



# TOWN OF ATHERTON

Budget Fiscal Year 2010-2011

TOWN OF ATHERTON, CA  
City Council  
June 2010

Kathy McKeithen, Mayor  
Jim Dobbie, Vice Mayor  
Jerry Carlson, 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  
Louise Ho, Finance Director  
Duncan Jones, Public Works Director  
Michael Guerra, Chief of Police  
Lisa Costa Sanders, Deputy Planner  
Mike Wasmann, Building Official

# TOWN OF ATHERTON, CA

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**TOWN OF ATHERTON, CA**

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# TOWN OF ATHERTON

91 Ashfield Road  
Atherton, CA 94027

June 11, 2010

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

SUBJECT: Budget Message for FY 2010-2011 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, 2010 to June 30, 2011. The Budget is proposed to be adopted at the June 16, 2010, City Council meeting.

The attached budget contains actual financial results for the FY 2007-08 and FY 2008-09, the FY 2009-10 adopted and adjusted budget and the proposed budget for FY 2010-11.

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 2009-10. Revenue trends and changes in economic climates were also considered in projecting property taxes, building revenues, and sales taxes. The current crisis in the 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 Town General Fund relies heavily on property tax. Overall, property tax (including the portion of parcel tax for police) accounts for 69.3% of the General Fund revenues. The General Fund Revenue Budget assumes a 1.25% increase in secured property tax. A lower percentage was projected 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 any State take-aways.

Building permit revenue is projected to increase by 1.6% as compared with FY 2009-10. The increase is to some improvement in the housing market.

The total General Fund Revenue Budget shows a .7% decrease as compared to the revenue budget for FY 2009-10.

General Fund Expenditure assumptions include no salary increase for Town employees, 100% funding of GASB 45 (unfunded retiree health-care costs) 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.

To ensure that the Town has a balanced budget, General Fund Departments have reduced operating expenditures (excluding one-time settlement claims) of \$306,511 or a 2.8% decrease as compared to FY 2009-10. To weather the current economic downturn and being able to maintain the same high level of services to the Community, an operating transfer of \$888,463 is necessary from the Parcel Tax Fund for police services and the use of \$547,458 of Building Department operating reserve for the Building Department projected operating shortfall for FY 2010-11.

The General Fund fund balance as of June 30, 2010 is estimated to be \$6,161,956 of which \$998,235 is the Building Department operating reserve. The estimated ending fund balance for the proposed FY 2010-11 is \$5,614,497 of which \$450,777 is Building. The decrease in Building Department operating reserve is due to excess of building expenditures over revenues.

Thanks to the residents of the Town, Measure S and Measure T were passed on November 3, 2009. Measure S authorized the renewal of a special tax to continue to provide funding for Town Police and emergency services, repair and maintain streets and storm drains for FY 2010-11 to FY 2013-14. The GANN Limit imposed by Proposition 4 restricts the amount of appropriations that can be made using tax revenues. Measure T allows for the Gann Limit to be increased during the same periods.

For FY 2010-11, the Public Works Department is planning several projects including street reconstruction 7 Park/Polhemus.

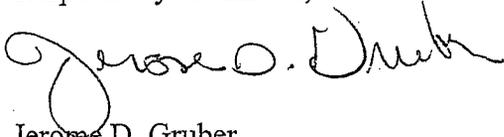
The first budget hearing was on May 19, 2010. The Finance Committee reviewed the proposed budget on June 1 and June 7, 2010.

During these 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, Town staff will be working with the Finance Committee to update the five-year financial plan developed so that strategies and business plan can be put in place to deal with the financial challenge ahead.

The Town's staff continues to be committed and will 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.

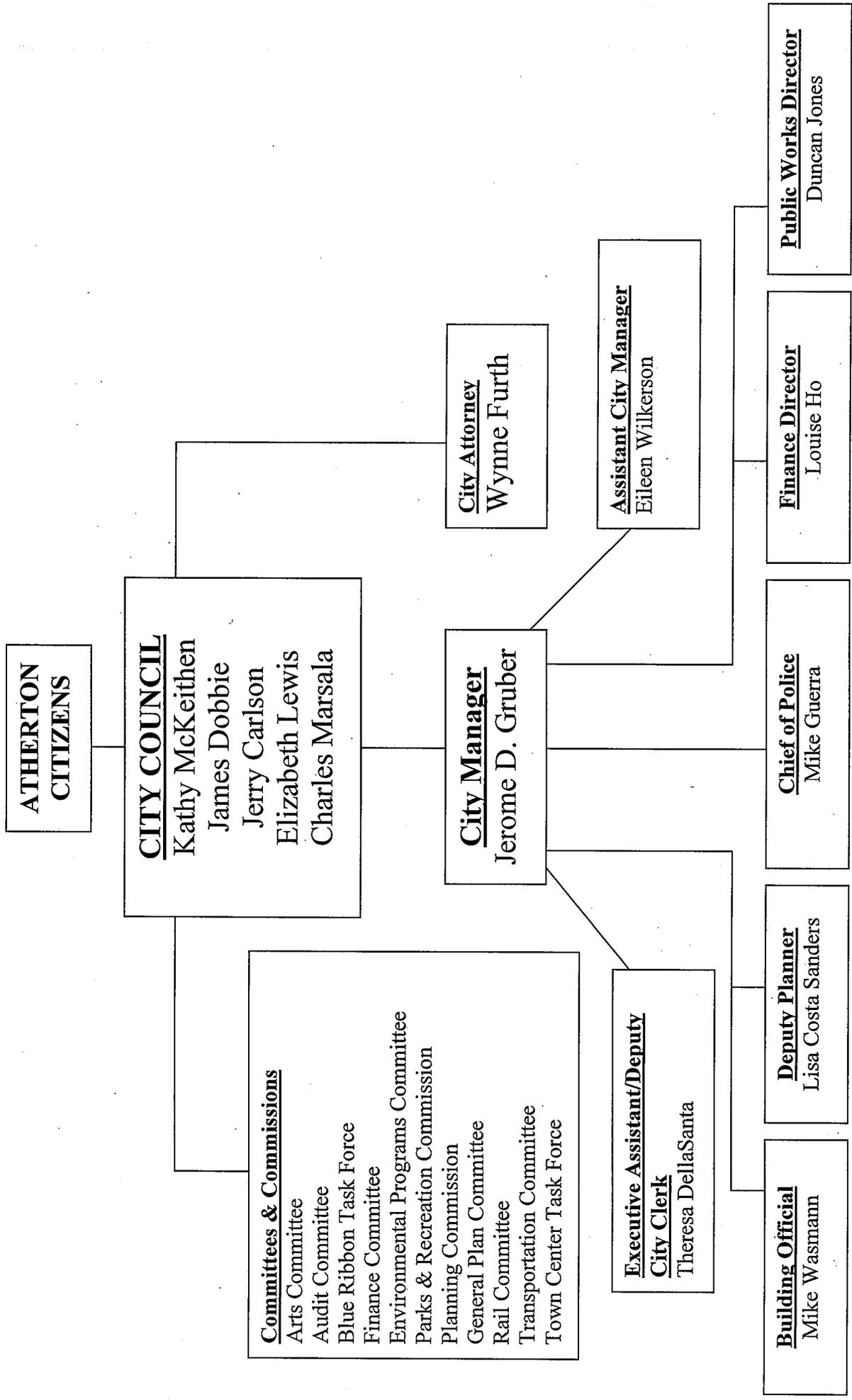
I would like to thank the City Council and the Finance Committee for all their support and direction in this process, as well as the Department Managers, with special thanks to Louise Ho, Finance Director.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jerome D. Gruber". The signature is written in a cursive style with a large initial "J".

Jerome D. Gruber  
City Manager

**Town of Atherton  
2010-2011 Organizational Chart**



**Town of Atherton  
Annual Budget For Fiscal Year 2010-11  
Summary by Fund Type and Fund**

Fund #	Fund Name	Projected Fund Balance 06/30/10	Projected Revenues	Projected Expenditures	Projected Transfer In	Projected Transfer Out	Projected Fund Balance 06/30/11
<b>General Fund</b>							
101	General Fund	6,161,956	9,158,996	10,594,917	888,463	-	5,614,498
<b>Special Revenue Funds</b>							
105	Tennis Fund	21,339	9,300	13,172			17,467
201	Special Tax	1,631,194	1,858,000	2,268,806		888,463	331,925
202	Measure A	-	200,000	200,000			-
203	Gas Tax	-	100,000	100,000			-
209	COPS Grant	-	100,000	100,000			-
210	Road Impact	537,940	-	-			537,940
213	Library Fund	4,900,000	885,000	38,900			5,746,100
220	Traffic Congestion (Prop 42)	-	60,000	60,000			-
	<b>Total Special Revenue</b>	<b>7,090,473</b>	<b>3,212,300</b>	<b>2,780,878</b>	<b>-</b>	<b>888,463</b>	<b>6,633,432</b>
<b>Capital Project Funds</b>							
401	Capital Improvement	15,387	46,600	46,600			15,387
402	Storm Drainage	36,897					36,897
403	Channel Drainage District	145,313	82,000	227,313			-
406	Facilities Construction	1,838,013	153,356				1,991,369
	<b>Total Capital Projects</b>	<b>2,035,610</b>	<b>281,956</b>	<b>273,913</b>	<b>-</b>	<b>-</b>	<b>2,043,653</b>
<b>Internal Service Funds</b>							
610	Equipment Replacement Fund	351,322	96,393	94,325			353,390
614	Worker's Compensation	473,354	38,612	149,903			362,063
615	General Liability	137,205	243,976	143,276			237,905
616	Employee Benefits	402,955	980,138	249,497			1,133,596
	<b>Total Internal Service</b>	<b>1,364,836</b>	<b>1,359,119</b>	<b>637,001</b>	<b>-</b>	<b>-</b>	<b>2,086,954</b>
	<b>Total All Funds</b>	<b>16,652,875</b>	<b>14,012,371</b>	<b>14,286,709</b>	<b>888,463</b>	<b>888,463</b>	<b>16,378,537</b>

**RESOLUTION NO. 10-32**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON  
ADOPTING THE FISCAL YEAR 2010-11 OPERATING AND CAPITAL BUDGET**

**WHEREAS**, the City Council of the Town of Atherton set June 16, 2010, 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 2010-11 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 April 26, 2010, and a public hearing on the Proposed Fiscal Year 2010-11 Operating and Capital Budget on May 19, 2010, and

**WHEREAS**, it appears to be in the best interest of the citizens of the Town of Atherton that the Fiscal Year 2010-11 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 2010-11 Operating and Capital Budget totaling \$14,286,709, which includes the General Fund Operating Budget of \$10,594,917, Other Funds Operating Budgets of \$789,073, and the Capital Budget of \$2,902,719, as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2010-11.

**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 16th day of June, 2010, by the following vote:*

<i>AYES:</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>

Kathy McKeithen, 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 2010-11.
- All CIP encumbered expenditures from the Fiscal Year 2009-2010 Adopted/Adjusted Budget shall be carried forward and re-appropriated in Fiscal Year 2010-11. Said encumbered expenditures to be re-appropriated in Fiscal Year 2010-11 must be initiated by the Public Works Director, recommended by the Finance Director, and approved by the City Manager.
- Capital Project Commitments: Capital projects for which funds are appropriated in the budget year shall have those funds restricted for use for that project. Such appropriations will continue to be valid in subsequent fiscal years until the project is completed or the Council takes subsequent action to de-appropriate all or part of the funds originally restricted. If a capital project requires an additional appropriation, then City Council approval shall be required.
- General Fund Balance: The balance shall be established in accordance with the Fund Balance Policy for the General Fund as adopted by the City Council.
- The City Manager is authorized to make budget transfers within the same department. Any transfers between departments or funds shall require the approval of City Council.
- This budget system assumes existing service levels; Council approval will be required for any significant changes involving increased or decreased service levels.
- The Finance Department shall be responsible for constant monitoring of the budget and shall establish and implement appropriate control mechanisms necessary for said purpose after consultation with city staff and approval by the City Manager.
- A monthly financial report shall be made available by the Finance Director for each department and/or program and/or capital project.

Section 2: FY 2010-11 all Funds Operating and Capital Budgets are hereby adopted, establishing the following revenue estimates and expenditure budgets:

<b>Fund Name</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Transfer In/(Out)</b>
<b>General Fund</b>	9,158,996	10,594,917	888,463
Tennis Fund	9,300	13,172	
COPS Grant	100,000	100,000	
Library Fund	885,000	38,900	
Equipment Replacement	96,393	94,325	
Worker's Compensation	38,612	149,903	
General Liability	243,976	143,276	
Employee Benefits	980,138	249,497	
<b>Total Other Funds</b>	<b>2,353,419</b>	<b>789,073</b>	<b>-</b>
Special Tax	1,858,000	2,268,806	(888,463)
Measure A	200,000	200,000	
Gas Tax	100,000	100,000	
Traffic Congestion (Prop 42)	60,000	60,000	
Capital Improvement	46,600	46,600	
Channel Drainage District	82,000	227,313	
<b>Total Capital Projects</b>	<b>2,346,600</b>	<b>2,902,719</b>	<b>(888,463)</b>
<b>Total All Funds</b>	<b>13,859,015</b>	<b>14,286,709</b>	<b>-</b>

TOWN OF ATHERTON

AUTHORIZED POSITIONS BY DEPARTMENT

	2004-05 Authorized	2005-06 Authorized	2006-07 Authorized	2007-08 Authorized	2008-09 Authorized	2009-10 Authorized	2010-11 Recommended
<b>Administration</b>							
City Manager	1.00	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	1.00
Office Assistant	-	-	-	-	0.75	-	-
Office Specialist	1.00	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	1.00
<b>Total Admin</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.75</b>	<b>4.00</b>	<b>4.00</b>
<b>Finance</b>							
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00	-	-
Finance Assistant	1.00	1.00	1.00	1.00	0.60	0.60	0.60
Accountant	-	-	-	-	-	1.00	1.00
<b>Total Finance</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>2.60</b>	<b>2.60</b>	<b>2.60</b>
<b>Building</b>							
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Bldg Inspector/Plan Reviewer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Bldg Inspector/Plan Reviewer	1.00	1.00	2.00	2.00	2.00	2.00	2.00
Town Arborist/PW Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician	-	-	-	1.00	1.00	1.00	1.00
Contract Plan Reviewer	1.00	1.00	-	1.00	-	-	-
<b>Total Building</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>8.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>Police</b>							
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Captain	-	-	-	-	-	-	-
Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Police Officer	15.00	15.00	15.00	15.00	14.00	13.00	12.00
Administrative Assistant	0.50	0.50	0.50	0.50	0.75	0.75	-
Executive Assistant	-	-	-	-	-	-	1.00
Communications Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Community Service Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher/Records Assistant	4.00	4.00	4.00	4.00	4.00	3.00	3.00
<b>Total Police</b>	<b>28.50</b>	<b>28.50</b>	<b>28.50</b>	<b>28.50</b>	<b>27.75</b>	<b>25.75</b>	<b>25.00</b>
<b>Public Works</b>							
Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Asst/Assoc Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Park Program Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PW Maintenance Supervisor	2.00	2.00	2.00	2.00	2.00	2.00	2.00
PW Lead Maintenance Worker	-	-	-	-	-	-	-
PW Maintenance Worker I/II	4.00	4.00	4.00	4.00	4.00	4.00	4.00
<b>Total Public Works</b>	<b>11.00</b>						
<b>Grand Total</b>	<b>52.50</b>	<b>52.50</b>	<b>52.50</b>	<b>54.50</b>	<b>53.10</b>	<b>50.35</b>	<b>49.60</b>

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF  
ATHERTON ESTABLISHING THE APPROPRIATIONS LIMIT  
FOR FISCAL YEAR 2010-11 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 2010-11, 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 2010-11 shall be and is hereby set in the amount of \$10,141,898 and its calculations as set forth in Attachment 1, copy of which is attached hereto.

\* \* \* \* \*

*I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 21st day of July, 2010, by the following vote:*

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

\_\_\_\_\_  
Kathy McKeithen, 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 2010-2011**

Schedule 1: Calculation of Spending Limit

Last Year's Limit (FY 2009-10)	7,456,359
Adjustment Factors:	
A. Population (County)	1.0121
C. Inflation	<u>0.9746</u>
A times C	<u>0.9864</u>
 Total Adjustment (Percent)	 -1.36%
 Total Adjustment (Dollars)	 (101,461)
Other Adjustments:	
Parcel Tax Adjustment (+)	2,787,000
 New Appropriation Limit for Fiscal Year 2010-11	 <u><u>10,141,898</u></u>

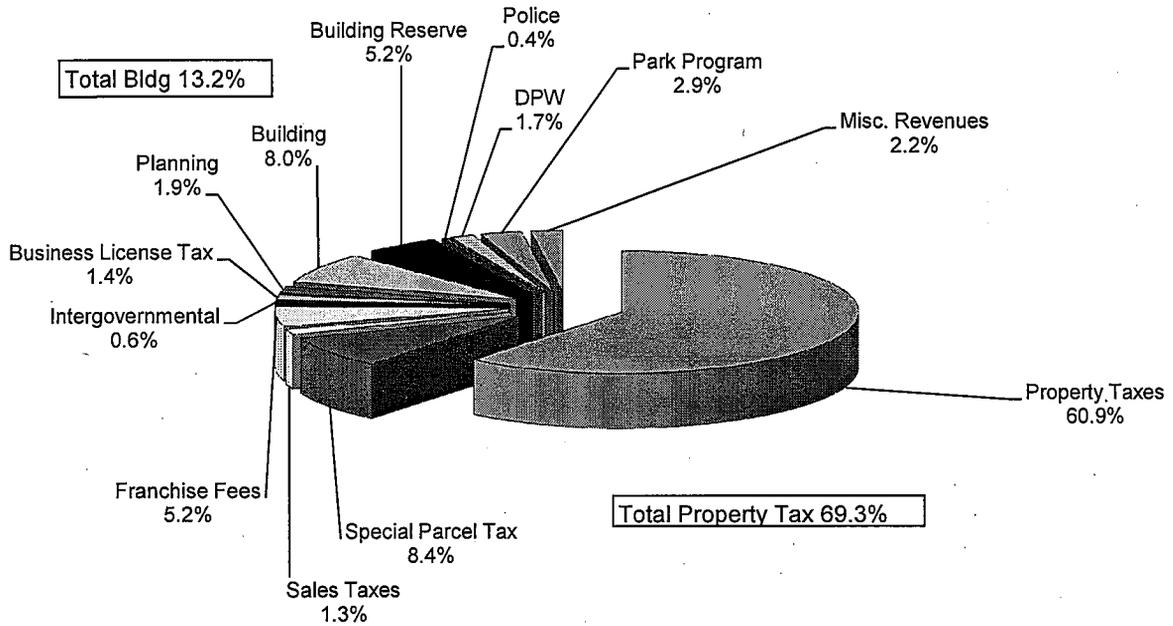
Schedule 2: Appropriations Compared to Limit

Proceeds from Taxes	(Schedule 3)	8,860,260
		<hr/>
Appropriations Subject to Limit FY 2010-2011		<u>8,860,260</u>
Appropriations Limit for FY 2010-2011		10,141,898
 Amount under Appropriations Limit		 <u><u>1,281,638</u></u>

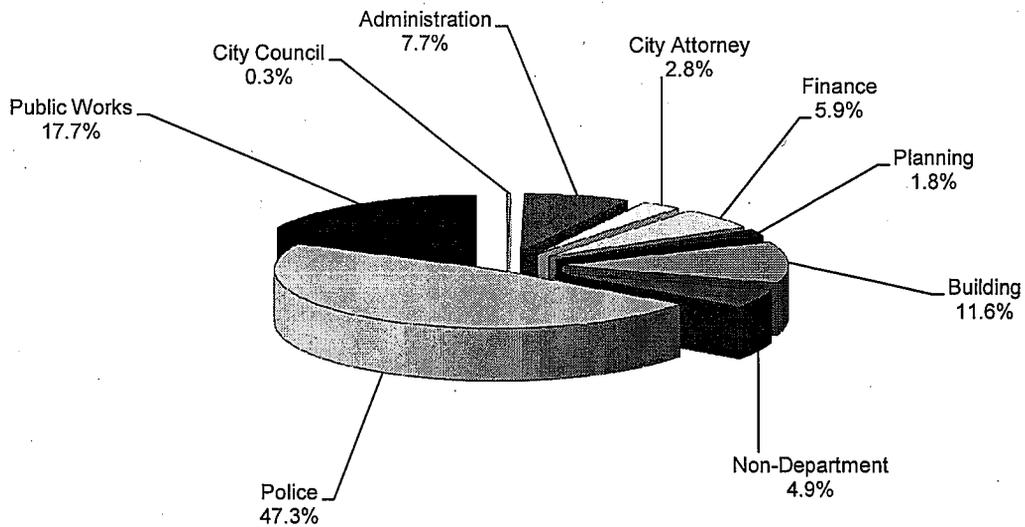
Schedule 3: Determination of Proceeds of Taxes  
 Per Budget for FY 2010-2011

	Proceeds of Taxes	Non- Proceeds	Total
<b>Revenues</b>			
Property Tax	6,449,250		6,449,250
Sales Tax	92,000		92,000
Public Safety Sales Tax		50,000	50,000
Parcel Tax	1,858,000		1,858,000
County Measure A	200,000		200,000
Business License	150,000		150,000
Motor Vehicle License Fee	23,000		23,000
Homeowners Exemption	40,616		40,616
Franchise Fees		555,000	555,000
Development Fees/Permits		1,224,200	1,224,200
Fines & Forfeiture		24,000	24,000
Fees for Services		304,500	304,500
Rentals		138,580	138,580
Miscellaneous		47,850	47,850
	<hr/>		
	8,812,866	2,344,130	11,156,996
Interest Income	47,394	12,606	60,000
 Total	 <u><u>8,860,260</u></u>	 <u><u>2,356,736</u></u>	 <u><u>11,216,996</u></u>

## Where Do General Fund Operating Revenues Come From?



## General Fund Expenditures by Department



Town of Atherton								
General Fund 101								
Revenue Budget 2010-2011								
							Increase	
							(Decrease)	
							Over Prior	%
Acct #	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Year Budget	Change
101-00-40001-000	Secured Property Tax	4,187,323	4,453,344	4,540,000	4,740,000	4,799,250	59,250	1.3%
101-00-40004-000	SB813 Redemption (Suppl)	172,923	136,776	90,000	30,000	60,000	30,000	100.0%
101-00-40008-000	Excess ERAF	489,941	543,116	530,000	730,000	530,000	(200,000)	-27.4%
101-00-40002-000	Unsecured	249,861	276,459	250,000	298,475	250,000	(48,475)	-16.2%
101-00-42005-000	Property Transfer Tax	293,610	154,365	125,000	225,000	210,000	(15,000)	-6.7%
101-00-40006-000	Prop Tax in Lieu of VLF (motor vehicle)	603,156	623,670	625,000	606,503	600,000	(6,503)	-1.1%
	Total Property Taxes	5,996,813	6,187,730	6,160,000	6,629,978	6,449,250	(180,728)	-2.7%
101-00-41001-000	Sales & Use Tax General	130,061	91,563	90,000	30,000	65,000	35,000	116.7%
101-00-41004-000	In Lieu Sales Tax/Trip Flip	54,235	31,528	60,000	26,698	27,000	302	1.1%
101-00-41002-000	Prop 172 Sales Tax for Police	74,163	56,103	65,000	50,000	50,000	-	0.0%
	Total Sales Taxes	258,459	179,193	215,000	106,698	142,000	35,302	33.1%
101-00-42001-000	Franchise Taxes-PG&E	214,649	220,512	220,000	220,000	220,000	-	0.0%
101-00-42002-000	Franchise Tax-Cal Water	73,986	72,912	73,000	73,000	73,000	-	0.0%
101-00-42003-000	Franchise Tax-BFI	167,454	217,875	175,000	175,000	160,000	(15,000)	-8.6%
101-00-42004-000	Franchise Taxes-Cable	104,311	126,500	102,000	102,000	102,000	-	0.0%
	Total Franchise Fees	560,400	637,798	570,000	570,000	555,000	(15,000)	-2.6%
101-00-40005-000	Homeowners Exemption	31,582	31,752	31,500	40,616	40,616	-	0.0%
101-00-40007-000	Motor Veh. Lic Fees (MVLV)	-	25,401	20,000	15,000	23,000	8,000	53.3%
101-00-45008-000	SB 90 (mandated cost) reimb.	5,571	-	-	-	-	-	0.0%
	Total Intergovernmental	37,153	57,153	51,500	55,616	63,616	8,000	14.4%
101-00-43001-000	Business Licenses	595,292	134,583	150,000	150,000	150,000	-	0.0%
101-00-43002-000	Bus Lic Refund -FY 06/07	-	(167,850)	-	35,000	-	(35,000)	-100.0%
101-00-43003-000	Bus Lic Refund -FY 07/08	-	(208,216)	-	40,000	-	(40,000)	-100.0%
101-00-43004-000	Bus Lic Refund -FY 08/09	-	(74,480)	-	-	-	-	0.0%
	Total Business License Tax	595,292	(315,962)	150,000	225,000	150,000	(75,000)	-33.3%
101-00-47001-000	Home Occupation Permit	10,270	1,950	2,500	500	500	-	0.0%
101-00-47019-000	Zoning & Planning Fees	38,600	69,912	75,000	75,000	200,000	125,000	166.7%
	Total Planning Revenue	48,870	71,862	77,500	75,500	200,500	125,000	165.6%
101-00-47002-025	Building Permit Fee	1,052,397	620,664	600,000	484,839	516,000	31,161	6.4%
	Landscape Fee	7,950	(5,000)	-	-	-	-	0.0%
101-00-47021-025	Plan Check Fee	404,377	394,227	320,000	292,000	284,000	(8,000)	-2.7%
101-00-47004-025	Grading & Drainage	-	-	88,500	58,000	48,000	(10,000)	-17.2%
	Total Building Revenue	1,464,724	1,009,891	1,008,500	834,839	848,000	13,161	1.6%
101-00-44001-040	Municipal & Vehicle Code Fines	12,914	10,779	11,000	2,069	4,000	1,931	93.3%
101-00-44002-040	Other Fines & Forfeiture (County)	6,252	31,629	8,525	17,456	20,000	2,544	14.6%
101-00-47018-040	DUI Enforcement	-	-	1,200	1,200	1,200	-	0.0%
101-00-47011-040	Alarm Sign Fees	930	900	600	600	600	-	0.0%
101-00-47012-040	Vehicle Release	1,660	2,400	1,000	1,000	1,000	-	0.0%
101-00-47013-040	Police Report	3,345	3,000	2,500	2,500	2,500	-	0.0%
101-00-47015-040	Affidavit of Cost	-	5,964	2,000	2,000	600	(1,400)	-70.0%
101-00-47017-040	Solicitor's Permit	-	-	400	400	400	-	0.0%
101-00-47016-040	Special Service Fee	4,369	2,477	525	525	250	(275)	-52.4%
101-00-45007-040	POST Reimb	8,097	13,846	8,000	8,000	8,500	500	6.3%
101-00-45009-040	CALNENA Reimb	-	-	3,000	3,000	-	(3,000)	-759.5%
101-00-45010-040	CLEARs Reimb	-	-	395	395	-	(395)	-26.3%
101-00-45011-040	DOJ Grant (vests)	-	-	1,500	1,500	-	(1,500)	-10.5%
101-00-48501-040	Donation K-9	-	-	14,286	14,286	-	(14,286)	0.0%
101-00-45013-040	React Task Force Reimb	106,571	55,819	-	-	-	-	0.0%
101-00-45019-040	Federal SRO Grant	64,174	-	-	-	-	-	0.0%
101-00-45014-040	Narcotics Task Forces	60,437	-	-	-	-	-	0.0%
	Total Police Revenue	268,749	126,814	54,931	54,931	39,050	(15,881)	-28.9%
101-00-47003-050	Encroachment	130,651	159,572	125,000	125,000	140,000	15,000	12.0%
101-00-52021-053	Highway Maint Reimbursement	-	-	-	35,700	35,700	-	0.0%
	Total DPW Revenue	130,651	159,572	125,000	160,700	175,700	15,000	9.3%
101-00-47022-058	Social Fees	336,256	108,318	60,000	60,000	70,000	10,000	16.7%
101-00-47023-058	Meeting Fees	50,533	53,429	60,000	60,000	70,000	10,000	16.7%

<b>Town of Atherton</b>								
<b>General Fund 101</b>								
<b>Revenue Budget 2010-2011</b>								
							<b>Increase</b>	
							<b>(Decrease)</b>	
							<b>Over Prior</b>	<b>%</b>
<b>Acct #</b>	<b>Description</b>	<b>Actual 2007-08</b>	<b>Actual 2008-09</b>	<b>Adopted Budget 2009-10</b>	<b>Adjusted Budget 2009-10</b>	<b>Requested Budget 2010-11</b>	<b>Year Budget</b>	<b>Change</b>
101-00-47025-058	Class Fees	2,797	11,000	15,000	15,000	13,000	(2,000)	-13.3%
101-00-47028-058	Weddings		102,916	140,000	140,000	150,000	10,000	7.1%
101-00-47024-058	Misc. Use Fee	4,750	4,874	1,400	1,400	1,500	100	7.1%
	<b>Total Park Program Revenue</b>	<b>394,335</b>	<b>280,537</b>	<b>276,400</b>	<b>276,400</b>	<b>304,500</b>	<b>28,100</b>	<b>10.2%</b>
101-00-47005-000	Other Licenses & Permit	1,091	1,448	500	-	500	500	100.0%
101-00-45019-000	Grant	97,871	18,880	-	500		(500)	-100.0%
101-00-45016-025	DOC Grant			5,000	5,000	5,000	-	0.0%
101-00-45017-000	ABAG Grant			10,000	10,000	12,300	2,300	46.0%
101-00-45020-000	Other Reimbursements	108,855	19,685	-	-		-	0.0%
101-00-48001-000	Interest Income	80,350	162,441	150,000	60,000	60,000	-	0.0%
101-00-48002-000	Cellular One	37,239	33,114	36,000	36,000	36,000	-	0.0%
101-00-48005-000	Post Office	51,762	51,762	51,768	31,768	25,000	(6,768)	-18.8%
101-00-48003-000	Property Rental - Playschool	74,448	71,371	77,580	77,580	77,580	-	0.0%
101-00-48502-000	Miscellaneous Income	45,648	61,290	10,000	10,000	10,000	-	0.0%
101-00-47007-000	Elections Processing Fee	-	2,000	-	-		-	0.0%
101-00-47008-000	Document/Research Fee	1,138		-	-		-	0.0%
101-00-47009-000	Photocopy Fee	3,540	7,847	6,000	6,000	5,000	(1,000)	-16.7%
	SMIP Fees	13,099		-	-		-	0.0%
101-00-48501-000	Donations/Contributions	3,985	12,176				-	0.0%
	<b>Total Misc. Revenues</b>	<b>519,026</b>	<b>442,015</b>	<b>346,848</b>	<b>236,848</b>	<b>231,380</b>	<b>(5,468)</b>	<b>-2.3%</b>
	<b>Total Operating Revenues</b>	<b>10,274,473</b>	<b>8,836,603</b>	<b>9,035,679</b>	<b>9,226,510</b>	<b>9,158,996</b>	<b>(67,514)</b>	<b>-0.7%</b>
	<b>Expenditures</b>							
	City Council Department	45,434	38,514	29,382	29,382	29,875	493	1.7%
	Administration Department	644,548	739,628	798,060	808,888	811,456	2,568	0.3%
	City Attorney Department	604,016	450,924	423,000	423,000	300,000	(123,000)	-29.1%
	Finance Department*	397,315	437,868	534,584	618,145	620,857	2,712	0.4%
	Planning Department	383,214	284,479	196,257	196,257	193,980	(2,277)	-1.2%
	Building Department	1,425,663	1,058,249	1,017,047	1,072,655	1,226,728	154,073	14.4%
	Non-Department	24,936	151,664	433,477	536,984	520,848	(16,136)	-3.0%
	Police Department	4,920,505	4,861,497	5,085,310	5,287,694	5,016,223	(271,471)	-5.1%
	Public Works Department (adj)	1,977,735	1,970,904	1,799,426	1,928,423	1,874,950	(53,473)	-2.8%
	<b>Total Operating Expenditures</b>	<b>10,423,366</b>	<b>9,993,727</b>	<b>10,316,542</b>	<b>10,901,428</b>	<b>10,594,917</b>	<b>(306,511)</b>	<b>-2.8%</b>
	Settlement Expenses				456,305	-	(456,305)	-100.0%
	<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>(148,893)</b>	<b>(1,157,124)</b>	<b>(1,280,863)</b>	<b>(2,131,222)</b>	<b>(1,435,921)</b>	<b>695,301</b>	<b>-32.6%</b>
	<b>Other Financing Sources/(Uses)</b>							
	Trsfr in/(out) Special Parcel Tax Fund		350,000	780,863	780,863	888,463	107,600	13.8%
	Trsfr in/(out) Park Well Fund	(4,834)	12,032					
	Trsfr in/(out) Admin Service Fund		50,000					
	Trsfr in/(out) Facilities Construction Fd	(1,805,144)			82,735	-	(82,735)	-100.0%
	<b>Total Transfers In/(Out)</b>	<b>(1,809,978)</b>	<b>412,032</b>	<b>780,863</b>	<b>863,598</b>	<b>888,463</b>	<b>24,865</b>	<b>2.9%</b>
	Use of Bldg Dept Operating Reserve	(1,805,144)			406,546	547,458	140,912	100.0%
	Use of General Fund Reserve	(153,727)	679,577	500,000	634,774	-	(634,774)	-100.0%
	<b>Net Change in Fund Balance</b>	<b>(1,958,871)</b>	<b>679,577</b>	<b>500,000</b>	<b>1,041,320</b>	<b>547,458</b>	<b>(493,862)</b>	<b>-47.4%</b>
	Beginning Fund Balance	9,841,724	7,882,853	7,203,276	7,203,276	6,161,956	(1,041,320)	-14.5%
	Ending Fund Balance	7,882,853	7,203,276	6,703,276	6,161,956	5,614,497	(547,458)	-8.9%
	* Finance FY 2008 & FY 2009 showed without fund 612.				Bldg Reserve	450,777		
					GF Reserve	5,163,721		
						5,614,497		

Town of Atherton		
Projected Building Department Revenues & Expenditures FY 2010-11		
Revenues		848,000
Expenditures	1,226,728	
Cost Allocation Plan	168,730	1,395,458
Deficiency of Revenues over Expenditures		(547,458)
Projected Building Dept Operating Reserve, 6/30/10		998,235
Projected Building Dept Operating Reserve, 6/30/11		450,777

<b>Town of Atherton</b>								
<b>City Council Department</b>								
<b>Budget 2010-2011</b>								
				<b>Adopted</b>	<b>Adjusted</b>	<b>Requested</b>	<b>Increase</b>	
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	
<b>Account</b>	<b>Description</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2009-10</b>	<b>2010-11</b>	<b>Over Prior</b>	<b>%</b>
							<b>Year Budget</b>	<b>Change</b>
101-11-53024-011	Advertising/Publishing		435	2,000	2,000	3,000	1,000	50.0%
101-11-53033-011	Rent - Mach & Equip					3,600	3,600	100.0%
101-11-54002-011	Bus Meeting & Meals			1,100	1,100	-	(1,100)	-100.0%
101-11-54010-011	Other Contract Services	14,661	9,400				-	0.0%
101-11-55002-011	Office Supplies	726	3,792	1,950	1,950	1,750	(200)	-10.3%
101-11-54007-011	Membership/Dues	18,340	16,304	8,407	8,407	8,400	(7)	-0.1%
101-11-53016-011	Utilities - Water			625	625	625	-	0.0%
101-11-54003-011	Conferences	10,480	6,969	5,000	5,000	3,000	(2,000)	-40.0%
101-11-54004-011	Training & Workshops					-	-	100.0%
101-11-54008-011	Mileage Reimbursement			1,300	1,300	500	(800)	-61.5%
101-11-54018-011	Boards & Commissions			2,000	2,000	2,000	-	0.0%
101-11-54019-011	Special Events & Awards	50	438	-	-	-	-	0.0%
101-11-57007-011	Office Equip & Furniture			7,000	7,000	7,000	-	0.0%
101-11-53501-011	Administrative Services	381	381				-	0.0%
101-11-53502-011	Computer Services Charge	796	796				-	0.0%
	<b>Total City Council</b>	<b>45,434</b>	<b>38,514</b>	<b>29,382</b>	<b>29,382</b>	<b>29,875</b>	<b>493</b>	<b>1.7%</b>

		<b>City Council Dept</b>		
		<b>101-11</b>		
				<b>FY 2011</b>
	<b>Account No.</b>	<b>Quantity, brief description and justification</b>		<b>Requested</b>
	<b>&amp; Title</b>	<b>of items requested</b>		<b>Appropriations</b>
	Advertising/Noticing	Advertising election, Committee vacancies, special info, post card notifications		3,000
	Rental Equipment	Audio & recording at Pavilion \$900 * 4		3,600
	Bus Meetings & Meals	Meal Meetings estimate 4 per Council Member	-	
		Food for Council and other meetings	-	
		High Speed Rail Meeting /Peninsula Cities Consortium - hosted	-	-
	Office Supplies	Business Cards 5*150	750	
		Paper, ruled pads, binders, tapes, paper cups,	1,000	1,750
	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	3,953	8,400
	Utilities - Water	Calwater		625
	Conferences	League of CA Cities		3,000
	Training & Workshops	League Council Academy		-
	Mileage Reimbursement	Reimburse for use of private vehicles for meeting		500
	Commissions & Committ	Training related expenses for Council approved Commissions and Committees		2,000
	Office Equip & Furniture	New Digital Tape Recording System (budget carryover from FY 2010)		7,000
		<b>Total City Council Dept</b>		<b>29,875</b>

## **ADMINISTRATION**

Administration Department budget reflects the operations of the City Manager. This Department provides professional leadership in management of the Town 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 Town's operations, and capital improvement projects. The City Manager provides an effective human resources and personnel management system, records retention and destruction system, creates and monitors policies to protect Town assets from potential loss, and provides risk management programs.

#### Goals

- Work with the Atherton City Council in coordinating a Strategic Planning Workshop that focuses on creating at least three to five mayor goals for the Council to adopt during FY 2010/2011.
- Complete all Town Department Managers Evaluations by June 1, 2011.
- Respond to residence questions, concerns and comments within a twenty four hour time period when possible.
- Work with City Council, Finance Committee, one member of the Audit Committee and the Finance Director in preparing a Five Year Financial Plan.
- Improve communications, interaction, and the flow of information between Staff, Committees, and Commissions.
- Maintain responsible fiscal oversight of the Budget for FY 2010/2011.
- Complete labor negotiations with the Miscellaneous Group.

#### Accomplishments for FY 2009-2010

- Maintained fiscal responsibility while staying within budget.
- Stayed actively involved with California High Speed Rail.
- Functioned as an informational conduit for the renewal of the Parcel Tax.
- Completed Town Classification Study.
- Completed Administrative Code Enforcement Policy.
- Implemented Springbrook Financial Software.
- Successfully implemented new refuge contract with Recology through the SBWMA.
- Implemented Comprehensive Master Fee Schedule with cost recovery component.
- Safeguarded the Town's financial portfolio with responsible asset management.

## ASSISTANT CITY MANAGER

The Assistant City Manager provides for the efficient and effective administration of the affairs of the Town of Atherton and implements the operation directions of the City Manager. The Assistant City Manager is responsible for several program areas including human resource services, risk management, Town's IT program including web site, City Clerk operations and elections, newsletter production, Town Contract Postal Unit (Post Office), and community relations.

### Goals

- Work with Department Managers on employee evaluations that accurately reflect the employees' abilities
- Document and move forward to improve the Town's information technology including the Town's Internet broadband width and web site
- Replace or update the Town's telephone system
- Implement the Town's policy on Records Retention and Destruction
- Meet requirements of ABAG Goals including new risk management policies and employee training
- Recognize employee service through multiple perspectives (Employee of the Quarter, certificates, pins, events)
- Seek ways to reduce the Town's subsidy of the Town Contract Postal Unit

### Highlights for Fiscal Year 2009/2010

- Established an electronic file of active policies
- Current evaluations on every employee
- Procured Employee Practices Liability Insurance
- Standardized recruitment and hiring practices
- Established monthly "Brown Bag Lunch" opportunities for open communication between employees and management

### 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

<b>Town of Atherton</b>								
<b>Administration Department</b>								
<b>Budget 2010-2011</b>								
				Adopted	Adjusted	Requested	(Decrease)	
Account	Description	Actual	Actual	Budget	Budget	Budget	Over Prior	%
		2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-12-50001-012	Regular Salaries	270,079	329,532	453,964	463,092	454,880	(8,212)	-1.8%
101-12-50005-012	Temporary Help	52,815	66,537				-	0.0%
101-12-50006-012	Overtime	428	4,798	5,000	5,000	5,000	-	0.0%
101-12-51001-012	Medicare Tax	4,729	6,164	6,582	6,582	6,596	13	0.2%
101-12-51002-012	Social Security Tax	3,274	3,900				-	0.0%
101-12-51003-012	PERS Retire Contrib- ER	40,156	71,362	59,483	59,483	59,899	416	0.7%
101-12-51004-012	PERS Retire Contrib- EE			31,777	31,777	31,842	64	0.2%
101-12-51005-012	Deferred Compensation	658		-	-	-	-	0.0%
101-12-51008-012	Health Insurance	20,326	27,380	46,442	46,442	49,769	3,327	7.2%
101-12-51009-012	Retiree Healthcare			91,898	91,898	95,713	3,816	4.2%
101-12-51010-012	Dental Insurance	1,956	4,172	6,778	6,778	6,778	-	0.0%
101-12-51011-012	Vision Insurance	269	478	636	636	719	83	13.0%
101-12-51013-012	Workers' Compensation	426	882	754	754	960	206	27.4%
101-12-51014-012	Life & ADD Insurance	693	951	890	890	854	(36)	-4.0%
101-12-51007-012	STD Insurance					768	768	100.0%
101-12-51015-012	LTD Insurance	2,265	5,548	2,663	2,663	2,663	-	100.0%
101-12-51016-012	Unemployment Insurance		6,750	4,540	4,540	4,549	9	0.3%
101-12-51019-012	Auto Allowance	3,138	4,800	4,800	4,800	4,800	-	0.0%
101-12-51020-012	Educational Reimbursement			1,000	1,000	1,000	-	0.0%
101-18-50013-018	EE Benefits Earned			4,540	4,540	4,549	9	0.9%
	<b>Total Salaries &amp; Benefits</b>	<b>401,214</b>	<b>533,255</b>	<b>721,747</b>	<b>730,875</b>	<b>731,338</b>	<b>463</b>	<b>0.1%</b>
101-12-53026-012	Recruitment Costs			1,000	1,000	1,000	-	0.0%
101-12-52008-012	Labor Relation Services		11,921	14,000	14,000	16,360	2,360	16.9%
101-12-53002-012	Repair Machinery & Equip		1,544	4,800	4,800	6,000	1,200	25.0%
101-12-53004-012	Facility Repair	128		-	-	-	-	0.0%
101-12-53024-012	Advertising - Noticing	40,483	21,340	2,500	4,200	3,000	(1,200)	-28.6%
101-12-54004-012	Training and Workshops	3,390		5,668	5,668	4,400	(1,268)	-22.4%
101-12-54010-012	Other Contract Services	116,799	70,208				-	0.0%
101-12-54012-012	Disaster Preparedness		14,993				-	0.0%
101-12-54010-012	Human Resources Services	2,974	50				-	0.0%
101-12-55002-012	Office Supplies	5,713	4,599	3,000	3,000	6,872	3,872	129.1%
101-12-54005-012	Subscriptions	208	506	800	800	600	(200)	-25.0%
101-12-54007-012	Memberships & Dues	8,761	14,323	15,280	15,280	15,613	333	2.2%
101-12-54008-012	Mileage Reimbursement					500	500	100.0%
101-12-53025-012	External Printing Services			12,000	12,000	6,800	(5,200)	-43.3%
101-12-55017-012	Postage			1,000	1,000	1,200	200	20.0%
101-12-53014-012	Utilities - Electricity		39	6,000	6,000	5,500	(500)	-8.3%
101-12-53015-012	Utilities - Gas			650	650	650	-	0.0%
101-12-53016-012	Utilities - Water			485	485	485	-	0.0%
101-12-53018-012	Utilities - Telephone	23,000	5,051	600	600	-	(600)	-100.0%
101-12-54003-012	Conferences	2,828	4,061	2,000	2,000	4,908	2,908	145.4%
101-12-54002-012	Business Meetings & Meals			1,230	1,230	1,430	200	16.3%
101-12-54019-012	Special Events & Awards	8,358	4,255	1,800	1,800	2,800	1,000	55.6%
101-12-54020-012	Election Expense	362	22,647			-	-	0.0%
101-12-57006-012	Computer Equipment		27	3,000	3,000	2,000	(1,000)	-33.3%
101-12-57007-012	Office Equip & Furn		493	500	500	-	(500)	-100.0%
101-12-53501-012	Administrative Services	22,912	22,912				-	0.0%
101-12-53502-012	Computer Services	7,418	7,403				-	0.0%
	<b>Total Operations</b>	<b>243,334</b>	<b>206,374</b>	<b>76,313</b>	<b>78,013</b>	<b>80,118</b>	<b>2,105</b>	<b>2.7%</b>

<b>Town of Atherton</b>								
<b>Administration Department</b>								
<b>Budget 2010-2011</b>								
				Adopted	Adjusted	Requested	(Decrease)	
<b>Account</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Over Prior</b>	<b>%</b>
		<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2009-10</b>	<b>2010-11</b>	<b>Year Budget</b>	<b>Change</b>
	<b>Total Admin Dept</b>	<b>644,548</b>	<b>739,628</b>	<b>798,060</b>	<b>808,888</b>	<b>811,456</b>	<b>2,568</b>	<b>0.3%</b>

		<b>Administration</b>	
		<b>101-12</b>	
		<b>FY 2011</b>	
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>	<b>Requested Appropriations</b>	
Salaries	Administration salaries (\$51,768 reimbursed by Post Office)		454,880
Overtime	Deputy City Clerk Council & Committee Meetings, Office Specialist Committee Meetings		5,000
Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings		6,596
Pers Retire Contrb- ER	Employer contribution for employee pension		59,899
Pers Retire Contrb- EE	Employee contribution paid for by the employer		31,842
Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		49,769
Retiree Healthcare	Medical coverage for 5 retirees	38,952	
	GASB 45 annual required contribution	56,761	95,713
Dental Insurance	Teamster Dental Plan premium		6,778
Vision Insurance	Vision Service Plan premium		719
Workers Compensation	Workers Comp charged to Department		960
Life & ADD Insurance	Premium to the Cities Group		854
STD Insurance	Short-term disability premium to The Cities Group		768
LTD Insurance	Long-term disability premium to The Cities Group		2,663
Unemployment Insuran	Self-funded un employment based on 1% of salaries		4,549
Auto Allowance	Allowance of \$400 per month for City Manager		4,800
Educational Reimburse	Per Teamster MOU		1,000
EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		4,549
	<b>Total Salaries &amp; Benefits</b>		<b>731,338</b>
Recruitment Costs	Fingerprints, job posting, oral panel working lunch		1,000
Labor Relations Svs	IEDA monthly retainer	12,360	
	SCERS (MOU 70 percentile calculation)	4,000	16,360
Equip Repair & Maint	Misc. repairs of equipment	1,000	
	Maint agreement for copier	2,000	
	Copier overcharge	3,000	6,000

		<b>Administration</b>	
		<b>101-12</b>	
		<b>FY 2011</b>	
<b>Account No.</b>	<b>Quantity, brief description and justification</b>		<b>Requested</b>
<b>&amp; Title</b>	<b>of items requested</b>		<b>Appropriations</b>
Advertising - Noticing	City Clerk Public Noticing, etc.		3,000
Training & Workshops	City Clerk - Technical Track for Clerks	2,400	
	Town wide Policy Training 2/year (HR compliance)	2,000	4,400
Office Supplies	Pens, paper, envelopes, binders, ID cards, motion light for vault; file materials for records retention and destruction	5,000	
	Coffee for meetings and staff	372	
	Record destruction plastic storage containers for permanent docs, file materials	1,500	6,872
Subscriptions	City Manager Library	200	
	Newspapers, Magazines (western city)	200	
	Employment Law Posters	200	600
Memberships & Dues	CalOpps - recruitment	1,500	
	SCERS - negotiations related	6,950	
	SMCERC - training and legal counsel	4,238	
	City Clerk - CCAC	135	
	San Mateo County City Manager's Association	250	
	ICMA - City Manager	1,160	
	MMANC - CM & ACM	130	
	CalPELRA - HR - negotiations and employment law	350	
	Code Publishing Inc. Web site hosting	350	
	CA City Management Foundation - CM membership	400	
	IPMA-HR (1-staff) - employment law	150	15,613
Mileage Reimburse	Council deliveries		500
Printing - Extl Servs	Athertonian 2 times a year \$3400/per for printing and graphics (Spring & Fall)		6,800
Postage	Athertonian mailing USPS BRM Permit #26		1,200
Utilities - Electricity	Admin Office		5,500
Utilities - Gas	Admin Office ABAG gas		650
Utilities - Water	Cal water for admin office		485
Utilities - Telephone	Modem - City Manager. See Non-Dept for phone expense to be allocated		-
Conferences	CM - League of CA Cities Annual	1,000	

		<b>Administration</b>		
		<b>101-12</b>		
				<b>FY 2011</b>
	<b>Account No.</b>	<b>Quantity, brief description and justification</b>		<b>Requested</b>
	<b>&amp; Title</b>	<b>of items requested</b>		<b>Appropriations</b>
		Northern California City Clerks Business Meetings bimonthly	240	
		SMCERC - City Manager & ACM	168	
		City Clerk - Annual Conference \$1,000	1,000	
		CalPELRA or NORCAL -Assist City Manager	1,500	
		City Managers' Conference	1,000	4,908
	<b>Bus Meetings &amp; Meals</b>	CM Breakfast CA Cities	30	
		Town Strategic Planning Meeting - lunch meeting	200	
		League of CA Cities - Executive Committee	-	
		City Manager various meetings	1,200	1,430
	<b>Special Events &amp; Award</b>	Employee of Quarter	800	
		Staff Appreciation - City Manager	2,000	2,800
	<b>Election Expense</b>	See Non-Dept for the cost		
	<b>Computer Equipment</b>	Replacement of old computers		2,000
	<b>Office Equip &amp; Furn</b>			-
		<b>Total Operations</b>		<b>80,118</b>
		<b>Total Admin Dept</b>		<b>811,456</b>

Salaries for Administration Department																
FY 2011																
Job Class	Step @ 6/30/10	Salary @ 6/30/10	2011 Salary	Employer PERS	0.13168	Employee PERS	0.07	0.0145	Medical	Dental	Vision	STD	LTD	Life & Worker's ADD Comp	Auto Allow	Total
City Manager	N/A	160,000	160,000	21,069		11,200		2,320	21,670	1,716	182	192	821	312	338	224,619
Assistant City Manager	D	159,551	159,551	21,010		11,169		2,313	-	1,716	182	192	821	312	337	197,602
Executive Assistant/Deputy City Clerk	B	73,251	74,167	9,766		5,192		1,075	14,410	1,716	182	192	557	114	156	107,528
Office Specialist	D	61,162	61,162	8,054		4,281		887	13,690	1,630	173	192	465	114	129	90,777
<b>Total Admin Dept</b>	<b>FTE 4</b>	<b>453,964</b>	<b>454,880</b>	<b>59,899</b>		<b>31,842</b>		<b>6,596</b>	<b>49,769</b>	<b>6,778</b>	<b>719</b>	<b>768</b>	<b>2,663</b>	<b>854</b>	<b>960</b>	<b>620,527</b>
Note:																
Salaries are projected at one step higher than the employee is currently.																

	<b>Town of Atherton</b>		
	<b>Administration Department</b>		
	<b>Budget 2010-2011</b>		
		<b>Supplemental Budget Request</b>	
	<u>Description</u>		
Request #1	New copier - color/scan/fax/fold	15,000	
Request #2	Web Site Update (consultant/design)	10,000	
Request #3	Public Relations Consultant	6,000	
		31,000	(defer)

<b>Town of Atherton</b>								
<b>City Attorney Department</b>								
<b>Budget 2010-2011</b>								
							Increase	
							(Decrease)	
		Actual	Actual	Adopted	Adjusted	Requested	Over Prior	%
Account	Description	2007-08	2008-09	Budget	Budget	Budget	Year Budget	Change
101-16-52002-016	City Attorney - Retainer	101,500	150,032	132,000	132,000	132,000	-	0.0%
101-16-52003-020	City Attorney - Planning			48,000	48,000	22,000	(26,000)	-54.2%
101-16-52004-025	City Attorney - Building			27,500	27,500	12,000	(15,500)	-56.4%
101-16-52005-050	City Attorney - DPW Eng			15,000	15,000	14,000	(1,000)	-6.7%
101-16-52006-016	City Attorney - Other Services			200,500	200,500	120,000	(80,500)	-40.1%
101-16-52007-016	Attorney - Other Legal	304,647	148,622				-	0.0%
101-16-52008-016	Labor Relations Service	3,081	14,800	-	-		-	0.0%
	Litigation Services	118,079	114,035				-	0.0%
101-16-54010-016	Other Contract Services	60,481	17,207				-	0.0%
101-16-53022-016	Liability Claims	10,000					-	0.0%
101-16-53501-016	Administrative Services	2,638	2,638				-	0.0%
101-16-53502-016	Computer Service Charge	3,590	3,590				-	0.0%
	<b>Total City Attorney</b>	<b>604,016</b>	<b>450,924</b>	<b>423,000</b>	<b>423,000</b>	<b>300,000</b>	<b>(123,000)</b>	<b>-29.1%</b>

	<b>City Attorney Department</b>	
	<b>101-16</b>	
		<b>FY 2011</b>
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>	<b>Requested Appropriations</b>
City Attorney - Retainer	Monthly retainer to McDonough Holland & Allen	132,000
City Attorney - Planning	Development project review and legal support	22,000
City Attorney - Building	Development project review and legal support	12,000
City Attorney - DPW Eng	Legal support to DPW- Engineering Dept	14,000
City Attorney - Other Services	Additional services	120,000
	<b>Total City Attorney Dept</b>	<b>300,000</b>

## **FINANCE DEPARTMENT**

The Finance Department is responsible for payroll, accounts payable, revenue collection, business license administration, accounting, budget preparation, annual audit, financial reporting, and treasury management.

### **Goals**

1. Update and review the Five-Year Financial Forecast for General Fund with Finance Committee.
2. Issue a Comprehensive Annual Financial Report (CAFR) for FY 2009-10 by December 15, 2010.
3. Implement and provide training to Town personnel on the revised purchasing policy to ensure compliance.
4. Implement the fixed assets module in Springbrook Software.
5. Track Town wide billings through Springbrook accounts receivable module.

### **Accomplishment for FY 2009-10**

- Issued the FY 2008-09 audited financial statements timely with an “unqualified” opinion.
- Created a new budget reporting structure.
- Successfully migrated from a DOS financial system to Springbrook Software.
- Created a new and improved chart of accounts for the Town.
- Designated a new payroll structure in Springbrook.
- Automated time card entry in Springbrook.
- Cleaned up prior year payroll issues.
- Completed the two year refund process for business license.
- Worked with Building Department to create interface between CRW and Springbrook systems.
- Implemented a new banking service with Wells Fargo Bank.

### **STAFF RESOURCES**

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

<b>Town of Atherton</b>								
<b>Finance Department</b>								
<b>Budget 2010-2011</b>								
				Adopted	Adjusted	Projected	(Decrease)	
Account	Description	Actual	Actual	Budget	Budget	Budget	Over Prior	%
		2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-18-50001-018	Regular Salaries	141,966	208,556	261,601	261,601	264,893	3,292	1.3%
101-18-50002-018	Part-Time Permanent Salaries	29,559	48,421	-	-	-	-	0.0%
101-18-50005-018	Temporary Help	23,924	21,937	-	-	-	-	0.0%
101-18-50006-018	Overtime	89		-	5,000	-	(5,000)	-100.0%
101-18-51001-018	Medicare	4,032	3,388	3,793	3,793	3,841	48	1.3%
101-18-51002-018	Social Security Tax	1,484	986	-	-	-	-	0.0%
101-18-51003-018	PERS Retire Contrib- ER	48,962	42,248	34,278	34,278	34,881	604	1.8%
101-18-51004-018	PERS Retire Contrib- EE			18,312	18,312	18,542	230	1.3%
101-18-51008-018	Health Insurance	18,306	30,108	48,279	48,279	49,628	1,350	2.8%
101-18-51009-018	Retiree Health			34,434	44,995	48,607	3,612	8.0%
101-18-51010-018	Dental Insurance	2,708	2,613	4,462	4,462	4,410	(51)	-1.2%
101-18-51011-018	Vision Insurance	331	433	674	674	839	165	24.5%
101-18-51013-018	Workers' Compensation	441	373	434	434	559	125	28.7%
101-18-51014-018	Life & ADD Insurance	539	387	406	406	384	(22)	-5.3%
101-18-51007-018	STD Insurance					499	499	100.0%
101-18-51015-018	LTD Insurance	3,130	2,143	1,621	1,621	1,646	25	1.5%
101-18-51016-018	Unemployment Insurance		7,650	2,616	2,616	2,649	33	1.3%
101-18-50013-018	EE Benefits Earned			2,616	2,616	2,649	33	1.3%
	<b>Total Salaries &amp; Benefits*</b>	<b>275,471</b>	<b>369,243</b>	<b>413,524</b>	<b>429,085</b>	<b>434,027</b>	<b>4,942</b>	<b>1.2%</b>
101-18-52001-018	Audit & Financial	74,301	58,308	42,057	42,057	58,239	16,182	38.5%
101-18-52017-018	Technical Services	19,372	24,608	24,584	24,584	18,911	(5,673)	-23.1%
101-18-53002-018	Repair Machinery & Equip			1,000	1,000	1,000	-	0.0%
101-18-53025-018	External Printing Service			3,000	3,000	2,500	(500)	-16.7%
101-18-54004-018	Training and Workshops	444		5,084	5,084	5,084	-	0.0%
101-18-54010-018	Other Contract Services	101,581	76,934	14,480	54,480	49,550	(4,930)	-9.0%
101-18-54016-018	Business License Processing Fee				28,000	16,000	(12,000)	-42.9%
101-18-55002-018	Office Supplies	2,788	2,174	3,000	3,000	2,800	(200)	-6.7%
101-18-54005-018	Subscriptions	1,225	912	750	750	750	-	0.0%
101-18-55009-018	Misc. Computer Parts			500	500	500	-	0.0%
101-18-54007-018	Memberships & Dues	270	1,225	1,205	1,205	1,295	90	7.5%
101-18-55017-018	Postage	-	-	-	-	-	-	0.0%
101-18-53018-018	Utilities - Telephone	-	-	-	-	-	-	0.0%
101-18-54003-018	Conferences	229	339	1,300	1,300	1,600	300	23.1%
101-18-54008-018	Mileage Reimbursement			600	600	600	-	0.0%
101-18-53031-018	Banking Services			10,500	10,500	16,000	5,500	52.4%
101-18-57006-018	Computer Equipment		32	3,000	3,000	2,000	(1,000)	-33.3%
101-18-57007-018	Office Machines & Furniture		660				-	0.0%
101-18-53501-018	Administrative Services	19,616	19,616				-	0.0%
101-18-53503-018	Trsfr to Equip Replace Fund			10,000	10,000	10,000	-	0.0%
	<b>Total Operations</b>	<b>219,826</b>	<b>184,807</b>	<b>121,060</b>	<b>189,060</b>	<b>186,829</b>	<b>(2,231)</b>	<b>-1.2%</b>
	<b>Total Finance Dept</b>	<b>495,297</b>	<b>554,050</b>	<b>534,584</b>	<b>618,145</b>	<b>620,857</b>	<b>2,712</b>	<b>0.4%</b>
		fund 612	fund 612					
	* FY 2008 & FY 2009, see other contract services for complete salaries and benefits costs.							

	<b>Finance</b>		
	<b>101-18</b>		
			<b>FY 2011</b>
<b>Account No.</b>	<b>Quantity, brief description and justification</b>		<b>Requested</b>
<b>&amp; Title</b>	<b>of items requested</b>		<b>Appropriations</b>
Salaries	Salaries for 2.6 finance staff		264,893
Temp Help			-
Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings		3,841
Pers Retire Contrb- ER	Employer contribution for employee pension		34,881
Pers Retire Contrb- EE	Employee contribution paid for by the employer		18,542
Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		49,628
Retiree Healthcare	Medical coverage for 1 retiree	6,540	
	GASB 45 annual required contribution (50% funding)	42,067	48,607
Dental Insurance	Teamster Dental Plan premium		4,410
Vision Insurance	Vision Service Plan premium		839
Workers Compensation	Workers Comp charged to Department		559
Life & ADD Insurance	Premium to the Cities Group		384
STD Insurance	Short-term disability premium to The Cities Group		499
LTD Insurance	Long-term disability premium to The Cities Group		1,646
Unemployment Insuran	Self-funded un employment based on 1% of salaries		2,649
EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		2,649
	<b>Total Salaries &amp; Benefits</b>		<b>434,027</b>
Audit & Financial	FY 2010 Audit (40% of total for final field work)	22,472	
	FY 2011 Audit (60% of total for interim work)	29,352	
	FY 2010 State Controller Report - Town	5,565	
	Statistical Report for FY 2010 CAFR	850	58,239
Technical Service	Springbrook annual maintenance fee	10,978	
	Springbrook custom programming support & maintenance fee	5,240	
	Harris (Wintegrate) one license maintenance fee	2,694	18,911
Equip Maint	misc repair for office equip and laser printers		1,000
Printing - Extl Servs	FY 2010 financial report, form 1099, W-2s		2,500
Training & Workshops	Springbrook Client Conference - Finance Director	1,000	
	CalPERS Educational Forum - Finance Director	1,000	
	GFOA, CSMFO, Springbrook, payroll tax training for finance staff	3,000	
	SMCERC	84	5,084

		<b>Finance</b>		
		<b>101-18</b>		
				<b>FY 2011</b>
	<b>Account No.</b>	<b>Quantity, brief description and justification</b>		<b>Requested</b>
	<b>&amp; Title</b>	<b>of items requested</b>		<b>Appropriations</b>
	Other Contract Services	Investment advisory service	12,000	
		Temp Help	35,000	
		State mandated cost (SB90) claiming service	2,550	49,550
	Bus License Process Fee	Payment to MuniServices at \$20 per license issued		16,000
	Office Supplies	Binders, folders, storage boxes, copy paper, ink cartridges, budget book supplies, envelopes		2,800
	Subscriptions	Wall Street Journal, GASB, GFOA books		750
	Misc Comp Part & Supp	Keyboard tray, mouse, ups, misc. software		500
	Memberships & Dues	GFOA, CSMFO, CMTA, PERS PAC, CMRTA	650	
		Springbrook National User Group	50	
		State Board of Accountancy CPA license renewal	200	
		California Society of CPA	395	1,295
	Utilities - Telephone	See Non-dept for the cost to be allocated		-
	Conferences	CSMFO Annual Conference - Finance Director	350	
		League of CA Cities Financial Management - Finance Director	1,000	
		CSMFO/CMTA joint lunch meetings - Finance Director	250	1,600
	Mileage Reimbursement	Use of private vehicles for training & meeting		600
	Banking Services	Account analysis fees	13,000	
		A/P and payroll check stock, deposit slips and bags	1,200	
		Armored car service	1,800	16,000
	Computer Equipment	Replacement of old computers		2,000
	Trsfr to Equip Replace Fd	For future financial system upgrade		10,000
		<b>Total Operations</b>		<b>186,829</b>
		<b>Total Finance Dept</b>		<b>620,857</b>

Salaries for Finance Department														
FY 2011														
Job Class	Step @ 6/30/10	Salary @ 6/30/10	2011 Salary	Employer PERS	Employee PERS	Medicare	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Total
Finance Director	D	156,334	156,334	20,586	10,943	2,267	21,670	1,716	326	192	821	210	330	215,396
Accountant	B	65,833	69,125	9,102	4,839	1,002	17,281	1,716	326	192	525	108	146	104,363
Finance Assistant (.6)	D	39,434	39,434	5,193	2,760	572	10,678	978	186	115	300	65	83	60,364
<b>Total Finance Dept</b>	<b>FTE 2.6</b>	<b>261,601</b>	<b>264,893</b>	<b>34,881</b>	<b>18,542</b>	<b>3,841</b>	<b>49,628</b>	<b>4,410</b>	<b>839</b>	<b>499</b>	<b>1,646</b>	<b>384</b>	<b>559</b>	<b>380,122</b>
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 for FY 2010-2011

- Adopt the Housing Element and obtain State Certification
- Adopt an update to the General Plan to address compliance with State law requirements
- Revise the Zoning Code to implement Housing Element policies
- Work on evaluating Sustainable Building practices
- Prepare informational handouts and update the planning section of the web site

### Accomplishments for FY 2009-2010

- Adoption of a comprehensive update to the Zoning Code
- Implemented cost recovery and a new planning review process
- Completed the draft Housing Element and obtained concurrence from the State Department of Housing and Community Development that the document is in compliance with state law

<b>Town of Atherton</b>								
<b>CDD Planning</b>								
<b>Budget 2010-2011</b>								
							Increase	
							(Decrease)	
		Actual	Actual	Adopted	Adjusted	Requested	Over Prior	%
Account	Description	2007-08	2008-09	Budget	Budget	Budget	Year Budget	Change
				2009-10	2009-10	2010-11		
101-20-52011-020	Contract Planner	282,146	192,313	177,077	177,077	187,050	9,973	5.6%
101-20-52013-020	Zoning Code Update	80,417	17,239				-	0.0%
101-20-52014-020	General Plan Update		1,790	4,900	4,900	-	(4,900)	-100.0%
101-20-52015-020	Housing Element	912	68,327	7,350	7,350	-	(7,350)	-100.0%
101-20-52016-020	Historical Artifacts	7,090	2,400	-	-		-	0.0%
101-20-53024-020	Advertising/Noticing	448	1,392	2,000	2,000	2,000		0.0%
101-20-54010-020	Other Contract Services	12,016	965				-	0.0%
101-20-53025-020	Printing - External Service			2,500	2,500	2,500	-	0.0%
101-20-55002-020	Office Supplies		53	2,000	2,000	2,000	-	0.0%
101-20-55017-020	Postage	185					-	0.0%
101-20-53014-020	Utilities - Electricity			230	230	230	-	0.0%
101-20-53015-020	Utilities - Gas			150	150	150	-	0.0%
101-20-53016-020	Utilities - Water			50	50	50	-	0.0%
	<b>Total Planning</b>	<b>383,214</b>	<b>284,479</b>	<b>196,257</b>	<b>196,257</b>	<b>193,980</b>	<b>(2,277)</b>	<b>-1.2%</b>

		<b>Planning</b>	
		101-20	
	<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>	<b>FY 2011 Requested Appropriations</b>
	Contract Planner Svs	Neal Martin & Associates services. Town Planner: +/- 16 hours/month; Deputy Town Planner: +/- 80 hours per month; Assistant Planner: +/- 83 hours per month	187,050
	General Plan Update		-
	Housing Element		-
	Advertising - Noticing	Newspaper publication of legal notices	2,000
	Printing - Extl Service		2,500
	Office Supplies	paper, pens, etc.	2,000
	Utilities - Electricity	PG&E	230
	Utilities - Gas	ABAG gas	150
	Utilities - Water	Cal water	50
		<b>Total Planning</b>	<b>193,980</b>

## **Building Department Purpose**

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 for Fiscal Year 2010/2011**

- Training and Implementation of New State of California Green Building Code.
- Space needs for current and future staff.
- Timely and professional responses to residents and the development community.
- Adoption of the new building code cycle and update forms and handouts to comply with the new codes.

## **Accomplishments for Fiscal Year 2009/10**

- Implemented new Master Fee Schedule for Building and coordinated implementation with Public Works, Planning and CRW.
- Coordinated implementation of cost recovery fees for Planning and Public Works with CRW.
- Implemented new permit submittal process with planning approval prior to building permit submittal.
- Permitted and inspected the new Walsh Road siren warning system.
- Coordinated and approved all business license refunds with Muni Services and Finance Department.
- Participated in finalizing and adoption of the new Atherton Zoning Code.
- Improved the Building Department web site.

## **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	<u>1.0</u>
	7.0

<b>Town of Atherton</b>								
<b>Building Department</b>								
<b>Budget 2010-2011</b>								
				Adopted	Adjusted	Requested	Increase	
		Actual	Actual	Budget	Budget	Budget	(Decrease)	
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Over Prior	%
							Year Budget	Change
101-25-50001-025	Regular Salaries	472,102	555,490	597,738	614,229	623,437	9,208	1.5%
101-25-50005-025	Temporary Help	4,905			-		-	0.0%
101-25-50006-025	Overtime	-			-		-	0.0%
101-25-51001-025	Medicare	7,040	8,064	8,667	8,667	9,040	373	4.3%
101-25-51002-025	Social Security Tax	309			-		-	0.0%
101-25-51003-025	PER Retire Contrb- ER	96,765	112,325	78,322	78,322	82,094	3,773	4.8%
101-25-51004-025	PERS Retire Contrb- EE			41,842	41,842	43,641	1,799	4.3%
101-25-51008-025	Health Insurance	65,769	73,627	83,686	83,686	90,202	6,516	7.8%
101-25-51009-025	Retiree Healthcare			74,878	110,411	119,276	8,866	8.0%
101-25-51010-025	Dental Insurance	7,171	7,739	11,497	11,497	11,669	172	1.5%
101-25-51011-025	Vision Insurance	1,211	1,294	1,413	1,413	1,627	214	15.1%
101-25-51013-025	Workers' Compensation	18,907	23,305	25,454	25,454	709	(24,745)	-97.2%
101-25-51014-025	Life & ADD Insurance	1,265	868	909	909	882	(27)	-3.0%
101-25-51007-025	STD Insurance					1,363	1,363	100.0%
101-25-51015-025	LTD Insurance	7,668	8,988	4,282	4,282	4,384	102	2.4%
101-25-51016-025	Unemployment Insurance			5,977	5,977	6,234	257	4.3%
101-25-51015-025	Uniforms			600	600	600	-	0.0%
101-25-51019-025	Auto Allowance	10,800	13,661	15,900	15,900	16,260	360	2.3%
101-25-50013-025	EE Benefits Earned			5,977	5,977	6,234	257	4.3%
	<b>Total Salaries &amp; Benefits</b>	<b>693,910</b>	<b>805,362</b>	<b>957,142</b>	<b>1,009,166</b>	<b>1,017,652</b>	<b>8,487</b>	<b>0.8%</b>
101-25-52017-025	Technical Service			8,000	8,000	9,915	1,915	23.9%
101-25-52012-025	Plan Reviewer	31,885	41,139	-	-		-	0.0%
101-25-53001-025	Vehicle Repair & Maint			600	600	600	-	0.0%
101-25-53002-025	Equip Repair & Maint	900	1,055	2,000	2,000	1,500	(500)	-25.0%
101-25-53008-025	Custodial Services	2,359	2,188	-	-		-	0.0%
101-25-53024-025	Advertising/Publishing			-	-		-	0.0%
101-25-54004-025	Training & Workshop			5,640	5,640	4,850	(790)	0.0%
101-25-52018-025	Code Enforcement	67,080	37,288			-	-	0.0%
101-25-54010-025	Other Contract Services	538,463	3,365		3,584		(3,584)	-100.0%
101-25-54011-025	Environment Programs	19,581	17,732				-	0.0%
101-25-54010-025	Building Inspection		74,777				-	0.0%
101-25-55002-025	Office Supplies	12,484	5,180	6,000	6,000	4,100	(1,900)	-31.7%
101-25-54005-025	Subscriptions			905	905	3,100	2,195	242.5%
101-25-55003-025	Microfilms	4,543	5,665	7,500	7,500	7,000	(500)	-6.7%
101-25-55006-025	Safety Supplies & Matls	1,759	5,550	5,785	5,785	4,000	(1,785)	-30.9%
101-25-57006-025	Computer Software	143		-	-		-	0.0%
101-25-55015-025	Oil & Gasoline			600	600	600	-	0.0%
101-25-54007-025	Memberships & Dues	590	6,715	2,145	2,145	1,205	(940)	-43.8%
101-25-53014-025	Utilities - Electricity	1,013	774	1,380	1,380	1,000	(380)	-27.5%
101-25-53015-025	Utilities - Gas			900	900	900	-	0.0%
101-25-53016-025	Utilities - Water		28	300	300	300	-	0.0%
101-25-53018-025	Utilities - Telephone	1,919	2,148	1,650	1,650	1,650	-	0.0%
101-25-54003-025	Conferences	177	490	2,000	2,000	2,000	-	0.0%
101-25-57006-025	Computer Equipment			2,500	2,500	2,000	(500)	-20.0%
101-25-57007-025	Office Equip & Furniture	501	436	2,000	2,000	1,000	(1,000)	-50.0%
101-25-53501-025	Administrative Services	38,337	38,337				-	0.0%
101-25-53502-025	Trsfr to Computer Service	10,021	10,021				-	0.0%
101-25-53503-025	Trsfr to Equip Replace Fd			10,000	10,000	10,000	-	0.0%
101-25-58003-025	Trsfr to Facil Construct Fd					153,356	153,356	100.0%
	<b>Total Operations</b>	<b>731,753</b>	<b>252,887</b>	<b>59,905</b>	<b>63,489</b>	<b>209,076</b>	<b>145,587</b>	<b>229.3%</b>
	<b>Total Building</b>	<b>1,425,663</b>	<b>1,058,249</b>	<b>1,017,047</b>	<b>1,072,655</b>	<b>1,226,728</b>	<b>154,074</b>	<b>14.4%</b>

		<b>Building Department</b>		
		<b>101-25</b>		
				<b>FY 2011</b>
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>			<b>Requested Appropriations</b>
Regular Salaries	Salaries for building dept staff			623,437
Medicare Tax	Medicare is paid on all salaries at a rate of 1.45%			9,040
Pers Employer Contr	Employer contribution for employee pension			82,094
Pers Employee Contr	Employee contribution paid for by the employer			43,641
Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross			90,202
Retiree Healthcare	Medical coverage for 1 retiree	5,763		
	GASB 45 annual required contribution	113,513		119,276
Dental Insurance	Teamster Dental Plan premium			11,669
Vision Insurance	Vision Service Plan premium			1,627
Workers Compensation	Workers Comp charged to Department			709
Life & ADD Insurance	Premium to the Cities Group			882
STD Insurance	Short-term disability premium to The Cities Group			1,363
LTD Insurance	Long-term disability premium to The Cities Group			4,384
Unemployment Insur	Self-funded unemployment based on 1% of salaries			6,234
Uniforms	Safety shoes/ boots for inspectors			600
Auto Allowance	For Building Official & Building Inspectors			16,260
EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay			6,234
	<b>Total Salaries and Benefits</b>			<b>1,017,652</b>
Technical Service	CRW maintenance fee for 14 months to June 30, 2011			9,915
Vehicle Maint	Arborist pickup			600
Equipment Maint	Copier and micro film machine			1,500
Custodial Services	See DPW Building Maint Dept cost to be allocated			-
Training & Workshop	IAPMO Meetings	720		
	CALBIG Meetings	580		
	CALBO Safety Week	1,000		
	Various Seminars	1,000		
	Other Arborist Meetings/Training	200		
	CRW Training	1,350		4,850
Code Enforcement	See Non-Dept (cost allocation plan)			-
Environmental Prog	See Non-Dept for the cost			-



Salaries for Building Department																		
FY 2011																		
Job Class	Step @ 6/30/10	Salary @ 6/30/10	2011 Salary	Employer PERS	0.13168	Employee PERS	0.07	0.0145	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Uniform	Auto Allow	Total
Building Official	D	149,450	149,450	19,680		10,462		2,167	18,733	1,716	326	192	821	210	126		3,600	207,483
Public Works Director (.1)	D	15,994	15,994	2,106		1,120		232	721	172	13	19	82	21	34		360	20,872
Senior Bldg Inspector	D	85,617	85,617	11,274		5,993		1,241	6,314	1,630	119	192	651	108	72	200	3,600	117,013
Building Inspector	D	81,540	81,540	10,737		5,708		1,182	17,797	1,630	310	192	620	108	69	200	3,600	123,693
Building Inspector	C	77,657	80,246	10,567		5,617		1,164	17,797	1,630	310	192	610	108	68	200	5,100	123,608
Arborist	D	81,540	81,540	10,737		5,708		1,182	6,314	1,630	119	192	620	108	69			108,220
Permit Technician	D	67,888	67,888	8,939		4,752		984	6,845	1,630	119	192	516	108	143			92,118
Office Specialist	D	61,162	61,162	8,054		4,281		887	15,682	1,630	310	192	465	108	129			92,901
<b>Total Building</b>	<b>FTE 6.1</b>	<b>620,848</b>	<b>623,437</b>	<b>82,094</b>		<b>43,641</b>		<b>9,040</b>	<b>90,202</b>	<b>11,669</b>	<b>1,627</b>	<b>1,363</b>	<b>4,384</b>	<b>882</b>	<b>709</b>	<b>600</b>	<b>16,260</b>	<b>885,907</b>

Note:  
Salaries are projected at one step higher than the employee is currently.

<b>Town of Atherton</b>							
<b>Non-Department</b>							
<b>Budget 2010-2011</b>							
					Increase		
					(Decrease)		
					Over Prior		
Account	Description	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Year Budget	% Change
101-30-51009-030	Retiree Health	113,002		-	-	-	0.0%
101-30-52001-030	Audit & Financial	26,428					0.0%
101-30-52018-030	Code Enforcement Services		56,985	56,985	56,985	-	0.0%
101-30-54010-030	Other Contract Services	4,200		83,640	60,000	(23,640)	-28.3%
101-30-54011-030	Environmental Programs Committee		29,900	29,900	29,000	(900)	-3.0%
101-30-52019-030	IT Support		32,324	32,324	36,267	3,943	12.2%
101-30-55009-030	Misc Computer Parts & Supplies		7,300	17,167	9,060	(8,107)	-47.2%
101-30-55016-030	Other Supplies & Materials		4,000	4,000	4,000	-	0.0%
101-30-54007-030	Memberships & Dues		5,719	5,719	5,719	-	0.0%
101-30-53019-030	Liability Insurance		190,937	190,937	205,476	14,539	7.6%
101-30-53021-030	Property Insurance		5,139	5,139	5,543	404	7.9%
101-30-53020-030	Employment Practice Liability Insurance		36,000	36,000	37,800	1,800	5.0%
101-30-51012-030	Employee Assistance Program		3,510	3,510	3,510	-	0.0%
101-30-54013-030	Contribution - SSV		500	500	500	-	0.0%
101-30-54014-030	Contribution - HIP		2,500	2,500	2,500	-	0.0%
101-30-54015-030	Contribution - Sustainable San Mateo County		1,500	1,500	1,500	-	0.0%
101-30-55017-030	Postage		16,843	16,843	16,843	-	0.0%
101-30-53018-030	Utilities - Telephone	111	23,500	23,500	21,000	(2,500)	-10.6%
101-30-54020-030	Election Cost		13,000	15,500	16,000	500	3.2%
101-30-53022-030	Settlement Expense	7,923		7,500	-	(7,500)	-100.0%
101-30-54017-030	Post Office Expense		3,820	3,820	9,145	5,325	139.4%
<b>Total Non-Department</b>		<b>151,664</b>	<b>433,477</b>	<b>536,984</b>	<b>520,848</b>	<b>(16,136)</b>	<b>-3.0%</b>

<b>Non-Department Budget</b>			
<b>101-30</b>			
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>		<b>FY 2011 Requested Appropriations</b>
Code Enforcement Svcs	for 8 hours/week inspection, 119 hours phone calls/year		56,985
Other Contract Services	High Speed Rail (HSR) public relation services		60,000
Environmental Prog Commit	General committee work	1,000	
	Task Force business	500	
	Green Building outreach/awards	1,000	
	Home Efficiency/"Atherton 2020"	23,000	
	Solar Power/AB 811 Comm	500	
	Program promotion/events	2,000	
	Miscellaneous	1,000	29,000
IT Support	200 hours contact hours for City of Redwood City	27,687	
	Constant Contact (Web e-mail notification)	180	
	Off-site security of backup tapes	2,400	
	IT training for administrator	1,000	
	Public Information Request Act assistance, emergency	5,000	36,267
Misc Computer Parts & Sup	Quantum tape library	3,060	
	Symantec Anti-virus	500	
	Backup software support	1,200	
	SCSI cable or card	300	
	Parts for servers, spare hard drive, UPS battery	4,000	9,060
Other Supplies & Matls	Other unexpected small items		4,000
Memberships and Dues	ABAG	1,908	
	LAFCO	1,304	
	City/County Assoc of Government - San Mateo	2,507	5,719
Liability Insurance	Annual premiums for general insurance pool	64,258	
	Annual premiums for excess liability insurance pool	5,762	
	Public Official bond	889	
	Administrative Premium to ABAG	34,567	
	Self-insured retention (SIR) reserve	100,000	205,476
Property Insurance	Annual premiums for property insurance pool		5,543
Employment Pract Liab Insur	Premium to employment practice liability		37,800
EAP	Premium for employee assistance program	3,510	
	Heathly Eating Active Living Cities Campaign for workforce - healthy living workshops \$250 each through Assist U	-	3,510

<b>Non-Department Budget</b>			
<b>101-30</b>			
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>		<b>FY 2011 Requested Appropriations</b>
Contribution - SSV	Sustainable Silicon to produce environmental and resources conservation Silicon Valley		500
Contribution - HIP	Human Investment Project (HIP) grant to find a place to call home for people throughout San Mateo County		2,500
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
Postage	Feeder rental & maint	643	
	Meter rental #419	1,200	
	Stamps for mailing	15,000	16,843
Utilities - Telephone	AT&T PRI and Centrex local & long distance charges	20,000	
	NEC phone system service calls	1,000	21,000
Election Cost	For upcoming election in Nov 2010		16,000
Post Office Expense	Weighing platform, base, feeder rental	4,448	
	Supplies - ink cartridge, strips, paper, pre-inked stamps	2,127	
	Post Office Bond	1,250	
	Meter (security device) rental	1,320	9,145
<b>Total Non-Department</b>			<b>520,848</b>

	<b>Town of Atherton</b>		
	<b>Non-Department</b>		
	<b>Budget 2010-2011</b>		
		<b>Supplemental Budget Request</b>	
	<u>Description</u>		
	New Postage Machine for the Post Office	8,000	(defer)

<b>Town of Atherton</b>			
<b>Non-Department - Atherton Arts Committee</b>			
<b>Budget 2010-2011</b>			
<b>A/C #</b>	<b>Revenues:</b>		
	Atherton Arts Foundation Grants	2,500	
	Interest Income	900	3,400
	<b>Expenditures:</b>		
	Temporary Help	500	
	Advertising/Publishing	420	
	Postage	550	
	Supplies	200	
	Dues	2,000	
	Sponsor Library Event	65	
	Equipment Rental	300	
	Capital Improvement Projects	350	
	Remodel Garden Room	20,000	
	Gallery Management	15,000	39,385
	Use of Evan Estate Fund Balance		(35,985)

## POLICE DEPARTMENT

The Atherton Police Department provides public safety services for the community. The Department has adopted a Values-Based policing philosophy that encompasses the following dimensions:

1. Reducing Crime & Victimization.
2. Holding Offenders Accountable.
3. Reducing Fear & Enhancing Personal Security.
4. Ensuring Civility in Public Spaces.
5. Using Force & Authority Fairly, Efficiently, and Effectively.
6. Using Financial Resources Effectively, Efficiently, and Fairly.
7. Providing Quality Services & Customer Satisfaction.

We put this philosophy into practice by working to reduce crime through prevention, investigation, and apprehension. We also operationalize this by working to create a safe environment for the motoring public, pedestrians, and bicyclist as they travel through town. In addition, the Department mitigates hazardous situations, critical incidents, and works to reduce potential hazardous situations through regulation and communication.

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

The Police Department has a tradition of emphasizing a collaborative Police-Community partnership through innovative volunteer programs such as: The Crime Prevention Task Force, Disaster Mitigation and Recovery Program, and the Reserve Police Officer Program.

The organizational structure of the Police Department contains two divisions; specifically, the Operations (field services) and Administrative Services divisions. Units within these two divisions include: Patrol, Investigations, Traffic, K-9, Training, 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 for Fiscal Year 2010/2011:

1. Maintain non-encumbered patrol time of at least 50%.
2. Maintain a 3-minute or less response time to emergency calls for service.
3. Continue efforts to reduce the 85<sup>th</sup> percentile of vehicular speed in the Town.
4. Expand PD's video surveillance program to include public areas.
5. Coordinate a Town-wide disaster drill with Menlo Fire.
6. Expand PD's HAM radio operator program.
7. Implement a crime prevention through environmental design program.
8. Educate new residents on the public safety services that are available to them, which includes crime prevention.

9. Continue community outreach efforts in the form of the monthly community meetings with the Police Chief in the reading park, and through other means.
10. Work cooperatively with the City Manager and other Town Department Heads in the furtherance of their goals for FY 2010/11.
11. Complete performance evaluations for all department employees in a timely and accurate manner.
12. Continue to educate residents on our residential video monitoring subscription service.
13. Continue to work with staff and residential groups on disaster response and recovery plans.
14. Assist Atherton Disaster Preparedness Committee as needed.
15. Implement an employee service recognition program.
16. Identify and apply for grant opportunities that will benefit Atherton.

**Accomplishments for FY 2009-10:**

1. Trained and deployed a motorcycle equipped traffic officer.
2. Replaced a K-9 that retired with a new K-9.
3. Coordinated a Walsh Road area disaster/evacuation drill with Menlo Fire.
4. Completed employee performance evaluations on schedule.
5. Deployed a Disaster Preparedness/Recovery Field Command Vehicle.
6. Supported the Finance Department in the training and implementation of the new town-wide financial software system.
7. Supported the Finance Department in implemented a single source payment center.
8. Addressed traffic concerns from residents and educational institutions, and formulated strategies to address those concerns along with measuring PD's response.
9. Maintained PD's 3-minute response to emergency calls and non-encumbered patrol time of at least 50%.
10. Evaluated the School Resource Officer Program and determined at the present time that this position will be unfunded in FY 2010-11.
11. Designed and implemented a customer service survey system to obtain feedback from residents.

**Staff Resources - Sworn:**

- |                                 |     |
|---------------------------------|-----|
| • Chief of Police               | 1.0 |
| • Lieutenant                    | 1.0 |
| • Patrol Sergeants              | 4.0 |
| • Patrol Officers               | 10  |
| • Detective/Administrative Sgt. | 1.0 |
| • Detective                     | 1.0 |
| • Traffic Officer               | 1.0 |

**Staff Resources – Civilian:**

- |                              |     |
|------------------------------|-----|
| • Community Services Officer | 1.0 |
| • Executive Assistant        | 1.0 |

- Communications Supervisor 1.0
- Dispatchers 3.0

Total: 25

<b>Town of Atherton</b>								
<b>Police Department</b>								
<b>Budget 2010-2011</b>								
							Increase	
				Adopted	Adjusted	Requested	(Decrease)	
Account	Description	Actual	Actual	Budget	Budget	Budget	Over Prior	%
		2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-40-50001-040	Regular Salaries	2,195,057	2,124,670	2,026,451	2,205,367	2,067,162	(138,205)	-6.3%
101-40-50002-040	Part-time Permanent	73,611	82,603	-	-	-	-	0.0%
101-40-50003-040	Dispatcher Salaries	273,189	213,594	319,280	319,280	331,232	11,952	3.7%
101-40-50004-040	Reserve Salaries	43,760	50,320	39,872	39,872	33,792	(6,080)	-15.2%
101-40-50005-040	Temporary Help	85,895	59,225	82,673	82,673	37,090	(45,583)	-55.1%
101-40-50006-040	Overtime	153,021	179,478	161,000	161,000	150,000	(11,000)	-6.8%
101-40-50007-040	Reimbursed Salaries	3,303	8,244	-	-	-	-	0.0%
101-40-51001-040	Medicare Tax	34,073	31,800	37,240	37,240	37,255	15	0.0%
101-40-51002-040	Social Security	6,395	7,330	1,490	1,490	1,109	(381)	-25.6%
101-40-51003-040	PERS Retire Contr - ER	821,065	880,099	718,922	718,922	722,516	3,595	0.5%
101-40-51004-040	PERS Retire Contr - EE	-	-	182,971	182,971	182,582	(389)	-0.2%
101-40-51005-040	Deferred Comp-ER Paid	5,958	6,362	6,386	6,386	6,625	239	3.7%
101-40-51008-040	Health Insurance	318,255	286,374	328,296	328,296	309,844	(18,452)	-5.6%
101-40-51009-040	Retiree Healthcare	-	-	359,631	401,099	418,190	17,090	4.3%
101-40-51010-040	Dental Insurance	28,384	28,573	38,953	38,953	39,125	172	0.4%
101-40-51011-040	Vision Insurance	3,470	3,121	6,072	6,072	6,018	(54)	-0.9%
101-40-51013-040	Workers' Compensation	88,867	88,879	94,506	94,506	28,762	(65,744)	-69.6%
101-40-51014-040	Life & ADD Insurance	5,080	3,335	3,251	3,251	3,113	(138)	-4.2%
101-40-51007-040	STD Insurance	-	-	-	-	384	384	100.0%
101-40-51015-040	LTD Insurance	22,777	23,221	17,572	17,572	19,067	1,496	8.5%
101-40-51016-040	Unemployment Insurance	-	6,206	25,683	25,683	25,693	10	0.0%
101-40-51018-040	Uniforms	11,996	25,010	16,150	16,150	15,326	(824)	-5.1%
101-40-51020-040	Educational Reimbursement	1,775	800	2,000	2,000	2,000	-	0.0%
101-40-50013-040	EE Benefits Earned	-	-	48,915	48,915	49,968	1,053	2.2%
101-40-50014-040	Salary Savings	-	-	-	(18,000)	-	18,000	-100.0%
	<b>Total Salaries &amp; Benefits</b>	<b>4,175,932</b>	<b>4,109,244</b>	<b>4,517,313</b>	<b>4,719,697</b>	<b>4,486,853</b>	<b>(232,844)</b>	<b>-4.9%</b>
101-40-52017-040	Technical Services	-	-	57,905	57,905	55,910	(1,995)	-3.4%
101-40-54021-040	Animal Control Services	-	-	50,951	50,951	47,542	(3,409)	-6.7%
101-40-53001-040	Equip Maint - Vehicles	43,133	39,234	35,000	35,000	35,000	-	0.0%
101-40-53002-040	Equip Maint - Other	3,373	7,401	4,000	4,000	4,000	-	0.0%
101-40-53004-040	Facility Repair & Maint	-	13	-	-	-	-	0.0%
	Custodial Services	7,378	6,621	-	-	-	-	0.0%
101-40-54004-040	Training & Workshops	-	-	6,300	6,300	3,500	(2,800)	-44.4%
101-40-53027-040	SMC Booking Fees	645	215	4,139	4,139	4,139	-	0.0%
101-40-53028-040	Citation Processing	1,018	583	541	541	541	-	0.0%
101-40-54010-040	Other Contract Services	167,713	207,082	57,197	57,197	90,051	32,854	57.4%
101-40-53026-040	Recruitment Cost	-	-	5,000	5,000	3,000	(2,000)	-40.0%
101-40-53025-040	Printing - External Service	-	-	2,000	2,000	2,000	-	0.0%
101-40-55002-040	Office Supplies	5,976	4,764	5,850	5,850	5,850	-	0.0%
101-40-54005-040	Subscriptions	590	417	746	746	746	-	0.0%
101-40-55006-040	Safety Supplies & Materials	106	2,528	6,000	6,000	6,000	-	0.0%
101-40-54006-040	POST Training	16,908	39,085	20,000	20,000	20,000	-	0.0%
101-40-55007-040	K-9 Expenses	8,242	11,150	22,269	22,269	22,269	-	0.0%
101-40-55015-040	Oil and Gasoline	57,317	47,600	61,800	61,800	61,800	-	0.0%
101-40-55016-040	Other Supplies & Mats	64,879	35,683	31,000	31,000	31,125	125	0.4%
101-40-54007-040	Memberships & Dues	1,480	1,845	2,101	2,101	2,221	120	5.7%
101-40-55017-040	Postage	-	30	-	-	-	-	0.0%
101-40-53014-040	Utilities - Electricity	22,923	28,279	21,000	21,000	18,000	(3,000)	-14.3%
101-40-53015-040	Utilities - Gas	-	-	1,100	1,100	1,100	-	0.0%
101-40-53016-040	Utilities - Water	-	43	500	500	500	-	0.0%
101-40-53018-040	Communication	40,385	47,271	40,622	40,622	34,622	(6,000)	-14.8%
101-40-54003-040	Conferences	1,882	350	5,815	5,815	1,495	(4,320)	-74.3%
101-40-54008-040	Mileage Reimbursement	-	-	300	300	300	-	0.0%

<b>Town of Atherton</b>								
<b>Police Department</b>								
<b>Budget 2010-2011</b>								
				Adopted	Adjusted	Requested	Increase	
		Actual	Actual	Budget	Budget	Budget	(Decrease)	
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Over Prior	%
							Year Budget	Change
101-40-55018-040	Disaster/Emergency	1,817	2,078	2,800	2,800	2,800	-	0.0%
101-40-54019-040	Special Events & Awards	5,341	7,977		-		-	0.0%
101-40-53032-040	Rent Facilities			8,590	8,590	8,760	170	2.0%
	Non-Cap Off Mach & Furn	711	2,773		-		-	0.0%
	Non-Cap Tools & Equip	36,718	16,937		-		-	0.0%
101-40-57010-040	Misc. Capital Outlay	13,615	70,880	14,286	14,286		(14,286)	-100.0%
101-40-57002-040	Building Improvements	284	1,650		-		-	0.0%
101-40-57004-040	Mach & Equip	14,048	7,810	25,185	25,185	9,100	(16,085)	-63.9%
101-40-57005-040	Vehicles & Accessories	1,411	1,925		-		-	0.0%
101-40-57006-040	Computer Equip	4,525	17,696	4,500	4,500	3,000	(1,500)	-33.3%
101-40-57007-040	Office Equip & Furniture	7,222	447	700	700	-	(700)	-100.0%
101-40-53501-040	Administrative Services	44,694	44,694		-		-	0.0%
101-40-53502-040	Computer Svs Charge	66,192	66,192	69,800	69,800	54,000	(15,800)	-22.6%
101-40-53503-040	Trsfr to Equip Replace Fd	104,049	31,000		-		-	0.0%
	<b>Total Operations</b>	<b>744,573</b>	<b>752,253</b>	<b>567,997</b>	<b>567,997</b>	<b>529,370</b>	<b>(38,626)</b>	<b>-6.8%</b>
101-40-53022-040	Settlement Expense				230,000		(230,000)	-100.0%
	<b>Total Police</b>	<b>4,920,505</b>	<b>4,861,497</b>	<b>5,085,310</b>	<b>5,517,694</b>	<b>5,016,223</b>	<b>(501,470)</b>	<b>-9.1%</b>

<b>Police Department</b>			
<b>101-40</b>			
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and Justification of items requested</b>		<b>FY 2011 Requested Appropriations</b>
Regular Salaries	19 Sworn, 1 training program coordinator/execu assistant, 1 community service officer COPS Grant funding (assume no cut in funding)	2,167,162 (100,000)	2,067,162
Dispatch Salaries	4 full-time dispatchers		331,232
Reserve Salaries	6 part-time reserve officers		33,792
Temporary Help	9 Per diem dispatchers		37,090
Overtime	Overtime worked. Based upon staffing of special events, court appearance, training needs, investigation, etc.		150,000
Medicare Tax	1.45% of salary		37,255
Social Security	6.2% of temp salary		1,109
PERS Retire Contr-ER	Employer contribution for pension		722,516
PERS Retire Contr-EE	Employee contribution paid for by the employer - part time		182,582
Deferred Comp-ER Paid	2% of salary for dispatchers per MOU		6,625
Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		309,844
Retiree Healthcare	Medical coverage for 13 retirees GASB 45 annual required contribution	133,739 284,450	418,190
Dental Insurance	Teamster Dental Plan premium		39,125
Vision Insurance	Vision Service Plan premium		6,018
Workers' Compensation	Workers Comp charged to Department		28,762
Life & ADD Insurance	Premium to the Cities Group		3,113
STD Insurance	Short-term disability premium to the Cities Group		384
LTD Insurance	Long-term disability premium to The Cities Group		19,067
Unemployment Insur	Self-funded unemployment based on 1% of salary		25,693
Uniforms	Per MOU		15,326
Educational Reimburse	Per MOU		2,000
EE Benefits Earned	2% contribution for vac, sick, comp, & holiday pay		49,968
<b>Total Salaries &amp; Benefits</b>			<b>4,486,853</b>
Technical Services	Sunridge RIMS Annual Maintenance (Dispatch-Patrol CAD)	11,085	
	TEA Maint. (Telecommunications Dispatch/Radio Support)	7,500	
	Alarm Software Maint. Fee (Residential Burglar Alarms)	1,380	
	S.M. Co. Medical Legal Exam (Sex Assault Exam)	700	
	S. M. Regional Network Access Fee (Telecom Support)	4,713	
	I.M.P.A.C. Entersect (Investigative Service and Tool)	1,068	
	Rapid Notify Maint. Fee (Emergency Resident Notification)	1,650	
	Voice Print Maint. Fee (Comm Center Telephone/Radio Recording)	2,113	

<b>Police Department</b>			
101-40			
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and Justification of items requested</b>		<b>FY 2011 Requested Appropriations</b>
	CLETS/Microwave Maint. (California LE Telecomm Database Access)	12,916	
	Critical Reach (TRAK System, Missing Persons Support System)	265	
	Towing (Crime Scene Evidence & Patrol Cars)	285	
	OJO Camera Licensing Fee (PD Station Security)	2,835	
	S.M. Co. Sheriff's Ofc. FISC Forensic Lab	9,400	55,910
Animal Control Svs	San Mateo animal control services cost		47,542
Vehicle Repair & Maint	Vehicle Maint through City of Redwood City		35,000
Equip Repair & Maint	Maintenance of radar, office equip, & radio equip		4,000
Custodial Services	See DPW - Building Maint Dept for cost to be allocated		-
Training & Workshops	Non-POST Reimbursable but POST Certified Advanced Officer Training,	2,000	
	Supervisor's Training, & specialized technical training & workshops		
	Succession planning/other training	-	
	Food for POST annual dept training and other trainings	1,500	3,500
SMC Booking Fees	Booking fees, County of San Mateo		4,139
Citation Processing	Turbo Data for processing of parking citations		541
Other Contract Services	S.M. Co. Chaplin Service	3,000	
	San Mateo PD Range Rental (\$65 per hour)	780	
	S.M. Co. Coyote Pt. Firearms Range (FY 2010-11 actual \$3600)	2,530	
	S.M. Co. OES Hazardous Materials Program	26,768	
	First Chance (DUI Booking Alternative)	4,972	
	Keller Center (Child Abuse/Sexual Assault Victims Program)	1,200	
	Wellness Program (MOU Physical Fitness Program)	7,000	
	Youth Family Service (Youth Counseling Diversion)	4,271	
	S.M. Co. Community Overcoming Relationship (Domestic Abuse)	2,358	
	Lexipol (Police General Orders, Case Law Update Training)	5,500	
	Recall Secure Destruction Services (Sensitive Files)	1,404	
	Photography for Police Dept. (Officer Photos)	964	
	Crime Reports	1,188	
	Crime Reports CompStat	1,668	
	TB Screening & Test Medical Record (For exposed employees)	144	
	San Mateo County Narcotics Task Force	25,454	
	Conflict Resolution - Mills Peninsula	500	
	Forensic Art Services (Suspect Sketches)	350	90,051
Recruitment Costs	Associated costs to include; polygraph, medical, psycho, job faires, seminars, inter panels, etc. seminars, interview panels, etc.		3,000
External Printing	Forms, secure identification cards, no parking signs, citations		2,000
Office Supplies	Paper, pens, software, film and photo processing		5,850
Subscription	Library Books, Criminal Codes,		746
Safety Supplies & Mats	Replacement of individual protective vests (MOU 5-year partially off-set by DOJ grant), motorcycle leather gear,		6,000

<b>Police Department</b>			
<b>101-40</b>			
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and Justification of items requested</b>		<b>FY 2011 Requested Appropriations</b>
	helmet, protective motorcycle gear, eye/ear range safety gear		
POST Training	Advanced Officer Training, S.M. Co. Chief's training sessions (2)	14,000	
	Post Reimbursement (Add Mandated, Essential Categories)	6,000	
	Patrol (Mandated, Technical and Perishable Skills Training)		
	Comm and Records (Mandated and Technical Skills Training)		20,000
K-9 Expense	K-9 Maint., Training, Veterinarian, Boarding, Food for 2 dogs		22,269
Oil & Gasoline	Fuel for vehicles		61,800
Other Supplies & Mats	Rain Gear, Helmets, Jumpsuits	19,311	
	Firearms supplies, cleaning supplies, etc.		
	Miscellaneous hardware items		
	Name tags, Badges, Patrol		
	California Vehicle Codes	311	
	Gelled Hand Sanitizers	254	
	Peace Officer Memorial Pins	400	
	Speed Sign Batteries (2)	617	
	Awards and Engraving	137	
	Business Cards	800	
	Cleaning Supplies	100	
	DARE Supplies	1,195	
	Ammunition (Perishable Skills Training, Qualification (3x) & SWAT)	8,000	31,125
Membership & Dues	International Chiefs of Police	2,101	
	CAL Nena	120	
	California Chiefs of Police		
	CPOA, CPCA, APCO etc.		
	S.M. Co. Training Mgrs. & Comm. Managers		
	S.M. Co. 100 Club		
	S.M. Co. Police Chiefs Association		2,221
Utilities - Electricity	PG&E		18,000
Utilities - Gas	ABAG gas		1,100
Utilities - Water	Cal water		500
Utilities - Telephone	Telephone (Lobby-Front Door)	1,023	
	Telephones (Office, Comm Center, Admin, Patrol, Invest.)	25,265	
	Cell Phones (Admin, Investigations, Patrol Cars)	8,334	
	Sprint Mobile Data (Patrol Car Mobile CAD/RIMS Support Service). See Non-Dept for general phone exp cost to be allocated		34,622
Conferences	Calif. Chief's Association	575	
	Calif. Peace Officer's Association		
	League of Calif. Cities		
	International Association of Chief's	500	
	S.M. Gang Task Force (3)	420	1,495
Mileage Reimburse	Reimb for use of personal vehicles on Town business		300

<b>Police Department</b>			
		<b>101-40</b>	
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and Justification of items requested</b>		<b>FY 2011 Requested Appropriations</b>
Disaster Preparedness	Alhambra Water (Disaster Prep.)		2,800
Rent Facility	Rent for temporary police facility @ \$729.97 per month		8,760
Mach & Equip	Jamar Radar Traffic Recorder	4,900	
	Replacement of one ergonomic chair for dispatch	1,000	
	Taser Rifle & Cartridges and Beanbag projectiles (qualify ABAG reimb)	1,800	
	Digital cameras with cases Replacement (2)	600	
	Patrol Rifle Sights (x2)	800	
	Replacement of portable radios for interoperability (FCC Compliance)	-	9,100
Computer Equipment	Old computers replacement		3,000
Office Equip & Furn			
Trsfr to Equip Replace Fd	For future replacement of vehicles		54,000
			<b>529,370</b>
	<b>Total Operations</b>		<b>5,016,223</b>
	<b>Total Police</b>		

Salaries for Police Department																Total									
Job Class	Step @ 6/30/10	Salary @ 6/30/10	2011 Salary	0.025 Post Incnt	0.05 Detective Incnt	0.05 K-9 Incnt	0.05 Mir Cycle Incnt	0.05 IT Incentive	0.05 Bilingual Pay	Total Salary	Uniform Allow	PERS Salary	Employer PERS	Employee PERS	Town Pd Def. comp	0.02 Medicare	0.0145	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Total
Police																									
Chief of Police	B	146,719	154,055							154,055	675	154,730	49,873	13,926		2,234	18,733	1,716	326	192	821	309	2,067	244,926	
Lieutenant	B	136,078	123,427							123,427	675	124,102	40,000	11,169		1,790	18,733	1,716	326	192	821	309	1,656	200,814	
Sergeant (84 hrs)	C+5%	110,445	115,967	6,171						120,758	675	121,433	39,140	8,500		1,751	15,553	1,544	294	164	821	106	1,620	180,765	
Sergeant (84 hrs)	D-5%	115,967	115,967	5,729						121,696	675	122,371	39,443	8,566		1,765	11,963	1,544	294	164	821	108	1,633	188,379	
Sergeant (84 hrs)	A+5%+5%+5%	95,406	98,189	4,909	4,909			4,909		115,518	675	115,993	37,387	8,119		1,672	16,860	1,544	294	164	821	108	1,547	184,345	
Sergeant (84 hrs)	B+5%	105,186	109,130	5,259						114,389	675	115,064	37,088	8,055		1,659	5,982	1,544	113		821	108	1,535	171,988	
Officer (84 hrs)	D+5%	115,967	115,967	5,798						121,766	675	122,441	39,485	8,571		1,766	14,857	1,544	294	164	821	108	1,634	191,500	
Officer (84 hrs)	D+5%	90,408	90,408	4,520	4,746					102,048	675	102,723	33,110	7,191		1,480	15,553	1,544	294	164	821	108	1,369	164,193	
Officer (84 hrs)	D	94,929	94,929	2,373						99,449	675	100,124	32,272	7,009		1,442	16,860	1,544	294	164	821	108	1,334	161,809	
Officer (84 hrs)	D	94,929	94,929	2,373						94,929	675	95,604	30,815	6,692		1,376	5,982	1,544	113		821	108	1,274	144,329	
Officer (84 hrs)	D	94,929	94,929							97,302	675	97,977	31,580	6,858		1,411	16,860	1,544	294	164	821	108	1,305	158,759	
Officer (84 hrs)	D+5%	90,408	90,408	4,520						94,929	675	95,604	30,815	6,692		1,376	16,860	1,544	294	164	821	108	1,274	155,390	
Officer (84 hrs)	D+2.5%+5%	82,003	84,053				4,520			99,449	675	100,124	32,272	7,009		1,442	15,553	1,544	294	164	821	108	1,334	160,501	
Officer (84 hrs)	A	84,053	84,053							84,053	675	84,728	27,310	5,931		1,219	6,485	1,544	113		821	108	1,128	129,386	
Officer (84 hrs)	D+5%	94,929	94,929	4,746	4,746					104,422	675	105,097	33,875	7,357		1,514	9,367	1,544	294	164	821	108	1,401	161,377	
Officer (84 hrs)	D+5%	94,929	94,929	4,746						99,675	675	100,350	32,345	7,025		1,445	16,860	1,544	294	164	821	108	1,337	162,129	
Officer (84 hrs)	D+5%	94,929	94,929	4,746						99,675	675	100,350	32,345	7,025		1,445	15,553	1,544	294	164	821	108	1,337	160,822	
Officer (84 hrs)	B	86,103	88,256							88,256	675	88,931	28,664	6,225		1,280	5,714	1,544	113		671	108	1,184	134,435	
Officer*																									
Total Sworn	FTE 19	1,934,121	1,943,877	55,894	9,430	9,493	4,520	4,909	2,400	2,030,524	12,826	2,043,350	658,613	148,611		29,443	250,039	29,687	4,613	384	15,445	2,462	27,243	3,209,859	
Dispatch													0.13168												
Com Supervisor	D	99,289	99,289							99,289	475	99,764	13,137	6,983		1,986	1,440	16,860	1,544	294		108	210	143,147	
Dispatcher	D	77,314	77,314							77,314	475	77,789	10,243	5,445		1,546	1,121	7,205	1,544	164		588	108	163	105,918
Dispatcher	D	77,314	77,314							77,314	475	77,789	10,243	5,445		1,546	1,121	7,205	1,544	164		588	108	163	105,918
Dispatcher*	D	77,314	77,314							77,314	475	77,789	10,243	5,445		1,546	1,121	11,963	1,544	164		588	108	163	110,676
Total Dispatch	FTE 4	331,232	331,232							331,232	1,900	333,132	43,867	23,319	6,625	4,803	43,233	6,178	785			508	108	141	93,297
Admin - Civilian													0.13168												
CSO/Dispatcher	D	66,877	66,877							66,877		66,877	8,806	4,681		970	9,367	1,544	294						
Executive Assistant*	A	new	69,762							69,762		69,762	9,186	4,883		1,012	7,205	1,716	326			530	108	147	94,876
Total Admin Civilian	FTE 2	66,877	136,639							136,639		136,639	17,993	9,565		1,981	16,572	3,260	620			1,038	217	288	188,173
Less: Salaries Charged to COPS Grant																									
Police Lieutenant	B																								
Total All Classes	FTE 25	2,332,229	2,411,748	55,894	9,430	9,493	4,520	4,909	2,400	2,398,394	14,726	2,413,120	720,472	181,495	6,625	36,227	309,844	39,125	6,018	384	19,067	3,113	28,230	3,763,720	
Note:																									
Salaries are projected at one step higher than the employee is currently.																									
* Vacancy not filled																									
** convert .75 temp position of \$55,483 to full-time permanent																									

<b>Temp Salaries for Police Department</b>										
<b>FY 2011</b>										
				0.13168	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		11	5,582
Part-Time Temp Dispatcher	144	35.94	5,175				75		11	5,261
Part-Time Temp Dispatcher	72	35.94	2,588				38		5	2,631
Part-Time Temp Dispatcher	288	35.94	10,351	1,363	725		150		22	12,610
Part-Time Temp Dispatcher	12	35.94	431			27	6		1	465
Part-Time Temp Dispatcher	48	35.94	1,725			-	25		4	1,754
Part-Time Temp Dispatcher	36	35.94	1,294			-	19		3	1,315
Part-Time Temp Dispatcher	144	35.94	5,175				75		11	5,261
Part-Time Temp Dispatcher	144	35.94	5,175	681	362		75		11	6,305
	1,032		37,090	2,044	1,087	348	538		78	41,185
Reserve Officer	192	32	6,144			381	89	150	82	6,846
Reserve Officer	288	32	9,216				134	150	124	9,623
Reserve Officer	192	32	6,144				89	150	82	6,466
Reserve Officer	192	32	6,144				89	150	82	6,466
Reserve Officer (2)	192	32	6,144			381	89		82	6,696
	1,056		33,792	-	-	762	490	600	453	36,097
<b>Total Temp Help Salaries</b>			70,882	2,044	1,087	1,109	1,028	600	532	77,282

<b>Town of Atherton</b>			
<b>Police Department</b>			
<b>Budget 2010-2011</b>			
		<b>Supplemental Budget Request</b>	
	<u>Description</u>		
	<b>Request #1</b>		
	New Copier	9,000	
	<b>Total Cost to General Fund</b>	<b>9,000</b>	(defer)
	<b>Request #2</b>		
	Replace one Ford Crown Victoria Patrol Car #6 (2FAFP71W57X115471) totaled by DUI	30,000	
	ABAG Reimbursed Town for value: \$3,392.63 in FY 2009-10		
	<b>Total Cost to Equipment Replacement Fund</b>	<b>30,000</b>	

## Public Works Department

### Purpose

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 Administration/Engineering, Street Maintenance, Park Maintenance, Park Programs and 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 for FY 2010-11

- Quick and comprehensive response to resident service requests
- Complete the Capital Improvement Program of projects within budgets
- Work with the California High Speed Rail Authority (CHSRA) consultants and the Technical Working Group to coordinate how the HSR project runs the Peninsula and through Atherton
- Work with Caltrain to implement 4-quadrant gates for Watkins Avenue
- Implement a quiet zone on the Caltrain tracks through Atherton
- Implement the new Municipal Regional Permit (MRP) requirements for maintenance, operations, capital projects and development review
- Draft and implement a revised drainage ordinance and drainage criteria
- Draft and implement revised standard specifications for public works contracts
- Work with Sacred Heart and Menlo School/College to develop traffic and drainage solutions for their campus expansion projects
- Implement a new reduced asphalt paving standard

- Work with Menlo Park to develop a drainage upgrade plan for the Middlefield/Ringwood/Ravenswood intersections
- Work with Caltrans to implement an El Camino Real drainage plan
- Fill the Lead Maintenance Worker position for efficient operation of field crews and promotion potential
- Street inspections - signs, stripes and legends
- Street inspections - shoulders, obstructions and pruning
- Street inspections - valley gutters and cross-pans
- Maintain Town trees for safety and tree health
- Maintain roadsides and parks to stay ahead of weeds
- Upgrade Park website
- Continue to implement the Park Master Landscape Plan
- Implement a permanent event storage solution for the Jennings Pavilion
- Complete the Fair Oaks traffic study and implement solutions
- Complete the Hoover crosswalk study and implement solutions
- Implement one-way entrance/exit for the park
- Develop a plan for repair/replacement of the public works trailer

#### Accomplishments for FY 2008-09

- Completed Capital Improvement Projects:
  - Street Reconstruction 6 – Atherton Avenue Economic Stimulus
  - Park Bridge and Trail – Regional Trails Program grant
  - Las Lomitas Sidewalk improvements SR2S grant
  - Polhemus Avenue storm drainage
  - Park water tower lawn
  - New park irrigation well
  - Park master irrigation upgrades
  - Park tennis court fence replacement
  - Park sewer line replacement
  - Seismic life safety upgrades to Council Chambers building
- Commenced Capital Improvement Projects:
  - Fletcher/Ridgeview and Polhemus Drainage
  - Encinal/Middlefield Traffic Signal
  - Park Bridge Landscaping
  - Street Reconstruction 7
  - Street Seal project
  - Street Patching
- Contracted for updates for a Townwide street condition survey to form the basis of future street maintenance and reconstruction efforts
- Developed a priority list of projects for the new parcel tax budget
- Submitted Upper Atherton Channel for permits from the resource agencies
- Conducted final red-legged frog monitoring study for Phase 1 of the Upper Atherton Channel Project

- 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 Sacred Heart Schools to develop a traffic mitigation strategy for campus expansion
- Worked with Holbrook Lane residents and San Mateo County to develop traffic solutions for Holbrook Lane and implemented a trial solution
- Worked with Victoria Park residents to obtain an HSIP grant for an in-street lighted crosswalk at Hoover Street and worked with Menlo Park for approval
- Reviewed grading and drainage plans for property development projects
- Met with residents and engineers to discuss modifications to the drainage criteria to comply with the new MRP, to encourage low impact methods and to improve compliance with Town criteria for reducing stormwater flows from properties
- Worked with engineers, architects and owners to implement landscaped based detention systems for specific projects to determine what works for revised drainage criteria
- Worked with CCAG and the County wide storm water maintenance group to develop trash reduction strategies and obtained grant funds for a demonstration project in Atherton
- Sponsored two Eagle Scout projects to rehabilitate the reading park benches and the par course in the park
- Recycled removed diseased elm trees into bollards for the Park
- Coordinated and participated in park beautification day, which included the dedication of the pedestrian bridge and the water tower lawn projects
- Installed ham radio setup and antennae in the EOC
- Purchased new backhoe/loader and donated old loader to Menlo Fire
- Inspected streets, drainage and traffic control devices to develop maintenance program
- Integrated street and park staff to handle landscaping duties
- Maintained Town trees for safety and tree health
- Maintained roadsides and parks to stay ahead of weeds
- Using rental equipment, cleaned 242 storm drains and over 3000 feet of pipes, which will be partially funded by a grant funds from CCAG
- Replaced portions of rotting exterior walls of public works trailer

#### 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 11.0  
Varies

<b>Town of Atherton</b>								
<b>Public Works Department - Summary</b>								
<b>Budget 2010-2011</b>								
				Adopted	Adjusted	Requested	Increase	
		Actual	Actual	Budget	Budget	Budget	(Decrease)	
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Over Prior	%
							Year Budget	Change
	Regular Salaries	829,211	906,903	917,966	917,966	902,293	(15,673)	-1.7%
	Part-Time Permanent	5,123	966	-	-	-	-	0.0%
	Temporary Help	132,495	137,141	88,392	88,392	69,831	(18,561)	-21.0%
	Overtime	9,619	6,526	3,438	3,438	8,400	4,962	144.3%
	Standby Pay	14,331	14,299	14,750	14,750	14,750	-	0.0%
	Medicare Insurance	10,661	11,636	14,592	14,592	14,096	(496)	-3.4%
	Social Security	7,263	7,495	5,480	5,480	4,330	(1,151)	-21.0%
	PERS Retire Contr - ER	170,271	183,739	120,281	120,281	118,814	(1,467)	-1.2%
	PERS Retire Contr - EE	-	-	64,258	64,258	63,160	(1,097)	100.0%
	Health Insurance	120,335	125,263	127,540	127,540	147,386	19,846	15.6%
	Retiree Healthcare	-	-	117,987	164,746	174,083	9,337	100.0%
	Dental Insurance	12,438	13,982	18,027	18,027	17,769	(257)	-1.4%
	Vision Insurance	2,075	2,070	2,191	2,191	2,552	361	16.5%
	Workers Compensation	36,082	37,237	35,772	35,772	6,037	(29,735)	-83.1%
	Life & ADD Insurance	2,521	1,590	1,410	1,410	1,355	(55)	-3.9%
	STD Life	-	-	-	-	2,074	2,074	100.0%
	LTD Insurance	12,830	14,374	6,637	6,637	6,375	(262)	-3.9%
	Unemployment Insurance	-	-	10,064	10,064	9,721	(342)	-3.4%
	Uniforms	7,628	7,069	5,075	5,075	5,075	-	0.0%
	Auto Allowance	3,462	3,600	3,600	3,600	3,240	(360)	-10.0%
	EE Benefits Earned	-	-	9,180	9,180	9,023	(157)	100.0%
	Salary Allocated to CIP	(250,000)	(250,000)	(214,060)	(214,060)	(200,329)	13,731	-6.4%
	Salary Savings	-	-	(82,238)	-	-	-	-100.0%
	<b>Total Salaries &amp; Benefits</b>	<b>1,126,346</b>	<b>1,223,891</b>	<b>1,270,341</b>	<b>1,399,338</b>	<b>1,380,035</b>	<b>(19,303)</b>	<b>-1.4%</b>
	Contract Engineering	107,737	169,928	3,000	3,000	12,000	9,000	300.0%
	Contract Plan Reviewer	-	-	-	-	-	-	0.0%
	Vehicle Repair & Maint	6,745	6,583	3,900	3,900	4,500	600	15.4%
	Equipment Repair & Maint	-	1,637	4,100	4,100	5,500	1,400	34.1%
	Building Security	31,384	-	5,000	5,000	2,000	(3,000)	100.0%
	Facility Repair & Maint	13,621	17,411	25,500	25,500	15,000	(10,500)	-41.2%
	Catering Services	5,394	-	500	500	-	(500)	100.0%
	Custodial Services	5,217	9,644	11,000	11,000	14,500	3,500	31.8%
	HVAC Repair & Maint	-	-	7,500	7,500	7,500	-	0.0%
	Electrical Repair & Maint	-	-	10,000	10,000	6,000	(4,000)	-40.0%
	Roof Repair & Maint	-	-	5,000	5,000	5,000	-	0.0%
	Tree Maintenance	51,341	28,713	60,000	60,000	60,000	-	0.0%
	Pesticides & Fertilizer	12,895	11,290	16,500	16,500	18,000	1,500	9.1%
	Street Sweeping	-	-	21,000	21,000	21,000	-	0.0%
	Contract Lndscp Maint.	69,220	60,735	-	-	20,000	20,000	100.0%
	Traffic Signal Repair & Maint	14,617	12,440	20,000	20,000	15,000	(5,000)	-25.0%
	Street Light Repair & Maint	-	-	37,500	37,500	22,500	(15,000)	-40.0%
	Advertising/Publishing	22,354	29,012	23,000	23,000	12,000	(11,000)	-47.8%
	Training & Workshops	-	90	4,500	4,500	2,000	(2,500)	-55.6%
	Inspection & Testing	-	1,057	6,000	6,000	6,500	500	8.3%
	Other Contract Services	210,711	87,587	9,500	9,500	12,500	3,000	31.6%
	Disaster Preparedness	-	-	8,500	8,500	2,500	(6,000)	100.0%
	Technical Services	-	-	6,000	6,000	5,000	(1,000)	100.0%
	Office Supplies	4,386	3,084	3,300	3,300	2,800	(500)	-15.2%

<b>Town of Atherton</b>								
<b>Public Works Department - Summary</b>								
<b>Budget 2010-2011</b>								
							Increase	
		Actual	Actual	Adopted	Adjusted	Requested	(Decrease)	
		2007-08	2008-09	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
	Safety Supplies & Matls	2,729	3,113	2,850	2,850	2,850	-	0.0%
	Computer Software	623	7,943	8,200	8,200	8,000	(200)	-2.4%
	Computer Supplies	476	389	1,100	1,100	1,100	-	0.0%
	Custodial Supplies	11,196	10,086	11,500	11,500	10,000	(1,500)	-13.0%
	Landscape Supplies	16,335	10,505	8,250	8,250	7,500	(750)	-9.1%
	Construction Matls	18,106	17,920	21,000	21,000	21,000	-	0.0%
	Minor Tools & Equip	1,640	1,421	2,350	2,350	2,000	(350)	-14.9%
	Gas & Oil	18,114	14,338	12,250	12,250	12,000	(250)	-2.0%
	Other Supplies & Matls	716	4,496	-	-	-	-	0.0%
	Membership/Dues	8,532	3,248	6,824	6,824	6,969	145	2.1%
	Postage	-	67	200	200	200	-	0.0%
	Utilities -Electricity	93,742	86,876	67,840	67,840	65,190	(2,650)	-3.9%
	Utilities - Gas		-	4,750	4,750	2,400	(2,350)	100.0%
	Utilities - Water		406	13,000	13,000	12,500	(500)	100.0%
	Utilities - Sewer		-	3,600	3,600	3,850	250	100.0%
	Utiilities - Telephone	15,632	15,203	5,815	5,815	6,800	985	16.9%
	Conferences	5,511	6,857	2,364	2,364	2,364	-	0.0%
	Credit Card Merchant Fees		2,992	3,000	3,000	500	(2,500)	100.0%
	Rent - Facilities	545	26,563	4,500	4,500	4,800	300	6.7%
	Rent - Tools & Equipment	14,410	12,348	22,500	22,500	20,500	(2,000)	-8.9%
	Building Improvements	15,965	1,732	-	-	-	-	0.0%
	Machinery & Equipment	5,264	21,679	10,000	10,000	8,500	(1,500)	100.0%
	Computer Equipment	-	-	4,000	4,000	2,200	(1,800)	100.0%
	Office Machines & Furn	28,143	910	2,000	2,000	2,000	-	0.0%
	Administrative Services	19,446	19,446	-	-	-	-	0.0%
	Computer Services Charg	18,639	18,639	-	-	-	-	0.0%
	Equip Replace Charges	-	20,620	19,892	19,892	19,892	-	0.0%
		<b>851,389</b>	<b>747,012</b>	<b>529,085</b>	<b>529,085</b>	<b>494,915</b>	<b>(34,170)</b>	<b>-6.5%</b>
	<b>Total DPW</b>	<b>1,977,735</b>	<b>1,970,904</b>	<b>1,799,426</b>	<b>1,928,423</b>	<b>1,874,950</b>	<b>(53,473)</b>	<b>-2.8%</b>

<b>Town of Atherton</b>								
<b>Public Works Dept - Engineering 50</b>								
<b>Budget 2010-2011</b>								
							Increase	
				Adopted	Adjusted	Requested	(Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-50-50001-050	Regular Salaries	239,345	290,479	295,213	295,213	281,613	(13,600)	-4.6%
101-50-50002-050	Part-Time Permanent	(1,104)		-	-	-	-	#DIV/0!
101-50-50005-050	Temporary Help	-	84	-	-	-	-	0.0%
101-50-50006-050	Overtime	-	534	-	-	1,800	1,800	100.0%
101-50-50010-050	Standby Pay	-	1,039	1,475	1,475	1,475	-	0.0%
101-50-51001-050	Medicare Insurance	3,539	3,732	4,281	4,281	4,083	(197)	-4.6%
101-50-51002-050	Social Security	-	-	-	-	-	-	0.0%
101-50-51003-050	PERS Retire Contr - ER	48,359	58,755	38,682	38,682	37,083	(1,599)	-4.1%
101-50-51004-050	PERS Retire Contr - EE	-	-	20,665	20,665	19,713	(952)	-4.6%
101-50-51008-050	Health Insurance	26,382	28,443	22,297	22,297	35,266	12,969	58.2%
101-50-51009-050	Retiree Healthcare	-	-	46,091	54,232	58,587	4,355	8.0%
101-50-51010-050	Dental Insurance	2,809	4,070	5,277	5,277	5,105	(172)	-3.3%
101-50-51011-050	Vision Insurance	375	462	466	466	611	146	31.3%
101-50-51013-050	Workers Compensation	391	3,257	3,607	3,607	970	(2,637)	-73.1%
101-50-51014-050	Life & ADD Insurance	724	496	437	437	392	(44)	-10.1%
101-50-51007-050	STD Insurance	-	-	-	-	595	595	100.0%
101-50-51015-050	LTD Insurance	3,392	4,468	1,994	1,994	1,930	(64)	-3.2%
101-50-51016-050	Unemployment Insurance	-	-	2,952	2,952	2,816	(136)	-4.6%
101-50-51018-050	Uniforms	146	-	-	-	-	-	0.0%
101-50-51019-050	Auto Allowance	3,462	2,326	2,160	2,160	1,800	(360)	-16.7%
101-50-50013-050	EE Benefits Earned	-	-	2,952	2,952	2,816	(136)	-4.6%
101-50-50015-050	Salary Allocated to CIP	(250,000)	(250,000)	(214,060)	(214,060)	(200,329)	13,731	-6.4%
101-50-50014-050	Salary Savings	-	-	(64,140)	-	-	-	0.0%
	<b>Total Salaries &amp; Benefits</b>	<b>77,821</b>	<b>148,145</b>	<b>170,347</b>	<b>242,628</b>	<b>256,328</b>	<b>13,700</b>	<b>5.6%</b>
101-50-52010-050	Contract Engineering	107,737	155,328	3,000	3,000	12,000	9,000	300.0%
101-50-52012-050	Contract Plan Reviewer	-	-	-	-	-	-	0.0%
101-50-53001-050	Vehicle Repair & Maint	-	274	400	400	1,000	600	150.0%
101-50-53002-050	Equipment Repair & Maint	-	800	100	100	1,000	900	900.0%
101-50-53003-050	Building Security	-	-	-	-	-	-	0.0%
101-50-53004-050	Facility Repair & Maint	-	-	-	-	-	-	0.0%
	Catering Services	2,534	-	-	-	-	-	0.0%
101-50-53008-050	Custodial Services	-	2,591	-	-	-	-	0.0%
101-50-53005-050	HVAC Repair & Maint	-	-	-	-	-	-	0.0%
101-50-53006-050	Electrical Repair & Maint	-	-	-	-	-	-	0.0%
101-50-53007-050	Roof Repair & Maint	-	-	-	-	-	-	0.0%
101-50-53009-050	Tree Maintenance	-	-	-	-	-	-	0.0%
101-50-55001-050	Pesticides & Fertilizer	-	-	-	-	-	-	0.0%
101-50-53010-050	Street Sweeping	-	-	-	-	-	-	0.0%
101-50-53011-050	Contract Lndscp Maint.	-	-	-	-	-	-	0.0%
101-50-53012-050	Traffic Signal Repair & Maint	-	-	-	-	-	-	0.0%
101-50-53013-050	Street Light Repair & Maint	-	-	-	-	-	-	0.0%
101-50-53024-050	Advertising/Publishing	3,960	13,446	5,000	5,000	4,000	(1,000)	-20.0%
101-50-54004-050	Training & Workshops	-	-	2,000	2,000	600	(1,400)	-70.0%
	Inspection & Testing	-	619	-	-	-	-	0.0%
101-50-54010-050	Other Contract Services	110,115	25,508	2,000	2,000	1,000	(1,000)	-50.0%
101-50-55018-050	Disaster Preparedness	-	-	-	-	-	-	0.0%
101-50-52017-050	Technical Services	-	-	6,000	6,000	5,000	(1,000)	100.0%
101-50-55002-050	Office Supplies	3,666	2,635	3,000	3,000	2,500	(500)	-16.7%
101-50-55006-050	Safety Supplies & Matls	755	750	1,000	1,000	1,000	-	0.0%
101-50-57006-050	Computer Software	623	6,886	6,000	6,000	6,000	-	0.0%
	Computer Supplies	476	389	500	500	500	-	0.0%

<b>Town of Atherton</b>								
<b>Public Works Dept - Engineering 50</b>								
<b>Budget 2010-2011</b>								
				Adopted	Adjusted	Requested	Increase (Decrease)	
Account	Description	Actual 2007-08	Actual 2008-09	Budget 2009-10	Budget 2009-10	Budget 2010-11	Over Prior Year Budget	% Change
101-50-55010-050	Custodial Supplies	689	128	-	-	-	-	0.0%
101-50-55011-050	Landscape Supplies	-	-	-	-	-	-	0.0%
101-50-55012-050	Construction Matls	-	-	-	-	-	-	0.0%
101-50-55014-050	Minor Tools & Equip	-	-	250	250	200	(50)	-20.0%
101-50-55015-050	Gas & Oil	2,032	967	750	750	2,500	1,750	233.3%
101-50-55016-050	Other Supplies & Matls	27	2,500	-	-	-	-	0.0%
101-50-54007-050	Membership/Dues	4,132	3,103	6,366	6,366	6,366	-	0.0%
101-50-55017-050	Postage	-	67	200	200	200	-	0.0%
101-50-53014-050	Utilities - Electricity	1,680	2,123	690	690	690	-	0.0%
101-50-53015-050	Utilities - Gas	-	-	450	450	200	(250)	100.0%
101-50-53016-050	Utilities - Water	-	12	150	150	500	350	100.0%
101-50-53017-050	Utilities - Sewer	-	-	-	-	-	-	0.0%
101-50-53018-050	Utilities - Telephone	3,297	3,741	1,550	1,550	1,500	(50)	-3.2%
101-50-54003-050	Conferences	2,196	3,508	264	264	264	-	0.0%
	Credit Card Merchant Fees	-	-	-	-	-	-	0.0%
	Rent - Facilities	-	-	-	-	-	-	0.0%
	Rent - Tools & Equipment	-	-	-	-	-	-	0.0%
	Building Improvements	-	-	-	-	-	-	0.0%
101-50-57004-050	Machinery & Equipment	-	1,142	-	-	-	-	0.0%
101-50-57006-050	Computer Equipment	-	-	2,000	2,000	200	(1,800)	100.0%
101-50-57007-050	Office Machines & Furn	1,319	589	500	500	500	-	0.0%
101-50-53501-050	Administrative Services	19,446	19,446	-	-	-	-	0.0%
101-50-53502-050	Computer Services Charg	18,639	18,639	-	-	-	-	0.0%
	Equip Replace Charges	-	20,620	-	-	-	-	0.0%
	<b>Total Operations</b>	<b>283,323</b>	<b>285,811</b>	<b>42,170</b>	<b>42,170</b>	<b>47,720</b>	<b>5,550</b>	<b>13.2%</b>
	<b>Total DPW Engineering</b>	<b>361,144</b>	<b>433,955</b>	<b>212,517</b>	<b>284,798</b>	<b>304,048</b>	<b>19,250</b>	<b>6.8%</b>

		<b>Public Works Dept - Engineering</b>		
		<b>101-50</b>		
				<b>FY 2011</b>
<b>Acct. No.</b>	<b>Title</b>	<b>Quantity, brief description and justification</b>		<b>Requested Appropriations</b>
	Regular Salaries	Salaries for 3.2 positions based on the staffing matrix		281,613
	Overtime			1,800
	Standby Pay	Per MOU		1,475
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%		4,083
	Social Security	6.2% of salary		-
	PERS Retire Contrib - ER	Employer contribution for employee pension		37,083
	PERS Retire Contrib - EE	Employee contribution paid for by the employer		19,713
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		35,266
	Retiree Healthcare	Medical coverage for 2 retirees	12,187	
		GASB 45 annual required contribution	46,400	58,587
	Dental Insurance	Teamster Dental Plan premium		5,105
	Vision Insurance	Vision service plan premium		611
	Workers Compensation	Worker's Compensation charged to Department		970
	Life & ADD Insurance	Premium to the Cities Group		392
	STD Insurance	Short-term disability premium to The Cities Group		595
	LTD Insurance	Long-term disability premium to The Cities Group		1,930
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries		2,816
	Auto Allowance	10% of City Engineer		1,800
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		2,816
	Salary Allocated to CIP	Salaries charged to CIP projects		(200,329)
	Salary Savings			
		<b>Total Salaries &amp; Benefits</b>		<b>256,328</b>
	Contract Engineering	Traffic studies - 8 Speed Surveys @1500 each		12,000
	Vehicle Repair & Maint	Inspector's Vehicle		1,000
	Equipment Repair & Maint	Survey equipment		1,000
	Advertising/Publishing	Reproductin for CIP projects (10 projects x \$500)		4,000
	Training & Workshops	Training seminars and courses for staff: GIS/AutoCAD, ITS, Cal Extension, Misc Engineering, Storm Water Quality (NPDES)		600
	Other Contract Services	Pavement Management Survey - match for MTC grant		1,000
	Technical Services	GIS - consultant maintenance and upgrade		5,000
	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.		2,500
	Safety Supplies & Materials	Vests, hats, glasses, boots, etc.		1,000
	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
	Computer Supplies	Plotter and printer ink/cartridges and paper, plus minor supplies (keyboards, mice, flash drives, etc.)		500
	Minor Tools & Equip	Engineering tools costing less than \$100		200
	Gas & Oil	Inspector's Vehicle		2,500

		<b>Public Works Dept - Engineering</b>		
		<b>101-50</b>		
				<b>FY 2011</b>
<b>Acct. No.</b>	<b>Title</b>	<b>Quantity, brief description and justification</b>		<b>Requested Appropriations</b>
	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
	Postage			200
	Utilities - Electricity	PG&E		690
	Utilities - Gas	ABAG gas		200
	Utilities - Water	Calwater		500
	Utilities - Sewer			-
	Communication	Cellular Phones		1,500
	Conferences	CCEA		264
	Computer Equipment	Replace non-working/damaged/obsolete computers		200
	Office Machines & Furn	Replace damaged machines or furniture or upgrade based on ergonomic review, i.e., chairs		500
			<b>Total Operations</b>	<b>47,720</b>
			<b>Total DPW - Engineering</b>	<b>304,048</b>

<b>Town of Atherton</b>								
<b>Public Works Dept - Street Maintenance 53</b>								
<b>Budget 2010-2011</b>								
				Adopted	Adjusted	Requested	Increase	
		Actual	Actual	Budget	Budget	Budget	(Decrease)	
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Over Prior	%
							Year Budget	Change
101-53-50001-053	Regular Salaries	316,533	271,585	260,692	260,692	225,867	(34,825)	-13.4%
101-53-50002-053	Part-Time Permanent			-	-	-	-	0.0%
101-53-50005-053	Temporary Help	8,263	15,698	10,165	10,165	10,165	-	0.0%
101-53-50006-053	Overtime	4,064	3,078	2,305	2,305	4,400	2,095	90.9%
101-53-50010-053	Standby Pay	7,105	9,130	9,145	9,145	7,375	(1,770)	-19.4%
101-53-51001-053	Medicare Insurance	3,508	3,609	3,927	3,927	3,422	(505)	-12.9%
101-53-51002-053	Social Security	221	975	630	630	630	-	0.0%
101-53-51003-053	PERS Retire Contr - ER	64,320	54,248	34,159	34,159	29,742	(4,416)	-12.9%
101-53-51004-053	PERS Retire Contr - EE			18,248	18,248	15,811	(2,438)	-13.4%
101-53-51008-053	Health Insurance	41,425	44,970	52,597	52,597	47,608	(4,990)	-9.5%
101-53-51009-053	Retiree Healthcare			43,415	68,791	74,315	5,524	8.0%
101-53-51010-053	Dental Insurance	4,814	4,674	5,912	5,912	4,934	(978)	-16.5%
101-53-51011-053	Vision Insurance	780	729	873	873	850	(23)	-2.6%
101-53-51013-053	Workers Compensation	18,660	15,451	14,556	14,556	1,973	(12,583)	-86.4%
101-53-51014-053	Life & ADD Insurance	767	453	445	445	356	(88)	-19.9%
101-53-51007-053	STD Insurance					576	576	100.0%
101-53-51015-053	LTD Insurance	5,074	4,338	1,891	1,891	1,626	(265)	-14.0%
101-53-51016-053	Unemployment Insurance	-		2,709	2,709	2,360	(348)	-12.9%
101-53-51018-053	Uniforms	4,401	4,266	3,450	3,450	3,450	-	0.0%
101-53-51019-053	Auto Allowance	-	319	360	360	360	-	0.0%
101-53-50013-053	EE Benefits Earned			2,607	2,607	2,259	(348)	-13.4%
101-53-50015-053	Salary Allocated to CIP	-		-	-	-	-	0.0%
101-53-50014-053	Salary Savings			(18,098)	-	-	-	0.0%
	<b>Total Salaries &amp; Benefits</b>	<b>479,936</b>	<b>433,521</b>	<b>449,988</b>	<b>493,462</b>	<b>438,079</b>	<b>(55,383)</b>	<b>-11.2%</b>
101-53-52010-053	Contract Engineering			-	-	-	-	0.0%
101-53-52012-053	Contract Plan Reviewer			-	-	-	-	0.0%
101-53-53001-053	Vehicle Repair & Maint	5,863	5,973	2,500	2,500	2,500	-	0.0%
101-53-53002-053	Equipment Repair & Maint		131	500	500	1,000	500	100.0%
101-53-53003-053	Building Security			-	-	-	-	0.0%
101-53-53004-053	Facility Repair & Maint		1,077	6,000	6,000	3,000	(3,000)	-50.0%
	Catering Services	2,860		-	-	-	-	0.0%
101-53-53008-053	Custodial Services		2,389	-	-	-	-	0.0%
101-53-53005-053	HVAC Repair & Maint			-	-	-	-	0.0%
101-53-53006-053	Electrical Repair & Maint			-	-	-	-	0.0%
101-53-53007-053	Roof Repair & Maint			-	-	-	-	0.0%
101-53-53009-053	Tree Maintenance	41,341	25,019	50,000	50,000	50,000	-	0.0%
101-53-55001-053	Pesticides & Fertilizer	980	-	5,000	5,000	5,000	-	0.0%
101-53-53010-053	Street Sweeping			21,000	21,000	21,000	-	0.0%
101-53-53011-053	Contract Lndscp Maint.	32,973	33,043	-	-	20,000	20,000	100.0%
101-53-53012-053	Traffic Signal Repair & Maint	14,617	12,440	20,000	20,000	15,000	(5,000)	-25.0%
101-53-53013-053	Street Light Repair & Maint			35,000	35,000	20,000	(15,000)	-42.9%
101-53-53024-053	Advertising/Publishing	3,560	-	-	-	-	-	0.0%
101-53-54004-053	Training & Workshops		90	1,500	1,500	800	(700)	-46.7%
	Inspection & Testing		75	500	500	1,000	500	100.0%
101-53-54010-053	Other Contract Services	52,226	45,936	5,000	5,000	9,000	4,000	80.0%
101-53-55018-053	Disaster Preparedness			-	-	-	-	100.0%
101-53-52017-053	Technical Services			-	-	-	-	0.0%
101-53-55002-053	Office Supplies	246	291	100	100	100	-	0.0%
101-53-55006-053	Safety Supplies & Matls	1,782	1,806	1,000	1,000	1,000	-	0.0%
101-53-57006-053	Computer Software		600	1,000	1,000	800	(200)	-20.0%
	Computer Supplies			250	250	250	-	0.0%
101-53-55010-053	Custodial Supplies	1,007	616	-	-	-	-	0.0%

<b>Town of Atherton</b>								
<b>Public Works Dept - Street Maintenance 53</b>								
<b>Budget 2010-2011</b>								
				Adopted	Adjusted	Requested	Increase	
		Actual	Actual	Budget	Budget	Budget	(Decrease)	
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Over Prior	%
							Year Budget	Change
101-53-55011-053	Landscape Supplies	157	475	500	500	500	-	0.0%
101-53-55012-053	Construction Mats	11,986	12,880	15,000	15,000	15,000	-	0.0%
101-53-55014-053	Minor Tools & Equip	1,217	919	1,000	1,000	700	(300)	-30.0%
101-53-55015-053	Gas & Oil	13,638	11,711	10,000	10,000	9,000	(1,000)	-10.0%
101-53-55016-053	Other Supplies & Mats	27	-	-	-	-	-	0.0%
101-53-54007-053	Membership/Dues	4,400	145	258	258	403	145	56.2%
101-53-55017-053	Postage			-	-	-	-	0.0%
101-53-53014-053	Utilities - Electricity	64,666	62,739	52,000	52,000	50,000	(2,000)	-3.8%
101-53-53015-053	Utilities - Gas			1,200	1,200	1,200	-	0.0%
101-53-53016-053	Utilities - Water		394	10,000	10,000	10,000	-	0.0%
101-53-53017-053	Utilities - Sewer						-	0.0%
101-53-53018-053	Utilities - Telephone	2,325	2,796	2,700	2,700	2,700	-	0.0%
101-53-54003-053	Conferences	2,922	2,104	2,000	2,000	2,000	-	0.0%
	Credit Card Merchant Fees						-	0.0%
	Rent - Facilities			-	-	-	-	0.0%
	Rent - Tools & Equipment	11,283	12,013	20,000	20,000	19,000	(1,000)	-5.0%
	Building Improvements		268	-	-	-	-	0.0%
101-53-57004-053	Machinery & Equipment		20,537	3,000	3,000	5,000	2,000	66.7%
101-53-57006-053	Computer Equipment			2,000	2,000	2,000	-	0.0%
101-53-57007-053	Office Machines & Furn		321	500	500	500	-	0.0%
101-53-53501-053	Administrative Services			-	-	-	-	0.0%
101-53-53502-053	Computer Services Charg			-	-	-	-	0.0%
101-53-53503-053	Equip Replace Charges			17,361	17,361	17,361	-	0.0%
	<b>Total Operations</b>	<b>270,076</b>	<b>256,790</b>	<b>286,869</b>	<b>286,869</b>	<b>285,814</b>	<b>(1,055)</b>	<b>-0.4%</b>
	<b>Total DPW Street Maint</b>	<b>750,011</b>	<b>690,311</b>	<b>736,857</b>	<b>780,331</b>	<b>723,893</b>	<b>(56,438)</b>	<b>-7.2%</b>

<b>Public Works Dept - Street Maintenance</b>			
<b>101-53</b>			
			<b>FY 2011</b>
<b>Acct. No.</b>	<b>Title</b>	<b>Quantity, brief description and justification</b>	<b>Requested Appropriations</b>
	Regular Salaries	Salaries for 3.6 positions based on the staffing matrix	225,867
	Temporary Help	Workers to assist with larger projects (see temp salaries schedule)	10,165
	Overtime	Overtime need	4,400
	Standby Pay	Per MOU	7,375
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	3,422
	Social Security	6.2% of salary	630
	PERS Retire Contrib - ER	Employer contribution for employee pension	29,742
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	15,811
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	47,608
	Retiree Healthcare	GASB 45 annual required contribution	74,315
	Dental Insurance	Teamster Dental Plan premium	4,934
	Vision Insurance	Vision service plan premium	850
	Workers Compensation	Worker's Compensation charged to Department	1,973
	Life & ADD Insurance	Vision service plan premium	356
	STD Insurance	Short-term disability premium to The Cities Group	576
	LTD Insurance	Long-term disability premium to The Cities Group	1,626
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	2,360
	Uniforms	Per MOU	3,450
	Auto Allowance	10% of City Engineer	360
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	2,259
	Salary Savings		
		<b>Total Salaries &amp; Benefits</b>	<b>438,079</b>
	Vehicle Repair & Maint	Fleet trucks (4), dump truck	2,500
	Equipment Repair & Maint	Backhoe and small equip	1,000
	Facility Repair & Maint	Fencing, guardrail, storm drain slip lining	3,000
	Tree Maintenance	R/W and Town Center - tree contract for summer/fall trim, winter storm damage repair, spring trim	50,000
	Pesticides & Fertilizer	Spray for Tussock Moth; weed spray	5,000
	Street Sweeping	Monthly/storm sweeping - Contract Sweeping, Inc.	21,000
	Contract Lndscp Maint.	Contract landscape firm to be selected	20,000
	Traffic Signal Repair & Maint	Signals (3) monthly maintenance and needed repairs - Republic ITS	15,000
	Street Light Repair & Maint	R/W and Town Center	20,000
	Training & Workshops	Training seminars and courses for staff: GIS; MSA, MSC, NPDES, ITS	800
	Inspection & Testing	Storm drains; pavement survey (MTC match)	1,000
	Other Contract Services	Sidewalk repairs - Precision Concrete (\$4000) Graffiti abatement - San Mateo County (\$4000)	9,000
	Disaster Preparedness	Portable Generators (2)	-

<b>Public Works Dept - Street Maintenance</b>			
<b>101-53</b>			
			<b>FY 2011</b>
<b>Acct. No.</b>	<b>Title</b>	<b>Quantity, brief description and justification</b>	<b>Requested Appropriations</b>
	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	100
	Safety Supplies & Materials	Vests, hats, glasses, rubber boots, chaps, jackets, etc.	1,000
	Computer Software	Cost of Upgrades to License and Programs: Qworks infrastructure database, Rainmaster irrigation controller	800
	Computer Supplies	Minor supplies (keyboards, mice, flash drives, etc.)	250
	Landscape Supplies	Replacement plant material for R/W and Town Center; fertilizers, mulch, tree stakes, etc.	500
	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	15,000
	Minor Tools & Equip	Replace broken/worn out hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)	700
	Gas & Oil	For department fleet vehicles and equipment	9,000
	Other Supplies & Matls		-
	Membership/Dues	Professional memberships: MSA \$145, APWA \$113	403
	Utilities - Electricity	PG&E	50,000
	Utilities - Gas	ABAG gas	1,200
	Utilities - Water	Cal water	10,000
	Utilities - Sewer		-
	Communication	Cellular Phones	2,700
	Conferences	MSA meetings; reimbursement for use of private vehicles by staff not receiving auto allowance	2,000
	Credit Card Merchant Fees		-
	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	19,000
	Machinery & Equipment	Replace traffic counters	5,000
	Computer Equipment	Replace non-working/damaged/obsolete computers	2,000
	Office Machines & Furn	Replace damaged machines or furniture; upgrade based on ergonomic review, i.e., chairs	500
	Equip Replace Charges	For future replacement of vehicles & equipment	17,361
		<b>Total Operations</b>	<b>285,814</b>
		<b>Total DPW - Street Maintenance</b>	<b>723,893</b>

<b>Town of Atherton</b>								
<b>Public Works Dept - Park Maintenance 57</b>								
<b>Budget 2010-2011</b>								
				Adopted	Adjusted	Requested	Increase (Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-57-50001-057	Regular Salaries	74,051	118,858	133,984	133,984	166,736	32,752	24.4%
101-57-50002-057	Part-Time Permanent			-	-	-	-	0.0%
101-57-50003-057	Temporary Help	30,217	42,789	22,540	22,540	3,978	(18,562)	-82.4%
101-57-50006-057	Overtime	1,098	998	819	819	1,000	181	22.1%
101-57-50010-057	Standby Pay	1,954	2,166	2,950	2,950	4,720	1,770	60.0%
101-57-51001-057	Medicare Insurance	387	1,079	2,270	2,270	2,475	206	9.1%
101-57-51002-057	Social Security	1,251	1,710	1,397	1,397	247	(1,151)	-82.4%
101-57-51003-057	PERS Retire Contr - ER	15,875	24,961	17,556	17,556	21,956	4,400	25.1%
101-57-51004-057	PERS Retire Contr - EE			9,379	9,379	11,672	2,293	24.4%
101-57-51008-057	Health Insurance	8,238	12,646	11,866	11,866	22,396	10,531	88.7%
101-57-51009-057	Retiree Healthcare			11,078	11,078	11,390	313	2.8%
101-57-51010-057	Dental Insurance	1,204	1,734	2,308	2,308	3,286	978	42.4%
101-57-51011-057	Vision Insurance	120	219	218	218	414	196	89.8%
101-57-51013-057	Workers Compensation	5,523	7,775	8,009	8,009	1,397	(6,612)	-82.6%
101-57-51014-057	Life & ADD Insurance	181	186	182	182	237	55	30.5%
101-57-51007-057	STD Insurance					384	384	100.0%
101-57-51015-057	LTD Insurance	1,198	1,922	1,018	1,018	1,202	184	18.1%
101-57-51016-057	Unemployment Insurance	-		1,565	1,565	1,707	142	9.1%
101-57-51018-057	Uniforms	1,917	1,701	813	813	813	-	0.0%
101-57-51019-057	Auto Allowance	-	319	360	360	360	-	0.0%
101-57-50013-057	EE Benefits Earned			1,340	1,340	1,667	328	24.4%
101-57-50015-057	Salary Allocated to CIP	-	-	-	-	-	-	
101-57-50014-057	Salary Savings		-					
	<b>Total Salaries &amp; Benefits</b>	<b>143,213</b>	<b>219,065</b>	<b>229,652</b>	<b>229,652</b>	<b>258,038</b>	<b>28,387</b>	<b>12.4%</b>
	Contract Engineering			-	-	-	-	0.0%
	Contract Plan Reviewer			-	-	-	-	0.0%
101-57-53001-057	Vehicle Repair & Maint	125	258	500	500	500	-	0.0%
101-57-53002-057	Equipment Repair & Maint		358	2,500	2,500	2,500	-	0.0%
101-57-53003-057	Building Security			-	-	-	-	0.0%
101-57-53004-057	Facility Repair & Maint	12,584	1,574	2,500	2,500	2,500	-	0.0%
	Catering Services			-	-	-	-	0.0%
101-57-53008-057	Custodial Services			-	-	-	-	0.0%
101-57-53005-057	HVAC Repair & Maint			-	-	-	-	0.0%
101-57-53006-057	Electrical Repair & Maint			500	500	500	-	0.0%
101-57-53007-057	Roof Repair & Maint			-	-	-	-	0.0%
101-57-53009-057	Tree Maintenance	10,000	3,695	10,000	10,000	10,000	-	0.0%
101-57-53036-057	Pesticides & Fertilizer	10,735	10,690	10,000	10,000	10,000	-	0.0%
101-57-53010-057	Street Sweeping			-	-	-	-	0.0%
101-57-53011-057	Contract Lndscp Maint.	36,247	27,692	-	-	-	-	0.0%
101-57-53012-057	Traffic Signal Repair & Maint			-	-	-	-	0.0%
101-57-53013-057	Street Light Repair & Maint			2,500	2,500	2,500	-	0.0%
101-57-53024-057	Advertising/Publishing		1,392	-	-	-	-	0.0%
101-57-54004-057	Training & Workshops			500	500	300	(200)	-40.0%
101-57-53029-057	Inspection & Testing		363	3,000	3,000	3,000	-	0.0%
101-57-54010-057	Other Contract Services	6,122	7,785	2,000	2,000	2,000	-	0.0%
101-57-55018-057	Disaster Preparedness			-	-	-	-	0.0%
101-57-52017-057	Technical Services			-	-	-	-	0.0%
101-57-55002-057	Office Supplies	277	61	100	100	100	-	0.0%
101-57-55006-057	Safety Supplies & Mats	192	387	750	750	750	-	0.0%
101-57-55008-057	Computer Software		458	1,200	1,200	1,200	-	0.0%

<b>Town of Atherton</b>								
<b>Public Works Dept - Park Maintenance 57</b>								
<b>Budget 2010-2011</b>								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2007-08	Actual 2008-09	Adopted Budget 2009-10	Adjusted Budget 2009-10	Requested Budget 2010-11	Year Budget	Change
101-57-55009-057	Computer Supplies			100	100	100	-	0.0%
101-57-55010-057	Custodial Supplies	1,133	1,976	2,000	2,000	1,000	(1,000)	-50.0%
101-57-55011-057	Landscape Supplies	10,096	8,830	5,000	5,000	4,250	(750)	-15.0%
101-57-55012-057	Construction Matls	3,381	2,819	2,500	2,500	2,500	-	0.0%
101-57-55014-057	Minor Tools & Equip	152	477	500	500	500	-	0.0%
101-57-55015-057	Gas & Oil	1,750	1,660	1,500	1,500	500	(1,000)	-66.7%
101-57-55016-057	Other Supplies & Matls	36	343	-	-	-	-	0.0%
101-57-54007-057	Membership/Dues			200	200	200	-	0.0%
101-57-55017-057	Postage			-	-	-	-	0.0%
101-57-53014-057	Utilities - Electricity	3,882	3,288	3,500	3,500	3,000	(500)	-14.3%
101-57-53015-057	Utilities - Gas						-	0.0%
101-57-53016-057	Utilities - Water						-	0.0%
101-57-53017-057	Utilities - Sewer						-	0.0%
101-57-53018-057	Utilities - Telephone	2,796		515	515	600	85	16.5%
101-57-54003-057	Conferences		824	100	100	100	-	0.0%
	Credit Card Merchant Fees						-	0.0%
101-57-53034-057	Rent - Facilities			-	-	-	-	0.0%
101-57-53033-057	Rent - Tools & Equipment		335	500	500	1,000	500	100.0%
	Building Improvements			-	-	-	-	0.0%
101-57-57004-057	Machinery & Equipment	702		1,000	1,000	500	(500)	-50.0%
	Computer Equipment			-	-	-	-	0.0%
101-57-57007-057	Office Machines & Furn			500	500	500	-	0.0%
101-57-53501-057	Administrative Services			-	-	-	-	0.0%
101-57-53502-057	Computer Services Chrg			-	-	-	-	0.0%
101-57-53503-057	Equip Replace Charges			2,531	2,531	2,531	-	0.0%
	<b>Total Operations</b>	<b>100,211</b>	<b>75,264</b>	<b>56,496</b>	<b>56,496</b>	<b>53,131</b>	<b>(3,365)</b>	<b>-6.3%</b>
	<b>Total DPW Park Maintenance</b>	<b>243,424</b>	<b>294,329</b>	<b>286,148</b>	<b>286,148</b>	<b>311,169</b>	<b>25,022</b>	<b>8.7%</b>

		<b>Public Works Dept - Park Maint</b>		
		<b>101-57</b>		
				<b>FY 2011</b>
<b>Acct. No.</b>	<b>Title</b>	<b>Quantity, brief description and justification</b>		<b>Requested Appropriations</b>
	Regular Salaries	Salaries for 1.4 positions based on the staffing matrix		166,736
	Temporary Help	Workers to assist with larger projects and special needs (see temp salaries schedule)		3,978
	Overtime	Overtime need		1,000
	Standby Pay	PER MOU		4,720
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%		2,475
	Social Security	6.2% of salary		247
	PERS Retire Contrib - ER	Employer contribution for employee pension		21,956
	PERS Retire Contrib - EE	Employee contribution paid for by the employer		11,672
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross		22,396
	Retiree Healthcare	Medical coverage for 1 retiree	3,470	
		GASB 45 annual required contribution	7,920	11,390
	Dental Insurance	Teamster Dental Plan premium		3,286
	Vision Insurance	Vision service plan premium		414
	Workers Compensation	Worker's Compensation charged to Department		1,397
	Life & ADD Insurance	Premium to the Cities Group		237
	STD Insurance	Short-term disability premium to The Cities Group		384
	LTD Insurance	Long-term disability premium to The Cities Group		1,202
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries		1,707
	Uniforms	Per MOU		813
	Auto Allowance	10% of City Engineer		360
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay		1,667
		<b>Total Salaries &amp; Benefits</b>		<b>258,038</b>
	Vehicle Repair & Maint	Fleet truck, utility vehicle		500
	Equipment Repair & Maint	Tractor, small equipment repairs (blowers, weed eaters, chainsaws, etc.)		2,500
	Facility Repair & Maint	Irrigation well and pump		2,500
	Electrical Repair & Maint	Miscellaneous electrical repairs		500
	Tree Maintenance	Contract tree maintenance		10,000
	Pesticides & Fertilizer	Pest and weed control, fertilize turf grasses		10,000
	Street Light Repair & Maint	Parking lot and entry lighting		2,500
	Training & Workshops	Training seminars and courses for staff: GIS; MSA, MSC, NPDES, ITS		300
	Inspection & Testing	Playground, fire extinguishers, sprinklers, pumps, well water, soil tests, etc.		3,000
	Other Contract Services	Concrete for fountains, bee removal, etc.		2,000
	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.		100
	Safety Supplies & Mats	Vests, hats, glasses, boots, chaps, jackets, etc.		750
	Computer Software	Cost of Upgrades License and Programs; Rainmaker Irrigation controllers		1,200
	Computer Supplies	Minor supplies (keyboards, mice, flash drives, etc.)		100
	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.		1,000

		<b>Public Works Dept - Park Maint</b>	
		<b>101-57</b>	
			<b>FY 2011</b>
<b>Acct. No.</b>	<b>Title</b>	<b>Quantity, brief description and justification</b>	<b>Requested Appropriations</b>
	Landscape Supplies	Replacement plant material for the park; fertilizers, mulch, tree stakes, etc.	4,250
	Construction Mats	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	2,500
	Minor Tools & Equip	Replace broken/worn out hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)	500
	Gas & Oil	For department fleet vehicles and equipment	500
	Membership/Dues	Professional memberships: MSA, Turf Grass Association	200
	Utilities - Electricity	PG&E	3,000
	Communication	Cellular Phones	600
	Conferences	MSA meetings; reimbursement for use of private vehicles by staff not receiving auto allowance	100
	Rent - Tools & Equipment	Trenchers for irrigation, fork-lift, man-lift, etc.	1,000
	Machinery & Equipment	Replacement of daily use equipment such as leaf blowers, chainsaws and weed eaters	500
	Office Machines & Furn	Replace damaged machines or furniture or upgrade based on ergonomic review, i.e., chairs	500
	Equip Replace Charges	For future replacement of vehicles & equipment	2,531
		<b>Total Operations</b>	<b>53,131</b>
		<b>Total DPW - Park Maintenance</b>	<b>311,169</b>

<b>Town of Atherton</b>								
<b>Public Works Dept - Park Programs 58</b>								
<b>Budget 2010-2011</b>								
				Adopted	Adjusted	Requested	Increase	
		Actual	Actual	Budget	Budget	Budget	(Decrease)	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Over Prior	Change
							Year Budget	
101-58-50001-058	Regular Salaries	109,688	117,579	116,262	116,262	116,262	-	0.0%
101-58-50002-058	Part-Time Permanent	6,227	966	-	-	-	-	0.0%
101-58-50005-058	Temporary Help	81,564	77,542	55,687	55,687	55,688	1	0.0%
101-58-50006-058	Overtime	84	488	314	314	400	86	27.4%
101-58-50010-058	Standby Pay	-	-	-	-	-	-	0.0%
101-58-51001-058	Medicare Insurance	1,611	1,805	2,493	2,493	2,493	0	0.0%
101-58-51002-058	Social Security	5,019	4,746	3,453	3,453	3,453	0	0.0%
101-58-51003-058	PERS Retire Contr - ER	23,910	23,974	15,234	15,234	15,309	76	0.5%
101-58-51004-058	PERS Retire Contr - EE	-	-	8,138	8,138	8,138	-	0.0%
101-58-51008-058	Health Insurance	18,388	20,142	20,730	20,730	21,147	416	2.0%
101-58-51009-058	Retiree Healthcare	-	-	17,404	30,646	29,791	(855)	-2.8%
101-58-51010-058	Dental Insurance	1,656	1,834	2,360	2,360	2,291	(69)	-2.9%
101-58-51011-058	Vision Insurance	292	320	300	300	313	14	4.5%
101-58-51013-058	Workers Compensation	6,064	5,997	4,837	4,837	937	(3,900)	-80.6%
101-58-51014-058	Life & ADD Insurance	513	256	171	171	203	32	18.6%
101-58-51007-058	STD Insurance	-	-	-	-	269	269	100.0%
101-58-51015-058	LTD Insurance	1,760	1,902	884	884	844	(39)	-4.5%
101-58-51016-058	Unemployment Insurance	-	-	1,719	1,719	1,719	0	0.0%
101-58-51018-058	Uniforms	1,164	1,103	813	813	813	-	0.0%
101-58-51019-058	Auto Allowance	-	319	360	360	360	-	0.0%
101-58-50013-058	EE Benefits Earned	-	-	1,163	1,163	1,163	-	0.0%
101-58-50015-058	Salary Allocated to CIP	-	-	-	-	-	-	-
101-58-50014-058	Salary Savings	-	-	-	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>257,940</b>	<b>258,970</b>	<b>252,320</b>	<b>265,562</b>	<b>261,592</b>	<b>(3,970)</b>	<b>-1.5%</b>
	Contract Engineering	-	-	-	-	-	-	0.0%
	Contract Plan Reviewer	-	-	-	-	-	-	0.0%
101-58-53001-058	Vehicle Repair & Maint	17	77	500	500	500	-	0.0%
101-58-53002-058	Equipment Repair & Maint	-	76	500	500	500	-	0.0%
101-58-53003-058	Building Security	-	-	-	-	-	-	0.0%
101-58-53004-058	Facility Repair & Maint	1,038	135	2,000	2,000	2,000	-	0.0%
101-58-54001-058	Catering Services	-	-	500	500	-	(500)	-100.0%
	Custodial Services	5,217	4,663	-	-	-	-	0.0%
101-58-53005-058	HVAC Repair & Maint	-	-	-	-	-	-	0.0%
101-58-53006-058	Electrical Repair & Maint	-	-	1,000	1,000	500	(500)	-50.0%
101-58-53007-058	Roof Repair & Maint	-	-	-	-	-	-	0.0%
101-58-53009-058	Tree Maintenance	-	-	-	-	-	-	0.0%
101-58-53036-058	Pesticides & Fertilizer	-	-	-	-	-	-	0.0%
101-58-53010-058	Street Sweeping	-	-	-	-	-	-	0.0%
101-58-53011-058	Contract Landscape Maint.	-	-	-	-	-	-	0.0%
101-58-53012-058	Traffic Signal Repair & Maint	-	-	-	-	-	-	0.0%
101-58-53013-058	Street Light Repair & Maint	-	-	-	-	-	-	0.0%
101-58-53024-058	Advertising/Publishing	14,834	13,246	18,000	18,000	8,000	(10,000)	-55.6%
101-58-54004-058	Training & Workshops	-	-	500	500	300	(200)	-40.0%
101-58-53029-058	Inspection & Testing	-	-	-	-	-	-	0.0%
101-58-54010-058	Other Contract Services	4,222	815	-	-	-	-	0.0%
101-58-55018-058	Disaster Preparedness	-	-	-	-	-	-	0.0%
101-58-52017-058	Technical Services	-	-	-	-	-	-	0.0%
101-58-55002-058	Office Supplies	197	97	100	100	100	-	0.0%
101-58-55006-058	Safety Supplies & Matls	-	170	-	-	-	-	0.0%
101-58-55008-058	Computer Software	-	-	-	-	-	-	0.0%
101-58-55009-058	Computer Supplies	-	-	250	250	250	-	0.0%

<b>Town of Atherton</b>								
<b>Public Works Dept - Park Programs 58</b>								
<b>Budget 2010-2011</b>								
				Adopted	Adjusted	Requested	Increase	
		Actual	Actual	Budget	Budget	Budget	(Decrease)	
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Over Prior	%
							Year Budget	Change
101-58-55010-058	Custodial Supplies	5,387	4,543	6,000	6,000	5,500	(500)	-8.3%
101-58-55011-058	Landscape Supplies	5,598	1,120	2,500	2,500	2,500	-	0.0%
101-58-55012-058	Construction Mats	619	388	1,000	1,000	1,000	-	0.0%
101-58-55014-058	Minor Tools & Equip	271	25	500	500	500	-	0.0%
101-58-55015-058	Gas & Oil			-	-	-	-	0.0%
101-58-55016-058	Other Supplies & Mats	625	1,652	-	-	-	-	0.0%
101-58-54007-058	Membership/Dues			-	-	-	-	0.0%
101-58-55017-058	Postage			-	-	-	-	0.0%
101-58-53014-058	Utilities - Electricity	19,885	16,387	11,650	11,650	11,500	(150)	-1.3%
101-58-53015-058	Utilities - Gas			3,100	3,100	1,000	(2,100)	-67.7%
101-58-53016-058	Utilities - Water			2,850	2,850	2,000	(850)	-29.8%
101-58-53017-058	Utilities - Sewer			2,250	2,250	2,500	250	11.1%
101-58-53018-058	Utilities - Telephone	7,214	8,666	1,050	1,050	2,000	950	90.5%
101-58-54003-058	Conferences	393	421	-	-	-	-	0.0%
101-58-53030-058	Credit Card Merchant Fees		2,992	3,000	3,000	500	(2,500)	-83.3%
101-58-53032-058	Rent - Facilities	545	4,366	4,500	4,500	4,800	300	6.7%
101-58-53033-058	Rent - Tools & Equipment	2,897		2,000	2,000	500	(1,500)	-75.0%
101-58-57002-058	Building Improvements	15,965					-	0.0%
101-58-57004-058	Machinery & Equipment	2,333		-	-	-	-	0.0%
101-58-57006-058	Computer Equipment			-	-	-	-	0.0%
101-58-57007-058	Office Machines & Furn	14,687		500	500	500	-	0.0%
101-58-53501-058	Administrative Services			-	-	-	-	0.0%
101-58-53502-058	Computer Services Charge			-	-	-	-	0.0%
101-58-53503-058	Equip Replace Charges			-	-	-	-	0.0%
	<b>Total Operations</b>	<b>101,945</b>	<b>59,841</b>	<b>64,250</b>	<b>64,250</b>	<b>46,950</b>	<b>(17,300)</b>	<b>-26.9%</b>
	<b>Total DPW Park Programs</b>	<b>359,885</b>	<b>318,811</b>	<b>316,570</b>	<b>329,812</b>	<b>308,542</b>	<b>(21,270)</b>	<b>-6.4%</b>

Public Works Dept - Park Programs			
101-58			
			FY 2011
Acct. No.	Title	Quantity, brief description and justification	Requested Appropriations
	Regular Salaries	Salaries for 1.4 positions based on the staffing matrix	116,262
	Temporary Help	Workers to assist with events (see temp salaries schedule)	55,688
	Overtime	Overtime need	400
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	2,493
	Social Security	6.2% of salary	3,453
	PERS Retire Contrib - ER	Employer contribution for employee pension	15,309
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	8,138
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	21,147
	Retiree Healthcare	GASB 45 annual required contribution	29,791
	Dental Insurance	Teamster Dental Plan premium	2,291
	Vision Insurance	Vision service plan premium	313
	Workers Compensation	Worker's Compensation charged to Department	937
	Life & ADD Insurance	Premium to the Cities Group	203
	STD Insurance	Short-term disability premium to The Cities Group	269
	LTD Insurance	Long-term disability premium to The Cities Group	844
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	1,719
	Uniforms	Per MOU	813
	Auto Allowance	10% of City Engineer	360
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,163
		<b>Total Salaries &amp; Benefits</b>	<b>261,592</b>
	Vehicle Repair & Maint	Utility vehicle	500
	Equipment Repair & Maint	Appliances, office equipment, etc.	500
	Facility Repair & Maint	Carpet, carpentry, tables, chairs, etc.	2,000
	Electrical Repair & Maint	Miscellaneous electrical repairs	500
	Advertising/Publishing	"Here Comes the Guide" \$4800; Yellow Pages \$3200	8,000
	Training & Workshops	Training seminars and courses for staff	300
	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	100
	Computer Supplies	Minor supplies (keyboards, mice, flash drives, etc.)	250
	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.	5,500
	Landscape Supplies	Replacement plant material for the park event areas; fertilizers, mulch, tree stakes, etc.	2,500
	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	1,000
	Minor Tools & Equip	Hand tools costing \$100 or less (hammers, brooms, mops, etc.)	500
	Utilities -Electricity	PG&E	11,500
	Utilities - Gas	ABAG gas	1,000

		<b>Public Works Dept - Park Programs</b>	
		<b>101-58</b>	
			<b>FY 2011</b>
<b>Acct. No.</b>	<b>Title</b>	<b>Quantity, brief description and justification</b>	<b>Requested Appropriations</b>
	Utilities Water	Calwater	2,000
	Utilities - Sewer	West Bay	2,500
	Communication	Cellular Phones	2,000
	Credit Card Svs Fees	For processing of credit card transactions	500
	Rent - Facilities	Event storage - PODS	4,800
	Rent - Tools & Equipment	Steam cleaner	500
	Office Machines & Furn	Replace damaged machines or furniture or upgrade based on ergonomic review, i.e., chairs	500
		<b>Total Operations</b>	<b>46,950</b>
		<b>Total DPW - Park Programs</b>	<b>308,542</b>

<b>Town of Atherton</b>								
<b>Public Works Dept - Building Maintenance 59</b>								
<b>Budget 2010-2011</b>								
				Adopted	Adjusted	Requested	Increase	
		Actual	Actual	Budget	Budget	Budget	(Decrease)	
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Over Prior	%
							Year Budget	Change
101-59-50001-059	Regular Salaries	89,595	108,402	111,814	111,814	111,814	-	0.0%
101-59-50005-059	Temporary Help	12,451	1,028	-	-	-	-	0.0%
101-59-50006-059	Overtime	4,374	1,429			800	800	0.0%
101-59-50010-059	Standby Pay	5,272	1,965	1,180	1,180	1,180	-	0.0%
101-59-51001-059	Medicare Insurance	1,615	1,412	1,621	1,621	1,621	-	0.0%
101-59-51002-059	Social Security	772	64	-	-	-	-	0.0%
101-59-51003-059	PERS Retire Contr - ER	17,807	21,801	14,651	14,651	14,724	73	0.5%
101-59-51004-059	PERS Retire Contr - EE	-	-	7,827	7,827	7,827	-	0.0%
101-59-51008-059	Health Insurance	25,904	19,061	20,049	20,049	20,968	919	4.6%
101-59-51010-059	Dental Insurance	1,955	1,671	2,171	2,171	2,154	(17)	-0.8%
101-59-51011-059	Vision Insurance	507	340	335	335	364	29	8.6%
101-59-51013-059	Workers Compensation	5,443	4,757	4,763	4,763	760	(4,003)	-84.0%
101-59-51014-059	Life & ADD Insurance	338	199	176	176	167	(9)	-5.3%
101-59-51007-059	STD Insurance					250	250	100.0%
101-59-51015-059	LTD Insurance	1,405	1,744	850	850	772	(78)	-9.1%
101-59-51016-059	Unemployment Insurance	-	-	1,118	1,118	1,118	-	0.0%
101-59-51018-059	Uniforms	-	-	-	-	-	-	0.0%
101-59-51019-059	Auto Allowance	-	318	360	360	360	-	0.0%
101-59-50013-059	EE Benefits Earned			1,118	1,118	1,118	-	0.0%
101-59-50015-059	Salary Allocated to CIP	-	-	-	-	-	-	0.0%
101-59-50014-059	Salary Savings						-	
	<b>Total Salaries &amp; Benefits</b>	<b>167,437</b>	<b>164,191</b>	<b>168,033</b>	<b>168,033</b>	<b>165,997</b>	<b>(2,036)</b>	<b>-1.2%</b>
101-59-52010-059	Contract Engineering		14,600	-	-	-	-	0.0%
	Contract Plan Reviewer			-	-	-	-	0.0%
101-59-53001-059	Vehicle Repair & Maint	740		-	-	-	-	0.0%
101-59-53002-059	Equipment Repair & Maint		273	500	500	500	-	0.0%
101-59-53003-059	Building Security	31,384		5,000	5,000	2,000	(3,000)	-60.0%
101-59-53004-059	Facility Repair & Maint		14,625	15,000	15,000	7,500	(7,500)	-50.0%
	Catering Services						-	0.0%
101-59-55010-059	Custodial Services			11,000	11,000	14,500	3,500	31.8%
101-59-53005-059	HVAC Repair & Maint			7,500	7,500	7,500	-	0.0%
101-59-53006-059	Electrical Repair & Maint			8,500	8,500	5,000	(3,500)	-41.2%
101-59-53007-059	Roof Repair & Maint			5,000	5,000	5,000	-	0.0%
101-59-53009-059	Tree Maintenance			-	-	-	-	0.0%
101-59-53036-059	Pesticides & Fertilizer	1,180	600	1,500	1,500	3,000	1,500	100.0%
101-59-53010-059	Street Sweeping			-	-	-	-	0.0%
101-59-53011-059	Contract Landscape Maint.			-	-	-	-	0.0%
101-59-53012-059	Traffic Signal Repair & Maint			-	-	-	-	0.0%
101-59-53013-059	Street Light Repair & Maint			-	-	-	-	0.0%
101-59-53024-059	Advertising/Publishing		928	-	-	-	-	0.0%
101-59-54004-059	Training & Workshops			-	-	-	-	0.0%
101-59-53029-059	Inspection & Testing			2,500	2,500	2,500	-	0.0%
101-59-54010-059	Other Contract Services	38,026	7,543	500	500	500	-	0.0%
101-59-55018-059	Disaster Preparedness			8,500	8,500	2,500	(6,000)	-70.6%
101-59-52017-059	Technical Services			-	-	-	-	0.0%
101-59-55002-059	Office Supplies			-	-	-	-	0.0%
101-59-55006-059	Safety Supplies & Matls			100	100	100	-	0.0%
101-59-55008-059	Computer Software			-	-	-	-	0.0%
101-59-55009-059	Computer Supplies			-	-	-	-	0.0%
101-59-55010-059	Custodial Supplies	2,981	2,823	3,500	3,500	3,500	-	0.0%
101-59-55011-059	Landscape Supplies	485	79	250	250	250	-	0.0%

<b>Town of Atherton</b>								
<b>Public Works Dept - Building Maintenance 59</b>								
<b>Budget 2010-2011</b>								
				Adopted	Adjusted	Requested	Increase (Decrease)	
		Actual	Actual	Budget	Budget	Budget	Over Prior	%
Account	Description	2007-08	2008-09	2009-10	2009-10	2010-11	Year Budget	Change
101-59-55012-059	Construction Mats	2,120	1,834	2,500	2,500	2,500	-	0.0%
101-59-55014-059	Minor Tools & Equip			100	100	100	-	0.0%
101-59-55015-059	Gas & Oil	694					-	0.0%
101-59-55016-059	Other Supplies & Mats			-	-	-	-	0.0%
101-59-54007-059	Membership/Dues			-	-	-	-	0.0%
101-59-55017-059	Postage			-	-	-	-	0.0%
101-59-53014-059	Utilities - Electricity	3,629	2,340	-	-	-	-	0.0%
101-59-53015-059	Utilities - Gas						-	0.0%
101-59-53016-059	Utilities - Water						-	0.0%
101-59-53017-059	Utilities - Sewer			1,350	1,350	1,350	-	0.0%
101-59-53018-059	Utilities - Telephone			-	-	-	-	0.0%
101-59-54003-059	Conferences			-	-	-	-	0.0%
	Credit Card Merchant Fees						-	0.0%
101-59-53034-059	Rent - Facilities		22,198	-	-	-	-	0.0%
101-59-53033-059	Rent - Tools & Equipment	230		-	-	-	-	0.0%
101-59-57002-059	Building Improvements		1,464				-	0.0%
101-59-57004-059	Machinery & Equipment	2,229		6,000	6,000	3,000	(3,000)	-50.0%
	Computer Equipment			-	-	-	-	0.0%
101-59-57007-059	Office Machines & Furn	12,136		-	-	-	-	0.0%
	<b>Total Operations</b>	<b>95,834</b>	<b>69,306</b>	<b>79,300</b>	<b>79,300</b>	<b>61,300</b>	<b>(18,000)</b>	<b>-22.7%</b>
	<b>Total DPW Bldg Maint</b>	<b>263,271</b>	<b>233,497</b>	<b>247,333</b>	<b>247,333</b>	<b>227,297</b>	<b>(20,036)</b>	<b>-8.1%</b>

<b>Public Works Dept - Building Maintenance</b>			
<b>101-59</b>			
			<b>FY 2011</b>
<b>Acct. No.</b>	<b>Title</b>	<b>Quantity, brief description and justification</b>	<b>Requested Appropriations</b>
	Regular Salaries	Salaries for 1.3 positions based on the staffing matrix	111,814
	Overtime		800
	Standby Pay	PER MOU	1,180
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,621
	PERS Retire Contrib - ER	Employer contribution for employee pension	14,724
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	7,827
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	20,968
	Dental Insurance	Teamster Dental Plan premium	2,154
	Vision Insurance	Vision service plan premium	364
	Workers Compensation	Worker's Compensation charged to Department	760
	Life & ADD Insurance	Premium to the Cities Group	167
	STD Insurance	Short-term disability premium to The Cities Group	250
	LTD Insurance	Long-term disability premium to The Cities Group	772
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	1,118
	Auto Allowance	10% of City Engineer	360
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,118
		<b>Total Salaries &amp; Benefits</b>	<b>165,997</b>
	Equipment Repair & Maint	Appliances, clocks, etc.	500
	Building Security	Gates, fences, doors, locks, for all bldgs	2,000
	Facility Repair & Maint	Elevator, carpet cleaning, carpentry, plumbing for all bldgs	7,500
	Custodial Services	All DPW custodial now covered in building maintenance	14,500
	HVAC Repair & Maint	27 units routine maintenance; repairs	7,500
	Electrical Repair & Maint	All Town buildings except park ground and park buildings	5,000
	Roof Repair & Maint	All Town buildings	5,000
	Pesticides & Fertilizer	Pest elimination (rats, mice, ants, etc.)	3,000
	Inspection & Testing	Comprehensive inspections (3); fire extinguishers, elevator	2,500
	Other Contract Services	Miscellaneous	500
	Disaster Preparedness	Generator maintenance	2,500
	Safety Supplies & Materials	First Aid kit replenishment	100
	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
	Landscape Supplies	Replacement plant material for buildings; fertilizers, mulch, tree stakes, etc.	250
	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	2,500
	Minor Tools & Equip	Hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)	100
	Utilities - Sewer	County of San Mateo	1,350
	Machinery & Equipment	Replacement of broken machinery/equipment	3,000
		<b>Total Operations</b>	<b>61,300</b>
		<b>Total DPW - Building Maintenance</b>	<b>227,297</b>

Salaries for DPW Department																					
FY 2011																					
Job Class	Step @ 6/30/10	Salary @ 6/30/10	2011 Salary	Employer PERS	0.13168	Employee PERS	0.07	Standby Pay	Medicare	0.0145	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Uniform	Auto Allow	Total	
<b>DPW - Engineering 50</b>																					
0.5 PW Director (.5)	D	79,969	79,969	10,530		5,598					3,603	858	63	96	410	105	169		1,800	104,361	208,722
0.1 PW Superintendent (.1)	D	12,475	12,475	1,943		873					1,728	172	33	19	82	16	110			173,511	173,511
1 Assistant Engineer	C	82,085	84,479	11,124		5,914					16,417	1,630	310	192	642	108	178			122,220	122,220
0.5 PW Supervisor (.5)	D	43,528	43,528	5,732		3,047		1,475			6,314	815	86	96	331	54	384			62,493	125,798
1 Office Specialist	D	61,162	61,162	8,054		4,281					7,205	1,630	119	192	465	108	129			84,233	84,233
FTE	3.1	279,219	281,613	37,083		19,713		1,475		4,083	35,266	5,105	611	595	1,930	392	970	-	1,800	390,637	
<b>DPW - Street Maint 53</b>																					
0.1 PW Director (.1)	D	15,994	15,994	2,106		1,120					721	172	13	19	82	21	34		360	20,872	20,872
0.4 PW Superintendent (.4)	D	49,899	49,899	6,571		3,493					6,912	686	131	77	328	64	440	200		69,524	69,524
0.5 PW Supervisor (.5)	D	43,528	43,528	5,732		3,047		1,475			6,314	815	86	96	331	54	384	813		63,305	63,305
0.6 PW Maint Worker I (.6)	D	32,649	32,649	4,299		2,285		1,770			10,678	978	186	115	248	65	288	813		54,847	72,859
0.7 PW Maint Worker II (.7)	D	41,899	41,899	5,517		2,933		2,065			11,492	1,141	217	134	318	76	369	813		67,582	77,121
0.7 PW Maint Worker II (.7)	D	41,899	41,899	5,517		2,933		2,065			11,492	1,141	217	134	318	76	369	813		67,582	77,121
FTE	3	225,867	225,867	29,742		15,811		7,375		3,275	47,608	4,934	850	576	1,626	356	1,883	3,450	360	343,773	
<b>DPW - Parks Maint 57</b>																					
0.1 PW Director (.1)	D	15,994	15,994	2,106		1,120					721	172	13	19	82	21	34		360	20,872	20,872
0.2 PW Superintendent (.2)	D	24,950	24,950	3,285		1,746					3,456	343	65	38	164	32	220			34,662	34,662
1 Park Supervisor	D	82,909	84,982	11,190		5,949		2,950			6,314	1,630	119	192	646	108	749	813		116,875	116,875
0.1 Park/Facil Maint Worker II (.1)	D	5,986	5,986	788		419					1,780	163	31	19	45	11	53			9,381	94,490
0.2 PW Maint Worker I (.2)	D	10,883	10,883	1,433		762		590			3,559	326	62	38	83	22	96			18,012	18,012
0.2 PW Maint Worker II (.2)	D	11,971	11,971	1,576		838		590			3,283	326	62	38	91	22	106			19,077	19,077
0.2 PW Maint Worker II (.2)	D	11,971	11,971	1,576		838		590			3,283	326	62	38	91	22	106			19,077	19,077
FTE	1.4	164,664	166,736	21,956		11,672		4,720		2,418	22,396	3,286	414	384	1,202	237	1,362	813	360	237,956	
<b>DPW - Park Program 58</b>																					
0.1 PW Director (.1)	D	15,994	15,994	2,106		1,120					721	172	13	19	82	21	34		360	20,872	20,872
0.8 Park Program Manager (.8)	D	70,340	70,340	9,262		4,924					11,528	1,304	146	154	535	128	148			99,489	124,350
0.5 Park/Facil Maint Worker II (.5)	D	29,928	29,928	3,941		2,095					8,898	815	155	96	227	54	264	813		47,720	47,720
FTE	1.4	116,262	116,262	15,309		8,138		-		1,686	21,147	2,291	313	269	844	203	446	813	360	168,081	
<b>DPW - Building Maint 59</b>																					
0.1 PW Director (.1)	D	15,994	15,994	2,106		1,120					721	172	13	19	82	21	34		360	20,872	20,872
0.3 PW Superintendent (.3)	D	37,425	37,425	4,928		2,620					5,184	515	98	58	246	48	330			51,993	51,993
0.2 Park Program Manager (.2)	D	17,585	17,585	2,316		1,231					2,882	326	36	38	134	22	37			24,862	24,862
0.2 PW Maint Worker I (.2)	D	10,883	10,883	1,433		762		590			3,559	326	62	38	83	22	96			18,012	18,012

Salaries for DPW Department																		
FY 2011																		
Job Class	Step @ 6/30/10	Salary @ 6/30/10	2011 Salary	Employer PERS	0.13168 Employer PERS	Employee PERS	0.07 Standby Pay	0.0145 Medicare	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Uniform	Auto Allow	Total
0.3 Park/Facil Maint Worker II (.3)	D	17,957	17,957	2,365	2,365	1,257		260	5,339	489	93	58	136	33	158			28,144
0.1 PW Maint Worker II (.1)	D	5,986	5,986	788	788	419	295	87	1,642	163	31	19	45	11	53			9,538
0.1 PW Maint Worker II (.1)	D	5,986	5,986	788	788	419	295	87	1,642	163	31	19	45	11	53			9,538
	FTE 1.3	111,814	111,814	14,724	14,724	7,827	1,180	1,621	20,968	2,154	364	250	772	167	760	-	360	162,961
<b>Tennis Fund</b>																		
0.1 Park/Facil Maint Worker II (.1)	D	5,986	5,986	788	788	419		87	1,642	163	31	19	45	11	53			9,243
<b>Bidg Dept</b>																		
0.1 PW Director (.1)	D	15,994	15,994	2,106	2,106	1,120		232	721	172	13	19	82	21	34		360	20,872
<b>11</b>	<b>Total DPW FTE</b>	<b>919,805</b>	<b>924,272</b>	<b>121,708</b>	<b>121,708</b>	<b>64,699</b>	<b>14,750</b>	<b>13,402</b>	<b>149,748</b>	<b>18,104</b>	<b>2,596</b>	<b>2,112</b>	<b>6,502</b>	<b>1,387</b>	<b>5,508</b>	<b>5,075</b>	<b>3,600</b>	<b>1,333,464</b>
Note:																		
Salaries are projected at one step higher than the employee is currently.																		

<b>Temporary Help Salaries for DPW Department</b>					
<b>FY 2011</b>					
		0.062	0.0145	0.00881	1.085313
<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	37	4,605
Channel Clearing	5,922	367	86	52	6,428
<b>Street Maint Dept 53</b>	10,165	630	147	90	11,032
Fill-in vacation/Training	3,978	247	58	35	4,317
<b>Park Maint Dept 57</b>	3,978	247	58	35	4,317
Weddings/Social (weekend events)	22,098	1,370	320	195	23,983
Meetings (weekday evenings)	13,259	822	192	117	14,390
Classes	884	55	13	8	959
Event Gard Maint	11,491	712	167	101	12,471
Fill-in for vacation/training/projects	5,304	329	77	47	5,757
Cleaning windows & chairs	2,652	164	38	23	2,878
<b>Park Programs Dept 58</b>	55,688	3,453	807	491	60,439
<b>Total Temp Help</b>	69,831	4,330	1,013	615	75,789

<b>Town of Atherton</b>		
<b>Public Works Department</b>		
<b>Budget 2010-2011</b>		
	<b>Supplemental Budget Request</b>	
<u>Description</u>		
<b>Request #1</b>		
Replace one 1986 GMC dump truck VID#16DJ6D1B0GV507807	75,000	
Reason: Vehicle has reached far past the end of its useful life.		
<b>Total Cost to Equipment Replacement Fund</b>	<b>75,000</b>	

<b>Town of Atherton</b>								
<b>Tennis Fund</b>								
<b>Budget FY 2010-2011</b>								
							<b>Increase</b>	
				<b>Adopted</b>	<b>Adjusted</b>	<b>Requested</b>	<b>(Decrease)</b>	
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Over Prior</b>	<b>%</b>
<b>Account</b>	<b>Description</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2009-10</b>	<b>2010-11</b>	<b>Year Budget</b>	<b>Change</b>
105-00-47026-058	Tennis Keys	5,505	8,115	9,000	9,000	6,000	(3,000)	-33.3%
105-00-46027-058	Tennis Classes	12,410	3,140	3,500	3,500	3,200	(300)	-8.6%
105-00-48001-058	Interest Income	(129)	633	100	100	100	-	0.0%
	<b>Total Revenues</b>	<b>17,786</b>	<b>11,888</b>	<b>12,600</b>	<b>12,600</b>	<b>9,300</b>	<b>(3,300)</b>	<b>-26.2%</b>
105-58-50001-000	Regular Salaries		5,396	5,986	5,986	5,986	-	0.0%
105-58-50005-000	Temporary Help	2,904	11,108	8,839	8,839	3,620	(5,219)	-59.0%
105-58-51001-000	Medicare Tax	42	239	215	215	139	(76)	-35.2%
105-58-51002-000	Social Security	172	689	548	548	224	(324)	-59.0%
105-58-51003-000	PERS Retire Contr-ER	28	1,075	784	784	788	4	0.5%
105-58-51004-000	PERS Retire Contr-EE			419	419	419	-	0.0%
105-58-51008-000	Health Insurance		1,429	1,745	1,745	1,642	(103)	-5.9%
105-58-51010-000	Dental Insurance		113	163	163	163	-	0.0%
105-58-51011-000	Vision Insurance		26	30	30	31	1	4.5%
105-58-51013-000	Worker's Comp	164	901	813	813	85	(728)	-89.6%
105-58-51014-000	Life & ADD Insurance		13	11	11	11	(0)	-3.9%
105-58-51007-000	STD Insurance					19	19	100.0%
105-58-51015-000	LTD Insurance		86	45	45	45	(0)	-1.1%
	<b>Total Salaries &amp; Benefits</b>	<b>3,310</b>	<b>21,075</b>	<b>19,598</b>	<b>19,598</b>	<b>13,172</b>	<b>(6,426)</b>	<b>-32.8%</b>
105-58-53003-000	Building Security			500	500	500	-	0.0%
105-58-54010-000	Other Contract Services	1,605	771	500	500	1,000	500	100.0%
105-58-55012-000	Construction Materials	623		2,500	2,500	1,000	(1,500)	-60.0%
105-58-55014-000	Minor Tools & Equip			100	100	100	-	0.0%
105-58-55016-000	Other Supplies & Mats	2,154	4,097				-	0.0%
	<b>Total Operations</b>	<b>4,381</b>	<b>4,868</b>	<b>3,600</b>	<b>3,600</b>	<b>2,600</b>	<b>(1,000)</b>	<b>-27.8%</b>
	<b>Total Expenditures</b>	<b>7,691</b>	<b>25,943</b>	<b>23,198</b>	<b>23,198</b>	<b>15,772</b>	<b>(7,426)</b>	<b>-32.0%</b>
	<b>Excess (Deficiency) of Rev Over Exp</b>	<b>10,094</b>	<b>(14,054)</b>	<b>(10,598)</b>	<b>(10,598)</b>	<b>(6,472)</b>	<b>4,126</b>	<b>-38.9%</b>

		<b>Tennis Fund</b>	
		<b>Fund 105</b>	
			<b>FY 2011</b>
	<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>	<b>Projected Appropriation</b>
	Regular Salaries	Salaries for .10 position based on the staffing matrix	5,986
	Temporary Help	Weekly cleaning, court patching & Painting	3,620
	Medicare Tax	1.45% of salary for employees hired after April 1986	139
	Social Security	6.2% of salary	224
	Pers Retire Contr - ER	Employer contribution for employee pension	788
	Pers Retire Contr - EE	Employee contribution paid for by the employer	419
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	1,642
	Dental Insurance	Teamster Dental Plan premium	163
	Vision Insurance	Vision Service Plan premium	31
	Worker's Comp	Worker's comp charged to dept	85
	Life & ADD Insurance	Premium to the Cities Group	11
	STD Insurance	Short-term disability to the Cities Group	19
	LTD Insurance	Long-term disability premium to The Cities Group	45
		<b>Total Salaries &amp; Benefits</b>	<b>13,172</b>
	Building Security	Re-key tennis court gates	500
	Other Contract Services	Miscellaneous	1,000
	Construction Materials	Court patching and painting	1,000
	Minor Tools & Equip	Tools for court patching & painting	100
		<b>Total Operations</b>	<b>2,600</b>
		<b>Total Tennis Fund</b>	<b>15,772</b>



<b>Temporary Help Salaries for Tennis Fund (DPW)</b>					
<b>FY 2011</b>					
		0.062	0.0145	0.00881	1.085313
<u>Task</u>	<u>Wages</u>	<u>Social Security</u>	<u>Medicare</u>	<u>Worker's Comp</u>	<u>Total</u>
Crack Seal & Repaint		-	-	-	-
Twice Weekly Cleaning of Courts		-	-	-	-
Total Temp Help	3,620	224	52	32	3,929



		<b>Police Grant Fund</b>	
		<b>Fund 209</b>	
			<b>FY 2011</b>
	<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>	<b>Projected Appropriation</b>
	Regular Salaries	Portion of Police Lieutenant salary	100,000



	<b>Library Fund</b>		
	<b>Fund 213</b>		
			<b>FY 2011</b>
	<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>	<b>Projected Appropriation</b>
	Regular Salaries		-
	Part-Time Permanent		-
	Temporary Help	Workers to assist with miscellaneous projects	
	Overtime		
	Standby Pay		
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	
	Social Security	6.2% of salary	
	PERS Retire Contrib - ER		
	PERS Retire Contrib - EE		
	Health Insurance		
	Dental Insurance		
	Vision Insurance		
	Workers Compensation	Worker's Compensation charged to Department	
	Life & ADD Insurance		-
	LTD Insurance		-
	Unemployment Insurance		-
	Uniforms		-
	Auto Allowance		-
		<b>Total Salaries &amp; Benefits</b>	<b>-</b>
	Building Security	Miscellaneous locks, etc.	500
	Facility Repair & Maint	Hot water heater, misc. repairs as needed	2,500
	Custodial Services	Portion of Town janitorial contract	7,500
	HVAC Repair & Maint	Clean air ducts after seismic and windows	1,000
	Electrical Repair & Maint	Misc. electrical repairs, light replacements, etc.	2,500
	Roof Repair & Maint		-
	Contract Lndscp Maint.		10,000
	Other Contract Services	Deep Clean building after seismic retrofit (\$2500)	2,500
	Utilities - Electricity	Electricity, gas and water	10,000
	Utilities - Gas		200
	Utilities - Water		400
			1,800
		<b>Total Operations</b>	<b>38,900</b>
		<b>Total Library</b>	<b>38,900</b>

**RECOMMENDED 4-YEAR CIP  
FY 2010/2011 SUMMARY**

FUND SOURCES	Fund Number	Total	201	202	203	220	401	403
	Fund Name		Parcel Tax	Measure A	Gas Tax	Prop 42	Capital Imp.	Ath. Chan. District
<b>REVENUES</b>								
08028	401-50-xxxx-202	1,791,894	1,631,194	0	0	0	15,387	145,313
08028	401-50-xxxx-202	2,300,000	1,858,000	200,000	100,000	60,000	30,600	82,000
<b>TOTAL FUNDS AVAILABLE</b>								
	Highway Safety Improvement Program (HSIP)(Caltrans - State)	30,600					30,600	
	PG&E Rebates	16,000					16,000	
		4,138,494	3,489,194	200,000	100,000	60,000	61,987	227,313
<b>PROJECTS</b>		<b>PROJ COST</b>						
08017	201-50-56037-000 &	250,000	34,965					215,035
09017	403-50-56037-000	10,000						10,000
	Upper Channel Repair Phase 2							
	Upper Channel Repair Monitoring	66,000						
	Atherton Avenue STP Project Survey	50,000						
	PD/Admin Roof Replacement	60,000						
	South Meadow Rehabilitation	35,000						
	Hoover Crosswalk	4,400					30,600	
09002	201-50-56006-000	900,000	900,000					
09001	201-50-56003-000 &	500,000	172,612					
	202-50-56003-000 &			173,808				
	203-50-56003-000 &							
	220-50-56003-000 &					60,000		
	Street light pole replacement	50,000						
	Energy Efficient Street Lights	140,000					16,000	
	Park Corporation Yard	125,000						
09026	201-50-56019-000	60,000						
	Park Trash Enclosure	100,000						
	Park Storage at Main House	35,000						
	Park Topographic Survey	115,000						
	Drainage Construction Mulberry (E4), Walsh @ Belbrook	150,000						
	Drainage Projects							
	<b>CIP Related Fees</b>							
09018	202-50-54025-000	24,845		24,845				
09019	203-50-54026-000	3,920			3,920			
09020	203-50-52001-000	2,500			2,500			
09020	403-50-52001-000	2,278						2,278
09021	201-50-54010-000	1,500						
09022	202-50-52001-000	1,347		1,347				
	Annual Financial Audit (Measure A)							
	Allocated Engineering Costs - CIP Support	200,329	200,329					
<b>TOTAL FUNDING USE</b>		2,882,719	2,248,806	200,000	100,000	60,000	46,600	227,313
	201-50-58001-000	888,463	888,463					
	<b>Transfer to General Fund</b>	20,000	20,000					
	<b>Disaster Preparedness Committee Expense</b>	347,312	331,925	0	0	0	15,387	0
	<b>FUND YEAR END BALANCES</b>							

**CAPITAL IMPROVEMENT  
PROGRAM**

**PROJECT DESCRIPTIONS**

**FY 2010-2011**

CIP PROJECT DESCRIPTIONS

TOWN PROJECTS

<b>Project: PD/Admin Roof Replacement</b>	
Description: The Town Center building roof is in need of replacement. It has been patched for several years and the roofer is having difficulty stopping the leaks. Mold has been caused in the PD portion that now requires remediation. The roof needs to be replaced before the remediation can be effective.	
Designer:	Staff
Schedule:	Design summer 2010 Construction summer 2010

Account	FY10-11
201	\$50,000
Total	\$50,000

STREET PROJECTS

<b>Project: Street Patch, Seal and Overlay</b>	
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. A new survey is currently underway to determine the streets to be included in the project.	
Designer:	Staff
Schedule:	Spring 2011

Account	FY10-11
201	\$172,310
202	\$173,860
203	\$93,830
220	\$60,000
Total	\$500,000

<b>Project: Street Reconstruction</b>	
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 on bi-annual surveys conducted with grants from MTC. The 2009-10 allocation has been deferred to 2010-11 in order to perform additional preventative maintenance (slurry and cape seals).	

CIP PROJECT DESCRIPTIONS

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 2010  
 Construction spring/summer 2011

Account	FY10-11
201	\$900,000
Total	\$900,000

Project: Atherton Avenue STP Project Survey

Description: Atherton Avenue from Elena Avenue to El Camino Real will be included in an upcoming federal Surface Transportation Program (STP) funding cycle. The project needs to be surveyed in order to prepare plans and environmental documentation for Caltrans approval.

Designer: Staff/On-call survey consultant Mark Thomas & Associates  
 Schedule: Spring/summer 2010

Account	FY10-11
201	\$66,000
Total	\$66,000

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.

Designer: BKF & H.T. Harvey  
 Schedule: Design underway 2008-10  
 Construction summer 2010 to summer 2011

Account	FY10-11
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CIP PROJECT DESCRIPTIONS

201	\$214,823
403	\$35,177
Total	\$250,000

<b>Project: Upper Atherton Channel Repair Monitoring</b>	
Description: The Upper Atherton Channel Phase 2 project will be constructed in part in 2010. 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 2011 to 2016

Account	FY10-11
403	\$10,000
Total	\$10,000

DRAINAGE PROJECTS

<b>Project: Drainage - Walsh/Belbrook (B1)</b>	
Description: This project is listed in the Nolte Townwide 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 2008-10 Construction spring 2011

Account	FY 10-11
201	\$80,000
Total	\$80,000

<b>Project: Drainage - Mulberry (E4)</b>	
Description: This project is listed in the Nolte Townwide 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	

CIP PROJECT DESCRIPTIONS

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 2008-10  
Construction spring 2011

Account	FY10-11
201	\$35,000
Total	\$35,000

Project: Drainage Projects -

Descriptions:

The following projects are being reviewed in concept for feasibility and estimating purposes. The Nolte Report estimate for all of these projects exceeds \$1 million. The current budget will allow for only one project or the final design of several projects with construction of the remainder budgeted in future years.

Elena/Faxon (T1) - 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.

McBain/Alejandra/Brittany (W2) – The project will construct a storm drain system, in coordination with Menlo College, in an easement from McBain to Alejandra and into Brittany Meadows connecting to an existing discharge pipe to the Atherton Channel.

Heather (Z2) - The project will construct a storm drain system in Heather Drive connecting to an existing discharge pipe to the Atherton Channel.

Irving (AA2 & AA1) - The project will construct a storm drain system in Irving Avenue connecting to an existing discharge pipe to the Atherton Channel.

Due to new permit requirements, the pipe systems of these projects 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. This modification will increase the cost of the projects.

Designer: Wilsey Ham

Schedule: Concept Design underway 2008-10  
Final Design/Construction spring 2011

CIP PROJECT DESCRIPTIONS

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Account	FY 10-11
201	\$150,000
Total	\$150,000

TRAFFIC PROJECTS

<b>Project: Hoover Crosswalk</b>
Description: Residents of Victoria Park requested consideration of an in-roadway lighted crosswalk across Valparaiso Avenue at Hoover Street for better and safer access to downtown Menlo Park. The signalized crosswalk at El Camino Real is undesirable due to the small landing area and the continuous right-turning traffic. The Hoover location is more desirable as a route to downtown. A Highway Safety Improvement Program (HSIP) grant was applied for by the Town and awarded by Caltrans. Approval for the Menlo Park side of the crosswalk is underway.
Designer: Kimley-Horn
Schedule: Design summer 2010 Construction fall 2010

Account	FY 10-11
210	\$4,400
401 (HSIP Grant)	\$30,600
Total	\$35,000

<b>Project: Energy Efficient Street Lights</b>
Description: The Town's electrical bills for street lights are quite large. PG&E has a rebate program for installation of energy efficient lighting. Two types are available, Light Emitting Diode (LED) and Magnetic Induction Florescent (MIF). The light pattern, energy savings and warranty of MIF are superior to LED. PG&E will revise the Town's tariff to lower the electricity and maintenance charges, resulting in saving the cost of the installation in 10 years or less.
Designer: Staff
Schedule: Design 2010 Construction spring 2011

Account	FY10-11
201	\$124,000
401 (PG&E)	\$16,000
Total	\$140,000

## CIP PROJECT DESCRIPTIONS

<b>Project: Street Light Pole Replacement</b>	
Description: Several Town-owned street light poles have been determined to be corroded at the base, weakening the pole. A survey of poles will be conducted and this project will be the first phase of replacing those determined to be failing. If needed, additional budget will be requested in future years for additional replacements.	
Designer:	Staff
Schedule:	Design 2010 Construction spring 2011

Account	FY10-11
201	\$50,000
Total	\$50,000

## PARK PROJECTS

<b>Project: Park - South Meadow Irrigation and Rehabilitation</b>	
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	FY10-11
201	\$60,000
Total	\$60,000

<b>Project: Park – Corporation Yard</b>	
Description: Realign the Park Corporation Yard to enter and exit through the north gate and the area between the yard and the Carriage House, and behind the Carriage House, from the Corporation Yard grounds so it can be landscaped according to the Landscape Master Plan. A new driveway to the north gate will be constructed, the fence will be modified, and bins for storing materials will be constructed.	
Designer:	Staff
Schedule:	Design 2009-10 Construction spring 2011

CIP PROJECT DESCRIPTIONS

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Account	FY10-11
201	\$125,000
Total	\$125,000

<b>Project: Park – Trash Enclosure</b>	
<p>Description: The trash dumpsters in the Park are currently located in the Carriage House Courtyard between the Carriage House and the Corporation Yard. The intent of the Corporation Yard project and this project is to clear that area to allow for the proposed upgraded landscaping project. In addition, per NPDES regulations, trash dumpsters should be housed in a covered structure with an interior drain connected to the sanitary sewer. This project will construct a trash enclosure next to the catering area of the Pavilion, making it more convenient for eventusers.</p>	
Designer:	Staff
Schedule:	Design 2010-11 Construction spring 2011

Account	FY10-11
201	\$60,000
Total	\$60,000

<b>Project: Park – Storage at Main House</b>	
<p>Description: Currently event storage and event furniture storage are housed in temporary rented storage next to the Pavilion. In order to remove the temporary storage, a storage area is proposed next to the Main House at the lower level with a door facing the Pavilion. The roof of the storage will become a deck off the second level, increasing the usability of the Main House rental space.</p>	
Designer:	Staff
Schedule:	Design 2010-11 Construction spring 2011

Account	FY10-11
201	\$100,000
Total	\$100,000

<b>Project: Park – Topographic Survey</b>	
<p>Description: The last survey of the park was prepared on hand drafted plan sheets in 1993. Since that time, considerable improvements have been made to the park, and more</p>	

## CIP PROJECT DESCRIPTIONS

improvements are planned. In order to better plan and design future improvements, the Park needs to be resurveyed in CADD. Future improvements can then be added to the CADD files to maintain the Park configuration into the future.

Designer: On-Call Surveyor Mark Thomas & Associates

Schedule: Design 2010-11

Account	FY10-11
201	\$125,000
Total	\$125,000

<b>Town of Atherton</b>							
<b>Equipment Replacement Fund</b>							
<b>Budget 2010-2011</b>							
			Adopted	Adjusted	Requested	Increase	
		Actual	Budget	Budget	Budget	(Decrease)	
Account	Description	2008-09	2009-10	2009-10	2010-11	Over Prior	%
						Year Budget	Change
610-00-48001-000	Interest on Investments	5,845	2,500	2,500	2,500	-	0.0%
610-00-47509-018	Equip Replace Charges - Finance		10,000	10,000	10,000	-	0.0%
610-00-47509-025	Equip Replace Charges - Building		10,000	10,000	10,000	-	0.0%
610-00-47509-040	Equip Replace Charges - Police	31,000	69,800	69,800	54,000	(15,800)	-22.6%
610-00-47509-053	Equip Replace Charges - DPW Street Maint	20,620	17,361	17,361	17,361	-	0.0%
610-00-47509-057	Equip Replace Charges - DPW Park Maint		2,531	2,531	2,531	-	0.0%
	Trsfr from Computer Services Fd	180,601					
	Trsfr from Admin Services Fd	112,010					
	Sale of Property	732					
	<b>Total Revenues</b>	<b>350,808</b>	<b>112,192</b>	<b>112,192</b>	<b>96,392</b>	<b>(15,800)</b>	<b>-14.1%</b>
	Disaster Preparedness Equipment	40,000				-	0.0%
610-18-57006-018	Computer Software		59,995	92,025	48,325	(43,700)	-47.5%
610-12-57007-012	Office Equip			50,000	46,000	(4,000)	-8.0%
	Vehicles & Accessories	162,748	122,000	122,000		(122,000)	-100.0%
	<b>Total Expenditures</b>	<b>202,748</b>	<b>181,995</b>	<b>264,025</b>	<b>94,325</b>	<b>(169,700)</b>	<b>-64.3%</b>
	Excess (Deficiency) of Revenues Over Expenditures	148,059	(69,803)	(151,833)	2,067	153,900	-101.4%
	Beginning Fund Balance	355,096	503,155	503,155	351,322		
	Ending Fund Balance	503,155	433,352	351,322	353,389		

<b>Equipment Replacement Fund</b>			
<b>Fund 610</b>			
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>		<b>FY 2011 Requested Appropriation</b>
Vehicle Expense	See supplemental Requests		-
Office Equip	Phone System (budget carryover from FY 2010)		46,000
Computer Software	Springbrook licensing (3 of 5)	24,330	
	Travel expenses for implementation and training of town staff budget carryover from FY 2010)	10,000	
	Springbrook approved addendum and contingency (budget carryover from FY 2010)	13,995	48,325
		Total	94,325

Town of Atherton											
Equipment Replacement Schedule											
											6/30/2010
Fund	Dept	Asset Description	Unit #	VIN	Date Placed in Service	Original Cost	Est. Replace Cost 2010	Life Expect	Actual Age	2010	2011
101	18	Financial System Upgrade				121,650	50,000	5		10,000	10,000
101	25	Permit Tracking Sys Upgrade				151,425	50,000	5		10,000	10,000
101	40	2003 Ford Taurus		1FAFP55233G191704	2004	14,184		5	6	-	
101	40	2008 Ford Taurus		1FAHP24W98G129551	2008	26,891	30,000	5	2	6,000	6,000
101	40	1998 Chevrolet S-10 - 1/4 ton pickup		1GCDT19XW1K182853	1998	15,098	-	5	12	-	
101	40	2003 Ford Crown Victoria		2FAF874W23X216778	2002	25,617		5	8	-	
101	40	2008 Ford Crown Victoria		2FAFP71V78X135391	2008	39,320	29,000	5	2	5,800	6,000
101	40	2007 Ford Crown Victoria	6	2FAFP71W57X115471	2007	35,075	29,000	5	3	5,800	
101	40	2000 Ford Crown Victoria	3	2FAFP71W6YX201714	2001	22,532		5	9	-	
101	40	2005 Ford Crown Victoria	7	2FAFP71W75X105165	2005	28,387	29,000	5	5	5,800	
101	40	2007 Ford Crown Victoria	8	2FAFP71W77X115472	2007	35,075	29,000	5	3	5,800	6,000
101	40	2005 Crown Ford Victoria	5	2FAFP71W95X105166	2005	28,387		5	5	5,800	
101	40	2005 Ford Crown Victoria	4	2FAFP71WX5X166350	2006	32,638		5	4	5,800	6,000
101	40	2003 Ford Crown Victoria		2FAFP74X263x140241	2004	21,001		5	6	-	
101	40	2009 Ford Crown Victoria		2FAHP71V49X120521	2009	24,229	29,000	5	-	5,800	6,000
101	40	Toyota Camry (hybrid)			2009	29,150	30,000	5	-	6,000	6,000
101	40	Ford Crown Victoria				27,000	29,000	5	-	5,800	6,000
101	40	Ford Crown Victoria				27,000	28,000	5	-	5,800	6,000
101	40	Toyota Camry (hybrid)				29,205	29,000	5		5,800	6,000
						460,789	291,000			69,800	54,000
101	53	1986 GMC 6000 dump truck	PW 807	16DJ6D1B0GV507807	1986	28,959	34,751	20	24	1,738	1,738
101	53	2001 Dodge Dakota - 1/2 ton pickup		1B7GL22X61S250666	2001	17,885	20,568	15	9	1,371	1,371
101	53	2011 Ford UB pickup truck			2010	45,210	45,210	10	-	2,522	2,522
101	53	1999 Ford F-450 pickup	PW 202	1FDXF46SXXEC90202	1999	30,392	33,431	10	11	3,343	3,343
101	53	1999 Ford F-250 - 3/4 ton	PW 200	1FTNX21S0XEC89200	1999	22,930	25,223	10	11	2,522	2,522
101	53	John Deere 310-SJ Loader w/ backhoe		T0310TJ170233		97,743	117,291	20	2	5,865	5,865
						243,119	276,474			17,361	17,361
101	57	1994 Ford F-250 1/2 ton	PRK 002	1FTHF25H1RLA59002	1994	14,962	17,954	20	16	898	898
101	57	Turfstar Utility Truck			2004	14,851	16,336	10	6	1,634	1,634
						29,813	34,290			2,531	2,532
					<b>Total</b>	<b>1,006,795</b>	<b>701,764</b>			<b>109,692</b>	<b>93,893</b>

<b>Town of Atherton</b>	
<b>Equipment Replacement Fund</b>	
<b>Budget 2010-2011</b>	
	<b>Supplemental Budget Request</b>
<u>Description</u>	
<b>Request #1 Police</b>	
Replace one Ford Crown Victoria Patrol Car #6 (2FAFP71W57X115471) totaled by DUI ABAG Reimbursed Town for value: \$3,392.63 in FY 2009-10	30,000
<b>Request #2 DPW</b>	
Replace one 1986 GMC dump truck VID#16DJ6D1B0GV507807 Reason: Vehicle has reached far past the end of its useful life.	75,000
<b>Total</b>	<b>105,000</b>

<b>Town of Atherton</b>						
<b>Workers' Compensation Fund</b>						
<b>Budget 2010-2011</b>						
					<b>Increase</b>	
			<b>Adopted</b>	<b>Requested</b>	<b>(Decrease)</b>	
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Over Prior</b>	<b>%</b>
<b>Account</b>	<b>Description</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>Year Budget</b>	<b>Change</b>
614-00-48001-000	Interest on Investments	4,929	1,500	1,500	-	0.0%
614-00-47503-000	Charges for Services	169,527				
614-00-47503-012	Charges for Services - Admin Dept		754	960	206	27.3%
614-00-47503-018	Charges for Services - Finance Dept		434	559	125	28.8%
614-00-47503-025	Charges for Services - Building Dept		25,454	709	(24,745)	-97.2%
614-00-47503-040	Charges for Services - Police Dept		94,506	28,762	(65,744)	-69.6%
614-00-47503-050	Charges for Services - DPW Engineering		3,607	970	(2,637)	-73.1%
614-00-47503-053	Charges for Services - DPW Street Maint		14,556	1,973	(12,583)	-86.4%
614-00-47503-057	Charges for Services - DPW Park Maint		8,009	1,397	(6,612)	-82.6%
614-00-47503-058	Charges for Services - DPW Building Maint		4,837	937	(3,900)	-80.6%
614-00-47503-059	Charges for Services - DPW Park Program		4,763	760	(4,003)	-84.0%
614-00-47503-058	Charges for Services - Tennis Fund		813	85	(728)	-89.5%
	<b>Total Revenues</b>	<b>174,457</b>	<b>159,233</b>	<b>38,612</b>	<b>(120,621)</b>	<b>-75.8%</b>
614-30-51013-000	Worker's Comp Expense	19,770	26,360	142,147	122,377	464.3%
614-30-51017-000	Safety/Compliance Program Assessment	1,285	5,833	7,756	6,471	110.9%
	Other Contract Services	3,500				
	<b>Total Expenditures</b>	<b>24,555</b>	<b>32,193</b>	<b>149,903</b>	<b>128,847</b>	<b>400.2%</b>
	<b>Net</b>	<b>149,901</b>	<b>127,040</b>	<b>(111,291)</b>	<b>(249,468)</b>	<b>-196.4%</b>

		<b>Worker's Compensation</b>	
		<b>Fund 614</b>	
			<b>FY 2011</b>
	<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>	<b>Requested Appropriations</b>
	WC Assessment	Assessment by the Cities Group (JPA)	142,147
	Safety Program Assess	Assessment by the Cities Group (JPA)	7,756
			149,903

<b>Town of Atherton</b>						
<b>General Liability Fund 615</b>						
<b>Budget 2010-2011</b>						
					<b>Increase</b>	
		<b>Adopted</b>	<b>Adjusted</b>	<b>Requested</b>	<b>(Decrease)</b>	
		<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Over Prior</b>	<b>%</b>
<b>Account</b>	<b>Description</b>	<b>2009-10</b>	<b>2009-10</b>	<b>2010-11</b>	<b>Year Budget</b>	<b>Change</b>
615-00-48001-000	Interest on Investments	500	500	700	200	40.0%
615-00-47504-000	Liability Insurance Charge	190,937	190,937	205,476	14,539	7.6%
615-00-47505-000	Employment Practice Liability Charge	36,000	36,000	37,800	1,800	5.0%
	<b>Total Revenues</b>	<b>227,437</b>	<b>227,437</b>	<b>243,976</b>	<b>16,539</b>	<b>7.3%</b>
616-30-53019-000	Liability Insurance Expense	90,937	140,937	105,476	(35,461)	-25.2%
615-30-53020-000	Employment Practice Liability	36,000	36,000	37,800	1,800	5.0%
	<b>Total Expenditures</b>	<b>126,937</b>	<b>176,937</b>	<b>143,276</b>	<b>(33,661)</b>	<b>-19.0%</b>
	<b>Net</b>	<b>100,500</b>	<b>50,500</b>	<b>100,700</b>	<b>50,200</b>	<b>99.4%</b>

	<b>General Liability Fund</b>		
	<b>Fund 615</b>		
			<b>FY 2011</b>
	<b>Account No.</b>	<b>Quantity, brief description and justification</b>	<b>Requested</b>
	<b>&amp; Title</b>	<b>of items requested</b>	<b>Appropriations</b>
	Liability Insurance	Premium to ABAG	105,476
	Employment Practice	Premium to ABAG	37,800
		Total	143,276

<b>Town of Atherton</b>						
<b>Employee Benefits Fund 616</b>						
<b>Budget 2010-2011</b>						
					<b>Increase</b>	
		<b>Adopted</b>	<b>Adjusted</b>	<b>Requested</b>	<b>(Decrease)</b>	
		<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Over Prior</b>	<b>%</b>
<b>Account</b>	<b>Description</b>	<b>2009-10</b>	<b>2009-10</b>	<b>2010-11</b>	<b>Year Budget</b>	<b>Change</b>
616-00-48001-000	Interest on Investments	3,000	3,000	3,000	-	0.0%
616-00-47506-012	GASB 45 ARC - Admin	91,898	91,898	95,713	3,815	4.2%
616-00-47506-018	GASB 45 ARC - Finance	34,434	44,995	48,607	3,612	8.0%
616-00-47506-025	GASB 45 ARC - Building	74,878	110,411	119,276	8,865	8.0%
616-00-47506-040	GASB 45 ARC - Police	359,631	401,099	418,190	17,091	4.3%
616-00-47506-050	GASB 45 ARC - DPW Engineering	46,091	54,232	58,587	4,355	8.0%
616-00-47506-053	GASB 45 ARC - DPW Street Maint	43,415	68,791	74,315	5,524	8.0%
616-00-47506-057	GASB 45 ARC - DPW Park Maint	11,078	11,078	11,390	312	2.8%
616-00-47506-058	GASB 45 ARC - DPW Park Program	17,404	30,646	29,791	(855)	-2.8%
616-00-47507-012	EE Benefits Earned - Admin	4,540	4,540	4,549	9	0.2%
616-00-47507-018	EE Benefits Earned - Finance	2,616	2,616	2,649	33	1.3%
616-00-47507-025	EE Benefits Earned - Building	5,977	5,977	6,234	257	4.3%
616-00-47507-040	EE Benefits Earned - Police	48,915	48,915	49,968	1,053	2.2%
616-00-47507-050	EE Benefits Earned - DPW Engineering	2,952	2,952	2,816	(136)	-4.6%
616-00-47507-053	EE Benefits Earned - DPW Street Maint	2,607	2,607	2,259	(348)	-13.3%
616-00-47507-057	EE Benefits Earned - DPW Park Maint	1,340	1,340	1,667	327	24.4%
616-00-47507-058	EE Benefits Earned - DPW Park Program	1,163	1,163	1,163	-	0.0%
616-00-47507-059	EE Benefits Earned - DPW Bldg Maint	1,118	1,118	1,118	-	0.0%
616-00-47508-012	Unemploy Benefits - Admin	4,540	4,540	4,549	9	0.2%
616-00-47508-018	Unemploy Benefits - Finance	2,616	2,616	2,649	33	1.3%
616-00-47508-025	Unemploy Benefits - Building	5,977	5,977	6,234	257	4.3%
616-00-47508-040	Unemploy Benefits - Police	25,683	25,683	25,693	10	0.0%
616-00-47508-050	Unemploy Benefits - DPW Engineering	2,952	2,952	2,816	(136)	-4.6%
616-00-47508-053	Unemploy Benefits - DPW Street Maint	2,709	2,709	2,360	(349)	-12.9%
616-00-47508-057	Unemploy Benefits - DPW Park Maint	1,565	1,565	1,707	142	9.1%
616-00-47508-058	Unemploy Benefits - DPW Park Program	1,719	1,719	1,719	-	0.0%
616-00-47508-059	Unemploy Benefits - DPW Buidling Maint	1,118	1,118	1,118	-	0.0%
	<b>Total Revenues</b>	<b>801,936</b>	<b>936,257</b>	<b>980,137</b>	<b>43,880</b>	<b>4.7%</b>
616-30-51009-030	Retiree Health-Care	178,826	178,826	200,651	21,825	12.2%
616-30-51016-030	Unemployment Insurance/Benefits Payout	46,800	46,800	48,846	2,046	4.4%
	<b>Total Expenditures</b>	<b>225,626</b>	<b>225,626</b>	<b>249,497</b>	<b>23,871</b>	<b>10.6%</b>
	<b>Net</b>	<b>576,310</b>	<b>710,631</b>	<b>730,640</b>	<b>20,009</b>	<b>2.8%</b>

		<b>Employee Benefits Fund</b>	
		<b>Fund 616</b>	
			<b>FY 2011</b>
	<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>	<b>Requested Appropriations</b>
	Retiree Health-Care	Premium to CalPERS (pay-as-you-go)	200,651
	Unemp Insurance/Benefits Payout	Payments to Employment Development Dept	48,846
		Total	249,497

## 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.

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON  
RESCINDING RESOLUTION NO. 09-26

WHEREAS, on August 19, 2009, the City Council adopted Resolution 09-26 authorizing the establishment of a General Fund reserve policy;

WHEREAS, the City Council desires to rescind the establishment of the reserve fund policy for the General Fund;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Atherton does hereby rescind resolution 09-26.

\* \* \* \* \*

*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 , by the following vote:*

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

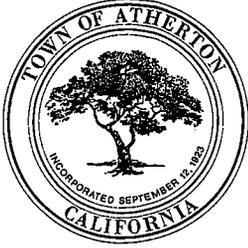
\_\_\_\_\_  
Jerry Carlson, MAYOR  
Town of Atherton

ATTEST:

\_\_\_\_\_  
Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Wynne Furth, City Attorney



# Town of Atherton

## 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 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 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

Budget/Fund Balance Policy Exhibit A 051910

- 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 majority vote of the City Council will be required to use reserves. Any recommendation shall be accompanied by a proposal 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.