



AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL DRAINAGE
DISTRICT
June 29, 2012
9:30 A.M.
Meeting Room
Town Administrative Offices
91 Ashfield Road
Atherton, California
Special Meeting – Continuance

ROLL CALL Widmer, Lewis, Dobbie, McKeithen, Carlson

CONTINUANCE OF ITEMS FROM WEDNESDAY, JUNE 20, 2012 REGULAR MEETING (ITEMS 23 -32)

23. **APPROVAL OF FISCAL YEAR 2012-2013 OPERATING AND CAPITAL IMPROVEMENT BUDGET**
 Report: Finance Director Debra Auker
 Recommendation: Approve Resolution 12-xx adopting the revised Fiscal Year 2012-2013 Operating and Capital Budget

24. **APPROVAL OF RESOLUTION ESTABLISHING AND GOVERNING TOWN COMMITTEES AND COMMISSIONS**
 Report: Interim City Manager Theresa DellaSanta
 Recommendation: Approve resolution No 12-xx establishing and governing Town Committees and Commissions

25. **PROVIDE STAFF DIRECTION REGARDING THE PREPARATION OF A REQUEST FOR PROPOSAL FOR PRELIMINARY DESIGN SERVICES TO DETERMINE THE FEASIBILITY AND COST TO CONSTRUCT A ROUNDABOUT AT THE INTERSECTION OF ATHERTON AVENUE AND ALAMEDA DE LAS PULGAS**
 Report: Public Works Director Mike Kashiwagi
 Recommendation: Provide staff direction regarding the preparation of a Request for Proposal for Preliminary Design Services to determine the feasibility and cost to construct a roundabout at the intersection of Atherton Avenue and Alameda De Las Pulgas

26. **PROVIDE STAFF DIRECTION REGARDING THE DEVELOPMENT OF A SPEED HUMP POLICY FOR THE TOWN OF ATHERTON**
 Report: Public Works Director Mike Kashiwagi
 Recommendation: Provide direction to staff regarding the expenditure of staff time and resources necessary to develop a Speed Hump Policy for the Town of Atherton as directed by the Transportation Committee

27. ADOPTION OF RESOLUTION 12-XX CALLING THE NOVEMBER 6, 2012, GENERAL MUNICIPAL ELECTION, REQUEST CONSOLIDATION, AND CONTRACT WITH THE CHIEF ELECTIONS OFFICE FOR ELECTION SERVICES

Report: Interim City Manager Theresa DellaSanta

Recommendation: Staff recommends the adoption resolution 12-xx calling for a General Municipal Election, for the purpose of electing two (2) members of the Atherton City Council, to be held on November 6, 2012; requesting the San Mateo County Board of Supervisors to consolidate the election with any other elections to be held on November 6, 2012; contracting with the Chief Elections Official for the purpose of providing election services; and authorizing the City Manager to sign the service agreement with the County Elections Officer

28. ADOPTION OF RESOLUTION 12-XX REQUIRING CANDIDATES TO BE CHARGED A DEPOSIT TO COVER THE COST OF PUBLICATION FOR STATEMENT OF QUALIFICATIONS

Report: Interim City Manager Theresa DellaSanta

Recommendation: Staff recommends adoption of a Resolution requiring candidates to pay the prorated cost of publication and distribution of the Statement of Qualifications and specifying the length of the Statement

CONSENT, CONTINUED

29. ADOPTION OF THE APPROPRIATIONS LIMITS FOR FY 2012-13

Report: Finance Director Debra Auker

Recommendation: Adopt resolution setting the appropriation limit for FY 2012-13 at \$10,764,282

30. COUNCIL REPORTS/COMMENTS

31. FUTURE AGENDA ITEMS

32. PUBLIC COMMENTS

PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS

CLOSED SESSION

33. PUBLIC EMPLOYEE APPOINTMENT: CITY MANAGER (Subsection (b)(1) of Government Code Section 54957)

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

One (1) case

RECONVENE TO OPEN SESSION -Report of action taken.

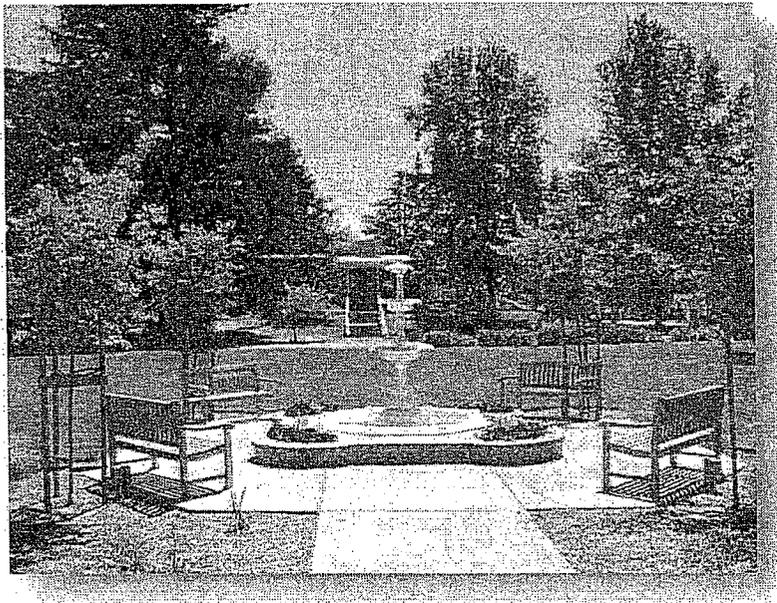
ADJOURN

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)

Town of Atherton

Capital Improvement Program

FY 2012/13 -2016/17



Road Rehabilitation

Traffic Safety

Street Lights Replacement

Bike/Pedestrian Improvements

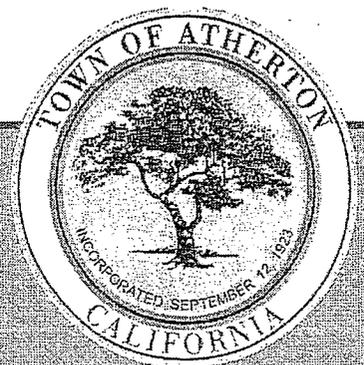
Road Drainage Improvements

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

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 I:
Introduction**



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 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

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.



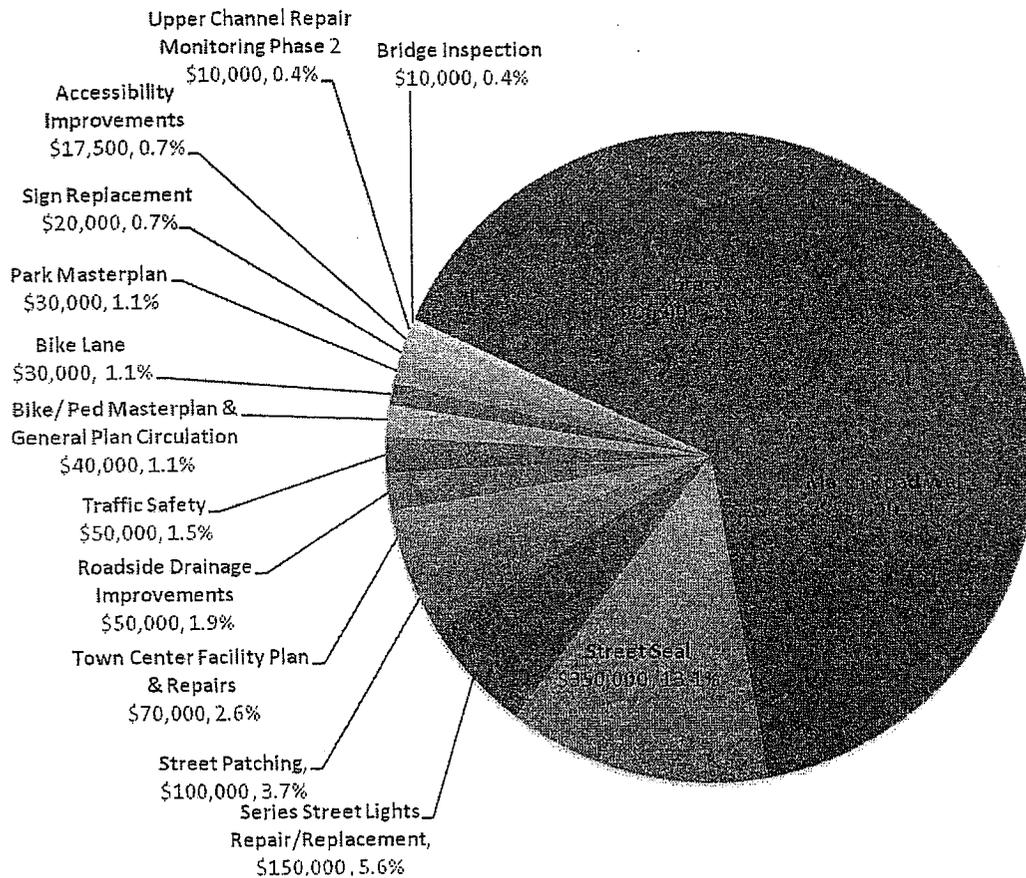
Capital Improvement Program Fiscal Years 2012/13 through 2016/17

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

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: 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: 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: 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 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: 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: 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



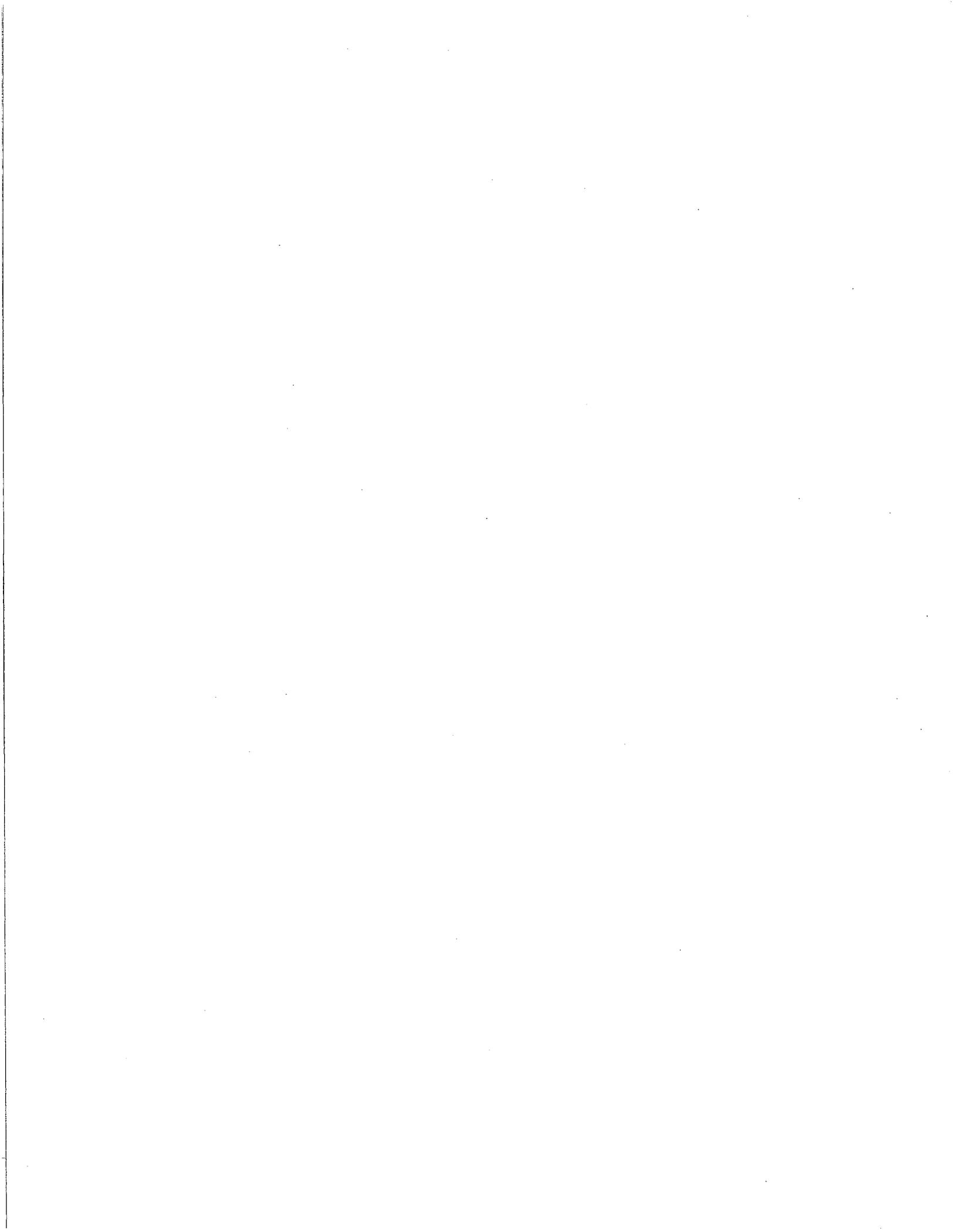
Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Project Name: 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





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 JUNE 20, 2012

SUBJECT: APPROVAL OF RESOLUTION ESTABLISHING AND GOVERNING TOWN COMMITTEES AND COMMISSIONS

RECOMMENDATION:

Approve resolution No 12-xx establishing and governing Town Committees and Commissions.

INTRODUCTION:

City Council met on Saturday, May 5, 2012 to discuss the charter of each Town committee/commission and the rules governing them.

Council was presented with a report which outlined the charter and purpose of each Town committee and commission and illustrated the existing representation and oversight of each committee and commission. Council was asked to review the report, and all operations associated with the committees for efficiencies, cost effectiveness, and productivity. Staff made recommendations for rules and procedures which Council reviewed and amended.

Attached is the finalized resolution governing town committees and commissions.

RESOLUTION 12-XX

A Resolution of the City Council of the Town of Atherton Establishing and Governing Town Committees and Commissions

The City Council of the Town of Atherton hereby resolves as follows:

Section 1. Establishment of Committees.

The following committees and commissions are established for the Town of Atherton:

1. Arts Committee
2. Audit/Finance Committee
3. Environmental Programs Committee
4. Library Building Steering Committee
5. Park and Recreation Commission
6. Rail Committee
7. Town Center Task Force
8. Transportation Committee

Section 2. Committee and Commission Principles and Rules of Procedure

Principles: All committees and commissions shall follow the City Council Rules of Procedure, the Atherton Municipal Code and the provisions of the California Open Public Meeting Law (Brown Act).

The responsibility and accountability for all work necessary to efficiently and cost effectively carry out the advisory functions of each committee/commission shall rest exclusively with the Chairman or Council Member assigned to the committee.

A Town Department is assigned to each Committee. Each Department Manager is responsible for providing the necessary staff (in the most cost effective manner) to prepare for, and attend committee/commission meetings. This includes but is not limited to creating an agenda and agenda packet, taking minutes and conducting follow up from meetings.

Agenda Preparation: The agenda shall be prepared in accordance with the following guidelines. One of the following methods may be applied for placing an item on a Committee/Commission agenda:

1. Council: A majority vote of the Council may direct staff to add an item to a Committee or Commission agenda.
2. City Manager: The City Manager may receive requests for agenda items from the public, staff, a committee member or a Council Member. The City Manager will review the request with the Committee Chair. ~~If there is disagreement on whether to agendaize an item, the City Manager will have sole discretion regarding whether or not to place the item on the agenda.~~ As an alternative, the City Manager shall have sole discretion to may

refer the Committee request to place an item on an agenda to the City Council at the next available meeting.

3. Staff and Committees: There may be a need for agenda items which ~~were~~will arise out of committee meeting discussion, and are requested and agreed on by a majority of the Committee; or created from staff follow up of previous meetings. The City Manager shall place the item on the Council agenda within the next two regular meetings. If it is going to take longer, staff shall acknowledge that to the Committee Chair.
4. Colleagues' Memorandum: If at least two committee members prepare a colleagues' memo, the City Manager shall place the item on the Committee's agenda under the Future Agenda Items Section. A colleague's memo is a written request, no more than two pages in length, presenting an item to be added to the following Agenda. The item can be added to the next Agenda by a majority vote of the Committee.

The City Clerk has overall responsibility for posting committee/commission agendas.

Advocate: Members of committees and commissions are encouraged to advocate positions to the City Council on matters under the purview of their committee or commission. Otherwise, no committee or commission or any of its members shall represent itself or themselves as speaking on behalf of the Town, City Council, and/or committee or commission without prior approval of the City Council. Statements of previously approved City Council policy may be made without additional City Council approval. When there is a question a committee/commission member shall consult the City Attorney for advice. Members of committees or commissions may attend meetings of other committees or commissions and the City Council; however, members shall not present opinions of their own committee or commission at such meeting unless ~~authorized and directed to do so~~the position is previously approved by their committee. A quorum of a committee or commission may attend such a meeting, but they may not discuss among themselves Town business, including making comments that would amount to a discussion of the matter under consideration by a quorum of their own committee or commission.

Educational Materials: Committees and commissions may provide approved educational materials to the public regarding the functions and actions of the committee or commission, but shall not engage in advocating to the public any particular position which is contrary to City Council policy. Any educational materials sent to the public shall be approved by the City Manager, and shall follow the Towns procurement process. It shall be the City Manager's discretion on whether or not the educational materials need Council approval beforehand.

Meetings: Changes in the dates or time of meetings from the established schedule may be made by majority vote of the committee or commission

Minutes: All committees and commissions shall prepare action minutes. *Action* minutes shall be presented to the City Clerk within 7 days following the meeting or as soon as feasible if there is a reason not to produce them within that timeframe. Finalized minutes should be sent electronically to the City Clerk for posting, *after* the Committee has approved them. The City Clerk will share appropriate information received from the minutes with the City Manager and City Council.

Reports: An annual report shall be created and approved by the Committee and provided to the City Manager, City Clerk and City Council of committee and commission activities for the preceding year.

Special Meetings: The Chair or a majority of the Committee may call a special meeting at any time in accordance with the Brown Act.

Website: Any website created by a Committee must be approved by the City Manager and monitored by the appropriate staff in terms of discourse. Websites need to be developed in accordance with the “advocate” section of this resolution.

Section 3: Appointment of Voting Members to Committees and Commissions.

Appointment: Members other than City Council Members shall be appointed following recruitment process set forth by the City Clerk and approved by the City Council. All appointed members shall be registered voters in the Town. Members shall serve at the pleasure of the City Council, or until the expiration of their terms set out below. Vacancies in any committee or commission arising from any reason, including expiration of term, shall be filled by temporary appointment of the City Council, or by annual recruitment. The Committee Chairperson or staff assigned shall notify the City Clerk of resignations and vacancies. Each Committee which cannot fill at least 50% of its seats shall be postponed until the Town can recruit at least a quorum (50%+1). During that time, Council shall continually recruit qualified individuals and town staff shall continue to advertise periodically.

Term expiration dates shall end on June 30th. Appointed committee/commission members shall serve no more than two full consecutive terms on the committee or commission to which they are appointed. A member may be reappointed to the committee or commission following a minimum two (2) year hiatus. However, if a seat is vacant and no one applies, City Council may grant an exemption.

City Council representatives and any alternates on committees are selected by the Mayor and approved by the City Council to serve a one (1) year term. Alternates will participate on committees in the absence of the appointed Council Members.

Members who intend to be absent from a meeting shall alert the chairperson and/or staff person assigned. The Chairperson shall state during the meeting, under roll call whether the member is excused (notification was given) or absent (no notification was given). Unexcused absences of members, other than City Council Members, from two or more consecutively scheduled meetings shall result in the automatic vacation of the member’s office. The staff person assigned to the Committee shall work with the Chairperson to alert the City Clerk of consecutive absences. The City Clerk shall alert the City Manager who shall decide how to inform City Council. City Council has the authority to override this rule based on the information received.

Chairperson and Staff: Each committee or commission shall have a Chairperson. The Committee shall select their Chair on an annual basis in February. The Department assigned to the

committee shall have the authority to appoint staff member(s) to serve Town committees and commissions. Any requests by a committee or commission for staff work, information, or assistance from Town staff shall be made to the City Manager.

Section 4: Funding for Committees and Commissions.

In the event funding for committees or commissions is desired, a budget shall be prepared and presented to the City Council for review and approval as part of the Town's regular budget process. The committee/commission shall follow the guidelines set forth by the purchasing policy approved by City Council through Ordinance 595 and any expenditure policies developed and approved by the City Council. No Committee member shall use their own personal credit card. For items under \$150 a committee member may request a cash advance and then come back to the Town with itemized receipts. For items over \$150, a committee member shall complete a check request from the Town or have the Town purchase the goods/services.

Section 5: Committees and Commissions Composition, Powers and Duties.

1. Arts Committee.

The Arts Committee shall have the following powers and duties:

Act in an advisory capacity and make recommendations to the City Council upon request in matters regarding art awareness including, without limitation, the following goals and objectives:

- a. Fulfill the requirements of the Rita Corbett-Evans estate;
- b. Develop a unique arts program specific to the needs of Atherton and the surrounding community;
- c. Provide a base and focal point for arts programs in Atherton;
- d. Include a multi-disciplinary range of artistic endeavors including fine, performing, and literary arts as well as crafts.

The Arts Committee consists of up to ten (10) appointed members. The term of office shall be as follows: Five (5) of the members shall be appointed to a four (4) year term and the remaining five members' terms shall be three (3) year terms. Thereafter, each term of office shall be four (4) years. The Committee meets on the 4th Tuesday of each month at 1:00 p.m. in the Holbrook-Palmer Park Garden Room unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair. Periodic meetings will be held in the Council Chambers.

The City Clerk will act as the staff liaison with the Arts Committee to ensure the procedures are properly followed and adhered to.

2. Audit/Finance Committee

The Audit/Finance Committee shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to Town finances;
- b. Consult with the City Manager on matters pertaining to the budget, capital spending plan and the long range financial plan for the Town;

- c. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to the Town's annual audit;
- d. Provide oversight of the annual audit and present and explain the audit to the City Council with recommendations as to acceptance;
- e. Advise City Council regarding appointment of outside auditors for annual audit;
- f. Review proposed audit scope with outside auditors prior to commencement of annual audit.

The Finance Committee shall have the following composition and terms:

Consists of two (2) Council Members and three (3) appointed, qualified resident members. One term shall be for one year and two terms shall be for two (2) years. Thereafter terms shall be for two (2) years ending on June 30th. The committee meets on an as needed basis typically in the Council Chambers or the Town Administrative Conference room. Pursuant to Council action on June 20, 2012 the Committee shall establish a regular schedule of meetings.

The Finance Department is assigned overall responsibility of the Audit/Finance Committee.

3. Environmental Programs Committee.

The Environmental Programs Committee shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations (programmatic and legislative) to the City Council upon request on all matters pertaining to the Town's natural and built environment and the Town's regional role and responsibilities as one of the communities on the San Francisco Bay Peninsula.
- b. Create pro-active community engagement programs for residents, commercial and public enterprises active within the Town's jurisdiction for presentation to and consideration and approval by, the City Council.

The Environmental Programs Committee consists of up to twelve (12) members including two (2) Council Members and ten (10) residents of the Town. The term of office shall be as follows: Appointed members shall be appointed to four-year terms. Thereafter, each term of office shall be four (4) years. The committee meets quarterly on the first Wednesday of the month at 10:00 a.m. in the Conference Room of the Town Administrative Offices unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair.

The Planning Department is assigned overall responsibility of the Environmental Programs Committee.

4. Library Building Steering Committee

Under Resolution 10-13, the Library Building Steering Committee has the following powers and duties:

- a. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to the planning and design process for a new public library facility; and engage the community in planning, building and design process for a new Library Building.

The Library Steering Committee consists of six (6) resident members and (1) Council Member. There are no term expirations. The Library Steering Committee is set up for a specific purpose. When the purpose is accomplished the committee shall be disbanded.

The Public Works Department is assigned overall responsibility of the Library Building Steering Committee. The Library Project Manager will report directly to the City Manager.

5. Park and Recreation Commission.

The Park and Recreation Commission shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to parks and public recreation and to cooperate with other governmental agencies and public and private groups in the advancement of park and recreation planning and programming;
- b. Develop and maintain a master plan for parks within the Town and, annually, in the month of April, present a report to the City Council.
- c. Review the annual budget for parks and recreation during the process of its preparation and make recommendations with respect thereto to the City Council. This includes recommendations regarding the setting of fees. The budget should contain estimates and recommendations for such long-term capital outlay projects as may be necessary to provide for orderly development of park and recreation areas, buildings and facilities;
- d. Study and make recommendations on the acquisition and development of recreation areas, activities and facilities such as playgrounds, buildings, parks, open space and other centers of recreation;
- e. Assist Town staff in the planning of recreation programs for the community.

The Park and Recreation Commission consists of seven (7) appointed members. One member shall be a representative of the Holbrook-Palmer Park Foundation. One member shall be a representative of the Atherton Dames. Each of the foregoing representatives shall serve a term of two (2) years. Terms shall be staggered so that the term of office for two (2) members shall be four (4) years, and the term of office for the remaining members shall be four (4) years. Thereafter, each term of office shall be four (4) years. The Park and Recreation Commission meets on the first Wednesday of each month at 6:30 p.m. in Holbrook-Palmer Park unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair.

The Public Works Department is assigned overall responsibility of the Park & Recreation Commission.

6. Rail Committee.

The Atherton Rail Committee shall have the following powers and duties:

- a. Act in an advisory capacity to the City Council upon request in all matters pertaining to rail service in and through the Town;
- b. Research and address the specific impacts that high-speed rail and other rail improvements may have on the Town.

The Atherton Rail Committee shall have the following composition and terms:

Consists of twelve (12) members including two (2) Council Members and up to ten (10) appointed members. ~~The term of office for appointed members shall be four (4) year terms~~ There are no term expirations for Rail Committee members. The committee meets on the first Tuesday of every other month at 6:00 p.m. in the City Council Chambers. There are no term expirations.

In addition to other members, persons appointed to the Atherton Rail Committee may be appointed to represent and further the interests of Atherton homeowners and particularly those with properties on and along the Caltrain right-of-way. This declaration is made with specific recognition of the provisions of 2 California Code of Regulations Section 18707.4.

Additionally, by action of approval of this Resolution the City Council approves Exhibit A titled, "Rail Related Policy Positions."

The Public Works Department is assigned overall authority of the Rail Committee.

7. Town Center Task Force.

The Town Center Committee, an ad hoc committee, shall have the following powers and duties:

- a. Assist the City Council in developing a vision and goals for the Town Center which includes facilities for City Council chambers, Police, Administration, Building, Public Works, and Planning;
- b. Upon approval of the City Council, the committee may engage Town residents and outside professional services to aid in the visioning process;
- c. Upon approval of the City Council assist in obtaining funds for Town Center improvements.

The Town Center Committee consists of two (2) Council Members and six (6) resident members. The committee meets on an as needed basis in the Council Chambers or the Conference Room of the Town Administrative Offices. There are no term expirations. The Town Center Task Force is set up for a specific purpose. When the purpose is accomplished the committee shall be disbanded.

The City Clerk's Department shall have overall responsibility of the Town Center Task Force. When technical assistance is needed the City Clerk's Department shall make a request for planning and/or public works resources to the City Manager. The City Manager shall then determine and supply the resources required on an as-needed basis.

8. Transportation Committee.

The Transportation Committee shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to transportation within the Town.

The Transportation Committee consists of seven (7) members including two (2) Council Members and five (5) appointed members. The term of office shall be four (4) years. The committee meets on the second Tuesday of every other month at 6:00 p.m. in the City Council Chambers unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair.

The Police Department shall have overall responsibility of the Transportation Committee. The Chief of Police will coordinate with the Public Works Department when public works staff is needed.

Section 6. Advice.

Appointed members of committees and commissions are encouraged to seek advice from Town staff when they are uncertain of the foregoing rules.

This Resolution shall be effective immediately upon adoption. All previous resolutions governing Town committees and commissions including Resolution No. 10-13 are hereby superseded and rescinded on June 20, 2012.

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 20th day of June, 2012, by the following vote.

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

William R. Widmer, MAYOR
Town of Atherton

ATTEST:

Theresa DellaSanta, City Clerk

APPROVED AS TO FORM:

William B. Conners, City Attorney

Exhibit A
Atherton Rail Committee Mission

- a. Act in an advisory capacity to the City Council on all matters pertaining to High Speed Rail (HSR), the Rail Corridor and Caltrain.
- b. With the assistance of appropriate Town staff, research and address specific impacts HSR and other rail infrastructure and services may have on the Rail Corridor and the Town.
- c. Perform active outreach and cooperative efforts with groups and organizations opposing HSR.
- d. Rail Committee members are authorized to act as spokespersons to articulate and advocate the Town's Rail Related Policy Positions as they pertain to rail committee matters to legislatures, HSR and Caltrain board of directors, regional organizations, press and other interested parties.



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 JUNE 20, 2012

**SUBJECT: PROVIDE STAFF DIRECTION REGARDING THE PREPARATION OF
A REQUEST FOR PROPOSAL FOR PRELIMINARY DESIGN
SERVICES TO DETERMINE THE FEASIBILITY AND COST TO
CONSTRUCT A ROUNDABOUT AT THE INTERSECTION OF
ATHERTON AVENUE AND ALAMEDA DE LAS PULGAS**

RECOMMENDATION

Provide staff direction regarding the preparation of a Request for Proposal for Preliminary Design Services to determine the feasibility and cost to construct a roundabout at the intersection of Atherton Avenue and Alameda De Las Pulgas.

DISCUSSION

At the May 8, 2012 meeting of the Atherton Transportation Committee, an Atherton resident presented information regarding the need and benefits of constructing a roundabout at the intersection of Atherton Avenue and Alameda De Las Pulgas. Roundabouts are traffic regulatory devices which are typically placed at busy intersections to control the orderly and safe flow of thru turning traffic movements. Roundabouts are an alternate solution to the construction of a traffic signal.

Staff agrees that due to the growing traffic volumes and vehicular queuing and delays that occur on Alameda De Las Pulgas during the morning and afternoon commute hours, it is appropriate to review the feasibility and assess the need for a traffic control device such as a roundabout at the Atherton/Alameda De Las Pulgas intersection. Very preliminary staff work has been done in the past to determine if a roundabout could be constructed within the existing right-of-way. Based on this work, it was believed that a roundabout could be constructed within the existing right-of-way and the approximate cost for this improvement would be \$300,000.

Due to the sensitivity of impacts to existing residential properties and the importance of proper roundabout design, a more detailed review should be undertaken to ensure the geometrics of a properly designed roundabout does not adversely impact existing residential properties. It is also important to accurately determine the estimated cost of this improvement. Accordingly, staff advised the Transportation Committee at their May 8th meeting that this information could only be determined with the help of an engineering consultant experienced in the design of roundabouts. In order to develop appropriate cost estimates, it was also advised that sufficient topographic and property information would also need to be obtained.

Based on the above, staff was directed to prepare a Request for Proposal (RFP) for engineering services to determine the feasibility and cost to construct a roundabout at the intersection of Atherton Avenue and Alameda De Las Pulgas. The estimated staff cost to prepare and manage the RFP process is approximately \$2,500. The consultant cost to perform the necessary study is estimated to be in the \$15,000 - \$25,000 range.

FISCAL IMPACT

The total estimated cost of this project is \$17,500 to \$27,500. This project is currently not budgeted. Potential fund sources for this work include Gas Tax, Measure A, and Measure M.

Approved:

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 JUNE 20, 2012

**SUBJECT: PROVIDE STAFF DIRECTION REGARDING THE DEVELOPMENT OF
A SPEED HUMP POLICY FOR THE TOWN OF ATHERTON**

RECOMMENDATION

Provide direction to staff regarding the expenditure of staff time and resources necessary to develop a Speed Hump Policy for the Town of Atherton as directed by the Transportation Committee.

DISCUSSION

At the May 8, 2011 meeting of the Atherton Transportation Committee, there was discussion and subsequent direction given to staff to develop a Speed Hump Policy for the Town of Atherton. Speed Humps are speed control devices intended to reduce vehicular speeds and calm traffic on residential streets. Due to the cost, potential impact to emergency vehicle response, and potential for public controversy, many cities develop standards for placement and policy prior to citywide installation. Accordingly, the Town of Atherton Transportation Committee requested Town staff to develop a Speed Hump Policy for review and consideration.

Typical policies regarding the installation of speed humps for speed control/neighborhood preservation purposes include standards and protocol regarding design, types of street and classifications of streets which qualify for the placement of speed humps, community request and approval process, and a methodology to prioritize the need for speed humps. To properly develop proposed standards and policies for the Town of Atherton will require the expenditure of staff time and resources. The estimated staff cost to develop proposed standards and policies is estimated to be approximately \$7,000.

FISCAL IMPACT

The estimated cost to develop proposed standards and policies for the installation of speed humps for the Town of Atherton is approximately \$7,000.

Approved:

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 JUNE 20, 2012

SUBJECT: ADOPTION OF RESOLUTION 12-XX CALLING THE NOVEMBER 6, 2012, GENERAL MUNICIPAL ELECTION, REQUEST CONSOLIDATION, AND CONTRACT WITH THE CHIEF ELECTIONS OFFICE FOR ELECTION SERVICES

RECOMMENDATION:

Staff recommends the adoption resolution 12-xx calling for a General Municipal Election, for the purpose of electing two (2) members of the Atherton City Council, to be held on November 6, 2012; requesting the San Mateo County Board of Supervisors to consolidate the election with any other elections to be held on November 6, 2012; contracting with the Chief Elections Official for the purpose of providing election services; and authorizing the City Manager to sign the service agreement with the County Elections Officer.

INTRODUCTION:

Two terms of the Atherton City Council will expire in November 2012. It is, therefore, necessary to take action to begin the General Municipal Election process. The nomination period opens Monday, July 16, 2012, and closes at 5:00 p.m., on Friday, August 10, 2012, unless an incumbent does not file. In the event an incumbent does not file by 5:00 p.m. on August 10, the filing period will be extended to 5:00 p.m. on Wednesday, August 16, 2012.

ANALYSIS:

An attached resolution calls for the election, requests the services of the County Clerk/Registrar of Voters to conduct the election, and requests consolidation of the General Municipal Election with the Election to be held on November 6, 2012. The

County Clerk will verify signatures on all nomination papers submitted, monitor polling places, canvass the returns, and report results of said election.

FISCAL IMPACT:

\$20,000 is included in the proposed Fiscal Year 2010/11 Non Department budget.

Attachment: Resolution 12-xx

RESOLUTION NO. 12-xx

**A RESOLUTION OF THE TOWN OF ATHERTON
CALLING A GENERAL MUNICIPAL ELECTION
TO BE HELD ON TUESDAY, NOVEMBER 6, 2012, FOR THE
ELECTION OF THREE MEMBERS OF THE CITY COUNCIL**

The City Council of the Town of Atherton hereby resolves as follows:

WHEREAS, the City Council of the Town of Atherton has a need to conduct a General Municipal Election on November 6, 2012, for the purpose of electing two (2) members of the Atherton City Council to four year terms which will expire during the month of November, 2016; and that the polls for said election will be open from 7:00 a.m. to 8:00 p.m.

WHEREAS, due to the economics involved, the public interest would best be served by consolidating such General Municipal Election with any other elections to be held on November 6, 2012, and by contracting with the County of San Mateo for election services.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the town of Atherton does hereby request the Board of Supervisors of the County of San Mateo to consolidate said General Municipal Election with any other election to be held on November 6, 2012; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized and directed to enter into a contract with the Chief Elections Official of the County of San Mateo for the purpose of providing election services in connection with said General Municipal Election; and

BE IT FURTHER RESOLVED that the candidates for election may file nomination papers between 8:30 a.m. on July 16, 2012 through 5:00 p.m. on August 10, 2012.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on this 20th day of June, 2012, by the following vote:

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

William R. Widmer,
Mayor

ATTEST:

Theresa N. DellaSanta
Deputy City Clerk

APPROVED AS TO FORM:

William B. Conners,
City Attorney



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 JUNE 20, 2012

SUBJECT: ADOPTION OF RESOLUTION 12-XX REQUIRING CANDIDATES TO BE CHARGED A DEPOSIT TO COVER THE COST OF PUBLICATION FOR STATEMENT OF QUALIFICATIONS

RECOMMENDATION:

Staff recommends adoption of a Resolution requiring candidates to pay the prorated cost of publication and distribution of the Statement of Qualifications and specifying the length of the statement.

INTRODUCTION:

Two terms of the Atherton City Council will expire in November 2012. It is, therefore, necessary to take action to begin the General Municipal Election process.

ANALYSIS:

Resolution 12-xx establishes a deposit requirement in the amount of \$400 for candidates wishing to file a Statement of Qualifications and sets the length of the statement at 200 words (Council can make a change to 400 words). The deposit is an estimate, and the cost may be may be less. In that case, the candidate will be reimbursed.

The City Clerk is authorized to publish a notice of election and perform other duties as necessary in relation to the election.

FISCAL IMPACT:

An estimated cost of \$20,000 is included in the proposed Fiscal Year 2012/13 Non Department budget.

Attachment: Resolution 12-xx

RESOLUTION NO. 12-xx

**A RESOLUTION OF THE TOWN OF ATHERTON REQUIRING
CANDIDATES TO PAY THE COST OF PUBLICATION AND DISTRIBUTION
OF THE STATEMENT OF QUALIFICATIONS WITH THE SAMPLE BALLOT
AND SPECIFYING THE LENGTH OF THE STATEMENT
AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2012**

WHEREAS, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for municipal election, including costs of the candidate statement;

BE IT RESOLVED by the City Council of the Town of Atherton that each candidate who requests that a Statement of Qualifications be published and distributed with the sample ballot for the General Municipal Election, to be held November 6, 2012, shall be charged a deposit of \$400.00 to cover the cost of publication of such Statement of Qualifications, including the cost of translation of such statement into Spanish and Chinese.

BE IT FURTHER RESOLVED that such Statement of Qualifications may not exceed two hundred words in length.

BE IT FURTHER RESOLVED that such statement will be the only material sent with the sample ballots and no other material will be included for distribution.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on this 20th day of June, 2012, by the following vote:

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

ATTEST:

William R. Widmer, MAYOR

Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

William B. Connors, City Attorney



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: DEBRA AUKER, INTERIM FINANCE DIRECTOR

DATE: FOR THE MEETING OF JUNE 20, 2012

SUBJECT: ADOPTION OF THE APPROPRIATIONS LIMITS FOR FY 2012-2013

RECOMMENDATION

Adopt the attached resolution setting the Appropriation Limit for FY 2012-2013 at \$10,764,282.

DISCUSSION

In November of 1979, the voters of the State of California approved Proposition 4, commonly known as the Gann Initiative. This Proposition created Article XIII B of the State Constitution, placing limits on the amount of tax revenues that can be appropriated by local governments.

The Finance Director calculated the FY 2012-2013 limit using the percentage change in population and the cost of living provided by the State Department of Finance. The limit for 2012-2013 is \$10,764,282. Measure T passed by the Town voters in November of 2009 allowed the Town to adjust the appropriations limit by one and a half times the amount of any voter-approved parcel tax for four years. With this allowable adjustment, the Town is in compliance with the Gann limit requirement for FY 2012-2013.

FISCAL IMPACT

None

Approved by:

Theresa DellaSanta, Interim City Manager

Attachment: Resolution Adopting the Appropriation Limit for FY 2012-2013
Appropriation Spending Limit Calculation Worksheet

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF
ATHERTON ESTABLISHING THE APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2012-2013 PURSUANT TO ARTICLE X111 B OF
THE CALIFORNIA CONSTITUTION**

WHEREAS, Article XIII B of the Constitution of the State of California provides that the total annual appropriations limitation of each government entity, including this Town, shall not exceed the appropriations limit of such entity of government for the prior year adjusted for certain changes mandated by Proposition 4 passed in November, 1979 and Proposition 111 passed in June, 1990, except as otherwise provided for in said Article XIII B and implementing State statutes; and

WHEREAS, pursuant to Article X111 B, and Section 7900 et seq of the California Government Code, the Town is required to set its appropriations limit for each fiscal year; and

WHEREAS, the Finance Director of the Town of Atherton has conducted the necessary analysis and calculations to determine the appropriations limit for Fiscal Year 2011-2012, relying on the permanent Fiscal Year 1993-94 limit approved by the voters on November 3, 1994, and the following two adjustment factors: change in population for the County of San Mateo or Atherton, whichever is higher, and change in cost of living as provided by the State of California, Department of Finance; and

WHEREAS, based on such calculations, the Finance Director has determined the said appropriations limit, and pursuant to Section 7910 of the Government Code, has made available to the public the documentation used in the determination of the limit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the Town of Atherton that the new appropriations limit for the Fiscal Year 2012-2013 shall be and is hereby set in the amount of **\$10,764,282** and its calculations as set forth in Attachment 1, copy of which is attached hereto.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 20th day of June, 2012, by the following vote:

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

William R. Widmer, MAYOR
Town of Atherton

ATTEST:

Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

William Conners, City Attorney

**Town of Atherton
 APPROPRIATIONS SPENDING LIMIT
 Prop 4 - Gann Limit FY 2012-2013**

Schedule 1: Calculation of Spending Limit

Last Year's Limit (FY 2011-12)	10,392,838
Prior Year Parcel Tax Adjustment	<u>(2,790,000)</u>
Adjusted Last Year's Limit (FY 2011-12)	7,602,838

Adjustment Factors:

A. Population (County)	1.0098
C. Inflation	<u>1.0377</u>
A times C	<u>1.0479</u>

Total Adjustment (Percent) 4.79%

Total Adjustment (Dollars) 363,944

Other Adjustments:

Parcel Tax Adjustment (+) 2,797,500

New Appropriation Limit for Fiscal Year 2012-13 10,764,282

Schedule 2: Appropriations Compared to Limit

Proceeds from Taxes (Schedule 3)	<u>9,553,016</u>
Appropriations Subject to Limit FY 2012-2013	<u>9,553,016</u>
Appropriations Limit for FY 2012-2013	<u>10,764,282</u>
Amount under Appropriations Limit	<u>1,211,266</u>

Schedule 3: Determination of Proceeds of Taxes
 Per Budget for FY 2011-2012

	Proceeds of Taxes	Non- Proceeds	Total
Revenues			
Property Tax	7,016,000		7,016,000
Sales Tax	177,900		177,900
Public Safety Sales Tax		26,500	26,500
Parcel Tax	1,865,000		1,865,000
County Measure A	250,000		250,000
Business License	160,000		160,000
Homeowners Exemption	34,000		34,000
Franchise Fees		774,500	774,500
Development Fees/Permits		1,729,835	1,729,835
Fines & Forfeiture		55,000	55,000
Fees for Services		76,000	76,000
Rentals		126,782	126,782
Miscellaneous		33,750	33,750
	<u>9,502,900</u>	<u>2,822,367</u>	<u>12,325,267</u>
Interest Income	50,116	14,884	65,000
Total	<u>9,553,016</u>	<u>2,837,251</u>	<u>12,390,267</u>

Council Comments – June 2012 – Jerry Carlson

High Speed Rail

High Speed Rail funding will be decided by the state legislature by the July 1st deadline in order to secure the \$3 billion of allocated federal funds for the project. Senator Smitian's requested proposals from several cities to include in a HSR funding bill. It is very problematic that any condition would be approved by the Governor. Last year he lined out certain conditions the legislature had included along with HSR funding.

However, one condition not to short cut CEQA regulations may be an exception. Although proposed by the Governor the proposal is running into strong opposition from the Sierra Club and other environmental groups, along with the PCC member cities. The political fall out from reducing CEQA requirements for the largest public works project in the country could be considerable.

The new Ex Director Jeff Morales for the Authority is from the consulting firm working for the Authority that is overseeing all the other consulting firms on the project. This is consistent with the 'business as usual' practices followed by the Authority throughout the process.

A mediation hearing is being scheduled between the parties in the law suit against the Authority and Attorney General's Office representing HSR.

The Rail Committee voted to recommend to the Council to support the initiative that would halt further Prop. 1A spending, for the HSR project. This initiative is an out growth of the 'LaMalfa' bill which the Council has previously voted to support.

Caltrain

The Operational Study of the 'blended system', the concept of Caltrain sharing its tracks with HSR, continues. During a Caltrain conference call it was disclosed they are analyzing three passing track options, including a four track section north of Atherton; two passing tracks in the vicinity of Mt. View to Santa Clara; and a three track option in the mid section that would pass through Atherton, Menlo Park and Palo Alto.

In addition, the amount of time crossings would be closed to let trains pass is being analyzed, as well. Grade separations at the crossings would involve the takings of private land and cause disruption in cross street access. Palo Alto, along with Atherton have communicated they favor the tracks be put in a trench to allow at grade street crossings.

South Bay Waste Management Authority

A recent SBWMA meeting held for elected officials turned out short to be short on information and long on 'show and tell' information. A later personal meeting with Jesus Nava, Burlingame finance director and member of the SBWMA board, provided more insight into the agency and confirmed certain concerns. While the agency's volume is down, the cost structure remains unchanged. There is a problem within the contract that 'fixes' city cost one time during the year. The member agencies need to probe more

deeply into both the revenue setting process and the cost structure being proposed in the new budget. It is highly likely we are due for another 'surprise' when SBWMA presents their annual proposed recovery cost plan to us in the next couple of months.

The budget shows more favorable tipping fee rates for non members than members in order to try and generate more volume for the facility. Apparently, a competing trash handler has proposed using a portion of the underutilized facility during off-hours. There is a question of how rate payer money should be diverted into environmental outreach programs where SBWMA plans to add another person in the next fiscal year.

In my opinion, the cities need to take a much more active oversight role in understanding this agency. Perhaps, a qualified independent consultant is needed to assist and advise the member agencies in sorting out the facts and coming up with a better operating model.

Safe Routes to School

A meeting held in Menlo Park outlined the proposed actions being planned to improve the movement of people into and out of the schools along Valparaiso, including turn lanes, bolder bike lane markings and a possible new stop light.

Park Foundation

The two new community members elected to the Park Foundation Board are Gina Ryan and James Pillaging. The Foundation, including its Dames affiliate, raises funds for capital projects, in the park. Their foundation's current focus is on increasing foundation membership and the selecting the next capital project to invest funds already on hand.

Off Site Meetings Attended

C/CAG Legislative Committee

C/CAG Board

Palo Alto Rail Committee

Menlo Park Chamber Transportation Committee

Safe Routes to School

Former San Mateo Mayor John Lee memorial service

San Mateo County Fair Officials Night

Selby Elementary School Volunteer Recognition event

Peninsula Cities Consortium Board

Burlingame Finance director Jesus Nava re SBWMA

SBWMA agency officials update

Caltrain Modernization project conference call

Consultation with former Congressman George Radnovich re HSR Initiative

June, 2012

Council report from Vice Mayor Lewis

May 31 TCTF met to review architect's space and cost estimate analysis. Committee has instructed architect to revise estimates by 25%, reduce size of private offices, lobbies, common area and scale back the "grand-ness" of structure. Additionally, the architect has been asked to revise cost estimate to maximum of \$10million. The next Town Center Task Force meeting is scheduled for July 10, 2012.

Attended:

June 1 Conference call with ad hoc committees for SF Airport Commission

June 6 SF Airport Roundtable meeting

Lastly, there have been several special City Council (closed session) meetings regarding the Menlo Park / Facebook EIR and to interview two City Manager Candidates. These meetings have concluded with no reportable action.



TOWN OF ATHERTON

**FISCAL YEAR
2012-2013**

**RECOMMENDED
BUDGET**

Printed June 15, 2012



TOWN OF ATHERTON

Budget Fiscal Year 2012-2013

TOWN OF ATHERTON, CA

City Council

June 2012

William Widmer, Mayor
Elizabeth Lewis, Vice Mayor
Jerry Carlson, Council Member
James Dobbie, Council Member
Kathy McKeithen, Council Member

Executive Staff

Theresa DellaSanta, Interim City Manager
William Conners, City Attorney
Debra Auker, Interim Finance Director
Michael Kashiwagi, Public Works Director
Ed Flint, Chief of Police
Lisa Costa Sanders, Deputy Planner
Steven Tyler, Public Works Superintendent

TOWN OF ATHERTON, CA

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TOWN OF ATHERTON, CA

Recommended Budget FY 2012-2013
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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ADOPTING THE FISCAL YEAR 2012-2013 OPERATING AND
CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, the City Council of the Town of Atherton set May 16, 2012, at the Town of Atherton City Council Chambers, 94 Ashfield Road, Atherton, California, as the time and place for the public hearing on the introduction of the Fiscal Year 2012-2013 Operating and Capital Improvement Program Budget; and

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

WHEREAS, it appears to be in the best interest of the citizens of the Town of Atherton that the Fiscal Year 2012-2013 Operating and Capital Improvement Program Budget be adopted in the format set forth in Exhibit A, attached hereto, and by reference incorporated herein; and

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

NOW THEREFORE, BE IT RESOLVED, that the Fiscal Year 2012-2013 Operating and Capital Improvement Program Budget projected appropriations/expenditures totaling \$15,159,642, which includes the General Fund Operating Budget of \$10,875,807, Other Funds Operating Budgets of \$2,342,487, and the Capital Projects Budget of \$1,941,348, as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2012-2013.

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

* * * * *

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 20th day of June, 2012, by the following vote:

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

William R. Widmer, MAYOR
Town of Atherton

ATTEST:

Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM

William B. Conners, City Attorney

EXHIBIT "A"

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

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

- Present Personnel Policies, Procedures, and Memorandum of Understanding, including salary schedules and benefits, except as hereinafter changed by resolution or ordinance of the City Council.
- The Expenditure Control Budget will show overall General Fund and other funds and/or departments.
- This system will apply to Operating and Capital Budget Expenditures as intended for use in Fiscal Year 2012-2013.
- All CIP encumbered expenditures from the Fiscal Year 2011-2012 Adopted/Revised Budget shall be carried forward and re-appropriated in Fiscal Year 2012-2013. Said encumbered expenditures to be re-appropriated in Fiscal Year 2012-2013 must be initiated by the Public Works Director, recommended by the Finance Director, and approved by the City Manager.
- Capital Project Commitments: Capital projects for which funds are appropriated in the budget year shall have those funds restricted for use for that project. Such appropriations will continue to be valid in subsequent fiscal years until the project is completed or the Council takes subsequent action to de-appropriate all or part of the funds originally restricted. If a capital project requires an additional appropriation, then City Council approval shall be required.
- General Fund Fund Balance: The balance shall be established in accordance with the Fund Balance Policy for the General Fund as adopted by the City Council.
- The City Manager is authorized to make budget transfers within the same department. Any transfers between departments or funds shall require the approval of City Council.
- This budget system assumes existing service levels; Council approval will be required for any significant changes involving increased or decreased service levels.
- The Finance Department shall be responsible for constant monitoring of the budget and shall establish and implement appropriate control mechanisms necessary for said purpose after consultation with city staff and approval by the City Manager.
- A monthly financial report shall be made available by the Finance Director for each department and/or program and/or capital project.

Resolution No.

Adopted June 20, 2012

Page 3 of 4

Section 2: FY 2012-2013 all Funds Operating and Capital Budgets are hereby adopted, establishing the following revenue estimates and expenditure budgets:

Town of Atherton Budget For FY 2012-2013				
	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfer In	Budgeted Transfer Out
General Fund				
General Fund	\$ 10,275,267	\$ 10,875,807	\$ 1,116,000	\$ 74,853
Special Revenue Funds				
Tennis Fund	8,400	22,000	4,853	
Police (COPS) Grant	100,200	100,000		
Library Fund	824,000	1,016,108		
Evan Creative Design	800	14,415		
Total Special Revenue	933,400	1,152,523	4,853	-
Capital Project Funds				
Special Tax	1,865,000	1,389,755		1,116,000
Measure A	250,000	36,245		
Gas Tax	200,000	167,848		
Measure M	75,000	40,000		
Road Impact	3,600	225,000		
Capital Improvement		70,000	70,000	
Storm Drainage	-	-		
Channel Drainage District	82,000	12,500		
Facilities Construction				
Total Capital Projects	2,475,600	1,941,348	70,000	1,116,000
Internal Service Funds				
Equipment Replacement Fund	103,300	184,330		
Worker's Compensation	62,543	164,000		
General Liability	303,442	300,777		
Employee Benefits	1,023,518	540,857		
Total Internal Service	1,492,803	1,189,964	-	-
Total All Funds	\$ 15,177,070	\$ 15,159,642	\$ 1,190,853	\$ 1,190,853

Resolution No.

Adopted June 20, 2012

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COUNCIL GOALS – FY 2012-2013

Community Safety

- Traffic Safety
- Safety Education and Outreach
- Protection of Life and Property

Financial Stability

- Long Range Planning
- Financial Policies
- Minimize Costs
- Maximize Revenue

Organizational Development

- Innovations and Efficiency Improvements
- Employee Relations and Management

Land Use and Planning

- Protect Community Character

Town Facilities and Infrastructure

- Facilities
- Technology
- Streets and Roads

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 6. Work with local schools to promote traffic safety 7. 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"> 8. Enhance neighborhood awareness 9. Expand community outreach to new residents 10. Formalize Disaster Service Worker and Disaster Council 11. Educate residents to expand alarm monitoring services 12. Continue DARE Program
	Protection of Life and Property	<ol style="list-style-type: none"> 13. Maintain emergency response times 14. Expand crime prevention and suppression efforts
FINANCIAL STABILITY		
	Long Range Planning	<ol style="list-style-type: none"> 15. Develop a balanced General Fund budget 16. Update the Five-year General Fund Financial Forecast
	Financial Policies	<ol style="list-style-type: none"> 17. Implement sound risk management policies and procedures 18. Create policy for reviewing disbursements 19. Recommend improvements to internal procedures 20. Adopt policy to continue five-year financial planning as part of the annual budget process <i>(Added by Finance Committee member Enthoven)</i> 21. 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"> 22. Negotiate affordable compensation packages for employees and contractors 23. Determine if payoff of PERS Side funds would benefit the Town financially 24. Continue to explore shared services 25. Analyze police overtime as related to appropriate staffing levels

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

TOWN FACILITIES AND INFRASTRUCTURE

	<p>Facilities</p>	<p>52. Develop short and long range facility repair and replacement plans for Police, Permit Center, Library, Council Chambers and Town Administration</p> <p>53. Facilitate and support Town Center Task Force</p> <p>54. Facilitate and support Library Steering Committee</p> <p>55. Manage New Library Project: process entitlements, direct design, and manage construction</p> <p>56. Knox Preschool - Determine condition of existing facilities</p>
	<p>Technology</p>	<p>57. Automated on-line website capabilities for Building Department Services</p> <p>58. Improvements to Town website</p> <p>59. Improve technology at Town facilities-paperless systems, council meeting communications</p> <p>60. Replace or update Town's phone system</p> <p>61. Upgrade Spring brook financial software</p>
	<p>Streets, Roads and Drainage</p>	<p>62. Identify necessary repairs and phasing for Atherton Channel along Marsh Road</p> <p>63. Develop and implement street maintenance strategy to maintain the overall Pavement Condition Index above 75</p> <p>64. Perform assessment of Atherton Channel flooding problems</p> <p>65. Provide update to the Drainage Study performed in prior years</p> <p>66. Identify low cost, environmentally sensitive solutions to improve residential street drainage</p> <p>67. Participate in the development of solutions for regional flood control issues impacting Atherton</p> <p>68. Explore street lighting efficiency opportunities</p>

TOWN OF ATHERTON

AUTHORIZED POSITIONS BY DEPARTMENT

	2004-05 Authorized	2005-06 Authorized	2006-07 Authorized	2007-08 Authorized	2008-09 Authorized	2009-10 Authorized	2010-11 Authorized	2011-12 Authorized	2012-13 Recommended
Administration									
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00					1.00
Assistant City Manager					1.00	1.00	1.00		
Office Assistant					0.75				
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	1.00
Assistant to City Manager	1.00	1.00	1.00	1.00					
Executive Assistant/ Deputy City Clerk					1.00	1.00	1.00	1.00	
Total Admin	4.00	4.00	4.00	4.00	4.75	4.00	4.00	2.50	3.00
Finance									
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00				
Financial Services Manager								1.00	
Finance Assistant	1.00	1.00	1.00	1.00	0.60	0.60	0.60		1.00
Accountant						1.00	1.00	1.00	1.00
Total Finance	3.00	3.00	3.00	3.00	2.60	2.60	2.60	3.00	3.00
Building									
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Sr. Bldg Inspector/Plan Reviewer	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Bldg Inspector/Plan Reviewer	1.00	1.00	2.00	2.00	2.00	2.00	2.00		
Town Arborist/PW Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50
Permit Technician				1.00	1.00	1.00	1.00		
Contract Plan Reviewer	1.00	1.00		1.00					
Total Building	6.00	6.00	6.00	8.00	7.00	7.00	7.00	1.00	0.50
Police									
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Captain									
Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Police Officer	15.00	15.00	15.00	15.00	14.00	13.00	10.00	12.00	12.00
Administrative Assistant	0.50	0.50	0.50	0.50	0.75	0.75	-		
Executive Assistant							1.00	1.00	1.00
Communications Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Community Service Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher/Records Assistant	4.00	4.00	4.00	4.00	4.00	3.00	3.00	3.00	4.00
Total Police	28.50	28.50	28.50	28.50	27.75	25.75	23.00	25.00	25.00
Public Works									
Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Asst/Assoc Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Park Program Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	0.50
PW Maintenance Supervisor	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
PW Lead Maintenance Worker									
PW Maintenance Worker I/II	4.00	4.00	4.00	4.00	4.00	4.00	4.00		
Total Public Works	11.00	3.50	2.50						
Grand Total	52.50	52.50	52.50	54.50	53.10	50.35	47.60	35.00	34.00

TOWN OF ATHERTON
MONTHLY SALARY COMPENSATION

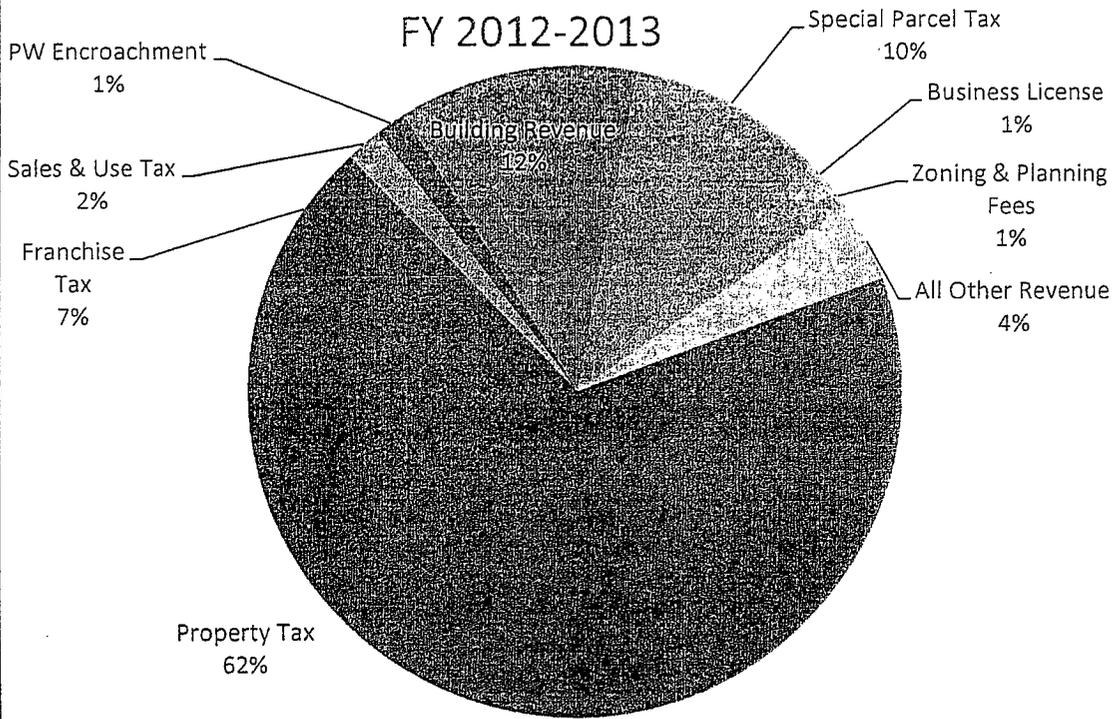
JOB DESCRIPTION	POSITIONS AUTHORIZED IN THE FY 2012-2013 BUDGET	STEP A	STEP B	STEP C	STEP D	
	CITY MANAGER CITY ATTORNEY	1 contract	effective date	1/1/2009	ANNUAL	\$160,000
DEPARTMENT HEADS		effective date	7/1/2010			
ASSISTANT CITY MANAGER	0	12,185.62	12,794.90	13,434.65	14,106.38	
FINANCE DIRECTOR	1	12,081.31	12,685.37	13,319.64	13,985.63	
CHIEF OF POLICE	1	12,328.54	12,944.97	13,592.21	14,271.82	
PUBLIC WORKS DIRECTOR/CITY ENGINEER	contract	12,153.03	12,760.68	13,398.71	14,068.65	
PLANNING ADMINISTRATOR/BUILDING OFFICIAL	contract	11,199.30	11,759.27	12,347.23	12,964.59	
CITY CLERK*	1	7,993.75	8,393.43	8,813.10	9,253.76	
MID-MANAGEMENT		effective date	7/1/2010			
POLICE LIEUTENANT	1	10,221.64	10,732.72	11,269.36	11,832.82	
ASSOCIATE CIVIL ENGINEER*	1	7,133.10	7,489.75	7,864.24	8,257.45	
PARK PROGRAM MANAGER	0	6,467.27	6,790.63	7,130.16	7,486.67	
PUBLIC WORKS SUPERINTENDENT	1	9,409.58	9,880.06	10,374.07	10,892.77	
CONFIDENTIAL		effective date	7/1/2010			
ACCOUNTANT**	1	5,777.35	6,066.21	6,369.52	6,688.00	
EXECUTIVE ASSISTANT/DEPUTY CITY CLERK	0	5,813.63	6,104.31	6,409.52	6,730.00	
EXECUTIVE ASSISTANT TO POLICE CHIEF	1	5,813.63	6,104.31	6,409.52	6,730.00	
GENERAL GOVERNMENT EMPLOYEES		effective date	7/1/2010			
ASSISTANT ENGINEER	0	6,405.27	6,725.54	7,061.81	7,414.90	
BUILDING INSPECTOR/PLAN CHECKER	contract	6,179.29	6,488.25	6,812.66	7,153.30	
SENIOR BUILDING INSPECTOR/PLAN CHECKER	0	6,651.64	6,984.22	7,333.43	7,700.11	
PERMIT TECH	contract	4,902.67	5,147.80	5,405.19	5,675.45	
OFFICE SPECIALIST	2	4,526.54	4,752.87	4,990.51	5,240.04	
TOWN ARBORIST/PUBLIC WORKS SPECIALIST	contract	6,179.29	6,488.25	6,812.66	7,153.30	
FINANCE ASSISTANT	1	5,030.92	5,282.47	5,546.59	5,823.92	
PARKS/FACILITIES/PW MAINTENANCE WORKER I	contract	3,917.09	4,112.94	4,318.59	4,534.52	
PARKS/FACILITIES/PW MAINTENANCE WORKER II	contract	4,451.59	4,674.17	4,907.88	5,153.27	
PARKS SUPERVISOR	0	6,403.24	6,723.40	7,059.57	7,412.55	
PUBLIC WORKS SUPERVISOR	contract	6,403.24	6,723.40	7,059.57	7,412.55	
Total Authorized Positions-Non-APOA	12					
* Added authorized positions using the salary schedule approved effective 7/1/09. Note: ** Increased due to equity adjustment effective 7/1/12.						
Atherton Police Officers Association (APOA)			STEP A	STEP B	STEP C	STEP D
POLICE-CIVILIAN		effective date	10/2/2011			
COMMUNITY SERVICE OFFICER	1	4,814.23	5,054.94	5,307.69	5,573.07	
DISPATCHER/RECORDS ASSISTANT	4	5,565.58	5,843.86	6,136.06	6,442.86	
POLICE TRAINEE					4,143.00	
POLICE-SWORN (84 HRS.)		effective date	10/2/2011			
POLICE OFFICER	12	7,316.24	7,682.05	8,066.15	8,469.46	
POLICE SERGEANT	4	8,768.25	9,206.66	9,666.99	10,150.34	
POLICE-SWORN (80 HRS.)		effective date	10/2/2011			
POLICE OFFICER	0	6,967.85	7,316.24	7,682.05	8,066.15	
POLICE SERGEANT	1	8,350.71	8,768.25	9,206.66	9,666.99	
Total Authorized Positions-APOA	22					
Total Authorized Positions-Town wide	34					

**Town of Atherton
Budget For Fiscal Year 2012-2013
Summary by Fund Type and Fund**

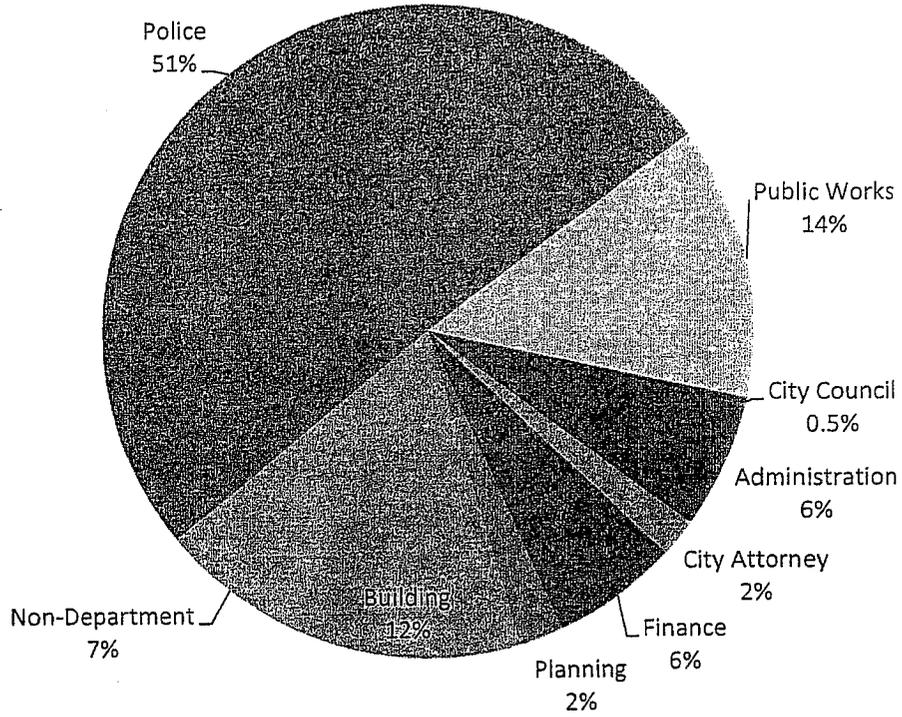
Fund #	Fund Name	Projected Fund Balance 06/30/12	Projected Revenues	Projected Expenditures	Projected Transfer In	Projected Transfer Out	Projected Fund Balance 06/30/13
General Fund							
101	General Fund	\$ 5,921,758	10,275,267	10,875,807	1,116,000	74,853	\$ 6,362,365
Special Revenue Funds							
105	Tennis Fund	8,747	8,400	22,000	4,853		-
209	Police (COPS) Grant	8,959	100,200	100,000			9,159
213	Library Fund	6,042,569	824,000	1,016,108			5,850,461
215	Evan Creative Design	83,464	800	14,415			69,849
	Total Special Revenue	6,143,739	933,400	1,152,523	4,853	-	5,929,469
Capital Project Funds							
201	Special Tax	809,481	1,865,000	1,389,755		1,116,000	168,726
202	Measure A	59,637	250,000	36,245			273,392
203	Gas Tax	155,774	200,000	167,848			187,926
204	Measure M	69,918	75,000	40,000			104,918
210	Road Impact	1,041,604	3,600	225,000			820,204
401	Capital Improvement	224,361		70,000	70,000		224,361
402	Storm Drainage	29,263	-	-			29,263
403	Channel Drainage District	42,910	82,000	12,500			112,410
406	Facilities Construction	2,087,425					2,087,425
	Total Capital Projects	4,520,373	2,475,600	1,941,348	70,000	1,116,000	4,008,625
Internal Service Funds							
610	Equipment Replacement Fund	344,953	103,300	184,330			263,923
614	Worker's Compensation	200,456	62,543	164,000			98,999
615	General Liability	87,567	303,442	300,777			90,232
616	Employee Benefits	1,633,228	1,023,518	540,857			2,115,889
	Total Internal Service	2,266,204	1,492,803	1,189,964	-	-	2,569,043
	Total All Funds	\$ 18,852,074	\$ 15,177,070	\$ 15,159,642	\$ 1,190,853	\$ 1,190,853	\$ 18,869,502

General Fund Revenue Sources

FY 2012-2013



General Fund Expenditures FY 2012-2013



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%
	Landscape Fee	(5,000)							
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						
	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							
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				
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							
101-00-45017-040	ABAG Grant		18,338	16,548	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						
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	-	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					
101-00-48502-040	Miscellaneous Income		472	1,154					
	Total Police Revenue	166,014	105,930	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					
101-00-47021-050	Plan Check Fee		1,180						
101-00-48503-053	Property Damage Reimb		16,985						
	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									
								Increase	
								(Decrease)	
								Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	Change
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	59,530	2,652	4.7%
	Administration Department	739,628	798,547	771,246	819,617	625,561	772,215	146,654	23.4%
	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	1,426,548	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	1,833,626	1,448,933	(384,693)	-21.0%
	Total Operating Expenditures	10,073,683	10,797,348	10,789,915	10,534,465	11,435,006	10,875,807	(559,199)	-4.9%
	Settlement Expenses		456,305						
	Excess (Deficiency) of Revenues Over Expenditures	(1,157,124)	(1,440,839)	(239,591)	(1,111,698)	(1,413,439)	(600,540)	812,899	-57.5%
	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	57,306	451,079	393,773	687.1%
	Net Change in Fund Balance	(679,577)	(577,241)	(406,839)	4,302	(297,439)	440,607	738,046	590.1%
	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	6,362,365		
	Total General Fund Balance								
						Building Reserve	625,761		
						15% Emergency Reserve	1,631,371		
						Reserve to pay off side funds	1,928,634		
						20% Reserve	2,175,161		
						Available Fund Balance	1,438		
							6,362,365		

Town of Atherton									
City Council Department									
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	
101-11-53016-011	Utilities - Water			677	625	1,350	725	116.0%	
101-11-53024-011	Advertising/Publishing	435	480	2,304	4,000	3,650	(350)	-8.8%	
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%	
101-11-54002-011	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				24,000	24,000	100.0%	
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	59,530	2,652	4.7%	

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		3,650
Other Contract Services	Videotaping Council Meetings and other public meetings		10,000	
	Facilitated Council Workshop		14,000	24,000
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		1,350
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 (previouly 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		59,530

Town of Atherton								
Administration 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
101-12-50001-012	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	110,000	95,000	633.3%
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	236,283	(51,850)	-18.0%
	Total Admin Dept	739,628	798,547	771,246	625,561	772,215	146,655	23.4%

		Administration Department		
		101-12		
		FY 2012		FY 2013
Account No. & Title	Quantity, brief description and justification of items requested	Revised Appropriations		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 Contrb- ER ¹	Employer contribution for employee pension	15,086		44,397
PERS Retire Contrb- 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
Office Supplies	Pens, paper, envelopes, binders, paper clips, etc., file materials for records retention and destruction	5,000	5,000	

Administration Department				
101-12				
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations
	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	
	Contingency		100,000	110,000
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		236,283
	Total Admin Dept	625,561		772,215

Salaries for Administration Department																				
FY 2013																				
Job Class	Step @ 4/30/12	Salary @ 04/30/12	2013 Salary	Employer PERS	13.926%	Employee PERS	7.00%	Medicare	1.45%	Medical	1.05	Dental	Vision	STD	LTD	0.735%	Life & Worker's ADD 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	95,928	13,359	-	6,715	1,391	17,424	1,728	189	192	705	108	1,823	-	-	-	-	139,563	
City Clerk	A	62,880	62,880	8,757	-	4,402	912	8,409	1,642	131	192	462	108	1,195	-	-	-	-	89,089	
Office Specialist	D																			
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								
							Increase	
							(Decrease)	
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended 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								
					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
101-18-50001-018	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	Trsfr 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 Contrb- ER	Employer contribution for employee pension	30,331		39,948
PERS Retire Contrb- 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				
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended 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	0.735%	STD	LTD	Life & ADD	Worker's Comp	Total
Finance Director*	D	167,828	139,800	19,469		9,786		2,027		18,858		661	160	661	175	2,213	194,747
Accountant	D	72,582	77,175	10,747		5,402		1,119		15,383		567	192	567	108	1,466	114,078
Finance Technician**	D	new	69,887	9,732		4,892		1,013		8,409		514	192	514	108	1,328	97,848
Total Finance Dept		240,410	286,862	39,948		20,080		4,160		42,651		1,742	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	
					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
101-20-52011-020	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	
		FY 2012	FY 2013
Account No. & Title	Quantity, brief description and justification of items requested	Revised Appropriations	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								
							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
101-25-50001-025	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 Contrib- ER	112,325	82,511	70,118	17,748	4,378	(13,369)	-75.3%
101-25-51004-025	PERS Retire Contrib- 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 & Mats	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%

<i>Town of Atherton</i>								
<i>Building Department</i>								
<i>Budget 2012-2013</i>								
							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	
							%	
					Revenue	1,354,800		
					Net Rev and Exp	112,083		
					Indirect cost allocation	(122,555) *		
					Total Net Loss	(10,472)		
					Proj. Bldg Oper Resv, 6/30/12	636,233		
					Proj. Bldg Oper Resv, 6/30/13	625,761		
* to be adjusted once a new cost allocation plan is adopted.								

		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	0.5	13.926%	7.0%	1.45%	1.05	0.735%					
		2013 Salary	Employer PERS	Employee PERS	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Auto Allow	Total
Office Specialist (0.5)	D	62,880	4,378	2,201	456	1,642	180	192	231	108	597		55,894
Total Building Dept		62,880	4,378	2,201	456	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									
					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	
101-30-51006-030	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)	-15.56%	
	**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 Svcs	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
Election Cost				20,000

		Non-Department Budget			
		101-30			
			FY 2012		FY 2013
Account No. & Title	Quantity, brief description and justification of items requested		Revised Appropriations		Recommended Appropriations
County Tax Admin Cost	San Mateo County property tax admin charges		49,762		52,250
Post Office Expense	Weighing platform, base, feeder rental		1,500	1,500	
	Supplies - ink cartridge, strips, paper, pre-inked stamps		1,500	1,500	
	Meter (security device) rental		1,320	1,320	4,320
IT Infrastructure Plan	Server room creation & relocation cost		16,200	16,200	
	Virtual server implementation, consolidation, and licenses		20,500	20,500	
	Rebuild firewall for improved security		1,200	1,200	
	Website design & hosting		20,000	20,000	
	Wireless projects for improved security, connect council chambers to network, controller plus access points		9,800	9,800	
	Document imaging system		30,000	30,000	97,700
		Total Non-Department	907,013		765,867

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	800	300	60.0%	
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	Trsrfr 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	6,700	850	14.5%	
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	
					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
101-40-55007-040	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		FY 2013
		Revised Appropriations		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 (100,000)	2,184,885
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 GASB 45 annual required contribution	161,362 297,384	234,885 260,791	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		
Animal Control Svs	San Mateo animal control services cost	52,180		52,180

Police Department				
	101-40			
Account No. & Title	Quantity, brief description and Justification of items requested	FY 2012		FY 2013
		Revised Appropriations		Recommended Appropriations
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		6,700
Subscription	Library books, criminal codes	800		800
Safety Supplies & Mats	Replacement of individual protective vests (MOU 5-year)	6,000		6,000
	partially off-set by DOJ grant), motorcycle leather gear, helmet, protective motorcycle gear, eye/ear range safety gear			
POST Training	Advanced Officer Training, S.M. Co. Chief's training sessions (2)	14,000	15,000	
	Post Reimbursement (Add Mandated, Essential Categories)	6,000	7,000	22,000
	Patrol (Mandated, technical and perishable skills training)			
	Communications and Records (mandated and technical training)			
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,	17,000	20,000	
	Firearms supplies, cleaning supplies, hardware, badges, etc.			
	California Vehicle Codes	350	350	
	Peace Officer Memorial Pins	400	-	
	Speed Sign Batteries (2)	617		
	Awards and Engraving	150	150	
	Business Cards	800	800	
	DARE Supplies (Balls, T-shirts, Awards)	2,000	2,000	
	Ammunition (Perishable Skills Training, Qualification (3x) & SWAT)	8,000	8,000	31,300
Membership & Dues	CAL Nena	130	130	
	California Chiefs of Police	500	500	
	CPOA, CPCA, APCO, CAPE	900	900	
	S.M. Co. Police Chiefs Association	650	450	1,980
Utilities - Electricity	PG&E	18,000		18,000
Utilities - Gas	ABAG gas	1,100		1,100

Police Department				
	101-40			
Account No. & Title	Quantity, brief description and Justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations
Utilities - Water	Cal water	500		800
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	33,388
Conferences	Calif. Chief's 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

Temp Salaries for Police Department										
FY 2013										
				0.13926	0.07	0.062	0.0145			
Position	Total Hours	Hourly Rate	Annual Salary	Employer PERS	Employee PERS	Social Security	Medicare	Uniforms	Worker's Comp	Total
Part-Time Temp Dispatcher	144	35.94	5,175				75		98	5,349
Part-Time Temp Dispatcher	144	35.94	5,175	721	362		75		98	6,432
Part-Time Temp Dispatcher	144	35.94	5,175				75		98	5,349
Part-Time Temp Dispatcher	144	35.94	5,175	721	362		75		98	6,432
Part-Time Temp Dispatcher	144	35.94	5,175			-	75		98	5,349
Part-Time Temp Dispatcher	144	35.94	5,175			-	75		98	5,349
	864		31,052	1,441	725	-	450		590	34,258
Reserve Officer	192	32.00	6,144			381	89	150	97	6,861
Reserve Officer	192	32.00	6,144				89	150	97	6,480
Reserve Officer	192	32.00	6,144				89	150	97	6,480
Reserve Officer	192	32.00	6,144				89	150	97	6,480
Reserve Officer	192	32.00	6,144				89	150	97	6,480
	960		30,720	-	-	381	445	750	484	32,781
Total Temp Help Salaries			61,772	1,441	725	381	896	750	1,074	67,039

Town of Atherton
Public Works Department - Summary
Budget 2012-1013

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease)	
							Over Prior 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	-	(967)	-100.0%
	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	345,623	(417,735)	-54.7%
	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

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease)	
							Over Prior 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	12,000	1,300	12.1%
	Utilities - Sewer	-	20,176	3,262	4,850	5,150	300	6.2%
	Utilities - Telephone	15,203	7,102	5,018	1,600	1,600	-	0.0%
	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	1,103,310	33,043	3.1%
	Total DPW	1,970,904	1,953,742	1,940,584	1,833,626	1,448,933	(384,693)	-21.0%

Town of Atherton
 Public Works Dept - Engineering 50
 Budget 2012-2013

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease) Over Prior Year Budget	% Change
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	IEE 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 & Matis	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 & Matis	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

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease)	
							Over Prior Year Budget	% Change
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	FY 2013
			Revised Appropriations	Recommended Appropriations
	Regular Salaries	Salaries - two full-time staff 50-60% each or 1.1 FTE	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 retirees	16,153	18,623
		GASB 45 annual required contribution	47,142	49,768
	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 Director	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

Acct. No.	Title	Quantity, brief description and justification	FY 2012	FY 2013
			Revised Appropriations	Recommended 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	
		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

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase	
							Over Prior Year Budget	(Decrease) %
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 & Matis	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 Matis	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	9,800	1,400	16.7%
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

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase	
							(Decrease) Over Prior Year Budget	% 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	451,780	50,763	11.2%
	Total DPW Street Maint	690,311	740,625	706,136	706,024	534,763	(171,261)	-24.3%

Public Works Dept - Street Maintenance

101-53

Acct. No.	Title	Quantity, brief description and justification	FY 2012	FY 2013
			Revised Appropriations	Recommended Appropriations
	Regular Salaries	Salaries - one full-time staff 60% or 0.6 FTE	127,411	78,428
	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 retirees	42,136	53,080
		GASB 45 annual required contribution	27,086	21,714
	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	Premium to The Cities Group	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 Matls	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
	Membership/Dues	Professional memberships: MSA \$145. APWA \$113	300	300

Public Works Dept - Street Maintenance

101-53

Acct. No.	Title	Quantity, brief description and justification	FY 2012	FY 2013
			Revised Appropriations	Recommended Appropriations
	Utilities - Electricity	PG&E	50,000	50,000
	Utilities - Gas	ABAG gas	1,200	1,200
	Utilities - Water	Cal water	8,400	9,800
	Communication	Cellular Phones	700	-
	Conferences	MSA meetings	-	500
	Rent - Tools & Equipment	Specialized equipment	500	3,000
	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	451,780
Total DPW - Street Maintenance			706,024	534,763

Town of Atherton
 Public Works Dept - Park Maintenance 57
 Budget 2012-2013

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease)	
							Over Prior Year Budget	% 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

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease)	% Change
							Over Prior Year Budget	
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	FY 2013
			Revised Appropriations	Recommended Appropriations
	Regular Salaries	Salaries - one full-time staff 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 retirees	4,198	-
		GASB 45 annual required contribution	120	4,046
	Dental Insurance	Teamster Dental Plan premium	1,043	4,666
	Vision Insurance	Vision service plan premium	155	346
	Workers Compensation	Worker's Compensation charged to Department	1,422	68
	Life & ADD Insurance	Premium to The Cities Group	78	496
	STD Insurance	Short-term disability premium to The Cities Group	120	32
	LTD Insurance	Long-term disability premium to The Cities Group	517	38
	Unemployment Insurance	Self-funded unemployment	20,250	159
	Uniforms	Per MOU	232	11,511
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	748	-
		Total Salaries & Benefits	128,514	53,458
	Contract DPW Maint Svcs	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	Temporary restroom	700	700
	Building Improvements	HPP Park parking lot lighting	10,000	10,000
		Carriage House	30,000	-
		Painting and repairs for Pavillion	-	25,000
	Equip Replace Charges	For future replacement of vehicles & equipment	-	35,000
		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

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease) 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)	-100.0%
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	42,078	(30,523)	-42.0%
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 & Matls	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 Matls	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 & Matls	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	800		0.0%
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					
101-58-57007-058	Office Machines & Furn		34					
	Total Operations	59,841	59,555	35,702	66,896	50,400	(16,496)	-24.7%
	Total DPW Park Programs	318,811	353,205	350,850	139,498	92,478	(47,019)	-33.7%

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 10% or 0.1 FTE	15,164	13,071
	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	-
	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 retirees	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	42,078
	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	800
	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	50,400
		Total DPW - Park Programs	139,498	92,478

Town of Atherton
Public Works Dept - Building Maintenance 59
Budget 2012-2013

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease)	
							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	LTLD 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 & Matls			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 Matls	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 & Matls			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 Appropriations	Recommended 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
	IEE 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
				13.926%	0.07	0.0145					0.735%				
DPW - Engineering 50 Assistant/Associate Engineer (0.6) Office Specialist (0.5)	D D	53,387 31,440	56,621 31,440	7,865 4,378	3,963 2,201	821 456	11,999 4,232	985 821	108 62	115 96	392 231	65 54	1,076 597	-	84,030 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) Office Specialist (0.5)	D D	35,592 31,440	37,747 31,440	5,257 4,378	2,642 2,201	547 456	7,999 4,232	657 821	72 62	77 96	262 231	43 54	717 597	-	56,020 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	1,910	376	5,471	200	414,486
Summary Public Works Superintendent Assistant/Associate Engineer Office Specialist	D D/C D	130,713 88,979 62,880	130,713 94,368 62,880	18,203 13,142 8,757	9,150 6,606 4,402	1,895 1,368 912	19,440 19,998 8,465	1,728 1,642 1,642	339 180 124	192 192 192	794 654 462	159 108 108	2,484 1,793 1,195	200	185,298 140,051 89,138
FTE		282,572	287,961	40,101	20,157	4,175	47,903	5,011	643	576	1,910	376	5,471	200	414,486
Note: No salary increase budgeted. Assistant Engineer reclassified to Assistant/Associate Engineer 36% of Assistant/Associate Engineer transferred to Gas Tax Fund 60% of Public Works Superintendent transferred to Gas Tax Fund															

Town of Atherton								
Tennis Fund								
Budget FY 2012-13								
								Increase
					Adopted	Recommended		(Decrease)
		Actual	Actual	Actual	Budget	Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	2011-12	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 & Matls	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. & Title	Quantity, brief description and justification of items requested	Recommended 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

Town of Atherton								
Police Grant Fund								
Budget FY 2012-13								
							Increase	
					Adopted	Proposed	(Decrease)	
		Actual	Actual	Actual	Budget	Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	Change
209-00-45019-040	Grant	93,532	100,982	98,161	100,000	100,000	-	0.0%
209-00-48001-040	Interest Income	470	215	274	200	200	-	0.0%
209-00-49006-000	Trfrs from SLESF Fund	137						
	Total Revenue	94,139	101,197	98,434	100,200	100,200	-	0.0%
209-40-50001-040	Regular Salaries	100,000	100,000	98,161	100,000	100,000	-	0.0%
	Total Expenditure	100,000	100,000	98,161	100,000	100,000	-	0.0%
	Excess (Deficiency) of Rev Over Exp	(5,861)	1,197	274	200	200	-	0.0%
	Beginning Fund Balance	13,150	7,289	8,486	8,759	8,959		
	Ending Fund Balance	7,289	8,486	8,759	8,959	9,159		

		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

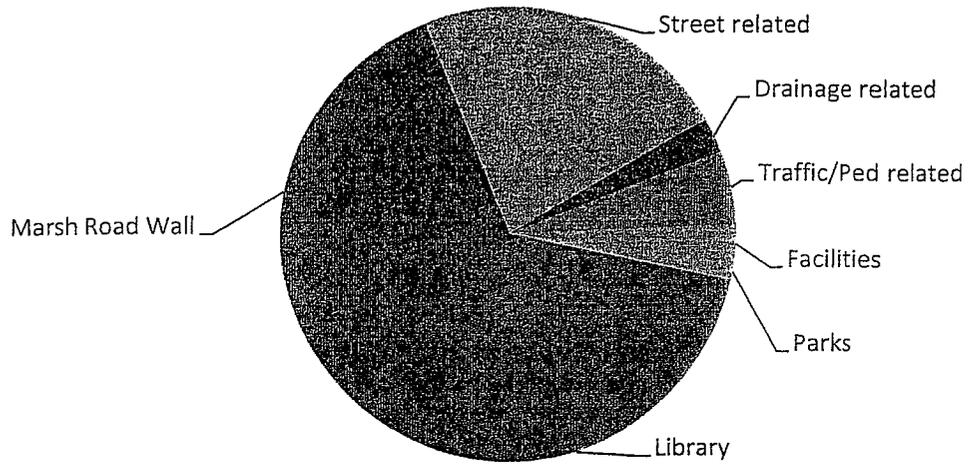
Town of Atherton								
Library Fund								
Budget FY 2012-2013								
							Increase	
					Adopted	Proposed	(Decrease)	
		Actual	Actual	Actual	Budget	Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	Change
213-00-40001-000	Secured Property Tax	846,846	900,000	784,143	750,000	784,000	34,000	4.5%
213-00-48001-000	Interest Income	66,666	30,808	38,328	40,000	40,000	-	0.0%
	Total Revenues	913,512	930,808	822,471	790,000	824,000	34,000	4.3%
213-30-50005-000	Temporary Help				-	500	500	100.0%
	Total Salaries & Benefits	-	-	-	-	500	500	100.0%
213-30-52007-000	Other Legal Services			16,720	5,000	5,000	-	0.0%
213-30-52010-000	Contract Engineering	19,760	14,000	3,780			-	0.0%
213-30-52011-000	Contract Planner			9,331	12,500	17,000	4,500	36.0%
213-30-52024-000	Architectural Services			77,173		750,000	750,000	100.0%
213-30-52027-000	Environmental Consulting Svcs			24,026		30,000	30,000	100.0%
213-30-52031-000	Contract Maint Services					23,658	23,658	100.0%
213-30-53003-000	Building Security				500	500	-	0.0%
213-30-53004-000	Facility Repair & Maintenance	1,696	3,500	2,821	1,000	1,500	500	50.0%
213-30-53005-000	HVAC Repair & Maint			2,660	2,800	-	(2,800)	-100.0%
213-30-53006-000	Electrical Repair & Maint				2,500	-	(2,500)	-100.0%
213-30-53007-000	Roof Repair & Maint				1,000	-	(1,000)	-100.0%
213-30-53008-000	Contract Custodial Services	5,385	5,396	5,687	7,500	7,500	-	0.0%
213-30-53011-000	Contract Lndscp Maint.			7,296	10,944	-	(10,944)	-100.0%
213-30-53014-000	Utilities - Electricity	16,283	8,388	5,656	7,500	8,500	1,000	13.3%
213-30-53015-000	Utilities - Gas		352	602	1,000	1,500	500	50.0%
213-30-53016-000	Utilities Water		395	2,453	1,000	3,000	2,000	200.0%
213-30-53017-000	Utilities - Sewer		1,133	1,576	2,500	3,500	1,000	40.0%
213-30-53024-000	Advertising & Noticing		281	1,022	2,500	10,000	7,500	300.0%
213-30-53036-000	Contract Pesticid & Fertilizer		1,041	1,140	1,200	1,200	-	0.0%
213-30-54010-000	Other Contract Services	5,066	2,577		262,050	150,000	(112,050)	-42.8%
213-30-55010-000	Custodial Supplies	119			-	-	-	0.0%
213-30-55012-000	Construction Materials		19		-	-	-	0.0%
213-30-55016-000	Other Supplies & Materials			111	200		(200)	-100.0%
213-30-55017-000	Postage			361		2,750	2,750	100.0%
	Total Operations	48,310	37,081	162,416	321,694	1,015,608	693,914	215.7%
	Total Expenditures	48,310	37,081	162,416	321,694	1,016,108	694,414	215.9%
	Excess (Deficiency) of Rev Over Exp	865,202	893,727	660,055	468,306	(192,108)	(660,414)	-141.0%
	Beginning Fund Balance	3,155,279	4,020,481	4,914,208	5,574,263	6,042,569		
	Ending Fund Balance	4,020,481	4,914,208	5,574,263	6,042,569	5,850,461		

Library Fund			
Fund 213			
			FY 2013
Account No. & Title	Quantity, brief description and justification of items requested		Proposed 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									
				Adopted	Revised	Projected	Proposed	Increase	
		Actual	Actual	Budget	Budget	Actual	Budget	(Decrease)	
Account	Description	2009-10	2010-11	2011-12	2011-12	2011-12	2012-13	Over Prior	%
		Year	Year	Year	Year	Year	Year	Year	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.		

Capital Improvement Program FY 2012-2013



Account	Fund Name	Adopted Budget 2012	Revised Budget 2012	Projected Actual 2012	Recommended Budget 2013	Forecast 2014	Forecast 2015	Forecast 2016	Forecast 2017	Five Year Total
TOWN OF ATHERTON										
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM										
FISCAL YEARS ENDING JUNE 30, 2013 TO 2017										
SPECIAL PARCEL TAX - FUND 201										
	BEGINNING FUND BALANCE	\$ 1,492,631	\$ 1,492,631	\$ 1,492,631	\$ 809,481	\$ 169,726	\$ 7,971	\$ 2,216	\$ 309,065	
Revenue										
201-00-40003-000	Special Tax	1,860,000	1,860,000	1,860,000	1,860,000	1,860,000	1,860,000	1,860,000	1,860,000	9,300,000
201-00-48001-000	Interest Income			3,561	5,000	5,000				10,000
201-00-48003-000	Property Damage Reimbursement			23,933						
	TOTAL REVENUE - FUND 201	\$ 1,860,000	\$ 1,860,000	\$ 1,887,494	\$ 1,865,000	\$ 1,865,000	\$ 1,860,000	\$ 1,860,000	\$ 1,860,000	\$ 9,310,000
Expenditures										
201-50-53024-000	Advertising/Noticing									
201-50-54010-000	Parcel Tax Roll Preparation Fee/Other Contract Svs	1,550	1,550	1,700	1,500	1,500	1,500	1,500	1,500	7,500
201-50-54029-000	County Tax Admin Cost			3,486						
201-50-56001-000	Traffic Studies - Speed surveys, Fair Oaks	3,000	3,000		50,000	50,000	50,000	50,000	50,000	250,000
201-50	Traffic Safety				3,255	3,255	3,255	3,255	3,255	16,275
201-50-56002-000	Pavement Management Program	3,255	3,255	3,254	125,000	95,000	193,396	350,000	350,000	858,396
201-50-56003-000	Street Seal				100,000	100,000	100,000	100,000	100,000	500,000
	Street Patching				850,000	550,000	410,000			1,810,000
201-50-56005-000	Marsh Wall Retaining Wall Project	70,490	70,490							
201-50-56006-000	Street Reconstruction 7 - Park/Polhemus			710						
201-50-56007-000	Atherton Avenue STP Project			2,100						
201-50-56011-000	Hoover Crosswalk			27						
201-50-56012-000	Street light pole replacement	50,000	50,000		150,000					150,000
201-50	Series Street Light Replacement				20,000	20,000	20,000	20,000	20,000	100,000
201-50-56029-000	Street Sign Replacement	10,000	10,000	(262)						
201-50-56033-000	Drainage Construction-Fletcher-Ridgeview		322,483	537,184	50,000	50,000	50,000	50,000	50,000	250,000
201-50-56034-000	Roadside Drainage Improvements									
201-50-56037-000	Upper Channel Repair Phase 2		702,599	735,861						
201-50-56049-000	2011 Cape Slurry			54,004						
201-50	Bike Lane Thermoplastic				30,000	30,000	10,000	10,000	10,000	90,000
201-50	Accessibility Improvements				10,000	10,000	10,000	10,000	10,000	50,000
201-50-56999-000	Engineering Costs (estimate)	116,580	116,580	116,580						
	Transfer to General Fund	1,116,000	1,116,000	1,116,000	1,116,000	1,116,000	1,116,000	1,116,000	1,116,000	5,580,000
201-50-58001-000										
	TOTAL EXPENDITURES - FUND 201	\$ 1,370,875	\$ 2,395,957	\$ 2,570,644	\$ 2,505,755	\$ 2,025,755	\$ 1,865,755	\$ 1,554,151	\$ 1,710,755	\$ 9,662,171
	SPECIAL PARCEL TAX - FUND 201									
	ENDING FUND BALANCE	\$ 1,981,756	\$ 956,675	\$ 809,481	\$ 168,726	\$ 7,971	\$ 2,216	\$ 308,065	\$ 457,310	

TOWN OF ATHERTON FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS ENDING JUNE 30, 2013 TO 2017										
Account	Fund Name	Adopted Budget 2012	Revised Budget 2012	Projected Actual 2012	Recommended Budget 2013	Forecast 2014	Forecast 2015	Forecast 2016	Forecast 2017	Five Year Total
MEASURE A - FUND 202										
	BEGINNING FUND BALANCE	\$ 367	\$ 367	\$ 367	\$ 59,637	\$ 273,392	\$ 237,147	\$ 357,506	\$ 571,261	
Revenue										
202-00-41003-050	Transportation Co Measure A Sales Tax	200,000	200,000	258,920	250,000	250,000	250,000	250,000	250,000	1,250,000
202-00-48001-050	Interest Income			500						500
	TOTAL REVENUE - FUND 202	\$ 200,000	\$ 200,000	\$ 259,420	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,500
Expenditures										
202-50-52001-000	Annual Financial Audit (Measure A)	1,365	1,365	1,515	1,400	1,400	1,400	1,400	1,400	7,000
202-50-54025-000	Congestion Relief (C/CAG) Fee	24,845	24,845	24,845	24,845	24,845	24,845	24,845	24,845	124,225
202-50-56003-000	Street Patch Seal & Overlay	173,790	173,790	173,790						
202-50-56005-000	Marsh Road Retaining Wall Project				10,000	10,000	10,000	10,000	10,000	343,396
202-50	Bridge Inspection Program									50,000
	TOTAL EXPENDITURES - FUND 202	\$ 200,000	\$ 200,000	\$ 200,150	\$ 36,245	\$ 286,245	\$ 129,641	\$ 36,245	\$ 36,245	\$ 524,621
	MEASURE A - FUND 202 ENDING FUND BALANCE	\$ 367	\$ 367	\$ 59,637	\$ 273,392	\$ 237,147	\$ 357,506	\$ 571,261	\$ 785,016	

TOWN OF ATHERTON FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS ENDING JUNE 30, 2013 TO 2017		Fund Name					Forecast				
Account	Adopted Budget 2012	Revised Budget 2012	Projected Actual 2012	Recommended Budget 2013	Forecast 2014	Forecast 2015	Forecast 2016	Forecast 2017	Five Year Total		
GAS TAX - FUND 203											
BEGINNING FUND BALANCE											
Revenue	\$ 140,547	\$ 140,547	\$ 140,547	\$ 155,774	\$ 187,926	\$ 221,695	\$ 252,263	\$ 281,197			
203-00-45001-050 Gas Tax - 2105			32,105		200,000	200,000	200,000	200,000	1,000,000		
203-00-45002-050 Gas Tax - 2106	211,166	211,166	29,112								
203-00-45003-050 Gas Tax - 2107			47,295								
203-00-45004-050 Gas Tax - 2107.5			2,000								
203-00-45024-050 Gas Tax - 2103			91,438								
203-00-45020-050 Other Reimbursements			971								
203-00-48001-050 Interest Income											
203-00-48003-000 Property Damage Reimbursement											
TOTAL REVENUE - FUND 203	\$ 211,166	\$ 211,166	\$ 202,921	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000		
Expenditures											
203-50-52001-000 State Controller Street Report Preparation Fee	2,250	2,250	1,537	2,250	2,250	2,250	2,250	2,250	11,250		
203-50-54026-000 C/CAG Gas Tax Fee	3,920	3,920	3,920	3,920	3,920	3,920	3,920	3,920	19,600		
203-50-56003-000 Street Patch Seal & Overlay	100,000	171,962	139,760								
203-50-56011-000 Hoover Crosswalk		33,034	33,034								
203-50-56047-000 Street Patch	104,996		1,392								
203-50-56049-000 2011 Cape Slurry		112,900	8,051								
203-50-56999-000 Engineering/Staff Costs (estimate)				161,678	160,061	163,262	164,895	164,895	814,792		
TOTAL EXPENDITURES - FUND 203	\$ 211,166	\$ 324,066	\$ 187,694	\$ 167,848	\$ 166,231	\$ 169,432	\$ 171,065	\$ 171,065	\$ 845,642		
GAS TAX - FUND 203											
ENDING FUND BALANCE	\$ 140,547	\$ 27,647	\$ 155,774	\$ 187,926	\$ 221,695	\$ 252,263	\$ 281,197	\$ 310,132			

Account	Fund Name	Adopted Budget 2012	Revised Budget 2012	Projected Actual 2012	Recommended Budget 2013	Forecast 2014	Forecast 2015	Forecast 2016	Forecast 2017	Five Year Total
TOWN OF ATHONTON										
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM										
FISCAL YEARS ENDING JUNE 30, 2013 TO 2017										
COUNTY MEASURE M- FUND 204										
	BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ 69,918	\$ 104,918	\$ 179,918	\$ 254,918	\$ 329,918	
Revenue										
204-00-45025-050	SMC/Vehicle Registration Fee	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	375,000
204-00-48001-050	Interest Income									
	TOTAL REVENUE - FUND 204	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
204-50-56003-000	Street Patch Seal & Overlay	75,000	75,000	5,082	40,000					40,000
204-50	Bike/Pedestrian Master Plan									
	TOTAL EXPENDITURES - FUND 204	\$ 75,000	\$ 75,000	\$ 5,082	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
	COUNTY MEASURE M- FUND 204									
	ENDING FUND BALANCE	\$ -	\$ -	\$ 69,918	\$ 104,918	\$ 179,918	\$ 254,918	\$ 329,918	\$ 404,918	
ROAD CONSTRUCTION IMPACT FEE- FUND 210										
	BEGINNING FUND BALANCE	\$ 1,100,945	\$ 1,100,945	\$ 1,100,945	\$ 1,041,604	\$ 820,204	\$ 568,204	\$ 156,600	\$ -	(0)
Revenue										
210-00-47006-050	Road Impact Fee	-	-	(62,348)						
210-00-47031-050	Road Impact Fee Refund	-	-	3,007	3,600	3,000				9,607
210-00-48001-050	Interest Income									
	TOTAL REVENUE - FUND 210	\$ -	\$ -	\$ (59,341)	\$ 3,600	\$ 3,000	\$ -	\$ -	\$ -	\$ 9,607
Expenditures										
210-50-56003-000	Street Seal	276,214	276,214		225,000	255,000	255,000	156,600		891,600
210-50-56004-000	Atherton Ave Econ Stimulus									
210-50-56005-000	Marsh Road Retaining Wall Project									
210-50-56007-102	Atherton Ave STP Project									
	TOTAL EXPENDITURES - FUND 210	\$ 276,214	\$ 276,214	\$ -	\$ 225,000	\$ 255,000	\$ 411,604	\$ 156,600	\$ -	\$ 1,048,204
	COUNTY MEASURE M- FUND 210									
	ENDING FUND BALANCE	\$ 824,731	\$ 824,731	\$ 1,041,604	\$ 820,204	\$ 568,204	\$ 156,600	\$ (0)	\$ (0)	

TOWN OF ATHERTON FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS ENDING JUNE 30, 2013 TO 2017										
Account	Fund Name	Adopted Budget 2012	Revised Budget 2012	Projected Actual 2012	Recommended Budget 2013	Forecast 2014	Forecast 2015	Forecast 2016	Forecast 2017	Five Year Total
CAPITAL IMPROVEMENT PROJECTS - FUND 401										
	BEGINNING FUND BALANCE	\$ 220,904	\$ 220,904	\$ 220,904	\$ 224,361	\$ 224,361	\$ 224,361	\$ 224,361	\$ 224,361	\$ 224,361
	Revenue									
	401-00-45020-050 Other Reimbursements									
	401-00-45023-050 Grants									
	401-50-46002-304 P-TAP Grant (MTC) Other Local	16,273	16,273	30,600						
	401-50-46011-202 Highway Safety Improv Program (HSIP)					350,000				
	401-50 Fed STP/State SLLP transportation funding									
	401-00-48001-050 Interest Income			835	70,000					70,000
	401-00- Transfer In from General Fund									
	TOTAL REVENUE - FUND 401	\$ 16,273	\$ 16,273	\$ 31,435	\$ 70,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 70,000
	Expenditures									
	401-50-56002-304 Pavement Management System	16,273	16,273							
	401-50-56007-102 Atherton Ave STP Project					350,000				350,000
	401-50-56011-202 Hoover Crosswalk			27,978	70,000					
	401-50 Town Center Facilities Plan and Repairs									
	401-50-56999-000 Engineering Costs (estimate)									
	TOTAL EXPENDITURES - FUND 401	\$ 16,273	\$ 16,273	\$ 27,978	\$ 70,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
	CAPITAL IMPROVEMENT PROJECTS - FUND 401									
	ENDING FUND BALANCE	\$ 220,904	\$ 220,904	\$ 224,361	\$ 224,361	\$ 224,361	\$ 224,361	\$ 224,361	\$ 224,361	\$ 224,361

TOWN OF ATHERTON FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS ENDING JUNE 30, 2013 TO 2017										
Account	Fund Name	Adopted Budget 2012	Revised Budget 2012	Projected Actual 2012	Recommended Budget 2013	Forecast 2014	Forecast 2015	Forecast 2016	Forecast 2017	Five Year Total
ATHERTON CHANNEL - FUND 403										
BEGINNING FUND BALANCE		\$ 133,630	\$ 133,630	\$ 133,630	\$ 42,910	\$ 112,410	\$ 181,910	\$ 111,410	\$ 180,910	
Revenue										
403-00-40001-050	Secured Property Tax			37,257	82,000	82,000	82,000	82,000	82,000	410,000
403-00-40002-050	Unsecured Property Tax	81,820	81,820	4,154						
403-00-40004-050	SB 813 Redemption-supplemental			522						
403-00-40005-050	Home Owners Exemption			241						
403-00-40008-050	ERAF Subvention			5,341						
403-00-48001-050	Interest Income			229						
TOTAL REVENUE - FUND 403		\$ 81,820	\$ 81,820	\$ 47,744	\$ 82,000	\$ 82,000	\$ 82,000	\$ 82,000	\$ 82,000	\$ 410,000
Expenditures										
403-50-52001-000	State Controller Drainage District Report Prep. Fee	2,310	2,310	2,310	2,500	2,500	2,500	2,500	2,500	12,500
403-50-54029-000	County Tax Admin Cost			551						
403-50-56005-000	Marsh Road Retaining Wall Project	69,510	69,510			140,000				140,000
403-50-56037-000	Upper Channel Repair Monitoring Phase 1 (Year 5)	145,603	10,000	135,603	10,000	10,000	10,000	10,000	10,000	50,000
403-50-56037-000	Upper Channel Phase 2									
403-50-56999-000	Engineering Costs (estimate)									
TOTAL EXPENDITURES - FUND 403		\$ 217,423	\$ 81,820	\$ 138,464	\$ 12,500	\$ 12,500	\$ 152,500	\$ 12,500	\$ 12,500	\$ 202,500
ATHERTON CHANNEL - FUND 403										
ENDING FUND BALANCE		\$ (1,973)	\$ 133,630	\$ 42,910	\$ 112,410	\$ 181,910	\$ 111,410	\$ 180,910	\$ 250,410	

Town of Atherton							
Equipment Replacement Fund							
Budget 2012-2013							
							Increase
							(Decrease)
							Over Prior
							%
Account	Description	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budet	Change
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%
	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%
	Total Expenditures	207,541	84,330	198,330	184,330	(14,000)	-7.1%
	Excess (Deficiency) of Revenues Over Expenditures	(68,033)	12,562	(110,030)	(81,030)	29,000	-26.4%
	Beginning Unrestricted Net Assets	523,016	454,983	454,983	344,953		
	Ending Unrestricted Net Assets	454,983	467,545	344,953	263,923		

	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 2009-10	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Recommended Budget 2012-13	Year Actual	Change
614-00-47503-000	Charges for Services			61,945	-	-	-	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 & Tennis Fd	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	3,107	3,471	3,500	3,500	3,500	-	0.0%
	Total Revenues	156,355	45,918	65,445	65,493	62,543	(2,950)	-4.5%
614-30-51013-000	Worker's Comp Expense	26,361	35,147	154,000	154,000	154,000	-	0.0%
614-30-51017-000	Safety/Compliance Program Assessment	7,386	6,885	10,000	10,000	10,000	-	0.0%
	Other Contract Services							
	Total Expenditures	33,747	42,032	164,000	164,000	164,000	-	0.0%
	Excess (Deficiency) of Revenues Over Expenditures	122,608	3,886	(98,555)	(98,507)	(101,457)	(2,950)	3.0%
	Beginning Unrestricted Net Assets	172,469	295,077	298,963	298,963	200,456		
	Ending Unrestricted Net Assets	295,077	298,963	200,408	200,456	98,999		

		Worker's Compensation	
		Fund 614	
			FY 2013
	Account No.	Quantity, brief description and justification	Requested
	& Title	of items 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

Town of Atherton								
General Liability Fund 615								
Budget 2012-2013								
				Adopted	Revised	Recommended	Increase (Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2009-10	2010-11	2011-12	2011-12	2012-13	Year Actual	Change
615-00-47504-000	Liability Insurance Charge	190,937	205,476	233,384	233,384	265,642	32,258	13.8%
615-00-47505-000	Employment Practice Liability Charge	36,000	37,800	36,000	36,000	36,000	-	0.0%
615-00-48001-000	Interest on Investments	917	1,409	1,800	1,800	1,800	-	0.0%
	Total Revenues	227,854	244,685	271,184	271,184	303,442	32,258	11.9%
615-30-53019-000	Liability Insurance Expense	82,876	102,618	133,384	133,384	164,777	31,393	23.5%
615-30-53020-000	Employment Practice Liability	34,272	34,280	36,000	36,000	36,000	-	0.0%
615-30-53022-000	Liability Claim Expense	74,463	58,263		100,000	100,000	-	0.0%
	Total Expenditures	191,611	195,161	169,384	269,384	300,777	31,393	11.7%
	Excess (Deficiency) of Revenue Over Expenditures	36,243	49,524	101,800	1,800	2,665	865	48.1%
	Beginning Unrestricted Net Assets	-	36,243	85,767	85,767	87,567		
	Ending Unrestricted Net Assets	36,243	85,767	187,567	87,567	90,232		

	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	
Police Department	
Budget 2012-2013	
	Supplemental Budget Request
<u>Description</u>	
Request #1	
Replace 2 Crown Victoria Patrol Cars	70,000
- Patrol Car 4, 2FAFP71WX5X166350, 123,494 miles.	
- Patrol Car 3, 2FAFP71V78X135391, 84,598 miles.	
Both of these cars have reached the end of their service life, and are in need of more frequent repair.	
1 lightbar, misc. equipment (most equipment will be moved over).	
Request #2	
Replace 1 police motor cycle (Carry-over frm FY 2012)	30,000
Total Cost to Equipment Replacement Fund	100,000

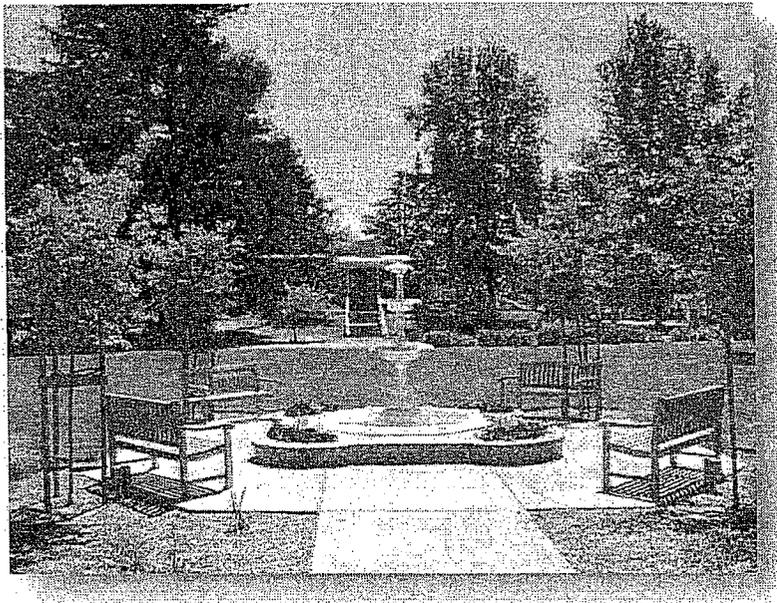
Town of Atherton								
Employee Benefits Fund 616								
Budget 2012-2013								
							Increase	
							(Decrease)	
Account	Description	Actual 2009-10	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Recommended Budget 2012-13	Over Prior Year Budget	% Change
616-00-47506-012	GASB 45 ARC - Admin	91,898	95,713	66,444	66,444	71,793	5,349	8.1%
616-00-47506-018	GASB 45 ARC - Finance	44,994	48,607	52,513	32,368	62,743	30,375	93.8%
616-00-47506-025	GASB 45 ARC - Building	110,410	119,276	66,762	66,761	72,135	5,374	8.0%
616-00-47506-040	GASB 45 ARC - Police	401,099	424,627	458,746	458,746	495,676	36,930	8.1%
616-00-47506-050	GASB 45 ARC - DPW Engineering	54,292	58,587	63,295	63,295	68,391	5,096	8.1%
616-00-47506-053	GASB 45 ARC - DPW Street Maint	68,791	85,174	69,221	69,222	74,794	5,572	8.0%
616-00-47506-057	GASB 45 ARC - DPW Park Maint	11,077	11,390	4,319	4,318	4,666	348	8.1%
616-00-47506-058	GASB 45 ARC - DPW Park Program	30,646	35,073	16,157	16,157	17,458	1,301	8.1%
616-00-47507-012	EE Benefits Earned - Admin	4,551	2,410	3,905	1,103	3,188	2,085	189.0%
616-00-47507-018	EE Benefits Earned - Finance	2,477	2,431	3,211	3,136	2,869	(267)	-8.5%
616-00-47507-025	EE Benefits Earned - Building	6,048	5,325	314	1,633	314	(1,319)	-80.8%
616-00-47507-040	EE Benefits Earned - Police	43,338	44,030	51,324	50,720	51,595	875	1.7%
616-00-47507-050	EE Benefits Earned - DPW Engineering	2,934	2,939	1,021	1,557	881	(676)	-43.4%
616-00-47507-053	EE Benefits Earned - DPW Street Maint	2,650	2,337	523	1,274	784	(490)	-38.5%
616-00-47507-057	EE Benefits Earned - DPW Park Maint	1,298	1,752	261	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	392	609	131	(478)	-78.5%
616-00-47508-012	Unemploy Benefits - Admin	4,630	2,754	19,526	20,250	10,388	(9,862)	-48.7%
616-00-47508-018	Unemploy Benefits - Finance	2,570	2,475	16,056	12,150	2,869	(9,281)	-76.4%
616-00-47508-025	Unemploy Benefits - Building	6,352	5,886	50,314	60,750	25,627	(35,123)	-57.8%
616-00-47508-040	Unemploy Benefits - Police	28,782	28,093	26,261	25,960	26,415	455	1.8%
616-00-47508-050	Unemploy Benefits - DPW Engineering	3,037	3,131	5,103	1,557	881	(676)	-43.4%
616-00-47508-053	Unemploy Benefits - DPW Street Maint	2,972	2,689	40,523	60,750	7,405	(53,345)	-87.8%
616-00-47508-057	Unemploy Benefits - DPW Park Maint	1,596	1,891	27,261	20,250	11,511	(8,739)	-43.2%
616-00-47508-058	Unemploy Benefits - DPW Park Program	1,882	2,204	20,000	20,250	5,981	(14,269)	-70.5%
616-00-47508-059	Unemploy Benefits - DPW Building Maint	1,174	1,243	10,392	-	131	131	100.0%
616-00-48001-000	Interest on Investments	2,244	8,948	4,500	4,500	4,500	-	0.0%
	Total Revenues	934,049	1,001,373	1,078,344	1,064,660	1,023,518	(41,142)	-3.9%
616-xx-51009-xxx	Retiree Health-Care OPEB	639,673	572,683	262,280			-	0.0%
616-12-51009-012	Retiree Health-Care (Admin)	34,531	40,174		45,360	49,675	4,315	9.5%
616-18-51009-018	Retiree Health-Care (Finance)	5,976	6,996		8,106	27,769	19,663	242.6%
616-25-51009-025	Retiree Health-Care (Building)	4,388	16,997		23,787	33,520	9,733	40.9%
616-50-51009-050	Retiree Health-Care (Police)	115,134	142,778		161,362	234,885	73,523	45.6%
616-57-51009-057	Retiree Health-Care (Engineering)	10,252	10,359		9,247	18,623	9,376	101.4%
616-12-51009-017	Retiree Health-Care (Street Maint)	3,239	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	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	832,969	803,516	496,280	536,313	540,857	4,544	0.8%
	Excess (Deficiency) of Revenues Over Expenditures	101,080	197,857	582,064	528,347	482,661	(45,686)	-8.6%
	Beginning Unrestricted Net Assets	805,943	907,023	1,104,881	1,104,881	1,633,228		
	Ending Unrestricted Net Assets	907,023	1,104,881	1,686,945	1,633,228	2,115,889		

		Employee Benefits Fund		
		Fund 616		
			FY 2012	FY 2013
Account No. & Title	Quantity, brief description and justification of items requested		Revised Appropriations	Recommended Appropriations
Retiree Health-Care	Premium to CalPERS (pay-as-you-go)			
Retiree Health-Care (Admin)	Premium to CalPERS (pay-as-you-go)		45,360	49,675
Retiree Health-Care (Finance)	Premium to CalPERS (pay-as-you-go)		8,106	27,769
Retiree Health-Care (Building)	Premium to CalPERS (pay-as-you-go)		23,787	33,520
Retiree Health-Care (Police)	Premium to CalPERS (pay-as-you-go)		161,362	234,885
Retiree Health-Care (Engineering)	Premium to CalPERS (pay-as-you-go)		9,247	18,623
Retiree Health-Care (Street Maint)	Premium to CalPERS (pay-as-you-go)		42,136	53,080
Retiree Health-Care (Park Maint)	Premium to CalPERS (pay-as-you-go)		4,198	4,046
Retiree Health-Care (Park Program)	Premium to CalPERS (pay-as-you-go)		8,117	4,259
			302,313	425,857
Unemp Insurance Insurance	Self insured unemployment insurance exp (EDD)		234,000	115,000
		Total	536,313	540,857

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

Document Organization

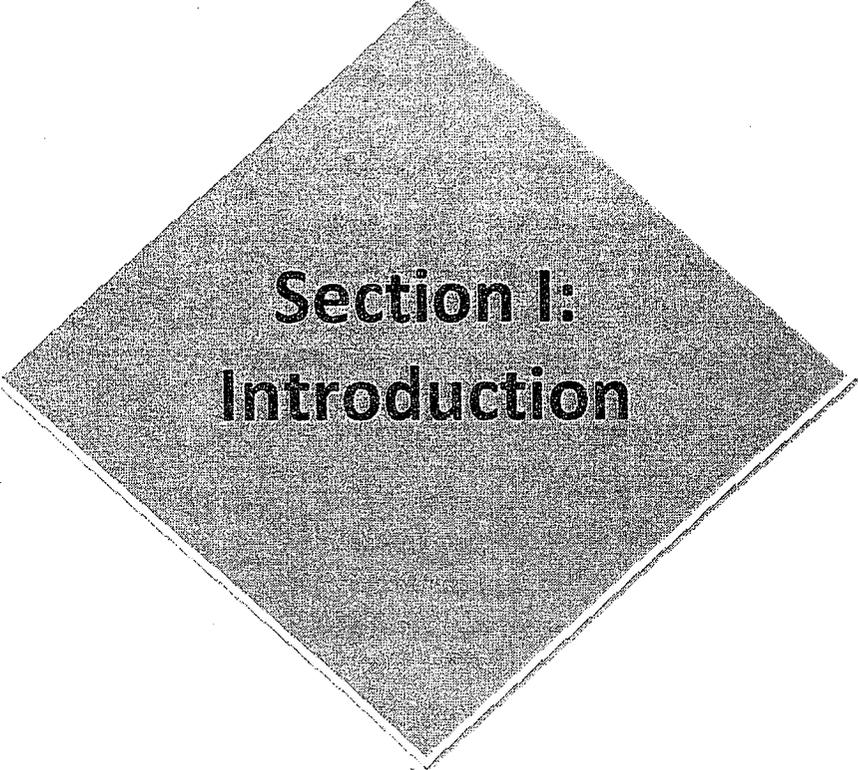
The CIP is organized to serve two primary purposes. First, it provides a description of the planned transportation, drainage and facility capital improvements developed through an examination of the Town's capital needs. Next, it sets forth a funding strategy for their implementation.

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 I:
Introduction**



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 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

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.



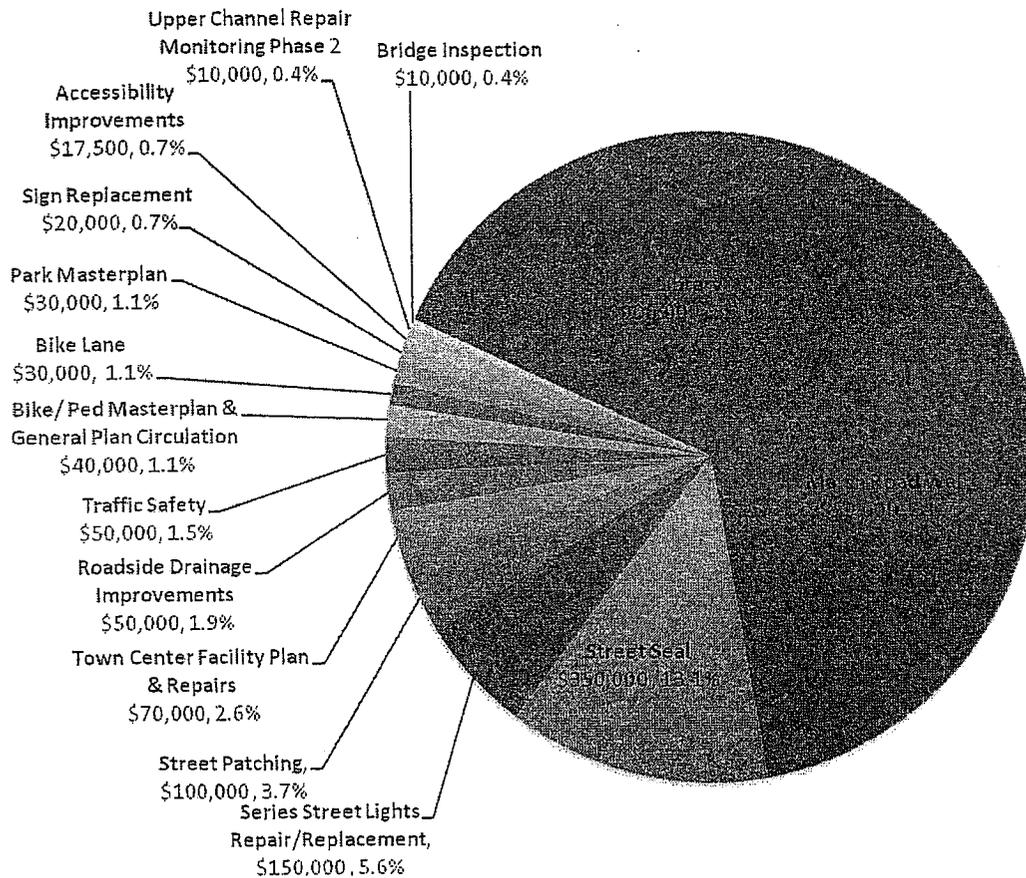
Capital Improvement Program Fiscal Years 2012/13 through 2016/17

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

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: 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: 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: 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 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: 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: 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



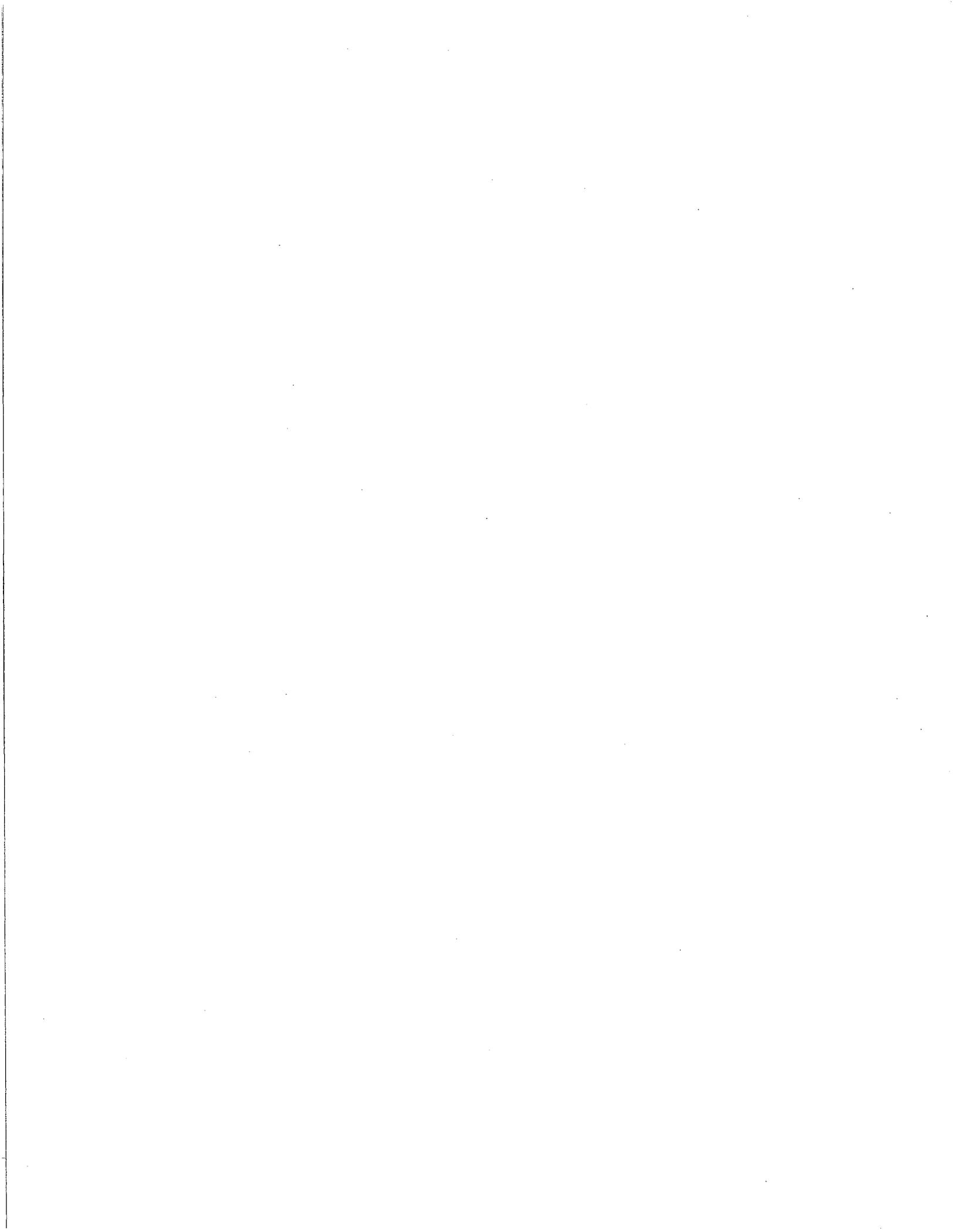
Capital Improvement Program Fiscal Years 2012/13 through 2016/17

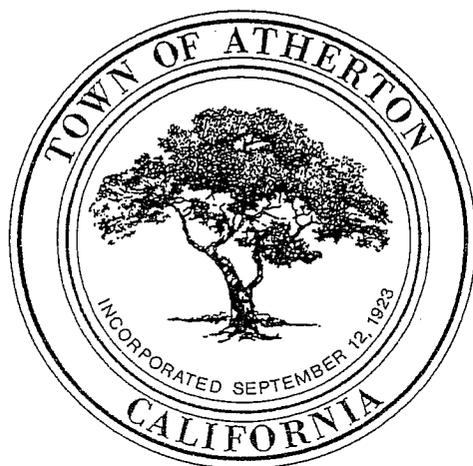
Project Name: Town Center Facilities Plan and Repairs

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





TOWN OF ATHERTON

**FISCAL YEAR
2012-2013**

**RECOMMENDED
BUDGET**

Printed June 15, 2012



TOWN OF ATHERTON

Budget Fiscal Year 2012-2013

TOWN OF ATHERTON, CA

City Council

June 2012

William Widmer, Mayor
Elizabeth Lewis, Vice Mayor
Jerry Carlson, Council Member
James Dobbie, Council Member
Kathy McKeithen, Council Member

Executive Staff

Theresa DellaSanta, Interim City Manager
William Conners, City Attorney
Debra Auker, Interim Finance Director
Michael Kashiwagi, Public Works Director
Ed Flint, Chief of Police
Lisa Costa Sanders, Deputy Planner
Steven Tyler, Public Works Superintendent

TOWN OF ATHERTON, CA

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TOWN OF ATHERTON, CA

Recommended Budget FY 2012-2013
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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ADOPTING THE FISCAL YEAR 2012-2013 OPERATING AND
CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, the City Council of the Town of Atherton set May 16, 2012, at the Town of Atherton City Council Chambers, 94 Ashfield Road, Atherton, California, as the time and place for the public hearing on the introduction of the Fiscal Year 2012-2013 Operating and Capital Improvement Program Budget; and

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

WHEREAS, it appears to be in the best interest of the citizens of the Town of Atherton that the Fiscal Year 2012-2013 Operating and Capital Improvement Program Budget be adopted in the format set forth in Exhibit A, attached hereto, and by reference incorporated herein; and

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

NOW THEREFORE, BE IT RESOLVED, that the Fiscal Year 2012-2013 Operating and Capital Improvement Program Budget projected appropriations/expenditures totaling \$15,159,642, which includes the General Fund Operating Budget of \$10,875,807, Other Funds Operating Budgets of \$2,342,487, and the Capital Projects Budget of \$1,941,348, as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2012-2013.

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

* * * * *

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 20th day of June, 2012, by the following vote:

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

William R. Widmer, MAYOR
Town of Atherton

ATTEST:

Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM

William B. Conners, City Attorney

EXHIBIT "A"

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

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

- Present Personnel Policies, Procedures, and Memorandum of Understanding, including salary schedules and benefits, except as hereinafter changed by resolution or ordinance of the City Council.
- The Expenditure Control Budget will show overall General Fund and other funds and/or departments.
- This system will apply to Operating and Capital Budget Expenditures as intended for use in Fiscal Year 2012-2013.
- All CIP encumbered expenditures from the Fiscal Year 2011-2012 Adopted/Revised Budget shall be carried forward and re-appropriated in Fiscal Year 2012-2013. Said encumbered expenditures to be re-appropriated in Fiscal Year 2012-2013 must be initiated by the Public Works Director, recommended by the Finance Director, and approved by the City Manager.
- Capital Project Commitments: Capital projects for which funds are appropriated in the budget year shall have those funds restricted for use for that project. Such appropriations will continue to be valid in subsequent fiscal years until the project is completed or the Council takes subsequent action to de-appropriate all or part of the funds originally restricted. If a capital project requires an additional appropriation, then City Council approval shall be required.
- General Fund Fund Balance: The balance shall be established in accordance with the Fund Balance Policy for the General Fund as adopted by the City Council.
- The City Manager is authorized to make budget transfers within the same department. Any transfers between departments or funds shall require the approval of City Council.
- This budget system assumes existing service levels; Council approval will be required for any significant changes involving increased or decreased service levels.
- The Finance Department shall be responsible for constant monitoring of the budget and shall establish and implement appropriate control mechanisms necessary for said purpose after consultation with city staff and approval by the City Manager.
- A monthly financial report shall be made available by the Finance Director for each department and/or program and/or capital project.

Resolution No.

Adopted June 20, 2012

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Section 2: FY 2012-2013 all Funds Operating and Capital Budgets are hereby adopted, establishing the following revenue estimates and expenditure budgets:

Town of Atherton Budget For FY 2012-2013				
	Budgeted Revenues	Budgeted Expenditures	Budgeted Transfer In	Budgeted Transfer Out
General Fund				
General Fund	\$ 10,275,267	\$ 10,875,807	\$ 1,116,000	\$ 74,853
Special Revenue Funds				
Tennis Fund	8,400	22,000	4,853	
Police (COPS) Grant	100,200	100,000		
Library Fund	824,000	1,016,108		
Evan Creative Design	800	14,415		
Total Special Revenue	933,400	1,152,523	4,853	-
Capital Project Funds				
Special Tax	1,865,000	1,389,755		1,116,000
Measure A	250,000	36,245		
Gas Tax	200,000	167,848		
Measure M	75,000	40,000		
Road Impact	3,600	225,000		
Capital Improvement		70,000	70,000	
Storm Drainage	-	-		
Channel Drainage District	82,000	12,500		
Facilities Construction				
Total Capital Projects	2,475,600	1,941,348	70,000	1,116,000
Internal Service Funds				
Equipment Replacement Fund	103,300	184,330		
Worker's Compensation	62,543	164,000		
General Liability	303,442	300,777		
Employee Benefits	1,023,518	540,857		
Total Internal Service	1,492,803	1,189,964	-	-
Total All Funds	\$ 15,177,070	\$ 15,159,642	\$ 1,190,853	\$ 1,190,853

Resolution No.

Adopted June 20, 2012

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COUNCIL GOALS – FY 2012-2013

Community Safety

- Traffic Safety
- Safety Education and Outreach
- Protection of Life and Property

Financial Stability

- Long Range Planning
- Financial Policies
- Minimize Costs
- Maximize Revenue

Organizational Development

- Innovations and Efficiency Improvements
- Employee Relations and Management

Land Use and Planning

- Protect Community Character

Town Facilities and Infrastructure

- Facilities
- Technology
- Streets and Roads

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 6. Work with local schools to promote traffic safety 7. 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"> 8. Enhance neighborhood awareness 9. Expand community outreach to new residents 10. Formalize Disaster Service Worker and Disaster Council 11. Educate residents to expand alarm monitoring services 12. Continue DARE Program
	Protection of Life and Property	<ol style="list-style-type: none"> 13. Maintain emergency response times 14. Expand crime prevention and suppression efforts
FINANCIAL STABILITY		
	Long Range Planning	<ol style="list-style-type: none"> 15. Develop a balanced General Fund budget 16. Update the Five-year General Fund Financial Forecast
	Financial Policies	<ol style="list-style-type: none"> 17. Implement sound risk management policies and procedures 18. Create policy for reviewing disbursements 19. Recommend improvements to internal procedures 20. Adopt policy to continue five-year financial planning as part of the annual budget process <i>(Added by Finance Committee member Enthoven)</i> 21. 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"> 22. Negotiate affordable compensation packages for employees and contractors 23. Determine if payoff of PERS Side funds would benefit the Town financially 24. Continue to explore shared services 25. Analyze police overtime as related to appropriate staffing levels

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

TOWN FACILITIES AND INFRASTRUCTURE

	<p>Facilities</p>	<p>52. Develop short and long range facility repair and replacement plans for Police, Permit Center, Library, Council Chambers and Town Administration</p> <p>53. Facilitate and support Town Center Task Force</p> <p>54. Facilitate and support Library Steering Committee</p> <p>55. Manage New Library Project: process entitlements, direct design, and manage construction</p> <p>56. Knox Preschool - Determine condition of existing facilities</p>
	<p>Technology</p>	<p>57. Automated on-line website capabilities for Building Department Services</p> <p>58. Improvements to Town website</p> <p>59. Improve technology at Town facilities-paperless systems, council meeting communications</p> <p>60. Replace or update Town's phone system</p> <p>61. Upgrade Spring brook financial software</p>
	<p>Streets, Roads and Drainage</p>	<p>62. Identify necessary repairs and phasing for Atherton Channel along Marsh Road</p> <p>63. Develop and implement street maintenance strategy to maintain the overall Pavement Condition Index above 75</p> <p>64. Perform assessment of Atherton Channel flooding problems</p> <p>65. Provide update to the Drainage Study performed in prior years</p> <p>66. Identify low cost, environmentally sensitive solutions to improve residential street drainage</p> <p>67. Participate in the development of solutions for regional flood control issues impacting Atherton</p> <p>68. Explore street lighting efficiency opportunities</p>

TOWN OF ATHERTON

AUTHORIZED POSITIONS BY DEPARTMENT

	2004-05 Authorized	2005-06 Authorized	2006-07 Authorized	2007-08 Authorized	2008-09 Authorized	2009-10 Authorized	2010-11 Authorized	2011-12 Authorized	2012-13 Recommended
Administration									
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00					1.00
Assistant City Manager					1.00	1.00	1.00		
Office Assistant					0.75				
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	1.00
Assistant to City Manager	1.00	1.00	1.00	1.00					
Executive Assistant/ Deputy City Clerk					1.00	1.00	1.00	1.00	
Total Admin	4.00	4.00	4.00	4.00	4.75	4.00	4.00	2.50	3.00
Finance									
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00				
Financial Services Manager								1.00	
Finance Assistant	1.00	1.00	1.00	1.00	0.60	0.60	0.60		1.00
Accountant						1.00	1.00	1.00	1.00
Total Finance	3.00	3.00	3.00	3.00	2.60	2.60	2.60	3.00	3.00
Building									
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Sr. Bldg Inspector/Plan Reviewer	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Bldg Inspector/Plan Reviewer	1.00	1.00	2.00	2.00	2.00	2.00	2.00		
Town Arborist/PW Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50
Permit Technician				1.00	1.00	1.00	1.00		
Contract Plan Reviewer	1.00	1.00		1.00					
Total Building	6.00	6.00	6.00	8.00	7.00	7.00	7.00	1.00	0.50
Police									
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Captain									
Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Police Officer	15.00	15.00	15.00	15.00	14.00	13.00	10.00	12.00	12.00
Administrative Assistant	0.50	0.50	0.50	0.50	0.75	0.75	-		
Executive Assistant							1.00	1.00	1.00
Communications Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Community Service Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher/Records Assistant	4.00	4.00	4.00	4.00	4.00	3.00	3.00	3.00	4.00
Total Police	28.50	28.50	28.50	28.50	27.75	25.75	23.00	25.00	25.00
Public Works									
Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Asst/Assoc Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Park Program Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	0.50
PW Maintenance Supervisor	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
PW Lead Maintenance Worker									
PW Maintenance Worker I/II	4.00	4.00	4.00	4.00	4.00	4.00	4.00		
Total Public Works	11.00	3.50	2.50						
Grand Total	52.50	52.50	52.50	54.50	53.10	50.35	47.60	35.00	34.00

TOWN OF ATHERTON
MONTHLY SALARY COMPENSATION

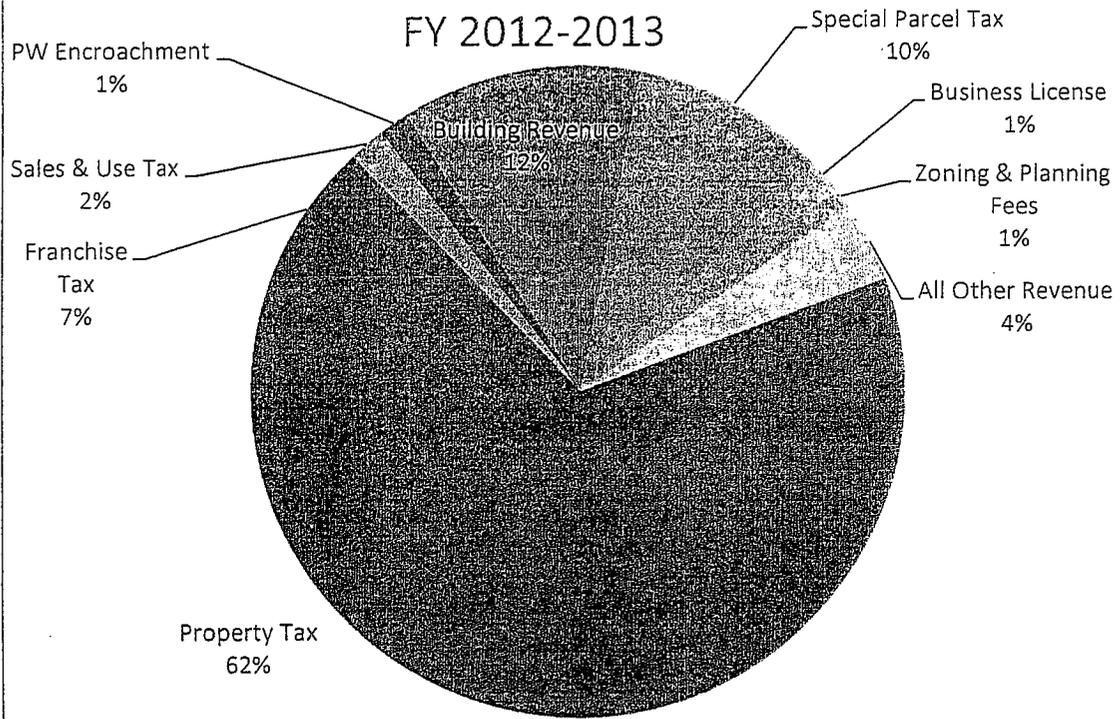
JOB DESCRIPTION	POSITIONS AUTHORIZED IN THE FY 2012-2013 BUDGET	STEP A	STEP B	STEP C	STEP D	
	CITY MANAGER CITY ATTORNEY	1 contract	effective date	1/1/2009	ANNUAL	\$160,000
DEPARTMENT HEADS		effective date	7/1/2010			
ASSISTANT CITY MANAGER	0	12,185.62	12,794.90	13,434.65	14,106.38	
FINANCE DIRECTOR	1	12,081.31	12,685.37	13,319.64	13,985.63	
CHIEF OF POLICE	1	12,328.54	12,944.97	13,592.21	14,271.82	
PUBLIC WORKS DIRECTOR/CITY ENGINEER	contract	12,153.03	12,760.68	13,398.71	14,068.65	
PLANNING ADMINISTRATOR/BUILDING OFFICIAL	contract	11,199.30	11,759.27	12,347.23	12,964.59	
CITY CLERK*	1	7,993.75	8,393.43	8,813.10	9,253.76	
MID-MANAGEMENT		effective date	7/1/2010			
POLICE LIEUTENANT	1	10,221.64	10,732.72	11,269.36	11,832.82	
ASSOCIATE CIVIL ENGINEER*	1	7,133.10	7,489.75	7,864.24	8,257.45	
PARK PROGRAM MANAGER	0	6,467.27	6,790.63	7,130.16	7,486.67	
PUBLIC WORKS SUPERINTENDENT	1	9,409.58	9,880.06	10,374.07	10,892.77	
CONFIDENTIAL		effective date	7/1/2010			
ACCOUNTANT**	1	5,777.35	6,066.21	6,369.52	6,688.00	
EXECUTIVE ASSISTANT/DEPUTY CITY CLERK	0	5,813.63	6,104.31	6,409.52	6,730.00	
EXECUTIVE ASSISTANT TO POLICE CHIEF	1	5,813.63	6,104.31	6,409.52	6,730.00	
GENERAL GOVERNMENT EMPLOYEES		effective date	7/1/2010			
ASSISTANT ENGINEER	0	6,405.27	6,725.54	7,061.81	7,414.90	
BUILDING INSPECTOR/PLAN CHECKER	contract	6,179.29	6,488.25	6,812.66	7,153.30	
SENIOR BUILDING INSPECTOR/PLAN CHECKER	0	6,651.64	6,984.22	7,333.43	7,700.11	
PERMIT TECH	contract	4,902.67	5,147.80	5,405.19	5,675.45	
OFFICE SPECIALIST	2	4,526.54	4,752.87	4,990.51	5,240.04	
TOWN ARBORIST/PUBLIC WORKS SPECIALIST	contract	6,179.29	6,488.25	6,812.66	7,153.30	
FINANCE ASSISTANT	1	5,030.92	5,282.47	5,546.59	5,823.92	
PARKS/FACILITIES/PW MAINTENANCE WORKER I	contract	3,917.09	4,112.94	4,318.59	4,534.52	
PARKS/FACILITIES/PW MAINTENANCE WORKER II	contract	4,451.59	4,674.17	4,907.88	5,153.27	
PARKS SUPERVISOR	0	6,403.24	6,723.40	7,059.57	7,412.55	
PUBLIC WORKS SUPERVISOR	contract	6,403.24	6,723.40	7,059.57	7,412.55	
Total Authorized Positions-Non-APOA	12					
* Added authorized positions using the salary schedule approved effective 7/1/09. Note: ** Increased due to equity adjustment effective 7/1/12.						
Atherton Police Officers Association (APOA)			STEP A	STEP B	STEP C	STEP D
POLICE-CIVILIAN		effective date	10/2/2011			
COMMUNITY SERVICE OFFICER	1	4,814.23	5,054.94	5,307.69	5,573.07	
DISPATCHER/RECORDS ASSISTANT	4	5,565.58	5,843.86	6,136.06	6,442.86	
POLICE TRAINEE					4,143.00	
POLICE-SWORN (84 HRS.)		effective date	10/2/2011			
POLICE OFFICER	12	7,316.24	7,682.05	8,066.15	8,469.46	
POLICE SERGEANT	4	8,768.25	9,206.66	9,666.99	10,150.34	
POLICE-SWORN (80 HRS.)		effective date	10/2/2011			
POLICE OFFICER	0	6,967.85	7,316.24	7,682.05	8,066.15	
POLICE SERGEANT	1	8,350.71	8,768.25	9,206.66	9,666.99	
Total Authorized Positions-APOA	22					
Total Authorized Positions-Town wide	34					

**Town of Atherton
Budget For Fiscal Year 2012-2013
Summary by Fund Type and Fund**

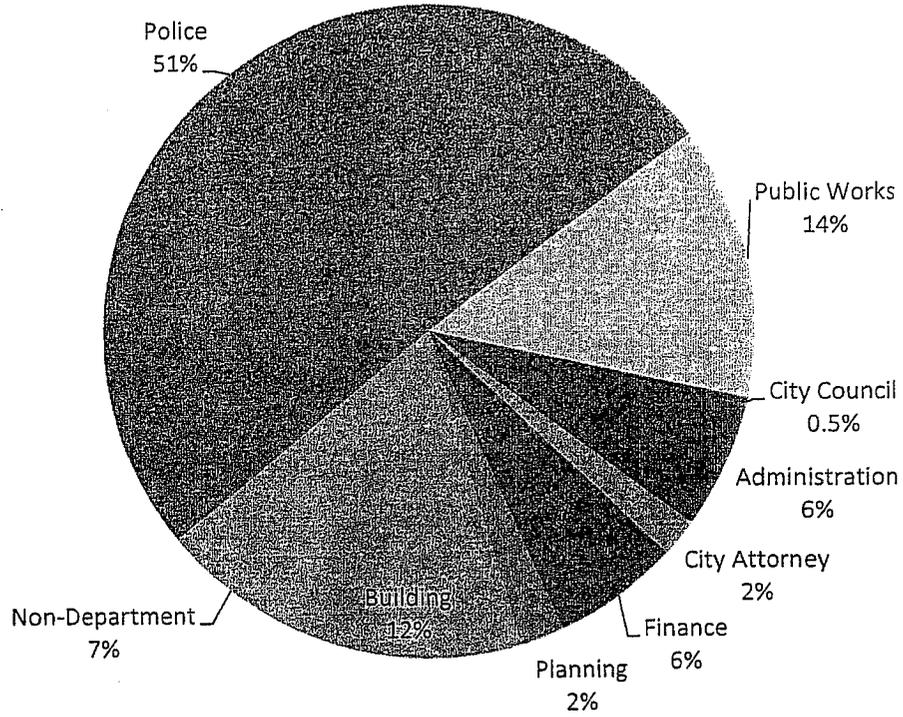
Fund #	Fund Name	Projected Fund Balance 06/30/12	Projected Revenues	Projected Expenditures	Projected Transfer In	Projected Transfer Out	Projected Fund Balance 06/30/13
General Fund							
101	General Fund	\$ 5,921,758	10,275,267	10,875,807	1,116,000	74,853	\$ 6,362,365
Special Revenue Funds							
105	Tennis Fund	8,747	8,400	22,000	4,853		-
209	Police (COPS) Grant	8,959	100,200	100,000			9,159
213	Library Fund	6,042,569	824,000	1,016,108			5,850,461
215	Evan Creative Design	83,464	800	14,415			69,849
	Total Special Revenue	6,143,739	933,400	1,152,523	4,853	-	5,929,469
Capital Project Funds							
201	Special Tax	809,481	1,865,000	1,389,755		1,116,000	168,726
202	Measure A	59,637	250,000	36,245			273,392
203	Gas Tax	155,774	200,000	167,848			187,926
204	Measure M	69,918	75,000	40,000			104,918
210	Road Impact	1,041,604	3,600	225,000			820,204
401	Capital Improvement	224,361		70,000	70,000		224,361
402	Storm Drainage	29,263	-	-			29,263
403	Channel Drainage District	42,910	82,000	12,500			112,410
406	Facilities Construction	2,087,425					2,087,425
	Total Capital Projects	4,520,373	2,475,600	1,941,348	70,000	1,116,000	4,008,625
Internal Service Funds							
610	Equipment Replacement Fund	344,953	103,300	184,330			263,923
614	Worker's Compensation	200,456	62,543	164,000			98,999
615	General Liability	87,567	303,442	300,777			90,232
616	Employee Benefits	1,633,228	1,023,518	540,857			2,115,889
	Total Internal Service	2,266,204	1,492,803	1,189,964	-	-	2,569,043
	Total All Funds	\$ 18,852,074	\$ 15,177,070	\$ 15,159,642	\$ 1,190,853	\$ 1,190,853	\$ 18,869,502

General Fund Revenue Sources

FY 2012-2013



General Fund Expenditures FY 2012-2013



Town of Atherton									
General Fund 101									
Revenue Budget 2012-13									
								Increase	
								(Decrease)	
								Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	Change
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	59,530	2,652	4.7%
	Administration Department	739,628	798,547	771,246	819,617	625,561	772,215	146,654	23.4%
	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	1,426,548	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	1,833,626	1,448,933	(384,693)	-21.0%
	Total Operating Expenditures	10,073,683	10,797,348	10,789,915	10,534,465	11,435,006	10,875,807	(559,199)	-4.9%
	Settlement Expenses		456,305						
	Excess (Deficiency) of Revenues Over Expenditures	(1,157,124)	(1,440,839)	(239,591)	(1,111,698)	(1,413,439)	(600,540)	812,899	-57.5%
	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	57,306	451,079	393,773	687.1%
	Net Change in Fund Balance	(679,577)	(577,241)	(406,839)	4,302	(297,439)	440,607	738,046	590.1%
	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	6,362,365		
	Total General Fund Balance								
						Building Reserve	625,761		
						15% Emergency Reserve	1,631,371		
						Reserve to pay off side funds	1,928,634		
						20% Reserve	2,175,161		
						Available Fund Balance	1,438		
							6,362,365		

Town of Atherton								
City Council Department								
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
101-11-53016-011	Utilities - Water			677	625	1,350	725	116.0%
101-11-53024-011	Advertising/Publishing	435	480	2,304	4,000	3,650	(350)	-8.8%
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%
101-11-54002-011	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				24,000	24,000	100.0%
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	59,530	2,652	4.7%

		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		3,650
Other Contract Services	Videotaping Council Meetings and other public meetings			10,000	
	Facilitated Council Workshop			14,000	24,000
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		1,350
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 (previouly in non-dept)		5,000		5,000
Commissions & Committees	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		59,530

Town of Atherton								
Administration 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
101-12-50001-012	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	110,000	95,000	633.3%
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	236,283	(51,850)	-18.0%
	Total Admin Dept	739,628	798,547	771,246	625,561	772,215	146,655	23.4%

		Administration Department		
		101-12		
		FY 2012		FY 2013
Account No. & Title	Quantity, brief description and justification of items requested	Revised Appropriations		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 Contrb- ER ¹	Employer contribution for employee pension	15,086		44,397
PERS Retire Contrb- 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
Office Supplies	Pens, paper, envelopes, binders, paper clips, etc., file materials for records retention and destruction	5,000	5,000	

Administration Department				
101-12				
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations
	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	
	Contingency		100,000	110,000
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		236,283
	Total Admin Dept	625,561		772,215

Salaries for Administration Department																			
FY 2013																			
Job Class	Step @ 4/30/12	Salary @ 04/30/12	2013 Salary	Employer PERS	13.926%	Employee PERS	7.00%	Medicare	1.45%	Medical	1.05	Dental	Vision	STD	LTD	0.735%	Life & Worker's ADD 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	95,928	13,359	-	6,715	1,391	17,424	1,728	189	192	705	108	1,823	-	-	-	-	139,563
City Clerk	A	62,880	62,880	8,757	-	4,402	912	8,409	1,642	131	192	462	108	1,195	-	-	-	-	89,089
Office Specialist	D																		
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								
							Increase	
							(Decrease)	
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended 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								
					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
101-18-50001-018	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	Trsfr 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 Contrb- ER	Employer contribution for employee pension	30,331		39,948
PERS Retire Contrb- 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				
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended 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	STD	LTD	0.735%	Life & ADD	Worker's Comp	Total
Finance Director*	D	167,828	139,800	19,469		9,786		2,027		18,858		160	661		175	2,213	194,747
Accountant	D	72,582	77,175	10,747		5,402		1,119		15,383		192	567		108	1,466	114,078
Finance Technician**	D	new	69,887	9,732		4,892		1,013		8,409		192	514		108	1,328	97,848
Total Finance Dept		240,410	286,862	39,948		20,080		4,160		42,651		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	
					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
101-20-52011-020	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		
			FY 2012	FY 2013
Account No.	Quantity, brief description and justification		Revised	Recommended
& Title	of items requested		Appropriations	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								
							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
101-25-50001-025	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 Contrib- ER	112,325	82,511	70,118	17,748	4,378	(13,369)	-75.3%
101-25-51004-025	PERS Retire Contrib- 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 & Mats	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 (Perviously budgeted in Non-departmental for \$56,985)	-		76,285	

		Building Department			
		101-25			
				FY 2012	FY 2013
Account No.	Quantity, brief description and justification	Revised		Recommended	
& Title	of items requested	Appropriations		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	0.5	13.926%	7.0%	1.45%	1.05	0.735%					
		2013 Salary	Employer PERS	Employee PERS	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Auto Allow	Total
Office Specialist (0.5)	D	62,880	4,378	2,201	456	1,642	180	192	231	108	597		55,894
Total Building Dept		62,880	4,378	2,201	456	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									
					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	
101-30-51006-030	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)	-15.56%	
	**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 Svcs	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
Election Cost				20,000

		Non-Department Budget			
		101-30			
			FY 2012		FY 2013
Account No. & Title	Quantity, brief description and justification of items requested		Revised Appropriations		Recommended Appropriations
County Tax Admin Cost	San Mateo County property tax admin charges		49,762		52,250
Post Office Expense	Weighing platform, base, feeder rental		1,500	1,500	
	Supplies - ink cartridge, strips, paper, pre-inked stamps		1,500	1,500	
	Meter (security device) rental		1,320	1,320	4,320
IT Infrastructure Plan	Server room creation & relocation cost		16,200	16,200	
	Virtual server implementation, consolidation, and licenses		20,500	20,500	
	Rebuild firewall for improved security		1,200	1,200	
	Website design & hosting		20,000	20,000	
	Wireless projects for improved security, connect council chambers to network, controller plus access points		9,800	9,800	
	Document imaging system		30,000	30,000	97,700
		Total Non-Department	907,013		765,867

Town of Atherton									
Police Department									
Budget 2012-13									
							Increase		
							(Decrease)		
			Actual	Actual	Actual	Revised	Recommended	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	Budget	Budget	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	800	300	60.0%	
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	Trsrfr 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	6,700	850	14.5%	
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	
					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
101-40-55007-040	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		FY 2013
		Revised Appropriations		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 (100,000)	2,184,885
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 GASB 45 annual required contribution	161,362 297,384	234,885 260,791	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		
Animal Control Svs	San Mateo animal control services cost	52,180		52,180

Police Department				
	101-40			
Account No. & Title	Quantity, brief description and Justification of items requested	FY 2012		FY 2013
		Revised Appropriations		Recommended Appropriations
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		6,700
Subscription	Library books, criminal codes	800		800
Safety Supplies & Mats	Replacement of individual protective vests (MOU 5-year)	6,000		6,000
	partially off-set by DOJ grant), motorcycle leather gear, helmet, protective motorcycle gear, eye/ear range safety gear			
POST Training	Advanced Officer Training, S.M. Co. Chief's training sessions (2)	14,000	15,000	
	Post Reimbursement (Add Mandated, Essential Categories)	6,000	7,000	22,000
	Patrol (Mandated, technical and perishable skills training)			
	Communications and Records (mandated and technical training)			
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,	17,000	20,000	
	Firearms supplies, cleaning supplies, hardware, badges, etc.			
	California Vehicle Codes	350	350	
	Peace Officer Memorial Pins	400	-	
	Speed Sign Batteries (2)	617		
	Awards and Engraving	150	150	
	Business Cards	800	800	
	DARE Supplies (Balls, T-shirts, Awards)	2,000	2,000	
	Ammunition (Perishable Skills Training, Qualification (3x) & SWAT)	8,000	8,000	31,300
Membership & Dues	CAL Nena	130	130	
	California Chiefs of Police	500	500	
	CPOA, CPCA, APCO, CAPE	900	900	
	S.M. Co. Police Chiefs Association	650	450	1,980
Utilities - Electricity	PG&E	18,000		18,000
Utilities - Gas	ABAG gas	1,100		1,100

Police Department				
	101-40			
Account No. & Title	Quantity, brief description and Justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations
Utilities - Water	Cal water	500		800
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	33,388
Conferences	Calif. Chief's 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

Temp Salaries for Police Department										
FY 2013										
				0.13926	0.07	0.062	0.0145			
Position	Total Hours	Hourly Rate	Annual Salary	Employer PERS	Employee PERS	Social Security	Medicare	Uniforms	Worker's Comp	Total
Part-Time Temp Dispatcher	144	35.94	5,175				75		98	5,349
Part-Time Temp Dispatcher	144	35.94	5,175	721	362		75		98	6,432
Part-Time Temp Dispatcher	144	35.94	5,175				75		98	5,349
Part-Time Temp Dispatcher	144	35.94	5,175	721	362		75		98	6,432
Part-Time Temp Dispatcher	144	35.94	5,175			-	75		98	5,349
Part-Time Temp Dispatcher	144	35.94	5,175			-	75		98	5,349
	864		31,052	1,441	725	-	450		590	34,258
Reserve Officer	192	32.00	6,144			381	89	150	97	6,861
Reserve Officer	192	32.00	6,144				89	150	97	6,480
Reserve Officer	192	32.00	6,144				89	150	97	6,480
Reserve Officer	192	32.00	6,144				89	150	97	6,480
Reserve Officer	192	32.00	6,144				89	150	97	6,480
	960		30,720	-	-	381	445	750	484	32,781
Total Temp Help Salaries			61,772	1,441	725	381	896	750	1,074	67,039

Town of Atherton
Public Works Department - Summary
Budget 2012-1013

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease)	
							Over Prior 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	-	(967)	-100.0%
	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	345,623	(417,735)	-54.7%
	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

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease)	
							Over Prior 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	12,000	1,300	12.1%
	Utilities - Sewer	-	20,176	3,262	4,850	5,150	300	6.2%
	Utilities - Telephone	15,203	7,102	5,018	1,600	1,600	-	0.0%
	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	1,103,310	33,043	3.1%
	Total DPW	1,970,904	1,953,742	1,940,584	1,833,626	1,448,933	(384,693)	-21.0%

Town of Atherton
 Public Works Dept - Engineering 50
 Budget 2012-2013

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease) Over Prior Year Budget	% Change
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	IEE 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 & Matis	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 & Matis	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

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease)	
							Over Prior Year Budget	% Change
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	FY 2013
			Revised Appropriations	Recommended Appropriations
	Regular Salaries	Salaries - two full-time staff 50-60% each or 1.1 FTE	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 retirees	16,153	18,623
		GASB 45 annual required contribution	47,142	49,768
	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 Director	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

Acct. No.	Title	Quantity, brief description and justification	FY 2012	FY 2013
			Revised Appropriations	Recommended 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	
		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

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase	
							Over Prior Year Budget	% 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 & Matis	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 Matis	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	9,800	1,400	16.7%
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

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase	
							(Decrease) Over Prior Year Budget	% 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	451,780	50,763	11.2%
Total DPW Street Maint		690,311	740,625	706,136	706,024	534,763	(171,261)	-24.3%

Public Works Dept - Street Maintenance

101-53

Acct. No.	Title	Quantity, brief description and justification	FY 2012	FY 2013
			Revised Appropriations	Recommended Appropriations
	Regular Salaries	Salaries - one full-time staff 60% or 0.6 FTE	127,411	78,428
	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 retirees	42,136	53,080
		GASB 45 annual required contribution	27,086	21,714
	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	Premium to The Cities Group	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 Matls	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
	Membership/Dues	Professional memberships: MSA \$145. APWA \$113	300	300

Public Works Dept - Street Maintenance

101-53

Acct. No.	Title	Quantity, brief description and justification	FY 2012	FY 2013
			Revised Appropriations	Recommended Appropriations
	Utilities - Electricity	PG&E	50,000	50,000
	Utilities - Gas	ABAG gas	1,200	1,200
	Utilities - Water	Cal water	8,400	9,800
	Communication	Cellular Phones	700	-
	Conferences	MSA meetings	-	500
	Rent - Tools & Equipment	Specialized equipment	500	3,000
	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	451,780
Total DPW - Street Maintenance			706,024	534,763

Town of Atherton
Public Works Dept - Park Maintenance 57
Budget 2012-2013

							Increase		
		Actual	Actual	Actual	Revised	Recommended	(Decrease)		
Account	Description	2008-09	2009-10	2010-11	Budget	Budget	Over Prior	Year Budget	%
					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

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease)	% Change
							Over Prior Year Budget	
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	FY 2013
			Revised Appropriations	Recommended Appropriations
	Regular Salaries	Salaries - one full-time staff 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 retirees	4,198	-
		GASB 45 annual required contribution	120	4,046
	Dental Insurance	Teamster Dental Plan premium	1,043	4,666
	Vision Insurance	Vision service plan premium	155	346
	Workers Compensation	Worker's Compensation charged to Department	1,422	68
	Life & ADD Insurance	Premium to The Cities Group	78	496
	STD Insurance	Short-term disability premium to The Cities Group	120	32
	LTD Insurance	Long-term disability premium to The Cities Group	517	38
	Unemployment Insurance	Self-funded unemployment	20,250	159
	Uniforms	Per MOU	232	11,511
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	748	-
		Total Salaries & Benefits	128,514	53,458
	Contract DPW Maint Svcs	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	Temporary restroom	700	700
	Building Improvements	HPP Park parking lot lighting	10,000	10,000
		Carriage House	30,000	-
		Painting and repairs for Pavillion	-	25,000
	Equip Replace Charges	For future replacement of vehicles & equipment	-	35,000
		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

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease) 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)	-100.0%
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	42,078	(30,523)	-42.0%
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 & Matls	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 Matls	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 & Matls	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	800		0.0%
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					
101-58-57007-058	Office Machines & Furn		34					
	Total Operations	59,841	59,555	35,702	66,896	50,400	(16,496)	-24.7%
	Total DPW Park Programs	318,811	353,205	350,850	139,498	92,478	(47,019)	-33.7%

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 10% or 0.1 FTE	15,164	13,071
	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	-
	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 retirees	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	42,078
	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	800
	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	50,400
		Total DPW - Park Programs	139,498	92,478

Town of Atherton
Public Works Dept - Building Maintenance 59
Budget 2012-2013

Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease)	
							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	ILTD 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 & Matls			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 Matls	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 & Matls			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 Appropriations	Recommended 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
	IEE 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
				13.926%	0.07	0.0145					0.735%				
DPW - Engineering 50 Assistant/Associate Engineer (0.6) Office Specialist (0.5)	D D	53,387 31,440	56,621 31,440	7,865 4,378	3,963 2,201	821 456	11,999 4,232	985 821	108 62	115 96	392 231	65 54	1,076 597	-	84,030 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) Office Specialist (0.5)	D D	35,592 31,440	37,747 31,440	5,257 4,378	2,642 2,201	547 456	7,999 4,232	657 821	72 62	77 96	262 231	43 54	717 597	-	56,020 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	1,910	376	5,471	200	414,486
Summary Public Works Superintendent Assistant/Associate Engineer Office Specialist	D D/C D	130,713 88,979 62,880	130,713 94,368 62,880	18,203 13,142 8,757	9,150 6,606 4,402	1,895 1,368 912	19,440 19,998 8,465	1,728 1,642 1,642	339 180 124	192 192 192	794 654 462	159 108 108	2,484 1,793 1,195	200	185,298 140,051 89,138
FTE		282,572	287,961	40,101	20,157	4,175	47,903	5,011	643	576	1,910	376	5,471	200	414,486
Note: No salary increase budgeted. Assistant Engineer reclassified to Assistant/Associate Engineer 36% of Assistant/Associate Engineer transferred to Gas Tax Fund 60% of Public Works Superintendent transferred to Gas Tax Fund															

Town of Atherton								
Tennis Fund								
Budget FY 2012-13								
							Increase	
					Adopted	Recommended	(Decrease)	
		Actual	Actual	Actual	Budget	Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	2011-12	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 & Matls	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. & Title	Quantity, brief description and justification of items requested	Recommended 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

Town of Atherton								
Police Grant Fund								
Budget FY 2012-13								
							Increase	
					Adopted	Proposed	(Decrease)	
		Actual	Actual	Actual	Budget	Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	Change
209-00-45019-040	Grant	93,532	100,982	98,161	100,000	100,000	-	0.0%
209-00-48001-040	Interest Income	470	215	274	200	200	-	0.0%
209-00-49006-000	Trfrs from SLESF Fund	137						
	Total Revenue	94,139	101,197	98,434	100,200	100,200	-	0.0%
209-40-50001-040	Regular Salaries	100,000	100,000	98,161	100,000	100,000	-	0.0%
	Total Expenditure	100,000	100,000	98,161	100,000	100,000	-	0.0%
	Excess (Deficiency) of Rev Over Exp	(5,861)	1,197	274	200	200	-	0.0%
	Beginning Fund Balance	13,150	7,289	8,486	8,759	8,959		
	Ending Fund Balance	7,289	8,486	8,759	8,959	9,159		

		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

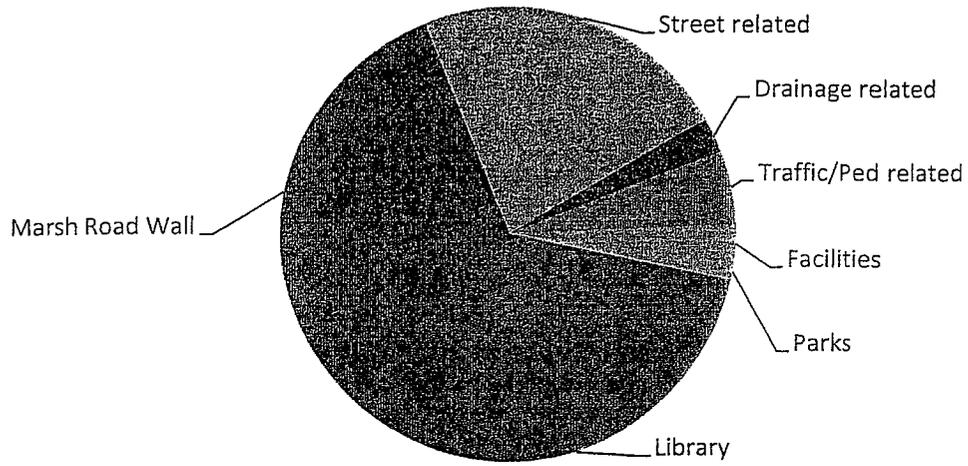
Town of Atherton								
Library Fund								
Budget FY 2012-2013								
							Increase	
					Adopted	Proposed	(Decrease)	
		Actual	Actual	Actual	Budget	Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	Change
213-00-40001-000	Secured Property Tax	846,846	900,000	784,143	750,000	784,000	34,000	4.5%
213-00-48001-000	Interest Income	66,666	30,808	38,328	40,000	40,000	-	0.0%
	Total Revenues	913,512	930,808	822,471	790,000	824,000	34,000	4.3%
213-30-50005-000	Temporary Help				-	500	500	100.0%
	Total Salaries & Benefits	-	-	-	-	500	500	100.0%
213-30-52007-000	Other Legal Services			16,720	5,000	5,000	-	0.0%
213-30-52010-000	Contract Engineering	19,760	14,000	3,780			-	0.0%
213-30-52011-000	Contract Planner			9,331	12,500	17,000	4,500	36.0%
213-30-52024-000	Architectural Services			77,173		750,000	750,000	100.0%
213-30-52027-000	Environmental Consulting Svs			24,026		30,000	30,000	100.0%
213-30-52031-000	Contract Maint Services					23,658	23,658	100.0%
213-30-53003-000	Building Security				500	500	-	0.0%
213-30-53004-000	Facility Repair & Maintenance	1,696	3,500	2,821	1,000	1,500	500	50.0%
213-30-53005-000	HVAC Repair & Maint			2,660	2,800	-	(2,800)	-100.0%
213-30-53006-000	Electrical Repair & Maint				2,500	-	(2,500)	-100.0%
213-30-53007-000	Roof Repair & Maint				1,000	-	(1,000)	-100.0%
213-30-53008-000	Contract Custodial Services	5,385	5,396	5,687	7,500	7,500	-	0.0%
213-30-53011-000	Contract Lndscp Maint.			7,296	10,944	-	(10,944)	-100.0%
213-30-53014-000	Utilities - Electricity	16,283	8,388	5,656	7,500	8,500	1,000	13.3%
213-30-53015-000	Utilities - Gas		352	602	1,000	1,500	500	50.0%
213-30-53016-000	Utilities Water		395	2,453	1,000	3,000	2,000	200.0%
213-30-53017-000	Utilities - Sewer		1,133	1,576	2,500	3,500	1,000	40.0%
213-30-53024-000	Advertising & Noticing		281	1,022	2,500	10,000	7,500	300.0%
213-30-53036-000	Contract Pesticid & Fertilizer		1,041	1,140	1,200	1,200	-	0.0%
213-30-54010-000	Other Contract Services	5,066	2,577		262,050	150,000	(112,050)	-42.8%
213-30-55010-000	Custodial Supplies	119			-	-	-	0.0%
213-30-55012-000	Construction Materials		19		-	-	-	0.0%
213-30-55016-000	Other Supplies & Materials			111	200		(200)	-100.0%
213-30-55017-000	Postage			361		2,750	2,750	100.0%
	Total Operations	48,310	37,081	162,416	321,694	1,015,608	693,914	215.7%
	Total Expenditures	48,310	37,081	162,416	321,694	1,016,108	694,414	215.9%
	Excess (Deficiency) of Rev Over Exp	865,202	893,727	660,055	468,306	(192,108)	(660,414)	-141.0%
	Beginning Fund Balance	3,155,279	4,020,481	4,914,208	5,574,263	6,042,569		
	Ending Fund Balance	4,020,481	4,914,208	5,574,263	6,042,569	5,850,461		

Library Fund			
Fund 213			
			FY 2013
Account No. & Title	Quantity, brief description and justification of items requested		Proposed 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									
				Adopted	Revised	Projected	Proposed	Increase	
		Actual	Actual	Budget	Budget	Actual	Budget	(Decrease)	
Account	Description	2009-10	2010-11	2011-12	2011-12	2011-12	2012-13	Over Prior	%
								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.		

Capital Improvement Program FY 2012-2013



Account	Fund Name	Adopted Budget 2012	Revised Budget 2012	Projected Actual 2012	Recommended Budget 2013	Forecast 2014	Forecast 2015	Forecast 2016	Forecast 2017	Five Year Total
TOWN OF ATHERTON										
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM										
FISCAL YEARS ENDING JUNE 30, 2013 TO 2017										
SPECIAL PARCEL TAX - FUND 201										
	BEGINNING FUND BALANCE	\$ 1,492,631	\$ 1,492,631	\$ 1,492,631	\$ 809,481	\$ 169,726	\$ 7,971	\$ 2,216	\$ 309,065	
Revenue										
201-00-40003-000	Special Tax	1,860,000	1,860,000	1,860,000	1,860,000	1,860,000	1,860,000	1,860,000	1,860,000	9,300,000
201-00-48001-000	Interest Income			3,561	5,000	5,000				10,000
201-00-48003-000	Property Damage Reimbursement			23,933						
	TOTAL REVENUE - FUND 201	\$ 1,860,000	\$ 1,860,000	\$ 1,887,494	\$ 1,865,000	\$ 1,865,000	\$ 1,860,000	\$ 1,860,000	\$ 1,860,000	\$ 9,310,000
Expenditures										
201-50-53024-000	Advertising/Noticing									
201-50-54010-000	Parcel Tax Roll Preparation Fee/Other Contract Svs	1,550	1,550	1,700	1,500	1,500	1,500	1,500	1,500	7,500
201-50-54029-000	County Tax Admin Cost			3,486						
201-50-56001-000	Traffic Studies - Speed surveys, Fair Oaks	3,000	3,000		50,000	50,000	50,000	50,000	50,000	250,000
201-50	Traffic Safety				3,255	3,255	3,255	3,255	3,255	16,275
201-50-56002-000	Pavement Management Program	3,255	3,255	3,254	125,000	95,000	193,396	350,000	350,000	858,396
201-50-56003-000	Street Seal				100,000	100,000	100,000	100,000	100,000	500,000
	Street Patching				850,000	550,000	410,000			1,810,000
201-50-56005-000	Marsh Wall Retaining Wall Project	70,490	70,490							
201-50-56006-000	Street Reconstruction 7 - Park/Polhemus			710						
201-50-56007-000	Atherton Avenue STP Project			2,100						
201-50-56011-000	Hoover Crosswalk			27						
201-50-56012-000	Street light pole replacement	50,000	50,000		150,000					150,000
201-50	Series Street Light Replacement				20,000	20,000	20,000	20,000	20,000	100,000
201-50-56029-000	Street Sign Replacement	10,000	10,000	(262)						
201-50-56033-000	Drainage Construction-Fletcher-Ridgeview		322,483	537,184	50,000	50,000	50,000	50,000	50,000	250,000
201-50-56034-000	Roadside Drainage Improvements									
201-50-56037-000	Upper Channel Repair Phase 2		702,599	735,861						
201-50-56049-000	2011 Cape Slurry			54,004						
201-50	Bike Lane Thermoplastic				30,000	30,000	10,000	10,000	10,000	90,000
201-50	Accessibility Improvements				10,000	10,000	10,000	10,000	10,000	50,000
201-50-56999-000	Engineering Costs (estimate)	116,580	116,580	116,580						
	Transfer to General Fund	1,116,000	1,116,000	1,116,000	1,116,000	1,116,000	1,116,000	1,116,000	1,116,000	5,580,000
201-50-58001-000										
	TOTAL EXPENDITURES - FUND 201	\$ 1,370,875	\$ 2,395,957	\$ 2,570,644	\$ 2,505,755	\$ 2,025,755	\$ 1,865,755	\$ 1,554,151	\$ 1,710,755	\$ 9,662,171
	SPECIAL PARCEL TAX - FUND 201									
	ENDING FUND BALANCE	\$ 1,981,756	\$ 956,675	\$ 809,481	\$ 168,726	\$ 7,971	\$ 2,216	\$ 308,065	\$ 457,310	

TOWN OF ATHERTON FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS ENDING JUNE 30, 2013 TO 2017										
Account	Fund Name	Adopted Budget 2012	Revised Budget 2012	Projected Actual 2012	Recommended Budget 2013	Forecast 2014	Forecast 2015	Forecast 2016	Forecast 2017	Five Year Total
MEASURE A - FUND 202										
	BEGINNING FUND BALANCE	\$ 367	\$ 367	\$ 367	\$ 59,637	\$ 273,392	\$ 237,147	\$ 357,506	\$ 571,261	
Revenue										
202-00-41003-050	Transportation Co Measure A Sales Tax	200,000	200,000	258,920	250,000	250,000	250,000	250,000	250,000	1,250,000
202-00-48001-050	Interest Income			500						500
	TOTAL REVENUE - FUND 202	\$ 200,000	\$ 200,000	\$ 259,420	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,500
Expenditures										
202-50-52001-000	Annual Financial Audit (Measure A)	1,365	1,365	1,515	1,400	1,400	1,400	1,400	1,400	7,000
202-50-54025-000	Congestion Relief (C/CAG) Fee	24,845	24,845	24,845	24,845	24,845	24,845	24,845	24,845	124,225
202-50-56003-000	Street Patch Seal & Overlay	173,790	173,790	173,790			93,396			343,396
202-50-56005-000	Marsh Road Retaining Wall Project				10,000	10,000	10,000	10,000	10,000	50,000
202-50	Bridge Inspection Program									
	TOTAL EXPENDITURES - FUND 202	\$ 200,000	\$ 200,000	\$ 200,150	\$ 36,245	\$ 286,245	\$ 129,641	\$ 36,245	\$ 36,245	\$ 524,621
	MEASURE A - FUND 202 ENDING FUND BALANCE	\$ 367	\$ 367	\$ 59,637	\$ 273,392	\$ 237,147	\$ 357,506	\$ 571,261	\$ 785,016	

TOWN OF ATHERTON FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS ENDING JUNE 30, 2013 TO 2017		Fund Name	Adopted Budget 2012	Revised Budget 2012	Projected Actual 2012	Recommended Budget 2013	Forecast 2014	Forecast 2015	Forecast 2016	Forecast 2017	Five Year Total
		GAS TAX - FUND 203	\$ 140,547	\$ 140,547	\$ 140,547	\$ 155,774	\$ 187,926	\$ 221,695	\$ 252,263	\$ 281,197	
		BEGINNING FUND BALANCE									
Revenue											
203-00-45001-050	Gas Tax - 2105	211,166	211,166	32,105	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000
203-00-45002-050	Gas Tax - 2106			29,112							
203-00-45003-050	Gas Tax - 2107			47,295							
203-00-45004-050	Gas Tax - 2107.5			2,000							
203-00-45024-050	Gas Tax - 2103			91,438							
203-00-45020-050	Other Reimbursements										
203-00-48001-050	Interest Income			971							
203-00-48003-000	Property Damage Reimbursement										
TOTAL REVENUE - FUND 203		\$ 211,166	\$ 211,166	\$ 202,921	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
Expenditures											
203-50-52001-000	State Controller Street Report Preparation Fee	2,250	2,250	1,537	2,250	2,250	2,250	2,250	2,250	2,250	11,250
203-50-54026-000	C/CAG Gas Tax Fee	3,920	3,920	3,920	3,920	3,920	3,920	3,920	3,920	3,920	19,600
203-50-56003-000	Street Patch Seal & Overlay	100,000	171,962	139,760							
203-50-56011-000	Hoover Crosswalk	104,996	33,034	33,034							
203-50-56047-000	Street Patch			1,392							
203-50-56049-000	2011 Cape Slurry		112,900	8,051							
203-50-56999-000	Engineering/Staff Costs (estimate)				161,678	161,678	160,061	163,262	164,895	164,895	814,792
TOTAL EXPENDITURES - FUND 203		\$ 211,166	\$ 324,066	\$ 187,694	\$ 167,848	\$ 168,432	\$ 166,231	\$ 169,432	\$ 171,065	\$ 171,065	\$ 845,642
GAS TAX - FUND 203 ENDING FUND BALANCE		\$ 140,547	\$ 27,647	\$ 155,774	\$ 187,926	\$ 221,695	\$ 252,263	\$ 281,197	\$ 310,132		

Account	Fund Name	Adopted Budget 2012	Revised Budget 2012	Projected Actual 2012	Recommended Budget 2013	Forecast 2014	Forecast 2015	Forecast 2016	Forecast 2017	Five Year Total
TOWN OF ATHONTON										
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM										
FISCAL YEARS ENDING JUNE 30, 2013 TO 2017										
COUNTY MEASURE M- FUND 204										
	BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ 69,918	\$ 104,918	\$ 179,918	\$ 254,918	\$ 329,918	
Revenue										
204-00-45025-050	SMC/Vehicle Registration Fee	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	375,000
204-00-48001-050	Interest Income									
	TOTAL REVENUE - FUND 204	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
204-50-56003-000	Street Patch Seal & Overlay	75,000	75,000	5,082	40,000					40,000
204-50	Bike/Pedestrian Master Plan									
	TOTAL EXPENDITURES - FUND 204	\$ 75,000	\$ 75,000	\$ 5,082	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
	COUNTY MEASURE M- FUND 204									
	ENDING FUND BALANCE	\$ -	\$ -	\$ 69,918	\$ 104,918	\$ 179,918	\$ 254,918	\$ 329,918	\$ 404,918	
ROAD CONSTRUCTION IMPACT FEE- FUND 210										
	BEGINNING FUND BALANCE	\$ 1,100,945	\$ 1,100,945	\$ 1,100,945	\$ 1,041,604	\$ 820,204	\$ 568,204	\$ 156,600	\$ -	\$ (0)
Revenue										
210-00-47006-050	Road Impact Fee	-	-	(62,348)						
210-00-47031-050	Road Impact Fee Refund	-	-	3,007	3,600	3,000				9,607
210-00-48001-050	Interest Income									
	TOTAL REVENUE - FUND 210	\$ -	\$ -	\$ (59,341)	\$ 3,600	\$ 3,000	\$ -	\$ -	\$ -	\$ 9,607
Expenditures										
210-50-56003-000	Street Seal	276,214	276,214		225,000	255,000	255,000	156,600		891,600
210-50-56004-000	Atherton Ave Econ Stimulus									
210-50-56005-000	Marsh Road Retaining Wall Project									
210-50-56007-102	Atherton Ave STP Project									
	TOTAL EXPENDITURES - FUND 210	\$ 276,214	\$ 276,214	\$ -	\$ 225,000	\$ 255,000	\$ 411,604	\$ 156,600	\$ -	\$ 1,048,204
	COUNTY MEASURE M- FUND 210									
	ENDING FUND BALANCE	\$ 824,731	\$ 824,731	\$ 1,041,604	\$ 820,204	\$ 568,204	\$ 156,600	\$ (0)	\$ (0)	

TOWN OF ATHERTON FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS ENDING JUNE 30, 2013 TO 2017										
Account	Fund Name	Adopted Budget 2012	Revised Budget 2012	Projected Actual 2012	Recommended Budget 2013	Forecast 2014	Forecast 2015	Forecast 2016	Forecast 2017	Five Year Total
CAPITAL IMPROVEMENT PROJECTS - FUND 401										
	BEGINNING FUND BALANCE	\$ 220,904	\$ 220,904	\$ 220,904	\$ 224,361	\$ 224,361	\$ 224,361	\$ 224,361	\$ 224,361	\$ 224,361
	Revenue									
	401-00-45020-050 Other Reimbursements									
	401-00-45023-050 Grants									
	401-50-46002-304 P-TAP Grant (MTC) Other Local	16,273	16,273	30,600						
	401-50-46011-202 Highway Safety Improv Program (HSIP)					350,000				
	401-50 Fed STP/State SLLP transportation funding									
	401-00-48001-050 Interest Income			835	70,000					70,000
	401-00- Transfer In from General Fund									
	TOTAL REVENUE - FUND 401	\$ 16,273	\$ 16,273	\$ 31,435	\$ 70,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 70,000
	Expenditures									
	401-50-56002-304 Pavement Management System	16,273	16,273							
	401-50-56007-102 Atherton Ave STP Project					350,000				350,000
	401-50-56011-202 Hoover Crosswalk			27,978	70,000					
	401-50 Town Center Facilities Plan and Repairs									
	401-50-56999-000 Engineering Costs (estimate)									
	TOTAL EXPENDITURES - FUND 401	\$ 16,273	\$ 16,273	\$ 27,978	\$ 70,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
	CAPITAL IMPROVEMENT PROJECTS - FUND 401									
	ENDING FUND BALANCE	\$ 220,904	\$ 220,904	\$ 224,361	\$ 224,361	\$ 224,361	\$ 224,361	\$ 224,361	\$ 224,361	\$ 224,361

TOWN OF ATHERTON FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS ENDING JUNE 30, 2013 TO 2017										
Account	Fund Name	Adopted Budget 2012	Revised Budget 2012	Projected Actual 2012	Recommended Budget 2013	Forecast 2014	Forecast 2015	Forecast 2016	Forecast 2017	Five Year Total
ATHERTON CHANNEL - FUND 403										
BEGINNING FUND BALANCE		\$ 133,630	\$ 133,630	\$ 133,630	\$ 42,910	\$ 112,410	\$ 181,910	\$ 111,410	\$ 180,910	
Revenue										
403-00-40001-050	Secured Property Tax			37,257	82,000	82,000	82,000	82,000	82,000	410,000
403-00-40002-050	Unsecured Property Tax	81,820	81,820	4,154						
403-00-40004-050	SB 813 Redemption-supplemental			522						
403-00-40005-050	Home Owners Exemption			241						
403-00-40008-050	ERAF Subvention			5,341						
403-00-48001-050	Interest Income			229						
TOTAL REVENUE - FUND 403		\$ 81,820	\$ 81,820	\$ 47,744	\$ 82,000	\$ 82,000	\$ 82,000	\$ 82,000	\$ 82,000	\$ 410,000
Expenditures										
403-50-52001-000	State Controller Drainage District Report Prep. Fee	2,310	2,310	2,310	2,500	2,500	2,500	2,500	2,500	12,500
403-50-54029-000	County Tax Admin Cost			551						
403-50-56005-000	Marsh Road Retaining Wall Project	69,510	69,510			140,000				140,000
403-50-56037-000	Upper Channel Repair Monitoring Phase 1 (Year 5)	145,603	10,000	135,603	10,000	10,000	10,000	10,000	10,000	50,000
403-50-56037-000	Upper Channel Phase 2									
403-50-56999-000	Engineering Costs (estimate)									
TOTAL EXPENDITURES - FUND 403		\$ 217,423	\$ 81,820	\$ 138,464	\$ 12,500	\$ 12,500	\$ 152,500	\$ 12,500	\$ 12,500	\$ 202,500
ATHERTON CHANNEL - FUND 403										
ENDING FUND BALANCE		\$ (1,973)	\$ 133,630	\$ 42,910	\$ 112,410	\$ 181,910	\$ 111,410	\$ 180,910	\$ 250,410	

Town of Atherton							
Equipment Replacement Fund							
Budget 2012-2013							
							Increase
							(Decrease)
							Over Prior
							%
Account	Description	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budet	Change
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%
	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%
	Total Expenditures	207,541	84,330	198,330	184,330	(14,000)	-7.1%
	Excess (Deficiency) of Revenues Over Expenditures	(68,033)	12,562	(110,030)	(81,030)	29,000	-26.4%
	Beginning Unrestricted Net Assets	523,016	454,983	454,983	344,953		
	Ending Unrestricted Net Assets	454,983	467,545	344,953	263,923		

	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 2009-10	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Recommended Budget 2012-13	Year Actual	Change
614-00-47503-000	Charges for Services			61,945	-	-	-	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 & Tennis Fd	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	3,107	3,471	3,500	3,500	3,500	-	0.0%
	Total Revenues	156,355	45,918	65,445	65,493	62,543	(2,950)	-4.5%
614-30-51013-000	Worker's Comp Expense	26,361	35,147	154,000	154,000	154,000	-	0.0%
614-30-51017-000	Safety/Compliance Program Assessment	7,386	6,885	10,000	10,000	10,000	-	0.0%
	Other Contract Services							
	Total Expenditures	33,747	42,032	164,000	164,000	164,000	-	0.0%
	Excess (Deficiency) of Revenues Over Expenditures	122,608	3,886	(98,555)	(98,507)	(101,457)	(2,950)	3.0%
	Beginning Unrestricted Net Assets	172,469	295,077	298,963	298,963	200,456		
	Ending Unrestricted Net Assets	295,077	298,963	200,408	200,456	98,999		

		Worker's Compensation	
		Fund 614	
			FY 2013
	Account No.	Quantity, brief description and justification	Requested
	& Title	of items 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

Town of Atherton								
General Liability Fund 615								
Budget 2012-2013								
				Adopted	Revised	Recommended	Increase	
		Actual	Actual	Budget	Budget	Budget	(Decrease)	%
Account	Description	2009-10	2010-11	2011-12	2011-12	2012-13	Over Prior	Change
							Year Actual	
615-00-47504-000	Liability Insurance Charge	190,937	205,476	233,384	233,384	265,642	32,258	13.8%
615-00-47505-000	Employment Practice Liability Charge	36,000	37,800	36,000	36,000	36,000	-	0.0%
615-00-48001-000	Interest on Investments	917	1,409	1,800	1,800	1,800	-	0.0%
	Total Revenues	227,854	244,685	271,184	271,184	303,442	32,258	11.9%
615-30-53019-000	Liability Insurance Expense	82,876	102,618	133,384	133,384	164,777	31,393	23.5%
615-30-53020-000	Employment Practice Liability	34,272	34,280	36,000	36,000	36,000	-	0.0%
615-30-53022-000	Liability Claim Expense	74,463	58,263		100,000	100,000	-	0.0%
	Total Expenditures	191,611	195,161	169,384	269,384	300,777	31,393	11.7%
	Excess (Deficiency) of Revenue Over Expenditures	36,243	49,524	101,800	1,800	2,665	865	48.1%
	Beginning Unrestricted Net Assets	-	36,243	85,767	85,767	87,567		
	Ending Unrestricted Net Assets	36,243	85,767	187,567	87,567	90,232		

	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	
Police Department	
Budget 2012-2013	
	Supplemental Budget Request
<u>Description</u>	
Request #1	
Replace 2 Crown Victoria Patrol Cars	70,000
- Patrol Car 4, 2FAFP71WX5X166350, 123,494 miles.	
- Patrol Car 3, 2FAFP71V78X135391, 84,598 miles.	
Both of these cars have reached the end of their service life, and are in need of more frequent repair.	
1 lightbar, misc. equipment (most equipment will be moved over).	
Request #2	
Replace 1 police motor cycle (Carry-over frm FY 2012)	30,000
Total Cost to Equipment Replacement Fund	100,000

Town of Atherton								
Employee Benefits Fund 616								
Budget 2012-2013								
							Increase	
							(Decrease)	
Account	Description	Actual 2009-10	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Recommended Budget 2012-13	Over Prior Year Budget	% Change
616-00-47506-012	GASB 45 ARC - Admin	91,898	95,713	66,444	66,444	71,793	5,349	8.1%
616-00-47506-018	GASB 45 ARC - Finance	44,994	48,607	52,513	32,368	62,743	30,375	93.8%
616-00-47506-025	GASB 45 ARC - Building	110,410	119,276	66,762	66,761	72,135	5,374	8.0%
616-00-47506-040	GASB 45 ARC - Police	401,099	424,627	458,746	458,746	495,676	36,930	8.1%
616-00-47506-050	GASB 45 ARC - DPW Engineering	54,292	58,587	63,295	63,295	68,391	5,096	8.1%
616-00-47506-053	GASB 45 ARC - DPW Street Maint	68,791	85,174	69,221	69,222	74,794	5,572	8.0%
616-00-47506-057	GASB 45 ARC - DPW Park Maint	11,077	11,390	4,319	4,318	4,666	348	8.1%
616-00-47506-058	GASB 45 ARC - DPW Park Program	30,646	35,073	16,157	16,157	17,458	1,301	8.1%
616-00-47507-012	EE Benefits Earned - Admin	4,551	2,410	3,905	1,103	3,188	2,085	189.0%
616-00-47507-018	EE Benefits Earned - Finance	2,477	2,431	3,211	3,136	2,869	(267)	-8.5%
616-00-47507-025	EE Benefits Earned - Building	6,048	5,325	314	1,633	314	(1,319)	-80.8%
616-00-47507-040	EE Benefits Earned - Police	43,338	44,030	51,324	50,720	51,595	875	1.7%
616-00-47507-050	EE Benefits Earned - DPW Engineering	2,934	2,939	1,021	1,557	881	(676)	-43.4%
616-00-47507-053	EE Benefits Earned - DPW Street Maint	2,650	2,337	523	1,274	784	(490)	-38.5%
616-00-47507-057	EE Benefits Earned - DPW Park Maint	1,298	1,752	261	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	392	609	131	(478)	-78.5%
616-00-47508-012	Unemploy Benefits - Admin	4,630	2,754	19,526	20,250	10,388	(9,862)	-48.7%
616-00-47508-018	Unemploy Benefits - Finance	2,570	2,475	16,056	12,150	2,869	(9,281)	-76.4%
616-00-47508-025	Unemploy Benefits - Building	6,352	5,886	50,314	60,750	25,627	(35,123)	-57.8%
616-00-47508-040	Unemploy Benefits - Police	28,782	28,093	26,261	25,960	26,415	455	1.8%
616-00-47508-050	Unemploy Benefits - DPW Engineering	3,037	3,131	5,103	1,557	881	(676)	-43.4%
616-00-47508-053	Unemploy Benefits - DPW Street Maint	2,972	2,689	40,523	60,750	7,405	(53,345)	-87.8%
616-00-47508-057	Unemploy Benefits - DPW Park Maint	1,596	1,891	27,261	20,250	11,511	(8,739)	-43.2%
616-00-47508-058	Unemploy Benefits - DPW Park Program	1,882	2,204	20,000	20,250	5,981	(14,269)	-70.5%
616-00-47508-059	Unemploy Benefits - DPW Building Maint	1,174	1,243	10,392	-	131	131	100.0%
616-00-48001-000	Interest on Investments	2,244	8,948	4,500	4,500	4,500	-	0.0%
	Total Revenues	934,049	1,001,373	1,078,344	1,064,660	1,023,518	(41,142)	-3.9%
616-xx-51009-xxx	Retiree Health-Care OPEB	639,673	572,683	262,280			-	0.0%
616-12-51009-012	Retiree Health-Care (Admin)	34,531	40,174		45,360	49,675	4,315	9.5%
616-18-51009-018	Retiree Health-Care (Finance)	5,976	6,996		8,106	27,769	19,663	242.6%
616-25-51009-025	Retiree Health-Care (Building)	4,388	16,997		23,787	33,520	9,733	40.9%
616-50-51009-050	Retiree Health-Care (Police)	115,134	142,778		161,362	234,885	73,523	45.6%
616-57-51009-057	Retiree Health-Care (Engineering)	10,252	10,359		9,247	18,623	9,376	101.4%
616-12-51009-017	Retiree Health-Care (Street Maint)	3,239	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	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	832,969	803,516	496,280	536,313	540,857	4,544	0.8%
	Excess (Deficiency) of Revenues Over Expenditures	101,080	197,857	582,064	528,347	482,661	(45,686)	-8.6%
	Beginning Unrestricted Net Assets	805,943	907,023	1,104,881	1,104,881	1,633,228		
	Ending Unrestricted Net Assets	907,023	1,104,881	1,686,945	1,633,228	2,115,889		

		Employee Benefits Fund		
		Fund 616		
			FY 2012	FY 2013
Account No. & Title	Quantity, brief description and justification of items requested		Revised Appropriations	Recommended Appropriations
Retiree Health-Care	Premium to CalPERS (pay-as-you-go)			
Retiree Health-Care (Admin)	Premium to CalPERS (pay-as-you-go)		45,360	49,675
Retiree Health-Care (Finance)	Premium to CalPERS (pay-as-you-go)		8,106	27,769
Retiree Health-Care (Building)	Premium to CalPERS (pay-as-you-go)		23,787	33,520
Retiree Health-Care (Police)	Premium to CalPERS (pay-as-you-go)		161,362	234,885
Retiree Health-Care (Engineering)	Premium to CalPERS (pay-as-you-go)		9,247	18,623
Retiree Health-Care (Street Maint)	Premium to CalPERS (pay-as-you-go)		42,136	53,080
Retiree Health-Care (Park Maint)	Premium to CalPERS (pay-as-you-go)		4,198	4,046
Retiree Health-Care (Park Program)	Premium to CalPERS (pay-as-you-go)		8,117	4,259
			302,313	425,857
Unemp Insurance Insurance	Self insured unemployment insurance exp (EDD)		234,000	115,000
		Total	536,313	540,857



AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL DRAINAGE
DISTRICT
June 29, 2012
12:00 P.M.
Council Chambers
94 Ashfield Road
Atherton, California
Special Meeting

ROLL CALL Widmer, Lewis, Dobbie, McKeithen, Carlson

12:02 P.M. PUBLIC COMMENTS

12:15 P.M. REGULAR

1. DISCUSSION AND ACTION TO CALL AN ELECTION TO SUBMIT TO THE VOTERS AN ORDINANCE PROVIDING FOR A VOTE ON THE LOCATION OF THE LIBRARY AND OTHER POTENTIAL PARK AND TOWN CENTER IMPROVEMENTS

Report: Interim City Manager Theresa DellaSanta

Recommendation: Add an item to the July 18th City Council meeting calling an election to submit to the voters an ordinance at the November 6, 2012 presidential general election providing for a vote on the location of the library and other potential park and town center improvements

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)

Office of Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road, San Mateo, California 94402

Days Prior to Election	Date	Election Calendar for November 6, 2012 Presidential Election
148	June 11, 2012	By this date, the Governor shall issue a proclamation calling the General Election and shall state the time of the election and the offices to be filled and transmit a copy of the proclamation to the board of supervisors of each county. The Secretary of State will send an informational copy of the proclamation to each county elections official. EC §12000
131	June 28, 2012	Last day for an initiative measure, statewide constitutional amendment, bond measure or other legislative measure to qualify for the Ballot. EC §9040; Cal. Const. Art. II §8(c)
130	June 29, 2012	(School or Special District Vacancy) Last day for the governing body of a local jurisdiction to call for an election to fill a vacancy to be on the Ballot. GC §1780; ED §5091(b)
127	July 2, 2012	Between these dates, the City Elections Official shall publish a Notice of Election including time of election and City office(s) to be filled. If a City measure is placed on the ballot before July 16, 2012, the notice of election shall be consolidated to include candidate(s) and measure(s). EC §§12101, 12111
113	July 16, 2012	
125	July 5, 2012	Last day for Special Districts to deliver notice of offices to be filled, decisions regarding payment of candidate statements, and a map of the District boundaries.(NOTE: The deadline is extended one day pursuant to EC §15 as it would otherwise fall on a holiday.) EC §§10509, 10522
123	July 6, 2012	(School District Vacancy) Last day for the school governing board to deliver a resolution (the "specifications of the election order") to the County Superintendent and Elections Officer calling for an election of governing board members. ED §5322
120	July 9, 2012	(School District Vacancy) Last day for the County Superintendent to deliver an official order and formal notice of election of governing board members to the Elections Official. ED §5325(b)
120	July 9, 2012	Between these dates, the County shall publish the Notice of Election (date of election, identification of offices to be filled, statement of required qualifications, where nomination papers are available, deadline for filing required forms, statement regarding appointment, and related information). The notice of central counting place may be combined with this notice. EC §12112; GC §6061; ED §5363
90	August 8, 2012	
118	July 11, 2012	First Candidate Seminar to be held at 2:00 p.m. at the Elections Office, 40 Tower Road, San Mateo.
114	July 16, 2012	(City Vacancy) For a vacancy in a city election office, this is the last day for the city council to call a special election for November 6 to fill the vacancy. The City shall immediately publish the Notice of Election. (NOTE: The deadline is extended one day pursuant to EC §15 as it would otherwise fall on a Sunday) EC § 12101-02; GC §36512
113	July 16, 2012	Between these dates is the candidate filing period. Nomination papers and declarations of candidacy are available during this time. A non-refundable filing fee (if applicable) and optional candidate statement are due at the time of filing. The candidate statement may be withdrawn but not change during this period (until 5:00 p.m. on August 13, 2012). Paperwork must be in by the close of business on August 10, 2012 (for candidates filing at the County Elections Office they have until 5:00 p.m., city candidates should check the hours of their city clerk's office). No candidate may withdraw declaration of candidacy after the close of business on August 10, 2012. Write-in Candidates and Independent Nominations will not be allowed for Voter Nominated Offices. EC §§8020, 8028, 8040-8041, 8061, 8100, 8105-8106, 10220, 10407, 10510, 10603, 13107, 13307
88	August 10, 2012	
113	July 16, 2012	Period in which United States House of Representatives and State Senate and Assembly candidates who will appear on the November ballot may purchase space for a 250-word candidate statement in the official sample ballot. GC §85601(c);EC §13307.5
88	August 10, 2012	
110	July 19, 2012	Second Candidate Seminar to be held at 10:00 a.m. at the Elections Office, 40 Tower Road, San Mateo.
102	July 27, 2012	Data Seminar to be held at 2:00 p.m. at the Elections Office, 40 Tower Road, San Mateo.

Office of Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road, San Mateo, California 94402

Days Prior to Election	Date	Election Calendar for November 6, 2012 Presidential Election
98	July 31, 2012	Last day that candidates may request in writing a different ballot designation than that used at the primary election. The written request shall be accompanied by a ballot designation worksheet. For United States House of Representatives and State Senate and Assembly candidates, this request should be made to both the Secretary of State and the county elections official. EC §13107(e)
98	July 31, 2012	Last day to file semiannual campaign statements; if required, by all candidates, organizations, committees, and slate mailer organizations. GC §§84200, 84218
88	August 10, 2012	Last day for a local entity to request election services and consolidation from the San Mateo County Board of Supervisors for the November 6th election by filing with the Board of Supervisors and submitting a copy to the Elections Officer a resolution of its governing board requesting the consolidation. EC §§1405, 10002, 10403, 12001
88	August 10, 2012	(School District Measure) Last day for a school governing board to deliver a resolution (the "specifications of the election order") to the Elections Officer calling for an election on a measure. ED §5322
88	August 10, 2012	Last day to submit nomination documents (declaration of candidacy and nomination papers to Elections Official - due by 5:00 p.m.). EC §§8020(b), 10510(a)
88	August 10, 2012	Last day for a candidate who has qualified for the ballot to withdraw their candidacy (until 5:00 p.m.). EC §§10510(a), 10603
88	August 10, 2012	10-Calendar day public review period begins August 10 and ends August 20 at 5:00 p.m. for all documents filed as of the filing deadline of August 10. Between these dates any registered voter or the Elections Officer may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be misleading or inaccurate. Documents subject to this review include resolutions, ordinances, declarations and candidate statements. EC §§9190, 9295, 9380, 9509, 13313
78	August 20, 2012	
85	August 13, 2012	Except as provided in EC §13309, 5:00 p.m. today is the last day for a candidate to withdraw the candidate's statement. Candidates may withdraw, but not change their statements. EC §13307(a)(3)
85	August 13, 2012	County to publish a notice regarding County, School District & Special District measures, the dates for submitting primary arguments and rebuttals, the 10 day public examination period, and the central ballot counting location. EC §§9502, 10242; GC §6061; ED §5363
83	August 15, 2012	Last day for any qualified political party to submit to the county elections official a list of all candidates for voter-nominated office who will appear on any ballot in the county in question, and who have been endorsed by the party. The county elections official shall print any such list that is timely received in the sample ballot. EC § 13302(b)
83	August 15, 2012	Candidate Filing Period closes at the close of business for extended offices. Extended filing periods occur when a non-term limited incumbent does not file for re-election, and the extension only applies to non-incumbent candidates for such an office. EC §§8022(b), 8024, 10407
83	August 15, 2012	Last day for an order of election calling for a ballot measure to be amended or withdrawn. A resolution of the legislative body that issued the order of election must be filed with the Elections Official by today in order to amend or withdrawal a ballot measure. EC §9605
82	August 16, 2012	Random Alpha Drawing is conducted to determine the order in which candidate names will appear on the ballot and letters that will be assigned to each ballot measure. EC §§13112, 13116
82	August 16, 2012	Last day for a candidate whose filing period ended on the 83rd day to withdraw candidate statement. The statement may be withdrawn, but not changed, until 5:00 p.m. EC §13307 (a)(3)

Office of Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder
40 Tower Road, San Mateo, California 94402

Days Prior to Election	Date	Election Calendar for November 6, 2012 Presidential Election
81	August 17, 2012	For consolidated elections, the names of the candidates to appear upon the ballot where district, city, or other political subdivision offices are to be filled shall be filed with the Elections Official by this date. EC §10403
81	August 17, 2012	Primary Arguments in favor of and against local measures are due by 5:00 p.m. EC §§9162-9163, 9282-9283, 9286, 9315-9316, 9501-03
81	August 17, 2012	10-Calendar day review period begins August 17 at 5:00 p.m. and ends August 27 at 5:00 p.m. for Primary Arguments filed in favor of and against measures. Between these dates any registered voter or the Elections Officer may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be misleading or inaccurate. EC §§9190, 9295, 9380, 9509
71	August 27, 2012	
71	August 27, 2012	Rebuttal Arguments for measures where a primary argument was filed both in favor and against are due. Impartial Analysis for city measures are also due. EC §§9163, 9167, 9285-86, 9316-17, 9501-9504
71	August 27, 2012	10-Calendar day review period begins August 27 at 5:00 p.m. and ends September 6 at 5:00 p.m. for Rebuttal Arguments filed in favor and/or against measures. Between these dates any registered voter or the elections official may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be misleading or inaccurate. EC§ 9190, 9295, 9380, 9509
61	September 6, 2012	
68	August 30, 2012	By this date the Secretary of State will provide a certified list of Federal and State candidates, including a ballot rotation list to each County. EC §8120-8125
61	September 6, 2012	Any city that requests the Board of Supervisors to permit the Elections Official to prepare the city's election materials shall supply the Elections Official with a list of its precincts, or consolidated precincts, as applicable, no later than this date. EC §10002
57	September 10, 2012	During this time write-in candidates must file a statement of write-in candidacy and other required documentation with the Elections Office. EC §§8600, 8601
14	October 23, 2012	
50	September 17, 2012	By this date each County must send the report of registration, reflecting the total number of voters as of September 7, 2012, to the Secretary of State. EC §2187
40	September 27, 2012	Between these dates, the County Sample Ballot and Official Voter Information Pamphlet and the State Voter Information Guide will begin mailing to each voter who is registered at least 29 days prior to the election. EC §§9094, 13303-13304, 13306
21	October 16, 2012	
32	October 5, 2012	Last day to file campaign statements for candidates and committees for the period ending September 30, 2012. GC §§ 84200.5,84200.7(b)
29	October 8, 2012	Between these dates, any registered voter may request a Vote by Mail Ballot. Any requests received prior to October 8, 2012 will be kept until this period and then processed. EC §3001
7	October 30, 2012	
16	October 21, 2012	Contributions made by or received by a candidate or committee of \$1,000 or more per source must be reported within 24 hours during this period. GC §84203
1	November 5, 2012	
15	October 22, 2012	Voter Registration closes on this date for the November Presidential General Election. Voters must register by this date to be eligible to vote in this election. Postmarked voter registration forms with this date are accepted. EC §§2102, 2107
14	October 23, 2012	New California residents who established California residency on or after October 22, 2012, can register to vote during this time to receive a "New Resident's" ballot containing options to vote only for the office of President and Vice President at the Elections Office. EC §§332, 3400
7	October 30, 2012	

Office of Mark Church

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Days Prior to Election	Date	Election Calendar for November 6, 2012 Presidential Election
14	October 23, 2012	Between these dates, those who become new United States citizens on or after October 22, 2012, are eligible to register and vote at the Elections Office. A new citizen registering during this time must provide proof of citizenship and declare that he or she has established residency in California. EC §§331, 3500, 3501
0	November 6, 2012	
12	October 25, 2012	Last day to file campaign statements for candidates and committees for the period ending October 20, 2012. Candidates being voted upon, their controlled committees, and committees primarily formed to support or oppose a candidate or measure must file the second pre-election statement by guaranteed overnight mail or personal delivery. GC §§84200.5, 84200.7
10	October 27, 2012	Last Day for County to mail Sample Ballot and Official Voter Information Pamphlets to voters registered less than 29 days before the election. EC §13303
10	October 27, 2012	On or before this date, a notice shall be published by the county elections official at least once in a newspaper of general circulation within the district specifying the public place to be used as the central tally center for counting the ballots. EC §12109
7	October 30, 2012	By this date each County must send the report of registration, reflecting the total number of voters as of October 23, 2012, to the Secretary of State. EC §2187
7	October 30, 2012	By this date, the County shall publish a notice listing the polling places for this election and precinct board members appointed for this election by October 22, 2012. EC §§12105, 12105.5, 12106
0	November 6, 2012	Election Day. Polls open at 7:00 a.m. and close at 8:00 p.m. Semifinal official canvass commences upon the closing of all polls at 8:00 p.m. At 8:05 p.m. San Mateo County issues first report of election results and continues to issue updates until all precincts have reported. EC §§1000, 1001, 14212, 15150, 15151
28	December 4, 2012	Last day for County elections official to certify election results to the jurisdictions participating in the election. EC §15372
28	December 4, 2012	Last day for County elections official to post an updated list of the precinct board members who actually served on election day. EC §12105.5

Footnotes

EC: California Elections Code

ED: California Education Code

GC: California Government Code

All above California Codes may be referenced online at: www.leginfo.ca.gov/calaw.html