



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

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:

<i>AYES:</i>	<i>Council Members:</i>
<i>NOES:</i>	<i>Council Members:</i>
<i>ABSENT:</i>	<i>Council Members:</i>
<i>ABSTAIN:</i>	<i>Council Members:</i>

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.

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

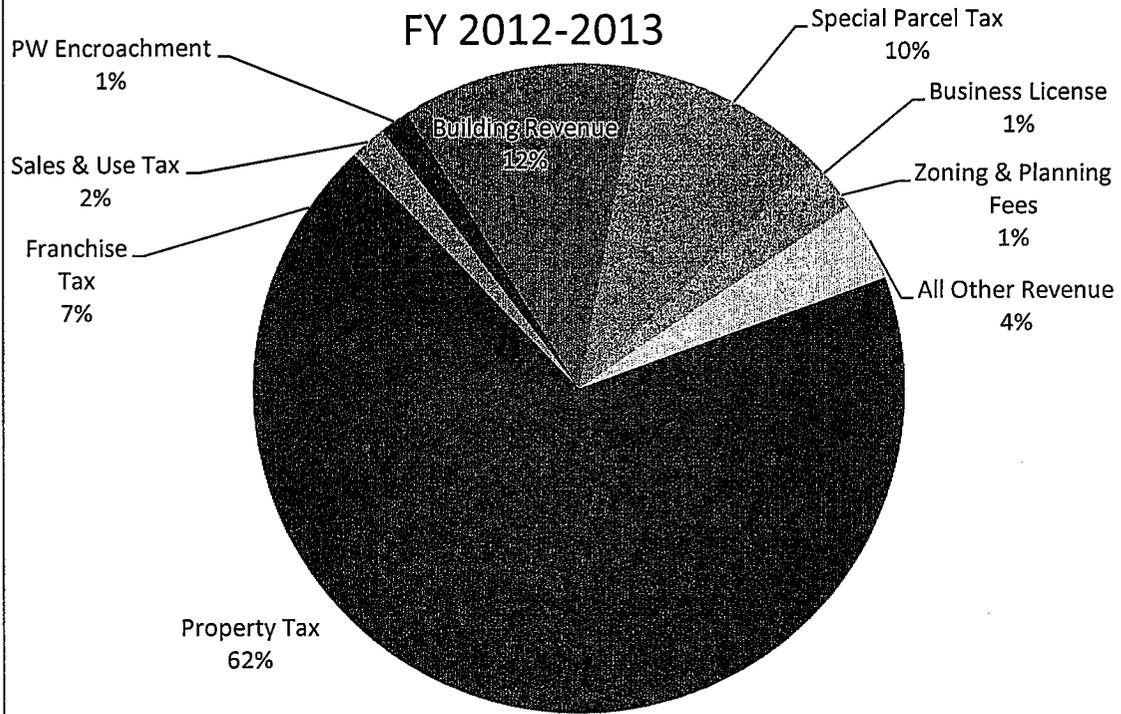
**TOWN OF ATHERTON
MONTHLY SALARY COMPENSATION**

<u>JOB DESCRIPTION</u>	POSITIONS AUTHORIZED IN THE FY 2012-2013 BUDGET	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>
	CITY MANAGER CITY ATTORNEY	1 contract	effective date	1/1/2009	ANNUAL
<u>DEPARTMENT HEADS</u>		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
<u>MID-MANAGEMENT</u>		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
<u>CONFIDENTIAL</u>		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
<u>GENERAL GOVERNMENT EMPLOYEES</u>		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. Notes ** increased due to equity adjustment effective 7/1/12.					
<u>Atherton Police Officers Association (APOA)</u>		<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>
<u>POLICE-CIVILIAN</u>		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
<u>POLICE-SWORN (84 HRS.)</u>		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
<u>POLICE-SWORN (80 HRS.)</u>		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				

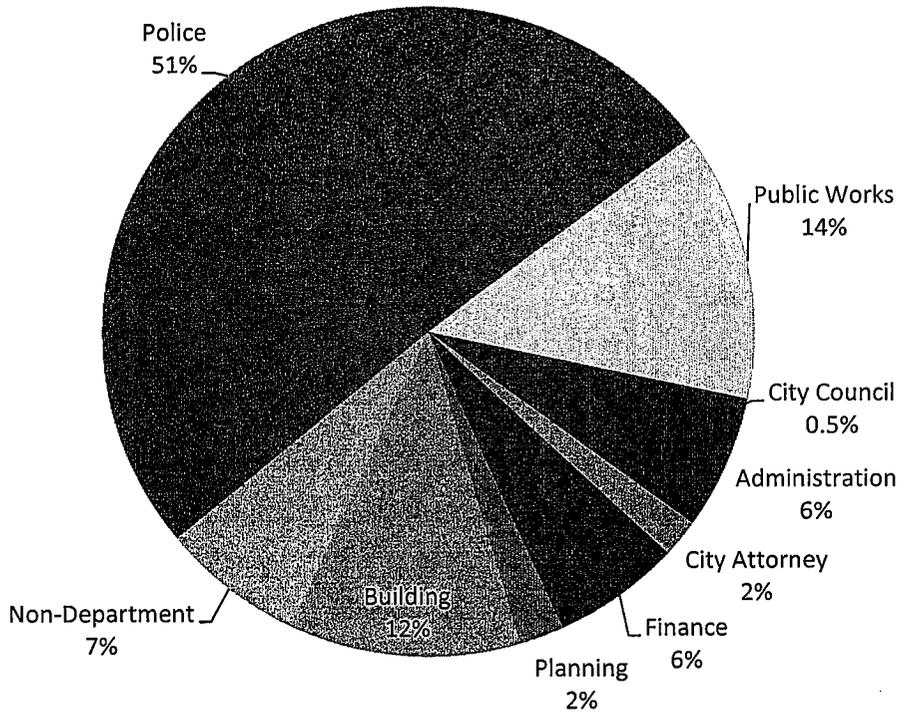
**Town of Atherton
Budget For Fiscal Year 2012-2013
Summary by Fund Type and Fund**

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		
								Year Budget		
								Change		
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	%	
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	1,088,427	1,194,570	1,026,293	1,425,548	1,242,717	(182,831)	-12.8%	
	Non-Department	192,420	529,815	854,766	563,004	907,013	765,867	(141,146)	-15.6%	
	Police Department	4,900,697	5,182,288	5,099,253	5,120,029	5,452,046	5,463,061	11,015	0.2%	
	Public Works Department (adj)	1,970,904	1,953,742	1,671,984	1,802,000	1,833,626	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						625,761			
							1,631,371			
							1,928,634			
							2,175,161			
							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%	

Administration Department				
101-12				
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations	FY 2013 Recommended Appropriations	
Salaries	Salaries -three full-time (FTE) staff	190,328		318,808
Overtime	Deputy city clerk council & committee meetings, office specialist committee meetings	7,000		2,000
Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings	1,600		4,623
PERS Retire Contrb- ER	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.	Quantity, brief description and justification	FY 2012		FY 2013
& Title	of items requested	Revised		Recommended
		Appropriations		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	Life & ADD	Worker's Comp	Auto Allow	Total	
City Manager	N/A	160,000	160,000	22,282		11,200		2,320		17,424		1,728	339	192	1,176	210	3,040	-	219,912	
Executive Assistant/Deputy City Clerk	C/D	76,914																		
City Clerk	A	95,928	95,928	13,359		6,715		1,391		17,424		1,728	189	192	705	108	1,823		139,563	
Office Specialist	D	62,880	62,880	8,757		4,402		912		8,409		1,642	131	192	462	108	1,195		89,089	
Total Admin Dept		299,794	318,808	44,397		22,317		4,623		43,258		5,098	659	576	2,343	427	6,057	-	448,563	
Note:																				
No salary increase budgeted.																				
Does not include future admin reorganization cost.																				
Recommend reclassifying the Deputy City Clerk to City Clerk.																				

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

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

Town of Atherton								
Finance Department								
Budget 2012-13								
							Increase	
					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
101-18-50001-018	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	Trsf 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			
			FY 2012	FY 2013
Account No.	Quantity, brief description and justification	Revised		Recommended
& Title	of items requested	Appropriations		Appropriations
Bus License Process Fee	Payment to MuniServices at \$20 per license issued (contract exp. 9/1/2013)	22,000		22,000
Office Supplies	Binders, folders, storage boxes, copy paper, ink cartridges, budget book supplies, envelopes, fixed asset tags	2,500		2,500
Subscriptions	Wall Street Journal, GASB, GFOA books	750		750
Misc Comp Part & Supp	Keyboard tray, mouse, ups, misc. software	500		500
Memberships & Dues	GFOA, CSMFO, CMTA, PERS PAC, CMRTA	600	600	
	Springbrook National User Group	100	200	
	State Board of Accountancy CPA license renewal	120	120	
	California Society of CPA	400		920
Utilities - Telephone	See Non-dept for the cost to be allocated			
Conferences	CSMFO Annual Conference - Finance Director	1,000	1,000	
	CSMFO/CMTA joint lunch meetings - Finance Director	250	200	1,200
Mileage Reimbursement	Use of private vehicles for training & meeting	600		600
Banking Services	Account analysis fees	10,000	10,000	
	A/P and payroll check stock, deposit slips and bags	2,000	2,000	
	Armored car service	1,800	1,800	13,800
Computer Equip/Software	Replacement of 1 old computer	3,000		2,000
Trsfr to Equip Replace Fd	For debt service and to fund future financial system upgrades	10,000		10,000
	Total Operations	305,905		208,630
	Total Finance Dept	676,688		683,783

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

Town of Atherton								
Planning Department								
Budget 2012-2013								
							Increase	
					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	
					Revised	Recommended	(Decrease)	
Account	Description	Actual	Actual	Actual	Budget	Budget	Over Prior	
		2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	
							%	
							Change	
101-25-50001-025	Regular Salaries	555,490	624,304	567,209	163,270	31,440	(131,830)	-80.7%
101-25-50006-025	Overtime		176				-	0.0%
101-25-50008-025	Vacation/Comp Time Payout			7,636			-	0.0%
101-25-50013-025	EE Benefits Earned		6,048	5,325	1,633	314	(1,318)	-80.7%
101-25-51001-025	Medicare	8,064	9,088	8,490	2,367	456	(1,912)	-80.7%
101-25-51003-025	PER Retire Contrb- ER	112,325	82,511	70,118	17,748	4,378	(13,369)	-75.3%
101-25-51004-025	PERS Retire Contrb- EE		39,083	37,274	8,938	2,201	(6,737)	-75.4%
101-25-51007-025	STD Insurance		7,968	1,223	384	192	(192)	-50.0%
101-25-51008-025	Health Insurance-Active	73,627	80,305	76,854	25,267	14,469	(10,798)	-42.7%
101-25-51009-025	Health Insurance-Retirees		110,410	119,276	66,761	72,136	5,375	8.1%
101-25-51010-025	Dental Insurance	7,739	10,265	10,382	3,283	1,642	(1,642)	-50.0%
101-25-51011-025	Vision Insurance	1,294	1,491	1,243	346	180	(167)	-48.1%
101-25-51013-025	Workers' Compensation	23,305	26,732	802	3,102	597	(2,505)	-80.7%
101-25-51014-025	Life & ADD Insurance	868	750	729	217	108	(108)	-50.0%
101-25-51015-025	LTD Insurance	8,988	8,055	4,321	1,200	231	(969)	-80.7%
101-25-51015-025	Uniforms			200			-	0.0%
101-25-51016-025	Unemployment Insurance		6,352	5,886	60,750	25,627	(35,123)	-57.8%
101-25-51019-025	Auto Allowance	13,661	11,642	13,491	1,892	-	(1,892)	-100.0%
	Total Salaries & Benefits	805,362	1,025,180	930,459	357,158	153,971	(203,187)	-56.9%
101-25-52012-025	Contract Plan Review Services	41,139		95,771	50,000	-	(50,000)	-100.0%
101-25-52017-025	Technical Service		9,415	8,500	10,000	10,000	-	0.0%
101-25-52018-025	Code Enforcement	37,288			-	76,285	76,285	100.0%
101-25-52020-025	Contract Building Official			115,605	26,092	-	(26,092)	-100.0%
101-25-52021-025	Contract Inspection Service		13,793		110,000	45,000	(65,000)	-59.1%
101-25-52029-025	Contract Arborist Service				72,000	100,000	28,000	38.9%
101-25-52032-025	Contract Permit Technician Svs				4,420	-	(4,420)	-100.0%
101-25-52033-025	Contract Bldg & Life Safety Svs				625,000	760,300	135,300	21.6%
101-25-53001-025	Vehicle Repair & Maint		116	36	-	-	-	0.0%
101-25-53002-025	Other Equip Repair & Maint	1,055	1,240	950	360	-	(360)	-100.0%
101-25-53008-025	Custodial Services	2,188					-	0.0%
101-25-53014-025	Utilities - Electricity	774	1,083	1,265	1,400	1,400	-	0.0%
101-25-53015-025	Utilities - Gas		509	862	950	950	-	0.0%
101-25-53016-025	Utilities - Water	28	439	195	200	200	-	0.0%
101-25-53018-025	Utilities - Telephone	2,148	1,605	1,125			-	0.0%
101-25-53024-025	Advertising/Publishing			174			-	0.0%
101-25-53033-025	Rent - Mach & Equip			51	612	612	-	0.0%
101-25-53501-025	Administrative Services	38,337					-	0.0%
101-25-53502-025	Trsfr to Computer Service	10,021					-	0.0%
101-25-53503-025	Trsfr to Equip Replace Fd		10,000	10,000	10,000	10,000	-	0.0%
101-25-54003-025	Conferences	490		1,000			-	0.0%
101-25-54004-025	Training & Workshop		2,141	1,506			-	0.0%
101-25-54005-025	Subscriptions		301	1,123	-	-	-	0.0%
101-25-54007-025	Memberships & Dues	6,715	845	810			-	0.0%
101-25-54008-025	Mileage Reimbursement		150				-	0.0%
101-25-54010-025	Other Contract Services	3,365	2,251				-	0.0%
101-25-54010-025	Building Inspection	74,777					-	0.0%
101-25-54011-025	Environment Programs	17,732					-	0.0%
101-25-55002-025	Office Supplies	5,180	4,528	2,795	2,500	2,500	-	0.0%
101-25-55003-025	Microfilms	5,665	7,359	254	-	-	-	0.0%
101-25-55006-025	Safety Supplies & 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			
			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 2013 Salary	Employer PERS 13.926%	Employee PERS 7.0%	Medicare 1.45%	Medical 1.05	Dental	Vision	STD	LTD 0.735%	Life & ADD	Workers Comp	Auto Allow	Total
Office Specialist (0.5)	D	62,880	31,440	4,378	2,201	456	14,469	1,642	180	192	231	108	597		55,894
Total Building Dept		62,880	31,440	4,378	2,201	456	14,469	1,642	180	192	231	108	597	-	55,894
Note:															
No salary increase budgeted.															
Office Specialist budgeted at 0.5 FTE for Building Department															

Town of Atherton								
Non-Department								
Budget 2012-2013								
							Increase	
					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
101-30-51006-030	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			
		FY 2012		FY 2013	
Account No. & Title	Quantity, brief description and justification of items requested	Revised Appropriations		Recommended Appropriations	
Code Enforcement Svs	for 8 hours/week inspection, 119 hours phone calls/year (Moved to Building Department Budget)	56,985			See Building Dept
Other Contract Services	High Speed Rail (HSR) public relation	30,000	30,000		
	HSR legal service (budget carryover from FY 2011)	5,297			
	Update master fee schedule and cost allocation plan	25,000	30,000		
	Park Master Plan		30,000		90,000
Environ Program Commit	Support for Committee work	See City Council Dept			See City Council Dept
IT Support	Contract IT support	50,000			50,000
Misc Comp Parts & Sup	12 - Off-site security of backup tapes	2,400	2,400		
	Symantec Anti-virus	2,000	2,000		
	Barracuda spam firewall 3-year renewal	1,599	1,599		
	Websense web security 100 seats for 37 mos	3,300	3,300		
	Backup software support	1,300	1,300		
	Web Site Hosting				
	Parts for servers, spare hard drive, UPS battery	4,000	4,000		14,599
Other Supplies & Mats	Other unexpected small items	4,000			4,000
Memberships and Dues	ABAG	1,958	1,958		
	LAFCO	1,300	1,300		
	City/County Assoc of Government - San Mateo (C/CAG)	2,507	2,507		5,765
Liability Insurance	Annual premiums for general insurance pool	66,581	98,777		
	Annual premiums for excess liability insurance pool	5,900	5,900		
	Public Official bond	805	865		
	Administrative Premium to ABAG	60,098	60,100		
	Self-insured retention (SIR) reserve	100,000	100,000		265,642
Property Insurance	Annual premiums for property insurance pool	5,112			5,916
Employ Pract Liab Insur	Premium to employment practice liability	36,000			36,000
EAP	Premium for employee assistance program	2,000			2,000
Contribution - SSV	Sustainable Silicon to produce environmental and resources conservation Silicon Valley	250			250
Contribution - HIP	Human Investment Project (HIP) grant to find a place to call home for people throughout San Mateo County	1,250			1,250
Contribution -Sustainable San Mateo County	Support research and production of the 2010 Indicators for a Sustainable San Mateo County Report Card. The report evaluates the health of the county and the Town	750			
Contribution Solid Waste	True-up contribution to prior years solid waste services	252,996			84,333
Postage	Feeder rental & maint	643	643		
	Meter rental #419	1,200	1,200		
	Stamps for mailing	15,000	15,000		16,843
Utilities - Telephone	Local & long distance charges	15,000			15,000
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	
					Revised	Recommended		(Decrease)	
Account	Description	Actual	Actual	Actual	Budget	Budget	Year Budget	%	
		2008-09	2009-10	2010-11	2011-12	2012-13		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	Trsfrr 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 & Mats	35,683	48,955	34,625	29,317	31,300	1,983	6.8%
101-40-55017-040	Postage	30			-	-	-	0.0%
101-40-55018-040	Disaster/Emergency	2,078	2,779	2,183			-	0.0%
101-40-57002-040	Building Improvements	1,650	1,115				-	0.0%
101-40-57004-040	Mach & Equip	24,747	17,923	12,927	7,630	8,000	370	4.8%
101-40-57005-040	Vehicles & Accessories	1,925	11,208				-	0.0%
101-40-57006-040	Computer Equip/Software*	17,696	7,610	60,232	10,000	4,000	(6,000)	-60.0%
101-40-57007-040	Office Equip & Furniture	3,220	1,130				-	0.0%
101-40-57010-040	Misc. Capital Outlay	110,080	13,786				-	0.0%
		791,453	621,495	619,834	687,185	544,683	(142,502)	-20.7%
101-40-53022-040	Liability Claim Expense		230,000				-	
	Total Operations	791,453	851,495	619,834	687,185	544,683	(142,502)	-20.7%
	Total Police Dept	4,900,697	5,412,288	5,099,253	5,452,046	5,463,061	11,015	0.2%

		Police Department			
		101-40			
Account No. & Title	Quantity, brief description and Justification of items requested	FY 2012 Revised Appropriations	FY 2013 Recommended Appropriations		
Regular Salaries	19 Sworn, 1 Executive Assistant, 1 Community Service Officer COPS Grant funding (assume no cut in funding)	2,107,632	2,284,885		
		-	(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	161,362	234,885		
	GASB 45 annual required contribution	297,384	260,791		495,676
Dental Insurance	Teamster dental plan premium	38,966			39,398
Vision Insurance	Vision Service Plan premium	4,999			4,693
Workers' Compensation	Workers Comp charged to Department	42,571			43,226
Life & ADD Insurance	Premium to the Cities Group	3,006			3,100
STD Insurance	Short-term disability premium to the Cities Group	528			576
LTD Insurance	Long-term disability premium to The Cities Group	17,829			17,670
Unemployment Insurance	Self-funded unemployment based on 1% of salary	25,960			26,415
Uniforms	Per MOU	15,126			15,951
Educational Reimburse	Per MOU	2,000			6,000
EE Benefits Earned	2% contribution for vac, sick, comp, & holiday pay	50,720			51,595
Salary savings/concessions	To be accomplished through "meet and confer" process	-			to be negotiated
Total Salaries & Benefits		4,764,861			4,918,378
Technical Services	Sunridge RIMS Annual Maintenance (Dispatch-Patrol CAD)	11,085	11,085		
	TEA Maint. (Telecommunications Dispatch/Radio Support)	11,208	11,208		
	Alarm Software Maint. Fee (Residential Burglar Alarms)	1,380	1,265		
	S.M. Co. Medical Legal Exam (Sex Assault Exam)	1,400	1,400		
	S. M. Regional Network Access Fee (Telecom Support)	4,620	4,620		
	Rapid Notify Maint. Fee (Emergency Resident Notification)	1,650	1,650		
	Voice Print Maint. Fee (Comm Center Telephone/Radio Recording)	1,852	2,333		
	CLETS/Microwave Maint. (California LE Telecomm Database Access)	12,916	12,916		
	Critical Reach (TRAK System, Missing Persons Support System)	265	265		
	Towing (Crime Scene Evidence & Patrol Cars)	285	285		
	OJO Licensing Fee - Paid 3 year - due 2015	-	-		
	OJO Maintenance Agreement	-	2,999		
	S.M. Co. Sheriff's Ofc. FISC Forensic Lab	8,000	9,000		59,026
Contract Police Chief Svs	\$14,500 per month to 6/30/2011	166,750			
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 Revised Appropriations		FY 2013 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) partially off-set by DOJ grant), motorcycle leather gear, helmet, protective motorcycle gear, eye/ear range safety gear	6,000		8,000	
POST Training	Advanced Officer Training, S.M. Co. Chief's training sessions (2) Post Reimbursement (Add Mandated, Essential Categories) Patrol (Mandated, technical and perishable skills training) Communications and Records (mandated and technical training)	14,000 6,000	15,000 7,000		22,000
K-9 Expense	K-9 Maint., Training, Veterinarian, Boarding, Food for 2 dogs	17,269		15,000	
Oil & Gasoline	Fuel for vehicles	61,800		65,000	
Other Supplies & Mats	Rain Gear, Helmets, Firearms supplies, cleaning supplies, hardware, badges, etc.	17,000	20,000		
	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 California Chiefs of Police CPOA, CPCA, APCO, CAPE S.M. Co. Police Chiefs Association	130 500 900 650	130 500 900 450		1,980
Utilities - Electricity	PG&E	18,000		18,000	
Utilities - Gas	ABAG gas	1,100		1,100	

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								
					Revised	Recommended	Increase (Decrease)	
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Budget 2011-12	Budget 2012-13	Over Prior Year Budget	% Change
	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								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	Change
	Landscape Supplies	10,505	7,959	4,126	750	1,500	750	100.0%
	Construction Mats	17,920	19,015	11,048	6,450	5,500	(950)	-14.7%
	Minor Tools & Equip	1,421	1,067	804	300	200	(100)	-33.3%
	Gas & Oil	14,338	13,303	12,312	6,400	2,700	(3,700)	-57.8%
	Other Supplies & Mats	4,496	(4,504)	4,909	-	-	-	0.0%
	Membership/Dues	3,248	3,659	4,483	7,000	7,000	-	0.0%
	Postage	67	41	-	100	100	-	0.0%
	Utilities -Electricity	86,876	71,651	66,257	66,200	66,200	-	0.0%
	Utilities - Gas	-	2,907	4,613	4,900	4,900	-	0.0%
	Utilities - Water	406	12,497	13,119	10,700	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								
							Increase	
							(Decrease)	
		Actual	Actual	Actual	Revised	Recommended	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	Budget	Budget	Year Budget	Change
					2011-12	2012-13		
101-50-50001-050	Regular Salaries	290,479	297,283	306,130	155,678	88,061	(67,617)	-43.4%
101-50-50002-050	Part-Time Permanent						-	0.0%
101-50-50005-050	Temporary Help	84					-	0.0%
101-50-50006-050	Overtime	534	1,491	569	-	-	-	0.0%
101-50-50010-050	Standby Pay	1,039	810	1,158			-	0.0%
101-50-51001-050	Medicare Insurance	3,732	3,680	3,711	2,257	1,277	(980)	-43.4%
101-50-51003-050	PERS Retire Contr - ER	58,755	40,009	38,692	19,528	12,263	(7,264)	-37.2%
101-50-51004-050	PERS Retire Contr - EE		18,967	20,568	9,895	6,164	(3,730)	-37.7%
101-50-51008-050	Health Insurance-Active	28,443	31,122	36,741	25,438	16,231	(9,206)	-36.2%
101-50-51009-050	Health Insurance-Retirees		54,292	58,587	63,295	68,390	5,095	8.1%
101-50-51010-050	Dental Insurance	4,070	5,190	5,107	2,841	1,806	(1,035)	-36.4%
101-50-51011-050	Vision Insurance	462	577	473	291	170	(121)	-41.7%
101-50-51013-050	Workers Compensation	3,257	3,682	1,113	2,958	1,673	(1,285)	-43.4%
101-50-51014-050	Life & ADD Insurance	496	391	445	192	119	(73)	-37.9%
101-50-51007-050	STD Insurance		4233.28	597	331	211	(120)	-36.2%
101-50-51015-050	LTD Insurance	4,468	3,855	2,242	1,128	623	(504)	-44.7%
101-50-51016-050	Unemployment Insurance		3,037	3,113	1,557	881	(676)	-43.4%
101-50-51018-050	Uniforms						-	0.0%
101-50-51019-050	Auto Allowance	2,326	2,769	1,800			-	0.0%
101-50-50013-050	EE Benefits Earned		2,934	2,939	1,557	881	(676)	-43.4%
101-50-50015-050	Salary Allocated to CIP	(250,000)	(174,826)	(200,329)	(116,580)	(50,418)	66,162	-56.8%
	Total Salaries & Benefits	148,145	299,496	283,656	170,365	148,333	(22,032)	-12.9%
101-50-52010-050	Contract Engineering	155,328	5,813	15,473	17,000	30,000	13,000	76.5%
101-50-52025-050	Contract Public Works Director				162,000	174,000	12,000	7.4%
101-50-53001-050	Vehicle Repair & Maint	274	2,752	1,693	1,000	1,000	-	0.0%
101-50-53002-050	Equipment Repair & Maint	800			1,400	1,400	-	0.0%
101-50-53008-050	Contract Custodial Services	2,591			-		-	0.0%
101-50-53013-050	Street Light Repair & Maint			1,187	-		-	0.0%
101-50-53024-050	Advertising/Publishing	13,446	10,964	164	5,000	2,000	(3,000)	100.0%
101-50-54004-050	Training & Workshops		289		600	1,200	600	100.0%
101-50-53029-050	Contract Inspection & Testing	619		260	5,000	5,000	-	0.0%
101-50-54010-050	Other Contract Services	25,508	1,740		600	600	-	0.0%
101-50-55018-050	Disaster Preparedness			3,145	-		-	0.0%
101-50-52017-050	Technical Services		2740	2,040	-	5,000	5,000	100.0%
101-50-55002-050	Office Supplies	2,635	1,824		1,500	1,500	-	0.0%
101-50-55006-050	Safety Supplies & Mats	750		6,160	500	500	-	0.0%
101-50-55008-050	Misc. Computer Software	6,886	4,715		6,300	6,300	-	0.0%
101-50-55009-050	Misc. Computer Supplies	389	292		500	1,200	700	140.0%
101-50-55010-050	Custodial Supplies	128			-	-	-	0.0%
101-50-55014-050	Minor Tools & Equip			961	200	200	-	0.0%
101-50-55015-050	Gas & Oil	967	1,810		1,000	1,200	200	20.0%
101-50-55016-050	Other Supplies & Mats	2,500	(5,000)	4,363	-		-	0.0%
101-50-54007-050	Membership/Dues	3,103	3,169		6,700	6,700	-	0.0%
101-50-55017-050	Postage	67	41	632	100	100	-	0.0%
101-50-53014-050	Utilities - Electricity	2,123	472	431	700	700	-	0.0%
101-50-53015-050	Utilities - Gas		254	97	400	400	-	0.0%
101-50-53016-050	Utilities - Water	12	317		100	100	-	0.0%
101-50-53017-050	Utilities - Sewer			1,386			-	0.0%
101-50-53018-050	Utilities - Telephone	3,741	1,515	121	800	800	-	0.0%
101-50-54003-050	Conferences	3,508	315		220	220	-	0.0%
101-50-53033-050	Rent - Facilities			890	-	-	-	0.0%
101-50-53033-050	Rent - Mach & Equipment				700	3,000	2,300	328.6%
101-50-57004-050	Machinery & Equipment	1,142			-		-	0.0%

Town of Atherton								
Public Works Dept - Engineering 50								
Budget 2012-2013								
							Increase	
							(Decrease)	
		Actual	Actual	Actual	Revised	Recommended	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	Budget	Budget	Year Budget	Change
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			
			FY 2012		FY 2013
Acct. No.	Title	Quantity, brief description and justification	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	68,390
	Dental Insurance	Teamster Dental Plan premium	2,840		1,806
	Vision Insurance	Vision service plan premium	291		170
	Workers Compensation	Worker's Compensation charged to Department	2,958		1,673
	Life & ADD Insurance	Premium to The Cities Group	192		119
	STD Insurance	Short-term disability premium to The Cities Group	331		211
	LTD Insurance	Long-term disability premium to The Cities Group	1,128		623
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	1,557		881
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,557		881
	Salary Allocated to CIP	Salaries charged to CIP projects or Gas Tax	(116,580)		(50,418)
	Salary Savings				
		Total Salaries & Benefits	170,365		148,333
	Contract Engineering	Contract Professional Services	17,000		30,000
	Contract Public Works Directo	Professional Engineering and Management Services	162,000		174,000
	Vehicle Repair & Maint	Inspector's Vehicle	1,000		1,000
	Equipment Repair & Maint	Copier maintenance, drafting and survey equipment	1,400		1,400
	Advertising/Publishing	Vendor bid advertising	5,000		2,000
	Training & Workshops	Training seminars and courses for staff: Storm Water Quality (NPDES), SWPPP, GIS/AutoCAD, ITS, Asphalt Institute, Misc Engineering	600		1,200
	Inspection & Testing	Traffic count	5,000		5,000
	Other Contract Services	San Mateo County Health (NPDES)	600		600
	Technical Services	GIS - consultant maintenance and upgrade			5,000
	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	1,500		1,500
	Safety Supplies & Materials	Vests, hats, glasses, boots, etc.	500		500
	Misc. Computer Software	Annual License for Programs: 1. CADD Licenses (AutoCAD and Microstation) - 2 licenses @\$2,500 2. GIS Licenses (2) (Arcview) - 2 licenses @\$1300	6,300		6,300
	Misc. Computer Supplies	Plotter and printer ink/cartridges and paper, plus minor supplies (keyboards, mice, flash drives, etc.)	500		1,200
	Custodial Supplies	Moved to building maintenance			
	Minor Tools & Equip	Engineering tools costing less than \$100	200		200
	Gas & Oil	Inspector's Vehicle	1,000		1,200
	Membership/Dues	Professional memberships: 1. ASCE 1@\$245 2. APWA 1@ \$113 3. State PE License 1@\$125 4. State Water Quality Control Board Municipal Regional Permit (NPDES) Fees (\$5,400)	6,700		6,700
	Postage	postage	100		100
	Utilities - Electricity	PG&E	700		700
	Utilities - Gas	ABAG gas	400		400
	Utilities - Water	Calwater	100		100
	Communication	Cellular Phones	800		800

		Public Works Dept - Engineering			
		101-50			
			FY 2012		FY 2013
Acct. No.	Title	Quantity, brief description and justification	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								
							Increase	
							(Decrease)	
		Actual	Actual	Actual	Revised	Recommended	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	Budget	Budget	Year Budget	Change
					2011-12	2012-13		
101-53-50001-053	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 Landscp 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 & Mats	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 Mats	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								
							Increase	
					Revised	Recommended	(Decrease)	
Account	Description	Actual	Actual	Actual	Budget	Budget	Over Prior	%
		2008-09	2009-10	2010-11	2011-12	2012-13	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		
		FY 2012		FY 2013
Acct. No.	Title	Quantity, brief description and justification	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			
			FY 2012		FY 2013
Acct. No.	Title	Quantity, brief description and justification	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								
					Revised	Recommended	Increase (Decrease)	
		Actual	Actual	Actual	Budget	Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	Change
101-57-50001-057	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 & Matis	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 Matis	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 & Matis	343					-	0.0%
101-57-53014-057	Utilities - Electricity	3,288	3,530	3,564	5,000	5,000	-	0.0%
101-57-53015-057	Utilities - Gas				600	600	-	0.0%
101-57-53016-057	Utilities - Water				200	100	(100)	-50.0%

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

		Public Works Dept - Park Maint			
		101-57			
Acct. No.	Title	Quantity, brief description and justification	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations
	Regular Salaries	Salaries - one full-time staff 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	4,046	
		GASB 45 annual required contribution	120	620	4,666
	Dental Insurance	Teamster Dental Plan premium	1,043		346
	Vision Insurance	Vision service plan premium	155		68
	Workers Compensation	Worker's Compensation charged to Department	1,422		496
	Life & ADD Insurance	Premium to The Cities Group	78		32
	STD Insurance	Short-term disability premium to The Cities Group	120		38
	LTD Insurance	Long-term disability premium to The Cities Group	517		159
	Unemployment Insurance	Self-funded unemployment	20,250		11,511
	Uniforms	Per MOU	232		-
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	748		261
		Total Salaries & Benefits	128,514		53,458
	Contract DPW Maint 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 Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	1,750		
	Minor Tools & Equip	Replace broken/worn out hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)	100		
	Gas & Oil	For department fleet vehicles and equipment	400		
	Utilities - Electricity	PG&E	5,000		5,000
	Utilities - Gas	ABAG gas	600		600
	Utilities - Water	Cal water	200		100
	Utilities - Sewer	County of San Mateo	2,700		3,000
	Rent - Mach & Equipment	Tempoary restroom	700		700
	Building Improvements	HP Park parking lot lighting	10,000	10,000	
		Carriage House	30,000	-	
		Painting and repairs for Pavillion		25,000	35,000
	Equip Replace Charges	For future replacement of vehicles & equipment			2,000
		Total Operations	196,380		225,450
		Total DPW - Park Maintenance	324,894		278,908

Town of Atherton							
Public Works Dept - Park Programs 58							
Budget 2012-2013							
							Increase
							(Decrease)
		Actual	Actual	Actual	Revised	Recommended	Over Prior
Account	Description	2008-09	2009-10	2010-11	Budget	Budget	Year Budget
					2011-12	2012-13	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 & Mats	170					- 0.0%
101-58-55009-058	Misc. Computer Supplies				-		- 0.0%
101-58-55010-058	Custodial Supplies	4,543	3,960	4,833	500	500	- 0.0%
101-58-55011-058	Landscape Supplies	1,120	1,678	1,321	-	500	500 100.0%
101-58-55012-058	Construction Mats	388	1,469	484	200	500	300 150.0%
101-58-55014-058	Minor Tools & Equip	25	74	218	-	-	- 0.0%
101-58-55015-058	Gas & Oil		96		-	-	- 0.0%
101-58-55016-058	Other Supplies & Mats	1,652	496	160	-	-	- 0.0%
101-58-53014-058	Utilities - Electricity	16,387	11,514	9,682	10,000	10,000	- 0.0%
101-58-53015-058	Utilities - Gas		1,476	2,677	2,000	2,000	- 0.0%
101-58-53016-058	Utilities - Water		2,111	2,499	2,000	2,000	- 0.0%
101-58-53017-058	Utilities - Sewer		9,096		-	-	- 0.0%
101-58-53018-058	Utilities - Telephone	8,666	2,015	1,386	800	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 Svs	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 Svs 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								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual	Actual	Actual	Revised	Recommended		
		2008-09	2009-10	2010-11	Budget	Budget	Year Budget	Change
					2011-12	2012-13		
101-59-50001-059	Regular Salaries	108,402	115,335	121,197	60,904	13,071	(47,833)	-78.5%
101-59-50005-059	Temporary Help	1,028				-	-	0.0%
101-59-50006-059	Overtime	1,429	562	813	700	-	(700)	-100.0%
101-59-50010-059	Standby Pay	1,965	922	1,400	391	-	(391)	-100.0%
101-59-51001-059	Medicare Insurance	1,412	2,559	1,792	889	190	(699)	-78.7%
101-59-51002-059	Social Security	64				-	-	0.0%
101-59-51003-059	PERS Retire Contr - ER	21,801	15,254	15,119	7,314	1,820	(5,494)	-75.1%
101-59-51004-059	PERS Retire Contr - EE		7,225	8,037	3,706	915	(2,791)	-75.3%
101-59-51008-059	Health Insurance - Active	19,061	22,147	21,312	9,680	1,944	(7,736)	-79.9%
101-59-51010-059	Dental Insurance	1,671		2,170	806	173	(633)	-78.6%
101-59-51011-059	Vision Insurance	340	357	365	158	34	(124)	-78.6%
101-59-51013-059	Workers Compensation	4,757	4,789	681	1,157	248	(909)	-78.5%
101-59-51014-059	Life & ADD Insurance	199	156	177	67	16	(51)	-76.2%
101-59-51007-059	STD Insurance		1784.91	250	91	19	(72)	-78.9%
101-59-51015-059	LTD Insurance	1,744	1,489	904	397	79	(318)	-80.0%
101-59-51016-059	Unemployment Insurance		1,175	1,243		131	131	100.0%
101-59-51019-059	Auto Allowance	318	207	360		-	-	0.0%
101-59-50013-059	EE Benefits Earned		1,123	1,149	609	131	(478)	-78.5%
101-59-50014-059	Salary Savings/Concessions					-	-	
	Labor Cost						-	
	Total Salaries & Benefits	164,191	175,087	176,970	86,870	18,771	(68,099)	-78.4%
101-59-52010-059	Contract Engineering	14,600				-	-	0.0%
101-59-52031-059	Contract DPW Maint Serv				118,180	71,610	(46,570)	-39.4%
101-59-53001-059	Vehicle Repair & Maint					-	-	0.0%
101-59-53002-059	Equipment Repair & Maint	273				-	-	0.0%
101-59-53003-059	Building Security		843	2,203	3,500	5,000	1,500	42.9%
101-59-53004-059	Facility Repair & Maint	14,625	6,746	13,818	6,000	6,000	-	0.0%
101-59-53008-059	Contract Custodial Services		14,906	15,063	15,000	10,000	(5,000)	-33.3%
101-59-53005-059	HVAC Repair & Maint		11,400	3,154		-	-	0.0%
101-59-53006-059	Electrical Repair & Maint		230	1,911		-	-	0.0%
101-59-53007-059	Roof Repair & Maint		1,046			-	-	0.0%
101-59-53036-059	Pesticides & Fertilizer	600	3,620	1,500		-	-	100.0%
101-59-53011-059	Contract Landscape Maint.			3,780	1,200		(1,200)	-100.0%
101-59-53024-059	Advertising/Publishing	928		1,392		-	-	0.0%
101-59-53029-059	Contract Inspection & Testing		2,635	2,067	500	2,500	2,000	400.0%
101-59-54010-059	Other Contract Services	7,543	1,018		5,000	15,000	10,000	200.0%
101-59-55018-059	Disaster Preparedness				1,000		(1,000)	-100.0%
101-59-55006-059	Safety Supplies & Matis			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
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	609	131
		Total Salaries and Benefits	86,870	18,771
	Contract DPW Maint SVS	Portion of MCE contract	118,180	71,610
	Building Security	Gates, fences, doors, locks, for all bldgs	3,500	5,000
	Facility Repair & Maint	Elevator, carpet cleaning, carpentry, electrical, plumbing	6,000	6,000
	Contract Custodial Services	All DPW custodial now covered in building maintenance	15,000	10,000
	Contract Landscape Maint.	Town Center Landscaping	1,200	-
	Contract Inspection & Testing	Comprehensive inspections (3); fire extinguishers, elevator	500	2,500
	Other Contract Services	Facility related studies and repairs	5,000	15,000
	Disaster Preparedness	Generator maintenance	1,000	-
	Safety Supplies & Materials	First Aid kit replenishment	100	100
	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	1,500	2,000
	Utilities	Electricity	500	500
	Utilities - Gas	ABAG gas	700	700
	Utilities - Sewer	County of San Mateo	2,150	2,150
	Rent - Mach & Equip	Steam cleaner	525	-
	Building Improvements	3 energy efficient windows for admin/finance	2,300	-
		Replace admin office carpet for safety	3,500	
		Other building improvements	10,000	10,000
		Exterior painting & deck maint - city manager house	10,000	10,000
	Machinery & Equipment	Replacement of broken machinery/equipment	5,000	5,000
		Total Operations	186,655	130,560
		Total DPW - Building Maintenance	273,525	149,331

Salaries for Public Works Department															
FY 2013															
Job Class	Step @ 04/30/12	Step @ 04/30/12	2013 Salary	Employer PERS	Employee PERS	Medicare	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Uniform	Total
				13.926%	0.07	0.0145					0.735%				
DPW - Engineering 50	D	53,387	56,621	7,885	3,963	821	11,999	985	108	115	392	65	1,076	-	84,030
Assistant/Associate Engineer (0.6)	D	31,440	31,440	4,378	2,201	456	4,232	821	62	96	231	54	597	-	44,569
Office Specialist (0.5)	FTE	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	D	78,428	78,428	10,922	5,490	1,137	11,664	1,037	204	115	476	96	1,491	200	111,260
PW Superintendent (0.6)	FTE	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	D	26,143	26,143	3,641	1,830	379	3,888	346	68	38	159	32	496	-	37,019
PW Superintendent (0.2)	FTE	26,143	26,143	3,641	1,830	379	3,888	346	68	38	159	32	496	-	37,019
DPW - Park Program 58	D	13,071	13,071	1,820	915	190	1,944	173	34	19	79	16	248	-	18,510
PW Superintendent (0.1)	FTE	13,071	13,071	1,820	915	190	1,944	173	34	19	79	16	248	-	18,510
DPW - Building Maint 59	D	13,071	13,071	1,820	915	190	1,944	173	34	19	79	16	248	-	18,510
PW Superintendent (0.1)	FTE	13,071	13,071	1,820	915	190	1,944	173	34	19	79	16	248	-	18,510
Bldg Dept	D	35,592	37,747	5,257	2,642	547	7,999	657	72	77	262	43	717	-	56,020
Assistant/Associate Engineer (0.4)	D	31,440	31,440	4,378	2,201	456	4,232	821	62	96	231	54	597	-	44,569
Office Specialist (0.5)	FTE	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	D	130,713	130,713	18,203	9,150	1,895	19,440	1,728	339	192	794	159	2,484	200	185,298
Public Works Superintendent	D/C	88,979	94,368	13,142	6,606	1,368	19,998	1,642	180	192	654	108	1,793	-	140,051
Assistant/Associate Engineer	D	62,880	62,880	8,757	4,402	912	8,465	1,642	124	192	462	108	1,195	-	89,138
Office Specialist		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								
					Adopted	Reccomended	Increase	
		Actual	Actual	Actual	Budget	Budget	(Decrease)	
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Over Prior	%
							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

		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	
							(Decrease)	
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Adopted Budget 2011-12	Proposed Budget 2012-13	Over Prior 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.	Quantity, brief description and	Proposed
	& Title	justification of items requested	Appropriation
	Temporary Help Salaries	Workers to assist with misc projects as needed	500
	Legal Services	Review necessary legal documents	5,000
	Planning Services	Town Planner services for new library	17,000
	Architectural Services	Architectural design services for new library	750,000
	Environmental Consulting	Services related to library EIR	30,000
	Contract Maint Services	MCE contract maint for HVAC, electrical, roof and landscape services, etc.	23,658
	Building Security	Misc locks, etc	500
	Facility Maint and Repair	Scheduled maint and misc repairs as needed	1,500
	HVAC Maint and Repair	Service provided by MCE contract maint	-
	Electrical Maint and Repair	Service provided by MCE contract maint	-
	Roof Maint and Repair	Service provided by MCE contract maint	-
	Contract Custodial Services	Portion of Town janitorial contract	7,500
	Contract Landscape Maint	Service provided by MCE contract maint	-
	Utilities - Electricity	Operating electricity	8,500
	Utilities - Gas	Operating gas	1,500
	Utilities Water	Operating water	3,000
	Utilities - Sewer	Operating sewer	3,500
	Advertising & Noticing	Public Notices, mass mailings, bid noticing for new library bu	10,000
	Contract Pesticid & Fertilizer	Vector control	1,200
	Other Contract Services	Project management services for new library process and design	150,000
	Other Supplies & Materials	As needed/requested	-
	Postage	As needed/requested	2,750
		Total Library	1,016,108

		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.		

		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	
Account	Description	Actual 2009-10	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Recommended Budget 2012-13	(Decrease) Over Prior 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		

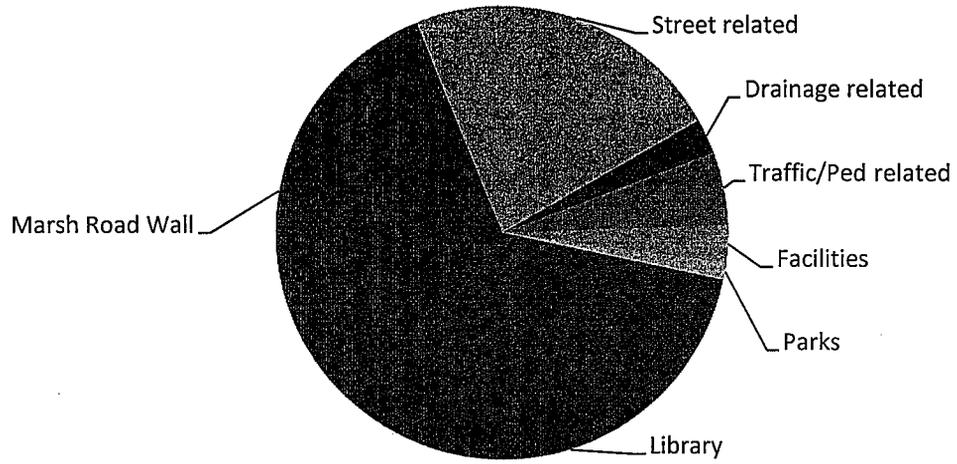
		Worker's Compensation	
		Fund 614	
			FY 2013
	Account No.	Quantity, brief description and justification	Requested
	& Title	of items requested	Appropriations
	WC Assessment	Assessment by the Cities Group (JPA)	154,000
	Safety Program Assess	Assessment by the Cities Group (JPA)	10,000
			164,000

		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

		Employee Benefits Fund		
		Fund 616		
			FY 2012	FY 2013
Account No.	Quantity, brief description and justification	Revised	Revised	Recommended
& Title	of items requested	Appropriations	Appropriations	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

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										
Revenue		\$ 1,492,631	\$ 1,492,631	\$ 1,492,631	\$ 809,481	\$ 168,726	\$ 7,971	\$ 2,216	\$ 308,065	
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 Sys	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	95,000	193,396	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	Alherton Avenue STP Project	-	-	2,100						
201-50-56011-000	Hoover Crosswalk			27						
201-50-56012-000	Street light pole replacement	50,000	50,000	-						
201-50	Series Street Light Replacement				150,000					150,000
201-50-56029-000	Street Sign Replacement	10,000	10,000	(262)	20,000	20,000	20,000	20,000	20,000	100,000
201-50-56033-000	Drainage Construction-Fletcher-Ridgeview	-	322,483	537,184						
201-50-56034-000	Roadside Drainage Improvements				50,000	50,000	50,000	50,000	50,000	250,000
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
	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	250,000	93,396	10,000	10,000	343,396
202-50	Bridge Inspection Program					10,000	10,000	10,000	10,000	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										
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
GAS TAX - FUND 203										
	BEGINNING FUND BALANCE	\$ 140,547	\$ 140,547	\$ 140,547	\$ 155,774	\$ 187,926	\$ 221,695	\$ 252,263	\$ 281,197	
	Revenue									
203-00-45001-050	Gas Tax - 2105			32,105						1,000,000
203-00-45002-050	Gas Tax - 2106	211,166	211,166	29,112	200,000	200,000	200,000	200,000	200,000	-
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	\$ 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	

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		
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								
204-50	Biker/Pedestrian Master Plan				40,000					40,000		
	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	-	-									
210-00-47031-050	Road Impact Fee Refund	-	-	(62,348)								
210-00-48001-050	Interest Income	-	-	3,007	3,600	3,000				9,607		
	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)			

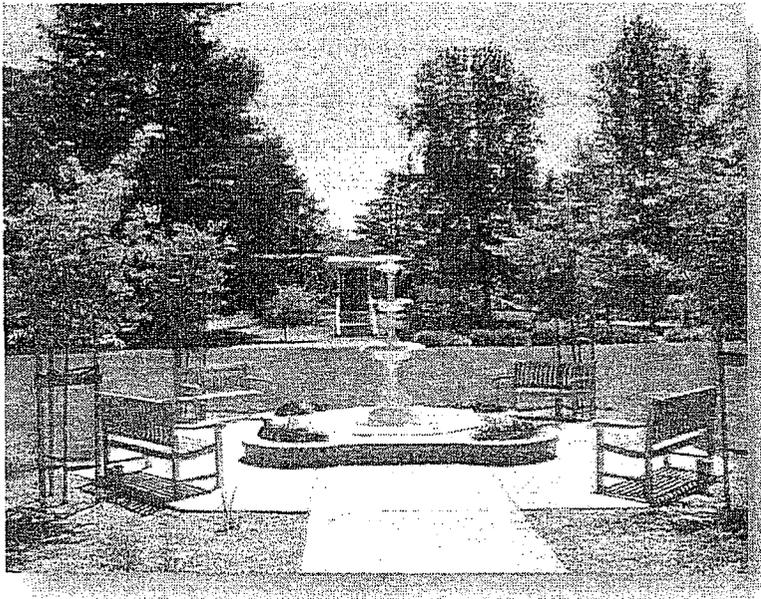
TOWN OF ATHERTON										
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM										
FISCAL YEARS ENDING JUNE 30, 2013 TO 2017										
Account	Fund Name	Adopted Budget 2012	Revised Budget 2012	Projected Actual 2012	Recommended Budget 2013	Forecast 2014	Forecast 2015	Forecast 2016	Forecast 2017	Five Year Total
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	-						
401-50-46011-202	Highway Safety Improv Program (HSIP)			30,600						
401-50	Fed STP/State SLLP transportation funding					350,000				
401-00-48001-050	Interest Income			835						
401-00-	Transfer in from General Fund				70,000					70,000
	TOTAL REVENUE - FUND 401	\$ 16,273	\$ 16,273	\$ 31,435	\$ 70,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 70,000
	Expenditures									
401-50-56002-304	Pavement Management System									
401-50-56007-102	Atherton Ave STP Project	16,273	16,273	-		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	81,820	81,820	37,257	82,000	82,000	82,000	82,000	82,000	410,000
403-00-40002-050	Unsecured Property Tax			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

Capital Improvement Program

FY 2012/13 - 2016/17



Road Rehabilitation

Traffic Safety

Street Lights Replacement

Bike/Pedestrian Improvements

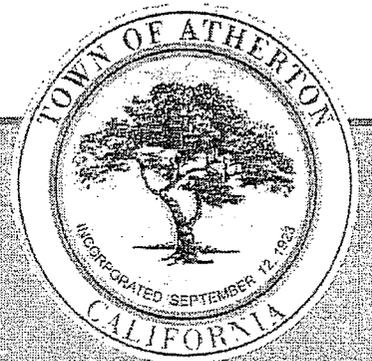
Road Drainage Improvements

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

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

**Section I:
Introduction**



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

I. INTRODUCTION

The Town of Atherton's Five-Year Capital Improvement Program (CIP or Program) summarizes anticipated resources and their estimated uses for major infrastructure and other capital construction, improvement, and maintenance projects.

The CIP is a five-year planning tool that identifies anticipated capital improvements and their funding sources from fiscal years 2012/2013 through 2016/2017. The CIP does not appropriate funds, but rather, it functions as a budgeting and planning tool which supports actual appropriations that are made through adoption of the budget. The CIP program is updated annually to reflect the latest community and transportation priorities, updated project cost estimates and available revenue sources.

The purpose of the CIP is to fund capital projects and capital acquisitions that will be of a long-term benefit to the citizens of Atherton. As such, the programs and projects enclosed in this CIP are dedicated to enhancing accessibility and safety throughout the Town by targeting various transportation improvements.

The CIP projects were selected on the following factors:

- Implementation of the Town's General Plan Guidelines
- Town Council and Community direction
- Implementation of Facilities' planning and priorities
- Ability to improve transportation deficiencies and congestion
- Maintenance needs and safety of roadways
- Drainage facilities enhancement needs
- Availability of funding

The five-year CIP identifies the highest priority capital needs that can be addressed within the available and forecasted revenue. These capital needs are matched with the previous year's carry-over funds and five-year revenue projections identified by the Finance department. Additionally, capital needs are delineated to eligible funding sources and programs available to the Town's transportation improvements. -



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

Document Organization

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

As such this CIP is organized into three parts.

- I. **Introduction:** This provides an overview of the purposes of the Capital Improvement Program.
- II. **Detail of Funding Sources and Revenues:** This section describes the anticipated funding and revenue sources supporting the projects and programs contained in this CIP.
- III. **CIP Project List and Budgeting Schedule:** This section provides a detailed overview of the projects and budgeting of project expenditures in relation to available forecasted funding over the next five years.



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

**Section II:
Funding Sources**



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

II. FUNDING SOURCES AND REVENUES

The Town of Atherton's Capital Projects contained in this CIP are financed through a variety of funding and revenue sources. These funding sources include:

- General Fund
- Measure S - Special Parcel Tax
- Measure A
- Measure M
- Surface Transportation Program
- ABAG
- Local Gas Tax
- Road Construction Impact Fee
- Atherton Library
- Atherton Channel Fund

General Fund

The General Fund provides funding for the Town's general programs and day-to-day operations. This include Town management, administration, parks and recreation operations, public works operations, law enforcement, municipal courts, trash hauling, special operational programs, planning, and general Town services.

The General Fund includes the money raised by the local property tax for a given year. When a project is funded with General Fund revenues, its entire cost is paid off within the year. The intent is to budget annually a certain amount from the General Fund to address Town priorities.

If the Town has the financial capacity to pay for a project in a given year, the cost to the taxpayer will generally be less than if bonded because there are no interest payments to be made.



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

Measure S (Special Parcel Tax)

Approved by a 2/3rds vote of Atherton residents in November 2009, the Measure S (Special Parcel Tax) is an ordinance that continues the existing town of Atherton Special Parcel Tax for four years. The current parcel tax expires FY 2013/14.

The Special Parcel Tax provides funding to maintain police emergency response services, street repair and maintenance, drainage facility repair and maintenance, and other capital improvements. As established by the Town Council policy, the Special Parcel Tax is allocated with 60% designated to Police services, and 40% marked for Street and Drainage improvements.

The Special Parcel Tax generates approximately \$1.86 million annually. Therefore, approximately \$740,000 is available per year for capital improvements.

Measure A

Measure A is a voter approved half-cent sales tax for countywide transportation projects and programs. The original Measure A expired Dec. 31, 2008. However, in 2009, county voters overwhelmingly approved a reauthorization of Measure A through 2033.

The purpose of these funds are to maintain local streets and roads, repairing potholes and sidewalks, develop alternative transportation options such as bicycling and pedestrian programs, and to develop and implement traffic operations and safety projects.

Measure A dollars are distributed on a formula allocation based on population and the number of road-miles. Atherton receives approximately \$200,000 annually through Measure A.



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

Measure M

Approved by voters in November 2010, the Congestion Management Agency for San Mateo County levies a \$10 registration fee on vehicles registered in San Mateo County. This Measure is set to expire in 2035 (25 years).

These funds help to maintain neighborhood streets, fix potholes, provide transportation options, improve traffic circulation, provide transportation options, reduce congestion, reduce water pollution from oil and gas runoff, and provide safe routes to schools.

Approximately 50% of Measure M revenues fund Countywide Transportation Programs, and the other 50% is formula allocated to local agencies. The Town of Atherton receives approximately \$75,000 per year from Measure M.

Surface Transportation Program (STP)

The STP is a Federal Transportation funding program financing various transportation rehabilitation and capital improvements. Before STP funds become available to local agencies, these Federal dollars undergo a process of administration from the State to local level.

First, the federal dollars are allocated to the State of California, which then funnels these funds to regional governments such as the Metropolitan Transportation Commission (MTC). In turn, MTC is in charge of distributing these STP funds to the county jurisdictions. In Atherton's case, the City/County Association of Governments (C/CAG) is charged with administering STP funding.

The Town receives a formula-based STP allocation from C/CAG. In FY 2013/14 this amount is \$350,000.



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

Association of Bay Area Governments (ABAG)

ABAG is Atherton's risk liability insurance carrier. As such, the Town receives approximately \$7,500 annual to reduce risk exposures related to transportation infrastructure. The Town uses ABAG funds to inspect, identify, and repair sidewalks to reduce trip and fall hazards.

Gas Tax

The Town receives revenue generated from a tax imposed on the sale of gas. The State Board of Equalization administers this tax and the State Controller distributes funding to cities and counties.

Gas Tax funds are the most flexible transportation related funding source. Gas Tax funds are used for various transportation purposes including street related projects, construction or maintenance.

Atherton receives a formula allocation of funds based upon population and lane-miles. Approximately \$202,000 is expected to be distributed to Atherton per year.

Road Construction Impact Fee

This revenue source is no longer collected by the Town of Atherton. Money programmed in this CIP represents the fund balance that remains in this account.

The current fund balance is approximately \$1.042 million, and proposed in this CIP to be expended over the next three years.



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

Atherton Library Fund

In 1999 the San Mateo County Library Joint Powers Authority (JPA) was formed to assist in governing library funds accumulated through Proposition 13 in 1978, which sets aside a proportion of assessed property values to fund California libraries. Under the JPA, jurisdictions would be permitted to retain excess funds generated from the jurisdiction's property taxes as long as the basic library services were met. The Atherton Library fund is an accumulation of excess revenue generated over these years.

This funding surplus is restricted to include expenditures such as, facility maintenance, facility remodeling or expansion, increased service hours, and expanding library collections.

Currently, since the revenue generated in the Town of Atherton exceeds the cost of library services provided by San Mateo County, the excess revenue is therefore returned annually to Atherton. These funds, held by the Town of Atherton in an account termed "Donor Funds" are dedicated for library purposes. This account is the primary funding source for the planning, design, and construction of the new Atherton Library

At the end of FY 2011/12, the fund balance in the Library fund is estimated to be approximately \$5.9 million.

Atherton Channel Fund

Fees collected by the Town to finance drainage and related improvements/repairs.



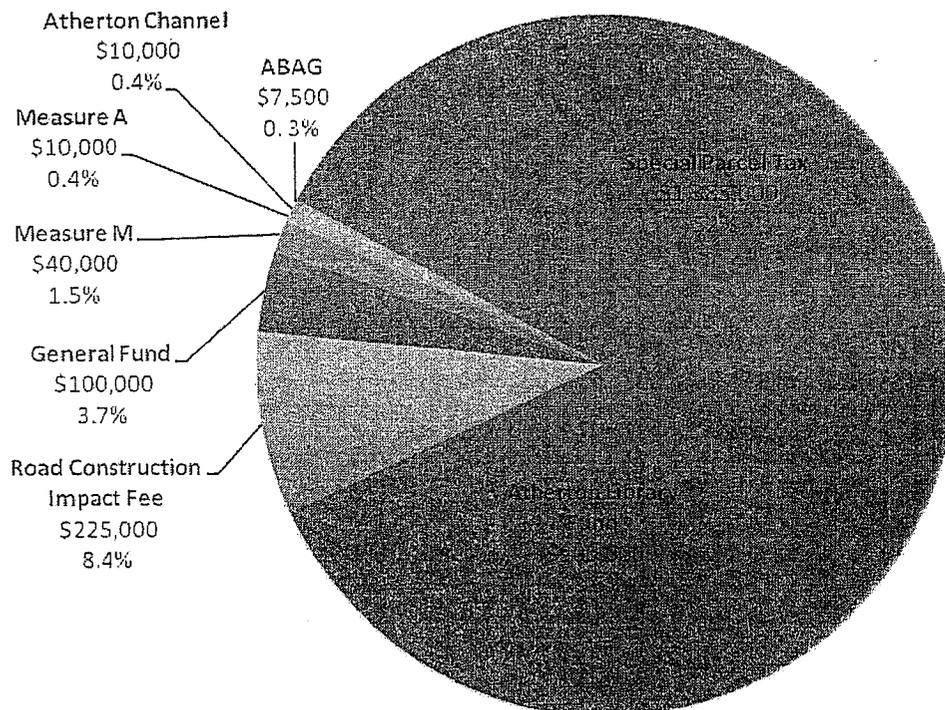
Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Revenue Sources in FY 12/13

The revenue sources for FY 12/13 capital improvements total approximately \$2.68 million. The majority of these funds are derived from the Special Parcel Tax, Atherton Library Fund, and Road Construction Impact Fees. The expenditures are described in detailed the next section of this CIP.

The chart below depicts this fiscal year's funding revenue sources for the Town's capital improvements.

Funding Revenue Sources
Fiscal Year 12/13





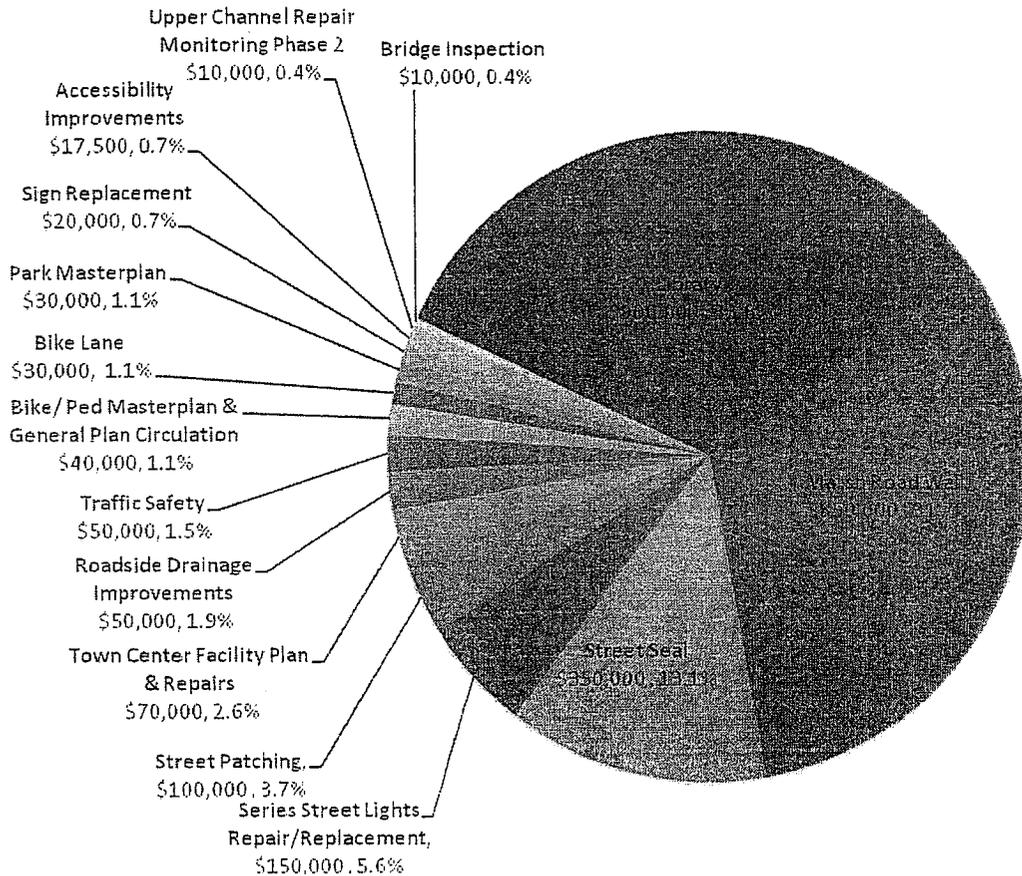
Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Capital Program Expenditures for FY 12/13

For FY 2012/13, the CIP anticipates uses of approximately \$2.68 million.

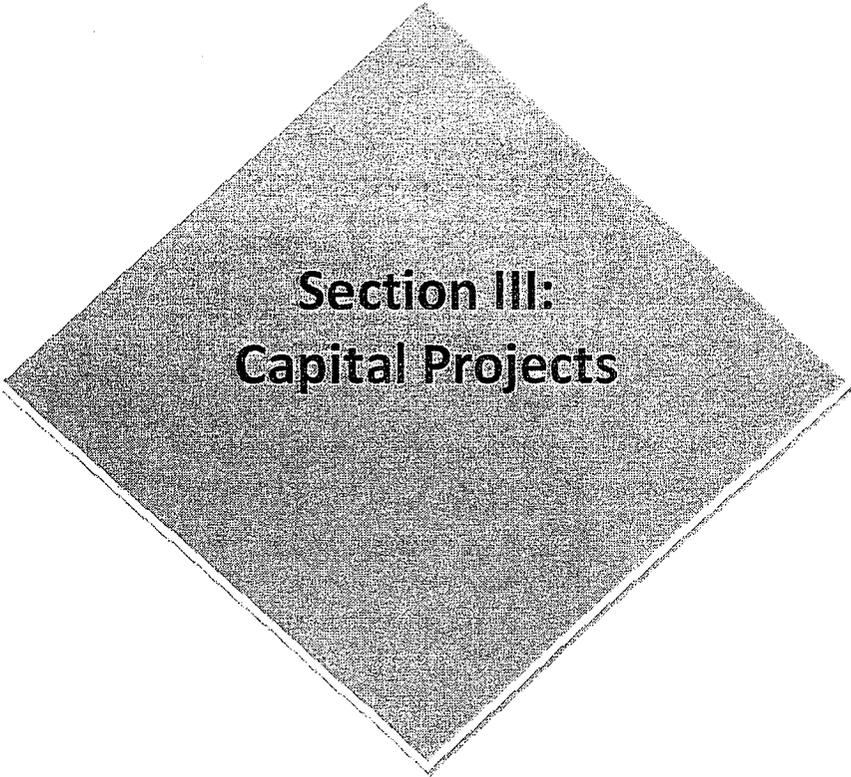
The majority of the anticipated program expenditures related to the development and construction of the Atherton Library, Marsh Road Wall, and maintaining the Town streets and roadways. These project expenditures, in addition to other capital projects are identified in the chart below.

Projected Budget Expenditures
Fiscal Year 12/13





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



**Section III:
Capital Projects**



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

Project Name: Roadside Drainage Improvements

Project Description: Town of Atherton streets have a number of areas where drainage structures are in need of repair and replacement. There are also areas which experience localized ponding / flooding after rain events due to a lack of underground drainage facilities. This program will provide funding for improvements necessary alleviate localized ponding / flooding.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 50,000	\$ 250,000				



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

Project Name:

Marsh Road Retaining Wall Project

Project Description:

Marsh Road wall is in need of major repairs. In 2006, a portion of the retaining wall was repaired on an emergency basis. Current construction of the wall is rock and mortar, with no real structural design to support the Marsh Road. This project is to study and identify any deficiencies along Marsh Road and make repairs necessary to preserve the structural integrity of Marsh Road and Atherton Channel.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$850,000	\$ 800,000	\$ 550,000	-	-	\$2,200,000
Road Construction Impact Fee	-	-	\$ 156,604	-	-	\$ 156,604
Measure A	-	-	\$ 93,396	-	-	\$ 93,396
	-	-	-	-	-	-
Totals	\$850,000	\$ 800,000	\$ 800,000	-	-	\$2,450,000



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

Project Name: Street Sign Replacement

Project Description: This program provides funding for the repair and replacement of regulatory street signage necessary to maintain safe and efficient roadways within the Town of Atherton. This program will also provide funding to install additional regulatory and safety signage identified by the Transportation Committee and approved by the City Council.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 20,000	\$ 100,000				



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

Project Name: 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: Bike Lane (thermoplastic)

Project Description: This program provides funding for improving the delineation and visibility of Class II Bike Lanes throughout the Town. This program will allow the timely replacement of old worn out painted bikeways with high visibility and reflective materials which will improve safety for bicycles.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$ 30,000	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 90,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 30,000	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 90,000



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

Project Name: Accessibility Improvements

Project Description: This program provides funding to address ADA accessibility through various types of repairs to curbs, gutters, and sidewalks as well as required improvements to Town owned facilities. Priority will be given to safety-related issues and citizen requested improvements.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
ABAG	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 37,500
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 17,500	\$ 87,500				



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

Project Name: Street Patching

Project Description: This is an annual program to patch locations of isolated pavement failures by digging out, re-compacting, and patching failed street sections prior to the annual Street Sealing program that preserves the lifecycle of our street.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000



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

Project Name: Street Seal

Project Description: This is an annual program to provide a surface treatment that preserves the life cycle of our streets. This project will include crack sealing, sealing the roadway with either a slurry or cape seal (chips sealed by a slurry seal), and installing pavement markings.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Road Construction Impact Fee	\$225,000	\$ 255,000	\$ 255,000	\$ 156,604	-	\$ 891,604
Special Parcel Tax	\$125,000	\$ 95,000	\$ 95,000	\$ 193,396	\$ 350,000	\$ 858,396
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$1,750,000



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

Project Name:

Bridge Inspection Program

Project Description:

This program provides funding to perform annual inspections and necessary maintenance and repairs of Town owned bridges. Inspections will be performed by Caltrans structures inspections specialists through an agreement with the Town of Atherton.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Measure A	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 10,000	\$ 50,000				



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

Project Name: Atherton Library

Project Description: This project includes the planning, design, and construction of a new library. It is anticipated that final programming and design will be completed in FY 2012/13 with construction to follow in FY 2013/14.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Atherton Library	\$900,000	\$ 5,500,000	-	-	-	\$6,400,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$900,000	\$ 5,500,000	-	-	-	\$6,400,000



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

Project Name: Bike/Pedestrian Masterplan

Project Description: A bike master plan will designate and identify streets to be classified as bike routes in a manner to provide connectivity throughout the Town with connections to the County adopted Bike network. The plan will also address strategies to improve bicycle and pedestrian safety throughout the community. The process will include an update to the Circulation Element of the Atherton General Plan.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Measure M	\$ 40,000	-	-	-	-	\$ 40,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 40,000	-	-	-	-	\$ 40,000



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

Project Name: Upper Atherton Channel Phase 2

Project Description: The Upper Atherton Channel Phase 2 project was completed in December 2011. As part of the permit requirements, a 10-year monitoring period for the red-legged frog population and plants installed to provide an adequate frog habitat.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Atherton Channel	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 10,000	\$ 50,000				



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

Project Name: Atherton 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: Town Center Facilities Plan and Repairs

Project Description: This project will provide necessary funding to review existing conditions of Town administration offices. Funding will be used to perform condition assessments, identify and provide recommendations for repair and replacement of existing facilities. Funding will also be used to repair and replace facilities as directed by City Council.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
General Fund	\$ 70,000	-	-	-	-	70,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 70,000	-	-	-	-	\$ 70,000



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

Project Name: Park Masterplan

Project Description: This project will provide an update and expansion to the current Park Landscape Masterplan. Items to be addressed could include a short and long term look at current uses and facilities, utilization of land/spaces, primary customers and activities the park should serve, policy recommendations regarding programs, uses, and fees, and business strategies to create sustainable funding for maintenance and repairs.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
General Fund	\$ 30,000	-	-	-	-	\$ 30,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$ 30,000	-	-	-	-	\$ 30,000