

TOWN OF PORTOLA VALLEY

~ ADOPTED BUDGET ~

FISCAL YEAR 2012 - 2013



TOWN OF PORTOLA VALLEY

ADOPTED OPERATING & CAPITAL BUDGETS

FISCAL YEAR 2012-13

Presented to:

Mayor Maryann Moise Derwin
Vice Mayor John Richards
Councilmember Jeff Aalfs
Councilmember Ted Driscoll
Councilmember Ann Wengert

Prepared by:

Nick Pegueros, Town Manager
Stacie Nerdahl, Acting Administrative Services Director

June 2012



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
 Stacie Nerdahl, Acting Administrative Services Director
DATE: June 30, 2012
RE: **Adopted 2012-13 Town Budget**

We are pleased to present a balanced Town budget for the fiscal year beginning July 1, 2012. As with prior years, the Town's revenues remain strong and the expenditure plan has been crafted to live within our means. The goal of this budget document is to provide the community with a high-level overview of how taxes and fees will be spent in fiscal year 2012-13.

Summary of 2012-13 Adopted Budget				
Revenues	+/- PFY	Expenditures & Transfers	+/- PFY	Surplus/(Deficit)
<i>All Funds' Budgets</i>				
\$5,998,896	-9%	\$5,834,717	-13%	\$164,179
<i>General Fund Budget</i>				
\$4,588,589		Exp \$3,848,782 CIP 520,500 Transfers <u>97,000</u>		
(Total) \$4,588,589	19%	(Total) \$4,466,282	16%	\$122,307

Revenue Assumptions and Discussion:

While the *Revenues Budget Summary* on page 4 indicates an overall 9% decrease in revenues over the 2011-12 budget, this percentage is due to the prior year's revenues related to the \$1.5 million C-1 Trail project.

- *Government Agency:* Revenues are budgeted to remain flat with the exception of a one-time infusion of \$232,000 of Park Bond grant funds for the Ford Field project.
- *Permits & Fees:* Building permit revenues continue to rebound from an all-time low in 2008-09, and are projected to increase \$65,038 or 18% over the prior year budget in part due to fee adjustments approved in May 2012.
- *Service Charges:* Revenues are budgeted to remain flat adjusting for the \$1,500,000 spike in 2011-12 budgeted revenues from Stanford for the C-1 trail project.
- *Revenue from Taxes:* Property tax revenues are projected to increase 4.5% over current year estimated actual revenues.
 - **Property taxes**, the Town's single largest revenue source, are projected to increase 4.5% or \$81,450 over current year projected actual revenues. This assumption is in line with prior years, although it is important to note that the San Mateo County Assessor's Office reports that Portola Valley's assessed values are 5.67% higher than previous year as of June 21, 2012. The Town also anticipates repayment of the Proposition 1A loan from the State of California (\$137,000) on or before June 30, 2013.
 - **Sales tax** revenues for the 2011-12 fiscal year are projected to be markedly higher with a \$23,000, or 15.8%, increase over the adopted budget. For the 2012-13 fiscal year, sales tax is projected to retain its increasing 2011-12 and increase by another 3% or \$5,000. Staff obtained a complimentary analysis of the Town's sales tax revenue from HdL Companies to arrive at these estimates.

Expenditure Assumptions & Discussion:

Overall adopted expenditures will decrease by 13% compared to the adopted 2011-12 budget. The significant decrease is largely the result of the self-funded C-1 Trail project which was completed in early 2012.

- *Administration:* With the payoff of the CalPERS side fund in June 2012 and the retirement of a part-time position, this category reflects an overall decrease of 3.1% over 2011-12. The Council approved the \$319,066 CalPERS Side Fund payoff on the recommendation of the Finance Committee and staff. The Side Fund payoff reduced pension costs by \$52,655 or 4.357% of payroll.
 - Total **employee compensation** in 2012-13 is projected to decrease by \$55,910 (or -3.1%) when compared to the 2011-12 budget. The decrease is the result of savings realized from the payoff of the CalPERS Side Fund, the elimination of the part-time Planning and Building Services Advisor, and

reorganization of the Administration staff. Medical, dental and vision costs are projected to increase \$36,032 (or 18.7%) over prior year budget due to a larger number of employees receiving dependent coverage and a projected 9.6% premium increase beginning January 1, 2013. The budget includes a 2.5% allowance for merit salary increases based on individual employee performance. Workers' Compensation insurance and unemployment claims increased \$15,000 over the prior year budget. Finally, despite the overall reduction in CalPERS pension costs due to the payoff of the CalPERS Side Fund, core pension costs continue their upward trend by 1.6% over prior year.

**Town of Portola Valley
Employee Compensation**

Compensation Item	2011-12	2011-12 Est.	2012-13	2012-13 Proposed compared to 2011-12 Budget		2012-13 Proposed compared to 2011-12 Est. Actual*	
	Adopted Budget	Actual	Proposed	\$ Change	% Change	\$ Change	% Change
Base salaries	\$ 1,210,366	\$ 1,154,561	\$ 1,167,696	\$ (42,670)	-3.5%	\$ 13,135	1.1%
CalPERS pension	245,091	233,134	193,857	(51,234)	-20.9%	(39,277)	-16.8%
Social Security & Medicare	85,869	82,170	82,835	(3,034)	-3.5%	665	0.8%
Medical, dental, vision insurances	193,068	198,995	229,100	36,032	18.7%	30,105	15.1%
Auto allowance	5,004	5,170	6,000	996	19.9%	830	16.1%
Overtime & vacation sell back	28,000	39,846	17,000	(11,000)	-39.3%	(22,846)	-57.3%
Subtotal direct compensation	1,767,398	1,713,876	1,696,488	(70,910)	-4.0%	(17,388)	-1.0%
Workers' Comp/Unemployment	25,000	40,839	40,000	15,000	60.0%	(839)	-2.1%
Total Employee Compensation	\$ 1,792,398	\$ 1,754,715	\$ 1,736,488	\$ (55,910)	-3.1%	\$ (18,227)	-1.0%

*Note that 2011-12 Est. Actual is low due to vacancies in the Assistant Town Manager and Planning Department Manager positions.

- o The adopted budget includes a **reorganization of the Administration staff** that merges the managerial duties of Assistant Town Manager and the Administrative Services Officer to the newly created classification of Administrative Services Director. To facilitate this change, some of the Administrative Services Officer's duties will transition to a new full-time Accounting Assistant. The reorganization maintains the number of authorized full-time employees but results in greater efficiency and a savings of an estimated \$24,000 in employee compensation.

- *Committees & Commissions:* The return of **Blues & Barbeque** has increased both the revenue and expenditure budgets for 2012-13. The event is budgeted to cost \$35,000 and generate revenue of \$85,000, and as with prior years, the revenue net of expenditures will be transferred from the General Fund to the Open Space Fund. If revenue and expense for this event come in at budget, the transfer would be \$50,000.
- *Miscellaneous Expenses:* This category includes an emergency contingency of \$30,000 and the expense side of a \$20,000 risk management grant from the Town's insurer, ABAG-PLAN, to reduce the Town's exposure to liability claims.
- *Public Works Operations:* The 2012-13 budget for Public Works Operations is \$35,730 higher than prior year, reflecting the addition of \$20,000 from Stanford University for biological monitoring and landscape maintenance of the Dwight Crowder (C-1) trail. The landscape maintenance will, in part, include a three-year pilot **invasive weed removal** program to identify a cost-effective and sustainable approach that can be applied to other parts of the Town. An additional \$18,000 is necessary to provide for an update to the **Pavement Management System** which occurs approximately every two years and is partially paid for with a grant from the Metropolitan Transportation Commission.
- *Service Agreements:* 2012-13 will be the first year of a 3-year agreement with the San Mateo County Sheriff's Office for **law enforcement services** in the Town. The basic and supplemental law enforcement services agreements were jointly negotiated with the Town of Woodside and resulted in an annual increase of 3%, a considerable savings compared to prior year increases. One item to note is that the General Fund is now contributing \$151,868 above the \$100,000 COPS grant for supplemental law enforcement services. This demand on the General Fund underscores the necessity of the Utility Users' Tax renewal in November 2013.
- *Capital Improvements:* Total capital improvements are budgeted at \$1,223,705 with the following projects:
 - The **Ford Field Renovation Project** is included in this budget at a total cost of \$540,000. The project is fully funded through a combination of State Park Bond monies of \$232,000, \$100,000 from the Alpine Little League, \$100,000 from the Sand Hill Foundation, and \$108,000 in private donations. As of May 31, 2012, the total amount of private donations and pledges received was \$36,000. Assuming the additional \$72,000 in private donations is not received, the Alpine Little League and the Town would split the shortfall equally.
 - The annual **street resurfacing program** will ratchet back in 2012-13 to \$368,000. This decrease is the result of significant investment in the Town's roadways over the past decade. The 2012-13 program will focus

primarily on slurry seals rather than asphalt overlays of main arterials. The program is largely funded by anticipated Measure A and Measure M revenues plus \$143,000 of fund balance from the Road Impact Fee.

- Work on the Dwight Crowder (C-1) trail will continue in 2012-13 with \$100,000 from Stanford University to provide for renovation of an existing trail from Ford Field to Town limits at Ladera and other miscellaneous improvements.
- Capital Equipment: Total capital equipment purchases are budgeted at \$67,500. Along with a microphone system for the Historic Schoolhouse, the following items are also included:
 - Public Works is requesting a **replacement tractor** that is dedicated to park and field maintenance. The hydraulic system on the existing unit has failed and repairs are cost prohibitive. The existing unit is 32 years old and has reached the end of its useful life.
 - The Emergency Preparedness Committee has recommended the purchase of a portable **Emergency Radio Transmitter** which will allow for the Town to broadcast information in the event of an emergency to an estimated 80% of Portola Valley residents. All residents will need is an AM receiver. This technology will reduce reliance on telephone and cable lines which are at high risk of failure in the event of a natural disaster. The Committee is currently developing a recommendation for a permanent antenna located at Town Center to reach maximum broadcast area; however, the transmitter is portable and can be used anywhere in Town. The \$30,000 required to fund this equipment purchase is proposed to come from monies received by the Town in the early 2000's for the purpose of purchasing public safety equipment.

Recognition

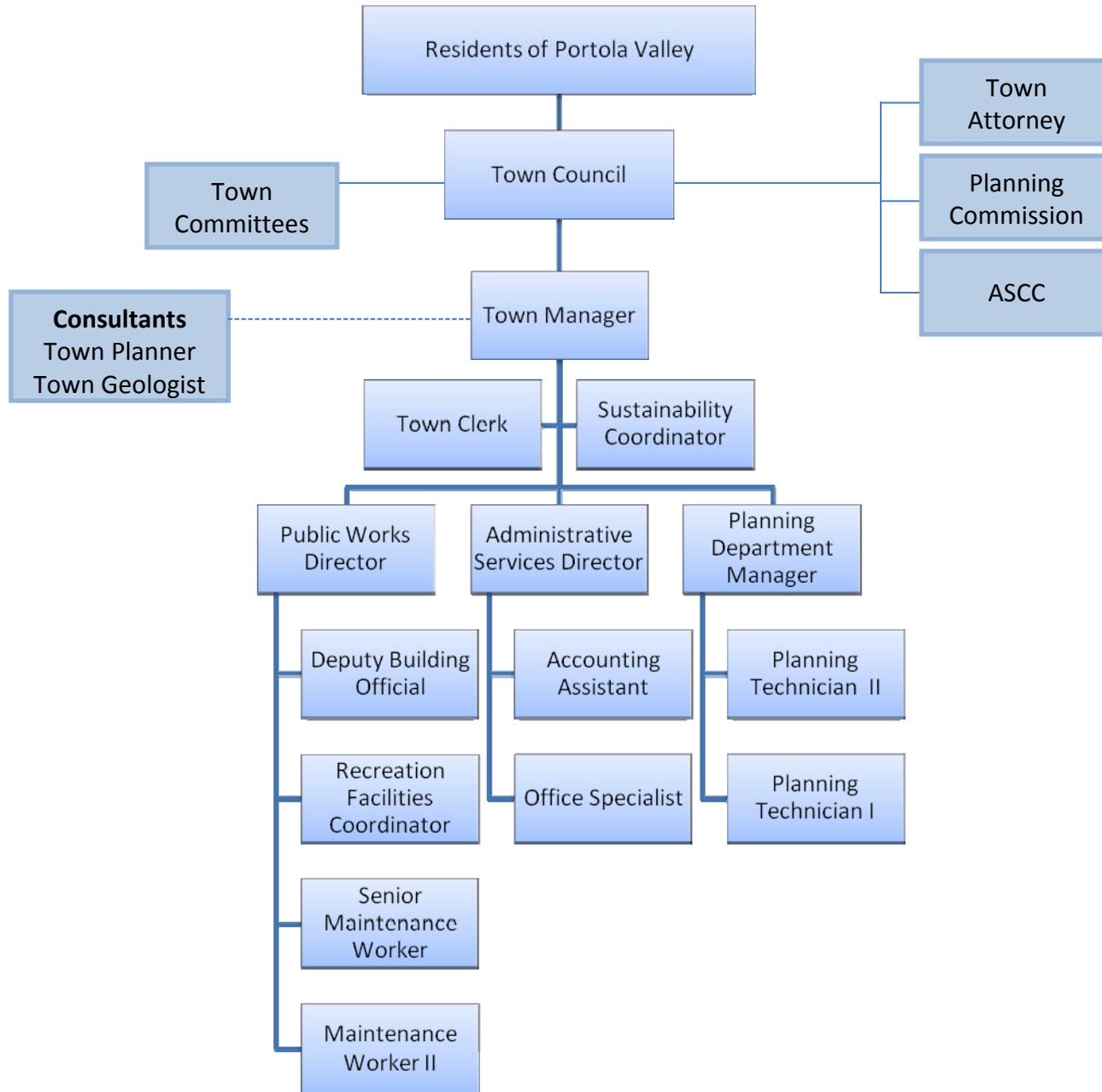
This budget would not be possible without the valued involvement and contribution of Town staff, consultants, and committees. Special recognition, however, is due to the Town's volunteers whose countless hours of involvement on committees and organizing events and programs help to keep operating costs down while making Portola Valley an amazing place to live.

Finance Committee Action By unanimous vote at its June 5th meeting, the Finance Committee recommended that the proposed 2012-13 budget be presented to the Town Council for consideration.

Town Council Action At its June 20th meeting, the Town Council scheduled a Public Hearing for the Proposed Budget for June 29, 2012.

Recommendation Upon completion of the Public Hearing on June 27, 2012, the Town Council adopted the attached resolution approving the Proposed 2012-13 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.
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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2012-13 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	\$ 5,000	\$ 252,000	\$ 11,679		\$ 127,977	\$ 75,000		\$ 100,000	\$ 230,720			\$ 802,376
Franchise Fees	\$ 247,452											247,452
Permits & Fees	\$ 430,268											430,268
Other Revenues	\$ 437,350			5,000								442,350
Parks & Recreation	\$ 174,310											174,310
Service Charges	\$ 54,501										360,000	414,501
Revenue from Taxes	\$ 2,434,150											2,434,150
Town Center Facilities	\$ 221,960											221,960
Interest	\$ 25,000											25,000
Utility Users' Taxes	\$ 558,598			247,931								806,529
Revs. Sub-Totals	\$ 4,588,589	\$ 252,000	\$ 11,679	\$ 252,931	\$ 127,977	\$ 75,000	\$ -	\$ 100,000	\$ 230,720	\$ -	\$ 360,000	\$ 5,998,896
Expenditures												
Administration & Operations	\$ 1,736,488											\$ 1,736,488
Committees & Commissions	\$ 186,649											186,649
Consultant Services	\$ 435,445				25,000						360,000	820,445
Miscellaneous	\$ 41,591	20,000										61,591
Parks Operations	\$ 182,950											182,950
Public Works Operations	\$ 23,000				179,730							202,730
Service Agreements	\$ 822,497							100,000				922,497
Services & Supplies	\$ 301,321											301,321
Town Center Facilities	\$ 118,841						10,000					128,841
Exp. Sub-Totals	\$ 3,848,782	\$ 20,000	\$ -	\$ -	\$ 204,730	\$ 75,000	\$ 10,000	\$ 100,000	\$ -	\$ -	\$ 360,000	\$ 4,543,512
Capital Improvements												
Street Resurface 12/13						25,000			200,000	143,000		\$ 368,000
Street Design / Inspections	75,000											75,000
Springdown Imp, Ph 1				90,705								90,705
Storm Drain Imps						50,000						50,000
Ford Field	308,000	232,000										540,000
C-1 Trail Enhancements	100,000											100,000
Equipment	37,500							30,000				67,500
Capital Improvements	\$ 520,500	\$ 232,000	\$ -	\$ 90,705	\$ -	\$ 75,000	\$ -	\$ 30,000	\$ 200,000	\$ 143,000	\$ -	1,291,205
Revenue - Expenses	739,807	232,000	11,679	252,931	-76,753	75,000	-10,000	0	230,720	0	0	1,455,384
Revenue - (Exp+CIP)	219,307	0	11,679	162,226	-76,753	0	-10,000	-30,000	30,720	-143,000	0	164,179
Interfund Transfers												
General Fund to Transportation	(47,000)				47,000							-
Measure A to Transportation					30,000				(30,000)			-
General Fund to Open Space (B&B)	(50,000)			50,000								-
Transfers	\$ (97,000)	\$ -	\$ -	\$ 50,000	\$ 77,000	\$ -	\$ -	\$ -	\$ (30,000)	\$ -	\$ -	\$ -
Net Change in Fund Balance (Revenue - Exp - CIP + Transfers)	\$ 122,307	\$ -	\$ 11,679	\$ 212,226	\$ 247	\$ -	\$ (10,000)	\$ (30,000)	\$ 720	\$ (143,000)	\$ -	\$ 164,179

Town of Portola Valley 2012-13 Fund Activity Summary

FUND	7/1/2012 ESTIMATED BALANCE	2012-2013 ESTIMATED REVENUES	2012-2013 ESTIMATED EXPENDITURES	2012-13 TRANSFERS IN(OUT)	6/30/2013 PROJECTED BALANCE
General Purpose Funds					
General Fund Unassigned	2,422,649	4,588,589	4,369,282	(97,000)	2,544,956
Historic Museum Assigned	2,879				2,879
Legal Contingency Assigned	100,000				100,000
Open Space Acqu. Assigned	377,499				377,499
Children's Theater Assigned	2,659				2,659
Sub-Total	\$ 2,905,686	\$ 4,588,589	\$ 4,369,282	\$ (97,000)	\$ 3,027,993
Restricted Funds					
Bonds and Grants (8)	0	252,000	252,000		0
Public Safety (10)	7,921	11,679	0		19,600
Open Space (15)	3,288,503	252,931	90,705	50,000	3,500,729
Transportation/Public Works (20)	0	127,977	204,730	77,000	247
Measure M (22)	0	75,000	75,000		0
Library Fund (25)	412,117	0	10,000		402,117
Public Safety/COPS (30)	36,764	100,000	130,000		6,764
Park In Lieu (40)	6,191	0	0		6,191
Inclusionary In Lieu (45)	158,033	0	0		158,033
Measure A (60)	0	230,720	200,000	(30,000)	720
Road Fee Fund (65)	202,885	0	143,000		59,885
Applicant Deposits (96)	632,540	360,000	360,000		632,540
Sub-Total	\$ 4,744,954	\$ 1,410,307	\$ 1,465,435	97,000	4,786,826
Grand Total	\$ 7,650,640	\$ 5,998,896	\$ 5,834,717	\$ -	\$ 7,814,819

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	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 Revenues	11	Community Hall & Room Rentals	
Fines & Forfeitures		Parking Lot & Field Rentals	
Miscellaneous Contributions		Class Fees	
Alpine C-1 Maintenance		Interest	17
Open Space		Utility Users' Taxes	18
Library Fund		General Purpose Use (4.5%)	
PG&E Solar Rebate		Open Space Use (2%)	

TOWN OF PORTOLA VALLEY

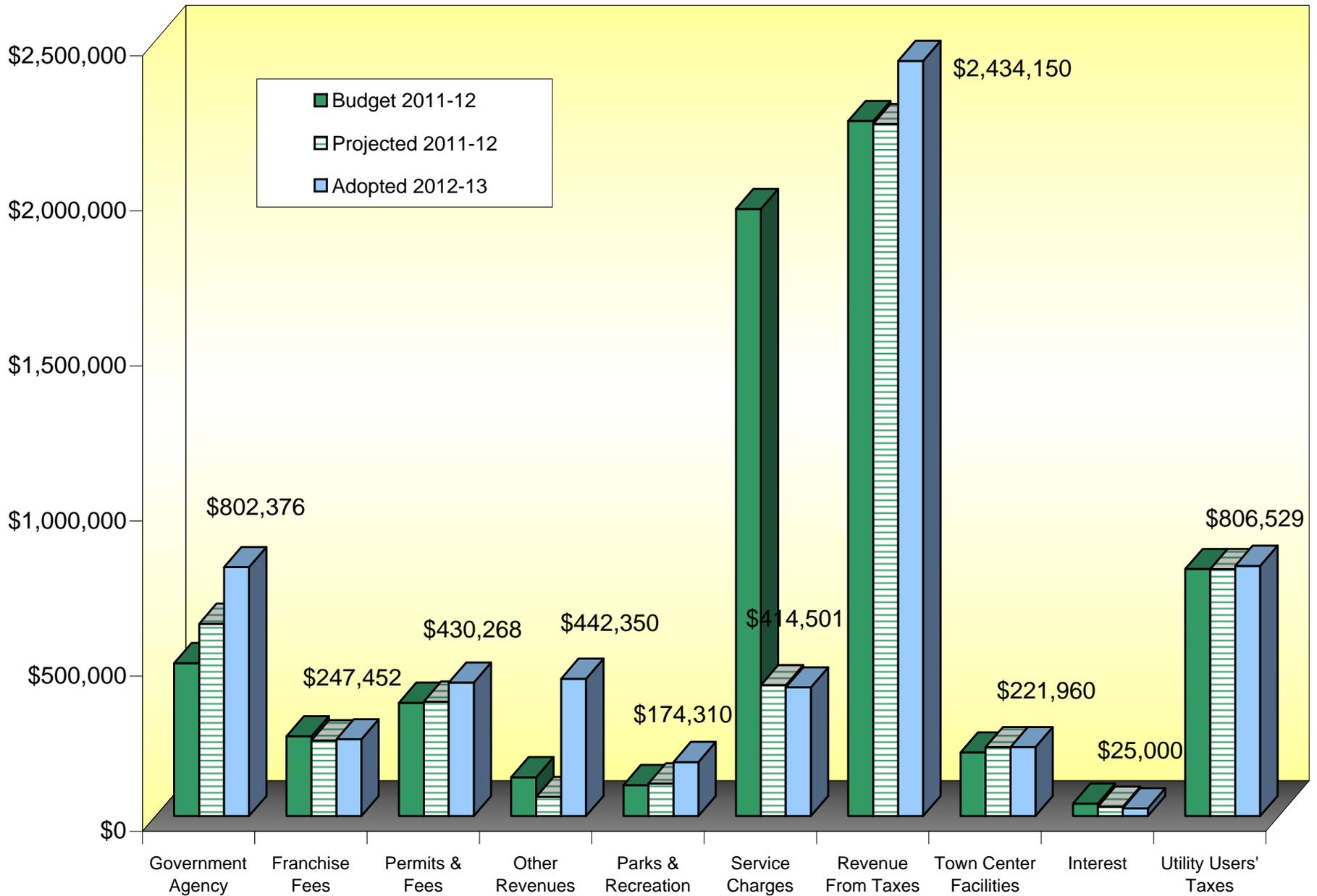
2012-2013 Total Revenues Budget Summary

Revenues	2011-12 Adopted Budget	2011-12 Projected at Year End
Government Agency	493,078	620,016
Franchise Fees	257,095	244,276
Permits & Fees	365,230	369,070
Other Revenues	125,000	61,580
Parks & Recreation	100,070	105,139
Service Charges	1,956,820	421,440
Revenue From Taxes	2,240,756	2,231,105
Town Center Facilities	205,000	221,960
Interest	40,000	30,000
Utility Users' Taxes	796,530	796,180
Grand Total	6,579,579	5,100,766

2012-13 Adopted Budget	%/Change per Adopted 11/12 Budget	%/Change per Projected Year End
802,376	62.73	29.41
247,452	(3.75)	1.30
430,268	17.81	16.58
442,350	253.88	618.33
174,310	74.19	65.79
414,501	(78.82)	(1.65)
2,434,150	8.63	9.10
221,960	8.27	-
25,000	(37.50)	(16.67)
806,529	1.26	1.30
5,998,896	-9%	18%



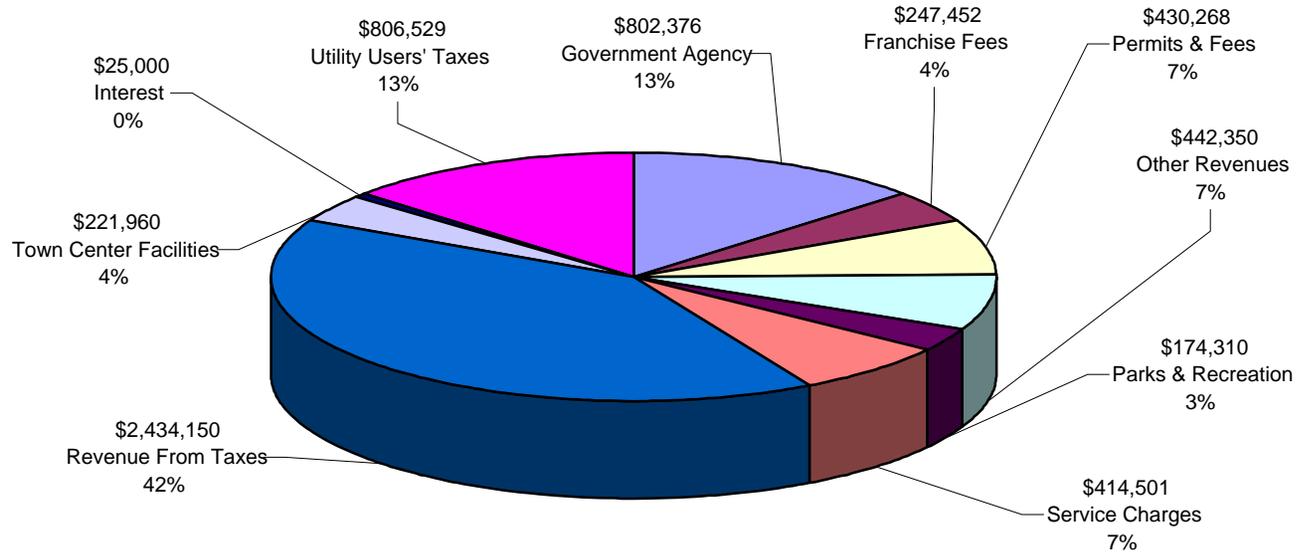
2011-12 Budget/Projected Rev. vs 2012-13 Adopted Revenue



2012-13 REVENUE BUDGET by TOTAL and GENERAL FUND

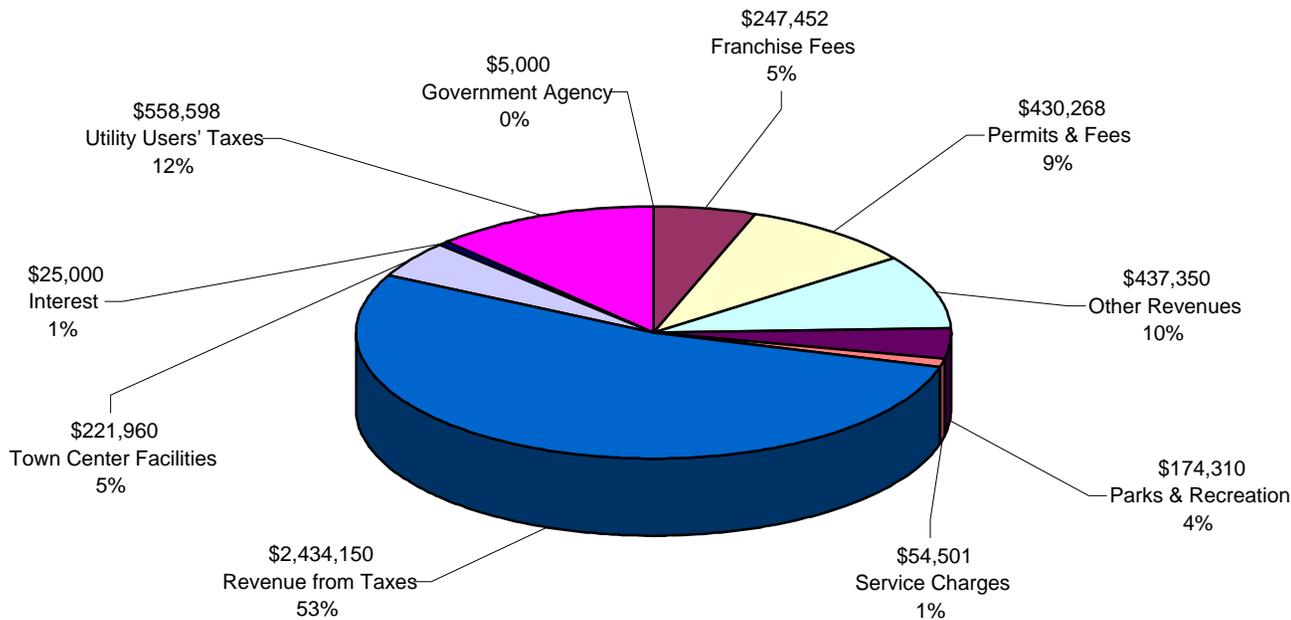
2012-13 Total Revenue Total: \$5,998,896

Government Agency	\$802,376
Franchise Fees	\$247,452
Permits & Fees	\$430,268
Other Revenues	\$442,350
Parks & Recreation	\$174,310
Service Charges	\$414,501
Revenue From Taxes	\$2,434,150
Town Center Facilities	\$221,960
Interest	\$25,000
Utility Users' Taxes	\$806,529



2012-13 General Fund Revenue Total: \$4,588,589

Government Agency	\$5,000
Franchise Fees	\$247,452
Permits & Fees	\$430,268
Other Revenues	\$437,350
Parks & Recreation	\$174,310
Service Charges	\$54,501
Revenue from Taxes	\$2,434,150
Town Center Facilities	\$221,960
Interest	\$25,000
Utility Users' Taxes	\$558,598

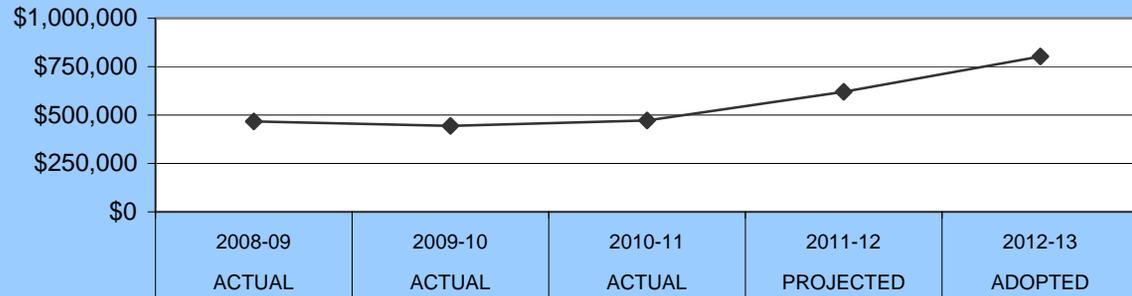


TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Government Agency



Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODE
1 Motor Vehicle	15,788	13,740	21,502	14,500	2,338	0	05-10-3001
<i>VLF funding was diverted by State legislation in 2011/12 to support the continuation of COPS funding.</i>							
2 Measure A Sales Tax	193,750	189,937	207,820	234,400	224,000	230,720	60-10-3002
<i>Half percent sales tax restricted for transportation uses. State is predicting a 4% increase.</i>							
3 Proposition 172 Funds - Public Safety Sales Tax	10,170	9,742	10,308	11,170	11,230	11,679	10-10-3004
<i>Half-cent sales tax restricted for public safety issues.</i>							
4 Public Safety COPS Grant	93,957	101,083	98,307	0	100,000	100,000	30-10-3006
<i>Annual state allotment which can only be used for public safety.</i>							
5 State Gas Tax	104,531	82,413	77,457	81,150	77,078	76,689	20-10-3008
<i>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.</i>							20-10-3010 20-10-3012 20- 10-3014
6 Homeowners' Property Tax Relief (HOPTR)	5,198	5,235	5,387	5,000	5,367	5,000	05-10-3016
State Mandated Costs Reimbursements	5,028	-	-	0	0	0	5-10-3017
<i>State reimbursements totalling \$42,800 filed for 2-4 years' legislated municipal expenses.</i>							
7 Proposition 42 Funds	39,316	42,376	39,941	52,355	49,826	51,288	20-10-3015
<i>Traffic Congestion Relief funds expired, Prop 42 funding replaces.</i>							

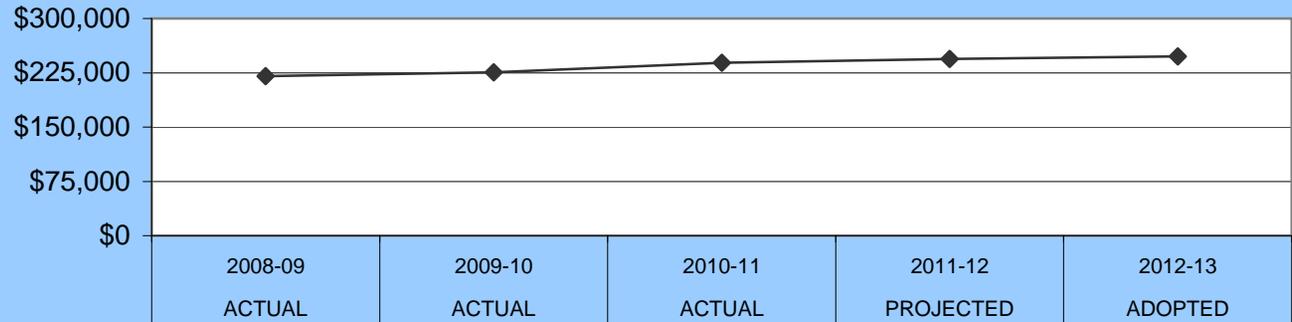
Account Description/Activity		ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODE
8	Measure M				82,521	99,008	75,000	22-10-3019
	This new revenue is derived from an additional vehicle registration fee for San Mateo County residents and is to be used for improvements to local streets and roads. Funds are disbursed on a reimbursement basis in the following fiscal year.							
9	Miscellaneous Grants							
	<i>County of San Mateo Energy Upgrade Grant</i>			11,982	11,982	11,982	0	08-10-3027
	ABAG-PLAN Risk Management Grant					39,187	20,000	08-10-3029
	2000 Park Bond Act - provides funds for park/rec construction and renovation.						220,000	08-10-3030
	Roberti-Z'berg Grant - provides funds for parks/rec purposes, including development and renovation.						12,000	08-10-3032
	Sub-Total	467,737	444,526	472,704	493,078	620,016	802,376	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Franchise Fees



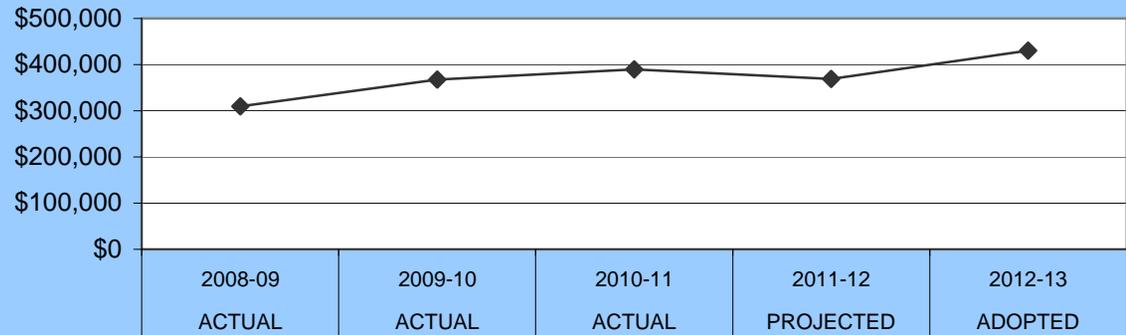
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODE
1 PG&E Franchise fee for PG&E regulated by the State through a Town franchise ordinance.	84,160	78,886	84,156	86,681	80,600	81,648	05-12-3040
2 California Water Company Fees based upon 1% of total water revenues generated by Cal-Water in the Town.	24,070	25,279	24,674	38,615	32,076	32,493	05-12-3042
3 Greenwaste Recovery Company Franchise fees based upon 7.7% of total revenues generated by GWR within the Town. Fourth year of 10-year agreement.	54,741	58,323	63,299	64,622	64,600	65,440	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.	57,419	63,010	66,719	67,177	67,000	67,871	05-12-3046
Sub-Total	220,390	225,498	238,848	257,095	244,276	247,452	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Permits & Fees



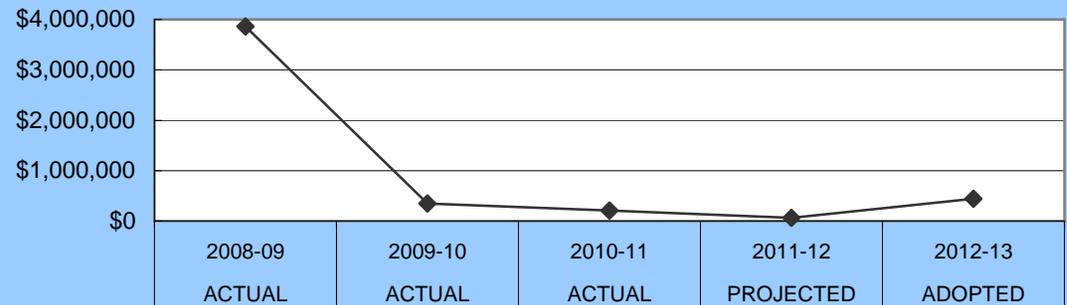
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODE
1 Building Permits/Plan Check Fees Issued for all building construction within the Town.	260,018	315,268	341,144	315,000	324,000	365,560	05-14-3060 <i>Plan Check</i>
2 Site Development Permits Filing fee for permits required to prepare a private property site as a result of property improvements or construction.	25,150	24,010	23,220	25,000	12,000	13,608	05-14-3062
3 Encroachment Permits Filing fee for permits required to conduct work in public right-of-way.	7,590	7,380	6,750	6,000	10,800	10,800	05-14-3064
4 Conditional Use Permits Permits required for a special use on private property.	700	1,690	1,740	1,600	1,270	15,000	05-14-3066
5 Building Permit Review/Planning Fee Building permit fee for review of building permits for ASCC/Planning compliance.	4,266	4,760	4,100	4,500	5,000	5,000	05-14-3068
6 Horsekeeping Permits Permits required to keep horses on private property. There are currently 191 permitted horses.	2,700	3,525	3,385	3,630	3,300	3,300	05-14-3070
7 Construction & Demolition Fee Fee to offset cost of implementing C&D Ordinance.	9,100	10,850	9,625	9,500	12,700	17,000	05-14-3072
Sub-Total	309,524	367,483	389,964	365,230	369,070	430,268	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Other Revenues



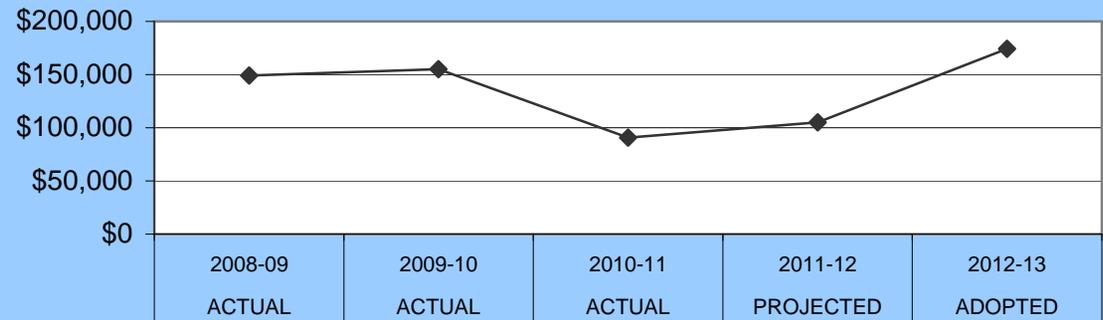
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODE
1 Fines and Forfeitures	11,206	15,942	18,226	10,000	11,850	11,850	05-16-3082
Town's portion of traffic and parking citations.							
Historic Museum	0	38	0		0	0	05-16-3084
Contributions received for the Historic Restoration including sale of Portola Valley Primer.							
2 Misc Contribs - received for designated projects	2,950	3,818	2,062	3,000	500	500	05-16-3086
Sausal Creek Contribs - for daylighting project	371,721	180	2,627				05-16-3091
3 Alpine Road/C-1 Trail Contributions						120,000	05-16-3086
4 Ford Field Contributions				0	21,000	287,000	05
5 Open Space	13,124	3,230	109,230	5,000	9,000	5,000	15-16-3090
Contributions towards the Town's Open Space funds.							
Lease from 725 Portola Road	25,106	0	0	0	0	0	05-16-3094
Revenue derived from leaseback of both parcels of Springdown Equestrian Center. Lease was discontinued in November 2008.							
Library Fund	125,489	265,000	16,853	90,000	0	0	25-16-3092
Donor city revenue from SMC Library JPA.							
Portola Valley Community Fund (PVCF)	3,311,050	35,000	45,000	0	0	0	
Revenue received from PVCF fundraising, final pledge received in 2010/11.							
6 PG&E Solar Rebate		22,217	17,325	17,000	19,230	18,000	05-16-3083
Temporary rebate related to installation of Town Center panels. Program to end in 2014.							
Sub-Total	3,860,646	345,425	211,323	125,000	61,580	442,350	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Parks & Recreation



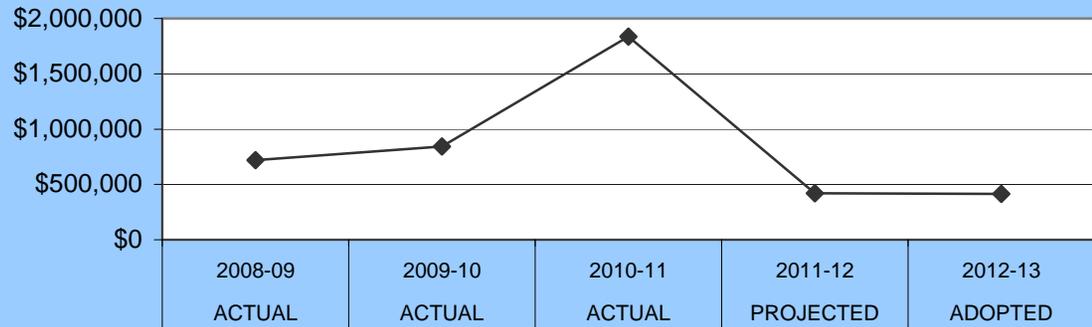
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT NUMBER
1 Lease Income - Parks	9,771	9,885	7,903	7,470	6,739	7,610	05-18-3100
Lease of Town property for private uses (Alpine Inn Parking Lot and Ladera Oaks).							
2 Sports League Field Use	20,945	39,573	63,335	52,600	59,000	60,000	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	1,514	1,210	0	0	1,200	1,200	05-18-3104
Blues & Barbecue (suspended for two years). Revenue anticipated due to 2012 event.	102,618	85,889	0	20,000	20,000	85,000	05-18-3106
4 Field Activity Fees	12,895	18,061	17,586	19,000	17,200	19,000	05-18-3112
Revenue stream stemming from activities of Adult Soccer.							
5 Teen Committee	1,274	379	1,993	1,000	1,000	1,500	05-18-3114
Revenue from teen events and dances.							
Sub-Total	149,018	154,997	90,817	100,070	105,139	174,310	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Service Charges



Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODE
1 Zoning and Planning Permits	-10	1,240	1,800	500	1,500	1,000	05-20-3120
Fee for permits required for commercial use changes.							
2 Variances	890	0	0	1,700	890	1,000	05-20-3122
Filing fee required for consideration of variance requests.							
3 Subdivision Fees	560	1,240	1,070	620	740	500	05-20-3124
Filing fee required to process a subdivision.							
4 Residential Data Reports	5,700	9,000	7,300	7,000	7,300	7,300	05-20-3126
Filing fee required for a property status report.							
5 Architectural Review Fees	20,850	24,840	17,840	15,000	18,870	21,701	05-20-3132
Filing fee for consideration of improvements to private property.							
Construction Traffic Road Fee	179,086	156,336	0	0	0	0	65-20-3134
Fee collection suspended in 2010. Town is using over \$143k in 2012/13 for street repairs.							
6 Geology Fees	3,740	5,660	5,090	4,000	5,290	5,000	05-20-3136
Filing fee for review by Town Geologist for private property improvements, when deemed necessary.							

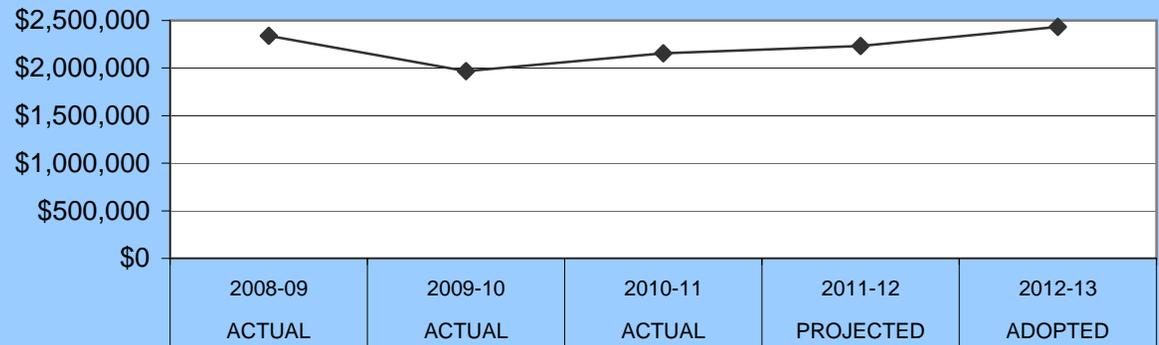
Account Description/Activity		ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODE
7	Town Engineer Fees Charges to applicant for Town Engineer's review of plans for improvements to private property.	3,080	3,520	2,750	3,000	2,850	3,000	05-20-3138
8	Planning Services - Charges to Applicants Charges to applicants for Planning Consultant's review of applications.				250,000		225,000	96-20-3140
9	Geological Services - Charges to Applicants Charges to applicants for Geological Consultant's review of applications.				90,000		75,000	96-20-3140
						375,000		
10	Engineering Services - Charges to Applicants Charges to applicants for Engineering Consultant's review of applications.				35,000		40,000	96-20-3140
11	Attorney Services - Charges to Applicants Charges to applicants for legal review of private applications.				30,000		20,000	96-20-3140
	Misc. Consultants - Charges to Applicants	472,426	525,169	461,918				96-20-3140
	C-1 Stanford Trail - Charges for Applicant		61,600	1,324,032	1,500,000	0	0	96-20-3140
12	Miscellaneous	31,883	54,780	14,654	20,000	9,000	15,000	05-20-3154
	Sub-Total	718,205	843,385	1,836,454	1,956,820	421,440	414,501	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Revenue From Taxes



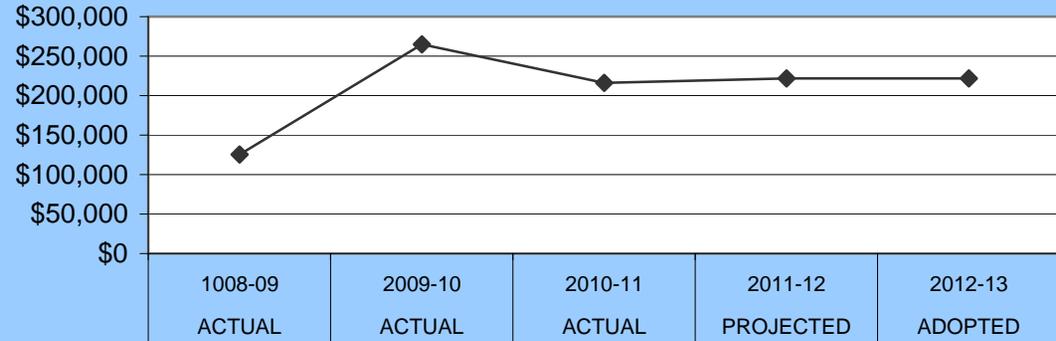
Account Description/Activity		ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODE
1	Property Taxes - Secured Town receives 7% of collected property tax revenues from the County, and a 4.5% growth rate is projected. State diverted \$137K in 09/10, to be returned to Town by 6/30/13.	1,957,068	1,643,622	1,793,543	1,879,956	1,810,000	2,028,450	05-22-3160
2	Property Taxes - Unsecured Non-property fixed assets (boats, airplanes, capital equipment, etc).	46,813	48,438	44,117	45,000	46,765	47,700	05-22-3162
3	Sales & Use Tax State projects an increase of 3% in sales tax.	175,925	97,825	135,485	146,000	169,000	174,000	05-22-3164
4	Business License Tax	101,500	87,890	93,460	100,000	94,000	94,000	05-22-3166
5	Real Property Transfer Tax Transaction tax charged when private property transfers.	46,660	79,351	78,113	61,800	100,000	80,000	05-22-3168
6	Miscellaneous Other Taxes	10,029	9,866	9,946	8,000	11,340	10,000	05-22-3170
Sub-Total		2,337,995	1,966,992	2,154,665	2,240,756	2,231,105	2,434,150	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



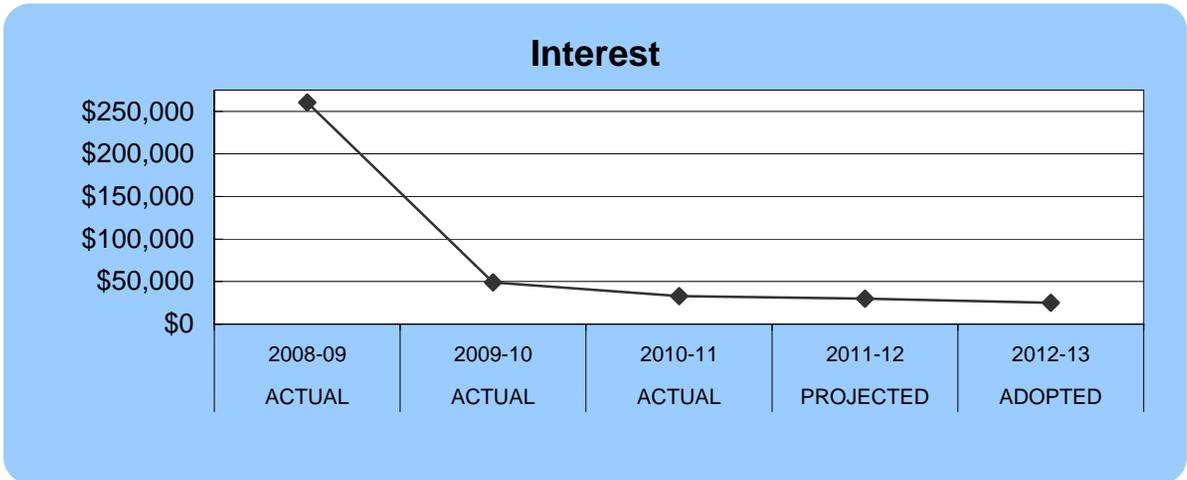
Town Center Facilities



Account Description/Activity		ACTUAL 1008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODE
1	Community Hall / Activity Room Rentals	20,335	69,139	40,940	36,000	48,720	48,720	05-24-3184
	Facilities are available for private use no more than 24 times per calendar year.							
2	Parking Lot & Field Rentals	3,429	5,137	5,537	5,000	9,000	9,000	05-24-3188
	Short term rentals of the Town Center parking lot for private parties and events.							
3	Class Fees	101,601	190,488	169,757	164,000	164,240	164,240	05-24-3190
	Four activity rooms available. This revenue is offset by instructor fees, see page 28.							
	Sub-Total	125,365	264,764	216,234	205,000	221,960	221,960	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



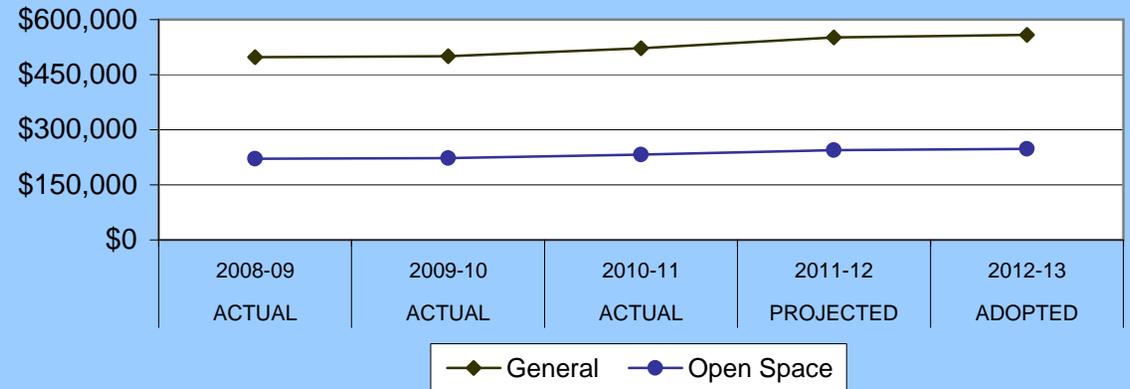
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 20101-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODE
1 Interest	145,293	16,962	10,917	40,000	30,000	25,000	05-26-3200
The Town's reserves are invested in the State Local Agency Investment Fund, with an average effective yield for the month of May 2012 of 0.363%.							
<i>Interest - Restricted</i>	115,288	31,922	21,945				
Sub-Total	260,581	48,884	32,862	40,000	30,000	25,000	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Utility Users Tax



Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	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	362,738	366,801	372,369	395,520	366,780	371,548	05-28-3220
Telephone	26,637	26,705	25,965	28,840	25,185	25,512	05-28-3222
Water	108,344	107,178	123,617	126,690	159,465	161,538	05-28-3224
<i>Sub-Total</i>	497,718	500,684	521,951	551,050	551,430	558,598	
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	161,220	162,997	165,496	176,130	162,685	164,800	15-28-3220
Telephone	13,545	11,898	11,539	13,091	11,190	11,335	15-28-3222
Water	46,444	47,635	54,942	56,259	70,875	71,796	15-28-3224
<i>Sub-Total</i>	221,209	222,530	231,977	245,480	244,750	247,931	
Sub-Total	718,927	723,214	753,928	796,530	796,180	806,529	

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	
Bicycle, Pedestrian & Traffic Safety		Storm Damage/Emergency Repairs	
Architectural and Site Control Commission		Service Agreements	30
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	31
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	25	Equipment Services Contracts	
Accounting & Auditing		Postage	
Town Attorney		Telephones	
Transcription		Advertising	
Geologist		Dues	
Engineer		Education & Training	
Planner		Mileage Reimbursement	
Plan Check		Utilities	
Miscellaneous Consultants		Fire Prevention / Wood Chipping	
Miscellaneous	27	Vehicle Maintenance	
Contingency		Miscellaneous	
Community Services		Sustainability Series	
H.E.A.R.T. JPA		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			

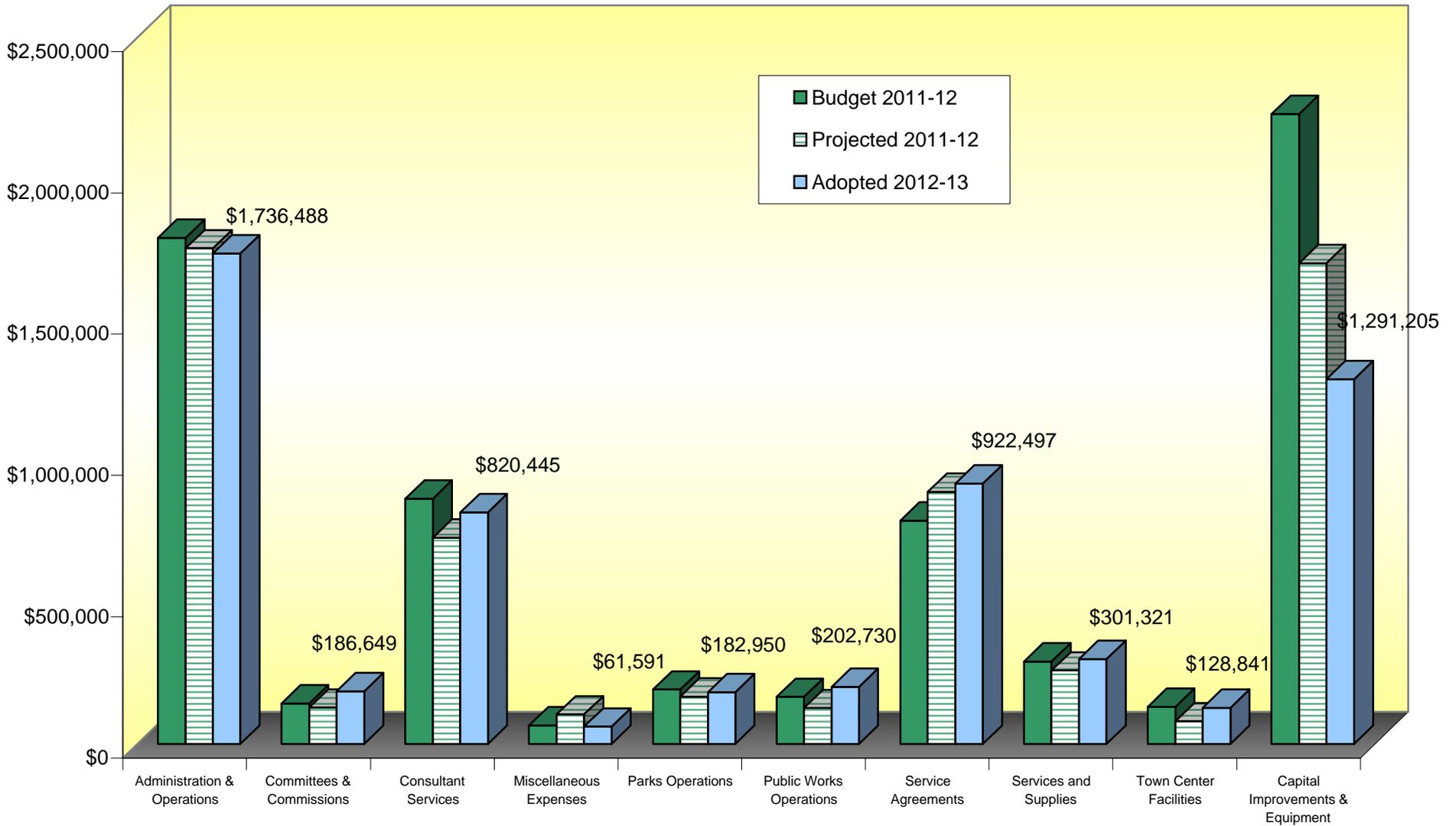
TOWN OF PORTOLA VALLEY

2012-2013 Total Expenditures Budget Summary

Expenditures	2011-12 Adopted Budget	2011-12 Projected at Year End	2012-13 Adopted Budget	%/Change per Adopted 11/12 Budget	%/Change per Projected Year End
Administration & Operations	1,792,397	1,754,715	1,736,488	(3.12)	(1.04)
Committees & Commissions	143,232	128,983	186,649	30.31	44.71
Consultant Services	868,721	730,575	820,445	(5.56)	12.30
Miscellaneous Expenses	65,555	104,742	61,591	(6.05)	(41.20)
Parks Operations	193,070	167,948	182,950	(5.24)	8.93
Public Works Operations	167,000	127,456	202,730	21.40	59.06
Service Agreements	791,473	892,465	922,497	16.55	3.37
Services and Supplies	291,987	260,397	301,321	3.20	15.72
Town Center Facilities	131,630	80,714	128,841	(2.12)	59.63
Subtotal	4,445,065	4,247,994	4,543,512	2.21	6.96
Capital Improvement Program					
Programs	2,230,501	1,702,131	1,223,705	(45.14)	(28.11)
Equipment	0	0	67,500	-	-
Subtotal	2,230,501	1,702,131	1,291,205	(42.11)	(24.14)
Grand Total	6,675,566	5,950,125	5,834,717	-13%	-2%



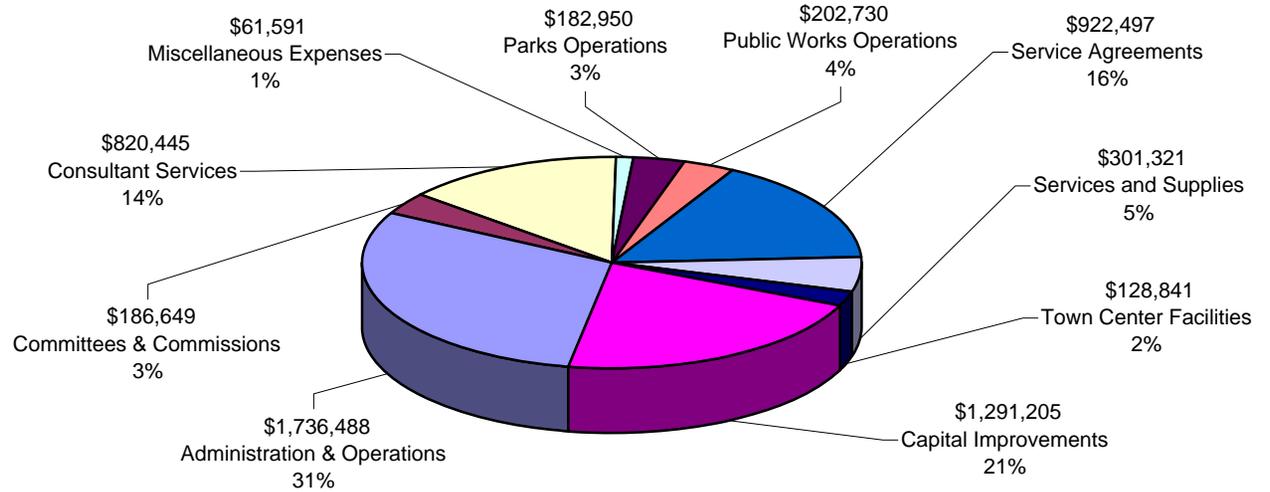
2011-12 Budget/Projected Exps. vs 2012-12 Adopted Expenditures



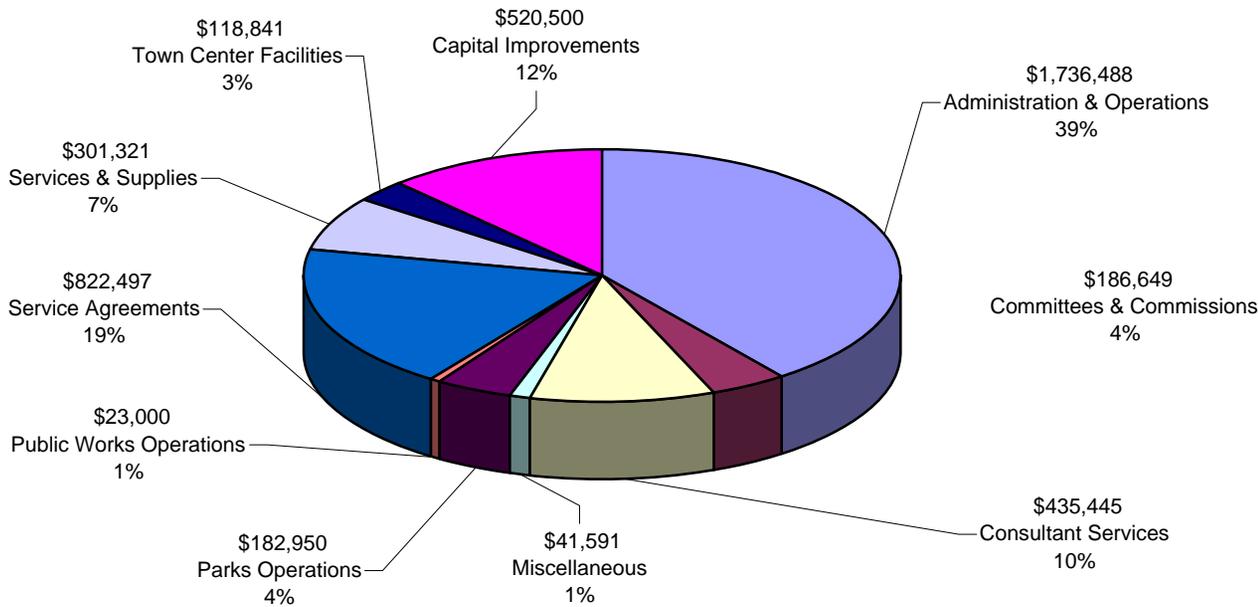
2012-13 EXPENDITURES BUDGET by TOTAL and GENERAL FUND

2012-13 Total Expenditures Total: \$5,834,717

Administration & Operations	\$1,736,488
Committees & Commissions	\$186,649
Consultant Services	\$820,445
Miscellaneous Expenses	\$61,591
Parks Operations	\$182,950
Public Works Operations	\$202,730
Service Agreements	\$922,497
Services and Supplies	\$301,321
Town Center Facilities	\$128,841
Capital Improvements	\$1,291,205



2012-13 General Fund Expenditures Total: \$4,369,282



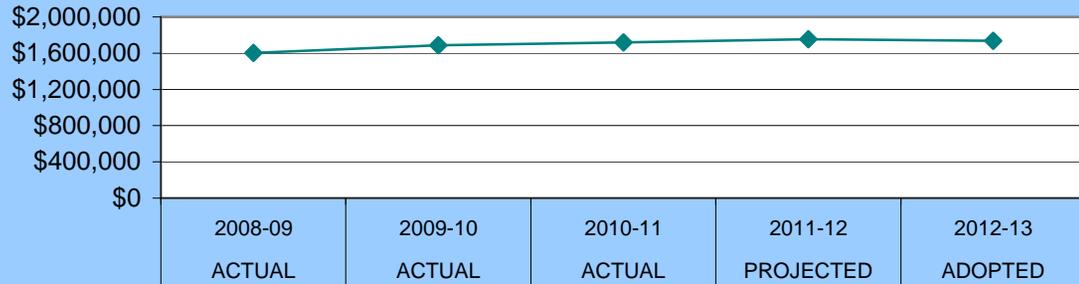
Administration & Operations	\$1,736,488
Committees & Commissions	\$186,649
Consultant Services	\$435,445
Miscellaneous	\$41,591
Parks Operations	\$182,950
Public Works Operations	\$23,000
Service Agreements	\$822,497
Services & Supplies	\$301,321
Town Center Facilities	\$118,841
Capital Improvements	\$520,500

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Administration and Operations



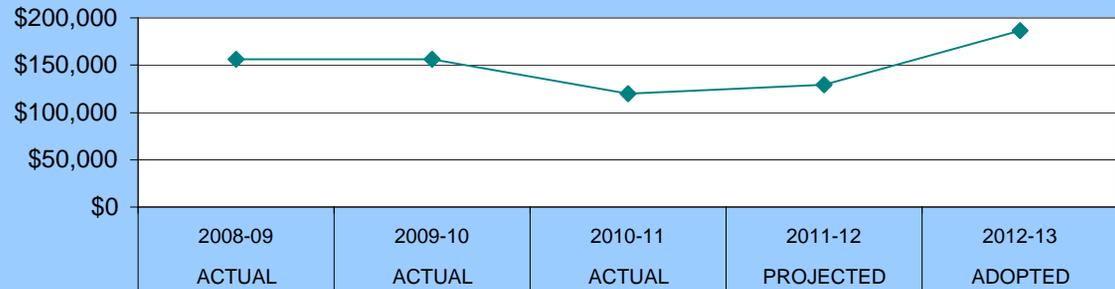
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODES
1 Permanent Full-Time Staff (13)							
Administration/Finance (4)	361,713	371,469	382,932	392,178	375,030	332,073	
Planning/Building (6)	476,112	501,284	514,632	525,999	438,855	544,894	
Maintenance (3)	174,788	174,708	181,201	183,384	182,716	187,092	
2 Permanent Part-Time Staff (3)							
Administrative (2)	97,379	96,295	98,366	100,806	154,653	95,652	05-50-4040
Horsekeeping (1)	1,079	-	484	499	499	484	05-50-4044
3 Temporary Staff							
Building Inspection (3 weeks)	4,680	22,386	6,708	7,500	2,808	7,500	05-50-4062
4 Benefits							
Retirement - PERS	223,695	222,739	232,385	245,091	233,134	193,857	05-50-4080
Retirement - Social Security	64,318	65,945	67,871	68,427	65,364	66,012	05-50-4082
Medicare	16,242	16,682	17,148	17,442	16,806	16,823	05-50-4084
Health Insurance/Retiree Service Charges	152,699	179,329	189,434	193,068	198,995	229,100	05-50-4086
Unemployment/Workers' Compensation	22,698	30,436	24,139	25,000	40,839	40,000	05-50-4092
Automobile Allowance	5,004	4,754	5,004	5,004	5,170	6,000	05-50-4096
Overtime	3,458	170	-	2,000	0	2,000	05-50-4100
5 Vacation Sell Back		1,310	0	26,000	39,846	15,000	
Sub-Total	1,603,865	1,687,507	1,720,304	1,792,397	1,754,715	1,736,488	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Committees and Commissions



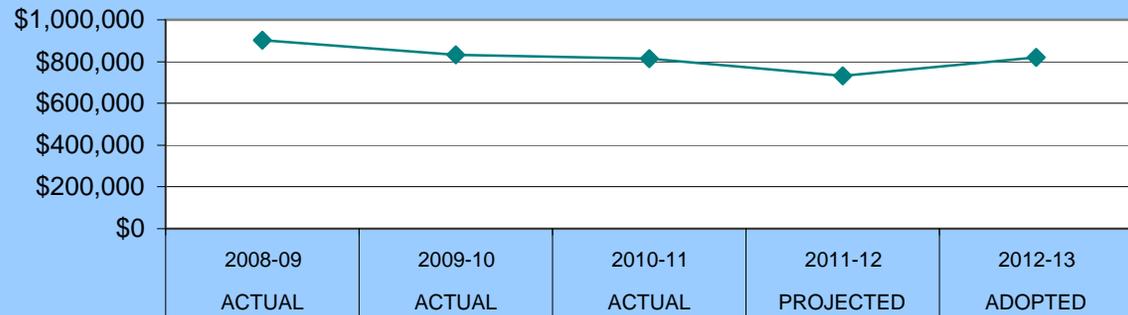
Account Description/Activity		ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODES
1	ASCC	26,820	26,820	27,600	28,368	28,368	29,077	05-52-4140
	Town Planner retainer for Architectural and Site Control Commission meetings.							
2	Bicycle, Pedestrian & Traffic Safety (new)				0	0	4,200	
3	Cable & Utilities Undergrounding	2,000	500	1,500	500	0	500	05-52-4142
4	Conservation	0	413	677	1,690	0	3,200	05-52-4144
5	Community Events							
	Blues & Barbecue	33,818	36,817	-	3,500	2,000	35,000	05-52-4146
	Town Picnic	13,742	16,013	-	10,000	8,000	12,000	05-52-4147
	Holiday Party			10,176	10,000	10,000	10,000	05-52-4147
	PVSD 150-Year Celebration				3,750	3,750	0	05-52-4146
6	Cultural Arts		2,018	2,501	5,050	1,400	5,050	05-52-4150
	Holiday Fair, Music Series, Art Show							
7	Emergency Preparedness	12,433	2,497	3,762	5,000	2,271	2,380	05-52-4152
	Includes cost of microwave line to County and emergency supplies.							
8	Historic Resources	3,437	2,094	2,381	1,350	0	2,600	05-52-4154
	Requesting new file cabinets for Heritage Room							
9	Open Space Acquisition Advisory -update brochure	0	3,637	-			1,000	05-52-4156
10	Parks & Recreation							
	Zots to Tots Run	1,926	-	2,339	2,000	2,000	3,000	05-52-4158
	Adult Sports Leagues	8,012	10,773	11,630	8,000	11,000	11,000	05-52-4160
11	Planning	53,568	53,568	55,176	56,724	56,724	58,142	05-52-4162
	Town Planner retainer for Commission/Council mtgs.							
12	Science & Nature	70	500	147	900	825	1,000	05-52-4163
13	Sustainability				4,900	2,500	7,000	05-52-4165
14	Teen	338	250	1,896	1,500	145	1,500	05-52-4166
	<i>Ad Hoc Sausal Creek Committee</i>	0	0					05-52-4168
Sub-Total		156,165	155,900	119,784	143,232	128,983	186,649	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Consultant Services



Account Description/Activity		ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODES
1	Accounting and Auditing	41,054	22,323	22,794	23,150	22,925	23,645	05-54-4180
	Preparation of the Town's annual audit and other accounting services. Expenditures for Community Hall audit is located at Town Center Facilities.							
2	Town Attorney	70,667	101,796	65,129	70,000	70,000	70,000	05-54-4182
	Town Attorney is appointed by the Town Council to provide legal advice to the Town Council, committees, and staff.							
3	Town Attorney - Charges to Applicants	2,925	12,111	37,011	30,000	17,000	20,000	96-54-4186
	Charges to applicants for legal reviews of applications. Paid through the applicant deposit system.							
4	Transcription Services	16,080	17,761	17,663	21,000	16,300	18,000	05-54-4188
	Cost to transcribe the proceedings of the Town Council and Planning Commission meetings.							
5	Town Geologist	16,634	13,971	6,242	10,000	2,000	16,000	05-54-4189
	The Town Geologist is retained to provide geology reviews and to provide advice to the Town Council and staff.							
6	Town Geologist - Charges to Applicants	95,511	94,325	72,192	90,000	59,000	75,000	96-54-4190
	Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system.							

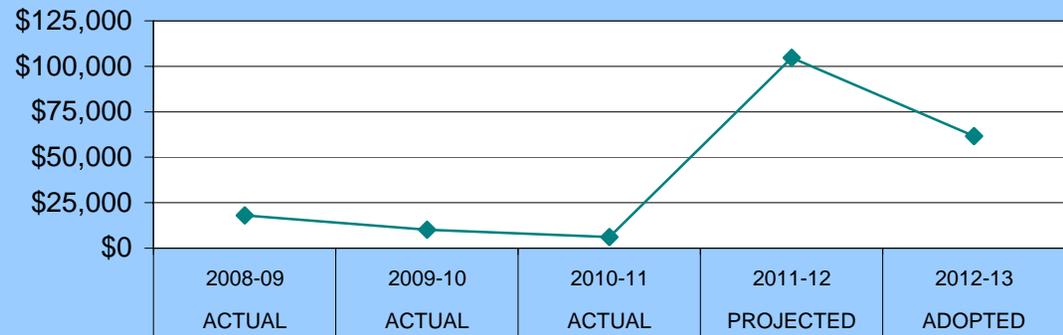
Account Description/Activity		ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODES
7	Engineer Services	360	7,620	2,435	8,000	2,000	25,000	20-54-4192
	This provides backup to the Town Engineer (e.g., traffic analysis, surveying, NPDES). Speed survey conducted as required by California Vehicle Code.							
8	Engineer - Charge to Applicants	50,728	36,709	27,354	35,000	50,600	40,000	96-54-4194
	Charges to applicants for engineering consultant review of applications. Public Works inspections paid through applicant deposit system.							
9	Planner	203,000	169,212	184,731	180,000	160,000	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 (\$58,124 annually) and the Architectural and Site Control Commission (\$28,654 annually). These line items can be found in the Committees & Commissions budget.							
	<i>Assistance on Town Center Design</i>	7,573						5-54-4197
10	Planner - Charge to Applicants	218,506	242,922	250,480	250,000	203,000	225,000	96-54-4198
	Charges to applicants for planning consultant reviews of applications. Paid through applicant deposit system.							
11	Plan Check	64,606	69,950	71,726	65,000	50,000	50,000	05-54-4200
	Services provided to review plans submitted by applicants for consistency with conditions and codes.							
12	Miscellaneous Consultants							
	<i>Consultant for Bldg Permit & Related Fees Study</i>			8,640	21,000	21,840	0	05-54-4209
	Peelle - Scanning & Indexing Town Documents				6,000	4,100	10,000	05-54-4208
	Lynx Tech - GIS Training, Updates, Completion of General Plan Diagrams	5,465	12,933	2,327	1,000	130	1,800	05-54-4208
	Waste Management Consultants - Includes annual report to CIWMB.	6,030	1,000	360	1,000	680	1,000	05-54-4212
	Website and IT Consulting & Training Services	70,512	19,022	21,946	22,571	18,000	25,000	05-54-4216
	<i>Parks & Rec Committee - Requested design consultant for Ford Field infrastructure.</i>	6,859						05-54-4210
	<i>Emergency Preparedness Community Outreach</i>	2,324						
	Miscellaneous Consultants	23,049	10,122	23,601	35,000	33,000	40,000	05-54-4214
	Sub-Total	901,882	831,777	814,629	868,721	730,575	820,445	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Miscellaneous Expenses



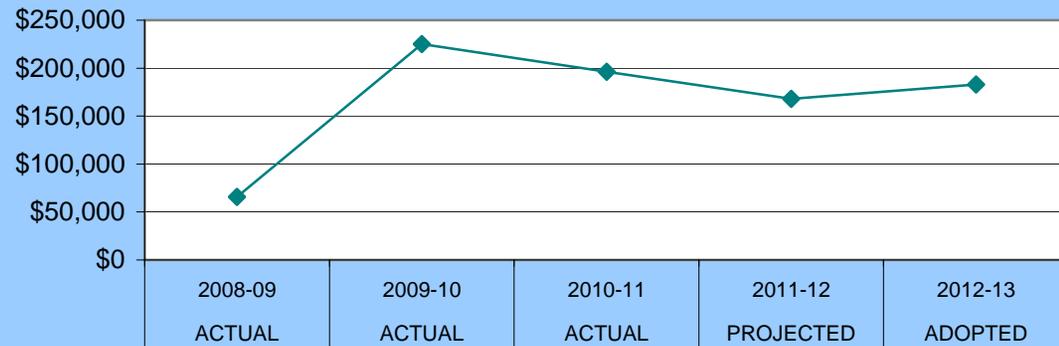
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODE
1 Contingency Contingency funding provides for unexpected funding needs; cannot be spent without Town Council authorization. (It is advisable for the Town to have funds 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.	13,300	8,300	4,300	10,000	10,000	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	1,591	1,591	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.	2,826	0		0			
4 Energy Upgrade California Grant				23,964	23,964	0	08-64-4335
5 Risk Management Programs (grant funded)				0	39,187	20,000	08-56-4221
Sub-Total	17,967	10,141	6,141	65,555	104,742	61,591	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Parks & Recreation Operations



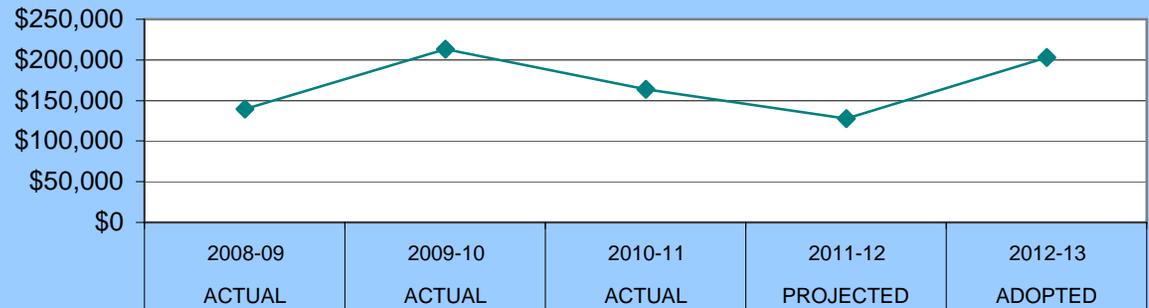
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODES
1 Parks and Fields Maintenance	60,960	64,211	53,184	53,970	29,267	45,050	05-58-4240
Maintenance cost for all Town-owned playing fields and parks.							
2 Portable Lavatories	2,382	2,590	2,869	2,900	2,951	2,900	05-58-4244
Portables at both Rossotti and Ford playing fields.							
3 Special Event Insurance	2,467	6,266	5,517	5,000	5,000	5,000	05-58-4338
Insurance to cover classes held at Town Center.							
4 Instructors	79,774	151,970	134,515	131,200	130,730	130,000	05-58-4246
Percentage of fees (80%) remitted to instructors from classroom revenues.							
Sub-Total	65,809	225,037	196,084	193,070	167,948	182,950	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Public Works Operations



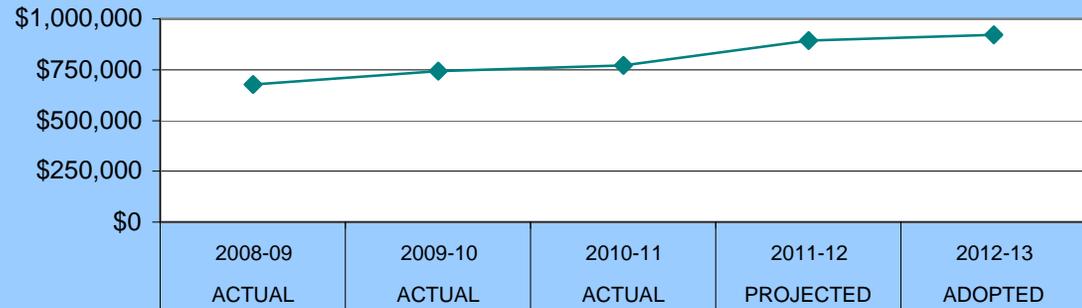
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODES
1 Public Road Surface & Drainage Maintenance	22,271	68,829	35,454	40,000	20,000	50,000	20-60-4260
2 Street Sweeping	31,410	18,425	21,187	20,000	18,425	20,000	20-60-4262
3 Right of Way Tree Trimming & Mowing	26,686	15,300	25,393	25,000	25,000	25,000	20-60-4264
4 Public Right of Way Litter Clean-up Program	9,731	9,731	9,731	9,000	9,731	9,730	20-60-4266
5 Tools and Equipment	3,569	2,108	2,470	3,000	2,300	3,000	05-60-4267
Includes safety garments, hand tools, and small mowers.							
6 Street Signs, Striping, Crosswalk Maintenance	14,528	1,554	14,660	15,000	13,000	15,000	20-60-4268
7 Trail Surface Rehabilitation	26,475	31,410	38,819	35,000	34,000	40,000	20-60-4270
8 C-1 Trail Biological Monitor/Maintenance						20,000	05-60-4272
9 Storm Damage/Emergency Repairs	5,019	64,815	16,182	20,000	5,000	20,000	20-60-4271
Non-disaster related storm damage.							
<i>Sudden Oak Death Spraying in Right of Way</i>	0	750	0				
<i>Included in ROW Tree Trimming budget</i>							
Sub-Total	139,689	212,922	163,896	167,000	127,456	202,730	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Service Agreements



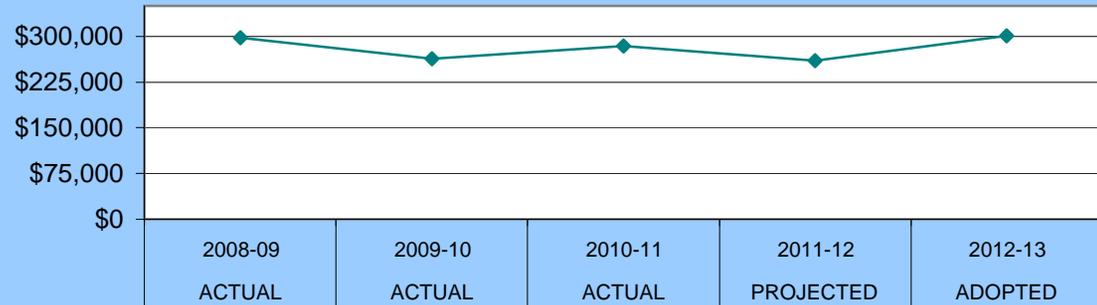
Account Description/Activity		ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODES
1	Animal Control	27,013	27,338	32,321	35,923	35,919	36,099	05-62-4280
	Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo County.							
2	San Mateo County Sheriff's Office	449,623	498,601	546,189	598,145	598,145	616,229	05-62-4282
	Contract law enforcement through San Mateo County. This is the first year of a renegotiated three-year agreement.							
3	Additional Traffic Patrols	90,000	99,135	100,000	0	100,000	100,000	30-62-4284
	Portion of program to be funded by General Fund.	95,050	85,865	65,000	30,155	30,155	151,868	05-62-4284
	Portion of program to be funded by Public Safety Fund.		13,270	10,308	110,000	110,000	0	10-62-4284
4	Emergency Services Council JPA	12,653	12,968	13,250	13,250	13,394	13,400	05-62-4286
5	NPDES Stormwater Program	4,149	4,698	3,600	4,000	4,852	4,901	05-62-4288
	Cost of county-wide stormwater discharge permit as mandated by Federal and State legislation.							
Sub-Total		678,488	741,875	770,668	791,473	892,465	922,497	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Services & Supplies



Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODES
1 Codification Annual codification of the Town's ordinances.	2,569	0	2,668	0	0	5,000	05-64-4300
2 Elections Bi-annual Town elections. Funds used to pay County to administer Town elections.	0	15,070	0	10,000	0	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.	32,121	33,325	30,993	34,000	34,873	35,601	05-64-4304
4 Office Supplies Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible.	16,808	14,778	16,940	15,000	12,000	15,000	05-64-4308
5 Town Publications Production costs for two digital newsletters per year and eight postcards.	24,405	21,663	17,256	14,600	13,000	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.	3,630	3,817	4,399	7,240	7,274	3,500	05-64-4311
7 Office Equipment - Maintenance & Repairs Includes copier lease; replacement main hub for server room; new projector; 2 new computers and repairs.	28,794	17,405	25,458	15,152	9,850	12,200	05-64-4312

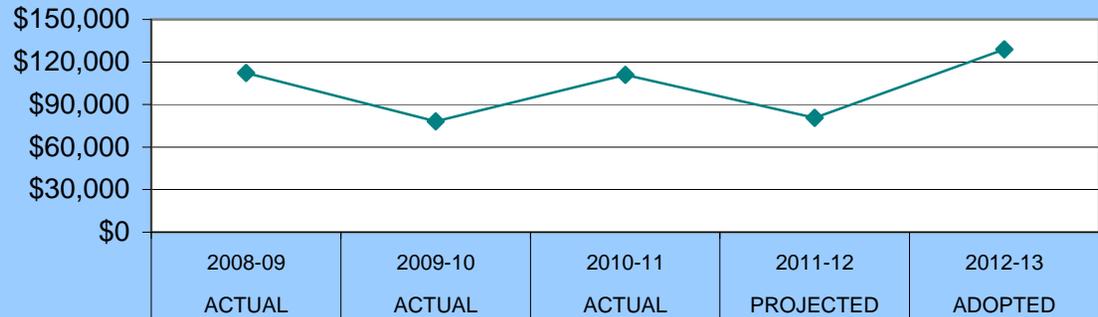
Account Description/Activity		ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODES
8	Equipment Service Contracts	26,594	11,305	9,633	10,500	13,300	12,200	05-64-4314
	Maintenance agreements for GIS/financial software, postal meter and other servicing as needed.							
9	Postage	12,180	10,985	9,895	10,000	5,500	8,000	05-64-4316
10	Telephones and Wi-Fi Internet	7,458	6,592	7,107	8,000	7,100	7,500	05-64-4318
	Includes land lines, cell phones, and wi-fi service.							
11	Advertising	10,753	5,958	5,301	6,000	6,100	6,000	05-64-4320
	Legal notices and advertisements.							
12	Dues	21,200	21,609	21,783	24,000	22,000	24,000	05-64-4322
13	Education & Training - Staff	5,469	2,031	3,127	4,800	1,800	5,000	05-64-4326
14	Education & Training - Council, Commissions, & Committees	2,071	1,111	1,671	3,000	1,800	2,000	05-64-4327
15	Mileage Reimbursement (2012 rate is 0.555/mile)	3,325	3,036	2,047	3,500	2,000	3,000	05-64-4328
16	Utilities	54,358	48,982	54,257	52,000	63,000	64,000	05-64-4330
	PG&E and water expenses for Town Center buildings and fields.							
17	Fire Prevention/Wood Chipping	13,953	20,137	34,090	40,000	27,000	40,000	05-64-4333
	Woodside Fire Protection District fire prevention/wood chipping. Includes 2 extra chipping days in October for high risk areas.							
18	Vehicle Maintenance	11,060	11,293	10,454	11,000	11,600	12,500	05-64-4334
	Includes yearly service of all vehicles and fuel costs.							
19	Miscellaneous	20,554	9,084	17,206	15,000	15,000	15,000	05-64-4336
20	Bank Fees (includes fees for ADP Payroll Processing)		4,337	2,737	3,000	5,200	7,000	05-64-4337
21	Sustainability Series		1,217	6,776	5,195	2,000	9,220	05-64-4335
	Sub-Total	297,305	263,735	283,797	291,987	260,397	301,321	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Town Center Facilities



Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	ADOPTED 2012-13	ACCOUNT CODES
1 Building Maintenance Equipment & Supplies	18,790	13,950	19,675	23,000	19,000	20,000	05-66-4340
2 Community Hall		9,800	21,406	21,130	10,000	20,000	05-66-4341
Includes maintenance costs, deep cleaning and annual usage audit.							
3 Landscape Supplies and Services	19,013	26,334	32,816	35,000	16,000	35,000	05-66-4342
Includes care of native plantings and trees.							
4 Janitorial Services	5,240	7,105	8,891	10,000	10,000	17,000	05-66-4344
5 Mechanical Systems Maintenance/Repairs	30,983	19,313	21,876	26,000	17,200	20,000	05-66-4346
Includes maintenance of electrical, photovoltaic, & dashboard.							
6 Library General Maintenance				10,000	3,204	10,000	25-66-4340
7 Repairs/Vandalism	170	137	936	1,000	0	1,000	05-66-4348
8 Property Insurance	1,281	1,446	5,380	5,500	5,310	5,841	05-66-4350
Temporary Facilities & Units							
Village Square lease for temp classes, July 2008	6,184						5-66-4354
Lavs (per OSHA requirements) at TC during construction.	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	112,181	78,085	110,979	131,630	80,714	128,841	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Capital Improvements: Programs		ACCOUNT	APPROVED	PROJECTED	ADOPTED
Account Description/Activity		CODE	2011-12	2011-12	2012-13
1	Annual Street Resurfacing Program				
	Construction	22-68-4530	62,521	62,521	25,000
		60-68-4530	234,400	234,400	200,000
		65-68-4530	203,080	142,750	143,000
2	2012/13 Street Resurfacing - Testing & Inspections	05-68-4530	30,000	30,000	35,000
	2013/14 Street Resurfacing Program - Design	05-68-4503	35,000	45,000	40,000
3	Springdown Open Space Improvement	15-68-4414	75,000	10,000	90,705
4	Storm Drain Inventory/Repairs				
	Replacement and repairs	05-68-4413	55,000	50,460	0
		22-68-4413	20,000	20,000	50,000
5	Ford Field Renovation	05-68-4531			308,000
		08-68-4531			232,000
6	Alpine Road/ C-1 Trail Enhancements	05-68-4532			100,000
	<i>C-1 Trail (Stanford University)</i>	96-00-4528	1,500,000	1,095,000	
	<i>Schoolhouse Paint/Front Entry Modifications</i>	5-68-4415	15,500	12,000	
	Sub-Total		2,230,501	1,702,131	1,223,705

RESOLUTION NO. 2558-2012

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF PORTOLA VALLEY ADOPTING THE OPERATING
AND CAPITAL BUDGETS FOR FISCAL YEAR 2012-2013**

WHEREAS, the Town Manager has reviewed and analyzed the Town's finances and has projected revenues and expenditures for Fiscal Year 2012-13;

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 2012-13 operating and capital budgets, overall reflecting the following:
 - a. Projected revenues: **\$5,998,896**
 - b. Projected expenditures & transfers: **\$5,834,717**
2. The budget shall be effective July 1, 2012.
3. The amount of the 2012-2013 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 2012-2013 Fiscal Year.

REGULARLY PASSED AND ADOPTED this 27th day of June 2012.

Mayor

ATTEST



Town Clerk

RESOLUTION No. 2561 -2012

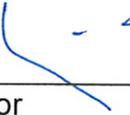
**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF PORTOLA VALLEY
DETERMINING AND ESTABLISHING THE
APPROPRIATIONS LIMIT FOR 2012-2013**

WHEREAS, the calculation of the Appropriations Limit for the Fiscal Year 2012-2013 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 2012-2013 is determined to be \$3,499,954.

REGULARLY PASSED AND ADOPTED this 25th day of July 2012.



Mayor

ATTEST:



Town Clerk