



Amended AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL DRAINAGE
DISTRICT
April 30, 2012
1:30 P.M.
Town Council Chambers
94 Ashfield Road
Atherton, California
Special Meeting

**Vice Mayor Lewis will be attending the meeting telephonically from the following location:
110 Sherwood Drive
Santa Rosa, CA 95405**

PLEDGE OF ALLEGIANCE

1:30 P.M. ROLL CALL Widmer, Lewis, Dobbie, McKeithen, Carlson

1:31 P.M. PUBLIC COMMENTS

PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS

1:35 P.M. CLOSED SESSION

A. 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

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

RECONVENE TO OPEN SESSION

Report of action taken.

2:00 P.M. REGULAR

- 1. FISCAL YEAR 2012-13 SECOND BUDGET STUDY SESSION:
Review and finalize summary of goals, Presentation of preliminary revenue projections, Discuss capital improvement plan
Report: Interim City Manager Theresa DellaSanta**

4:00 P.M. ADJOURN

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



Town of Atherton

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 APRIL 30, 2012

SUBJECT: COUNCIL BUDGET STUDY SESSION – FY 2012-2013 BUDGET

RECOMMENDATION

Provide comments to staff related to the following:

1. Approval of Council Goals for FY 2012-2013 Budget
2. Review of projects in the Capital Improvement Program (CIP) for the fiscal years 2012-2017
3. Review of the Estimated General Fund Revenues for FY 2012-2013

BACKGROUND

The Council held the first Budget Study Session on March 27, 2012 to review Town service levels and develop Council goals for the FY 2012-2013 Budget. This second study session will allow the Council to finalize the goals, as well as review the capital improvement program and General Fund revenue estimates. The complete Town Operating and CIP Budget will be introduced at the May 16, 2012 Regular Council Meeting and approved at the June 20, 2012 Regular Council Meeting.

DISCUSSION

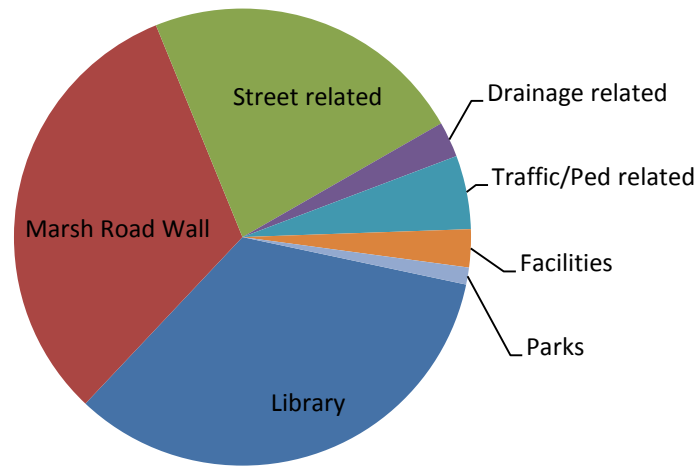
Council Goals – Based of the discussion and feedback from the Council at the March Budget Study Session, staff has summarized the Council Goals for the FY 2012-2013 Budget as follows and as detailed in Attachment 1.

COUNCIL GOALS – FY 2012-2013

Community Safety	<ul style="list-style-type: none">• Traffic Safety• Safety Education and Outreach• Protection of Life and Property
Financial Stability	<ul style="list-style-type: none">• Long Range Planning• Financial Policies• Minimize Costs• Maximize Revenue
Organizational Development	<ul style="list-style-type: none">• Innovations and Efficiency Improvements• Employee Relations and Management
Land Use and Planning	<ul style="list-style-type: none">• Protect Community Character
Town Facilities and Infrastructure	<ul style="list-style-type: none">• Facilities• Technology• Streets and Roads

Capital Improvement Program – Staff has developed a Five-Year Capital Improvement Program to be presented at the Budget Study Session for Council review. The total five-year program is for \$12.7 million, with \$2.68 million forecast for FY 2012-2013. The detailed projects are listed at Attachment 2. Below is a summary of the major areas covered in the FY 2012-2013 CIP.

CIP FY 2012-2013



General Fund Revenue - The overall General Fund operating revenue for FY 2013 is projected to be \$10,109,617, which is just less than one percent greater than the revised revenue budget for FY 2012. The table below summarizes the preliminary revenue estimates for FY 2012-2013. Staff will present detailed revenue projections at the study session.

Description	Amended Budget FY 2012	Estimated FY 2013	Percent Change
Revenues			
Property Tax	\$ 6,859,500	\$ 6,967,000	1.6%
Building Revenue	1,285,500	1,309,800	1.9%
Franchise Tax	717,500	730,500	1.8%
Sales & Use Tax	250,500	204,400	-18.4%
PW Encroachment	158,000	163,000	3.2%
Business License	160,000	160,000	0.0%
Zoning & Planning Fees	150,000	153,000	2.0%
All Other Revenue	440,567	421,917	-4.2%
	\$10,021,567	\$10,109,617	0.9%

Prepared by:

Approved by:

Debra Auker
Interim Finance Director

Theresa DellaSanta
Interim City Manager

Attachments:

1. Council Goals for FY 2012-2013
2. Draft Five-Year CIP Project List

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. Work with local schools to promote traffic safety
	Safety Education and Outreach	<ol style="list-style-type: none"> 6. Enhance neighborhood awareness 7. Expand community outreach to new residents 8. Formalize Disaster Service Worker and Disaster Council 9. Educate residents to expand alarm monitoring services 10. Continue DARE Program
	Protection of Life and Property	<ol style="list-style-type: none"> 11. Maintain emergency response times 12. Expand crime prevention and suppression efforts
FINANCIAL STABILITY		
	Long Range Planning	<ol style="list-style-type: none"> 13. Develop a balanced General Fund budget 14. Update the Five-year General Fund Financial Forecast
	Financial Policies	<ol style="list-style-type: none"> 15. Implement sound risk management policies and procedures 16. Create policy for reviewing disbursements 17. Recommend improvements to internal procedures
	Minimize Costs without Negative Impacts to Service Goals	<ol style="list-style-type: none"> 18. Negotiate affordable compensation packages for employees and contractors 19. Determine if payoff of PERS Side funds would benefit the Town financially 20. Continue to explore shared services 21. Analyze police overtime as related to appropriate staffing levels
	Maximize	<ol style="list-style-type: none"> 22. Establish strategy for revenue enhancements

	Revenue	<ul style="list-style-type: none"> 23. Improve understanding of revenue sources and proper collection of revenues 24. Update Master Fee Schedule and Cost Allocation Plan 25. Seek grants
ORGANIZATIONAL DEVELOPMENT		
	Innovations and Efficiency Improvements	<ul style="list-style-type: none"> 26. Update Atherton Municipal Code: 27. Research conversion to a charter city 28. Implement best practices where practical 29. Comprehensive records management system 30. Provide training for high quality customer service
	Employee Relations and Management	<ul style="list-style-type: none"> 31. Confirm Town staffing needs and organizational structure 32. Hire permanent staff for the positions of Finance Director, Police Chief and Public Works Director 33. Improvements to Committee/Commission communication and procedures 34. Update Council policies and procedures 35. 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"> 36. High Speed Rail involvement 37. General Plan Update: Circulation element and items mandated by law 38. Revise Town Grading and Drainage Standards 39. Promote environmental awareness 40. Educate residents and builders about the Green Building Ordinance 41. Expand code enforcement services 42. Develop standards for tree protection during construction 43. Update Park Master Plan 44. Effectively advocate for appropriate mitigation measures from new development 45. Greater participation in JPA and regional organizations 46. Continue to enhance customer service related to development projects

TOWN FACILITIES AND INFRASTRUCTURE

	Facilities	<p>47. Develop short and long range facility repair and replacement plans for Police, Permit Center, Library, Council Chambers and Town Administration</p> <p>48. Facilitate and support Town Center Task Force</p> <p>49. New Library: process entitlements, direct design, and manage construction</p> <p>50. Knox Preschool - Determine condition of existing facilities</p>
	Technology	<p>51. Automated on-line website capabilities for Building Department Services</p> <p>52. Improvements to Town website</p> <p>53. Improve technology at Town facilities-paperless systems, council meeting communications</p> <p>54. Replace or update Town's phone system</p> <p>55. Upgrade Spring brook financial software</p>
	Streets and Roads	<p>56. Identify necessary repairs and phasing for Atherton Channel along Marsh Road</p> <p>57. Develop and implement street maintenance strategy to maintain the overall Pavement Condition Index above 75</p> <p>58. Identify low cost, environmentally sensitive solutions to improve residential street drainage</p> <p>59. Participate in the development of solutions for regional flood control issues impacting Atherton</p>

Town of Atherton: Draft 5-Year CIP Project List

Revised April 26, 2012

	Year 1 Forecast 2012/13	Year 2 Forecast 2013/2014	Year 3 Forecast 2014/2015	Year 4 Forecast 2015/2016	Year 5 Forecast 2016/2017	Five - Year Total
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Roadside Drainage Improvements

<i>Special Parcel Tax</i>	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
TOTAL	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Marsh Road Wall

<i>Special Parcel Tax</i>	\$ 850,000	\$ 800,000	\$ 550,000			\$ 2,200,000
<i>Roadway Construction Impact fee</i>			\$ 156,604			\$ 156,604
<i>Measure A</i>			\$ 93,396			\$ 93,396
TOTAL	\$ 850,000	\$ 800,000	\$ 800,000	\$ -	\$ -	\$ 2,200,000
			\$ -			

Series Street Lights Repair/Replacement

<i>Special Parcel Tax</i>	\$ 150,000		\$ -			\$ 150,000
TOTAL	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Sign Replacement

<i>Special Parcel Tax</i>	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
TOTAL	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000

Traffic Safety

<i>Special Parcel Tax</i>	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
TOTAL	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Town of Atherton: Draft 5-Year CIP Project List

Revised April 26, 2012

		Year 1 Forecast 2012/13	Year 2 Forecast 2013/2014	Year 3 Forecast 2014/2015	Year 4 Forecast 2015/2016	Year 5 Forecast 2016/2017	Five - Year Total
Bike Lane (Thermoplastic)							
	<i>Special Parcel Tax</i>	\$ 30,000	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 90,000
	TOTAL	\$ 30,000	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 90,000
Accessibility Improvements							
	<i>Special Parcel Tax</i>	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	<i>ABAG</i>	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 37,500
	TOTAL	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 87,500
Street Patching							
	<i>Special Parcel Tax</i>	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
	TOTAL	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Street Seal							
	<i>Road Construction Impact Fee</i>	\$ 225,000	\$ 255,000	\$ 255,000	\$ 156,604	\$ -	\$ 891,604
	<i>Special Parcel Tax</i>	\$ 125,000	\$ 95,000	\$ 95,000	\$ 193,396	\$ 350,000	\$ 858,396
	TOTAL	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000
Bridge Inspection Program							
	<i>Measure A</i>	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	TOTAL	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000

Town of Atherton: Draft 5-Year CIP Project List

Revised April 26, 2012

	Year 1 Forecast 2012/13	Year 2 Forecast 2013/2014	Year 3 Forecast 2014/2015	Year 4 Forecast 2015/2016	Year 5 Forecast 2016/2017	Five - Year Total
Atherton Avenue/Middlefield Road/Fair Oaks Lane Resurfacing						
<i>Road Construction Impact Fee</i>	\$ -	\$ 150,000			\$ -	\$ 150,000
<i>Surface Transportation Program - STP</i>		\$ 350,000				
TOTAL	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000
Upper Channel Repair Monitoring Phase 2						
<i>Atherton Channel</i>	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
TOTAL	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Library						
<i>Atherton Library Fund</i>	\$ 900,000	\$ 5,500,000	\$ -	\$ -	\$ -	\$ 6,400,000
TOTAL	\$ 900,000	\$ 5,500,000	\$ -	\$ -	\$ -	\$ 6,400,000
Bike/ Pedestrian Masterplan and General Plan Circulation Update						
<i>Measure M</i>	\$ 40,000					\$ 40,000
TOTAL	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Town Center Facility Plan and Repairs						
General Fund	\$ 70,000					\$ 70,000
TOTAL	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Park Masterplan						
General Fund	\$ 30,000					\$ 30,000
TOTAL	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000