



**MINUTES**  
**Town of Atherton**  
**CITY COUNCIL**  
**ATHERTON CHANNEL DRAINAGE DISTRICT**  
**APRIL 7, 2009**  
**9:00 A.M**  
**TOWN COUNCIL CHAMBERS**  
94 Ashfield Road  
Atherton, California  
  
**SPECIAL MEETING**

**Mayor Carlson called the meeting to order at 9:00 a.m.**

- 1. ROLL CALL Lewis, Dobbie, Marsala, J. Carlson, McKeithen**

Vice Mayor Kathy McKeithen and Council Member James Dobbie were absent.

**REGULAR AGENDA (Items)**

- 2. DISCUSSION OF SURVEY OF ATHERTON RESIDENTS ON LONG TERM FUNDING MECHANISMS  
GODBE Research Consultants in Attendance**

Robert Godbe and Alice Chan, GODBE, gave a presentation on their process for surveying Atherton residents on long term funding mechanisms.

Chan informed the Council that they plan to conduct a 15-minute telephone survey of 300 Atherton voters. They will then present their finding to the Council.

Carlson said the Council would like to be able to maintain current levels of services.

Louise Ho, Director of Finance stated that she will have a draft long term financial plan available at the May Council meeting.

Carlson said the Council needs to know if the residents are amenable to continuing the parcel tax and whether it would be feasible to bring forth different taxes. Carlson concluded that they would need to know resident concerns as well.

Marsala stated that Council needs to hear the options GODBE can provide so they can provide direction.

Council held a short discussion on what the current amount for parcel and utility taxes are and what changes were feasible.

Lewis said Atherton needs to know how much Atherton relies on parcel taxes. Carlson supports looking at the looking at the Business License tax as a possible revenue enhancement area. We should look at some comparative data from other cities.

Robert Godbe said strategically Council should first inquire about the parcel tax and secondarily the utility tax.

Lewis suggested that Council create an ad-hoc committee for discussion with GODBE.

Carlson directed staff to add this proposal to the City Council April 15<sup>th</sup> Agenda.

### **3. REPORT FROM NBS ON TOWN FEES AND CHARGES AND RECOMMENDATIONS FOR NEW FEE SCHEDULE**

Presentation by NBS

Jeanette Hahn, NBS Government Solution, gave a PowerPoint presentation on a report on Town fees and charges and recommendation for a new Town fee schedule. [A copy of the presentation is available in the City Clerks office.]

Hahn introduced the concept of the report to the Council and gave an overview of the methods involved. She added that a proposed master fee schedule should be ready by the May Council meeting.

Hahn stated that the fees being looked at are user fees and regulatory fees. She reviewed areas of focus for the project and distribution of the fee revenues for each department.

Hahn added that they are conducting a cost allocation plan to review how the Town apportions its Town-wide overhead and administrative services across various departments and funds.

Hahn reviewed cost of services and gave a sample master fee schedule to the Council. Hahn discussed preliminary observations for each department.

Hahn said the Council will receive several pages of proposed fees at the next meeting. The fees will be developed and recommended by each Department head once they see the maximum fee amounts. Hahn stated that they hope to hear feedback from Council on where they stand on cost recovery.

Carlson recommended making a clear terminology differentiation between Building Department Costs and Cost of Building Services. Building Dept. Costs are shown in the monthly financial statements and the year end audited financial report for Atherton. Cost of Building services include the Building Department costs plus all other costs that should be allocated to this function, such as GASB 45 medical costs, pension and administrative overhead costs. CBS services as the benchmark for determining what costs need to be recovered through fees charged by the Building Department

Hanh said she hopes to work closely with Council on a new fee schedule that satisfies their requirements.

Carlson said the Town ought to go for 100 percent cost recovery where real costs of service provided can be documented. Carlson concluded that he hopes to find rationale as to why things are done they way they are and anticipates this will provide comfort to Town residents.

Marsala congratulated Carlson and Gruber for pushing for this analysis. Marsala added that this should give the Town credibility with the public. Marsala concluded that he said he would like to see 100 percent cost recovery.

Carlson stated that he is impressed with Hahn's knowledge and looks forward to seeing her reports.

**4. PRESENTATION ON FISCAL YEAR 2009/2010 BUDGET**  
Presentation by Finance Director Louise Ho

Louise Ho, Director of Finance gave Council a Power Point presentation on the 2009/2010 budget. [A copy of the presentation is available in the City Clerk's office].

Ho reviewed changes to the 2009/2010 Budget, sought direction on budget priorities, and fund balance policy for general fund.

Carlson requested a breakdown of each line item in the 2009/2010 budget. He would like this included in the budget packet.

Ho said she would like to hold a budget study session before the May 20<sup>th</sup> City Council meeting to review the budget.

**5. PUBLIC COMMENTS**

**6. ADJOURN**

**MOTION** by Lewis, second by Carlson to adjourn the meeting. The motion passed unanimously at 1:50 p.m.

Mayor Carlson adjourned the meeting at 1:50 p.m.

**Respectfully submitted,**

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**Theresa DellaSanta**  
**Deputy City Clerk**