

TOWN OF PORTOLA VALLEY



ADOPTED BUDGET
FOR THE FISCAL YEAR
2010-2011

TOWN OF PORTOLA VALLEY

ADOPTED OPERATING & CAPITAL BUDGETS

FISCAL YEAR 2010-2011

Presented to:

Mayor Steve Toben
Vice Mayor Ted Driscoll
Councilmember Maryann Moise Derwin
Councilmember John Richards
Councilmember Ann Wengert

Prepared by:

Angela Howard, Town Manager
Stacie Nerdahl, Administrative Services Officer

June 2010



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Angela Howard, Town Manager
Stacie Nerdahl, Administrative Services Officer
DATE: June 23, 2010
RE: **Adopted 2010-11 Town Budget**

We are pleased to present the adopted 2010-11 Fiscal Year budget that represents staff's best estimates for revenues and expenditures for the coming year. Please note that we have also made changes in the budget document itself to reduce paper consumption and improve its overall appearance.

Noteworthy fiscal highlights:

- While global and state economic indicators remain mixed, there are reasons for cautious optimism. For instance, *Permits & Fees* revenues will finish the year at 25% over budget. Additionally, the average monthly interest rate with LAIF (Local Agency Investment Fund) has finally ended its downward trend of the past several years.
- Due to the one-time Prop 1B diversion of property taxes by the State and decreased sales tax revenues, actual *Revenue from Taxes* for 2009-10 is projected to be 8% less than budgeted. However, the diverted property taxes must be returned to the Town within three years, and the State has projected an *increase* of 6% in sales tax for the coming 2010-11 fiscal year.
- Reserve funds within the Safety Tax, Gas Tax, and Road Impact funds will be tapped to meet expenditures in the proposed 2010-11 budget related to supplementary law enforcement services and capital improvement projects.
- The impact of the C-1 Trail project is reflected in both revenues and expenditures of the proposed budget, although this project is fully funded by Stanford University.

Summary of 2010-11 Adopted Budget

Revenues	+/- FY 09/10	Expenditures	+/- FY 09/10	Rev/Exp Diff
Overall Budget				
\$5,694,480	+5.4%	\$6,116,217	+10.5%	(\$421,737)
General Fund Budget				
\$3,884,000		\$3,738,138		
		(CIP) <u>\$147,000</u>		
(Total) \$3,884,000	+0.2%	(Total) \$3,885,138	+ .2%	(\$1,138)

Revenue Estimates

While the *Revenues Budget Summary* on page 4 indicates an overall 5% increase in revenues over last year, this percentage reflects the impact of revenues related to the C-1 Trail. With this taken into consideration, the Town's overall revenue reflects a 5.6% decrease over the prior fiscal year budget.

- **Government Agency:** The State is allowing Costs Reimbursements requests again and sales tax revenues are predicted to increase by 6%. Gas Tax revenue has been reduced by 10%.
- **Permits & Fees:** Building permit activity is currently at 12% over the prior year, and 31% over budget.
- **Other Revenues:** Includes a new temporary revenue stream relating to the solar panel installation rebate offered by PG&E for the Town Center project.
- **Service Charges:** Includes revenues related to the C-1 Trail (Stanford) project.
- **Town Center Facilities:** The Town's classes continue to increase in popularity, with new classes in every quarter. Projected revenues for classes is 85% over the prior year.

Expenditure Estimates

While this year's expenditures budget reflects an overall 10% increase over last year, this is impacted by the self-funded C-1 Trail. With this project's impact factored out, the overall expenditures budget decreases by 0.2% over the prior fiscal year. The Operating budget reflects an increase of 4.8% over last year.

- **Administration:** The Town's participation rate for PERS retirement increased by 0.25%, and medical expenses increased by 4%. Additionally, a 3% increase has been included to provide some employees with a modest salary increase (no salary increases in 2009-10).
- **Consultant Services:** The Town has once again included a fee study to review the Town's current building permit and related fees (it has been a decade since the last fees' review).
- **Miscellaneous Expenses:** Contributions for local non-profit agencies have been reduced.
- **Parks & Fields:** Additional expenditures are related to the increased classroom revenue and usage for Town Center classes.
- **Public Works Operations:** This category reflects the reduction in Gas Tax revenues.
- **Service Agreements:** The Town will once again use funds from the Public Safety fund to support the General Fund in offsetting costs related to Additional Traffic Patrols.
- **Services & Supplies:** This category includes equipment purchases related to producing "paperless" agenda packets and additional wood chipping expenses.
- **Town Center Facilities:** To fulfill auditor requirements, costs relating to the Community Hall (including the annual performance audit) are now included in this category.
- **Capital Improvements:** Staff has budgeted \$700,000 for the Town's annual street resurfacing project. Other projects relate to improved lighting at Town Center, improvements to the Spring Down open space parcel (funded by the Open Space fund), inventory and repairs to the Town's storm drains, and the self-funded C-1 Trail. Once again, there is no Capital Equipment budget.

Final Thoughts and Recognition

With the state economy remaining in flux, the Town is fortunate to not have the extreme challenges facing many other California municipalities. We would like to once again acknowledge and express our appreciation to Town staff, consultants and committees for their assistance in the preparation of this year's budget.

Finance Committee Action

By unanimous vote at its May 27 meeting, the Finance Committee recommended that the proposed 2010-11 budget be presented to the Town Council for consideration. The committee also recommended that the draft minutes from their meeting be presented to the Council for their consideration.

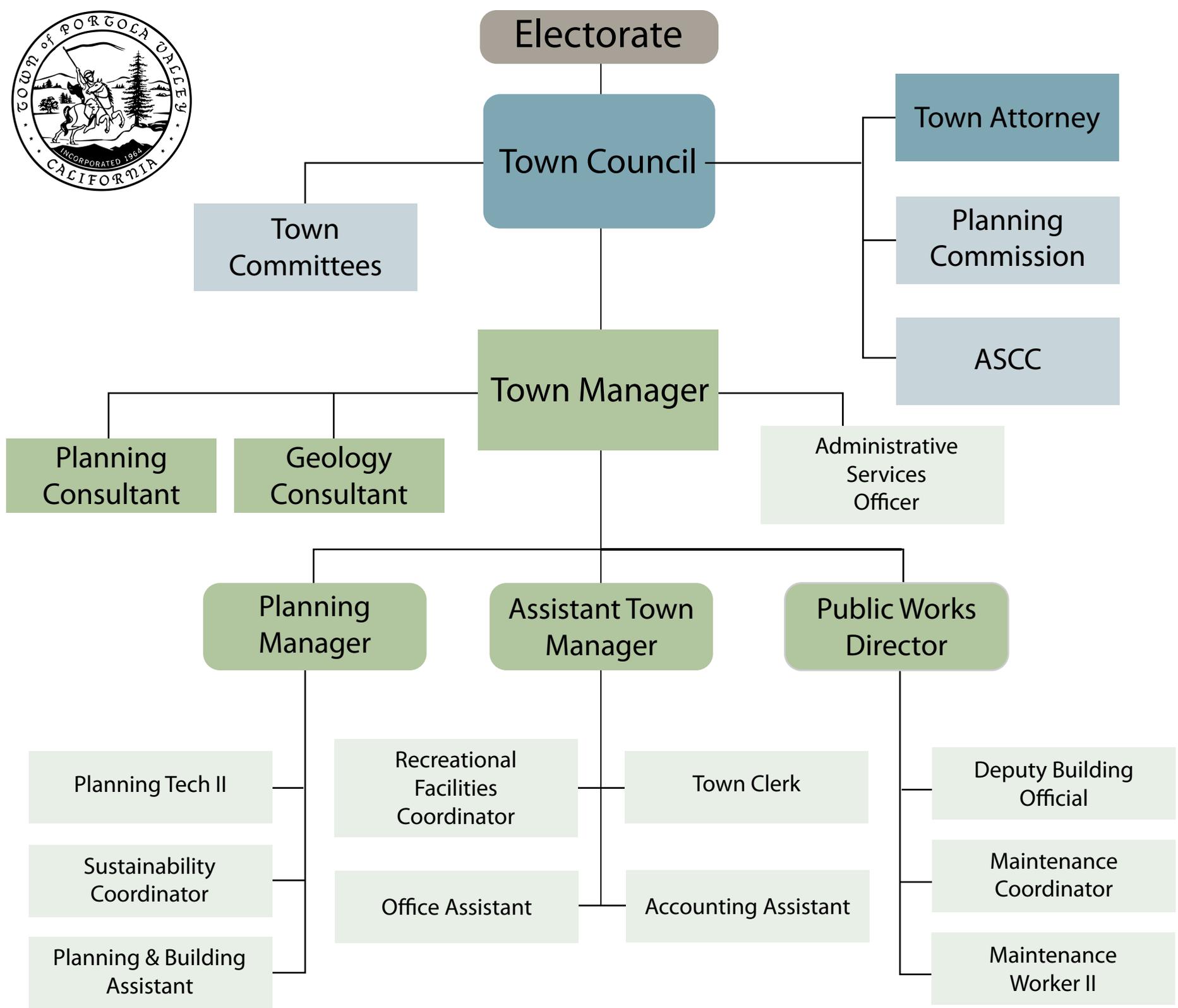
Town Council Action

At its June 9 meeting, The Town Council scheduled a Public Hearing for the Proposed Budget for June 23, 2010.

Recommendation

Upon completion of the Public Hearing on June 23, 2010, the Town Council adopted the attached resolution approving the Proposed 2010-11 Operating and Capital Budget for the Town of Portola Valley.

Attachments
Organization Chart
Fund Descriptions





Town of Portola Valley

Fund Descriptions

5	General Fund	The Town's operating fund; all general operating revenues and expenditures are processed through it.
8	Grants	Used to record all revenues and expenditures related to county, State, and Federal grants.
10	Safety Tax	A half-cent State sales tax revenue designated exclusively for local agency public safety services. (Sec. 35 of Art. XIII of Cal Const)
15	Open Space	Used solely for the acquisition and maintenance of open space land parcels in Town.
20	Gas Tax	For maintenance and repairs to streets.
25	Library Fund	Library service revenue from San Mateo County Library JPA to be spent on library related activities as mutually agreed by the JPA and Town Council.
30	COPS – Public Safety	Citizens' Options for Public Safety: a supplemental State law enforcement fund for special law and traffic enforcement.
40	Park-in-Lieu	Subdivision developer's fee that can only be used for parks or recreational purposes.
45	Inclusionary-in-Lieu	A subdivision developer's fee, payable by fee or land, that can only be used for affordable housing.
60	Measure A Funds	A half-cent County sales tax revenue designated for the improvement of local transportation, including streets and roads.
65	Road Impact Fee	Recovers the cost of repairs from building permit applicants to Town roads due to wear and tear from construction vehicles (suspended 2010).
75	Crescent M.D.	Maintenance District Funds
80	PVR M.D.	
85	Wayside I M.D.	
86	Wayside II M.D.	
90	Woodside H'lands M.D.	
95	Arrowhead M'dows M.D.	
96	Customer Deposits	Deposit fund for customer fees to pay for consulting costs associated with individual building projects. Any remaining deposit amounts are refunded to customer when project is completed.
98	Portola Valley Community Fund (PVCF)	A restricted fund for the sole purpose of receipt and expenditure of funds from the Portola Valley Community Fund, via the Silicon Valley Foundation. Funds can only be spent for the fundraising expenses of the PVCF and the design, development and construction costs of the Town Center project.

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2010-11 Revenues and Expenses by Governmental Fund

Revenues	Fund 5	Fund 10	Fund 15	Fund 20	Fund 25	Fund 30	Fund 60	Fund 65	Fund 96	TOTALS
	GENERAL FUND	PUBLIC SAFETY	OPEN SPACE	TRANSPORTATION	LIBRARY	C O P S	MEASURE A	ROAD FEES	CASE REVIEWS	
Government Agency	\$ 40,400	11,240		127,310		100,000	198,590			477,540
Franchise Fees	\$ 243,380									243,380
Permits & Fees	\$ 345,300									345,300
Other Revenues	\$ 52,000		5,000		120,000					177,000
Parks & Recreation	\$ 179,230									179,230
Service Charges	\$ 62,900								410,000	472,900
C-1 Trail	\$ -								590,800	590,800
Revenue from Taxes	\$ 2,116,600									2,116,600
Town Center Facilities	\$ 229,000									229,000
Interest	\$ 60,000									60,000
Utility Users' Taxes	\$ 555,190		247,540							802,730
Revs. Sub-Totals	3,884,000	11,240	252,540	127,310	120,000	100,000	198,590	0	1,000,800	5,694,480
Expenditures										
Admin & Operations	\$ 1,722,458									1,722,458
Committees	\$ 169,490									169,490
Consultant Services	\$ 503,200			10,000					410,000	923,200
Miscellaneous	\$ 36,140									36,140
Parks Operations	\$ 219,140									219,140
Public Works	\$ 4,000			159,000						163,000
Service Agreements	\$ 661,760	53,279				100,000				815,039
Services & Supplies	\$ 288,970									288,970
Town Center Facilities	\$ 132,980									132,980
Exp. Sub-Totals	3,738,138	53,279	0	169,000	0	100,000	0	0	410,000	4,470,417
Capital Improvements										
Street Resurface 10/11							198,590	501,410		700,000
Street Design / Inspections	\$ 70,000									70,000
Lighting at Town Center	\$ 40,000									40,000
Springdown Imp, Ph 1			75,000							75,000
Storm Drain Imps	\$ 37,000			133,000						170,000
C-1 Trail									590,800	590,800
Capital Improvements	\$ 147,000	0	75,000	133,000	0	0	198,590	501,410	590,800	1,645,800
Revenue - Expenses	145,862	-42,039	252,540	-41,690	120,000	0	198,590	0	590,800	1,224,063
Revenue - (Exp+CIP)	-1,138	-42,039	177,540	-174,690	120,000	0	0	-501,410	0	-421,737

Town of Portola Valley 2010-2011 Fund Activity Summary

FUND	7/1/2010 ESTIMATED BALANCE	2010-2011 ESTIMATED REVENUES	2010-2011 ESTIMATED EXPENDITURES	6/30/2011 PROJECTED BALANCE
General Purpose Funds				
General Fund Unrestricted	2,053,390	3,884,000	3,885,138	2,052,252
Historic Museum Designation	2,879			2,879
Loss Designation	100,000			100,000
Open Space Acquisition Desig.	377,499			377,499
Children's Theater Designation	2,659			2,659
Town Center Project Designation	6,214			6,214
<i>General Fund T/fer</i>	0			0
Sub-Total	\$ 2,542,641	\$ 3,884,000	\$ 3,885,138	\$ 2,541,503
Restricted Funds				
Bonds and Grants (8)	0	0	0	0
Public Safety (10)	148,025	11,240	53,279	105,986
Open Space (15)	2,676,395	252,540	75,000	2,853,935
Transportation/Public Works (20)	266,000	127,310	302,000	91,310
Library Fund (25)	281,111	120,000	0	401,111
Public Safety/COPS (30)	0	100,000	100,000	0
Park In Lieu (40)	6,160	0	0	6,160
Inclusionary In Lieu (45)	157,235	0	0	157,235
Measure A (60)	0	198,590	198,590	0
Road Fee Fund (65)	1,139,812	0	501,410	638,402
Applicant Deposits (96)	515,005	1,000,800	1,000,800	515,005
Sub-Total	\$ 5,189,743	\$ 1,810,480	\$ 2,231,079	\$ 4,769,144
Grand Total	\$ 7,732,384	\$ 5,694,480	\$ 6,116,217	\$ 7,310,647

REVENUES

Government Agency	7	Parks & Recreation	12
Motor Vehicle Fees		Lease Income – Parks	
Measure A Sales Tax		Sports League Field Use	
Proposition 172 Funds		Annual Community Events	
Public Safety COPS Grant		Field Activity Fees	
State Gas Tax		Teen Committee	
HOPTR		Service Charges	13
State Mandated Costs Reimbursements		Zoning & Planning Permits	
Prop 42 Funds		Variances	
Franchise Fees	9	Subdivision Fees	
PG&E		Residential Data Reports	
California Water		Architectural Review	
Greenwaste Recovery		Geology/Engineer Fees	
Comcast Cable		Applicant Charges	
Permits & Fees	10	Miscellaneous Revenues	
Building Permit/Plan Check		Revenue from Taxes	15
Site Development		Property Taxes, Secured & Unsecured	
Encroachment		Sales & Use Tax	
Conditional Use		Business License Tax	
Building Permit Review/Planning		Real Property Transfer Tax	
Horsekeeping		Miscellaneous Other Taxes	
Construction & Demolition		Town Center Facilities	16
Other	11	Community Hall & Room Rentals	
Fines & Forfeitures		Parking Lot & Field Rentals	
Miscellaneous Contributions		Class Fees	
Open Space		Interest	17
Library Fund		Utility Users' Taxes	18
PVCF		General Purpose Use (4.5%)	
PG&E Solar Rebate		Open Space Use (2%)	

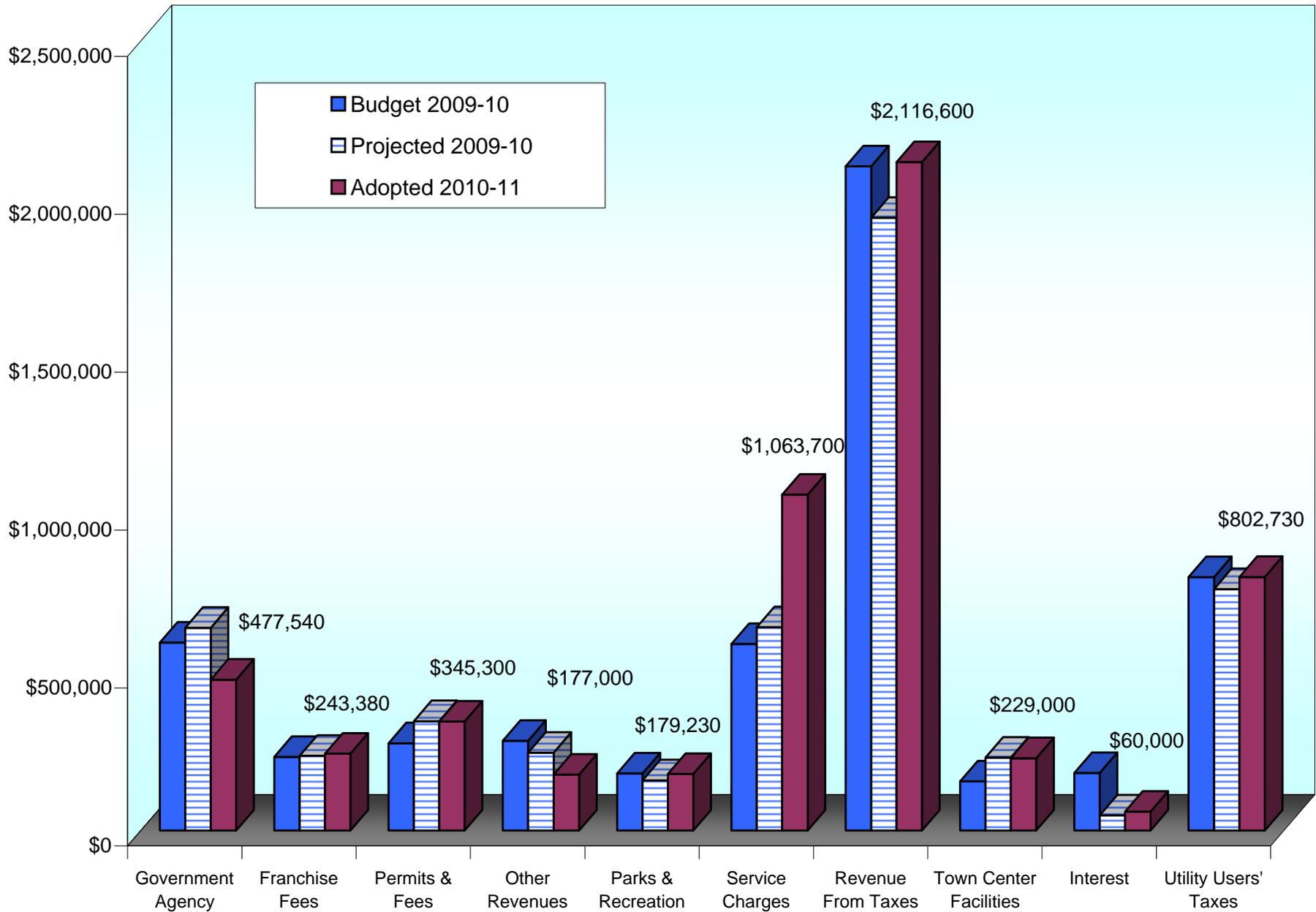
TOWN OF PORTOLA VALLEY

2010-2011 Total Revenues Budget Summary

Revenues	2009-10 Adopted Budget	2009-10 Projected at Year End	2010-11 Adopted Budget	%/Change per Adopted 09/10 Budget	%/Change per Projected Year End
Government Agency	595,375	641,953	477,540	(19.79)	(25.61)
Franchise Fees	233,242	236,886	243,380	4.35	2.74
Permits & Fees	276,317	346,370	345,300	24.97	(0.31)
Other Revenues	284,156	246,539	177,000	(37.71)	(28.21)
Parks & Recreation	181,000	159,028	179,230	(0.98)	12.70
Service Charges	591,001	644,092	1,063,700	79.98	65.15
Revenue From Taxes	2,103,350	1,940,163	2,116,600	0.63	9.09
Town Center Facilities	155,700	231,000	229,000	47.08	(0.87)
Interest	182,000	48,000	60,000	(67.03)	25.00
Utility Users' Taxes	802,378	764,513	802,730	0.04	5.00
Grand Total	5,404,519	5,258,544	5,694,480	5%	8%



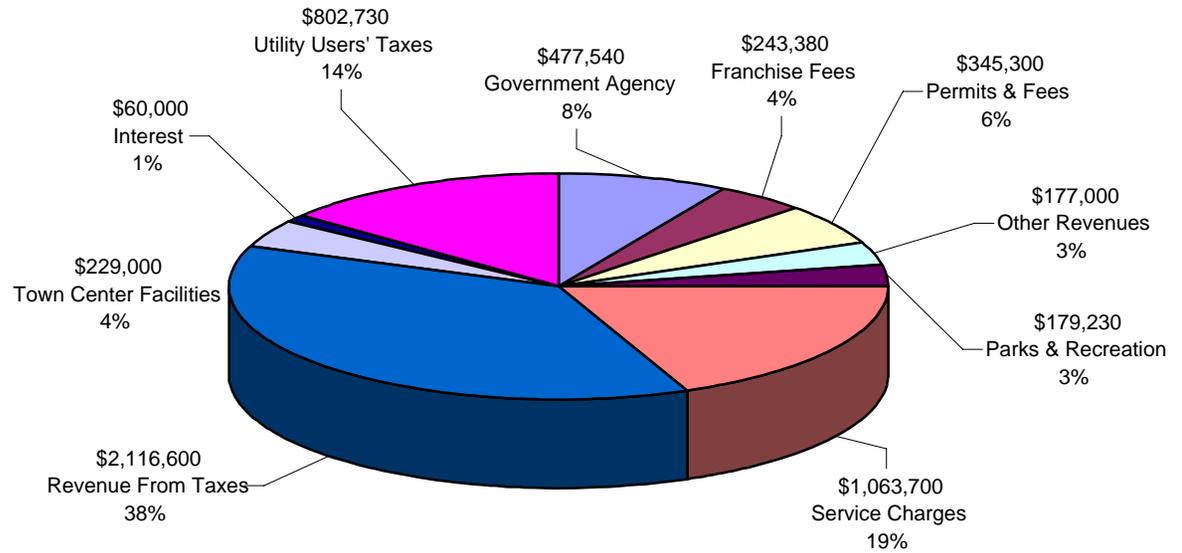
2009/10 Budget/Projected Rev. vs 2010/11 Adopted Revenue



2010-11 REVENUE BUDGET by TOTAL and GENERAL FUND

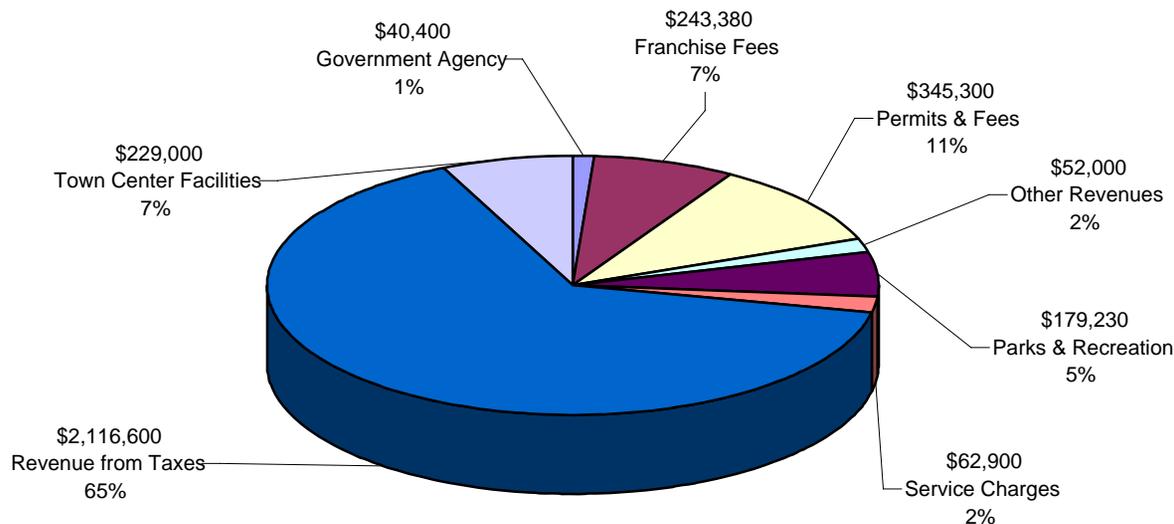
2010-11 Total Revenue Total: \$5,694,480

Government Agency	\$477,540
Franchise Fees	\$243,380
Permits & Fees	\$345,300
Other Revenues	\$177,000
Parks & Recreation	\$179,230
Service Charges	\$1,063,700
Revenue From Taxes	\$2,116,600
Town Center Facilities	\$229,000
Interest	\$60,000
Utility Users' Taxes	\$802,730



2010-11 General Fund Revenue Total: \$3,884,000

Government Agency	\$40,400
Franchise Fees	\$243,380
Permits & Fees	\$345,300
Other Revenues	\$52,000
Parks & Recreation	\$179,230
Service Charges	\$62,900
Revenue from Taxes	\$2,116,600
Town Center Facilities	\$229,000

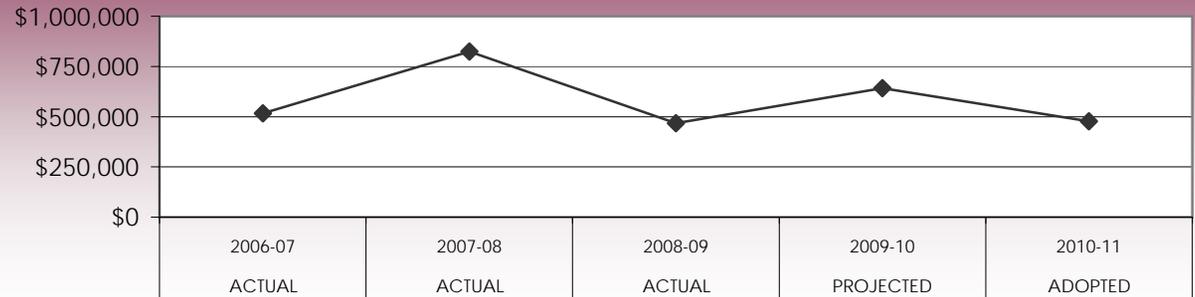


TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Government Agency



Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODE
1 Motor Vehicle Portion of the State motor vehicle registration returned to local agencies. As of 2005/06 the State limited VLF revenues to the 0.65% collected from citizens.	31,050	20,473	15,788	16,020	14,000	14,000	05-10-3001
2 Measure A Sales Tax 1/2 cent sales tax restricted for transportation uses. State is predicting a 6% increase.	210,014	218,049	193,750	177,750	187,348	198,590	60-10-3002
3 Proposition 172 Funds - Public Safety Sales Tax 1/2 cent sales tax restricted for public safety issues.	12,002	11,123	10,170	10,600	10,600	11,240	10-10-3004
4 Public Safety COPS Grant Annual state allotment which can only be used for public safety.	100,588	100,266	93,957	100,000	100,000	100,000	30-10-3006
5 State Gas Tax Pooled Statewide and reallocated based upon population and other factors. Town's allocation represents a small portion of this State revenue source, most of which stays in Sacramento.	90,515	68,228	104,531	90,205	87,000	81,110	20-10-3008 20-10-3010 20-10-3012 20- 10-3014
6 Homeowners' Property Tax Relief (HOPTR)	5,346	5,142	5,198	4,800	5,235	5,000	05-10-3016

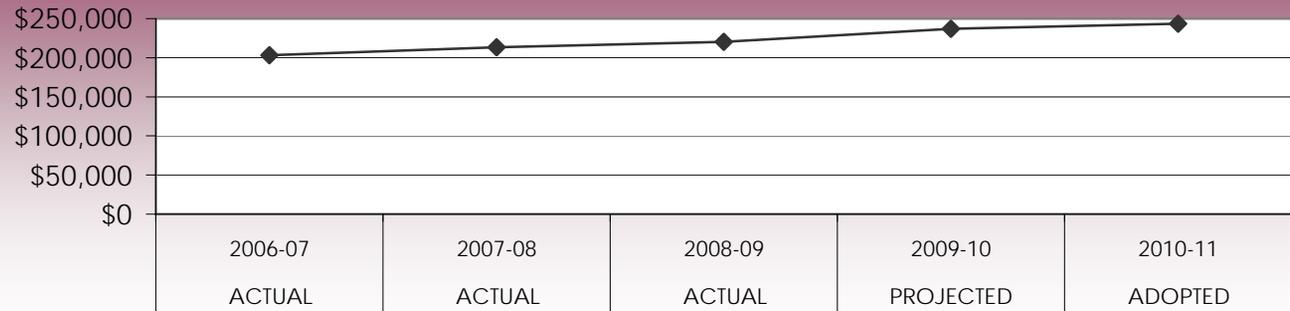
Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODE
7	State Mandated Costs Reimbursements	33,170	1,556	5,028	0	0	21,400	5-10-3017
	State reimbursements totalling \$42,800 filed for 2-4 years' legislated municipal expenses.							
8	Proposition 42 Funds	33,359	-	39,316	0	41,770	46,200	20-10-3015
	Traffic Congestion Relief funds expired, Prop 42 funding replaces.							20-10-3036
	Miscellaneous Grants - All grants are on hold							
	<i>2000 Park Bond Act - provides funds for park/rec construction and renovation.</i>				0	0	0	08-10-3030
	<i>Roberti-Z'berg Grant - provides funds for parks/rec purposes, including development and renovation.</i>				0			08-10-3032
	Prop 1B - State funds to be expended for road projects		400,000		0	0	0	20-10-3007
	American Recovery & Reinvestment Project Funds (for Street Resurfacing)				196,000	196,000	0	8
	Sub-Total	516,044	824,837	467,737	595,375	641,953	477,540	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Franchise Fees



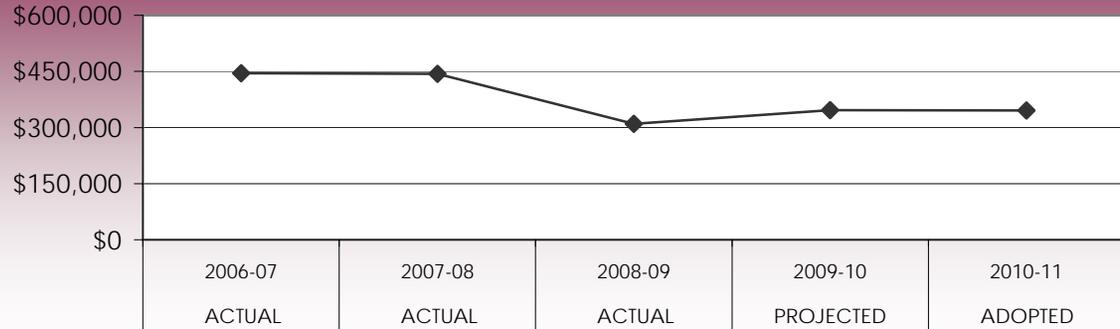
Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODE
1 PG&E Franchise fee for PG&E regulated by the State through a Town franchise ordinance.	81,033	79,632	84,160	85,842	78,886	81,250	05-12-3040
2 California Water Company Fees based upon 1% of total water revenues generated by Cal-Water in the Town; increase due to higher water cost.	21,259	22,599	24,070	36,400	36,400	37,490	05-12-3042
3 Greenwaste Recovery Company Franchise fees based upon 7.7% of total revenues generated by GWR within the Town. Second year of 10-year agreement. (2%)	58,796	59,390	54,741	55,500	60,600	61,810	05-12-3044
4 Comcast and AT&T Cable Services Franchise fees based upon 5% of total revenues generated by Comcast Cable Services within the Town. Includes \$450/mo PEG fees.	42,209	51,737	57,419	55,500	61,000	62,830	05-12-3046
Sub-Total	203,297	213,358	220,390	233,242	236,886	243,380	

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2010-11 BUDGET WORKSHEET



Permits & Fees



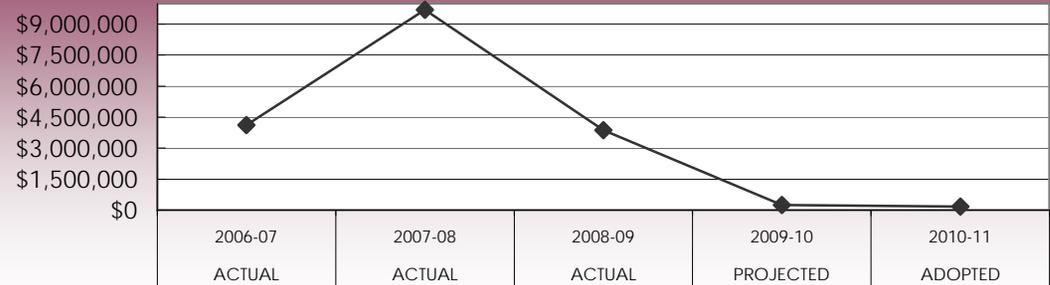
Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODE
1 Building Permits/Plan Check Fees Issued for all building construction within the Town.	384,204	391,593	260,018	221,558	290,000	290,000	05-14-3060 <i>Plan Check</i>
2 Site Development Permits Filing fee for permits required to prepare a private property site as a result of property improvements or construction.	33,230	25,000	25,150	30,874	31,000	31,000	05-14-3062
3 Encroachment Permits Filing fee for permits required to conduct work in public right-of-way.	6,120	5,760	7,590	6,000	7,000	6,000	05-14-3064
4 Conditional Use Permits Permits required for a special use on private property.	420	2,380	700	1,200	1,270	1,200	05-14-3066
5 Building Permit Review/Planning Fee Building permit fee for review of building permits for ASCC/Planning compliance.	5,320	4,660	4,266	4,000	4,000	4,000	05-14-3068
6 Horsekeeping Permits Permits required to keep horses on private property. There are currently 248 permitted horses.	4,315	4,520	2,700	4,600	4,600	4,600	05-14-3070
7 Construction & Demolition Fee Fee to offset cost of implementing C&D Ordinance.	11,550	9,725	9,100	8,085	8,500	8,500	05-14-3072
Sub-Total	445,159	443,638	309,524	276,317	346,370	345,300	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Other Revenues



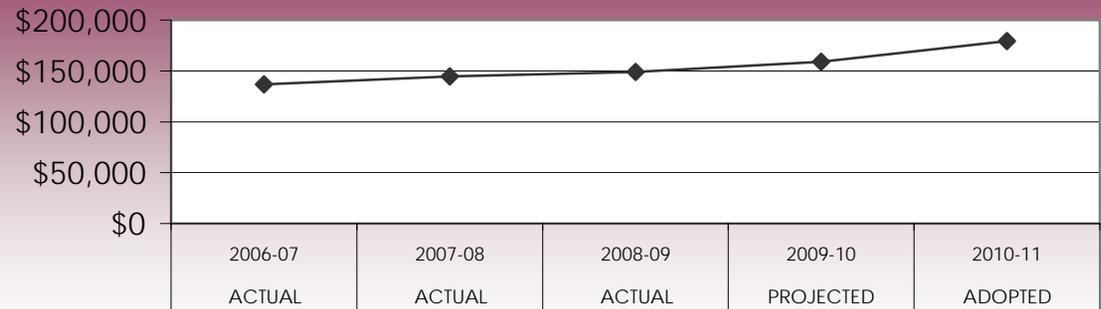
Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODE
1 Fines and Forfeitures Town's portion of traffic and parking citations.	9,750	12,540	11,206	8,156	11,773	11,500	05-16-3082
Historic Museum Contributions received for the Historic Restoration including sale of Portola Valley Primer.	13	0	0	0	38	0	05-16-3084
2 Misc Contribs - received for designated projects	4,100	32,650	2,950	3,000	3,818	3,000	05-16-3086
Sausal Creek Contribs - for daylighting project		542,745	371,721	0	180	0	05-16-3091
3 Open Space Contributions towards the Town's Open Space funds.	2,579	1,336,030	13,124	5,000	3,230	5,000	15-16-3090
Lease from 725 Portola Road Revenue derived from leaseback of both parcels of Springdown Equestrian Center. Lease was discontinued in November 2008.	76,046	79,121	25,106	0	0	0	05-16-3094
4 Library Fund Donor city revenue from SMC Library JPA.		120,000	125,489	168,000	150,000	120,000	25-16-3092
5 Portola Valley Community Fund (PVCF) Revenue received from PVCF fundraising, final pledge to be received in 2010/11.	4,025,000	5,561,368	3,311,050	100,000	60,000	20,000	5
6 PG&E Solar Rebate Temporary rebate related to installation of Town Center panels.					17,500	17,500	
Hasso Plattner Grant for TC Project		1,999,965				0	
Sub-Total	4,117,488	9,684,419	3,860,646	284,156	246,539	177,000	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Parks & Recreation



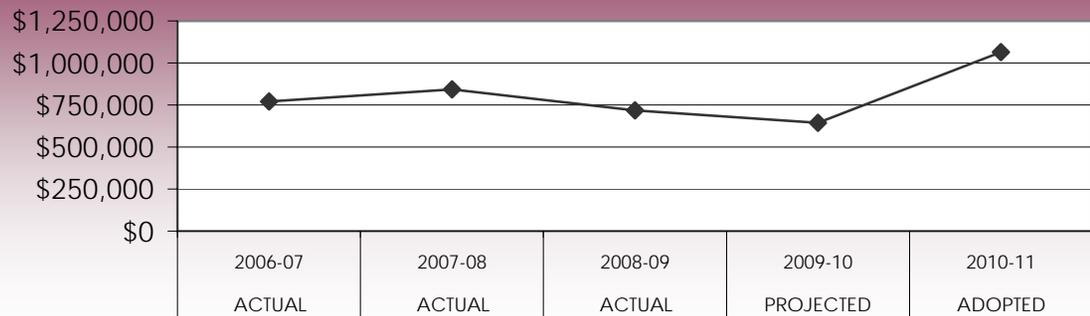
Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT NUMBER
1	Lease Income - Parks	9,498	9,464	9,771	9,500	9,500	7,230	05-18-3100
	Lease of Town property for private uses (Alpine Inn Parking Lot and Ladera Oaks). New lower lease.							
2	Sports League Field Use	14,880	21,000	20,945	55,000	43,000	50,000	05-18-3102
	Use fees charged to organized sports leagues for the use of Town fields. New fees adopted in 2009/10.							
3	Annual Community Events							
	Town Picnic	2,111	3,274	1,514	2,000	1,800	2,000	05-18-3104
	Blues and Barbecue	99,315	101,300	102,618	100,000	85,889	100,000	05-18-3106
	Class Fees							05-18-3110
	<i>This item has been moved to Town Center Revenues.</i>							
4	Field Activity Fees	7,575	9,625	12,895	13,000	18,060	19,000	05-18-3112
	Revenue stream stemming from activities of Adult Soccer.							
5	Teen Committee	3,280	0	1,274	1,500	779	1,000	05-18-3114
	Revenue from teen events and dances.							
	Sub-Total	136,659	144,663	149,018	181,000	159,028	179,230	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Service Charges



Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODE
1 Zoning and Planning Permits	500	2,240	-10	370	930	500	05-20-3120
Fee for permits required for commercial use changes.							
2 Variances	0	890	890	1,780	0	1,780	05-20-3122
Filing fee required for consideration of variance requests.							
3 Subdivision Fees	620	620	560	620	1,240	620	05-20-3124
Filing fee required to process a subdivision.							
4 Residential Data Reports	8,600	7,080	5,700	6,200	8,900	8,000	05-20-3126
Filing fee required for a property status report.							
<i>Drainage Fees - Subdivision fee.</i>							45-20-3128
<i>Park In-Lieu Fees - Subdivision fee.</i>							40-20-3130
5 Architectural Review Fees	24,520	17,880	20,850	20,000	22,000	20,000	05-20-3132
Filing fee for consideration of improvements to private property.							
6 Construction Traffic Road Fee	238,661	306,729	179,086	155,031	153,022	0	65-20-3134
Fee collection suspended in 2010. Town is using over \$500k in 2010/11 for street repairs.							

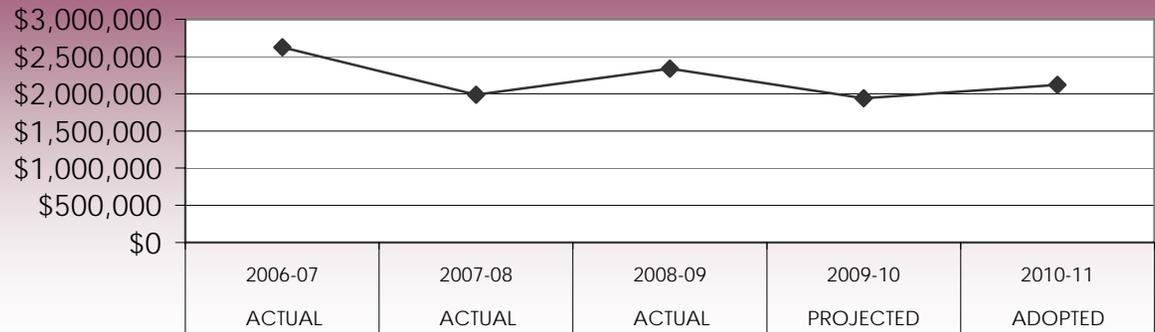
Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODE
7	Geology Fees	6,120	5,950	3,740	4,000	5,000	4,000	05-20-3136
	Filing fee for review by Town Geologist for private property improvements, when deemed necessary.							
8	Town Engineer Fees	4,625	4,290	3,080	3,000	3,000	3,000	05-20-3138
	Charges to applicant for Town Engineer's review of plans for improvements to private property.							
9	Planning Services - Charges to Applicants				220,000		250,000	96-20-3140
	Charges to applicants for Planning Consultant's review of applications.							
10	Geological Services - Charges to Applicants				110,000		110,000	96-20-3140
	Charges to applicants for Geological Consultant's review of applications.					425,000		
11	Engineering Services - Charges to Applicants				35,000		35,000	96-20-3140
	Charges to applicants for Engineering Consultant's review of applications.							
12	Attorney Services - Charges to Applicants				15,000		15,000	96-20-3140
	Charges to applicants for legal review of private applications.							
13	C-1 Stanford Trail - Charges for Applicant						590,800	96-20-3140
	Misc. Consultants - Charges to Applicants	464,892	470,304	472,426				96-20-3140
14	Miscellaneous	23,213	26,013	31,883	20,000	25,000	25,000	05-20-3154
	Sub-Total	771,751	841,996	718,205	591,001	644,092	1,063,700	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Revenue From Taxes



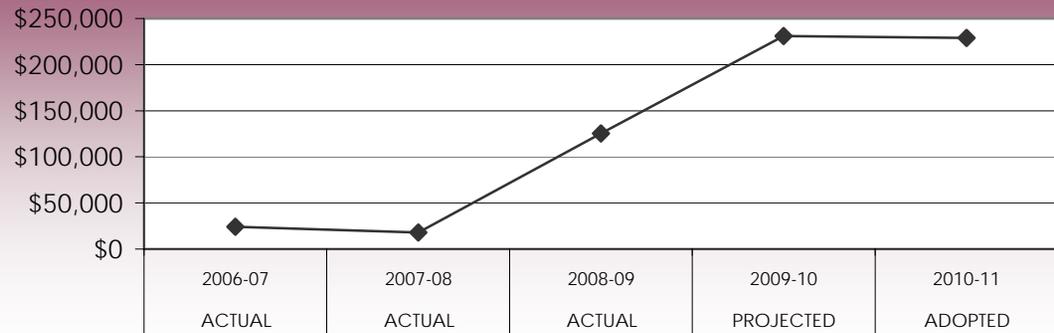
Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODE
1	Property Taxes - Secured Town now receives 7% of collected property tax revenues from the County, which is an increase from the minimal 4% previously collected. Additional factors are a 2% growth rate. State diverted \$137K in 09/10, to be returned to Town by 2012/13.	2,220,254	1,535,599	1,957,068	1,729,391	1,603,000	1,775,000	05-22-3160
2	Property Taxes - Unsecured Non-property fixed assets (boats, airplanes, capital equipment, etc).	37,743	41,706	46,813	45,259	48,297	49,260	05-22-3162
3	Sales & Use Tax State projects a increase of 6% in sales tax.	148,788	190,328	175,925	158,700	89,000	94,340	05-22-3164
4	Business License Tax	115,460	119,205	101,500	125,000	120,000	120,000	05-22-3166
5	Real Property Transfer Tax Transaction tax charged when private property transfers.	92,548	94,604	46,660	40,000	70,000	70,000	05-22-3168
6	Miscellaneous Other Taxes	8,111	6,321	10,029	5,000	9,866	8,000	05-22-3170
Sub-Total		2,622,904	1,987,763	2,337,995	2,103,350	1,940,163	2,116,600	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



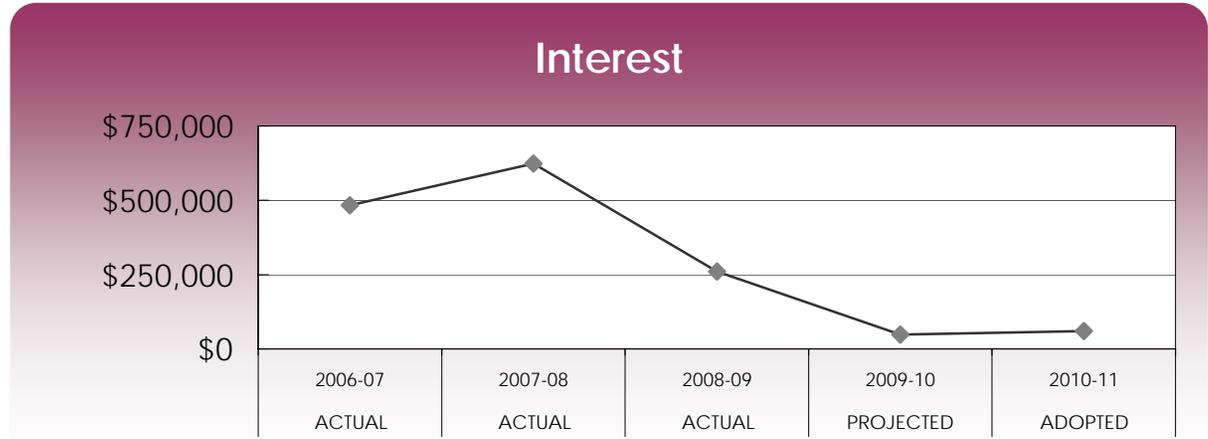
Town Center Facilities



Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODE
Art Studio Leases <i>Studios have been eliminated.</i>	2,592	0	0	0	0	0	05-24-3180
Gallery Lease <i>Gallery has relocated to Menlo Park.</i>	525	0	0	0	0	0	05-24-3182
1 Community Hall / Activity Room Rentals Facilities are available for private use no more than 24 times per calendar year.	0	0	20,335	23,700	38,000	36,000	05-24-3184
2 Parking Lot & Field Rentals Short term rentals of the Town Center parking lot for private parties and events.	1,836	800	3,429	2,000	5,000	5,000	05-24-3188
3 Class Fees Revenue was reduced during Town Center construction; four activity rooms now available. This revenue is offset by instructor fees, see page 31.	19,287	17,117	101,601	130,000	188,000	188,000	05-24-3190
Sub-Total	24,240	17,917	125,365	155,700	231,000	229,000	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



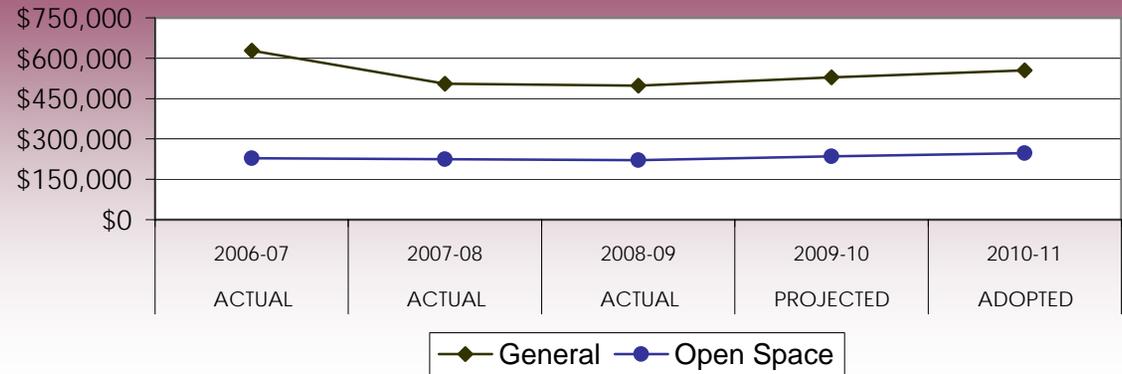
Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODE
1 Interest	320,546	422,315	145,293	182,000	48,000	60,000	05-26-3200
The Town's reserves are invested in the State Local Agency Investment Fund, currently accruing approximately .5% interest.							
<i>Interest - Restricted</i>	163,153	201,400	115,288				
Sub-Total	483,699	623,715	260,581	182,000	48,000	60,000	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Utility Users Tax



Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODES
1 General Purpose Use							
2006 election lowered to 4.5%. The UUT revenue can only be used for Council designated expenditures.							
Electricity and Gas	402,060	370,875	362,738	381,100	385,000	404,250	05-28-3220
Telephone	62,090	32,815	26,637	27,810	29,000	30,450	05-28-3222
Water	109,606	101,675	108,344	146,900	114,755	120,490	05-28-3224
<i>Sub-Total</i>	628,666	505,366	497,718	555,810	528,755	555,190	
2 Open Space Use							
2% applied to total utility revenues generated by Town residents and businesses. Use restricted for the preservation and purchase of open space. Originally approved by the voters in November 1997.							
Electricity and Gas	140,616	164,825	161,220	169,208	171,448	180,020	15-28-3220
Telephone	43,190	14,560	13,545	12,360	13,309	13,970	15-28-3222
Water	40,443	45,190	46,444	65,000	51,001	53,550	15-28-3224
<i>Sub-Total</i>	228,606	224,575	221,209	246,568	235,758	247,540	
Sub-Total	857,272	729,941	718,927	802,378	764,513	802,730	

EXPENDITURES

Administration & Operations	23	Tools and Equipment	
Permanent, Part-time and Temporary Staff		Street Signs & Striping	
Benefits		Trails Surface Rehabilitation	
Committees & Commissions	24	Storm Damage/Emergency Repairs	
Architectural and Site Control Commission		Service Agreements	32
Cable & Utilities Undergrounding		Animal Control	
Conservation		San Mateo County Sheriff's Office, COPS	
Community Events		Emergency Services Council JPA	
Cultural Arts		NPDES – Stormwater Program	
Emergency Preparedness		Services & Supplies	33
Historic Resources		Codification	
Open Space Acquisition Advisory		Elections	
Parks & Recreation		Liability Insurance	
Planning Commission		Office Supplies	
Science & Nature		Town Publications	
Sustainability		Web Site Hosting & Spam Filtering	
Teen		Office Equipment – Maintenance & Repairs	
Consultant Services	26	Equipment Services Contracts	
Accounting & Auditing		Postage	
Attorney		Telephones	
Transcription		Advertising	
Geologist		Dues	
Engineer		Education & Training	
Planner		Mileage Reimbursement	
Plan Check		Utilities	
Miscellaneous Consultants		Fire Prevention / Wood Chipping	
Miscellaneous	29	Vehicle Maintenance	
Contingency		Miscellaneous	
Community Services		Sustainability Series	
H.E.A.R.T. JPA		Town Center Facilities	35
Parks Operations	30	Building Maintenance Equipment & Supplies	
Parks & Fields Maintenance		Landscape Supplies & Services	
Portable Lavatories		Janitorial Services	
Special Events Insurance		Mechanical Systems Maintenance/Repair	
Instructors		Repairs/Vandalism	
Public Works Operations	31	Property Insurance	
Public Road Surface & Drainage		Capital Improvements Program	36
Street Sweeping and ROW Maintenance			
ROW Tree Trimming			
Litter Cleanup			

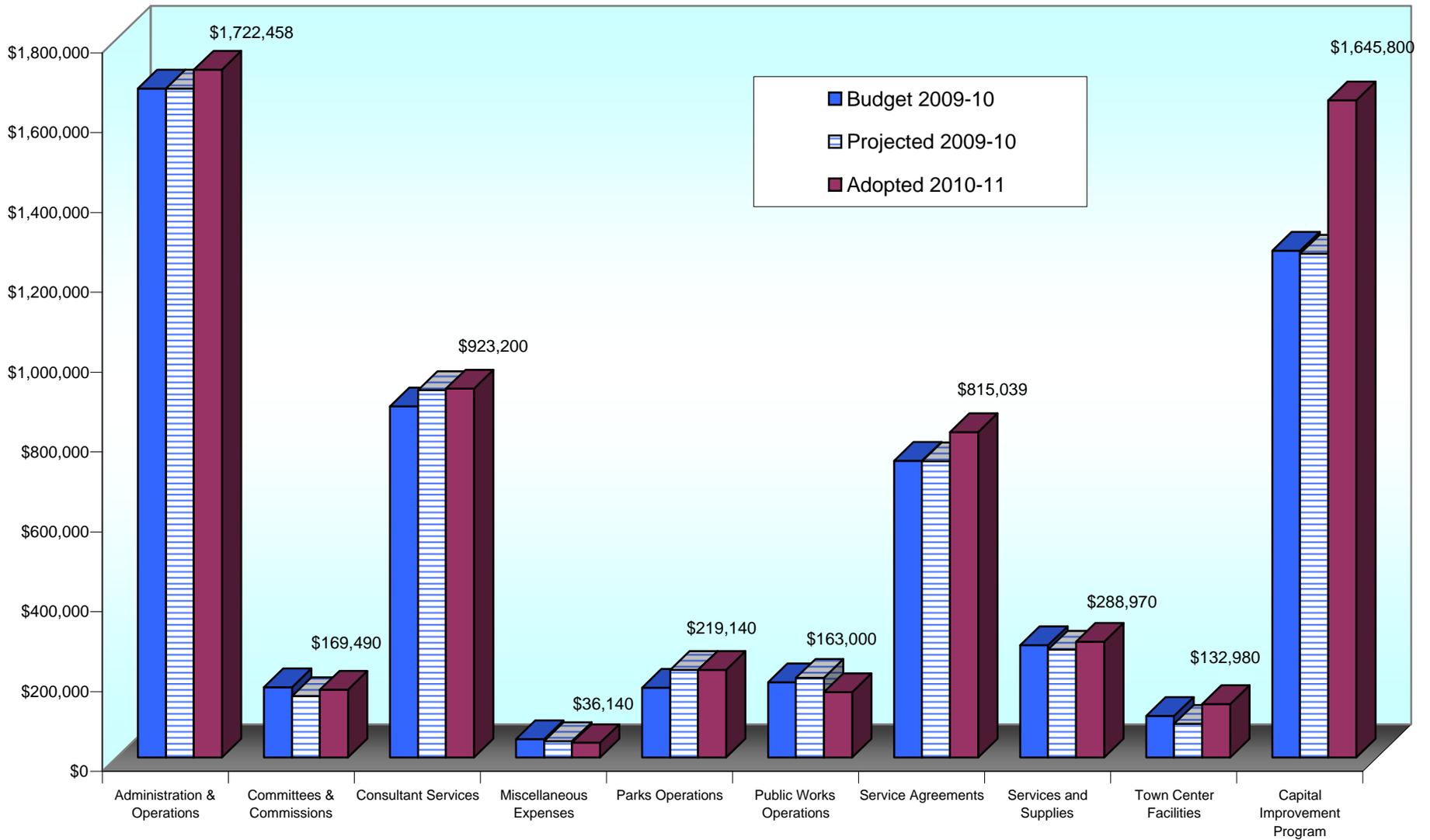
TOWN OF PORTOLA VALLEY

2010-2011 Total Expenditures Budget Summary

Expenditures	2009-10 Adopted Budget	2009-10 Projected at Year End	2010-11 Adopted Budget	%/Change per Adopted 09/10 Budget	%/Change per Projected Year End
Administration & Operations	1,675,732	1,675,578	1,722,458	2.79	2.80
Committees & Commissions	175,068	153,349	169,490	(3.19)	10.53
Consultant Services	878,565	919,451	923,200	5.08	0.41
Miscellaneous Expenses	45,141	40,141	36,140	(19.94)	(9.97)
Parks Operations	174,158	218,983	219,140	25.83	0.07
Public Works Operations	187,600	198,942	163,000	(13.11)	(18.07)
Service Agreements	742,177	741,875	815,039	9.82	9.86
Services and Supplies	280,755	269,568	288,970	2.93	7.20
Town Center Facilities	103,365	83,797	132,980	28.65	58.69
Subtotal	4,262,561	4,301,684	4,470,417	4.88	3.92
Capital Improvement Program					
Programs	1,269,400	1,261,300	1,645,800	29.65	30.48
Equipment	0	0	0	-	-
Subtotal	1,269,400	1,261,300	1,645,800	29.65	30.48
Grand Total	5,531,961	5,562,984	6,116,217	11%	10%



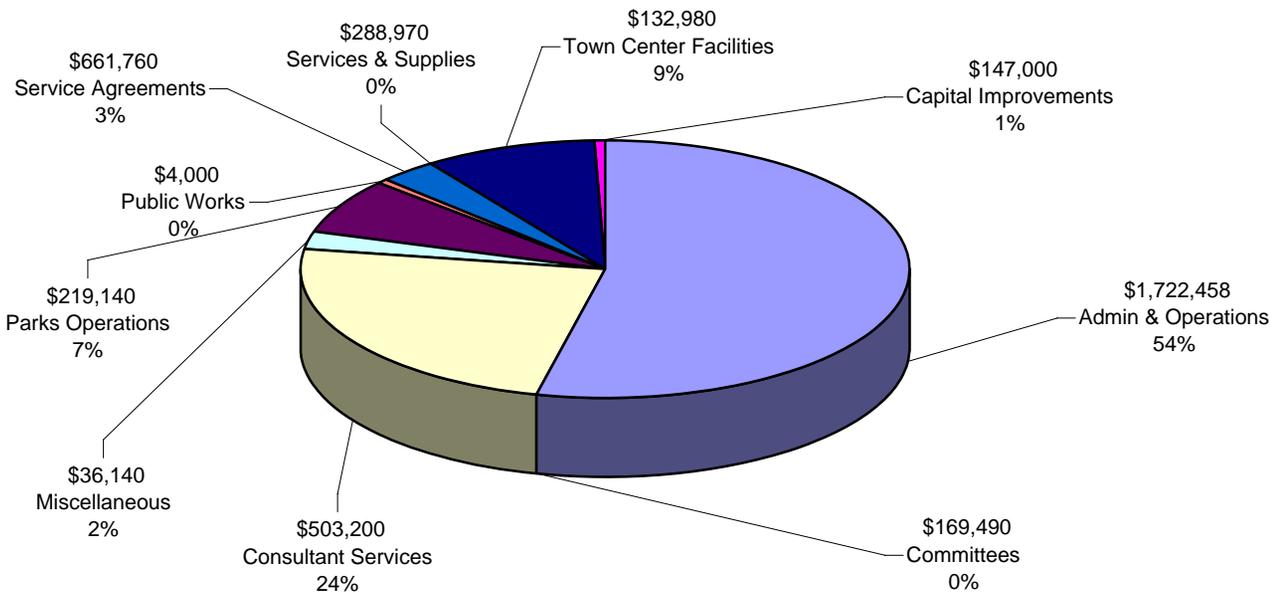
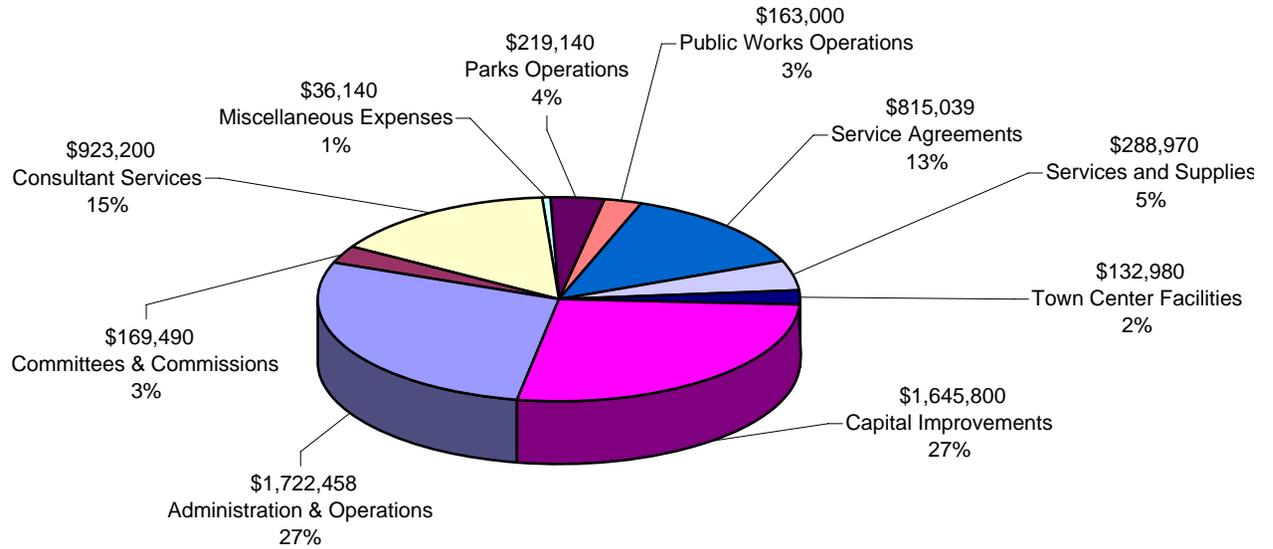
2009-10 Budget/Projected Exps. vs 2010-11 Adopted Expenditures



2010-11 EXPENDITURES BUDGET by TOTAL and GENERAL FUND

2010-11 Total Expenditures Total: \$6,116,217

Administration & Operations	\$1,722,458
Committees & Commissions	\$169,490
Consultant Services	\$923,200
Miscellaneous Expenses	\$36,140
Parks Operations	\$219,140
Public Works Operations	\$163,000
Service Agreements	\$815,039
Services and Supplies	\$288,970
Town Center Facilities	\$132,980
Capital Improvements	\$1,645,800



2010-11 General Fund Expenditures Total: \$3,885,138

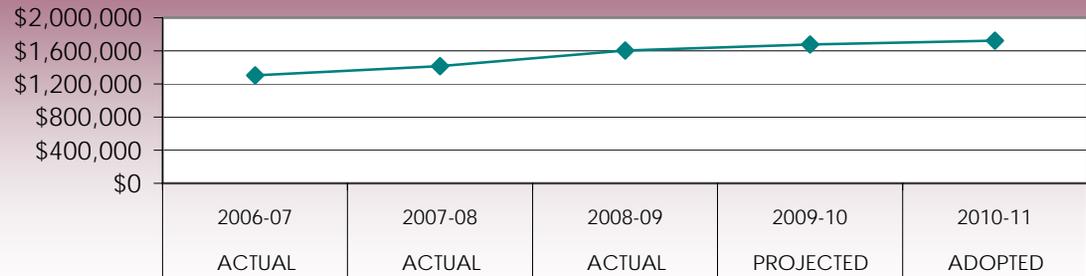
Admin & Operations	\$1,722,458
Committees	\$169,490
Consultant Services	\$503,200
Miscellaneous	\$36,140
Parks Operations	\$219,140
Public Works	\$4,000
Service Agreements	\$661,760
Services & Supplies	\$288,970
Town Center Facilities	\$132,980
Capital Improvements	\$147,000

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Administration and Operations



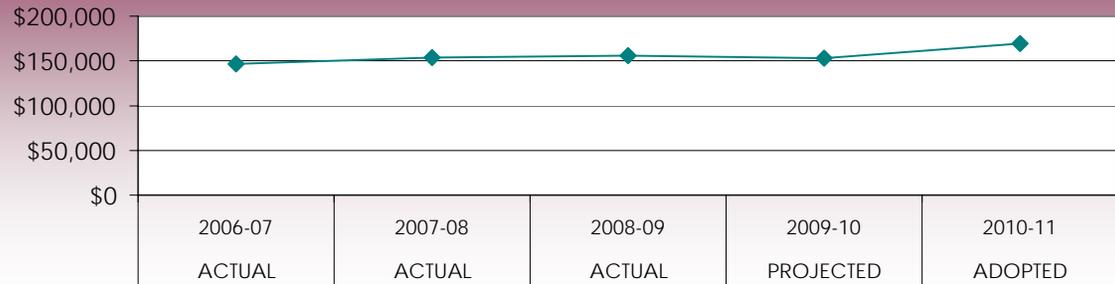
Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODES
1 Permanent Full-Time Staff (13)							
Administration/Finance (4)	303,570	317,946	361,713	371,452	371,452	382,595	
Planning/Building (6)	345,697	416,002	476,112	501,284	501,284	516,320	
Maintenance (3)	158,093	165,987	174,788	174,612	174,638	179,850	
2 Permanent Part-Time Staff (3)							
Administrative (2)	78,924	85,237	97,379	95,746	95,043	100,105	05-50-4040
Horsekeeping (1)	-	660	1,079	350	350	350	05-50-4044
3 Temporary Staff							
Building Inspection (3 weeks)	35,438	3,450	4,680	7,500	16,752	7,500	05-50-4062
4 Benefits							
Retirement - PERS	171,571	189,892	223,695	224,299	222,739	231,260	05-50-4080
Retirement - Social Security	51,655	57,115	64,318	65,938	66,114	67,210	05-50-4082
Medicare	12,916	14,370	16,242	16,580	16,721	17,100	05-50-4084
Health Insurance/Retiree Service Charges	116,303	132,825	152,699	168,971	179,100	184,168	05-50-4086
Unemployment/Workers' Compensation	26,881	26,222	22,698	22,000	25,822	27,000	05-50-4092
Automobile Allowance	4,004	5,004	5,004	5,000	4,254	5,000	05-50-4096
Overtime	486	234	3,458	2,000	0	2,000	05-50-4100
5 Vacation Sell Back				20,000	1,310	2,000	
Sub-Total	1,305,538	1,414,944	1,603,865	1,675,732	1,675,578	1,722,458	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Committees and Commissions



Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODES
1 ASCC	24,430	26,064	26,820	26,825	26,825	27,630	05-52-4140
Town Planner retainer for Architectural and Site Control Commission meetings.							
<i>Special Study: Post Construction Analysis</i>	470	-	-				
2 Cable & Utilities Undergrounding	2,000	2,000	2,000	500	500	1,500	05-52-4142
The Town's final membership fee in SAMCAT is reflected here.							
3 Conservation	130	0	0	500	413	1,480	05-52-4144
4 Community Events							
Blues & Barbecue	33,053	34,295	33,818	40,000	36,817	40,000	05-52-4146
Town Picnic	15,404	20,132	13,742	12,000	12,000	10,000	05-52-4147
Holiday Party				12,000	8,139	10,000	05-52-4147
5 Cultural Arts				4,000	600	4,900	05-52-4150
Holiday Fair, Movie Night, Art Show							
6 Emergency Preparedness	2,945	2,364	12,433	5,000	2,000	5,000	05-52-4152
Includes cost of microwave line to County and emergency supplies.							

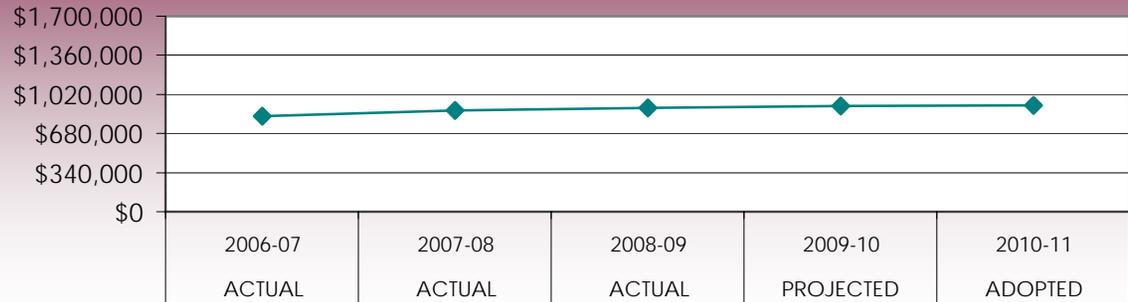
Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODES
7 Historic Resources	177	410	3,437	3,200	2,200	2,950	05-52-4154
Requesting new file cabinets for Heritage Room							
Open Space Acquisition Advisory	0	-	-	4,000	3,637	0	05-52-4156
8 Parks & Recreation		5,239					
Zots to Tots Run	175	-	1,926	5,000	2,000	3,000	05-52-4158
Adult Sports Leagues	5,961	6,576	8,012	6,000	3,900	6,000	05-52-4160
9 Planning	49,352	52,056	53,568	53,568	53,568	55,180	05-52-4162
Town Planner retainer for Commission and Council meetings.							
10 Science & Nature		92	70	975	500	850	5-52-4163
11 Teen	2,254	-	338	1,500	250	1,000	05-52-4166
Teen dances, co-sponsor one movie night.							
Ad Hoc Sausal Creek Committee	10,268	4,678		0			05-52-4168
Sub-Total	146,619	153,906	156,164	175,068	153,349	169,490	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Consultant Services



Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODES
1 Accounting and Auditing Preparation of the Town's annual audit and other accounting services. Expenditures for Community Hall audit has been moved to Town Center	23,166	43,408	41,054	22,465	22,322	24,000	05-54-4180
2 Town Attorney Town Attorney is appointed by the Town Council to provide legal advice to the Town Council, committees, and staff.	109,499	94,937	70,667	87,000	121,162	88,000	05-54-4182
3 Town Attorney - Charges to Applicants Charges to applicants for legal reviews of applications. Paid through the applicant deposit system.	11,957	14,749	2,925	15,000	13,841	15,000	96-54-4186
4 Transcription Services Cost to transcribe the proceedings of the Town Council and Planning Commission meetings.	11,786	19,924	16,080	22,000	18,223	22,000	05-54-4188
5 Town Geologist The Town Geologist is retained to provide geology reviews and to provide advice to the Town Council and staff.	9,662	1,705	16,634	14,000	13,970	10,000	05-54-4189

Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODES
6	Town Geologist - Charges to Applicants	115,092	125,633	95,511	110,000	94,749	110,000	96-54-4190
	Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system.							
7	Engineer Services	2,516	180	360	5,000	9,939	10,000	20-54-4192
	This provides backup to the Town Engineer (e.g., traffic analysis, surveying, NPDES).							
8	Engineer - Charge to Applicants	36,408	23,949	50,728	35,000	35,644	35,000	96-54-4194
	Charges to applicants for engineering consultant review of applications. Public Works inspections paid through applicant deposit system.							
9	Planner	109,573	224,868	203,000	180,000	180,000	180,000	05-54-4196
	The Town Planner is retained to oversee all planning and land use issues within the Town and works on Town Council and Planning Commission authorized projects on a fee-for-service basis. The Planner is retained for services to the Planning Commission (\$53,568 annually) and the Architectural and Site Control Commission (\$26,825 annually). These line items can be found in the Committees & Commissions budget.							
	<i>Assistance on Town Center Design</i>	28,532	22,215	7,573	0	0	0	5-54-4197
10	Planner - Charge to Applicants	229,110	167,839	218,506	220,000	298,944	250,000	96-54-4198
	Charges to applicants for planning consultant reviews of applications. Paid through applicant deposit system.							
11	Plan Check	91,894	68,759	64,606	70,000	63,991	68,000	05-54-4200
	applicants for consistency with conditions and codes.							

Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODES
12	Miscellaneous Consultants							
	<i>Personnel Services - Classification study and salary survey.</i>	10,994						05-54-4209
	Consultant for Bldg Permit & Related Fees Study				37,400	0	37,000	05-54-****
	Peelle - Scanning & Indexing Town Documents	5,645			16,000	12,164	13,000	05-54-4208
	Lynx Tech - GIS Training, Updates, Completion of General Plan Diagrams		660	5,465	6,100	520	3,600	05-54-4208
	Waste Management Consultants - Includes annual report to CIWMB.	990		6,030	1,000	1,000	1,000	05-54-4212
	Website and IT Consulting & Training Services	1,315	17,498	70,512	17,600	12,982	21,600	05-54-4216
	<i>Parks & Rec Committee - Requested design consultant for Ford Field infrastructure.</i>			6,859	0	0	0	05-54-4210
	<i>Grapefruit Media - Documentary of TC green construction.</i>		6,875		0			05-54-4211
	<i>Emergency Preparedness Community Outreach</i>			2,324	0	0	0	
	Miscellaneous Consultants (Septic/Sewer Study, SFO Noise Study)	31,120	46,516	23,049	20,000	20,000	35,000	05-54-4214
	Sub-Total	829,260	879,715	901,882	878,565	919,451	923,200	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Miscellaneous Expenses

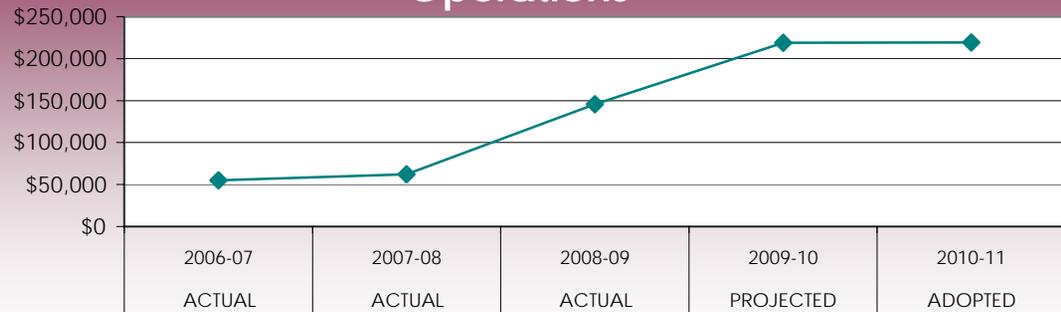


Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2010-11	ADOPTED 2010-11	ACCOUNT CODE
1 Contingency Contingency funding provides for unexpected funding needs; cannot be spent without Town Council authorization. (It is advisable for the Town to have funds budgeted for unexpected expenses, the alternative being transferral of funds within the budget.)				30,000	30,000	30,000	05-56-4220
2 Community Services Funds the Town Council appropriates to non-profit community organizations and agencies.	11,788	13,288	13,300	13,300	8,300	4,300	05-56-4222
3 H.E.A.R.T. JPA For participation in endowment to create a regional approach to affordable housing.	1,705	1,841	1,841	1,841	1,841	1,840	05-56-4223
Sausal Creek Fundraising Council approved a total of \$22,000 during 2007/08 for this new expense. To be paid from Friends of Sausal Creek revenue.		10,025	2,826	0	0	0	
Sub-Total	13,493	25,154	17,967	45,141	40,141	36,140	

**TOWN of
PORTOLA VALLEY**
2010-11 BUDGET WORKSHEET



**Parks & Recreation
Operations**



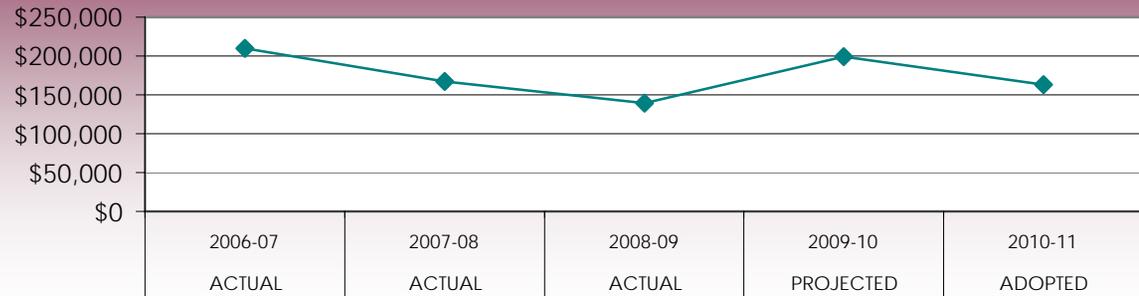
Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODES
1 Parks and Fields Maintenance Maintenance cost for all Town-owned playing fields and parks.	50,677	58,743	60,960	64,058	60,000	60,140	05-58-4240
2 Portable Lavatories Portables at both Rossotti and Ford playing fields.	3,698	3,117	2,382	2,600	2,583	2,600	05-58-4244
3 Special Event Insurance Insurance to cover classes held at Town Center.	672	336	2,467	3,500	6,000	6,000	05-58-4338
4 Instructors Percentage of fees (80%) remitted to instructors from classroom revenues.			79,774	104,000	150,400	150,400	05-58-43**
Sub-Total	55,047	62,196	145,582	174,158	218,983	219,140	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Public Works Operations

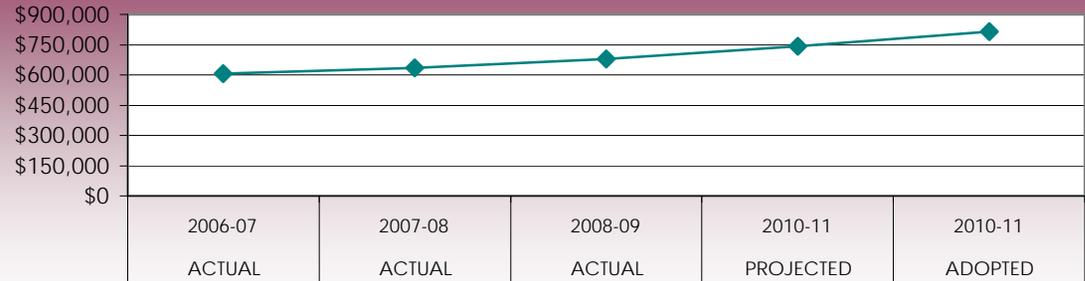


Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODES
1 Public Road Surface & Drainage Maintenance	50,035	32,703	22,271	40,000	64,447	40,000	20-60-4260
2 Street Sweeping	28,302	31,215	31,410	25,000	17,808	20,000	20-60-4262
3 Right of Way Tree Trimming & Mowing	37,450	15,150	26,686	30,000	15,000	30,000	20-60-4264
4 Public Right of Way Litter Clean-up Program	8,026	10,150	9,731	9,000	9,728	9,000	20-60-4266
5 Tools and Equipment Includes safety garments, hand tools, and small mowers.	7,571	2,055	3,569	7,000	2,000	4,000	05-60-4267
6 Street Signs & Striping	14,172	20,447	14,528	15,000	3,554	10,000	20-60-4268
7 Trail Surface Rehabilitation	49,592	41,117	26,475	40,000	30,000	30,000	20-60-4270
8 Storm Damage/Emergency Repairs Non-disaster related storm damage.	14,580	14,316	5,019	20,000	55,655	20,000	20-60-4271
Sudden Oak Death Spraying in Right of Way <i>Included in ROW Tree Trimming budget</i>				1,600	750	0	5-60-****
Sub-Total	209,729	167,153	139,689	187,600	198,942	163,000	

**TOWN of
PORTOLA VALLEY**
2010-11 BUDGET WORKSHEET



Service Agreements



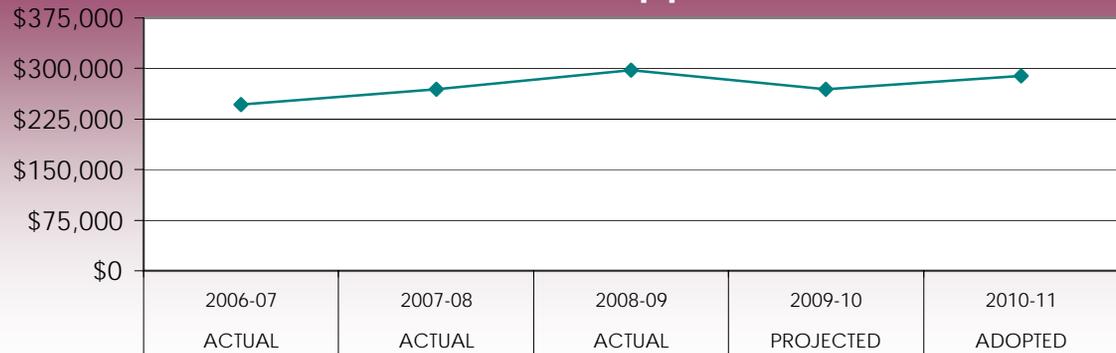
Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2010-11	ADOPTED 2010-11	ACCOUNT CODES
1	Animal Control Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo County.	30,861	29,592	27,013	27,338	27,338	32,321	05-62-4280
2	San Mateo County Sheriff's Office Contract law enforcement through San Mateo County. This is the second year of a renegotiated three-year agreement.	398,983	418,114	449,623	498,601	498,601	546,189	05-62-4282
3	Additional Traffic Patrols Portion of program to be funded by General Fund.	100,000	126,000	90,000	100,000	100,000	100,000	30-62-4284
	Portion of program to be funded by Public Safety Fund.	62,320	47,334	95,050	85,000	85,000	65,000	05-62-4284
					13,270	13,270	53,279	10-62-4284
4	Emergency Services Council JPA	11,995	12,269	12,653	12,968	12,968	13,250	05-62-4286
5	NPDES Stormwater Program Cost of county-wide stormwater discharge permit as mandated by Federal and State legislation.	2,963	2,963	4,149	5,000	4,698	5,000	05-62-4288
	CLEEP Program State funds for purchase of equipment for use by Sheriff's Office. Revenue received FY 2001/02.	662	0	0				30-62-4290
Sub-Total		607,784	636,272	678,488	742,177	741,875	815,039	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Services & Supplies



Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODES
1 Codification Annual codification of the Town's ordinances.	3,069	0	2,569	0	0	3,100	05-64-4300
2 Elections <i>Bi-annual Town elections. Funds used to pay County to administer Town elections; no elections in 2010-</i>	5,240	585	0	8,300	15,070	0	05-64-4302
3 Liability Insurance/Bonds Town's liability insurance, automobile insurance and officials' bonding. ABAG has increased liability cap from \$10 to \$15 million.	64,908	45,557	32,121	32,520	33,325	30,000	05-64-4304
4 Office Supplies Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible.	19,236	16,037	16,808	20,000	16,000	18,000	05-64-4308
5 Town Publications Production costs for two newsletters per year (one paper, one electronic) and eight postcards.	2,428	24,364	24,405	22,350	21,300	18,600	05-64-4310
6 Web Site Hosting & Spam Filtering Includes offsite hosting of Municipal Code, security certificate for website, website hosting, and spam filtering services.	652	947	3,630	4,340	3,817	4,000	05-64-4311
7 Office Equipment - Maintenance & Repairs Includes copier lease, Council & Commission "paperless packet" equipment, new projector.	17,069	19,066	28,794	18,850	16,000	25,240	05-64-4312

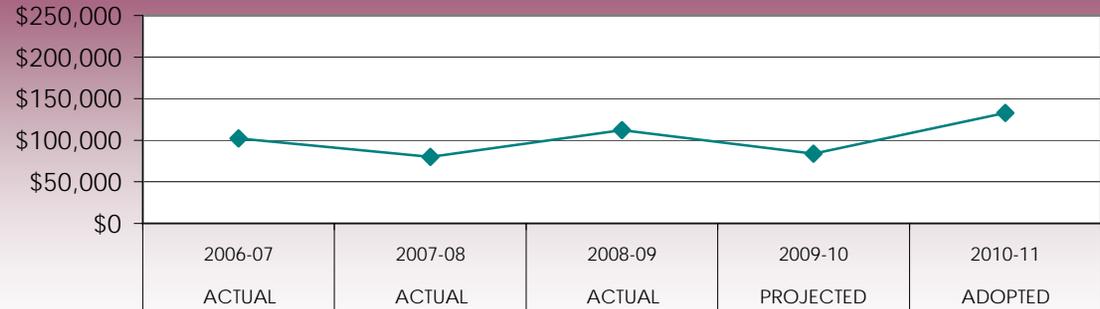
Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODES
8	Equipment Service Contracts Maintenance agreements for GIS/financial software, postal meter and other servicing as needed.	14,886	21,364	26,594	10,723	11,305	11,740	05-64-4314
9	Postage	9,459	15,684	12,180	11,000	11,000	11,000	05-64-4316
10	Telephones Includes long distance, cell phones, and Nextel phones in addition to basic service.	4,935	5,836	7,458	7,000	6,800	7,000	05-64-4318
11	Advertising Legal notices and advertisements.	6,544	12,213	10,753	10,000	6,000	7,000	05-64-4320
12	Dues	27,026	21,288	21,200	24,000	23,000	23,720	05-64-4322
13	Staff Development	1,037	425	0	0	0	0	05-64-4324
14	Education & Training - Staff	1,972	3,645	5,469	1,600	1,400	4,850	05-64-4326
15	Education & Training - Council, Commissions, & Committees	1,042	1,657	2,071	3,000	2,071	3,000	05-64-4327
16	Mileage Reimbursement (2010 rate is 0.50/mile)	2,679	4,717	3,325	4,000	2,750	3,500	05-64-4328
17	Utilities PG&E and water expenses for Town Center buildings and fields.	37,071	43,885	54,358	40,000	52,950	52,000	05-64-4330
18	Fire Prevention/Wood Chipping Woodside Fire Protection District fire prevention/wood chipping. Includes 2 extra chipping days in October for high risk areas, fire workshop, Los Trancos Project.	8,000	8,747	13,953	20,142	20,142	32,270	05-64-4333
19	Vehicle Maintenance Includes yearly service of all vehicles and fuel costs.	12,432	13,996	11,060	15,500	10,707	12,000	05-64-4334
20	Miscellaneous	6,774	9,232	20,554	15,000	9,000	15,000	05-64-4336
21	Bank Fees				4,000	4,000	0	05-64-4337
22	Sustainability Series				8,430	2,931	6,950	05-64-4335
	Sub-Total	246,458	269,245	297,305	280,755	269,568	288,970	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Town Center Facilities



Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	ADOPTED 2010-11	ACCOUNT CODES
1 Building Maintenance Equipment & Supplies	6,539	6,875	18,790	20,000	14,043	40,000	05-66-4340
2 Community Hall				7,365	8,003	21,600	
New account for maintenance costs, deep cleaning and annual usage audit.							
3 Landscape Supplies and Services	858	13,010	19,013	35,000	32,000	30,000	05-66-4342
Includes care of native plantings and trees.							
4 Janitorial Services	2,967	4,671	5,240	10,000	10,000	12,000	05-66-4344
5 Mechanical Systems Maintenance/Repairs	2,966	3,367	30,983	25,000	18,168	23,000	05-66-4346
Includes maintenance of electrical, photovoltaic, & dashboard							
6 Repairs/Vandalism	0	0	170	1,000	137	1,000	05-66-4348
7 Property Insurance	2,163	1,299	1,281	5,000	1,446	5,380	05-66-4350
Leases for Temporary Offices	34,783	0	0	0	0	0	05-66-4352
Temporary Facilities & Units							
Village Square lease for temp classes, July 2008	30,822	33,492	6,184	0			5-66-4354
Lavs (per OSHA requirements) at TC during construction.	6,165	17,281	13,766	0			5-66-4355
Purchase and setup of temporary storage units (4). Includes containers, shelving and electrical installation.	15,108						5-66-4356
Town Hall Move			9,860	0			
Window Coverings (as needed)			6,893	0			
Sub-Total	102,371	79,995	112,181	103,365	83,797	132,980	

TOWN of PORTOLA VALLEY

2010-11
BUDGET WORKSHEET



Capital Improvements: Programs		ACCOUNT	APPROVED	PROJECTED	ADOPTED	FY	FY	FY
Account Description/Activity		CODE	2009-10	2009-10	2010-11	2010-11	2011-12	2012-13
1	Annual Street Resurfacing Program							
	Construction	\$700,000	177,750	177,750	198,590			
			522,250	522,250	501,410			
2	2010/11 Street Resurfacing - Testing & Inspections	05-68-4503	30,000		30,000			
	2011/12 Street Resurfacing Program - Design	05-68-4503	55,000	53,410	40,000			
3	Lighting at Town Center	5			40,000			
4	Phase I Springdown Open Space Improvement	15			75,000			
5	Storm Drain Inventory/Repairs (Phase 1 of 5)							
	Inventory and report	5			37,000			
	Inventory and report	20 (1B)			33,000			
	Replacement and repairs	20 (1B)			100,000			
6	C-1 Trail (Stanford University)	96-00-4528			590,800			
	<i>Town Center Improvements (Carryover)</i>	5-68-4420	69,000	177,410				
	<i>Town Center Improvements (New Projects)</i>	5-68-4419	112,000	30,000				
	<i>Sausal Creek Improvements (Carryover)</i>	5-68-4425	24,000	53,420				
	<i>ARRA Project</i>	8/65-68-4483	279,400	247,060				
	Sub-Total		1,269,400	1,261,300	1,645,800	0	0	0

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



5-70-4477

Capital Improvements: Equipment Account Description/Activity	ADOPTED 2009-10	PROJECTED 2009-10	ADOPTED 2010-11
			0
Sub-Total	0	0	0

RESOLUTION NO. 2497 2010

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF PORTOLA VALLEY ADOPTING THE OPERATING
AND CAPITAL BUDGETS FOR FISCAL YEAR 2010-2011

WHEREAS, the Town Manager has reviewed and analyzed the Town's finances and has projected revenues and expenditures for Fiscal Year 2010-2011;

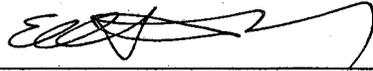
WHEREAS, the Town Manager presented her proposed budget to the Town's Finance Committee and Council for review and consideration; and

WHEREAS, the Town Council conducted a noticed public hearing to review the proposed operating and capital budget

NOW, THEREFORE, the Town Council of the Town of Portola Valley does **RESOLVE** the following:

1. To adopt the Town's Fiscal Year 2010-2011 operating and capital budgets, overall reflecting the following:
 - a. Projected revenues: **\$ 5,694,480**
 - b. Projected expenditures: **\$ 6,116,217**
2. The budget shall be effective July 1, 2010.
3. The amount of the 2010-2011 Fiscal Year operating and capital budget for each account area of the budget may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of the California Government Code Sections 37208 and 37209.
4. The Town Manager shall periodically report to the Town Council the amount and classification of revenues received and expenditures made.
5. A copy of the adopted budget shall be kept on file with the Town Clerk of the Town of Portola Valley, as the official budget of the Town of Portola Valley for the 2010-2011 Fiscal Year.

REGULARLY PASSED AND ADOPTED this 23rd day of June 2010.



Mayor (Vice)

ATTEST



Clerk

RESOLUTION No. 2499 -2010

**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF PORTOLA VALLEY
AND DETERMINING AND ESTABLISHING THE
APPROPRIATIONS LIMIT FOR 2010-2011**

WHEREAS, the calculation of the Appropriations Limit for the Fiscal Year 2010-2011 has been completed by the Administrative Services Officer; and

WHEREAS, the manner of calculating said Limit is set forth in Exhibit A attached hereto.

NOW, THEREFORE, be it resolved that the Town Council of the Town of Portola Valley Appropriations Limit for Fiscal Year 2010-2011 is determined to be \$3,287,799.

REGULARLY PASSED AND ADOPTED this 14th day of July 2010.



Mayor

ATTEST:



Town Clerk