

TOWN OF PORTOLA VALLEY

ADOPTED BUDGET
FOR THE FISCAL YEAR
2011-2012

TOWN OF PORTOLA VALLEY

ADOPTED OPERATING & CAPITAL BUDGETS

FISCAL YEAR 2011-12

Presented to:

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

Prepared by:

Angela Howard, Town Manager
Stacie Nerdahl, Administrative Services Officer

June 2011



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 30, 2011
RE: **Adopted 2011-12 Town Budget**

We are pleased to present the adopted 2011-12 Fiscal Year budget that represents staff's best estimates for revenues and expenditures for the coming year. In short, the Town's primary revenue sources (property tax, utility users' taxes, building permits) remain stable. In addition, while other municipal agencies struggle with skyrocketing costs related to employee benefits packages, Portola Valley's modest employee benefits package has protected it from this budgetary challenge.

Noteworthy fiscal highlights:

- Projected sales tax revenues for the 2010-11 fiscal year are markedly higher than the 6% increase that the State predicted, and the State predicts a 9% increase for the 2011-12 fiscal year. Property tax revenues are also higher than budgeted.
- The Town entered into an agreement for an analysis of its fees during the 2010-11 fiscal year (the last fee study was conducted in 1999.) This analysis of the Town's current charges for services will be completed during 2011-12 and the Council will then consider adjusting these revenue sources.
- Reserve funds within the Safety Tax and Road Impact Fee funds will be tapped once again to meet expenditures in the proposed 2011-12 budget related to supplementary law enforcement services and capital improvement projects.
- Construction of the C-1 Trail project will take place during 2011-12, with its sizable impact reflected in both revenues and expenditures of the proposed budget. This project continues to be 100% funded by Stanford University.

Summary of 2011-12 Adopted Budget

Revenues	+/- PFY	Expenditures	+/- PFY	Rev/Exp Diff
Overall Budget				
\$6,579,578	+15.5%	\$6,675,566	+9.1%	(\$95,988)
General Fund Budget				
\$3,860,520		\$3,724,101 (CIP) <u>\$135,500</u>		
(Total) \$3,860,520	-0.6%	(Total) \$3,859,601	-0.7%	\$919

Revenue Estimates

While the *Revenues Budget Summary* on page 4 indicates an overall 16% increase in revenues over the 2010-11 budget, this percentage is due to the revenues related to the C-1 Trail project. With this taken into consideration, the Town's overall revenue reflects a 0.5% decrease over the 2010-11 fiscal year budget.

- **Government Agency:** Sales tax revenues are predicted to increase by 9%, and the new voter-approved Measure M revenues (County) will provide an additional \$82,000 for improvements to local streets and roads. Unfortunately, the annual Public Safety COPS grant of \$100,000 is currently not funded by state legislation for fiscal year 2011-12.
- **Permits & Fees:** Building permit revenues continue to rebound from an all-time low in 2008-09, and are currently at 10% over the adopted 2010-11 budget.
- **Service Charges:** This category again includes significant revenues related to the C-1 Trail (Stanford) project.
- **Revenue from Taxes:** While the County predicted no growth rate for property taxes in 2010-11, the Town's projected revenues are actually 4% over the 2009-10 revenues. We have therefore budgeted a continued 4% increase for the 2011-12 fiscal year.

Expenditure Estimates

The 9.1% overall increase in expenditures over the 2010-11 fiscal year is due to the ongoing impact of the self-funded C-1 Trail. With this project's impact factored out, the overall expenditures budget is decreased by 6.4% over 2010-11. The Operating budget reflects a decrease of 0.4% over 2010-11.

- **Administration:** Without the impact of a one-time vacation cashout for a retiring employee, this category reflects a modest 2.5% increase over 2010-11. The Town's participation rate for PERS retirement increased by 0.5%, and medical expenses increased by 4.8%. Additionally, there will be several reclassifications of staff based on merit.
- **Committees & Commissions:** The Town's annual Blues & Barbecue event has been suspended until 2012, and expenditures related to the new Sustainability Committee are now included in this category.
- **Miscellaneous Expenses:** This category includes expenditures related to the grants for the Energy Upgrade California program.
- **Parks & Fields:** Refinements to the maintenance processes for the playing fields will result in savings in this category along with reduced down time.
- **Service Agreements:** State legislation currently does not allow for the continuance of COPS funding for supplemental traffic patrols. We are currently in discussions with the Sheriff's office to determine if some services can be provided with existing funds.
- **Capital Improvements:** Staff has budgeted \$500,000 for the Town's annual street resurfacing project, to be funded in part by the new Measure M county revenues. Other projects relate to improvements to the Spring Down open space parcel (funded by the Open Space fund), continued repairs and replacements to the Town's storm drains, and the self-funded C-1 Trail. Additionally, we have included funds for modifications to the Historic Schoolhouse's entryway and a fresh coat of paint for the entire Schoolhouse. There is no Capital Equipment budget.

Final Thoughts and Recognition

While some government agencies are facing an uphill climb to weather the current financial climate, Portola Valley's own financial outlook remains stable. 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

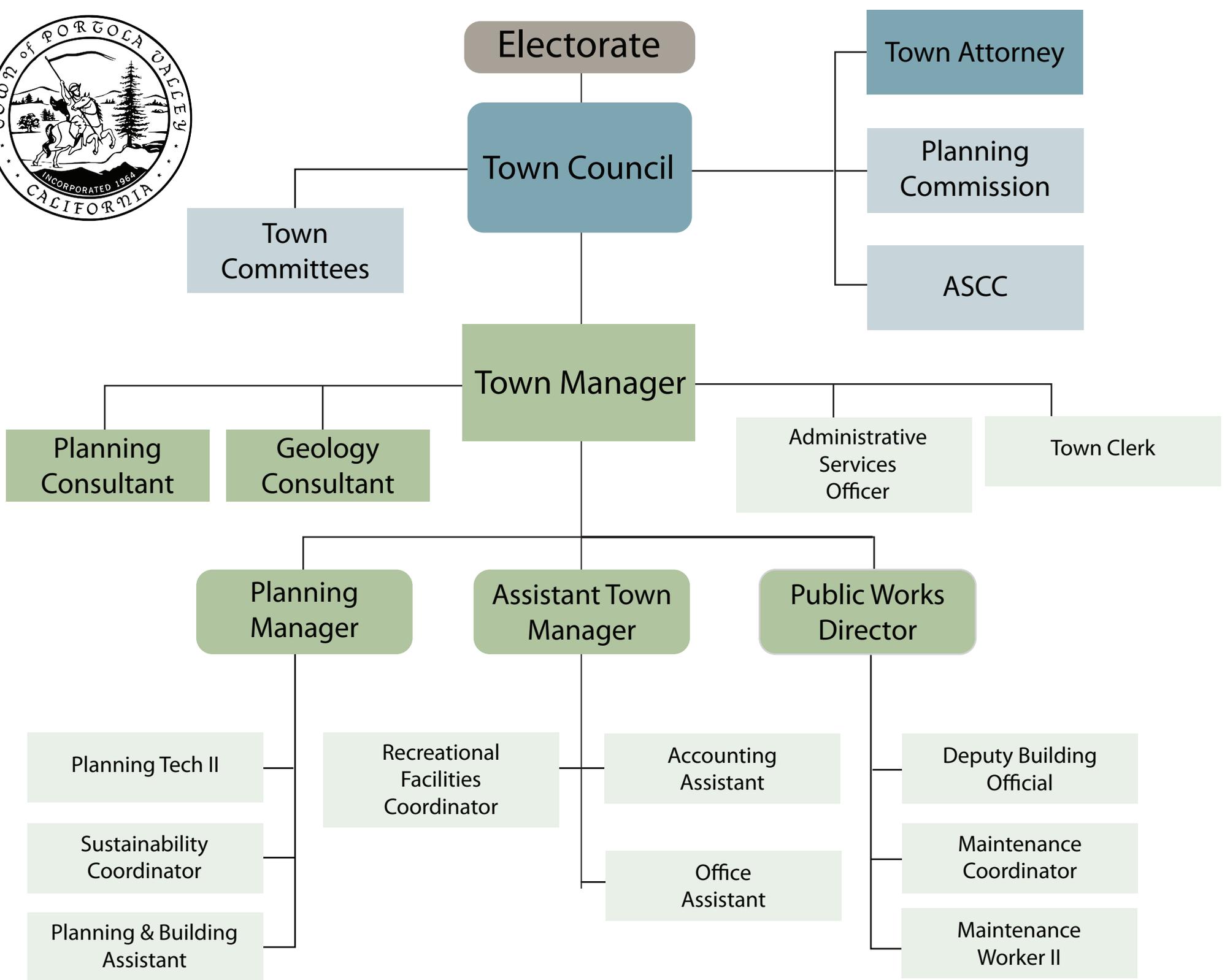
By unanimous vote at its May 31 meeting, the Finance Committee recommended that the proposed 2011-12 budget be presented to the Town Council for consideration. The committee also recommended that expenditures for *Additional Traffic Patrols* (page 30) be excluded.

Town Council Action

At its June 8 meeting, The Town Council scheduled a Public Hearing for the Proposed Budget for June 22, 2011.

Recommendation

Upon completion of the Public Hearing on June 29, 2011, the Town Council adopted the attached resolution approving the Proposed 2011-12 Operating and Capital Budget for the Town of Portola Valley.





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.
22	Measure M	County-generated vehicle registration revenue to be used for local streets and roads for congestion mitigation and water pollution prevention programs.
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 percent 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.

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2011-12 Revenues and Expenses by Governmental Fund

Revenues	Fund 5	Fund 8	Fund 10	Fund 15	Fund 20	Fund 22	Fund 25	Fund 30	Fund 60	Fund 65	Fund 96	TOTALS
	GENERAL FUND	GRANTS	PUBLIC SAFETY	OPEN SPACE	TRANSPORTATION	MEASURE M	LIBRARY	C O P S	MEASURE A	ROAD FEES	CASE REVIEWS	
Government Agency	\$ 19,500	\$ 11,982	11,170		133,505	82,521		0	234,400			493,078
Franchise Fees	\$ 257,094											257,094
Permits & Fees	\$ 365,230											365,230
Other Revenues	\$ 30,000			5,000			90,000					125,000
Parks & Recreation	\$ 100,070											100,070
Service Charges	\$ 51,820										405,000	456,820
C-1 Trail	\$ -										1,500,000	1,500,000
Revenue from Taxes	\$ 2,240,756											2,240,756
Town Center Facilities	\$ 205,000											205,000
Interest	\$ 40,000											40,000
Utility Users' Taxes	\$ 551,050			245,480								796,530
Revs. Sub-Totals	3,860,520	11,982	11,170	250,480	133,505	82,521	90,000	0	234,400	0	1,905,000	6,579,578
Expenditures												
Admin & Operations	\$ 1,792,397											1,792,397
Committees	\$ 143,232											143,232
Consultant Services	\$ 455,721				8,000						405,000	868,721
Miscellaneous	\$ 41,591	\$ 23,964										65,555
Parks Operations	\$ 193,070											193,070
Public Works	\$ 3,000				164,000							167,000
Service Agreements	\$ 681,473		110,000					0				791,473
Services & Supplies	\$ 291,987											291,987
Town Center Facilities	\$ 121,630						10,000					131,630
Exp. Sub-Totals	3,724,101	23,964	110,000	0	172,000	82,521	10,000	0	0	0	405,000	4,445,065
Capital Improvements												
Street Resurface 10/11						62,521			234,400	203,080		500,001
Street Design / Inspections	\$ 65,000											65,000
Schoolhouse	\$ 15,500											15,500
Springdown Imp, Ph 1				75,000								75,000
Storm Drain Imps	\$ 55,000				0	20,000						75,000
C-1 Trail											1,500,000	1,500,000
Capital Improvements	\$ 135,500		0	75,000	0	82,521	0	0	234,400	203,080	1,500,000	2,230,501
Revenue - Expenses	136,419	-11,982	-98,830	250,480	-38,495	82,521	80,000	0	234,400	0	1,500,000	2,134,513
Revenue - (Exp+CIP)	919	-11,982	-98,830	175,480	-38,495		80,000	0	0	-203,080	0	-95,988

Town of Portola Valley 2011-2012 Fund Activity Summary

FUND	7/1/2011 ESTIMATED BALANCE	2011-2012 ESTIMATED REVENUES	2011-2012 ESTIMATED EXPENDITURES	6/30/2012 PROJECTED BALANCE
General Purpose Funds				
General Fund Unrestricted	2,128,420	3,860,520	3,859,601	2,129,339
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
Sub-Total	\$ 2,611,457	\$ 3,860,520	\$ 3,859,601	\$ 2,612,376
Restricted Funds				
Bonds and Grants (8)	11,982	11,982	23,964	0
Public Safety (10)	104,722	11,170	110,000	5,892
Open Space (15)	3,006,547	250,480	75,000	3,182,027
Transportation/Public Works (20)	19,845	133,505	172,000	-18,650
Measure M (22)	0	82,521	82,521	0
Library Fund (25)	397,960	90,000	10,000	477,960
Public Safety/COPS (30)	0	0	0	0
Park In Lieu (40)	6,191	0	0	6,191
Inclusionary In Lieu (45)	158,033	0	0	158,033
Measure A (60)	0	234,400	234,400	0
Road Fee Fund (65)	779,835	0	203,080	576,755
Applicant Deposits (96)	469,628	1,905,000	1,905,000	469,628
Sub-Total	\$ 4,942,761	\$ 2,719,058	\$ 2,815,965	\$ 4,857,836
Grand Total	\$ 7,554,218	\$ 6,579,578	\$ 6,675,566	\$ 7,470,212

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	
State Gas Tax		Field Activity Fees	
HOPTR		Teen Committee	
Prop 42 Funds		Service Charges	13
Measure M		Zoning & Planning Permits	
Miscellaneous Grants		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	C-1 Trail	
Building Permit/Plan Check		Miscellaneous Revenues	
Site Development		Revenue from Taxes	15
Encroachment		Property Taxes, Secured & Unsecured	
Conditional Use		Sales & Use Tax	
Building Permit Review/Planning		Business License Tax	
Horsekeeping		Real Property Transfer Tax	
Construction & Demolition		Miscellaneous Other Taxes	
Other Revenues	11	Town Center Facilities	16
Fines & Forfeitures		Community Hall & Room Rentals	
Miscellaneous Contributions		Parking Lot & Field Rentals	
Open Space		Class Fees	
Library Fund		Interest	17
PG&E Solar Rebate		Utility Users' Taxes	18
		General Purpose Use (4.5%)	
		Open Space Use (2%)	

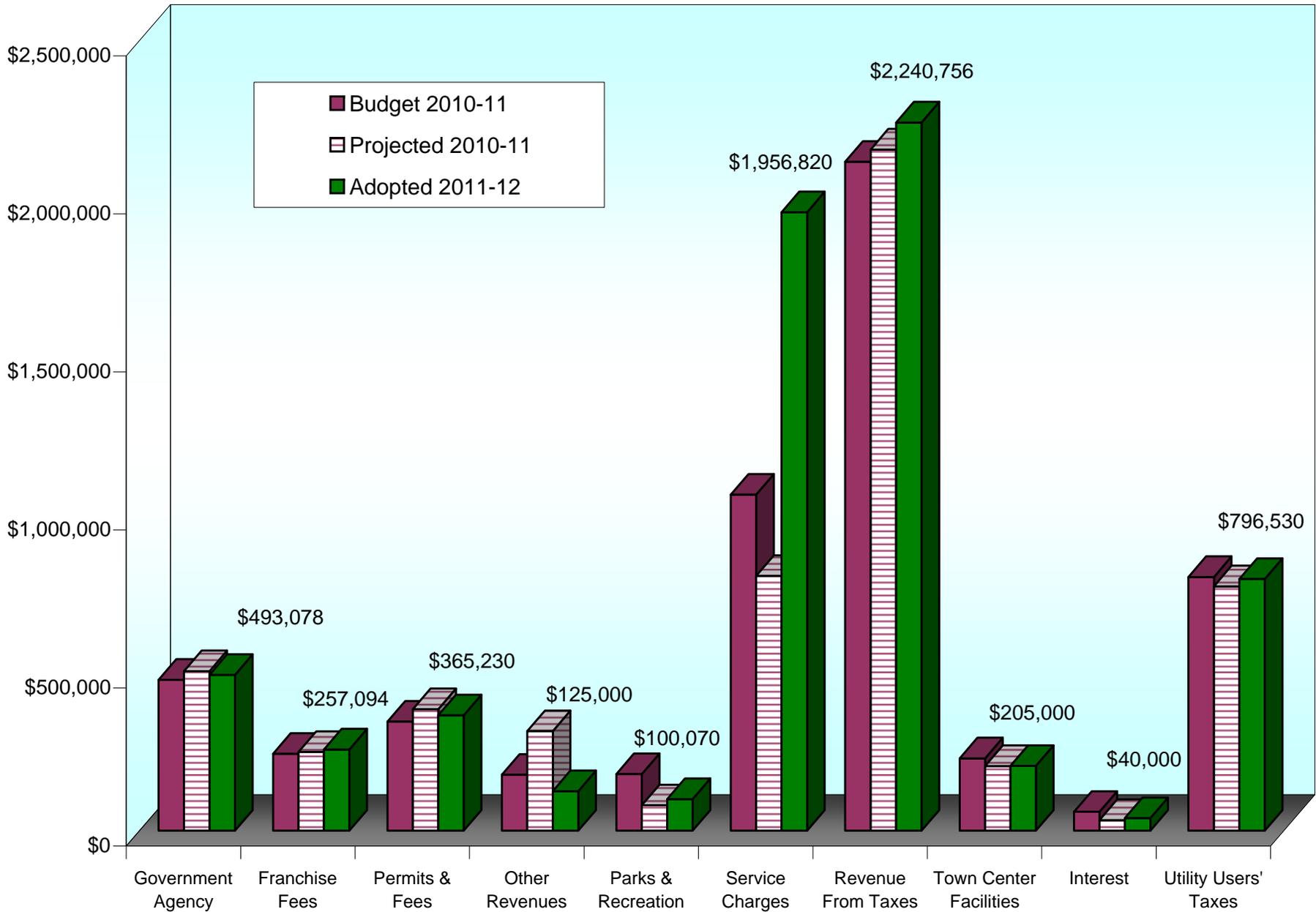
TOWN OF PORTOLA VALLEY

2011-2012 Total Revenues Budget Summary

Revenues	2010-11 Adopted Budget	2010-11 Projected at Year End	2011-12 Adopted Budget	%/Change per Adopted 10/11 Budget	%/Change per Projected Year End
Government Agency	477,540	504,855	493,078	3.25	(2.33)
Franchise Fees	243,380	249,606	257,094	5.63	3.00
Permits & Fees	345,300	384,635	365,230	5.77	(5.05)
Other Revenues	177,000	314,957	125,000	(29.38)	(60.31)
Parks & Recreation	179,230	80,246	100,070	(44.17)	24.70
Service Charges	1,063,700	806,180	1,956,820	83.96	142.73
Revenue From Taxes	2,116,600	2,155,050	2,240,756	5.87	3.98
Town Center Facilities	229,000	204,600	205,000	(10.48)	0.20
Interest	60,000	33,600	40,000	(33.33)	19.05
Utility Users' Taxes	802,730	773,330	796,530	(0.77)	3.00
Grand Total	5,694,480	5,507,059	6,579,578	16%	19%

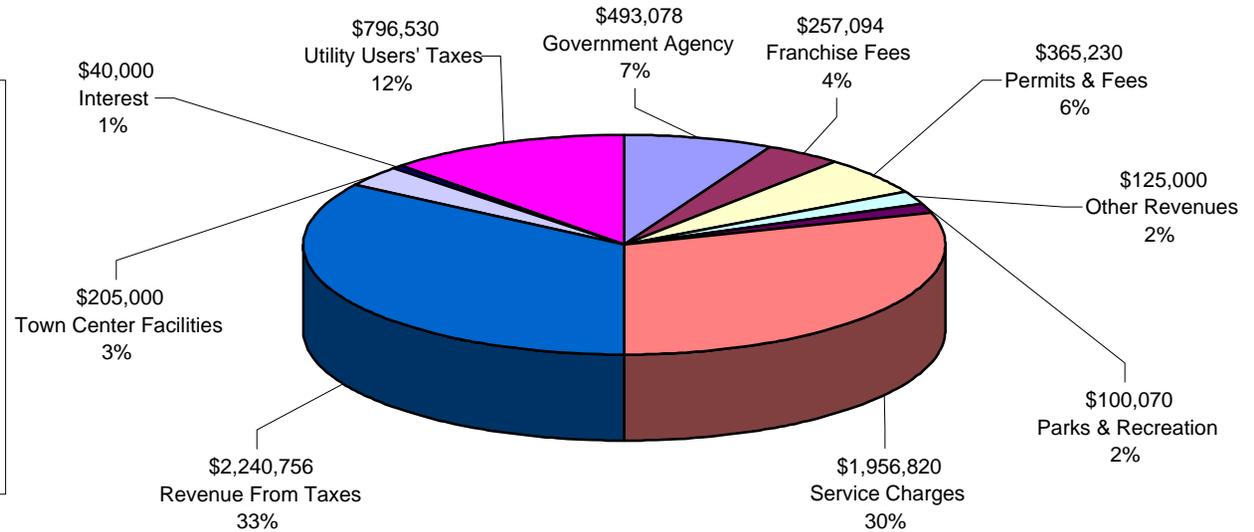


2010-11 Budget/Projected Rev. vs 2011-12 Adopted Revenue

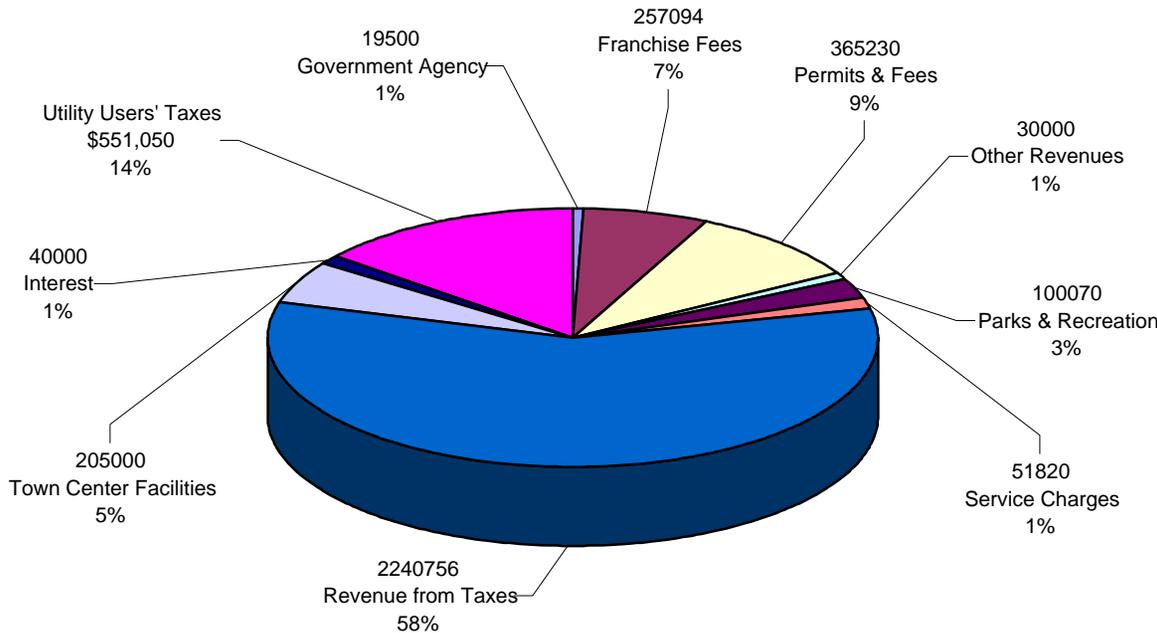


2011-12 REVENUE BUDGET by TOTAL and GENERAL FUND

2011-12 Total Revenue Total: \$6,579,578



2011-12 General Fund Revenue Total: \$3,860,520

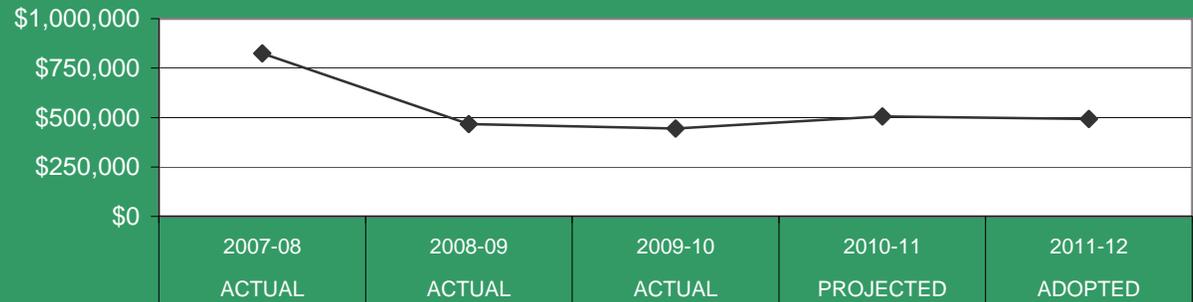


TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Government Agency



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	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.	20,473	15,788	13,740	14,000	14,500	14,500	05-10-3001
2 Measure A Sales Tax Half percent sales tax restricted for transportation uses. State is predicting a 9% increase.	218,049	193,750	189,937	198,590	215,000	234,400	60-10-3002
3 Proposition 172 Funds - Public Safety Sales Tax Half-cent sales tax restricted for public safety issues.	11,123	10,170	9,742	11,240	10,250	11,170	10-10-3004
4 Public Safety COPS Grant Annual state allotment which can only be used for public safety. Legislation is not in place to fund COPS in FY2011 12.	100,266	93,957	101,083	100,000	100,000	0	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.	68,228	104,531	82,413	81,110	82,775	81,150	20-10-3008 20-10-3010 20-10-3012 20-10-3014
6 Homeowners' Property Tax Relief (HOPTR)	5,142	5,198	5,235	5,000	5,385	5,000	05-10-3016

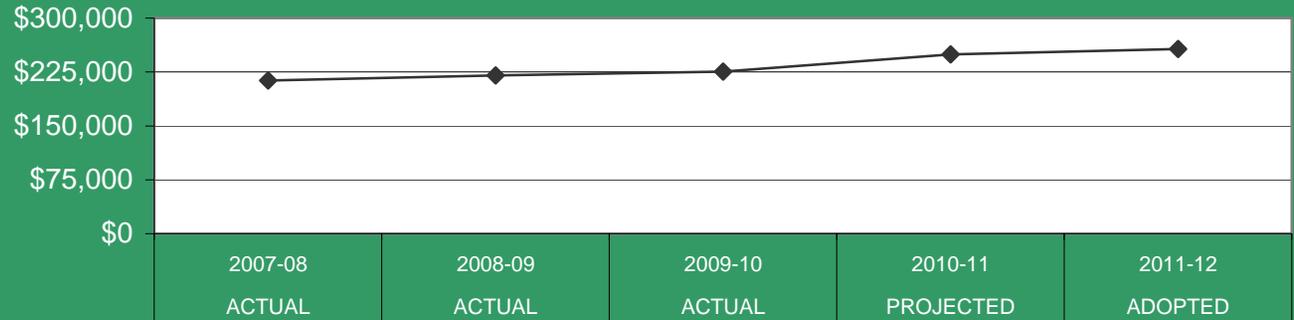
Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODE
7	State Mandated Costs Reimbursements	1,556	5,028	-	21,400	0	0	5-10-3017
	State reimbursements totalling \$42,800 filed for 2-4 years' legislated municipal expenses.							
8	Proposition 42 Funds	-	39,316	42,376	46,200	47,290	52,355	20-10-3015
	Traffic Congestion Relief funds expired, Prop 42 funding replaces.							
10	Measure M						82,521	22-10-****
	This new revenue is derived from an additional vehicle registration fee for San Mateo County residents and is to be used for improvements to local streets and roads.							
11	Miscellaneous Grants							
	County of San Mateo Energy Upgrade Grant				0	11,982	11,982	08-10-3027
	ABAG Grants for Triangle Park				0	13,455		
	ABAG Grant for Ford Field pre-construction work				0	4,218		
	<i>2000 Park Bond Act - provides funds for park/rec construction and renovation.</i>				0			08-10-3030
	<i>Roberti-Z'berg Grant - provides funds for parks/rec purposes, including development and renovation.</i>							08-10-3032
	<i>Prop 1B - State funds to be expended for road projects</i>	400,000			0			20-10-3007
	Sub-Total	824,837	467,737	444,526	477,540	504,855	493,078	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET

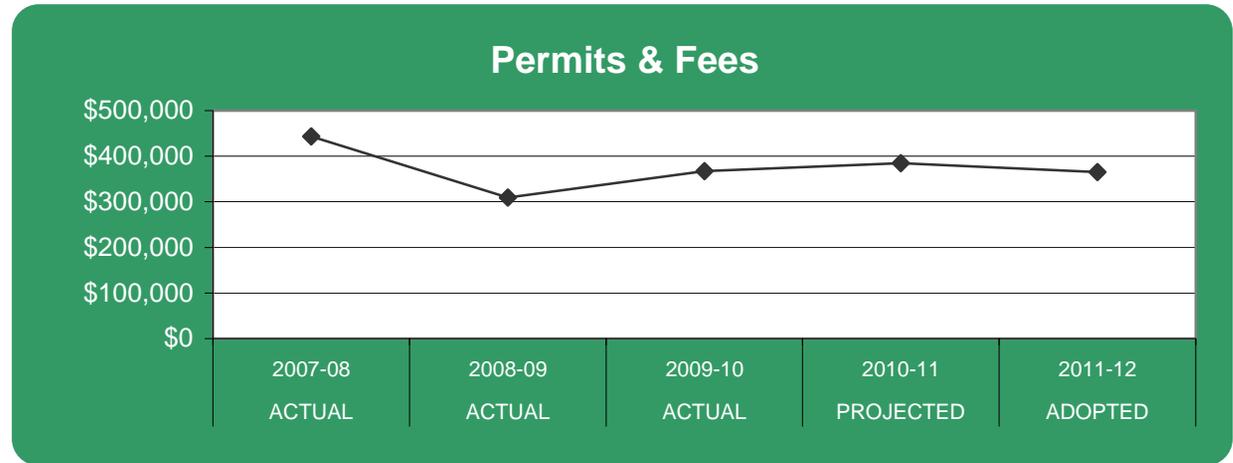


Franchise Fees



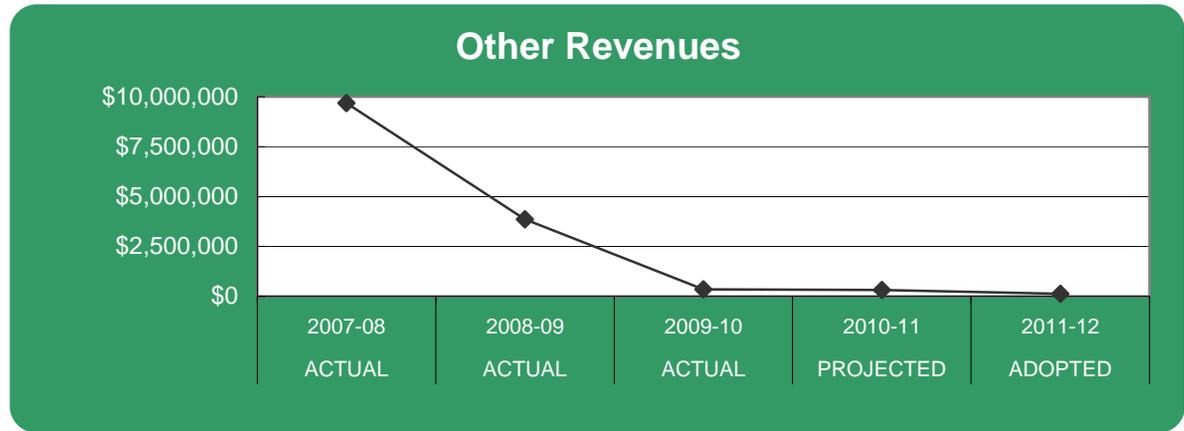
Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODE
1 PG&E Franchise fee for PG&E regulated by the State through a Town franchise ordinance.	79,632	84,160	78,886	81,250	84,156	86,681	05-12-3040
2 California Water Company Fees based upon 1% of total water revenues generated by Cal-Water in the Town; increase due to higher water cost.	22,599	24,070	25,279	37,490	37,490	38,615	05-12-3042
3 Greenwaste Recovery Company Franchise fees based upon 7.7% of total revenues generated by GWR within the Town. Third year of 10-year agreement.	59,390	54,741	58,323	61,810	62,740	64,622	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.	51,737	57,419	63,010	62,830	65,220	67,177	05-12-3046
Sub-Total	213,358	220,390	225,498	243,380	249,606	257,094	

**TOWN of
PORTOLA VALLEY**
2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODE
1 Building Permits/Plan Check Fees Issued for all building construction within the Town.	391,593	260,018	315,268	290,000	334,800	315,000	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.	25,000	25,150	24,010	31,000	23,870	25,000	05-14-3062
3 Encroachment Permits Filing fee for permits required to conduct work in public right-of-way.	5,760	7,590	7,380	6,000	6,870	6,000	05-14-3064
4 Conditional Use Permits Permits required for a special use on private property.	2,380	700	1,690	1,200	1,660	1,600	05-14-3066
5 Building Permit Review/Planning Fee Building permit fee for review of building permits for ASCC/Planning compliance.	4,660	4,266	4,760	4,000	4,660	4,500	05-14-3068
6 Horsekeeping Permits Permits required to keep horses on private property. There are currently 207 permitted horses.	4,520	2,700	3,525	4,600	3,500	3,630	05-14-3070
7 Construction & Demolition Fee Fee to offset cost of implementing C&D Ordinance.	9,725	9,100	10,850	8,500	9,275	9,500	05-14-3072
Sub-Total	443,638	309,524	367,483	345,300	384,635	365,230	

**TOWN of
PORTOLA VALLEY**
2011-12 BUDGET WORKSHEET



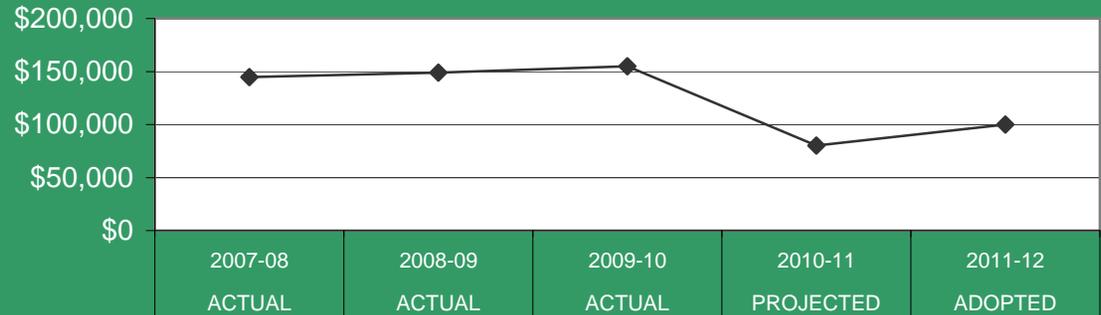
Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODE
1 Fines and Forfeitures	12,540	11,206	15,942	11,500	16,200	10,000	05-16-3082
Town's portion of traffic and parking citations.							
Historic Museum	0	0	38	0	0		05-16-3084
Contributions received for the Historic Restoration including sale of Portola Valley Primer.							
2 Misc Contribs - received for designated projects	32,650	2,950	3,818	3,000	3,000	3,000	05-16-3086
Sausal Creek Contribs - for daylighting project	542,745	371,721	180	0	2,627		05-16-3091
3 Open Space	1,336,030	13,124	3,230	5,000	109,130	5,000	15-16-3090
Contributions towards the Town's Open Space funds.							
Lease from 725 Portola Road	79,121	25,106	0	0	0	0	05-16-3094
Revenue derived from leaseback of both parcels of Springdown Equestrian Center. Lease was discontinued in November 2008.							
4 Library Fund	120,000	125,489	265,000	120,000	120,000	90,000	25-16-3092
Donor city revenue from SMC Library JPA.							
Portola Valley Community Fund (PVCF)	5,561,368	3,311,050	35,000	20,000	45,000	0	
Revenue received from PVCF fundraising, final pledge received in 2010/11.							
5 PG&E Solar Rebate			22,217	17,500	19,000	17,000	05-16-3083
Temporary rebate related to installation of Town Center panels. Program to end in 2014.							
Hasso Plattner Grant for TC Project	1,999,965			0	0		
Sub-Total	9,684,419	3,860,646	345,425	177,000	314,957	125,000	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Parks & Recreation



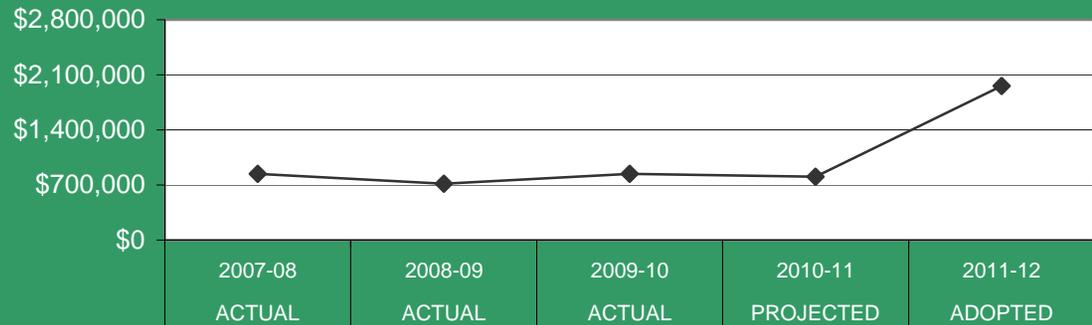
Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT NUMBER
1	Lease Income - Parks	9,464	9,771	9,885	7,230	7,253	7,470	05-18-3100
	Lease of Town property for private uses (Alpine Inn Parking Lot and Ladera Oaks). New lower lease.							
2	Sports League Field Use	21,000	20,945	39,573	50,000	50,000	52,600	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	3,274	1,514	1,210	2,000	2,000	0	05-18-3104
	Blues & Barbecue (suspended for two years). Revenue anticipated due to mailing.	101,300	102,618	85,889	100,000	0	20,000	05-18-3106
	Class Fees							05-18-3110
	<i>This item has been moved to Town Center Revenues.</i>							
4	Field Activity Fees	9,625	12,895	18,061	19,000	19,000	19,000	05-18-3112
	Revenue stream stemming from activities of Adult Soccer.							
5	Teen Committee	0	1,274	379	1,000	1,993	1,000	05-18-3114
	Revenue from teen events and dances.							
	Sub-Total	144,663	149,018	154,997	179,230	80,246	100,070	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Service Charges



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODE
1 Zoning and Planning Permits	2,240	-10	1,240	500	1,800	500	05-20-3120
Fee for permits required for commercial use changes.							
2 Variances	890	890	0	1,780	850	1,700	05-20-3122
Filing fee required for consideration of variance requests.							
3 Subdivision Fees	620	560	1,240	620	1,070	620	05-20-3124
Filing fee required to process a subdivision.							
4 Residential Data Reports	7,080	5,700	9,000	8,000	7,000	7,000	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	17,880	20,850	24,840	20,000	14,400	15,000	05-20-3132
Filing fee for consideration of improvements to private property.							
Construction Traffic Road Fee	306,729	179,086	156,336	0	0	0	65-20-3134
Fee collection suspended in 2010. Town is using over \$200k in 2011/12 for street repairs.							

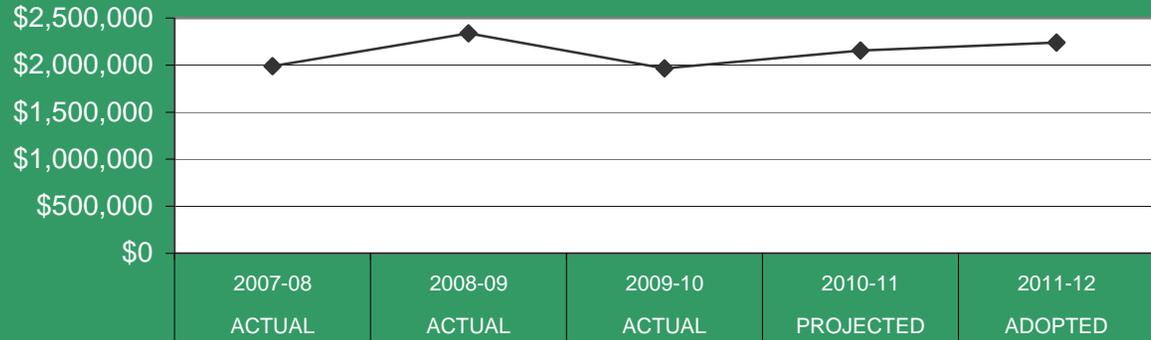
Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODE
6	Geology Fees	5,950	3,740	5,660	4,000	4,760	4,000	05-20-3136
	Filing fee for review by Town Geologist for private property improvements, when deemed necessary.							
7	Town Engineer Fees	4,290	3,080	3,520	3,000	2,610	3,000	05-20-3138
	Charges to applicant for Town Engineer's review of plans for improvements to private property.							
8	Planning Services - Charges to Applicants				250,000		250,000	96-20-3140
	Charges to applicants for Planning Consultant's review of applications.							
9	Geological Services - Charges to Applicants				110,000		90,000	96-20-3140
	Charges to applicants for Geological Consultant's review of applications.					483,800		
10	Engineering Services - Charges to Applicants				35,000		35,000	96-20-3140
	Charges to applicants for Engineering Consultant's review of applications.							
11	Attorney Services - Charges to Applicants				15,000		30,000	96-20-3140
	Charges to applicants for legal review of private applications.							
12	C-1 Stanford Trail - Charges for Applicant			61,600	590,800	274,890	1,500,000	96-20-3140
	Misc. Consultants - Charges to Applicants	470,304	472,426	525,169				96-20-3140
13	Miscellaneous	26,013	31,883	54,780	25,000	15,000	20,000	05-20-3154
	Sub-Total	841,996	718,205	843,385	1,063,700	806,180	1,956,820	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Revenue From Taxes



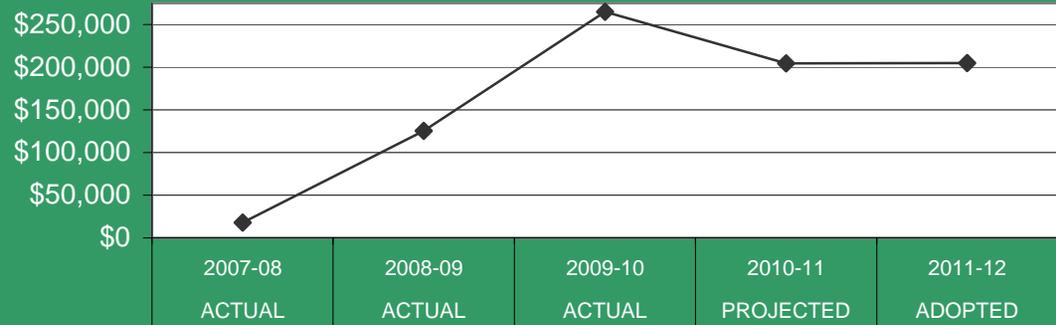
Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODE
1	Property Taxes - Secured Town receives 7% of collected property tax revenues from the County, and a 4% growth rate is projected. State diverted \$137K in 09/10, to be returned to Town by 2012/13.	1,535,599	1,957,068	1,643,622	1,775,000	1,807,650	1,879,956	05-22-3160
2	Property Taxes - Unsecured Non-property fixed assets (boats, airplanes, capital equipment, etc).	41,706	46,813	48,438	49,260	44,300	45,000	05-22-3162
3	Sales & Use Tax State projects an increase of 9% in sales tax.	190,328	175,925	97,825	94,340	134,000	146,000	05-22-3164
4	Business License Tax	119,205	101,500	87,890	120,000	100,000	100,000	05-22-3166
5	Real Property Transfer Tax Transaction tax charged when private property transfers.	94,604	46,660	79,351	70,000	60,000	61,800	05-22-3168
6	Miscellaneous Other Taxes	6,321	10,029	9,866	8,000	9,100	8,000	05-22-3170
Sub-Total		1,987,763	2,337,995	1,966,992	2,116,600	2,155,050	2,240,756	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



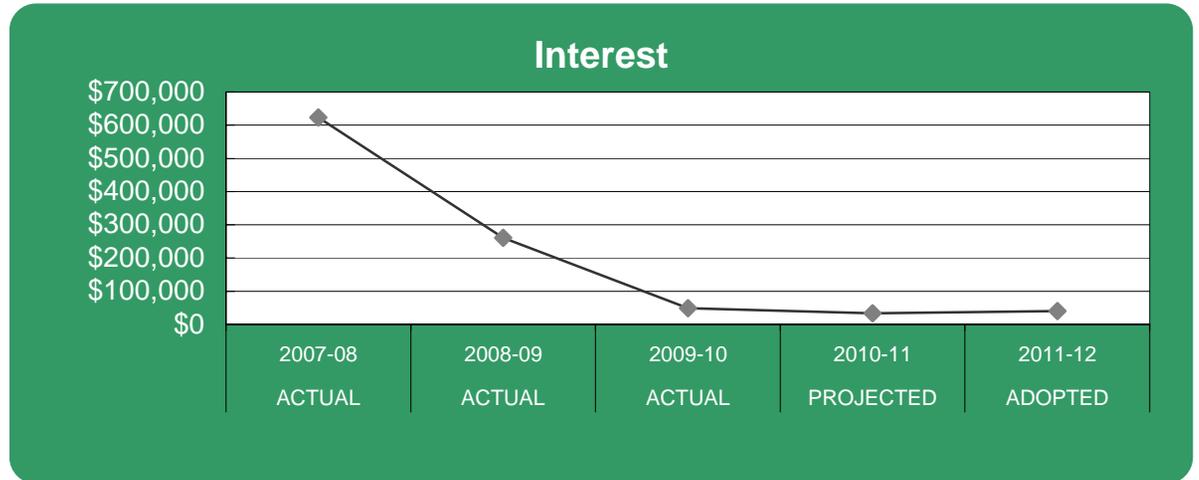
Town Center Facilities



Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODE
1	Community Hall / Activity Room Rentals	0	20,335	69,139	36,000	36,000	36,000	05-24-3184
	Facilities are available for private use no more than 24 times per calendar year.							
2	Parking Lot & Field Rentals	800	3,429	5,137	5,000	4,600	5,000	05-24-3188
	Short term rentals of the Town Center parking lot for private parties and events.							
3	Class Fees	17,117	101,601	190,488	188,000	164,000	164,000	05-24-3190
	Four activity rooms available. This revenue is offset by instructor fees, see page 30.							
Sub-Total		17,917	125,365	264,764	229,000	204,600	205,000	

TOWN of PORTOLA VALLEY

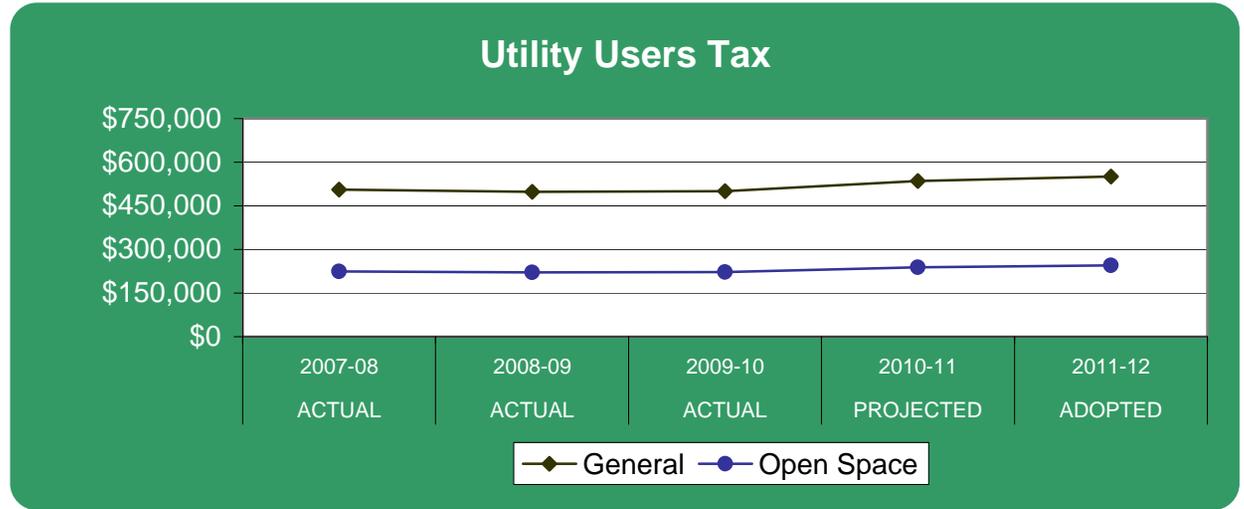
2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODE
1 Interest	422,315	145,293	16,962	60,000	33,600	40,000	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>	201,400	115,288	31,922				
Sub-Total	623,715	260,581	48,884	60,000	33,600	40,000	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	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	370,875	362,738	366,801	404,250	384,000	395,520	05-28-3220
Telephone	32,815	26,637	26,705	30,450	28,000	28,840	05-28-3222
Water	101,675	108,344	107,178	120,490	123,000	126,690	05-28-3224
<i>Sub-Total</i>	505,366	497,718	500,684	555,190	535,000	551,050	
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	164,825	161,220	162,997	180,020	171,000	176,130	15-28-3220
Telephone	14,560	13,545	11,898	13,970	12,710	13,091	15-28-3222
Water	45,190	46,444	47,635	53,550	54,620	56,259	15-28-3224
<i>Sub-Total</i>	224,575	221,209	222,530	247,540	238,330	245,480	
Sub-Total	729,941	718,927	723,214	802,730	773,330	796,530	

EXPENDITURES

Administration & Operations	23	Litter Cleanup	
Permanent, Part-time and Temporary Staff		Tools and Equipment	
Benefits		Street Signs & Striping	
Committees & Commissions	24	Trails Surface Rehabilitation	
Architectural and Site Control Commission		Storm Damage/Emergency Repairs	
Cable & Utilities Undergrounding		Service Agreements	30
Conservation		Animal Control	
Community Events		San Mateo County Sheriff's Office, COPS	
Cultural Arts		Emergency Services Council JPA	
Emergency Preparedness		NPDES – Stormwater Program	
Historic Resources		Services & Supplies	31
Open Space Acquisition Advisory		Codification	
Parks & Recreation		Elections	
Planning Commission		Liability Insurance	
Science & Nature		Office Supplies	
Sustainability		Town Publications	
Teen		Web Site Hosting & Spam Filtering	
Consultant Services	25	Office Equipment – Maintenance & Repairs	
Accounting & Auditing		Equipment Services Contracts	
Town Attorney		Postage	
Transcription		Telephones	
Geologist		Advertising	
Engineer		Dues	
Planner		Education & Training	
Plan Check		Mileage Reimbursement	
Miscellaneous Consultants		Utilities	
Miscellaneous	27	Fire Prevention / Wood Chipping	
Contingency		Vehicle Maintenance	
Community Services		Miscellaneous	
H.E.A.R.T. JPA		Sustainability Series	
Energy Upgrade California Grant		Town Center Facilities	33
Parks & Recreation Operations	28	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	29	Property Insurance	
Public Road Surface & Drainage		Capital Improvements Program	34
Street Sweeping and ROW Maintenance			
ROW Tree Trimming			

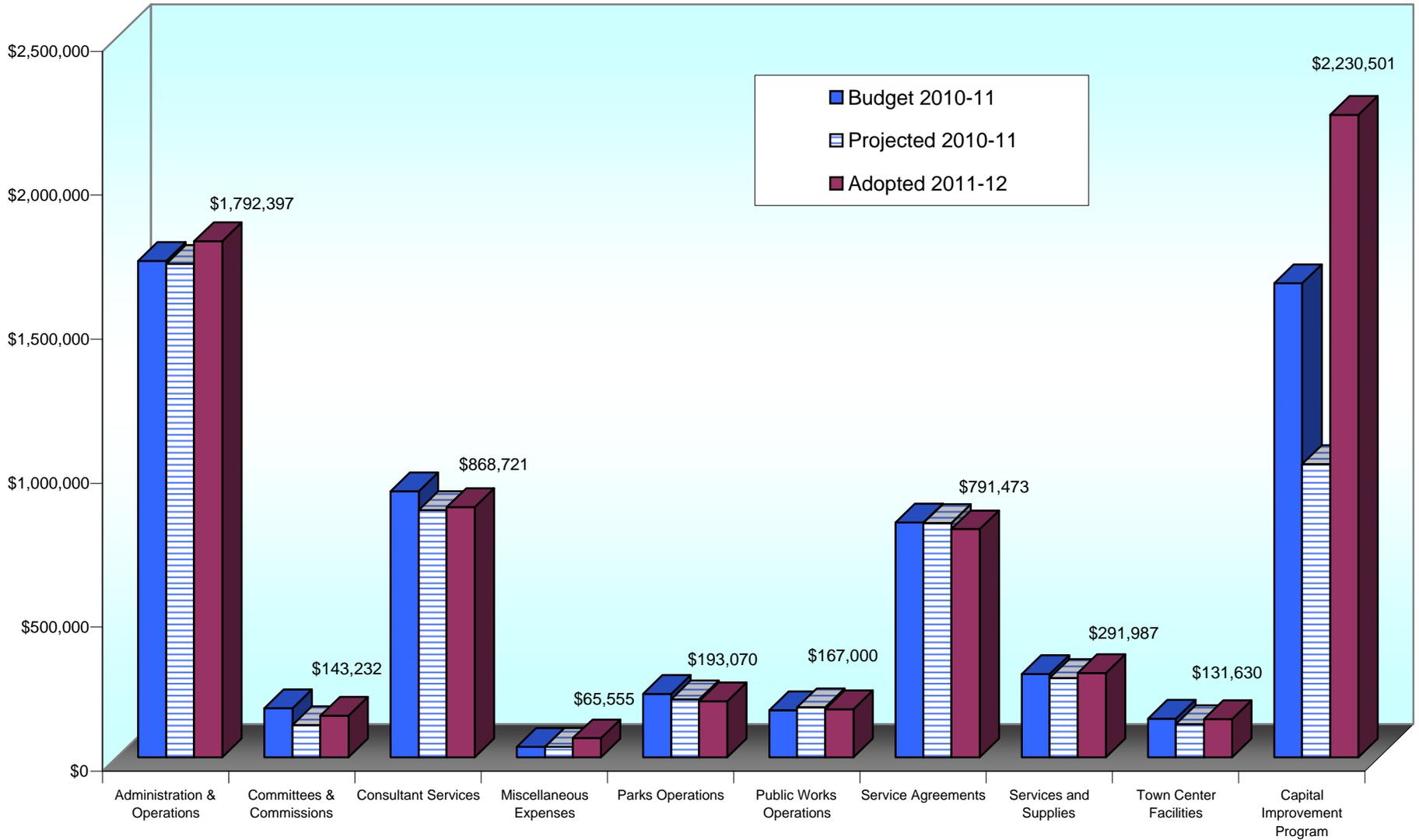
TOWN OF PORTOLA VALLEY

2011-2012 Total Expenditures Budget Summary

Expenditures	2010-11	2010-11	2011-12	%/Change	%/Change
	Adopted Budget	Projected at Year End	Adopted Budget	per Adopted 10/11 Budget	per Projected Year End
Administration & Operations	1,722,458	1,712,414	1,792,397	4.06	4.67
Committees & Commissions	169,490	110,846	143,232	(15.49)	29.22
Consultant Services	923,200	857,896	868,721	(5.90)	1.26
Miscellaneous Expenses	36,140	36,141	65,555	81.39	81.39
Parks Operations	219,140	200,869	193,070	(11.90)	(3.88)
Public Works Operations	163,000	172,541	167,000	2.45	(3.21)
Service Agreements	815,039	813,639	791,473	(2.89)	(2.72)
Services and Supplies	288,970	275,137	291,987	1.04	6.12
Town Center Facilities	132,980	114,494	131,630	(1.02)	14.97
Subtotal	4,470,417	4,293,977	4,445,065	(0.57)	3.52
Capital Improvement Program					
Programs	1,645,800	1,017,255	2,230,501	35.53	119.27
Equipment	0	0	-	-	-
Subtotal	1,645,800	1,017,255	2,230,501	35.53	119.27
Grand Total	6,116,217	5,311,232	6,675,566	9%	26%



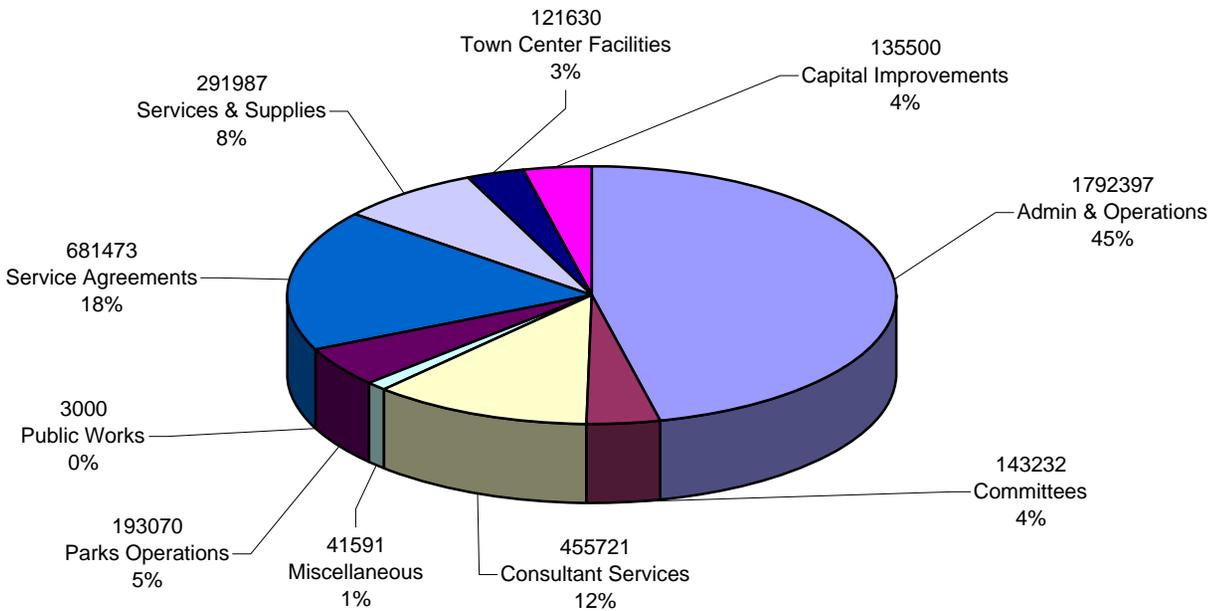
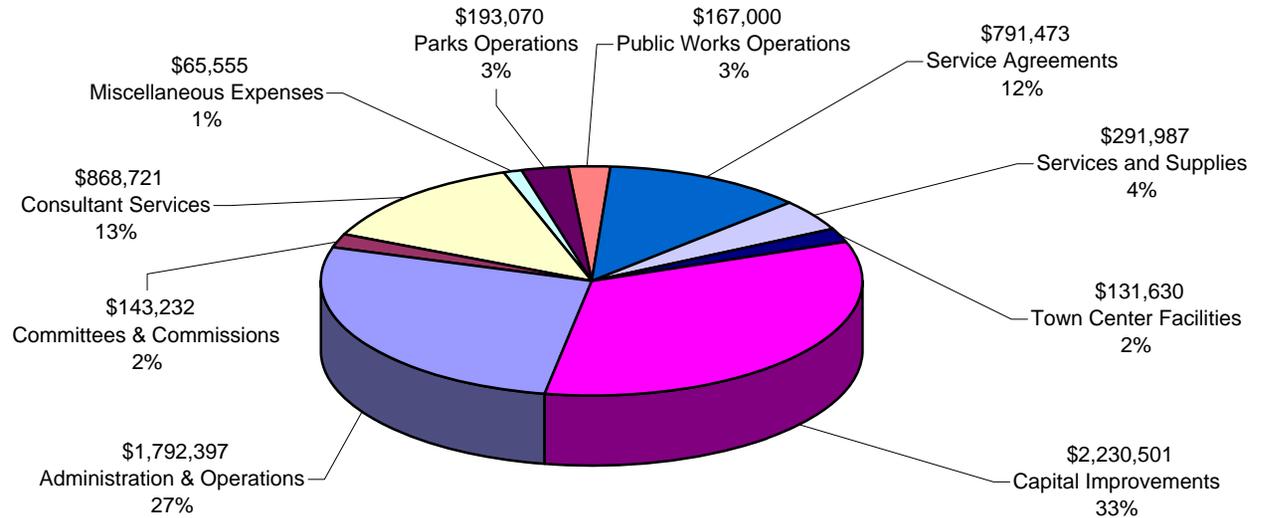
2010-11 Budget/Projected Exps. vs 2011-12 Adopted Expenditures



2011-12 EXPENDITURES BUDGET by TOTAL and GENERAL FUND

2011-12 Total Expenditures Total: \$6,675,566

Administration & Operations	\$1,792,397
Committees & Commissions	\$143,232
Consultant Services	\$868,721
Miscellaneous Expenses	\$65,555
Parks Operations	\$193,070
Public Works Operations	\$167,000
Service Agreements	\$791,473
Services and Supplies	\$291,987
Town Center Facilities	\$131,630
Capital Improvements	\$2,230,501



2011-12 General Fund Expenditures Total: \$3,859,601

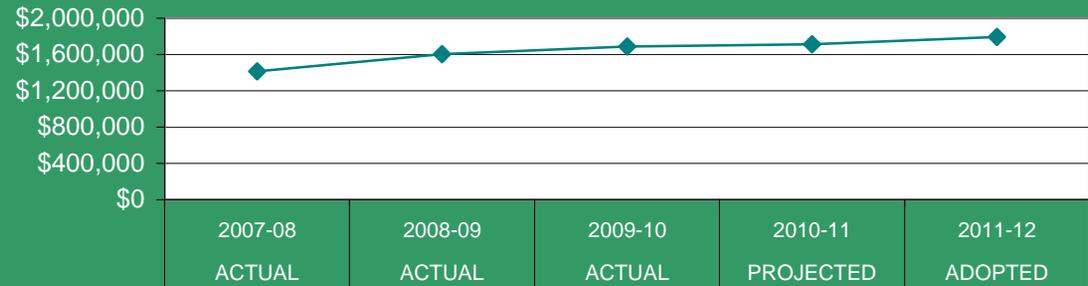
Admin & Operations	1792397
Committees	143232
Consultant Services	455721
Miscellaneous	41591
Parks Operations	193070
Public Works	3000
Service Agreements	681473
Services & Supplies	291987
Town Center Facilities	121630
Capital Improvements	135500

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Administration and Operations



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODES
1 Permanent Full-Time Staff (13)							
Administration/Finance (4)	317,946	361,713	371,469	382,595	382,932	392,178	
Planning/Building (6)	416,002	476,112	501,284	516,320	514,632	525,999	
Maintenance (3)	165,987	174,788	174,708	179,850	181,176	183,384	
2 Permanent Part-Time Staff (3)							
Administrative (2)	85,237	97,379	96,295	100,105	97,870	100,806	05-50-4040
Horsekeeping (1)	660	1,079	-	350	484	499	05-50-4044
3 Temporary Staff							
Building Inspection (3 weeks)	3,450	4,680	22,386	7,500	4,212	7,500	05-50-4062
4 Benefits							
Retirement - PERS	189,892	223,695	222,739	231,260	232,385	245,091	05-50-4080
Retirement - Social Security	57,115	64,318	65,945	67,210	67,839	68,427	05-50-4082
Medicare	14,370	16,242	16,682	17,100	17,140	17,442	05-50-4084
Health Insurance/Retiree Service Charges	132,825	152,699	179,329	184,168	189,434	193,068	05-50-4086
Unemployment/Workers' Compensation	26,222	22,698	30,436	27,000	19,306	25,000	05-50-4092
Automobile Allowance	5,004	5,004	4,754	5,000	5,004	5,004	05-50-4096
Overtime	234	3,458	170	2,000	0	2,000	05-50-4100
5 Vacation Sell Back			1,310	2,000	0	26,000	
Sub-Total	1,414,944	1,603,865	1,687,507	1,722,458	1,712,414	1,792,397	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Committees and Commissions



Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODES
1	ASCC	26,064	26,820	26,820	27,630	27,600	28,368	05-52-4140
	Town Planner retainer for Architectural and Site Control Commission meetings.							
2	Cable & Utilities Undergrounding	2,000	2,000	500	1,500	1,500	500	05-52-4142
3	Conservation - Reprint Conservation Guidelines	0	0	413	1,480	0	1,690	05-52-4144
4	Community Events							
	Blues & Barbecue - no event, just mailing	34,295	33,818	36,817	40,000	0	3,500	05-52-4146
	Town Picnic	20,132	13,742	16,013	10,000	670	10,000	05-52-4147
	Holiday Party				10,000	9,500	10,000	05-52-4147
	PVSD 150-Year Celebration						3,750	05-52-4146
5	Cultural Arts			2,018	4,900	1,800	5,050	05-52-4150
	Holiday Fair, Music Series, Art Show							
6	Emergency Preparedness	2,364	12,433	2,497	5,000	3,650	5,000	05-52-4152
	Includes cost of microwave line to County and emergency supplies.							
7	Historic Resources	410	3,437	2,094	2,950	2,350	1,350	05-52-4154
	Requesting new file cabinets for Heritage Room							
	Open Space Acquisition Advisory	0	-	3,637	0	0		05-52-4156
8	Parks & Recreation	5,239		-				
	Zots to Tots Run	0	1,926	-	3,000	2,000	2,000	05-52-4158
	Adult Sports Leagues	6,576	8,012	10,773	6,000	6,000	8,000	05-52-4160
9	Planning	52,056	53,568	53,568	55,180	55,176	56,724	05-52-4162
	Town Planner retainer for Commission/Council mtgs.							
10	Science & Nature	92	70	500	850	250	900	05-52-4163
11	Sustainability (new)						4,900	05-52-4165
12	Teen	0	338	250	1,000	350	1,500	05-52-4166
	Teen dances, co-sponsor one movie night, school garden.							
	Ad Hoc Sausal Creek Committee	4,678	0	0				05-52-4168
	Sub-Total	153,906	156,165	155,900	169,490	110,846	143,232	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Consultant Services



Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	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	43,408	41,054	22,323	24,000	21,454	23,150	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.	94,937	70,667	101,796	88,000	58,500	70,000	05-54-4182
3	Town Attorney - Charges to Applicants Charges to applicants for legal reviews of applications. Paid through the applicant deposit system.	14,749	2,925	12,111	15,000	38,000	30,000	96-54-4186
4	Transcription Services Cost to transcribe the proceedings of the Town Council and Planning Commission meetings.	19,924	16,080	17,761	22,000	20,100	21,000	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.	1,705	16,634	13,971	10,000	6,000	10,000	05-54-4189
6	Town Geologist - Charges to Applicants Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system.	125,633	95,511	94,325	110,000	88,000	90,000	96-54-4190
7	Engineer Services This provides backup to the Town Engineer (e.g., traffic analysis, surveying, NPDES).	180	360	7,620	10,000	5,000	8,000	20-54-4192

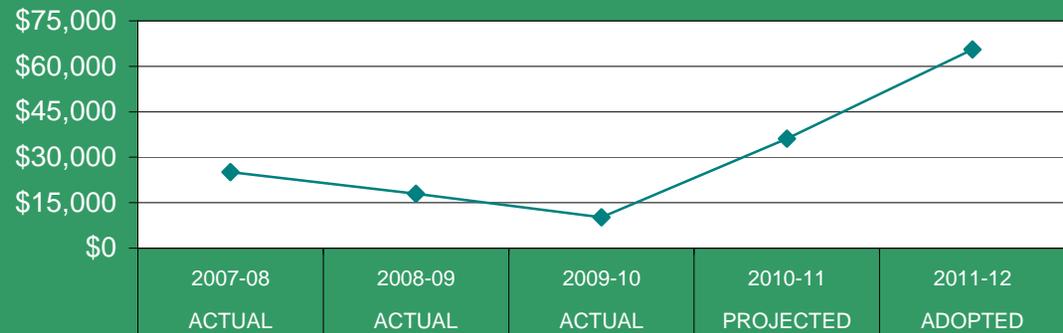
Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODES
8	Engineer - Charge to Applicants	23,949	50,728	36,709	35,000	32,200	35,000	96-54-4194
	Charges to applicants for engineering consultant review of applications. Public Works inspections paid through applicant deposit system.							
9	Planner	224,868	203,000	169,212	180,000	175,000	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 (\$56,724 annually) and the Architectural and Site Control Commission (\$28,368 annually). These line items can be found in the Committees & Commissions budget.							
	<i>Assistance on Town Center Design</i>	22,215	7,573	0	0	0	0	5-54-4197
10	Planner - Charge to Applicants	167,839	218,506	242,922	250,000	284,000	250,000	96-54-4198
	Charges to applicants for planning consultant reviews of applications. Paid through applicant deposit system.							
11	Plan Check	68,759	64,606	69,950	68,000	66,590	65,000	05-54-4200
	applicants for consistency with conditions and codes.							
12	Miscellaneous Consultants							
	<i>Personnel Services</i>							05-54-4209
	Consultant for Bldg Permit & Related Fees Study				37,000	8,000	21,000	05-54-4209
	Peelle - Scanning & Indexing Town Documents				13,000	3,000	6,000	05-54-4208
	Lynx Tech - GIS Training, Updates, Completion of General Plan Diagrams	660	5,465	12,933	3,600	1,800	1,000	05-54-4208
	Waste Management Consultants - Includes annual report to CIWMB.		6,030	1,000	1,000	360	1,000	05-54-4212
	Website and IT Consulting & Training Services	17,498	70,512	19,022	21,600	21,792	22,571	05-54-4216
	<i>Parks & Rec Committee - Requested design consultant for Ford Field infrastructure.</i>		6,859		0	0		05-54-4210
	<i>Grapefruit Media - Documentary of TC green construction.</i>	6,875						05-54-4211
	<i>Emergency Preparedness Community Outreach</i>		2,324		0	0		
	Miscellaneous Consultants	46,516	23,049	10,122	35,000	28,100	35,000	05-54-4214
	Sub-Total	879,715	901,882	831,777	923,200	857,896	868,721	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



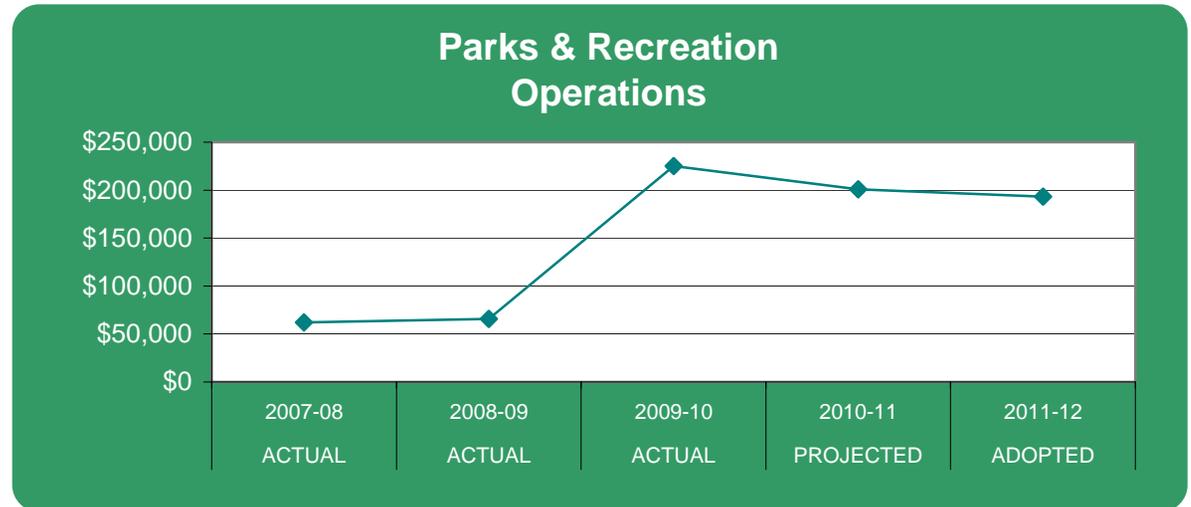
Miscellaneous Expenses



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	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.	13,288	13,300	8,300	4,300	4,300	10,000	05-56-4222
3 H.E.A.R.T. JPA For participation in endowment to create a regional approach to affordable housing.	1,841	1,841	1,841	1,840	1,841	1,591	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	0	
4 Energy Upgrade California Grant						23,964	08-64-4335
Sub-Total	25,154	17,967	10,141	36,140	36,141	65,555	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



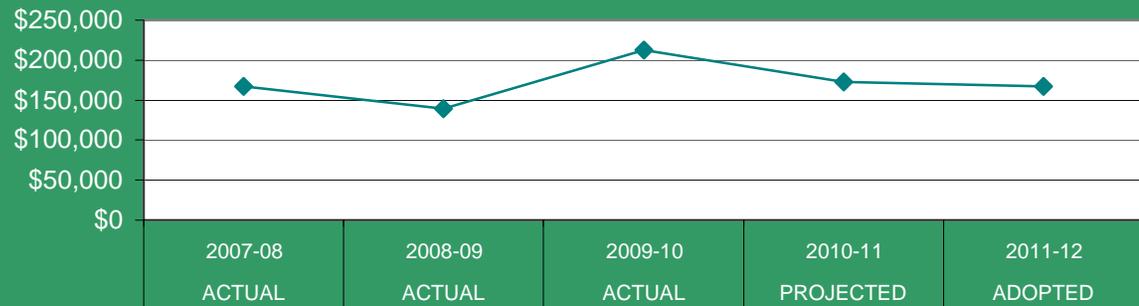
Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODES
1 Parks and Fields Maintenance Maintenance cost for all Town-owned playing fields and parks.	58,743	60,960	64,211	60,140	58,000	53,970	05-58-4240
2 Portable Lavatories Portables at both Rossotti and Ford playing fields.	3,117	2,382	2,590	2,600	2,869	2,900	05-58-4244
3 Special Event Insurance Insurance to cover classes held at Town Center.	336	2,467	6,266	6,000	5,000	5,000	05-58-4338
4 Instructors Percentage of fees (80%) remitted to instructors from classroom revenues.		79,774	151,970	150,400	135,000	131,200	05-58-4246
Sub-Total	62,196	65,809	225,037	219,140	200,869	193,070	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



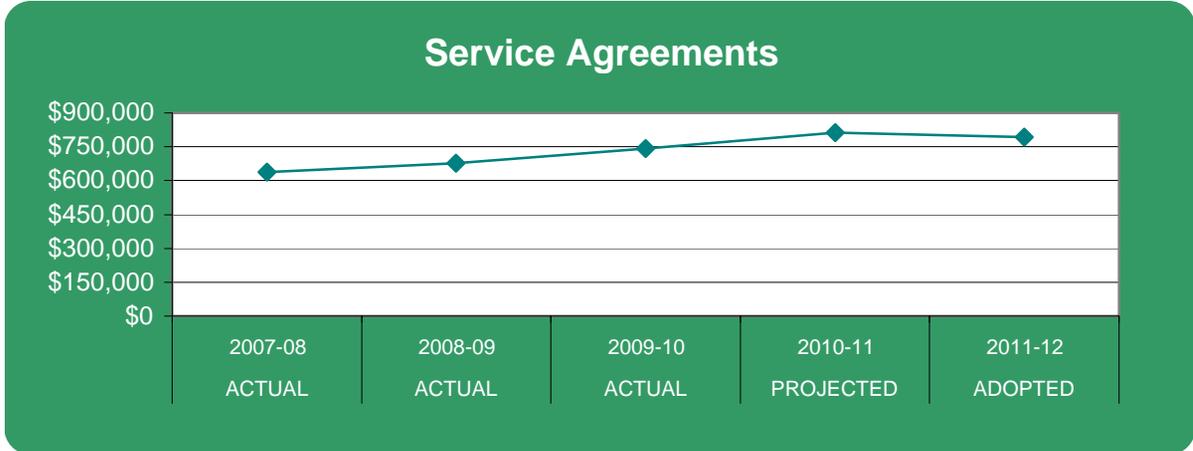
Public Works Operations



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODES
1 Public Road Surface & Drainage Maintenance	32,703	22,271	68,829	40,000	38,700	40,000	20-60-4260
2 Street Sweeping	31,215	31,410	18,425	20,000	21,580	20,000	20-60-4262
3 Right of Way Tree Trimming & Mowing	15,150	26,686	15,300	30,000	32,893	25,000	20-60-4264
4 Public Right of Way Litter Clean-up Program	10,150	9,731	9,731	9,000	9,731	9,000	20-60-4266
5 Tools and Equipment	2,055	3,569	2,108	4,000	2,000	3,000	05-60-4267
Includes safety garments, hand tools, and small mowers.							
6 Street Signs, Striping, Crosswalk Maintenance	20,447	14,528	1,554	10,000	14,660	15,000	20-60-4268
7 Trail Surface Rehabilitation	41,117	26,475	31,410	30,000	38,795	35,000	20-60-4270
8 Storm Damage/Emergency Repairs	14,316	5,019	64,815	20,000	14,182	20,000	20-60-4271
Non-disaster related storm damage.							
Sudden Oak Death Spraying in Right of Way			750	0			5-60-****
Included in ROW Tree Trimming budget							
Sub-Total	167,153	139,689	212,922	163,000	172,541	167,000	

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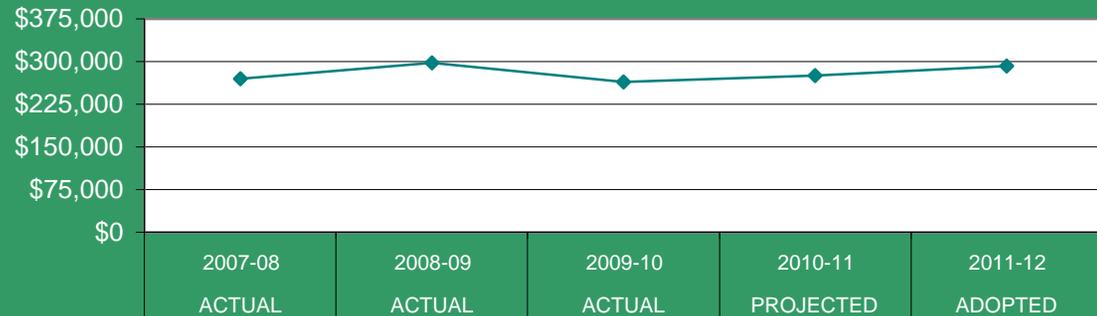
Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODES
1 Animal Control Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo County.	29,592	27,013	27,338	32,321	32,321	35,923	05-62-4280
2 San Mateo County Sheriff's Office Contract law enforcement through San Mateo County. This is the final year of a renegotiated three-year agreement.	418,114	449,623	498,601	546,189	546,189	598,145	05-62-4282
3 Additional Traffic Patrols (as of 2011-12, no COPS funding) Portion of program to be funded by General Fund.	126,000	90,000	99,135	100,000	100,000	0	30-62-4284
Portion of program to be funded by Public Safety Fund.	47,334	95,050	85,865	65,000	65,000	30,155	05-62-4284
			13,270	53,279	53,279	110,000	10-62-4284
4 Emergency Services Council JPA	12,269	12,653	12,968	13,250	13,250	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	4,149	4,698	5,000	3,600	4,000	05-62-4288
Sub-Total	636,272	678,488	741,875	815,039	813,639	791,473	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Services & Supplies



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODES
1 Codification Annual codification of the Town's ordinances.	0	2,569	0	3,100	2,700	0	05-64-4300
2 Elections Bi-annual Town elections. Funds used to pay County to administer Town elections.	585	0	15,070	0	0	10,000	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.	45,557	32,121	33,325	30,000	30,993	34,000	05-64-4304
4 Office Supplies Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible.	16,037	16,808	14,778	18,000	14,000	15,000	05-64-4308
5 Town Publications Production costs for two digital newsletters per year and eight postcards.	24,364	24,405	21,663	18,600	17,784	14,600	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. Barracuda Spam Protection, 3 years' package.	947	3,630	3,817	4,000	4,400	7,240	05-64-4311
7 Office Equipment - Maintenance & Repairs Includes copier lease, 2 new computers and repairs.	19,066	28,794	17,405	25,240	25,550	15,152	05-64-4312

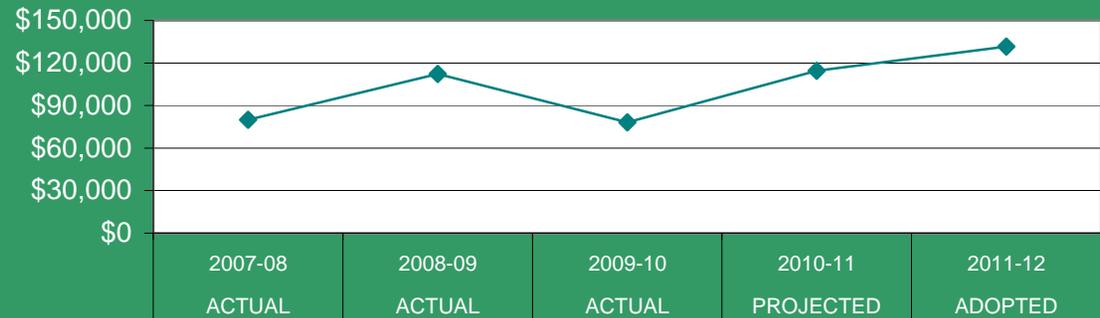
Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODES
8	Equipment Service Contracts	21,364	26,594	11,305	11,740	9,633	10,500	05-64-4314
	Maintenance agreements for GIS/financial software, postal meter and other servicing as needed.							
9	Postage	15,684	12,180	10,985	11,000	11,000	10,000	05-64-4316
10	Telephones and Wi-Fi Internet	5,836	7,458	6,592	7,000	7,504	8,000	05-64-4318
	Includes land lines, cell phones, and wi-fi service.							
11	Advertising	12,213	10,753	5,958	7,000	4,600	6,000	05-64-4320
	Legal notices and advertisements.							
12	Dues	21,288	21,200	21,609	23,720	21,760	24,000	05-64-4322
13	Staff Development	425	0	0	0	0	0	05-64-4324
14	Education & Training - Staff	3,645	5,469	2,031	4,850	3,600	4,800	05-64-4326
15	Education & Training - Council, Commissions, & Committees	1,657	2,071	1,111	3,000	3,000	3,000	05-64-4327
16	Mileage Reimbursement (2011 rate is 0.51/mile)	4,717	3,325	3,036	3,500	2,000	3,500	05-64-4328
17	Utilities	43,885	54,358	48,982	52,000	52,000	52,000	05-64-4330
	PG&E and water expenses for Town Center buildings and fields.							
18	Fire Prevention/Wood Chipping	8,747	13,953	20,137	32,270	32,413	40,000	05-64-4333
	Woodside Fire Protection District fire prevention/wood chipping. Includes 2 extra chipping days in October for high risk areas, CERPP Director.							
19	Vehicle Maintenance	13,996	11,060	11,293	12,000	9,100	11,000	05-64-4334
	Includes yearly service of all vehicles and fuel costs.							
20	Miscellaneous	9,232	20,554	9,084	15,000	16,700	15,000	05-64-4336
21	Bank Fees			4,337	0	3,400	3,000	05-64-4337
22	Sustainability Series			1,217	6,950	3,000	5,195	05-64-4335
	Sub-Total	269,245	297,305	263,735	288,970	275,137	291,987	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Town Center Facilities



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	ACCOUNT CODES
1 Building Maintenance Equipment & Supplies	6,875	18,790	13,950	40,000	26,000	23,000	05-66-4340
2 Community Hall			9,800	21,600	20,278	21,130	05-66-4341
New account for maintenance costs, deep cleaning and annual usage audit.							
3 Landscape Supplies and Services	13,010	19,013	26,334	30,000	32,000	35,000	05-66-4342
Includes care of native plantings and trees.							
4 Janitorial Services	4,671	5,240	7,105	12,000	8,900	10,000	05-66-4344
5 Mechanical Systems Maintenance/Repairs	3,367	30,983	19,313	23,000	21,000	26,000	05-66-4346
Includes maintenance of electrical, photovoltaic, & dashboard.							
6 Library General Maintenance						10,000	25-66-4340
7 Repairs/Vandalism	0	170	137	1,000	936	1,000	05-66-4348
8 Property Insurance	1,299	1,281	1,446	5,380	5,380	5,500	05-66-4350
Temporary Facilities & Units							
Village Square lease for temp classes, July 2008	33,492	6,184					5-66-4354
Lavs (per OSHA requirements) at TC during construction.	17,281	13,766					5-66-4355
Purchase and setup of temporary storage units (4). Includes containers, shelving and electrical installation.							5-66-4356
Town Hall Move		9,860					
Window Coverings (as needed)		6,893					
Sub-Total	79,995	112,181	78,085	132,980	114,494	131,630	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Capital Improvements: Programs Account Description/Activity		ACCOUNT CODE	APPROVED 2010-11	PROJECTED 2010-11	ADOPTED 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
1	Annual Street Resurfacing Program							
	Construction	22-68-4529	198,590	198,590	62,521	\$500,000		
		60-68-4529	501,410	298,165	234,400			
		65-68-4529			203,080			
2	2011/12 Street Resurfacing - Testing & Inspections	05-68-4529	30,000	30,000	30,000			
	2012/13 Street Resurfacing Program - Design	05-68-4503	40,000	50,000	35,000			
3	Phase I Springdown Open Space Improvement (O.Nelson \$20k, frog survey \$2500, design \$10k)	15	75,000	32,610	75,000			
4	Storm Drain Inventory/Repairs							
	<i>Inventory and report</i>	5	37,000	0				
	<i>Inventory and report</i>	20 (1B)	33,000	33,000				
	Replacement and repairs	5-68-4413	100,000	100,000	55,000			
	Replacement and repairs	22-68-4413			20,000			
5	C-1 Trail (Stanford University)	96-00-4528	590,800	274,890	1,500,000			
6	Schoolhouse Paint/Front Entry Modifications	5-68-4415			15,500			
	<i>Lighting at Town Center</i>	5	40,000	20,000	0			
	Sub-Total		1,645,800	1,017,255	2,230,501	0	0	0

RESOLUTION NO. ~~2526~~-2011

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF PORTOLA VALLEY ADOPTING THE OPERATING
AND CAPITAL BUDGETS FOR FISCAL YEAR 2011-2012

WHEREAS, the Town Manager has reviewed and analyzed the Town's finances and has projected revenues and expenditures for Fiscal Year 2011-12;

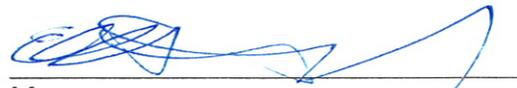
WHEREAS, the Town Manager presented her proposed budget to the Town's Finance Committee and Council for review and consideration; and

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 2011-12 operating and capital budgets, overall reflecting the following:
 - a. Projected revenues: **\$6,579,578**
 - b. Projected expenditures: **\$6,675,566**
2. The budget shall be effective July 1, 2011.
3. The amount of the 2011-2012 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 2011-2012 Fiscal Year.

REGULARLY PASSED AND ADOPTED this 29th day of June 2011.



Mayor

ATTEST



Clerk

RESOLUTION No. 2528 -2011

**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF PORTOLA VALLEY
DETERMINING AND ESTABLISHING THE
APPROPRIATIONS LIMIT FOR 2011-2012**

WHEREAS, the calculation of the Appropriations Limit for the Fiscal Year 2011-2012 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 2011-2012 is determined to be \$3,366.837.

REGULARLY PASSED AND ADOPTED this 13th day of July 2011.



Mayor

ATTEST:



Town Clerk