



TOWN OF ATHERTON

Budget Fiscal year 2009-2010

TOWN OF ATHERTON, CA
City Council
June 2009

Jerry Carlson, Mayor
Kathy McKeithen, Vice Mayor
Jim Dobbie, Council Member
Elizabeth Lewis, Council Member
Charles E. Marsala, Council Member

Executive Staff

Jerome D. Gruber, City Manager
Wynne Furth, City Attorney
Eileen Wilkerson, Assistant City Manager/City Clerk
Louise Ho, Finance Director
Duncan Jones, Public Works Director
Glenn Nielsen, Chief of Police
Lisa Costa Sanders, Deputy Planner
Mike Wasmann, Building Official

TOWN OF ATHERTON, CA

Budget FY 2009-2010 Table of Contents

	<u>Page Number</u>
Budget Transmittal Message	i
Organizational Chart	1
Budget Summary by Fund	2
General Fund Revenues	4
General Fund Expenditure Budget by Departments	
City Council	7
Administration	9
City Attorney	20
Finance	22
Planning	28
Building	31
Non-Department	37
Police	40
Public Works (Summary)	52
Engineering	57
Street Maintenance	61
Park Maintenance	65
Park Programs	69
Building Maintenance	73

TOWN OF ATHERTON, CA

Budget FY 2009-2010 Table of Contents

	<u>Page Number</u>
Other Funds Budgets:	
<u>Special Revenue Fund</u>	
Tennis	79
Police Grant.....	83
Library Fund	85
Special Parcel Tax	87
County Measure A	87
Gas Tax	87
Road Impact Fees	87
Traffic Congestion (Prop. 42).....	87
<u>Capital Project Fund</u>	
Capital Improvements	87
Atherton Channel District	87
<u>Internal Service Fund</u>	
Equipment Replacement	100
Workers' Compensation	104
General Liability	106
Employee Benefits	108
Budget Glossary	110

TOWN OF ATHERTON, CA

**Budget FY 2009-2010
Table of Contents**

	<u>Page Number</u>
Resolutions:	
Resolution Adopting the FY 2009-10 Budget	113
Authorized Position by Department	117
Gann Limit	119
Other	
Fund Policy for the General Fund	129



TOWN OF ATHERTON

91 Ashfield Road
Atherton, CA 94027

June 11, 2009

Honorable Mayor and City Council
of the Town of Atherton
94 Ashfield Road
Atherton, CA 94027

SUBJECT: Budget Message for FY 2009-2010 Annual Operating and Capital Improvement
Budget

I am pleased to present the proposed Operating and Capital Improvement Budget for the Town operation and capital improvement projects planned for the fiscal year from July 1, 2009 to June 30, 2010. The Budget is proposed to be adopted at the June 17, 2009, City Council meeting.

The attached budget contains actual financial results for the FY 2006-07 and FY 2007-08, the FY 2008-09 adopted and adjusted budget (at mid-year), and the proposed budget for FY 2009-10.

The Town budget was developed using a quite conservative approach to revenue projections that was based on the actual revenues recorded and estimates of revenues for FY 2008-09. Revenue trends and changes in economic climates were also considered in projecting property taxes, building revenues, and sales taxes. The current crisis in financial market has created an adverse affect on the housing market and employment. Revenue projections have been decreased accordingly to reflect the uncertainty of an economic recovery.

The General Fund Revenue Budget assumes a 3% increase in secured property tax less \$68,000 set aside for potential refund. A lower percentage was used due to uncertainty with the re-assessment requests that are still being reviewed by the County of San Mateo. The revenue budget also does not take into consideration the effect of State borrowing \$520,000 of property tax (Prop. 1A). If the State does press forward with the borrowing, the Town will need to address the budget shortfall in the General Fund.

Building permit revenue also shows a significant decrease as compared to prior years. The decrease reflects the tough housing market.

The total General Fund Revenue Budget shows a 7% increase as compared to the revenue budget for FY 2008-09. After adjusted for the refund of \$817,000 projected business license tax, the FY 2009-10 General Fund Revenue Budget actually shows a decrease of 2.4%.

General Fund Expenditures assumptions include no salary increase for Town employees, funding of GASB 45 (unfunded retiree health-care costs) at 84% of Annual Required Contribution (ARC) as calculated by the Actuary. It also assumes that the State will continue to fund the Citizens Options Patrol Services (COPS) Grant program of \$100,000 for the Town to help defray the salary of one sworn personnel.

For FY 2009-10, two new funds are being set up to address needed insurance reserves and other unfunded liabilities such as compensated absences for benefits earned by employees.

To ensure that the Town has a balanced budget, General Fund Departments have reduced operating expenditures over \$500,000. To weather the current economic downturn and being able to maintain the same high level of services to the Community, an operating transfer of \$780,000 is necessary from the Parcel Tax Fund.

The General Fund balance as of June 30, 2009 is estimated to be \$6,190,426. The estimated ending fund balance for the proposed FY 2009-10 is \$5,690,426. The decrease is due to the using of designated reserve of \$500,000 to help fund the GASB 45 ARC.

The GANN Limit imposed by Proposition 4 restricts the amount of appropriations that can be made using tax revenues. Since the town relies heavily (68% of General Fund operating revenues) on property and related taxes, special planning is recommended to ensure that proceeds of taxes subject to the Limit come below the limit.

The Capital Improvement Budget benefits from the Parcel Tax passed by the voters of the Town. For FY 2009-10, the Public Works Department is planning some major projects including the seismic retrofit of the Town City Council Chambers.

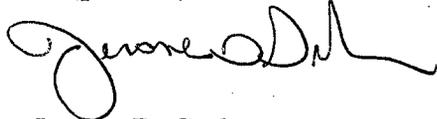
The City Council reviewed the proposed budget on May 28, 2009 and on June 10, 2009.

Even with the tough challenging times for the State and cities, Atherton remains one of the most desirable places to live. To better serve the community and maintain fiscal health, a five-year financial plan is being developed so that strategies and business plan can be put in place to deal with the financial challenge ahead.

The Town's staff is committed and will continue to serve our residents in the professional and efficient manner they have come to expect. The staff will provide technical advice to the Council and Commissions and continue to carry out the policy decisions of the City Council.

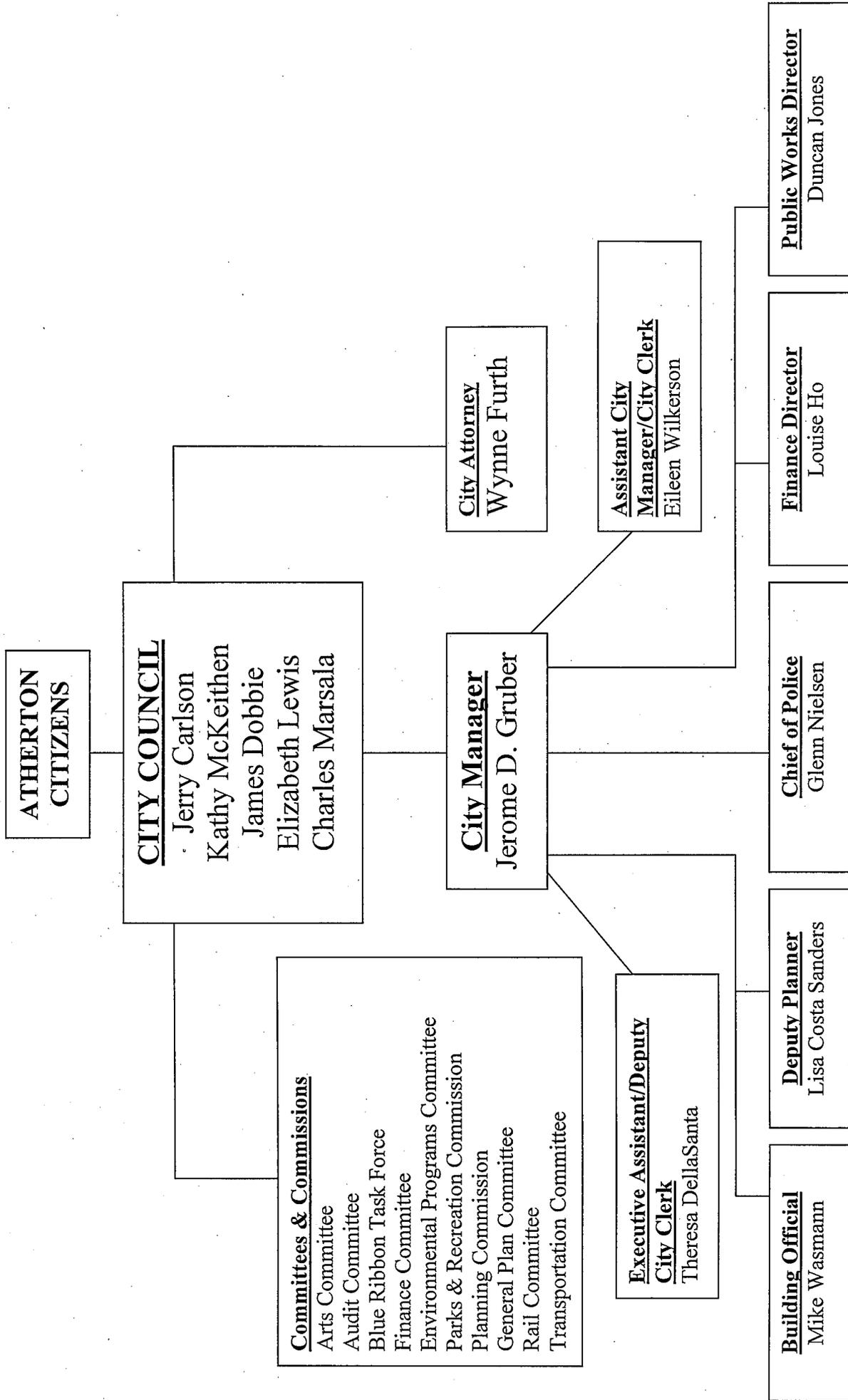
I would like to thank the City Council for all their support and direction in this process, as well as the Department Heads, with special thanks to Louise Ho, Finance Director.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jerome D. Gruber". The signature is fluid and cursive, with a large initial "J" and a long horizontal stroke at the end.

Jerome D. Gruber
City Manager

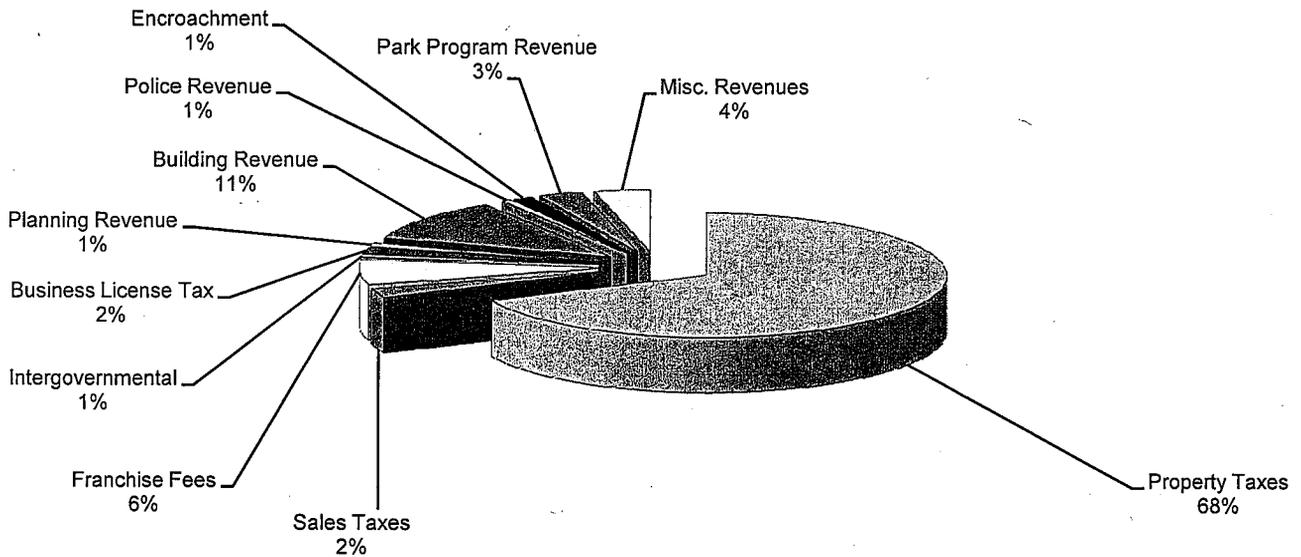
**Town of Atherton
2009-2010 Organizational Chart**



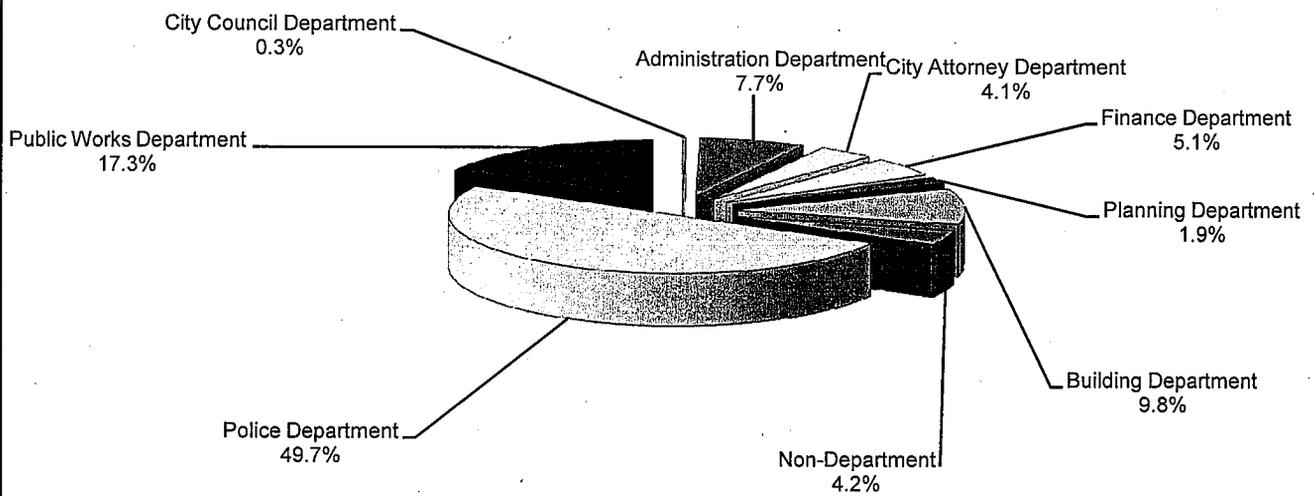
**Town of Atherton
Annual Budget For Fiscal Year
2009-10
Summary by Fund Type and Fund**

Fund #	Fund Name	Projected Fund Balance 06/30/09	Projected Revenues	Projected Expenditures	Projected Transfer In	Projected Transfer Out	Projected Fund Balance 06/30/10
General Fund							
101	General Fund	6,190,426	9,035,679	10,316,542	780,863	-	5,690,426
Special Revenue Funds							
105	Tennis Fund	25,470	12,600	23,198			14,872
201	Special Tax	1,930,799	1,858,000	2,936,306		780,863	71,630
202	Measure A	31,629	205,000	232,807			3,822
203	Gas Tax	98,574	100,000	198,170			404
209	COPS Grant	13,160	100,000	100,000			13,160
210	Road Impact	768,015	650,000	1,417,736			279
213	Library Fund	4,019,164	645,000	46,888			4,617,276
220	Traffic Congestion (Prop 42)	65,000	60,000	125,000			-
	Total Special Revenue	6,951,811	3,630,600	5,080,105	-	780,863	4,721,443
Capital Project Funds							
401	Capital Improvement	167,513	880,834	944,756			103,591
402	Storm Drainage	36,897					36,897
403	Channel Drainage District	56,548	82,000	137,490			1,058
406	Facilities Construction	1,824,748					1,824,748
	Total Capital Projects	2,085,706	962,834	1,082,246	-	-	1,966,294
Internal Service Funds							
610	Equipment Replacement Fund	338,507	112,192	181,995			268,704
614	Worker's Compensation	104,810	158,420	32,193			231,037
615	General Liability	-	227,437	126,937			100,500
616	Employee Benefits	-	801,936	225,626			576,310
	Total Internal Service	443,317	1,299,985	566,751	-	-	1,176,551
	Total All Funds	15,671,260	14,929,098	17,045,644	780,863	780,863	13,554,714

Where Do General Fund Operating Revenues Come From?



General Fund Expenditures by Department



Town of Atherton								
General Fund 101								
Revenue Budget 2009-2010								
							Increase	
							Over Prior	%
Acct #	Description	Actual 2006-07	Actual 2007-08	Adopted Budget 2008-09	Adjusted Budget 2008-09	Requested Budget 2009-10	Year Budget	Change
	Secured Property Tax	3,875,023	4,187,323	4,299,782	4,299,782	4,540,000	240,218	5.6% a
	SB813 Redemption (Suppl)	163,184	172,923	150,000	65,000	90,000	25,000	38.5%
1504	Excess ERAF	435,194	489,941	468,206	547,368	530,000	(17,368)	-3.2%
	Unsecured	223,168	249,861	250,000	268,806	250,000	(18,806)	-7.0%
	Property Transfer Tax	327,373	293,610	250,000	200,000	125,000	(75,000)	-37.5%
1230	Prop Tax in Lieu of VLF (motor vehicle)	571,835	603,156	641,300	623,670	625,000	1,330	0.2%
	Total Property Taxes	5,595,778	5,996,813	6,059,288	6,004,626	6,160,000	155,374	2.6%
	Sales & Use Tax General	144,794	130,061	115,000	85,000	90,000	5,000	5.9%
1130	In Lieu Sales Tax/Trip Flip	-	54,235	54,235	31,235	60,000	28,765	92.1%
	Prop 172 Sales Tax for Police	69,145	74,163	69,000	54,000	65,000	11,000	20.4%
	Total Sales Taxes	213,938	258,459	238,235	170,235	215,000	44,765	26.3%
	Franchise Taxes-PG&E	205,350	214,649	225,000	225,000	220,000	(5,000)	-2.2%
	Franchise Tax-Cal Water	53,715	73,986	84,000	84,000	73,000	(11,000)	-13.1%
	Franchise Tax-BFI	159,952	167,454	173,000	173,000	175,000	2,000	1.2%
	Franchise Taxes-Cable	55,578	104,311	88,000	110,000	102,000	(8,000)	-7.3%
	Total Franchise Fees	474,595	560,400	570,000	592,000	570,000	(22,000)	-3.7%
	Homeowners Exemption	31,821	31,582	31,500	31,500	31,500	-	0.0%
1501	Motor Veh. Lic Fees (MVLFF)	-	-	-	25,000	20,000	(5,000)	-20.0%
1545	SB 90 (mandated cost) reimb.	76,236	5,571	-	-	-	-	0.0%
	Total Intergovernmental	108,057	37,153	31,500	56,500	51,500	(5,000)	-8.8%
	Business Licenses	425,565	595,292	450,000	161,800	150,000	(11,800)	-7.3%
	Bus Lic Refund -FY 06/07	-	-	-	(217,100)	-	217,100	-100.0% b
	Bus Lic Refund -FY 07/08	-	-	-	(462,900)	-	462,900	-100.0% b
	Bus Lic Refund -FY 08/09	-	-	-	(136,800)	-	136,800	-100.0% b
	Total Business License Tax	425,565	595,292	450,000	(655,000)	150,000	805,000	-122.9%
1315	Home Occupation Permit	4,450	10,270	6,000	3,000	2,500	(500)	-16.7%
1642	Zoning & Planning Fees	24,282	38,600	72,000	82,000	75,000	(7,000)	-8.5%
	Total Planning Revenue	28,732	48,870	78,000	85,000	77,500	(7,500)	-8.8%
	Building Permit Fee	1,133,124	1,052,397	1,300,000	800,000	600,000	(200,000)	-25.0%
	Landscape Fee	7,250	7,950	4,000	4,000	-	(4,000)	-100.0%
	Plan Check Fee	25,800	404,377	365,000	365,000	320,000	(45,000)	-12.3%
1331	Grading & Drainage	-	-	-	-	88,500	88,500	100.0%
	Total Building Revenue	1,166,174	1,464,724	1,669,000	1,169,000	1,008,500	(160,500)	-13.7%
1410	Municipal & Vehicle Code Fines	11,955	12,914	41,000	41,000	11,000	(30,000)	-73.2%
1430	Other Fines & Forfeiture (County)	12,270	6,252	-	-	8,525	8,525	100.0%
1632	DUI Enforcement	-	-	-	-	1,200	1,200	100.0%
1621	Alarm Sign Fees	345	930	600	600	600	-	0.0%
1623	Vehicle Release	3,200	1,660	1,500	2,500	1,000	(1,500)	-60.0%
1624	Police Report	2,920	3,345	3,000	3,000	2,500	(500)	-16.7%
1626	Affidavit of Cost	-	-	-	-	2,000	2,000	100.0%
1631	Solicitor's Permit	-	-	-	-	400	400	100.0%
1627	Special Service Fee	585	4,369	4,500	2,000	525	(1,475)	-73.8%
	POST Reimb	32,315	8,097	20,000	20,000	8,000	(12,000)	-60.0%
	CA State 911 Reimb	-	-	54,500	-	-	-	0.0%
1546	CALNENA Reimb	-	-	-	-	3,000	3,000	100.0%
1547	CLEARs Reimb	-	-	-	-	395	395	100.0%
1548	DOJ Grant (vests)	-	-	-	-	1,500	1,500	100.0%
1830	Donation K-9	-	-	-	-	14,286	14,286	100.0%
	React Task Force Reimb	90,523	106,571	140,000	55,820	-	(55,820)	-100.0%
	Federal SRO Grant	-	64,174	-	-	-	-	0.0%

Town of Atherton								
General Fund 101								
Revenue Budget 2009-2010								
							Increase	
							(Decrease)	
Acct #	Description	Actual 2006-07	Actual 2007-08	Adopted Budget 2008-09	Adjusted Budget 2008-09	Requested Budget 2009-10	Over Prior Year Budget	% Change
	Narcotics Task Forces	-	60,437	-	-	-	-	0.0%
	Total Police Revenue	154,114	268,749	265,100	124,920	54,931	(69,989)	-56.0%
	Encroachment	133,115	130,651	110,000	170,000	125,000	(45,000)	-26.5%
	Total DPW Revenue	133,115	130,651	110,000	170,000	125,000	(45,000)	-26.5%
	Social Fees	118,545	336,256	35,000	35,000	60,000	25,000	71.4%
	Meeting Fees	59,506	50,533	65,000	65,000	60,000	(5,000)	-7.7%
	Class Fees	16,000	2,797	16,000	16,000	15,000	(1,000)	-6.3%
	Weddings	-	-	90,000	90,000	140,000	50,000	55.6%
	Misc. Use Fee	-	4,750	-	500	1,400	900	180.0%
	Total Park Program Revenue	194,051	394,335	206,000	206,500	276,400	69,900	33.8%
	Other Licenses & Permit	1,500	1,091	-	500	500	-	0.0%
	Grant	16,799	97,871	40,000	40,000	-	(40,000)	-100.0%
1567	DOC Grant	-	-	-	-	5,000	5,000	100.0%
1568	ABAG Grant	-	-	-	-	10,000	10,000	100.0%
	Other Reimbursements	79,382	108,855	60,000	60,000	-	(60,000)	-100.0%
	Interest Income	654,863	80,350	400,000	200,000	150,000	(50,000)	-25.0%
	Cellular One	32,664	37,239	36,000	36,000	36,000	-	0.0%
	Post Office	51,762	51,762	55,000	55,000	51,768	(3,232)	-5.9%
	Property Rental - Playschool	72,000	74,448	75,000	75,000	77,580	2,580	3.4%
	Miscellaneous Income	91,947	44,928	10,000	10,000	10,000	-	0.0%
	Elections Processing Fee	-	-	-	2,000	-	(2,000)	-100.0%
	Document/Research Fee	240	1,138	400	400	-	(400)	-100.0%
	Photocopy Fee	7,378	3,540	4,000	6,000	6,000	-	0.0%
	SMIP Fees	-	-	11,000	-	-	-	0.0%
	Donations/Contributions	2,194	3,985	24,000	36,151	-	(36,151)	-100.0%
	Total Misc. Revenues	1,010,728	505,207	715,400	521,051	346,848	(174,203)	-33.4%
	Total Operating Revenues	9,504,846	10,260,654	10,392,523	8,444,832	9,035,679	590,847	7.0% c
	Expenditures							
	City Council Department	24,089	45,434	37,277	35,777	29,382	(6,395)	-17.9%
	Administration Department	471,694	644,548	737,136	734,636	798,060	63,424	8.6%
	City Attorney Department	448,710	604,016	206,228	306,228	423,000	116,772	38.1%
	Finance Department	434,360	397,315	442,256	439,756	534,584	94,828	21.6%
	Planning Department	124,920	383,214	303,154	283,937	196,257	(87,680)	-30.9%
	Building Department	1,080,519	1,425,663	1,239,099	1,154,199	1,017,047	(137,152)	-11.9%
	Non-Department	-	-	-	120,945	433,477	312,532	258.4%
	Police Department	4,511,585	4,920,505	5,151,586	4,895,130	5,085,310	190,180	3.9%
	Public Works Department (adj)	2,039,119	1,977,735	2,271,151	1,986,051	1,799,426	(186,625)	-9.4%
	Total Operating Expenditures	9,134,996	10,398,430	10,387,887	9,956,659	10,316,542	359,883	3.6% d
	Excess (Deficiency) of Revenues Over Expenditures	369,850	(137,776)	4,636	(1,511,827)	(1,280,863)	230,964	-15.3%
	Other Financing Sources							
	Trsfr in from Special Parcel Tax Fund	-	-	-	350,000	780,863	430,863	123.1%
2026	Use of Reserve Design. for GASB 45	-	-	-	-	500,000	500,000	100.0%
	Transfer in from Gas Tax	-	(See salary allocated to CIP, DPW- Eng Budget 50)	-	-	-	-	-
	Transfer in from GFCIP	-	(See salary allocated to CIP, DPW- Eng Budget 50)	-	-	-	-	-
	Total Transfers In	-	-	-	350,000	1,280,863	930,863	266.0%
	Net Change in Fund Balance	369,850	(137,776)	4,636	(1,161,827)	(0)	1,161,827	-100.0%

Town of Atherton								
General Fund 101								
Revenue Budget 2009-2010								
							Increase	
				Adopted	Adjusted	Requested	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Acct #	Description	2006-07	2007-08	2008-09	2008-09	2009-10	Year Budget	Change
	Note:							
	a	3% secured property tax increase from actual FY 2008-09 receipt of \$4,467,768 less potential refund due; and without Prop 1A borrowing from State of California						
	b	Due to the refund period to December 16, 2009, there will be budget carryover to pay claims in FY 2009-10						
	c	Instead of 7% increase, the total projected operating revenue for FY 2009-10 is -2.4%						
	d	Use designated fund balance for GASB 45 of \$500,000 to fund 84% of annual required contribution (ARC).						

Town of Atherton								
City Council Department								
Budget 2009-2010								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2006-07	Actual 2007-08	Adopted Budget 2008-09	Adjusted Budget 2008-09	Requested Budget 2009-10	Year Budget	Change
101-11-3150	Advertising/Publishing			500		2,000	2,000	100.0%
3336	Bus Meeting & Meals					1,100	1,100	100.0%
3165	Other Contract Services		14,661	9,000	9,000		(9,000)	-100.0%
3260	Office Supplies	77	726	600	600	1,950	1,350	225.0%
3302	Membership/Dues	14,728	18,340	18,000	18,000	8,407	(9,593)	-53.3%
3304	Utilities - Water					625	625	100.0%
3306	Conferences	6,964	10,480	6,000	6,000	5,000	(1,000)	-16.7%
3307	Mileage Reimbursement					1,300	1,300	100.0%
3343	Boards & Commissions	1,052		1,000		2,000	2,000	100.0%
3350	Special Events & Awards	157	50	1,000	1,000	-	(1,000)	-100.0%
3514	Office Equip & Furniture					7,000	7,000	100.0%
3910	Administrative Services	360	381	381	381		(381)	-100.0%
3920	Computer Services Charge	751	796	796	796		(796)	-100.0%
	Total City Council	24,089	45,434	37,277	35,777	29,382	(6,395)	-17.9%

		City Council Dept		
		101-11		
	Account No.	Quantity, brief description and justification		FY 2010
	& Title	of items requested		Requested
				Appropriations
3150	Advertising/Noticing	Advertising one position/appointment, Committee vacancies		2,000
3336	Bus Meetings & Meals	Meal Meetings estimate 4 per Council Member		1,100
3260	Office Supplies	Business Cards	350	
		Ink cartridges and Paper	1,000	
		Banner for Commissions & Committees Recruitment	600	1,950
3302	Membership/Dues	(HEART) Housing Endowment and Regional Trust of San Mateo to support housing for modest-income families	2,947	
		SF Airport Roundtable	1,500	
		League of CA Cities	3,960	8,407
3304	Utilities - Water	Calwater		625
3306	Conferences	League of CA Cities or other conferences		5,000
3307	Mileage Reimbursement	Reimburse for use of private vehicles for meeting		1,300
3343	Commissions & Committ	Training related expenses for Council approved Commissions and Committees		2,000
3514	Office Equip & Furniture	New Digital Tape Recording System		7,000
		Total City Council Dept		29,382

ADMINISTRATION

Administration Department budget reflects the operations of the City Manager and City Clerk and Human Resources. These Departments provide professional leadership in management of the City and the execution of the City Council policies.

CITY MANAGER

The City Manager provides for the efficient and effective administration of the affairs of the Town of Atherton and implements policy directions of the City Council, administers the City's operations, and capital improvement projects. It provides an effective human resources and personnel management system in the areas of personnel selection, classifications, compensation, and labor relations. It is also responsible for creating and monitoring policies to protect City assets from potential loss, promote the safety and well being of City employees; and provides claims management services.

Goals

- To evaluate additional sources of revenue for the Town
- Maintain a responsible legal budget while balancing the need of the community
- Maintain fiscal responsibility while staying within budget
- Support Finance Director on drafting five-year financial plan
- Function as an informational conduit for the renewal of the Parcel Tax
- Stay actively involved with High Speed Rail
- Complete Town classification study for Administration, Police, Public Works, Building, Planning and Parks and make recommendations to the City Council on current and future staffing levels
- Engage and interact more frequently with the Atherton Police operations of the Police Department
- Engage and interact more frequently with the Public Works Director and the overall operations of the Public Works Department
- Engage and interact more frequently with the Deputy City Planner and the overall operations of the Planning Department
- Meet on a weekly basis with Mayor, Vice Mayor and each City Council Member
- Maintain a reasonable response time to residents concerns from the City Manager and all Departments
- Implement Administrative Code Enforcement Policy
- Complete each Department Managers evaluation in a timely manner

- Support Department Managers with their goals and objectives
- Implement Spring Brook financial software
- Establish single source payment center for Public Works, Building, Holbrook-Palmer Park and Planning
- Ensure City Council receives minutes from all Town Commission and Committees in a timely manner
- Support City Council policies
- Work closely with City Attorney on establishing strong legal foundation for the Town while resolving long standing legal matters
- Negotiate contract for refuse and recycling services
- Implement comprehensive fee schedule
- Safeguard Town's financial portfolio with responsible asset management
- Facilitate goals workshop with City Council and Department Managers
- Incorporate Committee and Commissions at the start of the budget process, and assist with their goals and objectives

Objectives

- Facilitate an open flow on information between the City Council, The City Manager, operating Departments, and the public
- Increase productivity, efficiency, and effectiveness through team building, staff meetings, and training
- Serve the citizens of Atherton as an information center on matters dealing with City operations and services
- Publish and distribute a bi-annual Athertonian to Atherton residents
- Provide regular reports to the City Council on the status of Town projects and on information relative to all City departments
- Provide annual reports to the City Council on the status of Council goals and various departmental activities
- Provide Human Resources support to all departments and employees. Promote the safety and well-being of City employees

Provide risk management and claims administration services to protect Town assets from potential loss

Accomplishments for FY 2008-09

- Investigate long-term financing mechanisms for the Town of Atherton well in advance

- Determine feasibility (political, economic, and operational) of a new or remodeled Atherton Town Center, and implement recommendations from the Feasibility Study
- Pursue options of obtaining Town of Atherton Housing Element State Certification
- Determine feasibility of annexation (commercial and residential) and if feasible, pursue annexation of designated areas
- Recruit and hire Police Chief, Assistant City Manager, Finance Director and Executive Assistant/Deputy City Clerk
- Mentor current and future department heads and staff in order to develop a strong management team that shares the City Manager's philosophy of management while supporting the Goals and Objective of the City Council
- Be responsive to residents of Atherton and their concerns in a timely manner
- Evaluate and implement additional resources to improve communications between Town Hall and residents of Atherton
- Stay informed and involved with regional issues that impact Atherton
- Continue to develop an honest and respectful relationship with the City Council
- Complete Labor negotiations with the Atherton Police Officers Association, Miscellaneous Group and Management Group
- Maintain fiscal responsibility by adhering to the FY2008-09 budget
- Be a strong leader with emphasis on restoring a sense of pride and professionalism to the Town of Atherton and to the position of City Manager
- Support all Department Managers in achieving their goals and objectives

CITY CLERK

The City Clerk provides for the maintenance of the complete and accurate records of the City Council proceedings, the maintenance of the official City files, and conducts municipal elections in accordance with California State Governmental Codes.

Objectives

- Prepare Agendas for all City Council meetings
- Prepare minutes for all City Council meetings
- Insure that all staff reports are distributed to the City Council by the Friday afternoon prior to the Wednesday City Council meetings
- Provide assistance to the City Council, citizens and staff
- Conduct City elections in accordance with local and State laws
- Update the Town Municipal code to reflect new and revised ordinances

- Prepare, distribute and process all necessary Fair Political Practices and Conflict of Interest forms. Serve as filing Officer for the Fair Political Practices Commission
- Insure compliance with AB 1234 Ethics Training requirements
- Insure compliance with Town Election Campaign Finance Limitations
- Continue Certification for City Clerk and become Certified Municipal Clerk through California City Clerks Association trainings
- Maintain all permanent City records
- Record all official City documents
- Maintain appointment log for Town Committees and Commissions
- Maintain Town sea

Staff Resources

- | | |
|---|------------|
| ▪ City Manager | 1.0 |
| ▪ Assistant City Manager | 1.0 |
| ▪ Executive Assistant/Deputy City Clerk | 1.0 |
| ▪ Office Specialist | <u>1.0</u> |
| | 4.0 |

Town of Atherton								
Administration Department								
Budget 2009-2010								
				Adopted	Adjusted	Requested	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2006-07	2007-08	2008-09	2008-09	2009-10	Year Budget	Change
101-12-3001	Regular Salaries	259,923	270,079	329,512	329,512	453,964	124,452	37.8%
3002	Part-Time Permanent			75,000	75,000		(75,000)	-100.0%
3005	Temporary Help	54,422	52,815				-	0.0%
3006	Overtime	150	428			5,000	5,000	100.0%
3020	Medicare Tax	4,703	4,729	4,778	4,778	6,582	1,804	37.8%
3025	Social Security Tax	3,298	3,274				-	0.0%
3030	PERS Retire Contrib- ER	57,054	40,156	64,585	64,585	59,483	(5,102)	-7.9%
3031	PERS Retire Contrib- EE					31,777	31,777	100.0%
3035	Deferred Compensation	4,908	658			-	-	0.0%
3042	Health Insurance	13,547	20,326	59,303	59,303	46,442	(12,861)	-21.7%
3043	Retiree Healthcare					91,898	91,898	100.0%
3044	Dental Insurance	2,407	1,956	5,230	5,230	6,778	1,548	29.6%
3045	Vision Insurance	382	269	1,211	1,211	636	(575)	-47.4%
3050	Workers' Compensation	580	426	3,556	3,556	754	(2,802)	-78.8%
3051	Life & ADD Insurance	1,400	693	1,817	1,817	890	(927)	-51.0%
3052	LTD Insurance	3,639	2,265	5,329	5,329	2,663	(2,666)	-50.0%
3053	Unemployment Insurance					4,540	4,540	100.0%
3061	Auto Allowance	4,616	3,138	4,800	4,800	4,800	-	0.0%
3070	Educational Reimbursement					1,000	1,000	100.0%
3071	EE Benefits Earned					4,540	4,540	100.0%
	Total Salaries & Benefits	411,028	401,214	555,121	555,121	721,747	166,626	30.0%
3173	Recruitment Costs					1,000	1,000	100.0%
3104	Labor Relation Services					14,000	14,000	100.0%
3111	Repair Machinery & Equip					4,800	4,800	100.0%
3122	Facility Repair		128	10,000	10,000	-	(10,000)	-100.0%
3150	Advertising - Noticing	12,221	40,483	10,000		2,500	2,500	100.0%
3151	Training and Workshops	125	3,390	2,500	2,500	5,668	3,168	126.7%
3165	Other Contract Services	(698)	116,799	32,000	42,000		(42,000)	-100.0%
3169	Disaster Preparedness			10,000	10,000		(10,000)	-100.0%
3170	Human Resources Services	1,657	2,974	22,000	22,000		(22,000)	-100.0%
3201	Office Supplies	5,280	5,713	5,200	5,200	3,000	(2,200)	-42.3%
3202	Subscriptions	197	208			800	800	100.0%
3302	Memberships & Dues	9,900	8,761	6,000	6,000	15,280	9,280	154.7%
3326	External Printing Services					12,000	12,000	100.0%
3303	Postage					1,000	1,000	100.0%
3304	Utilities - Electricity					6,000	6,000	100.0%
3327	Utilities - Gas					650	650	100.0%
3328	Utilities - Water					485	485	100.0%
3305	Utilities - Telephone	585	23,000	17,000	17,000	600	(16,400)	-96.5%
3306	Conferences	2,349	2,828	12,500	10,000	2,000	(8,000)	-80.0%
3336	Business Meetings & Meals					1,230	1,230	100.0%
3350	Special Events & Awards	486	8,358	9,500	9,500	1,800	(7,700)	-81.1%
3351	Election Expense	(837)	362	15,000	15,000	-	(15,000)	-100.0%
3513	Computer Equipment					3,000	3,000	100.0%
3514	Office Equip & Furn					500	500	100.0%
3910	Administrative Services	22,224	22,912	22,912	22,912		(22,912)	-100.0%
3920	Computer Services	7,179	7,418	7,403	7,403		(7,403)	-100.0%

Town of Atherton								
Administration Department								
Budget 2009-2010								
				Adopted	Adjusted	Requested	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2006-07	2007-08	2008-09	2008-09	2009-10	Year Budget	Change
	Total Operations	60,667	243,334	182,015	179,515	76,313	(103,202)	-57.5%
	Total Admin Dept	471,694	644,548	737,136	734,636	798,060	63,424	8.6%

		Administration		
		101-12		
				FY 2010
Account No. & Title	Quantity, brief description and justification of items requested			Requested Appropriations
3001	Salaries	Administration salaries (\$51,768 reimbursed by Post Office)		453,964
3006	Overtime	Deputy City Clerk Council & Committee Meetings, Office Specialist Committee Meetings		5,000
3020	Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings		6,582
3030	Pers Retire Contrb- ER	Employer contribution for employee pension		59,483
3031	Pers Retire Contrb- EE	Employee contribution paid for by the employer		31,777
3042	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		46,442
3043	Retiree Healthcare	Medical coverage for 5 retirees	35,982	
		GASB 45 annual required contribution (84% funding)	55,916	91,898
3044	Dental Insurance	Teamster Dental Plan premium		6,778
3045	Vision Insurance	Vision Service Plan premium		636
3050	Workers Compensation	Workers Comp charged to Department		754
3051	Life & ADD Insurance	Premium to the Cities Group		890
3052	LTD Insurance	Long-term disability premium to The Cities Group		2,663
3053	Unemployment Insuran	Self-funded un employment based on 1% of salaries		4,540
3061	Auto Allowance	Allowance of \$400 per month for City Manager		4,800
3070	Educational Reimburse	Per Teamster MOU		1,000
3071	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		4,540
Total Salaries & Benefits				721,747
3173	Recruitment Costs	Fingerprints, job posting, oral panel working lunch		1,000
3104	Labor Relations Svs	IEDA	12,000	
		SCERS 70th % - APOA 9/2010	2,000	14,000
3111	Equip Repair & Maint	Misc. repairs of equipment	1,000	
		Maint agreement for copier	2,000	
		Copier overcharge	1,800	4,800
3150	Advertising - Noticing	City Clerk Public Noticing, etc.		2,500

		Administration		
		101-12		
				FY 2010
Account No. & Title	Quantity, brief description and justification of items requested			Requested Appropriations
3151	Training & Workshops	City Clerk - Nuts & Bolts	500	
		SMCERC - City Manager & ACM	168	
		Town wide Policy Training 2/year (HR compliance)	5,000	5,668
3201	Office Supplies	Pens, paper, minute books, binders, water	1,000	
		File materials for records retention and destruction	2,000	3,000
3202	Subscriptions	City Manager Library	200	
		Newspapers, Magazines	200	
		Employment Law Posters	400	800
3302	Memberships & Dues	CalOpps - recruitment	1,500	
		SCERS - negotiations	6,950	
		SMCERC - training and legal counsel	4,500	
		City Clerk - CCAC	80	
		San Mateo County City Manager's Association	250	
		ICMA - City Manager	1,160	
		MMANC - CM & ACM	130	
		CalPELRA - HR - negotiations and employment law	350	
		IPMA-HR (1-staff) - employment law	360	15,280
3326	Printing - Extl Servs	Athertonian 2/annually includes graphics Jan/June		12,000
3303	Postage	Athertonian mailing USPS BRM Permit #26		1,000
3304	Utilities - Electricity	Admin Office		6,000
	Utilities - Gas	ABAG gas		650
	Utilities - Water	Cal water for admin office		485
3305	Utilities - Telephone	Modem - City Manager. See Non-Dept for phone expense to be allocated		600
3306	Conferences	CM - League of CA Cities Annual (2)		2,000
3336	Bus Meetings & Meals	CM Breakfast CA Cities	30	
		City Manager various meetings	1,200	1,230
3350	Special Events & Award	Employee of Quarter	800	
		Town Pens, pins, recognition certificates and frames	500	
		Staff Appreciation - City Manager	500	1,800
3351	Election Expense	See Non-Dept for the cost		-
3513	Computer Equipment	Replacement of old computers		3,000

		Administration		
		101-12		
				FY 2010
	Account No. & Title	Quantity, brief description and justification of items requested		Requested Appropriations
	3514 Office Equip & Furn	ID Cards for employees		500
			Total Operations	76,313
			Total Admin Dept	798,060

Salaries for Administration Department FY 2010.														
Job Class	Step @ 6/30/09	Salary @ 6/30/09	2010 Salary	Employer PERS	Employee PERS	Medicare	Medical	Dental	Vision	LTD	Life & ADD	Worker's Comp	Auto Allow	Total
City Manager	N/A	145,000	160,000	20,965	11,200	2,320	18,896	1,716	174	821	330	266	4,800	221,488
Assistant City Manager	D	159,551	159,551	20,906	11,169	2,313	-	1,716	174	821	330	265		197,245
Executive Assistant/Deputy City Clerk	A	69,762	73,251	9,598	5,128	1,062	14,126	1,716	174	557	114	122		105,848
Office Specialist	C	58,250	61,162	8,014	4,281	887	13,420	1,630	114	465	114	102		90,190
Office Assistant (.75) *	position frozen													
Total Admin Dept	FTE 4	432,562	453,964	59,483	31,777	6,582	46,442	6,778	636	2,663	890	754	4,800	614,770
Note:														
Salaries are projected at one step higher than the employee is currently.														

Town of Atherton		
Administration Department		
Budget 2009-2010		
	Supplemental Budget Request	
<u>Description</u>		
Website Upgrade	10,000	
Telephone System Upgrade	40,000	
Total	50,000	(defer)

Town of Atherton								
City Attorney Department								
Budget 2009-2010								
				Adopted	Adjusted	Requested	Increase (Decrease)	
Account	Description	Actual 2006-07	Actual 2007-08	Budget 2008-09	Budget 2008-09	Budget 2009-10	Over Prior Year Budget	% Change
101-16-3102	City Attorney - Retainer	100,575	101,500	108,000	108,000	132,000	24,000	22.2%
3175	City Attorney - Planning					48,000	48,000	100.0%
3176	City Attorney - Building					27,500		100.0%
3177	City Attorney - DPW Eng					15,000		100.0%
3178	City Attorney - Other Services					200,500	200,500	100.0%
3103	Attorney - Other Legal	232,033	304,647	25,000	125,000		(125,000)	-100.0%
	Labor Relations Service	260	3,081	15,000	15,000	-	(15,000)	-100.0%
	Litigation Services	93,087	118,079	50,000	50,000		(50,000)	-100.0%
	Other Contract Services		60,481				-	0.0%
	Facility Repair	15,100					-	0.0%
	Membership/Dues			500	500		(500)	-100.0%
	Travel & Meetings	1,779		500	500		(500)	-100.0%
	Liability Claims		10,000	1,000	1,000		(1,000)	-100.0%
	Administrative Services	2,489	2,638	2,638	2,638		(2,638)	-100.0%
	Computer Service Charge	3,387	3,590	3,590	3,590		(3,590)	-100.0%
	Total City Attorney	448,710	604,016	206,228	306,228	423,000	74,272	24.3%

	City Attorney Department		
	101-16		
		FY 2010	
Account No.	Quantity, brief description and justification	Requested	
& Title	of items requested	Appropriations	
3102	City Attorney - Retainer	Monthly retainer to McDonough Holland & Allen	132,000
3175	City Attorney - Planning	Development project review and legal support	48,000
3176	City Attorney - Building	Development project review and legal support	27,500
3177	City Attorney - DPW Eng	Legal support to DPW- Engineering Dept	15,000
3178	City Attorney - Other Services	Litigation and other services	200,500
	Labor Relations Service	See Administration Dept for the cost	-
		Total City Attorney Dept	423,000

FINANCE DEPARTMENT

The Finance Department is responsible for administering the financial affairs of the Town. Financial Administration consists of:

- accounting for the collection and disbursement of all moneys
- investing idle funds
- budgetary management

Typical functions include:

- maintaining general ledgers on all funds
- preparing and monitoring operating budget
- processing payroll
- processing bills for payment
- billing and collecting various Town revenues, including business license taxes
- preparing monthly financial report and annual audit report

Goals

1. Complete a Five-Year Financial Forecast for the Town's General Fund.
2. Work with Audit Committee to issue FY 2008-09 audit report by December 21, 2009.
3. Finalize the Town User Fee Study and assist final fee recommendations and implementation after City Council approval.
4. Implement the Town's new Purchasing Policy after City Council approval.
5. Complete the implementation of Springbrook financial software.
6. Train and promote staff professional development.

Accomplishment for FY 2008-09

- Prepared and assisted in the detail line-item FY 2009-10 operating and capital budgets.
- Cleaned up and reconciled accounts to enable the issuance of FY 2007-08 audit report.
- Issued Request for Proposal resulting in the selection of a new audit firm, a consulting firm to prepare cost allocation plan, fully burdened staff hourly labor rates, and comprehensive fee study, a new bank, and an investment advisory firm.
- Worked with existing financial software firm to create and improve financial reports.
- Selected a new financial software to improve efficiency and effectiveness.
- Redesigned the Town's business license application form.
- Developed a fund balance policy for the Town's General Fund.
- Developed a capital asset policy.
- Drafted a new purchasing policy.
- Provided support to City Council, Finance Committee, Audit Committee, and City Departments.
- Developed procedures for handling business license tax refund.
- Corrected prior years GANN Limit calculation.
- Verified vehicles ownership with title document.

- Addressed weakness in internal control.
- Hired an Accountant.
- Worked to create a new chart of accounts.
- Completed the GASB 45 Study for unfunded retiree health-care costs
- Prepared Investment Policy.

STAFF RESOURCES

Finance Director	1.0
Accountant	1.0
Finance Assistant	<u>0.6</u>
Total	2.6

Town of Atherton								
Finance Department								
Budget 2009-2010								
				Adopted	Adjusted	Projected	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2006-07	2007-08	2008-09	2008-09	2009-10	Year Budget	Change
101-18-3001	Regular Salaries	204,100	190,346	219,621	219,621	261,601	41,980	19.1%
3002	Part-Time Permanent Salaries	4,299	4,144		-	-	-	0.0%
3005	Temporary Help	45,892	23,924	10,500	10,500	-	(10,500)	-100.0%
3006	Overtime	691			-	-	-	0.0%
3020	Medicare	3,696	3,143	4,139	4,139	3,793	(346)	-8.4%
3025	Social Security Tax	2,881	1,484		-	-	-	0.0%
3030	PERS Retire Contrib- ER	41,747	38,451	58,358	58,358	34,278	(24,080)	-41.3%
3031	PERS Retire Contrib- EE				-	18,312	18,312	100.0%
3042	Health Insurance	11,251	14,764	40,034	40,034	48,279	8,245	20.6%
3043	Retiree Health				-	34,434	34,434	100.0%
3044	Dental Insurance	2,650	2,530	4,263	4,263	4,462	199	4.7%
3045	Vision Insurance	350	278	895	895	674	(221)	-24.7%
3050	Workers' Compensation	1,482	349	3,631	3,631	434	(3,197)	-88.0%
3051	Life & ADD Insurance	642	525	1,982	1,982	406	(1,576)	-79.5%
3052	LTD Insurance	2,929	2,848	4,617	4,617	1,621	(2,996)	-64.9%
3053	Unemployment Insurance					2,616	2,616	100.0%
3071	EE Benefits Earned					2,616	2,616	100.0%
	Total Salaries & Benefits	322,611	282,786	348,040	348,040	413,524	65,484	18.8%
3101	Audit & Financial	49,937	74,301	40,000	40,000	42,057	2,057	4.9%
3157	Technical Services					24,584	24,584	100.0%
3111	Repair Machinery & Equip					1,000	1,000	100.0%
3326	External Printing Service					3,000	3,000	100.0%
3151	Training and Workshops	3,598	444	6,000	6,000	5,084	(916)	-18.0%
3165	Other Contract Services	21,767	16,404	10,000	10,000	14,480	4,480	-100.0%
3201	Office Supplies	6,032	1,757	3,000	3,000	3,000	-	0.0%
3202	Subscriptions	3,359	1,225	2,000	2,000	750	(1,250)	-166.7%
3231	Misc. Computer Parts	379				500	500	100.0%
3302	Memberships & Dues	763	270	800	800	1,205	405	33.6%
3303	Postage	2	32			-	-	0.0%
3305	Utilities - Telephone	1,913	250	2,000	2,000	-	(2,000)	-100.0%
3306	Conferences	801	229	800	800	1,300	500	38.5%
3307	Mileage Reimbursement					600	600	100.0%
3315	Banking Services					10,500	10,500	100.0%
3513	Computer Equipment	57			-	3,000	3,000	100.0%
3514	Office Machines & Furniture	989		10,000	7,500		(7,500)	-100.0%
3910	Administrative Services	19,025	19,616	19,616	19,616		(19,616)	-100.0%
3920	Trsfr to Computer Services Fd	3127			-		-	0.0%
3930	Trsfr to Equip Replace Fund					10,000.0	10,000	100.0%
	Total Operations	111,749	114,529	94,216	91,716	121,060	29,344	32.0%
	Total Finance Dept	434,360	397,315	442,256	439,756	534,584	94,828	21.6%

		Finance		
		101-18		
				FY 2010
Account No.	& Title	Quantity, brief description and justification		Requested
		of items requested		Appropriations
3001	Salaries	Salaries for 2.6 finance staff		261,601
3020	Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings		3,793
3030	Pers Retire Contrb- ER	Employer contribution for employee pension		34,278
3031	Pers Retire Contrb- EE	Employee contribution paid for by the employer		18,312
3042	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		48,279
3043	Retiree Healthcare	Medical coverage for 1 retiree	6,037	
		GASB 45 annual required contribution (84% funding)	28,396	34,434
3044	Dental Insurance	Teamster Dental Plan premium		4,462
3045	Vision Insurance	Vision Service Plan premium		674
3050	Workers Compensation	Workers Comp charged to Department		434
3051	Life & ADD Insurance	Premium to the Cities Group		406
3052	LTD Insurance	Long-term disability premium to The Cities Group		1,621
3053	Unemployment Insuran	Self-funded un employment based on 1% of salaries		2,616
3071	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		2,616
Total Salaries & Benefits				413,524
3101	Audit & Financial	FY 2009 Audit (40% of total for final field work)	12,140	
		FY 2010 Audit (60% of total for interim work)	24,567	
		FY 2009 State Controller Report - Town	5,350	42,057
3157	Technical Service	Springbrook annual maintenance fee	10,455	
		Harris (Wintegrate) software support for 7 months	14,129	24,584
3111	Equip Maint	misc repair for office equip and laser printers		1,000
3326	Printing - Extl Servs	FY 2009 financial report, form 1099, w-2s		3,000
3151	Training & Workshops	Springbrook Client Conference - Finance Director	1,000	
		CalPERS Educational Forum - Finance Director	1,000	
		GFOA, CSMFO, payroll tax trainings for finance staff	3,000	
		SMCERC	84	5,084
3165	Other Contract Services	Investment advisory service	12,000	
		State mandated cost (SB90) claiming service	2,480	14,480

		Finance		
		101-18		
				FY 2010
	Account No.	Quantity, brief description and justification		Requested
	& Title	of items requested		Appropriations
3201	Office Supplies	Binders, storage boxes, ink cartridges, budget book supplies		3,000
3202	Subscriptions	For Wall Street Journal, GASB, GFOA books		750
3231	Misc Comp Part & Supp	Keyboard tray, mouse, ups, misc. software		500
3302	Memberships & Dues	GFOA, CSMFO, CMTA, PERS PAC, CMRTA	560	
		Springbrook National User Group	50	
		State Board of Accountancy CPA license renewal	200	
		California Society of CPA	395	1,205
3305	Utilities - Telephone	See Non-dept for the cost to be allocated		-
3306	Conferences	CSMFO Annual Conference - Finance Director	1,000	
		CSMFO/CMTA joint lunch meetings - Finance Director	300	1,300
3307	Mileage Reimburse	Use of private vehicles for training & meeting		600
3315	Banking Services	Account analysis fees	6,000	
		A/P and payroll check stock	1,000	
		Scanner for desktop deposit and credit card	1,500	
		Armored car service	2,000	10,500
3513	Computer Equipment	Replacement of old computers		3,000
3930	Trsfr to Equip Replace Fd	For future financial system upgrade		10,000
		Total Operations		121,060
		Total Finance Dept		534,584

Salaries for Finance Department															
FY 2010															
Job Class	Step @ 6/30/09	Salary @ 6/30/09	2010 Salary	Employer PERS	0.13103	Employee PERS	0.07	0.0145	Medical	Dental	Vision	LTD	Life & ADD	Worker's Comp	Total
Finance Director	D	156,334	156,334	20,484	-	10,943	-	2,267	18,896	1,716	174	821	222	260	212,118
Asst Finance Director	C	105,757	-	-	-	-	-	-	-	-	-	-	-	-	-
Accountant	B	-	65,833	8,626	-	4,608	-	955	18,364	1,716	312	500	114	109	101,139
Finance Assistant (.6)	D	39,434	39,434	5,167	-	2,760	-	572	11,019	1,030	187	300	69	65	60,602
Total Finance Dept	FTE 2.6	301,525	261,601	34,278		18,312		3,793	48,279	4,462	674	1,621	406	434	373,858
Note:															
Salaries are projected at one step higher than the employee is currently.															

PLANNING

The Planning Department advises the General Plan Committee, Planning Commission and City Council on Planning related items. The Planning Department maintains the zoning code, zoning plan and general plan. Planning Staff responds to public inquiries, processes staff reports and reviews development plans for compliance with the zoning code and general plan. Planning Staff also reviews projects for compliance with the Subdivision Map Act and the California Environmental Quality Act.

Goals

- Obtain State Certification on the Housing Element.
- Adopt an update to the General Plan to address compliance with State law requirements
- Adopt the Zoning Code Update and prepare informational handouts
- Work on evaluating Sustainable Building practices
- Work on revisions to the Historic Artifact Ordinance
- Expand the planning section on the web site
- Implement cost recovery fees and a planning review process

Accomplishment for FY 2008-09

- Worked with a consultant on the Zoning Code Update. Completed public workshops and review by the General Plan Committee and Planning Commission.
- Drafted the Housing Element; conducted a public workshop and review by the General Plan Committee.

Town of Atherton								
CDD Planning								
Budget 2009-2010								
				Adopted	Adjusted	Requested	Increase (Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2006-07	2007-08	2008-09	2008-09	2009-10	Year Budget	Change
101-20-3108	Contract Planner	95,780	282,146	182,554	182,554	177,077	(5,477)	-3.0%
3114	Zoning Code Update		80,417	6,000	11,783		(11,783)	-100.0%
3115	General Plan Update			7,500	7,500	4,900	(2,600)	-34.7%
3116	Housing Element		912	72,100	72,100	7,350	(64,750)	-89.8%
3117	Historical Artifacts		7,090	20,000	-	-	-	0.0%
3150	Advertising/Noticing		448	10,000	5,000	2,000	(3,000)	-60.0%
3162	Plan Review			5,000	5,000		(5,000)	-100.0%
3165	Other Contract Services	29,141	12,016				-	0.0%
3326	Printing - External Service				-	2,500	2,500	100.0%
3201	Office Supplies					2,000	2,000	100.0%
3303	Postage		185				-	0.0%
3304	Utilities - Electricity					230	230	100.0%
3327	Utilities - Gas					150	150	100.0%
3328	Utilities - Water					50	50	100.0%
	Total Planning	124,920	383,214	303,154	283,937	196,257	(87,680)	-30.9%

		Planning		
		101-20		
Account No. & Title	Quantity, brief description and justification of items requested			FY 2010 Requested Appropriations
3108	Contract Planner Svcs	Neal Martin & Associates services. Town Planner: +/- 16 hours/month; Deputy Townn Planner: +/- 80 hours per month; Assistant Planner: +/- 67 hours per month		177,077
3115	General Plan Update	Carry-over budget from FY 08/09 to complete project - Neal Martin		4,900
3116	Housing Element	Respond and revise housing element based on State comments; conduct public hearing for final adoption - Neal Martin	4,150	
		Housing Element assistance - Goldfarb & Lipman	3,200	7,350
3117	Historical Artif Ordinance	Work to be done by in-house staff		-
3150	Advertising - Noticing	Newspaper publication of legal notices		2,000
3326	Printing - Extl. Service	Printing and copying done outside including printing Zoning Ordinance		2,500
3201	Office Supplies	paper, pens, etc.		2,000
3304	Utilities - Electricity	PG&E		230
3327	Utilities - Gas	ABAG gas		150
3328	Utilities - Water	Cal water		50
Total Planning				196,257

Building Department

The Building Department is responsible for the inspection of all privately funded construction within the Town to ensure the health, safety, and welfare of the community. The Building Inspection Program consists of 1) checking building plans for consistency with local and state codes, and 2) inspecting the construction for compliance with those plans and acceptable construction practices.

Goals

- Establish Green Building Program.
- Implement new Master Fee Schedule.
- Improve timely responses to residents and the building community.
- Continue to update and improve existing documents and handouts.
- Improve customer service and staff workflow by revising the permit and plan review process.
- Complete evaluations on all department employees in a timely and accurate manner.
- Support the Finance Department in implementing a single source payment center for the Town.

Accomplishments for Fiscal Year 2008-09

- Filled the Senior Building Inspector/Plan Reviewer position
- Implemented new counter hours at the Permit Center
- Completed ninety-five percent of the Zoning Code update
- Hired new Building Inspector/Plan Reviewer
- Created a written "Plan Review Procedure" to ensure consistency & efficiency of the department
- Updated several of the various handouts and created several more new handouts
- Created new departmental Policies & Procedures to be added to the Procedures Manual

Staff Resources

Building Official	1.0
Senior Building Inspector/Plan Reviewer	1.0
Building Inspector/Plan Reviewer	2.0
Permit Technician	1.0
Town Arborist	1.0
Office Specialist	1.0

Town of Atherton								
Building Department								
Budget 2009-2010								
							Increase	
				Adopted	Adjusted	Requested	(Decrease)	
Account	Description	Actual	Actual	Budget	Budget	Budget	Over Prior	%
		2006-07	2007-08	2008-09	2008-09	2009-10	Year Budget	Change
101-25-3001	Regular Salaries	369,165	472,102	590,841	590,841	597,738	6,897	1.2%
3005	Temporary Help	62,811	4,905				-	0.0%
3006	Overtime	50	-				-	0.0%
3020	Medicare	6,409	7,040	8,567	8,567	8,667	100	1.2%
3025	Social Security Tax	3,886	309				-	0.0%
3030	PER Retire Contrb- ER	75,328	96,765	121,105	121,105	78,322	(42,783)	-35.3%
3031	PERS Retire Contrb- EE					41,842	41,842	100.0%
3042	Health Insurance	37,344	65,769	71,128	71,128	83,686	12,558	17.7%
3043	Retiree Healthcare					74,878	74,878	100.0%
3044	Dental Insurance	5,768	7,171	10,079	10,079	11,497	1,418	14.1%
3045	Vision Insurance	1,050	1,211	1,531	1,531	1,413	(118)	-7.7%
3050	Workers' Compensation	16,814	18,907	30,061	30,061	25,454	(4,607)	-15.3%
3051	Life & ADD Insurance	966	1,265	2,073	2,073	909	(1,164)	-56.1%
3052	LTD Insurance	5,984	7,668	9,556	9,556	4,282	(5,274)	-55.2%
3053	Unemployment Insurance					5,977	5,977	100.0%
3060	Uniforms					600	600	100.0%
3061	Auto Allowance	11,664	10,800	19,500	19,500	15,900	(3,600)	-18.5%
3071	EE Benefits Earned					5,977	5,977	100.0%
	Total Salaries & Benefits	597,238	693,910	864,441	864,441	957,142	92,701	10.7%
3157	Technical Service					8,000	8,000	100.0%
3102	City Attorney Retainer	2,131					-	0.0%
3108	Contract Planner	24,837					-	0.0%
3109	Plan Reviewer	63,759	31,885				-	0.0%
3110	Vehicle Repair & Maint					600	600	100.0%
3111	Equip Repair & Maint	2,430	900	2,000	2,000	2,000	-	0.0%
3124	Custodial Services	2,283	2,359	2,500	2,500		(2,500)	-100.0%
3150	Advertising/Publishing	90					-	0.0%
3151	Training & Workshop					5,640	5,640	100.0%
3162	Plan Review			100,000	59,000	-	(59,000)	-100.0%
3163	Code Enforcement	53,818	67,080	53,000	46,100	-	(46,100)	-100.0%
3165	Other Contract Services	270,336	538,463	25,000	15,000		(15,000)	-100.0%
3166	Environment Programs		19,581	29,900	29,900		(29,900)	-100.0%
3167	Building Inspection			54,400	54,400		(54,400)	-100.0%
3171	Environ Report Service			5,000	-		-	0.0%
3201	Office Supplies	8,269	12,484	16,000	6,000	6,000	-	0.0%
3202	Subscriptions					905	905	100.0%
3203	Microfilms	3,826	4,543	5,000	5,000	7,500	2,500	50.0%
3210	Safety Supplies & Mats	180	1,759	12,000	5,000	5,785	785	15.7%
3230	Computer Software		143				-	0.0%
3252	Oil & Gasoline					600	600	100.0%
3260	Recycling			5,000	5,000		(5,000)	-100.0%
3302	Memberships & Dues	360	590	6,100	6,100	2,145	(3,955)	-64.8%
3304	Utilities - Electricity	739	1,013	900	900	1,380	480	53.3%
3327	Utilities - Gas					900	900	100.0%
3328	Utilities - Water					300	300	100.0%
3305	Communication	3,039	1,919	2,000	2,000	1,650	(350)	-17.5%
3306	Conferences	280	177	2,000	1,000	2,000	1,000	100.0%
3513	Computer Equipment					2,500	2,500	100.0%
3514	Office Equip & Furniture	-	501	5,500	1,500	2,000	500	33.3%
3910	Administrative Services	37,184	38,337	38,337	38,337		(38,337)	-100.0%

Town of Atherton								
Building Department								
Budget 2009-2010								
							Increase	
				Adopted	Adjusted	Requested	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2006-07	2007-08	2008-09	2008-09	2009-10	Year Budget	Change
3920	Trsfr to Computer Service	9,719	10,021	10,021	10,021		(10,021)	-100.0%
3930	Trsfr to Equip Replace Fd					10,000	10,000	100.0%
	Total Operations	483,280	731,753	374,658	289,758	59,905	(229,853)	-79.3%
	Total Building	1,080,519	1,425,663	1,239,099	1,154,199	1,017,047	(137,152)	-11.9%

		Building Department		
		101-25		
				FY 2010
Account No. & Title	Quantity, brief description and justification of items requested			Requested Appropriations
3001	Regular Salaries	Salaries for building dept staff		597,738
3020	Medicare Tax	Medicare is paid on all salaries at a rate of 1.45%		8,667
3030	Pers Employer Contr	Employer contribution for employee pension		78,322
3031	Pers Employee Contr	Employee contribution paid for by the employer		41,842
3042	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		83,686
3043	Retiree Healthcare	Medical coverage for 1 retiree	5,196	
		GASB 45 annual required contribution (84% funding)	69,681	74,878
3044	Dental Insurance	Teamster Dental Plan premium		11,497
3045	Vision Insurance	Vision Service Plan premium		1,413
3050	Workers Compensation	Workers Comp charged to Department		25,454
3051	Life & ADD Insurance	Premium to the Cities Group		909
3052	LTD Insurance	Long-term disability premium to The Cities Group		4,282
3053	Unemployment Insur	Self-funded unemployment based on 1% of salaries		5,977
3060	Uniforms	Safety shoes/ boots for inspectors		600
3061	Auto Allowance	For Building Official & Building Inspectors		15,900
3071	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		5,977
Total Salaries and Benefits				957,142
3151	Technical Service	CRW annual maintenance fee		8,000
3110	Vehicle Maint	Arborist pickup		600
3111	Equipment Maint	Copier and micro film machine		2,000
3124	Custodial Services	See DPW Building Maint Dept cost to be allocated		-
3151	Training & Workshop	IAPMO Meetings	720	
		CALBIG Meetings	720	
		CALBO Safety Week	1,500	
		Various Seminars	2,500	
		Other Arborist Meetings/Training	200	5,640
3163	Code Enforcement	See Non-Dept (cost allocation plan)		-
3166	Environmental Prog	See Non-Dept for the cost		-
3201	Office Supplies	Office supplies, permit cards, project envelope, etc.		6,000

		Building Department		
		101-25		
				FY 2010
Account No.	& Title	Quantity, brief description and justification	of items requested	Requested Appropriations
3202	Subscription	Misc. Code Books	420	
		2009 IRC Code Books	210	
		2008 NEC Code Book	150	
		2008 NEC Handbook	125	905
3203	Microfilms	For projects finalized		7,500
3210	Safety Supplies & Matl	Department Digital Camera	200	
		Gas/Electric Tags	400	
		Flashlight/Tape Measures	300	
		GFCI Electrical Testers	60	
		Construction Signs	4,500	
		Arc Fault Tester for field inspector	325	5,785
3252	Oil & Gasoline	For Arborist pickup		600
3302	Memberships & Dues	ICC - Building Official	100	
		CALBIG	35	
		CALBO	300	
		(New) ICC Certifications	640	
		Re-New (Existing) ICC Certifications	250	
		ISA (International Society of Arboriculture)	145	
		SMA (Society of Municipal Arborists)	75	
		ICLEI (Local Governments)	600	2,145
3304	Utilities - Electricity	PG&E		1,380
3327	Utilities - Gas	ABAG gas		900
3328	Utilities - Water	Cal water		300
3305	Utilities - Telephone	Cellular phones		1,650
3306	Conferences	ICBO Conference - Building Official	1,000	
		ISA Conference (Town Arborist)	1,000	2,000
3513	Computer Equipment	Replace nonworking computer		2,500
3514	Office Equip & Furn	Furniture, plan storage & file storage		2,000
3930	Trsfr to Equip Replace Fd	For future permit tracking system upgrade		10,000
			Total Operations	59,905
			Total Building	1,017,047

Salaries for Building Department															
FY 2010															
Job Class	Step @ 6/30/09	Salary @ 6/30/09	2010 Salary	Employer PERS	Employee PERS	Medicare	Medical	Dental	Vision	LTD	Life & ADD	Worker's Comp	Uniform	Auto Allow	Total
				0.13103	0.07	0.0145									
Building Official	B	135,556	142,334	18,650	9,963	2,064	18,364	1,716	312	821	222	8,947		3,600	206,993
Senior Bldg Inspector	D	85,617	85,617	11,218	5,993	1,241	6,084	1,630	114	651	114	5,651	200	3,600	122,115
Building Inspector	D	81,540	81,540	10,684	5,708	1,182	17,446	1,630	297	620	114	5,382	200	3,600	128,403
Building Inspector	B	73,959	77,657	10,175	5,436	1,126	17,446	1,630	297	590	114	5,125	200	5,100	124,898
Arborist	D	81,540	81,540	10,684	5,708	1,182	6,084	1,630	114	620	114	135			107,813
Permit Technician	D	67,888	67,888	8,895	4,752	984	6,710	1,630	114	516	114	113			91,717
Office Specialist	D	61,162	61,162	8,014	4,281	887	11,551	1,630	165	465	114	102			88,372
Total Building	FTE 6	587,262	597,738	78,322	41,842	8,667	83,686	11,497	1,413	4,282	909	25,454	600	15,900	870,309
Note:															
Salaries are projected at one step higher than the employee is currently.															

Town of Atherton					
Non-Department (new)					
Budget 2009-2010					
				Increase	
		Adjusted	Requested	(Decrease)	
Account	Description	Budget	Budget	Over Prior	%
		2008-09	2009-10	Year Budget	Change
3043	Retiree Health	97,200		(97,200)	-100.0%
	Audit & Financial	23,745		(23,745)	-100.0%
101-30-3163	Code Enforcement Services		56,985	56,985	100%
3166	Environmental Programs Committee		29,900	29,900	100%
3159	IT Support		32,324	32,324	100%
3231	Misc Computer Parts & Supplies		7,300	7,300	100%
3260	Other Supplies & Materials		4,000	4,000	100%
3302	Memberships & Dues		5,719	5,719	100%
3321	Liability Insurance		190,937	190,937	100%
3330	Property Insurance		5,139	5,139	100%
3331	Employment Practice Liability Insurance		36,000	36,000	100%
3152	Employee Assistance Program		3,510	3,510	100%
3333	Contribution - SSV		500	500	100%
3334	Contribution - HIP		2,500	2,500	100%
3335	Contribution - Sustainable San Mateo County		1,500	1,500	100%
3303	Postage		16,843	16,843	100%
3305	Utilities - Telephone		23,500	23,500	100%
3351	Election Cost		13,000	13,000	100%
3174	Post Office Expense		3,820	3,820	100%
	Total Non-Department	120,945	433,477	312,532	258.4%

Non-Department Budget			
101-30			
Account No. & Title	Quantity, brief description and justification of items requested		Requested Appropriations
3163	Code Enforcement Svs	for 8 hours/week inspection, 8 hrs/month phone calls	56,985
3166	Environmental Prog Commit	For general committee work and outreach	4,750
		School waste/compost program	4,500
		GreenStart competition	2,500
		Outreach and green building new construction	4,750
		Solar programs	1,500
		Residential efficiency/conversion	6,000
		Green Ribbon Task Force	5,900
			29,900
3159	IT Support	200 hours contact hours from City of Redwood City	27,144
		Constant Contact (Web e-mail notification)	180
		Public Information Request Act assistance, emergency	5,000
			32,324
3231	Misc Computer Parts & Sup	50 new backup tapes and 1 cleaning tape	2,500
		Electronic cash drawers for Springbrook cash receipts	400
		Printers, cables for Springbrook cash receipts	2,400
		Parts for servers	2,000
			7,300
3260	Other Supplies & Matls	Other unexpected small items	4,000
3302	Memberships and Dues	ABAG	1,908
		LAFCO	1,304
		City/County Assoc of Government - San Mateo	2,507
			5,719
3321	Liability Insurance	Annual premiums for general insurance pool	49,528
		Annual premiums for excess liability insurance pool	6,015
		Public Official bond	847
		Administrative Premium to ABAG	34,548
		Self-insured retention (SIR) reserve	100,000
			190,937
3330	Property Insurance	Annual premiums for property insurance pool	5,139
3331	Employment Pract Liab Insur	Premium to employment practice liability	36,000
3152	EAP	Premium for employee assistance program	3,510
3333	Contribution - SSV	Sustainable Silicon to produce environmental and resources conservation Silicon Valley	500
3334	Contribution - HIP	Human Investment Project (HIP) grant to find a place to call home for people throughout San Mateo County	2,500
3335	Contribution -Sustainable San Mateo County	Support research and production of the 2010 Indicators for a Sustainable San Mateo County Report Card. The report evaluates the health of the county and the Town	1,500
3303	Postage	Feeder rental & maint	643

Non-Department Budget			
		101-30	
Account No. & Title	Quantity, brief description and justification of items requested		Requested Appropriations
	Meter rental #419	1,200	
	Stamps for mailing	15,000	16,843
3305	Utilities - Telephone	AT&T PRI and Centrex local & long distance charges	20,000
		NEC phone system service calls	3,500
			23,500
3351	Election Cost	For upcoming election in Nov 2009	
			13,000
3174	Post Office Expense	Equip maintenance	500
		Supplies - ink cartridge, strips, paper, pre-inked stamps	2,000
		Meter rental	1,320
			3,820
		Total Non-Department	433,477

POLICE DEPARTMENT

The Atherton Police Department provides public safety services for the community. The Department strives to reduce crime through prevention, detection and apprehension. It also provides for the safe and orderly movement of pedestrian, bicycle, and vehicular traffic through enforcement, accident prevention and investigation. In addition, the Department manages hazardous situations, critical incidents, and works to reduce potential hazardous situations through regulation and communication. The Police Department works to recover lost and stolen property; and to prevent crime through programs reflecting community needs.

The Police Department provides 24-hour a day, 365 days a year response to calls for police services to safeguard the community from crime and instill a feeling of security among citizens, to deter crime and apprehend offenders. Atherton residents enjoy a three minute or less response time to emergency calls for service, which includes medical, fire, and police calls.

The Police Department emphasizes a collaborative Police-Community relationship through innovative volunteer programs such as: The Crime Prevention Task Force, Disaster Mitigation and Recovery Program, Reserve Police Officer Program, and the Police Explorer Scout Program.

The Police Department is organized into two divisions; specifically, the Field Services/Operations and Administrative Services divisions. Units within these two divisions include: Patrol, Investigations, and Communications and Records. The Chief of Police oversees the operations of the entire department with the Lieutenant providing direct supervision of both divisions.

Goals

- Assist Blue Ribbon Task Force in the design of a new Town Facility
- Deploy a motorcycle traffic officer to enhance the Traffic Enforcement Program
- Recruit a handler and deploy a K9 to fill position created by retiring K9
- Re-evaluate School Resource Officer Program in light of lost financial support from school district and staffing reductions
- Educate Walsh Road area residents on the new siren warning system
- Coordinate a Walsh Road area disaster/evacuation drill with Menlo Fire
- Assist Atherton Disaster Preparedness Committee as needed
- Expand PD's video surveillance program to include public areas

- Educate residents on residential video monitoring subscription service
- Maintain non-encumbered patrol time of at least 50%
- Maintain a 3 minute or less response time to emergency calls for service
- Continue efforts to reduce the 85th percentile of vehicular speed in the Town
- Work cooperatively with the City Manager and other Town Department Heads in the furtherance of their goals for FY 09/10
- Complete evaluations on all department employees in a timely and accurate manner
- Support the Finance Department in implementing a single source payment center for the Town
- Deploy new Disaster Preparedness/Recovery Vehicle

Accomplishments for FY 2008-09

- Contributed to the planning of the Town Center.
- Addressed Traffic concerns from local residents and educational institutions, and formulated a proactive and measurable response to those concerns
- Identified and replaced obsolete long guns
- Deployed an additional K-9 unit
- Have developed and introduced a new resident Video Surveillance Program, a voluntary subscription program.

Staff Resources - Sworn

- Chief of Police 1.0
- Lieutenant 1.0
- Patrol Sergeants 4.0
- Patrol Officers 10.0
- Detective Sergeant 1.0
- Detective 1.0
- Traffic Officer 1.0
- School Resource Officer 1.0

Staff Resources – Civilian

• Community Service Ofr.	1.0
• Admin Asst	.75
• Communications Superv.	1.0
• Dispatchers	<u>3.0</u>
Total:	25.75

Town of Atherton								
Police Department								
Budget 2009-2010								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2006-07	Actual 2007-08	Adopted Budget 2008-09	Adjusted Budget 2008-09	Requested Budget 2009-10	Year Budget	Change
101-40-3001	Regular Salaries	2,076,627	2,195,057	2,005,783	1,798,431	2,026,451	228,020	12.7%
3002	Part-time Permanent	41,674	73,611	76,208	76,208	-	(76,208)	-100.0%
3003	Dispatcher Salaries	276,085	273,189	293,508	293,508	319,280	25,772	8.8%
3004	Reserve Salaries	25,420	43,760	48,672	46,112	39,872	(6,240)	-13.5%
3005	Temporary Help	87,835	85,895	114,877	110,682	82,673	(28,009)	-25.3%
3006	Overtime	140,178	153,021	157,924	157,924	161,000	3,076	1.9%
3007	Reimbursed Salaries	122	3,303	4,178	4,178	-	(4,178)	-100.0%
3020	Medicare Tax	30,893	34,073	35,001	35,001	37,240	2,239	6.4%
3025	Social Security	4,270	6,395	3,869	3,869	1,490	(2,379)	-61.5%
3030	PERS Retire Contr - ER	791,131	821,065	925,627	925,628	718,922	(206,706)	-22.3%
3031	PERS Retire Contr - EE	-	-	-	-	182,971	182,971	100.0%
3035	Deferred Comp-ER Paid	7,025	5,958	5,870	5,870	6,386	516	8.8%
3042	Health Insurance	195,176	318,255	416,234	416,234	328,296	(87,938)	-21.1%
3043	Retiree Healthcare					359,631	359,631	100.0%
3044	Dental Insurance	30,792	28,384	40,315	40,315	38,953	(1,362)	-3.4%
3045	Vision Insurance	3,820	3,470	10,499	10,499	6,072	(4,427)	-42.2%
3050	Workers' Compensation	84,353	88,867	104,200	104,160	94,506	(9,654)	-9.3%
3051	Life & ADD Insurance	5,106	5,080	7,788	7,788	3,251	(4,537)	-58.3%
3052	LTD Insurance	21,556	22,777	27,935	27,975	17,572	(10,403)	-37.2%
3053	Unemployment Insurance					25,683	25,683	100.0%
3060	Uniforms	21,533	11,996	26,551	26,551	16,150	(10,401)	-39.2%
3070	Educational Reimbursement	1,400	1,775	2,000	2,000	2,000	-	0.0%
3071	EE Benefits Earned					48,915	48,915	100.0%
	Total Salaries & Benefits	3,844,998	4,175,932	4,307,039	4,092,933	4,517,313	424,380	10.4%
3157	Technical Services					57,905	57,905	100.0%
3158	Animal Control Services					50,951	50,951	100.0%
3110	Equip Maint - Vehicles	37,370	43,133	44,626	44,626	35,000	(9,626)	-21.6%
3111	Equip Maint - Other	4,255	3,373	3,512	3,512	4,000	488	13.9%
3122	Facility Repair & Maint	15				-	-	0.0%
3124	Custodial Services	7,283	7,378	7,779	7,779	-	(7,779)	-100.0%
3151	Training & Workshops					6,300	6,300	100.0%
3153	SMC Booking Fees	2,675	645	3,449	3,449	4,139	690	20.0%
3154	Citation Processing	952	1,018	451	451	541	90	20.0%
3165	Other Contract Services	173,732	167,713	200,853	200,853	57,197	(143,656)	-71.5%
3173	Recruitment Cost					5,000	5,000	100.0%
3326	Printing - External Service					2,000	2,000	100.0%
3201	Office Supplies	8,141	5,976	6,037	6,037	5,850	(187)	-3.1%
3202	Subscriptions	492	590	731	731	746	15	2.1%
3210	Safety Supplies & Materials	3,338	106			6,000	6,000	100.0%
3211	POST Training	13,953	16,908	22,809	22,809	20,000	(2,809)	-12.3%
3221	K-9 Expenses	5,392	8,242	21,832	7,832	22,269	14,437	184.3%
3250	Vehicles Supplies	200				-	-	0.0%
3252	Oil and Gasoline	35,352	57,317	61,800	61,800	61,800	-	0.0%
3260	Other Supplies & Mats	18,114	64,879	71,793	71,793	31,000	(40,793)	-56.8%
3302	Memberships & Dues	1,371	1,480	2,033	2,033	2,101	68	3.3%
3303	Postage	11				-	-	0.0%
3304	Utilities - Electricity	21,915	22,923	20,941	20,941	21,000	59	0.3%
3327	Utilities - Gas					1,100	1,100	100.0%
3328	Utilities - Water					500	500	100.0%
3305	Communication	38,842	40,385	130,753	76,253	40,622	(35,631)	-46.7%

Town of Atherton								
Police Department								
Budget 2009-2010								
				Adopted	Adjusted	Requested	Increase	
		Actual	Actual	Budget	Budget	Budget	(Decrease)	
Account	Description	2006-07	2007-08	2008-09	2008-09	2009-10	Over Prior	%
							Year Budget	Change
3306	Conferences	2,846	1,882			5,815	5,815	100.0%
3307	Mileage Reimbursement			680	680	300	(380)	-55.9%
3341	Disaster/Emergency		1,817			2,800	2,800	100.0%
3350	Special Events & Awards	4,219	5,341	3,576	3,576		(3,576)	-100.0%
3401	Rent Facilities					8,590	8,590	100.0%
3501	Non-Cap Off Mach & Furn	8,299	711	8,370	22,370		(22,370)	-100.0%
3503	Non-Cap Tools & Equip	6,734	36,718	44,164	56,315		(56,315)	-100.0%
3504	Misc. Capital Outlay	-	13,615	18,870	18,870	14,286	(4,584)	-24.3%
3510	Building Improvements	366	284	309	309		(309)	-100.0%
3511	Mach & Equip	33,292	14,048	13,505	13,505	25,185	11,680	86.5%
3512	Vehicles & Accessories	3,218	1,411	549	549		(549)	-100.0%
3513	Computer Equip	17,652	4,525	12,929	12,929	4,500	(8,429)	-65.2%
3514	Office Equip & Furniture	7,900	7,222	309	309	700	391	126.5%
3910	Administrative Services	43,350	44,694	44,694	44,694		(44,694)	-100.0%
3920	Computer Svs Charge	64,391	66,192	66,192	66,192		(66,192)	-100.0%
3930	Trsrfr to Equip Replace Fd	100,919	104,049	31,000	31,000	69,800	38,800	125.2%
	Total Operations	666,587	744,573	844,546	802,197	567,997	(234,200)	-29.2%
	Total Police	4,511,585	4,920,505	5,151,585	4,895,130	5,085,310	190,180	3.9%
		-						

Police Department			
101-40			
Account No. & Title	Quantity, brief description and Justification of items requested		FY 2010 Requested Appropriations
3001	Regular Salaries	21 Sworn and 1 community service officer COPS Grant funding (assume no cut in funding)	2,126,451 (100,000) 2,026,451
3003	Dispatch Salaries	5 full-time dispatchers	319,280
3004	Reserve Salaries	5 part-time reserve officers	39,872
3005	Temporary Help	9 Per diem dispatchers .75 Administrative Assistant w/ pension benefit	37,090 45,583 82,673
3006	Overtime	Overtime worked. Based upon staffing of special events, court appearance, training needs, investigation, etc.	161,000
3020	Medicare Tax	1.45% of salary	37,240
3025	Social Security	6.2% of temp salary	1,490
3030	PERS Retire Contr-ER	Employer contribution for pension	718,922
3031	PERS Retire Contr-EE	Employee contribution paid for by the employer - part time	182,971
3035	Deferred Comp-ER Paid	2% of salary for dispatchers per MOU	6,386
3042	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	328,296
3043	Retiree Healthcare	Medical coverage for 11 retirees GASB 45 annual required contribution (84% funding)	115,324 244,307 359,631
3044	Dental Insurance	Teamster Dental Plan premium	38,953
3045	Vision Insurance	Vision Service Plan premium	6,072
3050	Workers' Compensation	Workers Comp charged to Department	94,506
3051	Life & ADD Insurance	Premium to the Cities Group	3,251
3052	LTD Insurance	Long-term disability premium to The Cities Group	17,572
3053	Unemployment Insur	Self-funded unemployment based on 1% of salary	25,683
3060	Uniforms	Per MOU	16,150
3070	Educational Reimburse	Per MOU	2,000
3071	EE Benefits Earned	2% contribution for vac, sick, comp, & holiday pay	48,915
Total Salaries & Benefits			4,517,313
3151	Technical Services	Sunridge RIMS Annual Maintenance (Dispatch-Patrol CAD) TEA Maint. (Telecommunications Dispatch/Radio Support) Alarm Software Maint. Fee (Residential Burglar Alarms) S.M. Co. Medical Legal Exam (Sex Assault Exam) S. M. Regional Network Access Fee (Telecom Support) I.M.P.A.C. Entersect (Investigative Service and Tool)	11,500 11,740 1,380 700 4,713 1,068

Police Department			
101-40			
Account No. & Title	Quantity, brief description and Justification of items requested		FY 2010 Requested Appropriations
	Rapid Notify Maint. Fee (Emergency Resident Notification)	1,684	
	Voice Print Maint. Fee (Comm Center Telephone/Radio Reco	1,925	
	CLETS/Microwave Maint. (California LE Telecomm Database	12,916	
	Critical Reach (TRAK System, Missing Persons Support Syst	250	
	Towing (Crime Scene Evidence & Patrol Cars)	285	
	OJO Camera Licensing Fee (PD Station Security)	344	
	S.M. Co. Sheriff's Ofc. FISC Forensic Lab	9,400	57,905
3158	Animal Control Svcs San Mateo animal control services cost		50,951
3110	Vehicle Repair & Maint Vehicle Maint through City of Redwood City		35,000
3111	Equip Repair & Maint Maintenance of radar, office equip, & radio equip		4,000
3124	Custodial Services See DPW - Building Maint Dept for cost to be allocated		-
3151	Training & Workshops Non-POST Reimbursable but POST Certified Advanced Offic Supervisor's Training, and Specialized Technical Training and Workshops Succession planning/other training Food for POST annual dept training and other trainings	2,000 2,800 1,500	 6,300
3153	SMC Booking Fees Booking fees, County of San Mateo		4,139
3154	Citation Processing Turbo Data for processing of parking citations		541
3165	Other Contract Services S.M. Co. Chaplin Service S.M. Co. Coyote Pt. Firearms Range S.M. Co. OES Hazardous Materials Program First Chance (DUI Booking Alternative) Keller Center (Child Abuse/Sexual Assault Victims Program) Wellness Program (MOU Physical Fitness Program) Youth Family Service (Youth Counseling Diversion) S.M. Co. Community Overcoming Relationship (Domestic Abuse) Lexipol (Police General Orders, Case Law Update Training) Recall Secure Destruction Services (Sensitive Files) Photography for Police Dept. (Officer Photos) TB Screening & Test Medical Record (For exposed employees) Forensic Art Services (Suspect Sketches)	3,000 2,244 24,412 4,300 1,200 7,000 4,271 2,358 5,550 1,404 964 144 350	 57,197
3173	Recruitment Costs Associated costs to include; polygraph, medical, psycho, job faires, seminars, inter panels, etc. seminars, interview panels, etc.		5,000
3326	External Printing Forms, secure identification cards, no parking signs, citations		2,000
3201	Office Supplies Paper, pens, software, film and photo processing		5,850
3202	Subscription Library Books, Criminal Codes,		746

Police Department			
		101-40	
Account No. & Title	Quantity, brief description and Justification of items requested		FY 2010 Requested Appropriations
3210	Safety Supplies & Mats	Replacement of individual protective vests (MOU 5-year replacement) (partially off-set by DOJ grant), motorcycle leather gear, helmet, protective motorcycle gear, eye/ear range safety gear	6,000
3211	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)	14,000
		Communications and Records (Mandated and Technical Skill)	6,000
			20,000
3221	K-9 Expense	K-9 Maint., Training, Veterinarian, Boarding, Food for 2 dogs	22,269
3252	Oil & Gasoline	Fuel for vehicles	61,800
3260	Other Supplies & Mats	Rain Gear, Helmets, Jumpsuits Firearms supplies, cleaning supplies, etc. Miscellaneous hardware items Name tags, Badges, Patrol Rain Gear, Helmets, Jumpsuits, Handcuffs, Firearms supplies, firearms cleaning supplies, badges, etc. California Vehicle Codes Gelled Hand Sanitizers Peace Officer Memorial Pins Speed Sign Batteries (2) Awards and Engraving Business Cards Cleaning Supplies DARE Supplies Ammunition	19,311 311 254 275 617 137 800 100 1,195 8,000
			31,000
3302	Membership & Dues	International Chiefs of Police California Chiefs of Police CPOA, CPCA, CalNEA, APCO etc. S.M. Co. Training Mgrs. & Comm. Managers S.M. Co. 100 Club S.M. Co. Police Chiefs Association	2,101
3304	Utilities - Electricity	PG&E	21,000
3327	Utilities - Gas	ABAG gas	1,100
3328	Utilities - Water	Cal water	500
3305	Utilities - Telephone	Telephone (Lobby-Front Door) Telephones (Office, Comm Center, Admin, Patrol, Invest.) Cell Phones (Admin, Investigations, Patrol Cars)	1,023 25,265 8,334

		Police Department		
		101-40		
				FY 2010
Account No. & Title	Quantity, brief description and Justification of items requested			Requested Appropriations
		Sprint Mobile Data (Patrol Car Mobile CAD/RIMS Support Service). See Non-Dept for general phone exp cost to be allocated	6,000	40,622
3306	Conferences	Calif. Chief's Association	650	
		Calif. Peace Officer's Association		
		League of Calif. Cities		
		International Association of Chiefs	800	
		S.M. Gang Task Force (3)	420	
		RIMS Conference	550	
		CALNENA (offset by reimbursement)	3,000	
		C.L.E.A.R.S. (offset by reimbursement)	395	5,815
3307	Mileage Reimburse	Reimb for use of personal vehicles on Town business		300
3341	Disaster Preparedness	Alhambra Water (Disaster Prep.)		2,800
3401	Rent Facility	Rent for temporary police facility @ \$715.80 per month		8,590
3511	Mach & Equip	Patrol Rifle Rack Replacement (8)	3,110	
		Stalker Lydar Hand Held Traffic Laser (1)	3,775	
		Patrol Rifle Barrel Lights (8)	1,600	
		Taser Cartridges and Beanbag projectiles	200	
		Digital cameras with cases Replacement (2)	600	
		Tasers Replacement (2)	900	
		Replacement of portable radios for interoperability	15,000	25,185
3504	Misc Capital Outlay	A new police dog to replace Zar (offset by revenue donation)		14,286
3513	Computer Equipment	3 Dell 8200 Desktop Computers		4,500
3514	Office Equip & Furn	Ergonomic Computer Work Station Replacement		700
3930	Trsr to Equip Replace Fd	For future replacement of vehicles		69,800
		Total Operations		567,997
		Total Police		5,085,310

Salaries for Police Department																																						
Job Class	Step @ 6/30/09	Salary @ 6/30/09	2010 Salary	Post Incnt	0.05	Detective Incnt	0.05	K-9 Incnt	0.05	SRO Incnt	0.05	Mtr Cycle Incentive	0.05	Bilingual Pay	Total Salary	Uniform Allow	PERS Salary	Employer PERS	Employee PERS	Town Pct Def. comp	0.02	Social Security	0.062	Medicare	0.0145	Dental	Vision	LTD	Life & ADD	Worker's Comp	Total							
Police																																						
Chief of Police	D	161,758	161,758												161,758	675	162,433	51,428	14,619	0.09																		
Lieutenant	D	136,078	136,078												136,078	675	136,753	43,297	12,308	0.07																		
Sergeant (84 hrs)	B+5%	99,461	104,434	5,222											109,656	675	110,331	34,932	7,723																			
Sergeant (84 hrs)	D+5%	109,656	109,656	5,483											115,139	675	115,814	36,668	8,107																			
Sergeant (84 hrs)	D+5%	109,656	109,656	5,483											115,139	675	115,814	36,668	8,107																			
Sergeant (84 hrs)	A+5%	104,434	104,434	4,973											104,434	675	105,109	33,279	7,958																			
Sergeant (80 hrs)	D+5%+5%	104,434	104,434	5,222											114,878	675	115,553	36,585	8,089																			
Officer (84 hrs)	D+5%	91,409	91,409	4,570											95,980	675	96,655	30,602	6,765																			
Officer (84 hrs)	D	91,409	91,409												91,409	675	92,084	29,155	6,446																			
Officer (84 hrs)	D	91,409	91,409												91,409	675	92,084	29,155	6,446																			
Officer (80 hrs)	D+5%+5%	87,057	87,057	4,353											98,162	675	98,837	31,293	6,919																			
Officer (84 hrs)	D+5%	91,409	91,409												95,980	675	96,655	30,602	6,766																			
Officer (80 hrs)	D+2.5%+5%	87,057	87,057	2,176											93,586	675	94,261	29,844	6,598																			
Officer (80 hrs)	D+5%	91,409	91,409	4,570											95,980	675	96,655	30,602	6,765																			
Officer (80 hrs)	D+5%	87,057	87,057	4,353											91,409	675	92,084	29,155	6,446																			
Officer (84 hrs)	D	91,409	91,409												95,980	675	96,655	30,602	6,766																			
Officer (80 hrs)	D+5%+5%	87,057	87,057	4,353											95,762	675	96,437	30,533	6,751																			
Officer (84 hrs) *	D	91,409													-	-	-	-	-																			
Officer (84 hrs)	A	76,963													78,963	675	79,638	25,214	5,575																			
Total Sworn	FTE 20	1,986,678	1,983,941	55,328											2,069,090	13,500	2,082,590	659,369	151,765																			
Dispatch																																						
Com Supervisor	C	91,857	96,450												96,450	475	96,925	12,700	6,785																			
Dispatcher	C	70,740	74,277												74,277	475	74,752	9,795	5,233																			
Dispatcher	D	74,277	74,277												74,277	475	74,752	9,795	5,233																			
Dispatcher *	A	-	-												74,277	475	74,752	9,795	5,233																			
Total Dispatch	FTE 4	311,150	319,280												319,280	1,900	321,180	42,084	22,483																			
Admin - Civilian																																						
CSO/Dispatcher	D	57,774	57,361												57,361	-	57,361	7,516	4,015																			
Total Admin Civilian	FTE 1	57,774	57,361												57,361	-	57,361	7,516	4,015																			
Less: Salaries Charged to COPS Grant																																						
Police Lieutenant	D														(100,000)																							
Total All Classes	FTE 25	2,355,602	2,360,582	55,328											2,345,731	15,400	2,361,131	708,969	176,263																			
Note:																																						
Salaries are projected at one step higher than the employee is currently.																																						
* Vacancy not fill																																						

Temp Salaries for Police Department										
FY 2010										
				0.13103	0.07	0.062	0.0145			
Position	Total Hours	Hourly Rate	Annual Salary	Employer PERS	Employee PERS	Social Security	Medicare	Uniforms	Worker's Comp	Total
Part-Time Temp Dispatcher	144	35.94	5,175			321	75		9	5,580
Part-Time Temp Dispatcher	144	35.94	5,175				75		9	5,259
Part-Time Temp Dispatcher	72	35.94	2,588				38		4	2,629
Part-Time Temp Dispatcher	288	35.94	10,351	1,356	725		150		17	12,599
Part-Time Temp Dispatcher	12	35.94	431			27	6		1	465
Part-Time Temp Dispatcher	48	35.94	1,725			-	25		3	1,753
Part-Time Temp Dispatcher	36	35.94	1,294			-	19		2	1,315
Part-Time Temp Dispatcher	144	35.94	5,175				75		9	5,259
Part-Time Temp Dispatcher	144	35.94	5,175	678	362		75		9	6,299
	1,032		37,090	2,034	1,087	348	538		62	41,158
				0.31661						
Reserve Officer	192	32	6,144			381	89	150	273	7,037
Reserve Officer	478	32	15,296				222	150	680	16,348
Reserve Officer	192	32	6,144	1,945	430	381	89	150	273	9,412
Reserve Officer	192	32	6,144			-	89	150	273	6,656
Reserve Officer	192	32	6,144			381	89	150	273	7,037
	1,246		39,872	1,945	430	1,143	578	750	1,772	46,491
Administrative Assistant	1,560	29.22	45,583	5,973	3,191		661		76	55,483
Total Temp Help Salaries			122,545	9,952	4,708	1,490	1,777	750	1,910	143,132

Town of Atherton		
Police Department		
Budget 2009-2010		
	Supplemental Budget Request	
<u>Description</u>		
Request #1		
Convert the current .75 Admin Assistant to a full-time benefited position (same salary as Office Specialist at step D) to serve as training coordinator/executive assistant	80,451	
(Off-set by reduction in part-time salary savings)	(55,483)	
Net Cost to General Fund	24,968	39,732
	health-in-lieu	ee+2 (defer)
Request #2		
Add a second new Lieutenant Position at step A (mid-management level)	194,747	
Eliminate one Police Officer Position (84 hour)	-	
Net Cost to General Fund	194,747	defer
Request #3		
New Copier	15,000	defer
Total Cost to General Fund	234,715	
Request #4		
Replace one unmarked car due to high mileage, age, and poor condition	26,000	
Vehicle to be replaced: 2002 Ford Crown Victoria VID# 2FAF874W23X216778		
Request #5		
Two new Ford Crown Victoria patrol cars due to high mileage, age, and poor condition	54,000	
Vehicles to be replaced: 2000 Ford Crown Victoria VID# 2FAFP71W6YX201714 and 2005 Ford Crown Victoria VID# 2FAFP71W75X105165 with two new Ford Crown Victorias		
Total Cost to Equipment Replacement Fund	80,000	

PUBLIC WORKS DEPARTMENT

To ensure the preservation, safety, aesthetics and efficient operation of the Town's infrastructure, including:

- Streets
- Traffic control devices (signals, signs and striping)
- Storm drains, including the Atherton Channel
- Holbrook-Palmer Park
- Public Buildings
- Landscaping

The Public Works Department is comprised of the following five divisions.

1. Administration/Engineering
2. Street Maintenance
3. Park Maintenance
4. Park Programs
5. Public Buildings Maintenance

These departments carry out the following programs:

- Capital Improvement Projects (see the Capital Improvement Program)
- Street maintenance, including asphalt repair and weed and litter control
- Storm drain and channel cleaning and repair
- Landscape maintenance, including mowing, trimming and Town trees
- El Camino Real landscape maintenance (under Contract with Caltrans)
- Encroachment permits and inspections
- Traffic maintenance, records and administration
- Park programs, including social events, meetings and tennis
- Park maintenance, including mowing, trimming, weeds, litter and irrigation
- Public Building maintenance

Goals

- Quick and comprehensive response to resident service requests
- Complete the Capital Improvement Program of projects
- Develop priority list of projects for the new parcel tax.
- Assist with developing new funding sources for operations and capital projects, including new MRP requirements
- Develop a permanent event storage solution for the Jennings Pavilion
- Work with Menlo Park to develop a drainage upgrade plan for the Middlefield/Ringwood/Ravenswood intersections
- Implement the new Municipal Regional Permit (MRP) in maintenance, operations, capital and development review
- Establish a Lead Maintenance Worker position for efficient operation of field crews and promotion potential

- Work with Caltrans to re-study warrants to implement lighted crosswalks on El Camino Real at Selby Lane
- Work with Caltrans to implement the El Camino Real drainage plan
- Work with Caltrain to implement grade crossing upgrades for Watkins Avenue including 4-quadrant gates and a quiet zone
- Work with Sacred Heart and Menlo School/College to develop traffic and drainage solutions for their campus expansion projects
- Street inspections - signs, stripes and legends
- Street inspections - shoulders, obstructions and pruning
- Street inspections - valley gutters and cross-pans
- Develop a new reduced asphalt paving standard
- Maintain Town trees for safety and tree health
- Maintain roadsides and parks to stay ahead of weeds
- Upgrade Park website
- Complete staff evaluations in a timely and accurate manner
- Incorporate project tracking for cost recovery through CRW
- Support the Finance Department in implementing a single source payment center

Accomplishments for FY 2008-09

- Completed Capital Improvement Projects:
 - Street Reconstruction 4
 - Street Reconstruction 5
 - Stevick Drive Reconstruction and Drainage
 - Sacred Heart In-roadway Lighted Crosswalk SR2S project
 - Street Patching
 - Lloyd Park Sidewalks
 - Park Fountain Restoration and Landscaping
- Commenced Capital Improvement Projects:
 - Park Bridge and Trail
 - Las Lomitas Sidewalk Improvements SR2S project
 - Street Reconstruction 6
 - Fletcher/Ridgeview and Polhemus Drainage
- Worked with Caltrans to develop a drainage plan for El Camino Real
- Developed transportation and drainage upgrades for the Menlo-Atherton High School and Encinal School expansion projects
- Worked with Encinal School and Menlo Park to develop funding for Middlefield Road/Encinal Avenue traffic signal
- Implemented Safe Routes to School (SR2S) projects for Las Lomitas Elementary School and Sacred Heart Schools
- Worked with Menlo Park to develop Safe Routes to School projects for Laurel and Encinal Elementary schools and applied for grants
- Worked with Menlo Park and the developer to develop a traffic solution at the Watkins/El Camino Real intersection

- Worked with Menlo Park to develop a traffic upgrade plan for the Middlefield/Ringwood/Ravenswood intersections using an RTSOP grant
- Worked with Holbrook Lane residents and San Mateo County to develop and implement traffic solutions for Holbrook Lane
- Revisited Public Works fees to better reflect the effort required to plan check and inspect, instead of value based fees
- Revisited Grading and Drainage fees in coordination with CSG to assure fee covers cost of plan check and inspection
- Developed a sweeping plan and participated in county wide sweeping program
- Worked with the Tree Committee to develop a plan to upgrade the landscaping in the median of El Camino Real
- Worked with Caltrain to implement grade crossing upgrades, including 4-quadrant gates at Fair Oaks Lane and pedestrian crossing improvements at both crossings
- Worked with Caltrain and Menlo Park to complete a grade separation study for all six crossings (the Footprint Study)
- Maintained Town trees for safety and tree health
- Maintained roadsides and parks to stay ahead of weeds
- Replaced park building (Main House and Playschool) roofs to eliminate leaks
- Installed new PD trailer
- Completed EOC modifications to PW corporation yard to open EOC
- Installed PODs storage in park to allow Arts Committee full use of Main House lower floor area

Staff Resources

- | | |
|---------------------------------------|--------|
| • Public Works Director/City Engineer | 1.0 |
| • Assistant Engineer | 1.0 |
| • Office Specialist | 1.0 |
| • Public Works Superintendent | 1.0 |
| • Street Supervisor | 1.0 |
| • Street Maintenance Worker II | 2.0 |
| • Street Maintenance Worker I | 1.0 |
| • Park Program Manager | 1.0 |
| • Park Supervisor | 1.0 |
| • Park Maintenance Worker | 1.0 |
| • Temporary Workers | Varies |

**Town of Atherton
Public Works Department - Summary
Budget 2009-2010**

Account	Description	Actual 2006-07	Actual 2007-08	Adopted Budget 2008-09	Adjusted Budget 2008-09	Requested Budget 2009-10	Increase (Decrease) Over Prior Year Budget	% Change
3001	Regular Salaries	860,930	829,211	899,038	899,038	917,966	18,928	2.1%
3002	Part-Time Permanent	3,148	5,123	-	-	-	-	0.0%
3005	Temporary Help	111,026	132,495	146,000	131,000	88,392	(42,608)	-32.5%
3006	Overtime	8,411	9,619	10,500	10,500	3,438	(7,062)	-67.3%
3010	Standby Pay	13,993	14,331	16,000	16,000	14,750	(1,250)	-7.8%
3020	Medicare Insurance	10,654	10,661	13,036	13,036	14,592	1,556	11.9%
3025	Social Security	5,637	7,263	6,820	6,820	5,480	(1,340)	-19.6%
3030	PERS Retire Contr - ER	174,853	170,271	176,211	176,211	120,281	(55,930)	-31.7%
3031	PERS Retire Contr - EE	-	-	-	-	64,258	64,258	100.0%
3042	Health Insurance	84,874	120,335	73,231	73,231	127,540	54,309	74.2%
3043	Retiree Healthcare	-	-	-	-	117,987	117,987	100.0%
3044	Dental Insurance	13,289	12,438	70,922	70,922	18,027	(52,895)	-74.6%
3045	Vision Insurance	2,257	2,075	8,960	8,960	2,191	(6,769)	-75.5%
3050	Workers Compensation	33,866	36,082	8,040	8,040	35,772	27,732	344.9%
3051	Life & ADD Insurance	2,576	2,521	25,119	25,119	1,410	(23,709)	-94.4%
3052	LTD Insurance	13,445	12,830	8,168	8,168	6,637	(1,531)	-18.7%
3053	Unemployment Insurance	-	-	7,933	7,933	10,064	2,131	26.9%
3060	Uniforms	6,490	7,628	8,250	5,250	5,075	(175)	-3.3%
3061	Auto Allowance	3,600	3,462	3,600	3,600	3,600	-	0.0%
3071	EE Benefits Earned	-	-	-	-	9,180	9,180	100.0%
3073	Salary Allocated to CIP	-	(250,000)	(250,000)	(250,000)	(214,060)	35,940	-14.4%
3072	Salary Savings	-	-	-	-	(82,238)	(82,238)	-100.0%
Total Salaries & Benefits		1,349,049	1,126,346	1,231,828	1,213,828	1,270,341	56,513	4.7%
3107	Contract Engineering	12,125	107,737	30,000	30,000	3,000	(27,000)	-90.0%
3109	Contract Plan Reviewer	-	-	100,000	90,000	-	(90,000)	-100.0%
3110	Vehicle Repair & Maint	9,722	6,745	8,000	8,000	3,900	(4,100)	-51.3%
3111	Equipment Repair & Maint	-	-	9,900	2,900	4,100	1,200	41.4%
3120	Building Security	7,135	31,384	-	-	5,000	5,000	100.0%
3122	Facility Repair & Maint	997	13,621	34,500	20,500	25,500	5,000	24.4%
3123	Catering Services	4,820	5,394	-	-	500	500	100.0%
3124	Custodial Services	4,485	5,217	16,000	10,000	11,000	1,000	10.0%
3125	HVAC Repair & Maint	-	-	16,000	8,000	7,500	(500)	-6.3%
3126	Electrical Repair & Maint	-	-	40,000	10,000	10,000	-	0.0%
3127	Roof Repair & Maint	-	-	34,000	34,000	5,000	(29,000)	-85.3%
3130	Tree Maintenance	2,925	51,341	55,000	25,000	60,000	35,000	140.0%
3131	Pesticides & Fertilizer	15,217	12,895	18,000	18,002	16,500	(1,502)	-8.3%
3132	Street Sweeping	561	-	20,000	20,000	21,000	1,000	5.0%
3134	Contract Lndscp Maint.	65,914	69,220	75,000	70,000	-	(70,000)	-100.0%
3136	Traffic Signal Repair & Maint	20,857	14,617	43,000	35,000	20,000	(15,000)	-42.9%
3137	Street Light Repair & Maint	-	-	61,000	16,000	37,500	21,500	134.4%
3150	Advertising/Publishing	22,093	22,354	27,000	27,000	23,000	(4,000)	-14.8%
3151	Training & Workshops	2,359	-	2,950	2,950	4,500	1,550	52.5%
3161	Inspection & Testing	6,785	-	24,500	6,500	6,000	(500)	-7.7%
3165	Other Contract Services	246,764	210,711	54,000	44,000	9,500	(34,500)	-78.4%
3169	Disaster Preparedness	-	-	-	-	8,500	8,500	100.0%
3173	Technical Services	-	-	-	-	6,000	6,000	100.0%
3201	Office Supplies	4,153	4,386	4,700	4,700	3,300	(1,400)	-29.8%
3210	Safety Supplies & Mats	1,768	2,729	4,250	4,250	2,850	(1,400)	-32.9%

**Town of Atherton
Public Works Department - Summary
Budget 2009-2010**

Account	Description	Actual 2006-07	Actual 2007-08	Adopted Budget 2008-09	Adjusted Budget 2008-09	Requested Budget 2009-10	Increase (Decrease) Over Prior Year Budget	% Change
3230	Computer Software	1,705	623	7,000	6,750	8,200	1,450	21.5%
3231	Computer Supplies	695	476	2,300	600	1,100	500	83.3%
3240	Custodial Supplies	9,005	11,196	12,250	11,500	11,500	-	0.0%
3242	Landscape Supplies	9,601	16,335	13,500	13,500	8,250	(5,250)	-38.9%
3244	Construction Matls	46,564	18,106	39,000	29,000	21,000	(8,000)	-27.6%
3251	Minor Tools & Equip	2,978	1,640	3,900	2,000	2,350	350	17.5%
3252	Gas & Oil	11,622	18,114	16,800	16,800	12,250	(4,550)	-27.1%
3260	Other Supplies & Matls	63	716	11,000	6,000	-	(6,000)	-100.0%
3302	Membership/Dues	4,419	8,532	5,600	5,600	6,824	1,224	21.9%
3303	Postage	-	-	700	700	200	(500)	-71.4%
3304	Utilities -Electricity	80,828	93,742	85,000	76,500	67,840	(8,660)	-11.3%
3327	Utilities - Gas					4,750	4,750	100.0%
3328	Utilities - Water					13,000	13,000	100.0%
3329	Utilities - Sewer					3,600	3,600	100.0%
3305	Communication	20,276	15,632	10,000	10,000	5,815	(4,185)	-41.9%
3306	Conferences	3,441	5,511	5,200	4,200	2,364	(1,836)	-43.7%
3314	Credit Card Merchant Fees					3,000	3,000	100.0%
3401	Rent - Facilities	-	545	25,568	25,568	4,500	(21,068)	-82.4%
3403	Rent - Tools & Equipment	17,293	14,410	21,500	16,500	22,500	6,000	36.4%
3510	Building Improvements	10,203	15,965	25,000	-	-	-	0.0%
3511	Machinery & Equipment	4,599	5,264	11,500	-	10,000	10,000	100.0%
3513	Computer Equipment	-	-	-	-	4,000	4,000	100.0%
3514	Office Machines & Furn	258	28,143	7,000	1,500	2,000	500	33.3%
3910	Administrative Services	18,861	19,446	19,446	19,446	-	(19,446)	-100.0%
3920	Computer Services Chrg	18,979	18,639	18,639	18,639	-	(18,639)	-100.0%
3930	Equip Replace Charges	-	-	20,620	20,620	19,892	(728)	-3.5%
		690,070	851,389	1,039,323	772,225	529,085	(243,140)	-31.5%
	Total DPW	2,039,119	1,977,735	2,271,151	1,986,053	1,799,426	(186,627)	-9.4%

**Town of Atherton
Public Works Dept - Engineering 50
Budget 2009-2010**

Account	Description	Actual 2006-07	Actual 2007-08	Adopted	Adjusted	Requested	Increase (Decrease)	% Change
				Budget 2008-09	Budget 2008-09	Budget 2009-10	Over Prior Year Budget	
101-50-3001	Regular Salaries	279,171	239,345	295,471	295,471	295,213	(258)	-0.1%
3002	Part-Time Permanent	1,354	(1,104)	-	-	-	-	0.0%
3006	Overtime	-	-	1,000	1,000	-	(1,000)	-100.0%
3010	Standby Pay	-	-	1,600	1,600	1,475	(125)	-7.8%
3020	Medicare Insurance	4,134	3,539	4,284	4,284	4,281	(3)	-0.1%
3030	PERS Retire Contr - ER	57,044	48,359	57,912	57,912	38,682	(19,230)	-33.2%
3031	PERS Retire Contr - EE	-	-	-	-	20,665	20,665	100.0%
3042	Health Insurance	22,443	26,382	38,480	38,480	22,297	(16,183)	-42.1%
3043	Retiree Healthcare	-	-	-	-	46,091	46,091	100.0%
3044	Dental Insurance	3,660	2,809	3,854	3,854	5,277	1,423	36.9%
3045	Vision Insurance	558	375	597	597	466	(131)	-22.0%
3050	Workers Compensation	480	391	490	490	3,607	3,117	636.0%
3051	Life & ADD Insurance	816	724	1,032	1,032	437	(595)	-57.7%
3052	LTD Insurance	4,181	3,392	4,779	4,779	1,994	(2,785)	-58.3%
3053	Unemployment Insurance	-	-	-	-	2,952	2,952	100.0%
3060	Uniforms	243	146	2,250	750	-	(750)	-100.0%
3061	Auto Allowance	3,600	3,462	3,600	3,600	2,160	(1,440)	-40.0%
3	EE Benefits Earned	-	-	-	-	2,952	2,952	100.0%
	Salary Allocated to CIP	-	(250,000)	(250,000)	(250,000)	(214,060)	35,940	-14.4%
	Salary Savings	-	-	-	-	(64,140)	(64,140)	-100.0%
	Total Salaries & Benefits	377,685	77,821	165,349	163,849	170,347	6,498	4.0%
3107	Contract Engineering	12,125	107,737	20,000	20,000	3,000	(17,000)	-85.0%
3109	Contract Plan Reviewer	-	-	100,000	90,000	-	(90,000)	-100.0%
3110	Vehicle Repair & Maint	940	-	500	500	400	(100)	-20.0%
3111	Equipment Repair & Maint	-	-	1,000	1,000	100	(900)	-90.0%
3123	Catering Services	1,452	2,534	-	-	-	-	0.0%
3124	Custodial Services	-	-	3,000	2,450	-	(2,450)	-100.0%
3131	Pesticides & Fertilizer	-	-	-	2	-	(2)	-100.0%
3150	Advertising/Publishing	4,474	3,960	4,000	4,000	5,000	1,000	25.0%
3151	Training & Workshops	2,359	-	2,000	2,000	2,000	-	0.0%
3161	Inspection & Testing	5,286	-	20,000	2,000	-	(2,000)	-100.0%
3165	Other Contract Services	93,241	110,115	30,000	30,000	2,000	(28,000)	-93.3%
3173	Technical Services	-	-	-	-	6,000	6,000	100.0%
3201	Office Supplies	3,025	3,666	3,000	3,000	3,000	-	0.0%
3210	Safety Supplies & Mats	114	755	1,000	1,000	1,000	-	0.0%
3230	Computer Software	1,332	623	6,000	6,000	6,000	-	0.0%
3231	Computer Supplies	695	476	1,000	500	500	-	0.0%
3240	Custodial Supplies	359	689	500	250	-	(250)	-100.0%
3244	Construction Mats	32	-	-	-	-	-	0.0%
3251	Minor Tools & Equip	-	-	300	150	250	100	66.7%
3252	Gas & Oil	390	2,032	2,000	2,000	750	(1,250)	-62.5%
3260	Other Supplies & Mats	-	27	-	-	-	-	0.0%
3302	Membership/Dues	1,566	4,132	5,000	5,000	6,366	1,366	27.3%
3303	Postage	-	-	200	200	200	-	0.0%
3304	Utilities - Electricity	1,271	1,680	1,500	1,350	690	(660)	-48.9%
	Utilities - Gas	-	-	-	-	450	450	100.0%
	Utilities - Water	-	-	-	-	150	150	100.0%
3305	Communication	3,614	3,297	3,000	3,000	1,550	(1,450)	-48.3%

**Town of Atherton
Public Works Dept - Engineering 50
Budget 2009-2010**

Account	Description	Actual 2006-07	Actual 2007-08	Adopted	Adjusted	Requested	Increase (Decrease)	% Change
				Budget 2008-09	Budget 2008-09	Budget 2009-10	Over Prior Year Budget	
3306	Conferences	2,568	2,196	2,000	1,500	264	(1,236)	-82.4%
3511	Machinery & Equipment	367	-	-	-	-	-	0.0%
3513	Computer Equipment	-	-	-	-	2,000	2,000	100.0%
3514	Office Machines & Furn	-	1,319	1,000	500	500	-	0.0%
3910	Administrative Services	18,861	19,446	19,446	19,446	-	(19,446)	-100.0%
3920	Computer Services Chrg	18,079	18,639	18,639	18,639	-	(18,639)	-100.0%
3930	Equip Replace Charges	-	-	20,620	20,620	-	(20,620)	-100.0%
Total Operations		172,150	283,323	265,705	235,107	42,170	(192,937)	-82.1%
Total DPW Engineering		549,835	361,144	431,054	398,956	212,517	(186,439)	-46.7%

Public Works Dept - Engineering			
101-50			
Acct. No.	Title	Quantity, brief description and justification	FY 2010 Requested Appropriations
3001	Regular Salaries	Salaries for 3.2 positions based on the staffing matrix	295,213
3010	Standby Pay	Per MOU	1,475
3020	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	4,281
3025	Social Security	6.2% of salary	-
3030	PERS Retire Contrib - ER	Employer contribution for employee pension	38,682
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	20,665
3042	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	22,297
3043	Retiree Healthcare	Medical coverage for 2 retirees	11,864
		GASB 45 annual required contribution (84% funding)	34,227
3044	Dental Insurance	Teamster Dental Plan premium	5,277
3045	Vision Insurance	Vision service plan premium	466
3050	Workers Compensation	Worker's Compensation charged to Department	3,607
3051	Life & ADD Insurance	Premium to the Cities Group	437
3052	LTD Insurance	Long-term disability premium to The Cities Group	1,994
3053	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	2,952
3061	Auto Allowance	10% of City Engineer	2,160
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	2,952
	Salary Allocated to CIP	Salaries charged to CIP projects	(214,060)
	Salary Savings	Reorganization	(64,140)
		Total Salaries & Benefits	170,347
3107	Contract Engineering	Traffic studies - 2 Speed Surveys @1500 each	3,000
3110	Vehicle Repair & Maint	Inspector's Vehicle	400
3111	Equipment Repair & Maint	Survey equipment	100
3150	Advertising/Publishing	Reproductin for CIP projects (10 projects x \$500)	5,000
3151	Training & Workshops	Training seminars and courses for staff: GIS/AutoCAD, ITS, Cal Extension, Misc Engineering, Storm Water Quality (NPDES)	2,000
3165	Other Contract Services	Pavement Management Survey - match for MTC grant	2,000
3173	Technical Services	GIS - consultant maintenance and upgrade	6,000
3201	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	3,000
3210	Safety Supplies & Materials	Vests, hats, glasses, boots, etc.	1,000
3230	Computer Software	Annual License for Programs: 1. CADD Licenses (AutoCAD and Microstation) - 2 licenses @\$2,500 2. GIS License (Arcview) - 2 licenses @\$500	6,000
3231	Computer Supplies	Plotter and printer ink/cartridges and paper, plus minor supplies (keyboards, mice, flash drives, etc.)	500
3251	Minor Tools & Equip	Engineering tools costing less than \$100	250
3252	Gas & Oil	Inspector's Vehicle	750

Public Works Dept - Engineering			
101-50			
Acct. No.	Title	Quantity, brief description and justification	FY 2010 Requested Appropriations
3302	Membership/Dues	Professional memberships: 1. ASCE 2@\$245 2. APWA 2@ \$113 3. State PE License 2@\$125 4. State Water Quality Control Board Municipal Regional Permit (NPDES) Fees (\$5,400)	6,366
3303	Postage		200
3304	Utilities - Electricity	PG&E	690
	Utilities - Gas	ABAG gas	450
	Utilities - Water	Calwater	150
3305	Communication	Cellular Phones	1,550
3306	Conferences	CCEA	264
3513	Computer Equipment	Replace non-working/damaged/obsolete computers	2,000
3514	Office Machines & Furn	Replace damaged machines or furniture or upgrade based on ergonomic review, i.e., chairs	500
		Total Operations	42,170
		Total DPW - Engineering	212,517

Town of Atherton								
Public Works Dept - Street Maintenance 53								
Budget 2009-2010								
				Adopted	Adjusted	Requested	Increase (Decrease)	
Account	Description	Actual 2006-07	Actual 2007-08	Budget 2008-09	Budget 2008-09	Budget 2009-10	Over Prior Year Budget	% Change
101-53-3001	Regular Salaries	311,899	316,533	325,921	325,921	260,692	(65,229)	-20.0%
3005	Temporary Help	5,059	8,263	20,000	20,000	10,165	(9,835)	-49.2%
3006	Overtime	5,773	4,064	3,000	3,000	2,305	(695)	-23.2%
3010	Standby Pay	8,786	7,105	9,920	9,920	9,145	(775)	-7.8%
3020	Medicare Insurance	3,444	3,508	4,726	4,726	3,927	(799)	-16.9%
3025	Social Security	24	221	-	-	630	630	100.0%
3030	PERS Retire Contr - ER	62,880	64,320	63,880	63,880	34,159	(29,721)	-46.5%
	PERS Retire Contr - EE			-	-	18,248	18,248	100.0%
3042	Health Insurance	25,469	41,425	-	-	52,597	52,597	100.0%
3043	Retiree Healthcare					43,415	43,415	100.0%
3044	Dental Insurance	4,814	4,814	57,158	57,158	5,912	(51,246)	-89.7%
3045	Vision Insurance	781	780	5,117	5,117	873	(4,244)	-82.9%
3050	Workers Compensation	18,140	18,660	1,036	1,036	14,556	13,520	1305.0%
3051	Life & ADD Insurance	760	767	19,245	19,245	445	(18,800)	-97.7%
3052	LTD Insurance	4,982	5,074	1,041	1,041	1,891	850	81.6%
3053	Unemployment Insurance	-	-	5,271	5,271	2,709	(2,562)	-48.6%
3060	Uniforms	3,587	4,401	3,000	3,000	3,450	450	15.0%
3061	Auto Allowance	-	-	-	-	360	360	100.0%
	EE Benefits Earned					2,607	2,607	100.0%
	Salary Savings					(18,098)	(18,098)	-100.0%
	Total Salaries & Benefits	456,397	479,936	519,315	519,315	449,988	(69,327)	-13.3%
3110	Vehicle Repair & Maint	6,240	5,863	6,000	6,000	2,500	(3,500)	-58.3%
3111	Equipment Repair & Maint			2,000	-	500	500	100.0%
3122	Facility Repair & Maint			-	-	6,000	6,000	100.0%
3123	Catering Services	3,368	2,860	-	-	-	-	0.0%
3130	Tree Maintenance	2,925	41,341	45,000	25,000	50,000	25,000	100.0%
3131	Pesticides & Fertilizer	(21)	980	-	-	5,000	5,000	100.0%
3132	Street Sweeping	561		20,000	20,000	21,000	1,000	5.0%
3134	Contract Lndscp Maint.	31,216	32,973	40,000	35,000	-	(35,000)	-100.0%
3136	Traffic Signal Repair & Maint	20,857	14,617	43,000	35,000	20,000	(15,000)	-42.9%
3137	Street Light Repair & Maint			40,000	10,000	35,000	25,000	250.0%
3150	Advertising/Publishing	2,541	3,560	-	-	-	-	0.0%
3151	Training & Workshops			-	-	1,500	1,500	100.0%
3161	Inspection & Testing			500	500	500	-	0.0%
3165	Other Contract Services	100,405	52,226	5,000	5,000	5,000	-	0.0%
3201	Office Supplies	1,012	246	1,000	1,000	100	(900)	-90.0%
3210	Safety Supplies & Mats	1,415	1,782	2,000	2,000	1,000	(1,000)	-50.0%
3230	Computer Software	75		750	500	1,000	500	100.0%
3231	Computer Supplies			1,200	-	250	250	100.0%
3240	Custodial Supplies	1,267	1,007	750	750	-	(750)	-100.0%
3242	Landscape Supplies	94	157	500	500	500	-	0.0%
3244	Construction Mats	37,333	11,986	30,000	20,000	15,000	(5,000)	-25.0%
3251	Minor Tools & Equip	1,704	1,217	2,000	1,000	1,000	-	0.0%
3252	Gas & Oil	10,184	13,638	12,000	12,000	10,000	(2,000)	-16.7%
3260	Other Supplies & Mats		27	-	-	-	-	0.0%
3302	Membership/Dues	2,833	4,400	400	400	258	(142)	-35.5%
3304	Utilities - Electricity	58,296	64,666	56,000	50,400	52,000	1,600	3.2%
	Utilities - Gas					1,200	1,200	100.0%
	Utilities - Water					10,000	10,000	100.0%

Town of Atherton								
Public Works Dept - Street Maintenance 53								
Budget 2009-2010								
				Adopted	Adjusted	Requested	Increase (Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2006-07	2007-08	2008-09	2008-09	2009-10	Year Budget	Change
3305	Communication	4,684	2,325	-	-	2,700	2,700	100.0%
3306	Conferences	337	2,922	3,000	2,500	2,000	(500)	-20.0%
3403	Rent - Tools & Equipment	14,815	11,283	20,000	15,000	20,000	5,000	33.3%
3511	Machinery & Equipment			4,000	-	3,000	3,000	100.0%
3513	Computer Equipment			-	-	2,000	2,000	100.0%
3514	Office Machines & Furn	258		500	-	500	500	100.0%
3930	Equip Replace Charges			-	-	17,361	17,361	100.0%
	Total Operations	303,301	270,076	335,600	242,550	286,869	44,319	18.3%
	Total DPW Street Maint	759,698	750,011	854,915	761,865	736,857	(25,008)	-3.3%

Public Works Dept - Street Maintenance			
101-53			
			FY 2010
Acct. No.	Title	Quantity, brief description and justification	Requested Appropriations
3001	Regular Salaries	Salaries for 3.6 positions based on the staffing matrix	260,692
3005	Temporary Help	Workers to assist with larger projects (see temp salaries schedule)	10,165
3006	Overtime	Overtime need	2,305
3010	Standby Pay	Per MOU	9,145
3020	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	3,927
3025	Social Security	6.2% of salary	630
3030	PERS Retire Contrib - ER	Employer contribution for employee pension	34,159
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	18,248
3042	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	52,597
3043	Retiree Healthcare	GASB 45 annual required contribution (84% funding)	43,415
3044	Dental Insurance	Teamster Dental Plan premium	5,912
3045	Vision Insurance	Vision service plan premium	873
3050	Workers Compensation	Worker's Compensation charged to Department	14,556
3051	Life & ADD Insurance	Vision service plan premium	445
3052	LTD Insurance	Long-term disability premium to The Cities Group	1,891
3053	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	2,709
3060	Uniforms	Per MOU	3,450
3061	Auto Allowance	10% of City Engineer	360
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	2,607
	Salary Savings	Reorganization	(18,098)
		Total Salaries & Benefits	449,988
3110	Vehicle Repair & Maint	Fleet trucks (4), dump truck	2,500
3111	Equipment Repair & Maint	Backhoe and small equip	500
3122	Facility Repair & Maint	Fencing, guardrail, storm drain slip lining	6,000
3130	Tree Maintenance	R/W and Town Center - deferral of part of 2008 tree contract with Professional Tree Care for Summer/Fall trim(\$25,000), new contract for winter storm/spring trim (\$25,000).	50,000
3131	Pesticides & Fertilizer	Spray for Apple Moth	5,000
3132	Street Sweeping	Monthly/storm sweeping - Contract Sweeping, Inc.	21,000
3134	Contract Lndscp Maint.	Work to be done in-house	-
3136	Traffic Signal Repair & Maint	Signals (3) monthly maintenance and needed repairs - Republic ITS	20,000
3137	Street Light Repair & Maint	R/W and Town Center	35,000
3151	Training & Workshops	Training seminars and courses for staff: GIS; MSA, MSC, NPDES, ITS	1,500
3161	Inspection & Testing	Storm drains; pavement survey (MTC match)	500
3165	Other Contract Services	Sidewalk repairs - Precision Concrete	5,000
3201	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	100

Public Works Dept - Street Maintenance			
101-53			
			FY 2010
Acct. No.	Title	Quantity, brief description and justification	Requested Appropriations
3210	Safety Supplies & Materials	Vests, hats, glasses, rubber boots, chaps, jackets, etc.	1,000
3230	Computer Software	Cost of Upgrades to License and Programs: Qworks infrastructure database, Rainmaster irrigation controller	1,000
3231	Computer Supplies	Minor supplies (keyboards, mice, flash drives, etc.)	250
3242	Landscape Supplies	Replacement plant material for R/W and Town Center; fertilizers, mulch, tree stakes, etc.	500
3244	Construction Mats	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	15,000
3251	Minor Tools & Equip	Replace broken/worn out hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)	1,000
3252	Gas & Oil	For department fleet vehicles and equipment	10,000
3260	Other Supplies & Mats		-
3302	Membership/Dues	Professional memberships: MSA \$145, APWA \$113	258
3304	Utilities - Electricity	PG&E	52,000
	Utilities - Gas	ABAG gas	1,200
	Utilities - Water	Cal water	10,000
	Utilities - Sewer		
3305	Communication	Cellular Phones	2,700
3306	Conferences	MSA meetings; reimbursement for use of private vehicles by staff not receiving auto allowance	2,000
	Credit Card Merchant Fees		
3403	Rent - Tools & Equipment	Specialized equipment: 1. Crack seal kettle \$4000 2. Vacuum drain cleaner for storm drains \$9000 3. Excavator and Bobcat for cleaning the channel \$5000 4. Rollers, Compressors, Pumps, etc. \$2000	20,000
3511	Machinery & Equipment	Replace weed eater and chainsaw (\$1000)	3,000
3513	Computer Equipment	Replace non-working/damaged/obsolete computers	2,000
3514	Office Machines & Furn	Replace damaged machines or furniture; upgrade based on ergonomic review, i.e., chairs	500
3930	Equip Replace Charges	For future replacement of vehicles & equipment	17,361
		Total Operations	286,869
		Total DPW - Street Maintenance	736,857

Town of Atherton								
Public Works Dept - Park Maintenance 57								
Budget 2009-2010								
							Increase	
							(Decrease)	
		Actual	Actual	Adopted	Adjusted	Requested	Over Prior	%
Account	Description	2006-07	2007-08	Budget 2008-09	Budget 2008-09	Budget 2009-10	Year Budget	Change
101-57-3001	Regular Salaries	73,448	74,051	76,156	76,156	133,984	57,828	75.9%
3005	Temporary Help	30,430	30,217	40,000	40,000	22,540	(17,460)	-43.6%
3006	Overtime	1,079	1,098	2,000	2,000	819	(1,181)	-59.1%
3010	Standby Pay	2,382	1,954	3,200	3,200	2,950	(250)	-7.8%
3020	Medicare Insurance	236	387	1,104	1,104	2,270	1,166	105.6%
3025	Social Security	1,118	1,251	2,480	2,480	1,397	(1,083)	-43.6%
3030	PERS Retire Contr - ER	15,002	15,875	14,927	14,927	17,556	2,629	17.6%
	PERS Retire Contr - EE			-	-	9,379	9,379	100.0%
3042	Health Insurance	5,017	8,238	-	-	11,866	11,866	100.0%
3043	Retiree Healthcare					11,078	11,078	100.0%
3044	Dental Insurance	1,204	1,204	6,213	6,213	2,308	(3,905)	-62.9%
3045	Vision Insurance	120	120	1,263	1,263	218	(1,045)	-82.7%
3050	Workers Compensation	4,844	5,523	126	126	8,009	7,883	6256.6%
3051	Life & ADD Insurance	180	181	4,175	4,175	182	(3,993)	-95.6%
3052	LTD Insurance	1,164	1,198	260	260	1,018	758	291.6%
3053	Unemployment Insurance	-	-	1,231	1,231	1,565	334	27.2%
3060	Uniforms	1,829	1,917	750	750	813	63	8.3%
3061	Auto Allowance	-	-	-	-	360	360	100.0%
	EE Benefits Earned					1,340	1,340	100.0%
	Total Salaries & Benefits	138,055	143,213	153,885	153,885	229,652	75,767	49.2%
3110	Vehicle Repair & Maint	720	125	1,000	1,000	500	(500)	-50.0%
3111	Equipment Repair & Maint			1,000	1,000	2,500	1,500	150.0%
3122	Facility Repair & Maint		12,584	2,500	2,500	2,500	-	0.0%
3126	Electrical Repair & Maint			-	-	500	500	100.0%
3130	Tree Maintenance		10,000	10,000	-	10,000	10,000	100.0%
3131	Pesticides & Fertilizer	13,048	10,735	16,000	16,000	10,000	(6,000)	-37.5%
3134	Contract Lndscp Maint.	34,698	36,247	35,000	35,000	-	(35,000)	-100.0%
3137	Street Light Repair & Maint			21,000	6,000	2,500	(3,500)	-58.3%
3151	Training & Workshops			450	450	500	50	11.1%
3161	Inspection & Testing	1,499		1,000	1,000	3,000	2,000	200.0%
3165	Other Contract Services		6,122	4,000	4,000	2,000	(2,000)	-50.0%
3201	Office Supplies		277	300	300	100	(200)	-66.7%
3210	Safety Supplies & Matls	91	192	750	750	750	-	0.0%
3230	Computer Software	298		250	250	1,200	950	380.0%
3231	Computer Supplies			100	100	100	-	0.0%
3240	Custodial Supplies	627	1,133	1,500	1,250	2,000	750	60.0%
3242	Landscape Supplies	8,120	10,096	10,000	10,000	5,000	(5,000)	-50.0%
3244	Construction Matls	1,860	3,381	5,000	5,000	2,500	(2,500)	-50.0%
3251	Minor Tools & Equip	627	152	1,000	500	500	-	0.0%
3252	Gas & Oil	1,048	1,750	2,000	2,000	1,500	(500)	-25.0%
3260	Other Supplies & Matls		36	10,000	5,000	-	(5,000)	-100.0%
3302	Membership/Dues	20		200	200	200	-	0.0%
3304	Utilities - Electricity	2,592	3,882	3,500	3,150	3,500	350	11.1%
3305	Communication	583	2,796	1,000	1,000	515	(485)	-48.5%
3306	Conferences			200	200	100	(100)	-50.0%
3403	Rent - Tools & Equipment	122		500	500	500	-	0.0%
3511	Machinery & Equipment	4,233	702	2,000	-	1,000	1,000	100.0%
3514	Office Machines & Furn			500	-	500	500	100.0%

Town of Atherton								
Public Works Dept - Park Maintenance 57								
Budget 2009-2010								
				Adopted	Adjusted	Requested	Increase	
		Actual	Actual	Budget	Budget	Budget	(Decrease)	
Account	Description	2006-07	2007-08	2008-09	2008-09	2009-10	Over Prior	%
							Year Budget	Change
3930	Equip Replace Charges			-	-	2,531	2,531	100.0%
	Total Operations	70,186	100,211	130,750	97,150	56,496	(40,654)	-72.0%
	Total DPW Park Maintenance	208,240	243,424	284,635	251,035	286,148	35,113	14.0%

		Public Works Dept - Park Maint		
		101-57		
				FY 2010
Acct. No.	Title	Quantity, brief description and justification		Requested Appropriations
3001	Regular Salaries	Salaries for 1.4 positions based on the staffing matrix		133,984
3005	Temporary Help	Workers to assist with larger projects and special needs (see temp salaries schedule)		22,540
3006	Overtime	Overtime need		819
3010	Standby Pay	PER MOU		2,950
3020	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%		2,270
3025	Social Security	6.2% of salary		1,397
3030	PERS Retire Contrib - ER	Employer contribution for employee pension		17,556
	PERS Retire Contrib - EE	Employee contribution paid for by the employer		9,379
3042	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		11,866
3043	Retiree Healthcare	Medical coverage for 1 retiree	4,423	
		GASB 45 annual required contribution (84% funding)	6,654	11,078
3044	Dental Insurance	Teamster Dental Plan premium		2,308
3045	Vision Insurance	Vision service plan premium		218
3050	Workers Compensation	Worker's Compensation charged to Department		8,009
3051	Life & ADD Insurance	Premium to the Cities Group		182
3052	LTD Insurance	Long-term disability premium to The Cities Group		1,018
3053	Unemployment Insurance	Self-funded unemployment based on 1% of salaries		1,565
3060	Uniforms	Per MOU		813
3061	Auto Allowance	10% of City Engineer		360
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		1,340
		Total Salaries & Benefits		229,652
3110	Vehicle Repair & Maint	Fleet truck, utility vehicle		500
3111	Equipment Repair & Maint	Tractor, small equipment repairs (blowers, weed eaters, chainsaws, etc.)		2,500
3122	Facility Repair & Maint	Irrigation well and pump		2,500
3126	Electrical Repair & Maint	Broken light fixtures		500
3130	Tree Maintenance	Deferral of 2008 tree contract for Summer/Fall trim(\$5,000), winter storm/spring trim (\$5,000).		10,000
3131	Pesticides & Fertilizer	Pest and weed control, fertilize turf grasses		10,000
3137	Street Light Repair & Maint	Park lighting		2,500
3151	Training & Workshops	Training seminars and courses for staff: GIS; MSA, MSC, NPDES, ITS		500
3161	Inspection & Testing	Playground, fire extinguishers, sprinklers, pumps, well water, soil tests, etc.		3,000
3165	Other Contract Services	Concrete for fountains, bee removal, etc.		2,000
3201	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.		100
3210	Safety Supplies & Mats	Vests, hats, glasses, boots, chaps, jackets, etc.		750
3230	Computer Software	Cost of Upgrades License and Programs; Rainmaker Irrigation controllers		1,200
3231	Computer Supplies	Minor supplies (keyboards, mice, flash drives, etc.)		100
3240	Custodial Supplies	Supplies used in the operation or routine maintenance of the park grounds including: restroom and kitchen paper supplies, cleaning supplies, light bulbs, drinking water, pet waste bags, etc.		2,000

		Public Works Dept - Park Maint		
		101-57		
				FY 2010
Acct. No.	Title	Quantity, brief description and justification		Requested Appropriations
3242	Landscape Supplies	Replacement plant material for the park; fertilizers, mulch, tree stakes, etc.		5,000
3244	Construction Mats	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.		2,500
3251	Minor Tools & Equip	Replace broken/worn out hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)		500
3252	Gas & Oil	For department fleet vehicles and equipment		1,500
3302	Membership/Dues	Professional memberships: MSA, Turf Grass Association		200
3304	Utilities - Electricity	PG&E		3,500
	Utilities - Gas			
	Utilities - Water			
	Utilities - Sewer			
3305	Communication	Cellular Phones		515
3306	Conferences	MSA meetings; reimbursement for use of private vehicles by staff not receiving auto allowance		100
	Credit Card Merchant Fees			
3403	Rent - Tools & Equipment	Trenchers for irrigation, fork-lift, man-lift, etc.		500
3511	Machinery & Equipment	Replacement of daily use equipment such as leaf blowers, chainsaws and weed eaters		1,000
3514	Office Machines & Furn	Replace damaged machines or furniture or upgrade based on ergonomic review, i.e., chairs		500
3930	Equip Replace Charges	For future replacement of vehicles & equipment		2,531
		Total Operations		56,496
		Total DPW - Park Maintenance		286,148

**Town of Atherton
Public Works Dept - Park Programs 58
Budget 2009-2010**

Account	Description	Actual	Actual	Adopted	Adjusted	Requested	Increase	
		2006-07	2007-08	Budget 2008-09	Budget 2008-09	Budget 2009-10	(Decrease) Over Prior Year Budget	% Change
101-58-3001	Regular Salaries	82,932	109,688	88,457	88,457	116,262	27,805	31.4%
3005	Temporary Help	70,670	81,564	70,000	70,000	55,687	(14,313)	-20.4%
3006	Overtime	161	84	2,500	2,500	314	(2,186)	-87.4%
3020	Medicare Insurance	1,069	1,611	1,283	1,283	2,493	1,210	94.3%
3025	Social Security	4,194	5,019	4,340	4,340	3,453	(887)	-20.4%
3030	PERS Retire Contr - ER	17,523	23,910	17,338	17,338	15,234	(2,104)	-12.1%
	PERS Retire Contr - EE	-	-	-	-	8,138	8,138	100.0%
3042	Health Insurance	7,723	18,388	-	-	20,730	20,730	100.0%
3043	Retiree Healthcare					17,404	17,404	100.0%
3044	Dental Insurance	1,204	1,656	1,172	1,172	2,360	1,188	101.3%
3045	Vision Insurance	174	292	1,329	1,329	300	(1,029)	-77.5%
3050	Workers Compensation	4,120	6,064	192	192	4,837	4,645	2419.1%
3051	Life & ADD Insurance	347	513	147	147	171	24	16.4%
3052	LTD Insurance	1,342	1,760	260	260	884	624	239.8%
3053	Unemployment Insurance	-	-	1,431	1,431	1,719	288	20.2%
3060	Uniforms	831	1,164	750	750	813	63	8.3%
3061	Auto Allowance	-	-	-	-	360	360	100.0%
	EE Benefits Earned					1,163	1,163	100.0%
	Total Salaries & Benefits	194,083	257,940	189,199	189,199	252,320	63,121	33.4%
3110	Vehicle Repair & Maint	1,200	17	500	500	500	-	0.0%
3111	Equipment Repair & Maint			500	500	500	-	0.0%
3122	Facility Repair & Maint	997	1,038	1,000	1,000	2,000	1,000	100.0%
3123	Catering Services			-	-	500	500	100.0%
3124	Custodial Services	4,485	5,217	5,000	5,000	-	(5,000)	-100.0%
3126	Electrical Repair & Maint	-	-	-	-	1,000	1,000	100.0%
3131	Pesticides & Fertilizer	30	-	-	-	-	-	0.0%
3150	Advertising/Publishing	15,078	14,834	23,000	23,000	18,000	(5,000)	-21.7%
3151	Training & Workshops	-	-	500	500	500	-	0.0%
3165	Other Contract Services	856	4,222	1,000	1,000	-	(1,000)	-100.0%
3201	Office Supplies	115	197	400	400	100	(300)	-75.0%
3210	Safety Supplies & Matls	147		500	500	-	(500)	-100.0%
3231	Computer Supplies	-	-	-	-	250	250	100.0%
3240	Custodial Supplies	5,177	5,387	7,000	6,750	6,000	(750)	-11.1%
3242	Landscape Supplies	1,323	5,598	2,500	2,500	2,500	-	0.0%
3244	Construction Matls	2,081	619	1,000	1,000	1,000	-	0.0%
3251	Minor Tools & Equip	394	271	500	250	500	250	100.0%
3260	Other Supplies & Matls	63	625	1,000	1,000	-	(1,000)	-100.0%
3303	Postage			500	500	-	(500)	-100.0%
3304	Utilities - Electricity	15,957	19,885	20,000	18,000	11,650	(6,350)	-35.3%
	Utilities - Gas					3,100	3,100	100.0%
	Utilities - Water					2,850	2,850	100.0%
	Utilities - Sewer					2,250	2,250	100.0%
3305	Communication	11,332	7,214	6,000	6,000	1,050	(4,950)	-82.5%
3306	Conferences	535	393	-	-	-	-	0.0%
3314	Credit Card Merchant Fees					3,000	3,000	100.0%
3401	Rent - Facilities		545	3,600	3,600	4,500	900	25.0%
3403	Rent - Tools & Equipment	2,356	2,897	1,000	1,000	2,000	1,000	100.0%
3510	Building Improvements	10,203	15,965	25,000	-	-	-	0.0%

Town of Atherton Public Works Dept - Park Programs 58 Budget 2009-2010								
Account	Description	Actual 2006-07	Actual 2007-08	Adopted Budget 2008-09	Adjusted Budget 2008-09	Requested Budget 2009-10	Increase (Decrease) Over Prior Year Budget	% Change
3511	Machinery & Equipment		2,333	1,500	-	-	-	0.0%
3514	Office Machines & Furn		14,687	5,000	1,000	500	(500)	-50.0%
	Total Operations	72,331	101,945	107,000	74,000	64,250	(9,750)	-13.2%
	Total DPW Park Programs	266,414	359,885	296,199	263,199	316,570	53,371	20.3%

		Public Works Dept - Park Programs	
		101-58	
			FY 2010
Acct. No.	Title	Quantity, brief description and justification	Requested Appropriations
3001	Regular Salaries	Salaries for 1.4 positions based on the staffing matrix	116,262
			55,687
3005	Temporary Help	Workers to assist with events (see temp salaries schedule)	
3006	Overtime	Overtime need	314
3020	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	2,493
3025	Social Security	6.2% of salary	3,453
3030	PERS Retire Contrib - ER	Employer contribution for employee pension	15,234
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	8,138
3042	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	20,730
3043	Retiree Healthcare	GASB 45 annual required contribution (84% funding)	17,404
3044	Dental Insurance	Teamster Dental Plan premium	2,360
3045	Vision Insurance	Vision service plan premium	300
3050	Workers Compensation	Worker's Compensation charged to Department	4,837
3051	Life & ADD Insurance	Premium to the Cities Group	171
3052	LTD Insurance	Long-term disability premium to The Cities Group	884
3053	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	1,719
3060	Uniforms	Per MOU	813
3061	Auto Allowance	10% of City Engineer	360
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,163
		Total Salaries & Benefits	252,320
3110	Vehicle Repair & Maint	Utility vehicle	500
3111	Equipment Repair & Maint	Appliances, office equipment, etc.	500
3122	Facility Repair & Maint	Carpet, carpentry, tables, chairs, etc.	2,000
3123	Catering Services		500
		Park and Recreation dinners at Walk-through meetings (2)	
3126	Electrical Repair & Maint	Broken light fixtures	1,000
3150	Advertising/Publishing	Yellow pages \$15,600, "Here Comes the Guide" \$2400	18,000
3151	Training & Workshops	Training seminars and courses for staff	500
3201	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	100
3231	Computer Supplies	Minor supplies (keyboards, mice, flash drives, etc.)	250
3240	Custodial Supplies	Supplies used in the operation or routine maintenance of the park event buildings including: restroom and kitchen paper supplies, cleaning supplies, light bulbs, drinking water, etc.	6,000
3242	Landscape Supplies	Replacement plant material for the park event areas; fertilizers, mulch, tree stakes, etc.	2,500
3244	Construction Mats	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	1,000
3251	Minor Tools & Equip	Hand tools costing \$100 or less (hammers, brooms, mops, etc.)	500
3304	Utilities -Electricity	PG&E	11,650

		Public Works Dept - Park Programs	
		101-58	
			FY 2010
Acct. No.	Title	Quantity, brief description and justification	Requested Appropriations
	Utilities - Gas	ABAG gas	3,100
	Utilities Water	Calwater	2,850
	Utilities - Sewer		2,250
3305	Communication	Cellular Phones	1,050
3314	Credit Card Svs Fees	For processing of credit card transactions	3,000
3401	Rent - Facilities	Event storage - PODS	4,500
3403	Rent - Tools & Equipment	Steam cleaner \$500; Rentals for events (reimbursable)	2,000
3514	Office Machines & Furn	Office desk and chair; replace damaged machines or furniture or upgrade based on ergonomic review, i.e., chairs	500
		Total Operations	64,250
		Total DPW - Park Programs	316,570

Town of Atherton
Public Works Dept - Building Maintenance 59

Account	Description	Actual 2006-07	Actual 2007-08	Adopted Budget 2008-09	Adjusted Budget 2008-09	Requested Budget 2009-10	Increase (Decrease) Over Prior Year Budget	% Change
101-59-3001	Regular Salaries	113479.37	89,595	113,033	113,033	111,814	(1,219)	-1.1%
3005	Temporary Help	4866.13	12,451	16,000	1,000	-	(1,000)	-100.0%
3006	Overtime	1397.88	4,374	2,000	2,000	-	(2,000)	-100.0%
3010	Standby Pay	2825	5,272	1,280	1,280	1,180	(100)	-7.8%
3020	Medicare Insurance	1771.24	1,615	1,639	1,639	1,621	(18)	-1.1%
3025	Social Security	301.75	772	-	-	-	-	0.0%
3030	PERS Retire Contr - ER	22404.75	17,807	22,154	22,154	14,651	(7,503)	-33.9%
	PERS Retire Contr - EE	0	-	-	-	7,827	7,827	100.0%
3042	Health Insurance	24221.34	25,904	34,751	34,751	20,049	(14,702)	-42.3%
3044	Dental Insurance	2407.2	1,955	2,525	2,525	2,171	(354)	-14.0%
3045	Vision Insurance	624.72	507	654	654	335	(319)	-48.8%
3050	Workers Compensation	6283.06	5,443	6,196	6,196	4,763	(1,433)	-23.1%
3051	Life & ADD Insurance	471.84	338	520	520	176	(344)	-66.2%
3052	LTD Insurance	1775.01	1,405	1,828	1,828	850	(978)	-53.5%
3053	Unemployment Insurance	-	-	-	-	1,118	1,118	100.0%
3060	Uniforms	-	-	1,500	-	-	-	0.0%
3061	Auto Allowance	-	-	-	-	360	360	100.0%
	EE Benefits Earned	-	-	-	-	1,118	1,118	100.0%
	Total Salaries & Benefits	182,829	167,437	204,080	187,580	168,033	(19,547)	-10.4%
3107	Contract Engineering	-	-	10,000	10,000	-	(10,000)	-100.0%
3110	Vehicle Repair & Maint	622	740	-	-	-	-	0.0%
3111	Equipment Repair & Maint	-	-	5,400	400	500	100	25.0%
3120	Building Security	7,135	31,384	-	-	5,000	5,000	100.0%
3122	Facility Repair & Maint	-	-	31,000	17,000	15,000	(2,000)	-11.8%
3124	Custodial Services	-	-	8,000	2,550	11,000	8,450	331.4%
3125	HVAC Repair & Maint	-	-	16,000	8,000	7,500	(500)	-6.3%
3126	Electrical Repair & Maint	-	-	40,000	10,000	8,500	(1,500)	-15.0%
3127	Roof Repair & Maint	-	-	34,000	34,000	5,000	(29,000)	-85.3%
3131	Pesticides & Fertilizer	2,160	1,180	2,000	2,000	1,500	(500)	-25.0%
3161	Inspection & Testing	-	-	3,000	3,000	2,500	(500)	-16.7%
3165	Other Contract Services	52,263	38,026	14,000	4,000	500	(3,500)	-87.5%
3169	Disaster Preparedness	-	-	-	-	8,500	8,500	100.0%
3210	Safety Supplies & Matls	-	-	-	-	100	100	100.0%
3240	Custodial Supplies	1,574	2,981	2,500	2,500	3,500	1,000	40.0%
3242	Landscape Supplies	64	485	500	500	250	(250)	-50.0%
3244	Construction Matls	5,257	2,120	3,000	3,000	2,500	(500)	-16.7%
3251	Minor Tools & Equip	252	-	100	100	100	-	0.0%
3252	Gas & Oil	-	694	800	800	-	(800)	-100.0%
3304	Utilities - Electricity	2,712	3,629	4,000	3,600	-	(3,600)	-100.0%
	Utilities - Sewer	-	-	-	-	1,350	1,350	100.0%
3305	Communication	63	-	-	-	-	-	0.0%
3401	Rent - Facilities	-	-	21,968	21,968	-	(21,968)	-100.0%
3403	Rent - Tools & Equipment	-	230	-	-	-	-	0.0%
3511	Machinery & Equipment	-	2,229	4,000	-	6,000	6,000	100.0%
3514	Office Machines & Furn	-	12,136	-	-	-	-	0.0%
	Total Operations	72,103	95,834	200,268	123,418	79,300	(44,118)	-35.7%
	Total DPW Bldg Maint	254,932	263,271	404,348	310,998	247,333	(63,665)	-20.5%

Public Works Dept - Building Maintenance			
101-59			
			FY 2010
Acct. No.	Title	Quantity, brief description and justification	Requested Appropriations
3001	Regular Salaries	Salaries for 1.3 positions based on the staffing matrix	111,814
3010	Standby Pay	PER MOU	1,180
3020	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,621
3030	PERS Retire Contrib - ER	Employer contribution for employee pension	14,651
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	7,827
3042	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	20,049
3044	Dental Insurance	Teamster Dental Plan premium	2,171
3045	Vision Insurance	Vision service plan premium	335
3050	Workers Compensation	Worker's Compensation charged to Department	4,763
3051	Life & ADD Insurance	Premium to the Cities Group	176
3052	LTD Insurance	Long-term disability premium to The Cities Group	850
3053	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	1,118
3061	Auto Allowance	10% of City Engineer	360
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,118
Total Salaries & Benefits			168,033
3111	Equipment Repair & Maint	Appliances, clocks, etc.	500
3120	Building Security	Gates, fences, doors, locks, for all bldgs	5,000
3122	Facility Repair & Maint	Elevator, carpet cleaning, carpentry, plumbing for all bldgs	15,000
3124	Custodial Services	All DPW custodial now covered in building maintenance	11,000
3125	HVAC Repair & Maint	27 units routine maintenance \$; repairs \$	7,500
3126	Electrical Repair & Maint	All Town buildings except park ground and park buildings	8,500
3127	Roof Repair & Maint	All Town buildings	5,000
3131	Pesticides & Fertilizer	Pest elimination (rats, mice, ants, etc.)	1,500
3161	Inspection & Testing	Comprehensive inspections (3); fire extinguishers, elevator	2,500
3165	Other Contract Services	Miscellaneous	500
3169	Disaster Preparedness	Generator maintenance \$2500, Water tank for EOC (includes pump and installation) \$6000	8,500
3210	Safety Supplies & Materials	First Aid kit replenishment	100
3240	Custodial Supplies	Supplies used in the operation or routine maintenance of Town buildings, including: restroom and kitchen paper supplies, cleaning supplies, light bulbs, drinking water, etc.	3,500
3242	Landscape Supplies	Replacement plant material for buildings; fertilizers, mulch, tree stakes, etc.	250
3244	Construction Mats	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	2,500
3251	Minor Tools & Equip	Hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)	100
	Utilities - Sewer	County of San Mateo	1,350
3511	Machinery & Equipment	Replacement of broken machinery/equipment	6,000
Total Operations			79,300
Total DPW - Building Maintenance			247,333

Salaries for DPW Department																	
FY 2010																	
Job Class	Step @ 6/30/09	Salary @ 6/30/09	2010 Salary	Employer PERS	Employee PERS	Standby Pay	Social Security	Medicare	Medical	Dental	Vision	LTD	Life & ADD	Worker's Comp	Uniform	Auto Allow	Total
DPW- Engineering 50				0.13103	0.07		0.062	0.0145		1,716							
PW Director (.6)	D	95,963	95,963	12,574	6,717			1,391	4,238	1,030	72	492	133	159		2,160	208,337
PW Superintendent (.1)	D	12,475	12,475	1,635	873			181	1,665	172	31	82	17	823			179,802
Assistant Engineer	B	78,176	82,085	10,756	5,746			1,190	3,600	1,630	165	624	114	136			106,047
PW Supervisor (.5)	D	43,528	43,528	5,703	3,047	1,475		631	6,084	815	83	331	57	2,386			64,140
Office Specialist	D	61,162	61,162	8,014	4,281			887	6,710	1,630	114	465	114	102			83,480
FTE	3.2	291,304	295,213	38,682	20,665	1,475	-	4,281	22,297	5,277	466	1,994	437	3,607	-	2,160	396,552
DPW - Street Maint 53																	
PW Director (.1)	D	15,994	15,994	2,096	1,120			232	706	172	12	82	22	27		360	20,822
PW Superintendent (.4)	D	49,899	49,899	6,538	3,493			724	6,661	686	125	328	67	3,293	200		72,015
PW Supervisor (.5)	D	43,528	43,528	5,703	3,047	1,475		631	6,084	815	83	331	57	2,386	813		64,953
PW Maint Worker I (.8)	D	43,531	43,531	5,704	3,047	2,360		631	13,957	1,304	237	331	92	2,386	813		74,393
PW Maint Worker II (.9)	D	53,870	53,870	7,059	3,771	2,655		781	10,952	1,467	149	409	103	2,953	813		84,982
PW Maint Worker II (.9)	D	53,870	53,870	7,059	3,771	2,655		781	14,237	1,467	267	409	103	2,953	813		88,385
FTE	3.6	260,692	260,692	34,159	18,248	9,145	-	3,780	52,597	5,912	873	1,891	445	13,999	3,450	360	405,551
DPW - Parks Maint 57																	
PW Director (.1)	D	15,994	15,994	2,096	1,120			232	706	172	12	122	22	27		360	20,861
PW Superintendent (.2)	D	24,950	24,950	3,269	1,746			362	3,330	343	62	190	34	1,647			35,933
Park Supervisor	C	82,909	87,055	11,407	6,094	2,950		1,262	6,084	1,630	114	662	114	4,772	813		122,958
Park/Facil Maint Worker II (.1)	D	5,986	5,986	784	419			87	1,745	163	30	45	11	328			9,598
FTE	1.4	129,838	133,984	17,556	9,379	2,950	-	1,943	11,866	2,308	218	1,018	182	6,774	813	360	189,350
DPW - Park Program 58																	
PW Director (.1)	D	15,994	15,994	2,096	1,120			232	706	172	12	122	22	27		360	20,861
Park Program Manager (.8)	D	70,340	70,340	9,217	4,924			1,020	11,301	1,373	139	535	92	117			99,057
Park/Facil Maint Worker II (.5)	D	29,928	29,928	3,921	2,095			434	8,723	815	148	227	57	1,641	813		48,802
FTE	1.4	116,262	116,262	15,234	8,138	-	-	1,686	20,730	2,360	300	894	171	1,784	813	360	168,721
DPW - Building Maint 59																	
PW Director (.1)	D	15,994	15,994	2,096	1,120			232	706	172	12	122	22	27		360	20,861
PW Superintendent (.3)	D	37,425	37,425	4,904	2,620			543	4,996	515	94	284	51	2,470			53,900
Park Program Manager (.2)	D	17,585	17,585	2,304	1,231			255	2,825	343	35	134	23	29			24,764
PW Maint Worker I (.2)	D	10,883	10,883	1,426	762	590		158	3,489	326	59	83	23	597			18,395
Park/Facil Maint Worker II (.3)	D	17,957	17,957	2,353	1,257			260	5,234	489	89	136	34	984			28,794
PW Maint Worker II (.1)	D	5,986	5,986	784	419	295		87	1,217	163	17	45	11	328			9,352

Salaries and Benefit

Salaries for DPW Department																							
FY 2010																							
Job Class	Step @ 6/30/09	Salary @ 6/30/09	2010 Salary	Employer PERS	Employee PERS	Standby Pay	Social Security	Medicare	Medical	Dental	Vision	LTD	Life & ADD	Worker's Comp	Uniform	Auto Allow	Total						
PW Maint Worker II (.1)	D	5,986	5,986	784	419	295	0.062	87	1,582	163	30	45	11	328			9,730						
FTE	1.3	111,814	111,814	14,651	7,827	1,180	-	1,621	20,049	2,171	335	850	176	4,763	-	360	165,797						
Tennis Fund Park/Facil Maint Worker II (.1)	D	5,986	5,986	784	419			87	1,745	163	30	45	11	328			9,598						
Total DPW	FTE 11	915,897	923,951	121,065	64,677	14,750	-	13,397	129,285	18,190	2,221	6,682	1,421	31,254	5,075	3,600	1,335,568						
Note: Salaries are projected at one step higher than the employee is currently.																							

Temporary Help Salaries for DPW Department					
FY 2010					
		0.062	0.0145	0.05482	1.13132
<u>Task</u>	<u>Wages</u>	<u>Social Security</u>	<u>Medicare</u>	<u>Worker's Comp</u>	<u>Total</u>
Crack Seal	4,243	263	62	233	4,800
Channle Clearing	5,922	367	86	325	6,700
Street Maint Dept 53	10,165	630	147	557	11,500
Weekend Pre/Recovery (Fri & Mon)	13,789	855	200	756	15,600
Weed Knock-Down	2,121	132	31	116	2,400
Irrigation Repairs	2,652	164	38	145	3,000
Fill-in vacation/Training	3,978	247	58	218	4,500
Park Maint Dept 57	22,540	1,397	327	1,236	25,500
Weddings/Social (weekend events)	22,098	1,370	320	1,211	25,000
Meetings (weekday evenings)	13,259	822	192	727	15,000
Classes	884	55	13	48	1,000
Event Gard Maint	11,491	712	167	630	13,000
Fill-in for vacation/training/projects	5,304	329	77	291	6,000
Cleaning windows & chairs	2,652	164	38	145	3,000
Park Programs Dept 58	55,687	3,453	807	3,053	63,000
Total Temp Help	88,392	5,480	1,282	4,846	100,000

Town of Atherton	
Public Works Department	
Budget 2009-2010	
	Supplemental Budget Request
<u>Description</u>	
<u>Request #1</u>	
Replace one 1986 GMC dump truck VID#16DJ6D1B0GV507807 with a used single axel dump truck.	42,000
Reason: Vehicle has reached far past the end of its useful life.	
Total Cost to Equipment Replacement Fund	42,000

Town of Atherton								
Tennis Fund								
Budget FY 2009-2010								
							Increase	
							(Decrease)	
		Actual	Actual	Adopted	Adjusted	Requested		
		2006-07	2007-08	Budget	Budget	Budget	Over Prior	%
Account	Description	2006-07	2007-08	2008-09	2008-09	2009-10	Year Budget	Change
105-00-1668	Tennis Keys	8,325	5,505	5,500	5,500	9,000	3,500	63.6%
1669	Tennis Classes	-	12,410	1,500	1,500	3,500	2,000	133.3%
1710	Interest Income	1,104	(129)	1,000	1,000	100	(900)	-90.0%
Total Revenues		9,429	17,786	8,000	8,000	12,600	4,600	57.5%
105-30-3001	Regular Salaries	501			8,721	5,986	(2,735)	100.0%
3005	Temporary Help		2,904	5,776	7,000	8,839	1,839	26.3%
3020	Medicare Tax	7	42	200	200	215	15	7.5%
3025	Social Security	31	172	600	600	548	(52)	-8.7%
3030	PERS Retire Contr-ER		28			784	784	100.0%
3031	PERS Retire Contr-EE					419	419	100.0%
3042	Health Insurance					1,745	1,745	100.0%
3044	Dental Insurance					163	163	100.0%
3045	Vision Insurance					30	30	100.0%
3050	Worker's Comp	27	164	100	100	813	713	712.7%
3051	Life & ADD Insurance					11	11	100.0%
3052	LTD Insurance					45	45	100.0%
3120	Building Security					500	500	100.0%
3165	Other Contract Services	627	1,605		307	500	193	100.0%
3240	Building Supplies			500	500		(500)	-100.0%
3244	Construction Materials	322	623		3,500	2,500	(1,000)	100.0%
3251	Minor Tools & Equip				100	100	-	100.0%
3260	Other Supplies & Mats	2,154					-	0.0%
Total Expenditures		3,670	5,538	7,176	21,028	23,198	2,170	10.3%
Excess (Deficiency) of Rev Over Exp		5,759	12,248	824	(13,028)	(10,598)	2,430	-18.7%

Tennis Fund			
Fund 105 - 30			
Account No. & Title	Quantity, brief description and justification of items requested	FY 2010 Projected Appropriation	
3001	Regular Salaries	Salaries for .10 position based on the staffing matrix	5,986
3005	Temporary Help	Weekly cleaning, court patching & Painting	8,839
3020	Medicare Tax	1.45% of salary for employees hired after April 1986	215
3025	Social Security	6.2% of salary	548
3030	Pers Retire Contr - ER	Employer contribution for employee pension	784
3031	Pers Retire Contr - EE	Employee contribution paid for by the employer	419
3042	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	1,745
3044	Dental Insurance	Teamster Dental Plan premium	163
3045	Vision Insurance	Vision Service Plan premium	30
3050	Worker's Comp	Worker's comp charged to dept	813
3051	Life & ADD Insurance	Premium to the Cities Group	11
3052	LTD Insurance	Long-term disability premium to The Cities Group	45
Total Salaries & Benefits			19,598
3120	Building Security	Re-key tennis court gates	500
3165	Other Contract Services	Miscellaneous	500
3244	Construction Materials	Court patching and painting	2,500
3251	Minor Tools & Equip	Tools for court patching & painting	100
Total Operations			3,600
Total Tennis Fund			23,198

Temporary Help Salaries for Tennis Fund (DPW)					
FY 2010					
		0.062	0.0145	0.05482	1.13132
<u>Task</u>	<u>Wages</u>	<u>Social Security</u>	<u>Medicare</u>	<u>Worker's Comp</u>	<u>Total</u>
Crack Seal & Repaint	2,210	137	32	121	2,500
Twice Weekly Cleaning of Courts	6,629	411	96	363	7,500
Total Temp Help	8,839	548	128	485	10,000

		Police Grant Fund	
		Fund 209 - 40	
			FY 2010
	Account No. & Title	Quantity, brief description and justification of items requested	Projected Appropriation
3001	Regular Salaries	Portion of Police Lieutenant salary	100,000

Town of Atherton								
Library Fund								
Budget FY 2009-2010								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2006-07	Actual 2007-08	Adopted Budget 2008-09	Adjusted Budget 2008-09	Requested Budget 2009-10	Year Budget	Change
213-00-1010	Secured Property Tax	569,531	600,000	560,000	560,000	625,000	65,000	11.6%
1710	Interest Income	90,152	9,470	90,000	90,000	20,000	(70,000)	-77.8%
Total Revenues		659,683	609,470	650,000	650,000	645,000	(5,000)	-0.8%
3005	Temporary Help	1223.34	(1,675)	4,000	4,000	6,000	2,000	50.0%
3020	Medicare Insurance	17.97	(25)	-	-	87	87	100
3025	Social Security	76.3	(104)	-	-	372	372	100
3050	Workers Compensation	67.38	(97)	-	-	329	329	100
Total Salaries & Benefits		1,385	(1,902)	4,000	4,000	6,788	2,788	69.7%
3120	Building Security				-	15,000	15,000	100.0%
3122	Facility Repair & Maintenance	1602	832	1,000	1,000	1,000	-	0.0%
3124	Custodial Services	4952.8	5,117	7,500	7,500	7,500	-	0.0%
3125	HVAC Repair & Maint				-	600	600	100.0%
3126	Electrical Repair & Maint				-	2,500	2,500	100.0%
3165	Other Contract Services	25362.8	6,286	75,600	75,600	2,500	(73,100)	-96.7%
3240	Custodial Supplies			2,800	2,800	1,000	(1,800)	-64.3%
3260	Other Supplies & Materials			1,000	1,000	-	(1,000)	-100.0%
3304	Utilities	8743.7	8,781	10,000	10,000	10,000	-	0.0%
3510	Building Improvements			77,000	77,000		(77,000)	-100.0%
3511	Mach & Equipment			15,000	15,000	-	(15,000)	-100.0%
3514	Office Equip & Furniture			10,000	10,000	-	(10,000)	-100.0%
Total Operations		40,661	21,016	199,900	199,900	40,100	(159,800)	-79.9%
Total Expenditures		42,046	19,114	203,900	203,900	46,888	(157,012)	-77.0%
Excess (Deficiency) of Rev Over Exp		617,637	590,356	446,100	446,100	598,112	152,012	34.1%

Library Fund			
Fund 213 - 30			
	Account No. & Title	Quantity, brief description and justification of items requested	FY 2010 Projected Appropriation
3005	Temporary Help	Workers to assist with miscellaneous projects	6,000
3020	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	87
3025	Social Security	6.2% of salary	372
3050	Workers Compensation	Worker's Compensation charged to Department	329
Total Salaries & Benefits			6,788
3120	Building Security	New alarm system (security and fire)	15,000
3122	Facility Repair & Maint	Misc. repairs as needed	1,000
3124	Custodial Services	Portion of Town janitorial contract	7,500
3125	HVAC Repair & Maint	Clean air ducts after seismic and windows	600
3126	Electrical Repair & Maint	Misc. electrical repairs, light replacements, etc.	2,500
3165	Other Contract Services	Deep Clean building after seismic retrofit (\$2500)	2,500
3240	Custodial Supplies	This line for janitorial type supplies	1,000
3304	Utilities	Electricity, gas and water	10,000
Total Operations			40,100
Total Library			46,888

**TOWN OF ATHERTON
YEAR 5 OF RECOMMENDED CIP
FY2009/2010 SUMMARY**

Dept 50

Priority	Fund Number	Fund Name	FUND SOURCES							Ath. Chan. District
			Total	201	202	203	210	220	401	
		Projected Beginning Balance 7/1/2009	3,118,078	1,930,799	31,629	98,574	768,015	65,000	167,513	56,548
		REVENUES								
	08004	Regional Trails Program (CA State Parks-Federal)	2,955,000	1,858,000	205,000	100,000	650,000	60,000	104,800	82,000
	08004	Atherton Dames (Other Local)	104,800							
	09007	Atherton Dames (Other Local)	26,200						26,200	
	08028	Safe Routes to School (SRTS)(Caltrans - State)	75,000						75,000	
	08028	Las Lomitas School District (Other Local)	102,600						102,600	
	08015	Menlo Park School District (Other Local)	11,400						11,400	
	08015	Menlo Park Traffic Impact Fees (Other Local)	187,167						187,167	
	08025	Economic Stimulus (ARRA) Tier 1 (Caltrans - Federal)	126,667						126,667	
	08025	Economic Stimulus (ARRA) Tier 2 (Caltrans - Federal)	207,000						207,000	
		TOTAL FUNDS AVAILABLE	6,953,911	3,788,799	236,629	198,574	1,418,015	125,000	1,048,346	138,548
		EXPENDITURES								
		Encumbered Projects from 2008-09								
In Progress	08004	Park Trail and Bridge	131,000						131,000	
In Progress	08028	Las Lomitas SR2S Sidewalk Extension	114,000						114,000	
In Progress	08017	Upper Channel Repair Phase 2 Design	70,000	70,000						
In Progress	08022	Main House/Playschool Roof	57,306	57,306						
In Progress	08025	Atherton Avenue Economic Stimulus	641,659		80,000		250,736		310,923	
		2009-10 Projects								
1	09016	Council Chambers Seismic Retrofit	254,500	254,500						
2	09017	Upper Channel Repair Monitoring	10,000							10,000
3	08017	Upper Channel Repair Phase 2	250,000	125,000						125,000
4	09014	Replace tennis courts fence fabric	27,000	27,000						
5	09001	Street Patch, Seal & Overlay	500,000	75,000		192,000	108,000	125,000		
6	08015	Encinal Traffic Signal (173)	440,500		126,667				313,833	
7	08010	Drainage Construction Fletcher/Ridgeview (C)	1,500,000	1,000,000			500,000			
8	08011	Drainage Construction Polhemus (E3)	200,000	200,000						
9	09024	Traffic Studies (Fair Oaks and Valparaiso)	35,000	35,000						
10	09011	Master Irrigation Plan Upgrades	125,000	125,000						
11	09006	Second Park Well	75,000	75,000						75,000
12	09007	Water Tower Lawn	100,000	25,000						
13	09005	South Meadow Irrigation and Rehab	60,000	60,000						
14	09002	Street Reconstruction 7	900,000	341,000			559,000			
15	08011	Drainage Construction Mulberry (E4), Walsh @ Belbrook	115,000	115,000						
16		Drainage Projects	350,000	350,000						
		CIP Related Fees								

**YEAR 5 OF RECOMMENDED CIP
FY2009/2010 SUMMARY**

Priority	Fund Number	Fund Name	Total	FUND SOURCES							Ath. Chan. District
				201	202	203	210	220	401	403	
				Parcel Tax	Measure A	Gas Tax	Road Impact	Prop 42	Capital Imp.		
	09018	Congestion Relief (C/CAG) Fee	24,845		24,845						
	09019	C/CAG Gas Tax Fee	3,920			3,920					
	09020	State Controller Street Report Preparation Fee	2,250			2,250					
	09020	State Controller Drainage District Report Prep. Fee	2,490								2,490
	09021	Parcel Tax Roll Preparation Fee	1,500	1,500							
	09022	Annual Financial Audit (Measure A)	1,295		1,295						
		TOTAL FUNDING USE	5,992,265	2,936,306	232,807	198,170	1,417,736	125,000	944,756	137,490	
		Subtotal Fund Balance	961,646	852,493	3,822	404	279	0	103,590	1,058	
		Transfer to General Fund	780,863	780,863							
		PROJECTED END BALANCE 6/30/2010	180,783	71,630	3,822	404	279	0	103,590	1,058	

TOWN OF ATHERTON
YEAR 5 OF RECOMMENDED CIP
FY2009/2010 ENGINEERING COST SUMMARY

		FUND SOURCES (Costs included in overall project funding for each project)							
		201	202	203	210	220	401	403	
		Parcel Tax	Measure A	Gas Tax	Road Impact	Prop 42	Capital Imp.	Ath. Chan. District	
	Total								
Encumbered Projects from 2008-09									
08004	Park Trail and Bridge		2,620				2,620		
08028	Las Lomitas SR2S Sidewalk Extension		11,400				11,400		
08017	Upper Channel Repair Phase 2 Design	700							
08025	Atherton Avenue Economic Stimulus		19,250		19,250				
2009-10 Projects									
09016	Council Chambers Seismic Retrofit	5,090							
09017	Upper Channel Repair Monitoring	100							
08017	Upper Channel Repair Phase 2	5,000						100	
09014	Replace tennis courts fence fabric	540							
09001	Street Patch, Seal & Overlay	25,000							
08015	Encinal Traffic Signal (1/3)	8,810	8,810						
08010	Drainage Construction Fletcher/Ridgeview (C)	30,000							
08011	Drainage Construction Polhemus (E3)	4,000							
09011	Master Irrigation Plan Upgrades	2,500							
09006	Second Park Well	2,250							
09007	Water Tower Lawn	2,000							
09005	South Meadow Irrigation and Rehab	1,800							
09002	Street Reconstruction 7	90,000							
08011	Drainage Construction Mulberry (E4), Walsh @ Belbrook, Elena @ Faxon	3,000							
Total Engineering Costs Reimbursed to General Fund		171,880	8,810	0	19,250	0	14,020	100	

**CAPITAL IMPROVEMENT
PROGRAM**

PROJECT DESCRIPTIONS

FY 2009-2010

CIP PROJECT DESCRIPTIONS

TOWN PROJECTS

Project: Council Chambers Seismic Retrofit
Description: This project will implement the recommendations of the April 2009 Structural Evaluation Report prepared by the Crosby Group. The Council Chambers is used for public meetings and therefore needs additional structural improvements. The major elements are: shear walls, diaphragm upgrade and anchorage, roof tile anchorage, foundation grout injections, caissons and hard ceiling anchorage.
Designer: Crosby Group
Schedule: Design winter/spring 2010 Construction summer/fall 2010

Account	FY09-10
201	\$254,500
Total	\$254,500

STREET PROJECTS

Project: Street Patch, Seal and Overlay		
Description: This is an annual program to patch locations of failed pavement by dig-outs, crack seal and slurry seal for those streets with pavement conditions between PCI ratings of 70 and 75, and overlay streets with PCI ratings between 30 and 70, usually by cape seal (chip seal followed by microsurfacing). The ratings are based on bi-annual surveys conducted with grants from MTC.		
The streets to be slurry sealed in the next two years are:		
IRVING (MAGNOLIA TO JAMES)	CLAY DR	VALLEY RD (WALSH TO BEND)
ROSEWOOD	DINKELSPEIL STATION LN (ASHFIELD TO MAPLE)	VIRGINIA LN
HOLBROOK	EDWARDS LN	AUSTIN AVE (SELBY TO STOCKBRIDGE)
ELENA AVE (FAXON TO VALPARAISO)	HEATHER DR (JAMES TO LINDEN)	LEON WAY
HAWTHORN DR (JAMES TO LINDEN)	HERITAGE CT	MANDARIN WAY
SELBY LN (98 CUL-DE-SAC)	MARSH RD (.25 MI TO FAIR OAKS AVE)	MONTE VISTA AVE
SELBY LN (ATHERTON TO POLHEMUS)	PATRICIA DR (SERRANO TO STOCKBRIDGE)	QUEENS CT
SERRANO DR	STOCKBRIDGE AVE (SERRANO TO EL CAMINO)	EMILIE AVE (ALEJANDRA TO MCBAIN)
ATHERTON AVE (ELENA TO MERCEDES)	ALMENDRAL AVE (AUSTIN TO EL CAMINO)	FAIR OAKS LN (81 CUL-DE-SAC)
DOUGLASS WAY	CAMINO AL LAGO LN (MONTE VISTA TO PARK)	FLETCHER DR (RIDGEVIEW TO ALAMEDA)
FAIRFAX AVE	COWELL LN	KILROY WAY

CIP PROJECT DESCRIPTIONS

FAIRVIEW AVE	FAIR OAKS LN (35 TO W END)	MULBERRY LN (I/S TO E END)
ISABELLA AVE (SPENCER TO EL CAMNO)	HEATHER DR (IRVING TO JAMES)	PARK LN (ELENA TO EMILIE)
OAK AVE	JAMES AVE (GREENOAKS TO IRVING)	POLHEMUS AVE (N CUL-DE-SAC)
RESERVOIR RD (WALSH TO END)	MICHAELS WAY	STERN LN
SNOWDEN AVE	OAK GROVE AV (CUL-DE-SAC)	WISTERIA WAY
SOUTH GATE	RITTENHOUSE AVE	MCBAIN
ADAM WAY	ROBLEDA DR	HOWARD
ARTHUR LN	SUTHERLAND DR (BOTH CUL-DE-SACS)	LAUREL (ENCINAL TO GLENWOOD)
CATALPA DR (S CUL DE SACS)	TUSCALOOSA AVE (AUSTIN TO EL CAMINO)	

The streets to be cape sealed in the next two years are:

ASHFIELD	INGLEWOOD	PARKER
BETTY LANE	IRVING (HEATHER TO MAGNOLIA)	PLACITAS
CALLADO WAY	KAREN WAY	POLHEMUS (ALAMEDA TO EUCLID)
STATION LANE (MAPLE TO WATKINS)	MAPLE	RIDGEVIEW (FLETCHER TO END)
EMILIE (MCBAIN TO VALPARAISO)	MAPLE LEAF	STOCKBRIDGE (WEST)
ENCINA	MEADOW	TUSCALOOSA (SELBY TO AUSTIN)
ENCINAL (PAVT CHANGE TO MIDDLEFIELD)	PALMER	WALNUT
ENCINAL (LAUREL TO PAVT CHANGE)	PARK DRIVE	WALSH (ALAMEDA TO END)
HAWTHORNE (IRVING TO JAMES)		

Designer: Staff

Schedule: Fall 2009

Account	FY09-10
201	\$35,000
202	\$110,000
203	\$230,000
220	\$125,000
Total	\$500,000

Project: Street Reconstruction

Description: Reconstruct or dig-out/mill/resurface collector streets that have fallen below a PCI rating of 50 or are in need of reconstruction for other reasons. The ratings are based

CIP PROJECT DESCRIPTIONS

on bi-annual surveys conducted with grants from MTC. The 2009-10 allocation has been reduced in order to perform additional preventative maintenance (slurry and cape seals).

Projects include the following streets already identified:

Park Lane from Camino al Lago to Elena Avenue
 Polhemus Avenue from Alameda de las Pulgas to Euclid Avenue

Designer: Staff

Schedule: Design fall/winter 2009-10
 Construction spring/summer 2010

Account	FY09-10
201	\$55,000
210	\$745,000
Total	\$800,000

Project: Atherton Avenue Economic Stimulus Project

Description: Reconstruct Atherton Avenue from Stern Lane to Elena Avenue. The ARRA Economic Stimulus funds are only available for arterial and major collector streets. Atherton Avenue is the lowest rated street that qualifies for the funding.

Designer: Staff

Schedule: Design completed
 Construction spring/summer 2009

Account	FY09-10
202	\$105,000
210	\$225,736
401	\$310,923
Total	\$641,659

ATHERTON CHANNEL PROJECTS

Project: Upper Atherton Channel Repair Phase 2 Design/Construction

Description: The Upper Atherton Channel Repair Project was divided into two phases as required by the US Fish & Wildlife Service. Once the monitoring shows that the red-legged frogs have taken to the new habitat created by Phase 1, the repairs for Phase 2 can be constructed. Phase 2 consists of bank stabilization in the reach between the new drop structure and the Walsh Road retaining wall, both built in Phase 1. Additional vortex weirs will be installed to slow the flow and create additional habitat pools for the frogs. This project will design Phase 2 in 2007-08, with permitting in 2008-09 and construction in 2009-10.

CIP PROJECT DESCRIPTIONS

Designer:	BKF & H.T. Harvey
Schedule:	Design underway 2008-09 Construction summer 2010

Account	FY09-10
201	\$185,000
403	\$65,000
Total	\$250,000

Project: Upper Atherton Channel Repair Monitoring	
Description: The Upper Atherton Channel Phase 1 project was completed in 2005-06. The permits require a five-year monitoring period for the red-legged frog population and the plants installed to create adequate frog habitat. H.T. Harvey will be retained to perform the annual survey and prepare the required reports to the permit agencies.	
Consultant:	H.T. Harvey
Schedule:	Frog survey conducted May-June of each year from 2006 to 2010

Account	FY09-10
403	\$10,000
Total	\$10,000

DRAINAGE PROJECTS

Project: Drainage - Fletcher/Ridgeview (C)	
Description: This project is listed in the Nolte Town wide Drainage Study as a Priority 5, but has been elevated to a current priority, in part due to the fact that Priorities 1-4 cost more than the Town has available, and part due to the number of residents expressing their concern about this area. The project will construct a storm drain system of pipes to collect the runoff from Alta Vista, Fletcher and Ridgeview and convey it to the system at the bottom of Ridgeview at Sutherland. Due to new permit requirements, the pipe system will be oversized to include detention storage similar to the storage systems required for new homes in Atherton. This will increase the system time of concentration and reduce the potential for flooding downstream in the Atherton Channel.	
Because the streets have been cut several times by utility trenches, and Ridgeview is shown as one of our lowest rated streets, the project will include reconstruction of the streets on both Fletcher and Ridgeview. The Ridgeview portion will extend to Atherton Avenue.	
Designer:	Wilsey Ham
Schedule:	Design underway 2008-09 Construction summer 2009

CIP PROJECT DESCRIPTIONS

Account	FY 09-10
201	\$1,000,000
210	\$500,000
Total	\$1,000,000

Project: Drainage - Polhemus (E3)

Description: This project is listed in the Nolte Town wide Drainage Study as a Priority 5, but has been elevated to a current priority, in part due to the fact that Priorities 1-4 cost more than the Town has available, and part due to the number of residents expressing their concern about this area. The project will construct a storm drain system of pipes to collect the runoff from the street and the property drain outlets and convey it to the system at the intersection with Polhemus Avenue. Due to new permit requirements, the pipe system will be oversized to include detention storage similar to the storage systems required for new homes in Atherton. This will increase the system time of concentration and reduce the potential for flooding downstream in the San Mateo County system and Redwood Creek.

Designer: Wilsey Ham

Schedule: Design underway 2008-09
Construction summer 2009

Account	FY 09-10
201	\$200,000
Total	\$200,000

Project: Drainage - Walsh/Belbrook (B1)

Description: This project is listed in the Nolte Town wide Drainage Study as a Priority 5, but has been elevated to a current priority, in part due to the fact that Priorities 1-4 cost more than the Town has available, and part due to the number of residents expressing their concern about this area. The project will construct a storm drain system of pipes and concrete swales to collect the runoff from the low points at the intersection and convey it to the Atherton Channel. Due to new permit requirements, the pipe system will be oversized to include detention storage similar to the storage systems required for new homes in Atherton. This will increase the system time of concentration and reduce the potential for flooding downstream in the Atherton Channel.

Designer: Wilsey Ham

Schedule: Design underway 2008-09
Construction spring 2010

Account	FY 09-10
201	\$80,000
Total	\$80,000

CIP PROJECT DESCRIPTIONS

Project: Drainage - Mulberry (E4)

Description: This project is listed in the Nolte Town wide Drainage Study as a Priority 5, but has been elevated to a current priority, in part due to the fact that Priorities 1-4 cost more than the Town has available, and part due to the number of residents expressing their concern about this area. The project will construct a storm drain system of pipes to collect the runoff from the street and the property drain outlets and convey it to the existing ditch crossing Mulberry north of Atherton Avenue. Due to new permit requirements, the pipe system will be oversized to include detention storage similar to the storage systems required for new homes in Atherton. This will increase the system time of concentration and reduce the potential for flooding downstream in the San Mateo County system and Redwood Creek.

Designer: Wilsey Ham

Schedule: Design underway 2008-09
Construction spring 2010

Account	FY09-10
201	\$35,000
Total	\$35,000

Project: Drainage - Elena/Faxon (T1)

Description: This project is listed in the Nolte Town wide Drainage Study as a Priority 5, but has been elevated to a current priority, in part due to the fact that Priorities 1-4 cost more than the Town has available, and part due to the number of residents expressing their concern about this area. The project will construct a storm drain system of pipes to collect the runoff from the street and the property drain outlets and convey it to the existing pipe system on Elena Avenue. Due to new permit requirements, the pipe system will be oversized to include detention storage similar to the storage systems required for new homes in Atherton. This will increase the system time of concentration and reduce the potential for flooding downstream in the Atherton Channel.

Designer: Wilsey Ham

Schedule: Design underway 2008-09
Construction spring 2010

Account	FY 09-10
201	\$35,000
Total	\$35,000

TRAFFIC PROJECTS

Project: Encinal Traffic Signal

Description: This project was identified as a warranted project by the Middlefield Road Study. The Encinal Elementary School Expansion project shows impacts to this

CIP PROJECT DESCRIPTIONS

intersection that can be mitigated by a traffic signal. Developments in Menlo Park identify impacts to intersections along Middlefield Road that a signal at Encinal Avenue could mitigate. The Town of Atherton and the City of Menlo Park anticipate contributing one-third of the cost of signal each, with the school contributing one-third of the cost, plus the cost of other intersection improvements. Grants will be sought for the signal, which may delay its implementation but reduce its cost to the agencies involved.

Designer: Kimley-Horn

Schedule: Design winter/spring 2009-10
Construction summer 2010

Account	FY 09-10
210	\$126,667
401 (MP)	\$126,667
401 (MPSD)	\$187,166
Total	\$440,500

Project: Las Lomas SR2S Sidewalk Expansion

Description: This project was identified by the Las Lomas School District. It is the first phase of providing safe sidewalks in front of the school on Camino al Lago. A Safe Routes to School (SR2S) grant was successfully applied for. Phase 2 is for the County side of the street. No Town of Atherton funds will be expended other than staff time to manage the design and construction.

Designer: Staff

Schedule: Design completed
Construction Underway summer 2009

Account	FY 09-10
401	\$102,600
401 (LLSD)	\$11,400
Total	\$114,000

PARK PROJECTS

Project: Park Trail and Bridge

Description: Construct a prefabricated bridge over the Atherton Channel just east of the Caltrain tracks to provide pedestrian access to Holbrook-Palmer Park. This project is partially funded by a federal Regional Trails Program grant with a local match provided by a donation from the Atherton Dames.

Designer: Biggs Cardoso

Schedule: Design completed

CIP PROJECT DESCRIPTIONS

Construction underway spring/summer 2009

Account	FY 09-10
401	\$104,800
401 Atherton Dames	\$26,200
Total	\$131,000

Project: Park - Water Tower Lawn

Description: This project is listed in Phase B of the Landscape Master Plan; however, the Atherton Dames through fundraising efforts are providing approximately \$75,000 of the funding for the project in order to accelerate its schedule. The goal of this project will be to provide a lawn extending from the Water Tower to the Pavilion.

Designer: Kikuchi & Associates

Schedule: Design winter/spring 2009
Construction summer/fall 2009

Account	FY 09-10
201	\$25,000
401 Atherton Dames	\$75,000
Total	\$100,000

Project: Park - Master Irrigation Plan

Description: This project is intended to provide the infrastructure needed to adequately irrigate the build-out of the Master Landscape Plan. This project will provide a grid of large capacity irrigation mains that can provide adequate water pressure at any location in the park, and be connected via remote control valves to add a complete irrigation system for each landscaping project as it is brought on line.

Designer: Kikuchi & Associates

Schedule: Design winter/spring 2009
Construction summer/fall 2009

Account	FY09-10
201	\$131,000
Total	\$131,000

Project: Park - Second Park Well

Description: This project is intended to provide the infrastructure needed to adequately irrigate the build-out of the Master Landscape Plan. This project will provide an additional well in the vicinity of the children's playground restroom to provide additional water supply sufficient to supply the Master Irrigation Plan and each project as it is brought on line. Initially this project will be used primarily to supply water for the new

CIP PROJECT DESCRIPTIONS

south Meadow Irrigation and Rehabilitation project.

Designer: TBD

Schedule: Design winter/spring 2009
Construction fall/winter 2009

Account	FY09-10
201	\$75,000
Total	\$75,000

Project: Park - South Meadow Irrigation and Rehabilitation

Description: This project will provide an upgraded irrigation system for the South Meadow. The current system does not have an adequate layout to provide efficient coverage of the field. Modern high efficiency heads will be used that provide more uniform watering, as well as better field safety. The project will also rehabilitate the turf and reseed the grass to provide a better play surface. The project will be performed during low field use periods between AYSO use and Little League.

Designer: Jensen & Associates

Schedule: Design winter/spring 2008
Construction winter 2009-10

Account	FY09-10
201	\$60,000
Total	\$60,000

Project: Park - Replace tennis court fence fabric

Description: This project will improve the safety and appearance of the six tennis courts by replacing the old rusted fabric with a modern coated fabric. The existing posts and frames will be retained. The fabric on the gates and the internal fences will also be replaced. The fabric will be replaced during low court use periods.

Designer: N/A

Schedule: Construction fall/winter 2009

Account	FY09-10
201	\$131,000
Total	\$131,000

Town of Atherton						
Equipment Replacement Fund						
Budget 2009-2010						
					Increase	
		Adopted	Adjusted	Requested	(Decrease)	
Account	Description	Budget	Budget	Budget	Over Prior	%
		2008-09	2008-09	2009-10	Year Budget	Change
610-00-1710	Interest on Investments	8,000	8,000	2,500	(5,500)	-220.0%
XX 1930	Equipment Replacement Charges	51,620	51,620	109,692	58,072	52.9%
Total Revenues		59,620	59,620	112,192	52,572	46.9%
3169	Disaster Preparedness Equipment		40,000		(40,000)	-100.0%
3513	Computer Software			59,995	59,995	100.0%
3512	Vehicles & Accessories	123,000	123,000	122,000	(1,000)	-0.8%
Total Expenditures		123,000	163,000	181,995	18,995	10.4%
Net		(63,380)	(103,380)	(69,803)	33,577	-48.1%

XX Various

Equipment Replacement Fund			
Fund 610			
Account No. & Title	Quantity, brief description and justification of items requested		FY 2010 Requested Appropriation
3512	Vehicle Expense	See supplemental Requests	122,000
610-18-3513	Computer Software	Springbrook licensing (2 of 5)	24,330
		Travel expenses for implementation and training of town staff (\$10,000 budget carryover from FY 2009)	11,000
		Springbrook IT support and contingency (budget carryover from FY 2009)	12,165
		Super server & Install (budget carryover from FY2009)	12,500
			59,995 *
		Total	181,995
* to be paid from the transfer of fund from Computer Services Fund #611.			

Town of Atherton										
Equipment Replacement Schedule										
										6/30/2009
Fund	Dept	Asset Description	Unit #	VIN	Date Placed in Service	Original Cost	Est. Replace Cost 2010	Life Expect	Actual Age	2010
101	18	Financial System Upgrade				121,650	50,000	5		10,000
101	25	Permit Tracking Sys Upgrade				151,425	50,000	5		10,000
101	40	2003 Ford Taurus		1FAFP55233G191704	2004	14,184		5	5	-
101	40	2008 Ford Taurus		1FAHP24W98G129551	2008	26,891	30,000	5	1	6,000
101	40	1998 Chevrolet S-10 - 1/4 ton pickup		1GCDT19XW1K182853	1998	15,098	-	5	11	-
101	40	2003 Ford Crown Victoria		2FAF874W23X216778	2002	25,617	29,000	5	7	-
101	40	2008 Ford Crown Victoria		2FAFP71V78X135391	2008	39,320	29,000	5	1	5,800
101	40	2007 Ford Crown Victoria	6	2FAFP71W57X115471	2007	35,075	29,000	5	2	5,800
101	40	2000 Ford Crown Victoria	3	2FAFP71W6YX201714	2001	22,532	29,000	5	8	-
101	40	2005 Ford Crown Victoria	7	2FAFP71W75X105165	2005	28,387	29,000	5	4	5,800
101	40	2007 Ford Crown Victoria	8	2FAFP71W77X115472	2007	35,075	29,000	5	2	5,800
101	40	2005 Crown Ford Victoria	5	2FAFP71W95X105166	2005	28,387	29,000	5	4	5,800
101	40	2005 Ford Crown Victoria	4	2FAFP71WX5X166350	2006	32,638	29,000	5	3	5,800
101	40	2003 Ford Crown Victoria		2FAFP74X263x140241	2004	21,001	29,000	5	5	-
101	40	2009 Ford Crown Victoria		2FAHP71V49X120521	2009	24,229	29,000	5	-	5,800
101	40	Toyota Camry (hybrid)			2009	29,150	30,000	5	-	6,000
101	40	Ford Crown Victoria				27,000	29,000	5	-	5,800
101	40	Ford Crown Victoria				27,000	28,000	5	-	5,600
101	40	Unmarked Vehicle				26,000	29,000	5		5,800
						457,584	436,000			69,800
101	53	1986 GMC 6000 dump truck	PW 807	16DJ6D1B0GV507807	1986	28,959	34,751	20	23	1,738
101	53	2001 Dodge Dakota - 1/2 ton pickup		1B7GL22X61S250666	2001	17,885	20,568	15	8	1,371
101	53	1999 Ford F-250- 3/4 ton pickup	PW 201	1FDNX20S6XEC89201	1999	22,930	25,223	10	10	2,522
101	53	1999 Ford F-450 pickup	PW 202	1FDXF46SXXEC90202	1999	30,392	33,431	10	10	3,343
101	53	1999 Ford F-250 - 3/4 ton	PW 200	1FTNX21S0XEC89200	1999	22,930	25,223	10	10	2,522
101	53	John Deere 310-SJ Loader w/ backhoe		T0310TJ170233		97,743	117,291	20	1	5,865
						220,839	256,487			17,361
101	57	1994 Ford F-250 1/2 ton	PRK 002	1FTHF25H1RLA59002	1994	14,962	17,954	20	15	898
101	57	Turfstar Utility Truck			2004	14,851	16,336	10	5	1,634
						29,813	34,290			2,531
					Total	981,310	826,777			109,692

Town of Atherton		
Vehicle Replacement Fund		
Budget 2009-2010		
		Supplemental Budget Request
	<u>Description</u>	
	Request #1 Police	
610-30	Replace one unmarked car due to high mileage, age, and poor condition	26,000
	Vehicle to be replaced: 2002 Ford Crown Victoria VID# 2FAF874W23X216778	
	Request #2 Police	
610-30	Two new Ford Crown Victoria patrol cars due to high mileage, age, and poor condition	54,000
	Vehicles to be replaced: 2000 Ford Crown Victoria VID# 2FAFP71W6YX201714 and 2005 Ford Crown Victoria VID# 2FAFP71W75X105165 with two new Ford Crown Victorias	
	Request #3 DPW	
610-53	Replace one 1986 GMC dump truck VID#16DJ6D1B0GV507807 with a used single axel dump truck.	42,000
	Reason: Vehicle has reached far past the end of its useful life.	
	Total	122,000

		Worker's Compensation	
		Fund 614 - 30	
	Account No. & Title	Quantity, brief description and justification of items requested	Requested Appropriations
	3050 WC Assessment	Assessment by the Cities Group (JPA)	26,360
	3054 Safety Program Assess	Assessment by the Cities Group (JPA)	5,833
			32,193

Town of Atherton		
General Liability Fund 615 (new)		
Budget 2009-2010		
		Requested
		Budget
Account	Description	2009-10
615-00-1710	Interest on Investments	500
1924	Liability Insurance Charge	190,937
1925	Employment Practice Liability Charge	36,000
	Total Revenues	227,437
615-30-3321	Liability Insurance Expense	90,937
30-3331	Employment Practice Liability	36,000
	Total Expenditures	126,937
	Net	100,500
	Purpose: to help finance other liabilities including employment liabilities.	

		General Liability Fund	
		Fund 615 - 30	
	Account No. & Title	Quantity, brief description and justification of items requested	Requested Appropriations
	3321 Liability Insurance	Premium to ABAG	90,937
	333 Employment Practice	Premium to ABAG	36,000
		Total	126,937

Town of Atherton		
Employee Benefits Fund 616 (new)		
Budget 2009-2010		
		Requested
		Budget
Account	Description	2009-10
616-00-1710-000	Interest on Investments	3,000
1926	GASB 45 Annual Required Contribution	678,828
XX-1927	EE Benefits Earned	71,228
XX-1928	Unemployment Benefits	48,880
	Total Revenues	801,936
616-XX-3043-000	Retiree Health-Care	178,826
XX-3053-000	Unemployment Insurance	46,800
	Total Expenditures	225,626
	Net	576,310
	Purpose: to help finance the liabilities for compensated absences and other post-employment benefits other than pension for City General Fund departments.	

		Employee Benefits Fund	
		Fund 616	
	Account No. & Title	Quantity, brief description and justification of items requested	Requested Appropriations
	3043 Retiree Health-Care	Premium to CalPERS (pay-as-you-go)	178,826
	3053 Unemployment Insurance	Payments to Employment Development Dept	46,800
		Total	225,626

BUDGET GLOSSARY

Appropriation – An authorization made by the City Council which permits the Town to incur obligations and to make expenditures of resources.

Appropriation Limit – A restriction on the amount of revenue that can be appropriated in any fiscal year as imposed by Propositions 4 and 111. The Limit is based on actual appropriations during the 1978-79 fiscal year, and is increased each year using the growth of population and inflation.

Assessed Value - The value of property used as a basis for levying property taxes.

Budget - A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services, goals and objectives. The Town of Atherton uses a financial plan covering a fiscal year, with actual budget appropriations made annually.

Department Revenue - Selected fees, charges, rent or other income derived by a department from its own activities.

Designated Unreserved Fund Balance - Net financial resources of a governmental fund that are spendable or available for appropriation, but which have been earmarked by the City Council for some specific purpose.

Expense - As the authorization to spend is exercised, an appropriation becomes an "expense" or "expenditure", i.e., the amount expended.

Fiscal Year - The 12-month accounting period used by the Town, from July 1 through June 30th of the following calendar year.

Fund - A separate fiscal and accounting entity used by governments to segregate resources related to specific activities. The five fund types used by the Town are: General Fund, Special Revenue, Capital Projects, Internal Service Fund, and Agency Funds.

Fund Types:

The **General Fund** is the principal operating fund of a government and is typically used to account for most of a government's departments. As a rule, the general fund should be used to account for all of a government's activities unless there is a compelling legal or managerial reason to use some other fund type. Governments may report only a single general fund.

Special Revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

Capital Project funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

Internal Service funds are enterprises that sell service internally to other Town entities, rather than to the general public.

Agency funds are used to account for accumulations of resources that will be used to pay expenses for others for which the Town acts as administrator and pay agent.

Fund Balances - The excess of the total assets of a fund over its total liabilities and reserves.

Governmental Funds - this includes the general, special revenue, debt service and capital projects fund. They are accounted for on a financial flow basis, measuring available spendable resources and changes in net current assets.

Interest - Income earned on the investment of available cash balances.

Inter-fund Transfers - The reallocation of money from one fund to another. The receiving fund must spend the transferred money in a way that complies with any restrictions placed on the money when it was originally received by the donor fund.

Liabilities - Amount of obligations a fund has to make on future payments, such as accounts payable, deferred revenues or amounts due other funds.

Operations - Departmental costs for employees, contract services, repairs and maintenance, internal services, supplies, equipment and other expenses. These expenses are generally predictable and consistent with the on-going service demands of the Town and the impact of inflation.

Non-Department - Expenses incurred at the fund level, which are not charged to an individual department.

Projects - Long-term investments in public facilities and infrastructure; also known as capital improvements. Amounts spent may vary widely from year to year.

Reserved Fund balance - The portion of fund balance that is not available for appropriation because it is legally restricted.

Revenue - Money received from taxes, licenses, permits, interest, fees for service, bonds or from other governments by the Town during the fiscal year.

Subventions – Revenues collected by the State or other level of government and allocated to the Town on a formula basis. The major subventions include motor vehicle in-lieu and gasoline taxes.

User Fees - Charges of a voluntary nature paid by persons receiving a service in exchange for the fee (such as park activities).

Working Capital – the excess of current assets over current liabilities.

RESOLUTION NO. 09-21

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ADOPTING THE FISCAL YEAR 2009-2010 OPERATING AND CAPITAL BUDGET**

WHEREAS, the City Council of the Town of Atherton set June 17, 2009, at the Town of Atherton City Council Chambers, 94 Ashfield Road, Atherton, California, as the time and place for the public hearing on the adoption of the Fiscal Year 2009-2010 Operating and Capital 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, said Council held a budget study session on May 28, 2009, and a public hearing on the Proposed Fiscal Year 2009-2010 Operating and Capital Budget on June 10, 2009; and

WHEREAS, it appears to be in the best interest of the citizens of the Town of Atherton that the Fiscal Year 2009-2010 Operating and Capital 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 2009-2010 Operating and Capital Budget totaling \$17,045,644, which includes the General Fund Operating Budget of \$10,316,542, Other Funds' Operating Budgets of \$736,837, and the Capital Budget of \$5,992,265, as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2009-2010.

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 17th day of June, 2009, by the following vote:

<i>AYES:</i>	<i>4</i>	<i>Council Members:</i>
<i>NOES:</i>	<i>0</i>	<i>Council Members: None</i>
<i>ABSENT:</i>	<i>0</i>	<i>Council Members: None</i>
<i>ABSTAIN:</i>	<i>0</i>	<i>Council Members: None</i>

Jerry Carlson, MAYOR
Town of Atherton

ATTEST:

Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM

Wynne Furth, 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 2009-2010.
- All CIP encumbered expenditures from the Fiscal Year 2008-2009 Adopted Budget shall be carried forward and re-appropriated in Fiscal Year 2009-2010. Said encumbered expenditures to be re-appropriated in Fiscal Year 2009-2010 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 in excess of 5% of its budget, then City Council approval shall be required.
- General 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 prepared by the Finance Director for each department and/or program and/or capital project.

Section 2: FY 2009-2010 all Funds Operating and Capital Budgets are hereby adopted, establishing the following revenue estimates and expenditure budgets:

Fund Name	Revenues	Expenditures	Transfer In/(Out)
General Fund	9,035,679	10,316,542	780,863
Tennis Fund	12,600	23,198	
COPS Grant	100,000	100,000	
Library Fund	645,000	46,888	
Equipment Replacement Fund	112,192	181,995	
Worker's Compensation	158,420	32,193	
General Liability	227,437	126,937	
Employee Benefits	801,936	225,626	
Total Other Funds	2,057,585	736,837	-
Special Tax	1,858,000	2,936,306	(780,863)
Measure A	205,000	232,807	
Gas Tax	100,000	198,170	
Road Impact	650,000	1,417,736	
Traffic Congestion (Prop 42)	60,000	125,000	
Capital Improvement	880,834	944,756	
Storm Drainage			
Channel Drainage District	82,000	137,490	
Total Capital Projects	3,835,834	5,992,265	(780,863)
Total All Funds	14,929,098	17,045,644	-

TOWN OF ATHERTON

AUTHORIZED POSITIONS BY DEPARTMENT

	2004-05 Authorized	2005-06 Authorized	2006-07 Authorized	2007-08 Authorized	2008-09 Authorized	2009-10 Recommended
Administration						
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	-	-
Assistant City Manager	-	-	-	-	1.00	1.00
Office Assistant	-	-	-	-	0.75	-
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to City Manager	1.00	1.00	1.00	1.00	-	-
Executive Assistant/ Deputy City Clerk	-	-	-	-	1.00	1.00
Total Admin	4.00	4.00	4.00	4.00	4.75	4.00
Finance						
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00	-
Finance Assistant	1.00	1.00	1.00	1.00	0.60	0.60
Accountant	-	-	-	-	-	1.00
Total Finance	3.00	3.00	3.00	3.00	2.60	2.60
Building						
Building Official	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
Bldg Inspector/Plan Reviewer	1.00	1.00	2.00	2.00	2.00	2.00
Town Arborist/PW Technician	1.00	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician	-	-	-	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
Police						
Police Chief	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
Sergeant	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
Administrative Assistant	0.50	0.50	0.50	0.50	0.75	0.75
Communications Supervisor	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
Dispatcher/Records Assistant	4.00	4.00	4.00	4.00	4.00	3.00
Total Police	28.50	28.50	28.50	28.50	27.75	25.75
Public Works						
Public Works Director	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
Asst/Assoc Engineer	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
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00

TOWN OF ATHERTON

AUTHORIZED POSITIONS BY DEPARTMENT

PW Maintenance Supervisor	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
Total Public Works	11.00	11.00	11.00	11.00	11.00	11.00
Grand Total	52.50	52.50	52.50	54.50	53.10	50.35

RESOLUTION NO. 09-22

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF
ATHERTON ESTABLISHING THE APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2009-10 AND REVISING THE GANN APPROPRIATION LIMITS
FOR THE FISCAL YEARS 2002-03, 2003-04, 2004-05, 2005-06, 2006-07, 2007-08 AND
2008-09 PURSUANT TO ARTICLE X111 B OF THE CALIFORNIA CONSTITUTION**

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

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

WHEREAS, the Finance Director of the Town of Atherton has conducted the necessary analysis and calculations to determine the appropriations limit for Fiscal Year 2009-10, relying on the permanent Fiscal Year 1993-94 limit approved by the voters on November 3, 1994, and the following two adjustment factors: change in population for the County of San Mateo or Atherton, whichever is higher, and change in cost of living as provided by the State of California, Department of Finance; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the Town of Atherton that the new appropriations limit for the Fiscal Year 2009-10 shall be and is hereby set in the amount of **\$7,456,359** and its calculations as set forth in Attachment 1, copy of which is attached hereto.

WHEREAS, the Town of Atherton previously calculated the appropriations limits for the 2002-2003, 2003-04, 2004-05, 2005-06, 2006-07, 2007-08, and 2008-09 fiscal years to be as follows:

2002-03	\$5,474,391
2003-04	\$7,992,725
2004-05	\$8,478,966
2005-06	\$8,779,022
2006-07	\$9,017,777
2007-08	\$9,296,482
2008-09	\$9,818,431 (\$9,296,482)

WHEREAS, said Town has since recalculated the appropriations limit amounts for each of the subject fiscal years due to an error in the other adjustment factor previously authorized by its voters, in conjunction with parcel tax approvals. The proceeds of taxes that are subject to the appropriations limit for each of the subject fiscal years have not changed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the Town of Atherton that the Town's appropriations limits are hereby revised for the subject fiscal years as follows and its calculations as set forth in Attachment 2 through 8, copies of which are attached hereto.

2002-03	\$ 5,509,974
2003-04	\$ 8,313,112
2004-05	\$ 8,667,513
2005-06	\$ 9,015,205
2006-07	\$ 9,301,986
2007-08	\$ 9,719,885
2008-09	\$10,108,820

* * * * *

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 17th day of June, 2009, by the following vote:

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

Jerry Carlson, MAYOR
Town of Atherton

ATTEST:

Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

Wynne Furth, City Attorney

**Town of Atherton
 APPROPRIATIONS SPENDING LIMIT
 Prop 4 - Gann Limit FY 2009-2010**

Attachment 1

Schedule 1: Calculation of Spending Limit

		Prior year Town worksheet less
Last Year's Limit (FY 2008-09) as adjusted	7,321,820	\$2,787,000
Adjustment Factors:		
A. Population (County)	1.0121	
C. Inflation	<u>1.0062</u>	
A times C	<u>1.0184</u>	
Total Adjustment (Percent)	1.84%	
Total Adjustment (Dollars)	134,539	
New Appropriation Limit for Fiscal Year 2009-10	<u>7,456,359</u>	

Schedule 2: Appropriations Compared to Limit

Proceeds from Taxes	(Schedule 3)	8,691,973
Less Exclusions (Qualified Capital Outlay)		<u>(1,984,667)</u>
Appropriations Subject to Limit FY 2009-2010		<u>6,707,306</u>
Appropriations Limit for FY 2009-2010		7,456,359
Amount under Appropriations Limit		<u>749,053</u>

Schedule 3: Determination of Proceeds of Taxes
 Per Budget for FY 2009-2010

	Proceeds of Taxes	Non- Proceeds	Total
Revenues			
Property Tax	6,160,000		6,160,000
Sales Tax	150,000		150,000
Public Safety Sales Tax		65,000	65,000
Parcel Tax	1,858,000		1,858,000
County Measure A	205,000		205,000
Business License	150,000		150,000
Motor Vehicle License Fee	20,000		20,000
Homeowners Exemption	31,500		31,500
Franchise Fees		570,000	570,000
Development Fees/Permits		1,211,000	1,211,000
Fines & Forfeiture		19,525	19,525
Fees for Services		284,625	284,625
Rentals		165,348	165,348
Miscellaneous		58,681	58,681
	<u>8,574,500</u>	<u>2,374,179</u>	<u>10,948,679</u>
Interest Income	117,473	32,527	150,000
	<u>8,691,973</u>	<u>2,406,706</u>	<u>11,098,679</u>
Deduction			
Qualified Capital Outlay Projects	(1,984,667)		(1,984,667)
Total	<u>6,707,306</u>	<u>2,406,706</u>	<u>9,114,012</u>

Town of Atherton
Appropriations Limit Schedule
For the fiscal year ending June 30, 2003

Attachment 2

	Amount	Source
A. Appropriations FYE 6/30/02:	\$ 5,544,810	Prior year Town worksheet
B. Calculation Factors:		
1) Population increase % *	1.0065	State Department of Finance
2) Inflation increase %	0.9873	State Department of Finance
3) Total adjustment %	0.9937	B1xB2
C. Annual Adjustment Increase	(34,836)	{{(B3-1)xA}}
D. Other Adjustments:		
1) Loss responsibility (-)	-	N/A
2) Transfer to private (-)	-	N/A
3) Transfer to fees (-)	-	N/A
4) Assumed responsibility (+)	-	N/A
E. Total Adjustments	(34,836)	(C+D)
F. Adjusted Appropriations Limit FYE 6/30/03	\$ 5,509,974 **	(A+E)

* Greater of population increase % for:
 Atherton 1.0000
 San Mateo County 1.0065

** Note - The Resolution submitted to the Atherton City Council presented \$5,474,391 due to a mathematical miscalculation. The correct amount should be \$5,509,974.

Town of Atherton
Appropriations Limit Schedule
For the fiscal year ending June 30, 2004

Attachment 3

	Amount	Source
A. Adjusted Appropriations FYE 6/30/03:	\$ 5,509,974	Prior year Town worksheet
B. Calculation Factors:		
1) Population increase % *	1.0037	State Department of Finance
2) Inflation increase %	1.0231	State Department of Finance
3) Total adjustment %	1.0269	B1xB2
C. Annual Adjustment Increase	148,138	{(B3-1)xA}
D. Other Adjustments:		
1) Loss responsibility (-)	-	N/A
2) Transfer to private (-)	-	N/A
3) Transfer to fees (-)	-	N/A
4) Tax Adjustment (+)	2,655,000	N/A
E. Total Adjustments	2,803,138	(C+D)
Adjusted Appropriations Limit FYE 6/30/04	\$ 8,313,112 **	(A+E)

* Greater of population increase % for:
Atherton 1.0025
San Mateo County 1.0037

** Note - The Resolution submitted to the Atherton City Council presented \$7,992,725 due to a mathematical miscalculation. The correct amount should be \$8,313,112.

Town of Atherton
Appropriations Limit Schedule
For the fiscal year ending June 30, 2005

Attachment 4

	Amount	Source
A. Adjusted Appropriations FYE 6/30/04:	\$ 5,658,112	Prior year Town worksheet less \$2,355,000
B. Calculation Factors:		
1) Population increase % *	1.0063	State Department of Finance
2) Inflation increase %	1.0328	State Department of Finance
3) Total adjustment %	1.0393	B1xB2
C. Annual Adjustment Increase	222,401	{(B3-1)xA}
D. Other Adjustments:		
1) Loss responsibility (-)	-	N/A
2) Transfer to private (-)	-	N/A
3) Transfer to fee (-)	-	N/A
4) Parcel Tax Adjustment (+)	2,787,000	N/A
E. Total Adjustments	3,009,401	(C+D)
F. Adjusted Appropriations Limit FYE 6/30/05	\$ 8,667,513 **	(A+E)

* Greater of population increase % for:
Atherton 1.0063
San Mateo County 1.0044

** Note - The Resolution submitted to the Atherton City Council presented \$8,478,966 due to a mathematical miscalculation. The correct amount should be \$8,667,513.

**Town of Atherton
Appropriations Limit Schedule**

For the fiscal year ending June 30, 2006

Attachment 5

	Amount	Source
A. Adjusted Appropriations FYE 6/30/05:	\$ 5,880,513	Prior year Town worksheet less \$2,787,000
B. Calculation Factors:		
1) Population increase % *	1.0062	State Department of Finance
2) Inflation increase %	1.0526	State Department of Finance
3) Total adjustment %	1.0591	B1x B2
C. Annual Adjustment Increase	347,692	{(B3-1)x A}
D. Other Adjustments:		
1) Loss responsibility (-)	-	N/A
2) Transfer to private (-)	-	N/A
3) Transfer to fees (-)	-	N/A
4) Parcel Tax Adjustment (+)	2,787,000	N/A
E. Total Adjustments	3,134,692	(C+D)
Adjusted Appropriations Limit FYE 6/30/06	\$ 9,015,205 **	(A+E)
* Greater of population increase % for:		
Atherton	1.0022	
San Mateo County	1.0062	

** Note - The Resolution submitted to the Atherton City Council presented \$8,779,022 due to a mathematical miscalculation. The correct amount should be \$9,015,205.

Town of Atherton
Appropriations Limit Schedule
For the fiscal year ending June 30, 2007

Attachment 6

	Amount	Source
A. Adjusted Appropriations FYE 6/30/06:	\$ 6,228,205	Prior year Town worksheet less \$2,787,000
B. Calculation Factors:		
1) Population increase %	1.0062 *	State Department of Finance
2) Inflation increase %	1.0396	State Department of Finance
3) Total adjustment %	1.0460	B1xB2
C. Annual Adjustment Increase	286,781	{(B3-1)xA}
D. Other Adjustments:		
1) Loss responsibility (-)	-	N/A
2) Transfer to private (-)	-	N/A
3) Transfer to fees (-)	-	N/A
4) Parcel Tax Adjustment (+)	2,787,000	N/A
E. Total Adjustments	3,073,781	(C+D)
F. Adjusted Appropriations Limit FYE 6/30/07	\$ 9,301,986 **	(A+E)

* Greater of population increase % for:
Atherton 1.0048
San Mateo County 1.0062

** Note - The Resolution submitted to the Atherton City Council presented \$9,017,777 due to a mathematical miscalculation. The correct amount should be \$9,301,986.

Town of Atherton
Appropriations Limit Schedule
For the fiscal year ending June 30, 2008

Attachment 7

	Amount	Source
A. Adjusted Appropriations FYE 6/30/07:	\$ 6,514,986	Prior year Town worksheet less \$2,787,000
B. Calculation Factors:		
1) Population increase %	1.0191 *	State Department of Finance
2) Inflation increase %	1.0442	State Department of Finance
3) Total adjustment %	1.0641	B1xB2
C. Annual Adjustment Increase	417,899	{(B3-1)xA}
D. Other Adjustments:		
1) Loss responsibility (-)	-	N/A
2) Transfer to private (-)	-	N/A
3) Transfer to fees (-)	-	N/A
4) Parcel Tax Adjustment (+)	2,787,000	N/A
E. Total Adjustments	3,204,899	(C+D)
F. Adjusted Appropriations Limit FYE 6/30/08	\$ 9,719,885 **	(A+E)

* Greater of population increase % for:
 Atherton 1.0191
 San Mateo County 1.0097

** Note - The Resolution submitted to the Atherton City Council presented \$9,296,482 due to a mathematical miscalculation. The correct amount should be \$9,719,885.

Town of Atherton
Appropriations Limit Schedule
For the year ending June 30, 2009

Attachment 8

	<u>Amount</u>	<u>Source</u>
A. Adjusted Appropriations limit for the year ended June 30, 2008	\$ 6,932,885	Prior year Town worksheet less \$2,787,000
B. Calculation factors:		
Population increase *	1.0127	State Department of Finance
Inflation increase	<u>1.0429</u>	State Department of Finance
Total adjustment factor	1.0561	B1 * B2
C. Annual adjustment increase	388,935	[(B3-1)A]
D. Other adjustments:		
Loss responsibility (-)	-	N/A
Transfers to private (-)	-	N/A
Transfers to fees (-)	-	N/A
Parcel Tax Adjustment(+)	<u>2,787,000</u>	N/A
E. Total adjustments	<u>3,175,935</u>	(C+D)
F. Adjusted Appropriations limit for the year ending June 30, 2009	<u>\$ 10,108,820</u>	(A+E)

* Greater of population increase % for:
 Atherton 1.0114
 San Mateo County 1.0127

** Note - The Resolution submitted to the Atherton City Council presented \$9,818,431 due to a mathematical miscalculation. The correct amount should be \$10,108,820.



Town of Atherton

Fund Balance Policy for the General Fund

Exhibit A

Purpose

To help the Town of Atherton provide quick response to weather economic uncertainty, unexpected situations such as natural disasters, provide sufficient cash flow to avoid the need for short-term borrowing. The policy establishes the appropriate level of reserves which the Town of Atherton will strive to maintain in its General Fund balance; how the target fund balances will be funded; and the conditions under which fund balances can be used.

For purposes of this Policy, the definition of "reserves" is limited to the portion of fund balance that is *unreserved*. Unreserved is to mean not set aside for existing legal obligations of the Town.

1. Amounts Held in Reserve

The Town of Atherton will strive to hold the amounts listed below in General Fund balance, expressed as a percentage of the Town's annual operating expenditures of the General Fund. These amounts are expressed as goal ranges to recognize that fund balance levels can fluctuate from year to year due to the normal course of Town government operations.

- 15-20% - Budget Stabilization Reserve for economic uncertainty, possible State borrowing of Town's fund, known or anticipated future obligations.
- 15-20% - Emergency Disaster Reserve for unforeseen events such as natural disasters, catastrophic accidents.
- 5-10% - Working Capital to provide sufficient cash flow.

2. Funding Target Fund Balance

Funding of General Fund balance targets will generally come from excess revenues over expenditures or one-time revenues. The reserves will be funded in the following priority order:

- Budget Stabilization
- Emergency Disaster

- Working Capital
- Self-insurance Reserve
- GASB 45 unfunded post-employment benefits other than pensions (retiree health-care)
- Capital improvement projects

3. Conditions for Use of Reserves

The use of reserves shall be limited to unanticipated, non-recurring needs, or anticipated future obligations. Fund balances shall not be used for normal or recurring annual operating expenditures.

The City Manager is authorized to make recommendations to the City Council for use of reserves. A four-fifths (4/5) vote of the City Council will be required to use reserves. Any recommendation shall be accompanied by a plan for the replenishment of the reserves to the City Council.

In no circumstances shall the total General Fund reserve balance drop below 15% of the Town's annual operating expenditures for the General Fund.

RESOLUTION NO. 09-26

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
AUTHORIZING THE ESTABLISHMENT OF A GENERAL FUND RESERVE POLICY**

WHEREAS, the City Council of the Town of Atherton would like to improve financial performance, maintain financial solvency, protect against economic uncertainty, and provide a reserve for emergency; and

WHEREAS, the City Council desires to establish a reserve fund policy for the General Fund;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Atherton does hereby approve the establishment of a General Fund Reserve Policy in the form attached as Exhibit A and by reference made a part hereof.

* * * * *

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 th day of June, 2009, by the following vote:

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

Jerry Carlson, MAYOR
Town of Atherton

ATTEST:

Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

Wynne Furth, City Attorney