



AMENDED AGENDA

Town of Atherton

CITY COUNCIL/ATHERTON CHANNEL DRAINAGE DISTRICT

June 20, 2012

5:00 P.M.

Meeting Room

Town Administrative Offices

91 Ashfield Road
Atherton, California

Special Meeting

ROLL CALL Widmer, Lewis, Dobbie, McKeithen, Carlson

PUBLIC COMMENTS

PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS

CLOSED SESSION

B. CONFERENCE WITH LABOR NEGOTIATOR – Labor negotiations pursuant to Government Code Section 54957.6

Agency Negotiators: Theresa DellaSanta, Interim City Manager; Geoffrey Rothman, Renne Sloan Holtzman Sakai, LLP.

Employee Organization: Miscellaneous - Teamsters Local Union 856

Agency Negotiators: Theresa DellaSanta, Interim City Manager; Geoffrey Rothman, Renne Sloan Holtzman Sakai, LLP.

Employee Organization: Management Employees & Confidential Unit

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

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

One potential case

RECONVENE TO OPEN SESSION -Report of action taken.

ADJOURN

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



AMENDED AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL DRAINAGE
DISTRICT
June 20, 2012
5:30 P.M.
Meeting Room
Town Administrative Offices
91 Ashfield Road
Atherton, California
Special Meeting

ROLL CALL **Widmer, Lewis, Dobbie, McKeithen, Carlson**

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

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DISTRICT
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Meeting Room
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91 Ashfield Road
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AGENDA
Town of Atherton
CITY COUNCIL
ATHERTON CHANNEL DRAINAGE DISTRICT
June 20, 2012
7:00 p.m.
Council Chambers
94 Ashfield Road
Atherton, California
REGULAR MEETING

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL** Lewis, Dobbie, Widmer, McKeithen, Carlson

3. **PRESENTATIONS**

Proclamation to Grant Shaffer – Presented by Mayor Widmer

Oath of Office – New Officer Chris Pettit – Administered by Chief Flint

4. **PUBLIC COMMENTS** *(This portion of the meeting is reserved for persons wishing to address the Council on any matter not on the Agenda that is within the subject matter jurisdiction of the City Council. State law prohibits the Council from acting on items not listed on the Agenda except by special action of the City Council under specified circumstances. Speakers' time is limited to three minutes.)*

5. **REPORT OUT OF CLOSED SESSION**

6. **CITY MANAGER'S REPORT**

7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT**

CONSENT CALENDAR (Items 8-19)

(Consent Calendar items are routine in nature and are generally considered in one motion and adopted by a single vote of the City Council. If discussion regarding a Consent Calendar item is desired, the member(s) of the City Council, public, and/or staff wishing to pull the item should so indicate at the time the Mayor calls for consideration of the Consent Calendar.)

8. **APPROVAL OF MAY 16, 2012 REGULAR MEETING MINUTES**

Recommendation: Approve May 16, 2012 regular meeting minutes

9. **APPROVAL OF BILLS AND CLAIMS FOR MAY, 2012 IN THE AMOUNT OF \$990,796**

Recommendation: Approve Bills and Claims in the amount of \$990,796

- 10. APPROVE THE SELECTION OF BKF ENGINEERS FOR THE GRADING AND DRAINAGE CRITERIA UPDATE AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONSULTANT SERVICES AGREEMENT FOR A NOT-TO-EXCEED FEE OF \$74,432**
Report: Public Works Director Mike Kashiwagi
Recommendation: Approve the selection of BKF Engineers for the Grading and Drainage Criteria Update and authorize the City Manager to execute the Consultant Services Agreement in an amount not-to-exceed \$74,432
- 11. AWARD OF CONTRACT FOR THE 2012 PARK FACILITY PAINTING PROJECT**
Report: Public Works Director Mike Kashiwagi
Recommendation: Award the contract for 2012 Park Facility Painting Project, project number 56054, to Olympic Painting, the low bidder on the May 31, 2012 bids. Staff recommends accepting base bid of \$25,440.00 for exterior painting of Carriage House and City Managers residence and the add-alternate of the Water Tower for an additional \$5720.00 for a total of \$31,160.00
- 12. AWARD OF CONTRACT FOR THE 2012 TREE MAINTENANCE SERVICE CONTRACT #56053**
Report: Public Works Director Mike Kashiwagi
Recommendation: Award the contract for the 2012 Tree Maintenance Project, project number 56053 to West Coast Arborists, Inc., the low bidder on the May 30, 2012 bids, for \$60,000, and to authorize the Mayor to sign the contract on behalf of the Town
- 13. ATHERTON LIBRARY BUILDING PROJECT – THIRD AMENDMENT TO LSA ASSOCIATES AGREEMENT**
Report: Town Planner Neal Martin
Recommendation: Approve the Third Amendment to the LSA Associates agreement which expands the scope of services to provide additional services and adds \$24,465 to the compensation, and authorize the City Manager to execute the amendment
- 14. APPROVAL OF A RESPONSE TO THE ATHERTONIANS YAHOO USERS GROUP**
Report: City Attorney Bill Conners
Recommendation: 1. Approve a response to the Athertonians yahoo users group. 2. Direct staff to amend the Town’s newsletter by adding descriptors to the title, for example “The Athertonian, the Official Newsletter of the Town of Atherton.”
- 15. RESOLUTION APPROVING THE SALARY SCHEDULE FOR TOWN STAFF FOR FISCAL YEAR 2012-13**
Report: Finance Director Debra Auker
Recommendation: Adopt the resolution approving the attached Salary Schedule for Town Staff for Fiscal Year 2012-13
- 16. A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON ACCEPTING A DECERTIFICATION PETITION SUBMITTED BY TEAMSTERS LOCAL UNION NO. 856 MEMBERS AND ACKNOWLEDGE RECEIPT OF**

DISCLAIMED INTEREST IN REPRESENTATION BY TEAMSTERS LOCAL UNION NO. 856 REPRESENTATIVES

Report: Interim City Manager Theresa DellaSanta

Recommendation: Approve Resolution No. 12-xx accepting a decertification petition submitted by the Teamsters Local Union No. 856 members, and acknowledge receipt of disclaimed interest in representation by Teamsters Local Union No. 856 representatives

17. ATHERTON POLICE FOUNDATION DONATION PROCEDURES

Report: Police Chief Ed Flint

Recommendation: Approve the Atherton Police Foundation (APF) procedures thereby allowing the police department to work with the group in obtaining equipment and other goods provided by donors of the APF

18. ADOPTION OF RESOLUTION 12-XX APPROVING UPDATE OF THE TOWN'S CONFLICT OF INTEREST CODE AND APPENDIX "A" DESIGNATING POSITIONS IN THE CONFLICT OF INTEREST CODE

Report: Interim City Manager Theresa DellaSanta

Recommendation: Adopt a Resolution Amending Conflict of Interest Code of Non-Elected Officials and Designated employees of the Town of Atherton

19. CONSIDERATION AND POSSIBLE ADOPTION OF A RESOLUTION ASSESSING A SPECIAL TAX FOR MUNICIPAL SERVICES FOR THE FISCAL YEAR 2012-2013

Report: Finance Director Debra Auker

Recommendation: Adopt a resolution assessing a special tax for municipal services for the Fiscal Year 2012-2013

PUBLIC HEARINGS - (Item 20)

20. FIRST READING: INTRODUCTION OF CITY MANAGER ORDINANCE TO AMEND CHAPTER 2.12 ESTABLISHING A CITY MANAGER POSITION DESCRIPTION

Report: City Attorney Bill Conners

Recommendation: Introduction of a City Manager Ordinance to amend Chapter 2.12 establishing a City Manager position description. Three votes are required to introduce the Ordinance. A second vote, scheduled at least ten days after the date of this meeting, is required to pass the ordinance.

REGULAR AGENDA – (Items 21-28)

21. APPROVAL OF CONTRACT WITH GODBE RESEARCH FOR A POLLING SURVEY FROM GODBE RESEARCH

Report: Interim City Manager Theresa DellaSanta

Recommendation: Approve contract with Godbe Research to conduct a polling survey in an amount not to exceed \$18,500, and authorize the City Manager to negotiate and execute the contract

22. AUTHORIZE THE APPROPRIATION AND PAYMENT OF \$1,224,321 TO PAY OFF THE CALPERS PENSION PLAN SIDE FUND OBLIGATIONS FOR THE ATHERTON SAFETY PLAN BY JUNE 30, 2012 AND COMMIT FUNDS TO PAYOFF THE MISCELLANEOUS PENSION PLAN SIDE FUND OBLIGATIONS IN JUNE 2013

Report: Finance Director Debra Auker

Recommendation: Adopt a resolution (Attachment A) to appropriate and authorize payment of \$1,224,321 to the California Public Employees' Retirement System (CalPERS) to pay off, in full, the CalPERS Safety Pension Plan Side Fund obligation prior to June 30, 2012 from General Fund reserves. Staff also recommends committing \$704,313 of General Fund Balance to pay off the Miscellaneous Pension Plan Side Fund obligation by July 1, 2013

23. APPROVAL OF FISCAL YEAR 2012-2013 OPERATING AND CAPITAL IMPROVEMENT BUDGET

Report: Finance Director Debra Auker

Recommendation: Approve Resolution 12-xx adopting the revised Fiscal Year 2012-2013 Operating and Capital Budget

24. APPROVAL OF RESOLUTION ESTABLISHING AND GOVERNING TOWN COMMITTEES AND COMMISSIONS

Report: Interim City Manager Theresa DellaSanta

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

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

Report: Public Works Director Mike Kashiwagi

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

26. PROVIDE STAFF DIRECTION REGARDING THE DEVELOPMENT OF A SPEED HUMP POLICY FOR THE TOWN OF ATHERTON

Report: Public Works Director Mike Kashiwagi

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

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

Report: Interim City Manager Theresa DellaSanta

Recommendation: Staff recommends the adoption resolution 12-xx calling for a General Municipal Election, for the purpose of electing two (2) members of the Atherton City

Council, to be held on November 6, 2012; requesting the San Mateo County Board of Supervisors to consolidate the election with any other elections to be held on November 6, 2012; contracting with the Chief Elections Official for the purpose of providing election services; and authorizing the City Manager to sign the service agreement with the County Elections Officer

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

Report: Interim City Manager Theresa DellaSanta

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

CONSENT, CONTINUED

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

Report: Finance Director Debra Auker

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

30. COUNCIL REPORTS/COMMENTS

31. FUTURE AGENDA ITEMS

32. PUBLIC COMMENTS

33. ADJOURN

PLEASE NOTE THE FOLLOWING INFORMATION:

If you challenge a Town zoning, planning, or any other decision in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this agenda, or in written correspondence delivered to the City Council at, or prior to, the public hearing. Judicial review of any Town administrative decision may be had only if a petition is filed with the court not later than the 90th day following the date upon which the decision becomes final.

Judicial review of environmental determinations may be subject to a shorter time period.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection by 5:00 p.m. the Friday before each regularly scheduled City Council meeting at the Atherton Library, 2 Dinklespiel, Station Lane, and the Town Administrative Offices, 91 Ashfield Road, Atherton,

CA 94027. Additionally, agendas and staff reports may be accessed on the town website at: www.ci.atherton.ca.us

In compliance with SB 343, materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the Town Administrative Offices, 91 Ashfield Road, during normal business hours.

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Item 3

PROCLAMATION

OF THE CITY COUNCIL OF THE TOWN OF ATHERTON

IN RECOGNITION OF

GRANT SHAFFER

WHEREAS, GRANT SHAFFER has earned the rank of Eagle Scout in the Boy Scouts of American on January 27, 2012 and will receive his Eagle Scout badge on May 27, 2012; and

WHEREAS, GRANT SHAFFER served as an assistant patrol leader twice, a chaplains aid, a quartermaster, a historian, an assistant senior patrol leader and troop instructor; and

WHEREAS, GRANT SHAFFER'S Eagle Scout Leadership Service Project involved gathering donations to build 12 new redwood bluebird boxes and refurbished 6 old bluebird boxes from Encinal School. Shaffer then gave 10 new and 5 refurbished bluebird boxes to Encinal School, 2 new bluebird boxes and 1 refurbished box to KirkHouse Preschool in Menlo Park. This project will help restart the bluebird program at Encinal School. At completion, Grant earned an impressive 175 service hours.

WHEREAS, GRANT SHAFFER is a senior at Menlo-Atherton (M-A) High School where he earned a cumulative grade point average of over 3.6 and will be attending Auburn University.

NOW, THEREFORE I, by virtue of the authority vested in me as Mayor of the Town of Atherton, do hereby commend **GRANT SHAFFER** in achieving Eagle Scout status with Boy Scout Troop 206 and express sincere appreciation for his service to the community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Atherton to be affixed this 20th day of June, 2012

Bill Widmer, MAYOR
Town of Atherton



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: THERESA DELLASANTA, INTERIM CITY MANAGER

DATE: FOR THE REGULAR MEETING OF JUNE 20, 2012

SUBJECT: CITY MANAGER WRITTEN REPORT

ADMINISTRATION:

At the April 2012 San Mateo County Library JPA Operations Committee meeting it was recommended that beginning in FY2012-13 the Library JPA create separate Trust Fund accounts for each Donor City to deposit all new excess donor library revenue. Two weeks later the Governing Board approved the recommendation. For Atherton this action means that, in June 2013 when the Library JPA determines the amount of excess donor funds for the prior fiscal year, these funds will be deposited into a Trust Account (San Mateo County Pooled Investment Fund) in the name of the Atherton Library, rather than the funds being sent to the Town for deposit into the Town investment portfolio.

The recommendation to re-establish accounts held by the Library for the donor funds has been in discussion for the past several years. This change would result in donor funds being handled the way they were originally when the JPA was formed. Library staff believes it will create less confusion related to how library funds can be used. The two other Towns (Portola Valley & Woodside) that have donor funds are supportive of this change.

Town staff (City Manager and Finance Director) met with the Library Director last week to discuss the reason for the recommendation and to receive information on the history of the JPA.

The San Mateo County Library JPA was formed in 1999. In 2002, Library Management staff had obtained Governing Board approval to transfer San Mateo County Library property tax revenue identified as Donor City funds to separate library trust accounts to

be held by the affected member cities. At that time, the reasoning for the decision was because staff felt accumulation of the revenue was artificially inflating the fund balance.

Current Library staff feels that the 2002 decision was not the intent of the JPA agreement and the simple way to resolve any confusion regarding the funds is to create separate trust accounts in accordance with specific regulations, restrictions and limitations which would be segregated from the general operating budget and also accrue interest. The interest earned would be based on the San Mateo County Pooled Investment Fund and would be distributed quarterly. Furthermore, an instructive policy clarifying the use of the donor funds and the method for distributing the revenue in a consistent manner will be established. Existing excess funds would remain in the accounts currently held by each donor city and will be fully depleted before accessing funds in the newly established trust accounts.

Town staff continues to review background information and documents provided by the Library Director.

FINANCE DEPARTMENT:

The Town's independent auditors were on site in May. The Interim Finance Director presented their annual audit planning memo and pending audit comments to the Finance Committee on June 12. The Finance Committee also met with the investment advisor for the newly approved PARS Trust for retiree medical (OPEB) benefits to provide the Interim Finance Director with direction related to the Trust's investment strategy.

BUILDING DEPARTMENT:

Building Services – Continuous Improvement Initiatives

As part of its internal Quality Assurance Program, Interwest Consulting Group has initiated a number of Quality Assurance/Quality Control system and process improvements. The purpose of this activity is to promote and insure the highest quality and customer responsive services to the Town of Atherton by implementing initiatives and internal controls which promote quality, consistency, completeness, and transparency in the functions and work activities performed by Interwest Consulting Group as the Building Services Provider for the Town of Atherton.

Over the past two weeks, Ron Beehler P.E., S.E., CBO, Manager of Building Services for Interwest has been on site in Atherton reviewing the quality and completeness of building inspections and building plan reviews. Although there were several items identified for improvement, the overall quality and completeness of building inspections and plan review was found to either meet or exceed industry standards. This type of review will be conducted by Interwest every 6 months.

As part of this review process, Interwest identified and has implemented several system and process improvement initiatives to continually improve service quality, completeness, and consistency. These initiatives include:

- Each week the Chief Building Official will perform 3-5 unscheduled site visits/inspections to review the quality and consistency of building inspections as well as reviewing the conditions of construction sites
- Inspection checklists will be prepared to facilitate improved compliance to building code requirements. This will also improve the consistency and completeness of building inspections performed
- For completed plan reviews, correction letters will be prepared in addition to the “red line” mark-ups of the plans. This will provide improved documentation of plan deficiencies and required corrections. The correction letters will also be placed into the CRW permit system to enhance the Town’s electronic database for permits issued on properties in Atherton
- Town staff (Kelli Robertson) will conduct telephone customer surveys to increase customer feedback and provide a more independent methodology for capturing feedback on building services provided.

In addition to the above, during the site reviews of Interwest services, improvements regarding tree protection and construction erosion control were also identified to improve compliance with Town Ordinances and the State NPDES Permit requirements. These services are provided by the Town Arborist and Assistant Engineer. To improve compliance and ongoing maintenance of these requirements during construction, new protocols will be developed and implemented over the next several months. These will include:

- Prior to the commencement of construction activities, the site will be inspected by the Town Arborist and Assistant Engineer to insure tree protection and erosion control requirements have been properly installed per the approved plans
- Town building inspectors will be trained on tree protection and erosion control/stormwater discharge requirements so they can perform visual inspections during site visits to ensure these requirements are properly maintained during construction. If tree protection or erosion control measures appear to be non-compliant, the building inspector will notify the Town Arborist or Engineer so they can perform a more detailed site review to properly address compliance issues with the contractor
- Interwest will develop and sponsor Tree Protection and SWPPS training for contractors, architects, and engineers working in Atherton to educate and inform regarding local and state regulatory requirements
- At the end of construction, tree protection and erosion control measures must remain in place until removal has been reviewed and approved by the Town Arborist and Engineer

COMMUNITY SERVICES DEPARTMENT: - See attached community services report (Attachment 1)

PLANNING DEPARTMENT: - See attached Community Services Department update

POLICE DEPARTMENT:

I. Police Activity-This reporting period's activity includes 85 criminal investigations.

The table below depicts the most frequently reported crime classifications for this period and compares it to 2011 data for the same time period:

May 2012		May 2011	
Classification	Count	Classification	Count
1. Theft, Burglary, Fraud, and Abuse (Child and Elder)	5	1. Assault	7
2. Warrant Arrest	4	2. Theft (grand and petty)	6
3. DUI/5150/Disturbance	3	3. DUI	3

During this period, 69 offenders were cited, arrested or referred to the District Attorney's office for prosecution. 55 of those cases were for vehicle code violations that included not having a driver's license, driving with a suspended driver's license, and DUI. There were four warrant arrests, an arrest for trespassing on school grounds, and a juvenile was arrested for a probation violation.

There were 566 officer initiated incidents, which resulted in 354 citations being issued for vehicle code violations. Officers also initiated 247 other types of incidents that include contacting suspicious people on the street or those in cars, as well as security checks at schools and at HP Park.

There were 1621 incidents and no citizens' complaints this reporting period.

II. Schools:

Number of total incidents this reporting period:

Menlo-Atherton High School: **31**

Encinal School: 3

Sacred Heart School/St. Josephs: 4

Laurel School: 7

Menlo School: 7

Menlo College: 4

Las Lomitas School: 7

Selby Lane School: 14

This month's incidents at Menlo Atherton High School consisted of security checks, traffic enforcement, several suspicious vehicles, juvenile problems, and the theft of over \$1,000 worth of cell phones from the boys locker room (including 2 Iphones, both of which were recovered).

III. HP Park:

Holbrook Palmer Park had 21 incidents this reporting period. 12 of those incidents were security checks done by officers. Other police activity at the park included suspicious vehicles, a reported flood (broken sprinkler), a citizen assist (malfunctioning elevator) leash law violators, and an illegally parked vehicle.

IV. Ordinance Violations:

Officers responded to 23 ordinance violation calls this month. These calls were for construction ordinance violations, leash law violations, loud music, tree being cut with no permit, trash cans left out after pick up days, illegal solicitors, garage sale without a permit, a subject selling produce without a permit, and food vendor (truck) without a license.

V. Traffic Safety:

There were 10 traffic collision cases taken this month.

VI. Presidential/Dignitary Visits:

President of the United States-Barack Obama Dignitary Visit, 23 May 2012.

President of the United States (POTUS) Barack Obama attended a fundraising event on Monte Vista Avenue on Wednesday, 23 May 2012. USSS provided the POTUS Protective Detail for President Obama including sites agents, screening teams, motorcade security teams, tactical assault teams, sniper/counter-sniper teams, counter-

intelligence/counter-surveillance teams, EOD teams, and technical security teams. Motorcade operations and security was provided by the California Highway Patrol. The Atherton Police Department provided law enforcement support at the site including security screening and traffic control. No calls for service or reported incidents.

VII. Vacation House Checks:

APD performed a total of 903 home security checks during May.

Our monitoring showed there was an average of 52 total calls for service/officer initiated incidents per day for a total of 1,611 incidents. The table below depicts the activity:

Patrol Statistics - May 2012

Calls for Service	1,055
Officer initiated	813

VIII. Response Times:

The average response time for Priority 1 Calls for Service (Incidents are categorized from 1 to 3 with one being the highest priority) was 7 minutes during this time period, which met our goal of having an average response time of less than 8 minutes.

IX. Investigations:

Case 12-258, Several iPads and iPhones were stolen out of the boys locker room during a Lacrosse game at Sacred Heart Prep. Sacred Heart owns the iPads and had distributed them to the students. Tracking features were not turned on. San Mateo County is investigating a similar case in their jurisdiction and is following a potential lead.

Case 12-272, Approximately seven firearms were stolen out of a house on Holbrook Lane, that was vacant for the past eight years. The case is currently under investigation.

Case 12-300, several iPads, cell phones, and a Macbook were stolen out of the locker room at Menlo School. The iPads were owned by Menlo School. The tracking features were not turned on. There are currently no investigative leads.

5-16-12 - Traffic Stop on Watkins Ave that yielded nearly 15oz of medical grade marijuana. Suspect was a courier for a medical marijuana dispensary, though such services are not authorized in the compassionate use statutes.

X. Disaster Preparedness:

On May 24, 2012, the Atherton Police Department in partnership with the Menlo Park Police Department, the East Palo Alto Police Department and the Menlo Park Fire District, participated in a countywide Emergency Operation Center exercise. The exercise consisted of a high-magnitude earthquake, to which the previously named jurisdictions had to form a multi-agency EOC and respond to the various situations in the three cities. It gave our personnel training and experience on how to operate in an EOC and how to communicate with the county Office of Emergency Services (OES). Atherton Police Personnel who participated in this exercise:

Chief Ed Flint, Sgt. Kristin Lopez, Sgt. Rick Enberg, Trng Mgr Jennifer Frew, Tactical Dispatcher Janelle Miller and Andrea Mardesich from the Building Department.

XI. Special Events:

Menlo-Atherton High School Big Bear Run, 6 May 2012

The Menlo-Atherton High School Athletic Boosters hosted the 7th annual Big Bear Run at Menlo-Atherton High School on Sunday, 6 May 2012, from 0900 hours to approximately 1200 hours. This is fundraising event to help pay for athletic uniforms, equipment, and coaching stipends for the Menlo-Atherton High School sports program. Attendance for this event is estimated to be approximately 1200 runners. The Atherton Police Department's primary responsibility for this event is to provide traffic control and overall safety for the participants. The run route was from Menlo-Atherton High School along Ringwood Avenue, onto Frederick Drive, to Greenoaks Avenue, and onto Oakwood Avenue. The run route continues and concludes back at Menlo-Atherton High School. No calls for service or reported incidents.

Las Lomita Elementary School Fun Run, 12 May 2012.

Las Lomita Elementary School hosted the 1st annual Fun 5K Run on Saturday, 12 May 2012 from 0900 to approximately 1100 hours. This was a school fundraising event. Attendance was approximately 100 participants. The Atherton Police Department's primary responsibility for this event is to provide traffic control and overall safety for the participants. The run route started from Las Lomita Elementary School on Camino Al Lago, onto Park Lane, onto Britton Avenue, to Isabella Avenue, and concluding back at Las Lomita Elementary School. No calls for service or reported incidents.

XII. Training:

The Police Department completed the following training for the month of May for a total of 139 hours.

<u>NAME</u>	<u>TRAINING/HOURS</u>	<u>DATES</u>

Gomez	Search Warrant Invest./24 hours	5-2 to 5-4
Mills	IA Course/D-Prep/24 hours	5-7 to 5-9
Dennis	FTO Update/24 hours	5-9 to 5-11
<u>NAME</u>	<u>TRAINING/HOURS</u>	<u>DATES</u>
Mills	FTO Training/SAC program/24 hours/SBRPSTC	5-14 to 5-16
Yoakum Gomez	GTF Training Course/8 hours	5-16
Lopez	Domestic Violence Officer Involved/16 hours/SDRTC	5-8 to 5-9
Lopez	CAHAN Training/SMCO/3 hours	5-22
Yoakum	Special Victims unit Investigations/8 hours/SFPD	5-30

PUBLIC WORKS PROJECT UPDATES:

- Sweep contracted monthly streets –62 miles, 15 yards of debris, 8.65 tons.
- Service requests –
 - Pothole repairs (3)
 - Replace faded out No Parking zone signs on Alejandra
 - Ped xing sign knocked down Watkins/Middlefield
 - Repair/replace loose tiles on floor – Knox playschool
 - Stop sign repair – Walsh/Valley
 - Restroom inoperative – park playground
 - Install and pick up – barricades for Presidents visit

- Illegal dumping clean-up on Oakwood
- Sprinkler repairs – ECR median
- Response - Tree down – Park Lane
- Response – Gas line hit Selby Lane at Polhemus
- Weekly litter removal on ECR.
- Litter Marsh Road, Middlefield Road and Alameda.
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp yard clean-up, vehicle/tool maintenance.
- Paint pavement delineation – Keep clear markers on Middlefield Road and Watkins, James and Linden, Bike lane stenciling, stop bars various locations.
- Park events – set up, staff and clean up 6 events at HPP
- Weed control – various locations including Middlefield Road, Marsh, ECR and Alameda.
- Tennis court clean-ups (weekly).
- Park General daily duties – mowing, empty garbage/recycling, restroom oversight, fire extinguishers (checked/recharged), playground inspections, elevator inspections, open/close buildings, meeting room set-ups/tear downs.
- Work on irrigation system upgrades, programming and repairs.
- Prep sprinkler systems on ECR, town center and Alameda for summer watering.
- Perform HVAC quarterly maintenance on all units
- Installed new speed limit signage in Lloyd Park.
- Replaced 22 damaged, faded or graffiti-ruined signs various locations

4 Bids were received May 31 for the 2012 Park Facility Painting project. This project is for painting the City Managers residence, Carriage House and possibly the Water Tower (add-alternate).

5 Bids were received on May 30 for the Towns Tree Maintenance service contract. This contract allows the town to have an “on call” tree company for both normal tree work as well as emergency response when needed.

TENNIS COURTS

Public Works staff has contacted 5 tennis court resurfacing companies to visit Holbrook-Palmer park tennis facility and review the following;

- The need for trip hazard removals at the courts
- The process for removing the hazards, prepping the surfaces, resurfacing/restriping the courts
- Reviewing staffs priorities for order of need on the six courts.
- If interested, providing staff with a cost for resurfacing 2 courts, with an add-alternate.

Of the five contractors contacted, all five set up appointments to meet staff. As of 6/13/2012, two have visited the courts and provided a bid price for the work. Two have no showed on their appointments, and are not returning calls. One is scheduled to meet staff on 6/14/12 at 10:00 and provide a price by the weekend.

So far, both contractors are unanimous with the following staff findings;

- There are existing trip hazards on (some of varying degrees) on all of the tennis courts.
- Courts 3, 2 and 4 (in order of importance) are the most severely in need.

Staff is looking at the following funding sources to provide the tennis court hazard removal, resurfacing project;

- \$10k ABAG grant for trip/fall hazards
- \$8747 balance in tennis fund account

Depending upon bid results, staff intends to have two or three of the 6 courts hazards removed, and be resurfaced, this summer.



Town of Atherton
Building Department

91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0560
Fax: (650) 688-6539

Community Services
Monthly Report
May 2012

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

Town of Atherton Building Safety & Inspection

Code Enforcement Activity Summary

May 1, 2012 to May 31, 2012

CE responded to the following types of cases:

1. Dangerous Trees	1 o	10. Early Set Out-trash	23 o / 21 c
2. Construction Law	9 o	11. Neighbor Law	0
3. Dog Barking	1 o / 1 c	12. Animal	0
4. Building without permits	1 o	13. Litigation	1 o
5. Encroachments	4 o / 1 c	14. Vehicles	1 o
6. Fence Violations	2 o	15. Unsecured Prop	1 o
7. Accessory Bld.	1 o	16. HOA Contact	0
8. Refuse	2 o	17. Admin/finance	1 o
9. Zoning	2 o	18. Admin/ordinance	1 o
		19. Public Nuisance	1 o
Number of Cases Closed = 23		Number of Cases Still open =52	

c: Closed

o: Open

CRW Cases: 16 Open / 10 Closed

Planning projects

May 1, 2012 to May 31, 2012

	This Month Activity	Year to Date Activity
Staff Level Reviews	33	208
Planning Commission Items	3	20

Arborist Activity Summary

May 1, 2012 to May 31, 2012

	Site Visits			Plan Review
	Tree Removal	Inspections	Info./Consu.	
TOTAL	23	17	15	15

**Town of Atherton
Building Safety & Inspection**

Summary of New Single Family Residential Permits Issued by

Month	2012	2011
January	2	-
February	0	-
March	2	-
April	2	-
May	4	-
June		-
July		3
August		4
September		6
October		5
November		1
December		1
Total New SFD Permits:	10	20

Plan Check Performance

May 1, 2012 to May 31, 2012

	Cycles	Target	No. of Days Exceeded	Average Review Days
Major Plan Check	1st Review	10	0	9
	Subsequent Rev.	5	0	3
Minor Plan Check	1st Review	3	0	3
	Subsequent Rev.	2	0	2

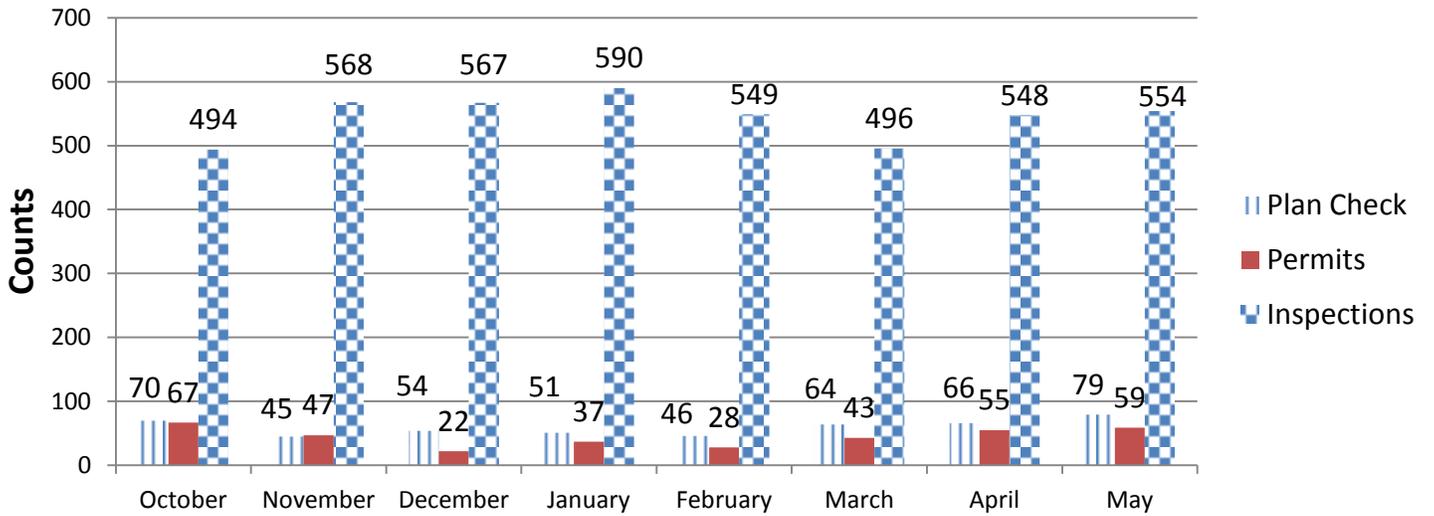
Target: in working days

Major Plan Check: New Houses, New Accessory Structures, New non-Residential

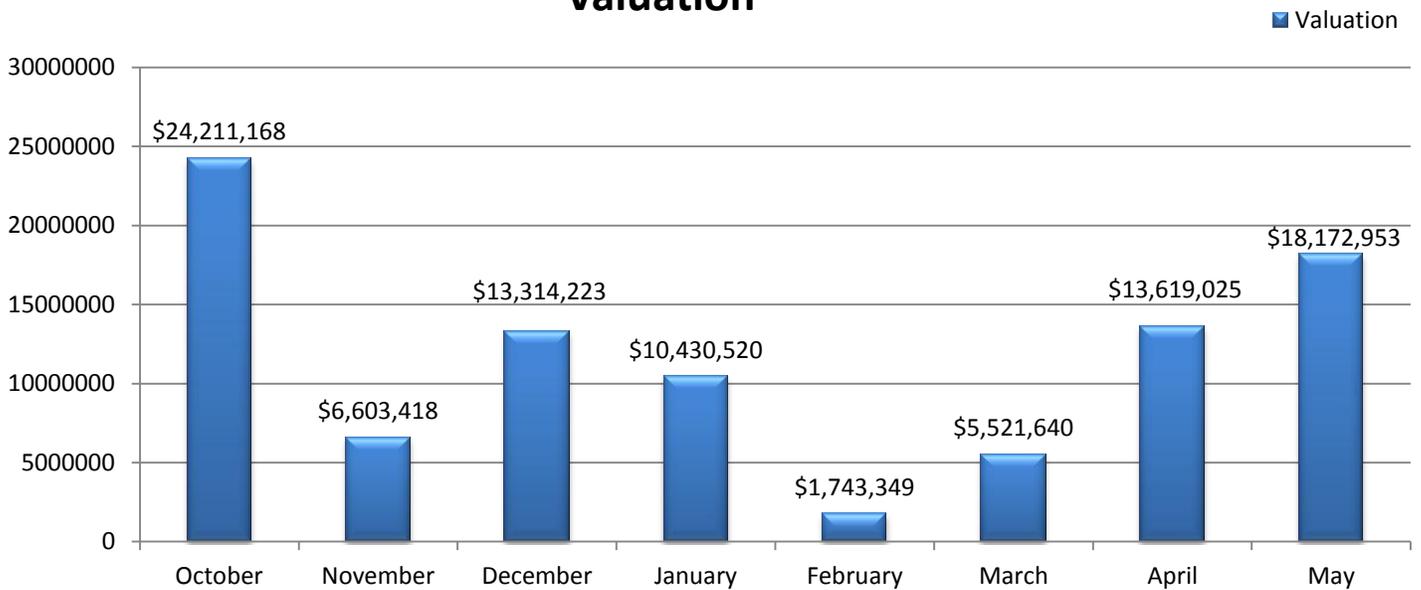
Minor Plan Check: Additions, alterations, Misc.

Summary Graphs

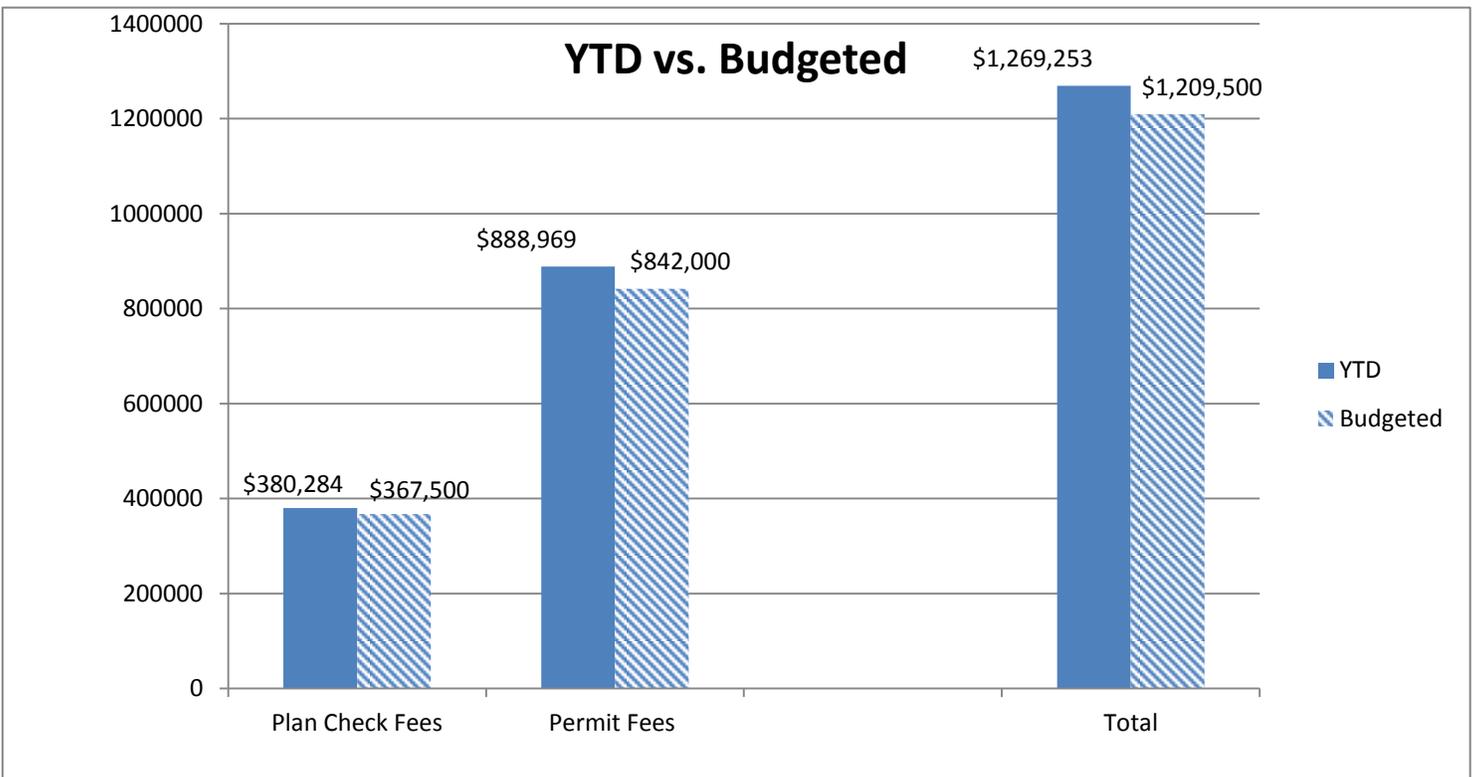
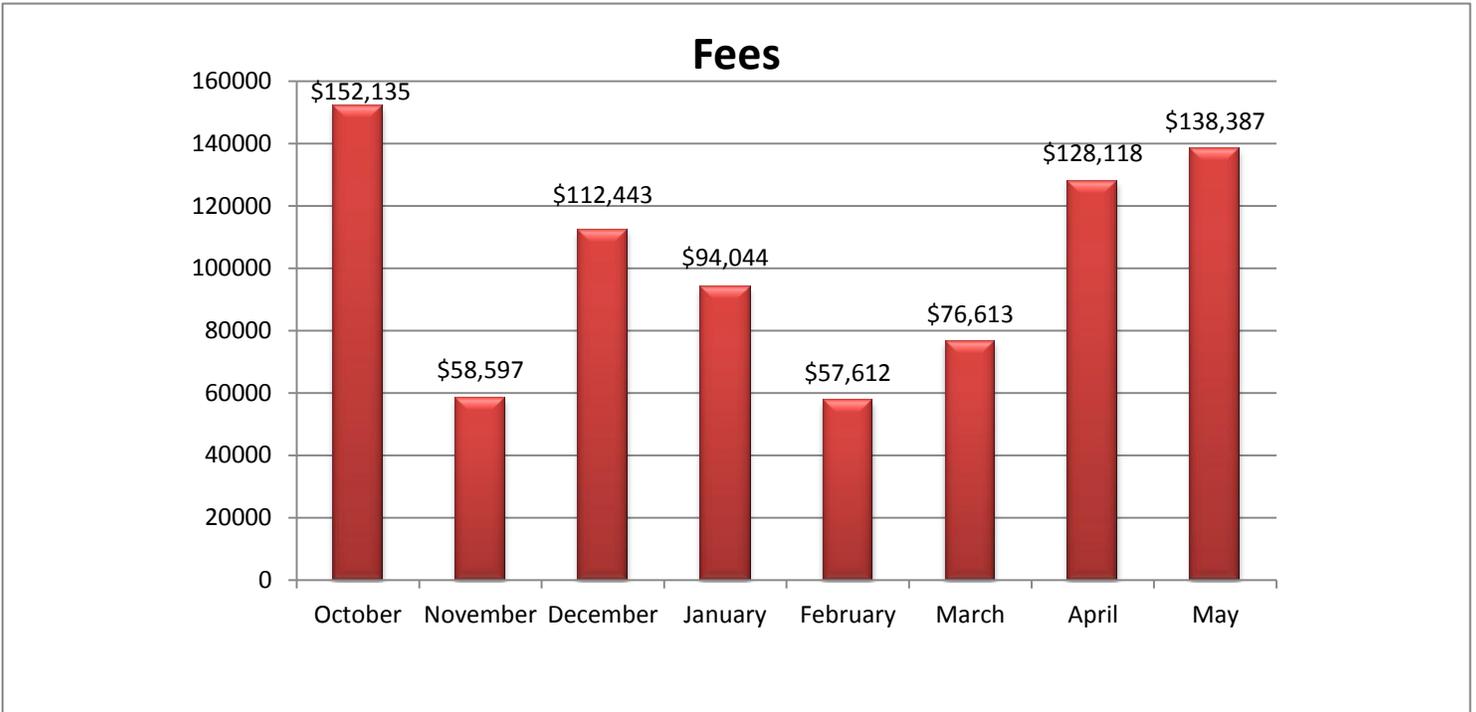
Plan Checks, Permits, Inspections



Valuation



Summary Graphs





ITEM 8
Draft Minutes
Town of Atherton
CITY COUNCIL
May 16, 2012
7:00 p.m.
COUNCIL CHAMBERS
94 Ashfield Road
Atherton, California
REGULAR MEETING

1. **PLEDGE OF ALLEGIANCE** – Lead by soon-to-be Eagle Scout Grant Schafer from Troop 206.
2. **ROLL CALL** – Lewis, Dobbie, Widmer, McKeithen, Carlson
3. **PRESENTATIONS** –

Introduction of new Officer Anthony Barron by Police Chief Flint. Police Chief Flint gave a short biography of Officer Barron.

Mayor Widmer read a proclamation in recognition of National Peace Officers Memorial Day.

4. **PUBLIC COMMENTS**

Denise Kupperman spoke on behalf of the Atherton Tree Committee to remind everyone about the SOD (Sudden Oak Death) Blitz on June 2 and 3, 2012 in the Carriage House of Holbrook-Palmer Park. Volunteers collect Bay leaves to test for SOD. The volunteers test and map to make sure that SOD doesn't become more prevalent in Atherton. If people can't volunteer they can call the Town Arborist or the Tree Committee if you have a Bay tree. They would be happy to collect samples for testing.

William Grindley reported on the California High Speed Rail project and his recent trip to Washington DC. Councilmember Dobbie extended his thanks to Mr. Grindley and his colleagues for their work on the project.

John Ruggiero suggested that everyone take a look at the report on Traffic Calming measures researched by his wife.

5. **REPORT OUT OF CLOSED SESSION**

Mayor Widmer reported that the Council met about two items. One was with the labor negotiator and the other was with the City Attorney about potential litigation. There were no reportable actions on either item.

6. **CITY MANAGER'S REPORT**

Interim City Manager DellaSanta provided an update on the City Manager recruitment process; seven candidates were presented by Bob Murray and Associates. The ad hoc committee (Interim City Manager DellaSanta, Mayor Widmer and Councilmember McKeithen) has narrowed that down to five. The interviews will take place on May 29 and 30. At that point a recommendation will be made to the full Council and the list will be narrowed down to three candidates.

Mayor Widmer responded that at that point the three candidates will have full background investigations performed by Bob Murray and Associates for full consideration by the Council for interviews. Interim City Manager DellaSanta said that there were 58 applicants total.

Interim City Manager DellaSanta also wanted to highlight the request from HIP Housing. They are requesting \$5000 this year. After speaking with a few of the Councilmembers the Town will be contributing the same amount as last year, which is \$2500.

Vice Mayor Lewis wanted to commend and thank staff for all of the very detailed reports that the Council is being provided. They are very helpful and are appreciated.

7. COMMUNITY ORGANIZATION ROUNDTABLE REPORT

CONSENT CALENDAR (Items 8-22)

Items pulled from the Consent Calendar: 12, 16, & 20.

8. APPROVAL OF MARCH 21 AND APRIL 18 REGULAR MEETING MINUTES

Recommendation: Approved March 21 and April 18 regular meeting minutes

9. APPROVAL OF BILLS AND CLAIMS FOR APRIL, 2012 IN THE AMOUNT OF \$851,995

Recommendation: Approve Bills and Claims in the amount of \$851,995

10. FINANCIAL REPORT FOR THE EIGHT MONTHS ENDED APRIL 30, 2012

Report: Finance Director Debra Auker

Recommendation: Receive the General Fund Financial Report for the eight months ended April 30, 2012

11. ACCEPTANCE OF QUARTERLY TREASURERS REPORT FOR APRIL 30, 2012

Report: Finance Director Debra Auker

Recommendation: Accept Quarterly Report

13. APPROVE A CONTRACT WITH AYSO SOCCER FOR THE 2012 SEASON

Report: Public Works Director Mike Kashiwagi

Recommendation: Recommendation from the Park & Recreation Commission to approve a contract with AYSO (American Youth Soccer Organization) for the 2012 season and authorize the City Attorney to develop an agreement and the City Manager to execute the agreement

14. INCREASE BUDGET APPROPRIATIONS FOR THE ATHERTON ARTS COMMITTEE (EVAN CREATIVE DESIGN FUND 215) BY \$4700 TO FUND A SUMMER CONCERT IN HOLBROOK-PALMER PARK

Report: Finance Director Debra Auker

Recommendation: Approve an increase to the appropriations budget of the Atherton Arts Committee in the amount of \$4700 in order to fund the planned summer family concert in Holbrook-Palmer Park.

15. INSTALLATION OF A NEW CROSSWALK AT THE INTERSECTION OF EMILIE AND MACBAIN

Report: Public Works Director Mike Kashiwagi

Recommendation: Approve the installation of a new school crosswalk on Emile Avenue at the intersection of Emile Avenue and Macbain Avenue

17. APPROVE THE SELECTION OF BKF ENGINEERS FOR THE GRADING AND DRAINAGE CRITERIA UPDATE AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONSULTANT SERVICES AGREEMENT FOR A NOT-TO-EXCEED FEE OF \$74,432

Report: Public Works Director Mike Kashiwagi

Recommendation: Approve the selection of BKF Engineers for the Grading and Drainage Criteria Update and authorize the City Manager to execute the Consultant Services Agreement in an amount not-to-exceed \$74,432

18. APPROVE AN AGREEMENT WITH EDWIN H. FLINT FOR THE PERMANENT POSITION OF POLICE CHIEF

Report: Interim City Manager Theresa DellaSanta

Recommendation: Approve an agreement with Edwin H. Flint for the permanent position of Police Chief and authorize the City Manager to complete negotiations and execute agreement

19. SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ATHERTON INTRODUCING PURCHASING ORDINANCE TO AMEND CHAPTER 3.16 OF THE ATHERTON MUNICIPAL CODE

Report: Finance Director Debra Auker

Recommendation: Waive further reading and adopt Purchasing Ordinance amending Chapter 3.16 of the Atherton Municipal Code establishing purchasing policy for goods and supplies, equipment, professional and nonprofessional services and public works contracts

21. ADOPT RESOLUTION APPROVING DESTRUCTION OF RECORDS

Report: Police Chief Ed Flint

Recommendation: Adopt Resolution approving destruction of records

22. RECOMMEND CREATION OF AN IRS APPROVED SECTION 115 IRREVOCABLE TRUST TO PREFUND OPEB RETIREE HEALTH CARE COSTS USING PUBLIC AGENCY RETIREMENT SERVICES (PARS) AS THE TRUST PROVIDER

Report: Finance Director Debra Auker

Recommendation: Approve a resolution adopting the PARS Public Agencies Post-Retirement Health Care Plan Trust, including the PARS Public Agencies Post-Retirement Health Care Plan, as part of the Town Retirement Program, appoint the City Manager or his successor or designee as the Town's Plan Administrator for the Program, and authorize the Plan Administrator to execute the Trust legal documents on behalf of the Town and to take

whatever additional actions are necessary to maintain the Town's participation in the Program and to maintain compliance with any relevant regulation issued or as may be issued as required to administer the Town's PARS plan

MOTION by Lewis, second by Dobbie to approve the consent agenda excluding items 12, 16, and 20. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

MOTION by Dobbie, second by McKeithen to approve those items on the consent agenda for which Vice Mayor Lewis recused herself. The first being #8, Approval of the April 18, 2012 minutes, and the second being #15, Installation of a New Crosswalk at the Intersection of Emilie and MacBain. The motion passed.

Ayes: 4 Nays: 0 Abstain: 1 (Lewis) Absent: 0

Council then took up items that were removed.

12. APPROVAL OF FEE AGREEMENT WITH MENLO ATHERTON LITTLE LEAGUE

Report: Interim City Manager Theresa DellaSanta

Recommendation: Approve Park & Recreation Commission recommendation to support an agreement to set the fees for Menlo Atherton Little League to a fee based system charging \$20 for each player in M-A LL's Minors division to be collected on an annual basis following the season, and authorize the City Attorney to develop the contract and the City Manager to execute the contract.

Mayor Widmer began the discussion by noting that AYSO pays more per season than the proposed Little League fees. He also noted that in the report it states that there is a 50/50 split in participation of resident and non-residents. Mayor Widmer thinks this is probably closer to a 2/3 – 1/3 split with 1/3 of the participants being Atherton residents.

Mayor Widmer feels that a fee of \$3100 would be more appropriate and that the fee should be a flat fee and not based on the number of participants as the number can fluctuate and could create an administrative issue.

Councilmember Dobbie asked what the league charges children to pay and how much of percentage of this is accounted for in the fees that Atherton gets.

Two representatives from Little League addressed the Council. The fee to play in Little League is \$200 per child, per year. They get roughly 500 children participating per year. There are six fields used by Little League. They spend roughly \$7-9000 a year to maintain the fields to make them usable for baseball.

The speaker explained that Little League is a non-profit organization and they collect fees to cover costs incurred in running the league: umpires, etc., by professionals, and field rental and upkeep.

Councilmember McKeithen asked if there are scholarships. The speaker answered that there are scholarships and when asked to elaborate the speaker answered that the premise is that any child who wants to play baseball will not be restricted by financial hardship.

The speakers also added that Menlo Park has a different fee structure for the various sports. Additionally soccer typically doesn't do a lot to prepare fields. They mostly just line the existing fields with spray paint. Soccer is much tougher on city fields than baseball.

Councilmember Carlson feels that they should just approve the fee amount that was originally proposed.

MOTION by Widmer, second by Lewis to approve the fee agreement with Menlo Atherton Little League as proposed in the staff report at \$2,400. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

16. REPORT BACK - EFFECTIVENESS AND IMPACTS OF NO RIGHT TURN RESTRICTIONS MONDAY – FRIDAY, 7AM – 9AM ON HOLBROOK LANE AT THE INTERSECTION OF MIDDLEFIELD ROAD

Report: Public Works Director Mike Kashiwagi

Recommendation: Receive and file this report as information. Based upon the collection and review of traffic volume information, the no right turn restrictions on Holbrook has successfully reduced cut through traffic while having a minimal impact on Palmer Lane and no impact on San Benito Avenue. It is recommended that the no right turn restriction remain in place.

Interim Public Works Director Mike Kashiwagi reported that traffic counts were taken before the installation of the restrictions as well as two after. The no right turn was effective in reducing morning traffic (60% reduction) with little or no impact to the adjacent streets.

MOTION by McKeithen, second by Lewis to accept the report.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

20. LIBRARY BUILDING PROJECT – PROCESS FOR REVIEW OF FINAL ENVIRONMENTAL IMPACT REPORT

Report: Planning Department

Recommendation: Accept the Planning Commission's offer to assist the City Council by reviewing and recommending whether the Final Environmental Impact Report for the Atherton Library Building Project is adequate and in compliance with the California Environmental Quality Act

Councilmember McKeithen as a member of the Library Building steering committee noted they would welcome input by the Planning Commission. CEQA requires ten day notice and they would like to shoot for a 30 day notice. Given the timing, would there be enough notice. Deputy Town Planner Lisa Costa Sanders answered that this would not be a problem. Councilmember McKeithen would like to schedule a special City Council meeting on July 25 to review the Library EIR without other items on the agenda.

Deputy Town Planner Lisa Costa Sanders will speak to the members of the Planning Commission to find out about moving the regular Planning Commission meeting to accommodate a special City

Council meeting on Wednesday, July 25 at 6:00pm.

Councilmember Dobbie wants to know why it has to go back to the Planning Commission. Councilmember Dobbie attended the meeting and there weren't that many issues raised and LSA addressed them adequately. Councilmember McKeithen responded that she would like as many people who have comments to provide feedback.

MOTION by McKeithen, second by Carlson to approve the item and to schedule a special City Council meeting for Wednesday, July 25 at 6pm. The motion passed.

Ayes:5 Nays: 0 Abstain: 0 Absent: 0

PUBLIC HEARINGS - (Item 23-)

23. FISCAL YEAR 2012-2013 OPERATING AND CAPITAL IMPROVEMENT BUDGET

Report: Finance Director Debra Auker

Recommendation: Take public testimony and continue public hearing on the proposed Town of Atherton Operating and Capital Improvement Budget for Fiscal Year 2012-13 to June 20, 2012

Interim Finance Director Debra Auker presented the staff report.

Mayor Widmer asked if there is a way to find out all of the subscriptions and memberships that are being paid for and what benefit the Town gets from those affiliations. Mayor Widmer feels that in some cases the Town contributes to organizations and gets no benefit in return.

Vice Mayor Lewis noted that she would prefer a budget workshop where these types of details would be discussed and hashed out.

Councilmembers Dobbie, McKeithen and Carlson all had most of their questions answered prior to the meeting and don't feel there needs to be a separate meeting or workshop.

Mayor Widmer noted that the budget is not being approved tonight. He thinks that while the prospect of paying back the PERS loan is interesting, it puts the Town dangerously close to having no room in the budget for unanticipated expenses.

Vice Mayor Lewis remarked that in 2009 the same request (PERS loan payback) was made of the Council and that it should be debated and discussed further.

Councilmember Dobbie thinks the Town should pay down as much of the PERS loan as we can since the savings for the Town could be great.

Councilmember Dobbie also remarked that the Town should be very careful with conferences and how many people are allowed to go to. Travel is very expensive and the cost of sending someone to another city for a few days can be quite high. If someone goes to a conference they should be required to report back on what they learned to make sure these experiences are valuable.

Interim Finance Director Debra Auker answered that typically each staff member attends one

conference annually.

Councilmember McKeithen asked Police Chief Flint if there are a lot more conferences and trainings for the Police Department. It is her understanding that there are mandated trainings that are held at specific locations which doesn't allow for a lot of flexibility.

Police Chief Flint answered that they categorize trainings as mandated, required, and desirable.

The Police Department already requires its employees to give a presentation when they return from training so that others who didn't attend training can learn.

Councilmember Dobbie thinks that is a great idea.

Councilmember Carlson and Vice Mayor Lewis noted that they do not charge the Town for travel when they attend conferences; they only charge the Town for the cost of the conference/training registration.

Interim Finance Director Auker continued her presentation, enumerating the Special Funds in the budget.

The Tennis Fund is a subset of the General Fund and is used to maintain the tennis courts. The tennis courts are in disrepair and to resurface and/or refurbish would require a transfer from the General Fund.

Mayor Widmer reviewed the details of the Tennis Court refurbishment. The minimum cost to rehabilitate the tennis courts is \$350,000. The Town earns \$8400 a year from the tennis courts. This income comes from keys and from fees paid by the tennis pro. Twenty-nine Atherton residents have keys, and four Menlo Park residents have keys.

Councilmember Dobbie would like additional information on: how much the tennis pro makes and how much, or what percentage, does the Town receive?

Councilmember Carlson added that the state of the courts is part of the reason that no one plays. Money for courts may have to be from outside the Town treasury. Councilmember Carlson thinks that committing ourselves to spending \$350,000 may not be the best idea. But perhaps some effort should be given for upkeep.

Vice Mayor Lewis recounted the story of her college-age son having a hard time getting a key even though he lived right down the street from the courts. Not a lot of residents know that they can get a key. Perhaps the courts need a marketing effort. The deferred maintenance is significant. Vice Mayor Lewis asked what alternative the Mayor is suggesting.

Mayor Widmer answered that the whole town shouldn't have to subsidize the project for 29 people.

Councilmember McKeithen remarked that they tried to get Hillview and other schools to use the courts in the past. The courts have been publicized but no one took advantage of it. Many things could contribute to the lack of interest: disrepair cost of keys, etc.

Councilmember McKeithen requested Public Works Superintendent Steve Tyler start looking into usage and making the courts safer.

Public Works Superintendent Tyler responded that to resurface two courts would cost \$15,000.

Councilmember McKeithen asked how long the resurfacing lasts.

Public Works Superintendent Tyler responded that it lasts normally 3-5 years. The better shape the courts are in, the longer the resurfacing will last.

Councilmember McKeithen mentioned that the courts have no lateral support which will make it necessary to resurface the courts every three years.

Mayor Widmer asked what we will do with the other courts that don't get resurfaced.

Public Works Superintendent Tyler answered that the tennis pro only utilized one court. City Council wants to understand the contract with the tennis pro. Interim City Manager Della Santa will put appropriate staff on the request.

Interim Finance Director Auker continued with her review of the Special Funds.

Councilmember Carlson would like clarification on the property tax number. Specifically the net number after expenses were taken out of property taxes. Interim Finance Director Auker will look into it. Councilmember clarified that he would like to know what kinds of deductions are made and what residents pay in property taxes.

Interim Finance Director Auker continued her report on the Equipment Replacement Special Fund.

Mayor Widmer noted that two motorcycles, completely outfitted, costing \$44,000 were listed. He would like to know if this is a carryover.

Interim Finance Director Auker responded that this was due to rebudgeting. Only one motorcycle was purchased and also, a price increase occurred.

Also in the Equipment Replacement Fund is \$70,000 approved for two cars. Mayor Widmer would like to know how many cars there are.

Interim City Manager Della Santa has an inventory of all cars' mileage and the model years. She will forward the inventory to the Council.

Police Chief Flint responded that deferred maintenance and replacement has occurred and that now they are playing a little bit of catch up. The Ford Crown Victoria is being phased out. The Crown Victoria is being replaced by similar models by Ford Taurus, Dodge and Chevrolet that are being rolled out. This raises the problem of custom equipment in the cars that could go from Crown Victoria to Crown Victoria may not fit in the new models and could raise costs.

Mayor Widmer asked if the Police Department is buying Crown Victorias. Police Chief Flint answered that no, there are none to be had. They will evaluate options and test drive and figure out

the best option.

{ At this point the Council paused to welcome Police Chief Ed Flint and offer their thanks and praise for a job well done. Each of the Councilmembers offered their congratulations and appreciation for the job done by Police Chief Flint. }

The discussion regarding Special Funds was concluded and Police Chief Flint reported on the Police Department budget.

Police Chief Flint highlighted a savings of \$30,000 annually with the restructuring of the call center. He also pointed out that, as is true of most police departments in the country, 90% of the budget is consumed by salary and benefits.

Councilmember McKeithen asked about the policy of the officers being required to fill the gas tanks of their cars to not dip below half a tank of gas. A policy implemented in the event of an emergency. Is this a policy in Atherton? Given that it takes 20 minutes to go to get gas and it takes away from the man-hours – wouldn't it be a better idea to let cruisers fill up at a normal gas station in the event of an emergency... Can the threshold change? ¼ tank or 1/3 tank. Traveling to the tanks to gas up 100 times a month (for all cars) adds up.

Councilmember asked around and it doesn't appear that this is an industry standard.

Councilmember McKeithen asked about \$8000 being spent on an ergonomic chair. Interim Finance Director responded that the \$8000 is the sum of several lines and not the cost of one chair.

Councilmember Carlson noticed that Redwood City's maintenance costs are going up, as are San Mateo County's and he wonders if this is just the new cost of doing business due to hard economic times? Police Chief Flint answered that everyone has been hit by rising costs.

Mayor Widmer offered the suggestion that Police Chief Flint keep an eye on overtime. And that the budget is not a number to reach but to stay well beneath.

Police Chief Flint responded that he works to try to stay under budget and while some things are out of his control (i.e. presidential visits) he likes to operate so that he has something set aside should the need arise.

Interim Public Works Director Mike Kashiwagi reviewed the Public Works budget.

Mayor Widmer wanted to know about some of the bigger ticket items – is there a way to flag up those expenses that once committed to for a year, would require funding in subsequent years (for example, a wall that gets started, if work doesn't continue, the integrity suffers, money is lost).

Interim Public Works Director Kashiwagi answered that he can flag those items.

Mayor Widmer brought up a question about the CIP and the series street light project. Public Works Superintendent Tyler answered that this is a public safety issue and not about energy efficiency. Mayor Widmer and Councilmember McKeithen would both like a list of streets that will get new street lights when the report is available. Public Works Superintendent Tyler agreed to provide the

information.

Mayor Widmer commented that he would like a complete rendering on some funds. He wants to make sure that they are all right and match up with actual figures. Some appear to be off and when we speak of large sum paybacks it is critical that we have the right numbers.

Vice Mayor Lewis asked about the money set aside for bike lanes and would like an explanation to the vision. Vice Mayor Lewis thinks the streets need to be more pedestrian and bike friendly and she mentioned how dangerous the bike lane on El Camino Real is. Public Works Superintendent Tyler clarified that that is a shoulder and not a bike lane and that Public Works does take care to clear the shrubs away from that area to help with visibility.

Interim Public Works Director Mike Kashiwagi answered that the money in the budget earmarked for bike lanes is mostly for thermoplastic to replace paint. He feels it is a good starting point to get to work on making bike lanes safer.

Vice Mayor Lewis was pleased to see an item of this type in the budget and thought it might be the first time she has seen it.

Interim Public Works Director Kashiwagi answered Councilmember McKeithen's question about where this year's CIP budget fell in relation to recent years. Interim Public Works Director Kashiwagi answered that the average of the last five years was about \$2.8 million.

Councilmember Dobbie commented that most of the savings is coming from Building and Public Works. He offered kudos for making difficult decisions. There was improved service and reduced costs. Councilmember McKeithen agrees.

Councilmember McKeithen asked about the \$50,000 more to the tree maintenance line item. Kashiwagi answered that we are lucky that the Public Works superintendent is also an arborist and understands the huge financial risk associated with tree failures. Public Works Superintendent Tyler mentioned that we have no electrician on staff and that the Town's infrastructure is aging and there are many costs associated with things like street pole knock downs, etc.

Councilmember Dobbie commented that Interim Finance Director Debra Aufer did a wonderful job preparing the budget. Mayor Widmer agrees that it was excellent.

REGULAR AGENDA – (Items 24-25)

24. REVIEW OPTIONS FOR ADOPTING A CHARTER CITY AND APPOINT AN AD-HOC COMMITTEE TO REVIEW OPTIONS

Report: Interim City Manager Theresa DellaSanta

Recommendation: Appoint ad-hoc committee

Mayor Widmer opened the discussion by saying moving to a charter city could shield us from certain legislations.

Interim City Manager DellaSanta commented that there has been some opposition and questions as to why this is even on the agenda. The Council asked staff to look into it and put it on the agenda.

The vote this evening is only to appoint an ad hoc committee to look into the process, benefits and drawbacks.

Councilmember McKeithen is interested in exploring the item further. It is worth investigating as is any means to take the burden off taxpayers and generate income.

Councilmember Carlson wishes there was some information on what the pros and cons are. There was a statement by DellaSanta that that report would be forthcoming. The first step is to create the ad-hoc committee to look into the pros and cons.

Councilmember Dobbie noted his support, suggesting that it would enable us to run the town like a business. There are all kinds of advantages with few disadvantages.

Vice Mayor Lewis is not opposed to looking into it. This issue won't be decided by Council – it will be put to a vote. It will be good to inform citizens of options.

Mayor Widmer noted that it is a long process, should we undertake it. It will not be on the ballot this November.

A citizen asked if it will change how the Council operates. Mayor Widmer answered that it can but it will be up to the Town to decide and the five current Councilmembers don't want it to affect how the Council operates.

MOTION by McKeithen, second by Dobbie to authorize the Mayor to appoint an Ad Hoc Committee to Review Opportunities for Adopting a Charter City. The motion passed.

Ayes:5 Nays: 0 Abstain: 0 Absent: 0

25. STATUS OF FACEBOOK PROJECT AND CITY OF MENLO PARK RESPONSE TO ISSUES AND CONCERNS RAISED BY THE TOWN OF ATHERTON

Report: Public Works Director Mike Kashiwagi

Recommendation: For information and potential direction

The meeting was suspended while this item was sent to Closed Session.

Mayor Widmer reopened the meeting and commented that there was nothing to report

The item was opened for public comment.

Malcolm Dudley and two other citizens spoke against the street widening, citing increased traffic, loss of rural Atherton atmosphere. There is a feeling that Atherton pays for its neighbors projects. Menlo Park and Redwood City benefit but Atherton pays economically and environmentally.

Another citizen spoke and hoped that the staff and Council of the Town will work with Facebook to resolve this issue. He hoped we wouldn't further threaten litigation. We could benefit greatly from a relationship with Facebook (like reopening the CalTrain stop at Atherton). We should not approach them in a litigious way.

26. COUNCIL REPORTS/COMMENTS

Councilmember Carlson submitted a report. He also addressed the Council and feels that there should be more Council Reports in the future since each of the Councilmembers attend meetings and roundtables, etc.

27. FUTURE AGENDA ITEMS - none

28. PUBLIC COMMENTS - none

29. ADJOURN – MOTION by Widmer, second by McKeithen to adjourn.

Respectfully submitted

**Theresa DellaSanta
Interim City Manager**

TOWN OF ATHERTON
CLAIMS LIST **MAY 2012**

	<u>Amount</u>
A/P Checks (#13737-13851)	\$ 544,294
Payroll Checks (#337-339)	523
Direct Deposit - Payroll	250,229
Electronic Transfer - A/P & Payroll	195,750
MAY 2012 Total	990,796

I, Theresa DellaSanta, Interim City Manager of the Town of Atherton, do hereby certify that the demand listed above, check numbers 337-339 (payroll), and 13737-13851 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$990,796 are true and correct based on the information provided to me and that there are sufficient funds for payment.

Theresa DellaSanta
Interim City Manager

The above claims, check numbers 337-339 (payroll), and 13737-13851 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$990,796 are true and correct and are authorized for payment.

Bill Widmer
Mayor, Town of Atherton

SOURCE OF FUNDS

101	General Fund	\$ 730,823
105	Tennis Fund	86
201	Special Tax	47,390
203	Gas Tax	696
213	Library	26,531
215	Evan Creative Trust	273
403	Ath. Channel Drainage Dt.	13,560
610	Equipment Replacement	53,860
614	Worker's Comp Insurance	40,803
616	Employee Benefits	76,774
	TOTAL	990,796

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of May 2012							
<u>Check#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Fund</u>	<u>Dept</u>	<u>Description</u>	<u>Amount</u>
13737	5/1/2012	AFLAC		General Fund		PR Batch 501 1 2012 Flex Participation Fee - EE	100.00
13737	5/1/2012	AFLAC		General Fund		PR Batch 501 2 2012 Flex Participation Fee - ER	(12.50)
13737	5/1/2012	AFLAC		General Fund		PR Batch 502 2 2012 Flex Participation Fee - EE	(12.50)
13737 Total							75.00
13738	5/1/2012	AFLAC		General Fund		PR Batch 504 2 2012 AFLAC Hospital Indemnity	51.24
13738	5/1/2012	AFLAC		General Fund		PR Batch 504 2 2012 AFLAC Accident Indemnity	19.98
13738	5/1/2012	AFLAC		General Fund		PR Batch 504 2 2012 AFLAC Cancer Ins	26.82
13738	5/1/2012	AFLAC	501-03-2012	General Fund		PR Batch 501 3 2012 AFLAC Accident Indemnity	155.70
13738	5/1/2012	AFLAC	501-03-2012	General Fund		PR Batch 501 3 2012 AFLAC Cancer Ins	149.46
13738	5/1/2012	AFLAC	501-03-2012	General Fund		PR Batch 501 3 2012 AFLAC Dental Ins PreTx	92.40
13738	5/1/2012	AFLAC	501-03-2012	General Fund		PR Batch 501 3 2012 AFLAC Hospital Indemnity	25.52
13738	5/1/2012	AFLAC	501-03-2012	General Fund		PR Batch 501 3 2012 AFLAC Intensive Care	16.26
13738	5/1/2012	AFLAC	501-03-2012	General Fund		PR Batch 501 3 2012 AFLAC Specified Health	27.90
13738	5/1/2012	AFLAC	501-03-2012	General Fund		PR Batch 501 3 2012 AFLAC-STD After Tax	62.81
13738	5/1/2012	AFLAC	502-03-2012	General Fund		PR Batch 502 3 2012 AFLAC-STD After Tax	62.81
13738	5/1/2012	AFLAC	502-03-2012	General Fund		PR Batch 502 3 2012 AFLAC Dental Ins PreTx	92.40
13738	5/1/2012	AFLAC	502-03-2012	General Fund		PR Batch 502 3 2012 AFLAC Hospital Indemnity	25.52
13738	5/1/2012	AFLAC	502-03-2012	General Fund		PR Batch 502 3 2012 AFLAC Intensive Care	16.26
13738	5/1/2012	AFLAC	502-03-2012	General Fund		PR Batch 502 3 2012 AFLAC Specified Health	27.90
13738	5/1/2012	AFLAC	502-03-2012	General Fund		PR Batch 502 3 2012 AFLAC Accident Indemnity	155.70
13738	5/1/2012	AFLAC	502-03-2012	General Fund		PR Batch 502 3 2012 AFLAC Cancer Ins	149.46
13738 Total							1,158.14
13739	5/1/2012	TEAMSTERS UNION LOCAL 856	501-04-2012	General Fund		PR Batch 501 4 2012 Teamsters Dues	53.54
13739	5/1/2012	TEAMSTERS UNION LOCAL 856	502-04-2012	General Fund		PR Batch 502 4 2012 Teamsters Dues	53.54
13739 Total							107.08

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of May 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13740	5/1/2012	VISION SERVICE PLAN	501-04-2012	General Fund		PR Batch 501 4 2012 Vision Insurance	470.98
13740	5/1/2012	VISION SERVICE PLAN	May 2012	General Fund	Police	Adj. vision D. Devlugt April 2012	(15.77)
13740	5/1/2012	VISION SERVICE PLAN	May 2012	General Fund	Police	Adj. vision M. Guerra May 2012	(15.77)
13740	5/1/2012	VISION SERVICE PLAN	May 2012	General Fund	Police	Adj. vision S. Pardorla March 2012	10.88
13740	5/1/2012	VISION SERVICE PLAN	May 2012	General Fund	DPW-Street Maint.	Vision cobra M. Rubalcava May 2012	10.88
13740 Total							461.20
13741	5/3/2012	TEAMSTERS LOCAL 856 H & W	501-04-2012	General Fund		PR Batch 501 4 2012 Dental Insurance	4,032.00
13741 Total							4,032.00
13742	5/3/2012	ADVANTAGE: PRINT, MARKETING AND MORE	46426	General Fund	Police	(250) Business cards G. Dere PD	69.85
13742 Total							69.85
13743	5/3/2012	AT&T CALNET 2	000003324850	General Fund	Non-Dept	0600 PBX switch board line FD 3/27/12 - 4/26/12	112.34
13743	5/3/2012	AT&T CALNET 2	000003308495	General Fund	Police	5840 83 Ashfield to Industrial Rd 3/20/12 - 4/19/12	265.37
13743	5/3/2012	AT&T CALNET 2	000003308499	General Fund	Police	6691 Cal water bear gulch voter 3/20/12 - 4/19/12	76.51
13743	5/3/2012	AT&T CALNET 2	000003308498	General Fund	Police	6690 MP police to Pd voter 3/20/12 - 4/19/12	66.22
13743	5/3/2012	AT&T CALNET 2	000003308494	General Fund	Police	8343 83 Ashfield & KCEA radio 3/20/12 - 4/19/12	57.18
13743	5/3/2012	AT&T CALNET 2	000003324848	General Fund	Police	0686 Alarm shed PD 3/27/12 - 4/26/12	15.72
13743	5/3/2012	AT&T CALNET 2	000003324849	General Fund	Police	0280 Disaster line PD 3/27/12 -4/26/12	212.17
13743	5/3/2012	AT&T CALNET 2	000003308496	General Fund	Police	7360 Circuit data line PD 3/20/12 -4/19/12	359.15
13743	5/3/2012	AT&T CALNET 2	000003308497	General Fund	Police	6689 Mp fire to Pd voter 3/20/12 -4/19/12	66.22
13743	5/3/2012	AT&T CALNET 2	000003308493	General Fund	Police	1953 Circuit# from Pd to 590 Hamilton RC 3/20/12 -4/19/12	96.90
13743	5/3/2012	AT&T CALNET 2	000003308492	General Fund	Police	1053 Teleminder loop line PD 3/20/12 - 4/19/12	84.05
13743 Total							1,411.83
13744	5/3/2012	CLARK PEST CONTROL	12681824	Library Fund	Non-Dept	Pest control services Library April 2012	95.00
13744 Total							95.00
13745	5/3/2012	DE LAGE FINANCIAL SERVICES,INC	13491154	General Fund	Planning	Lease Sharp MXM453N copies Planning 4/15/12 -5/14/12	53.02
13745	5/3/2012	DE LAGE FINANCIAL SERVICES,INC	13491154	General Fund	Building	Lease Sharp MXM453N copies Bldg 4/15/12 -5/14/12	53.03
13745	5/3/2012	DE LAGE FINANCIAL SERVICES,INC	13491154	General Fund	DPW-Engineering	Lease Sharp MXM453N copies DPW Eng. 4/15/12 -5/14/12	53.03
13745 Total							159.08
13746	5/3/2012	DELL MARKETING L.P.	XFR2NXR23	General Fund	DPW-Engineering	DELL-OptPlex 990 Minitower, core I7- 2600 DPW Eng.	1,376.32
13746 Total							1,376.32
13747	5/3/2012	HOUSTON COMMUNICATIONS INC	106000458	General Fund	Police	(5) ea Hand held radio batteries NiCad ultra high 1500 mah	300.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of May 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13747	5/3/2012	HOUSTON COMMUNICATIONS INC	106000458	General Fund	Police	(5) ea Hand held radio batteries Nimh ultra high cap	250.00
13747	5/3/2012	HOUSTON COMMUNICATIONS INC	106000458	General Fund	Police	Shipping charge hand held radio batteries	16.98
13747 Total							566.98
13748	5/3/2012	HUDSON DAVID	March 2012	General Fund	Police	Team building workshop for Pd Mgmt emp (POST reimb)	3,935.00
13748 Total							3,935.00
13749	5/3/2012	MATTES JOHN	April 2012	General Fund	Police	Mileage Public Record Act trnng J. Mattes 4/26 -4/27/2012	114.33
13749 Total							114.33
13750	5/3/2012	MCCONNELL MARY	388	General Fund	Police	(3) Polygraph test officer applicants	600.00
13750 Total							600.00
13751	5/3/2012	MCKINLEY ELEVATOR CORP	A049306-IN	General Fund	DPW-Building Maint.	Replace (1) ADA outdoor phone Main house elevator	876.00
13751 Total							876.00
13752	5/3/2012	NATIONAL DATA & SURVEYING SERVICES	12-7128	General Fund	DPW-Engineering	Machine counts w/speed at Holbrook, Palmer, & San Benito	540.00
13752	5/3/2012	NATIONAL DATA & SURVEYING SERVICES	11-7503	General Fund	DPW-Engineering	Machine counts w/speed at Holbrook, Palmer, & San Benito	510.00
13752 Total							1,050.00
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Wool pants A. Barron	119.02
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Wool shirt short sleeve A. Barron	86.55
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Wool shirt long sleeve A. Barron	97.37
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Name plate A. Barron	10.77
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Boots A. Barron	97.37
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Police hat A. Barron	75.72
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Jacket duty waterproof A. Barron	194.80
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(10) Uniforms -Shoulder patches A. Barron	43.30
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Mag holder A. Barron	49.74
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(2) Uniforms -Pants A. Barron	173.09
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(2) Uniforms -Shirts long sleeve A. Barron	129.79

Town of Atherton							
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13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(2) Uniforms -Name patch A. Barron	21.54
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(4) Uniforms -shirt sides in A. Barron	43.96
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Bullet proof vest A. Barron	703.57
13753 Total							1,846.59
13754	5/3/2012	PG & E	92913025489/412	General Fund	DPW-Street Maint.	Station Lane 3/24/12 - 4/23/12	64.45
13754	5/3/2012	PG & E	34579695882/412	General Fund	DPW-Street Maint.	Signal El Camino /Atherton 3/24/12 - 4/24/12	78.00
13754	5/3/2012	PG & E	95313129439/412	General Fund	DPW-Street Maint.	93 Dinkelspiel Station Ln 3/24/12 -4/24/12	152.10
13754	5/3/2012	PG & E	86713555828/412	General Fund	DPW-Street Maint.	Signal Encinal/Middlefield 3/27/12 -4/25/12	39.55
13754	5/3/2012	PG & E	08963023620/412	General Fund	DPW-Park Maint.	160 Watkins (CM house) 3/27/12 -4/25/12	63.42
13754	5/3/2012	PG & E	91663025566/412	Library Fund	Non-Dept	Atherton Library 3/24/12 - 4/23/12	456.05
13754 Total							853.57
13755	5/3/2012	SAN MATEO CNTY FORENSIC LAB	CL03191	General Fund	Police	(1) hr Narcotic service Case# 11-720	90.00
13755	5/3/2012	SAN MATEO CNTY FORENSIC LAB	CL03191	General Fund	Police	(1) hr RCFL cost allocation	49.18
13755 Total							139.18
13756	5/3/2012	SAN MATEO CNTY SHERIFF'S OFFIC	9162	General Fund	Police	Live scan service M. Schaffer	18.00
13756	5/3/2012	SAN MATEO CNTY SHERIFF'S OFFIC	9162	General Fund	Police	Live scan service A. Barron	18.00
13756 Total							36.00
13757	5/3/2012	SPRINT	130538811-053	General Fund	Police	Mobile data communication PD 3/26/12 - 4/25/12	431.51
13757 Total							431.51
13758	5/3/2012	STARVISTA	1955	General Fund	Police	First Chance Program April 2012- Sept 2012	2,554.50
13758 Total							2,554.50
13759	5/3/2012	STEAM SYSTEM	April2012-Pav	General Fund	DPW-Park Program	Steam clean all carpets HP Park-Pavilion	280.00
13759 Total							280.00
13760	5/3/2012	SWARINGEN COLLETTE	154	General Fund	Police	POST background investigation	1,388.63
13760 Total							1,388.63
13761	5/3/2012	US HEALTHWORKS MEDICAL GROUP P	2068350-CA	General Fund	Police	Drug Test - Pd applicant	50.00
13761 Total							50.00
13762	5/3/2012	VERIZON WIRELESS	1077549180	General Fund	Building	Wireless services Bldg 3/22/12 - 4/21/12	0.34
13762	5/3/2012	VERIZON WIRELESS	1077549180	General Fund	Police	Wireless services PD 3/22/12 - 4/21/12	134.86

Town of Atherton							
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For the Month of May 2012							
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13762	5/3/2012	VERIZON WIRELESS	1077549180	General Fund	DPW-Engineering	Wireless services DPW Eng 3/22/12 - 4/21/12	3.65
13762	5/3/2012	VERIZON WIRELESS	1077549180	General Fund	DPW-Street Maint.	Wireless services DPW Street Maint 3/22/12 - 4/21/12	5.69
13762	5/3/2012	VERIZON WIRELESS	1077549180	General Fund	DPW-Park Maint.	Wireless services DPW Park Maint 3/22/12 - 4/21/12	0.17
13762	5/3/2012	VERIZON WIRELESS	1077549180	General Fund	DPW-Park Program	Wireless services DPW Park Prog 3/22/12 - 4/21/12	0.34
13762 Total							145.05
13763	5/3/2012	W.R. FORDE ASSOCIATES	RRR	Special Tax		10% Retention upper Ath channel creek stabilization	23,196.51
13763	5/3/2012	W.R. FORDE ASSOCIATES	RRR	Special Tax		10% Retention upper Ath channel creek stabilization	7,717.16
13763	5/3/2012	W.R. FORDE ASSOCIATES	RRR	Special Tax		10% Retention upper Ath channel creek stabilization	3,632.30
13763	5/3/2012	W.R. FORDE ASSOCIATES	RRR	Special Tax		10% Retention upper Ath channel creek stabilization	12,844.23
13763	5/3/2012	W.R. FORDE ASSOCIATES	RRR	Ath Channel Drainage Dt		10% Retention upper Ath channel creek stabilization	13,560.33
13763 Total							60,950.53
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund		Replacement battery cartridge -sale user tax K. Lopez PD	(4.31)
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	4960/4-23-12TD	General Fund	Non-Dept	SYMC endpoint protection- Antivirus for PCs 3/30/12 - 3/29/13	694.85
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Non-Dept	Monthly fee for Town web site April 2012	12.95
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Car wash PD March 2012	100.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	2431/4-23-12JW	General Fund	Police	Mutual Aid Food - Whitman protest 4/10/12	71.90
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	2431/4-23-12JW	General Fund	Police	DeWalt mobile lock fee PD April 2012	19.95
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Credit Public Safety training (course canceled by CSM) PD	(199.00)
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Field Training Officer Update T. Dennis PD 5/9/12 - 5/11/12	65.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	2431/4-23-12JW	General Fund	Police	(9) Lunches for Team building workshop (POST Reimb) PD 3/27/12	90.10
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	2431/4-23-12JW	General Fund	Police	(9) Lunches for Team building workshop (POST Reimb) PD 3/28/12	127.78
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	2431/4-23-12JW	General Fund	Police	(9) Lunches for Team building workshop (POST Reimb) PD 3/29/12	92.19
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Breakfast for Team Building workshop 3/27/12 to 3/29/12 PD	54.98

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13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(5) ea Large Latex gloves for fingerprint/Evidence room PD	64.68
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(5) ea E-Z peel "tape-Red" for fingerprint/Evidence room PD	75.50
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(5) ea Evidence red strips for fingerprint/Evidence room PD	70.09
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(5) ea Warning/Seal label for fingerprint/Evidence room PD	47.36
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) ea Evidence ties for fingerprint/Evidence room PD	17.27
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	State of CA processing fee for fingerprint/Evidence room PD	12.99
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Shipping fee for fingerprint/Evidence room PD	12.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	CAPE Conf - Property/Evidence rm trng S. Pardoria PD	275.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Monthly Crime Report PD March 2012	99.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) 8.5x11 Wall sign -Dispatch proclamation board PD	14.60
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(2) HP 124A black toner J. Wade PD	184.01
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) HP 124A cyan toner J. Wade PD	101.74
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) HP 124A magenta toner J. Wade PD	101.74
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) pk Post-it pad for Team building workshop PD (Easel paper)	24.29
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) pk Battery for Team building workshop PD	9.43
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) pk 3x3 Stickies for Team building workshop PD	11.59
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) ea Sustain earth rule for Team building workshop PD	15.58
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) pk battery - PD	9.42
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Replacement battery cartridge K. Lopez PD	56.55
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Audio converter- briefing PD	52.74
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	600 watts power-saving Back-UPS S. Pardoria PD	139.41
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	CA Peace Officers Legal Sourcebook- on line PD	400.00

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13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(9) Plastic handcuffs-white PD	189.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(8) Cutters PD	190.40
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(11) Plastic handcuffs-black PD	231.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	shipping fee Plastic handcuffs/cutters PD	30.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Street Maint.	(2) 1 1/2" Synthetic white mill fire hose for water tanker	117.24
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Street Maint.	(1) 2 1/2" Synthetic white mill fire hose for water tanker	87.34
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Street Maint.	(2) Radwear surveyor safety vest DPW Street Maint.	51.18
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Street Maint.	(4) SG-13M Elvex safety glasses DPW Street Maint.	12.76
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Street Maint.	(1) Aluminum bound polycarbonate faceshield DPW Street Maint.	6.49
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Street Maint.	(1) Lufkin contractor measuring wheel DPW Street Maint.	85.49
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Park Maint.	Trees- arbor day HP Park	340.99
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Park Program	Internet fee HP Park April 2012	67.58
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Park Program	(2) Pods rental, on site storage HP Park April 2012	378.88
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5424/4-23-12KR	Library Fund	Non-Dept	Meal for Library project management meeting M. Kashiwagi	47.90
13764 Total							4,757.63
13765	5/7/2012	RENNER MARTHA	258	General Fund		Refund Park dep Inv# 258, 4/28/12	250.00
13765	5/7/2012	RENNER MARTHA	258	General Fund		Refund Park dep Inv# 258, 4/28/12	750.00
13765 Total							1,000.00
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	Administration	91 Ashfield - Admin 3/24/12 - 4/24/12	18.13
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	Planning	Station Lane/Town Hall 3/24/12 - 4/24/12	14.48
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	Building	Station Lane/Town Hall 3/24/12 - 4/24/12	86.89
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	Police	91 Ashfield - PD 3/24/12 - 4/24/12	30.87
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	DPW-Engineering	Station Lane/Town Hall 3/24/12 - 4/24/12	43.44
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	DPW-Street Maint.	99 Dinkenspiel Corp Off/Storage 3/24/12 - 4/24/12	71.88

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13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	DPW-Park Maint.	160 WATKINS (CM House) 3/27/12 - 3/31/12	62.44
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	DPW-Park Program	150 Watkins HP Activities 3/27/12 - 4/25/12	35.63
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	DPW-Park Program	150 Watkins Town of Atherton 3/27/12 - 3/31/12	150.22
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	Library Fund	Non-Dept	Library/Dinkenspiel/Sta Ln 3/24/12 - 4/24/12	36.23
13766 Total							550.21
13767	5/11/2012	ACCOUNTEMPS	35404538	General Fund	Finance	Temp Phonpradith, Noy 4/16/12 - 4/19/12	1,285.76
13767 Total							1,285.76
13768	5/11/2012	AT&T CALNET 2	000003324851	General Fund	Non-Dept	8099 Town Hall Front Desk main line 3/27/12 - 4/26/12	418.85
13768 Total							418.85
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	Administration	UI benefit charges M. Goldstein Admin 1/1/12 - 3/31/12	4,500.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	Finance	UI benefit charges L. Colliau Fin 1/1/12 - 3/31/12	52.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	Building	UI benefit charges K. Huo Bldg 1/1/12 - 3/31/12	4,950.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	Building	UI benefit charges J. Aiello Bldg 1/1/12 - 3/31/12	4,050.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	Building	UI benefit charges K. Cittadini bldg 1/1/12 - 3/31/12	5,400.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	Police	UI benefit charges P. Oshea PD 1/1/12 - 3/31/12	2,875.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	DPW-Street Maint.	UI benefit charges H. Lopez DPW Street Maint. 1/1/12 - 3/31/12	5,400.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	DPW-Park Maint.	UI benefit charges M. Anderson DPW Park Maint. 1/1/12 - 3/31/12	6,300.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	DPW-Park Program	UI benefit charges P. Gaeta DPW Park Prog 1/1/12 - 3/31/12	1,576.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	DPW-Park Program	UI benefit charges V. Valencia DPW Park Prog 1/1/12 - 3/31/12	(45.00)
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	DPW-Park Program	UI benefit charges R. Espino DPW Park Prog 1/1/12 - 3/31/12	5,850.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	DPW-Park Program	UI benefit charges P. Lomber DPW Park Prog 1/1/12 - 3/31/12	1,306.00
13769 Total							42,214.00
13771	5/11/2012	CITY OF REDWOOD CITY	BR27185	General Fund	Non-Dept	IT Support services 47.1 hrs Feb, Mar,& Apr 2012	6,634.04
13771 Total							6,634.04

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13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Maintenance services oil change/tune up Crwn Victoria PD	439.81
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Replace 2 tires, rotate to front services Crwn Victoria PD	332.60
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Remove emergency equip to new patrol Crwn Victoria PD	776.69
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Oil change, repair dook lock, power mirrors svc Crwn Victoria PD	489.95
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Repair dook lock, power mirrors, new wiper Crwn Victoria PD	418.60
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Maintenance services oil change/tune up patrol PD	495.08
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Maintenance services oil change, rear lower door Crwn Victoria P	498.87
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Replace 2 tires, bulb, fuse services Crwn Victoria PD	389.59
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Maintenance services oil change/tune up Command unit PD	265.21
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Replace 2 left rear turn signal bulbs Crwn Victoria PD	71.69
13772 Total							4,178.09
13773	5/11/2012	CITY OF REDWOOD CITY	BR27229	General Fund	Police	Fuel charges PD 3/15/12 - 4/15/12	4,070.23
13773 Total							4,070.23
13774	5/11/2012	CSG CONSULTANTS INC	021980	General Fund	Non-Dept	Code enforcement services 2/25/12 - 3/30/12	5,974.00
13774 Total							5,974.00
13775	5/11/2012	HARRINGTON SARA	BP10-00393	General Fund		Refund 2nd utility dep BP10-00393, 89 Parker Ave.	5,000.00
13775 Total							5,000.00
13776	5/11/2012	HEXAGON TRANSPORTATION CONSULTANTS. INC.	7032	General Fund		Traffic studies services for Menlo School	2,850.00
13776 Total							2,850.00
13777	5/11/2012	J & N PRINTING	9939	General Fund	Administration	(250) Business cards J. Belmont	28.15
13777	5/11/2012	J & N PRINTING	9927	General Fund	Building	(500) 8.5x11 Inspection record cards Bldg	96.34
13777 Total							124.49
13778	5/11/2012	KOFF & ASSOCIATES, INC.	1410	General Fund	Administration	Compensation data collection & analysis HR assistance svc	2,205.00
13778 Total							2,205.00
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(100) 8.5x11 paper for Library community workshop meetings	63.87
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(10) Poster white board for Library community workshop meetings	7.47

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13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(4) Microban for Library community workshop meetings	12.94
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(1) Banner paper for Library community workshop meetings	5.94
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(324) ES color S/S letter for Library community workshop meeting	199.92
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(1) File 13 pocket for Library community workshop meetings	10.81
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(11) ES color S/S letter for Library community workshop meetings	6.78
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(2) Guestick for Library community workshop meetings	4.96
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(1) Crayola 8ct board for Library community workshop meetings	16.24
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(1) Crayola 10ct for Library community workshop meetings	2.17
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(1) Scissors for Library community workshop meetings	2.17
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(1) Crayola 12ct for Library community workshop meetings	5.41
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(3) Gluesticks for Library community workshop meetings	5.94
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(1) Mailing box for Library community workshop meetings	10.60
13779 Total							355.22
13780	5/11/2012	LSA ASSOCIATES, INC.	114939	Library Fund	Non-Dept	Environmental consulting service Library March 2012	20,953.75
13780 Total							20,953.75
13781	5/11/2012	MID-PENINSULA ANIMAL HOSPITAL	484555	General Fund	Police	Hospital visit K-9 Karli PD	268.20
13781	5/11/2012	MID-PENINSULA ANIMAL HOSPITAL	485580	General Fund	Police	Hospital visit K-9 Rex PD	444.45
13781 Total							712.65
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(1) Corner iron materials for evidence locker PD	3.56
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(1) Tape measure materials for evidence locker PD	2.84
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(2) Lox drive materials for evidence locker PD	8.20
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(1) 31/2x5/8 Zn Flt materials for evidence locker PD	4.32
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(1) Polycrylic materials for evidence locker PD	9.73

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13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(2) Handypanel materials for evidence locker PD	28.99
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(1) Brass bracket materials for evidence locker PD	3.02
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(2) Solid Br. mid butt materials for evidence locker PD	9.64
13782 Total							70.30
13783	5/11/2012	OLSON GARY M.	2 Apr 12	General Fund	Police	Pd Applicant evaluation	300.00
13783 Total							300.00
13784	5/11/2012	PACIFIC PENINSULA GROUP	BP10-00508	General Fund		Refund 2nd utility dep BP10-00508, 18 Monte Vista Ave.	5,000.00
13784	5/11/2012	PACIFIC PENINSULA GROUP	BP10-00026	General Fund		Refund 2nd utility dep BP10-00026, 127 Tuscaloosa Ave	5,000.00
13784 Total							10,000.00
13785	5/11/2012	PARDORLA SIMONE	April 2012	General Fund	Police	Mileage PAS Calibration training S. Pardorla 4/27/12	37.19
13785 Total							37.19
13786	5/11/2012	RENNE SLOAN HOLTZMAN SAKAI LLP	20668	General Fund	Administration	2012 Police Officers Association negotiation	3,384.91
13786	5/11/2012	RENNE SLOAN HOLTZMAN SAKAI LLP	20669	General Fund	Administration	Draft letter incorporating proposal for 856	105.00
13786 Total							3,489.91
13787	5/11/2012	SAN MATEO CNTY FORENSIC LAB	CL03244	General Fund	Police	(1) hr RCFL cost allocation PD	49.18
13787 Total							49.18
13788	5/11/2012	SHARP ELECTRONICS CORPORATION	C736989-541	General Fund	Administration	Sharp MXM550N copier usage 3/16/12 - 4/16/12	284.08
13788 Total							284.08
13789	5/11/2012	TURBO DATA SYSTEMS INC	18894	General Fund	Police	Citation processing PD April 2012	39.63
13789 Total							39.63
13790	5/11/2012	US BANCORP EQUIPMENT FINANCE INC.	202331351	General Fund	Police	Lease Sharp MXM288N copier PD 4/25/12 - 5/25/12	237.18
13790 Total							237.18
13791	5/11/2012	WILLIAMS SCOTSMAN, INC	96338356	General Fund	Police	Trailer rental PD 4/29/12 - 5/28/12	698.33
13791 Total							698.33
13792	5/11/2012	WITMER-TYSON IMPORTS INC	T9204	General Fund	Police	Energy dog food PD April 2012	119.07
13792	5/11/2012	WITMER-TYSON IMPORTS INC	T9204	General Fund	Police	Monthly K-9 maintenance training PD April 2012	500.00
13792	5/11/2012	WITMER-TYSON IMPORTS INC	T9204	General Fund	Police	Dog bath services PD April 2012	10.00
13792	5/11/2012	WITMER-TYSON IMPORTS INC	T9204	General Fund	Police	Royal Canin German Shepherd dog food PD April 2012	59.54
13792 Total							688.61

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13793	5/17/2012	ACCONTEMPS	35450492	General Fund	Finance	Temp Phonpradith, Noy 4/24/12 - 4/27/12	1,285.76
13793 Total							1,285.76
13794	5/17/2012	ARBORICULTURAL SPECIALTIES, INC	18881	General Fund	DPW-Street Maint.	Tree maintenance services -pruning El Camino Real	960.00
13794	5/17/2012	ARBORICULTURAL SPECIALTIES, INC	18881	General Fund	DPW-Park Maint.	Tree maintenance services -stump grinding HP Park	960.00
13794 Total							1,920.00
13795	5/17/2012	AT&T CALNET 2	000003340028	General Fund	Non-Dept	4866 Fax credit card post office 4/1/12-4/30/12	15.39
13795	5/17/2012	AT&T CALNET 2	000003337219	General Fund	Non-Dept	4866 Fax credit card post office 4/1/12-4/30/12	0.32
13795	5/17/2012	AT&T CALNET 2	000003337216	General Fund	Police	5396 ESL service line PD 4/1/12 -4/30/12	60.70
13795	5/17/2012	AT&T CALNET 2	000003337218	General Fund	DPW-Park Program	4859 HP Main house 4/1/12 -4/30/12	60.38
13795 Total							136.79
13796	5/17/2012	AV INTEGRATORS, INC.	1479	General Fund	City Council	Council chamber sound system 50% down payment	3,485.87
13796	5/17/2012	AV INTEGRATORS, INC.	1479	General Fund	City Council	Council chamber sound system 50% down payment	550.00
13796 Total							4,035.87
13797	5/17/2012	BRILL J. MARTY	BP11-00668	General Fund		Refund recycling dep BP11-00668, 226 Oak Grove Ave.	1,000.00
13797 Total							1,000.00
13798	5/17/2012	CAL WATER SERVICE	62126158/412	General Fund	City Council	94 Ashfield 3/3/12 - 4/3/12	203.59
13798	5/17/2012	CAL WATER SERVICE	91512681/412	General Fund	Administration	91 Ashfield 3/3/12 - 4/3/12	18.96
13798	5/17/2012	CAL WATER SERVICE	91512699/412	General Fund	Planning	Station Lane Meter 3/3/12 - 4/3/12	2.42
13798	5/17/2012	CAL WATER SERVICE	91512699/412	General Fund	Building	Station Lane Meter 3/3/12 - 4/3/12	14.55
13798	5/17/2012	CAL WATER SERVICE	91512664/412	General Fund	Police	83 Ashfield 3/3/12 - 4/3/12	103.36
13798	5/17/2012	CAL WATER SERVICE	91512699/412	General Fund	DPW-Engineering	Station Lane Meter 3/3/12 - 4/3/12	7.28
13798	5/17/2012	CAL WATER SERVICE	90069321/412	General Fund	DPW-Street Maint.	Station Lane 4/4/12 - 5/2/12	33.76
13798	5/17/2012	CAL WATER SERVICE	62051509/412	General Fund	DPW-Street Maint.	Alameda/Atherton 3/3/12 - 4/3/12	73.75
13798	5/17/2012	CAL WATER SERVICE	62051499/412	General Fund	DPW-Street Maint.	El Camino Real 3/3/12 - 4/3/12	73.75
13798	5/17/2012	CAL WATER SERVICE	97947324/412	General Fund	DPW-Street Maint.	El Camino Real (2) 3/24/12 - 4/24/12	257.80
13798	5/17/2012	CAL WATER SERVICE	62040688/412	General Fund	DPW-Street Maint.	99 Ashfield Rd 4/4/12 - 5/2/12	54.28
13798	5/17/2012	CAL WATER SERVICE	62051537/412	General Fund	DPW-Park Program	150 Watkins 3/24/12 - 4/24/12	242.07
13798	5/17/2012	CAL WATER SERVICE	62051537Fire412	General Fund	DPW-Park Program	150 Watkins (Fire Protection) 4/1/12 - 4/30/12	29.31
13798	5/17/2012	CAL WATER SERVICE	89783897/412	Library Fund	Non-Dept	Maple 3/3/12 - 4/3/12	122.33
13798	5/17/2012	CAL WATER SERVICE	97127159/412	Library Fund	Non-Dept	2 Station Lane 3/3/12 - 4/3/12	40.06
13798 Total							1,277.27
13799	5/17/2012	CENTRAL MAINTENANCE COMPANY	3152-0512	General Fund	DPW-Park Maint.	Monthly Janitorial services Park May 2012	550.00
13799	5/17/2012	CENTRAL MAINTENANCE COMPANY	3152-0512	General Fund	DPW-Building Maint.	Monthly Janitorial services PD May 2012	419.00

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13799	5/17/2012	CENTRAL MAINTENANCE COMPANY	3152-0512	General Fund	DPW-Building Maint.	Monthly Janitorial services Admin May 2012	319.00
13799	5/17/2012	CENTRAL MAINTENANCE COMPANY	3152-0512	General Fund	DPW-Building Maint.	Monthly Janitorial services Bldg/Planning May 2012	245.00
13799	5/17/2012	CENTRAL MAINTENANCE COMPANY	3152-0512	General Fund	DPW-Building Maint.	Monthly Janitorial services Public Work May 2012	130.00
13799	5/17/2012	CENTRAL MAINTENANCE COMPANY	3152-0512	Library Fund	Non-Dept	Monthly Janitorial services Library May 2012	332.00
13799 Total							1,995.00
13800	5/17/2012	CONTRACT SWEEPING SERVICES	INV120000542	General Fund	DPW-Street Maint.	Monthly Sweeping service April 2012	992.70
13800 Total							992.70
13801	5/17/2012	DUNBAR ARMORED INC	3058937	General Fund	Finance	Armored car services monthly fee May 2012	100.00
13801	5/17/2012	DUNBAR ARMORED INC	3058937	General Fund	Finance	Armored car services fuel surcharge May 2012	16.25
13801	5/17/2012	DUNBAR ARMORED INC	3058937	General Fund	Non-Dept	Armored car services maintenance fee May 2012	10.66
13801 Total							126.91
13802	5/17/2012	HUBER HERB	BP11-00915	General Fund		Refund recycling dep BP11-00915, 4 Barmetta Way	1,000.00
13802 Total							1,000.00
13803	5/17/2012	INTERWEST CONSULTING GROUP, INC	12427	General Fund	Building	Inspection services for permits issued prior to 8/22/11	6,480.00
13803	5/17/2012	INTERWEST CONSULTING GROUP, INC	12427	General Fund	Building	58% Total revenue April 2012	74,377.90
13803	5/17/2012	INTERWEST CONSULTING GROUP, INC	12426	General Fund	DPW-Engineering	Interim Public Works Director April 2012	13,150.00
13803	5/17/2012	INTERWEST CONSULTING GROUP, INC	12426	Library Fund	Non-Dept	Library Project Manager M. Kashiwagi April 2012	1,350.00
13803 Total							95,357.90
13804	5/17/2012	KIELTY KEVIN R.	2308	General Fund	Planning	Kielty arborist services 26% Planning April 2012	2,301.00
13804	5/17/2012	KIELTY KEVIN R.	2308	General Fund	Building	Kielty arborist services 74% Bldg April 2012	6,549.00
13804 Total							8,850.00
13805	5/17/2012	NEC CORPORATION OF AMERICA	TM0000031300	General Fund	Police	Reset mailboxes for ext.357 & 543 B. Mills PD	134.00
13805 Total							134.00
13806	5/17/2012	PETE MOFFAT CONSTRUCTION	BP11-00895	General Fund		Refund recycling dep BP11-00895, 237 Atherton Ave	8,500.00
13806 Total							8,500.00
13807	5/17/2012	PG & E	5678831050/412	General Fund	Administration	91 Ashfield/Town Hall 3/24/12 - 4/24/12	496.13
13807	5/17/2012	PG & E	5678831261/412	General Fund	Planning	Station Lane 3/24/12 - 4/30/12	15.51

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13807	5/17/2012	PG & E	5678831261/412	General Fund	Building	Station Lane 3/24/12 - 4/30/12	93.05
13807	5/17/2012	PG & E	5678831261/412	General Fund	DPW-Engineering	Station Lane 3/24/12 - 4/30/12	46.52
13807	5/17/2012	PG & E	5678831015/412	General Fund	DPW-Street Maint.	Signal E/S Middlefield 3/27/12 - 4/25/12	51.06
13807	5/17/2012	PG & E	5678831020/412	General Fund	DPW-Street Maint.	Signal-Marsh/Middlefield 3/27/12 - 4/25/12	9.86
13807	5/17/2012	PG & E	5678831002et412	General Fund	DPW-Street Maint.	Street Lights 3/31/12 - 5/1/12	4,074.74
13807	5/17/2012	PG & E	5678831025/412	General Fund	DPW-Street Maint.	Signal-Middlefield/Oak Grove 3/27/12 - 4/25/12	41.97
13807	5/17/2012	PG & E	5678831040/412	General Fund	DPW-Park Maint.	Pump 150 Watkins 3/27/12 - 4/25/12	86.53
13807	5/17/2012	PG & E	5678831189/412	General Fund	DPW-Park Program	Modular Building 150 Watkins 3/27/12 - 4/30/12	390.16
13807	5/17/2012	PG & E	5678831260/412	General Fund	DPW-Park Program	Activity Bldg 150 Watkins 3/27/12 - 4/30/12	322.89
13807 Total							5,628.42
13808	5/17/2012	PITNEY BOWES INC	956616	General Fund	Non-Dept	Quarterly rental postage meter 6/16/12 - 9/15/12	165.00
13808 Total							165.00
13809	5/17/2012	POINT TO POINT	APW12-00025	General Fund		Refund road bond dep APW12-00025, 146 Middlefield Rd	2,500.00
13809 Total							2,500.00
13810	5/17/2012	SAN MATEO CNTY CONTROLLERS OFFICE	April 2012	General Fund		Allocation of parking penalties April 2012	292.00
13810 Total							292.00
13811	5/17/2012	SKEEN DALE	BP11-00818	General Fund		Partial refund recycling deposit BP11-00818, 292 Val Paraiso	2,030.00
13811 Total							2,030.00
13812	5/17/2012	THE ALMANAC	April 2012	General Fund	Administration	City Council Meeting location change	174.00
13812	5/17/2012	THE ALMANAC	April 2012	General Fund	DPW-Engineering	Proposal Civil Eng firm for Marsh Rd retaining wall	464.00
13812	5/17/2012	THE ALMANAC	April 2012	General Fund	DPW-Engineering	Proposal Civil Eng firm for Marsh Rd retaining wall	464.00
13812	5/17/2012	THE ALMANAC	April 2012	Gas Tax	DPW-Engineering	Bids for 2012 Cape/Slurry project	696.00
13812	5/17/2012	THE ALMANAC	April 2012	Library Fund	Non-Dept	Proposal Architectural & Eng svc Library project	696.00
13812 Total							2,494.00
13813	5/17/2012	THE RIGHT ANGLE BUILDERS, INC.	BP11-00705	General Fund		Refund recycling dep BP11-00705, 157 Fair Oaks Ln	1,000.00
13813 Total							1,000.00
13814	5/17/2012	MERCER JOSEPH	Jan-Mar2012	Employee Benefits Funds	DPW-Park Maint.	Retiree health reimbursement Jan-Mar 2012	187.05
13814 Total							187.05
13815	5/24/2012	ACCOUNTEMPS	35524909	General Fund	Finance	Temp Phonpradith, Noy 5/7/12 - 5/10/12	1,285.76
13815	5/24/2012	ACCOUNTEMPS	35496772	General Fund	Finance	Temp Phonpradith, Noy 4/30/12 - 5/3/12	1,285.76
13815 Total							2,571.52

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of May 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13816	5/24/2012	AT&T CALNET 2	000003359335	General Fund	Police	6500 Main line PD 4/10/12 - 5/9/12	439.99
13816	5/24/2012	AT&T CALNET 2	000003359333	General Fund	Police	3220 Fax admin PD 4/10/12 - 5/9/12	15.92
13816	5/24/2012	AT&T CALNET 2	000003360861	General Fund	Police	1804 Dispatch fax PD 4/10/12 - 5/9/12	15.13
13816	5/24/2012	AT&T CALNET 2	000003359330	General Fund	Police	6452 Voice print-911 PD 4/10/12 - 5/9/12	15.71
13816	5/24/2012	AT&T CALNET 2	000003359332	General Fund	Police	2801 Trailer PD 4/10/12 - 5/9/12	155.34
13816	5/24/2012	AT&T CALNET 2	000003359331	General Fund	Police	7653 Fax request service PD 4/10/12 - 5/9/12	14.46
13816	5/24/2012	AT&T CALNET 2	000003359329	General Fund	Police	6131 Emergency line PD 4/10/12 - 5/9/12	103.53
13816	5/24/2012	AT&T CALNET 2	000003358696	General Fund	Police	9297 Dinkelspiel alarm line PD 4/10/12 - 5/9/12	15.72
13816	5/24/2012	AT&T CALNET 2	000003359334	General Fund	Police	9743 Direct connect fax line PD 4/10/12 - 5/9/12	15.80
13816	5/24/2012	AT&T CALNET 2	000003359713	General Fund	DPW-Park Program	2677 Park elevator 4/10/12 - 5/9/12	15.51
13816 Total							807.11
13817	5/24/2012	BAY AREA TRENCHLESS	APW12-00079	General Fund		Refund road bond dep APW12-00079, 88 Lloyd Dr.	2,500.00
13817 Total							2,500.00
13818	5/24/2012	BOB MURRAY & ASSOCIATES	4683	General Fund	Administration	Professional services for City Manager position	6,889.63
13818 Total							6,889.63
13819	5/24/2012	CA DEPT JUSTICE ACCOUNTING OFF	907069	General Fund	Police	(2) Fingerprints Apps A. Barron PD	64.00
13819	5/24/2012	CA DEPT JUSTICE ACCOUNTING OFF	907069	General Fund	Police	Child abuse index ck PD	15.00
13819	5/24/2012	CA DEPT JUSTICE ACCOUNTING OFF	907069	General Fund	Police	Peace Officer PD	19.00
13819 Total							98.00
13820	5/24/2012	CITIES GROUP THE	Apr-Jun2012	Worker's Comp Insurance	Non-Dept	Workers' Comp Assessment 4/1/12 - 6/30/12	38,465.77
13820	5/24/2012	CITIES GROUP THE	Apr-Jun2012	Worker's Comp Insurance	Non-Dept	Safety/Compliance Prog Assessment 4/1/12 - 6/30/12	2,336.96
13820 Total							40,802.73
13821	5/24/2012	CODE PUBLISHING COMPANY INC	40793	General Fund	Administration	Atherton municipal code supplement update May 2012	214.50
13821 Total							214.50
13822	5/24/2012	DENNIS TONY	May9-11, 2012	General Fund	Police	Mileage Field Training Officer T. Dennis 5/9/12 - 5/11/12	37.12
13822	5/24/2012	DENNIS TONY	May9-11, 2012	General Fund	Police	Meal Field Training Officer T. Dennis 5/9/12	7.31
13822	5/24/2012	DENNIS TONY	May9-11, 2012	General Fund	Police	Meal Field Training Officer T. Dennis 5/10/12	11.73
13822	5/24/2012	DENNIS TONY	May9-11, 2012	General Fund	Police	Meal Field Training Officer T. Dennis 5/11/12	8.42
13822 Total							64.58

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of May 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13823	5/24/2012	ELLISON'S TOWING	36864	General Fund	Police	Tow service 2004 Ford Interceptor PD	60.00
13823 Total							60.00
13824	5/24/2012	GOMEZ DAVID	May2-4, 2012	General Fund	Police	Mileage Search Warrant training D. Gomez 5/2/12 -5/4/12	46.62
13824	5/24/2012	GOMEZ DAVID	May2-4, 2012	General Fund	Police	Meal Search Warrant training D. Gomez 5/2/12	14.88
13824	5/24/2012	GOMEZ DAVID	May2-4, 2012	General Fund	Police	Meal Search Warrant training D. Gomez 5/3/12	5.79
13824	5/24/2012	GOMEZ DAVID	May2-4, 2012	General Fund	Police	Meal Search Warrant training D. Gomez 5/3/12	14.50
13824 Total							81.79
13825	5/24/2012	LIEBERT CASSIDY WHITMORE	149488	General Fund	Administration	Review emp data for retiree medical inquiry April 2012	330.00
13825 Total							330.00
13826	5/24/2012	LONG BEACH BMW M/C	2012 BMW	Equipment Replacement	Police	2012 BMW R1200RT-P PD	29,471.31
13826	5/24/2012	LONG BEACH BMW M/C	2012 BMW	Equipment Replacement	Police	Tire Fee PD	3.50
13826	5/24/2012	LONG BEACH BMW M/C	2012 BMW	Equipment Replacement	Police	Document Fees PD	55.00
13826 Total							29,529.81
13827	5/24/2012	MCCONNELL MARY	391	General Fund	Police	Polygraph test officer applicant PD	200.00
13827 Total							200.00
13828	5/24/2012	MUNISERVICES LLC	Eden Landscape	General Fund		Bus Lic. Eden Landscape Management	75.00
13828	5/24/2012	MUNISERVICES LLC	Nam Nguyen	General Fund		Bus Lic. Nam Nguyen	50.00
13828 Total							125.00
13829	5/24/2012	PAW PRINTS, INC	25647	General Fund	Police	(4) Alarm signs #33, #74, #19, #19 PD	108.25
13829 Total							108.25
13830	5/24/2012	RECALL SECURE DESTRUCTION SERV	2303012044	General Fund	Police	Shred document services PD 4/6/12	41.45
13830	5/24/2012	RECALL SECURE DESTRUCTION SERV	2303012044	General Fund	Police	Shred document services PD 4/20/12	41.45
13830	5/24/2012	RECALL SECURE DESTRUCTION SERV	2303012044	General Fund	Police	Shred document services PD 3/23/12	41.45
13830 Total							124.35
13831	5/24/2012	SAN MATEO CNTY INFO SERV DEPT	1YAT11204	General Fund	Police	Microwave micro channel PD April 2012	152.00
13831	5/24/2012	SAN MATEO CNTY INFO SERV DEPT	1YAT11204	General Fund	Police	MessageSwitch line PD April 2012	1,154.08
13831 Total							1,306.08
13832	5/24/2012	SAN MATEO CNTY SHERIFF'S OFFIC	9168	General Fund	Police	(12) hrs Coyote point range 3rd Qtr/ FY 11-12	600.00
13832 Total							600.00
13833	5/24/2012	TELECOMMUNICATIONS ENGINEERING	41843	General Fund	Police	Facility mgmt and Maint for public safety comm center	934.00
13833 Total							934.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of May 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13834	5/24/2012	TOUBAR EQUIPMENT	APW11-00154	General Fund		Refund road bond dep APW11-00154, 2 Wisteria Way	2,500.00
13834 Total							2,500.00
13835	5/24/2012	UCCELLI & ASSOCIATES	41946	Library Fund	Non-Dept	Transcript for counsel repository final reviews of EIR Library	843.34
13835 Total							843.34
13836	5/24/2012	USPS	May 2012	General Fund	City Council	Bulk mailing for Commission/Committees	186.66
13836	5/24/2012	USPS	May 2012	General Fund	Planning	Bulk mailing for Little League	186.66
13836 Total							373.32
13837	5/31/2012	ACCOUNTEMPS	35588650	General Fund	Finance	Temp Phonpradith, Noy 5/14/12 - 5/17/12	1,285.76
13837 Total							1,285.76
13838	5/31/2012	ARBORICULTURAL SPECIALTIES, INC	18896	General Fund	DPW-Street Maint.	Tree pruning services DPW-Street May 2012	3,840.00
13838 Total							3,840.00
13839	5/31/2012	AUKER DEBRA C.	B-6	General Fund	Finance	Interim Finance Director May 2012	13,440.00
13839 Total							13,440.00
13840	5/31/2012	BELLMONT JUDITH	May 9, 2012	General Fund	Administration	Tableclothes, cups, napkins, candy for emp lunch 5/9/12	46.88
13840 Total							46.88
13841	5/31/2012	CONNERS WILLIAM B.	May 2012	General Fund	City Attorney	City Attorney Retainer May 2012	12,800.00
13841 Total							12,800.00
13842	5/31/2012	CUTWATER INVESTOR SERVICES CORP.	16260A	General Fund	Finance	Investment advisory services April 2012	1,000.00
13842 Total							1,000.00
13843	5/31/2012	J & N PRINTING	10004	General Fund	Administration	(10000) ea #10 Resident mailer envelopes for permit/bulk mail	411.35
13843 Total							411.35
13844	5/31/2012	KLEINTERIORS	May23,2012	General Fund	City Council	50% down payment for drapery Council Chamber	3,086.00
13844 Total							3,086.00
13845	5/31/2012	MCE CORPORATION	1204076	General Fund	DPW-Street Maint.	Maintenance services DPW-Street April 2012	20,323.29
13845	5/31/2012	MCE CORPORATION	1204076	General Fund	DPW-Park Maint.	Maintenance services DPW-Park April 2012	11,814.46
13845	5/31/2012	MCE CORPORATION	1204076	General Fund	DPW-Park Program	Maintenance services DPW-Park Program April 2012	518.84
13845	5/31/2012	MCE CORPORATION	1204076	General Fund	DPW-Building Maint.	Maintenance services Facilities April 2012	6,920.75
13845	5/31/2012	MCE CORPORATION	1204076	Tennis Fund	DPW-Park Program	Maintenance services Tennis Court April 2012	86.10
13845	5/31/2012	MCE CORPORATION	1204076	Library Fund	Non-Dept	Maintenance services Library April 2012	1,203.07
13845 Total							40,866.51

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of May 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13846	5/31/2012	MONSTER MEDIA, INC.	14324	Evan Creative Design	Non-Dept	Banners for concerts HP Park	273.25
13846 Total							273.25
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	City Council	(2) ea Basic easel Council	61.53
13847	5/31/2012	OFFICE DEPOT	609801050001	General Fund	City Council	(1) pk 25"x30" Writing pad for Easel Council	68.65
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Administration	(1) ea Basic easel Admin	30.76
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Administration	(1) pk Seals Admin	2.51
13847	5/31/2012	OFFICE DEPOT	609801050001	General Fund	Administration	(1) pk 25"x30" Writing pad for Easel Admin	34.32
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Finance	(1) ea HP 114-756 toner Fin	131.81
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Building	(1) bx 1/3 Cut folder Bldg	5.43
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Police	(1) ea Copier paper PD	41.24
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Police	(2) ea HP Q5949A black toner PD	159.95
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Police	(1) ea HP Q6511A black toner PD	121.99
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Police	(1) ea Laser Jet 320A black toner PD	75.77
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	DPW-Engineering	(1) bx 2" Jacket file DPW Eng	25.45
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	DPW-Engineering	(1) bx 1" Jacket file DPW Eng	34.90
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	DPW-Engineering	(1) ea HP 920 black ink DPW Eng	20.15
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	DPW-Engineering	(1) pk HP 920 tricolor ink DPW Eng	27.87
13847 Total							842.33
13848	5/31/2012	PURCHASE POWER	38852315/0412	General Fund	Non-Dept	Postage meter refill 4/03/12	1,000.00
13848	5/31/2012	PURCHASE POWER	38852315/0412	General Fund	Non-Dept	Postage meter refill trans fee 4/03/12	19.99
13848	5/31/2012	PURCHASE POWER	38852315/0412	General Fund	Non-Dept	Postage meter refill 4/11/12	2,000.00
13848	5/31/2012	PURCHASE POWER	38852315/0412	General Fund	Non-Dept	Postage meter refill trans fee 4/11/12	19.99
13848	5/31/2012	PURCHASE POWER	38852315/0412	General Fund	Non-Dept	Postage meter refill 4/23/12	2,000.00
13848 Total							5,039.98
13849	5/31/2012	REPUBLIC ITS INC	RR-131484	General Fund	DPW-Street Maint.	Repair traffic light -sensor problem Middlefield/Encinal April 1	279.08
13849	5/31/2012	REPUBLIC ITS INC	RR-131483	General Fund	DPW-Street Maint.	Traffic signal maintenance Middlefield/Encinal April 2012	104.67
13849	5/31/2012	REPUBLIC ITS INC	RR-131483	General Fund	DPW-Street Maint.	Traffic signal maintenance Middlefield/Marsh April 2012	104.67
13849	5/31/2012	REPUBLIC ITS INC	RR-131483	General Fund	DPW-Street Maint.	Traffic signal maintenance Middlefield/Oak Grove April 2012	104.67
13849	5/31/2012	REPUBLIC ITS INC	RR-131484	General Fund	DPW-Street Maint.	Repair traffic light- timing sheet Middlefield/Encinal April 12	139.54
13849 Total							732.63
13850	5/31/2012	SAN MATEO REGIONAL NETWORK INC	20142	General Fund	Police	Monthly T-1 access fee May 2012	385.00
13850 Total							385.00
13851	5/31/2012	SPRINGBROOK SOFTWARE INC	0022025	Equipment Replacement	Finance	Contract 5 of 5 Springbrook payroll software payment	24,330.00
13851 Total							24,330.00
Grand Total							544,294.07

TOWN OF ATHERTON
CLAIMS LIST **MAY 2012**

	<u>Amount</u>
A/P Checks (#13737-13851)	\$ 544,294
Payroll Checks (#337-339)	523
Direct Deposit - Payroll	250,229
Electronic Transfer - A/P & Payroll	195,750
MAY 2012 Total	990,796

I, Theresa DellaSanta, Interim City Manager of the Town of Atherton, do hereby certify that the demand listed above, check numbers 337-339 (payroll), and 13737-13851 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$990,796 are true and correct based on the information provided to me and that there are sufficient funds for payment.

Theresa DellaSanta
Interim City Manager

The above claims, check numbers 337-339 (payroll), and 13737-13851 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$990,796 are true and correct and are authorized for payment.

Bill Widmer
Mayor, Town of Atherton

SOURCE OF FUNDS

101	General Fund	\$ 730,823
105	Tennis Fund	86
201	Special Tax	47,390
203	Gas Tax	696
213	Library	26,531
215	Evan Creative Trust	273
403	Ath. Channel Drainage Dt.	13,560
610	Equipment Replacement	53,860
614	Worker's Comp Insurance	40,803
616	Employee Benefits	76,774
	TOTAL	990,796

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of May 2012							
<u>Check#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Fund</u>	<u>Dept</u>	<u>Description</u>	<u>Amount</u>
13737	5/1/2012	AFLAC		General Fund		PR Batch 501 1 2012 Flex Participation Fee - EE	100.00
13737	5/1/2012	AFLAC		General Fund		PR Batch 501 2 2012 Flex Participation Fee - ER	(12.50)
13737	5/1/2012	AFLAC		General Fund		PR Batch 502 2 2012 Flex Participation Fee - EE	(12.50)
13737 Total							75.00
13738	5/1/2012	AFLAC		General Fund		PR Batch 504 2 2012 AFLAC Hospital Indemnity	51.24
13738	5/1/2012	AFLAC		General Fund		PR Batch 504 2 2012 AFLAC Accident Indemnity	19.98
13738	5/1/2012	AFLAC		General Fund		PR Batch 504 2 2012 AFLAC Cancer Ins	26.82
13738	5/1/2012	AFLAC	501-03-2012	General Fund		PR Batch 501 3 2012 AFLAC Accident Indemnity	155.70
13738	5/1/2012	AFLAC	501-03-2012	General Fund		PR Batch 501 3 2012 AFLAC Cancer Ins	149.46
13738	5/1/2012	AFLAC	501-03-2012	General Fund		PR Batch 501 3 2012 AFLAC Dental Ins PreTx	92.40
13738	5/1/2012	AFLAC	501-03-2012	General Fund		PR Batch 501 3 2012 AFLAC Hospital Indemnity	25.52
13738	5/1/2012	AFLAC	501-03-2012	General Fund		PR Batch 501 3 2012 AFLAC Intensive Care	16.26
13738	5/1/2012	AFLAC	501-03-2012	General Fund		PR Batch 501 3 2012 AFLAC Specified Health	27.90
13738	5/1/2012	AFLAC	501-03-2012	General Fund		PR Batch 501 3 2012 AFLAC-STD After Tax	62.81
13738	5/1/2012	AFLAC	502-03-2012	General Fund		PR Batch 502 3 2012 AFLAC-STD After Tax	62.81
13738	5/1/2012	AFLAC	502-03-2012	General Fund		PR Batch 502 3 2012 AFLAC Dental Ins PreTx	92.40
13738	5/1/2012	AFLAC	502-03-2012	General Fund		PR Batch 502 3 2012 AFLAC Hospital Indemnity	25.52
13738	5/1/2012	AFLAC	502-03-2012	General Fund		PR Batch 502 3 2012 AFLAC Intensive Care	16.26
13738	5/1/2012	AFLAC	502-03-2012	General Fund		PR Batch 502 3 2012 AFLAC Specified Health	27.90
13738	5/1/2012	AFLAC	502-03-2012	General Fund		PR Batch 502 3 2012 AFLAC Accident Indemnity	155.70
13738	5/1/2012	AFLAC	502-03-2012	General Fund		PR Batch 502 3 2012 AFLAC Cancer Ins	149.46
13738 Total							1,158.14
13739	5/1/2012	TEAMSTERS UNION LOCAL 856	501-04-2012	General Fund		PR Batch 501 4 2012 Teamsters Dues	53.54
13739	5/1/2012	TEAMSTERS UNION LOCAL 856	502-04-2012	General Fund		PR Batch 502 4 2012 Teamsters Dues	53.54
13739 Total							107.08

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of May 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13740	5/1/2012	VISION SERVICE PLAN	501-04-2012	General Fund		PR Batch 501 4 2012 Vision Insurance	470.98
13740	5/1/2012	VISION SERVICE PLAN	May 2012	General Fund	Police	Adj. vision D. Devlugt April 2012	(15.77)
13740	5/1/2012	VISION SERVICE PLAN	May 2012	General Fund	Police	Adj. vision M. Guerra May 2012	(15.77)
13740	5/1/2012	VISION SERVICE PLAN	May 2012	General Fund	Police	Adj. vision S. Pardorla March 2012	10.88
13740	5/1/2012	VISION SERVICE PLAN	May 2012	General Fund	DPW-Street Maint.	Vision cobra M. Rubalcava May 2012	10.88
13740 Total							461.20
13741	5/3/2012	TEAMSTERS LOCAL 856 H & W	501-04-2012	General Fund		PR Batch 501 4 2012 Dental Insurance	4,032.00
13741 Total							4,032.00
13742	5/3/2012	ADVANTAGE: PRINT, MARKETING AND MORE	46426	General Fund	Police	(250) Business cards G. Dere PD	69.85
13742 Total							69.85
13743	5/3/2012	AT&T CALNET 2	000003324850	General Fund	Non-Dept	0600 PBX switch board line FD 3/27/12 - 4/26/12	112.34
13743	5/3/2012	AT&T CALNET 2	000003308495	General Fund	Police	5840 83 Ashfield to Industrial Rd 3/20/12 - 4/19/12	265.37
13743	5/3/2012	AT&T CALNET 2	000003308499	General Fund	Police	6691 Cal water bear gulch voter 3/20/12 - 4/19/12	76.51
13743	5/3/2012	AT&T CALNET 2	000003308498	General Fund	Police	6690 MP police to Pd voter 3/20/12 - 4/19/12	66.22
13743	5/3/2012	AT&T CALNET 2	000003308494	General Fund	Police	8343 83 Ashfield & KCEA radio 3/20/12 - 4/19/12	57.18
13743	5/3/2012	AT&T CALNET 2	000003324848	General Fund	Police	0686 Alarm shed PD 3/27/12 - 4/26/12	15.72
13743	5/3/2012	AT&T CALNET 2	000003324849	General Fund	Police	0280 Disaster line PD 3/27/12 -4/26/12	212.17
13743	5/3/2012	AT&T CALNET 2	000003308496	General Fund	Police	7360 Circuit data line PD 3/20/12 -4/19/12	359.15
13743	5/3/2012	AT&T CALNET 2	000003308497	General Fund	Police	6689 Mp fire to Pd voter 3/20/12 -4/19/12	66.22
13743	5/3/2012	AT&T CALNET 2	000003308493	General Fund	Police	1953 Circuit# from Pd to 590 Hamilton RC 3/20/12 -4/19/12	96.90
13743	5/3/2012	AT&T CALNET 2	000003308492	General Fund	Police	1053 Teleminder loop line PD 3/20/12 - 4/19/12	84.05
13743 Total							1,411.83
13744	5/3/2012	CLARK PEST CONTROL	12681824	Library Fund	Non-Dept	Pest control services Library April 2012	95.00
13744 Total							95.00
13745	5/3/2012	DE LAGE FINANCIAL SERVICES,INC	13491154	General Fund	Planning	Lease Sharp MXM453N copies Planning 4/15/12 -5/14/12	53.02
13745	5/3/2012	DE LAGE FINANCIAL SERVICES,INC	13491154	General Fund	Building	Lease Sharp MXM453N copies Bldg 4/15/12 -5/14/12	53.03
13745	5/3/2012	DE LAGE FINANCIAL SERVICES,INC	13491154	General Fund	DPW-Engineering	Lease Sharp MXM453N copies DPW Eng. 4/15/12 -5/14/12	53.03
13745 Total							159.08
13746	5/3/2012	DELL MARKETING L.P.	XFR2NXR23	General Fund	DPW-Engineering	DELL-OptPlex 990 Minitower, core I7- 2600 DPW Eng.	1,376.32
13746 Total							1,376.32
13747	5/3/2012	HOUSTON COMMUNICATIONS INC	106000458	General Fund	Police	(5) ea Hand held radio batteries NiCad ultra high 1500 mah	300.00

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13747	5/3/2012	HOUSTON COMMUNICATIONS INC	106000458	General Fund	Police	(5) ea Hand held radio batteries Nimh ultra high cap	250.00
13747	5/3/2012	HOUSTON COMMUNICATIONS INC	106000458	General Fund	Police	Shipping charge hand held radio batteries	16.98
13747 Total							566.98
13748	5/3/2012	HUDSON DAVID	March 2012	General Fund	Police	Team building workshop for Pd Mgmt emp (POST reimb)	3,935.00
13748 Total							3,935.00
13749	5/3/2012	MATTES JOHN	April 2012	General Fund	Police	Mileage Public Record Act trnng J. Mattes 4/26 -4/27/2012	114.33
13749 Total							114.33
13750	5/3/2012	MCCONNELL MARY	388	General Fund	Police	(3) Polygraph test officer applicants	600.00
13750 Total							600.00
13751	5/3/2012	MCKINLEY ELEVATOR CORP	A049306-IN	General Fund	DPW-Building Maint.	Replace (1) ADA outdoor phone Main house elevator	876.00
13751 Total							876.00
13752	5/3/2012	NATIONAL DATA & SURVEYING SERVICES	12-7128	General Fund	DPW-Engineering	Machine counts w/speed at Holbrook, Palmer, & San Benito	540.00
13752	5/3/2012	NATIONAL DATA & SURVEYING SERVICES	11-7503	General Fund	DPW-Engineering	Machine counts w/speed at Holbrook, Palmer, & San Benito	510.00
13752 Total							1,050.00
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Wool pants A. Barron	119.02
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Wool shirt short sleeve A. Barron	86.55
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Wool shirt long sleeve A. Barron	97.37
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Name plate A. Barron	10.77
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Boots A. Barron	97.37
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Police hat A. Barron	75.72
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Jacket duty waterproof A. Barron	194.80
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(10) Uniforms -Shoulder patches A. Barron	43.30
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Uniforms -Mag holder A. Barron	49.74
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(2) Uniforms -Pants A. Barron	173.09
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(2) Uniforms -Shirts long sleeve A. Barron	129.79

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13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(2) Uniforms -Name patch A. Barron	21.54
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(4) Uniforms -shirt sides in A. Barron	43.96
13753	5/3/2012	PENINSULA UNIFORMS & EQUIPMENT	74814	General Fund	Police	(1) Bullet proof vest A. Barron	703.57
13753 Total							1,846.59
13754	5/3/2012	PG & E	92913025489/412	General Fund	DPW-Street Maint.	Station Lane 3/24/12 - 4/23/12	64.45
13754	5/3/2012	PG & E	34579695882/412	General Fund	DPW-Street Maint.	Signal El Camino /Atherton 3/24/12 - 4/24/12	78.00
13754	5/3/2012	PG & E	95313129439/412	General Fund	DPW-Street Maint.	93 Dinkelspiel Station Ln 3/24/12 -4/24/12	152.10
13754	5/3/2012	PG & E	86713555828/412	General Fund	DPW-Street Maint.	Signal Encinal/Middlefield 3/27/12 -4/25/12	39.55
13754	5/3/2012	PG & E	08963023620/412	General Fund	DPW-Park Maint.	160 Watkins (CM house) 3/27/12 -4/25/12	63.42
13754	5/3/2012	PG & E	91663025566/412	Library Fund	Non-Dept	Atherton Library 3/24/12 - 4/23/12	456.05
13754 Total							853.57
13755	5/3/2012	SAN MATEO CNTY FORENSIC LAB	CL03191	General Fund	Police	(1) hr Narcotic service Case# 11-720	90.00
13755	5/3/2012	SAN MATEO CNTY FORENSIC LAB	CL03191	General Fund	Police	(1) hr RCFL cost allocation	49.18
13755 Total							139.18
13756	5/3/2012	SAN MATEO CNTY SHERIFF'S OFFIC	9162	General Fund	Police	Live scan service M. Schaffer	18.00
13756	5/3/2012	SAN MATEO CNTY SHERIFF'S OFFIC	9162	General Fund	Police	Live scan service A. Barron	18.00
13756 Total							36.00
13757	5/3/2012	SPRINT	130538811-053	General Fund	Police	Mobile data communication PD 3/26/12 - 4/25/12	431.51
13757 Total							431.51
13758	5/3/2012	STARVISTA	1955	General Fund	Police	First Chance Program April 2012- Sept 2012	2,554.50
13758 Total							2,554.50
13759	5/3/2012	STEAM SYSTEM	April2012-Pav	General Fund	DPW-Park Program	Steam clean all carpets HP Park-Pavilion	280.00
13759 Total							280.00
13760	5/3/2012	SWARINGEN COLLETTE	154	General Fund	Police	POST background investigation	1,388.63
13760 Total							1,388.63
13761	5/3/2012	US HEALTHWORKS MEDICAL GROUP P	2068350-CA	General Fund	Police	Drug Test - Pd applicant	50.00
13761 Total							50.00
13762	5/3/2012	VERIZON WIRELESS	1077549180	General Fund	Building	Wireless services Bldg 3/22/12 - 4/21/12	0.34
13762	5/3/2012	VERIZON WIRELESS	1077549180	General Fund	Police	Wireless services PD 3/22/12 - 4/21/12	134.86

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13762	5/3/2012	VERIZON WIRELESS	1077549180	General Fund	DPW-Engineering	Wireless services DPW Eng 3/22/12 - 4/21/12	3.65
13762	5/3/2012	VERIZON WIRELESS	1077549180	General Fund	DPW-Street Maint.	Wireless services DPW Street Maint 3/22/12 - 4/21/12	5.69
13762	5/3/2012	VERIZON WIRELESS	1077549180	General Fund	DPW-Park Maint.	Wireless services DPW Park Maint 3/22/12 - 4/21/12	0.17
13762	5/3/2012	VERIZON WIRELESS	1077549180	General Fund	DPW-Park Program	Wireless services DPW Park Prog 3/22/12 - 4/21/12	0.34
13762 Total							145.05
13763	5/3/2012	W.R. FORDE ASSOCIATES	RRR	Special Tax		10% Retention upper Ath channel creek stabilization	23,196.51
13763	5/3/2012	W.R. FORDE ASSOCIATES	RRR	Special Tax		10% Retention upper Ath channel creek stabilization	7,717.16
13763	5/3/2012	W.R. FORDE ASSOCIATES	RRR	Special Tax		10% Retention upper Ath channel creek stabilization	3,632.30
13763	5/3/2012	W.R. FORDE ASSOCIATES	RRR	Special Tax		10% Retention upper Ath channel creek stabilization	12,844.23
13763	5/3/2012	W.R. FORDE ASSOCIATES	RRR	Ath Channel Drainage Dt		10% Retention upper Ath channel creek stabilization	13,560.33
13763 Total							60,950.53
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund		Replacement battery cartridge -sale user tax K. Lopez PD	(4.31)
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	4960/4-23-12TD	General Fund	Non-Dept	SYMC endpoint protection- Antivirus for PCs 3/30/12 - 3/29/13	694.85
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Non-Dept	Monthly fee for Town web site April 2012	12.95
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Car wash PD March 2012	100.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	2431/4-23-12JW	General Fund	Police	Mutual Aid Food - Whitman protest 4/10/12	71.90
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	2431/4-23-12JW	General Fund	Police	DeWalt mobile lock fee PD April 2012	19.95
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Credit Public Safety training (course canceled by CSM) PD	(199.00)
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Field Training Officer Update T. Dennis PD 5/9/12 - 5/11/12	65.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	2431/4-23-12JW	General Fund	Police	(9) Lunches for Team building workshop (POST Reimb) PD 3/27/12	90.10
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	2431/4-23-12JW	General Fund	Police	(9) Lunches for Team building workshop (POST Reimb) PD 3/28/12	127.78
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	2431/4-23-12JW	General Fund	Police	(9) Lunches for Team building workshop (POST Reimb) PD 3/29/12	92.19
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Breakfast for Team Building workshop 3/27/12 to 3/29/12 PD	54.98

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13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(5) ea Large Latex gloves for fingerprint/Evidence room PD	64.68
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(5) ea E-Z peel "tape-Red" for fingerprint/Evidence room PD	75.50
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(5) ea Evidence red strips for fingerprint/Evidence room PD	70.09
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(5) ea Warning/Seal label for fingerprint/Evidence room PD	47.36
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) ea Evidence ties for fingerprint/Evidence room PD	17.27
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	State of CA processing fee for fingerprint/Evidence room PD	12.99
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Shipping fee for fingerprint/Evidence room PD	12.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	CAPE Conf - Property/Evidence rm trng S. Pardoria PD	275.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Monthly Crime Report PD March 2012	99.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) 8.5x11 Wall sign -Dispatch proclamation board PD	14.60
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(2) HP 124A black toner J. Wade PD	184.01
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) HP 124A cyan toner J. Wade PD	101.74
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) HP 124A magenta toner J. Wade PD	101.74
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) pk Post-it pad for Team building workshop PD (Easel paper)	24.29
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) pk Battery for Team building workshop PD	9.43
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) pk 3x3 Stickies for Team building workshop PD	11.59
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) ea Sustain earth rule for Team building workshop PD	15.58
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(1) pk battery - PD	9.42
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Replacement battery cartridge K. Lopez PD	56.55
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	Audio converter- briefing PD	52.74
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	600 watts power-saving Back-UPS S. Pardoria PD	139.41
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	CA Peace Officers Legal Sourcebook- on line PD	400.00

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13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(9) Plastic handcuffs-white PD	189.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(8) Cutters PD	190.40
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	(11) Plastic handcuffs-black PD	231.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5432/4-23-12JF	General Fund	Police	shipping fee Plastic handcuffs/cutters PD	30.00
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Street Maint.	(2) 1 1/2" Synthetic white mill fire hose for water tanker	117.24
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Street Maint.	(1) 2 1/2" Synthetic white mill fire hose for water tanker	87.34
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Street Maint.	(2) Radwear surveyor safety vest DPW Street Maint.	51.18
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Street Maint.	(4) SG-13M Elvex safety glasses DPW Street Maint.	12.76
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Street Maint.	(1) Aluminum bound polycarbonate faceshield DPW Street Maint.	6.49
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Street Maint.	(1) Lufkin contractor measuring wheel DPW Street Maint.	85.49
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Park Maint.	Trees- arbor day HP Park	340.99
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Park Program	Internet fee HP Park April 2012	67.58
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5408/4-23-12ST	General Fund	DPW-Park Program	(2) Pods rental, on site storage HP Park April 2012	378.88
13764	5/3/2012	IMPAC. GOVERNMENT SERVICES	5424/4-23-12KR	Library Fund	Non-Dept	Meal for Library project management meeting M. Kashiwagi	47.90
13764 Total							4,757.63
13765	5/7/2012	RENNER MARTHA	258	General Fund		Refund Park dep Inv# 258, 4/28/12	250.00
13765	5/7/2012	RENNER MARTHA	258	General Fund		Refund Park dep Inv# 258, 4/28/12	750.00
13765 Total							1,000.00
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	Administration	91 Ashfield - Admin 3/24/12 - 4/24/12	18.13
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	Planning	Station Lane/Town Hall 3/24/12 - 4/24/12	14.48
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	Building	Station Lane/Town Hall 3/24/12 - 4/24/12	86.89
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	Police	91 Ashfield - PD 3/24/12 - 4/24/12	30.87
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	DPW-Engineering	Station Lane/Town Hall 3/24/12 - 4/24/12	43.44
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	DPW-Street Maint.	99 Dinkenspiel Corp Off/Storage 3/24/12 - 4/24/12	71.88

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13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	DPW-Park Maint.	160 WATKINS (CM House) 3/27/12 - 3/31/12	62.44
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	DPW-Park Program	150 Watkins HP Activities 3/27/12 - 4/25/12	35.63
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	General Fund	DPW-Park Program	150 Watkins Town of Atherton 3/27/12 - 3/31/12	150.22
13766	5/11/2012	ABAG POWER PURCHASING POOL	8004327	Library Fund	Non-Dept	Library/Dinkenspiel/Sta Ln 3/24/12 - 4/24/12	36.23
13766 Total							550.21
13767	5/11/2012	ACCOUNTEMPS	35404538	General Fund	Finance	Temp Phonpradith, Noy 4/16/12 - 4/19/12	1,285.76
13767 Total							1,285.76
13768	5/11/2012	AT&T CALNET 2	000003324851	General Fund	Non-Dept	8099 Town Hall Front Desk main line 3/27/12 - 4/26/12	418.85
13768 Total							418.85
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	Administration	UI benefit charges M. Goldstein Admin 1/1/12 - 3/31/12	4,500.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	Finance	UI benefit charges L. Colliau Fin 1/1/12 - 3/31/12	52.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	Building	UI benefit charges K. Huo Bldg 1/1/12 - 3/31/12	4,950.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	Building	UI benefit charges J. Aiello Bldg 1/1/12 - 3/31/12	4,050.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	Building	UI benefit charges K. Cittadini bldg 1/1/12 - 3/31/12	5,400.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	Police	UI benefit charges P. Oshea PD 1/1/12 - 3/31/12	2,875.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	DPW-Street Maint.	UI benefit charges H. Lopez DPW Street Maint. 1/1/12 - 3/31/12	5,400.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	DPW-Park Maint.	UI benefit charges M. Anderson DPW Park Maint. 1/1/12 - 3/31/12	6,300.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	DPW-Park Program	UI benefit charges P. Gaeta DPW Park Prog 1/1/12 - 3/31/12	1,576.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	DPW-Park Program	UI benefit charges V. Valencia DPW Park Prog 1/1/12 - 3/31/12	(45.00)
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	DPW-Park Program	UI benefit charges R. Espino DPW Park Prog 1/1/12 - 3/31/12	5,850.00
13769	5/11/2012	CA EMPLOYMENT DEV DEPT (UI)	L0418878208	Employee Benefits Funds	DPW-Park Program	UI benefit charges P. Lomber DPW Park Prog 1/1/12 - 3/31/12	1,306.00
13769 Total							42,214.00
13771	5/11/2012	CITY OF REDWOOD CITY	BR27185	General Fund	Non-Dept	IT Support services 47.1 hrs Feb, Mar,& Apr 2012	6,634.04
13771 Total							6,634.04

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13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Maintenance services oil change/tune up Crwn Victoria PD	439.81
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Replace 2 tires, rotate to front services Crwn Victoria PD	332.60
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Remove emergency equip to new patrol Crwn Victoria PD	776.69
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Oil change, repair dook lock, power mirrors svc Crwn Victoria PD	489.95
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Repair dook lock, power mirrors, new wiper Crwn Victoria PD	418.60
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Maintenance services oil change/tune up patrol PD	495.08
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Maintenance services oil change, rear lower door Crwn Victoria P	498.87
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Replace 2 tires, bulb, fuse services Crwn Victoria PD	389.59
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Maintenance services oil change/tune up Command unit PD	265.21
13772	5/11/2012	CITY OF REDWOOD CITY	BR27191	General Fund	Police	Replace 2 left rear turn signal bulbs Crwn Victoria PD	71.69
13772 Total							4,178.09
13773	5/11/2012	CITY OF REDWOOD CITY	BR27229	General Fund	Police	Fuel charges PD 3/15/12 - 4/15/12	4,070.23
13773 Total							4,070.23
13774	5/11/2012	CSG CONSULTANTS INC	021980	General Fund	Non-Dept	Code enforcement services 2/25/12 - 3/30/12	5,974.00
13774 Total							5,974.00
13775	5/11/2012	HARRINGTON SARA	BP10-00393	General Fund		Refund 2nd utility dep BP10-00393, 89 Parker Ave.	5,000.00
13775 Total							5,000.00
13776	5/11/2012	HEXAGON TRANSPORTATION CONSULTANTS. INC.	7032	General Fund		Traffic studies services for Menlo School	2,850.00
13776 Total							2,850.00
13777	5/11/2012	J & N PRINTING	9939	General Fund	Administration	(250) Business cards J. Belmont	28.15
13777	5/11/2012	J & N PRINTING	9927	General Fund	Building	(500) 8.5x11 Inspection record cards Bldg	96.34
13777 Total							124.49
13778	5/11/2012	KOFF & ASSOCIATES, INC.	1410	General Fund	Administration	Compensation data collection & analysis HR assistance svc	2,205.00
13778 Total							2,205.00
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(100) 8.5x11 paper for Library community workshop meetings	63.87
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(10) Poster white board for Library community workshop meetings	7.47

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13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(4) Microban for Library community workshop meetings	12.94
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(1) Banner paper for Library community workshop meetings	5.94
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(324) ES color S/S letter for Library community workshop meeting	199.92
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(1) File 13 pocket for Library community workshop meetings	10.81
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(11) ES color S/S letter for Library community workshop meetings	6.78
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(2) Guestick for Library community workshop meetings	4.96
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(1) Crayola 8ct board for Library community workshop meetings	16.24
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(1) Crayola 10ct for Library community workshop meetings	2.17
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(1) Scissors for Library community workshop meetings	2.17
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(1) Crayola 12ct for Library community workshop meetings	5.41
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(3) Gluesticks for Library community workshop meetings	5.94
13779	5/11/2012	KUPPERMAN DENISE	March 2012	Library Fund	Non-Dept	(1) Mailing box for Library community workshop meetings	10.60
13779 Total							355.22
13780	5/11/2012	LSA ASSOCIATES, INC.	114939	Library Fund	Non-Dept	Environmental consulting service Library March 2012	20,953.75
13780 Total							20,953.75
13781	5/11/2012	MID-PENINSULA ANIMAL HOSPITAL	484555	General Fund	Police	Hospital visit K-9 Karli PD	268.20
13781	5/11/2012	MID-PENINSULA ANIMAL HOSPITAL	485580	General Fund	Police	Hospital visit K-9 Rex PD	444.45
13781 Total							712.65
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(1) Corner iron materials for evidence locker PD	3.56
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(1) Tape measure materials for evidence locker PD	2.84
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(2) Lox drive materials for evidence locker PD	8.20
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(1) 31/2x5/8 Zn Flt materials for evidence locker PD	4.32
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(1) Polycrylic materials for evidence locker PD	9.73

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(2) Handypanel materials for evidence locker PD	28.99
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(1) Brass bracket materials for evidence locker PD	3.02
13782	5/11/2012	MILLS SKIP	April 2012	General Fund	Police	(2) Solid Br. mid butt materials for evidence locker PD	9.64
13782 Total							70.30
13783	5/11/2012	OLSON GARY M.	2 Apr 12	General Fund	Police	Pd Applicant evaluation	300.00
13783 Total							300.00
13784	5/11/2012	PACIFIC PENINSULA GROUP	BP10-00508	General Fund		Refund 2nd utility dep BP10-00508, 18 Monte Vista Ave.	5,000.00
13784	5/11/2012	PACIFIC PENINSULA GROUP	BP10-00026	General Fund		Refund 2nd utility dep BP10-00026, 127 Tuscaloosa Ave	5,000.00
13784 Total							10,000.00
13785	5/11/2012	PARDORLA SIMONE	April 2012	General Fund	Police	Mileage PAS Calibration training S. Pardorla 4/27/12	37.19
13785 Total							37.19
13786	5/11/2012	RENNE SLOAN HOLTZMAN SAKAI LLP	20668	General Fund	Administration	2012 Police Officers Association negotiation	3,384.91
13786	5/11/2012	RENNE SLOAN HOLTZMAN SAKAI LLP	20669	General Fund	Administration	Draft letter incorporating proposal for 856	105.00
13786 Total							3,489.91
13787	5/11/2012	SAN MATEO CNTY FORENSIC LAB	CL03244	General Fund	Police	(1) hr RCFL cost allocation PD	49.18
13787 Total							49.18
13788	5/11/2012	SHARP ELECTRONICS CORPORATION	C736989-541	General Fund	Administration	Sharp MXM550N copier usage 3/16/12 - 4/16/12	284.08
13788 Total							284.08
13789	5/11/2012	TURBO DATA SYSTEMS INC	18894	General Fund	Police	Citation processing PD April 2012	39.63
13789 Total							39.63
13790	5/11/2012	US BANCORP EQUIPMENT FINANCE INC.	202331351	General Fund	Police	Lease Sharp MXM288N copier PD 4/25/12 - 5/25/12	237.18
13790 Total							237.18
13791	5/11/2012	WILLIAMS SCOTSMAN, INC	96338356	General Fund	Police	Trailer rental PD 4/29/12 - 5/28/12	698.33
13791 Total							698.33
13792	5/11/2012	WITMER-TYSON IMPORTS INC	T9204	General Fund	Police	Energy dog food PD April 2012	119.07
13792	5/11/2012	WITMER-TYSON IMPORTS INC	T9204	General Fund	Police	Monthly K-9 maintenance training PD April 2012	500.00
13792	5/11/2012	WITMER-TYSON IMPORTS INC	T9204	General Fund	Police	Dog bath services PD April 2012	10.00
13792	5/11/2012	WITMER-TYSON IMPORTS INC	T9204	General Fund	Police	Royal Canin German Shepherd dog food PD April 2012	59.54
13792 Total							688.61

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13793	5/17/2012	ACCONTEMPS	35450492	General Fund	Finance	Temp Phonpradith, Noy 4/24/12 - 4/27/12	1,285.76
13793 Total							1,285.76
13794	5/17/2012	ARBORICULTURAL SPECIALTIES, INC	18881	General Fund	DPW-Street Maint.	Tree maintenance services -pruning El Camino Real	960.00
13794	5/17/2012	ARBORICULTURAL SPECIALTIES, INC	18881	General Fund	DPW-Park Maint.	Tree maintenance services -stump grinding HP Park	960.00
13794 Total							1,920.00
13795	5/17/2012	AT&T CALNET 2	000003340028	General Fund	Non-Dept	4866 Fax credit card post office 4/1/12-4/30/12	15.39
13795	5/17/2012	AT&T CALNET 2	000003337219	General Fund	Non-Dept	4866 Fax credit card post office 4/1/12-4/30/12	0.32
13795	5/17/2012	AT&T CALNET 2	000003337216	General Fund	Police	5396 ESL service line PD 4/1/12 -4/30/12	60.70
13795	5/17/2012	AT&T CALNET 2	000003337218	General Fund	DPW-Park Program	4859 HP Main house 4/1/12 -4/30/12	60.38
13795 Total							136.79
13796	5/17/2012	AV INTEGRATORS, INC.	1479	General Fund	City Council	Council chamber sound system 50% down payment	3,485.87
13796	5/17/2012	AV INTEGRATORS, INC.	1479	General Fund	City Council	Council chamber sound system 50% down payment	550.00
13796 Total							4,035.87
13797	5/17/2012	BRILL J. MARTY	BP11-00668	General Fund		Refund recycling dep BP11-00668, 226 Oak Grove Ave.	1,000.00
13797 Total							1,000.00
13798	5/17/2012	CAL WATER SERVICE	62126158/412	General Fund	City Council	94 Ashfield 3/3/12 - 4/3/12	203.59
13798	5/17/2012	CAL WATER SERVICE	91512681/412	General Fund	Administration	91 Ashfield 3/3/12 - 4/3/12	18.96
13798	5/17/2012	CAL WATER SERVICE	91512699/412	General Fund	Planning	Station Lane Meter 3/3/12 - 4/3/12	2.42
13798	5/17/2012	CAL WATER SERVICE	91512699/412	General Fund	Building	Station Lane Meter 3/3/12 - 4/3/12	14.55
13798	5/17/2012	CAL WATER SERVICE	91512664/412	General Fund	Police	83 Ashfield 3/3/12 - 4/3/12	103.36
13798	5/17/2012	CAL WATER SERVICE	91512699/412	General Fund	DPW-Engineering	Station Lane Meter 3/3/12 - 4/3/12	7.28
13798	5/17/2012	CAL WATER SERVICE	90069321/412	General Fund	DPW-Street Maint.	Station Lane 4/4/12 - 5/2/12	33.76
13798	5/17/2012	CAL WATER SERVICE	62051509/412	General Fund	DPW-Street Maint.	Alameda/Atherton 3/3/12 - 4/3/12	73.75
13798	5/17/2012	CAL WATER SERVICE	62051499/412	General Fund	DPW-Street Maint.	El Camino Real 3/3/12 - 4/3/12	73.75
13798	5/17/2012	CAL WATER SERVICE	97947324/412	General Fund	DPW-Street Maint.	El Camino Real (2) 3/24/12 - 4/24/12	257.80
13798	5/17/2012	CAL WATER SERVICE	62040688/412	General Fund	DPW-Street Maint.	99 Ashfield Rd 4/4/12 - 5/2/12	54.28
13798	5/17/2012	CAL WATER SERVICE	62051537/412	General Fund	DPW-Park Program	150 Watkins 3/24/12 - 4/24/12	242.07
13798	5/17/2012	CAL WATER SERVICE	62051537Fire412	General Fund	DPW-Park Program	150 Watkins (Fire Protection) 4/1/12 - 4/30/12	29.31
13798	5/17/2012	CAL WATER SERVICE	89783897/412	Library Fund	Non-Dept	Maple 3/3/12 - 4/3/12	122.33
13798	5/17/2012	CAL WATER SERVICE	97127159/412	Library Fund	Non-Dept	2 Station Lane 3/3/12 - 4/3/12	40.06
13798 Total							1,277.27
13799	5/17/2012	CENTRAL MAINTENANCE COMPANY	3152-0512	General Fund	DPW-Park Maint.	Monthly Janitorial services Park May 2012	550.00
13799	5/17/2012	CENTRAL MAINTENANCE COMPANY	3152-0512	General Fund	DPW-Building Maint.	Monthly Janitorial services PD May 2012	419.00

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13799	5/17/2012	CENTRAL MAINTENANCE COMPANY	3152-0512	General Fund	DPW-Building Maint.	Monthly Janitorial services Admin May 2012	319.00
13799	5/17/2012	CENTRAL MAINTENANCE COMPANY	3152-0512	General Fund	DPW-Building Maint.	Monthly Janitorial services Bldg/Planning May 2012	245.00
13799	5/17/2012	CENTRAL MAINTENANCE COMPANY	3152-0512	General Fund	DPW-Building Maint.	Monthly Janitorial services Public Work May 2012	130.00
13799	5/17/2012	CENTRAL MAINTENANCE COMPANY	3152-0512	Library Fund	Non-Dept	Monthly Janitorial services Library May 2012	332.00
13799 Total							1,995.00
13800	5/17/2012	CONTRACT SWEEPING SERVICES	INV120000542	General Fund	DPW-Street Maint.	Monthly Sweeping service April 2012	992.70
13800 Total							992.70
13801	5/17/2012	DUNBAR ARMORED INC	3058937	General Fund	Finance	Armored car services monthly fee May 2012	100.00
13801	5/17/2012	DUNBAR ARMORED INC	3058937	General Fund	Finance	Armored car services fuel surcharge May 2012	16.25
13801	5/17/2012	DUNBAR ARMORED INC	3058937	General Fund	Non-Dept	Armored car services maintenance fee May 2012	10.66
13801 Total							126.91
13802	5/17/2012	HUBER HERB	BP11-00915	General Fund		Refund recycling dep BP11-00915, 4 Barmetta Way	1,000.00
13802 Total							1,000.00
13803	5/17/2012	INTERWEST CONSULTING GROUP, INC	12427	General Fund	Building	Inspection services for permits issued prior to 8/22/11	6,480.00
13803	5/17/2012	INTERWEST CONSULTING GROUP, INC	12427	General Fund	Building	58% Total revenue April 2012	74,377.90
13803	5/17/2012	INTERWEST CONSULTING GROUP, INC	12426	General Fund	DPW-Engineering	Interim Public Works Director April 2012	13,150.00
13803	5/17/2012	INTERWEST CONSULTING GROUP, INC	12426	Library Fund	Non-Dept	Library Project Manager M. Kashiwagi April 2012	1,350.00
13803 Total							95,357.90
13804	5/17/2012	KIELTY KEVIN R.	2308	General Fund	Planning	Kielty arborist services 26% Planning April 2012	2,301.00
13804	5/17/2012	KIELTY KEVIN R.	2308	General Fund	Building	Kielty arborist services 74% Bldg April 2012	6,549.00
13804 Total							8,850.00
13805	5/17/2012	NEC CORPORATION OF AMERICA	TM0000031300	General Fund	Police	Reset mailboxes for ext.357 & 543 B. Mills PD	134.00
13805 Total							134.00
13806	5/17/2012	PETE MOFFAT CONSTRUCTION	BP11-00895	General Fund		Refund recycling dep BP11-00895, 237 Atherton Ave	8,500.00
13806 Total							8,500.00
13807	5/17/2012	PG & E	5678831050/412	General Fund	Administration	91 Ashfield/Town Hall 3/24/12 - 4/24/12	496.13
13807	5/17/2012	PG & E	5678831261/412	General Fund	Planning	Station Lane 3/24/12 - 4/30/12	15.51

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13807	5/17/2012	PG & E	5678831261/412	General Fund	Building	Station Lane 3/24/12 - 4/30/12	93.05
13807	5/17/2012	PG & E	5678831261/412	General Fund	DPW-Engineering	Station Lane 3/24/12 - 4/30/12	46.52
13807	5/17/2012	PG & E	5678831015/412	General Fund	DPW-Street Maint.	Signal E/S Middlefield 3/27/12 - 4/25/12	51.06
13807	5/17/2012	PG & E	5678831020/412	General Fund	DPW-Street Maint.	Signal-Marsh/Middlefield 3/27/12 - 4/25/12	9.86
13807	5/17/2012	PG & E	5678831002et412	General Fund	DPW-Street Maint.	Street Lights 3/31/12 - 5/1/12	4,074.74
13807	5/17/2012	PG & E	5678831025/412	General Fund	DPW-Street Maint.	Signal-Middlefield/Oak Grove 3/27/12 - 4/25/12	41.97
13807	5/17/2012	PG & E	5678831040/412	General Fund	DPW-Park Maint.	Pump 150 Watkins 3/27/12 - 4/25/12	86.53
13807	5/17/2012	PG & E	5678831189/412	General Fund	DPW-Park Program	Modular Building 150 Watkins 3/27/12 - 4/30/12	390.16
13807	5/17/2012	PG & E	5678831260/412	General Fund	DPW-Park Program	Activity Bldg 150 Watkins 3/27/12 - 4/30/12	322.89
13807 Total							5,628.42
13808	5/17/2012	PITNEY BOWES INC	956616	General Fund	Non-Dept	Quarterly rental postage meter 6/16/12 - 9/15/12	165.00
13808 Total							165.00
13809	5/17/2012	POINT TO POINT	APW12-00025	General Fund		Refund road bond dep APW12-00025, 146 Middlefield Rd	2,500.00
13809 Total							2,500.00
13810	5/17/2012	SAN MATEO CNTY CONTROLLERS OFFICE	April 2012	General Fund		Allocation of parking penalties April 2012	292.00
13810 Total							292.00
13811	5/17/2012	SKEEN DALE	BP11-00818	General Fund		Partial refund recycling deposit BP11-00818, 292 Val Paraiso	2,030.00
13811 Total							2,030.00
13812	5/17/2012	THE ALMANAC	April 2012	General Fund	Administration	City Council Meeting location change	174.00
13812	5/17/2012	THE ALMANAC	April 2012	General Fund	DPW-Engineering	Proposal Civil Eng firm for Marsh Rd retaining wall	464.00
13812	5/17/2012	THE ALMANAC	April 2012	General Fund	DPW-Engineering	Proposal Civil Eng firm for Marsh Rd retaining wall	464.00
13812	5/17/2012	THE ALMANAC	April 2012	Gas Tax	DPW-Engineering	Bids for 2012 Cape/Slurry project	696.00
13812	5/17/2012	THE ALMANAC	April 2012	Library Fund	Non-Dept	Proposal Architectural & Eng svc Library project	696.00
13812 Total							2,494.00
13813	5/17/2012	THE RIGHT ANGLE BUILDERS, INC.	BP11-00705	General Fund		Refund recycling dep BP11-00705, 157 Fair Oaks Ln	1,000.00
13813 Total							1,000.00
13814	5/17/2012	MERCER JOSEPH	Jan-Mar2012	Employee Benefits Funds	DPW-Park Maint.	Retiree health reimbursement Jan-Mar 2012	187.05
13814 Total							187.05
13815	5/24/2012	ACCOUNTEMPS	35524909	General Fund	Finance	Temp Phonpradith, Noy 5/7/12 - 5/10/12	1,285.76
13815	5/24/2012	ACCOUNTEMPS	35496772	General Fund	Finance	Temp Phonpradith, Noy 4/30/12 - 5/3/12	1,285.76
13815 Total							2,571.52

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13816	5/24/2012	AT&T CALNET 2	000003359335	General Fund	Police	6500 Main line PD 4/10/12 - 5/9/12	439.99
13816	5/24/2012	AT&T CALNET 2	000003359333	General Fund	Police	3220 Fax admin PD 4/10/12 - 5/9/12	15.92
13816	5/24/2012	AT&T CALNET 2	000003360861	General Fund	Police	1804 Dispatch fax PD 4/10/12 - 5/9/12	15.13
13816	5/24/2012	AT&T CALNET 2	000003359330	General Fund	Police	6452 Voice print-911 PD 4/10/12 - 5/9/12	15.71
13816	5/24/2012	AT&T CALNET 2	000003359332	General Fund	Police	2801 Trailer PD 4/10/12 - 5/9/12	155.34
13816	5/24/2012	AT&T CALNET 2	000003359331	General Fund	Police	7653 Fax request service PD 4/10/12 - 5/9/12	14.46
13816	5/24/2012	AT&T CALNET 2	000003359329	General Fund	Police	6131 Emergency line PD 4/10/12 - 5/9/12	103.53
13816	5/24/2012	AT&T CALNET 2	000003358696	General Fund	Police	9297 Dinkelspiel alarm line PD 4/10/12 - 5/9/12	15.72
13816	5/24/2012	AT&T CALNET 2	000003359334	General Fund	Police	9743 Direct connect fax line PD 4/10/12 - 5/9/12	15.80
13816	5/24/2012	AT&T CALNET 2	000003359713	General Fund	DPW-Park Program	2677 Park elevator 4/10/12 - 5/9/12	15.51
13816 Total							807.11
13817	5/24/2012	BAY AREA TRENCHLESS	APW12-00079	General Fund		Refund road bond dep APW12-00079, 88 Lloyd Dr.	2,500.00
13817 Total							2,500.00
13818	5/24/2012	BOB MURRAY & ASSOCIATES	4683	General Fund	Administration	Professional services for City Manager position	6,889.63
13818 Total							6,889.63
13819	5/24/2012	CA DEPT JUSTICE ACCOUNTING OFF	907069	General Fund	Police	(2) Fingerprints Apps A. Barron PD	64.00
13819	5/24/2012	CA DEPT JUSTICE ACCOUNTING OFF	907069	General Fund	Police	Child abuse index ck PD	15.00
13819	5/24/2012	CA DEPT JUSTICE ACCOUNTING OFF	907069	General Fund	Police	Peace Officer PD	19.00
13819 Total							98.00
13820	5/24/2012	CITIES GROUP THE	Apr-Jun2012	Worker's Comp Insurance	Non-Dept	Workers' Comp Assessment 4/1/12 - 6/30/12	38,465.77
13820	5/24/2012	CITIES GROUP THE	Apr-Jun2012	Worker's Comp Insurance	Non-Dept	Safety/Compliance Prog Assessment 4/1/12 - 6/30/12	2,336.96
13820 Total							40,802.73
13821	5/24/2012	CODE PUBLISHING COMPANY INC	40793	General Fund	Administration	Atherton municipal code supplement update May 2012	214.50
13821 Total							214.50
13822	5/24/2012	DENNIS TONY	May9-11, 2012	General Fund	Police	Mileage Field Training Officer T. Dennis 5/9/12 - 5/11/12	37.12
13822	5/24/2012	DENNIS TONY	May9-11, 2012	General Fund	Police	Meal Field Training Officer T. Dennis 5/9/12	7.31
13822	5/24/2012	DENNIS TONY	May9-11, 2012	General Fund	Police	Meal Field Training Officer T. Dennis 5/10/12	11.73
13822	5/24/2012	DENNIS TONY	May9-11, 2012	General Fund	Police	Meal Field Training Officer T. Dennis 5/11/12	8.42
13822 Total							64.58

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13823	5/24/2012	ELLISON'S TOWING	36864	General Fund	Police	Tow service 2004 Ford Interceptor PD	60.00
13823 Total							60.00
13824	5/24/2012	GOMEZ DAVID	May2-4, 2012	General Fund	Police	Mileage Search Warrant training D. Gomez 5/2/12 -5/4/12	46.62
13824	5/24/2012	GOMEZ DAVID	May2-4, 2012	General Fund	Police	Meal Search Warrant training D. Gomez 5/2/12	14.88
13824	5/24/2012	GOMEZ DAVID	May2-4, 2012	General Fund	Police	Meal Search Warrant training D. Gomez 5/3/12	5.79
13824	5/24/2012	GOMEZ DAVID	May2-4, 2012	General Fund	Police	Meal Search Warrant training D. Gomez 5/3/12	14.50
13824 Total							81.79
13825	5/24/2012	LIEBERT CASSIDY WHITMORE	149488	General Fund	Administration	Review emp data for retiree medical inquiry April 2012	330.00
13825 Total							330.00
13826	5/24/2012	LONG BEACH BMW M/C	2012 BMW	Equipment Replacement	Police	2012 BMW R1200RT-P PD	29,471.31
13826	5/24/2012	LONG BEACH BMW M/C	2012 BMW	Equipment Replacement	Police	Tire Fee PD	3.50
13826	5/24/2012	LONG BEACH BMW M/C	2012 BMW	Equipment Replacement	Police	Document Fees PD	55.00
13826 Total							29,529.81
13827	5/24/2012	MCCONNELL MARY	391	General Fund	Police	Polygraph test officer applicant PD	200.00
13827 Total							200.00
13828	5/24/2012	MUNISERVICES LLC	Eden Landscape	General Fund		Bus Lic. Eden Landscape Management	75.00
13828	5/24/2012	MUNISERVICES LLC	Nam Nguyen	General Fund		Bus Lic. Nam Nguyen	50.00
13828 Total							125.00
13829	5/24/2012	PAW PRINTS, INC	25647	General Fund	Police	(4) Alarm signs #33, #74, #19, #19 PD	108.25
13829 Total							108.25
13830	5/24/2012	RECALL SECURE DESTRUCTION SERV	2303012044	General Fund	Police	Shred document services PD 4/6/12	41.45
13830	5/24/2012	RECALL SECURE DESTRUCTION SERV	2303012044	General Fund	Police	Shred document services PD 4/20/12	41.45
13830	5/24/2012	RECALL SECURE DESTRUCTION SERV	2303012044	General Fund	Police	Shred document services PD 3/23/12	41.45
13830 Total							124.35
13831	5/24/2012	SAN MATEO CNTY INFO SERV DEPT	1YAT11204	General Fund	Police	Microwave micro channel PD April 2012	152.00
13831	5/24/2012	SAN MATEO CNTY INFO SERV DEPT	1YAT11204	General Fund	Police	MessageSwitch line PD April 2012	1,154.08
13831 Total							1,306.08
13832	5/24/2012	SAN MATEO CNTY SHERIFF'S OFFIC	9168	General Fund	Police	(12) hrs Coyote point range 3rd Qtr/ FY 11-12	600.00
13832 Total							600.00
13833	5/24/2012	TELECOMMUNICATIONS ENGINEERING	41843	General Fund	Police	Facility mgmt and Maint for public safety comm center	934.00
13833 Total							934.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of May 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13834	5/24/2012	TOUBAR EQUIPMENT	APW11-00154	General Fund		Refund road bond dep APW11-00154, 2 Wisteria Way	2,500.00
13834 Total							2,500.00
13835	5/24/2012	UCCELLI & ASSOCIATES	41946	Library Fund	Non-Dept	Transcript for counsel repository final reviews of EIR Library	843.34
13835 Total							843.34
13836	5/24/2012	USPS	May 2012	General Fund	City Council	Bulk mailing for Commission/Committees	186.66
13836	5/24/2012	USPS	May 2012	General Fund	Planning	Bulk mailing for Little League	186.66
13836 Total							373.32
13837	5/31/2012	ACCOUNTEMPS	35588650	General Fund	Finance	Temp Phonpradith, Noy 5/14/12 - 5/17/12	1,285.76
13837 Total							1,285.76
13838	5/31/2012	ARBORICULTURAL SPECIALTIES, INC	18896	General Fund	DPW-Street Maint.	Tree pruning services DPW-Street May 2012	3,840.00
13838 Total							3,840.00
13839	5/31/2012	AUKER DEBRA C.	B-6	General Fund	Finance	Interim Finance Director May 2012	13,440.00
13839 Total							13,440.00
13840	5/31/2012	BELLMONT JUDITH	May 9, 2012	General Fund	Administration	Tableclothes, cups, napkins, candy for emp lunch 5/9/12	46.88
13840 Total							46.88
13841	5/31/2012	CONNERS WILLIAM B.	May 2012	General Fund	City Attorney	City Attorney Retainer May 2012	12,800.00
13841 Total							12,800.00
13842	5/31/2012	CUTWATER INVESTOR SERVICES CORP.	16260A	General Fund	Finance	Investment advisory services April 2012	1,000.00
13842 Total							1,000.00
13843	5/31/2012	J & N PRINTING	10004	General Fund	Administration	(10000) ea #10 Resident mailer envelopes for permit/bulk mail	411.35
13843 Total							411.35
13844	5/31/2012	KLEINTERIORS	May23,2012	General Fund	City Council	50% down payment for drapery Council Chamber	3,086.00
13844 Total							3,086.00
13845	5/31/2012	MCE CORPORATION	1204076	General Fund	DPW-Street Maint.	Maintenance services DPW-Street April 2012	20,323.29
13845	5/31/2012	MCE CORPORATION	1204076	General Fund	DPW-Park Maint.	Maintenance services DPW-Park April 2012	11,814.46
13845	5/31/2012	MCE CORPORATION	1204076	General Fund	DPW-Park Program	Maintenance services DPW-Park Program April 2012	518.84
13845	5/31/2012	MCE CORPORATION	1204076	General Fund	DPW-Building Maint.	Maintenance services Facilities April 2012	6,920.75
13845	5/31/2012	MCE CORPORATION	1204076	Tennis Fund	DPW-Park Program	Maintenance services Tennis Court April 2012	86.10
13845	5/31/2012	MCE CORPORATION	1204076	Library Fund	Non-Dept	Maintenance services Library April 2012	1,203.07
13845 Total							40,866.51

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of May 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13846	5/31/2012	MONSTER MEDIA, INC.	14324	Evan Creative Design	Non-Dept	Banners for concerts HP Park	273.25
13846 Total							273.25
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	City Council	(2) ea Basic easel Council	61.53
13847	5/31/2012	OFFICE DEPOT	609801050001	General Fund	City Council	(1) pk 25"x30" Writing pad for Easel Council	68.65
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Administration	(1) ea Basic easel Admin	30.76
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Administration	(1) pk Seals Admin	2.51
13847	5/31/2012	OFFICE DEPOT	609801050001	General Fund	Administration	(1) pk 25"x30" Writing pad for Easel Admin	34.32
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Finance	(1) ea HP 114-756 toner Fin	131.81
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Building	(1) bx 1/3 Cut folder Bldg	5.43
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Police	(1) ea Copier paper PD	41.24
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Police	(2) ea HP Q5949A black toner PD	159.95
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Police	(1) ea HP Q6511A black toner PD	121.99
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	Police	(1) ea Laser Jet 320A black toner PD	75.77
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	DPW-Engineering	(1) bx 2" Jacket file DPW Eng	25.45
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	DPW-Engineering	(1) bx 1" Jacket file DPW Eng	34.90
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	DPW-Engineering	(1) ea HP 920 black ink DPW Eng	20.15
13847	5/31/2012	OFFICE DEPOT	609687197001	General Fund	DPW-Engineering	(1) pk HP 920 tricolor ink DPW Eng	27.87
13847 Total							842.33
13848	5/31/2012	PURCHASE POWER	38852315/0412	General Fund	Non-Dept	Postage meter refill 4/03/12	1,000.00
13848	5/31/2012	PURCHASE POWER	38852315/0412	General Fund	Non-Dept	Postage meter refill trans fee 4/03/12	19.99
13848	5/31/2012	PURCHASE POWER	38852315/0412	General Fund	Non-Dept	Postage meter refill 4/11/12	2,000.00
13848	5/31/2012	PURCHASE POWER	38852315/0412	General Fund	Non-Dept	Postage meter refill trans fee 4/11/12	19.99
13848	5/31/2012	PURCHASE POWER	38852315/0412	General Fund	Non-Dept	Postage meter refill 4/23/12	2,000.00
13848 Total							5,039.98
13849	5/31/2012	REPUBLIC ITS INC	RR-131484	General Fund	DPW-Street Maint.	Repair traffic light -sensor problem Middlefield/Encinal April 1	279.08
13849	5/31/2012	REPUBLIC ITS INC	RR-131483	General Fund	DPW-Street Maint.	Traffic signal maintenance Middlefield/Encinal April 2012	104.67
13849	5/31/2012	REPUBLIC ITS INC	RR-131483	General Fund	DPW-Street Maint.	Traffic signal maintenance Middlefield/Marsh April 2012	104.67
13849	5/31/2012	REPUBLIC ITS INC	RR-131483	General Fund	DPW-Street Maint.	Traffic signal maintenance Middlefield/Oak Grove April 2012	104.67
13849	5/31/2012	REPUBLIC ITS INC	RR-131484	General Fund	DPW-Street Maint.	Repair traffic light- timing sheet Middlefield/Encinal April 12	139.54
13849 Total							732.63
13850	5/31/2012	SAN MATEO REGIONAL NETWORK INC	20142	General Fund	Police	Monthly T-1 access fee May 2012	385.00
13850 Total							385.00
13851	5/31/2012	SPRINGBROOK SOFTWARE INC	0022025	Equipment Replacement	Finance	Contract 5 of 5 Springbrook payroll software payment	24,330.00
13851 Total							24,330.00
Grand Total							544,294.07



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF JUNE 20, 2012

**SUBJECT: APPROVE THE SELECTION OF BKF ENGINEERS FOR THE
GRADING AND DRAINAGE CRITERIA UPDATE AND
AUTHORIZE THE CITY MANAGER TO EXECUTE THE
CONSULTANT SERVICES AGREEMENT FOR A NOT-TO-
EXCEED FEE OF \$74,432**

RECOMMENDATION:

Approve the selection of BKF Engineers for the Grading and Drainage Criteria Update and authorize the City Manager to execute the Consultant Services Agreement in an amount not-to-exceed \$74,432.

INTRODUCTION:

The current grading and drainage criteria that was adopted in 2007 must be updated to comply with new stormwater requirements which become effective December 1, 2012 relating to single family residential dwellings. These new stormwater requirements apply to dwellings that create and/or replace 2,500 square feet or more of impervious surface. These requirements are in the San Francisco Bay Region Municipal Regional Stormwater Permit (MRP). The update will also incorporate requirements for non-residential developments, which are not included in the Town of Atherton's current criteria and standards.

The Town has five non-residential developments, which are as follows:

Sacred Heart School
Menlo School
Menlo College
California Water Service

Menlo Circus Club

A Qualifications Based Selection process was utilized in the review and ranking of submitted proposals. The RFP was advertised on the Town website as well as several other industry websites utilized by the Town of Atherton. The RFP was posted on the Town website March 7, 2012. Proposals were due April 6, 2012, which provided a 4-week response period. A total of 4 proposals were received, they are as follows:

BKF Engineers
WRECO
AMEC Environments and Infrastructure, Inc.
Schaaf & Wheeler

The selection panel consisting of 1 representative of the development community, and 2 representatives from the Town of Atherton reviewed and ranked all proposals received. Interviews were conducted on May 29, 2012, based upon their rankings, BKF Engineers was selected as the top ranked consultant.

DISCUSSION:

The current grading and drainage criteria was last updated in 2007, which is outdated and requires updating to meet the new stormwater requirements that are effective December 1, 2012. These new stormwater requirements apply to dwellings that create and/or replace 2,500 square feet or more of impervious surface, which requires runoff to be collected for reuse or to be directed into vegetated areas. As part of the updates, the criteria will incorporate non-residential developments.

In addition to updating the criteria to meet the new requirements, BKF Engineers will review the storage detention requirement that is required by the current grading and drainage criteria. The current grading and drainage criteria requires the developer to detain/retain 2" of rainfall on all constructed impervious area. The primary justification for storage of 2 inches of runoff is to mitigate existing downstream flooding problems adjacent to the Bayfront Canal. Atherton Channel is the primary contributor of runoff to the storage area upstream of Tide Gates near Bayfront Park. Atherton is not contributing to Bayfront Canal improvements based on flow reductions associated with the stormwater storage policy.

With new technology being available since the last update, BKF Engineers can update the current topographic survey data that is over 50 years old with the latest information available from San Mateo County's aerial topographic maps. The maps will provide more accurate topographic information that will improve the delineation of drainage areas that was not available at the time of the 2007 updates. In addition, the consultant will update/confirm the Atherton Channel/creek hydraulics for a 25 year rain event by surveying the Atherton channel in various locations.

The work scope associated with onsite detention requirements is not directly related to the necessary updates required by the San Francisco Bay Municipal Regional Permit (MRP). However, this work is included and recommended to ensure the Atherton Channel has the capacity to handle a 25 year rain event and does not overflow into the City streets. The cost associated with the review of the storage detention requirement is \$30,648. As part of the review, BKF Engineers will provide an inventory of all existing detention/retention systems, survey of the Atherton Channel and provide hydrologic/hydraulic modeling of the channel.

FISCAL IMPACT:

The negotiated not-to-exceed fee is \$74,432. The method of compensation will be on a time and materials basis. Funding for this contract will come from General Funds generated through revenues from building fees.

Approved:

Theresa DellaSanta
Interim City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF JUNE 20, 2012

**SUBJECT: AWARD OF CONTRACT FOR THE 2012 PARK FACILITY
PAINTING PROJECT**

RECOMMENDATION:

Award the contract for 2012 Park Facility Painting Project, project number 56054, to Olympic Painting, the low bidder on the May 31, 2012 bids. Staff recommends accepting base bid of \$25,440.00 for exterior painting of Carriage House and City Managers residence and the add-alternate of the Water Tower for an additional \$5720.00 for a total of \$31,160.00.

INTRODUCTION:

The FY 2011-2012 adopted budget includes funds for painting of the Carriage House and City Managers residence at Holbrook-Palmer Park. This project entails preparing the existing surfaces including power washing of existing structures, removal of loose paint, filling cracks and window glazing, removal and replacement of defective wood, priming of repaired areas and application of 2mls of paint to match existing colors.

The Water Tower was included as an add-alternate in this bid with the same requirements as above. Due to favorable economic conditions, competitive bidding was aggressive enough to allow for the water tower to be included in the dollars budgeted for the painting of the original two structures.

ANALYSIS:

The budget for the 2011-12 park painting is \$40,000.

The Engineer's Estimate for the painting of the Carriage House and Managers residence was \$32,500.00.

4 bids were received for the 2011-12 Park Facility Painting Project as follows:

<u>CONTRACTOR</u>	<u>LOCATION</u>	<u>BASE BID</u>	<u>ADD-ALT</u>	<u>TOTAL</u>
Olympic Painting	Concord, CA	\$25,440	\$5720	\$31,160
FIX Painting	Woodland Hills	\$26,440	\$7420	\$33,860
Apollo Const.	San Francisco	\$33,329	\$13,453	\$46,782
Affordable Painting	Sacramento	\$43,600	\$7100	\$50,700

FISCAL IMPACT:

The low base bid for painting the Carriage House and Managers residence is \$25,440. The addition of the Water tower brings the price to \$31,160. Due to the potential for necessary unforeseen work due to dry rot, termite damage, and necessary custom restorations, for budget purposes, staff is requesting a 10% contingency for this project. Therefore the total requested budget for this project is \$34,276.00.

General funds budgeted in the 2011-12 park funds under the 101-57-57002-057 program are available for this work.

Approved:

Theresa DellaSanta
Interim City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF JUNE 20, 2012

**SUBJECT: AWARD OF CONTRACT FOR THE 2012 TREE MAINTENANCE
SERVICE CONTRACT #56053**

RECOMMENDATION:

Award the contract for the 2012 Tree Maintenance Project, project number 56053 to West Coast Arborists, Inc., the low bidder on the May 30, 2012 bids, for \$60,000, and to authorize the Mayor to sign the contract on behalf of the Town.

INTRODUCTION:

This project is for an annual tree trimming contract. The contractor bid an hourly crew rate to provide routine pruning, hazardous tree removal and storm damage cleanup of City trees, up to the contract limit of \$60,000.

ANALYSIS:

Bids for the Tree Maintenance service contract were due May 30, 2012. Bidders were required to bid total crew hours of tree work they could provide for \$60,000. Total crew hours are the sum of regular hours plus 40 hours of overtime work. A crew hour is defined as 2 tree workers, a chipper truck with a personal lift and a wood chipper.

Five (5) bids were received for the 2012/13 Tree Maintenance Project as follows:

<u>Firm</u>	<u>Location</u>	<u>Total Crew Hours</u>
WEST COAST ARBORISTS	Anaheim	540

ECONO TREE SERVICE	Redwood City	485
PROFESSIONAL TREE CARE	Berkeley	483
NEW IMAGE LANDSCAPE	Fremont	390
BAYSCAPE MANAGEMENT	Alviso	261

FISCAL IMPACT:

The 2012-13 general budget includes \$100,000.00 in Street and Park operations funds for this project. West Coast Arborists was the low bidder at 540 total crew hours of tree maintenance work.

Approved:

Theresa DellaSanta
Interim City Manager



Item No. 13

DATE: FOR THE CITY COUNCIL MEETING OF JUNE 20, 2012

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

FROM: NEAL J. MARTIN, TOWN PLANNER

**SUBJECT: ATHERTON LIBRARY BUILDING PROJECT – THIRD AMENDMENT TO
LSA ASSOCIATES AGREEMENT**

RECOMMENDATION:

It is recommended that the City Council approve the Third Amendment to the LSA Associates agreement which expands the scope of services to provide additional services and adds \$24,465 to the compensation, and authorize the City Manager to execute the amendment.

BACKGROUND:

On April 20, 2011 the City Council approved an agreement with LSA Associates (LSA) for preparation of a Preliminary Environmental Screening Analysis related to the Atherton Library Building Project. The maximum amount of compensation approved in the agreement was \$69,335.

On November 16, 2011 the City Council approved a First Amendment to the agreement with LSA Associates (LSA) for preparation of an Environmental Impact Report (EIR) related to the Atherton Library Building Project. The maximum amount of compensation approved in the agreement was \$155,565.

On April 18, 2012 the City Council approved a Second Amendment to the agreement with LSA for additional work associated with the preparation of the EIR. The Second Amendment added \$7,565 to the compensation for a maximum amount of compensation approved in the agreement of \$163,130.

DISCUSSION:

During preparation of the Response to Comments and Final Environmental Impact Report for the Library Project it became evident that certain additional work would be required that was not contemplated in the initial Scope of Work. Those additional items include:

1. Additional traffic counts and analysis at the intersections of Fair Oaks Lane/El Camino Real

and Fair Oaks Lane/Middlefield Road. These counts were requested by CalTrans and by other people commenting on the Draft EIR.

2. Attendance at an additional Planning Commission meeting for presentation of the Response to Comments and Final EIR which was not included in the original scope of work.
3. Addition effort to respond to comments. The number and extent of comments received was significantly greater than the amount budgeted when the Scope of Work was originally prepared in November 2011.

Staff has prepared the attached Third Amendment to the Agreement for City Council consideration which authorizes the additional work and increases the budget by \$24,465. The new maximum amount of compensation would be \$187,595.

FISCAL IMPACT:

Costs associated with this project are paid for from the Atherton Library Building Fund.

Approved by:

Theresa DellaSanta, Interim City Manager

Attachments:

1. *Consultant Services Agreement, April 29, 2011*
To reduce paper waster, for Items 2-5 contact the City Clerk or the agenda packet online
2. *First Amendment to the Professional Services Agreement by and Between the Town of Atherton and LSA Associates, November 17, 2011*
3. *Second Amendment to the Agreement for Environmental Services by and Between the Town of Atherton and LSA Associates, Inc.: Atherton Library Project, April 18, 2012*
4. *Third Amendment to the Professional Services Agreement by and Between the Town of Atherton and LSA Associates*
5. *Exhibit "A" – Third Amendment*

**THIRD AMENDMENT TO THE AGREEMENT FOR ENVIRONMENTAL SERVICES
BY AND BETWEEN THE TOWN OF ATHERTON AND LSA ASSOCIATES, INC.:
ATHERTON LIBRARY PROJECT**

THIS THIRD AMENDMENT (“Third Amendment”) to the Agreement for professional environmental consulting services by and between the Town of Atherton (“TOWN”) and LSA Associates, Inc. (“CONSULTANT”) is entered into as of the 20th day of June, 2012 (“Effective Date”) by and between Town and Consultant.

RECITALS

WHEREAS, on April 20, 2011, TOWN and CONSULTANT entered into that certain Agreement for professional environmental consulting services to prepare a Preliminary Environmental Screening Analysis (“Agreement”);

WHEREAS, on November 17, 2011, TOWN and CONSULTANT entered into that certain First Amendment to the Agreement for professional environmental consulting services to prepare and Environmental Impact Report (“First Amendment”);

WHEREAS on April 18, 2012, TOWN and CONSULTANT entered into that certain Second Amendment to the Agreement for professional environmental consulting services for additional consulting services (“Second Amendment”);

WHEREAS, TOWN and CONSULTANT desire to enter into this Third Amendment to amend the Agreement to expand the Scope of Services and increase the cost ceiling by twenty four thousand four hundred sixty five dollars (\$24,465.00) described herein.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing Recitals and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby amend the Agreement as follows:

1. Exhibit A, Scope of Services. Exhibit A to the Agreement is amended by adding the items listed in Exhibit A attached and made a part of this Third Amendment.
2. Exhibit C “Budget Estimate” is hereby amended as follows:

The current text of this paragraph is deleted, and in its place the following paragraph is inserted: For completion of the scope of work set forth in this proposal and accomplished according to the schedule outlined, the LSA team proposes a total budget not to exceed \$187,595. This includes our previously approved total budget amount of \$69,335, an increase of \$86,230 approved in the first amendment, an increase of \$7,565 approved in the second amendment, and a proposed increase of \$24,465 in this third amendment. A detailed breakdown of the budget is provided in Table 3 of the first amendment, Exhibit A of the second amendment, and Exhibit A of this third amendment. As is always the

case with our proposed scope and cost estimate, we are open to suggestions for refinement to meet Town needs.

3. Agreement in Effect. The parties acknowledge and agree that the Agreement, except as amended by the First Amendment, Second Amendment, and Third Amendment remains unmodified and in full force and effect in accordance with its terms.
4. Counterpart Signatures. This Third Amendment may be signed in multiple counterparts which, when signed by all parties, shall constitute a binding agreement.

IN WITNESS THEREOF, the parties have executed this Third Amendment as of the Effective Date.

TOWN OF ATHERTON:

By: _____ / _____
Theresa DellaSanta, Interim City Manager
(Date)

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

CONSULTANT:

By: _____ / _____
Name: _____ (Date)
Title: _____

By: _____ / _____
Name: _____ (Date)
Title: _____



Town of Atherton

ITEM 14

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ASSISTANT CITY ATTORNEY

DATE: June 14, 2012

SUBJECT: Confusion between the “Athertonians” yahoo users group and the “Athertonian,” the Town’s official newsletter

RECOMMENDATION:

Staff recommends that Council decide how they wish to proceed regarding a response to the Athertonians group.

Staff recommends that Council direct staff to amend the Town’s newsletter by adding descriptors to the title, for example “The Athertonian, the Official Newsletter of the Town of Atherton.”

BACKGROUND:

In response to complaints about confusion between a yahoo users’ group calling themselves the “Athertonians” and the Town’s official newsletter the “Athertonian,” staff contacted the Athertonians group with a request to meet. The Athertonians refused, citing a desire to remain anonymous. Assistant City Attorney promised to guarantee anonymity, but the Athertonians did not respond. Assistant City Attorney contacted the group a final time explaining the problem regarding resident confusion and asking the group to consider two possible measures: 1) adopting a better disclaimer on their website and 2) adding a name to their group to distinguish it from the name of the Town’s newsletter (e.g., “Athertonians Together”).

The Athertonians did not respond, instead they released a strongly-worded statement to the media criticizing Town leadership, specific Council members, and the political process in the Town. Staff was asked to prepare a letter of response to the Athertonians for consideration by Council. Attached is a proposed letter to the Athertonians.

In addition to a response to the Athertonians, staff discussed the possibility of changing the name of the Town’s newsletter to underscore that it is the official source of

information from the Town, for example: “The Athertonian, the Town of Atherton’s Official Newsletter.”

FISCAL IMPACT:

There is no fiscal impact.

DRAFT



Town of Atherton

The Athertonians Yahoo Users' Group
By email to athertonians-owner@yahoo.com

June 14, 2012

Dear Athertonians:

The Town of Atherton first reached out to you to address claims of confusion between your group and the Town's official newsletter, the Athertonian. Despite a promise of confidentiality from Town staff, you refused to discuss the issues raised by the Town. As a final attempt, we proposed two reasonable mitigation measures that would reduce the potential for confusion: 1) a more visible disclaimer on the Athertonians website, and 2) a small name modification. Again you never responded to the Town. Instead, you immediately released a strongly-worded statement to the media containing a barrage of inaccurate accusations against Town leadership and unfounded and unprofessional comments directed towards individual council members. Ironically, you took this action while claiming to be "non-partisan."

While we welcome open discourse on town issues, free speech does not include the right to knowingly disseminate false statements about the Council in an effort to undermine their efforts. To the extent that you intentionally spread lies about the Council, we will not hesitate to take all possible steps to protect the work we have done on behalf of and for the benefit of all the residents of Atherton. Although we may disagree on individual issues, we have been and remain united in our commitment to open communication and a healthy political process.

Sincerely,

William Widmer, Mayor

DRAFT



Town of Atherton

TO: HONORABLE MAYOR AND CITY COUNCIL

**FROM: THERESA DELLASANTA, INTERIM CITY MANAGER
DEBRA AUKER, INTERIM FINANCE DIRECTOR**

DATE: FOR THE MEETING OF JUNE 20, 2012

**SUBJECT: RESOLUTION APPROVING THE SALARY SCHEDULE FOR TOWN
STAFF FOR FISCAL YEAR 2012-13**

RECOMMENDATION

Staff recommends that City Council adopt the resolution approving the attached Salary Schedule for Town Staff for Fiscal Year 2012-13.

BACKGROUND

Resolution 10-31 A Resolution of the City Council of the Town of Atherton Adopting Salaries and Benefits was adopted by Council in June 2010 and established salaries through June 30, 2011. The Town's employment agreements with non-safety: management, confidential and clerical employees expired in June 2011. The Council is currently engaged in discussions with Town staff to develop a new salaries and benefits resolution. This salary schedule reflects the salaries established in the most recent agreements, with one exception that is stated below.

The Atherton Police Officers Association (APOA) agreement, which includes sworn officers and dispatchers, is valid through September 30, 2013. This salary schedule reflects the salaries established in the current MOU terms.

DISCUSSION

Staff conducted a classification and compensation study due to the Town reorganization in September 2011. The following recommendations from the study have been recommended by

staff and reviewed with the City Council. These changes are reflected in the FY 2012-2013 budget and the attached salary schedule.

1. Reclassify the position of Deputy City Clerk to City Clerk.
2. Reclassify the position of Assistant Engineer to Associate Civil Engineer.
3. Provide for an equity adjustment to the position of Accountant due to being significantly under market based on the median total compensation survey data.

FISCAL IMPACT:

The fiscal impact for FY 2012-2013 salaries are included in the adopted budget.

Approved by:

Theresa DellaSanta, Interim City Manager

Attachment: A. Resolution Approving the Salary Schedule for FY 2012-2013
B. Salary Schedule for FY 2012-2013

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
APPROVING SALARIES AND AUTHORIZED POSITIONS FOR TOWN STAFF
FOR FISCAL YEAR 2012-2013**

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

WHEREAS, the City Council has determined that it is in the best interests of the Town to bring uniformity to the salaries of employees in the form of a resolution, and

WHEREAS, Attachment A to this Resolution specifies salaries and authorized positions for the Fiscal Year 2012-2013.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the Town of Atherton that the salary schedule for the Town of Atherton shall be as stated in Attachment A effective the first pay period following July 1, 2012.

* * * * *

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

*AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:*

Bill Widmer
Mayor

ATTEST:

Theresa N. DellaSanta
Deputy City Clerk

APPROVED AS TO FORM:

William B. Conners
City Attorney

**TOWN OF ATHERTON
MONTHLY SALARY COMPENSATION**

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



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: THERESA N. DELLASANTA, INTERIM CITY MANAGER

DATE: FOR THE MEETING OF JUNE 20, 2012

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON ACCEPTING A DECERTIFICATION PETITION SUBMITTED BY TEAMSTERS LOCAL UNION NO. 856 MEMBERS AND ACKNOWLEDGING RECEIPT OF DISCLAIMED INTEREST IN REPRESENTATION BY TEAMSTERS LOCAL UNION NO. 856 REPRESENTATIVES

RECOMMENDATION:

Approve Resolution No. 12-xx accepting a decertification petition submitted by the Teamsters Local Union No. 856 members, and acknowledge receipt of disclaimed interest in representation by Teamsters Local Union No. 856 representatives.

INTRODUCTION:

On May 21, 2012 the Town received a petition for decertification from two of the three employees represented by the Teamsters Local Union No. 856, Freight Checkers, Clerical Employees and Helpers. The Town notified the Union of the decertification petition the following day.

On May 29, 2012, the Town received a letter from the Union indicating that due to the 2011 layoffs and attrition, they felt the union was no longer viable and that they disclaimed all interest in representation of these members. They indicated that the notice does not impact the PERB case or the San Mateo County Civil Action, both of which are still pending.

The Town responded on May 29, 2012 that it has accepted the letter and will cease withholdings of union dues.

FISCAL IMPACT:

None.

RESOLUTION NO. 12-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ACCEPTING A DECERTIFICATION PETITION SUBMITTED BY TEAMSTERS
LOCAL UNION NO. 856 MEMBERS AND ACKNOWLEDGE RECEIPT OF
DISCLAIMED INTEREST IN REPRESENTATION BY TEAMSTERS LOCAL UNION
NO. 856 REPRESENTATIVES**

WHEREAS, two of the three employees represented by the Teamsters Local Union No. 856, Freight Checkers, Clerical Employees and Helpers, submitted a petition to decertify in accordance with Atherton Municipal Code Section 2.52.080, on May 21, 2012; and

WHEREAS, the Town received a letter from Teamsters Local Union No. 856 indicating that due to the 2011 layoffs and attrition, they felt the Union was no longer viable and that they disclaimed all interest in representation; and

WHEREAS, the Teamster Local Union No. 856 noted that the notice does not impact the PERB case or the San Mateo County Civil Action, both of which are still pending; and

WHEREAS, the Town responded on May 29, 2012 that it has accepted the letter and will cease withholdings of union dues; and

NOW, THEREFORE, BE IT RESOLVED the City Council of the Town of Atherton does hereby resolve and acknowledge that the Teamster Local Union No. 856's de facto stipulation to decertify is accepted, and effective May 21, 2012, such representation ceased and from that point forward is no longer in effect.

PASSED AND ADOPTED at a meeting of the City Council of the Town of Atherton held on the 20th day of June, 2012, by the following vote:

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

William R. Widmer
Mayor

ATTEST:

Theresa N. DellaSanta
Deputy City Clerk

William Conners
City Attorney



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: EDWIN F. FLINT, POLICE CHIEF

DATE: FOR THE MEETING OF JUNE 20, 2012

SUBJECT: ATHERTON POLICE FOUNDATION DONATION PROCEDURES

RECOMMENDATION:

To approve the Atherton Police Foundation (APF) procedures thereby allowing the police department to work with the group in obtaining equipments or other goods provided by donors of the APF.

BACKGROUND:

The Atherton Police Foundation (APF), a non-profit 501(c)(3) group, provides funding to purchase equipment and underwrite the costs of projects and activities to improve public safety that the Town either does not fund or cannot fund in a timely manner. Currently, the APF Board members include: Brendan Cullen, Didi Fisher, Betsy Glikbarg, Herb Lechner, Sandy Levison, and Glenn Nielsen. Other members of the community are actively involved on the founding committee and/or as initial donors.

The APF receives gifts and donations of money, goods, services, and equipment to benefit the police department. The APF's agenda is developed in collaboration with and in response to needs articulated by the police department. The APF also encourages grant submissions for innovative, experimental and short-term programs.

Priorities for the APF include:

- Education/training
- Community Relations
- Technology
- Equipment

Substantive program areas include:

- Enhancing law enforcement proficiency and efficiency
- Increasing officer safety

- Encouraging community support and understanding;
- Fostering personnel development and well-being

The APF receives and administers grants and contributions of money, services, and/or property to fund, assist or undertake programs and activities to strengthen the Department. Contributions and gifts can be restricted by the donor for use of a specific program or provided as an unrestricted gift that the APF can use in responding to varying APD needs.

ANALYSIS:

The following is a summary of the steps for the process of working with the APF.

1. The Police Department identifies needs and creates a wish list for equipment, material or service that is not funded within the Town's approved budget or cannot be purchased in a timely manner;
2. The Police Department designates a Project Coordinator to work with the APF to complete the funding request form, obtain approval by the Chief of Police, and send the request to the APF;
3. The APF reviews all requests and responds to the Police Department with its decision and any contingencies that may apply;
4. If the APF approves the request, the Project Coordinator will follow the current Purchasing Policy guidelines and standards by providing 3 price quotes for the goods and/or services;
5. The Police Department will be responsible for goods and services donated with respect to management, operation, maintenance, replacement, damage, loss, liabilities, and ownership. Any costs exceeding the amount donated as described in the approval response will be the responsibility of the Police Department;
6. The APF will forward the donation to the Town, which is recorded in a deposit/APF donations account. If the donation is in cash rather than in kind, then the purchase is made by the Police Department or Town Finance Department in accordance with the Town's Purchasing Policies, and the expense is charged to the same deposit/APF donation account with excess costs charged to the Police Department. All goods or services donated are delivered directly to and received by the Police Department;
7. Once the donation is received, the item(s) become a donated asset and will be handled in accordance with the Town's Fixed Asset Policy. In accordance with the Fixed Asset Policy, the Project Coordinator will notify the Finance Director on a continuous basis of all fixed asset donations received;

8. All donated equipment and materials will be recorded on the list of inventory received, and the materials will be reviewed on a continuous basis for any signs of misuse, damage and confirmation that equipment is intact and in good working order;
9. Donated items that fall into the following categories require Council approval: Any items exceeding \$15,000, weapons, vehicles, technology, and any item with on-going maintenance;
10. The APF will provide a year-end summary to the Finance Department indicating all cash and in kind donations.

FISCAL IMPACT:

The fiscal impact will be a plus for the Town in that any equipment or goods would be donated by the Foundation, thereby alleviating some of the financial burdens on the Town.

The final procedures have been tentatively approved by the Interim Finance Director and Herb Lechner, Atherton Police Foundation member.

Prepared by:

Approved by:

Edwin F. Flint
Police Chief

Theresa DellaSanta
Interim City Manager

ATTACHMENT – FUNDING REQUEST FORM

Atherton Police Foundation

Atherton, CA 94027

Funding Request

Date: _____

Amount Requested: _____

Contact Name: _____

Department: ATHERTON POLICE DEPARTMENT

Mailing Address: 83 Ashfield Road
Atherton, CA 94027

E-Mail Address: _____

Name of Program/Equipment requesting funding for:

Provide a brief description and the need for the program/equipment (use additional paper if needed):

Please describe why this is not appropriate or not possible to be paid for by operational funds:

What objectives will be accomplished if the funding granted?

Where appropriate, how will APD measure benefits or performance of the funding granted?

Approval Signature: _____

Name

Date



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: THERESA N. DELLASANTA, CITY MANAGER

DATE: FOR THE MEETING OF JUNE 20, 2012

SUBJECT: ADOPTION OF RESOLUTION 12-xx APPROVING UPDATE OF THE TOWN'S CONFLICT OF INTEREST CODE AND APPENDIX "A" DESIGNATING POSITIONS IN THE CONFLICT OF INTEREST CODE

RECOMMENDATION

Adopt a Resolution Amending Conflict of Interest Code of Non-Elected Officials and Designated employees of the Town of Atherton.

BACKGROUND

The Political Reform Act of 1974, approved by the voters, requires state and local government agencies to adopt a Conflict of Interest Code.

A Conflict of Interest Code lists each position within the Town that makes or participates in the making of governmental decisions which have a material financial effect on any financial interest. Individuals employed in these positions are called "designated employees."

All non-elected officials and designated employees were requested to review the Conflict of Interest Code and file a report with the City Council. This biennial review and update is required by Section 87306.5 of the Government Code. The review has been completed, and the non-elected officials and designated employees have found that, while the wording within the Code is in conformance with the Political Reform Act, there is a need to amend the attached Appendices, Designated Positions and Disclosure Categories, because of organizational changes that have occurred since the 2010 review. The changes are reflected in **bold font** on the Appendices, Designated Positions and Disclosure Categories attachment to the proposed resolution.

When the Town engages the services of other consultants, their duties are reviewed to see if they should be treated as designated employees.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Resolution No. 10-16
Appendix "A"

RESOLUTION 12-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
AMENDING THE CONFLICT OF INTEREST CODE FOR DESIGNATED
EMPLOYEES BY APPROVING APPENDIX "A" DATED JUNE 2012**

WHEREAS, the Political Reform Act of 1974, (Government Code Section 81000, et seq.), requires state and local government agencies to adopt and promulgate a Conflict of Interest Code;

WHEREAS, this Council approved a Conflict of Interest Code adopted by Resolution 91-6 on June 19, 1991, which has been amended from time to time to conform to amendments in the Political Reform Act, and by also approving as an APPENDIX "A" thereto, disclosure categories for certain designated positions with the Town of Atherton; and

WHEREAS, approval of this resolution superseded and repeals Resolution 10-16 which approved the last conflict of interest update; and

WHEREAS, the APPENDIX "A" containing the disclosure categories warrants updating to reflect current personnel status; and

WHEREAS, this Council, has determined that the attached APPENDIX "A" accurately sets forth those positions which should be designated and the categories of financial interests which should be made reportable for each position.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the Town of Atherton that the APPENDIX "A" dated June 2012, attached hereto and by reference made a part of the Conflict of Interest Code of the Town of Atherton, is hereby approved.

All former resolutions or parts thereof conflicting or inconsistent with the provisions of this resolution are superseded and repealed.

* * * * *

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

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

William R. Widmer, Mayor
Town of Atherton

ATTEST:

Theresa N. DellaSanta, City Clerk

APPROVED AS TO FORM:

William B. Conners, City Attorney

APPENDIX "A"

TOWN OF ATHERTON
CONFLICT OF INTEREST CODE

LIST OF DESIGNATED POSITIONS

Date: March 2010

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Accountant	1
Assistant City Attorney	1
Assistant City Manager	1
Building Official/Planning Administrator	1
Chief of Police	1
<u>City Clerk</u>	
Deputy Town Planner	1
Director of Finance	1
Executive Assistant/Deputy City Clerk	1
Consultants*	1*
City Attorney	1
Finance Assistant	1
Information Technology	1
Park Program Manager	1
Police Lieutenant	1
Public Works Director/City Engineer	1
Associate Engineer	1
Assistant Engineer	1
Public Works Superintendent	1
Public Works Supervisors (2)	1
Town Arborist/Public Works Specialist	1
Town Planner	1

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The City Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

APPENDIX "A"

DISCLOSURE CATEGORY 1

SPECIFICATION SHEET

REPORTABLE INVESTMENTS, INTEREST IN REAL PROPERTY, AND INCOME

CONFLICT OF INTEREST CODE TOWN OF ATHERTON

- * Investments (partnerships, common stock, etc.)
- Worth \$2,000 or more in business entities located in or doing business in the Town.
- * Interests in Real Property
-Worth \$2,000 or more located in the Town.
- * Interests in Real Property and Investments Held by Business Entities or Trusts
- * Income (Other than Loans, Gifts and Honoraria) Received During the Reporting Period
-Aggregating \$500 or more received from a source located in or doing business in the Town.
- * Loans (Received or Outstanding During the Reporting Period)
-Aggregating \$500 or more from a source located in or doing business in the Town.
- * Gifts (Received During the Reporting Period)
-Must disclose \$50 or more received from any source located inside or outside the Town. May not exceed \$420 from any single source.
- * Honoraria
-Received from any source located inside or outside the Town – generally prohibited, and if not, may be reportable as income or gift depending on the circumstances.

- * **Business Positions**
-Held in a business entity located in or doing business in the Town.
- * **Commission Income** (Gross payments received as a result of services rendered as a broker, agent, or salesperson).
- * **Income and Loans to Business Entities or Trusts.**
- * **Income from Rental Property.**

FOOTNOTE: Refer for more detailed information to Definitions and Explanations in the Manual issued by the California Fair Political Practices Commission.



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: DEBRA AUKER, INTERIM FINANCE DIRECTOR

DATE: FOR THE MEETING OF JUNE 20, 2012

**SUBJECT: CONSIDERATION AND POSSIBLE ADOPTION OF A RESOLUTION
ASSESSING A SPECIAL TAX FOR MUNICIPAL SERVICES FOR THE
FISCAL YEAR 2012-2013**

RECOMMENDATION

Adopt a resolution assessing a special tax for municipal services for the Fiscal Year 2012-2013.

DISCUSSION

On November 3, 2009, the residents of Atherton approved Ordinance No. 581 assessing a special parcel tax to provide funding for police and emergency services, and for repair and maintenance of streets and storm drains for four years (FY 2010-2011 to FY 2013-2014). The ordinance called for the City Council to determine the total amount of expenditures necessary to provide adequate levels of the identified services.

The FY 2012-2013 budget to be approved by Council on June 20, 2012, included parcel tax revenue of \$1,860,000. Based on Council policy of allocating 60% of parcel tax fund for police services and 40% to capital improvement program (CIP), staff allocated \$1,116,000 to police services and \$744,000 to the CIP.

The tax levy for each parcel classification is listed on Exhibit A of the resolution. The recommended per parcel tax levy is unchanged from the levy assessed in FY 2010-2011 and FY 2011-2012.

FISCAL IMPACT

If the Council approves the parcel tax levy as proposed in the attached resolution, \$1,860,000 will be generated. The special tax will be collected for the Town by the County of San Mateo as part of the regular property tax bill due and payable by December 2012 and April 2013.

Approved by:

Theresa DellaSanta, Interim City Manager

Attachment: Resolution

RESOLUTION NO.

**A RESOLUTION OF THE TOWN OF ATHERTON
ASSESSING A SPECIAL TAX FOR MUNICIPAL SERVICES
FOR THE FISCAL YEAR 2012-2013**

WHEREAS, there is Ordinance No. 581 of the Town of Atherton authorizing the City Council to assess a Special Tax Levy on all properties with the Town of Atherton; and

WHEREAS, such Special Tax must be utilized to finance the cost of municipal services during the year as authorized; and

WHEREAS, such Special Tax was approved by at least two-thirds of the voters voting in the November 3, 2009, Special Election, at which time Ordinance No. 581 was presented to the electorate; and

WHEREAS, the City Council has held all public hearings, and made deliberations and findings of fact, as required by Ordinance No. 581.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Atherton hereby levies a Special Tax for municipal services in accordance with the tax rates attached and shown as Exhibit "A".

BE IT FURTHER RESOLVED that such tax shall be collected by the Tax Collector of the County of San Mateo in accordance with standard procedures and agreement between the Town of Atherton and the County of San Mateo, providing for such collection.

* * * * *

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

*AYES:
NOES:
ABSENT:
ABSTAIN:*

ATTEST:

Bill Widmer, Mayor
TOWN OF ATHERTON

Theresa N. DellaSanta
Deputy City Clerk

APPROVED TO FORM:

William Conners, City Attorney

EXHIBIT “A”

**2012-2013 SPECIAL TAX RATE
FOR MUNICIPAL SERVICES**

Within the 2012-2013 annual budget is a revenue estimate of \$1,860,000 to be derived from the Special Municipal Tax as authorized by Ordinance 581 of the Town of Atherton.

This amount will be raised by the levy of the following tax rates for each of the categories listed below:

<u>Category</u>	<u>Rate</u>
1. For each dwelling on parcel with an area of less than 1/4 acre.	\$450
2. For each unimproved parcel with an area of less than 1/4 acre.	225
3. For each dwelling on parcel with an area of 1/4 acre but less than 1/2 acre.	570
4. For each unimproved parcel with an area of 1/4 acre but less than 1/2 acre.	285
5. For a dwelling on parcel with an area of 1/2 acre but less than 2 acres.	750
6. For each unimproved parcel with an area of 1/2 acre but less than 2 acres.	375
7. For each dwelling on parcel with an area of 2 acres or more.	960
8. For each unimproved parcel with an area of 2 acres or more.	480
9. For each private club.	10,000
10. For each parcel available for tax owned by a utility which serves Atherton area.	450
11. For each parcel available for tax owned by a utility which does not directly serve the Atherton community.	750

The records of the San Mateo County Assessor, as of each year, shall determine whether or not any particular lot is unimproved for purposes of this ordinance.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: THERESA N. DELLASANTA, INTERIM CITY MANAGER

DATE: FOR THE MEETING OF JUNE 20, 2012

**SUBJECT: FIRST READING: INTRODUCTION OF CITY MANAGER
ORDINANCE TO AMEND CHAPTER 2.12 ESTABLISHING
A CITY MANAGER POSITION DESCRIPTION**

RECOMMENDATION:

Introduction of a City Manager Ordinance to amend Chapter 2.12 establishing a City Manager position description. Three votes are required to introduce the Ordinance. A second vote, scheduled at least ten days from the date of this meeting, is required to pass the ordinance.

INTRODUCTION:

The City Attorney has indicated that periodic revisions of the Town's outdated Atherton Municipal code to reflect current trends and laws will be forthcoming.

Staff chose to update the City Manager ordinance first since the Town is currently in progress with recruitment of a permanent City Manager.

Chapter 2.12

CITY MANAGER

Sections:

- [2.12.010](#) **Council-manager form of government.**
- [2.12.020](#) **Appointment of City Manager.**
- [2.12.030](#) **Removal of City Manager.**
- [2.12.040](#) **Powers and duties of the City Manager.**
- [2.12.050](#) **Restrictions on City Manager.**
- [2.12.060](#) **City Council/City Manager relations.**

2.08.010 Council-manager form of government.

The council-manager form of government is adopted for the Town. The office of City Manager is hereby established. The City Manager shall be the chief executive and administrative officer of the Town, subject to policies established and budgets adopted by the City Council.

2.08.020 Appointment of City Manager.

The City Manager shall be appointed by the City Council on the basis of his or her executive and administrative qualifications, and shall serve and hold office at the pleasure of the City Council.

The City Manager need not be a resident of the Town, and shall be selected solely for his or her executive and administrative qualifications, abilities, and experience.

No person present or past City Councilmember shall be eligible for appointment to the position of City Manager until at least 2 years after last serving as a Councilmember.

In the event of the disability of the City Manager, or at his or her request, the City Council may appoint an acting City Manager.

2.08.030 Removal of City Manager.

The City Manager shall not be removed from office within a period of 60 days next succeeding any municipal election held in the Town at which election a member of the City Council is elected; nor shall the City Manager be removed from office within a period of 60 days after appointment of a new City Councilmember appointed to take the place of a previously elected City Councilmember.

Should the City Council desire to remove the City Manager, it shall express its intent and reasons in writing to the City Manager. The City Manager may, within 7 days of receipt of the written notice of intent to remove him or her, by written request to the City Clerk, request a public hearing before the City

Council. The City Council shall fix a time for the public hearing, which shall be held at its usual meeting place at least 10 days after, but not later than 30 days after the date of publication of the notice

The City Manager may appear and be heard at the public hearing. After the public hearing, the City Council may remove the City Manager by resolution with or without cause stated, or may suspend him or her from duty. In either event, Manager's salary and benefits shall continue until terminated.

The City Council shall have the absolute right and authority to remove the City Manager, and its action shall be final, and shall not depend on any particular showing or degree of proof at the public hearing, the sole purpose of which is to allow the City Manager publicly to present his or her grounds for opposition to removal prior to the City Council taking final action for removal.

2.08.040 Powers and duties of the City Manager.

The City Manager shall be responsible to the City Council for the efficient administration of all affairs of the Town and shall have the following powers and duties:

- A. Appoint, remove, and discipline all Town department heads and employees, except for the City Attorney and City Attorney staff; provided, however, that the City Manager may delegate this authority to the several department heads, through a personnel ordinance, but shall retain the authority to approve, modify or disapprove all recommendations from department heads for such appointment, removal and disciplinary actions to be taken against employees by department heads to whom such authority has been delegated;
- B. Direct and supervise the administration of all departments, offices and agencies of the Town in all respects and without exception;
- C. Prepare an annual budget and submit and administer the Town budget and capital improvement plan as set forth in the Municipal Code;
- D. Keep the City Council fully informed and advised of the financial, administrative, physical and operational condition of the Town and of its future needs in each area, and make such recommendations and present such plans and programs concerning the affairs of the Town as he or she shall deem to be necessary or desirable;
- E. Provide for the enforcement and faithful execution of all laws, ordinances, rules, regulations, and such other actions as the City Council shall direct, delegating such enforcement and execution actions as are appropriate and necessary to the various Town departments;
- F. Administer all contracts of which the Town is a party, and assure that the Town's interests are safeguarded, terms are enforced and all elements of any contract are faithfully administered, delegating such oversight and authority to the several departments and offices as he or she shall deem appropriate;

- G. Make such special reports to the City Council as he or she deems necessary and appropriate, or as the City Council shall request or direct, including reports concerning the operations of the Town departments, offices and agencies;
- H. Attend all City Council meetings unless excused by the Mayor;
- I. Investigate any matter involving the Town or its affairs, and any department, office or agency or organizational component of the Town, and any contract, to assure the proper, faithful and legal performance of any obligation of the Town;
- J. Investigate all complaints regarding matters concerning the administration of the Town and regarding the Town's employees;
- K. Enforce the terms of all franchises, permits and privileges held by any party relative to the Town to assure that the terms and conditions of such franchises, permits and privileges are faithfully observed;
- L. Exercise general supervision of all public buildings, parks, real and personal property, assets, utilities, streets and other public properties which are under the ownership, control or jurisdiction of the Town;
- M. Coordinate all activities of the various departments, offices and agencies of the Town, and of its boards, committees and commissions so as to improve the efficiency, economy, effectiveness, harmonious relationships and public service capabilities of the Town government and all its components;
- N. Carry out and enforce all policies of the City Council and all rules, regulations and ordinances adopted by it relating to the administration of the affairs and activities of such departments, divisions, offices, agencies, services, boards, committees and commissions;
- O. Serve as public relations and information officer of the Town, and follow through and endeavor to adjust all just complaints filed against and service requests filed with any employee, department, division, office, organizational component or agency of the Town;
- P. Cooperate with all community organizations whose purpose is to serve the welfare and best interests of the Town and of its people, business and organizations, and to provide such persons, businesses and organizations, within lawful limits, appropriate governmental assistance;
- Q. Prepare, recommend to the City Council, and maintain a personnel system ;
- R. Perform such other duties and exercise other powers as may be delegated to him or her from time to time by ordinance or resolution.

2.08.050 Restrictions on City Manager.

The actions of the City Manager shall be restricted in the following ways:

- A. He or she shall engage in no incompatible business, occupation or activities;
- B. He or she may not attend any closed session of the city council when dismissal of or other disciplinary actions involving himself or herself are discussed;
- C. He or she shall devote full time to the duties and interests of the Town; provided, however, that limited activities not incompatible with the position of City Manager may be permitted by the Town upon request to the City Council;
- D. He or she shall not act on any subject when directed, ordered, or asked to do so by less than a majority of the City Council, unless, in the opinion of the City Manager, such action would not involve the establishment of a precedent, be incompatible with existing Town policies and procedures, or result in the disadvantage of the Town, of any individual Councilmember or of the City Council as a body;
- E. He or she shall abide by the Code of Ethics of the International City Management Association, and deviation therefrom shall be grounds for dismissal or disciplinary action by the city council;
- F. He or she shall comply with all provisions of the laws of the state regarding conflicts of interest, declaration of economic interests, and other matters involving potentially incompatible activities as set out by state law, the municipal code, and applicable Town ordinances, resolutions, rules and regulations.

2.08.060 City Council/City Manager relations.

- A. Neither the Mayor nor any Councilmember shall interfere with the execution of the powers and duties of the City Manager, and the City Manager shall take his or her direction from the City Council only during meetings of the City Council.
- B. Except for purposes of inquiry, the Mayor and Councilmembers shall deal with the administrative service solely through the City Manager and neither the Mayor nor any Councilmember shall give any order or instruction to any subordinate of the City Manager.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: THERESA N. DELLASANTA, INTERIM CITY MANAGER

DATE: FOR THE MEETING OF JUNE 20, 2012

**SUBJECT: REQUEST FOR PROPOSAL FOR A PROFESSIONAL
OPINION RESEARCH SURVEY FROM GODBE
RESEARCH.**

RECOMMENDATION:

The City Manager request that the City Council approve a professional services agreement with GODBE Research for professional opinion research survey consulting services and that the City Council authorize the City Manager to negotiate and execute an agreement in the amount not to exceed \$ 18,500.

INTRODUCTION:

In 2009, the Town hired Godbe Research to assist the Town to solicit Atherton voters' opinions regarding long-range financing mechanisms. Due to the urgency need to hire a firm to solicit Atherton voters' opinions regarding the library and other Town services we recommend hiring Godbe Research. The fact that Godbe is familiar with the Town and its demographics, and already has voter files lists for Atherton on file staff recommends contracting with Godbe Research.

FISCAL IMPACT:

The proposed cost is \$17,030 and will be encumbered from the professional services budget in the administration budget.



GODBE RESEARCH
Gain Insight

PROPOSAL TO CONDUCT A
COMMUNITY NEEDS ASSESSMENT
SURVEY

Presented to the Town of Atherton

June 15, 2012

GODBE RESEARCH SUMMARY OF QUALIFICATIONS

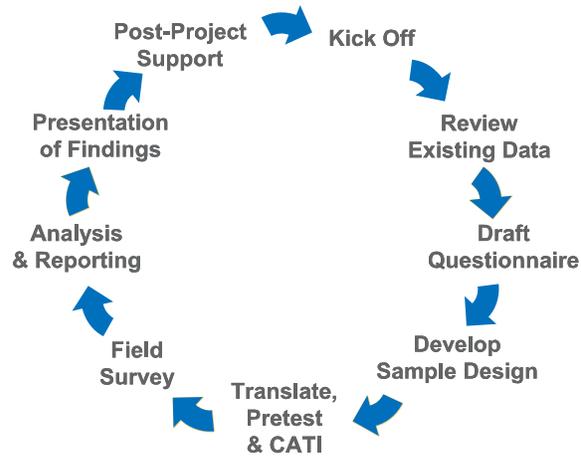
Godbe Research, a State of California certified small business (SBE), was founded in January of 1990. The firm is a full-service public opinion research agency that offers its clients extensive experience in public opinion research for community needs assessments, public education and outreach strategies, strategic and general planning efforts, resident and user satisfaction, ballot and revenue measure feasibility, public sector marketing efforts, and other customized client needs. Our offices in San Mateo (San Francisco/Northern California), Newport Beach (Southern California/Southwest), and Bellevue (Seattle/Northwest) house a staff of highly trained and experienced researchers (all Master's or Ph.D. level), and a commitment to providing superior quality research and client services.

The firm has been employed by public and private sector clients, throughout the United States and internationally, and the combined expertise of the Godbe Research team spans over 50 years in the field of public opinion research. Our Team consists of the President and Principal Researcher (Bryan Godbe), Vice President of Business Development and Project Strategy, and a staff of Senior Research Managers, Senior Statistical Analysts, Research Analysts, and Research Associates. Each team member has the education and experience commensurate with their position at Godbe Research, and the team regularly teaches, authors, and speaks in the field of survey research. In short, you will not find a more experienced and educated team in public opinion research.

Since our founding in 1990, Godbe Research has gathered more than 20 years of experience in helping hundreds of local government clients and community organizations explore resident and voter satisfaction through comprehensive needs assessment studies. Our recent experience includes resident and voter survey processes for clients such as the City of Redwood City, San Mateo Foster City School District, Mid-Peninsula Regional Open Space District, South Bay Waste Management Authority/RethinkWaste, City of Menlo Park, San Mateo County Community College District, City/County Association of Governments of San Mateo County, Peninsula Healthcare District, City of Palo Alto Public Library, City of Cupertino, North County Library Authority, City of Campbell, Redwood City School District, San Carlos School District, City of Half Moon Bay, City of Davis, Santa Clara County Department of Parks and Recreation, Peninsula Library Association, San Mateo County Administrator's Office, Horsley for Supervisor, City of Los Altos, San Jose Public Library, Pine for Supervisor, and over a dozen other related clients. In addition, we have specific experience providing accurate survey services in and for the Town of Atherton (Atherton or Town). Aside from the Countywide or regional clients listed above that also serve the Town; we conducted a police services parcel tax feasibility survey for the Town in 2009 as well as a police services needs assessment in 2006.

As an organization, Godbe Research is a small business (less than 15 employees) and we manage our commitments wisely. This means managing our project load so that our President and Principal Researcher (Bryan Godbe) can be directly involved in each project we conduct at the project manager or project advisor level. Similarly, we do not take on so many projects that we need to move team members or remove team members from current projects. Thus, Godbe Research is committed to allocating the team members outlined in this proposal for the duration of community needs assessment study, including Bryan Godbe as project manager and day to day contact for Atherton, given his experience with past research projects in and for the Town.

Below is a diagram of the general research process we undertake as part of our typical resident and voter survey projects. While each of our studies is highly customized based on our client's needs, we follow this process for each of our quantitative (and a similar process for qualitative) studies. We are here with you throughout the process and even after the survey has been completed as we understand that our polling can feed into strategic planning, ballot measure feasibility, public education and outreach, and other activities that can take an addition six to eighteen months to culminate once the survey project is finished.



PROPOSED SCOPE OF WORK

Research Objectives

Before beginning any research project, Godbe Research spends significant time reviewing each client's research objectives to choose the most appropriate research design. Based on our preliminary knowledge of this current study and our past experience with community needs assessments addressing a variety of local issues, we understand that there are several important research objectives. The most important of these objectives is to evaluate the opinions and attitudes of Town of Atherton residents (registered voters) on a variety of issues regarding publically provided services and facilities. Additional research objectives and a refinement of these objectives would be fleshed out during the project kick off meeting.

Proposed Scope of Work

Godbe Research is a recognized leader in public opinion research and voter polling and we believe that any project's success depends on recognizing the individual and unique needs of each of our clients. To this end, Godbe Research has crafted the following scope of work to illustrate the types of considerations that go into each of our research projects. Accordingly, specific services for the survey of Town of Atherton residents/voters are envisioned to include:

- An in-person kick-off meeting, as well as additional meetings and conference calls to discuss the research objectives and other aspects of the community needs assessment study in detail.
- Reviewing voter and resident demographics in Atherton, previous opinion research in and for the Town, Town other related planning documents, and other information that will help to inform and support this current study.
- Designing and refining a survey instrument of approximately 15 -minutes in length so that it addresses the research objectives of the community needs assessment study. This is done through an iterative process between Godbe Research and the project stakeholders (e.g. Town, Strategic Plan Committed, etc.
- Pre-testing the survey instrument to ensure that the questions and response codes are understandable to respondents, and to ensure that the survey length coincides with the budgeted survey length for the project.
- CATI programming the survey instrument for efficient and accurate data collection, and training telephone interviewing personnel on the questionnaire and interviewing protocol. Godbe Research uses only live interviewers who have been trained on the survey questionnaire and who are from California (Sacramento metro area).
- Development of a stratified and clustered listed sample of Atherton voters, which could include all Town voters or high propensity voters who are likely to vote in the November 2012 Presidential general election cycle. For reference, we have identified that there are approximately 4,809 total voters in the Town of Atherton, of which 4,323 are expected to turn out in November 2012 (high propensity voters).
 - ❖ Please note that we have recommended the use of the voter file vs. all Town residents for a few important reasons. One, we know that incidence rates are very low in the Town, as phone exchanges are

shared with neighboring communities and we must manually screen out non-Town residents which is both time consuming and costly. Secondly, by using the voter file, we can ask for an actual person within a given household, which we cannot do with a random sample process, and which helps response rates in highly affluent and smaller communities. Finally, with a voter sample, we can weight data to all Town voters as well as the U.S. Census data to look at both the resident and voter populations. This does not work with random samples, as we must ask voter registration status and this is a socially desirable question; meaning that many residents will indicate they are registered (maybe 15% to 20% more than actual registration), when they are not.

- Conducting approximate 15-minute telephone interviews with up to 200 (n=200) total Atherton voters/residents according to a strict interviewing protocol. A sample size of 200 will provide for a margin of error of no greater than +/-6.78% at the 95% confidence level, when looking at all voters and/or residents in the Town of Atherton.
 - ❖ Typically, we would like to conduct 400 interviews in a given community to have a margin of error in the +/-5% range, however, given the small size of the Town, extreme affluence, response rates to past voter surveys in Atherton, and our ability to match phone numbers to voter addresses, we feel that a sample size of 200 is what is likely feasible for this community needs assessment survey effort.
- Processing the data according to stringent quality control procedures, and weighting the data to adjust for population distribution, as needed.
- Meeting with project stakeholders shortly after fielding and data processing to review the topline/aggregate survey results. This will assist in developing a project report and presentation that will be of the most value to the Town of Atherton moving forward.
- Analyzing the survey results and preparing a comprehensive report of findings which directly addresses the research objectives outlined for this community needs assessment study. The content and format of the report will be based on the needs of the project stakeholders, and our reports typically include key findings and conclusions, a discussion of the survey methodology, analyses and graphics appropriate to the community needs assessment study, a copy of the survey questionnaire, and a complete set of crosstabulations.
- Presenting the results and recommendations from the community needs assessment study to the project stakeholders.
- Post-survey consulting on the results and recommendations from the survey throughout the range of planning, outreach, and other activities based on the community needs assessment survey results.

PROJECT TIME LINE

Because of our experience in conducting community needs assessment surveys for a wide variety of clients, Godbe Research generally prefers to conduct a telephone survey over about six to eight weeks. However, preliminary results can be made available much sooner, if required. Town of Atherton meetings (e.g. project kick off meeting) and tasks (e.g. questionnaire review) have been *italicized* for easy review below.

<u>Project Task</u>	<u>Approx. Time</u>
<i>Project Kick-Off Meeting w/ Atherton</i>	<i>1 Day (1 to 2 hours)</i>
Review of Previous Surveys and Data	2 to 3 Days
Questionnaire Drafting and Refinement	8 to 10 Days
Sample Development and Matching (concurrent with questionnaire drafting)	4 to 6 Days
<i>Meeting w/ Town to Review Draft Survey</i>	<i>1 Day (1 to 2 hours)</i>
Questionnaire Revisions (if needed)	2 to 3 Days
Survey Pretest and CATI Programming	2 Days
Data Collection / Interviewing	4 to 6 Days
Initial Data Processing	2 to 3 Days
<i>Topline Report Meeting/Discussion w/ Town</i>	<i>1 Day (1 to 2 hours)</i>
Analysis and Reporting	12 to 14 Days
<i>Report/Recommendations Review w/ Town</i>	<i>1 Day (1 to 2 hours)</i>
Report Changes (if needed)	2 to 3 Days
<i>Presentation of Findings to Atherton</i>	<i>Anytime After Final Report Submittal</i>
<i>Post Survey Consulting on Results and Recommendations w/ Town</i>	<i>Ongoing – As Needed</i>

GODBE RESEARCH PROJECT MANAGER

Reliable survey polling results depend on having a firm that understands the complexities and nuances of survey research design, including likely sampling theory, questionnaire design, weighting schemes, and data analysis. Indeed, although it is appears easy to conduct a local survey of residents and/or voters, it is in fact very difficult to design and conduct a survey where the resulting data are reliable measures of the opinions and behaviors one intends to measure, and the data can be accurately projected to the larger population of interest.

The team at Godbe Research is comprised of recognized experts in survey research design and implementation, and for this project we will assign our most experienced team members with the ability to add more should the need arise. For example, our Project Manager for this project, Bryan Godbe (President and Principal Researcher) has designed and conducted over 200 survey research projects in the past three years alone, including projects for clients such as the Town of Atherton, SBWMA, County of San Mateo Administrator's Office, City of Redwood City, Redwood City School District, City of Menlo Park, and others.

Bryan will execute all stages of the community needs assessment project, including sampling design and questionnaire development, overall project management, analysis, reporting, and presentations, and will be the day-to-day contact from Godbe Research. Bryan will be assisted by other Godbe Research team members, as necessary and a brief resume for Bryan has been provided below.

Bryan Godbe, M.A.
President and Principal Researcher

Founder of Godbe Research, Mr. Godbe has over 20 years of experience in public opinion research, public relations and government affairs. In this capacity, he has conducted public opinion and market research projects at the national, state, and local levels including projects for the Cities of Portland (Oregon), Tacoma (Washington), Henderson (Nevada), San Francisco, San Diego, Los Angeles, Sacramento, and San Jose (California).

Mr. Godbe received a Silver Anvil Award from the Public Relations Society of America for the development and implementation of an outstanding government affairs program on behalf of the Contra Costa Water District. This program was based on Mr. Godbe's extensive research including baseline research, focus groups and three tracking polls. In addition, Mr. Godbe has been the project manager on recent community assessment, satisfaction, and planning surveys for clients such as the North County Library Authority, City of Los Altos, Redwood City, Peninsula Healthcare District, Marin County Free Library, Solano County Library, County of Los Angeles Public Library, and others.

Prior to founding the firm, Mr. Godbe was Vice President of Research at a California based public relations firm. Mr. Godbe also serves as the Senior Research Consultant at the Center for the Study of Los Angeles, at Loyola-Marymount University. He has a Master's Degree from the University of Michigan where he studied survey research methodology at the Institute for Social Research; and a B.A. degree from the University of California, Berkeley.

PROPOSED PROJECT COSTS

Godbe Research takes great pride in delivering reliable and practical resident and voter survey projects 'on time and on budget'. In doing so, we prefer to provide a firm, fixed fee format for our cost proposals. This is because we do not believe in assigning arbitrary hours and rarely do projects (even highly similar in nature) take the same amount of time or resources.

Based on our preliminary understanding of the needs of this specific voter polling study, Godbe Research recommends a 15-minute survey comprised of up to 200 (n=200) total Atherton voters. Again, we have selected registered voters so that we can identify a potential respondent by name, minimize or eliminate the need to screen for actually living in the Town of Atherton, and so that we can analyze data by both resident and voter demographics. Voter surveys are also consistent with the 2009 parcel tax feasibility survey and 2006 police services survey conducted for the Town by Godbe Research.

The prices below reflect the all inclusive costs to complete the community needs assessment survey project--the overall cost will not exceed those shown below, provided that the parameters (survey length, sample size, etc.) of the project conform to those outlined in this proposal. Should project parameters or Town needs change, we will be happy to provide amended costs prior to proceeding.

Community Needs Assessment Survey of 200 (n=200) Atherton Voters

<u>Project Tasks</u>	<u>15-min.</u>
Listed Voter Sample	\$900.00
Survey Pretest	\$200.00
CATI Programming	\$1,140.00
Telephone Interviewing of Voters	\$4,840.00
Data Processing	\$800.00
Research Fee	\$7,000.00
Project Management Fee	\$2,000.00
<u>Miscellaneous Expenses</u>	<u>\$150.00</u>
Community Needs Assessment Total	\$17,030.00



GODBE RESEARCH
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GODBE RESEARCH

www.godberesearch.com

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Corporate Offices
1660 South Amphlett Boulevard, Suite 205
San Mateo, CA 94402

Southern California Office/Southwest
4695 MacArthur Court, 11th Floor
Newport Beach, CA 92660

Seattle Office/Northwest
601 108th Avenue NE, Suite 1900
Bellevue, WA 98004



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: DEBRA AUKER, INTERIM FINANCE DIRECTOR

DATE: FOR THE MEETING OF JUNE 20, 2012

**SUBJECT: AUTHORIZE THE APPROPRIATION AND PAYMENT OF \$1,224,321 TO
PAY OFF THE CALPERS PENSION PLAN SIDE FUND OBLIGATIONS
FOR THE ATHERTON SAFETY PLAN BY JUNE 30, 2012 AND COMMIT
FUNDS TO PAYOFF THE MISCELLANEOUS PENSION PLAN SIDE
FUND OBLIGATIONS IN JUNE 2013**

RECOMMENDATION

Staff recommends that the City Council adopt a resolution (Attachment A) to appropriate and authorize payment of \$1,224,321 to the California Public Employees' Retirement System (CalPERS) to pay off, in full, the CalPERS Safety Pension Plan Side Fund obligation prior to June 30, 2012 from General Fund reserves. Staff also recommends committing \$704,313 of General Fund Balance to pay off the Miscellaneous Pension Plan Side Fund obligation by July 1, 2013.

SUMMARY

Staff has examined the pros and cons of paying off the CalPERS Safety and Miscellaneous Side Fund obligations, which are the unfunded pension liability specific to the Town, calculated at the time CalPERS required the pooling of all jurisdictions with less than 100 safety employees. The idea was discussed with the Town's actuarial consultant in prior years, and staff recently received the official valuation of the side fund obligations from CalPERS. (See Attachments C and D)

The side funds were established in 2003 as a debt payable to CalPERS, due in installments to continue until fiscal year 2021-22. The installments are calculated by amortizing the amount due at a 7.75 percent rate of interest (the CalPERS long-term investment rate assumption which has recently been changed to 7.50 percent for future years) and adding the percentage as an additional layer to the regular employer contribution rate for CalPERS pension benefits. Savings of approximately \$320,970 can be derived in the first year by paying off this liability in one lump sum, thus avoiding the 7.75-7.50 percent interest cost by eliminating the additional rate in the employer contribution rate. Specifically, if the total \$1,928,634 liability is paid off as of June 30, 2012, the employer contribution rate for safety personnel (police officers) will be reduced from the 39.919 percent rate anticipated for FY 2012-13 to 26.416 percent, and the employer contribution rate for miscellaneous personnel (non-safety) will be reduced from the 13.926 percent rate anticipated for FY 2012-13 to 10.518 percent. This would equate to a savings of approximately \$320,970 in FY 2012-13, and up to \$489,000 over the remaining life (5-8 years) of the loan (amortization period). The savings are significant, but need to be considered in the context of other uses for the Town's reserves. Therefore, staff is recommending that the Town pay off the Safety Side Fund obligation in June 2012, and the Miscellaneous Side Fund obligation in June 2013.

BACKGROUND

In June of 2003, the CalPERS Board implemented a requirement that all pension plans with less than 100 active members be assigned to a risk-sharing pool with all other public agencies in the State with similar benefit packages. The purpose of establishing these risk pools was to establish consistent, less volatile employer contribution rates for smaller agencies within the collective pool. Prior to this time the Town of Atherton had a stand-alone plan for its "safety" employees and "miscellaneous" plan employees. As the Town has less than 100 safety and miscellaneous employees, it was placed in the State wide benefit pools. CalPERS required that all participating agencies in the risk pool have fully funded pension liabilities; each contracting agency was given the option of contributing the unfunded liability with a single lump-sum payment or repaying the unfunded liability as a loan on an installment basis, at a 7.75 percent (equal to the CalPERS long-term investment rate of return). These side fund "loans" are paid off over time by adding the amortization to the employer's contribution rate.

DISCUSSION

The chart on the next page states the Town's Side Fund obligations, current pension contribution rates, and revised employer contribution rates if 100% of the obligation is paid off by June 30, 2012. The Chart also states the annual savings estimated for next year, based on the reduced contributions rates multiplied by the estimated "persable" payroll costs.

As noted above, staff recommends paying off these side funds over a two year period, therefore the miscellaneous plan outstanding balance will be recalculated next year in order to avoid overpayment.

Atherton PERS Side Fund Analysis					
	Outstanding Side Fund Balance 6/30/12	Current Employer Contribution Rate FY 12-13	REVISED Employer Contribution Rate FY 12-13	Difference	Estimated Savings FY 12-13
Safety Plan	1,224,321	39.919%	26.416%	13.503%	282,534
Miscellaneous Plan	704,313	13.926%	10.518%	3.408%	38,436
Total	\$1,928,634				\$ 320,970

Further analysis is provided at Attachment B.

If the Town anticipates paying this liability in full (or partial) at the end of the current fiscal year, it will notify CalPERS of this decision in June. CalPERS could then anticipate the pay-off and calculate the reduced safety pension rate which would take effect for the new fiscal year. According to the side fund calculations made in FY 2008-09 the present value savings to the Town would be approximately \$297,000 and \$192,000 for safety and miscellaneous plans respectively.

Of course, the reduction in General Fund reserves would decrease the interest earnings on the Town's portfolio. But yields on the Town's investments are currently averaging less than 2 percent. It will take several years for the portfolio to recover from the last few years of very low investment yields.

As previously stated, the side fund is being amortized at a rate of 7.75-7.50 percent. To avoid making an overpayment or underpayment on the side fund, staff recommends that the side fund balance be confirmed prior to making the payment.

Funding

As noted above, the complete payoff of the PERS pension side funds should be considered in the context of other uses for the Town's reserves. Currently, the Town's General Fund Reserve Policy requires that 15% of operating expenditures be Committed (Restricted) for Emergency Disaster and another 20% of reserves be Unassigned(Unencumbered) for a total of 35% of Fund Balance to be set aside. The FY 2012-2013 Recommended Budget includes the 35% estimated to be approximately \$3.8 million, with another \$625,000 restricted for the building department, leaving an amount over \$1.9 million available to take advantage of this savings. These estimates are very conservative and it is expected that the Unassigned Available Fund Balance will be approximately \$500,000 greater than stated in the chart below after the final property tax payments are received this year.

General Fund Balance Estimated at June 30, 2013	
Building Reserve	
15% Emergency Reserve	\$ 625,761
20% Reserve	2,175,161
Safety Plan Side Fund Obligation	1,224,321
Miscellaneous Side Fund Obligation	704,313
Unassigned Available Fund Balance	1,438

Next Steps

As stated, the resolution (Attachment A) will establish the authority to pay CalPERS payment of \$1,224,321 by June 30, 2012. The Fiscal Services Division of CalPERS will notify the Town of the new employer contribution rates and effective dates. The Town's intent is to make the payoff and immediately realize the reduced employer rate to avoid overpayment and will work with CalPERS to achieve that result.

FISCAL IMPACT

A pay down of \$1.2 million for the pension side fund obligations will reduce the fiscal year 2012-13 employer contribution rates by approximately 13.503% for the safety plan. The Town's General Fund will benefit by lowering the *average* employer pension contribution approximately \$282,534 in each fiscal year beginning in FY 2012-13 through the following 5 years required to amortize the side fund balances. Although a lower fund balance will decrease the amount of investment earnings to the General Fund, significant savings will result from eliminating the annual CalPERS interest charge on the side fund, currently computed at 7.75-7.50 percent.

Approved by:

Theresa DellaSanta, Interim City Manager

Attachments:

- A. Resolution Authorizing Appropriation and Payment of \$1,224,321 to Pay Off the CalPERS Safety Pension Plan Side Fund Obligation
- B. Employer Contribution Analysis
- C. CalPERS Lump Sum Payment Calculation for Town of Atherton Safety Plan
- D. CalPERS Lump Sum Payment Calculation for Town of Atherton Miscellaneous Plan

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
AUTHORIZING THE APPROPRIATION AND PAYMENT OF \$1,224,321 TO PAY OFF
THE CALPERS PENSION PLAN SIDE FUND OBLIGATIONS FOR THE ATHERTON
SAFETY PLAN BY JUNE 30, 2012 AND COMMIT FUNDS TO PAYOFF THE
MISCELLANEOUS PENSION PLAN SIDE FUND OBLIGATIONS IN JUNE 2013**

WHEREAS, in June 2003, the CalPERS Board implemented a requirement that all plans with less than 100 active members be assigned to a risk-sharing pool with all other agencies in the State with similar benefit packages; and

WHEREAS, CalPERS requires that all participating agencies in the risk pool have fully funded pension liabilities and each contracting agency was given the option of contributing the unfunded liability with a single lump-sum payment or repaying the unfunded liability as a loan on an installment basis, at a 7.75 percent; and

WHEREAS, the Town was placed in the appropriate risk pools and at that time the pension liability exceeded the Town's pension assets creating a side fund obligation; and

WHEREAS, The Town's safety plan side fund is estimated to be \$1,224,321 as of June 30, 2012; and

WHEREAS, The Town's miscellaneous plan side fund is estimated to be \$704,313 as of June 30, 2012; and

WHEREAS, according to the side fund's amortization table, this payment would reduce the City's required payments to CalPERS by an average of \$282,534 and \$38,436 in payments annually for the next 5 years for the safety and miscellaneous pension plans respectively.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the TOWN OF ATHERTON authorizes appropriation and payment of up to \$1,224,321 to pay off the CalPERS Safety Pension Plan Side Fund obligation prior to June 30, 2012 from General Fund Balance.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the TOWN OF ATHERTON reserve (Commit General Fund Balance) up to \$704,313 to pay off the full outstanding balance of the CalPERS Miscellaneous Pension Plan Side Fund obligation during June 2013, as long as the General Fund Balance can accommodate such payment according to the FY 2013-2014 Budget.

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

AYES:

NOES:

ABSENT:
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said
City on this _____.

City Clerk



California Public Employees' Retirement System
 Actuarial Office
 P.O. Box 942709
 Sacramento, CA 94229-2709
 TTY: (916) 795-3240
 (888) 225-7377 phone • (916) 795-2744 fax
 www.calpers.ca.gov

1/26/2012
 CalPERS ID: 1382390535
 Employer Name : TOWN OF ATHERTON
 Rate Plan: SAFETY

Re: Lump Sum Payment to reduce 2012-2013 and later employer contribution rates

Dear Requestor:

As requested, July 1, 2012 employer contribution rate information on your lump sum payment follows.

If you are aware of others interested in this information, please inform them.

The information is based on the most recent annual valuation and assumes payment by *June 30, 2012* and no further contractual or financing changes taking effect before June 30, 2013. The Side Fund resulting from risk pooling valued at **\$1,224,321** (including any adjustments due to plan amendments, vouchers, golden handshakes, or financing changes) as of June 30, 2012, will be reduced or eliminated by a lump sum payment in the amount of **\$1,224,321**. Any later adjustments due to plan amendments, vouchers, golden handshakes, etc. could increase or reestablish the negative side fund.

The change in your 2012/2013 employer contribution rate after you make the proposed lump sum payment is displayed in the "Change to Total Employer Rate" line below. There will be no change to your 2011/2012 rate.

Valuation as of June 30, 2010	Pre-Payment	Post-Payment
Projected 6/30/12 Side Fund (SF)	(\$1,224,321)	
Proposed Lump Sum Pmt by 6/30/12	\$1,224,321	
Revised projected 6/30/2012 SF		\$0
2012-2013 Employer Contribution Rate		
Risk Pool's Net Employer Normal Cost	17.245%	17.245%
Risk Pool's Payment on Amortization Bases	6.436%	6.436%
Surcharges for Class 1 Benefits	2.735%	2.735%
Phase out of Normal Cost Difference	0.000%	0.000%
Amortization of Side Fund	13.503%	0.000%
Total Employer Contribution Rate	39.919%	26.416%
Amortization Period	5 years	N/A
Change to Total Employer Contribution Rate		(13.503%)

To initiate this change, the enclosed Lump Sum Payment Request must be completed and returned to the Fiscal Services Division with a wire transfer or a check by June 30, 2012. A copy should be sent to us.

If you have questions, please call (888) CalPERS (225-7377).

DAVID DU BOIS
 FSA
 Senior Pension Actuary, CalPERS



California Public Employees' Retirement System
 Actuarial Office
 P.O. Box 942709
 Sacramento, CA 94229-2709
 TTY: (916) 795-3240
 (888) 225-7377 phone · (916) 795-2744 fax
 www.calpers.ca.gov

1/26/2012
 CalPERS ID: 1382390535
 Employer Name : TOWN OF ATHERTON
 Rate Plan: MISCELLANEOUS

Re: Lump Sum Payment to reduce 2012-2013 and later employer contribution rates

Dear Requestor:

As requested, July 1, 2012 employer contribution rate information on your lump sum payment follows.

If you are aware of others interested in this information, please inform them.

The information is based on the most recent annual valuation and assumes payment by *June 30, 2012* and no further contractual or financing changes taking effect before June 30, 2013. The Side Fund resulting from risk pooling valued at **\$704,313** (including any adjustments due to plan amendments, vouchers, golden handshakes, or financing changes) as of June 30, 2012, will be reduced or eliminated by a lump sum payment in the amount of **\$704,313**. Any later adjustments due to plan amendments, vouchers, golden handshakes, etc. could increase or reestablish the negative side fund.

The change in your 2012/2013 employer contribution rate after you make the proposed lump sum payment is displayed in the "Change to Total Employer Rate" line below. There will be no change to your 2011/2012 rate.

Valuation as of June 30, 2010	Pre-Payment	Post-Payment
Projected 6/30/12 Side Fund (SF)	(\$704,313)	
Proposed Lump Sum Pmt by 6/30/12	\$704,313	
Revised projected 6/30/2012 SF		\$0
2012-2013 Employer Contribution Rate		
Risk Pool's Net Employer Normal Cost	7.720%	7.720%
Risk Pool's Payment on Amortization Bases	1.996%	1.996%
Surcharges for Class 1 Benefits	0.802%	0.802%
Phase out of Normal Cost Difference	0.000%	0.000%
Amortization of Side Fund	3.408%	0.000%
Total Employer Contribution Rate	13.926%	10.518%
Amortization Period	8 years	N/A
Change to Total Employer Contribution Rate		(3.408%)

To initiate this change, the enclosed Lump Sum Payment Request must be completed and returned to the Fiscal Services Division with a wire transfer or a check by June 30, 2012. A copy should be sent to us.

If you have questions, please call (888) CalPERS (225-7377).

DAVID DU BOIS
 FSA
 Senior Pension Actuary, CalPERS



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: DEBRA AUKER, INTERIM FINANCE DIRECTOR

DATE: FOR THE MEETING OF JUNE 20, 2012

**SUBJECT: APPROVAL OF A RESOLUTION ADOPTING THE FISCAL YEAR
2012-2013 OPERATING AND CAPITAL IMPROVEMENT PROGRAM
BUDGET**

RECOMMENDATION

Approve the attached resolution (Attachment A) adopting the Town of Atherton Operating and Capital Improvement Program (CIP) Budget for Fiscal Year 2012-2013.

BACKGROUND

The Interim City Manager presented the recommended annual budget for FY 2012-2013 at the May 16, 2012 Council meeting for review and public discussion. During March and April 2012, the Council held two budget study sessions, in which the focus was establishing goals for the 2012-2013 fiscal year and reviewing the capital infrastructure needs of the Town. The input provided by the Council has been incorporated into the development of the attached recommended operating and CIP budget. Also, the Planning Commission, at its May 23, 2012 meeting, reviewed the Capital Improvement Program budget for consistency with the General Plan pursuant to State Law, government code section 65401. See the attached memo describing the Planning Commission's findings. (Attachment C).

Last year at this time the Town was struggling with a structural deficit that had been growing for several years. Based on former Interim City Manager Danielson's recommendations and the approval of the City Council, the Town went through a significant reorganization. The results

of the reorganization brought the General Fund deficit down from \$855,781 to \$358,732. Authorized permanent Town staff went from 47.6 full-time equivalents (FTE's) to 34 FTE's. Many services previously provided by Town staff are now performed by contract staff members at a more affordable cost. The Town has received positive feedback related to the quality of service provided, confirming that the Town is moving in the right direction; although there is much more to be accomplished. The FY 2012-2013 budget and work plan continues to implement these cost saving measures.

DISCUSSION

FY 2012-2013 Operating Budget

Council Goals – Council developed major operating and strategic goals which are included in the attached budget document (Attachment B).

General Fund – The General Fund is the main operating fund of the Town. The General Fund sources (revenues) and uses (expenditures) are presented below.

General Fund			Adopted	Revised	Recommended
	FY 2010	FY 2011	FY 2012	FY 2012	FY 2013
	Actual	Actual	Budget	Budget	Budget
Revenue	9,812,814	10,550,324	9,422,767	10,021,567	10,275,267
Expenditures	(11,253,653)	(10,789,915)	(10,534,465)	(11,435,005)	(10,875,807)
Transfers in	863,598	888,463	1,116,000	1,116,000	1,116,000
Transfers out		(1,055,711)			(74,853)
Net Rev over (under) Exp	(577,241)	(406,839)	4,302	(297,438)	440,607
Beginning Fund Balance	7,203,276	6,626,035	6,219,196	6,219,196	5,921,758
Ending Fund Balance	6,626,035	6,219,196	6,223,498	5,921,758	6,362,365

General Fund Revenue - The overall General Fund operating revenue for FY 2013 is projected to be \$10,275,267, which is two and a half percent (2.5%) greater than the revised revenue budget for FY 2011-12.

Also the Special Parcel Tax provides a much needed source of funding for the General Fund projected to be \$1,116,000 in FY 2012-13. The Atherton voters approved a special property tax to be used for municipal services. The Council adopted a policy requiring that sixty percent (60%) of the special tax be used to fund police services and forty percent (40%) of the special tax be used to fund capital improvements and repairs, such as streets, roads and drainage project.

The table below summarizes the revenue estimates budgeted for FY 2012-13.

Description	Revised Budget FY 2012	Recommended FY 2013	Percent Change
Revenues			
Property Tax	\$ 6,859,500	\$ 7,016,000	2.3%
Building Revenue	1,285,500	1,354,800	5.4%
Franchise Tax	717,500	774,500	7.9%
Sales & Use Tax	250,500	204,400	-18.4%
PW Encroachment	158,000	168,000	6.3%
Business License	160,000	160,000	0.0%
Zoning & Planning Fees	150,000	153,000	2.0%
All Other Revenue	440,567	444,567	0.9%
Total General Fund Revenue	\$10,021,567	\$ 10,275,267	2.5%

General Fund Expenditures - The overall General Fund operating expenditures for FY 2012-13 are recommended at \$10,875,807, which is five percent (-4.9%) less than the revised appropriations budget for FY 2011-12. The table below summarizes the expenditures recommended for FY 2012-13.

Description	Revised Budget FY 2012	Recommended FY 2013	Percent Change
Expenditures			
City Council	\$ 56,878	\$ 59,530	4.7%
Administration	625,561	772,215	23.4%
City Attorney	230,000	204,100	-11.3%
Finance	676,687	683,783	1.0%
Planning	227,647	235,600	3.5%
Building	1,425,548	1,242,717	-12.8%
Non-Department	907,013	765,867	-15.6%
Police	5,452,046	5,463,061	0.2%
Public Works	1,833,625	1,448,933	-21.0%
Total General Fund Expenditures	\$11,435,005	\$ 10,875,807	-4.9%

Adjustments to General Fund Appropriations as a result of Council Comments

Based on Council comments at the May public hearing and subsequent review of the General Fund budget, the appropriations recommended in the General Fund have been increased by \$105,425.

The adjustment includes the following changes:

Council - cost of videotaping public meetings	\$10,000
Administration - contingency amount added	100,000
Public Works - utilities: internet cost	
Correction of error (\$8000-800)	(7,200)
- utilities: water cost	
Correction of estimate	<u>2,625</u>
TOTAL ADJUSTMENT	<u>\$105,425</u>

Authorized Positions - The operating budget includes the following authorized full-time positions for Town staff.

Service Area	FY 2011-12 Town Staff (FTE's)	FY 2012-13 Town Staff (FTE's)
Administration	3.0	3.0
Finance	3.0	3.0
Building	0.5	1.0
Police	25.0	25.0
Public Works	2.5	2.0
Total Authorized Positions	34.0	34.0

The following departmental services are provided by contract employees:

- City Attorney
- Planning
- Building
- Arborist
- Code Enforcement
- Public Works Maintenance

Special and Internal Service Funds - The detailed revenues and expenditures for the special and internal service funds are listed in the budget document. The chart below reflects the estimated fund balances, revenues and expenditures for the special and internal service funds in the budget.

Town of Atherton Budget For Fiscal Year 2012-2013						
	Projected Fund Balance 06/30/12	Projected Revenues	Projected Expenditures	Projected Transfer In	Projected Transfer Out	Projected Fund Balance 06/30/13
Special Revenue Funds						
Tennis Fund	\$ 8,747	8,400	22,000	4,853		\$ -
Police (COPS) Grant	8,959	100,200	100,000			9,159
Library Fund	6,042,569	824,000	1,016,108			5,850,461
Evan Creative Design	83,464	800	14,415			69,849
Total Special Revenue	6,143,739	933,400	1,152,523	4,853	-	5,929,469
Internal Service Funds						
Equipment Replacement F	344,953	103,300	184,330			263,923
Worker's Compensation	200,456	62,543	164,000			98,999
General Liability	87,567	303,442	300,777			90,232
Employee Benefits	1,633,228	1,023,518	540,857			2,115,889
Total Internal Service	2,266,204	1,492,803	1,189,964	-	-	2,569,043

Five-Year Capital Improvement Program - Staff presented the Five-Year Capital Improvement Program (CIP) to the Council at the April Budget Study Session. The total five-year program is for \$12.7 million, with \$2.5 million forecast for FY 2012-13. The detailed projects are listed in the budget document. The chart below reflects the estimated fund balances, revenues and expenditures for the capital funds in the budget.

Town of Atherton Budget For Fiscal Year 2012-2013						
	Projected Fund Balance 06/30/12	Projected Revenues	Projected Expenditures	Projected Transfer In	Projected Transfer Out	Projected Fund Balance 06/30/13
Capital Project Funds						
Special Tax	\$ 809,481	1,865,000	1,389,755		1,116,000	\$ 168,726
Measure A	59,637	250,000	36,245			273,392
Gas Tax	155,774	200,000	167,848			187,926
Measure M	69,918	75,000	40,000			104,918
Road Impact	1,041,604	3,600	225,000			820,204
Capital Improvement	224,361		70,000	70,000		224,361
Storm Drainage	29,263	-	-			29,263
Channel Drainage District	42,910	82,000	12,500			112,410
Facilities Construction	2,087,425					2,087,425
Total Capital Projects	4,520,373	2,475,600	1,941,348	70,000	1,116,000	4,008,625

FISCAL IMPACT

The Recommended General Fund Budget will allow the Town to continue to provide the same or similar service levels, stay within the Town's fund balance policy which requires that 15% of operating expenditures be reserved for emergencies and that the unassigned fund balance never fall below 20% of operating expenditures. The budget plan presented also allows for the Town to continue to fund or pay off its long-term liabilities, such as continuing to fully fund the OPEB retiree medical benefits and reduce or pay off the PERS side fund loans.

Please see the attached proposed FY 2012-2013 Operating and Capital Budget.

Prepared by:

Approved by:

Debra C. Auker, Interim Finance Director

Theresa DellaSanta, Interim City Manager

Attachment:

- A. Resolution Adopting the FY 2012-2013 Operating and Capital Improvement Program Budget
- B. FY 2012-2013 Operating and Capital Improvement Program Budget
- C. Planning Commission Determination of CIP General Plan Consistency –May 23, 2012

RESOLUTION NO.

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

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

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

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

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

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

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

* * * * *

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

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

William R. Widmer, MAYOR
Town of Atherton

ATTEST:

Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM

William B. Conners, City Attorney

EXHIBIT "A"

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

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

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

Resolution No.

Adopted June 20, 2012

Page 3 of 4

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

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

Resolution No.

Adopted June 20, 2012

Page 4 of 4



DATE: FOR THE CITY COUNCIL MEETING OF JUNE 20, 2012

TO: THE HONORABLE MAYOR AND CITY COUNCIL

**FROM: PLANNING COMMISSION
LISA COSTA SANDERS, DEPUTY TOWN PLANNER**

**SUBJECT: GENERAL PLAN CONSISTENCY DETERMINATION ON CAPITAL
IMPROVEMENT PROGRAM BUDGET**

The Planning Commission at its May 23, 2012 meeting reviewed the Capital Improvement Program (CIP) budget for consistency with the General Plan pursuant to State Law, government code section 65401.

The Planning Commission determined that the improvements to the Atherton Channel and the Drainage Improvements as proposed in the CIP are consistent with the General Plan. The Commission determined the Street improvements as proposed in the CIP are consistent with the General Plan while retaining the rural character of the Town. Specifically, the Commission stated that the Street Light Replacement project, Traffic Safety and Bike Lane striping improvements should be designed to retain the rural character of the Town. The Commission found the proposed improvements to Town Center facilities to be consistent with the General Plan.

The Planning Commission was not able to find the proposed Park Improvements, specifically the new Atherton Library at Holbrook Palmer Park to be consistent with the General Plan without an amendment to the General Plan.



TOWN OF ATHERTON

**FISCAL YEAR
2012-2013**

**RECOMMENDED
BUDGET**

Printed May 11, 2012

TOWN OF ATHERTON
COUNCIL GOALS
Fiscal Year 2012-2013

COMMUNITY SAFETY		
	Traffic Safety	<ol style="list-style-type: none"> 1. Continue efforts to reduce vehicle speeds 2. Support traffic management: education, enforcement and engineering 3. Develop a Bike and Pedestrian Master Plan 4. Analyze intersections on Middlefield 5. Study additional park entrances, other than Felton Gables Work with local schools to promote traffic safety 6. Explore opportunity for quad safety gates at Watkins Ave. <i>(Added by Finance Committee member Conlon)</i>
	Safety Education and Outreach	<ol style="list-style-type: none"> 7. Enhance neighborhood awareness 8. Expand community outreach to new residents 9. Formalize Disaster Service Worker and Disaster Council 10. Educate residents to expand alarm monitoring services 11. Continue DARE Program
	Protection of Life and Property	<ol style="list-style-type: none"> 12. Maintain emergency response times 13. Expand crime prevention and suppression efforts
FINANCIAL STABILITY		
	Long Range Planning	<ol style="list-style-type: none"> 14. Develop a balanced General Fund budget 15. Update the Five-year General Fund Financial Forecast
	Financial Policies	<ol style="list-style-type: none"> 16. Implement sound risk management policies and procedures 17. Create policy for reviewing disbursements 18. Recommend improvements to internal procedures 19. Adopt policy to continue five-year financial planning as part of the annual budget process <i>(Added by Finance Committee member Enthoven)</i> 20. Confirm policy to continue funding long-term liabilities, such as OPEB obligations
	Minimize Costs without Negative Impacts to Service Goals	<ol style="list-style-type: none"> 21. Negotiate affordable compensation packages for employees and contractors 22. Determine if payoff of PERS Side funds would benefit the Town financially 23. Continue to explore shared services 24. Analyze police overtime as related to appropriate staffing levels

	Maximize Revenue	<ul style="list-style-type: none"> 25. Establish strategy for revenue enhancements 26. Improve understanding of revenue sources and proper collection of revenues 27. Update Master Fee Schedule and Cost Allocation Plan 28. Seek grants and funding from C/CAG 29. Audit property tax and sales tax revenues
ORGANIZATIONAL DEVELOPMENT		
	Innovations and Efficiency Improvements	<ul style="list-style-type: none"> 30. Update Atherton Municipal Code: 31. Research conversion to a charter city 32. Implement best practices where practical 33. Comprehensive records management system 34. Provide training for high quality customer service
	Employee Relations and Management	<ul style="list-style-type: none"> 35. Confirm Town staffing needs and organizational structure 36. Hire permanent staff for the positions of Finance Director, Police Chief and Public Works Director 37. Improvements to Committee/Commission communication and procedures 38. Update Council policies and procedures 39. Finalize the Employee Policies and Procedures manual and Human Resources guiding principles
LAND USE MANAGEMENT AND PLANNING		
	Protect Community Character	<ul style="list-style-type: none"> 40. High Speed Rail and CalTrain/SamTrans involvement 41. General Plan Update: Circulation element and items mandated by law 42. Revise Town Grading and Drainage Standards 43. Promote environmental awareness 44. Educate residents and builders about the Green Building Ordinance 45. Analyze need for expanded code enforcement services 46. Develop standards for tree protection during construction 47. Update Park Master Plan 48. Effectively advocate for appropriate mitigation measures from new development 49. Greater participation in JPA and regional organizations 50. Continue to enhance customer service related to development projects
TOWN FACILITIES AND INFRASTRUCTURE		
	Facilities	<ul style="list-style-type: none"> 51. Develop short and long range facility repair and replacement plans for Police, Permit Center, Library, Council Chambers and Town Administration 52. Facilitate and support Town Center Task Force

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

Town of Atherton									
General Fund 101									
Revenue Budget 2012-13									
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Recommended Budget 2012-13	Increase (Decrease) Over Prior Year Budget	% Change
Revenues									
101-00-40001-000	Secured Property Tax	4,494,100	4,785,357	4,818,793	4,792,450	4,891,500	5,038,000	146,500	3.0%
101-00-40002-000	Unsecured	276,459	308,347	275,803	260,000	270,000	278,000	8,000	3.0%
101-00-40004-000	SB813 Redemption (Suppl)	136,776	70,706	72,749	60,000	70,000	70,000	-	0.0%
101-00-40006-000	Prop Tax in Lieu of VLF (motor vehicle)	623,670	663,998	663,563	660,000	660,000	680,000	20,000	3.0%
101-00-40008-000	Excess ERAF	543,116	750,175	695,112	600,000	718,000	695,000	(23,000)	-3.2%
101-00-42005-000	Property Transfer Tax	154,365	256,356	258,288	210,000	250,000	255,000	5,000	2.0%
	Total Property Taxes	6,228,486	6,834,939	6,784,308	6,582,450	6,859,500	7,016,000	156,500	2.3%
101-00-41001-000	Sales & Use Tax General	91,563	86,287	116,066	90,000	165,000	115,500	(49,500)	-30.0%
101-00-41002-040	Prop 172 Sales Tax for Police	56,103	59,600	63,059	60,000	60,000	26,500	(33,500)	-55.8%
101-00-41004-000	In Lieu Sales Tax/Trip Flip	31,528	26,698	24,832	25,500	25,500	62,400	36,900	144.7%
	Total Sales Taxes	179,193	172,585	203,957	175,500	250,500	204,400	(46,100)	-18.4%
101-00-42001-000	Franchise Taxes-Utilities	220,512	220,915	234,549	230,000	230,000	230,000	-	0.0%
101-00-42002-000	Franchise Tax-Cal Water	72,912	79,932	79,746	80,000	104,500	104,500	-	0.0%
101-00-42003-000	Franchise Tax-Garbage	217,875	169,340	191,187	200,000	275,000	330,000	55,000	20.0%
101-00-42004-000	Franchise Taxes-Cable	126,500	100,455	106,369	102,000	108,000	110,000	2,000	1.9%
	Total Franchise Fees	637,798	570,642	611,851	612,000	717,500	774,500	57,000	7.9%
101-00-40005-000	Homeowners Exemption	31,752	33,416	33,988	34,000	34,000	34,000	-	0.0%
101-00-40007-000	Motor Veh. Lic Fees (MVLF)	25,401	21,983	34,427	18,000	-	-	-	0.0%
101-00-45008-000	SB 90 (mandated cost) reimb.	-	1,219	3,982	-	-	-	-	0.0%
	Total Intergovernmental	57,153	56,618	72,397	52,000	34,000	34,000	-	0.0%
101-00-43001-000	Business Licenses	134,583	129,990	163,629	150,000	160,000	160,000	-	0.0%
101-00-43002-000	Bus Lic Refund -FY 06/07	(167,850)	43,425	-	-	-	-	-	-
101-00-43003-000	Bus Lic Refund -FY 07/08	(208,216)	36,751	-	-	-	-	-	-
101-00-43004-000	Bus Lic Refund -FY 08/09	(74,480)	6,866	-	-	-	-	-	-
	Total Business License Tax	(315,962)	217,032	163,629	150,000	160,000	160,000	-	0.0%
101-00-47001-000	Home Occupation Permit	1,950	500	900	800	800	800	-	0.0%
101-00-47019-020	Zoning & Planning Fees	69,912	175,327	187,473	180,000	150,000	153,000	3,000	2.0%
	Total Planning Revenue	71,862	175,827	188,373	180,800	150,800	153,800	3,000	2.0%
101-00-47002-025	Building Permit Fee	620,664	466,080	826,682	602,000	842,000	903,900	61,900	7.4%
101-00-47004-025	Grading & Drainage	-	52,420	67,697	60,000	60,000	60,000	-	0.0%
101-00-47009-025	Photocopy Fee	-	1,680	2,606	1,000	1,000	1,000	-	0.0%
	Landscaping Fee	(5,000)	-	-	-	-	-	-	0.0%
101-00-47021-025	Plan Check Fee	394,227	370,992	392,820	304,000	367,500	374,900	7,400	2.0%
101-00-47030-025	Tree Removal Plan Check	-	10,052	23,862	10,000	15,000	15,000	-	0.0%
101-00-48502-025	Miscellaneous Income	-	249	-	-	-	-	-	0.0%
	Total Building Revenue	1,009,891	901,473	1,396,979	977,000	1,285,500	1,354,800	69,300	5.4%
101-00-44001-040	Municipal & Vehicle Code Fines	10,779	8,557	15,316	18,000	15,000	15,000	-	0.0%
101-00-44002-040	Other Fines & Forfeiture (County)	31,629	29,488	45,464	29,000	40,000	40,000	-	0.0%
101-00-45006-040	CA State 911 Grant	39,200	-	-	-	-	-	-	0.0%
101-00-45007-040	POST Reimb	13,846	14,990	6,486	8,500	6,500	7,500	1,000	15.4%
101-00-45011-040	DOJ Grant (vests)	-	406	-	500	-	-	-	0.0%
101-00-45012-040	DUI Grant	-	9,901	6,295	6,000	6,000	6,000	-	0.0%
101-00-45013-040	React Task Force Reimb	55,819	-	-	-	-	-	-	0.0%
101-00-45017-040	ABAG Grant	-	18,338	18,548	7,000	7,000	7,000	-	0.0%
101-00-47005-040	Other Licenses & Permit	-	330	656	400	400	400	-	0.0%
101-00-47009-040	Photocopy Fee	-	210	-	-	-	-	-	0.0%
101-00-47011-040	Alarm Sign Fees	900	1,200	705	600	600	600	-	0.0%
101-00-47012-040	Vehicle Release	2,400	1,050	2,752	2,500	2,500	2,500	-	0.0%
101-00-47013-040	Police Report	3,000	4,410	1,012	1,500	1,000	1,000	-	0.0%
101-00-47014-040	Fingerprinting Fee	-	115	363	275	325	325	-	0.0%
101-00-47015-040	Affidavit of Cost	5,964	200	300	300	300	300	-	0.0%
101-00-47016-040	Special Service Fee	2,477	1,909	3,891	2,500	3,000	3,000	-	0.0%
101-00-47017-040	Solicitor's Permit	-	127	88	400	100	100	-	0.0%
101-00-48501-040	Donation/Contribution	-	14,286	60,500	-	-	-	-	0.0%
101-00-48502-040	Miscellaneous Income	-	472	1,154	-	-	-	-	0.0%
	Total Police Revenue	166,014	105,990	199,228	77,475	82,725	83,725	1,000	1.2%
101-00-45005-050	C/CAG AB 1546	-	12,783	12,397	12,535	12,535	12,535	-	0.0%
101-00-45019-050	ABAG Grant	-	1,459	-	5,000	5,000	5,000	-	0.0%
101-00-45021-053	Highway Maint Reimbursement	-	71,400	35,700	35,700	35,700	35,700	-	0.0%
101-00-47003-050	Encroachment	159,572	178,111	159,858	140,000	158,000	168,000	10,000	6.3%
101-00-47009-050	Photocopy Fee	-	4,610	1,130	-	-	-	-	0.0%
101-00-47021-050	Plan Check Fee	-	1,180	-	-	-	-	-	0.0%
101-00-48503-053	Property Damage Reimb	-	16,985	-	-	-	-	-	0.0%
	Total DPW Revenue	159,572	286,528	209,085	193,235	211,235	221,235	10,000	4.7%
101-00-47022-058	Social Fees	108,318	60,150	86,062	70,000	35,000	35,000	-	0.0%
101-00-47023-058	Meeting Fees	53,429	68,394	77,460	70,000	30,000	30,000	-	0.0%
101-00-47024-058	Misc. Use Fee	4,874	2,460	2,750	1,000	1,000	1,000	-	0.0%

Town of Atherton									
General Fund 101									
Revenue Budget 2012-13									
		Actual	Actual	Actual	Adopted Budget	Revised Budget	Recommended Budget	Increase (Decrease) Over Prior	% Change
Account	Description	2008-09	2009-10	2010-11	2011-12	2011-12	2012-13	Year Budget	
101-00-47025-058	Class Fees	11,000	14,011	9,953	10,000	10,000	10,000	-	0.0%
101-00-47028-058	Weddings	102,916	95,585	89,550	90,000	20,000		(20,000)	-100.0%
101-00-48501-058	Donation/Contribution		400					-	
	Total Park Program Revenue	280,537	241,000	265,775	241,000	96,000	76,000	(20,000)	-20.8%
101-00-44003-000	Heritage Tree Damage Fee		4,854					-	0.0%
101-00-45016-025	DOC Grant		5,000	5,000				-	0.0%
101-00-45019-000	Grant	18,880						-	0.0%
101-00-45020-000	Other Reimbursements	19,685	3,383					-	0.0%
101-00-47005-000	Other Licenses & Permit	1,448	1,400	525				-	0.0%
101-00-47007-000	Elections Processing Fee	2,000						-	0.0%
101-00-47009-000	Photocopy Fee	7,847	44	86	25	25	25	-	0.0%
101-00-48001-000	Interest Income	162,441	90,224	46,526	50,000	45,000	65,000	20,000	44.4%
101-00-48002-000	Cell Antenna Lease	33,114	37,807	39,697	41,682	41,682	41,682	-	0.0%
101-00-48003-000	Property Rental - Playschool	71,371	77,575	77,575	77,600	77,600	77,600	-	0.0%
101-00-48004-000	Sale of Property		501	5,209				-	0.0%
101-00-48005-000	Post Office	51,762	47,449	26,660	10,000	7,500	7,500	-	0.0%
101-00-48502-000	Miscellaneous Income	61,290	(18,058)	19,516	2,000	2,000	5,000	3,000	150.0%
101-00-48501-000	Donations/Contributions	12,176						-	
	Total Misc. Revenues	442,015	250,179	454,742	181,307	173,807	196,807	23,000	13.2%
	Total Operating Revenues	8,916,559	9,812,814	10,550,324	9,422,767	10,021,567	10,275,267	253,700	2.5%
	Expenditures								
	City Council Department	38,514	13,784	14,950	34,328	56,878	49,530	(7,348)	-12.9%
	Administration Department	739,628	798,547	771,246	819,617	625,561	672,215	46,654	7.5%
	City Attorney Department	450,924	454,304	399,409	322,000	230,000	204,100	(25,900)	-11.3%
	Finance Department	437,868	601,186	598,265	654,548	676,687	683,783	7,096	1.0%
	Planning Department	284,479	195,255	185,472	192,647	227,647	235,600	7,953	3.5%
	Building Department	1,058,249	1,068,427	1,194,570	1,026,293	1,425,548	1,242,717	(182,831)	-12.8%
	Non-Department	192,420	529,815	854,766	563,004	907,013	765,867	(141,146)	-15.6%
	Police Department	4,900,697	5,182,288	5,099,253	5,120,029	5,452,046	5,463,061	11,015	0.2%
	Public Works Department (adj)	1,970,904	1,953,742	1,671,984	1,802,000	1,833,625	1,453,508	(380,117)	-20.7%
	Total Operating Expenditures	10,073,683	10,797,348	10,789,915	10,534,465	11,435,005	10,770,382	(664,623)	-5.8%
	Settlement Expenses		456,305						
	Excess (Deficiency) of Revenues Over Expenditures	(1,157,124)	(1,440,839)	(239,591)	(1,111,698)	(1,413,438)	(495,115)	918,323	-65.0%
	Other Financing Sources/(Uses)								
	Trsfr in/(out) Special Parcel Tax Fund	350,000	780,863	888,463	1,116,000	1,116,000	1,116,000	-	0.0%
	Trsfr in/(out) Tennis Fund						(4,853)		
	Trsfr in/(out) CIP						(70,000)	(70,000)	-100.0%
	Trsfr in/(out) Road Impact Fee Fund			(902,355)				-	0.0%
	Trsfr in/(out) Park Well Fund	12,032						-	0.0%
	Trsfr in/(out) Admin Service Fund	50,000						-	0.0%
	Trsfr in/(out) Facilities Construction Fd		82,735	(153,356)				-	0.0%
	Total Transfers In/(Out)	412,032	863,598	(167,248)	1,116,000	1,116,000	1,041,147	(70,000)	-6.3%
	Incr/(Decr) of Bldg Dept Operating Reserve			(129,403)	(189,089)	(354,745)	(10,472)	344,272	-97.0%
	Incr/(Decr) of General Fund Reserve	(679,577)	(577,241)	(277,436)	193,391	57,307	556,504	499,198	871.1%
	Net Change in Fund Balance	(679,577)	(577,241)	(406,839)	4,302	(297,438)	546,032	843,470	-283.6%
	Beginning Fund Balance	7,882,853	7,203,276	6,626,035	6,219,196	6,219,196	5,921,758		
	Ending Fund Balance	7,203,276	6,626,035	6,219,196	6,223,499	5,921,758	6,467,790		
	Total General Fund Balance						625,761		
							1,615,557		
							1,928,634		
							2,154,076		
							143,762		
							6,467,790		

Town of Atherton								
City Council Department								
Budget 2012-2013								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	Change
101-11-53016-011	Utilities - Water			677	625	1,000	375	60.0%
101-11-53024-011	Advertising/Publishing	435	480	2,304	4,000	4,000	-	0.0%
101-11-53033-011	Rent - Mach & Equip			1,595			-	0.0%
101-11-53501-011	Administrative Services	381					-	0.0%
101-11-53502-011	Computer Services Charge	796					-	0.0%
101-11-54010-011	Other Contract Services				-	14,000	14,000	100.0%
101-11-54002-011	Bus Meeting & Meals		80	396	1,200	1,200	-	0.0%
101-11-54003-011	Conferences	6,969	2,155		5,000	5,000	-	0.0%
101-11-54004-011	Training & Workshops				1,000	1,000	-	0.0%
101-11-54007-011	Membership/Dues	16,304	8,400	8,400	7,203	7,230	27	0.4%
101-11-54008-011	Mileage Reimbursement		57		500	500	-	0.0%
101-11-54010-011	Other Contract Services	9,400					-	0.0%
101-11-54011-011	Environmental Program Committee				5,000	5,000	-	0.0%
101-11-54018-011	Boards & Commissions				1,000	1,000	-	0.0%
101-11-54019-011	Special Events & Awards	438	139		-	-	-	0.0%
101-11-55002-011	Office Supplies	3,792	2,473	1,577	1,200	1,200	-	0.0%
101-11-57006-011	Computer Equipment/Software				3,000	-	(3,000)	-100.0%
101-11-57007-011	Office Equip & Furniture				27,150	8,400	(18,750)	-69.1%
	Total City Council	38,514	13,784	14,950	56,878	49,530	(7,348)	-12.9%

		City Council Department			
		101-11			
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations	
Advertising/Noticing	Advertising election, Committee vacancies, special info, post card notifications	4,000		4,000	
Other Contract Services	Facilitated Council Workshop			14,000	
Bus Meetings & Meals	Meeting meals and supplies	1,200		1,200	
Office Supplies	Business Cards	200	200		
	Paper, ruled pads, binders, tapes, ink, toners	1,000	1,000	1,200	
Membership/Dues	(HEART) Housing Endowment and Regional Trust of San Mateo to support housing for modest-income families	2,500	2,530		
	SF Airport Roundtable	750	750		
	League of CA Cities	3,953	3,950	7,230	
Utilities - Water	Calwater	625		1,000	
Conferences	League of CA Cities	5,000		5,000	
Training & Workshops	Council refresher training	1,000		1,000	
Mileage Reimbursement	Reimburse for use of private vehicles for meeting	500		500	
Environ Program Committee	Support for committee work (previously in non-dept)	5,000		5,000	
Commissions & Committee	Training related expenses for Council approved Commissions and Committees	1,000		1,000	
Computer Equip/Software	ipads for City Council meetings	3,000			
Office Equip & Furniture	New Digital Tape Recording System (budget carryover FY 2011)	15,000			
	Replace 5 chairs	3,750			
	A mixer and microphones for pavilion	2,400	2,400		
	Portable sound recording system for meeting	6,000	6,000	8,400	
Total City Council Dept		56,878		49,530	

Town of Atherton									
Administration Department									
Budget 2012-2013									
						Revised	Recommended	Increase	
						Budget	Budget	(Decrease)	
Account	Description	Actual	Actual	Actual	Budget	Budget	Over Prior	%	
		2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	Change	
101-12-50001-012	Regular Salaries	329,532	461,316	268,761	190,328	318,808	128,480	67.5%	
101-12-50005-012	Temporary Help	66,537					-	0.0%	
101-12-50006-012	Overtime	4,798	1,094	2,056	7,000	2,000	(5,000)	-71.4%	
101-12-50013-012	EE Benefits Earned		4,551	2,410	1,103	3,188	2,085	189.0%	
101-12-51001-012	Medicare Tax	6,164	6,693	3,978	1,600	4,623	3,023	189.0%	
101-12-51002-012	Social Security Tax	3,900			-	-	-	0.0%	
101-12-51003-012	PERS Retire Contrib- ER	71,362	62,079	31,726	15,086	44,397	29,311	194.3%	
101-12-51004-012	PERS Retire Contrib- EE		29,591	16,866	7,644	22,317	14,673	191.9%	
101-12-51005-012	Deferred Compensation				-	-	-	0.0%	
101-12-51007-012	STD Insurance		4,239	546	296	576	280	94.6%	
101-12-51008-012	Health Insurance-Active	27,380	38,228	36,402	21,694	43,258	21,564	99.4%	
101-12-51009-012	Health Insurance-Retirees		91,898	95,713	66,444	71,793	5,349	8.1%	
101-12-51010-012	Dental Insurance	4,172	6,547	4,981	2,617	5,098	2,480	94.8%	
101-12-51011-012	Vision Insurance	478	640	453	266	659	393	148.1%	
101-12-51013-012	Workers' Compensation	882	760	572	2,115	6,057	3,943	186.5%	
101-12-51014-012	Life & ADD Insurance	951	880	481	167	427	260	155.6%	
101-12-51015-012	LTD Insurance	5,548	5,862	1,983	818	2,343	1,525	186.5%	
101-12-51016-012	Unemployment Insurance	6,750	4,630	2,754	20,250	10,388	(9,862)	-48.7%	
101-12-51019-012	Auto Allowance	4,800	4,800	1,477			-	0.0%	
	Total Salaries & Benefits	533,255	723,807	471,159	337,428	535,932	198,505	58.8%	
101-12-52008-012	Labor Relation Services	11,921	13,050	22,331	30,000	30,000	-	0.0%	
101-12-52022-012	Contract City Manager			128,612	95,000	-	(95,000)	-100.0%	
101-12-52023-012	Contract Human Resources			6,525	65,000	25,000	(40,000)	-61.5%	
101-12-52026-012	Contract Risk Management				30,000	10,000	(20,000)	-66.7%	
101-12-53002-012	Other Equip Repair & Maint	1,544	1,774	2,841	4,500	4,500	-	0.0%	
101-12-53014-012	Utilities - Electricity	39	6,388	6,025	6,500	6,500	-	0.0%	
101-12-53015-012	Utilities - Gas		267	475	650	650	-	0.0%	
101-12-53016-012	Utilities - Water		465	388	485	485	-	0.0%	
101-12-53018-012	Utilities - Telephone	5,051	147		-	-	-	0.0%	
101-12-53024-012	Advertising - Noticing	21,340	6,122	3,098	4,000	4,000	-	0.0%	
101-12-53025-012	External Printing Services		12,322	4,541	2,400	2,400	-	0.0%	
101-12-53026-012	Recruitment Costs			6,211	5,000	5,000	-	0.0%	
101-12-53501-012	Administrative Services	22,912					-	0.0%	
101-12-53502-012	Computer Services	7,403					-	0.0%	
101-12-54002-012	Business Meetings & Meals		699	165	800	800	-	0.0%	
101-12-54003-012	Conferences	4,061	4,849		2,208	2,208	-	0.0%	
101-12-54004-012	Training and Workshops		330	595	2,400	4,900	2,500	104.2%	
101-12-54005-012	Subscriptions	506	185	205	205	205	-	0.0%	
101-12-54007-012	Memberships & Dues	14,323	12,166	10,206	12,535	17,185	4,650	37.1%	
101-12-54008-012	Mileage Reimbursement		25	207	250	250	-	0.0%	
101-12-54010-012	Other Contract Services	70,258	4,751	94,573	15,000	10,000	(5,000)	-33.3%	
101-12-54012-012	Disaster Preparedness	14,993	275				-	0.0%	
101-12-54019-012	Special Events & Awards	4,255	1,709	454	1,000	1,000	-	0.0%	
101-12-54020-012	Election Expense	22,647			-	-	-	0.0%	
101-12-55002-012	Office Supplies	4,599	5,936	6,517	6,000	6,000	-	0.0%	
101-12-55017-012	Postage		1,325	986	1,200	1,200	-	0.0%	
101-12-57006-012	Computer Equipment/Software	27	1,401	3,942	3,000	2,000	(1,000)	-33.3%	
101-12-57007-012	Office Equip & Furn	493	555	1,188	-	2,000	2,000	100.0%	
	Total Operations	206,374	74,740	300,087	288,133	136,283	(151,850)	-52.7%	
	Total Admin Dept	739,628	798,547	771,246	625,561	672,215	46,655	7.5%	

Administration Department				
101-12				
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations	FY 2013 Recommended Appropriations	
Salaries	Salaries -three full-time (FTE) staff	190,328		318,808
Overtime	Deputy city clerk council & committee meetings, office specialist committee meetings	7,000		2,000
Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings	1,600		4,623
PERS Retire Contrib- ER	Employer contribution for employee pension	15,086		44,397
PERS Retire Contrib- EE	Employee contribution paid for by the employer	7,644		22,317
Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	21,694		43,258
Retiree Healthcare	Medical coverage for 5 retirees	45,000	49,675	
	GASB 45 annual required contribution	21,444	22,118	71,793
Dental Insurance	Teamster Dental Plan premium	2,617		5,098
Vision Insurance	Vision Service Plan premium	266		659
Workers Compensation	Workers Comp charged to Department	2,115		6,057
Life & ADD Insurance	Premium to The Cities Group	167		427
STD Insurance	Short-term disability premium to The Cities Group	296		576
LTD Insurance	Long-term disability premium to The Cities Group	818		2,343
Unemployment Insurance	Projected unemployment benefits to 1 laid-off employee	20,250		10,388
EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,103		3,188
Total Salaries & Benefits		337,428		535,932
Contract City Manager	\$15,000 per month retainer	95,000		-
Contract Human Resources	HR support, training, classification and compensation study	65,000		25,000
Contract Risk Management	Risk management review and support	30,000		10,000
Recruitment Costs	Fingerprints, job posting, oral panel working lunch	5,000		5,000
Labor Relations Svs	Labor negotiation	30,000		30,000
Equip Repair & Maint	Misc. repairs of equipment	1,500	1,500	
	Maint agreement for copier and overage of copies made	3,000	3,000	4,500
Advertising - Noticing	City Clerk public noticing, etc.	2,000	2,000	
	Legal noticing - ordinances	2,000	2,000	4,000
Training & Workshops	City Clerk - Technical Track for Clerks -to receive Certified Municipal Clerk status (CMC)	2,400	2,400	
	Human Resources training and meetings		2,000	
	Town-wide policy training 2/year (HR compliance)		500	4,900

		Administration Department			
		101-12			
				FY 2012	
				FY 2013	
Account No.	Quantity, brief description and justification	Revised		Recommended	
& Title	of items requested	Appropriations		Appropriations	
Office Supplies	Pens, paper, envelopes, binders, paper clips, etc., file materials for records retention and destruction	5,000	5,000		
	Record destruction plastic storage containers for permanent docs, file materials	1,000	1,000		6,000
Subscriptions	Employment law posters	205			205
Memberships & Dues	Liebert Cassidy Whitmore employer legal services			4,450	
	SCERS (Bay Area Employee Relations Svcs) negotiations related	6,950	6,950		
	San Mateo County Employee Relations Consortium (SMCERC) - training and legal counsel	4,450	3,770		
	City Clerk - CCAC	135	135		
	San Mateo County City Manager's Association	250	250		
	International City/County Management Association (ICMA) - City Manager			1,280	
	CA City Management Foundation - CM membership	400			
	Code Publishing Inc. Web site hosting	350	350		17,185
Mileage Reimburse	Council deliveries	250			250
Other Contract Services	Management analyst service	15,000			10,000
Printing - Extl Servs	Electronic Athertonian - 2 times a year	2,400			2,400
Postage	Resident mailings USPS BRM Permit #26	1,200			1,200
Utilities - Electricity	Admin Office PG&E	6,500			6,500
Utilities - Gas	Admin Office ABAG gas	650			650
Utilities - Water	Admin Office Cal Water	485			485
Utilities - Telephone	See Non-Dept for phone expense				
Conferences	City Manager - League of CA Cities Annual	1,000	1,000		
	Northern California City Clerks Business Meetings bimonthly - 6 per year, \$40 each	240	240		
	SMCERC - City Manager	168	168		
	City Clerk - New Law & Election conference	800	800		2,208
Bus Meetings & Meals	Town Strategic Planning Meeting - lunch meeting	200	200		
	City Manager various meetings	600	600		800
Special Events & Award	Recognition program	1,000			1,000
Election Expense	See Non-Dept for the cost				
Computer Equip/Software	Laptop computer	1,500			
	Replacement of 1 old computer	1,500	2,000		2,000
Office Equip & Furn	Ergonomic chair, etc.				2,000
Total Operations		288,133			136,283
Total Admin Dept		625,561			672,215

Salaries for Administration Department															
FY 2013															
Job Class	Step @ 4/30/12	Salary @ 04/30/12	2013 Salary	Employer PERS	Employee PERS	Medicare	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Auto Allow	Total
City Manager	N/A	160,000	160,000	22,282	11,200	2,320	17,424	1,728	339	192	1,176	210	3,040	-	219,912
Executive Assistant/Deputy City Clerk	C/D	76,914	-	-	-	-	-	-	-	-	-	-	-	-	-
City Clerk	A	62,880	95,928	13,359	6,715	1,391	17,424	1,728	189	192	705	108	1,823	-	139,563
Office Specialist	D	62,880	62,880	8,757	4,402	912	8,409	1,642	131	192	462	108	1,195	-	89,089
Total Admin Dept		299,794	318,808	44,397	22,317	4,623	43,258	5,098	659	576	2,343	427	6,057	-	448,563
Note:															
No salary increase budgeted.															
Does not include future admin reorganization cost.															
Recommend reclassifying the Deputy City Clerk to City Clerk.															

Town of Atherton								
City Attorney Department								
Budget 2012-2013								
					Revised	Recommended	Increase (Decrease)	
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Budget 2011-12	Budget 2012-13	Over Prior Year Budget	% Change
101-16-52002-016	City Attorney - Retainer	150,032	110,000	132,867	145,000	154,000	9,000	6.2%
101-16-52003-020	City Attorney - Planning		23,414	13,139	-	-	-	0.0%
101-16-52004-025	City Attorney - Building		5,857	9,726	-	-	-	0.0%
101-16-52005-050	City Attorney - DPW Eng		13,579	6,756	-	-	-	0.0%
101-16-52006-016	City Attorney - Other Services	114,035	300,331	236,743	85,000	50,000	(35,000)	-41.2%
101-16-52007-016	Attorney - Other Legal	148,622	1,123	178		100	100	100.0%
101-16-52008-016	Labor Relations Service	14,800					-	0.0%
101-16-53022-016	Liability Claims						-	0.0%
101-16-53501-016	Administrative Services	2,638					-	0.0%
101-16-53502-016	Computer Service Charge	3,590					-	0.0%
101-16-54010-016	Other Contract Services	17,207					-	0.0%
	Total City Attorney Dept	450,924	454,304	399,409	230,000	204,100	(25,900)	-11.3%

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

Town of Atherton								
Finance Department								
Budget 2012-13								
							Increase	
							(Decrease)	
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget Over Prior	% Change
101-18-50001-018	Regular Salaries	208,556	225,016	237,862	213,649	286,862	73,213	34.3%
101-18-50002-018	Part-Time Permanent Salaries	48,421	28,978	10,661			-	0.0%
101-18-50005-018	Temporary Help	21,937					-	0.0%
101-18-50006-018	Overtime		2,018	262			-	0.0%
101-18-50013-018	EE Benefits Earned		2,477	2,431	3,136	2,869	(268)	-8.5%
101-18-51001-018	Medicare	3,388	4,901	3,460	4,548	4,160	(388)	-8.5%
101-18-51002-018	Social Security Tax	986			-	-	-	0.0%
101-18-51003-018	PERS Retire Contrib- ER	42,248	33,908	32,033	30,331	39,948	9,617	31.7%
101-18-51004-018	PERS Retire Contrib- EE		15,934	17,029	14,955	20,080	5,125	34.3%
101-18-51007-018	STD Insurance		2,692	399	560	544	(16)	-2.9%
101-18-51008-018	Health Insurance-Active	30,108	49,391	35,931	45,102	42,651	(2,451)	-5.4%
101-18-51009-018	Health Insurance-Retirees		44,994	48,607	32,368	62,743	30,375	93.8%
101-18-51010-018	Dental Insurance	2,613	3,599	4,195	5,026	4,809	(217)	-4.3%
101-18-51011-018	Vision Insurance	433	652	539	687	477	(209)	-30.5%
101-18-51013-018	Workers' Compensation	373	419	517	5,959	5,007	(953)	-16.0%
101-18-51014-018	Life & ADD Insurance	387	379	300	446	392	(53)	-11.9%
101-18-51015-018	LTD Insurance	2,143	2,529	1,655	1,866	1,742	(123)	-6.6%
101-18-51016-018	Unemployment Insurance	7,650	2,570	2,500	12,150	2,869	(9,281)	-76.4%
	Total Salaries & Benefits	369,243	420,458	398,381	370,783	475,153	104,371	28.1%
101-18-52001-018	Audit & Financial	58,308	44,611	51,670	57,346	54,921	(2,425)	-4.2%
101-18-52017-018	Technical Services	24,608	28,375	12,529	17,855	17,855	-	0.0%
101-18-52020-018	Financial Services				130,000	35,000	(95,000)	-73.1%
101-18-53002-018	Repair Machinery & Equip			328	1,000	1,000	-	0.0%
101-18-53025-018	External Printing Service			469	1,500	1,500	-	0.0%
101-18-53031-018	Banking Services		10,523	7,697	13,800	13,800	-	0.0%
101-18-53501-018	Administrative Services	19,616					-	0.0%
101-18-53503-018	Trsrfr to Equip Replace Fund		10,000	10,000	10,000	10,000	-	0.0%
101-18-54003-018	Conferences	339	1,007	389	1,250	1,200	(50)	-4.0%
101-18-54004-018	Training and Workshops		3,072	3,628	4,584	4,584	-	0.0%
101-18-54005-018	Subscriptions	912	1,424	255	750	750	-	0.0%
101-18-54007-018	Memberships & Dues	1,225	1,130	993	1,220	920	(300)	-24.6%
101-18-54008-018	Mileage Reimbursement		375	279	600	600	-	0.0%
101-18-54010-018	Other Contract Services	76,934	40,864	82,693	38,000	39,500	1,500	3.9%
101-18-54016-018	Business License Processing Fee		36,480	25,950	22,000	22,000	-	0.0%
101-18-55002-018	Office Supplies	2,174	2,866	1,009	2,500	2,500	-	0.0%
101-18-55009-018	Misc. Computer Parts				500	500	-	0.0%
101-18-57006-018	Computer Equip/Software	32		1,995	3,000	2,000	(1,000)	-33.3%
101-18-57007-018	Office Machines & Furniture	660						0.0%
		184,807	180,728	199,884	305,905	208,630	(97,275)	-31.8%
101-18-53022-018	Liability Claim Expense		226,305					
	Total Operations	184,807	407,033	199,884	305,905	208,630	(97,275)	-31.8%
	Total Finance Dept	554,050	827,491	598,265	676,687	683,783	7,096	1.0%

		Finance Department		
		101-18		
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations
Salaries	Salaries - three full-time (FTE) staff	213,649		286,862
Medicare Tax	Employees hired after April 1986 pay 1.45% of earnings	4,548		4,160
PERS Retire Contrb- ER	Employer contribution for employee pension	30,331		39,948
PERS Retire Contrb- EE	Employee contribution paid for by the employer	14,955		20,080
Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	45,102		42,651
Retiree Healthcare	Medical coverage for 2 retiree	8,106	27,769	
	GASB 45 annual required contribution	24,262	34,974	62,743
Dental Insurance	Teamster Dental Plan premium	5,026		4,809
Vision Insurance	Vision Service Plan premium	687		477
Workers Compensation	Workers Comp charged to Department	5,959		5,007
Life & ADD Insurance	Premium to The Cities Group	446		392
STD Insurance	Short-term disability premium to The Cities Group	560		544
LTD Insurance	Long-term disability premium to The Cities Group	1,866		1,742
Unemployment Insuran	Projected unemployment benefits to 1 laid-off employee	12,150		2,869
EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	3,136		2,869
	Total Salaries & Benefits	370,783		475,153
Audit & Financial	FY 2011 Audit (40% of total for final field work)	16,624		
	FY 2012 Audit (40% of total for final work)	26,572	17,714	
	FY 2013 Audit (60% of total for interim work)		27,206	
	FY 2011 State Controller Report - Town	5,650	3,000	
	GASB 45 actuarial valuation of OPEB	8,500	7,000	54,921
Technical Service	Springbrook annual maintenance fee	14,657	14,657	
	Springbrook project management module maintenance	1,398	1,398	
	Harris (Wintegrate) one license maintenance fee	1,800	1,800	17,855
Financial Services	Interim Finance Director and consultants	130,000		35,000
Equip Maint	misc repair for office equip and laser printers	1,000		1,000
Printing - Extl Servs	FY 2011 financial report, form 1099, W-2s	1,500		1,500
Training & Workshops	Springbrook Client Conference - Finance Director	1,000	1,000	
	CalPERS Educational Forum - Finance Director	1,000	1,000	
	GFOA, CSMFO, Springbrook, payroll tax training for finance staff	2,500	2,500	
	SMCERC	84	84	4,584
Other Contract Services	Temporary accounting help	17,500	15,000	
	Physical inventory of Town assets	6,000	-	
	Investment advisory service	12,000	12,000	
	Revenue audits-property tax and sales tax		10,000	
	State mandated cost (SB90) claiming service	2,500	2,500	39,500

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

Salaries for Finance Department																		
FY 2013																		
Job Class	Step @ 4/30/2012	Salary @ 04/30/2012	2013 Salary	Employer PERS	13.93%	Employee PERS	7%	Medicare	1.45%	Medical	1.05	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Total
Finance Director*	D	167,828	139,800	19,469	9,786	2,027	18,858	1,439	158	160	661	175	2,213	194,747				
Accountant	D	72,582	77,175	10,747	5,402	1,119	15,383	1,728	189	192	567	108	1,466	114,078				
Finance Technician**	D	new	69,887	9,732	4,892	1,013	8,409	1,642	131	192	514	108	1,328	97,848				
Total Finance Dept		240,410	286,862	39,948	20,080	4,160	42,651	4,809	477	544	1,742	392	5,007	406,673				
Note:																		
* Ten months budgeted for Finance Director																		
** Finance Technician recommended by Interim City Manager.																		

Town of Atherton								
Planning Department								
Budget 2012-2013								
							Increase (Decrease)	
		Actual	Actual	Actual	Revised Budget	Recommended Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	Change
101-20-52011-020	Contract Planner	192,313	165,847	182,940	187,050	180,000	(7,050)	-3.8%
101-20-52013-020	Zoning Code Update	17,239					-	0.0%
101-20-52014-020	General Plan Update	1,790					-	0.0%
101-20-52015-020	Housing Element	68,327	22,777			20,000	20,000	100.0%
101-20-52016-020	Historical Artifacts	2,400					-	0.0%
101-20-52029-020	Contract Arborist Service				35,000	30,000	(5,000)	-14.3%
101-20-53002-020	Other Equip Repair & Maint				360	360	-	0.0%
101-20-53014-020	Utilities - Electricity		181	211	225	220	(5)	-2.2%
101-20-53015-020	Utilities - Gas		85	143	160	160	-	0.0%
101-20-53016-020	Utilities - Water		106	32	40	40	-	0.0%
101-20-53024-020	Advertising/Noticing	1,392	998	1,094	2,000	2,000	-	0.0%
101-20-53025-020	Printing - External Service		408	191			-	0.0%
101-20-53033-020	Rent - Mach & Equip			51	612	620	8	1.4%
101-20-54010-020	Other Contract Services	965	3,383				-	0.0%
101-20-55002-020	Office Supplies	53	1,114	809	2,200	2,200	-	0.0%
101-20-55017-020	Postage		356					0.0%
	Total Planning Dept	284,479	195,255	185,472	227,647	235,600	7,953	3.5%

		Planning Department		
		101-20		
			FY 2012	FY 2013
	Account No.	Quantity, brief description and justification	Revised	Recommended
	& Title	of items requested	Appropriations	Appropriations
	Contract Planner Svs	Neal Martin & Associates services. Town Planner: +/- 16 hours/month; Deputy Town Planner: +/- 56 hours per month; Assistant Planner: +/- 96 hours per month	187,050	180,000
	Housing Element Update	Participation in C/CAG Housing Element Update for RHNA-5	-	20,000
	Contract Arborist Svs	Contract arborist services that cannot be passed through	35,000	30,000
	Advertising - Noticing	Newspaper publication of legal notices	2,000	2,000
	Other Eq Repair & Maint	Planning share of MX-M453 Sharp copier annual maint cost	360	360
	Rent - Mach & Equip	Planning share of MX-M453 Sharp copier annual lease	612	620
	Office Supplies	paper, pens, etc.	2,200	2,200
	Utilities - Electricity	PG&E	225	220
	Utilities - Gas	ABAG gas	160	160
	Utilities - Water	Cal water	40	40
		Total Planning Dept	227,647	235,600

Town of Atherton								
Building Department								
Budget 2012-2013								
						Increase		
						Revised	Recommended	(Decrease)
						Budget	Budget	Over Prior
Account	Description	Actual	Actual	Actual	2011-12	2012-13	Year Budget	%
		2008-09	2009-10	2010-11				Change
101-25-50001-025	Regular Salaries	555,490	624,304	567,209	163,270	31,440	(131,830)	-80.7%
101-25-50006-025	Overtime		176				-	0.0%
101-25-50008-025	Vacation/Comp Time Payout			7,636			-	0.0%
101-25-50013-025	EE Benefits Earned		6,048	5,325	1,633	314	(1,318)	-80.7%
101-25-51001-025	Medicare	8,064	9,088	8,490	2,367	456	(1,912)	-80.7%
101-25-51003-025	PER Retire Contrb- ER	112,325	82,511	70,118	17,748	4,378	(13,369)	-75.3%
101-25-51004-025	PERS Retire Contrb- EE		39,083	37,274	8,938	2,201	(6,737)	-75.4%
101-25-51007-025	STD Insurance		7,968	1,223	384	192	(192)	-50.0%
101-25-51008-025	Health Insurance-Active	73,627	80,305	76,854	25,267	14,469	(10,798)	-42.7%
101-25-51009-025	Health Insurance-Retirees		110,410	119,276	66,761	72,136	5,375	8.1%
101-25-51010-025	Dental Insurance	7,739	10,265	10,382	3,283	1,642	(1,642)	-50.0%
101-25-51011-025	Vision Insurance	1,294	1,491	1,243	346	180	(167)	-48.1%
101-25-51013-025	Workers' Compensation	23,305	26,732	802	3,102	597	(2,505)	-80.7%
101-25-51014-025	Life & ADD Insurance	868	750	729	217	108	(108)	-50.0%
101-25-51015-025	LTD Insurance	8,988	8,055	4,321	1,200	231	(969)	-80.7%
101-25-51015-025	Uniforms			200			-	0.0%
101-25-51016-025	Unemployment Insurance		6,352	5,886	60,750	25,627	(35,123)	-57.8%
101-25-51019-025	Auto Allowance	13,661	11,642	13,491	1,892	-	(1,892)	-100.0%
	Total Salaries & Benefits	805,362	1,025,180	930,459	357,158	153,971	(203,187)	-56.9%
101-25-52012-025	Contract Plan Review Services	41,139		95,771	50,000	-	(50,000)	-100.0%
101-25-52017-025	Technical Service		9,415	8,500	10,000	10,000	-	0.0%
101-25-52018-025	Code Enforcement	37,288			-	76,285	76,285	100.0%
101-25-52020-025	Contract Building Official			115,605	26,092	-	(26,092)	-100.0%
101-25-52021-025	Contract Inspection Service			13,793	110,000	45,000	(65,000)	-59.1%
101-25-52029-025	Contract Arborist Service				72,000	100,000	28,000	38.9%
101-25-52032-025	Contract Permit Technician Svs				4,420	-	(4,420)	-100.0%
101-25-52033-025	Contract Bldg & Life Safety Svs				625,000	760,300	135,300	21.6%
101-25-53001-025	Vehicle Repair & Maint		116	36	-	-	-	0.0%
101-25-53002-025	Other Equip Repair & Maint	1,055	1,240	950	360	-	(360)	-100.0%
101-25-53008-025	Custodial Services	2,188					-	0.0%
101-25-53014-025	Utilities - Electricity	774	1,083	1,265	1,400	1,400	-	0.0%
101-25-53015-025	Utilities - Gas		509	862	950	950	-	0.0%
101-25-53016-025	Utilities - Water	28	439	195	200	200	-	0.0%
101-25-53018-025	Utilities - Telephone	2,148	1,605	1,125			-	0.0%
101-25-53024-025	Advertising/Publishing			174			-	0.0%
101-25-53033-025	Rent - Mach & Equip			51	612	612	-	0.0%
101-25-53501-025	Administrative Services	38,337					-	0.0%
101-25-53502-025	Trsfr to Computer Service	10,021					-	0.0%
101-25-53503-025	Trsfr to Equip Replace Fd		10,000	10,000	10,000	10,000	-	0.0%
101-25-54003-025	Conferences	490		1,000			-	0.0%
101-25-54004-025	Training & Workshop		2,141	1,506			-	0.0%
101-25-54005-025	Subscriptions		301	1,123	-	-	-	0.0%
101-25-54007-025	Memberships & Dues	6,715	845	810			-	0.0%
101-25-54008-025	Mileage Reimbursement		150				-	0.0%
101-25-54010-025	Other Contract Services	3,365	2,251				-	0.0%
101-25-54010-025	Building Inspection	74,777					-	0.0%
101-25-54011-025	Environment Programs	17,732					-	0.0%
101-25-55002-025	Office Supplies	5,180	4,528	2,795	2,500	2,500	-	0.0%
101-25-55003-025	Microfilms	5,665	7,359	254	-	-	-	0.0%
101-25-55006-025	Safety Supplies & Matis	5,550	832	109	-	-	-	0.0%
101-25-55015-025	Oil & Gasoline		389	508	-	-	-	0.0%
101-25-57006-025	Computer Equipment/Software		46	7,679	1,500	1,500	-	0.0%
101-25-57007-025	Office Equip & Furniture	436			-	-	-	0.0%
101-25-58003-025	Trsfr to Facil Construct Fd			153,356	153,356	80,000	(73,356)	-47.8%
	Total Operations	252,887	43,247	417,467	1,068,390	1,088,747	20,357	1.9%
	Total Building Dept	1,058,249	1,068,427	1,347,926	1,425,548	1,242,717	(182,830)	-12.8%

		Building Department		
		101-25		
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations
Regular Salaries	Salaries - one half (0.5) full-time (FTE) staff	163,270		31,440
Medicare Tax	Medicare is paid on all salaries at a rate of 1.45%	2,367		456
PERS Employer Contr	Employer contribution for employee pension	17,748		4,378
PERS Employee Contr	Employee contribution paid for by the employer	8,938		2,201
Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	25,267		14,469
Retiree Healthcare	Medical coverage for 3 retirees	23,787	33,520	
	GASB 45 annual required contribution	42,974	38,615	72,136
Dental Insurance	Teamster Dental Plan premium	3,283		1,642
Vision Insurance	Vision Service Plan premium	346		180
Workers Compensation	Workers Comp charged to Department	3,102		597
Life & ADD Insurance	Premium to The Cities Group	217		108
STD Insurance	Short-term disability premium to The Cities Group	384		192
LTD Insurance	Long-term disability premium to The Cities Group	1,200		231
Unemployment Insur	Projected unemployment benefits to 3 laid-off employees	60,750		25,627
Auto Allowance	For Building Inspectors	1,892		-
EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,633		314
	Total Salaries & Benefits	357,158		153,971
Contract Building Official	Building official service prior to 8/22/2011	26,092		-
Contract Bldg Inspection	Contract inspection service provided by Interwest after 8/23/2011 for Town issued permits	110,000		45,000
Contract Plan Review	Outside plan reviews prior to 8/22/2011	50,000		-
Contract Permit Technician	Front counter coverage prior to 8/22/2011	4,420		-
Contract Arborist Service	Arborist Service @\$150/hr for 16 hrs/week for 48 wks	72,000		100,000
Contract Bldg & Life Safety Svs	Contract costs equal 58% of the first one million dollars in projected building revenues (excluding tree removal plan check), plus 55% of revenue in excess of one million dollars, plus certain previous inspections. (FY 2012 included 84% of the year)	625,000		760,300
Technical Service	CRW maintenance fee	10,000		10,000
Code Enforcement Services	From 12 to 16 hours per week on-site inspections and phone calls (Previously budgeted in Non-departmental for \$56,985)	-		76,285

		Building Department			
		101-25			
			FY 2012		FY 2013
Account No.	Quantity, brief description and justification	Revised		Recommended	
& Title	of items requested	Appropriations		Appropriations	
Other Equipment Maint	Bldg share of MX-M453 Sharp copier annual maint cost	360			
Office Supplies	Office supplies, permit cards, project envelope, etc.	2,500		2,500	
Utilities - Electricity	PG&E	1,400		1,400	
Utilities - Gas	ABAG gas	950		950	
Utilities - Water	Cal water	200		200	
Rent - Mach & Equip	Bldg share of MX-M453 Sharp copier annual lease	612		612	
Computer Equip/Software	Replacement of 1 old computer	1,500		1,500	
Trsfr to Equip Replace Fd	For future permit tracking system upgrade	10,000		10,000	
Trsfr to Facil Construct Fd	For sinking fund for Bldg portion of New Town Center	153,356		80,000	
	Total Operations	1,068,390		1,088,747	
	Total Building Dept	1,425,548		1,242,717	

Salaries for Building Department FY 2013																			
Job Class	Step @ 04/30/12	Total Salary @ 04/30/12	2013 Salary	0.5	13.926%	Employer PERS	7.0%	Employee PERS	1.45%	Medical	1.05	Dental	Vision	STD	LTD	Life & ADD	Workers's Comp	Auto Allow	Total
Office Specialist (0.5)	D	62,880	31,440	31,440	4,378	2,201	2,201	456	14,469	1,642	180	192	180	192	231	108	597		55,894
Total Building Dept		62,880	31,440		4,378	2,201		456	14,469	1,642	180	192	180	192	231	108	597	-	55,894
Note:																			
No salary increase budgeted.																			
Office Specialist budgeted at 0.5 FTE for Building Department																			

Town of Atherton								
Non-Department								
Budget 2012-2013								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	Change
101-30-51006-030	Benefits Admin Fees		3,056				-	0.0%
101-30-51009-030	Retiree Health	113,002					-	0.0%
101-30-51012-030	Employee Assistance Program		2,306	2,205	2,000	2,000	-	0.0%
101-30-52001-030	Audit & Financial	26,428					-	0.0%
101-30-52018-030	Code Enforcement Services*		46,838	55,277	56,985	-	(56,985)	-100.0%
101-30-52019-030	IT Support		26,739	28,855	50,000	50,000	-	0.0%
101-30-53018-030	Utilities - Telephone	111	15,173	12,249	15,000	15,000	-	0.0%
101-30-53019-030	Liability Insurance		190,937	205,476	233,384	265,642	32,258	13.8%
101-30-53020-030	Employment Practice Liability Insurance		36,000	37,800	36,000	36,000	-	0.0%
101-30-53021-030	Property Insurance		5,279	5,112	5,112	5,916	804	15.7%
101-30-53022-030	Liability Claim Expense	7,923	7,500		-	-	-	0.0%
101-30-54007-030	Memberships & Dues		2,931	5,596	5,765	5,765	-	0.0%
101-30-54010-030	Other Contract Services	4,200	66,426	115,875	60,297	90,000	29,703	49.3%
101-30-54011-030	Environmental Programs Committee		27,433	17,126	-	-	-	0.0%
101-30-54013-030	Contribution - SSV		1,000	500	250	250	-	0.0%
101-30-54014-030	Contribution - HIP		2,500	2,500	1,250	1,250	-	0.0%
101-30-54015-030	Contribution - Sustainable SMC		1,500	1,500	750	-	(750)	-100.0%
101-30-54017-030	Post Office Expense		3,351	2,519	4,320	4,320	-	0.0%
101-30-54020-030	Election Cost		16,030	6,325	-	20,000	20,000	100.0%
101-30-54024-030	Contribution to P/Y Solid Waste**				252,996	84,333	(168,663)	-66.7%
101-30-54029-030	County Tax Administration Cost	40,756	45,263	47,392	49,762	52,250	2,488	5.0%
101-30-55008-030	Misc Computer Software		14,144				-	0.0%
101-30-55009-030	Misc Computer Parts & Supplies		3,854	9,880	14,599	14,599	-	0.0%
101-30-55016-030	Other Supplies & Materials		480		4,000	4,000	-	0.0%
101-30-55017-030	Postage		11,075	12,318	16,843	16,843	-	0.0%
101-30-57006-030	IT Infrastructure Plan				97,700	97,700	-	0.0%
	Total Non-Department	192,420	529,815	568,505	907,013	765,867	(141,145)	-15.6%
	**Negotiated amount due to solid waste franchise for prior year deficit recovery.							
	*Code enforcement services moved to Building Department.							

Non-Department Budget				
101-30				
Account No. & Title	Quantity, brief description and justification of items requested	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations
Code Enforcement Svs	for 8 hours/week inspection, 119 hours phone calls/year (Moved to Building Department Budget)	56,985		See Building Dept
Other Contract Services	High Speed Rail (HSR) public relation	30,000	30,000	
	HSR legal service (budget carryover from FY 2011)	5,297		
	Update master fee schedule and cost allocation plan	25,000	30,000	
	Park Master Plan		30,000	90,000
Environ Program Commit	Support for Committee work	See City Council Dept		See City Council Dept
IT Support	Contract IT support	50,000		50,000
Misc Comp Parts & Sup	12 - Off-site security of backup tapes	2,400	2,400	
	Symantec Anti-virus	2,000	2,000	
	Barracuda spam firewall 3-year renewal	1,599	1,599	
	Websense web security 100 seats for 37 mos	3,300	3,300	
	Backup software support	1,300	1,300	
	Web Site Hosting			
	Parts for servers, spare hard drive, UPS battery	4,000	4,000	14,599
Other Supplies & Mats	Other unexpected small items	4,000		4,000
Memberships and Dues	ABAG	1,958	1,958	
	LAFCO	1,300	1,300	
	City/County Assoc of Government - San Mateo (C/CAG)	2,507	2,507	5,765
Liability Insurance	Annual premiums for general insurance pool	66,581	98,777	
	Annual premiums for excess liability insurance pool	5,900	5,900	
	Public Official bond	805	865	
	Administrative Premium to ABAG	60,098	60,100	
	Self-insured retention (SIR) reserve	100,000	100,000	265,642
Property Insurance	Annual premiums for property insurance pool	5,112		5,916
Employ Pract Liab Insur	Premium to employment practice liability	36,000		36,000
EAP	Premium for employee assistance program	2,000		2,000
Contribution - SSV	Sustainable Silicon to produce environmental and resources conservation Silicon Valley	250		250
Contribution - HIP	Human Investment Project (HIP) grant to find a place to call home for people throughout San Mateo County	1,250		1,250
Contribution - Sustainable San Mateo County	Support research and production of the 2010 Indicators for a Sustainable San Mateo County Report Card. The report evaluates the health of the county and the Town	750		
Contribution Solid Waste	True-up contribution to prior years solid waste services	252,996		84,333
Postage	Feeder rental & maint	643	643	
	Meter rental #419	1,200	1,200	
	Stamps for mailing	15,000	15,000	16,843
Utilities - Telephone	Local & long distance charges	15,000		15,000

Town of Atherton								
Police Department								
Budget 2012-13								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	Change
101-40-50001-040	Regular Salaries	2,124,670	2,125,120	1,819,176	2,107,632	2,184,885	77,253	3.7%
101-40-50002-040	Part-time Permanent	82,603	65,487	60,453	-	-	-	0.0%
101-40-50003-040	Dispatcher Salaries	213,594	274,608	350,704	328,392	309,257	(19,135)	-5.8%
101-40-50004-040	Reserve Salaries	50,320	36,504	105,132	24,576	30,720	6,144	25.0%
101-40-50005-040	Temporary Help	59,225	75,338	44,753	35,365	31,052	(4,313)	-12.2%
101-40-50006-040	Overtime	179,478	160,304	217,750	140,000	140,000	-	0.0%
101-40-50007-040	Special Event Salaries Reimb	8,244	4,657	25,185	10,000	10,000	-	0.0%
101-40-50008-040	Vacation/Comp Time Payout			40,674			-	0.0%
101-40-50013-040	EE Benefits Earned		43,312	44,030	50,720	51,595	874	1.7%
101-40-51001-040	Medicare Tax	31,800	33,543	35,283	37,641	38,302	660	1.8%
101-40-51002-040	Social Security	7,330	645	4,867	702	381	(321)	-45.7%
101-40-51003-040	PERS Retire Contr - ER	880,099	699,370	679,301	867,527	912,093	44,567	5.1%
101-40-51004-040	PERS Retire Contr - EE		161,490	173,601	183,224	187,264	4,040	2.2%
101-40-51005-040	Deferred Comp-ER Paid	6,362	10,737	7,899	7,905	7,523	(383)	-4.8%
101-40-51007-040	STD Insurance		330	464	528	576	48	9.1%
101-40-51008-040	Health Insurance - Active	286,374	263,934	306,456	361,444	362,601	1,157	0.3%
101-40-51009-040	Health Insurance - Retirees		401,099	424,627	458,746	495,676	36,929	8.1%
101-40-51010-040	Dental Insurance	28,573	33,403	34,690	38,966	39,398	432	1.1%
101-40-51011-040	Vision Insurance	3,121	3,401	3,760	4,999	4,693	(306)	-6.1%
101-40-51013-040	Workers' Compensation	88,879	88,638	33,408	42,571	43,226	655	1.5%
101-40-51014-040	Life & ADD Insurance	3,335	2,300	2,761	3,006	3,100	93	3.1%
101-40-51015-040	LTD Insurance	23,221	21,001	18,880	17,829	17,670	(159)	-0.9%
101-40-51016-040	Unemployment Insurance	6,206	28,744	28,093	25,960	26,415	455	1.8%
101-40-51018-040	Uniforms	25,010	24,305	15,724	15,126	15,951	825	5.5%
101-40-51020-040	Educational Reimbursement	800	2,525	1,750	2,000	6,000	4,000	200.0%
101-40-50014-040	Salary Savings & Concessions							
	Total Salaries & Benefits	4,109,244	4,560,793	4,479,419	4,764,861	4,918,378	153,517	3.2%
101-40-52017-040	Technical Services		64,580	78,158	54,661	59,026	4,365	8.0%
101-40-52028-040	Contract Police Chief Svs				166,750	-	(166,750)	-100.0%
101-40-53001-040	Equip Maint - Vehicles	39,234	65,846	53,841	30,000	40,000	10,000	33.3%
101-40-53002-040	Equip Maint - Other	7,401	5,550	5,562	4,000	5,000	1,000	25.0%
101-40-53004-040	Facility Repair & Maint	13			-	-	-	0.0%
101-40-53008-040	Custodial Services	6,621			-	-	-	0.0%
101-40-53014-040	Utilities - Electricity	28,279	29,719	24,597	18,000	18,000	-	0.0%
101-40-53015-040	Utilities - Gas		454	808	1,100	1,100	-	0.0%
101-40-53016-040	Utilities - Water	43	790	681	500	500	-	0.0%
101-40-53018-040	Utilities - Telephone	47,271	35,009	39,130	32,720	33,368	648	2.0%
101-40-53025-040	Printing - External Service			1,636	2,000	2,000	-	0.0%
101-40-53026-040	Recruitment Cost		915	214	4,500	4,400	(100)	-2.2%
101-40-53027-040	SMC Booking Fees	215	246	303	3,000	4,000	1,000	33.3%
101-40-53028-040	Citation Processing	583	657	998	1,000	1,800	800	80.0%
101-40-53032-040	Rent - Facilities		8,721	8,667	8,760	8,760	-	0.0%
101-40-53501-040	Administrative Services	44,694					-	0.0%
101-40-53502-040	Computer Svs Charge	66,192					-	0.0%
101-40-53503-040	Trsfr to Equip Replace Fd	31,000	69,800	54,000	62,800	62,800	-	0.0%
101-40-54003-040	Conferences	350	897	915	1,280	1,280	-	0.0%
101-40-54004-040	Training & Workshops		4,122	3,142	2,000	2,000	-	0.0%
101-40-54005-040	Subscriptions	417	875	840	800	800	-	0.0%
101-40-54006-040	POST Training	39,085	16,906	19,422	20,000	22,000	2,000	10.0%
101-40-54007-040	Memberships & Dues	1,845	1,285	1,497	2,180	1,980	(200)	-9.2%
101-40-54008-040	Mileage Reimbursement		884	488	300	300	-	0.0%
101-40-54010-040	Other Contract Services	207,082	88,421	93,057	80,788	85,089	4,301	5.3%
101-40-54019-040	Special Events & Awards	7,977	150				-	0.0%
101-40-54021-040	Animal Control Services		50,951	47,542	52,180	52,180	-	0.0%
101-40-55002-040	Office Supplies	4,764	6,866	6,172	5,850	7,000	1,150	19.7%
101-40-55004-040	Parking Penalties to County		1,857				-	0.0%
101-40-55006-040	Safety Supplies & Materials	2,528	4,350	5,637	6,000	8,000	2,000	33.3%

Town of Atherton								
Police Department								
Budget 2012-13								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	Change
101-40-55007-040	K-9 Expenses	11,150	14,433	10,598	17,269	15,000	(2,269)	-13.1%
101-40-55015-040	Oil and Gasoline	47,600	42,703	51,963	61,800	65,000	3,200	5.2%
101-40-55016-040	Other Supplies & Matls	35,683	48,955	34,625	29,317	31,300	1,983	6.8%
101-40-55017-040	Postage	30			-	-	-	0.0%
101-40-55018-040	Disaster/Emergency	2,078	2,779	2,183			-	0.0%
101-40-57002-040	Building Improvements	1,650	1,115				-	0.0%
101-40-57004-040	Mach & Equip	24,747	17,923	12,927	7,630	8,000	370	4.8%
101-40-57005-040	Vehicles & Accessories	1,925	11,208				-	0.0%
101-40-57006-040	Computer Equip/Software*	17,696	7,610	60,232	10,000	4,000	(6,000)	-60.0%
101-40-57007-040	Office Equip & Furniture	3,220	1,130				-	0.0%
101-40-57010-040	Misc. Capital Outlay	110,080	13,786				-	0.0%
		791,453	621,495	619,834	687,185	544,683	(142,502)	-20.7%
101-40-53022-040	Liability Claim Expense		230,000				-	
	Total Operations	791,453	851,495	619,834	687,185	544,683	(142,502)	-20.7%
	Total Police Dept	4,900,697	5,412,288	5,099,253	5,452,046	5,463,061	11,015	0.2%

Police Department				
101-40				
Account No. & Title	Quantity, brief description and Justification of items requested	FY 2012 Revised Appropriations	FY 2013 Recommended Appropriations	
Regular Salaries	19 Sworn, 1 Executive Assistant, 1 Community Service Officer COPS Grant funding (assume no cut in funding)	2,107,632	2,284,885	2,184,885
		-	(100,000)	
Dispatch Salaries	4 full-time dispatchers	328,392		309,257
Reserve Salaries	5 part-time reserve officers	24,576		30,720
Temporary Help	9 per diem dispatchers	35,365		31,052
Overtime	Overtime worked. Based upon staffing of special events, court appearance, training needs, investigation, etc.	140,000		140,000
Special Event Sal Reimb	Overtime Subcategory: POTUS/Special Events	10,000		10,000
Medicare Tax	1.45% of salary	37,641		38,302
Social Security	6.2% of eligible temp salary	702		381
PERS Retire Contr-ER	Employer contribution for pension	867,527		912,093
PERS Retire Contr-EE	Employee contribution paid for by the employer - part time	183,224		187,264
Deferred Comp-ER Paid	2% of salary for dispatchers per MOU	7,905		7,523
Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	361,444		362,601
Retiree Healthcare	Medical coverage for 17 retirees	161,362	234,885	
	GASB 45 annual required contribution	297,384	260,791	495,676
Dental Insurance	Teamster dental plan premium	38,966		39,398
Vision Insurance	Vision Service Plan premium	4,999		4,693
Workers' Compensation	Workers Comp charged to Department	42,571		43,226
Life & ADD Insurance	Premium to the Cities Group	3,006		3,100
STD Insurance	Short-term disability premium to the Cities Group	528		576
LTD Insurance	Long-term disability premium to The Cities Group	17,829		17,670
Unemployment Insurance	Self-funded unemployment based on 1% of salary	25,960		26,415
Uniforms	Per MOU	15,126		15,951
Educational Reimburse	Per MOU	2,000		6,000
EE Benefits Earned	2% contribution for vac, sick, comp, & holiday pay	50,720		51,595
Salary savings/concessions	To be accomplished through "meet and confer" process	-		to be negotiated
	Total Salaries & Benefits	4,764,861		4,918,378
Technical Services	Sunridge RIMS Annual Maintenance (Dispatch-Patrol CAD)	11,085	11,085	
	TEA Maint. (Telecommunications Dispatch/Radio Support)	11,208	11,208	
	Alarm Software Maint. Fee (Residential Burglar Alarms)	1,380	1,265	
	S.M. Co. Medical Legal Exam (Sex Assault Exam)	1,400	1,400	
	S. M. Regional Network Access Fee (Telecom Support)	4,620	4,620	
	Rapid Notify Maint. Fee (Emergency Resident Notification)	1,650	1,650	
	Voice Print Maint. Fee (Comm Center Telephone/Radio Recording)	1,852	2,333	
	CLETS/Microwave Maint. (California LE Telecomm Database Access)	12,916	12,916	
	Critical Reach (TRAK System, Missing Persons Support System)	265	265	
	Towing (Crime Scene Evidence & Patrol Cars)	285	285	
	OJO Licensing Fee - Paid 3 year - due 2015	-	-	
	OJO Maintenance Agreement	-	2,999	
	S.M. Co. Sheriff's Ofc. FISC Forensic Lab	8,000	9,000	59,026
Contract Police Chief Svs	\$14,500 per month to 6/30/2011	166,750		

Police Department				
101-40				
Account No. & Title	Quantity, brief description and Justification of items requested	FY 2012 Revised Appropriations	FY 2013 Recommended Appropriations	
Animal Control Svcs	San Mateo animal control services cost	52,180		52,180
Vehicle Repair & Maint	Vehicle maint through City of Redwood City	30,000		40,000
Equip Repair & Maint	Maintenance of radar, office equip, & radio equip	4,000		5,000
Training & Workshops	Non-POST Reimbursable but POST Certified Advanced Officer Training, Supervisor's Training, & specialized technical training & workshops Succession planning/other training Supplies for POST annual dept training and other trainings	2,000		2,000
SMC Booking Fees	Booking fees, County of San Mateo	3,000		4,000
Citation Processing	Turbo Data for processing of parking citations	1,000		1,800
Other Contract Services	S.M. Co. Chaplin Service - Call-outs only	1,000	1,000	
	San Mateo PD Range Rental (\$65 per hour)	780	2,000	
	S.M. Co. Coyote Pt. Firearms Range -2nd Wed. use only	1,800	3,600	
	S.M. Co. OES Hazardous Materials Program	27,915	28,972	
	First Chance (DUI Booking Alternative)	4,972	5,450	
	Keller Center (Child Abuse/Sexual Assault Victims Program)	1,200	1,200	
	Youth Family Service (Youth Counseling Diversion)	4,972	4,972	
	S.M. Co. Community Overcoming Relationship (Domestic Abuse)	2,358	2,358	
	Lexipol (Police General Orders, Case Law Update Training)	5,500	5,500	
	Recall Secure Destruction Services (Sensitive Files)	1,404	1,404	
	Crime Reports	1,188		
	TB Screening & Test Medical Record (For exposed employees)	150	150	
	San Mateo County Narcotics Task Force	26,699	27,633	
	Conflict Resolution - Mills Peninsula	500	500	
	Forensic Art Services (Suspect Sketches)	350	350	85,089
Recruitment Costs	Associated costs to include: polygraph, medical, psych, job fairs, seminars, inter panels, B-Pad (Approx. cost to completely process 1 applicant: \$2200)	4,500		4,400
External Printing	Forms, secure identification cards, no parking signs, citations	2,000		2,000
Office Supplies	Paper, pens, software, film and photo processing	5,850		7,000
Subscription	Library books, criminal codes	800		800
Safety Supplies & Mats	Replacement of individual protective vests (MOU 5-year) partially off-set by DOJ grant), motorcycle leather gear, helmet, protective motorcycle gear, eye/ear range safety gear	6,000		8,000
POST Training	Advanced Officer Training, S.M. Co. Chief's training sessions (2) Post Reimbursement (Add Mandated, Essential Categories) Patrol (Mandated, technical and perishable skills training) Communications and Records (mandated and technical training)	14,000 6,000	15,000 7,000	22,000
K-9 Expense	K-9 Maint., Training, Veterinarian, Boarding, Food for 2 dogs	17,269		15,000
Oil & Gasoline	Fuel for vehicles	61,800		65,000
Other Supplies & Mats	Rain Gear, Helmets, Firearms supplies, cleaning supplies, hardware, badges, etc. California Vehicle Codes Peace Officer Memorial Pins Speed Sign Batteries (2) Awards and Engraving Business Cards DARE Supplies (Balls, T-shirts, Awards) Ammunition (Perishable Skills Training, Qualification (3x) & SWAT)	17,000 350 400 617 150 800 2,000 8,000	20,000 350 - - 150 800 2,000 8,000	31,300
Membership & Dues	CAL Nena California Chiefs of Police CPOA, CPCA, APCO, CAPE S.M. Co. Police Chiefs Association	130 500 900 650	130 500 900 450	1,980
Utilities - Electricity	PG&E	18,000		18,000

Town of Atherton								
Public Works Department - Summary								
Budget 2012-1013								
							Increase	
					Revised	Recommended	(Decrease)	
		Actual	Actual	Actual	Budget	Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	Change
	Regular Salaries	906,903	938,144	983,204	433,995	218,774	(215,222)	-49.6%
	Part-Time Permanent	966	-	5,676	-	-	-	0.0%
	Temporary Help	137,141	98,317	90,866	15,600	-	(15,600)	-100.0%
	Overtime	6,526	8,653	11,031	3,000	-	(3,000)	-100.0%
	Standby Pay	14,299	9,395	14,330	2,700	-	(2,700)	-100.0%
	Medicare Insurance	11,636	27,380	13,124	6,559	3,172	(3,386)	-51.6%
	Social Security	7,495	5,905	5,662	967	775	(192)	-19.9%
	PERS Retire Contr - ER	183,739	124,752	123,412	47,394	30,466	(16,927)	-35.7%
	PERS Retire Contr - EE	-	58,936	65,605	24,014	15,314	(8,700)	-36.2%
	Health Insurance-Active	125,263	137,138	153,329	64,387	35,671	(28,716)	-44.6%
	Health Insurance-Retirees	-	164,879	190,224	152,992	165,307	12,316	8.1%
	Dental Insurance	13,982	15,579	17,858	6,407	3,534	(2,874)	-44.8%
	Vision Insurance	2,070	2,325	2,391	942	509	(433)	-46.0%
	Workers Compensation	37,237	36,148	7,041	8,246	4,157	(4,089)	-49.6%
	Life & ADD Insurance	1,590	1,219	1,422	469	279	(190)	-40.5%
	STD Life	-	14,834	2,078	739	403	(336)	-45.5%
	LTD Insurance	14,374	12,190	7,390	3,023	1,417	(1,605)	-53.1%
	Unemployment Insurance	-	10,596	11,075	102,807	25,909	(76,898)	-74.8%
	Uniforms	7,069	5,417	7,489	1,358	200	(1,158)	-85.3%
	Auto Allowance	3,600	3,600	3,240	-	-	-	0.0%
	EE Benefits Earned	-	9,168	9,342	4,340	2,188	(2,152)	-49.6%
	Salary Allocated to CIP	(250,000)	(174,826)	(200,329)	(116,580)	(161,678)	(45,098)	38.7%
	Total Salaries & Benefits	1,223,891	1,509,749	1,525,460	763,358	346,398	(416,960)	-54.6%
	Contract Engineering	169,928	5,813	15,473	179,000	204,000	25,000	14.0%
	Contract DPW Maint Serv	-	-	-	472,719	450,340	(22,379)	-4.7%
	Contract Park Event Svs	-	-	-	40,000	29,600	(10,400)	-26.0%
	Vehicle Repair & Maint	6,583	11,782	3,702	2,900	2,200	(700)	-24.1%
	Equipment Repair & Maint	1,637	4,322	2,859	1,900	2,400	500	26.3%
	Building Security	-	843	2,203	3,900	5,400	1,500	38.5%
	Facility Repair & Maint	17,411	13,631	27,629	16,000	19,500	3,500	21.9%
	Contract Custodial Services	9,644	16,463	15,063	22,100	16,600	(5,500)	-24.9%
	HVAC Repair & Maint	-	11,400	3,154	-	-	-	0.0%
	Electrical Repair & Maint	-	870	2,661	-	5,000	5,000	100.0%
	Roof Repair & Maint	-	1,046	-	-	-	-	0.0%
	Contract Tree Maintenance	28,713	41,788	58,650	60,000	110,000	50,000	83.3%
	Pesticides & Fertilizer	11,290	18,623	13,290	2,600	-	(2,600)	-100.0%
	Street Sweeping	-	9,927	11,912	12,000	15,000	3,000	25.0%
	Contract Lndscp Maint.	60,735	-	14,768	5,408	-	(5,408)	-100.0%
	Traffic Signal Repair & Maint	12,440	12,688	10,178	10,000	10,000	-	0.0%
	Street Light Repair & Maint	-	8,125	6,982	10,000	10,000	-	0.0%
	Advertising/Publishing	29,012	23,714	5,562	5,546	4,800	(746)	-13.5%
	Training & Workshops	90	489	611	1,700	2,100	400	23.5%
	Contract Inspection & Testing	1,057	4,294	2,792	6,500	8,500	2,000	30.8%
	Other Contract Services	87,587	25,083	16,617	7,600	18,100	10,500	138.2%
	Disaster Preparedness	-	-	-	1,000	-	(1,000)	-100.0%
	Technical Services	-	2,740	3,145	-	5,000	5,000	100.0%
	Office Supplies	3,084	2,119	2,899	1,850	1,750	(100)	-5.4%
	Safety Supplies & Mats	3,113	647	576	1,100	1,100	-	0.0%
	Misc. Computer Software	7,943	6,277	7,172	6,800	6,950	150	2.2%
	Misc. Computer Supplies	389	753	22	500	1,200	700	140.0%
	Custodial Supplies	10,086	7,234	8,020	500	500	-	0.0%

Town of Atherton								
Public Works Department - Summary								
Budget 2012-1013								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	Change
	Landscape Supplies	10,505	7,959	4,126	750	1,500	750	100.0%
	Construction Mats	17,920	19,015	11,048	6,450	5,500	(950)	-14.7%
	Minor Tools & Equip	1,421	1,067	804	300	200	(100)	-33.3%
	Gas & Oil	14,338	13,303	12,312	6,400	2,700	(3,700)	-57.8%
	Other Supplies & Mats	4,496	(4,504)	4,909	-	-	-	0.0%
	Membership/Dues	3,248	3,659	4,483	7,000	7,000	-	0.0%
	Postage	67	41	-	100	100	-	0.0%
	Utilities -Electricity	86,876	71,651	66,257	66,200	66,200	-	0.0%
	Utilities - Gas	-	2,907	4,613	4,900	4,900	-	0.0%
	Utilities - Water	406	12,497	13,119	10,700	8,600	(2,100)	-19.6%
	Utilities - Sewer	-	20,176	3,262	4,850	5,150	300	6.2%
	Utilities - Telephone	15,203	7,102	5,018	1,600	8,800	7,200	450.0%
	Conferences	6,857	1,345	1,307	920	720	(200)	-21.7%
	Credit Card Merchant Fees	2,992	3,382	2,775	1,100	-	(1,100)	-100.0%
	Rent - Facilities	26,563	4,206	4,676	4,000	-	(4,000)	-100.0%
	Rent - Mach & Equipment	12,348	21,844	17,414	2,575	6,700	4,125	160.2%
	Building Improvements	1,732	-	-	65,800	45,000	(20,800)	-31.6%
	Machinery & Equipment	21,679	3,527	1,514	5,000	6,500	1,500	30.0%
	Computer Equip/Software	-	3,936	1,652	2,000	2,000	-	0.0%
	Office Machines & Furn	910	317	-	5,000	500	(4,500)	-90.0%
	Administrative Services	19,446	-	-	-	-	-	0.0%
	Computer Services Charg	18,639	-	-	-	-	-	0.0%
	Equip Replace Charges	20,620	19,892	19,892	3,000	5,000	2,000	66.7%
	Total Operations	747,012	443,993	415,124	1,070,268	1,107,110	36,843	3.4%
	Total DPW	1,970,904	1,953,742	1,940,584	1,833,626	1,453,508	(380,118)	-20.7%

Town of Atherton								
Public Works Dept - Engineering 50								
Budget 2012-2013								
							Increase	
							(Decrease)	
		Actual	Actual	Actual	Revised	Recommended	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	Budget	Budget	Year Budget	Change
					2011-12	2012-13		
101-50-50001-050	Regular Salaries	290,479	297,283	306,130	155,678	88,061	(67,617)	-43.4%
101-50-50002-050	Part-Time Permanent						-	0.0%
101-50-50005-050	Temporary Help	84					-	0.0%
101-50-50006-050	Overtime	534	1,491	569	-	-	-	0.0%
101-50-50010-050	Standby Pay	1,039	810	1,158			-	0.0%
101-50-51001-050	Medicare Insurance	3,732	3,680	3,711	2,257	1,277	(980)	-43.4%
101-50-51003-050	PERS Retire Contr - ER	58,755	40,009	38,692	19,528	12,263	(7,264)	-37.2%
101-50-51004-050	PERS Retire Contr - EE		18,967	20,568	9,895	6,164	(3,730)	-37.7%
101-50-51008-050	Health Insurance-Active	28,443	31,122	36,741	25,438	16,231	(9,206)	-36.2%
101-50-51009-050	Health Insurance-Retirees		54,292	58,587	63,295	68,390	5,095	8.1%
101-50-51010-050	Dental Insurance	4,070	5,190	5,107	2,841	1,806	(1,035)	-36.4%
101-50-51011-050	Vision Insurance	462	577	473	291	170	(121)	-41.7%
101-50-51013-050	Workers Compensation	3,257	3,682	1,113	2,958	1,673	(1,285)	-43.4%
101-50-51014-050	Life & ADD Insurance	496	391	445	192	119	(73)	-37.9%
101-50-51007-050	STD Insurance		4233.28	597	331	211	(120)	-36.2%
101-50-51015-050	LTD Insurance	4,468	3,855	2,242	1,128	623	(504)	-44.7%
101-50-51016-050	Unemployment Insurance		3,037	3,113	1,557	881	(676)	-43.4%
101-50-51018-050	Uniforms						-	0.0%
101-50-51019-050	Auto Allowance	2,326	2,769	1,800			-	0.0%
101-50-50013-050	EE Benefits Earned		2,934	2,939	1,557	881	(676)	-43.4%
101-50-50015-050	Salary Allocated to CIP	(250,000)	(174,826)	(200,329)	(116,580)	(50,418)	66,162	-56.8%
	Total Salaries & Benefits	148,145	299,496	283,656	170,365	148,333	(22,032)	-12.9%
101-50-52010-050	Contract Engineering	155,328	5,813	15,473	17,000	30,000	13,000	76.5%
101-50-52025-050	Contract Public Works Director				162,000	174,000	12,000	7.4%
101-50-53001-050	Vehicle Repair & Maint	274	2,752	1,693	1,000	1,000	-	0.0%
101-50-53002-050	Equipment Repair & Maint	800			1,400	1,400	-	0.0%
101-50-53008-050	Contract Custodial Services	2,591			-	-	-	0.0%
101-50-53013-050	Street Light Repair & Maint			1,187	-	-	-	0.0%
101-50-53024-050	Advertising/Publishing	13,446	10,964	164	5,000	2,000	(3,000)	100.0%
101-50-54004-050	Training & Workshops		289		600	1,200	600	100.0%
101-50-53029-050	Contract Inspection & Testing	619		260	5,000	5,000	-	0.0%
101-50-54010-050	Other Contract Services	25,508	1,740		600	600	-	0.0%
101-50-55018-050	Disaster Preparedness			3,145	-	-	-	0.0%
101-50-52017-050	Technical Services		2740	2,040	-	5,000	5,000	100.0%
101-50-55002-050	Office Supplies	2,635	1,824		1,500	1,500	-	0.0%
101-50-55006-050	Safety Supplies & Mats	750		6,160	500	500	-	0.0%
101-50-55008-050	Misc. Computer Software	6,886	4,715		6,300	6,300	-	0.0%
101-50-55009-050	Misc. Computer Supplies	389	292		500	1,200	700	140.0%
101-50-55010-050	Custodial Supplies	128			-	-	-	0.0%
101-50-55014-050	Minor Tools & Equip			961	200	200	-	0.0%
101-50-55015-050	Gas & Oil	967	1,810		1,000	1,200	200	20.0%
101-50-55016-050	Other Supplies & Mats	2,500	(5,000)	4,363	-	-	-	0.0%
101-50-54007-050	Membership/Dues	3,103	3,169		6,700	6,700	-	0.0%
101-50-55017-050	Postage	67	41	632	100	100	-	0.0%
101-50-53014-050	Utilities - Electricity	2,123	472	431	700	700	-	0.0%
101-50-53015-050	Utilities - Gas		254	97	400	400	-	0.0%
101-50-53016-050	Utilities - Water	12	317		100	100	-	0.0%
101-50-53017-050	Utilities - Sewer			1,386	-	-	-	0.0%
101-50-53018-050	Utilities - Telephone	3,741	1,515	121	800	800	-	0.0%
101-50-54003-050	Conferences	3,508	315		220	220	-	0.0%
101-50-53033-050	Rent - Facilities			890	-	-	-	0.0%
101-50-53033-050	Rent - Mach & Equipment				700	3,000	2,300	328.6%
101-50-57004-050	Machinery & Equipment	1,142			-	-	-	0.0%

Town of Atherton								
Public Works Dept - Engineering 50								
Budget 2012-2013								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	Change
101-50-57006-050	Computer Equip/Software		1499.29		2,000	2,000	-	0.0%
101-50-57007-050	Office Machines & Furn	589	222		5,000		(5,000)	-100.0%
101-50-53501-050	Administrative Services	19,446					-	0.0%
101-50-53502-050	Computer Services Charg	18,639					-	0.0%
	Equip Replace Charges	20,620					-	0.0%
	Total Operations	285,811	35,743	39,087	219,320	245,120	25,800	11.8%
	Total DPW Engineering	433,955	335,240	322,743	389,685	393,453	3,768	1.0%

		Public Works Dept - Engineering		
		101-50		
Acct. No.	Title	Quantity, brief description and justification	FY 2012 Revised Appropriations	FY 2013 Recommended Appropriations
	Regular Salaries	Salaries - two full-time staff scheduled 50% each or 1.1 F	155,678	88,061
	Temporary Help	Workers to assist with larger projects		-
	Overtime	For meetings and construction inspection		-
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	2,257	1,277
	Social Security	6.2% of salary		-
	PERS Retire Contrib - ER	Employer contribution for employee pension	19,528	12,263
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	9,895	6,164
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	25,438	16,231
	Retiree Healthcare	Medical coverage for 2 retirees	16,153	
		GASB 45 annual required contribution	47,142	18,623
	Dental Insurance	Teamster Dental Plan premium	2,840	1,806
	Vision Insurance	Vision service plan premium	291	170
	Workers Compensation	Worker's Compensation charged to Department	2,958	1,673
	Life & ADD Insurance	Premium to the Cities Group	192	119
	STD Insurance	Short-term disability premium to The Cities Group	331	211
	LTD Insurance	Long-term disability premium to The Cities Group	1,128	623
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	1,557	881
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,557	881
	Salary Allocated to CIP	Salaries charged to CIP projects or Gas Tax	(116,580)	(50,418)
	Salary Savings			
		Total Salaries & Benefits	170,365	148,333
	Contract Engineering	Contract Professional Services	17,000	30,000
	Contract Public Works Directo	Professional Engineering and Management Services	162,000	174,000
	Vehicle Repair & Maint	Inspector's Vehicle	1,000	1,000
	Equipment Repair & Maint	Copier maintenance, drafting and survey equipment	1,400	1,400
	Advertising/Publishing	Vendor bid advertising	5,000	2,000
	Training & Workshops	Training seminars and courses for staff: Storm Water Quality (NPDES), SWPPP, GIS/AutoCAD, ITS, Asphalt Institute, Misc Engineering	600	1,200
	Inspection & Testing	Traffic count	5,000	5,000
	Other Contract Services	San Mateo County Health (NPDES)	600	600
	Technical Services	GIS - consultant maintenance and upgrade		5,000
	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	1,500	1,500
	Safety Supplies & Materials	Vests, hats, glasses, boots, etc.	500	500
	Misc. Computer Software	Annual License for Programs: 1. CADD Licenses (AutoCAD and Microstation) - 2 licenses @\$2,500 2. GIS Licenses (2) (Arcview) - 2 licenses @\$1300	6,300	6,300
	Misc. Computer Supplies	Plotter and printer ink/cartridges and paper, plus minor supplies (keyboards, mice, flash drives, etc.)	500	1,200
	Custodial Supplies	Moved to building maintenance		
	Minor Tools & Equip	Engineering tools costing less than \$100	200	200
	Gas & Oil	Inspector's Vehicle	1,000	1,200
	Membership/Dues	Professional memberships: 1. ASCE 1@\$245 2. APWA 1@ \$113 3. State PE License 1@\$125 4. State Water Quality Control Board Municipal Regional Permit (NPDES) Fees (\$5,400)	6,700	6,700
	Postage	postage	100	100
	Utilities - Electricity	PG&E	700	700
	Utilities - Gas	ABAG gas	400	400
	Utilities - Water	Calwater	100	100
	Communication	Cellular Phones	800	800

		Public Works Dept - Engineering			
		101-50			
			FY 2012		FY 2013
Acct.	Title	Quantity, brief description and justification	Revised		Recommended
No.			Appropriations		Appropriations
	Conferences	CCEA	220		220
	Rent - Tools & Equipment	Copier Lease	700		3,000
	Computer Equip/Software	Replacement of 1 old computer	2,000		2,000
	Office Machines & Furn	Replace plotter	5,000		
	Equip Replace Charges	Contribution to Town wide fund for replacement of vehicles and equipment			
		Total Operations	219,320		245,120
		Total DPW - Engineering	389,685		393,453

Town of Atherton								
Public Works Dept - Street Maintenance 53								
Budget 2012-2013								
						Increase		
						Revised	Recommended	(Decrease)
						Budget	Budget	Over Prior
Account	Description	Actual	Actual	Actual	Budget	Budget	Year Budget	%
		2008-09	2009-10	2010-11	2011-12	2012-13		Change
101-53-50001-053	Regular Salaries	271,585	274,365	246,359	127,411	78,428	(48,983)	-62.5%
101-53-50005-053	Temporary Help	15,698	8,737	9,714	1,500	-	(1,500)	-100.0%
101-53-50006-053	Overtime	3,078	5,160	6,372	1,000	-	(1,000)	-100.0%
101-53-50010-053	Standby Pay	9,130	6,498	7,659	1,661	-	(1,661)	-100.0%
101-53-51001-053	Medicare Insurance	3,609	3,549	3,112	1,893	1,137	(756)	-66.5%
101-53-51002-053	Social Security	975	542	602	93	-	(93)	-100.0%
101-53-51003-053	PERS Retire Contr - ER	54,248	35,557	30,702	10,827	10,922	95	0.9%
101-53-51004-053	PERS Retire Contr - EE		16,842	16,321	5,486	5,490	4	0.1%
101-53-51008-053	Health Insurance - Active	44,970	51,937	50,188	17,605	11,664	(5,941)	-50.9%
101-53-51009-053	Health Insurance - Retirees		68,791	85,174	69,222	74,794	5,572	7.5%
101-53-51010-053	Dental Insurance	4,674	5,831	4,940	1,512	1,037	(475)	-45.8%
101-53-51011-053	Vision Insurance	729	820	838	297	204	(93)	-45.8%
101-53-51013-053	Workers Compensation	15,451	14,621	2,230	2,421	1,491	(930)	-62.3%
101-53-51014-053	Life & ADD Insurance	453	342	358	118	96	(22)	-23.4%
101-53-51007-053	STD Insurance		4,985	577	173	115	(58)	-50.0%
101-53-51015-053	LTD Insurance	4,338	3,562	1,910	870	476	(393)	-82.6%
101-53-51016-053	Unemployment Insurance		2,972	2,707	60,750	7,405	(53,345)	-720.4%
101-53-51018-053	Uniforms	4,266	3,399	4,819	895	200	(695)	-347.3%
101-53-51019-053	Auto Allowance	319	208	360			-	0.0%
101-53-50013-053	EE Benefits Earned		2,650	2,337	1,274	784	(490)	-62.5%
101-53-50015-053	Salary Allocated to CIP/Gas Tax					(111,260)	(111,260)	100.0%
	Total Salaries & Benefits	433,521	511,366	477,279	305,007	82,983	(222,024)	-72.8%
101-53-52031-053	Contract DPW Maint Serv				236,359	226,930	(9,429)	-4.0%
101-53-53001-053	Vehicle Repair & Maint	5,973	8,608	2,524	1,600	1,200	(400)	-25.0%
101-53-53002-053	Equipment Repair & Maint	131	743	467	500	1,000	500	100.0%
101-53-53004-053	Facility Repair & Maint	1,077	1,825	1,375	1,000	3,000	2,000	200.0%
101-53-53008-053	Contract Custodial Services	2,389			-	-	-	0.0%
101-53-53006-053	Electrical Repair & Maint		573	750	-	5,000	5,000	100.0%
101-53-53009-053	Tree Maintenance	25,019	32,713	48,650	50,000	100,000	50,000	100.0%
101-53-55001-053	Pesticides & Fertilizer	-	1,970		-	-	-	0.0%
101-53-53010-053	Street Sweeping		9,927	11,912	12,000	15,000	3,000	25.0%
101-53-53011-053	Contract Lndscp Maint.	33,043		10,988	4,208		(4,208)	-100.0%
101-53-53012-053	Traffic Signal Repair & Maint	12,440	12,677	10,178	10,000	10,000	-	0.0%
101-53-53013-053	Street Light Repair & Maint		4,508	6,982	10,000	10,000	-	0.0%
101-53-53024-053	Advertising/Publishing	-		928	-	2,800	2,800	100.0%
101-53-54004-053	Training & Workshops	90	200	433	1,100	900	(200)	-18.2%
101-53-53029-053	Contract Inspection & Testing	75	659	600	1,000	1,000	-	0.0%
101-53-54010-053	Other Contract Services	45,936	17,435	15,462	-	-	-	0.0%
101-53-55002-053	Office Supplies	291	283	159	250	250	-	0.0%
101-53-55006-053	Safety Supplies & Matls	1,806	547	468	500	500	-	0.0%
101-53-55008-053	Misc. Computer Software	600	825	600	400	400	-	0.0%
101-53-55010-053	Custodial Supplies	616			-	-	-	0.0%
101-53-55011-053	Landscape Supplies	475	541		-	1,000	1,000	100.0%
101-53-55012-053	Construction Matls	12,880	10,750	6,953	3,000	3,000	-	0.0%
101-53-55014-053	Minor Tools & Equip	919	487	537	-	-	-	0.0%
101-53-55015-053	Gas & Oil	11,711	9,951	9,403	5,000	1,500	(3,500)	-70.0%
101-53-54007-053	Membership/Dues	145	490	120	300	300	-	0.0%
101-53-53014-053	Utilities - Electricity	62,739	56,135	52,142	50,000	50,000	-	0.0%
101-53-53015-053	Utilities - Gas		654	771	1,200	1,200	-	0.0%
101-53-53016-053	Utilities - Water	394	10,070	10,523	8,400	6,400	(2,000)	-23.8%
101-53-53017-053	Utilities - Sewer						-	0.0%
101-53-53018-053	Utilities - Telephone	2,796	2,817	1,921	-	-	-	0.0%

Town of Atherton								
Public Works Dept - Street Maintenance 53								
Budget 2012-2013								
						Increase		
						Revised	Recommended	(Decrease)
						Budget	Budget	Over Prior
Account	Description	Actual	Actual	Actual	Budget	Budget	Year Budget	%
		2008-09	2009-10	2010-11	2011-12	2012-13		Change
101-53-54003-053	Conferences	2,104	1,030	1,186	700	500	(200)	-28.6%
101-58-53034-058	Rent - Facilities			87	-		-	0.0%
101-53-53033-053	Rent - Mach & Equipment	12,013	20,518	14,848	500	3,000	2,500	500.0%
101-53-57002-053	Building Improvements	268			-		-	0.0%
101-53-57004-053	Machinery & Equipment	20,537	3,472	239	-		-	0.0%
101-53-57006-053	Computer Equip/Software		1,490	291	-		-	0.0%
101-53-57007-053	Office Machines & Furn	321			-	500	500	100.0%
101-53-53503-053	Equip Replace Charges		17,361	17,361	3,000	3,000	-	0.0%
	Total Operations	256,790	229,259	228,857	401,017	448,380	47,363	10.6%
	Total DPW Street Maint	690,311	740,625	706,136	706,024	531,363	(174,661)	-24.7%

		Public Works Dept - Street Maintenance			
		101-53			
Acct. No.	Title	Quantity, brief description and justification	FY 2012 Revised Appropriations		FY 2013 Recommended Appropriations
	Regular Salaries	Salaries - one full-time staff scheduled 60% or 0.6 FTE	127,411		78,428
	Part-Time Permanent		-		-
	Temporary Help	Workers to assist with larger projects	1,500		-
	Overtime	Overtime need	1,000		-
	Standby Pay	Per MOU	1,661		-
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,893		1,137
	Social Security	6.2% of salary	93		-
	PERS Retire Contrib - ER	Employer contribution for employee pension	10,827		10,922
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	5,486		5,490
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	17,605		11,664
	Retiree Healthcare	Medical coverage for 4 retirees	42,136	53,080	
		GASB 45 annual required contribution	27,086	21,714	74,794
	Dental Insurance	Teamster Dental Plan premium	1,512		1,037
	Vision Insurance	Vision service plan premium	297		204
	Workers Compensation	Worker's Compensation charged to Department	2,421		1,491
	Life & ADD Insurance	Vision service plan premium	118		96
	STD Insurance	Short-term disability premium to The Cities Group	173		115
	LTD Insurance	Long-term disability premium to The Cities Group	870		476
	Unemployment Insurance	Self-funded unemployment	60,750		7,405
	Uniforms	Per MOU	895		200
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	1,274		784
	Salary Allocated to CIP	Salaries charged to CIP projects or Gas Tax			(111,260)
	Salary Savings				
		Total Salaries & Benefits	305,007		82,983
	Contract DPW Maint Svs	Portion of MCE contract	236,359		226,930
	Vehicle Repair & Maint	Fleet trucks, dump truck	1,600		1,200
	Equipment Repair & Maint	Backhoe and small equip	500		1,000
	Facility Repair & Maint	Fencing, guardrail, storm drain slip lining	1,000		3,000
	Tree Maintenance	R/W and Town Center - tree contract for summer/fall trim, winter storm damage repair, spring trim	50,000		100,000
	Electrical Repair & Maint	Outdoor electrical issues			5,000
	Street Sweeping	Monthly/storm sweeping	12,000		15,000
	Contract Lndscp Maint.	Contract landscape for Town Center and Streets; El Camino Real and Ceballo	4,208		-
	Traffic Signal Repair & Maint	Signals (3) and in-roadway lighted crosswalks (2) monthly maintenance and needed repairs	10,000		10,000
	Street Light Repair & Maint	R/W and Town Center	10,000		10,000
	Advertising/Publishing	Vendor bid advertising			2,800
	Training & Workshops	Training seminars and courses for staff: NPDES/SWPPP; GIS; MSA, MSC, ITS, Asphalt Institute	1,100		900
	Contract Inspection & Testing	Storm drain videos	1,000		1,000
	Office Supplies	General office supplies, paper, pens, staples, paper clips, coffee, etc.	250		250
	Safety Supplies & Materials	Vests, hats, glasses, rubber boots, chaps, jackets, etc. Expect additional stock necessary for Sheriffs work program personnel.	500		500
	Misc.Computer Software	Cost of Upgrades to License and Programs: Rainmaster irrigation controller	400		400
	Landscape Supplies	Replacement plant material for R/W and Town Center; fertilizers, mulch, tree stakes, etc.			1,000
	Construction Mats	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	3,000		3,000
	Gas & Oil	For department fleet vehicles and equipment	5,000		1,500

		Public Works Dept - Street Maintenance			
		101-53			
			FY 2012		FY 2013
Acct.	Title	Quantity, brief description and justification	Revised		Recommended
No.			Appropriations		Appropriations
	Membership/Dues	Professional memberships: MSA \$145, APWA \$113	300		300
	Utilities - Electricity	PG&E	50,000		50,000
	Utilities - Gas	ABAG gas	1,200		1,200
	Utilities - Water	Cal water	8,400		6,400
	Communication	Cellular Phones	700		-
	Conferences	MSA meetings	-		500
	Rent - Tools & Equipment	Specialized equipment	500		3,000
	Machinery & Equipment	Replace traffic counters (Phase 2)	-		-
	Computer Equip/Software	Replace non-working/damaged/obsolete computers	-		-
	Office Machines & Furn	Replace damaged machines or furniture; upgrade based on ergonomic review, i.e., chairs	-		500
	Equip Replace Charges	Transfer for future replacement of vehicles & equipment	3,000		3,000
		Total Operations	401,017		448,380
		Total DPW - Street Maintenance	706,024		531,363

Town of Atherton								
Public Works Dept - Park Maintenance 57								
Budget 2012-2013								
						Increase		
						Revised	Recommended	(Decrease)
		Actual	Actual	Actual	Budget	Budget	Over Prior	%
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	Change
101-57-50001-057	Regular Salaries	118,858	132,709	178,895	74,838	26,143	(48,696)	-65.1%
101-57-50005-057	Temporary Help	42,789	24,879	4,124	1,600	-	(1,600)	-100.0%
101-57-50006-057	Overtime	998	1,159	1,620	500	-	(500)	-100.0%
101-57-50010-057	Standby Pay	2,166	1,165	4,113	648	-	(648)	-100.0%
101-57-51001-057	Medicare Insurance	1,079	1,043	1,384	1,118	379	(739)	-66.1%
101-57-51002-057	Social Security	1,710	1,407	271	99	-	(99)	-100.0%
101-57-51003-057	PERS Retire Contr - ER	24,961	18,072	23,062	7,732	3,641	(4,091)	-52.9%
101-57-51004-057	PERS Retire Contr - EE		8,389	12,259	3,918	1,830	(2,088)	-53.3%
101-57-51008-057	Health Insurance - Active	12,646	11,942	23,203	9,178	3,888	(5,290)	-57.6%
101-57-51009-057	Health Insurance - Retirees		11,150	11,390	4,318	4,666	348	8.0%
101-57-51010-057	Dental Insurance	1,734	2,271	3,286	1,043	346	(698)	-66.9%
101-57-51011-057	Vision Insurance	219	243	412	155	68	(87)	-56.3%
101-57-51013-057	Workers Compensation	7,775	7,931	1,677	1,422	496	(926)	-65.1%
101-57-51014-057	Life & ADD Insurance	186	146	238	78	32	(46)	-59.1%
101-57-51007-057	STD Insurance		1,916	385	120	38	(82)	-68.0%
101-57-51015-057	LTD Insurance	1,922	1,726	1,352	517	159	(358)	-69.3%
101-57-51016-057	Unemployment Insurance		1,596	1,891	20,250	11,511	(8,739)	-43.2%
101-57-51018-057	Uniforms	1,701	899	731	232	-	(232)	-100.0%
101-57-51019-057	Auto Allowance	319	208	360			-	0.0%
101-57-50013-057	EE Benefits Earned		1,298	1,752	748	261	(487)	-65.1%
101-57-50015-057	Salary Allocated to CIP	-					-	
	Total Salaries & Benefits	219,065	230,149	272,406	128,514	53,458	(75,057)	-58.4%
101-57-52031-057	Contract DPW Maint Serv				118,180	151,800	33,620	28.4%
101-57-53001-057	Vehicle Repair & Maint	258	422	1,078	300		(300)	-100.0%
101-57-53002-057	Equipment Repair & Maint	358	3,055	89			-	0.0%
101-57-53003-057	Building Security				400	400	-	0.0%
101-57-53004-057	Facility Repair & Maint	1,574	3,910	10,627	4,000	7,500	3,500	87.5%
101-57-53008-057	Contract Custodial Services				6,600	6,600	-	0.0%
101-57-53006-057	Electrical Repair & Maint						-	0.0%
101-57-53009-057	Tree Maintenance	3,695	9,075	10,000	10,000	10,000	-	0.0%
101-57-53036-057	Pesticides & Fertilizer	10,690	12,933	11,790	2,600	-	(2,600)	-100.0%
101-57-53011-057	Contract Lndscp Maint.	27,692					-	0.0%
101-57-53012-057	Traffic Signal Repair & Maint		11				-	0.0%
101-57-53013-057	Street Light Repair & Maint		3,617				-	0.0%
101-57-53024-057	Advertising/Publishing	1,392					-	0.0%
101-57-54004-057	Training & Workshops			14			-	0.0%
101-57-53029-057	Contract Inspection & Testing	363	1,000	125			-	0.0%
101-57-54010-057	Other Contract Services	7,785	4,360	895	2,000	2,500	500	25.0%
101-57-55002-057	Office Supplies	61	7	115			-	0.0%
101-57-55006-057	Safety Supplies & Mats	387	100	95			-	0.0%
101-57-55008-057	Misc. Computer Software	458	737	413	100	250	150	150.0%
101-57-55009-057	Misc. Computer Supplies		461	22			-	0.0%
101-57-55010-057	Custodial Supplies	1,976	32	76			-	0.0%
101-57-55011-057	Landscape Supplies	8,830	5,542	2,805	750		(750)	-100.0%
101-57-55012-057	Construction Mats	2,819	5,099	2,417	1,750		(1,750)	-100.0%
101-57-55014-057	Minor Tools & Equip	477	419	10	100		(100)	-100.0%
101-57-55015-057	Gas & Oil	1,660	1,445	1,947	400		(400)	-100.0%
101-57-55016-057	Other Supplies & Mats	343					-	0.0%
101-57-53014-057	Utilities - Electricity	3,288	3,530	3,564	5,000	5,000	-	0.0%
101-57-53015-057	Utilities - Gas				600	600	-	0.0%
101-57-53016-057	Utilities - Water				200	100	(100)	-50.0%

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

Public Works Dept - Park Maint					
101-57					
Acct. No.	Title	Quantity, brief description and justification	FY 2012		FY 2013
			Revised Appropriations		Recommended Appropriations
	Regular Salaries	Salaries - one full-time staff scheduled 20% or 0.2 FTE	74,838		26,143
	Temporary Help	Workers to assist with larger projects	1,600		-
	Overtime	Overtime need	500		-
	Standby Pay	PER MOU	648		-
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	1,118		379
	Social Security	6.2% of salary	99		
	PERS Retire Contrib - ER	Employer contribution for employee pension	7,732		3,641
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	3,918		1,830
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	9,178		3,888
	Retiree Healthcare	Medical coverage for 1 retiree	4,198	4,046	
		GASB 45 annual required contribution	120	620	4,666
	Dental Insurance	Teamster Dental Plan premium	1,043		346
	Vision Insurance	Vision service plan premium	155		68
	Workers Compensation	Worker's Compensation charged to Department	1,422		496
	Life & ADD Insurance	Premium to the Cities Group	78		32
	STD Insurance	Short-term disability premium to The Cities Group	120		38
	LTD Insurance	Long-term disability premium to The Cities Group	517		159
	Unemployment Insurance	Self-funded unemployment	20,250		11,511
	Uniforms	Per MOU	232		-
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	748		261
		Total Salaries & Benefits	128,514		53,458
	Contract DPW Maint Svs	Portion of MCE contract	118,180		151,800
	Vehicle Repair & Maint	Fleet truck, utility vehicle	300		
	Building Security	Lock repair and replacement	400		400
	Facility Repair & Maint	Irrigation well and pump	4,000		7,500
	Contract Custodial Services	Cleaning of restrooms at park	6,600		6,600
	Tree Maintenance	Contract tree maintenance	10,000		10,000
	Pesticides & Fertilizer	Pest and weed control, fertilize turf grasses	2,600		
	Other Contract Services	Bee removal, plumbing, carpet repair	2,000		2,500
	Misc. Computer Software	Cost of Upgrades License and Programs; Rainmaster Irrigation controllers	100		250
	Landscape Supplies	Replacement plant material for the park; fertilizers, mulch, tree stakes, etc.	750		
	Construction Mats	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	1,750		
	Minor Tools & Equip	Replace broken/worn out hand tools costing \$100 or less (shovels, rakes, hammers, brooms, etc.)	100		
	Gas & Oil	For department fleet vehicles and equipment	400		
	Utilities - Electricity	PG&E	5,000		5,000
	Utilities - Gas	ABAG gas	600		600
	Utilities - Water	Cal water	200		100
	Utilities - Sewer	County of San Mateo	2,700		3,000
	Rent - Mach & Equipment	Tempoary restroom	700		700
	Building Improvements	HP Park parking lot lighting	10,000	10,000	
		Carriage House	30,000	-	
		Painting and repairs for Pavillion		25,000	35,000
	Equip Replace Charges	For future replacement of vehicles & equipment			2,000
		Total Operations	196,380		225,450
		Total DPW - Park Maintenance	324,894		278,908

Town of Atherton								
Public Works Dept - Park Programs 58								
Budget 2012-2013								
					Revised	Recommended	Increase	
		Actual	Actual	Actual	Budget	Budget	(Decrease)	
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Over Prior	%
							Year Budget	Change
101-58-50001-058	Regular Salaries	117,579	118,452	130,623	15,164	13,071	(2,092)	-13.8%
101-58-50002-058	Part-Time Permanent	966		5,676			-	0.0%
101-58-50005-058	Temporary Help	77,542	64,701	77,027	12,500	-	(12,500)	-100.0%
101-58-50006-058	Overtime	488	281	1,657	800	-	(800)	-100.0%
101-58-51001-058	Medicare Insurance	1,805	16,548	3,124	401	190	(212)	-52.7%
101-58-51002-058	Social Security	4,746	3,956	4,789	775	775	-	0.0%
101-58-51003-058	PERS Retire Contr - ER	23,974	15,860	15,838	1,993	1,820	(173)	-8.7%
101-58-51004-058	PERS Retire Contr - EE		7,513	8,420	1,010	915	(95)	-9.4%
101-58-51008-058	Health Insurance - Active	20,142	19,989	21,885	2,486	1,944	(542)	-21.8%
101-58-51009-058	Health Insurance - Retiree		30,646	35,073	16,157	17,457	1,301	8.1%
101-58-51010-058	Dental Insurance	1,834	2,287	2,355	205	173	(32)	-15.8%
101-58-51011-058	Vision Insurance	320	328	303	40	34	(6)	-15.8%
101-58-51013-058	Workers Compensation	5,997	5,126	1,340	288	248	(40)	-13.8%
101-58-51014-058	Life & ADD Insurance	256	184	203	14	16	2	17.6%
101-58-51007-058	STD Insurance		1,915	268	24	19	(5)	-20.0%
101-58-51015-058	LTD Insurance	1,902	1,557	981	111	79	(32)	-28.8%
101-58-51016-058	Unemployment Insurance		1,817	2,120	20,250	5,981	(14,269)	-70.5%
101-58-51018-058	Uniforms	1,103	1,120	1,939	232	-	(232)	-100.0%
101-58-51019-058	Auto Allowance	319	208	360			-	0.0%
101-58-50013-058	EE Benefits Earned		1,163	1,165	152	131	(21)	-13.8%
	Total Salaries & Benefits	258,970	293,650	315,149	72,602	42,853	(29,748)	-41.0%
101-50-52030-058	Contract Park Event Svs				40,000	29,600	(10,400)	-26.0%
101-58-53001-058	Vehicle Repair & Maint	77		16	-	-	-	0.0%
101-58-53002-058	Equipment Repair & Maint	76	524	611	-	-	-	0.0%
101-58-53004-058	Facility Repair & Maint	135	1,149	1,810	5,000	3,000	(2,000)	-40.0%
101-58-53008-058	Contract Custodial Services	4,663	1,557		500		(500)	-100.0%
101-58-53006-058	Electrical Repair & Maint		67		-	-	-	0.0%
101-58-53036-058	Pesticides & Fertilizer		99		-	-	-	0.0%
101-58-53024-058	Advertising/Publishing	13,246	12,750	2,055	546		(546)	-100.0%
101-58-54010-058	Other Contract Services	815	530				-	0.0%
101-58-55002-058	Office Supplies	97	6	585	100		(100)	-100.0%
101-58-55006-058	Safety Supplies & Mats	170					-	0.0%
101-58-55009-058	Misc. Computer Supplies				-	-	-	0.0%
101-58-55010-058	Custodial Supplies	4,543	3,960	4,833	500	500	-	0.0%
101-58-55011-058	Landscape Supplies	1,120	1,678	1,321	-	500	500	100.0%
101-58-55012-058	Construction Mats	388	1,469	484	200	500	300	150.0%
101-58-55014-058	Minor Tools & Equip	25	74	218	-	-	-	0.0%
101-58-55015-058	Gas & Oil		96		-	-	-	0.0%
101-58-55016-058	Other Supplies & Mats	1,652	496	160	-	-	-	0.0%
101-58-53014-058	Utilities - Electricity	16,387	11,514	9,682	10,000	10,000	-	0.0%
101-58-53015-058	Utilities - Gas		1,476	2,677	2,000	2,000	-	0.0%
101-58-53016-058	Utilities - Water		2,111	2,499	2,000	2,000	-	0.0%
101-58-53017-058	Utilities - Sewer		9,096		-	-	-	0.0%
101-58-53018-058	Utilities - Telephone	8,666	2,015	1,386	800	8,000	7,200	900.0%
101-58-54003-058	Conferences	421			-	-	-	0.0%
101-58-53030-058	Credit Card Merchant Fees	2,992	3,382	2,775	1,100		(1,100)	-100.0%
101-58-53034-058	Rent - Facilities	4,366	4,206	4,589	4,000		(4,000)	-100.0%
101-58-53033-058	Rent - Mach & Equipment		265		150		(150)	-100.0%
101-58-57002-058	Building Improvements				-	-	-	0.0%
101-58-57004-058	Machinery & Equipment		55		-	1,500	1,500	100.0%
101-58-57006-058	Computer Equip/Software		946.31		-	-	-	
101-58-57007-058	Office Machines & Furn		34		-	-	-	
	Total Operations	59,841	59,555	35,702	66,896	57,600	(9,296)	-13.9%
	Total DPW Park Programs	318,811	353,205	350,850	139,498	100,453	(39,044)	-28.0%

		Public Works Dept - Park Programs		
		101-58		
Acct. No.	Title	Quantity, brief description and justification	FY 2012 Revised Appropriations	FY 2013 Recommended Appropriations
	Regular Salaries	Salaries - one full-time staff scheduled 10% or 0.1 FTE	15,164	13,071
	Part-Time Permanent			
	Temporary Help	Workers to assist with events	12,500	
	Overtime	Overtime need	800	
	Standby Pay	Per MOU	-	-
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	401	190
	Social Security	6.2% of salary	775	775
	PERS Retire Contrib - ER	Employer contribution for employee pension	1,993	1,820
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	1,010	915
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	2,486	1,944
	Retiree Healthcare	Medical coverage for 1 retiree	8,117	4,259
		GASB 45 annual required contribution	8,040	13,199
	Dental Insurance	Teamster Dental Plan premium	205	173
	Vision Insurance	Vision service plan premium	40	34
	Workers Compensation	Worker's Compensation charged to Department	288	248
	Life & ADD Insurance	Premium to the Cities Group	14	16
	STD Insurance	Short-term disability premium to The Cities Group	24	19
	LTD Insurance	Long-term disability premium to The Cities Group	111	79
	Unemployment Insurance	Self-funded unemployment	20,250	5,981
	Uniforms	Per MOU	232	-
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	152	131
	Salary Allocated to CIP			
		Total Salaries & Benefits	72,602	42,853
	Contract Park Event Svs	Portion of MCE Contract	40,000	29,600
	Facility Repair & Maint	Carpet cleaning, kitchen fan	5,000	3,000
	Custodial Services	Extra bathroom service	500	
	Advertising/Publishing	"Here Comes the Guide"	546	
	Office Supplies	General office supplies, paper, pens, staples, paper clips	100	
	Custodial Supplies	Supplies used in the operation or routine maintenance of the park event buildings including: restroom and kitchen	500	500
	Landscape Supplies	Replacement plant material for the park event areas; fertilizers, mulch, tree stakes, etc.		500
	Construction Mats	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	200	500
	Utilities -Electricity	PG&E	10,000	10,000
	Utilities - Gas	ABAG gas	2,000	2,000
	Utilities Water	Calwater	2,000	2,000
	Communication	Comcast	800	8,000
	Credit Card Svs Fees	For processing of credit card transactions	1,100	
	Rent - Facilities	Event storage - PODS	4,000	
	Rent - Mach & Equip	Steam cleaner	150	
	Machinery & Equipment	New double vacuum cleaner to replace 20-year old unit		1,500
		Total Operations	66,896	57,600
		Total DPW - Park Programs	139,498	100,453

Town of Atherton								
Public Works Dept - Building Maintenance 59								
Budget 2012-2013								
					Revised	Recommended	Increase	
		Actual	Actual	Actual	Budget	Budget	(Decrease)	
Account	Description	2008-09	2009-10	2010-11	2011-12	2012-13	Over Prior	%
							Year Budget	Change
101-59-50001-059	Regular Salaries	108,402	115,335	121,197	60,904	13,071	(47,833)	-78.5%
101-59-50005-059	Temporary Help	1,028				-	-	0.0%
101-59-50006-059	Overtime	1,429	562	813	700	-	(700)	-100.0%
101-59-50010-059	Standby Pay	1,965	922	1,400	391	-	(391)	-100.0%
101-59-51001-059	Medicare Insurance	1,412	2,559	1,792	889	190	(699)	-78.7%
101-59-51002-059	Social Security	64				-	-	0.0%
101-59-51003-059	PERS Retire Contr - ER	21,801	15,254	15,119	7,314	1,820	(5,494)	-75.1%
101-59-51004-059	PERS Retire Contr - EE		7,225	8,037	3,706	915	(2,791)	-75.3%
101-59-51008-059	Health Insurance - Active	19,061	22,147	21,312	9,680	1,944	(7,736)	-79.9%
101-59-51010-059	Dental Insurance	1,671		2,170	806	173	(633)	-78.6%
101-59-51011-059	Vision Insurance	340	357	365	158	34	(124)	-78.6%
101-59-51013-059	Workers Compensation	4,757	4,789	681	1,157	248	(909)	-78.5%
101-59-51014-059	Life & ADD Insurance	199	156	177	67	16	(51)	-76.2%
101-59-51007-059	STD Insurance		1784.91	250	91	19	(72)	-78.9%
101-59-51015-059	LTD Insurance	1,744	1,489	904	397	79	(318)	-80.0%
101-59-51016-059	Unemployment Insurance		1,175	1,243		131	131	100.0%
101-59-51019-059	Auto Allowance	318	207	360		-	-	0.0%
101-59-50013-059	EE Benefits Earned		1,123	1,149	609	131	(478)	-78.5%
101-59-50014-059	Salary Savings/Concessions					-	-	
	Labor Cost							
	Total Salaries & Benefits	164,191	175,087	176,970	86,870	18,771	(68,099)	-78.4%
101-59-52010-059	Contract Engineering	14,600			-	-	-	0.0%
101-59-52031-059	Contract DPW Maint Serv				118,180	71,610	(46,570)	-39.4%
101-59-53001-059	Vehicle Repair & Maint				-	-	-	0.0%
101-59-53002-059	Equipment Repair & Maint	273			-	-	-	0.0%
101-59-53003-059	Building Security		843	2,203	3,500	5,000	1,500	42.9%
101-59-53004-059	Facility Repair & Maint	14,625	6,746	13,818	6,000	6,000	-	0.0%
101-59-53008-059	Contract Custodial Services		14,906	15,063	15,000	10,000	(5,000)	-33.3%
101-59-53005-059	HVAC Repair & Maint		11,400	3,154	-	-	-	0.0%
101-59-53006-059	Electrical Repair & Maint		230	1,911	-	-	-	0.0%
101-59-53007-059	Roof Repair & Maint		1,046		-	-	-	0.0%
101-59-53036-059	Pesticides & Fertilizer	600	3,620	1,500	-	-	-	100.0%
101-59-53011-059	Contract Landscape Maint.			3,780	1,200		(1,200)	-100.0%
101-59-53024-059	Advertising/Publishing	928		1,392	-	-	-	0.0%
101-59-53029-059	Contract Inspection & Testing		2,635	2,067	500	2,500	2,000	400.0%
101-59-54010-059	Other Contract Services	7,543	1,018		5,000	15,000	10,000	200.0%
101-59-55018-059	Disaster Preparedness				1,000		(1,000)	-100.0%
101-59-55006-059	Safety Supplies & Mats			13	100	100	-	0.0%
101-59-55010-059	Custodial Supplies	2,823	3,242	3,110	-	-	-	0.0%
101-59-55011-059	Landscape Supplies	79	199		-	-	-	0.0%
101-59-55012-059	Construction Mats	1,834	1,697	1,194	1,500	2,000	500	33.3%
101-59-55014-059	Minor Tools & Equip		87	39	-	-	-	0.0%
101-59-55015-059	Gas & Oil							0.0%
101-59-55016-059	Other Supplies & Mats			4,749	-	-	-	0.0%
101-59-53014-059	Utilities - Electricity	2,340		237	500	500	-	0.0%
101-59-53015-059	Utilities - Gas		522	735	700	700	-	0.0%
101-59-53017-059	Utilities - Sewer		11,081	3,262	2,150	2,150	-	0.0%
101-58-53034-058	Rent - Facilities	22,198			-	-	-	0.0%
101-59-53033-059	Rent - Mach & Equipment		345		525		(525)	-100.0%
101-59-57002-059	Building Improvements	1,464			25,800	10,000	(15,800)	-61.2%
101-59-57004-059	Machinery & Equipment			1,275	5,000	5,000	-	0.0%
101-59-57007-059	Office Machines & Furn		60		-	-	-	
	Total Operations	69,306	59,677	59,502	186,655	130,560	(56,095)	-30.1%
	Total DPW Bldg Maint	233,497	234,763	236,472	273,525	149,331	(124,194)	-45.4%

Public Works Dept - Building Maintenance					
101-59					
Acct. No.	Title	Quantity, brief description and justification	FY 2012		FY 2013
			Revised		Recommended
			Appropriations		Appropriations
	Regular Salaries	Salaries - one full-time staff scheduled 10% or 0.1 FTE	60,904		13,071
	Overtime		700		-
	Standby Pay	PER MOU	391		-
	Medicare Insurance	Medicare is paid on all salaries at a rate of 1.45%	889		190
	Social Security	6.2% of salary	-		-
	PERS Retire Contrib - ER	Employer contribution for employee pension	7,314		1,820
	PERS Retire Contrib - EE	Employee contribution paid for by the employer	3,706		915
	Health Insurance	Health plan coverage - Kaiser, Blue Shield, Blue Cross	9,680		1,944
	Dental Insurance	Teamster Dental Plan premium	806		173
	Vision Insurance	Vision service plan premium	158		34
	Workers Compensation	Worker's Compensation charged to Department	1,157		248
	Life & ADD Insurance	Premium to the Cities Group	67		16
	STD Insurance	Short-term disability premium to The Cities Group	91		19
	LTD Insurance	Long-term disability premium to The Cities Group	398		79
	Unemployment Insurance	Self-funded unemployment based on 1% of salaries	-		131
	EE Benefits Earned	1% contribution for vac, sick, comp, & holiday pay	609		131
		Total Salaries and Benefits	86,870		18,771
	Contract DPW Maint SVS	Portion of MCE contract	118,180		71,610
	Building Security	Gates, fences, doors, locks, for all bldgs	3,500		5,000
	Facility Repair & Maint	Elevator, carpet cleaning, carpentry, electrical, plumbing	6,000		6,000
	Contract Custodial Services	All DPW custodial now covered in building maintenance	15,000		10,000
	Contract Landscape Maint.	Town Center Landscaping	1,200		-
	Contract Inspection & Testing	Comprehensive inspections (3); fire extinguishers, elevator	500		2,500
	Other Contract Services	Facility related studies and repairs	5,000		15,000
	Disaster Preparedness	Generator maintenance	1,000		-
	Safety Supplies & Materials	First Aid kit replenishment	100		100
	Construction Matls	Materials and parts used to build or repair things, including lumber, nails, concrete, asphalt, rock, irrigation parts, etc.	1,500		2,000
	Utilities	Electricity	500		500
	Utilities - Gas	ABAG gas	700		700
	Utilities - Sewer	County of San Mateo	2,150		2,150
	Rent - Mach & Equip	Steam cleaner	525		-
	Building Improvements	3 energy efficient windows for admin/finance	2,300		-
		Replace admin office carpet for safety	3,500		
		Other building improvements	10,000	10,000	
		Exterior painting & deck maint - city manager house	10,000		10,000
	Machinery & Equipment	Replacement of broken machinery/equipment	5,000		5,000
		Total Operations	186,655		130,560
		Total DPW - Building Maintenance	273,525		149,331

Salaries for Public Works Department															
FY 2013															
Job Class	Step @ 04/30/12	Step @ 04/30/12	2013 Salary	Employer PERS	Employee PERS	Medicare	Medical	Dental	Vision	STD	LTD	Life & ADD	Worker's Comp	Uniform	Total
				13.926%	0.07	0.0145					0.735%				
DPW - Engineering 50															
Assistant/Associate Engineer (0.6)	D	53,387	56,621	7,885	3,963	821	11,999	985	108	115	392	65	1,076	-	84,030
Office Specialist (0.5)	D	31,440	31,440	4,378	2,201	456	4,232	821	62	96	231	54	597	-	44,569
	FTE	1.1	88,061	12,263	6,164	1,277	16,231	1,806	170	211	623	119	1,673	-	128,599
DPW - Street Maint 53															
PW Superintendent (0.6)	D	78,428	78,428	10,922	5,490	1,137	11,664	1,037	204	115	476	96	1,491	200	111,260
	FTE	0.6	78,428	10,922	5,490	1,137	11,664	1,037	204	115	476	96	1,491	200	111,260
DPW - Parks Maint 57															
PW Superintendent (0.2)	D	26,143	26,143	3,641	1,830	379	3,888	346	68	38	159	32	496	-	37,019
	FTE	0.2	26,143	3,641	1,830	379	3,888	346	68	38	159	32	496	-	37,019
DPW - Park Program 58															
PW Superintendent (0.1)	D	13,071	13,071	1,820	915	190	1,944	173	34	19	79	16	248	-	18,510
	FTE	0.1	13,071	1,820	915	190	1,944	173	34	19	79	16	248	-	18,510
DPW - Building Maint 59															
PW Superintendent (0.1)	D	13,071	13,071	1,820	915	190	1,944	173	34	19	79	16	248	-	18,510
	FTE	0.1	13,071	1,820	915	190	1,944	173	34	19	79	16	248	-	18,510
Bldg Dept															
Assistant/Associate Engineer (0.4)	D	35,592	37,747	5,257	2,642	547	7,999	657	72	77	262	43	717	-	56,020
Office Specialist (0.5)	D	31,440	31,440	4,378	2,201	456	4,232	821	62	96	231	54	597	-	44,569
	FTE	0.9	67,032	9,635	4,843	1,003	12,231	1,477	134	173	493	98	1,315	-	100,589
Total DPW FTE	3	282,572	287,961	40,101	20,157	4,175	47,903	5,011	643	576	1,970	376	5,471	200	414,486
Summary															
Public Works Superintendent	D	130,713	130,713	18,203	9,150	1,895	19,440	1,728	339	192	794	159	2,484	200	185,298
Assistant/Associate Engineer	D/C	88,979	94,368	13,142	6,606	1,368	19,998	1,642	180	192	654	108	1,793	-	140,051
Office Specialist	D	62,880	62,880	8,757	4,402	912	8,465	1,642	124	192	462	108	1,195	-	89,138
		282,572	287,961	40,101	20,157	4,175	47,903	5,011	643	576	1,970	376	5,471	200	414,486
Note:															
No salary increase budgeted.															
Assistant Engineer reclassified to Assistant/Associate Engineer															

Town of Atherton								
Tennis Fund								
Budget FY 2012-13								
							Increase	
							(Decrease)	
							Over Prior	%
Account	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Adopted Budget 2011-12	Proposed Budget 2012-13	Year Budget	Change
105-00-47027-058	Tennis Classes	3,140	985	1,305	1,000	1,600	600	60.0%
105-00-47026-058	Tennis Keys	8,115	8,075	7,405	6,000	6,700	700	11.7%
105-00-48001-058	Interest Income	633	160	118	100	100	-	0.0%
Total Revenues		11,888	9,220	8,828	7,100	8,400	1,300	18.3%
105-58-50001-000	Regular Salaries	5,396	6,255	6,430	10,699	-	(10,699)	-100.0%
105-58-50005-000	Temporary Help	11,108	4,138	3,123			-	0.0%
105-58-50013-000	EE Benefits Earned		46	62			-	0.0%
105-58-51001-000	Medicare Tax	239	148	137			-	0.0%
105-58-51002-000	Social Security	689	251	197			-	0.0%
105-58-51003-000	PERS Retire Contr-ER	1,075	817	814			-	0.0%
105-58-51004-000	PERS Retire Contr-EE		387	433			-	0.0%
105-58-51007-000	STD Insurance		137	19			-	0.0%
105-58-51008-000	Health Insurance	1,429	1,679	1,845			-	0.0%
105-58-51010-000	Dental Insurance	113	161	163			-	0.0%
105-58-51011-000	Vision Insurance	26	32	31			-	0.0%
105-58-51013-000	Worker's Comp	901	550	108			-	0.0%
105-58-51014-000	Life & ADD Insurance	13	8	11			-	0.0%
105-58-51015-000	LTD Insurance	86	82	47			-	0.0%
105-58-51016-000	State Unemployment Ins		104	96			-	0.0%
Total Salaries & Benefits		21,075	14,794	13,515	10,699	-	(10,699)	-100.0%
105-58-52031-000	Contract Maint Services					5,000	5,000	100.0%
105-58-53003-000	Building Security		1,012	646	500	500	-	0.0%
105-58-53004-000	Facility Repair & Maint					15,000	15,000	100.0%
105-58-54010-000	Other Contract Services	771	472		1,000	-	(1,000)	-100.0%
105-58-55012-000	Construction Materials	3,377		407	1,000	1,500	500	50.0%
105-58-55014-000	Minor Tools & Equip	66					-	0.0%
105-58-55016-000	Other Supplies & Matts	653					-	0.0%
Total Operations		4,868	1,484	1,053	2,500	22,000	19,500	780.0%
Total Expenditures		25,943	16,278	14,568	13,199	22,000	8,801	66.7%
Excess (Deficiency) of Rev Over Exp		(14,054)	(7,058)	(5,741)	(6,099)	(13,600)	(7,501)	123.0%
Transfer In From General Fund						4,853	4,853	100.0%
Beginning Fund Balance		41,699	27,645	20,587	14,846	8,747		
Ending Fund Balance		27,645	20,587	14,846	8,747	0		

		Tennis Fund	
		Fund 105	
			FY 2013
	Account No.	Quantity, brief description and	Proposed
	& Title	justification of items requested	Appropriation
	Contract Maint Service	Potion of MCE contract for cleaning courts	5,000
	Building Security	Re-key tennis court gates	500
	Other Contract Services	Miscellaneous	-
	Construction Materials	Court patching and painting	1,500
	Facility Repair & Maint	Resurface two courts	15,000
		Total Operations	22,000
		Total Tennis Fund	22,000

		Police Grant Fund	
		Fund 209	
			FY 2013
	Account No. & Title	Quantity, brief description and justification of items requested	Proposed Appropriation
	Regular Salaries	Portion of Police Officer salary funded by COPS Grant	100,000

	Library Fund		
	Fund 213		
			FY 2013
	Account No.	Quantity, brief description and	Proposed
	& Title	justification of items requested	Appropriation
	Temporary Help Salaries	Workers to assist with misc projects as needed	500
	Legal Services	Review necessary legal documents	5,000
	Planning Services	Town Planner services for new library	17,000
	Architectural Services	Architectural design services for new library	750,000
	Environmental Consulting	Services related to library EIR	30,000
	Contract Maint Services	MCE contract maint for HVAC, electrical, roof and landscape services, etc.	23,658
	Building Security	Misc locks, etc	500
	Facility Maint and Repair	Scheduled maint and misc repairs as needed	1,500
	HVAC Maint and Repair	Service provided by MCE contract maint	-
	Electrical Maint and Repair	Service provided by MCE contract maint	-
	Roof Maint and Repair	Service provided by MCE contract maint	-
	Contract Custodial Services	Portion of Town janitorial contract	7,500
	Contract Landscape Maint	Service provided by MCE contract maint	-
	Utilities - Electricity	Operating electricity	8,500
	Utilities - Gas	Operating gas	1,500
	Utilities Water	Operating water	3,000
	Utilities - Sewer	Operating sewer	3,500
	Advertising & Noticing	Public Notices, mass mailings, bid noticing for new library bu	10,000
	Contract Pesticid & Fertilizer	Vector control	1,200
	Other Contract Services	Project management services for new library process and design	150,000
	Other Supplies & Materials	As needed/requested	-
	Postage	As needed/requested	2,750
		Total Library	1,016,108

Town of Atherton									
Evan Creative Design (Art Committee) Fund									
Budget FY 2012-13									
								Increase	
								(Decrease)	
		Actual	Actual	Adopted	Revised	Projected	Proposed	Over Prior	%
Account	Description	2009-10	2010-11	Budget	Budget	Actual	Budget	Year Budget	Change
215-00-48001-000	Interest Income	784	745	800	800	500	600	(200)	-25.0%
215-00-48501-000	Donations/Contributions	(275)	190	100	100	148	200	100	100.0%
Total Revenues		509	935	900	900	648	800	(100)	-11.1%
215-30-50005-000	Temporary Help	1,101	511	400	400	-	500	100	25.0%
215-30-53024-000	Advertising/Noticing	657	697	700	700	535	150	(550)	-78.6%
215-30-53033-000	Rent - Mach & Equip		293	300	300	-	-	(300)	-100.0%
215-30-54007-000	Membership Dues	65	65	65	65	65	65	-	0.0%
215-30-54010-000	Other Contract Services	3,137	919	1,000	10,400	10,433	11,800	1,400	13.5%
215-30-54027-000	Sponsorship/Contribution		8,150	5,100	5,100	5,250	500	(4,600)	-90.2%
215-30-55002-000	Office Supplies	4,311		800	800	957	1,300	500	62.5%
215-30-55016-000	Other Supplies & Materials	153	1,106					-	0.0%
215-30-55017-000	Postage	544	74	200	200	200	100	(100)	-50.0%
215-30-57002-000	Building Improvements							-	0.0%
215-30-57010-000	Misc. Capital Outlay							-	0.0%
Total Expenditures		9,968	11,814	8,565	17,965	17,440	14,415	(3,550)	-19.8%
Excess (Deficiency) of Rev Over Exp		(9,458)	(10,879)	(7,665)	(12,365)	(12,365)	(13,615)	(2,736)	22.1%
Beginning Fund Balance		116,166	106,708	95,829	95,829	95,829	83,464		
Ending Fund Balance		106,708	95,829	88,164	83,464	83,464	69,849		

		Evan Creative Design Fund		
		Fund 215		
			FY 2012	FY 2013
		Quantity, brief description and justification	Revised	Proposed
	& Title		Appropriation	Appropriation
	Other Contract Services	Two family musical events in Holbrook Palmer Park planned for FY 2012-2013.	10,400	11,800
		Last year the AAC Board voted to have the first Family concert in the Park. The July 7th event was a huge success with over 250 attending. Families picnic on the lawn as they listened to the Band, and the children were thrilled to play their toy guitars with the band. It was such a delightful event that the Committee planned two concerts for this summer FY 2012 and plan to continue two concerts for FY 2013 as well.		

Town of Atherton							
Equipment Replacement Fund							
Budget 2012-2013							
						Increase (Decrease)	
		Actual	Adopted Budget	Revised Budget	Recommended Budget	Over Prior Year Budet	% Change
Account	Description	2010-11	2011-12	2011-12	2012-13		
610-00-48001-000	Interest on Investments	3,177	3,000	2,500	2,500	-	0.0%
610-00-47509-018	Equip Replace Charges - Finance	10,000	10,000	10,000	10,000	-	0.0%
610-00-47509-025	Equip Replace Charges - Building	10,000	10,000	10,000	10,000	-	0.0%
610-00-47509-040	Equip Replace Charges - Police	54,000	54,000	62,800	62,800	-	0.0%
610-00-47509-053	Equip Replace Charges - DPW Street Maint	17,361	17,361	3,000	3,000	-	0.0%
610-00-47509-057	Equip Replace Charges - DPW Park Maint	2,531	2,531			-	0.0%
	Sale of Property				15,000	15,000	100.0%
	Property Damage Reimbursement	42,439				-	0.0%
	Total Revenues	139,508	96,892	88,300	103,300	15,000	17.0%
	Disaster Preparedness Equipment						
	Depreciation	110,399					
610-18-57006-018	Computer Software	25,905	24,330	24,330	24,330	-	0.0%
610-12-57007-012	Office Equip	300	60,000	60,000	60,000	-	0.0%
	Vehicles & Accessories	70,937		114,000	100,000	(14,000)	-12.3%
	Assets Capitalized	(148,758)		(47,000)		47,000	-100.0%
	Total Expenditures	58,783	84,330	151,330	184,330	33,000	21.8%
	Excess (Deficiency) of Revenues Over Expenditures	80,725	12,562	(63,030)	(81,030)	(18,000)	28.6%
	Beginning Unrestricted Net Assets	349,928	430,653	430,653	367,623		
	Ending Unrestricted Net Assets	430,653	443,215	367,623	286,593		

Equipment Replacement Fund			
		Fund 610	
			FY 2013
Account No. & Title	Quantity, brief description and justification of items requested		Recommended Appropriation
Vehicle Expense	See Police Department Supplemental Requests		100,000
Office Equip	Replace Phone System (budget carryover from FY 2012)		60,000
Computer Software	Springbrook licensing (5 of 5)		24,330
		Total	184,330

Town of Atherton								
Workers' Compensation Fund								
Budget 2012-2013								
					Revised	Recommended	Increase	
					Budget	Budget	(Decrease)	
Account	Description	Actual	Actual	Actual	Budget	Budget	Over Prior	%
		2008-09	2009-10	2010-11	2011-12	2012-13	Year Budget	Change
614-00-47503-000	Charges for Services	169,527			-	-	-	0.0%
614-00-47503-012	Charges for Services - Admin Dept		760	572	2,115	6,057	3,942	186.4%
614-00-47503-018	Charges for Services - Finance Dept		419	517	5,959	5,007	(952)	-16.0%
614-00-47503-025	Charges for Services - Building Dept		26,732	802	3,102	597	(2,505)	-80.8%
614-00-47503-040	Charges for Services - Police Dept		88,837	33,408	42,571	43,226	655	1.5%
614-00-47503-050	Charges for Services - DPW Engineering		3,682	1,113	2,958	1,673	(1,285)	-43.4%
614-00-47503-053	Charges for Services - DPW Street Maint		14,621	2,230	2,421	1,491	(930)	-38.4%
614-00-47503-057	Charges for Services - DPW Park Maint		7,931	1,677	1,422	496	(926)	-65.1%
614-00-47503-058	Charges for Services - DPW Park Prog		5,477	1,448	288	248	(40)	-13.9%
614-00-47503-059	Charges for Services - DPW Building Maint		4,789	681	1,157	248	(909)	-78.6%
614-00-48001-000	Interest on Investments	4,929	3,107	3,473	3,500	3,500	-	0.0%
	Total Revenues	174,457	156,355	45,920	65,493	62,543	(2,950)	-4.5%
614-30-51013-000	Worker's Comp Expense	19,770	26,361	142,147	154,000	154,000	-	0.0%
614-30-51017-000	Safety/Compliance Program Assessment	1,285	7,386	6,885	10,000	10,000	-	0.0%
	Other Contract Services	3,500						
	Total Expenditures	24,555	33,747	149,033	164,000	164,000	-	0.0%
	Net	149,901	122,608	(103,112)	(98,507)	(101,457)	(2,950)	3.0%

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

	General Liability Fund		
	Fund 615		
			FY 2013
	Account No. & Title	Quantity, brief description and justification of items requested	Recommended Appropriations
	Liability Insurance	Premium to ABAG	164,777
	Employment Practice	Premium to Alliant	36,000
	Claim Expense	SIR (self insured retention)	100,000
		Total	300,777

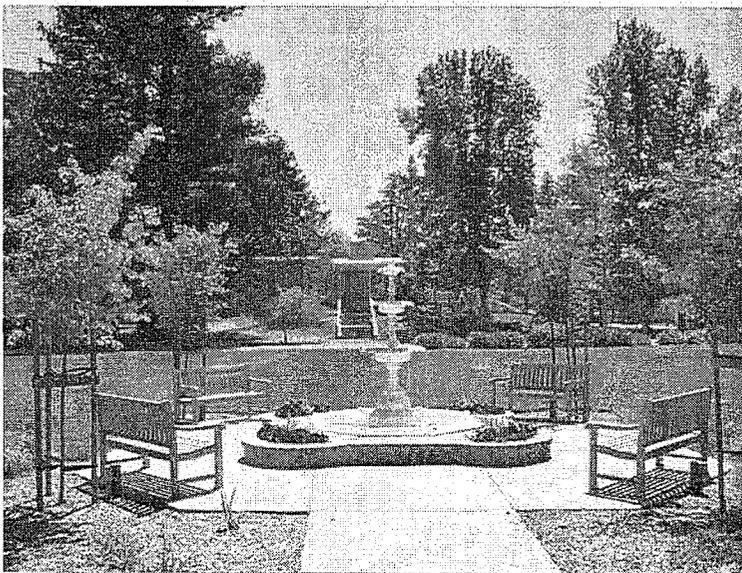
Town of Atherton							
Employee Benefits Fund 616							
Budget 2012-2013							
						Increase	
						(Decrease)	
						Over Prior	
Account	Description	Actual 2009-10	Actual 2010-11	Revised Budget 2011-12	Recommended Budget 2012-13	Year Budget	% Change
616-00-47506-012	GASB 45 ARC - Admin	91,898	95,713	66,444	71,793	5,349	8.1%
616-00-47506-018	GASB 45 ARC - Finance	44,994	48,607	32,368	62,743	30,375	93.8%
616-00-47506-025	GASB 45 ARC - Building	110,410	119,276	66,761	72,135	5,374	8.0%
616-00-47506-040	GASB 45 ARC - Police	401,099	424,627	458,746	495,676	36,930	8.1%
616-00-47506-050	GASB 45 ARC - DPW Engineering	54,292	58,587	63,295	68,391	5,096	8.1%
616-00-47506-053	GASB 45 ARC - DPW Street Maint	68,791	85,174	69,222	74,794	5,572	8.0%
616-00-47506-057	GASB 45 ARC - DPW Park Maint	11,077	11,390	4,318	4,666	348	8.1%
616-00-47506-058	GASB 45 ARC - DPW Park Program	30,646	35,073	16,157	17,458	1,301	8.1%
616-00-47507-012	EE Benefits Earned - Admin	4,551	2,410	1,103	3,188	2,085	189.0%
616-00-47507-018	EE Benefits Earned - Finance	2,477	2,431	3,136	2,869	(267)	-8.5%
616-00-47507-025	EE Benefits Earned - Building	6,048	5,325	1,633	314	(1,319)	-80.8%
616-00-47507-040	EE Benefits Earned - Police	43,338	44,030	50,720	51,595	875	1.7%
616-00-47507-050	EE Benefits Earned - DPW Engineering	2,934	2,939	1,557	881	(676)	-43.4%
616-00-47507-053	EE Benefits Earned - DPW Street Maint	2,650	2,337	1,274	784	(490)	-38.5%
616-00-47507-057	EE Benefits Earned - DPW Park Maint	1,298	1,752	748	261	(487)	-65.1%
616-00-47507-058	EE Benefits Earned - DPW Park Program	1,183	1,237	152	131	(21)	-13.8%
616-00-47507-059	EE Benefits Earned - DPW Bldg Maint	1,123	1,151	609	131	(478)	-78.5%
616-00-47508-012	Unemploy Benefits - Admin	4,630	2,754	20,250	10,388	(9,862)	-48.7%
616-00-47508-018	Unemploy Benefits - Finance	2,570	2,475	12,150	2,869	(9,281)	-76.4%
616-00-47508-025	Unemploy Benefits - Building	6,352	5,886	60,750	25,627	(35,123)	-57.8%
616-00-47508-040	Unemploy Benefits - Police	28,782	28,093	25,960	26,415	455	1.8%
616-00-47508-050	Unemploy Benefits - DPW Engineering	3,037	3,131	1,557	881	(676)	-43.4%
616-00-47508-053	Unemploy Benefits - DPW Street Maint	2,972	2,689	60,750	7,405	(53,345)	-87.8%
616-00-47508-057	Unemploy Benefits - DPW Park Maint	1,596	1,891	20,250	11,511	(8,739)	-43.2%
616-00-47508-058	Unemploy Benefits - DPW Park Program	1,882	2,204	20,250	5,981	(14,269)	-70.5%
616-00-47508-059	Unemploy Benefits - DPW Building Maint	1,174	1,243	-	131	131	100.0%
616-00-48001-000	Interest on Investments	2,244	8,948	4,500	4,500	-	0.0%
Total Revenues		934,049	1,001,373	1,064,660	1,023,518	(41,142)	-3.9%
616-xx-51009-xxx	Retiree Health-Care	173,520				-	0.0%
616-12-51009-012	Retiree Health-Care (Admin)		40,174	45,360	49,675	4,315	9.5%
616-18-51009-018	Retiree Health-Care (Finance)		6,996	8,106	27,769	19,663	242.6%
616-25-51009-025	Retiree Health-Care (Building)		16,997	23,787	33,520	9,733	40.9%
616-50-51009-050	Retiree Health-Care (Police)		142,778	161,362	234,885	73,523	45.6%
616-57-51009-057	Retiree Health-Care (Engineering)		10,359	9,247	18,623	9,376	101.4%
616-12-51009-017	Retiree Health-Care (Street Maint)		6,990	42,136	53,080	10,944	26.0%
616-57-51009-057	Retiree Health-Care (Park Program)		4,408	4,198	4,046	(152)	-3.6%
616-12-51009-018	Retiree Health-Care (Park Program)			8,117	4,259	(3,858)	-47.5%
616-xx-51016-xxx	Unemployment Insurance	19,776		234,000	115,000	(119,000)	-50.9%
616-40-51016-040	Unemployment Insurance (Police)		1,992			-	0.0%
616-58-51016-058	Unemployment Insurance (Park Program)		139			-	0.0%
Total Expenditures		193,296	230,833	536,313	540,857	4,544	0.8%
Net		740,753	770,540	528,347	482,661	(45,686)	-8.6%

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

Town of Atherton

Capital Improvement Program

FY 2012/13 -2016/17



Road Rehabilitation

Traffic Safety

Street Lights Replacement

Bike/Pedestrian Improvements

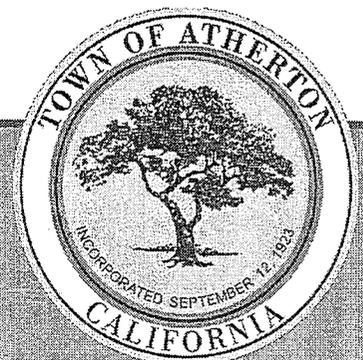
Road Drainage Improvements

Parks Masterplan

Accessibility Improvements

Facilities Enhancements

Town of Atherton
Public Works Department
91 Ashfield Road
Atherton, CA 94027
www.ci.atherton.ca.us





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

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

**Section I:
Introduction**



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

I. INTRODUCTION

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

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

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

The CIP projects were selected on the following factors:

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

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



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

Document Organization

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

As such this CIP is organized into three parts.

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



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

**Section II:
Funding Sources**



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

II. FUNDING SOURCES AND REVENUES

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

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

General Fund

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

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

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



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

Measure S (Special Parcel Tax)

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

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

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

Measure A

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

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

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



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

Measure M

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

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

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

Surface Transportation Program (STP)

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

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

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



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

Association of Bay Area Governments (ABAG)

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

Gas Tax

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

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

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

Road Construction Impact Fee

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

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



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

Atherton Library Fund

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

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

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

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

Atherton Channel Fund

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



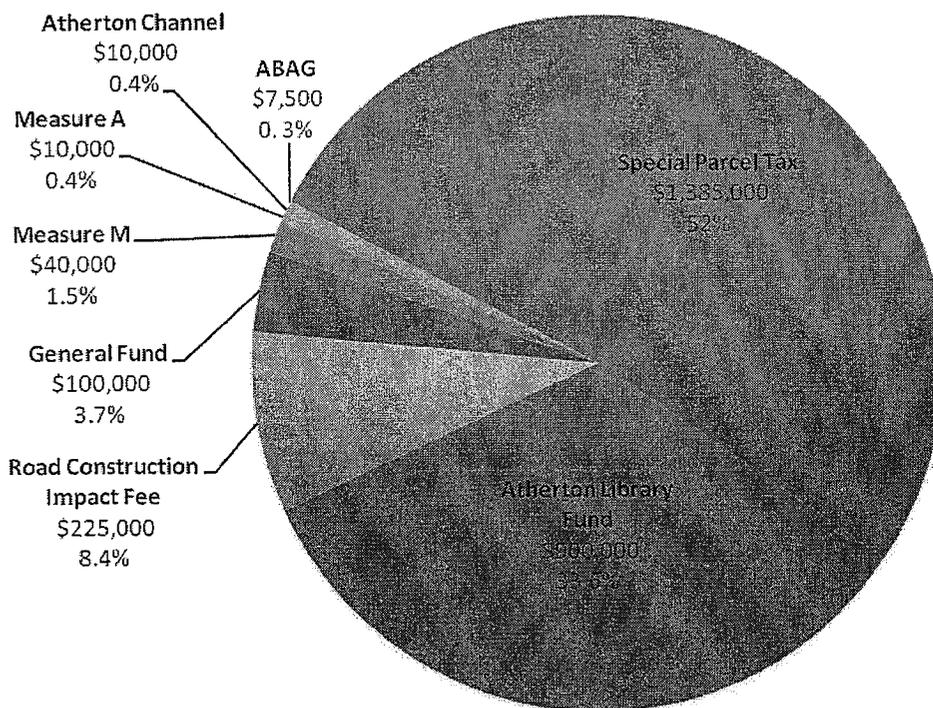
Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Revenue Sources in FY 12/13

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

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

**Funding Revenue Sources
Fiscal Year 12/13**





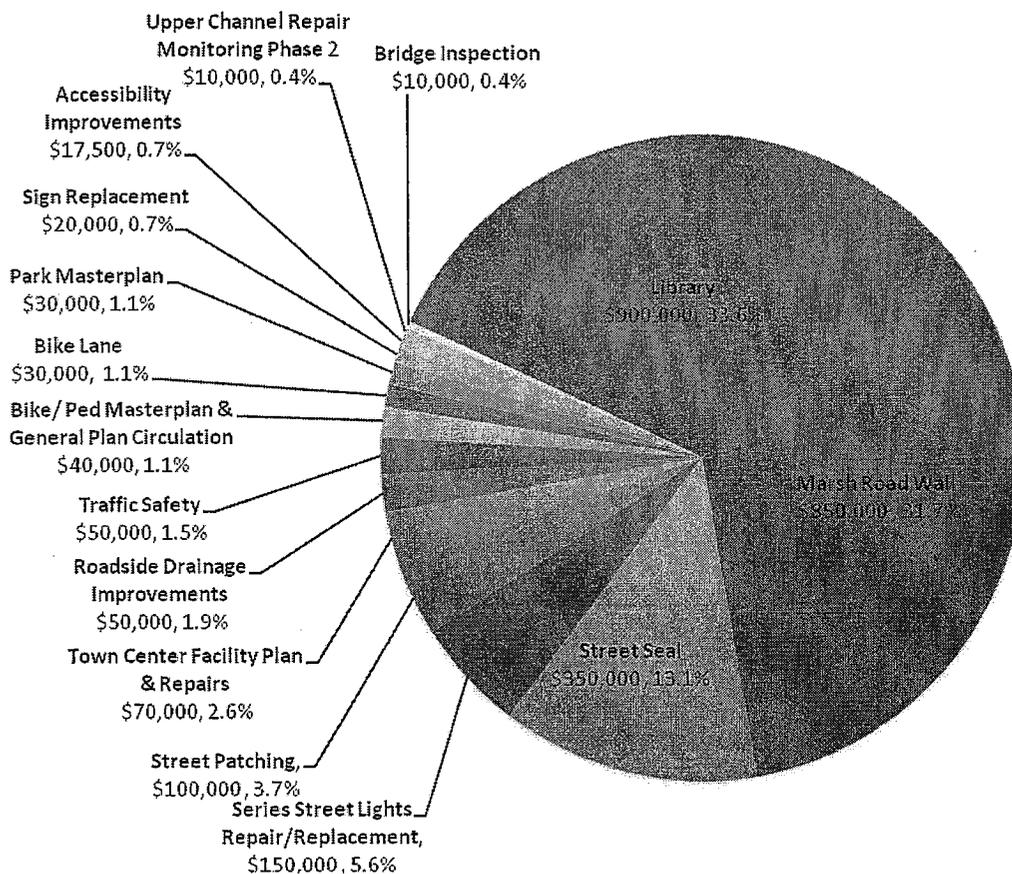
Capital Improvement Program Fiscal Years 2012/13 through 2016/17

Capital Program Expenditures for FY 12/13

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

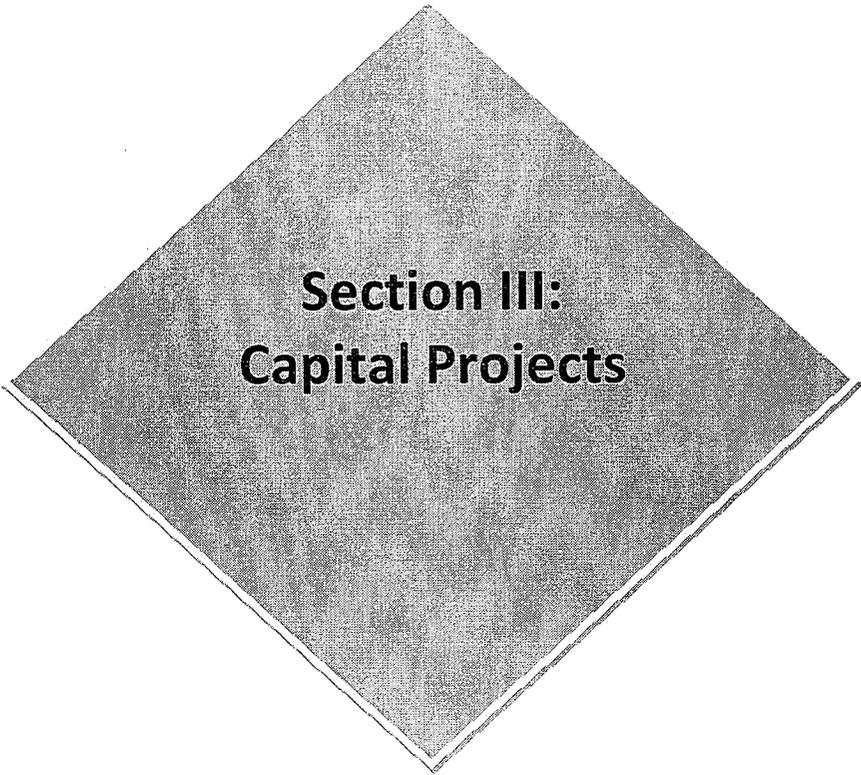
The majority of the anticipated program expenditures related to the development and construction of the Atherton Library, Marsh Road Wall, and maintaining the Town streets and roadways. These project expenditures, in addition to other capital projects are identified in the chart below.

**Projected Budget Expenditures
Fiscal Year 12/13**





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



**Section III:
Capital Projects**



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

Project Name: Roadside Drainage Improvements

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

Funding Plan and Project Costs

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



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

Project Name: Marsh Road Retaining Wall Project

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

Funding Plan and Project Costs

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



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

Project Name: Series Street Light Replacement

Project Description: The Town still has several isolated locations that are using an antiquated and unsafe street lighting system; namely series street lighting. Staff proposes to have a plan engineered to identify these locations, and fund a replacement program to upgrade these systems to provide a safe, modern, and energy efficient system.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Special Parcel Tax	\$150,000	-	-	-	-	\$ 150,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$150,000	-	-	-	-	\$ 150,000



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

Project Name: Street Sign Replacement

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

Funding Plan and Project Costs

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



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

Project Name: Traffic Safety

Project Description: This program provides funding to install necessary traffic control measures to improve vehicular, pedestrian, and bicycle safety. This program will also provide funding for data collection and studies such as traffic counts, speed surveys, and traffic signal warrant studies.

Funding Plan and Project Costs

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



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

Project Name: Bike Lane (thermoplastic)

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

Funding Plan and Project Costs

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



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

Project Name: Accessibility Improvements

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

Funding Plan and Project Costs

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



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

Project Name: Street Patching

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

Funding Plan and Project Costs

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



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

Project Name: Street Seal

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

Funding Plan and Project Costs

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



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

Project Name: Bridge Inspection Program

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

Funding Plan and Project Costs

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



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

Project Name: Atherton Ave / Middlefield Road / Fair Oaks Lane Resurfacing

Project Description: Atherton Ave / Middlefield Road / Fair Oaks Lane will be included in the upcoming federal Surface Transportation Program (STP) funding cycle. This project will provide pavement resurfacing that will extend the life cycle of our major streets. This project will include patching failed pavement sections by digging out, re-compacting, and patching isolated pavement failures, crack sealing, sealing the roadway with either a slurry or cape seal (chips sealed by a slurry seal), and installing pavement markings.

Funding Plan and Project Costs

Funding Source	12/13	13/14	14/15	15/16	16/17	Totals
Road Construction Impact Fee	-	\$ 150,000	-	-	-	\$ 150,000
Surface Transportation Program	-	\$ 350,000	-	-	-	\$ 350,000
	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	-	\$ 500,000	-	-	-	\$ 500,000



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

Project Name: Upper Atherton Channel Phase 2

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

Funding Plan and Project Costs

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



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

Project Name: Atherton Library

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

Funding Plan and Project Costs

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



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

Project Name: Bike/Pedestrian Masterplan

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

Funding Plan and Project Costs

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



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

Project Name: Town Center Facilities Plan and Repairs

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

Funding Plan and Project Costs

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



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

Project Name: Park Masterplan

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

Funding Plan and Project Costs

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



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: THERESA N. DELLASANTA, INTERIM CITY MANAGER

DATE: FOR THE MEETING OF JUNE 20, 2012

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

RECOMMENDATION:

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

INTRODUCTION:

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

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

Attached is the finalized resolution governing town committees and commissions.

RESOLUTION 12-XX

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

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

Section 1. Establishment of Committees.

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

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

Section 2. Committee and Commission Principles and Rules of Procedure

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Members who intend to be absent from a meeting shall alert the chairperson and/or staff person assigned. The Chairperson shall state during the meeting, under roll call whether the member is excused (notification was given) or absent (no notification was given). Unexcused absences of members, other than City Council Members, from two or more consecutively scheduled meetings shall result in the automatic vacation of the member’s office.

Chairperson and Staff: Each committee or commission shall have a Chairperson. The Committee shall select their Chair on an annual basis in February. The Department assigned to the committee shall have the authority to appoint staff member(s) to serve Town committees and commissions. Any requests by a committee or commission for staff work, information, or assistance from Town staff shall be made to the City Manager.

Section 4: Funding for Committees and Commissions.

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

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

1. Arts Committee.

The Arts Committee shall have the following powers and duties:

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

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

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

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

2. Audit/Finance Committee

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

- a. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to Town finances;
- b. Consult with the City Manager on matters pertaining to the budget, capital spending plan and the long range financial plan for the Town;
- c. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to the Town's annual audit;
- d. Provide oversight of the annual audit and present and explain the audit to the City Council with recommendations as to acceptance;

- e. Advise City Council regarding appointment of outside auditors for annual audit;
- f. Review proposed audit scope with outside auditors prior to commencement of annual audit.

The Finance Committee shall have the following composition and terms:

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

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

3. Environmental Programs Committee.

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

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

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

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

4. Library Building Steering Committee

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

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

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

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

5. Park and Recreation Commission.

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

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

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

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

6. Rail Committee.

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

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

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

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

In addition to other members, persons appointed to the Atherton Rail Committee may be appointed to represent and further the interests of Atherton homeowners and particularly those

with properties on and along the Caltrain right-of-way. This declaration is made with specific recognition of the provisions of 2 California Code of Regulations Section 18707.4.

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

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

7. Town Center Task Force.

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

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

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

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

8. Transportation Committee.

The Transportation Committee shall have the following powers and duties:

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

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

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

Section 6. Advice.

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

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

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

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

William R. Widmer, MAYOR
Town of Atherton

ATTEST:

Theresa DellaSanta, City Clerk

APPROVED AS TO FORM:

William B. Conners, City Attorney

RAIL RELATED POLICY POSITIONS ADOPTED BY THE TOWN OF ATHERTON

A. HIGH-SPEED RAIL (HSR)

Legislative

- In 2008, the Town voters decided against Prop. 1A which authorized the HSR project
- Town Resolutions, passed unanimously by the Council, oppose the HSR project, including the Program Environmental Impact Report (EIR), Business Plan and use of the rail corridor by HSR
- The Town has joined with other Peninsula cities as a member of the Peninsula Cities Consortium (PCC) to promote a unified response to HSR and other rail matters
- Conditions that must be met, if the HSR project continues, before the Legislature approves the use of Prop 1A bond funds to implement the project:
 - a. Independent Ridership Survey reporting directly to the Legislature
 - b. Independent Verification of Sources claiming HSR projects have resulted in profitable operations
 - c. Business Plan deemed “investment grade and acceptable,” by the following:
 - State Auditor, Legislative Analyst Office and Peer Review Group
 - d. Completion of the environmental studies and reporting process for certifying the program and Project EIRs, without resorting to “streamlining” or shortcutting the process, in any manner
- Support legislation to delay, hinder or halt the implementation of Prop 1A which town residents and Council voted to oppose (examples-AB 1455 (Harkey) and SB 985 (LaMalfa))

Litigation

- Town of Atherton has taken the position to use all legal means to delay, hinder or halt the implementation of Prop 1A which town residents and Council voted to oppose
- Atherton joined other agencies in litigation against HSR’s Program EIR recognizing certain legal environmental requirements were not being met and faulty information used in the environmental analysis led to incorrect conclusions (example – Ridership study forecasts)

Lobbying

- The Council has engaged a professional lobbyist, in conjunction with other cities, to represent the city’s position on HSR matters
- The Council encourages the efforts of rail committee members to advocate on behalf of Atherton within approved Rail Policies

B. RAIL CORRIDOR AND CALTRAIN

Rail Service

- Atherton was one of the earliest train stops on the rail corridor between San Francisco and San Jose. Families, and later commuters, used the Atherton station for rail service to and from ‘The City’ for over 100 years. Lloyd Park was developed for residents desiring easy access to public transportation provided by the train
- Atherton residents were very instrumental in the formation of the Joint Powers Board (JPB) and the purchase of the Southern Pacific right-of-way (ROW) by San Francisco, San Mateo and Santa Clara counties
- Up to (year?) Atherton received weekday and weekend rail service from Caltrain until it declared its first “fiscal emergency”
- Citing fiscal emergency reasons for reducing costs, including station stops, the number of weekday rail stops in Atherton were reduced to zero while weekend service is still being provided
- Atherton is the only city on the Caltrain line that receives no weekday train service
- The Town deserves the restoration of train service on the basis of “geographical fairness” and being treated equitably in being provided with weekday rail service
- Caltrain must complete the capitol project to remove the “hold-out station” designation for Atherton, including the engineering and construction to allow a passing train to pass a stationary train at the station

Electrification

- The current Caltrain electrification Draft EIR is out of date and must be updated and re-circulated
- The Town is opposed to the Memorandum of Understanding (MOU) between Caltrain, HSR, Metropolitan Transportation Commission (MTC) and other transit agencies which provides funding for electrification of Caltrain in exchange for allowing HSR to eventually use the rail corridor
- In the event that the HSR project is not implemented, Caltrain will have to seek other means to upgrade its system
- Caltrain should investigate alternatives to electrification, such as DMU’s which could be implemented at much lower capital costs while providing equal environmental and operational benefits or better

Caltrain and JPB

- Correct capital and operational funding formula to reflect current user information and for a more equitable sharing between San Francisco, San Mateo and Santa Clara Counties
- Initiate a study to consolidate Caltrain with Capitol Corridor system to create a more efficient system through the reduction of duplicate overhead and achieving greater economy of scale in operations and capital usage. Also, provide permanent funding mechanism for Caltrain through direct state funding
- Creation of an Advisory Council composed of city representatives to create a more effective planning and working environment for Caltrain’s future

Town Priorities Regarding Caltrain Line

- Restoration of weekday service
- Delay, hinder or halt the eventual use of the rail corridor by HSR, including undoing the MOU's between Caltrain and HSR
- Ensure any long term corridor rail plan limits two tracks through Atherton
- Modernization of rail system must minimize and fully mitigate any environmental impact on the Town
- Implementation of a Quiet Zone within and on the Town's border areas
- The addition of quad gates at the Watkins Avenue crossing facilitates qualifying for meeting Quiet Zone regulations
- Monitor Dumbarton Corridor developments
- Monitor Union Pacific service and relationship with Caltrain



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF JUNE 20, 2012

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

RECOMMENDATION

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

DISCUSSION

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

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

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

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

FISCAL IMPACT

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

Approved:

Theresa DellaSanta
Interim City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF JUNE 20, 2012

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

RECOMMENDATION

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

DISCUSSION

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

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

FISCAL IMPACT

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

Approved:

Theresa DellaSanta
Interim City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: THERESA N. DELLASANTA, INTERIM CITY MANAGER

DATE: FOR THE MEETING OF JUNE 20, 2012

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

RECOMMENDATION:

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

INTRODUCTION:

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

ANALYSIS:

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

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

FISCAL IMPACT:

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

Attachment: Resolution 12-xx

RESOLUTION NO. 12-xx

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

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

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

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

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

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

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

* * * * *

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

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

William R. Widmer,
Mayor

ATTEST:

Theresa N. DellaSanta
Deputy City Clerk

APPROVED AS TO FORM:

William B. Conners,
City Attorney



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: THERESA N. DELLASANTA, INTERIM CITY MANAGER

DATE: FOR THE MEETING OF JUNE 20, 2012

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

RECOMMENDATION:

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

INTRODUCTION:

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

ANALYSIS:

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

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

FISCAL IMPACT:

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

Attachment: Resolution 12-xx

RESOLUTION NO. 12-xx

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

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

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

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

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

* * * * *

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

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

ATTEST:

William R. Widmer, MAYOR

Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

William B. Connors, City Attorney



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: DEBRA AUKER, INTERIM FINANCE DIRECTOR

DATE: FOR THE MEETING OF JUNE 20, 2012

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

RECOMMENDATION

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

DISCUSSION

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

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

FISCAL IMPACT

None

Approved by:

Theresa DellaSanta, Interim City Manager

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

RESOLUTION NO.

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

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

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

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

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

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

* * * * *

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

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

William R. Widmer, MAYOR
Town of Atherton

ATTEST:

Theresa N. DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

William Conners, City Attorney

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

Schedule 1: Calculation of Spending Limit

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

Adjustment Factors:

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

Total Adjustment (Percent) 4.79%

Total Adjustment (Dollars) 363,944

Other Adjustments:

Parcel Tax Adjustment (+) 2,797,500

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

Schedule 2: Appropriations Compared to Limit

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

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

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

June, 2012

Council report from Vice Mayor Lewis

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

Attended:

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

June 6 SF Airport Roundtable meeting

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