession the budget was revised in September 2011. The budget revisions were required in order to shift the extensive use of General Fund reserves that had been recurring over the previous five years. These revisions were not easy cuts; they included laying off several Town staff members, and restructuring, and reorganizing the way the Town does business.

The Town increased its use of contract services in the areas of building department services; street, park and building maintenance; and public works management. The Town had already been utilizing contract professionals for planning services, legal services and certain administrative services, such as business license administration and human resources services. The Town also determined that in certain areas, shared services were the most efficient way to provide internal services, including information technology and vehicle maintenance, which are currently provided by the City of Redwood City.

The results of the reorganization were that the General Fund deficit went from \$855,781 to \$358,732. Authorized permanent Town staff went from 47.6 full-time equivalents (FTE's) to 35 FTE's. Many services previously provided by Town staff are now performed by contract staff members at a more affordable cost. The Town has received positive feedback related to the quality of service provided, confirming that the Town is moving in the right direction; although there is much more to be accomplished.

During March and April 2012, the Council held two budget study sessions, in which the focus was establishing goals for the 2012-2013 fiscal year and reviewing the capital infrastructure needs of the town. The input provided by the Council has been incorporated into the development of the attached recommended operating and CIP budget.

DISCUSSION

FY 2012-2013 Operating Budget

Council Goals – Council developed the following major goals and they are continuing the process of prioritizing the tasks that will assist staff in accomplishing these goals. The preliminary goals are included in the attached budget document.

COUNCIL GOALS – FY 2012-2013

Community Safety	<ul style="list-style-type: none">• Traffic Safety• Safety Education and Outreach• Protection of Life and Property
Financial Stability	<ul style="list-style-type: none">• Long Range Planning• Financial Policies• Minimize Costs• Maximize Revenue
Organizational Development	<ul style="list-style-type: none">• Innovations and Efficiency Improvements• Employee Relations and Management
Land Use and Planning	<ul style="list-style-type: none">• Protect Community Character
Town Facilities and Infrastructure	<ul style="list-style-type: none">• Facilities• Technology• Streets and Roads

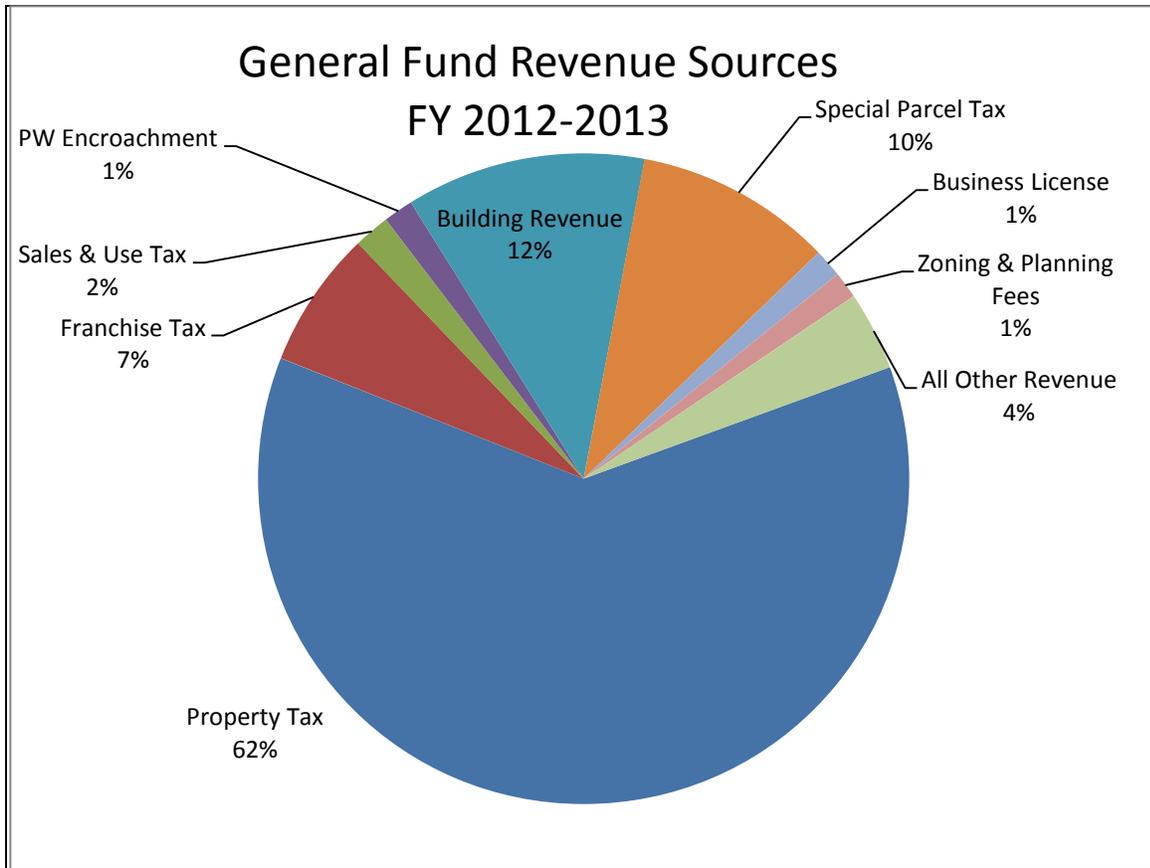
General Fund – The General Fund is the main operating fund of the Town. The General Fund sources (revenues) and uses (expenditures) are presented below.

General Fund			Adopted	Revised	Recommended
	FY 2010	FY 2011	FY 2012	FY 2012	FY 2013
	Actual	Actual	Budget	Budget	Budget
Revenue	9,812,814	10,550,324	9,422,767	10,021,567	10,275,267
Expenditures	(11,253,653)	(10,789,915)	(10,534,465)	(11,435,005)	(10,770,382)
Transfers in	863,598	888,463	1,116,000	1,116,000	1,116,000
Transfers out		(1,055,711)			(74,853)
Net Rev over (under) Exp	(577,241)	(406,839)	4,302	(297,438)	546,032
Beginning Fund Balance	7,203,276	6,626,035	6,219,196	6,219,196	5,921,758
Ending Fund Balance	6,626,035	6,219,196	6,223,498	5,921,758	6,467,790

General Fund Revenue - The overall General Fund operating revenue for FY 2013 is projected to be \$10,275,267, which is two and a half percent (2.5%) greater than the revised revenue budget for FY 2011-12. The table below summarizes the revenue estimates budgeted for FY 2012-13.

Description	Revised Budget FY 2012	Recommended FY 2013	Percent Change
Revenues			
Property Tax	\$ 6,859,500	\$ 7,016,000	2.3%
Building Revenue	1,285,500	1,354,800	5.4%
Franchise Tax	717,500	774,500	7.9%
Sales & Use Tax	250,500	204,400	-18.4%
PW Encroachment	158,000	168,000	6.3%
Business License	160,000	160,000	0.0%
Zoning & Planning Fees	150,000	153,000	2.0%
All Other Revenue	440,567	444,567	0.9%
Total General Fund Revenue	\$10,021,567	\$ 10,275,267	2.5%

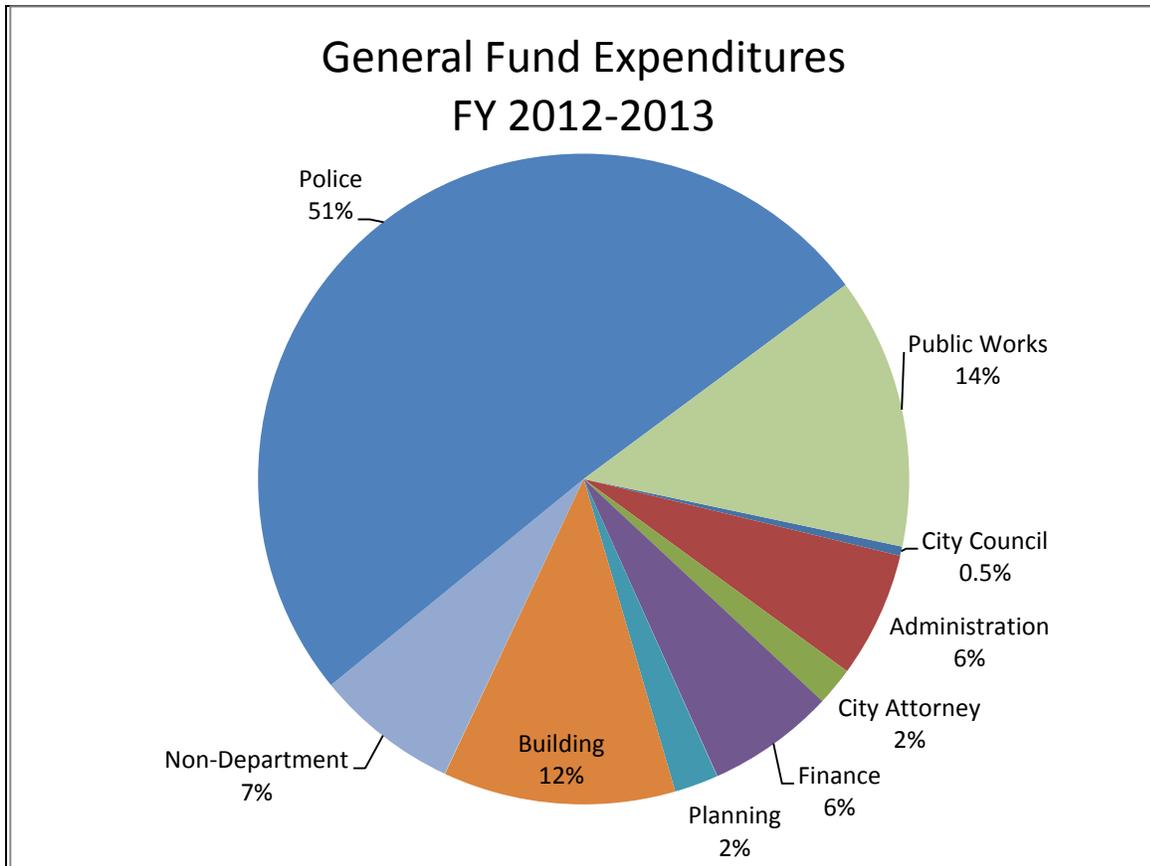
Also the Special Parcel Tax provides a much needed source of funding for the General Fund projected to be \$1,116,000 in FY 2012-13. The Atherton voters approved a special property tax to be used for municipal services. The Council adopted a policy requiring that sixty percent (60%) of the special tax be used to fund police services and forty percent (40%) of the special tax be used to fund capital improvements and repairs, such as streets, roads and drainage project.



General Fund Expenditures - The overall General Fund operating expenditures for FY 2012-13 are recommended at \$10,770,382, which is almost six percent (-5.8%) less than the revised appropriations budget for FY 2011-12. The table below summarizes the expenditures recommended for FY 2012-13.

Description	Revised Budget FY 2012	Recommended FY 2013	Percent Change
Expenditures			
City Council	\$ 56,878	\$ 49,530	-12.9%
Administration	625,561	672,215	7.5%
City Attorney	230,000	204,100	-11.3%
Finance	676,687	683,783	1.0%
Planning	227,647	235,600	3.5%
Building	1,425,548	1,242,717	-12.8%
Non-Department	907,013	765,867	-15.6%
Police	5,452,046	5,463,061	0.2%
Public Works	1,833,625	1,453,508	-20.7%
Total General Fund Expenditures	\$11,435,005	\$ 10,770,382	-5.8%

The chart below exemplifies the breakdown of services provided by the Town. The details of each department can be found in the budget document.



The police department budget is 90% direct personnel costs, which include 19 sworn officers, 4 dispatcher/records clerks, 2 administrative and several part-time and on-call employees. A major Council goal is Community Safety which is reflected by the resources allocated to the police department.

In order to reduce personnel costs, staff will be recommending that the Town pay off a PERS loan, called a side-fund which could reduce the retirement rates from 39.919% to 26.416% for sworn personnel; and reduce the retirement rates from 13.926% to 10.518% for non-sworn (miscellaneous) personnel which will provide significant savings in personnel costs beginning in FY 2012-13.

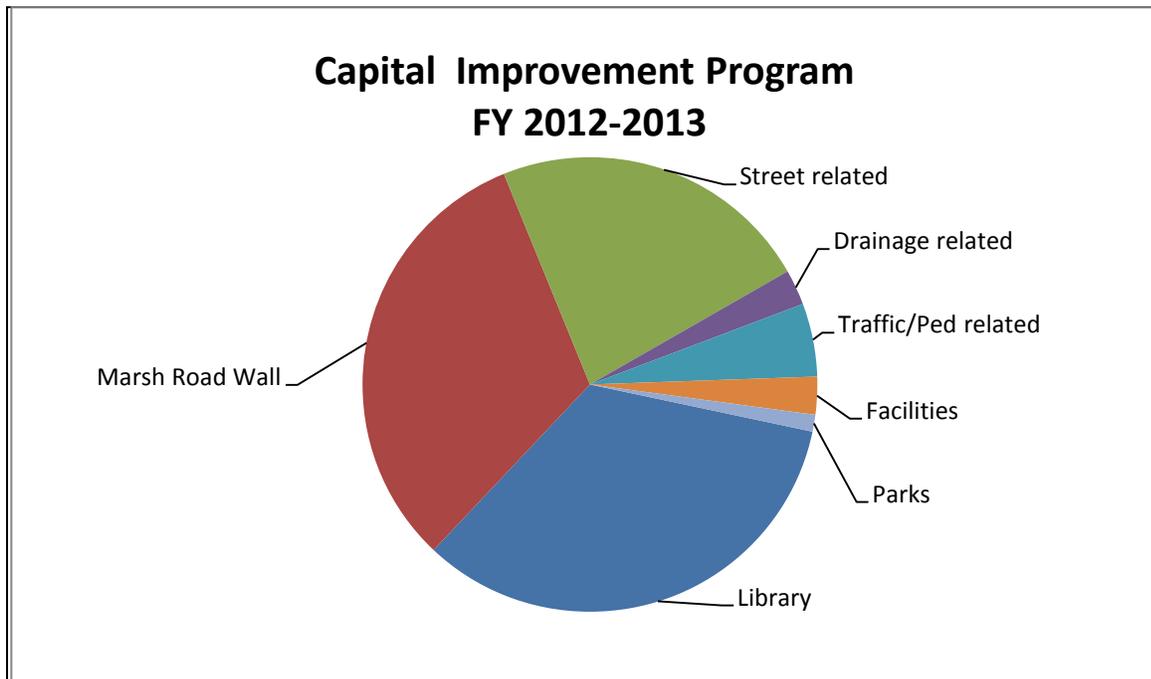
The department of public works (DPW) budget has undergone a great deal of change over the past ten months. The actual DPW expenditures in FY 2010-11 were \$1,940,584 and the FY 2012-13 Recommended Appropriations are for \$1,453,508, a savings of \$487,077. Many of the services provided by the public works department are now performed by qualified contract staff, rather than full-time permanent staff members.

The public works department budget is allocated to the following divisions or sub-departments.

Public Works Service Area	FY 2012-13 Appropriations Recommended	Permanent Staff (FTE's)
Engineering	393,453	1.1
Street Maintenance	531,363	0.6
Park Maintenance	278,908	0.2
Park Programs	100,453	0.1
Building Maintenance	149,331	0.1
Total DPW	\$1,453,508	2.1

Five-Year Capital Improvement Program

Staff presented the Five-Year Capital Improvement Program (CIP) to the Council at the April Budget Study Session. The total five-year program is for \$12.7 million, with \$2.68 million forecast for FY 2012-13. The detailed projects are listed in the budget document. Below is a summary of the major areas covered in the FY 2012-13 CIP.



FISCAL IMPACT

The Recommended General Fund Budget will allow the Town to continue to provide the same or similar service levels, stay within the Town’s fund balance policy which requires that 15% of

operating expenditures be reserved for emergencies and that the unassigned fund balance never fall below 20% of operating expenditures. The budget plan presented also allows for the Town to continue to fund or pay off its long-term liabilities, such as continuing to fully fund the OPEB retiree medical benefits and pay off the PERS side fund loan.

Prepared by:

Approved by:

Debra C. Auker

Debra C. Auker, Interim Finance Director

Theresa DellaSanta, Interim City Manager



TOWN OF ATHERTON

**FISCAL YEAR
2012-2013**

**RECOMMENDED
BUDGET**

Printed May 11, 2012

TOWN OF ATHERTON
COUNCIL GOALS
Fiscal Year 2012-2013

COMMUNITY SAFETY		
	Traffic Safety	<ol style="list-style-type: none"> 1. Continue efforts to reduce vehicle speeds 2. Support traffic management: education, enforcement and engineering 3. Develop a Bike and Pedestrian Master Plan 4. Analyze intersections on Middlefield 5. Study additional park entrances, other than Felton Gables Work with local schools to promote traffic safety 6. Explore opportunity for quad safety gates at Watkins Ave. <i>(Added by Finance Committee member Conlon)</i>
	Safety Education and Outreach	<ol style="list-style-type: none"> 7. Enhance neighborhood awareness 8. Expand community outreach to new residents 9. Formalize Disaster Service Worker and Disaster Council 10. Educate residents to expand alarm monitoring services 11. Continue DARE Program
	Protection of Life and Property	<ol style="list-style-type: none"> 12. Maintain emergency response times 13. Expand crime prevention and suppression efforts
FINANCIAL STABILITY		
	Long Range Planning	<ol style="list-style-type: none"> 14. Develop a balanced General Fund budget 15. Update the Five-year General Fund Financial Forecast
	Financial Policies	<ol style="list-style-type: none"> 16. Implement sound risk management policies and procedures 17. Create policy for reviewing disbursements 18. Recommend improvements to internal procedures 19. Adopt policy to continue five-year financial planning as part of the annual budget process <i>(Added by Finance Committee member Enthoven)</i> 20. Confirm policy to continue funding long-term liabilities, such as OPEB obligations
	Minimize Costs without Negative Impacts to Service Goals	<ol style="list-style-type: none"> 21. Negotiate affordable compensation packages for employees and contractors 22. Determine if payoff of PERS Side funds would benefit the Town financially 23. Continue to explore shared services 24. Analyze police overtime as related to appropriate staffing levels

	Maximize Revenue	<ul style="list-style-type: none"> 25. Establish strategy for revenue enhancements 26. Improve understanding of revenue sources and proper collection of revenues 27. Update Master Fee Schedule and Cost Allocation Plan 28. Seek grants and funding from C/CAG 29. Audit property tax and sales tax revenues
ORGANIZATIONAL DEVELOPMENT		
	Innovations and Efficiency Improvements	<ul style="list-style-type: none"> 30. Update Atherton Municipal Code: 31. Research conversion to a charter city 32. Implement best practices where practical 33. Comprehensive records management system 34. Provide training for high quality customer service
	Employee Relations and Management	<ul style="list-style-type: none"> 35. Confirm Town staffing needs and organizational structure 36. Hire permanent staff for the positions of Finance Director, Police Chief and Public Works Director 37. Improvements to Committee/Commission communication and procedures 38. Update Council policies and procedures 39. Finalize the Employee Policies and Procedures manual and Human Resources guiding principles
LAND USE MANAGEMENT AND PLANNING		
	Protect Community Character	<ul style="list-style-type: none"> 40. High Speed Rail and CalTrain/SamTrans involvement 41. General Plan Update: Circulation element and items mandated by law 42. Revise Town Grading and Drainage Standards 43. Promote environmental awareness 44. Educate residents and builders about the Green Building Ordinance 45. Analyze need for expanded code enforcement services 46. Develop standards for tree protection during construction 47. Update Park Master Plan 48. Effectively advocate for appropriate mitigation measures from new development 49. Greater participation in JPA and regional organizations 50. Continue to enhance customer service related to development projects
TOWN FACILITIES AND INFRASTRUCTURE		
	Facilities	<ul style="list-style-type: none"> 51. Develop short and long range facility repair and replacement plans for Police, Permit Center, Library, Council Chambers and Town Administration 52. Facilitate and support Town Center Task Force

		<p>53. Facilitate and support Library Steering Committee</p> <p>54. Manage New Library Project: process entitlements, direct design, and manage construction</p> <p>55. Knox Preschool - Determine condition of existing facilities</p>
	Technology	<p>56. Automated on-line website capabilities for Building Department Services</p> <p>57. Improvements to Town website</p> <p>58. Improve technology at Town facilities-paperless systems, council meeting communications</p> <p>59. Replace or update Town's phone system</p> <p>60. Upgrade Spring brook financial software</p>
	Streets, Roads and Drainage	<p>61. Identify necessary repairs and phasing for Atherton Channel along Marsh Road</p> <p>62. Develop and implement street maintenance strategy to maintain the overall Pavement Condition Index above 75</p> <p>63. Perform assessment of Atherton Channel flooding problems</p> <p>64. Provide update on the Nalte Drainage Study performed in prior years</p> <p>65. Identify low cost, environmentally sensitive solutions to improve residential street drainage</p> <p>66. Participate in the development of solutions for regional flood control issues impacting Atherton</p> <p>67. Explore street lighting efficiency opportunities</p>

Town of Atherton									
General Fund 101									
Revenue Budget 2012-13									
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease) Over Prior Year Budget	% Change
Revenues									
101-00-40001-000	Secured Property Tax	4,494,100	4,785,357	4,818,793	4,792,450	4,891,500	5,038,000	146,500	3.0%
101-00-40002-000	Unsecured	276,459	308,347	275,803	260,000	270,000	278,000	8,000	3.0%
101-00-40004-000	SB813 Redemption (Suppl)	136,776	70,706	72,749	60,000	70,000	70,000	-	0.0%
101-00-40006-000	Prop Tax in Lieu of VLF (motor vehicle)	623,670	663,998	663,563	660,000	660,000	680,000	20,000	3.0%
101-00-40008-000	Excess ERAF	543,116	750,175	695,112	600,000	718,000	695,000	(23,000)	-3.2%
101-00-42005-000	Property Transfer Tax	154,365	256,356	258,288	210,000	250,000	255,000	5,000	2.0%
	Total Property Taxes	6,228,486	6,834,939	6,784,308	6,582,450	6,859,500	7,016,000	156,500	2.3%
101-00-41001-000	Sales & Use Tax General	91,563	86,287	116,066	90,000	165,000	115,500	(49,500)	-30.0%
101-00-41002-040	Prop 172 Sales Tax for Police	56,103	59,600	63,059	60,000	60,000	26,500	(33,500)	-55.8%
101-00-41004-000	In Lieu Sales Tax/Trip Flip	31,528	26,698	24,832	25,500	25,500	62,400	36,900	144.7%
	Total Sales Taxes	179,193	172,585	203,957	175,500	250,500	204,400	(46,100)	-18.4%
101-00-42001-000	Franchise Taxes-Utilities	220,512	220,915	234,549	230,000	230,000	230,000	-	0.0%
101-00-42002-000	Franchise Tax-Cal Water	72,912	79,932	79,746	80,000	104,500	104,500	-	0.0%
101-00-42003-000	Franchise Tax-Garbage	217,875	169,340	191,187	200,000	275,000	330,000	55,000	20.0%
101-00-42004-000	Franchise Taxes-Cable	126,500	100,455	106,369	102,000	108,000	110,000	2,000	1.9%
	Total Franchise Fees	637,798	570,642	611,851	612,000	717,500	774,500	57,000	7.9%
101-00-40005-000	Homeowners Exemption	31,752	33,416	33,988	34,000	34,000	34,000	-	0.0%
101-00-40007-000	Motor Veh. Lic Fees (MVLF)	25,401	21,983	34,427	18,000	-	-	-	0.0%
101-00-45008-000	SB 90 (mandated cost) reimb.	-	1,219	3,982	-	-	-	-	0.0%
	Total Intergovernmental	57,153	56,618	72,397	52,000	34,000	34,000	-	0.0%
101-00-43001-000	Business Licenses	134,583	129,990	163,629	150,000	160,000	160,000	-	0.0%
101-00-43002-000	Bus Lic Refund -FY 06/07	(167,850)	43,425	-	-	-	-	-	-
101-00-43003-000	Bus Lic Refund -FY 07/08	(208,216)	36,751	-	-	-	-	-	-
101-00-43004-000	Bus Lic Refund -FY 08/09	(74,480)	6,866	-	-	-	-	-	-
	Total Business License Tax	(315,962)	217,032	163,629	150,000	160,000	160,000	-	0.0%
101-00-47001-000	Home Occupation Permit	1,950	500	900	800	800	800	-	0.0%
101-00-47019-020	Zoning & Planning Fees	69,912	175,327	187,473	180,000	150,000	153,000	3,000	2.0%
	Total Planning Revenue	71,862	175,827	188,373	180,800	150,800	153,800	3,000	2.0%
101-00-47002-025	Building Permit Fee	620,664	466,080	826,682	602,000	842,000	903,900	61,900	7.4%
101-00-47004-025	Grading & Drainage	-	52,420	67,697	60,000	60,000	60,000	-	0.0%
101-00-47009-025	Photocopy Fee	-	1,680	2,606	1,000	1,000	1,000	-	0.0%
	Landscaping Fee	(5,000)	-	-	-	-	-	-	0.0%
101-00-47021-025	Plan Check Fee	394,227	370,992	392,820	304,000	367,500	374,900	7,400	2.0%
101-00-47030-025	Tree Removal Plan Check	-	10,052	23,862	10,000	15,000	15,000	-	0.0%
101-00-48502-025	Miscellaneous Income	-	249	-	-	-	-	-	0.0%
	Total Building Revenue	1,009,891	901,473	1,396,979	977,000	1,285,500	1,354,800	69,300	5.4%
101-00-44001-040	Municipal & Vehicle Code Fines	10,779	8,557	15,316	18,000	15,000	15,000	-	0.0%
101-00-44002-040	Other Fines & Forfeiture (County)	31,629	29,488	45,464	29,000	40,000	40,000	-	0.0%
101-00-45006-040	CA State 911 Grant	39,200	-	-	-	-	-	-	0.0%
101-00-45007-040	POST Reimb	13,846	14,990	6,486	8,500	6,500	7,500	1,000	15.4%
101-00-45011-040	DOJ Grant (vests)	-	406	-	500	-	-	-	0.0%
101-00-45012-040	DUI Grant	-	9,901	6,295	6,000	6,000	6,000	-	0.0%
101-00-45013-040	React Task Force Reimb	55,819	-	-	-	-	-	-	0.0%
101-00-45017-040	ABAG Grant	-	18,338	18,548	7,000	7,000	7,000	-	0.0%
101-00-47005-040	Other Licenses & Permit	-	330	656	400	400	400	-	0.0%
101-00-47009-040	Photocopy Fee	-	210	-	-	-	-	-	0.0%
101-00-47011-040	Alarm Sign Fees	900	1,200	705	600	600	600	-	0.0%
101-00-47012-040	Vehicle Release	2,400	1,050	2,752	2,500	2,500	2,500	-	0.0%
101-00-47013-040	Police Report	3,000	4,410	1,012	1,500	1,000	1,000	-	0.0%
101-00-47014-040	Fingerprinting Fee	-	115	363	275	325	325	-	0.0%
101-00-47015-040	Affidavit of Cost	5,964	200	300	300	300	300	-	0.0%
101-00-47016-040	Special Service Fee	2,477	1,909	3,891	2,500	3,000	3,000	-	0.0%
101-00-47017-040	Solicitor's Permit	-	127	88	400	100	100	-	0.0%
101-00-48501-040	Donation/Contribution	-	14,286	60,500	-	-	-	-	0.0%
101-00-48502-040	Miscellaneous Income	-	472	1,154	-	-	-	-	0.0%
	Total Police Revenue	166,014	105,990	199,228	77,475	82,725	83,725	1,000	1.2%
101-00-45005-050	C/CAG AB 1546	-	12,783	12,397	12,535	12,535	12,535	-	0.0%
101-00-45019-050	ABAG Grant	-	1,459	-	5,000	5,000	5,000	-	0.0%
101-00-45021-053	Highway Maint Reimbursement	-	71,400	35,700	35,700	35,700	35,700	-	0.0%
101-00-47003-050	Encroachment	159,572	178,111	159,858	140,000	158,000	168,000	10,000	6.3%
101-00-47009-050	Photocopy Fee	-	4,610	1,130	-	-	-	-	0.0%
101-00-47021-050	Plan Check Fee	-	1,180	-	-	-	-	-	0.0%
101-00-48503-053	Property Damage Reimb	-	16,985	-	-	-	-	-	0.0%
	Total DPW Revenue	159,572	286,528	209,085	193,235	211,235	221,235	10,000	4.7%
101-00-47022-058	Social Fees	108,318	60,150	86,062	70,000	35,000	35,000	-	0.0%
101-00-47023-058	Meeting Fees	53,429	68,394	77,460	70,000	30,000	30,000	-	0.0%
101-00-47024-058	Misc. Use Fee	4,874	2,460	2,750	1,000	1,000	1,000	-	0.0%

Town of Atherton									
General Fund 101									
Revenue Budget 2012-13									
		Actual	Actual	Actual	Adopted Budget	Revised Budget	Recommended Budget	Increase (Decrease) Over Prior	% Change
Account	Description	2008-09	2009-10	2010-11	2011-12	2011-12	2012-13	Year Budget	
101-00-47025-058	Class Fees	11,000	14,011	9,953	10,000	10,000	10,000	-	0.0%
101-00-47028-058	Weddings	102,916	95,585	89,550	90,000	20,000		(20,000)	-100.0%
101-00-48501-058	Donation/Contribution		400					-	
	Total Park Program Revenue	280,537	241,000	265,775	241,000	96,000	76,000	(20,000)	-20.8%
101-00-44003-000	Heritage Tree Damage Fee		4,854					-	0.0%
101-00-45016-025	DOC Grant		5,000	5,000				-	0.0%
101-00-45019-000	Grant	18,880						-	0.0%
101-00-45020-000	Other Reimbursements	19,685	3,383					-	0.0%
101-00-47005-000	Other Licenses & Permit	1,448	1,400	525				-	0.0%
101-00-47007-000	Elections Processing Fee	2,000						-	0.0%
101-00-47009-000	Photocopy Fee	7,847	44	86	25	25	25	-	0.0%
101-00-48001-000	Interest Income	162,441	90,224	46,526	50,000	45,000	65,000	20,000	44.4%
101-00-48002-000	Cell Antenna Lease	33,114	37,807	39,697	41,682	41,682	41,682	-	0.0%
101-00-48003-000	Property Rental - Playschool	71,371	77,575	77,575	77,600	77,600	77,600	-	0.0%
101-00-48004-000	Sale of Property		501	5,209				-	0.0%
101-00-48005-000	Post Office	51,762	47,449	26,660	10,000	7,500	7,500	-	0.0%
101-00-48502-000	Miscellaneous Income	61,290	(18,058)	19,516	2,000	2,000	5,000	3,000	150.0%
101-00-48501-000	Donations/Contributions	12,176						-	
	Total Misc. Revenues	442,015	250,179	454,742	181,307	173,807	196,807	23,000	13.2%
	Total Operating Revenues	8,916,559	9,812,814	10,550,324	9,422,767	10,021,567	10,275,267	253,700	2.5%
	Expenditures								
	City Council Department	38,514	13,784	14,950	34,328	56,878	49,530	(7,348)	-12.9%
	Administration Department	739,628	798,547	771,246	819,617	625,561	672,215	46,654	7.5%
	City Attorney Department	450,924	454,304	399,409	322,000	230,000	204,100	(25,900)	-11.3%
	Finance Department	437,868	601,186	598,265	654,548	676,687	683,783	7,096	1.0%
	Planning Department	284,479	195,255	185,472	192,647	227,647	235,600	7,953	3.5%
	Building Department	1,058,249	1,068,427	1,194,570	1,026,293	1,425,548	1,242,717	(182,831)	-12.8%
	Non-Department	192,420	529,815	854,766	563,004	907,013	765,867	(141,146)	-15.6%
	Police Department	4,900,697	5,182,288	5,099,253	5,120,029	5,452,046	5,463,061	11,015	0.2%
	Public Works Department (adj)	1,970,904	1,953,742	1,671,984	1,802,000	1,833,625	1,453,508	(380,117)	-20.7%
	Total Operating Expenditures	10,073,683	10,797,348	10,789,915	10,534,465	11,435,005	10,770,382	(664,623)	-5.8%
	Settlement Expenses		456,305						
	Excess (Deficiency) of Revenues Over Expenditures	(1,157,124)	(1,440,839)	(239,591)	(1,111,698)	(1,413,438)	(495,115)	918,323	-65.0%
	Other Financing Sources/(Uses)								
	Trsfr in/(out) Special Parcel Tax Fund	350,000	780,863	888,463	1,116,000	1,116,000	1,116,000	-	0.0%
	Trsfr in/(out) Tennis Fund						(4,853)		
	Trsfr in/(out) CIP						(70,000)	(70,000)	-100.0%
	Trsfr in/(out) Road Impact Fee Fund			(902,355)				-	0.0%
	Trsfr in/(out) Park Well Fund	12,032						-	0.0%
	Trsfr in/(out) Admin Service Fund	50,000						-	0.0%
	Trsfr in/(out) Facilities Construction Fd		82,735	(153,356)				-	0.0%
	Total Transfers In/(Out)	412,032	863,598	(167,248)	1,116,000	1,116,000	1,041,147	(70,000)	-6.3%
	Incr/(Decr) of Bldg Dept Operating Reserve			(129,403)	(189,089)	(354,745)	(10,472)	344,272	-97.0%
	Incr/(Decr) of General Fund Reserve	(679,577)	(577,241)	(277,436)	193,391	57,307	556,504	499,198	871.1%
	Net Change in Fund Balance	(679,577)	(577,241)	(406,839)	4,302	(297,438)	546,032	843,470	-283.6%
	Beginning Fund Balance	7,882,853	7,203,276	6,626,035	6,219,196	6,219,196	5,921,758		
	Ending Fund Balance	7,203,276	6,626,035	6,219,196	6,223,499	5,921,758	6,467,790		
	Total General Fund Balance						625,761		
							1,615,557		
							1,928,634		
							2,154,076		
							143,762		
							6,467,790		

Town of Atherton								
City Council Department								
Budget 2012-2013								
							Increase (Decrease)	
		Actual	Actual	Actual	Revised Budget	Recommended Budget	Over Prior Year Budget	% Change
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13		
101-11-53016-011	Utilities - Water			677	625	1,000	375	60.0%
101-11-53024-011	Advertising/Publishing	435	480	2,304	4,000	4,000	-	0.0%
101-11-53033-011	Rent - Mach & Equip			1,595			-	0.0%
101-11-53501-011	Administrative Services	381					-	0.0%
101-11-53502-011	Computer Services Charge	796					-	0.0%
101-11-54010-011	Other Contract Services				-	14,000	14,000	100.0%
101-11-54002-011	Bus Meeting & Meals		80	396	1,200	1,200	-	0.0%
101-11-54003-011	Conferences	6,969	2,155		5,000	5,000	-	0.0%
101-11-54004-011	Training & Workshops				1,000	1,000	-	0.0%
101-11-54007-011	Membership/Dues	16,304	8,400	8,400	7,203	7,230	27	0.4%
101-11-54008-011	Mileage Reimbursement		57		500	500	-	0.0%
101-11-54010-011	Other Contract Services	9,400					-	0.0%
101-11-54011-011	Environmental Program Committee				5,000	5,000	-	0.0%
101-11-54018-011	Boards & Commissions				1,000	1,000	-	0.0%
101-11-54019-011	Special Events & Awards	438	139		-	-	-	0.0%
101-11-55002-011	Office Supplies	3,792	2,473	1,577	1,200	1,200	-	0.0%
101-11-57006-011	Computer Equipment/Software				3,000	-	(3,000)	-100.0%
101-11-57007-011	Office Equip & Furniture				27,150	8,400	(18,750)	-69.1%
	Total City Council	38,514	13,784	14,950	56,878	49,530	(7,348)	-12.9%

		City Council Department			
		101-11			
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations	
Advertising/Noticing	Advertising election, Committee vacancies, special info, post card notifications	4,000		4,000	
Other Contract Services	Facilitated Council Workshop			14,000	
Bus Meetings & Meals	Meeting meals and supplies	1,200		1,200	
Office Supplies	Business Cards	200	200		
	Paper, ruled pads, binders, tapes, ink, toners	1,000	1,000	1,200	
Membership/Dues	(HEART) Housing Endowment and Regional Trust of San Mateo to support housing for modest-income families	2,500	2,530		
	SF Airport Roundtable	750	750		
	League of CA Cities	3,953	3,950	7,230	
Utilities - Water	Calwater	625		1,000	
Conferences	League of CA Cities	5,000		5,000	
Training & Workshops	Council refresher training	1,000		1,000	
Mileage Reimbursement	Reimburse for use of private vehicles for meeting	500		500	
Environ Program Committee	Support for committee work (previously in non-dept)	5,000		5,000	
Commissions & Committee	Training related expenses for Council approved Commissions and Committees	1,000		1,000	
Computer Equip/Software	ipads for City Council meetings	3,000			
Office Equip & Furniture	New Digital Tape Recording System (budget carryover FY 2011)	15,000			
	Replace 5 chairs	3,750			
	A mixer and microphones for pavilion	2,400	2,400		
	Portable sound recording system for meeting	6,000	6,000	8,400	
Total City Council Dept		56,878		49,530	

Town of Atherton									
Administration Department									
Budget 2012-2013									
						Revised	Recommended	Increase	
						Budget	Budget	(Decrease)	
Account	Description	Actual	Actual	Actual	2011-12	2012-13	Over Prior	%	
		2008-09	2009-10	2010-11			Year Budget	Change	
101-12-50001-012	Regular Salaries	329,532	461,316	268,761	190,328	318,808	128,480	67.5%	
101-12-50005-012	Temporary Help	66,537					-	0.0%	
101-12-50006-012	Overtime	4,798	1,094	2,056	7,000	2,000	(5,000)	-71.4%	
101-12-50013-012	EE Benefits Earned		4,551	2,410	1,103	3,188	2,085	189.0%	
101-12-51001-012	Medicare Tax	6,164	6,693	3,978	1,600	4,623	3,023	189.0%	
101-12-51002-012	Social Security Tax	3,900			-	-	-	0.0%	
101-12-51003-012	PERS Retire Contrib- ER	71,362	62,079	31,726	15,086	44,397	29,311	194.3%	
101-12-51004-012	PERS Retire Contrib- EE		29,591	16,866	7,644	22,317	14,673	191.9%	
101-12-51005-012	Deferred Compensation				-	-	-	0.0%	
101-12-51007-012	STD Insurance		4,239	546	296	576	280	94.6%	
101-12-51008-012	Health Insurance-Active	27,380	38,228	36,402	21,694	43,258	21,564	99.4%	
101-12-51009-012	Health Insurance-Retirees		91,898	95,713	66,444	71,793	5,349	8.1%	
101-12-51010-012	Dental Insurance	4,172	6,547	4,981	2,617	5,098	2,480	94.8%	
101-12-51011-012	Vision Insurance	478	640	453	266	659	393	148.1%	
101-12-51013-012	Workers' Compensation	882	760	572	2,115	6,057	3,943	186.5%	
101-12-51014-012	Life & ADD Insurance	951	880	481	167	427	260	155.6%	
101-12-51015-012	LTD Insurance	5,548	5,862	1,983	818	2,343	1,525	186.5%	
101-12-51016-012	Unemployment Insurance	6,750	4,630	2,754	20,250	10,388	(9,862)	-48.7%	
101-12-51019-012	Auto Allowance	4,800	4,800	1,477			-	0.0%	
	Total Salaries & Benefits	533,255	723,807	471,159	337,428	535,932	198,505	58.8%	
101-12-52008-012	Labor Relation Services	11,921	13,050	22,331	30,000	30,000	-	0.0%	
101-12-52022-012	Contract City Manager			128,612	95,000	-	(95,000)	-100.0%	
101-12-52023-012	Contract Human Resources			6,525	65,000	25,000	(40,000)	-61.5%	
101-12-52026-012	Contract Risk Management				30,000	10,000	(20,000)	-66.7%	
101-12-53002-012	Other Equip Repair & Maint	1,544	1,774	2,841	4,500	4,500	-	0.0%	
101-12-53014-012	Utilities - Electricity	39	6,388	6,025	6,500	6,500	-	0.0%	
101-12-53015-012	Utilities - Gas		267	475	650	650	-	0.0%	
101-12-53016-012	Utilities - Water		465	388	485	485	-	0.0%	
101-12-53018-012	Utilities - Telephone	5,051	147		-	-	-	0.0%	
101-12-53024-012	Advertising - Noticing	21,340	6,122	3,098	4,000	4,000	-	0.0%	
101-12-53025-012	External Printing Services		12,322	4,541	2,400	2,400	-	0.0%	
101-12-53026-012	Recruitment Costs			6,211	5,000	5,000	-	0.0%	
101-12-53501-012	Administrative Services	22,912					-	0.0%	
101-12-53502-012	Computer Services	7,403					-	0.0%	
101-12-54002-012	Business Meetings & Meals		699	165	800	800	-	0.0%	
101-12-54003-012	Conferences	4,061	4,849		2,208	2,208	-	0.0%	
101-12-54004-012	Training and Workshops		330	595	2,400	4,900	2,500	104.2%	
101-12-54005-012	Subscriptions	506	185	205	205	205	-	0.0%	
101-12-54007-012	Memberships & Dues	14,323	12,166	10,206	12,535	17,185	4,650	37.1%	
101-12-54008-012	Mileage Reimbursement		25	207	250	250	-	0.0%	
101-12-54010-012	Other Contract Services	70,258	4,751	94,573	15,000	10,000	(5,000)	-33.3%	
101-12-54012-012	Disaster Preparedness	14,993	275				-	0.0%	
101-12-54019-012	Special Events & Awards	4,255	1,709	454	1,000	1,000	-	0.0%	
101-12-54020-012	Election Expense	22,647			-	-	-	0.0%	
101-12-55002-012	Office Supplies	4,599	5,936	6,517	6,000	6,000	-	0.0%	
101-12-55017-012	Postage		1,325	986	1,200	1,200	-	0.0%	
101-12-57006-012	Computer Equipment/Software	27	1,401	3,942	3,000	2,000	(1,000)	-33.3%	
101-12-57007-012	Office Equip & Furn	493	555	1,188	-	2,000	2,000	100.0%	
	Total Operations	206,374	74,740	300,087	288,133	136,283	(151,850)	-52.7%	
	Total Admin Dept	739,628	798,547	771,246	625,561	672,215	46,655	7.5%	

Administration Department				
101-12				
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations	FY 2013 Recommended Appropriations	
Salaries	Salaries -three full-time (FTE) staff	190,328		318,808
Overtime	Deputy city clerk council & committee meetings, office specialist committee meetings	7,000		2,000
Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings	1,600		4,623
PERS Retire Contrib- ER	Employer contribution for employee pension	15,086		44,397
PERS Retire Contrib- EE	Employee contribution paid for by the employer	7,644		22,317
Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	21,694		43,258
Retiree Healthcare	Medical coverage for 5 retirees	45,000	49,675	
	GASB 45 annual required contribution	21,444	22,118	71,793
Dental Insurance	Teamster Dental Plan premium	2,617		5,098
Vision Insurance	Vision Service Plan premium	266		659
Workers Compensation	Workers Comp charged to Department	2,115		6,057
Life & ADD Insurance	Premium to The Cities Group	167		427
STD Insurance	Short-term disability premium to The Cities Group	296		576
LTD Insurance	Long-term disability premium to The Cities Group	818		2,343
Unemployment Insurance	Projected unemployment benefits to 1 laid-off employee	20,250		10,388
EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,103		3,188
Total Salaries & Benefits		337,428		535,932
Contract City Manager	\$15,000 per month retainer	95,000		-
Contract Human Resources	HR support, training, classification and compensation study	65,000		25,000
Contract Risk Management	Risk management review and support	30,000		10,000
Recruitment Costs	Fingerprints, job posting, oral panel working lunch	5,000		5,000
Labor Relations Svs	Labor negotiation	30,000		30,000
Equip Repair & Maint	Misc. repairs of equipment	1,500	1,500	
	Maint agreement for copier and overage of copies made	3,000	3,000	4,500
Advertising - Noticing	City Clerk public noticing, etc.	2,000	2,000	
	Legal noticing - ordinances	2,000	2,000	4,000
Training & Workshops	City Clerk - Technical Track for Clerks -to receive Certified Municipal Clerk status (CMC)	2,400	2,400	
	Human Resources training and meetings		2,000	
	Town-wide policy training 2/year (HR compliance)		500	4,900

		Administration Department			
		101-12			
				FY 2012	
				FY 2013	
Account No.	Quantity, brief description and justification	Revised		Recommended	
& Title	of items requested	Appropriations		Appropriations	
Office Supplies	Pens, paper, envelopes, binders, paper clips, etc., file materials for records retention and destruction	5,000	5,000		
	Record destruction plastic storage containers for permanent docs, file materials	1,000	1,000		6,000
Subscriptions	Employment law posters	205			205
Memberships & Dues	Liebert Cassidy Whitmore employer legal services		4,450		
	SCERS (Bay Area Employee Relations Svcs) negotiations related	6,950	6,950		
	San Mateo County Employee Relations Consortium (SMCERC) - training and legal counsel	4,450	3,770		
	City Clerk - CCAC	135	135		
	San Mateo County City Manager's Association	250	250		
	International City/County Management Association (ICMA) - City Manager		1,280		
	CA City Management Foundation - CM membership	400			
	Code Publishing Inc. Web site hosting	350	350		17,185
Mileage Reimburse	Council deliveries	250			250
Other Contract Services	Management analyst service	15,000			10,000
Printing - Extl Servs	Electronic Athertonian - 2 times a year	2,400			2,400
Postage	Resident mailings USPS BRM Permit #26	1,200			1,200
Utilities - Electricity	Admin Office PG&E	6,500			6,500
Utilities - Gas	Admin Office ABAG gas	650			650
Utilities - Water	Admin Office Cal Water	485			485
Utilities - Telephone	See Non-Dept for phone expense				
Conferences	City Manager - League of CA Cities Annual	1,000	1,000		
	Northern California City Clerks Business Meetings bimonthly - 6 per year, \$40 each	240	240		
	SMCERC - City Manager	168	168		
	City Clerk - New Law & Election conference	800	800		2,208
Bus Meetings & Meals	Town Strategic Planning Meeting - lunch meeting	200	200		
	City Manager various meetings	600	600		800
Special Events & Award	Recognition program	1,000			1,000
Election Expense	See Non-Dept for the cost				
Computer Equip/Software	Laptop computer	1,500			
	Replacement of 1 old computer	1,500	2,000		2,000
Office Equip & Furn	Ergonomic chair, etc.				2,000
	Total Operations	288,133			136,283
	Total Admin Dept	625,561			672,215

Salaries for Administration Department															
FY 2013															
Job Class	Step @ 4/30/12	Salary @ 04/30/12	2013 Salary	Employer PERS	Employee PERS	Medicare	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Auto Allow	Total
City Manager	N/A	160,000	160,000	22,282	11,200	2,320	17,424	1,728	339	192	1,176	210	3,040	-	219,912
Executive Assistant/Deputy City Clerk	C/D	76,914	-	-	-	-	-	-	-	-	-	-	-	-	-
City Clerk	A	62,880	95,928	13,359	6,715	1,391	17,424	1,728	189	192	705	108	1,823	-	139,563
Office Specialist	D	62,880	62,880	8,757	4,402	912	8,409	1,642	131	192	462	108	1,195	-	89,089
Total Admin Dept		299,794	318,808	44,397	22,317	4,623	43,258	5,098	659	576	2,343	427	6,057	-	448,563
Note:															
No salary increase budgeted.															
Does not include future admin reorganization cost.															
Recommend reclassifying the Deputy City Clerk to City Clerk.															

Town of Atherton								
City Attorney Department								
Budget 2012-2013								
					Revised	Recommended	Increase (Decrease)	
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Budget 2011-12	Budget 2012-13	Over Prior Year Budget	% Change
101-16-52002-016	City Attorney - Retainer	150,032	110,000	132,867	145,000	154,000	9,000	6.2%
101-16-52003-020	City Attorney - Planning		23,414	13,139	-	-	-	0.0%
101-16-52004-025	City Attorney - Building		5,857	9,726	-	-	-	0.0%
101-16-52005-050	City Attorney - DPW Eng		13,579	6,756	-	-	-	0.0%
101-16-52006-016	City Attorney - Other Services	114,035	300,331	236,743	85,000	50,000	(35,000)	-41.2%
101-16-52007-016	Attorney - Other Legal	148,622	1,123	178		100	100	100.0%
101-16-52008-016	Labor Relations Service	14,800					-	0.0%
101-16-53022-016	Liability Claims						-	0.0%
101-16-53501-016	Administrative Services	2,638					-	0.0%
101-16-53502-016	Computer Service Charge	3,590					-	0.0%
101-16-54010-016	Other Contract Services	17,207					-	0.0%
	Total City Attorney Dept	450,924	454,304	399,409	230,000	204,100	(25,900)	-11.3%

		City Attorney Department		
		101-16		
			FY 2012	FY 2013
	Account No.	Quantity, brief description and justification	Revised	Recommended
	& Title	of items requested	Appropriations	Appropriations
	City Attorney - Retainer	Monthly retainer \$12,800	145,000	154,000
	City Attorney - Other Services	Additional services	85,000	50,000
	City Attorney - Other Legal	Postage, supplies		100
		Total City Attorney Dept	230,000	204,100

Town of Atherton								
Finance Department								
Budget 2012-13								
							Increase	
							(Decrease)	
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget Over Prior	% Change
101-18-50001-018	Regular Salaries	208,556	225,016	237,862	213,649	286,862	73,213	34.3%
101-18-50002-018	Part-Time Permanent Salaries	48,421	28,978	10,661			-	0.0%
101-18-50005-018	Temporary Help	21,937					-	0.0%
101-18-50006-018	Overtime		2,018	262			-	0.0%
101-18-50013-018	EE Benefits Earned		2,477	2,431	3,136	2,869	(268)	-8.5%
101-18-51001-018	Medicare	3,388	4,901	3,460	4,548	4,160	(388)	-8.5%
101-18-51002-018	Social Security Tax	986			-	-	-	0.0%
101-18-51003-018	PERS Retire Contrib- ER	42,248	33,908	32,033	30,331	39,948	9,617	31.7%
101-18-51004-018	PERS Retire Contrib- EE		15,934	17,029	14,955	20,080	5,125	34.3%
101-18-51007-018	STD Insurance		2,692	399	560	544	(16)	-2.9%
101-18-51008-018	Health Insurance-Active	30,108	49,391	35,931	45,102	42,651	(2,451)	-5.4%
101-18-51009-018	Health Insurance-Retirees		44,994	48,607	32,368	62,743	30,375	93.8%
101-18-51010-018	Dental Insurance	2,613	3,599	4,195	5,026	4,809	(217)	-4.3%
101-18-51011-018	Vision Insurance	433	652	539	687	477	(209)	-30.5%
101-18-51013-018	Workers' Compensation	373	419	517	5,959	5,007	(953)	-16.0%
101-18-51014-018	Life & ADD Insurance	387	379	300	446	392	(53)	-11.9%
101-18-51015-018	LTD Insurance	2,143	2,529	1,655	1,866	1,742	(123)	-6.6%
101-18-51016-018	Unemployment Insurance	7,650	2,570	2,500	12,150	2,869	(9,281)	-76.4%
	Total Salaries & Benefits	369,243	420,458	398,381	370,783	475,153	104,371	28.1%
101-18-52001-018	Audit & Financial	58,308	44,611	51,670	57,346	54,921	(2,425)	-4.2%
101-18-52017-018	Technical Services	24,608	28,375	12,529	17,855	17,855	-	0.0%
101-18-52020-018	Financial Services				130,000	35,000	(95,000)	-73.1%
101-18-53002-018	Repair Machinery & Equip			328	1,000	1,000	-	0.0%
101-18-53025-018	External Printing Service			469	1,500	1,500	-	0.0%
101-18-53031-018	Banking Services		10,523	7,697	13,800	13,800	-	0.0%
101-18-53501-018	Administrative Services	19,616					-	0.0%
101-18-53503-018	Trsrfr to Equip Replace Fund		10,000	10,000	10,000	10,000	-	0.0%
101-18-54003-018	Conferences	339	1,007	389	1,250	1,200	(50)	-4.0%
101-18-54004-018	Training and Workshops		3,072	3,628	4,584	4,584	-	0.0%
101-18-54005-018	Subscriptions	912	1,424	255	750	750	-	0.0%
101-18-54007-018	Memberships & Dues	1,225	1,130	993	1,220	920	(300)	-24.6%
101-18-54008-018	Mileage Reimbursement		375	279	600	600	-	0.0%
101-18-54010-018	Other Contract Services	76,934	40,864	82,693	38,000	39,500	1,500	3.9%
101-18-54016-018	Business License Processing Fee		36,480	25,950	22,000	22,000	-	0.0%
101-18-55002-018	Office Supplies	2,174	2,866	1,009	2,500	2,500	-	0.0%
101-18-55009-018	Misc. Computer Parts				500	500	-	0.0%
101-18-57006-018	Computer Equip/Software	32		1,995	3,000	2,000	(1,000)	-33.3%
101-18-57007-018	Office Machines & Furniture	660						0.0%
		184,807	180,728	199,884	305,905	208,630	(97,275)	-31.8%
101-18-53022-018	Liability Claim Expense		226,305					
	Total Operations	184,807	407,033	199,884	305,905	208,630	(97,275)	-31.8%
	Total Finance Dept	554,050	827,491	598,265	676,687	683,783	7,096	1.0%

		Finance Department		
		101-18		
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations
Salaries	Salaries - three full-time (FTE) staff	213,649		286,862
Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings	4,548		4,160
PERS Retire Contrib- ER	Employer contribution for employee pension	30,331		39,948
PERS Retire Contrib- EE	Employee contribution paid for by the employer	14,955		20,080
Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	45,102		42,651
Retiree Healthcare	Medical coverage for 2 retiree	8,106	27,769	
	GASB 45 annual required contribution	24,262	34,974	62,743
Dental Insurance	Teamster Dental Plan premium	5,026		4,809
Vision Insurance	Vision Service Plan premium	687		477
Workers Compensation	Workers Comp charged to Department	5,959		5,007
Life & ADD Insurance	Premium to The Cities Group	446		392
STD Insurance	Short-term disability premium to The Cities Group	560		544
LTD Insurance	Long-term disability premium to The Cities Group	1,866		1,742
Unemployment Insuran	Projected unemployment benefits to 1 laid-off employee	12,150		2,869
EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	3,136		2,869
	Total Salaries & Benefits	370,783		475,153
Audit & Financial	FY 2011 Audit (40% of total for final field work)	16,624		
	FY 2012 Audit (40% of total for final work)	26,572	17,714	
	FY 2013 Audit (60% of total for interim work)		27,206	
	FY 2011 State Controller Report - Town	5,650	3,000	
	GASB 45 actuarial valuation of OPEB	8,500	7,000	54,921
Technical Service	Springbrook annual maintenance fee	14,657	14,657	
	Springbrook project management module maintenance	1,398	1,398	
	Harris (Wintegrate) one license maintenance fee	1,800	1,800	17,855
Financial Services	Interim Finance Director and consultants	130,000		35,000
Equip Maint	misc repair for office equip and laser printers	1,000		1,000
Printing - Extl Servs	FY 2011 financial report, form 1099, W-2s	1,500		1,500
Training & Workshops	Springbrook Client Conference - Finance Director	1,000	1,000	
	CalPERS Educational Forum - Finance Director	1,000	1,000	
	GFOA, CSMFO, Springbrook, payroll tax training for finance staff	2,500	2,500	
	SMCERC	84	84	4,584
Other Contract Services	Temporary accounting help	17,500	15,000	
	Physical inventory of Town assets	6,000	-	
	Investment advisory service	12,000	12,000	
	Revenue audits-property tax and sales tax		10,000	
	State mandated cost (SB90) claiming service	2,500	2,500	39,500

	Finance Department			
	101-18			
			FY 2012	FY 2013
Account No.	Quantity, brief description and justification	Revised	Revised	Recommended
& Title	of items requested	Appropriations	Appropriations	Appropriations
Bus License Process Fee	Payment to MuniServices at \$20 per license issued (contract exp. 9/1/2013)	22,000		22,000
Office Supplies	Binders, folders, storage boxes, copy paper, ink cartridges, budget book supplies, envelopes, fixed asset tags	2,500		2,500
Subscriptions	Wall Street Journal, GASB, GFOA books	750		750
Misc Comp Part & Supp	Keyboard tray, mouse, ups, misc. software	500		500
Memberships & Dues	GFOA, CSMFO, CMTA, PERS PAC, CMRTA	600	600	
	Springbrook National User Group	100	200	
	State Board of Accountancy CPA license renewal	120	120	
	California Society of CPA	400		920
Utilities - Telephone	See Non-dept for the cost to be allocated			
Conferences	CSMFO Annual Conference - Finance Director	1,000	1,000	
	CSMFO/CMTA joint lunch meetings - Finance Director	250	200	1,200
Mileage Reimbursement	Use of private vehicles for training & meeting	600		600
Banking Services	Account analysis fees	10,000	10,000	
	A/P and payroll check stock, deposit slips and bags	2,000	2,000	
	Armored car service	1,800	1,800	13,800
Computer Equip/Software	Replacement of 1 old computer	3,000		2,000
Trsfr to Equip Replace Fd	For debt service and to fund future financial system upgrades	10,000		10,000
	Total Operations	305,905		208,630
	Total Finance Dept	676,688		683,783

Salaries for Finance Department																			
FY 2013																			
Job Class	Step @ 4/30/2012	Salary @ 04/30/2012	2013 Salary	Employer PERS	13.93%	Employee PERS	7%	Medicare	1.45%	Medical	1.05	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Total	
Finance Director*	D	167,828	139,800	19,469	9,786	2,027	18,858	1,439	158	160	661	175	2,213	194,747					
Accountant	D	72,582	77,175	10,747	5,402	1,119	15,383	1,728	189	192	567	108	1,466	114,078					
Finance Technician**	D	new	69,887	9,732	4,892	1,013	8,409	1,642	131	192	514	108	1,328	97,848					
Total Finance Dept		240,410	286,862	39,948	20,080	4,160	42,651	4,809	477	544	1,742	392	5,007	406,673					
Note:																			
* Ten months budgeted for Finance Director																			
** Finance Technician recommended by Interim City Manager.																			

Town of Atherton								
Planning Department								
Budget 2012-2013								
							Increase (Decrease)	
		Actual	Actual	Actual	Revised Budget	Recommended Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	Change
101-20-52011-020	Contract Planner	192,313	165,847	182,940	187,050	180,000	(7,050)	-3.8%
101-20-52013-020	Zoning Code Update	17,239					-	0.0%
101-20-52014-020	General Plan Update	1,790					-	0.0%
101-20-52015-020	Housing Element	68,327	22,777			20,000	20,000	100.0%
101-20-52016-020	Historical Artifacts	2,400					-	0.0%
101-20-52029-020	Contract Arborist Service				35,000	30,000	(5,000)	-14.3%
101-20-53002-020	Other Equip Repair & Maint				360	360	-	0.0%
101-20-53014-020	Utilities - Electricity		181	211	225	220	(5)	-2.2%
101-20-53015-020	Utilities - Gas		85	143	160	160	-	0.0%
101-20-53016-020	Utilities - Water		106	32	40	40	-	0.0%
101-20-53024-020	Advertising/Noticing	1,392	998	1,094	2,000	2,000	-	0.0%
101-20-53025-020	Printing - External Service		408	191			-	0.0%
101-20-53033-020	Rent - Mach & Equip			51	612	620	8	1.4%
101-20-54010-020	Other Contract Services	965	3,383				-	0.0%
101-20-55002-020	Office Supplies	53	1,114	809	2,200	2,200	-	0.0%
101-20-55017-020	Postage		356					0.0%
	Total Planning Dept	284,479	195,255	185,472	227,647	235,600	7,953	3.5%

		Planning Department		
		101-20		
Account No. & Title	Quantity, brief description and justification of items requested		FY 2012 Revised Appropriations	FY 2013 Recommended Appropriations
Contract Planner Svs	Neal Martin & Associates services. Town Planner: +/- 16 hours/month; Deputy Town Planner: +/- 56 hours per month; Assistant Planner: +/- 96 hours per month		187,050	180,000
Housing Element Update	Participation in C/CAG Housing Element Update for RHNA-5		-	20,000
Contract Arborist Svs	Contract arborist services that cannot be passed through		35,000	30,000
Advertising - Noticing	Newspaper publication of legal notices		2,000	2,000
Other Eq Repair & Maint	Planning share of MX-M453 Sharp copier annual maint cost		360	360
Rent - Mach & Equip	Planning share of MX-M453 Sharp copier annual lease		612	620
Office Supplies	paper, pens, etc.		2,200	2,200
Utilities - Electricity	PG&E		225	220
Utilities - Gas	ABAG gas		160	160
Utilities - Water	Cal water		40	40
		Total Planning Dept	227,647	235,600

Town of Atherton								
Building Department								
Budget 2012-2013								
					Revised	Recommended	Increase	
		Actual	Actual	Actual	Budget	Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	Change
101-25-50001-025	Regular Salaries	555,490	624,304	567,209	163,270	31,440	(131,830)	-80.7%
101-25-50006-025	Overtime		176				-	0.0%
101-25-50008-025	Vacation/Comp Time Payout			7,636			-	0.0%
101-25-50013-025	EE Benefits Earned		6,048	5,325	1,633	314	(1,318)	-80.7%
101-25-51001-025	Medicare	8,064	9,088	8,490	2,367	456	(1,912)	-80.7%
101-25-51003-025	PER Retire Contrb- ER	112,325	82,511	70,118	17,748	4,378	(13,369)	-75.3%
101-25-51004-025	PERS Retire Contrb- EE		39,083	37,274	8,938	2,201	(6,737)	-75.4%
101-25-51007-025	STD Insurance		7,968	1,223	384	192	(192)	-50.0%
101-25-51008-025	Health Insurance-Active	73,627	80,305	76,854	25,267	14,469	(10,798)	-42.7%
101-25-51009-025	Health Insurance-Retirees		110,410	119,276	66,761	72,136	5,375	8.1%
101-25-51010-025	Dental Insurance	7,739	10,265	10,382	3,283	1,642	(1,642)	-50.0%
101-25-51011-025	Vision Insurance	1,294	1,491	1,243	346	180	(167)	-48.1%
101-25-51013-025	Workers' Compensation	23,305	26,732	802	3,102	597	(2,505)	-80.7%
101-25-51014-025	Life & ADD Insurance	868	750	729	217	108	(108)	-50.0%
101-25-51015-025	LTD Insurance	8,988	8,055	4,321	1,200	231	(969)	-80.7%
101-25-51015-025	Uniforms			200			-	0.0%
101-25-51016-025	Unemployment Insurance		6,352	5,886	60,750	25,627	(35,123)	-57.8%
101-25-51019-025	Auto Allowance	13,661	11,642	13,491	1,892	-	(1,892)	-100.0%
	Total Salaries & Benefits	805,362	1,025,180	930,459	357,158	153,971	(203,187)	-56.9%
101-25-52012-025	Contract Plan Review Services	41,139		95,771	50,000	-	(50,000)	-100.0%
101-25-52017-025	Technical Service		9,415	8,500	10,000	10,000	-	0.0%
101-25-52018-025	Code Enforcement	37,288			-	76,285	76,285	100.0%
101-25-52020-025	Contract Building Official			115,605	26,092	-	(26,092)	-100.0%
101-25-52021-025	Contract Inspection Service			13,793	110,000	45,000	(65,000)	-59.1%
101-25-52029-025	Contract Arborist Service				72,000	100,000	28,000	38.9%
101-25-52032-025	Contract Permit Technician Svs				4,420	-	(4,420)	-100.0%
101-25-52033-025	Contract Bldg & Life Safety Svs				625,000	760,300	135,300	21.6%
101-25-53001-025	Vehicle Repair & Maint		116	36	-	-	-	0.0%
101-25-53002-025	Other Equip Repair & Maint	1,055	1,240	950	360	-	(360)	-100.0%
101-25-53008-025	Custodial Services	2,188					-	0.0%
101-25-53014-025	Utilities - Electricity	774	1,083	1,265	1,400	1,400	-	0.0%
101-25-53015-025	Utilities - Gas		509	862	950	950	-	0.0%
101-25-53016-025	Utilities - Water	28	439	195	200	200	-	0.0%
101-25-53018-025	Utilities - Telephone	2,148	1,605	1,125			-	0.0%
101-25-53024-025	Advertising/Publishing			174			-	0.0%
101-25-53033-025	Rent - Mach & Equip			51	612	612	-	0.0%
101-25-53501-025	Administrative Services	38,337					-	0.0%
101-25-53502-025	Trsfr to Computer Service	10,021					-	0.0%
101-25-53503-025	Trsfr to Equip Replace Fd		10,000	10,000	10,000	10,000	-	0.0%
101-25-54003-025	Conferences	490		1,000			-	0.0%
101-25-54004-025	Training & Workshop		2,141	1,506			-	0.0%
101-25-54005-025	Subscriptions		301	1,123	-	-	-	0.0%
101-25-54007-025	Memberships & Dues	6,715	845	810			-	0.0%
101-25-54008-025	Mileage Reimbursement		150				-	0.0%
101-25-54010-025	Other Contract Services	3,365	2,251				-	0.0%
101-25-54010-025	Building Inspection	74,777					-	0.0%
101-25-54011-025	Environment Programs	17,732					-	0.0%
101-25-55002-025	Office Supplies	5,180	4,528	2,795	2,500	2,500	-	0.0%
101-25-55003-025	Microfilms	5,665	7,359	254	-	-	-	0.0%
101-25-55006-025	Safety Supplies & Matis	5,550	832	109	-	-	-	0.0%
101-25-55015-025	Oil & Gasoline		389	508	-	-	-	0.0%
101-25-57006-025	Computer Equipment/Software		46	7,679	1,500	1,500	-	0.0%
101-25-57007-025	Office Equip & Furniture	436			-	-	-	0.0%
101-25-58003-025	Trsfr to Facil Construct Fd			153,356	153,356	80,000	(73,356)	-47.8%
	Total Operations	252,887	43,247	417,467	1,068,390	1,088,747	20,357	1.9%
	Total Building Dept	1,058,249	1,068,427	1,347,926	1,425,548	1,242,717	(182,830)	-12.8%

		Building Department		
		101-25		
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations
Regular Salaries	Salaries - one half (0.5) full-time (FTE) staff	163,270		31,440
Medicare Tax	Medicare is paid on all salaries at a rate of 1.45%	2,367		456
PERS Employer Contr	Employer contribution for employee pension	17,748		4,378
PERS Employee Contr	Employee contribution paid for by the employer	8,938		2,201
Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	25,267		14,469
Retiree Healthcare	Medical coverage for 3 retirees	23,787	33,520	
	GASB 45 annual required contribution	42,974	38,615	72,136
Dental Insurance	Teamster Dental Plan premium	3,283		1,642
Vision Insurance	Vision Service Plan premium	346		180
Workers Compensation	Workers Comp charged to Department	3,102		597
Life & ADD Insurance	Premium to The Cities Group	217		108
STD Insurance	Short-term disability premium to The Cities Group	384		192
LTD Insurance	Long-term disability premium to The Cities Group	1,200		231
Unemployment Insur	Projected unemployment benefits to 3 laid-off employees	60,750		25,627
Auto Allowance	For Building Inspectors	1,892		-
EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,633		314
	Total Salaries & Benefits	357,158		153,971
Contract Building Official	Building official service prior to 8/22/2011	26,092		-
Contract Bldg Inspection	Contract inspection service provided by Interwest after 8/23/2011 for Town issued permits	110,000		45,000
Contract Plan Review	Outside plan reviews prior to 8/22/2011	50,000		-
Contract Permit Technician	Front counter coverage prior to 8/22/2011	4,420		-
Contract Arborist Service	Arborist Service @\$150/hr for 16 hrs/week for 48 wks	72,000		100,000
Contract Bldg & Life Safety Svs	Contract costs equal 58% of the first one million dollars in projected building revenues (excluding tree removal plan check), plus 55% of revenue in excess of one million dollars, plus certain previous inspections. (FY 2012 included 84% of the year)	625,000		760,300
Technical Service	CRW maintenance fee	10,000		10,000
Code Enforcement Services	From 12 to 16 hours per week on-site inspections and phone calls (Previously budgeted in Non-departmental for \$56,985)	-		76,285

		Building Department			
		101-25			
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations	
Other Equipment Maint	Bldg share of MX-M453 Sharp copier annual maint cost	360			
Office Supplies	Office supplies, permit cards, project envelope, etc.	2,500		2,500	
Utilities - Electricity	PG&E	1,400		1,400	
Utilities - Gas	ABAG gas	950		950	
Utilities - Water	Cal water	200		200	
Rent - Mach & Equip	Bldg share of MX-M453 Sharp copier annual lease	612		612	
Computer Equip/Software	Replacement of 1 old computer	1,500		1,500	
Trsfr to Equip Replace Fd	For future permit tracking system upgrade	10,000		10,000	
Trsfr to Facil Construct Fd	For sinking fund for Bldg portion of New Town Center	153,356		80,000	
	Total Operations	1,068,390		1,088,747	
	Total Building Dept	1,425,548		1,242,717	

Salaries for Building Department FY 2013																			
Job Class	Step @ 04/30/12	Total Salary @ 04/30/12	2013 Salary	0.5	13.926%	Employer PERS	7.0%	Employee PERS	1.45%	Medical	1.05	Dental	Vision	STD	LTD	Life & ADD	Workers's Comp	Auto Allow	Total
Office Specialist (0.5)	D	62,880	31,440	31,440	4,378	2,201	2,201	456	14,469	1,642	180	192	231	108	597				55,894
Total Building Dept		62,880	31,440	31,440	4,378	2,201	2,201	456	14,469	1,642	180	192	231	108	597				55,894
Note:																			
No salary increase budgeted.																			
Office Specialist budgeted at 0.5 FTE for Building Department																			

Town of Atherton								
Non-Department								
Budget 2012-2013								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	Change
101-30-51006-030	Benefits Admin Fees		3,056				-	0.0%
101-30-51009-030	Retiree Health	113,002					-	0.0%
101-30-51012-030	Employee Assistance Program		2,306	2,205	2,000	2,000	-	0.0%
101-30-52001-030	Audit & Financial	26,428					-	0.0%
101-30-52018-030	Code Enforcement Services*		46,838	55,277	56,985	-	(56,985)	-100.0%
101-30-52019-030	IT Support		26,739	28,855	50,000	50,000	-	0.0%
101-30-53018-030	Utilities - Telephone	111	15,173	12,249	15,000	15,000	-	0.0%
101-30-53019-030	Liability Insurance		190,937	205,476	233,384	265,642	32,258	13.8%
101-30-53020-030	Employment Practice Liability Insurance		36,000	37,800	36,000	36,000	-	0.0%
101-30-53021-030	Property Insurance		5,279	5,112	5,112	5,916	804	15.7%
101-30-53022-030	Liability Claim Expense	7,923	7,500		-	-	-	0.0%
101-30-54007-030	Memberships & Dues		2,931	5,596	5,765	5,765	-	0.0%
101-30-54010-030	Other Contract Services	4,200	66,426	115,875	60,297	90,000	29,703	49.3%
101-30-54011-030	Environmental Programs Committee		27,433	17,126	-	-	-	0.0%
101-30-54013-030	Contribution - SSV		1,000	500	250	250	-	0.0%
101-30-54014-030	Contribution - HIP		2,500	2,500	1,250	1,250	-	0.0%
101-30-54015-030	Contribution - Sustainable SMC		1,500	1,500	750	-	(750)	-100.0%
101-30-54017-030	Post Office Expense		3,351	2,519	4,320	4,320	-	0.0%
101-30-54020-030	Election Cost		16,030	6,325	-	20,000	20,000	100.0%
101-30-54024-030	Contribution to P/Y Solid Waste**				252,996	84,333	(168,663)	-66.7%
101-30-54029-030	County Tax Administration Cost	40,756	45,263	47,392	49,762	52,250	2,488	5.0%
101-30-55008-030	Misc Computer Software		14,144				-	0.0%
101-30-55009-030	Misc Computer Parts & Supplies		3,854	9,880	14,599	14,599	-	0.0%
101-30-55016-030	Other Supplies & Materials		480		4,000	4,000	-	0.0%
101-30-55017-030	Postage		11,075	12,318	16,843	16,843	-	0.0%
101-30-57006-030	IT Infrastructure Plan				97,700	97,700	-	0.0%
	Total Non-Department	192,420	529,815	568,505	907,013	765,867	(141,145)	-15.6%
	**Negotiated amount due to solid waste franchise for prior year deficit recovery.							
	*Code enforcement services moved to Building Department.							

Non-Department Budget				
101-30				
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations
Code Enforcement Svs	for 8 hours/week inspection, 119 hours phone calls/year (Moved to Building Department Budget)	56,985		See Building Dept
Other Contract Services	High Speed Rail (HSR) public relation	30,000	30,000	
	HSR legal service (budget carryover from FY 2011)	5,297		
	Update master fee schedule and cost allocation plan	25,000	30,000	
	Park Master Plan		30,000	90,000
Environ Program Commit	Support for Committee work	See City Council Dept		See City Council Dept
IT Support	Contract IT support	50,000		50,000
Misc Comp Parts & Sup	12 - Off-site security of backup tapes	2,400	2,400	
	Symantec Anti-virus	2,000	2,000	
	Barracuda spam firewall 3-year renewal	1,599	1,599	
	Websense web security 100 seats for 37 mos	3,300	3,300	
	Backup software support	1,300	1,300	
	Web Site Hosting			
	Parts for servers, spare hard drive, UPS battery	4,000	4,000	14,599
Other Supplies & Mats	Other unexpected small items	4,000		4,000
Memberships and Dues	ABAG	1,958	1,958	
	LAFCO	1,300	1,300	
	City/County Assoc of Government - San Mateo (C/CAG)	2,507	2,507	5,765
Liability Insurance	Annual premiums for general insurance pool	66,581	98,777	
	Annual premiums for excess liability insurance pool	5,900	5,900	
	Public Official bond	805	865	
	Administrative Premium to ABAG	60,098	60,100	
	Self-insured retention (SIR) reserve	100,000	100,000	265,642
Property Insurance	Annual premiums for property insurance pool	5,112		5,916
Employ Pract Liab Insur	Premium to employment practice liability	36,000		36,000
EAP	Premium for employee assistance program	2,000		2,000
Contribution - SSV	Sustainable Silicon to produce environmental and resources conservation Silicon Valley	250		250
Contribution - HIP	Human Investment Project (HIP) grant to find a place to call home for people throughout San Mateo County	1,250		1,250
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	750		
Contribution Solid Waste	True-up contribution to prior years solid waste services	252,996		84,333
Postage	Feeder rental & maint	643	643	
	Meter rental #419	1,200	1,200	
	Stamps for mailing	15,000	15,000	16,843
Utilities - Telephone	Local & long distance charges	15,000		15,000

Town of Atherton								
Police Department								
Budget 2012-13								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	Change
101-40-50001-040	Regular Salaries	2,124,670	2,125,120	1,819,176	2,107,632	2,184,885	77,253	3.7%
101-40-50002-040	Part-time Permanent	82,603	65,487	60,453	-	-	-	0.0%
101-40-50003-040	Dispatcher Salaries	213,594	274,608	350,704	328,392	309,257	(19,135)	-5.8%
101-40-50004-040	Reserve Salaries	50,320	36,504	105,132	24,576	30,720	6,144	25.0%
101-40-50005-040	Temporary Help	59,225	75,338	44,753	35,365	31,052	(4,313)	-12.2%
101-40-50006-040	Overtime	179,478	160,304	217,750	140,000	140,000	-	0.0%
101-40-50007-040	Special Event Salaries Reimb	8,244	4,657	25,185	10,000	10,000	-	0.0%
101-40-50008-040	Vacation/Comp Time Payout			40,674			-	0.0%
101-40-50013-040	EE Benefits Earned		43,312	44,030	50,720	51,595	874	1.7%
101-40-51001-040	Medicare Tax	31,800	33,543	35,283	37,641	38,302	660	1.8%
101-40-51002-040	Social Security	7,330	645	4,867	702	381	(321)	-45.7%
101-40-51003-040	PERS Retire Contr - ER	880,099	699,370	679,301	867,527	912,093	44,567	5.1%
101-40-51004-040	PERS Retire Contr - EE		161,490	173,601	183,224	187,264	4,040	2.2%
101-40-51005-040	Deferred Comp-ER Paid	6,362	10,737	7,899	7,905	7,523	(383)	-4.8%
101-40-51007-040	STD Insurance		330	464	528	576	48	9.1%
101-40-51008-040	Health Insurance - Active	286,374	263,934	306,456	361,444	362,601	1,157	0.3%
101-40-51009-040	Health Insurance - Retirees		401,099	424,627	458,746	495,676	36,929	8.1%
101-40-51010-040	Dental Insurance	28,573	33,403	34,690	38,966	39,398	432	1.1%
101-40-51011-040	Vision Insurance	3,121	3,401	3,760	4,999	4,693	(306)	-6.1%
101-40-51013-040	Workers' Compensation	88,879	88,638	33,408	42,571	43,226	655	1.5%
101-40-51014-040	Life & ADD Insurance	3,335	2,300	2,761	3,006	3,100	93	3.1%
101-40-51015-040	LTD Insurance	23,221	21,001	18,880	17,829	17,670	(159)	-0.9%
101-40-51016-040	Unemployment Insurance	6,206	28,744	28,093	25,960	26,415	455	1.8%
101-40-51018-040	Uniforms	25,010	24,305	15,724	15,126	15,951	825	5.5%
101-40-51020-040	Educational Reimbursement	800	2,525	1,750	2,000	6,000	4,000	200.0%
101-40-50014-040	Salary Savings & Concessions							
	Total Salaries & Benefits	4,109,244	4,560,793	4,479,419	4,764,861	4,918,378	153,517	3.2%
101-40-52017-040	Technical Services		64,580	78,158	54,661	59,026	4,365	8.0%
101-40-52028-040	Contract Police Chief Svs				166,750	-	(166,750)	-100.0%
101-40-53001-040	Equip Maint - Vehicles	39,234	65,846	53,841	30,000	40,000	10,000	33.3%
101-40-53002-040	Equip Maint - Other	7,401	5,550	5,562	4,000	5,000	1,000	25.0%
101-40-53004-040	Facility Repair & Maint	13			-	-	-	0.0%
101-40-53008-040	Custodial Services	6,621			-	-	-	0.0%
101-40-53014-040	Utilities - Electricity	28,279	29,719	24,597	18,000	18,000	-	0.0%
101-40-53015-040	Utilities - Gas		454	808	1,100	1,100	-	0.0%
101-40-53016-040	Utilities - Water	43	790	681	500	500	-	0.0%
101-40-53018-040	Utilities - Telephone	47,271	35,009	39,130	32,720	33,368	648	2.0%
101-40-53025-040	Printing - External Service			1,636	2,000	2,000	-	0.0%
101-40-53026-040	Recruitment Cost		915	214	4,500	4,400	(100)	-2.2%
101-40-53027-040	SMC Booking Fees	215	246	303	3,000	4,000	1,000	33.3%
101-40-53028-040	Citation Processing	583	657	998	1,000	1,800	800	80.0%
101-40-53032-040	Rent - Facilities		8,721	8,667	8,760	8,760	-	0.0%
101-40-53501-040	Administrative Services	44,694					-	0.0%
101-40-53502-040	Computer Svs Charge	66,192					-	0.0%
101-40-53503-040	Trsfr to Equip Replace Fd	31,000	69,800	54,000	62,800	62,800	-	0.0%
101-40-54003-040	Conferences	350	897	915	1,280	1,280	-	0.0%
101-40-54004-040	Training & Workshops		4,122	3,142	2,000	2,000	-	0.0%
101-40-54005-040	Subscriptions	417	875	840	800	800	-	0.0%
101-40-54006-040	POST Training	39,085	16,906	19,422	20,000	22,000	2,000	10.0%
101-40-54007-040	Memberships & Dues	1,845	1,285	1,497	2,180	1,980	(200)	-9.2%
101-40-54008-040	Mileage Reimbursement		884	488	300	300	-	0.0%
101-40-54010-040	Other Contract Services	207,082	88,421	93,057	80,788	85,089	4,301	5.3%
101-40-54019-040	Special Events & Awards	7,977	150				-	0.0%
101-40-54021-040	Animal Control Services		50,951	47,542	52,180	52,180	-	0.0%
101-40-55002-040	Office Supplies	4,764	6,866	6,172	5,850	7,000	1,150	19.7%
101-40-55004-040	Parking Penalties to County		1,857				-	0.0%
101-40-55006-040	Safety Supplies & Materials	2,528	4,350	5,637	6,000	8,000	2,000	33.3%

Town of Atherton								
Police Department								
Budget 2012-13								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	Change
101-40-55007-040	K-9 Expenses	11,150	14,433	10,598	17,269	15,000	(2,269)	-13.1%
101-40-55015-040	Oil and Gasoline	47,600	42,703	51,963	61,800	65,000	3,200	5.2%
101-40-55016-040	Other Supplies & Matls	35,683	48,955	34,625	29,317	31,300	1,983	6.8%
101-40-55017-040	Postage	30			-	-	-	0.0%
101-40-55018-040	Disaster/Emergency	2,078	2,779	2,183			-	0.0%
101-40-57002-040	Building Improvements	1,650	1,115				-	0.0%
101-40-57004-040	Mach & Equip	24,747	17,923	12,927	7,630	8,000	370	4.8%
101-40-57005-040	Vehicles & Accessories	1,925	11,208				-	0.0%
101-40-57006-040	Computer Equip/Software*	17,696	7,610	60,232	10,000	4,000	(6,000)	-60.0%
101-40-57007-040	Office Equip & Furniture	3,220	1,130				-	0.0%
101-40-57010-040	Misc. Capital Outlay	110,080	13,786				-	0.0%
		791,453	621,495	619,834	687,185	544,683	(142,502)	-20.7%
101-40-53022-040	Liability Claim Expense		230,000				-	
	Total Operations	791,453	851,495	619,834	687,185	544,683	(142,502)	-20.7%
	Total Police Dept	4,900,697	5,412,288	5,099,253	5,452,046	5,463,061	11,015	0.2%

Police Department				
101-40				
Account No. & Title	Quantity, brief description and Justification of items requested	FY 2012 Revised Appropriations	FY 2013 Recommended Appropriations	
Regular Salaries	19 Sworn, 1 Executive Assistant, 1 Community Service Officer COPS Grant funding (assume no cut in funding)	2,107,632	2,284,885	2,184,885
		-	(100,000)	
Dispatch Salaries	4 full-time dispatchers	328,392		309,257
Reserve Salaries	5 part-time reserve officers	24,576		30,720
Temporary Help	9 per diem dispatchers	35,365		31,052
Overtime	Overtime worked. Based upon staffing of special events, court appearance, training needs, investigation, etc.	140,000		140,000
Special Event Sal Reimb	Overtime Subcategory: POTUS/Special Events	10,000		10,000
Medicare Tax	1.45% of salary	37,641		38,302
Social Security	6.2% of eligible temp salary	702		381
PERS Retire Contr-ER	Employer contribution for pension	867,527		912,093
PERS Retire Contr-EE	Employee contribution paid for by the employer - part time	183,224		187,264
Deferred Comp-ER Paid	2% of salary for dispatchers per MOU	7,905		7,523
Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	361,444		362,601
Retiree Healthcare	Medical coverage for 17 retirees	161,362	234,885	
	GASB 45 annual required contribution	297,384	260,791	495,676
Dental Insurance	Teamster dental plan premium	38,966		39,398
Vision Insurance	Vision Service Plan premium	4,999		4,693
Workers' Compensation	Workers Comp charged to Department	42,571		43,226
Life & ADD Insurance	Premium to the Cities Group	3,006		3,100
STD Insurance	Short-term disability premium to the Cities Group	528		576
LTD Insurance	Long-term disability premium to The Cities Group	17,829		17,670
Unemployment Insurance	Self-funded unemployment based on 1% of salary	25,960		26,415
Uniforms	Per MOU	15,126		15,951
Educational Reimburse	Per MOU	2,000		6,000
EE Benefits Earned	2% contribution for vac, sick, comp, & holiday pay	50,720		51,595
Salary savings/concessions	To be accomplished through "meet and confer" process	-		to be negotiated
	Total Salaries & Benefits	4,764,861		4,918,378
Technical Services	Sunridge RIMS Annual Maintenance (Dispatch-Patrol CAD)	11,085	11,085	
	TEA Maint. (Telecommunications Dispatch/Radio Support)	11,208	11,208	
	Alarm Software Maint. Fee (Residential Burglar Alarms)	1,380	1,265	
	S.M. Co. Medical Legal Exam (Sex Assault Exam)	1,400	1,400	
	S. M. Regional Network Access Fee (Telecom Support)	4,620	4,620	
	Rapid Notify Maint. Fee (Emergency Resident Notification)	1,650	1,650	
	Voice Print Maint. Fee (Comm Center Telephone/Radio Recording)	1,852	2,333	
	CLETS/Microwave Maint. (California LE Telecomm Database Access)	12,916	12,916	
	Critical Reach (TRAK System, Missing Persons Support System)	265	265	
	Towing (Crime Scene Evidence & Patrol Cars)	285	285	
	OJO Licensing Fee - Paid 3 year - due 2015	-	-	
	OJO Maintenance Agreement	-	2,999	
	S.M. Co. Sheriff's Ofc. FISC Forensic Lab	8,000	9,000	59,026
Contract Police Chief Svs	\$14,500 per month to 6/30/2011	166,750		

Police Department				
101-40				
Account No. & Title	Quantity, brief description and Justification of items requested	FY 2012 Revised Appropriations	FY 2013 Recommended Appropriations	
Animal Control Svcs	San Mateo animal control services cost	52,180		52,180
Vehicle Repair & Maint	Vehicle maint through City of Redwood City	30,000		40,000
Equip Repair & Maint	Maintenance of radar, office equip, & radio equip	4,000		5,000
Training & Workshops	Non-POST Reimbursable but POST Certified Advanced Officer Training, Supervisor's Training, & specialized technical training & workshops Succession planning/other training Supplies for POST annual dept training and other trainings	2,000		2,000
SMC Booking Fees	Booking fees, County of San Mateo	3,000		4,000
Citation Processing	Turbo Data for processing of parking citations	1,000		1,800
Other Contract Services	S.M. Co. Chaplin Service - Call-outs only	1,000	1,000	
	San Mateo PD Range Rental (\$65 per hour)	780	2,000	
	S.M. Co. Coyote Pt. Firearms Range -2nd Wed. use only	1,800	3,600	
	S.M. Co. OES Hazardous Materials Program	27,915	28,972	
	First Chance (DUI Booking Alternative)	4,972	5,450	
	Keller Center (Child Abuse/Sexual Assault Victims Program)	1,200	1,200	
	Youth Family Service (Youth Counseling Diversion)	4,972	4,972	
	S.M. Co. Community Overcoming Relationship (Domestic Abuse)	2,358	2,358	
	Lexipol (Police General Orders, Case Law Update Training)	5,500	5,500	
	Recall Secure Destruction Services (Sensitive Files)	1,404	1,404	
	Crime Reports	1,188		
	TB Screening & Test Medical Record (For exposed employees)	150	150	
	San Mateo County Narcotics Task Force	26,699	27,633	
	Conflict Resolution - Mills Peninsula	500	500	
	Forensic Art Services (Suspect Sketches)	350	350	85,089
Recruitment Costs	Associated costs to include: polygraph, medical, psych, job fairs, seminars, inter panels, B-Pad (Approx. cost to completely process 1 applicant: \$2200)	4,500		4,400
External Printing	Forms, secure identification cards, no parking signs, citations	2,000		2,000
Office Supplies	Paper, pens, software, film and photo processing	5,850		7,000
Subscription	Library books, criminal codes	800		800
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		8,000
POST Training	Advanced Officer Training, S.M. Co. Chief's training sessions (2) Post Reimbursement (Add Mandated, Essential Categories) Patrol (Mandated, technical and perishable skills training) Communications and Records (mandated and technical training)	14,000 6,000	15,000 7,000	22,000
K-9 Expense	K-9 Maint., Training, Veterinarian, Boarding, Food for 2 dogs	17,269		15,000
Oil & Gasoline	Fuel for vehicles	61,800		65,000
Other Supplies & Mats	Rain Gear, Helmets, Firearms supplies, cleaning supplies, hardware, badges, etc. California Vehicle Codes Peace Officer Memorial Pins Speed Sign Batteries (2) Awards and Engraving Business Cards DARE Supplies (Balls, T-shirts, Awards) Ammunition (Perishable Skills Training, Qualification (3x) & SWAT)	17,000 350 400 617 150 800 2,000 8,000	20,000 350 - - 150 800 2,000 8,000	31,300
Membership & Dues	CAL Nena California Chiefs of Police CPOA, CPCA, APCO, CAPE S.M. Co. Police Chiefs Association	130 500 900 650	130 500 900 450	1,980
Utilities - Electricity	PG&E	18,000		18,000

		Police Department			
		101-40			
				FY 2012	FY 2013
Account No. & Title	Quantity, brief description and Justification of items requested	Revised Appropriations		Recommended Appropriations	
Utilities - Gas	ABAG gas	1,100		1,100	
Utilities - Water	Cal water	500		500	
Utilities - Telephone	Telephone (Lobby-Front Door)	360	360		
	Telephones (Office, Comm Center, Admin, Patrol, Invest.)	22,500	22,500		
	Cell Phones (Admin, Investigations, Patrol Cars)	5,060	5,060		
	Sprint Mobile Data (Patrol Car Mobile CAD/RIMS Support Service).	4,800	5,448		33,368
Conferences	Calif. Chiefs Association	1,000	1,000		
	S.M. Gang Task Force Conference	280	280		1,280
Mileage Reimburse	Reimb for use of personal vehicles on Town business	300			300
Disaster Preparedness	supplies , water	-			-
Rent Facility	Rent for temporary police facility @ \$729.97 per month	8,760			8,760
Mach & Equip	Taser Cartridges/Training Rounds (qualify ABAG reimb)	3,000	5,000		
	Digital cameras with cases Replacement (2)	600			
	Dispatch headsets + Wireless console	1,580	1,000		
	PAS Device (Equipment replacement)	550			
	Vie Vue Individual Camera (ABAG Reimbursement)	1,000	2,000		
	Ergonomic Chair - Dispatch - 2nd support station	900			8,000
Computer Equip/Software	Replacement of old computers	10,000			4,000
Trsfr to Equip Replace Fd	For future replacement of vehicles	62,800			62,800
	Total Operations	687,185			544,683
	Total Police Dept	5,452,046			5,463,061

Town of Atherton								
Public Works Department - Summary								
Budget 2012-1013								
							Increase	
					Revised	Recommended	(Decrease)	
		Actual	Actual	Actual	Budget	Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	Change
	Regular Salaries	906,903	938,144	983,204	433,995	218,774	(215,222)	-49.6%
	Part-Time Permanent	966	-	5,676	-	-	-	0.0%
	Temporary Help	137,141	98,317	90,866	15,600	-	(15,600)	-100.0%
	Overtime	6,526	8,653	11,031	3,000	-	(3,000)	-100.0%
	Standby Pay	14,299	9,395	14,330	2,700	-	(2,700)	-100.0%
	Medicare Insurance	11,636	27,380	13,124	6,559	3,172	(3,386)	-51.6%
	Social Security	7,495	5,905	5,662	967	775	(192)	-19.9%
	PERS Retire Contr - ER	183,739	124,752	123,412	47,394	30,466	(16,927)	-35.7%
	PERS Retire Contr - EE	-	58,936	65,605	24,014	15,314	(8,700)	-36.2%
	Health Insurance-Active	125,263	137,138	153,329	64,387	35,671	(28,716)	-44.6%
	Health Insurance-Retirees	-	164,879	190,224	152,992	165,307	12,316	8.1%
	Dental Insurance	13,982	15,579	17,858	6,407	3,534	(2,874)	-44.8%
	Vision Insurance	2,070	2,325	2,391	942	509	(433)	-46.0%
	Workers Compensation	37,237	36,148	7,041	8,246	4,157	(4,089)	-49.6%
	Life & ADD Insurance	1,590	1,219	1,422	469	279	(190)	-40.5%
	STD Life	-	14,834	2,078	739	403	(336)	-45.5%
	LTD Insurance	14,374	12,190	7,390	3,023	1,417	(1,605)	-53.1%
	Unemployment Insurance	-	10,596	11,075	102,807	25,909	(76,898)	-74.8%
	Uniforms	7,069	5,417	7,489	1,358	200	(1,158)	-85.3%
	Auto Allowance	3,600	3,600	3,240	-	-	-	0.0%
	EE Benefits Earned	-	9,168	9,342	4,340	2,188	(2,152)	-49.6%
	Salary Allocated to CIP	(250,000)	(174,826)	(200,329)	(116,580)	(161,678)	(45,098)	38.7%
	Total Salaries & Benefits	1,223,891	1,509,749	1,525,460	763,358	346,398	(416,960)	-54.6%
	Contract Engineering	169,928	5,813	15,473	179,000	204,000	25,000	14.0%
	Contract DPW Maint Serv	-	-	-	472,719	450,340	(22,379)	-4.7%
	Contract Park Event Svs	-	-	-	40,000	29,600	(10,400)	-26.0%
	Vehicle Repair & Maint	6,583	11,782	3,702	2,900	2,200	(700)	-24.1%
	Equipment Repair & Maint	1,637	4,322	2,859	1,900	2,400	500	26.3%
	Building Security	-	843	2,203	3,900	5,400	1,500	38.5%
	Facility Repair & Maint	17,411	13,631	27,629	16,000	19,500	3,500	21.9%
	Contract Custodial Services	9,644	16,463	15,063	22,100	16,600	(5,500)	-24.9%
	HVAC Repair & Maint	-	11,400	3,154	-	-	-	0.0%
	Electrical Repair & Maint	-	870	2,661	-	5,000	5,000	100.0%
	Roof Repair & Maint	-	1,046	-	-	-	-	0.0%
	Contract Tree Maintenance	28,713	41,788	58,650	60,000	110,000	50,000	83.3%
	Pesticides & Fertilizer	11,290	18,623	13,290	2,600	-	(2,600)	-100.0%
	Street Sweeping	-	9,927	11,912	12,000	15,000	3,000	25.0%
	Contract Lndscp Maint.	60,735	-	14,768	5,408	-	(5,408)	-100.0%
	Traffic Signal Repair & Maint	12,440	12,688	10,178	10,000	10,000	-	0.0%
	Street Light Repair & Maint	-	8,125	6,982	10,000	10,000	-	0.0%
	Advertising/Publishing	29,012	23,714	5,562	5,546	4,800	(746)	-13.5%
	Training & Workshops	90	489	611	1,700	2,100	400	23.5%
	Contract Inspection & Testing	1,057	4,294	2,792	6,500	8,500	2,000	30.8%
	Other Contract Services	87,587	25,083	16,617	7,600	18,100	10,500	138.2%
	Disaster Preparedness	-	-	-	1,000	-	(1,000)	-100.0%
	Technical Services	-	2,740	3,145	-	5,000	5,000	100.0%
	Office Supplies	3,084	2,119	2,899	1,850	1,750	(100)	-5.4%
	Safety Supplies & Mats	3,113	647	576	1,100	1,100	-	0.0%
	Misc. Computer Software	7,943	6,277	7,172	6,800	6,950	150	2.2%
	Misc. Computer Supplies	389	753	22	500	1,200	700	140.0%
	Custodial Supplies	10,086	7,234	8,020	500	500	-	0.0%

Town of Atherton								
Public Works Department - Summary								
Budget 2012-1013								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	Change
	Landscape Supplies	10,505	7,959	4,126	750	1,500	750	100.0%
	Construction Mats	17,920	19,015	11,048	6,450	5,500	(950)	-14.7%
	Minor Tools & Equip	1,421	1,067	804	300	200	(100)	-33.3%
	Gas & Oil	14,338	13,303	12,312	6,400	2,700	(3,700)	-57.8%
	Other Supplies & Mats	4,496	(4,504)	4,909	-	-	-	0.0%
	Membership/Dues	3,248	3,659	4,483	7,000	7,000	-	0.0%
	Postage	67	41	-	100	100	-	0.0%
	Utilities -Electricity	86,876	71,651	66,257	66,200	66,200	-	0.0%
	Utilities - Gas	-	2,907	4,613	4,900	4,900	-	0.0%
	Utilities - Water	406	12,497	13,119	10,700	8,600	(2,100)	-19.6%
	Utilities - Sewer	-	20,176	3,262	4,850	5,150	300	6.2%
	Utilities - Telephone	15,203	7,102	5,018	1,600	8,800	7,200	450.0%
	Conferences	6,857	1,345	1,307	920	720	(200)	-21.7%
	Credit Card Merchant Fees	2,992	3,382	2,775	1,100	-	(1,100)	-100.0%
	Rent - Facilities	26,563	4,206	4,676	4,000	-	(4,000)	-100.0%
	Rent - Mach & Equipment	12,348	21,844	17,414	2,575	6,700	4,125	160.2%
	Building Improvements	1,732	-	-	65,800	45,000	(20,800)	-31.6%
	Machinery & Equipment	21,679	3,527	1,514	5,000	6,500	1,500	30.0%
	Computer Equip/Software	-	3,936	1,652	2,000	2,000	-	0.0%
	Office Machines & Furn	910	317	-	5,000	500	(4,500)	-90.0%
	Administrative Services	19,446	-	-	-	-	-	0.0%
	Computer Services Charg	18,639	-	-	-	-	-	0.0%
	Equip Replace Charges	20,620	19,892	19,892	3,000	5,000	2,000	66.7%
	Total Operations	747,012	443,993	415,124	1,070,268	1,107,110	36,843	3.4%
	Total DPW	1,970,904	1,953,742	1,940,584	1,833,626	1,453,508	(380,118)	-20.7%

Town of Atherton								
Public Works Dept - Engineering 50								
Budget 2012-2013								
							Increase	
							(Decrease)	
		Actual	Actual	Actual	Revised	Recommended	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	Budget	Budget	Year Budget	Change
					2011-12	2012-13		
101-50-50001-050	Regular Salaries	290,479	297,283	306,130	155,678	88,061	(67,617)	-43.4%
101-50-50002-050	Part-Time Permanent						-	0.0%
101-50-50005-050	Temporary Help	84					-	0.0%
101-50-50006-050	Overtime	534	1,491	569	-	-	-	0.0%
101-50-50010-050	Standby Pay	1,039	810	1,158			-	0.0%
101-50-51001-050	Medicare Insurance	3,732	3,680	3,711	2,257	1,277	(980)	-43.4%
101-50-51003-050	PERS Retire Contr - ER	58,755	40,009	38,692	19,528	12,263	(7,264)	-37.2%
101-50-51004-050	PERS Retire Contr - EE		18,967	20,568	9,895	6,164	(3,730)	-37.7%
101-50-51008-050	Health Insurance-Active	28,443	31,122	36,741	25,438	16,231	(9,206)	-36.2%
101-50-51009-050	Health Insurance-Retirees		54,292	58,587	63,295	68,390	5,095	8.1%
101-50-51010-050	Dental Insurance	4,070	5,190	5,107	2,841	1,806	(1,035)	-36.4%
101-50-51011-050	Vision Insurance	462	577	473	291	170	(121)	-41.7%
101-50-51013-050	Workers Compensation	3,257	3,682	1,113	2,958	1,673	(1,285)	-43.4%
101-50-51014-050	Life & ADD Insurance	496	391	445	192	119	(73)	-37.9%
101-50-51007-050	STD Insurance		4233.28	597	331	211	(120)	-36.2%
101-50-51015-050	LTD Insurance	4,468	3,855	2,242	1,128	623	(504)	-44.7%
101-50-51016-050	Unemployment Insurance		3,037	3,113	1,557	881	(676)	-43.4%
101-50-51018-050	Uniforms						-	0.0%
101-50-51019-050	Auto Allowance	2,326	2,769	1,800			-	0.0%
101-50-50013-050	EE Benefits Earned		2,934	2,939	1,557	881	(676)	-43.4%
101-50-50015-050	Salary Allocated to CIP	(250,000)	(174,826)	(200,329)	(116,580)	(50,418)	66,162	-56.8%
	Total Salaries & Benefits	148,145	299,496	283,656	170,365	148,333	(22,032)	-12.9%
101-50-52010-050	Contract Engineering	155,328	5,813	15,473	17,000	30,000	13,000	76.5%
101-50-52025-050	Contract Public Works Director				162,000	174,000	12,000	7.4%
101-50-53001-050	Vehicle Repair & Maint	274	2,752	1,693	1,000	1,000	-	0.0%
101-50-53002-050	Equipment Repair & Maint	800			1,400	1,400	-	0.0%
101-50-53008-050	Contract Custodial Services	2,591			-	-	-	0.0%
101-50-53013-050	Street Light Repair & Maint			1,187	-	-	-	0.0%
101-50-53024-050	Advertising/Publishing	13,446	10,964	164	5,000	2,000	(3,000)	100.0%
101-50-54004-050	Training & Workshops		289		600	1,200	600	100.0%
101-50-53029-050	Contract Inspection & Testing	619		260	5,000	5,000	-	0.0%
101-50-54010-050	Other Contract Services	25,508	1,740		600	600	-	0.0%
101-50-55018-050	Disaster Preparedness			3,145	-	-	-	0.0%
101-50-52017-050	Technical Services		2740	2,040	-	5,000	5,000	100.0%
101-50-55002-050	Office Supplies	2,635	1,824		1,500	1,500	-	0.0%
101-50-55006-050	Safety Supplies & Mats	750		6,160	500	500	-	0.0%
101-50-55008-050	Misc. Computer Software	6,886	4,715		6,300	6,300	-	0.0%
101-50-55009-050	Misc. Computer Supplies	389	292		500	1,200	700	140.0%
101-50-55010-050	Custodial Supplies	128			-	-	-	0.0%
101-50-55014-050	Minor Tools & Equip			961	200	200	-	0.0%
101-50-55015-050	Gas & Oil	967	1,810		1,000	1,200	200	20.0%
101-50-55016-050	Other Supplies & Mats	2,500	(5,000)	4,363	-	-	-	0.0%
101-50-54007-050	Membership/Dues	3,103	3,169		6,700	6,700	-	0.0%
101-50-55017-050	Postage	67	41	632	100	100	-	0.0%
101-50-53014-050	Utilities - Electricity	2,123	472	431	700	700	-	0.0%
101-50-53015-050	Utilities - Gas		254	97	400	400	-	0.0%
101-50-53016-050	Utilities - Water	12	317		100	100	-	0.0%
101-50-53017-050	Utilities - Sewer			1,386	-	-	-	0.0%
101-50-53018-050	Utilities - Telephone	3,741	1,515	121	800	800	-	0.0%
101-50-54003-050	Conferences	3,508	315		220	220	-	0.0%
101-50-53033-050	Rent - Facilities			890	-	-	-	0.0%
101-50-53033-050	Rent - Mach & Equipment				700	3,000	2,300	328.6%
101-50-57004-050	Machinery & Equipment	1,142			-	-	-	0.0%

Town of Atherton								
Public Works Dept - Engineering 50								
Budget 2012-2013								
							Increase	
							(Decrease)	
		Actual	Actual	Actual	Revised	Recommended	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	Budget	Budget	Year Budget	Change
		2008-09	2009-10	2010-11	2011-12	2012-13		
101-50-57006-050	Computer Equip/Software		1499.29		2,000	2,000	-	0.0%
101-50-57007-050	Office Machines & Furn	589	222		5,000		(5,000)	-100.0%
101-50-53501-050	Administrative Services	19,446					-	0.0%
101-50-53502-050	Computer Services Charg	18,639					-	0.0%
	Equip Replace Charges	20,620					-	0.0%
	Total Operations	285,811	35,743	39,087	219,320	245,120	25,800	11.8%
	Total DPW Engineering	433,955	335,240	322,743	389,685	393,453	3,768	1.0%

		Public Works Dept - Engineering		
		101-50		
Acct. No.	Title	Quantity, brief description and justification	FY 2012 Revised Appropriations	FY 2013 Recommended Appropriations
	Regular Salaries	Salaries - two full-time staff scheduled 50% each or 1.1 F	155,678	88,061
	Temporary Help	Workers to assist with larger projects		-
	Overtime	For meetings and construction inspection		-
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	2,257	1,277
	Social Security	6.2% of salary		-
	PERS Retire Contrib - ER	Employer contribution for employee pension	19,528	12,263
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	9,895	6,164
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	25,438	16,231
	Retiree Healthcare	Medical coverage for 2 retirees	16,153	
		GASB 45 annual required contribution	47,142	18,623
	Dental Insurance	Teamster Dental Plan premium	2,840	1,806
	Vision Insurance	Vision service plan premium	291	170
	Workers Compensation	Worker's Compensation charged to Department	2,958	1,673
	Life & ADD Insurance	Premium to the Cities Group	192	119
	STD Insurance	Short-term disability premium to The Cities Group	331	211
	LTD Insurance	Long-term disability premium to The Cities Group	1,128	623
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	1,557	881
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,557	881
	Salary Allocated to CIP	Salaries charged to CIP projects or Gas Tax	(116,580)	(50,418)
	Salary Savings			
		Total Salaries & Benefits	170,365	148,333
	Contract Engineering	Contract Professional Services	17,000	30,000
	Contract Public Works Directo	Professional Engineering and Management Services	162,000	174,000
	Vehicle Repair & Maint	Inspector's Vehicle	1,000	1,000
	Equipment Repair & Maint	Copier maintenance, drafting and survey equipment	1,400	1,400
	Advertising/Publishing	Vendor bid advertising	5,000	2,000
	Training & Workshops	Training seminars and courses for staff: Storm Water Quality (NPDES), SWPPP, GIS/AutoCAD, ITS, Asphalt Institute, Misc Engineering	600	1,200
	Inspection & Testing	Traffic count	5,000	5,000
	Other Contract Services	San Mateo County Health (NPDES)	600	600
	Technical Services	GIS - consultant maintenance and upgrade		5,000
	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	1,500	1,500
	Safety Supplies & Materials	Vests, hats, glasses, boots, etc.	500	500
	Misc. Computer Software	Annual License for Programs: 1. CADD Licenses (AutoCAD and Microstation) - 2 licenses @\$2,500 2. GIS Licenses (2) (Arcview) - 2 licenses @\$1300	6,300	6,300
	Misc. Computer Supplies	Plotter and printer ink/cartridges and paper, plus minor supplies (keyboards, mice, flash drives, etc.)	500	1,200
	Custodial Supplies	Moved to building maintenance		
	Minor Tools & Equip	Engineering tools costing less than \$100	200	200
	Gas & Oil	Inspector's Vehicle	1,000	1,200
	Membership/Dues	Professional memberships: 1. ASCE 1@\$245 2. APWA 1@ \$113 3. State PE License 1@\$125 4. State Water Quality Control Board Municipal Regional Permit (NPDES) Fees (\$5,400)	6,700	6,700
	Postage	postage	100	100
	Utilities - Electricity	PG&E	700	700
	Utilities - Gas	ABAG gas	400	400
	Utilities - Water	Calwater	100	100
	Communication	Cellular Phones	800	800

		Public Works Dept - Engineering			
		101-50			
			FY 2012		FY 2013
Acct.	Title	Quantity, brief description and justification	Revised		Recommended
No.			Appropriations		Appropriations
	Conferences	CCEA	220		220
	Rent - Tools & Equipment	Copier Lease	700		3,000
	Computer Equip/Software	Replacement of 1 old computer	2,000		2,000
	Office Machines & Furn	Replace plotter	5,000		
	Equip Replace Charges	Contribution to Town wide fund for replacement of vehicles and equipment			
		Total Operations	219,320		245,120
		Total DPW - Engineering	389,685		393,453

Town of Atherton								
Public Works Dept - Street Maintenance 53								
Budget 2012-2013								
						Increase		
						Revised	Recommended	(Decrease)
						Budget	Budget	Over Prior
Account	Description	Actual	Actual	Actual	Budget	Budget	Year Budget	%
		2008-09	2009-10	2010-11	2011-12	2012-13		Change
101-53-50001-053	Regular Salaries	271,585	274,365	246,359	127,411	78,428	(48,983)	-62.5%
101-53-50005-053	Temporary Help	15,698	8,737	9,714	1,500	-	(1,500)	-100.0%
101-53-50006-053	Overtime	3,078	5,160	6,372	1,000	-	(1,000)	-100.0%
101-53-50010-053	Standby Pay	9,130	6,498	7,659	1,661	-	(1,661)	-100.0%
101-53-51001-053	Medicare Insurance	3,609	3,549	3,112	1,893	1,137	(756)	-66.5%
101-53-51002-053	Social Security	975	542	602	93	-	(93)	-100.0%
101-53-51003-053	PERS Retire Contr - ER	54,248	35,557	30,702	10,827	10,922	95	0.9%
101-53-51004-053	PERS Retire Contr - EE		16,842	16,321	5,486	5,490	4	0.1%
101-53-51008-053	Health Insurance - Active	44,970	51,937	50,188	17,605	11,664	(5,941)	-50.9%
101-53-51009-053	Health Insurance - Retirees		68,791	85,174	69,222	74,794	5,572	7.5%
101-53-51010-053	Dental Insurance	4,674	5,831	4,940	1,512	1,037	(475)	-45.8%
101-53-51011-053	Vision Insurance	729	820	838	297	204	(93)	-45.8%
101-53-51013-053	Workers Compensation	15,451	14,621	2,230	2,421	1,491	(930)	-62.3%
101-53-51014-053	Life & ADD Insurance	453	342	358	118	96	(22)	-23.4%
101-53-51007-053	STD Insurance		4,985	577	173	115	(58)	-50.0%
101-53-51015-053	LTD Insurance	4,338	3,562	1,910	870	476	(393)	-82.6%
101-53-51016-053	Unemployment Insurance		2,972	2,707	60,750	7,405	(53,345)	-720.4%
101-53-51018-053	Uniforms	4,266	3,399	4,819	895	200	(695)	-347.3%
101-53-51019-053	Auto Allowance	319	208	360			-	0.0%
101-53-50013-053	EE Benefits Earned		2,650	2,337	1,274	784	(490)	-62.5%
101-53-50015-053	Salary Allocated to CIP/Gas Tax					(111,260)	(111,260)	100.0%
	Total Salaries & Benefits	433,521	511,366	477,279	305,007	82,983	(222,024)	-72.8%
101-53-52031-053	Contract DPW Maint Serv				236,359	226,930	(9,429)	-4.0%
101-53-53001-053	Vehicle Repair & Maint	5,973	8,608	2,524	1,600	1,200	(400)	-25.0%
101-53-53002-053	Equipment Repair & Maint	131	743	467	500	1,000	500	100.0%
101-53-53004-053	Facility Repair & Maint	1,077	1,825	1,375	1,000	3,000	2,000	200.0%
101-53-53008-053	Contract Custodial Services	2,389			-		-	0.0%
101-53-53006-053	Electrical Repair & Maint		573	750	-	5,000	5,000	100.0%
101-53-53009-053	Tree Maintenance	25,019	32,713	48,650	50,000	100,000	50,000	100.0%
101-53-55001-053	Pesticides & Fertilizer	-	1,970		-		-	0.0%
101-53-53010-053	Street Sweeping		9,927	11,912	12,000	15,000	3,000	25.0%
101-53-53011-053	Contract Lndscp Maint.	33,043		10,988	4,208		(4,208)	-100.0%
101-53-53012-053	Traffic Signal Repair & Maint	12,440	12,677	10,178	10,000	10,000	-	0.0%
101-53-53013-053	Street Light Repair & Maint		4,508	6,982	10,000	10,000	-	0.0%
101-53-53024-053	Advertising/Publishing	-		928	-	2,800	2,800	100.0%
101-53-54004-053	Training & Workshops	90	200	433	1,100	900	(200)	-18.2%
101-53-53029-053	Contract Inspection & Testing	75	659	600	1,000	1,000	-	0.0%
101-53-54010-053	Other Contract Services	45,936	17,435	15,462	-		-	0.0%
101-53-55002-053	Office Supplies	291	283	159	250	250	-	0.0%
101-53-55006-053	Safety Supplies & Matls	1,806	547	468	500	500	-	0.0%
101-53-55008-053	Misc. Computer Software	600	825	600	400	400	-	0.0%
101-53-55010-053	Custodial Supplies	616			-		-	0.0%
101-53-55011-053	Landscape Supplies	475	541		-	1,000	1,000	100.0%
101-53-55012-053	Construction Matls	12,880	10,750	6,953	3,000	3,000	-	0.0%
101-53-55014-053	Minor Tools & Equip	919	487	537	-		-	0.0%
101-53-55015-053	Gas & Oil	11,711	9,951	9,403	5,000	1,500	(3,500)	-70.0%
101-53-54007-053	Membership/Dues	145	490	120	300	300	-	0.0%
101-53-53014-053	Utilities - Electricity	62,739	56,135	52,142	50,000	50,000	-	0.0%
101-53-53015-053	Utilities - Gas		654	771	1,200	1,200	-	0.0%
101-53-53016-053	Utilities - Water	394	10,070	10,523	8,400	6,400	(2,000)	-23.8%
101-53-53017-053	Utilities - Sewer						-	0.0%
101-53-53018-053	Utilities - Telephone	2,796	2,817	1,921	-	-	-	0.0%

Town of Atherton								
Public Works Dept - Street Maintenance 53								
Budget 2012-2013								
						Increase		
						Revised	Recommended	(Decrease)
						Budget	Budget	Over Prior
Account	Description	Actual	Actual	Actual	Budget	Budget	Year Budget	%
		2008-09	2009-10	2010-11	2011-12	2012-13		Change
101-53-54003-053	Conferences	2,104	1,030	1,186	700	500	(200)	-28.6%
101-58-53034-058	Rent - Facilities			87	-		-	0.0%
101-53-53033-053	Rent - Mach & Equipment	12,013	20,518	14,848	500	3,000	2,500	500.0%
101-53-57002-053	Building Improvements	268			-		-	0.0%
101-53-57004-053	Machinery & Equipment	20,537	3,472	239	-		-	0.0%
101-53-57006-053	Computer Equip/Software		1,490	291	-		-	0.0%
101-53-57007-053	Office Machines & Furn	321			-	500	500	100.0%
101-53-53503-053	Equip Replace Charges		17,361	17,361	3,000	3,000	-	0.0%
	Total Operations	256,790	229,259	228,857	401,017	448,380	47,363	10.6%
	Total DPW Street Maint	690,311	740,625	706,136	706,024	531,363	(174,661)	-24.7%

		Public Works Dept - Street Maintenance			
		101-53			
			FY 2012		FY 2013
Acct. No.	Title	Quantity, brief description and justification	Revised Appropriations		Recommended Appropriations
	Regular Salaries	Salaries - one full-time staff scheduled 60% or 0.6 FTE	127,411		78,428
	Part-Time Permanent		-		-
	Temporary Help	Workers to assist with larger projects	1,500		-
	Overtime	Overtime need	1,000		-
	Standby Pay	Per MOU	1,661		-
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,893		1,137
	Social Security	6.2% of salary	93		-
	PERS Retire Contrib - ER	Employer contribution for employee pension	10,827		10,922
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	5,486		5,490
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	17,605		11,664
	Retiree Healthcare	Medical coverage for 4 retirees	42,136	53,080	
		GASB 45 annual required contribution	27,086	21,714	74,794
	Dental Insurance	Teamster Dental Plan premium	1,512		1,037
	Vision Insurance	Vision service plan premium	297		204
	Workers Compensation	Worker's Compensation charged to Department	2,421		1,491
	Life & ADD Insurance	Vision service plan premium	118		96
	STD Insurance	Short-term disability premium to The Cities Group	173		115
	LTD Insurance	Long-term disability premium to The Cities Group	870		476
	Unemployment Insurance	Self-funded unemployment	60,750		7,405
	Uniforms	Per MOU	895		200
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,274		784
	Salary Allocated to CIP	Salaries charged to CIP projects or Gas Tax			(111,260)
	Salary Savings				
		Total Salaries & Benefits	305,007		82,983
	Contract DPW Maint Svs	Portion of MCE contract	236,359		226,930
	Vehicle Repair & Maint	Fleet trucks, dump truck	1,600		1,200
	Equipment Repair & Maint	Backhoe and small equip	500		1,000
	Facility Repair & Maint	Fencing, guardrail, storm drain slip lining	1,000		3,000
	Tree Maintenance	R/W and Town Center - tree contract for summer/fall trim, winter storm damage repair, spring trim	50,000		100,000
	Electrical Repair & Maint	Outdoor electrical issues			5,000
	Street Sweeping	Monthly/storm sweeping	12,000		15,000
	Contract Lndscp Maint.	Contract landscape for Town Center and Streets; El Camino Real and Ceballo	4,208		-
	Traffic Signal Repair & Maint	Signals (3) and in-roadway lighted crosswalks (2) monthly maintenance and needed repairs	10,000		10,000
	Street Light Repair & Maint	R/W and Town Center	10,000		10,000
	Advertising/Publishing	Vendor bid advertising			2,800
	Training & Workshops	Training seminars and courses for staff: NPDES/SWPPP; GIS; MSA, MSC, ITS, Asphalt Institute	1,100		900
	Contract Inspection & Testing	Storm drain videos	1,000		1,000
	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	250		250
	Safety Supplies & Materials	Vests, hats, glasses, rubber boots, chaps, jackets, etc. Expect additional stock necessary for Sheriffs work program personnel.	500		500
	Misc.Computer Software	Cost of Upgrades to License and Programs: Rainmaster irrigation controller	400		400
	Landscape Supplies	Replacement plant material for R/W and Town Center; fertilizers, mulch, tree stakes, etc.			1,000
	Construction Mats	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	3,000		3,000
	Gas & Oil	For department fleet vehicles and equipment	5,000		1,500

		Public Works Dept - Street Maintenance			
		101-53			
			FY 2012		FY 2013
Acct.	Title	Quantity, brief description and justification	Revised		Recommended
No.			Appropriations		Appropriations
	Membership/Dues	Professional memberships: MSA \$145, APWA \$113	300		300
	Utilities - Electricity	PG&E	50,000		50,000
	Utilities - Gas	ABAG gas	1,200		1,200
	Utilities - Water	Cal water	8,400		6,400
	Communication	Cellular Phones	700		-
	Conferences	MSA meetings	-		500
	Rent - Tools & Equipment	Specialized equipment	500		3,000
	Machinery & Equipment	Replace traffic counters (Phase 2)	-		-
	Computer Equip/Software	Replace non-working/damaged/obsolete computers	-		-
	Office Machines & Furn	Replace damaged machines or furniture; upgrade based on ergonomic review, i.e., chairs	-		500
	Equip Replace Charges	Transfer for future replacement of vehicles & equipment	3,000		3,000
		Total Operations	401,017		448,380
		Total DPW - Street Maintenance	706,024		531,363

Town of Atherton								
Public Works Dept - Park Maintenance 57								
Budget 2012-2013								
						Increase		
						Revised	Recommended	(Decrease)
						Budget	Budget	Over Prior
Account	Description	Actual	Actual	Actual	Budget	Budget	Year Budget	%
		2008-09	2009-10	2010-11	2011-12	2012-13		Change
101-57-50001-057	Regular Salaries	118,858	132,709	178,895	74,838	26,143	(48,696)	-65.1%
101-57-50005-057	Temporary Help	42,789	24,879	4,124	1,600	-	(1,600)	-100.0%
101-57-50006-057	Overtime	998	1,159	1,620	500	-	(500)	-100.0%
101-57-50010-057	Standby Pay	2,166	1,165	4,113	648	-	(648)	-100.0%
101-57-51001-057	Medicare Insurance	1,079	1,043	1,384	1,118	379	(739)	-66.1%
101-57-51002-057	Social Security	1,710	1,407	271	99	-	(99)	-100.0%
101-57-51003-057	PERS Retire Contr - ER	24,961	18,072	23,062	7,732	3,641	(4,091)	-52.9%
101-57-51004-057	PERS Retire Contr - EE		8,389	12,259	3,918	1,830	(2,088)	-53.3%
101-57-51008-057	Health Insurance - Active	12,646	11,942	23,203	9,178	3,888	(5,290)	-57.6%
101-57-51009-057	Health Insurance - Retirees		11,150	11,390	4,318	4,666	348	8.0%
101-57-51010-057	Dental Insurance	1,734	2,271	3,286	1,043	346	(698)	-66.9%
101-57-51011-057	Vision Insurance	219	243	412	155	68	(87)	-56.3%
101-57-51013-057	Workers Compensation	7,775	7,931	1,677	1,422	496	(926)	-65.1%
101-57-51014-057	Life & ADD Insurance	186	146	238	78	32	(46)	-59.1%
101-57-51007-057	STD Insurance		1,916	385	120	38	(82)	-68.0%
101-57-51015-057	LTD Insurance	1,922	1,726	1,352	517	159	(358)	-69.3%
101-57-51016-057	Unemployment Insurance		1,596	1,891	20,250	11,511	(8,739)	-43.2%
101-57-51018-057	Uniforms	1,701	899	731	232	-	(232)	-100.0%
101-57-51019-057	Auto Allowance	319	208	360			-	0.0%
101-57-50013-057	EE Benefits Earned		1,298	1,752	748	261	(487)	-65.1%
101-57-50015-057	Salary Allocated to CIP	-					-	
	Total Salaries & Benefits	219,065	230,149	272,406	128,514	53,458	(75,057)	-58.4%
101-57-52031-057	Contract DPW Maint Serv				118,180	151,800	33,620	28.4%
101-57-53001-057	Vehicle Repair & Maint	258	422	1,078	300		(300)	-100.0%
101-57-53002-057	Equipment Repair & Maint	358	3,055	89			-	0.0%
101-57-53003-057	Building Security				400	400	-	0.0%
101-57-53004-057	Facility Repair & Maint	1,574	3,910	10,627	4,000	7,500	3,500	87.5%
101-57-53008-057	Contract Custodial Services				6,600	6,600	-	0.0%
101-57-53006-057	Electrical Repair & Maint						-	0.0%
101-57-53009-057	Tree Maintenance	3,695	9,075	10,000	10,000	10,000	-	0.0%
101-57-53036-057	Pesticides & Fertilizer	10,690	12,933	11,790	2,600	-	(2,600)	-100.0%
101-57-53011-057	Contract Lndscp Maint.	27,692					-	0.0%
101-57-53012-057	Traffic Signal Repair & Maint		11				-	0.0%
101-57-53013-057	Street Light Repair & Maint		3,617				-	0.0%
101-57-53024-057	Advertising/Publishing	1,392					-	0.0%
101-57-54004-057	Training & Workshops			14			-	0.0%
101-57-53029-057	Contract Inspection & Testing	363	1,000	125			-	0.0%
101-57-54010-057	Other Contract Services	7,785	4,360	895	2,000	2,500	500	25.0%
101-57-55002-057	Office Supplies	61	7	115			-	0.0%
101-57-55006-057	Safety Supplies & Mats	387	100	95			-	0.0%
101-57-55008-057	Misc. Computer Software	458	737	413	100	250	150	150.0%
101-57-55009-057	Misc. Computer Supplies		461	22			-	0.0%
101-57-55010-057	Custodial Supplies	1,976	32	76			-	0.0%
101-57-55011-057	Landscape Supplies	8,830	5,542	2,805	750		(750)	-100.0%
101-57-55012-057	Construction Mats	2,819	5,099	2,417	1,750		(1,750)	-100.0%
101-57-55014-057	Minor Tools & Equip	477	419	10	100		(100)	-100.0%
101-57-55015-057	Gas & Oil	1,660	1,445	1,947	400		(400)	-100.0%
101-57-55016-057	Other Supplies & Mats	343					-	0.0%
101-57-53014-057	Utilities - Electricity	3,288	3,530	3,564	5,000	5,000	-	0.0%
101-57-53015-057	Utilities - Gas				600	600	-	0.0%
101-57-53016-057	Utilities - Water				200	100	(100)	-50.0%

Town of Atherton								
Public Works Dept - Park Maintenance 57								
Budget 2012-2013								
							Increase	
					Revised	Recommended	(Decrease)	
		Actual	Actual	Actual	Budget	Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	Change
101-57-53017-057	Utilities - Sewer				2,700	3,000	300	11.1%
101-57-53018-057	Utilities - Telephone		755	326			-	0.0%
101-57-54003-057	Conferences	824					-	0.0%
101-57-53033-057	Rent - Mach & Equipment	335	717	1,676	700	700	-	0.0%
101-57-57002-057	Building Improvements				40,000	35,000	(5,000)	-12.5%
101-57-57006-057	Computer Equip/Software			1,361			-	0.0%
101-57-53503-057	Equip Replace Charges		2,531	2,531		2,000	2,000	0.0%
	Total Operations	75,264	59,759	51,977	196,380	225,450	29,070	14.8%
	Total DPW Park Maintenance	294,329	289,908	324,383	324,894	278,908	(45,987)	-14.2%

		Public Works Dept - Park Maint			
		101-57			
Acct. No.	Title	Quantity, brief description and justification	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations
	Regular Salaries	Salaries - one full-time staff scheduled 20% or 0.2 FTE	74,838		26,143
	Temporary Help	Workers to assist with larger projects	1,600		-
	Overtime	Overtime need	500		-
	Standby Pay	PER MOU	648		-
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,118		379
	Social Security	6.2% of salary	99		
	PERS Retire Contrib - ER	Employer contribution for employee pension	7,732		3,641
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	3,918		1,830
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	9,178		3,888
	Retiree Healthcare	Medical coverage for 1 retiree	4,198	4,046	
		GASB 45 annual required contribution	120	620	4,666
	Dental Insurance	Teamster Dental Plan premium	1,043		346
	Vision Insurance	Vision service plan premium	155		68
	Workers Compensation	Worker's Compensation charged to Department	1,422		496
	Life & ADD Insurance	Premium to the Cities Group	78		32
	STD Insurance	Short-term disability premium to The Cities Group	120		38
	LTD Insurance	Long-term disability premium to The Cities Group	517		159
	Unemployment Insurance	Self-funded unemployment	20,250		11,511
	Uniforms	Per MOU	232		-
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	748		261
		Total Salaries & Benefits	128,514		53,458
	Contract DPW Maint Svs	Portion of MCE contract	118,180		151,800
	Vehicle Repair & Maint	Fleet truck, utility vehicle	300		
	Building Security	Lock repair and replacement	400		400
	Facility Repair & Maint	Irrigation well and pump	4,000		7,500
	Contract Custodial Services	Cleaning of restrooms at park	6,600		6,600
	Tree Maintenance	Contract tree maintenance	10,000		10,000
	Pesticides & Fertilizer	Pest and weed control, fertilize turf grasses	2,600		
	Other Contract Services	Bee removal, plumbing, carpet repair	2,000		2,500
	Misc. Computer Software	Cost of Upgrades License and Programs; Rainmaster Irrigation controllers	100		250
	Landscape Supplies	Replacement plant material for the park; fertilizers, mulch, tree stakes, etc.	750		
	Construction Mats	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	1,750		
	Minor Tools & Equip	Replace broken/worn out hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)	100		
	Gas & Oil	For department fleet vehicles and equipment	400		
	Utilities - Electricity	PG&E	5,000		5,000
	Utilities - Gas	ABAG gas	600		600
	Utilities - Water	Cal water	200		100
	Utilities - Sewer	County of San Mateo	2,700		3,000
	Rent - Mach & Equipment	Tempoary restroom	700		700
	Building Improvements	HP Park parking lot lighting	10,000	10,000	
		Carriage House	30,000	-	
		Painting and repairs for Pavillion		25,000	35,000
	Equip Replace Charges	For future replacement of vehicles & equipment			2,000
		Total Operations	196,380		225,450
		Total DPW - Park Maintenance	324,894		278,908

Town of Atherton								
Public Works Dept - Park Programs 58								
Budget 2012-2013								
					Revised	Recommended	Increase	
		Actual	Actual	Actual	Budget	Budget	(Decrease)	
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Over Prior	%
							Year Budget	Change
101-58-50001-058	Regular Salaries	117,579	118,452	130,623	15,164	13,071	(2,092)	-13.8%
101-58-50002-058	Part-Time Permanent	966		5,676			-	0.0%
101-58-50005-058	Temporary Help	77,542	64,701	77,027	12,500	-	(12,500)	-100.0%
101-58-50006-058	Overtime	488	281	1,657	800	-	(800)	-100.0%
101-58-51001-058	Medicare Insurance	1,805	16,548	3,124	401	190	(212)	-52.7%
101-58-51002-058	Social Security	4,746	3,956	4,789	775	775	-	0.0%
101-58-51003-058	PERS Retire Contr - ER	23,974	15,860	15,838	1,993	1,820	(173)	-8.7%
101-58-51004-058	PERS Retire Contr - EE		7,513	8,420	1,010	915	(95)	-9.4%
101-58-51008-058	Health Insurance - Active	20,142	19,989	21,885	2,486	1,944	(542)	-21.8%
101-58-51009-058	Health Insurance - Retiree		30,646	35,073	16,157	17,457	1,301	8.1%
101-58-51010-058	Dental Insurance	1,834	2,287	2,355	205	173	(32)	-15.8%
101-58-51011-058	Vision Insurance	320	328	303	40	34	(6)	-15.8%
101-58-51013-058	Workers Compensation	5,997	5,126	1,340	288	248	(40)	-13.8%
101-58-51014-058	Life & ADD Insurance	256	184	203	14	16	2	17.6%
101-58-51007-058	STD Insurance		1,915	268	24	19	(5)	-20.0%
101-58-51015-058	LTD Insurance	1,902	1,557	981	111	79	(32)	-28.8%
101-58-51016-058	Unemployment Insurance		1,817	2,120	20,250	5,981	(14,269)	-70.5%
101-58-51018-058	Uniforms	1,103	1,120	1,939	232	-	(232)	-100.0%
101-58-51019-058	Auto Allowance	319	208	360			-	0.0%
101-58-50013-058	EE Benefits Earned		1,163	1,165	152	131	(21)	-13.8%
	Total Salaries & Benefits	258,970	293,650	315,149	72,602	42,853	(29,748)	-41.0%
101-50-52030-058	Contract Park Event Svs				40,000	29,600	(10,400)	-26.0%
101-58-53001-058	Vehicle Repair & Maint	77		16	-	-	-	0.0%
101-58-53002-058	Equipment Repair & Maint	76	524	611	-	-	-	0.0%
101-58-53004-058	Facility Repair & Maint	135	1,149	1,810	5,000	3,000	(2,000)	-40.0%
101-58-53008-058	Contract Custodial Services	4,663	1,557		500		(500)	-100.0%
101-58-53006-058	Electrical Repair & Maint		67		-	-	-	0.0%
101-58-53036-058	Pesticides & Fertilizer		99		-	-	-	0.0%
101-58-53024-058	Advertising/Publishing	13,246	12,750	2,055	546		(546)	-100.0%
101-58-54010-058	Other Contract Services	815	530				-	0.0%
101-58-55002-058	Office Supplies	97	6	585	100		(100)	-100.0%
101-58-55006-058	Safety Supplies & Mats	170					-	0.0%
101-58-55009-058	Misc. Computer Supplies				-	-	-	0.0%
101-58-55010-058	Custodial Supplies	4,543	3,960	4,833	500	500	-	0.0%
101-58-55011-058	Landscape Supplies	1,120	1,678	1,321	-	500	500	100.0%
101-58-55012-058	Construction Mats	388	1,469	484	200	500	300	150.0%
101-58-55014-058	Minor Tools & Equip	25	74	218	-	-	-	0.0%
101-58-55015-058	Gas & Oil		96		-	-	-	0.0%
101-58-55016-058	Other Supplies & Mats	1,652	496	160	-	-	-	0.0%
101-58-53014-058	Utilities - Electricity	16,387	11,514	9,682	10,000	10,000	-	0.0%
101-58-53015-058	Utilities - Gas		1,476	2,677	2,000	2,000	-	0.0%
101-58-53016-058	Utilities - Water		2,111	2,499	2,000	2,000	-	0.0%
101-58-53017-058	Utilities - Sewer		9,096		-	-	-	0.0%
101-58-53018-058	Utilities - Telephone	8,666	2,015	1,386	800	8,000	7,200	900.0%
101-58-54003-058	Conferences	421			-	-	-	0.0%
101-58-53030-058	Credit Card Merchant Fees	2,992	3,382	2,775	1,100		(1,100)	-100.0%
101-58-53034-058	Rent - Facilities	4,366	4,206	4,589	4,000		(4,000)	-100.0%
101-58-53033-058	Rent - Mach & Equipment		265		150		(150)	-100.0%
101-58-57002-058	Building Improvements				-	-	-	0.0%
101-58-57004-058	Machinery & Equipment		55		-	1,500	1,500	100.0%
101-58-57006-058	Computer Equip/Software		946.31		-	-	-	
101-58-57007-058	Office Machines & Furn		34		-	-	-	
	Total Operations	59,841	59,555	35,702	66,896	57,600	(9,296)	-13.9%
	Total DPW Park Programs	318,811	353,205	350,850	139,498	100,453	(39,044)	-28.0%

		Public Works Dept - Park Programs		
		101-58		
Acct. No.	Title	Quantity, brief description and justification	FY 2012 Revised Appropriations	FY 2013 Recommended Appropriations
	Regular Salaries	Salaries - one full-time staff scheduled 10% or 0.1 FTE	15,164	13,071
	Part-Time Permanent			
	Temporary Help	Workers to assist with events	12,500	
	Overtime	Overtime need	800	
	Standby Pay	Per MOU	-	-
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	401	190
	Social Security	6.2% of salary	775	775
	PERS Retire Contrib - ER	Employer contribution for employee pension	1,993	1,820
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	1,010	915
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	2,486	1,944
	Retiree Healthcare	Medical coverage for 1 retiree	8,117	4,259
		GASB 45 annual required contribution	8,040	13,199
	Dental Insurance	Teamster Dental Plan premium	205	173
	Vision Insurance	Vision service plan premium	40	34
	Workers Compensation	Worker's Compensation charged to Department	288	248
	Life & ADD Insurance	Premium to the Cities Group	14	16
	STD Insurance	Short-term disability premium to The Cities Group	24	19
	LTD Insurance	Long-term disability premium to The Cities Group	111	79
	Unemployment Insurance	Self-funded unemployment	20,250	5,981
	Uniforms	Per MOU	232	-
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	152	131
	Salary Allocated to CIP			
		Total Salaries & Benefits	72,602	42,853
	Contract Park Event Svcs	Portion of MCE Contract	40,000	29,600
	Facility Repair & Maint	Carpet cleaning, kitchen fan	5,000	3,000
	Custodial Services	Extra bathroom service	500	
	Advertising/Publishing	"Here Comes the Guide"	546	
	Office Supplies	General office supplies, paper, pens, staples, paper clips	100	
	Custodial Supplies	Supplies used in the operation or routine maintenance of the park event buildings including: restroom and kitchen	500	500
	Landscape Supplies	Replacement plant material for the park event areas; fertilizers, mulch, tree stakes, etc.		500
	Construction Mats	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	200	500
	Utilities -Electricity	PG&E	10,000	10,000
	Utilities - Gas	ABAG gas	2,000	2,000
	Utilities Water	Calwater	2,000	2,000
	Communication	Comcast	800	8,000
	Credit Card Svcs Fees	For processing of credit card transactions	1,100	
	Rent - Facilities	Event storage - PODS	4,000	
	Rent - Mach & Equip	Steam cleaner	150	
	Machinery & Equipment	New double vacuum cleaner to replace 20-year old unit		1,500
		Total Operations	66,896	57,600
		Total DPW - Park Programs	139,498	100,453

Town of Atherton								
Public Works Dept - Building Maintenance 59								
Budget 2012-2013								
					Revised	Recommended	Increase	
		Actual	Actual	Actual	Budget	Budget	(Decrease)	
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Over Prior	%
							Year Budget	Change
101-59-50001-059	Regular Salaries	108,402	115,335	121,197	60,904	13,071	(47,833)	-78.5%
101-59-50005-059	Temporary Help	1,028				-	-	0.0%
101-59-50006-059	Overtime	1,429	562	813	700	-	(700)	-100.0%
101-59-50010-059	Standby Pay	1,965	922	1,400	391	-	(391)	-100.0%
101-59-51001-059	Medicare Insurance	1,412	2,559	1,792	889	190	(699)	-78.7%
101-59-51002-059	Social Security	64				-	-	0.0%
101-59-51003-059	PERS Retire Contr - ER	21,801	15,254	15,119	7,314	1,820	(5,494)	-75.1%
101-59-51004-059	PERS Retire Contr - EE		7,225	8,037	3,706	915	(2,791)	-75.3%
101-59-51008-059	Health Insurance - Active	19,061	22,147	21,312	9,680	1,944	(7,736)	-79.9%
101-59-51010-059	Dental Insurance	1,671		2,170	806	173	(633)	-78.6%
101-59-51011-059	Vision Insurance	340	357	365	158	34	(124)	-78.6%
101-59-51013-059	Workers Compensation	4,757	4,789	681	1,157	248	(909)	-78.5%
101-59-51014-059	Life & ADD Insurance	199	156	177	67	16	(51)	-76.2%
101-59-51007-059	STD Insurance		1784.91	250	91	19	(72)	-78.9%
101-59-51015-059	LTD Insurance	1,744	1,489	904	397	79	(318)	-80.0%
101-59-51016-059	Unemployment Insurance		1,175	1,243		131	131	100.0%
101-59-51019-059	Auto Allowance	318	207	360		-	-	0.0%
101-59-50013-059	EE Benefits Earned		1,123	1,149	609	131	(478)	-78.5%
101-59-50014-059	Salary Savings/Concessions					-	-	
	Labor Cost						-	
	Total Salaries & Benefits	164,191	175,087	176,970	86,870	18,771	(68,099)	-78.4%
101-59-52010-059	Contract Engineering	14,600			-	-	-	0.0%
101-59-52031-059	Contract DPW Maint Serv				118,180	71,610	(46,570)	-39.4%
101-59-53001-059	Vehicle Repair & Maint				-	-	-	0.0%
101-59-53002-059	Equipment Repair & Maint	273			-	-	-	0.0%
101-59-53003-059	Building Security		843	2,203	3,500	5,000	1,500	42.9%
101-59-53004-059	Facility Repair & Maint	14,625	6,746	13,818	6,000	6,000	-	0.0%
101-59-53008-059	Contract Custodial Services		14,906	15,063	15,000	10,000	(5,000)	-33.3%
101-59-53005-059	HVAC Repair & Maint		11,400	3,154	-	-	-	0.0%
101-59-53006-059	Electrical Repair & Maint		230	1,911	-	-	-	0.0%
101-59-53007-059	Roof Repair & Maint		1,046		-	-	-	0.0%
101-59-53036-059	Pesticides & Fertilizer	600	3,620	1,500	-	-	-	100.0%
101-59-53011-059	Contract Landscape Maint.			3,780	1,200		(1,200)	-100.0%
101-59-53024-059	Advertising/Publishing	928		1,392	-	-	-	0.0%
101-59-53029-059	Contract Inspection & Testing		2,635	2,067	500	2,500	2,000	400.0%
101-59-54010-059	Other Contract Services	7,543	1,018		5,000	15,000	10,000	200.0%
101-59-55018-059	Disaster Preparedness				1,000		(1,000)	-100.0%
101-59-55006-059	Safety Supplies & Mats			13	100	100	-	0.0%
101-59-55010-059	Custodial Supplies	2,823	3,242	3,110	-	-	-	0.0%
101-59-55011-059	Landscape Supplies	79	199		-	-	-	0.0%
101-59-55012-059	Construction Mats	1,834	1,697	1,194	1,500	2,000	500	33.3%
101-59-55014-059	Minor Tools & Equip		87	39	-	-	-	0.0%
101-59-55015-059	Gas & Oil						-	0.0%
101-59-55016-059	Other Supplies & Mats			4,749	-	-	-	0.0%
101-59-53014-059	Utilities - Electricity	2,340		237	500	500	-	0.0%
101-59-53015-059	Utilities - Gas		522	735	700	700	-	0.0%
101-59-53017-059	Utilities - Sewer		11,081	3,262	2,150	2,150	-	0.0%
101-58-53034-058	Rent - Facilities	22,198			-	-	-	0.0%
101-59-53033-059	Rent - Mach & Equipment		345		525		(525)	-100.0%
101-59-57002-059	Building Improvements	1,464			25,800	10,000	(15,800)	-61.2%
101-59-57004-059	Machinery & Equipment			1,275	5,000	5,000	-	0.0%
101-59-57007-059	Office Machines & Furn		60		-	-	-	
	Total Operations	69,306	59,677	59,502	186,655	130,560	(56,095)	-30.1%
	Total DPW Bldg Maint	233,497	234,763	236,472	273,525	149,331	(124,194)	-45.4%

Public Works Dept - Building Maintenance					
101-59					
Acct. No.	Title	Quantity, brief description and justification	FY 2012		FY 2013
			Revised		Recommended
			Appropriations		Appropriations
	Regular Salaries	Salaries - one full-time staff scheduled 10% or 0.1 FTE	60,904		13,071
	Overtime		700		-
	Standby Pay	PER MOU	391		-
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	889		190
	Social Security	6.2% of salary	-		-
	PERS Retire Contrib - ER	Employer contribution for employee pension	7,314		1,820
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	3,706		915
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	9,680		1,944
	Dental Insurance	Teamster Dental Plan premium	806		173
	Vision Insurance	Vision service plan premium	158		34
	Workers Compensation	Worker's Compensation charged to Department	1,157		248
	Life & ADD Insurance	Premium to the Cities Group	67		16
	STD Insurance	Short-term disability premium to The Cities Group	91		19
	LTD Insurance	Long-term disability premium to The Cities Group	398		79
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	-		131
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	609		131
		Total Salaries and Benefits	86,870		18,771
	Contract DPW Maint SVS	Portion of MCE contract	118,180		71,610
	Building Security	Gates, fences, doors, locks, for all bldgs	3,500		5,000
	Facility Repair & Maint	Elevator, carpet cleaning, carpentry, electrical, plumbing	6,000		6,000
	Contract Custodial Services	All DPW custodial now covered in building maintenance	15,000		10,000
	Contract Landscape Maint.	Town Center Landscaping	1,200		-
	Contract Inspection & Testing	Comprehensive inspections (3); fire extinguishers, elevator	500		2,500
	Other Contract Services	Facility related studies and repairs	5,000		15,000
	Disaster Preparedness	Generator maintenance	1,000		-
	Safety Supplies & Materials	First Aid kit replenishment	100		100
	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	1,500		2,000
	Utilities	Electricity	500		500
	Utilities - Gas	ABAG gas	700		700
	Utilities - Sewer	County of San Mateo	2,150		2,150
	Rent - Mach & Equip	Steam cleaner	525		-
	Building Improvements	3 energy efficient windows for admin/finance	2,300		-
		Replace admin office carpet for safety	3,500		
		Other building improvements	10,000	10,000	
		Exterior painting & deck maint - city manager house	10,000		10,000
	Machinery & Equipment	Replacement of broken machinery/equipment	5,000		5,000
		Total Operations	186,655		130,560
		Total DPW - Building Maintenance	273,525		149,331

Salaries for Public Works Department															
FY 2013															
Job Class	Step @ 04/30/12	Step @ 04/30/12	2013 Salary	Employer PERS	Employee PERS	Medicare	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Uniform	Total
DPW - Engineering 50															
Assistant/Associate Engineer (0.6)	D	53,387	56,621	7,885	3,963	821	11,999	985	108	115	392	65	1,076	-	84,030
Office Specialist (0.5)	D	31,440	31,440	4,378	2,201	456	4,232	821	62	96	231	54	597	-	44,569
FTE	1.1	84,827	88,061	12,263	6,164	1,277	16,231	1,806	170	211	623	119	1,673	-	128,599
DPW - Street Maint 53															
PW Superintendent (0.6)	D	78,428	78,428	10,922	5,490	1,137	11,664	1,037	204	115	476	96	1,491	200	111,260
FTE	0.6	78,428	78,428	10,922	5,490	1,137	11,664	1,037	204	115	476	96	1,491	200	111,260
DPW - Parks Maint 57															
PW Superintendent (0.2)	D	26,143	26,143	3,641	1,830	379	3,888	346	68	38	159	32	496	-	37,019
FTE	0.2	26,143	26,143	3,641	1,830	379	3,888	346	68	38	159	32	496	-	37,019
DPW - Park Program 58															
PW Superintendent (0.1)	D	13,071	13,071	1,820	915	190	1,944	173	34	19	79	16	248	-	18,510
FTE	0.1	13,071	13,071	1,820	915	190	1,944	173	34	19	79	16	248	-	18,510
DPW - Building Maint 59															
PW Superintendent (0.1)	D	13,071	13,071	1,820	915	190	1,944	173	34	19	79	16	248	-	18,510
FTE	0.1	13,071	13,071	1,820	915	190	1,944	173	34	19	79	16	248	-	18,510
Bldg Dept															
Assistant/Associate Engineer (0.4)	D	35,592	37,747	5,257	2,642	547	7,999	657	72	77	262	43	717	-	56,020
Office Specialist (0.5)	D	31,440	31,440	4,378	2,201	456	4,232	821	62	96	231	54	597	-	44,569
FTE	0.9	67,032	69,187	9,635	4,843	1,003	12,231	1,477	134	173	493	98	1,315	-	100,589
Total DPW FTE	3	282,572	287,961	40,101	20,157	4,175	47,903	5,011	643	576	1,970	376	5,471	200	414,486
Summary															
Public Works Superintendent	D	130,713	130,713	18,203	9,150	1,895	19,440	1,728	339	192	794	159	2,484	200	185,298
Assistant/Associate Engineer	D/C	88,979	94,368	13,142	6,606	1,368	19,998	1,642	180	192	654	108	1,793	-	140,051
Office Specialist	D	62,880	62,880	8,757	4,402	912	8,465	1,642	124	192	462	108	1,195	-	89,138
FTE		282,572	287,961	40,101	20,157	4,175	47,903	5,011	643	576	1,970	376	5,471	200	414,486
Note:															
No salary increase budgeted.															
Assistant Engineer reclassified to Assistant/Associate Engineer															

Town of Atherton								
Tennis Fund								
Budget FY 2012-13								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Adopted Budget 2011-12	Proposed Budget 2012-13	Year Budget	Change
105-00-47027-058	Tennis Classes	3,140	985	1,305	1,000	1,600	600	60.0%
105-00-47026-058	Tennis Keys	8,115	8,075	7,405	6,000	6,700	700	11.7%
105-00-48001-058	Interest Income	633	160	118	100	100	-	0.0%
Total Revenues		11,888	9,220	8,828	7,100	8,400	1,300	18.3%
105-58-50001-000	Regular Salaries	5,396	6,255	6,430	10,699	-	(10,699)	-100.0%
105-58-50005-000	Temporary Help	11,108	4,138	3,123			-	0.0%
105-58-50013-000	EE Benefits Earned		46	62			-	0.0%
105-58-51001-000	Medicare Tax	239	148	137			-	0.0%
105-58-51002-000	Social Security	689	251	197			-	0.0%
105-58-51003-000	PERS Retire Contr-ER	1,075	817	814			-	0.0%
105-58-51004-000	PERS Retire Contr-EE		387	433			-	0.0%
105-58-51007-000	STD Insurance		137	19			-	0.0%
105-58-51008-000	Health Insurance	1,429	1,679	1,845			-	0.0%
105-58-51010-000	Dental Insurance	113	161	163			-	0.0%
105-58-51011-000	Vision Insurance	26	32	31			-	0.0%
105-58-51013-000	Worker's Comp	901	550	108			-	0.0%
105-58-51014-000	Life & ADD Insurance	13	8	11			-	0.0%
105-58-51015-000	LTD Insurance	86	82	47			-	0.0%
105-58-51016-000	State Unemployment Ins		104	96			-	0.0%
Total Salaries & Benefits		21,075	14,794	13,515	10,699	-	(10,699)	-100.0%
105-58-52031-000	Contract Maint Services					5,000	5,000	100.0%
105-58-53003-000	Building Security		1,012	646	500	500	-	0.0%
105-58-53004-000	Facility Repair & Maint					15,000	15,000	100.0%
105-58-54010-000	Other Contract Services	771	472		1,000	-	(1,000)	-100.0%
105-58-55012-000	Construction Materials	3,377		407	1,000	1,500	500	50.0%
105-58-55014-000	Minor Tools & Equip	66					-	0.0%
105-58-55016-000	Other Supplies & Matts	653					-	0.0%
Total Operations		4,868	1,484	1,053	2,500	22,000	19,500	780.0%
Total Expenditures		25,943	16,278	14,568	13,199	22,000	8,801	66.7%
Excess (Deficiency) of Rev Over Exp		(14,054)	(7,058)	(5,741)	(6,099)	(13,600)	(7,501)	123.0%
Transfer In From General Fund						4,853	4,853	100.0%
Beginning Fund Balance		41,699	27,645	20,587	14,846	8,747		
Ending Fund Balance		27,645	20,587	14,846	8,747	0		

		Tennis Fund	
		Fund 105	
			FY 2013
	Account No.	Quantity, brief description and	Proposed
	& Title	justification of items requested	Appropriation
	Contract Maint Service	Potion of MCE contract for cleaning courts	5,000
	Building Security	Re-key tennis court gates	500
	Other Contract Services	Miscellaneous	-
	Construction Materials	Court patching and painting	1,500
	Facility Repair & Maint	Resurface two courts	15,000
		Total Operations	22,000
		Total Tennis Fund	22,000

		Police Grant Fund	
		Fund 209	
			FY 2013
	Account No. & Title	Quantity, brief description and justification of items requested	Proposed Appropriation
	Regular Salaries	Portion of Police Officer salary funded by COPS Grant	100,000

	Library Fund		
	Fund 213		
			FY 2013
	Account No.	Quantity, brief description and	Proposed
	& Title	justification of items requested	Appropriation
	Temporary Help Salaries	Workers to assist with misc projects as needed	500
	Legal Services	Review necessary legal documents	5,000
	Planning Services	Town Planner services for new library	17,000
	Architectural Services	Architectural design services for new library	750,000
	Environmental Consulting	Services related to library EIR	30,000
	Contract Maint Services	MCE contract maint for HVAC, electrical, roof and landscape services, etc.	23,658
	Building Security	Misc locks, etc	500
	Facility Maint and Repair	Scheduled maint and misc repairs as needed	1,500
	HVAC Maint and Repair	Service provided by MCE contract maint	-
	Electrical Maint and Repair	Service provided by MCE contract maint	-
	Roof Maint and Repair	Service provided by MCE contract maint	-
	Contract Custodial Services	Portion of Town janitorial contract	7,500
	Contract Landscape Maint	Service provided by MCE contract maint	-
	Utilities - Electricity	Operating electricity	8,500
	Utilities - Gas	Operating gas	1,500
	Utilities Water	Operating water	3,000
	Utilities - Sewer	Operating sewer	3,500
	Advertising & Noticing	Public Notices, mass mailings, bid noticing for new library bu	10,000
	Contract Pesticid & Fertilizer	Vector control	1,200
	Other Contract Services	Project management services for new library process and design	150,000
	Other Supplies & Materials	As needed/requested	-
	Postage	As needed/requested	2,750
		Total Library	1,016,108

Town of Atherton									
Evan Creative Design (Art Committee) Fund									
Budget FY 2012-13									
								Increase	
								(Decrease)	
		Actual	Actual	Adopted	Revised	Projected	Proposed	Over Prior	%
Account	Description	2009-10	2010-11	Budget	Budget	Actual	Budget	Year Budget	Change
215-00-48001-000	Interest Income	784	745	800	800	500	600	(200)	-25.0%
215-00-48501-000	Donations/Contributions	(275)	190	100	100	148	200	100	100.0%
Total Revenues		509	935	900	900	648	800	(100)	-11.1%
215-30-50005-000	Temporary Help	1,101	511	400	400	-	500	100	25.0%
215-30-53024-000	Advertising/Noticing	657	697	700	700	535	150	(550)	-78.6%
215-30-53033-000	Rent - Mach & Equip		293	300	300	-	-	(300)	-100.0%
215-30-54007-000	Membership Dues	65	65	65	65	65	65	-	0.0%
215-30-54010-000	Other Contract Services	3,137	919	1,000	10,400	10,433	11,800	1,400	13.5%
215-30-54027-000	Sponsorship/Contribution		8,150	5,100	5,100	5,250	500	(4,600)	-90.2%
215-30-55002-000	Office Supplies	4,311		800	800	957	1,300	500	62.5%
215-30-55016-000	Other Supplies & Materials	153	1,106					-	0.0%
215-30-55017-000	Postage	544	74	200	200	200	100	(100)	-50.0%
215-30-57002-000	Building Improvements							-	0.0%
215-30-57010-000	Misc. Capital Outlay							-	0.0%
Total Expenditures		9,968	11,814	8,565	17,965	17,440	14,415	(3,550)	-19.8%
Excess (Deficiency) of Rev Over Exp		(9,458)	(10,879)	(7,665)	(12,365)	(12,365)	(13,615)	(2,736)	22.1%
Beginning Fund Balance		116,166	106,708	95,829	95,829	95,829	83,464		
Ending Fund Balance		106,708	95,829	88,164	83,464	83,464	69,849		

		Evan Creative Design Fund		
		Fund 215		
			FY 2012	FY 2013
		Quantity, brief description and justification	Revised	Proposed
	& Title		Appropriation	Appropriation
	Other Contract Services	Two family musical events in Holbrook Palmer Park planned for FY 2012-2013.	10,400	11,800
		Last year the AAC Board voted to have the first Family concert in the Park. The July 7th event was a huge success with over 250 attending. Families picnic on the lawn as they listened to the Band, and the children were thrilled to play their toy guitars with the band. It was such a delightful event that the Committee planned two concerts for this summer FY 2012 and plan to continue two concerts for FY 2013 as well.		

Town of Atherton							
Equipment Replacement Fund							
Budget 2012-2013							
						Increase (Decrease)	
		Actual	Adopted Budget	Revised Budget	Recommended Budget	Over Prior Year Budet	% Change
Account	Description	2010-11	2011-12	2011-12	2012-13		
610-00-48001-000	Interest on Investments	3,177	3,000	2,500	2,500	-	0.0%
610-00-47509-018	Equip Replace Charges - Finance	10,000	10,000	10,000	10,000	-	0.0%
610-00-47509-025	Equip Replace Charges - Building	10,000	10,000	10,000	10,000	-	0.0%
610-00-47509-040	Equip Replace Charges - Police	54,000	54,000	62,800	62,800	-	0.0%
610-00-47509-053	Equip Replace Charges - DPW Street Maint	17,361	17,361	3,000	3,000	-	0.0%
610-00-47509-057	Equip Replace Charges - DPW Park Maint	2,531	2,531			-	0.0%
	Sale of Property				15,000	15,000	100.0%
	Property Damage Reimbursement	42,439				-	0.0%
	Total Revenues	139,508	96,892	88,300	103,300	15,000	17.0%
	Disaster Preparedness Equipment						
	Depreciation	110,399					
610-18-57006-018	Computer Software	25,905	24,330	24,330	24,330	-	0.0%
610-12-57007-012	Office Equip	300	60,000	60,000	60,000	-	0.0%
	Vehicles & Accessories	70,937		114,000	100,000	(14,000)	-12.3%
	Assets Capitalized	(148,758)		(47,000)		47,000	-100.0%
	Total Expenditures	58,783	84,330	151,330	184,330	33,000	21.8%
	Excess (Deficiency) of Revenues Over Expenditures	80,725	12,562	(63,030)	(81,030)	(18,000)	28.6%
	Beginning Unrestricted Net Assets	349,928	430,653	430,653	367,623		
	Ending Unrestricted Net Assets	430,653	443,215	367,623	286,593		

Equipment Replacement Fund			
		Fund 610	
			FY 2013
Account No. & Title	Quantity, brief description and justification of items requested		Recommended Appropriation
Vehicle Expense	See Police Department Supplemental Requests		100,000
Office Equip	Replace Phone System (budget carryover from FY 2012)		60,000
Computer Software	Springbrook licensing (5 of 5)		24,330
		Total	184,330

Town of Atherton								
Workers' Compensation Fund								
Budget 2012-2013								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	Change
614-00-47503-000	Charges for Services	169,527			-	-	-	0.0%
614-00-47503-012	Charges for Services - Admin Dept		760	572	2,115	6,057	3,942	186.4%
614-00-47503-018	Charges for Services - Finance Dept		419	517	5,959	5,007	(952)	-16.0%
614-00-47503-025	Charges for Services - Building Dept		26,732	802	3,102	597	(2,505)	-80.8%
614-00-47503-040	Charges for Services - Police Dept		88,837	33,408	42,571	43,226	655	1.5%
614-00-47503-050	Charges for Services - DPW Engineering		3,682	1,113	2,958	1,673	(1,285)	-43.4%
614-00-47503-053	Charges for Services - DPW Street Maint		14,621	2,230	2,421	1,491	(930)	-38.4%
614-00-47503-057	Charges for Services - DPW Park Maint		7,931	1,677	1,422	496	(926)	-65.1%
614-00-47503-058	Charges for Services - DPW Park Prog		5,477	1,448	288	248	(40)	-13.9%
614-00-47503-059	Charges for Services - DPW Building Maint		4,789	681	1,157	248	(909)	-78.6%
614-00-48001-000	Interest on Investments	4,929	3,107	3,473	3,500	3,500	-	0.0%
	Total Revenues	174,457	156,355	45,920	65,493	62,543	(2,950)	-4.5%
614-30-51013-000	Worker's Comp Expense	19,770	26,361	142,147	154,000	154,000	-	0.0%
614-30-51017-000	Safety/Compliance Program Assessment	1,285	7,386	6,885	10,000	10,000	-	0.0%
	Other Contract Services	3,500						
	Total Expenditures	24,555	33,747	149,033	164,000	164,000	-	0.0%
	Net	149,901	122,608	(103,112)	(98,507)	(101,457)	(2,950)	3.0%

		Worker's Compensation	
		Fund 614	
			FY 2013
	Account No. & Title	Quantity, brief description and justification of items requested	Requested Appropriations
	WC Assessment	Assessment by the Cities Group (JPA)	154,000
	Safety Program Assess	Assessment by the Cities Group (JPA)	10,000
			164,000

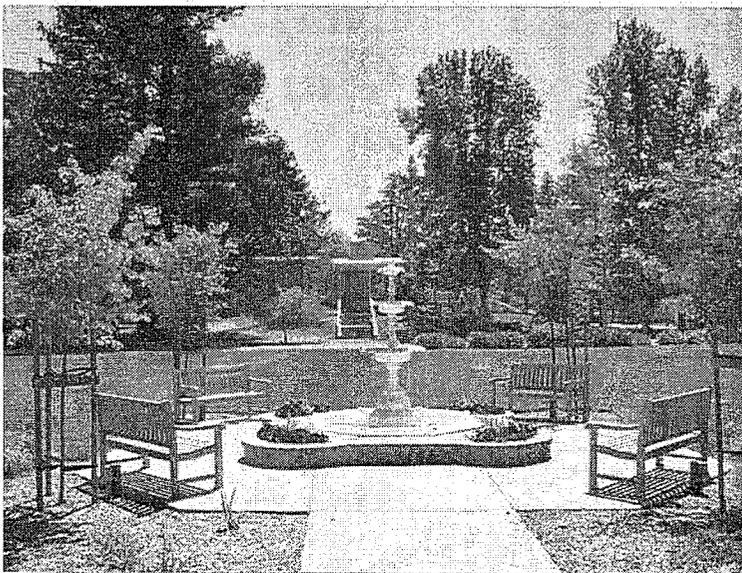
	General Liability Fund		
	Fund 615		
			FY 2013
	Account No. & Title	Quantity, brief description and justification of items requested	Recommended Appropriations
	Liability Insurance	Premium to ABAG	164,777
	Employment Practice	Premium to Alliant	36,000
	Claim Expense	SIR (self insured retention)	100,000
		Total	300,777

Town of Atherton							
Employee Benefits Fund 616							
Budget 2012-2013							
						Increase	
						(Decrease)	
						Over Prior	
Account	Description	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	% Change
616-00-47506-012	GASB 45 ARC - Admin	91,898	95,713	66,444	71,793	5,349	8.1%
616-00-47506-018	GASB 45 ARC - Finance	44,994	48,607	32,368	62,743	30,375	93.8%
616-00-47506-025	GASB 45 ARC - Building	110,410	119,276	66,761	72,135	5,374	8.0%
616-00-47506-040	GASB 45 ARC - Police	401,099	424,627	458,746	495,676	36,930	8.1%
616-00-47506-050	GASB 45 ARC - DPW Engineering	54,292	58,587	63,295	68,391	5,096	8.1%
616-00-47506-053	GASB 45 ARC - DPW Street Maint	68,791	85,174	69,222	74,794	5,572	8.0%
616-00-47506-057	GASB 45 ARC - DPW Park Maint	11,077	11,390	4,318	4,666	348	8.1%
616-00-47506-058	GASB 45 ARC - DPW Park Program	30,646	35,073	16,157	17,458	1,301	8.1%
616-00-47507-012	EE Benefits Earned - Admin	4,551	2,410	1,103	3,188	2,085	189.0%
616-00-47507-018	EE Benefits Earned - Finance	2,477	2,431	3,136	2,869	(267)	-8.5%
616-00-47507-025	EE Benefits Earned - Building	6,048	5,325	1,633	314	(1,319)	-80.8%
616-00-47507-040	EE Benefits Earned - Police	43,338	44,030	50,720	51,595	875	1.7%
616-00-47507-050	EE Benefits Earned - DPW Engineering	2,934	2,939	1,557	881	(676)	-43.4%
616-00-47507-053	EE Benefits Earned - DPW Street Maint	2,650	2,337	1,274	784	(490)	-38.5%
616-00-47507-057	EE Benefits Earned - DPW Park Maint	1,298	1,752	748	261	(487)	-65.1%
616-00-47507-058	EE Benefits Earned - DPW Park Program	1,183	1,237	152	131	(21)	-13.8%
616-00-47507-059	EE Benefits Earned - DPW Bldg Maint	1,123	1,151	609	131	(478)	-78.5%
616-00-47508-012	Unemploy Benefits - Admin	4,630	2,754	20,250	10,388	(9,862)	-48.7%
616-00-47508-018	Unemploy Benefits - Finance	2,570	2,475	12,150	2,869	(9,281)	-76.4%
616-00-47508-025	Unemploy Benefits - Building	6,352	5,886	60,750	25,627	(35,123)	-57.8%
616-00-47508-040	Unemploy Benefits - Police	28,782	28,093	25,960	26,415	455	1.8%
616-00-47508-050	Unemploy Benefits - DPW Engineering	3,037	3,131	1,557	881	(676)	-43.4%
616-00-47508-053	Unemploy Benefits - DPW Street Maint	2,972	2,689	60,750	7,405	(53,345)	-87.8%
616-00-47508-057	Unemploy Benefits - DPW Park Maint	1,596	1,891	20,250	11,511	(8,739)	-43.2%
616-00-47508-058	Unemploy Benefits - DPW Park Program	1,882	2,204	20,250	5,981	(14,269)	-70.5%
616-00-47508-059	Unemploy Benefits - DPW Building Maint	1,174	1,243	-	131	131	100.0%
616-00-48001-000	Interest on Investments	2,244	8,948	4,500	4,500	-	0.0%
Total Revenues		934,049	1,001,373	1,064,660	1,023,518	(41,142)	-3.9%
616-xx-51009-xxx	Retiree Health-Care	173,520				-	0.0%
616-12-51009-012	Retiree Health-Care (Admin)		40,174	45,360	49,675	4,315	9.5%
616-18-51009-018	Retiree Health-Care (Finance)		6,996	8,106	27,769	19,663	242.6%
616-25-51009-025	Retiree Health-Care (Building)		16,997	23,787	33,520	9,733	40.9%
616-50-51009-050	Retiree Health-Care (Police)		142,778	161,362	234,885	73,523	45.6%
616-57-51009-057	Retiree Health-Care (Engineering)		10,359	9,247	18,623	9,376	101.4%
616-12-51009-017	Retiree Health-Care (Street Maint)		6,990	42,136	53,080	10,944	26.0%
616-57-51009-057	Retiree Health-Care (Park Program)		4,408	4,198	4,046	(152)	-3.6%
616-12-51009-018	Retiree Health-Care (Park Program)			8,117	4,259	(3,858)	-47.5%
616-xx-51016-xxx	Unemployment Insurance	19,776		234,000	115,000	(119,000)	-50.9%
616-40-51016-040	Unemployment Insurance (Police)		1,992			-	0.0%
616-58-51016-058	Unemployment Insurance (Park Program)		139			-	0.0%
Total Expenditures		193,296	230,833	536,313	540,857	4,544	0.8%
Net		740,753	770,540	528,347	482,661	(45,686)	-8.6%

Town of Atherton

Capital Improvement Program

FY 2012/13 -2016/17



Road Rehabilitation

Traffic Safety

Street Lights Replacement

Bike/Pedestrian Improvements

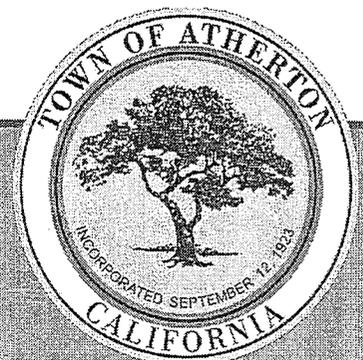
Road Drainage Improvements

Parks Masterplan

Accessibility Improvements

Facilities Enhancements

Town of Atherton
Public Works Department
91 Ashfield Road
Atherton, CA 94027
www.ci.atherton.ca.us





Capital Improvement Program Fiscal Years 2012/13 through 2016/17

TABLE OF CONTENTS

I. Introduction	1
About the Capital Improvement Program	2
CIP Document Organization.....	3
II. Fund Sources and Revenues	4
Funding Descriptions	5
Funding Revenue Sources FY 2012/13.....	10
Capital Program Expenditures FY 2012/13	11
III. Capital Project Five-Year Budget Summaries	12
Roadside Drainage Improvements	13
Marsh Road Retaining Wall Project	14
Series Street Light Replacements	15
Street Signs	16
Traffic Safety	17
Bike Lane (thermoplastic)	18
Accessibility Improvements	19
Street Patching.....	20
Street Seal	21
Bridge Inspection Program	22
Atherton Ave / Middlefield Road / Fair Oaks Lane Resurfacing	23
Upper Atherton Channel Phase 2	24
Atherton Library.....	25
Bike/Pedestrian Masterplan	26
Town Center Facilities Plan and Repairs	27
Park Masterplan	28



**Capital Improvement Program
Fiscal Years 2012/13 through 2016/17**

**Section I:
Introduction**



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

I. INTRODUCTION

The Town of Atherton's Five-Year Capital Improvement Program (CIP or Program) summarizes anticipated resources and their estimated uses for major infrastructure and other capital construction, improvement, and maintenance projects.

The CIP is a five-year planning tool that identifies anticipated capital improvements and their funding sources from fiscal years 2012/2013 through 2016/2017. The CIP does not appropriate funds, but rather, it functions as a budgeting and planning tool which supports actual appropriations that are made through adoption of the budget. The CIP program is updated annually to reflect the latest community and transportation priorities, updated project cost estimates and available revenue sources.

The purpose of the CIP is to fund capital projects and capital acquisitions that will be of a long-term benefit to the citizens of Atherton. As such, the programs and projects enclosed in this CIP are dedicated to enhancing accessibility and safety throughout the Town by targeting various transportation improvements.

The CIP projects were selected on the following factors:

- Implementation of the Town's General Plan Guidelines
- Town Council and Community direction
- Implementation of Facilities' planning and priorities
- Ability to improve transportation deficiencies and congestion
- Maintenance needs and safety of roadways
- Drainage facilities enhancement needs
- Availability of funding

The five-year CIP identifies the highest priority capital needs that can be addressed within the available and forecasted revenue. These capital needs are matched with the previous year's carry-over funds and five-year revenue projections identified by the Finance department. Additionally, capital needs are delineated to eligible funding sources and programs available to the Town's transportation improvements. -



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Document Organization

The CIP is organized to serve two primary purposes. First, it provides a description of the planned transportation, drainage and facility capital improvements developed through an examination of the Town's capital needs. Next, it sets forth a funding strategy for their implementation.

As such this CIP is organized into three parts.

- I. **Introduction:** This provides an overview of the purposes of the Capital Improvement Program.
- II. **Detail of Funding Sources and Revenues:** This section describes the anticipated funding and revenue sources supporting the projects and programs contained in this CIP.
- III. **CIP Project List and Budgeting Schedule:** This section provides a detailed overview of the projects and budgeting of project expenditures in relation to available forecasted funding over the next five years.



**Capital Improvement Program
Fiscal Years 2012/13 through 2016/17**



**Section II:
Funding Sources**



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

II. FUNDING SOURCES AND REVENUES

The Town of Atherton's Capital Projects contained in this CIP are financed through a variety of funding and revenue sources. These funding sources include:

- General Fund
- Measure S - Special Parcel Tax
- Measure A
- Measure M
- Surface Transportation Program
- ABAG
- Local Gas Tax
- Road Construction Impact Fee
- Atherton Library
- Atherton Channel Fund

General Fund

The General Fund provides funding for the Town's general programs and day-to-day operations. This include Town management, administration, parks and recreation operations, public works operations, law enforcement, municipal courts, trash hauling, special operational programs, planning, and general Town services.

The General Fund includes the money raised by the local property tax for a given year. When a project is funded with General Fund revenues, its entire cost is paid off within the year. The intent is to budget annually a certain amount from the General Fund to address Town priorities.

If the Town has the financial capacity to pay for a project in a given year, the cost to the taxpayer will generally be less than if bonded because there are no interest payments to be made.



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Measure S (Special Parcel Tax)

Approved by a 2/3rds vote of Atherton residents in November 2009, the Measure S (Special Parcel Tax) is an ordinance that continues the existing town of Atherton Special Parcel Tax for four years. The current parcel tax expires FY 2013/14.

The Special Parcel Tax provides funding to maintain police emergency response services, street repair and maintenance, drainage facility repair and maintenance, and other capital improvements. As established by the Town Council policy, the Special Parcel Tax is allocated with 60% designated to Police services, and 40% marked for Street and Drainage improvements.

The Special Parcel Tax generates approximately \$1.86 million annually. Therefore, approximately \$740,000 is available per year for capital improvements.

Measure A

Measure A is a voter approved half-cent sales tax for countywide transportation projects and programs. The original Measure A expired Dec. 31, 2008. However, in 2009, county voters overwhelmingly approved a reauthorization of Measure A through 2033.

The purpose of these funds are to maintain local streets and roads, repairing potholes and sidewalks, develop alternative transportation options such as bicycling and pedestrian programs, and to develop and implement traffic operations and safety projects.

Measure A dollars are distributed on a formula allocation based on population and the number of road-miles. Atherton receives approximately \$200,000 annually through Measure A.



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Measure M

Approved by voters in November 2010, the Congestion Management Agency for San Mateo County levies a \$10 registration fee on vehicles registered in San Mateo County. This Measure is set to expire in 2035 (25 years).

These funds help to maintain neighborhood streets, fix potholes, provide transportation options, improve traffic circulation, provide transportation options, reduce congestion, reduce water pollution from oil and gas runoff, and provide safe routes to schools.

Approximately 50% of Measure M revenues fund Countywide Transportation Programs, and the other 50% is formula allocated to local agencies. The Town of Atherton receives approximately \$75,000 per year from Measure M.

Surface Transportation Program (STP)

The STP is a Federal Transportation funding program financing various transportation rehabilitation and capital improvements. Before STP funds become available to local agencies, these Federal dollars undergo a process of administration from the State to local level.

First, the federal dollars are allocated to the State of California, which then funnels these funds to regional governments such as the Metropolitan Transportation Commission (MTC). In turn, MTC is in charge of distributing these STP funds to the county jurisdictions. In Atherton's case, the City/County Association of Governments (C/CAG) is charged with administering STP funding.

The Town receives a formula-based STP allocation from C/CAG. In FY 2013/14 this amount is \$350,000.



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Association of Bay Area Governments (ABAG)

ABAG is Atherton's risk liability insurance carrier. As such, the Town receives approximately \$7,500 annual to reduce risk exposures related to transportation infrastructure. The Town uses ABAG funds to inspect, identify, and repair sidewalks to reduce trip and fall hazards.

Gas Tax

The Town receives revenue generated from a tax imposed on the sale of gas. The State Board of Equalization administers this tax and the State Controller distributes funding to cities and counties.

Gas Tax funds are the most flexible transportation related funding source. Gas Tax funds are used for various transportation purposes including street related projects, construction or maintenance.

Atherton receives a formula allocation of funds based upon population and lane-miles. Approximately \$202,000 is expected to be distributed to Atherton per year.

Road Construction Impact Fee

This revenue source is no longer collected by the Town of Atherton. Money programmed in this CIP represents the fund balance that remains in this account.

The current fund balance is approximately \$1.042 million, and proposed in this CIP to be expended over the next three years.



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Atherton Library Fund

In 1999 the San Mateo County Library Joint Powers Authority (JPA) was formed to assist in governing library funds accumulated through Proposition 13 in 1978, which sets aside a proportion of assessed property values to fund California libraries. Under the JPA, jurisdictions would be permitted to retain excess funds generated from the jurisdiction's property taxes as long as the basic library services were met. The Atherton Library fund is an accumulation of excess revenue generated over these years.

This funding surplus is restricted to include expenditures such as, facility maintenance, facility remodeling or expansion, increased service hours, and expanding library collections.

Currently, since the revenue generated in the Town of Atherton exceeds the cost of library services provided by San Mateo County, the excess revenue is therefore returned annually to Atherton. These funds, held by the Town of Atherton in an account termed "Donor Funds" are dedicated for library purposes. This account is the primary funding source for the planning, design, and construction of the new Atherton Library

At the end of FY 2011/12, the fund balance in the Library fund is estimated to be approximately \$5.9 million.

Atherton Channel Fund

Fees collected by the Town to finance drainage and related improvements/repairs.



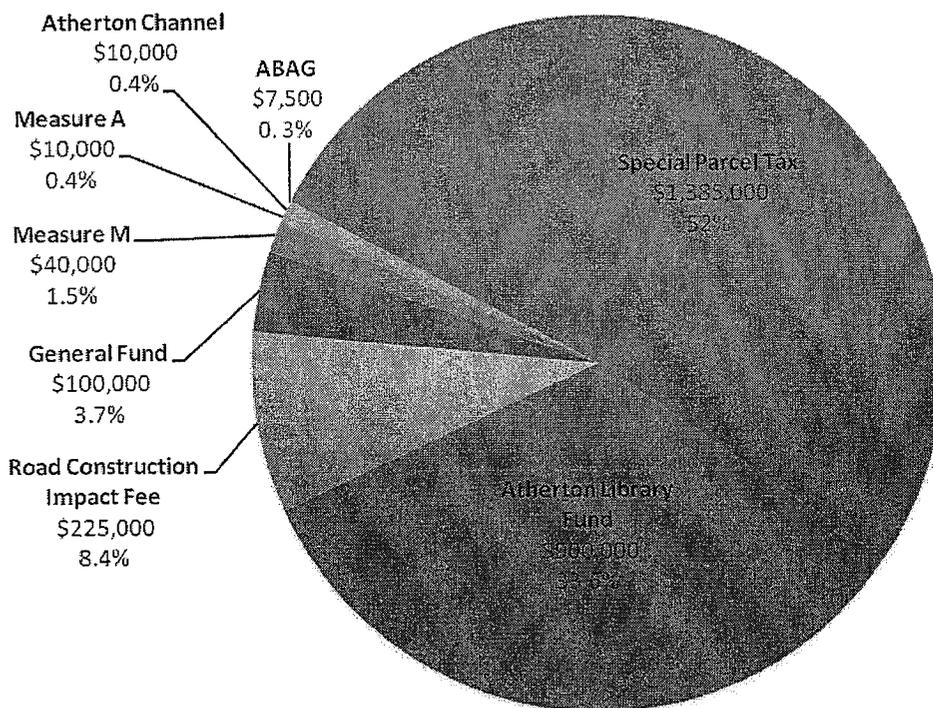
Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Revenue Sources in FY 12/13

The revenue sources for FY 12/13 capital improvements total approximately \$2.68 million. The majority of these funds are derived from the Special Parcel Tax, Atherton Library Fund, and Road Construction Impact Fees. The expenditures are described in detailed the next section of this CIP.

The chart below depicts this fiscal year's funding revenue sources for the Town's capital improvements.

**Funding Revenue Sources
Fiscal Year 12/13**





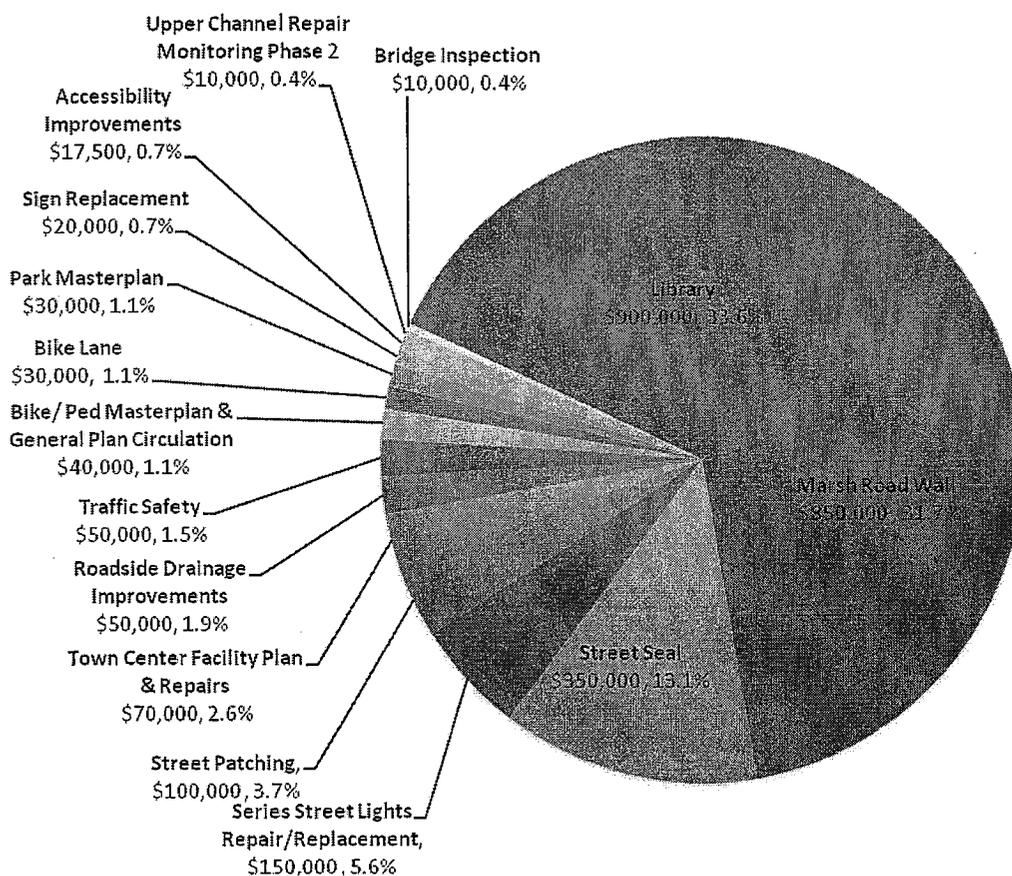
Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Capital Program Expenditures for FY 12/13

For FY 2012/13, the CIP anticipates uses of approximately \$2.68 million.

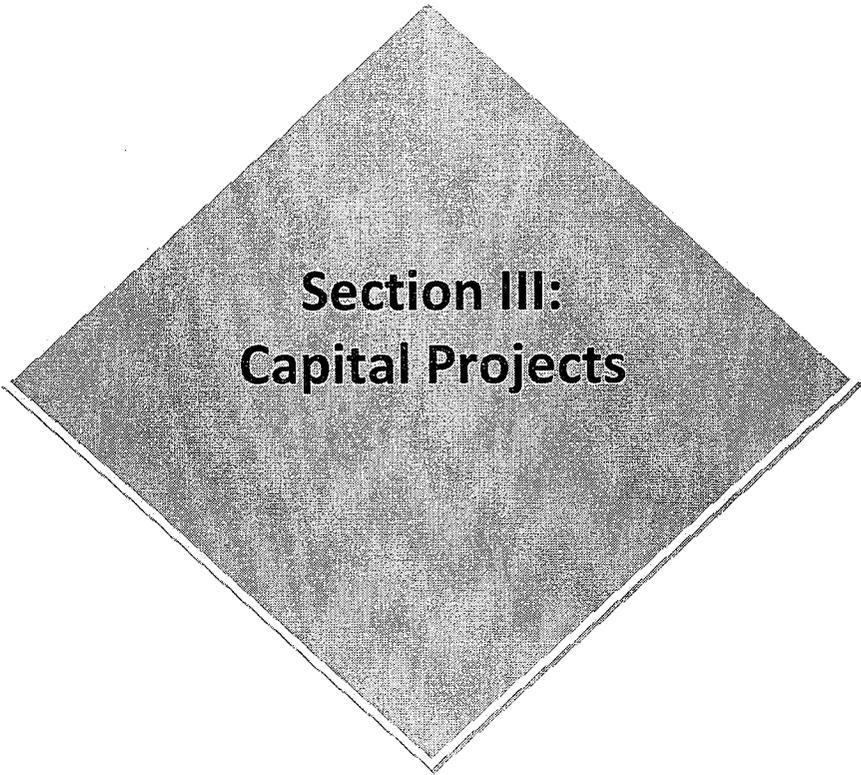
The majority of the anticipated program expenditures related to the development and construction of the Atherton Library, Marsh Road Wall, and maintaining the Town streets and roadways. These project expenditures, in addition to other capital projects are identified in the chart below.

**Projected Budget Expenditures
Fiscal Year 12/13**





**Capital Improvement Program
Fiscal Years 2012/13 through 2016/17**



**Section III:
Capital Projects**



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Roadside Drainage Improvements

Project Description: Town of Atherton streets have a number of areas where drainage structures are in need of repair and replacement. There are also areas which experience localized ponding / flooding after rain events due to a lack of underground drainage facilities. This program will provide funding for improvements necessary alleviate localized ponding / flooding.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 50,000	\$ 250,000				



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Marsh Road Retaining Wall Project

Project Description: Marsh Road wall is in need of major repairs. In 2006, a portion of the retaining wall was repaired on an emergency basis. Current construction of the wall is rock and mortar, with no real structural design to support the Marsh Road. This project is to study and identify any deficiencies along Marsh Road and make repairs necessary to preserve the structural integrity of Marsh Road and Atherton Channel.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$850,000	\$ 800,000	\$ 550,000	-	-	\$2,200,000
Road Construction Impact Fee	-	-	\$ 156,604	-	-	\$ 156,604
Measure A	-	-	\$ 93,396	-	-	\$ 93,396
	-	-	-	-	-	-
Totals	\$850,000	\$ 800,000	\$ 800,000	-	-	\$2,450,000



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Series Street Light Replacement

Project Description: The Town still has several isolated locations that are using an antiquated and unsafe street lighting system; namely series street lighting. Staff proposes to have a plan engineered to identify these locations, and fund a replacement program to upgrade these systems to provide a safe, modern, and energy efficient system.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$150,000	-	-	-	-	\$ 150,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$150,000	-	-	-	-	\$ 150,000



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Street Sign Replacement

Project Description: This program provides funding for the repair and replacement of regulatory street signage necessary to maintain safe and efficient roadways within the Town of Atherton. This program will also provide funding to install additional regulatory and safety signage identified by the Transportation Committee and approved by the City Council.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 20,000	\$ 100,000				



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Traffic Safety

Project Description: This program provides funding to install necessary traffic control measures to improve vehicular, pedestrian, and bicycle safety. This program will also provide funding for data collection and studies such as traffic counts, speed surveys, and traffic signal warrant studies.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 50,000	\$ 250,000				



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Bike Lane (thermoplastic)

Project Description: This program provides funding for improving the delineation and visibility of Class II Bike Lanes throughout the Town. This program will allow the timely replacement of old worn out painted bikeways with high visibility and reflective materials which will improve safety for bicycles.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$ 30,000	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 90,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 30,000	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 90,000



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Accessibility Improvements

Project Description: This program provides funding to address ADA accessibility through various types of repairs to curbs, gutters, and sidewalks as well as required improvements to Town owned facilities. Priority will be given to safety-related issues and citizen requested improvements.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
ABAG	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 37,500
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 17,500	\$ 87,500				



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Street Patching

Project Description: This is an annual program to patch locations of isolated pavement failures by digging out, re-compacting, and patching failed street sections prior to the annual Street Sealing program that preserves the lifecycle of our street.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Street Seal

Project Description: This is an annual program to provide a surface treatment that preserves the life cycle of our streets. This project will include crack sealing, sealing the roadway with either a slurry or cape seal (chips sealed by a slurry seal), and installing pavement markings.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Road Construction Impact Fee	\$225,000	\$ 255,000	\$ 255,000	\$ 156,604	-	\$ 891,604
Special Parcel Tax	\$125,000	\$ 95,000	\$ 95,000	\$ 193,396	\$ 350,000	\$ 858,396
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$1,750,000



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Bridge Inspection Program

Project Description: This program provides funding to perform annual inspections and necessary maintenance and repairs of Town owned bridges. Inspections will be performed by Caltrans structures inspections specialists through an agreement with the Town of Atherton.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Measure A	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 10,000	\$ 50,000				



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Atherton Ave / Middlefield Road / Fair Oaks Lane Resurfacing

Project Description: Atherton Ave / Middlefield Road / Fair Oaks Lane will be included in the upcoming federal Surface Transportation Program (STP) funding cycle. This project will provide pavement resurfacing that will extend the life cycle of our major streets. This project will include patching failed pavement sections by digging out, re-compacting, and patching isolated pavement failures, crack sealing, sealing the roadway with either a slurry or cape seal (chips sealed by a slurry seal), and installing pavement markings.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Road Construction Impact Fee	-	\$ 150,000	-	-	-	\$ 150,000
Surface Transportation Program	-	\$ 350,000	-	-	-	\$ 350,000
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	-	\$ 500,000	-	-	-	\$ 500,000



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Upper Atherton Channel Phase 2

Project Description: The Upper Atherton Channel Phase 2 project was completed in December 2011. As part of the permit requirements, a 10-year monitoring period for the red-legged frog population and plants installed to provide an adequate frog habitat.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Atherton Channel	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 10,000	\$ 50,000				



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Atherton Library

Project Description: This project includes the planning, design, and construction of a new library. It is anticipated that final programming and design will be completed in FY 2012/13 with construction to follow in FY 2013/14.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Atherton Library	\$900,000	\$ 5,500,000	-	-	-	\$6,400,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$900,000	\$ 5,500,000	-	-	-	\$6,400,000



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Bike/Pedestrian Masterplan

Project Description: A bike master plan will designate and identify streets to be classified as bike routes in a manner to provide connectivity throughout the Town with connections to the County adopted Bike network. The plan will also address strategies to improve bicycle and pedestrian safety throughout the community. The process will include an update to the Circulation Element of the Atherton General Plan.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Measure M	\$ 40,000	-	-	-	-	\$ 40,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 40,000	-	-	-	-	\$ 40,000



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Town Center Facilities Plan and Repairs

Project Description: This project will provide necessary funding to review existing conditions of Town administration offices. Funding will be used to perform condition assessments, identify and provide recommendations for repair and replacement of existing facilities. Funding will also be used to repair and replace facilities as directed by City Council.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
General Fund	\$ 70,000	-	-	-	-	70,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 70,000	-	-	-	-	\$ 70,000



Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: Park Masterplan

Project Description: This project will provide an update and expansion to the current Park Landscape Masterplan. Items to be addressed could include a short and long term look at current uses and facilities, utilization of land/spaces, primary customers and activities the park should serve, policy recommendations regarding programs, uses, and fees, and business strategies to create sustainable funding for maintenance and repairs.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
General Fund	\$ 30,000	-	-	-	-	\$ 30,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 30,000	-	-	-	-	\$ 30,000



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: THERESA N. DELLASANTA, INTERIM CITY MANAGER

DATE: FOR THE MEETING OF MAY 16, 2012

**SUBJECT: REVIEW OPPORTUNITIES FOR ADOPTING A CITY CHARTER
AND APPOINT AN AD-HOC COMMITTEE TO REVIEW
OPTIONS**

RECOMMENDATION:

Appoint an ad-hoc committee to review options for creating a city charter.

INTRODUCTION:

City Council has suggested that one of the fiscal year 2012/13 goals is to review and explore options for becoming a charter city. Below is an outline of two options for doing so. Staff prefers option two which is to have the city council develop and draft the charter.

There are two ways to draft and adopt a city charter. The first is a vote by the citizens to elect a charter commission. The commission then has the responsibility of debating over the provisions and the drafting of the charter. The other alternative allows the City Council, on its own motion, to draft the charter. In either case, the charter is not adopted by the city until it is ratified by a majority vote of the city's voters.

When using the charter commission approach, the first step is to elect the commission. The vote to elect a charter commission is called for by either a majority vote of the city council.

Once it has been decided that a charter commission election will take place, candidates for commissioners must be nominated. Candidates for the office of charter commissioner are nominated either in the same manner as officers of the city or by petition. A candidate

for charter commissioner must be a registered voter of the city. After the election of commissioners, any vacancy on the commission will be filled by a mayoral appointment. See Cal. Gov't Code section 34452.

At an election for charter commission members, the voters will vote first on the following question: "Shall a charter commission be elected to propose a new charter?" After voting on this question, the voters will then vote for the charter commission candidates. If a majority of the voters vote for the formation of a charter commission, then the top fifteen candidates for the office of charter commissioner will be organized as the city's charter commission. No commission will be formed if a majority of voters vote against the election of a charter commission. See Cal. Gov't Code section 34453.

Once formed, the charter commission will have the responsibility of developing the city's charter. After a simple majority of commissioners have decided that the proposed charter is appropriate, they file the charter with the city's clerk in preparation for a vote by the city's electorate. See Cal. Gov't Code section 34455. However, instead of sending the whole charter at once, periodically the commission may send portions of the charter to the city's electorate for a vote. See Cal. Gov't Code section 34462.

After the charter (or portions of it) has been filed, it must be copied in type greater than 10 point and either mailed to all the voters of the city or made available to those citizens who wish to review it before the election. The city may show the difference between existing provisions of law and the new charter through the use of distinguished type styles, but this is not required. See Cal. Gov't Code section 34456.

After the charter has been filed with the city clerk, the city's governing board must decide whether to call a special election or to wait until the next established municipal election to submit the charter to the voters. If the city's governing board determines that a special election should be held, then they must call for that special election within 14 days of the charter being filed. The special election must be set at least 95 days after the date from which the special election was called. See Cal. Gov't Code section 34457. In any case, the charter commission must send the charter to the voters within two years of the vote that formed the commission. Upon the expiration of the two-year time period, the commission is abolished. See Cal. Gov't Code section 34462.

The alternative to electing a charter commission is to have the city council develop and draft the charter. An election to decide on the adoption of a charter may be called by initiative or the city council. See Cal. Const. art. XI, § 3. On its own motion, the city council may propose a charter and submit it to the voters for adoption. See Cal. Gov't Code section 34458. With this option, the governing board can call a special election or allow the charter to be voted on at any established election date, as long as that election date is at least 88 days after the proposed charter was filed with the city clerk. See Cal. Gov't Code section 34458. As a practical matter, an election may have to be called sooner than 88 days before the election in order to meet certain notice and ballot printing deadlines.

In either case, the majority of voters must vote in favor of the proposed charter for it to be ratified. The charter will not go into effect until it has been filed and accepted by the Secretary of State. See Cal. Gov't Code section 34459. After a charter is approved by a majority vote of the voters, the mayor and city clerk shall certify that the charter was submitted to the voters of the city and that it was approved by a majority vote. See Cal. Gov't Code section 34460. One copy of the approved charter shall be filed with the County Recorder's office and one shall be kept in the City's archive. See Cal. Gov't Code section 34460. A third copy of the charter must be submitted to the Secretary of State with (1) copies of all publications and notices in connection with the calling of the election; (2) certified copies of any arguments for or against the charter proposal which were mailed to the voters; (3) a certified abstract of the vote at the election on the charter. See Cal. Gov't Code section 34460.

FISCAL IMPACT:

May result in allowing Town to explore greater funding options not available to general law cities. There are some minor election costs involved as well.



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
THERESA DELLASANTA, INTERIM CITY MANAGER**

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF MAY 16, 2012

**SUBJECT: STATUS OF FACEBOOK PROJECT AND CITY OF MENLO PARK
RESPONSE TO ISSUES AND CONCERNS RAISED BY THE TOWN OF
ATHERTON**

RECOMMENDATION

For information only.

BACKGROUND

Facebook Incorporated (Facebook) is processing a development application with the City of Menlo Park to accommodate the company's long term growth potential. Facebook is moving its operations from its existing facilities in the City of Palo Alto to the City of Menlo Park. Facebook proposes to move its operations to two sites located north of US 101 near the intersection of Bayfront Expressway and Willow Road. The project site consists of a 56.9-acre East Campus, which was formerly occupied by Oracle (formerly Sun Microsystems), and a 22-acre West Campus, which was formerly owned by General Motors and by TE Connectivity (formerly Tyco Electronics).

The 56.9-acre East Campus is currently developed with nine buildings comprising approximately 1,035,840 square feet. Facebook currently has approximately 2,000 employees at the site with plans to add another 4,600 employees for a total of 6,600 employees at the East Campus.

The second phase of the Facebook project includes developing the 22-acre West Campus. The existing buildings at the West Campus would be demolished and developed with office buildings and amenity structures totaling approximately 440,000 square feet. The West Campus is anticipated to house approximately 2,800 employees. Therefore, at build-out, the combined East and West Campus will accommodate approximately 9,400 employees.

DISCUSSION

The Facebook DEIR was released for public review on December 8, 2011 and comments were due January 30, 2012. On January 19, 2012, the Town of Atherton submitted comments to the Facebook Draft EIR (DEIR). Our review focused on the traffic impacts of the project, a copy of the Town's comment letter is included (Attachment 1) for information. In summary, we believe the DEIR did not adequately address traffic impacts due to assumptions and methodologies that understated traffic volumes generated by the Facebook Project. This resulted in understated impacts, which resulted in inadequate mitigation measures at the Marsh/Middlefield intersection in the Town of Atherton. More specifically, the traffic impact analysis was inadequate for the following reasons:

- The analysis was based upon an artificial Trip Cap provided by Facebook which resulted in a project trip generation rate 25% less than the Institute of Transportation Engineers trip generation rates which are widely used as the industry standard. This resulted in understated traffic impacts and inadequate mitigation measures.
- Traffic generated by the Facebook Project was assigned to the road network by hand rather than utilizing the City/County Association of Government (C/CAG) or other appropriate travel demand forecasting models. This methodology does not accurately quantify the displacement of traffic from major transportation facilities such as US 101 caused by the Facebook Project. By not utilizing appropriate travel demand forecasting models, the Facebook traffic impact analysis did not accurately identify and quantify increased travel demand on affected routes such as Middlefield Road and Marsh Road.
- For the cumulative traffic scenario, the Facebook DEIR did not include significant future projects such as the North Fair Oaks Community Plan Update. The Town of Atherton believes that the cumulative analysis would show an increased degradation of traffic conditions at the Marsh/Middlefield intersection if the North Fair Oaks project was properly included in the Facebook DEIR. This omission represents another flaw which results in understated traffic impacts and inadequate mitigation measures.
- The Facebook DEIR failed to analyze additional potentially significant traffic impacts within the Town of Atherton since the analysis did not extend beyond the Marsh/Middlefield intersection. For instance, even by using artificially low traffic generation rates and not including significant future development in the cumulative scenarios, the DEIR identifies an additional 200 peak hour trips converging at the Marsh/Middlefield intersection. All these additional trips are travelling on Atherton streets beyond the Marsh/Middlefield intersection. Accordingly, the Town of Atherton believes the traffic impact analysis must be expanded to properly analyze potentially significant impacts to streets such as Fair Oaks Lane, Watkins, Atherton Avenue, Stockbridge, Encinal, Glenwood, etc.
- The Facebook project is shown to have a significant impact at the Marsh/Middlefield intersection in the cumulative scenario. However, the DEIR failed to describe the heavy demand for westbound to northbound right turns from Marsh Road to Middlefield Road. The existing intersection design results in vehicle queues which extend easterly along Marsh Road beyond Fair Oaks Avenue. This results in traffic using residential streets in

Atherton such as Fair Oaks, Holbrook Lane, Palmer Lane, and San Benito to bypass Marsh Road which creates neighborhood traffic and safety impacts. This represents another flaw with the Facebook traffic impact analysis. This impact needs to be studied and analyzed and an appropriate mitigation measure identified.

As a result of the deficiencies noted above, the Town of Atherton prepared schematic designs of transportation improvements we believe necessary to properly mitigate traffic impacts from Facebook and other significant development. Identified improvements not only improve capacity at the Marsh/Middlefield intersection, but also address the inadequate right turn capacity on westbound Marsh.

Identified improvements include the construction of an additional traffic lane approximately 600 feet in length on Marsh Road beginning at the intersection with Middlefield. Marsh Road will be widened to the south which will require the covering of the Atherton Channel. Construction of this additional lane provides necessary width to accommodate the additional left turn movements from southbound Middlefield to eastbound Marsh as well as lengthening the existing westbound right turn lane on Marsh approximately 350 feet. Other required improvements include relocating utility poles along Marsh, new roadway signing and striping, and modifying the existing traffic signal.

On March 27, 2012, the Town of Atherton provided mitigation language to the City of Menlo Park for inclusion in the Facebook Final EIR. The mitigation language described the improvements identified above, as well as a requirement for Facebook to fund the private development portion of improvements with a reimbursement provision for future development to share in the improvement costs. The Town of Atherton will also provide a portion of funding. A copy of the mitigation language provided to Menlo Park staff is also included (Attachment 2) for review.

Town of Atherton Planning and Public Works staff met with City of Menlo Park staff on April 9th to review and discuss our position regarding Facebook mitigation obligations. At this meeting and through subsequent telephone calls, Menlo Park staff have taken the position that Facebook is only responsible for mitigating traffic impacts at the Marsh/Middlefield intersection as identified in the DEIR.

Atherton and Menlo Parks staffs met again in the field on April 25, 2012 where it was confirmed that the suggested mitigation measure at the Marsh/Middlefield intersection proposed by Menlo Park cannot be constructed as planned due to physical and right-of-way constraints. It should be noted that the improvements defined by the City of Menlo Park was jointly developed and agreed upon by Town of Atherton and Menlo Park staff during previous mitigation work associated with the Menlo Gateway Project. However, notwithstanding this previous work, the improvements cannot be constructed as originally planned.

The Final EIR for the Facebook project was released for public review on April 23, 2012. The mitigation measure requested by the Town of Atherton was not accepted and the mitigation

measure contained in the Final EIR does not address the issues and concerns raised by the Town of Atherton. Accordingly, on April 26, 2012, a letter signed by the Atherton City Manager was sent to the Mayor of Menlo Park and City Manager expressing our disagreement and ongoing concerns regarding the adequacy of the Facebook EIR. The letter is included as Attachment 3 to this report.

It is further noted that Menlo Park's legal staff has indicated that the outlined mitigation measure for improving the Marsh/Middlefield intersection is "unavoidable" because it is located outside their jurisdiction and will depend on an outside agency, the Town of Atherton, for implementation. This is not a correct statement under CEQA, and the recent case of *City of San Diego v Board of Trustees* (2011) 201 CA4th 1134, held correctly that where a mitigation measure depends on an outside agency for implementation, the adopting agency is required to assess the feasibility of paying the outside agency to implement the mitigation measure. It is important to note that Atherton staff has indicated that mitigation measures at this intersection could be funded by the applicant and contractually obligated for implementation by the Town with rebate to Facebook over time as others are required to contribute their fair share to this mitigation. Either situation would render the mitigation totally feasible at the present time.

On May 7, 2012, the City of Menlo Park Planning Commission conducted a Public Hearing on the Final EIR for the Facebook Project. The Public Hearing for certification of the Final EIR is currently scheduled for the May 29, 2012 meeting of the Menlo Park City Council.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Public Works Director

Theresa DellaSanta
Interim City Manager

Attachments: Attachment 1 – Comment Letter – Facebook DEIR
Attachment 2 – Mitigation language for Marsh/Middlefield intersection
Attachment 3 – City Manager Letter to City of Menlo Park



Town of Atherton Public Works Department

91 Ashfield Road
Atherton, California 94027
650-752-0560
Fax 650-688-6539

January 19, 2012

Ms. Rachel Grossman
Community Development Department
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Re: Comments on Facebook Campus Project DEIR

Dear Ms. Grossman:

The Town of Atherton has reviewed the Facebook DEIR completed by Atkins and dated December 2011. Our review focused on the traffic impact of the project, and in particular the impact the project would have on Town of Atherton transportation facilities. Our review identified the following issues that are relevant to the Town of Atherton:

- Trip cap
- Traffic assignment
- Background development assumptions
- Middlefield & Marsh intersection

The following paragraphs describe these issues of concern.

Trip Cap. The DEIR states that the Facebook east site has a trip cap of 2,600 vehicles during the morning and evening 2-hour commute periods. The DEIR also recommends that the west site be subject to a similar trip cap. According to our calculations, the trip cap represents about a 25% reduction in the number of trips that would “normally” be generated based on Institute of Transportation Engineers trip generation rates for the Corporate Headquarters Office land use category (Land Use Code 714). The DEIR uses the trip cap as a background assumption for the east site. Therefore, there is no analysis of traffic conditions without the trip cap being met. Atherton believes the DEIR should

include a description of how the trip cap would be met. The description should include programs that Facebook would implement, measures that Menlo Park would implement to monitor and enforce the cap, and a description of what happens if monitoring shows the cap is being exceeded.

Traffic Assignment. The Facebook traffic has been assigned to the road network by hand based on the Menlo Park CSA document. This methodology does not account for the traffic displacement that would occur when such a large number of additional trips are added onto the road network. For example, the project is shown to add 283 trips to US101 to/from the north and 699 trips to/from the south during the AM and PM peak hours. US101 does not have any capacity for new trips. Therefore, these new trips would displace existing trips off US101 to other routes. Affected routes could include Middlefield Road, El Camino Real, and Alameda de las Pulgas, all of which are in Atherton. There also could be increased travel demand on the streets connecting to the US101 parallel routes, such as Valparaiso Avenue and Glenwood Avenue in Atherton. The only way to effectively account for trip displacement is to analyze the project impact with a travel demand forecasting model, and not by hand. Atherton requests that the traffic analysis be redone using the City/County Association of Governments (C/CAG) or other appropriate travel demand forecasting model.

Also, the trip assignment only goes as far into Atherton as the intersection of Middlefield Road and Marsh Road. At that point according to the trip assignment figures (Figure 3.5-20a for example) there are over 200 trips in the peak direction coming from or going toward Atherton. Atherton would like to know what might happen to these trips once they get past the intersection. Are they going toward El Camino Real? Are they going toward I-280? In either case they could create an impact to other Atherton streets, such as Fair Oaks Lane, Atherton Avenue, or Stockbridge Avenue.

Background Development. The DEIR does not account for the potential development in the North Fair Oaks neighborhood in San Mateo County. The County completed a DEIR for potential development in the North Fair Oaks neighborhood (*North Fair Oaks Community Plan Update*) in August 2011. Potential new development in the neighborhood was shown to generate about 2,000 AM peak hour trips and 2,800 PM peak hour trips. Many of these trips were shown to use Marsh Road and Middlefield Road. Atherton believes that the cumulative analysis may show worse conditions on Marsh Road and Middlefield Road with the addition of both the Facebook and the North Fair Oaks Plan traffic.

Middlefield & Marsh Intersection. The Facebook project is shown to have a significant impact at the intersection of Middlefield Road and Marsh Road in the cumulative scenario. The Gateway project in Menlo Park and the North Fair Oaks plan also were shown to have a significant impact at that intersection. All of the EIRs show the need for additional capacity for the southbound to eastbound left turn from Middlefield Road to Marsh Road.

As mitigation for the impact, the Facebook DEIR identifies the need for a second southbound to eastbound left turn lane from Middlefield Road to Marsh Road. As acknowledged in the DEIR, this improvement would require widening Marsh Road eastbound from one lane to two lanes to receive the two turn lanes. (Note that the mitigation measure listed on page 3.5-113 for Middlefield/Marsh is incorrect. The correct mitigation is shown in Table 3.5-31.)

None of the EIRs, including Facebook, describe the existing problem that occurs in the opposite direction. There is a heavy demand for westbound to northbound right turns from Marsh Road to Middlefield Road. The left turn queue at the signal blocks the right turn lane, so vehicles have been observed cutting through the adjacent residential neighborhood on Fair Oaks Avenue, Holbrook Lane, and Palmer Lane. The mitigation for impacts to Middlefield/Marsh should include lengthening the left turn pocket so that the right turns do not get blocked.

Atherton has taken a close look at potential improvements to the Marsh Road and Middlefield Road intersection. Marsh Road can be widened to four lanes within the right-of-way. However, widening to four lanes for the entire length would involve the loss of several trees. The Town wishes to see widening only near the Marsh/Middlefield intersection to reduce the tree loss. Widening of Marsh Road also needs to accommodate pedestrians and bicycles within the cross section.

There is not sufficient room to widen Middlefield Road without acquiring right-of-way or making the lanes and shoulders too narrow for bicycles and pedestrians. Therefore, a second left turn lane cannot be added. To increase the left turn capacity, the southbound through lane could be converted to a left/through lane. This would require split-phase signal operation on Middlefield Road. Atherton has determined that the shared lane with split-phase operation would be enough to mitigate the Facebook impact, although the operation would not be as good as with two separate left turn lanes.

Sincerely,

Michael Kashiwagi, Director of Public Works

Neal Martin, City Planner

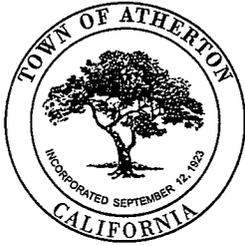
c. Marsh & Middlefield

The proposed mitigation measures for the intersection of Marsh Road and Middlefield Road includes restriping an additional southbound left turn/thru lane on Middlefield and modifying the existing traffic signal to accommodate a split phase operation of the intersection. On westbound Marsh Road the existing right turn lane shall be extended easterly approximately 350 feet by restriping the existing pavement. On eastbound Marsh, an additional lane approximately 600 feet in length shall be added to accommodate the eastbound receiving lane and provide the additional road width to accommodate the additional westbound right turn lane.

The improvements would require construction of a new travel lane on eastbound Marsh, signing and striping improvements, relocation of utility poles along Marsh and modifications to the existing traffic signal at the Marsh/Middlefield Road intersection.

Prior to the Development Agreement approval, the Project Sponsor shall prepare an updated construction cost estimate for the proposed mitigation measures at the intersection of Marsh Road and Middlefield Road for review and approval of the Public Works Director and the Town of Atherton. Within 90 days of the effective date of the Development Agreement of the East Campus, the Project Sponsor shall provide a bond for the improvements in the amount equal to the Project's fair share contribution of the estimated construction cost for the intersection improvements plus a 30 percent contingency. The Project's fair share contribution is estimated to be 30.4%.

Upon request by the Town of Atherton, the Project Sponsor shall deposit 100 percent of the construction cost estimate with the Town of Atherton. The Town of Atherton shall cause the improvements to be constructed and shall reimburse the Project Sponsor 69.6 percent of the construction cost estimate in the future as other area developments that impact this intersection are approved and they are required to pay exactions to fund their share of the construction of intersection improvements at that time. Construction of these improvements are not eligible for a Transportation Impact Fee (TIF) credit. Although the proposed mitigation would fully mitigate the impact, it remains **significant and unavoidable** because the intersection is under the jurisdiction of the Town of Atherton and the City cannot guarantee the mitigation measure would be implemented. **(MM-TR6.2)**



Town of Atherton

91 Ashfield Road • Atherton, California 94027
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www.ci.atherton.ca.us

April 26, 2012

Ms. Kirsten Keith, Mayor
Mr. Alex McIntyre, City Manager
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Re: Facebook Project EIR

Dear Ms. Keith and Mr. McIntyre:

Regretfully, the Town of Atherton finds itself in the difficult position of finding that serious flaws and deficiencies exist in the proposed Facebook Project Final EIR. The Town of Atherton staff has met with Menlo Park staff and they have not been able to resolve our issues and concerns regarding transportation improvements necessary to properly mitigate potentially significant environmental impacts resulting from additional project traffic at the Marsh/Middlefield intersection. Accordingly, we are providing this letter to insure you are fully aware of our issues.

On January 19, 2012, the Town of Atherton submitted our comments regarding the Facebook Draft EIR (DEIR). Our review focused on the traffic impacts of the project at the noted intersection, and a copy of our letter is included (Attachment 1) for information. In summary, we believe the DEIR did not adequately address traffic impacts at this location due to assumptions and methodologies that understated traffic volumes generated by the Facebook Project, and mitigations that don't fit on the existing site or don't truly result in successful mitigation of probable impacts from the increased traffic generated by this project. This resulted in understated impacts, which resulted in inadequate mitigation measures recommended at this intersection in the Town of Atherton. More specifically, the traffic impact analysis was flawed and inadequate for the following reasons:

- The analysis was based upon an artificial Trip Cap provided by Facebook which resulted in a project trip generation rate 25% less than the Institute of Transportation Engineers trip generation rates which are widely used as the industry standard. This resulted in understated traffic impacts resulting in inadequate mitigation measures.
- Traffic generated by the Facebook Project was assigned to the road network by hand rather than utilizing the City/County Association of Government (C/CAG) or other appropriate travel demand forecasting models. This methodology does not accurately quantify the displacement of traffic from major transportation facilities such as US 101 caused by the Facebook Project. By not utilizing appropriate travel demand forecasting

models, the Facebook traffic impact analysis did not accurately identify and quantify increased travel demand on affected routes such as Middlefield and Marsh Roads. This faulty analysis resulted in understated traffic impacts and inadequate mitigation measures.

- For the cumulative traffic scenario, the Facebook DEIR did not include significant future projects such as the North Fair Oaks Community Plan Update. The Town of Atherton believes that the cumulative analysis would show an increased degradation of traffic conditions at the Marsh/Middlefield intersection if the North Fair Oaks project was properly included in the Facebook DEIR. This omission represents another flaw which results in understated traffic impacts and inadequate mitigation measures.
- The Facebook DEIR failed to analyze additional potentially significant traffic impacts within the Town of Atherton since the analysis did not extend beyond the Marsh/Middlefield intersection. For instance, even by using artificially low traffic generation rates and not including significant future development in the cumulative scenarios, the DEIR identifies an additional 200 peak hour trips converging at the Marsh/Middlefield intersection. All these additional trips are travelling on Atherton streets beyond the Marsh/Middlefield intersection. Accordingly, the Town of Atherton believes the traffic impact analysis must be expanded to properly analyze potentially significant impacts to streets such as Fair Oaks Lane, Watkins, Atherton Avenue, Stockbridge, Encinal, Glenwood, and other residential streets used to bypass impacted intersections.
- The Facebook project is shown to have a significant impact at the Marsh/Middlefield intersection in the cumulative scenario. However, the DEIR failed to describe the heavy demand for westbound to northbound right turns from Marsh Road to Middlefield Road. The existing intersection design results in vehicle queues which extend easterly along Marsh Road beyond Fair Oaks Avenue. This results in traffic using residential streets in Atherton such as Fair Oaks, Holbrook Lane, Palmer Lane, and San Benito to bypass Marsh Road which creates neighborhood traffic and safety impacts. This represents another flaw with the Facebook traffic impact analysis. This impact needs to be studied and analyzed and an appropriate mitigation measure identified.

As a result of the deficiencies noted above, the Town of Atherton prepared schematic designs of transportation improvements we believe necessary to properly mitigate traffic impacts from Facebook and other significant development. Identified improvements not only improve capacity at the Marsh/Middlefield intersection, but also address the inadequate right turn capacity on westbound Marsh.

Identified improvements include the construction of an additional traffic lane approximately 600 feet in length on Marsh Road beginning at the intersection with Middlefield. Marsh Road will be widened to the south which will require the covering of the Atherton Channel. Construction of this additional lane provides necessary width to accommodate the additional left turn movements from southbound Middlefield to eastbound Marsh as well as lengthening the existing westbound right turn lane on Marsh approximately 350 feet. Other required improvements include relocating utility poles along Marsh, new roadway signing and striping, and modifying the existing traffic signal. There will be potentially significant tree removal associated with any of

the potential traffic mitigations that should be reviewed in conjunction with appropriate traffic mitigation as well.

On March 27, 2012, the Town of Atherton provided mitigation language to the City of Menlo Park for inclusion in the Facebook Final EIR. The mitigation language described the improvements identified above, as well as a requirement for Facebook to fund the private development portion of improvements with a reimbursement provision for future development to share in the improvement costs. The Town of Atherton will also provide a portion of funding. A copy of the mitigation language provided to Menlo Park staff is also included (Attachment 2) for review.

Town of Atherton Planning and Public Works staff met with City of Menlo Park staff on April 9th to review and discuss our position regarding Facebook mitigation obligations. At this meeting and through subsequent telephone calls, Menlo Park staff have taken the position that Facebook is only responsible for mitigating traffic impacts at the Marsh/Middlefield intersection as identified in the DEIR. The staffs met again in the field on April 25, 2012, where it was pointed out that the suggested mitigations at the Middlefield/Marsh Road intersection proposed by Menlo Park staff don't fit within existing rights-of-way on both streets and as such are not satisfactory mitigations at all. Additionally one of the mitigations includes a turn lane on this busy road with a 10 foot width and eliminates a safety separation of three feet with a double yellow line that is unacceptable and unsafe.

The Town of Atherton strongly disagrees with this position and must explore all options including legal challenges to the mitigation measures to effect a more reasonable and responsible position by Facebook and the City of Menlo Park. Regretfully the Town of Atherton cannot accept the identified mitigation measure at the Marsh/Middlefield intersection since, as outlined in our January 19th letter and further summarized above, the traffic analysis performed for the Facebook EIR is flawed and inadequate.

The Town of Atherton is interested in resolving this issue with Menlo Park in hopes of reaching agreement regarding implementation of truly appropriate mitigation measures. Our goal is to eliminate potential cumulative impacts resulting from this project that will impact our residents, and to avoid unnecessary litigation and to join in the celebration of this significant project for the City of Menlo Park.

Sincerely,

A handwritten signature in black ink, appearing to read 'Theresa DellaSanta', written over a horizontal line.

Theresa DellaSanta
Interim City Manager

Cc: Atherton City Council



Town of Atherton Public Works Department

91 Ashfield Road
Atherton, California 94027
650-752-0560
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January 19, 2012

Ms. Rachel Grossman
Community Development Department
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Re: Comments on Facebook Campus Project DEIR

Dear Ms. Grossman:

The Town of Atherton has reviewed the Facebook DEIR completed by Atkins and dated December 2011. Our review focused on the traffic impact of the project, and in particular the impact the project would have on Town of Atherton transportation facilities. Our review identified the following issues that are relevant to the Town of Atherton:

- Trip cap
- Traffic assignment
- Background development assumptions
- Middlefield & Marsh intersection

The following paragraphs describe these issues of concern.

Trip Cap. The DEIR states that the Facebook east site has a trip cap of 2,600 vehicles during the morning and evening 2-hour commute periods. The DEIR also recommends that the west site be subject to a similar trip cap. According to our calculations, the trip cap represents about a 25% reduction in the number of trips that would “normally” be generated based on Institute of Transportation Engineers trip generation rates for the Corporate Headquarters Office land use category (Land Use Code 714). The DEIR uses the trip cap as a background assumption for the east site. Therefore, there is no analysis of traffic conditions without the trip cap being met. Atherton believes the DEIR should

include a description of how the trip cap would be met. The description should include programs that Facebook would implement, measures that Menlo Park would implement to monitor and enforce the cap, and a description of what happens if monitoring shows the cap is being exceeded.

Traffic Assignment. The Facebook traffic has been assigned to the road network by hand based on the Menlo Park CSA document. This methodology does not account for the traffic displacement that would occur when such a large number of additional trips are added onto the road network. For example, the project is shown to add 283 trips to US101 to/from the north and 699 trips to/from the south during the AM and PM peak hours. US101 does not have any capacity for new trips. Therefore, these new trips would displace existing trips off US101 to other routes. Affected routes could include Middlefield Road, El Camino Real, and Alameda de las Pulgas, all of which are in Atherton. There also could be increased travel demand on the streets connecting to the US101 parallel routes, such as Valparaiso Avenue and Glenwood Avenue in Atherton. The only way to effectively account for trip displacement is to analyze the project impact with a travel demand forecasting model, and not by hand. Atherton requests that the traffic analysis be redone using the City/County Association of Governments (C/CAG) or other appropriate travel demand forecasting model.

Also, the trip assignment only goes as far into Atherton as the intersection of Middlefield Road and Marsh Road. At that point according to the trip assignment figures (Figure 3.5-20a for example) there are over 200 trips in the peak direction coming from or going toward Atherton. Atherton would like to know what might happen to these trips once they get past the intersection. Are they going toward El Camino Real? Are they going toward I-280? In either case they could create an impact to other Atherton streets, such as Fair Oaks Lane, Atherton Avenue, or Stockbridge Avenue.

Background Development. The DEIR does not account for the potential development in the North Fair Oaks neighborhood in San Mateo County. The County completed a DEIR for potential development in the North Fair Oaks neighborhood (*North Fair Oaks Community Plan Update*) in August 2011. Potential new development in the neighborhood was shown to generate about 2,000 AM peak hour trips and 2,800 PM peak hour trips. Many of these trips were shown to use Marsh Road and Middlefield Road. Atherton believes that the cumulative analysis may show worse conditions on Marsh Road and Middlefield Road with the addition of both the Facebook and the North Fair Oaks Plan traffic.

Middlefield & Marsh Intersection. The Facebook project is shown to have a significant impact at the intersection of Middlefield Road and Marsh Road in the cumulative scenario. The Gateway project in Menlo Park and the North Fair Oaks plan also were shown to have a significant impact at that intersection. All of the EIRs show the need for additional capacity for the southbound to eastbound left turn from Middlefield Road to Marsh Road.

As mitigation for the impact, the Facebook DEIR identifies the need for a second southbound to eastbound left turn lane from Middlefield Road to Marsh Road. As acknowledged in the DEIR, this improvement would require widening Marsh Road eastbound from one lane to two lanes to receive the two turn lanes. (Note that the mitigation measure listed on page 3.5-113 for Middlefield/Marsh is incorrect. The correct mitigation is shown in Table 3.5-31.)

None of the EIRs, including Facebook, describe the existing problem that occurs in the opposite direction. There is a heavy demand for westbound to northbound right turns from Marsh Road to Middlefield Road. The left turn queue at the signal blocks the right turn lane, so vehicles have been observed cutting through the adjacent residential neighborhood on Fair Oaks Avenue, Holbrook Lane, and Palmer Lane. The mitigation for impacts to Middlefield/Marsh should include lengthening the left turn pocket so that the right turns do not get blocked.

Atherton has taken a close look at potential improvements to the Marsh Road and Middlefield Road intersection. Marsh Road can be widened to four lanes within the right-of-way. However, widening to four lanes for the entire length would involve the loss of several trees. The Town wishes to see widening only near the Marsh/Middlefield intersection to reduce the tree loss. Widening of Marsh Road also needs to accommodate pedestrians and bicycles within the cross section.

There is not sufficient room to widen Middlefield Road without acquiring right-of-way or making the lanes and shoulders too narrow for bicycles and pedestrians. Therefore, a second left turn lane cannot be added. To increase the left turn capacity, the southbound through lane could be converted to a left/through lane. This would require split-phase signal operation on Middlefield Road. Atherton has determined that the shared lane with split-phase operation would be enough to mitigate the Facebook impact, although the operation would not be as good as with two separate left turn lanes.

Sincerely,

Michael Kashiwagi, Director of Public Works

Neal Martin, City Planner

c. Marsh & Middlefield

The proposed mitigation measures for the intersection of Marsh Road and Middlefield Road includes restriping an additional southbound left turn/thru lane on Middlefield and modifying the existing traffic signal to accommodate a split phase operation of the intersection. On westbound Marsh Road the existing right turn lane shall be extended easterly approximately 350 feet by restriping the existing pavement. On eastbound Marsh, an additional lane approximately 600 feet in length shall be added to accommodate the eastbound receiving lane and provide the additional road width to accommodate the additional westbound right turn lane.

The improvements would require construction of a new travel lane on eastbound Marsh, signing and striping improvements, relocation of utility poles along Marsh and modifications to the existing traffic signal at the Marsh/Middlefield Road intersection.

Prior to the Development Agreement approval, the Project Sponsor shall prepare an updated construction cost estimate for the proposed mitigation measures at the intersection of Marsh Road and Middlefield Road for review and approval of the Public Works Director and the Town of Atherton. Within 90 days of the effective date of the Development Agreement of the East Campus, the Project Sponsor shall provide a bond for the improvements in the amount equal to the Project's fair share contribution of the estimated construction cost for the intersection improvements plus a 30 percent contingency. The Project's fair share contribution is estimated to be 30.4%.

Upon request by the Town of Atherton, the Project Sponsor shall deposit 100 percent of the construction cost estimate with the Town of Atherton. The Town of Atherton shall cause the improvements to be constructed and shall reimburse the Project Sponsor 69.6 percent of the construction cost estimate in the future as other area developments that impact this intersection are approved and they are required to pay exactions to fund their share of the construction of intersection improvements at that time. Construction of these improvements are not eligible for a Transportation Impact Fee (TIF) credit. Although the proposed mitigation would fully mitigate the impact, it remains **significant and unavoidable** because the intersection is under the jurisdiction of the Town of Atherton and the City cannot guarantee the mitigation measure would be implemented. (MM-TR6.2)

ITEM 26

Council Comments May 2012 – Jerry Carlson

Council of Cities April dinner meeting, held in Hillsborough's Council chambers, featured spokespersons from the Federal Bureau of Investigation and U.S. Secret Service. The Secret Service began under President Lincoln to combat currency counterfeiting at a time when over 30% of the 1,000 bank issued currencies were being counterfeited. A resource guide "Know Your Money" is available from the agency.

The local FBI office considers 'gang violence' as the single greatest local crime problem

Menlo Park will host the next Council of Cities meeting on the Facebook campus.

Spoke at the Caltrain Board (JPB) against approving the MOU between Caltrain/MTC/HSR and several other transportation agencies. Despite pointing out that as long as the Program EIR contains the four track alternative and the Attorney General has yet to rule on the legality of the four track system, the JPB approved the MOU unanimously.

The JPB did adopt a separate Resolution which contains several 'qualifications' such as Caltrain owns the Right-of-Way. However, since the language was not included in the MOU, there is the question as to what weight the resolution really has? None of the other agencies is a party to the resolution. Palo Alto will follow up with David Miller, Caltrain counsel as to what the JPB feels the resolution accomplishes.

Met with Assemblyman Rich Gordon to discuss his positions on HSR and state pensions. Gordon indicated he will probably support continued funding of HSR if it meets certain criteria. He characterized the Central Valley project will have 'utility' by providing another set of commuter tracks to avoid present contention problems with freight trains through the valley.

Gordon expects to see some progress on pensions in the near future although only the Republican side has shown support for the changes proposed by the Governor.

Palo Alto Rail Committee's lobbyist characterized the next couple of months "will be exciting". Monday, May 14th, Governor Brown releases his Revised Budget plan. By June 15th, the legislature needs to make decisions where to make further budget cuts since revenue has fallen further behind projections. Before it is all, will the legislators decide funding HSR at the expense of education, regional transportation, social services etc. is really what they want to vote for? Now is the time to contact your legislators on what the priorities should be for the dollars that are available.

It may be the HSR decisions will be deferred until after August 6th (when legislators return from time off) if Senator Simitian prevails in postponing decisions. The funding 'solutions' contained in the New Business Plan include future federal funds (which appears very unlikely in the next several years) and use of the Cap and Trade revenues.

The LAO has raised legal questions concerning the latter which means once the current federal funds have been used up, there are no other apparent funding streams that seem even remotely viable.

Received a phone call from a former I was contacted by a former congressman who is looking into forming a committee for the purpose of putting on the ballot a measure to end the HSR project. It would involve collecting 800,000 signatures to qualify. Given all the economic interests in favor of the project, including the consultants receiving monthly pay checks, developers, unions, San Francisco Business Council etc. etc. it would be an extremely expensive fight but may be the only sure way to go.

Locally, I recommended PCC form an ad hoc committee to see if the San Mateo rail group and PCC could agree to a common 'frame work' to work together on Caltrain corridor matters. The members suggested Pat Burt (Palo Alto) and I undertake an effort to reach out to the group to see if this can be accomplished. Pat is contacting Mt. View to be a party to this effort. The ultimate goal is to form an Advisory Committee of all the corridor cities which will develop its own agenda as to issues to discuss with the JPB.

Attended a candidate's night forum to hear the seven supervisorial hopefuls seeking to replace termed out supervisor Rose Jacob Gibson. Both David Pine and Adrienne Tissier are running unopposed in their districts.

The Park Foundation held its Annual Meeting and voted in three new board members including Alan Margot, Jim Pflaging and Gina Ryan, as well as electing new officers.