



AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL DRAINAGE
DISTRICT
March 27, 2012
2:00 P.M.
Town Council Chambers
94 Ashfield Road
Atherton, California
Special Meeting

PLEDGE OF ALLEGIANCE

2:00 P.M. ROLL CALL Widmer, Lewis, Dobbie, McKeithen, Carlson

2:02 P.M. PUBLIC COMMENTS

2:15 P.M. REGULAR

- 1. FISCAL YEAR 2012-13 BUDGET STUDY SESSION:
**Department Review, Overall Goal Review, Major Town Strategic and
Operational Goals**
Report: Interim City Manager Theresa DellaSanta**

4:00 P.M. ADJOURN

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



Town of Atherton Budget Study Session FY 2012-2013



**COUNCIL CHAMBERS
MARCH 27, 2012**

PRESENTED BY:

Theresa DellaSanta, Interim City Manager

Debra Auker, Interim Finance Director

Ed Flint, Interim Police Chief

Michael Kashiwagi, Community Services Director

Lisa Costa Sanders, Deputy Planner

Steven Tyler, Public Works Superintendent

Budget Study Session Agenda



- **Departmental Review** – Each department will provide a brief overview of the mission and major services provided in their area.
- **Overall Goal Review** – Staff has developed a summary of the discretionary services for the Council to reference as they consider goals for the FY 2013 Budget.
- **Major Town Strategic and Operational Goals** – Council will discuss major strategic and operational goals for the Town.

Budget Study Session Objectives



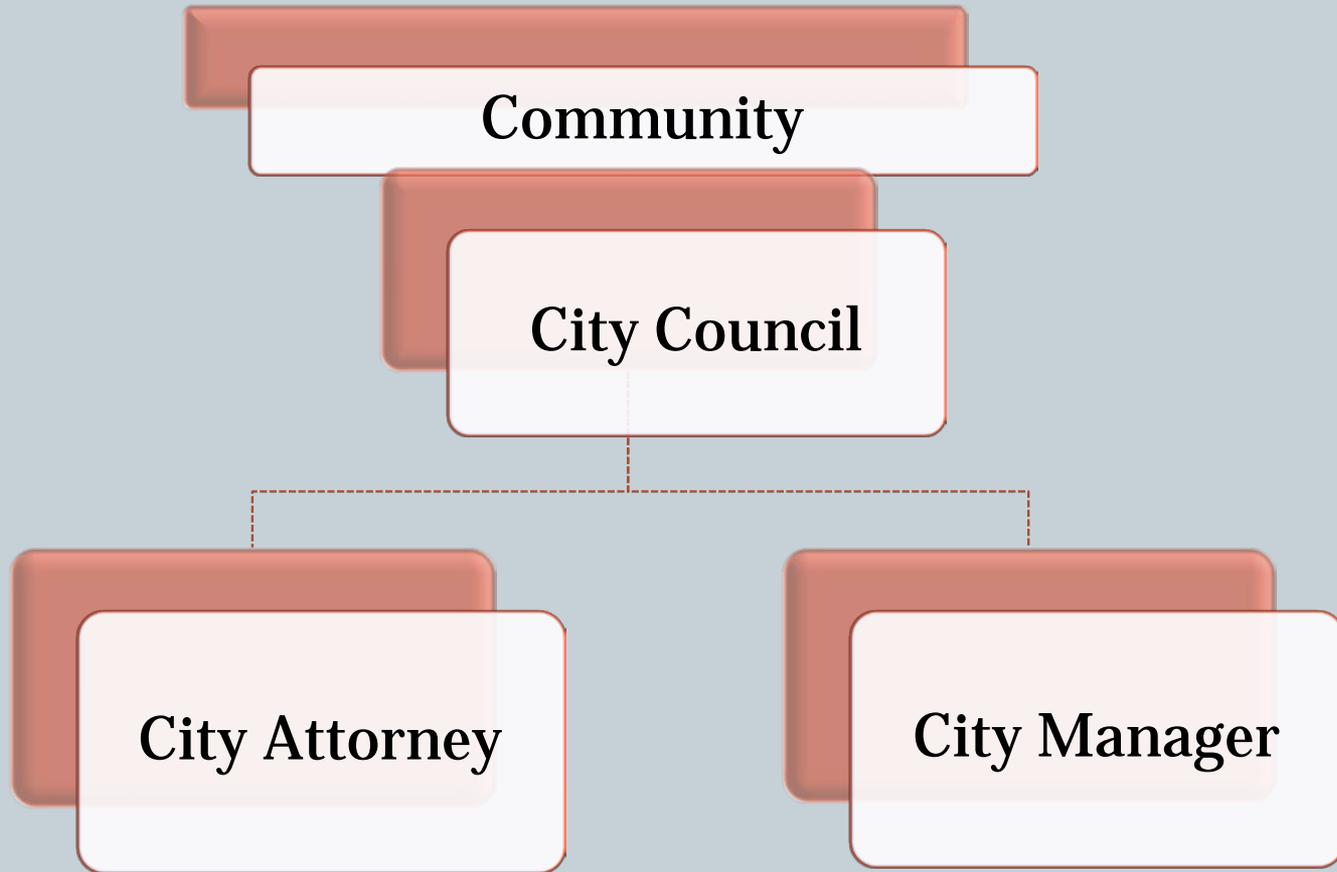
- **Provide overview of Town services**
- **Review overall operational and discretionary services**
- **Discuss Strategic and Operational Goals**
- **Confirm consensus on major goal areas**
- **Prioritize discretionary goals**
- **Provide direction to staff**

Departmental Review



MISSION
OPERATIONS
RESOURCES
GOALS

Organizational Structure



City Attorney's Office



The mission of the City Attorney's Office is to provide the City Council and all other Town Departments the legal advice and representation they request or require in order to provide service to the public; to advise and take appropriate steps to reduce the risks of various City activities; and to assist in the administration and enforcement of laws, regulations and Town programs.

City Attorney's Office Operations



Core Services

- Provide legal advise to City
- Review resolutions and ordinances
- Provide legal review of Town contracts
- Provide advise and language for additions and revisions to the Atherton municipal code
- Attend Council meetings

Mandated Services

- Provide mandated services as required

City Attorney's Office Resources

Current Staffing

- Contract City Attorney
- Assistant City Attorney, as necessary
- Other contract legal services, as necessary

Proposed changes to Staffing

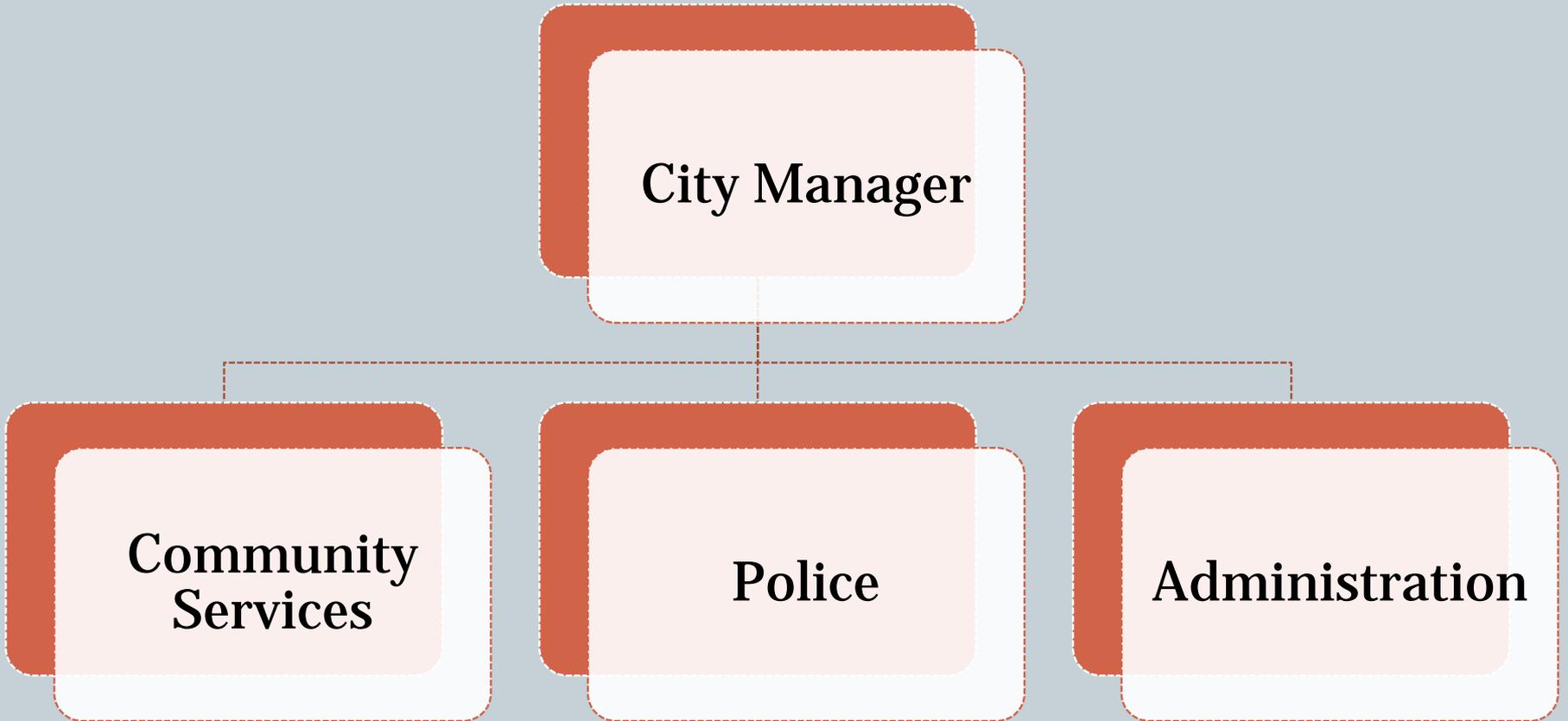
- No change proposed

City Attorney's Office Goals

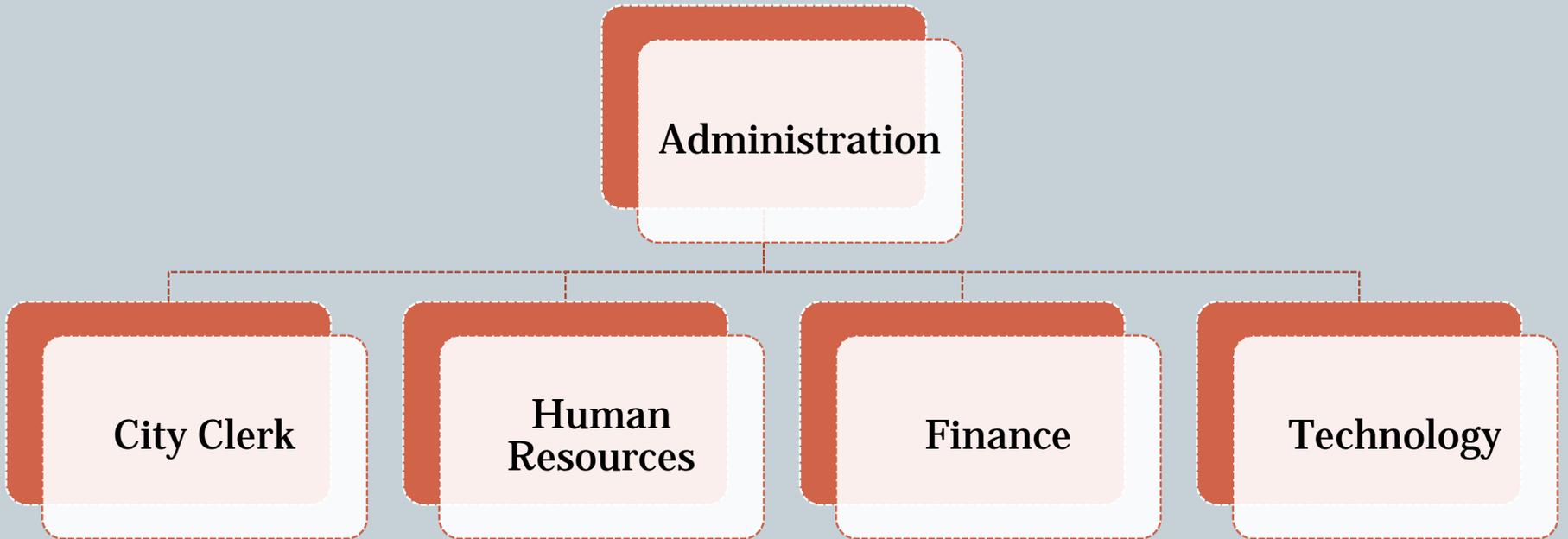


- Update personnel related areas of the Atherton municipal code
- Review update of General Plan, including Heritage Tree Ordinance and circulation element

Organizational Structure



Administration



Administration Department



The mission of the City Manager's Office is to assist the City Council in developing policies that are responsive to the needs of the community and provides for the efficient and effective administration of the affairs of the Town.

The City Manager's Office provides the overall management and leadership of the Town, implementation of City Council policy and safeguarding that the Town of Atherton preserves its character as a scenic, rural, thickly-wooded, residential area, with abundant open space with streets designed primarily as scenic routes rather than for speed of travel.

Administration Department Operations



Core Services

- Lead, advise and provide guidance to all departmental services
- Provide Mayor and Council with staff support
- Policy design, formulation and implementation
- Chief Public Information Officer
- Represent the Town and the Council in meetings with governmental agencies, community groups and various legislative organizations
- Track and respond to all constituent inquiries
- Hire Town staff
- Provide leadership to all employees in the organization and assure accountability of staff for their core services and activities
- Foster cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups
- Coordinate the work of the Town in accordance with applicable laws, codes and regulations and adopted policies and objectives of the Town Council.

Core Services (continued)

- Oversee the development of the annual budget and present it to Council
- Implement and support projects that improve the health and safety of the community
- Manage inter-agency agreements between the Town and other public and private organizations
- Provide staff support to Committees and Commissions
- Enhance public engagement with Atherton residents
- Enforcement of all Town codes and regulations

Mandated Services

- Submit an annual budget to Council before the commencement of each fiscal year
- Fund mandated services
- Provide and fund City Council mandated services

Administration Department Resources

Current Staffing

- City Manager
- Deputy City Clerk
- Office Specialist

- Total of 3 full-time FTE

Proposed changes to Staffing

- City Manager
- City Clerk
- Office Specialist

- Total of 3 full-time FTE

Administration Department Goals



- Provide a balanced budget for Council consideration
- Hire permanent employees for the positions of Finance Director, Police Chief and Public Works Director
- Improve communications, interaction, and the flow of information between Staff, Committees, and Commissions
- Improve the Town's information technology including the Town's web site
- Replace or update the Town's phone system
- Enhance public engagement through technology innovation
- Complete labor negotiations and implement sustainable salaries and benefits for employees contracts

Administration-City Clerk & Human Resources



The mission of the City Clerk's Office is to be a steward of the democratic processes, such as elections, access to official records, and to comply with federal, state and local statutes. The office supports the City Council in its goals of innovation, transparency and impartiality while promoting community participation and cognizance.

The City Clerk is responsible for facilitating the business proceedings of the City Council, and fulfilling legal requirements as set forth in the City Charter, City Codes and State law. The City Clerk's Office conducts all City elections and administers campaign and financial disclosure laws. The City Clerk's Office provides human resources, and risk management services.

City Clerk & Human Resources Operations

Core Services

- Elections Official
- Local Legislation Auditor
- Municipal Officer
- Political Reform Filing Officer
- Records & Archives
- Public Inquiries & Relationships
- City Council Support Services
- City Manager and Department support services
- Maintain and store employee files
- Administer benefits
- Policy and procedures development
- Recruitment
- Receive and file claims including workers compensation
- Comply with procedures and update risk management program to maintain ABAG insurance coverage

Mandated Services

- Political Reform Act (FPPC) requirements – economic interest forms, campaign and financial disclosures
- General Law requirements - ordinances, legal advertisements, resolutions, agendas and minutes
- Brown Act
- Maddy Act
- Public Records Act
- Atherton Municipal Code
- Americans with Disabilities Act
- California Fair Employment and Housing Act
- OSHA mandates

City Clerk & Human Resources Goals



- Update the Town's policy on Records Retention and Destruction and implement a comprehensive records management system
- Maintain and update Resolution Governing Committees and Commissions, Council Rules of Procedures, and Council communications policy
- Assist in review, revise and update of Municipal Code
- Review, consider and potentially implement an automated agenda packet
- Finalize and implement employee policies and procedures manual
- Meet requirements of ABAG Goals including new risk management policies and employee training
- Conduct, administer and certify a successful election
- Improve transparency efforts through improved technology

Finance Department



The mission of the Finance Department is to ensure financial stability and compliance with goals, policies and regulations; to provide timely and accurate financial information to City departments and to the public; and to administer the City's assets, including cash and investments, in a prudent and intelligent manner.

Finance Department Operations



Core Services

- payroll
- benefits administration
- procurement
- accounts payable
- revenue collection
- business license administration
- accounting
- budget preparation & monitoring
- annual audit
- financial reporting
- treasury management

Mandated Services

- State controller's reports
- Investment reporting
- State required payroll reporting
- payroll tax reporting
- accounts payable annual 1099 reporting
- State mandated costs reporting,
- budget adoption
- annual audit
- financial reporting

Finance Department Resources

Current Staffing

- Finance Director
- Financial Services Manager
- Accountant

- Total of 3 full-time FTE

Proposed changes to Staffing for Finance

- Finance Director
- Accountant
- Finance Technician

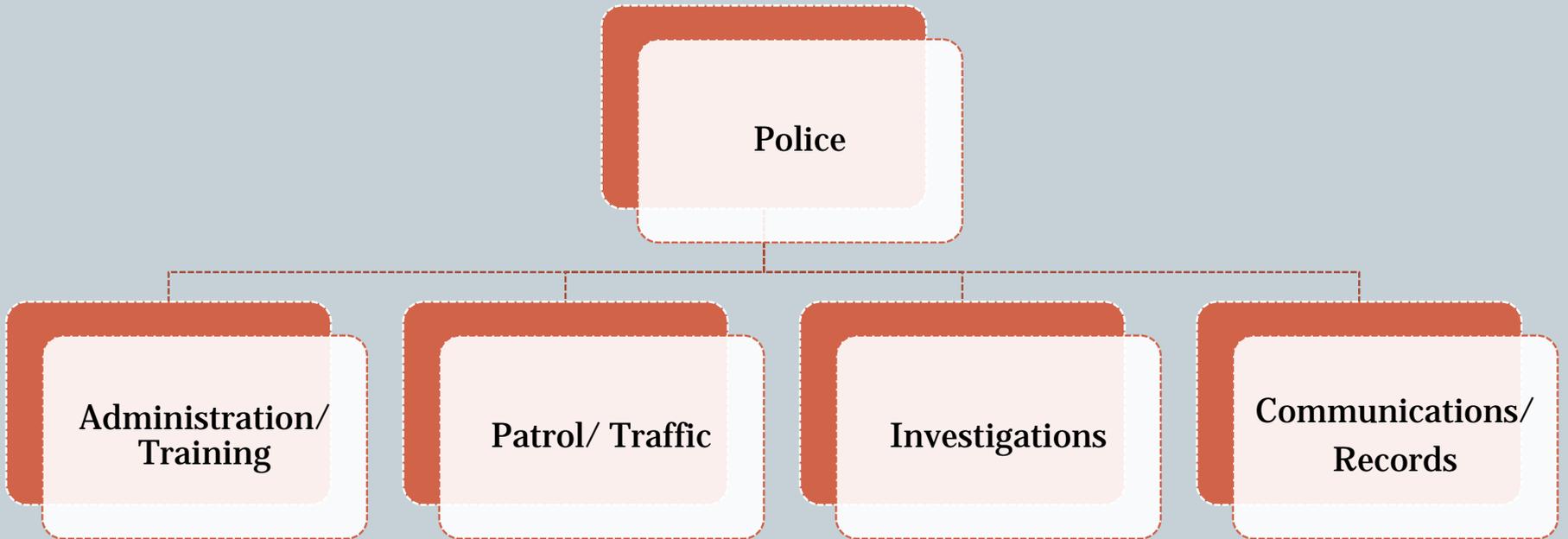
- Total of 3 full-time FTE

Finance Department Goals



- **Develop a Balanced General Fund Budget**
- **Update Five-year General Fund Financial Forecast**
- **Understanding of revenue sources and proper collection of revenues**
- **Implement new Purchasing Policy and procedures**
- **Update Master Fee Schedule and Cost Allocation Plan**
- **Research sustainable salary and benefit options for employees and contractors**
- **Determine if payoff of PERS Sidefunds would benefit the Town financially**
- **Complete prefunding the OPEB retiree medical benefits via an irrevocable trust**
- **Implement sound risk management**
- **Upgrade Citywide Springbrook Financial Software**

Police



Police Department



The mission of the Atherton Police Department is to maintain the public peace, safeguard lives and property, and to promote a high-quality of life for our residents. To achieve these ends, the Police Department subscribes to the basic principles of Community Oriented Policing as an organizational philosophy and problem solving strategy.

Police Department Operations



Core Services

- Direct the provisions of quality law enforcement services
- Ensure organizational accountability at all levels
- Investigate and respond to all citizen complaints
- Work harmoniously with the POA and other labor groups
- Maintain the public's trust and confidence in the police department
- Recruit, hire and train quality personnel
- Insure the fair and impartial enforcement of all laws and ordinances
- Help promote a high quality of life for our residents
- Provide City Manager with staff reports and assist with design and implementation of policy decisions

Core Services (continued)

- Represent the Town at public and private group gatherings and functions
- Promote positive working relationships with allied public safety organizations

Mandated Services

- Support and implement Council policy direction
- Enforce state laws and local ordinances
- Comply with all federal and state mandated reporting for law enforcement
- Comply with all POST mandated training requirements
- Comply with the Public Records Act, requests for information
- Comply with Government Code 3300
- Provide 9-1-1 Emergency dispatch services

Police Department Resources



Current Staffing

1 Police Chief

1 Lieutenant

1 Training Manager/Executive Asst.

5 Sergeants

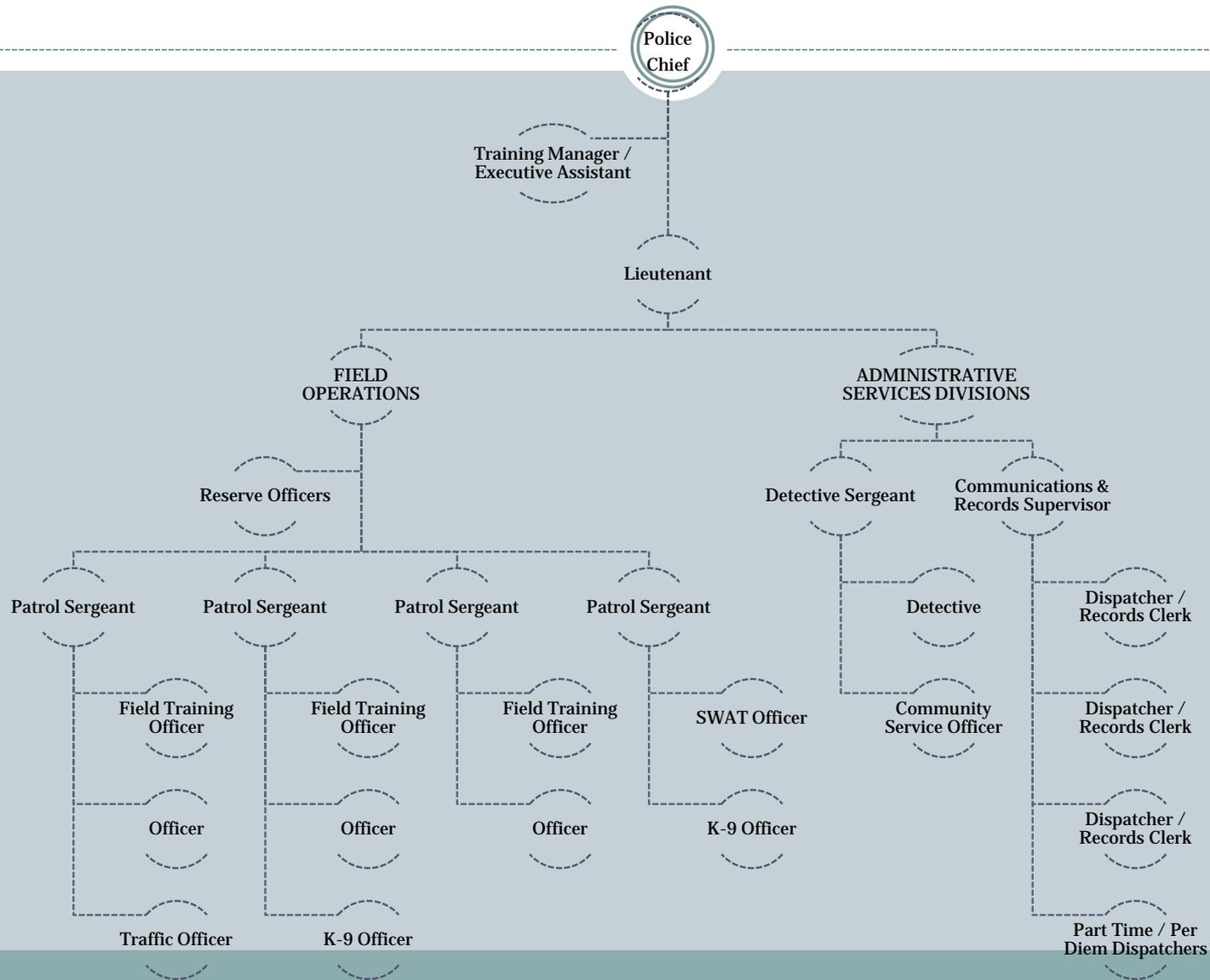
9 Police Officers

3 Dispatchers

1 Communications/Records Supervisor

Current Full-time Staffing: 21

Police Department



Police Department Goals



- **Maintain a 5 minute or less response time to emergency calls for service**
- **Continue efforts to reduce the 85th percentile of vehicular speed in the Town**
- **Support the 3 E's of Traffic Management: Education, Enforcement & Engineering**
- **Expand the police department's video surveillance program to include public areas**
- **Continue to educate residents to expand alarm monitoring services**
- **Formalize the Disaster Service Worker and Disaster Council**
- **Expand community outreach to new residents**
- **Expand crime prevention and suppression efforts**
- **Police facility replacement**

Community Services



**Community
Services**

Planning

Building

**Public
Works**

Planning Department



The mission of the Planning Department is to ensure compliance with the Town's General Plan, Municipal Code (including the Zoning Code and Heritage Tree Ordinance) and State planning laws (including the Subdivision Map Act and the California Environmental Quality Act) by providing consistent high quality customer service, professional advice, and recommendations to the City Council, Planning Commission, General Plan Committee and members of the public.

Planning Department Operations



Core Services

- Respond to customer inquiries
- Provide arborist services
- Review plans for conformance with zoning code and general plan
- Prepare staff reports and recommendations to the Planning Commission, General Plan Committee and City Council

Mandated Services

- Submit annual reports to State departments

Planning Department Resources



Current Staffing

- Town Arborist, +/- 80 hours per month (.5)
- Town Planner, +/- 20 hours per month (.15)
- Deputy Town Planner, +/- 40 hours per month (.25)
- Senior Planner, as needed
- Associate Planner, 96 hours per month (.55)
- Administrative Assistant , as needed

- Estimated 1.55 FTE

Planning Department Goals



- Update the circulation element policies and items mandated by State law in the General Plan
- Process the entitlements necessary for a new Library
- Update the Heritage Tree Ordinance
- Attend Regional Housing Needs Allocation (RHNA) meetings and provide information as necessary for the Housing Element Update
- Prepare informational handouts and update the planning section of the Town's website
- Prepare written standards for heritage tree protection during construction

Building Department



The mission of the Building Department is to safeguard the health, safety and welfare of the Town residents by effective administration and enforcement of building codes and ordinances, and by providing field inspections, plan checking and public information services related to all new construction, additions, and remodels. The Building Department also investigates building and construction related complaints with the Code Compliance Division to promote and maintain a safe and desirable living environment, and by ensuring that compliance is achieved in an equitable manner.

Building Department Operations

Core Services

- Plan review
- Permit issuance
- Inspection
- Respond to public inquiries and complaints
- Business license administration
- Review and adopt technical codes
- Investigate and respond to reports of violations of the municipal and state code
- Administrative hearings to adjudicate administrative enforcement actions

Mandated Services

- Collection and refund of deposits for:
 - Grading & Drainage
 - Landscape Screening
 - Road Bond
 - Utility Bond
 - Temporary Occupancy
 - Recycling and Diversion of debris
- Collection and maintenance of weight tags to support the compliance with recycling and diversion debris requirements
- Disbursement of [California Strong Motion Instrumentation Program \(SMIP\)](#) funds to the State
- Disbursement of Building Standards Administration Special Revolving Fund to the State
- Monthly report to the County

Building Department Resources



Current Staffing

- Chief Building Official
- Plans Examiner
- Building Inspector
- Permit Technician
- Office Specialist - 20 to 24 hrs/week
- Code Enforcement Officer – 12 hrs/week

- Estimated 4.8 FTE

Building Department Goals



- On-line issuance of minor permits such as; re-roof, fixture replacement, gas line extension, water heater replacement, photovoltaic system, service change, etc.
- On-line ability to view maps, find permits, and retrieve inspection documents,
- On-line ability to check plan check status,
- On-line ability to check inspection results,
- Automation of inspection scheduling through telephone and on-line
- Web site interactive service request site for reports of state and municipal code violations

Public Works Department



The mission of the Public Works Department is to provide safe, responsive, cost effective, and environmentally sensitive maintenance, construction, and management of streets, public facilities, and parks for the Town of Atherton. Public Works oversees programs and services to provide a safe and well-maintained public right-of-way system that supports the safe and efficient movement of vehicles, bicycles, and pedestrians. Public Works also oversees programs and services to provide safe and accessible use of Town facilities and Holbrook Palmer Park. Our department manages all maintenance related activities related streets, drainage facilities, buildings and grounds, street signage and striping, traffic signals, parks, and the Town's urban forestry. Public Works is also responsible for the design and construction of capital improvements and engineering review of private development plans for compliance with Town standards and State/Federal regulatory requirements.

Public Works Department Operations

Core Services

- Street and sidewalk maintenance and repair
- Traffic signs and markings
- Traffic signal and street light maintenance and repair
- Maintain landscaping for Town-owned property
- Park maintenance and repair
- Manage and maintain urban forestry
- Maintain and repair Town-owned buildings and facilities
- Manage internal and external use of Town facilities
- Develop and implement Capital Improvement Program
- Provide construction inspection of all public improvements
- Disaster preparedness and emergency response support to Police and Fire
- Review private development plans and traffic impact studies
- Respond to citizen inquiries, analyze and review traffic related concerns

Core Services (continued)

- Represent the Town on regional issues related to transportation, storm water management, and flood control
- Oversee, manage, and direct work activities and budgets of contract maintenance providers
- NPDES compliance and inspections
- Staff Town Commissions and Committees

Mandated Services

- Storm water discharge monitoring activities required by the Municipal Separate Storm-Sewer System (MS4) permit issued by the Regional Water Quality Control Board (RWQCB)

Public Works Department Resources



Current Staffing

- Public Works Director – 24 hrs/week
- Public Works Maintenance Superintendent
- Assistant/Associate Engineer
- Office Admin – 8 to 12 hrs/week
- Contract Maintenance
 - Maintenance Supervisor
 - Parks Maintenance Worker
 - Public Works/Facilities Worker
 - Public Works/Facility Worker
- Estimated 6.9 FTE

Public Works Department Goals



- **Develop short and long range facility repair and replacement plans for Police Depart, Permit Center, and Town Administration**
- **Revise Town Grading and Drainage Standards**
- **Identify necessary repairs and phasing for Atherton Channel along Marsh Road**
- **Update Parks Master Plan**
- **Develop and implement street maintenance strategy to maintain the overall Pavement Condition Index above 75**
- **Develop Residential Street level of service standards for City Council consideration**
- **Identify low cost, environmentally sensitive solutions to improve residential street drainage**
- **Participate in the development of solutions for regional flood control issues impacting Atherton**

Overall Goal Review



DISCUSS AND ANSWER QUESTIONS

**CORE OPERATIONAL SERVICES
DISCRETIONARY SERVICES**

Major Town Strategic and Operational Goals



FOR CITY COUNCIL DISCUSSION

Next Steps



- **Summarize Council discussion and direction**
- **Email to Council members for review of accuracy**
- **Return Summary of Goals at next Budget Study Session for further discussion and prioritization**

April 30 Budget Study Session



- **Confirm Goals**
 - Return Summary of Goals for further discussion and prioritization
 - Council to finalize Goals for FY 2013 Budget
- **Present Preliminary Revenue Projections**
- **Discuss Capital Improvement Program**

**Town of Atherton
Budget Study Session
FY 2012-2013**



QUESTIONS?