



**TOWN OF PORTOLA VALLEY**

**~ ADOPTED BUDGET ~**

**FISCAL YEAR 2013 - 2014**

# TOWN OF PORTOLA VALLEY

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## ADOPTED OPERATING & CAPITAL BUDGETS

FISCAL YEAR 2013-14

Presented to:

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

Prepared by:

Nick Pegueros, Town Manager  
Stacie Nerdahl, Administrative Services Manager

Cover Image by Simon Greenhill

June 2013



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

**TO:** Mayor and Members of the Town Council  
**FROM:** Nick Pegueros, Town Manager  
 Stacie Nerdahl, Administrative Services Manager  
**DATE:** June 30, 2013  
**RE:** **Adopted 2013-14 Town Budget**

We are pleased to present the Town budget for the fiscal year beginning July 1, 2013. This year's budget is balanced with the exception of limited use of fund balance due to the Ford Field project, where revenue collections spanned three fiscal years. 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 2013-14.

Summary of 2013-14 Adopted Budget						
Revenues		+/- PFY	Expenditures & Transfers		+/- PFY	Surplus/(Deficit)
<b><i>All Funds' Budgets</i></b>						
	\$6,216,052	4%		\$6,178,615	6%	\$37,437
<b><i>General Fund Budget</i></b>						
Operating	\$4,192,836		Operating	\$3,951,870		
Capital	<u>100,000</u>		Capital	373,445		
			Transfers	<u>67,753</u>		
Total	\$4,292,836	-6%		\$4,393,068	-1.6%	(\$100,232)

Revenue Assumptions and Discussion:

The *Revenues Budget Summary* on page 4 indicates an overall 4% increase in revenues over the 2012-13 adopted budget. When comparing the proposed 2013-14 budget to 2012-13 projected revenues, it is important to note that the 2012-13 numbers include nearly \$2.8 million from the sale of the Blue Oaks lots (recorded under the Service Charges category).

- *Government Agency:* Revenues in total are proposed to increase \$771,173 over projected revenues for 2012-13. This increase is attributed to the expected receipt of grant revenues and contributions for the capital improvement program, namely the street resurfacing program, the Ford Field renovation program, and emergency aid for the Upper Alpine storm damage repair project.
- *Permits & Fees:* Building permit revenues continue to rebound from a low in 2008-09, and are projected to maintain their current levels in 2012-13. Additionally, the budget assumes a 2.4% increase due to a proposed inflation adjustment to the fees.
- *Service Charges:* Revenues are budgeted to remain flat, with the exception of the \$2,790,096 spike in 2012-13 from the sale of the Blue Oaks lots. With the new Deputy Town Planner, the proposed budget estimates \$40,000 in staff time charged to the project applicants. This revenue offsets increases in costs associated with the reorganization of staff in the Planning Department.
- *Revenue from Taxes:* Total revenue from taxes is projected to decrease 1.9% from prior year estimated actual revenues. This decrease is due to the spike in 2012-13 in property taxes resulting from the \$139,000 repayment of the Proposition 1A loan.
  - **Property taxes**, the Town's single largest revenue source, are projected to increase 3% (or \$51,500) over the prior year projected revenues as adjusted for the Prop 1A loan repayment. Going forward, the County has advised that local agencies should prepare for the loss of Excess ERAF revenue. The funds totaled \$137,000 in 2012-13 and appear to be secure in 2013-14; however, they may start declining as early as 2014-15 and disappear entirely over time.
  - **Sales tax** revenues for the 2012-13 fiscal year are projected to decrease from the current year's estimated revenue by 5% (or \$9,000) to \$172,000. This budget was provided by the Town's sales tax consultant, HdL, and reflects the loss of one-time payments from extraordinary events (such as an auction purchase).
  - **Real property transfer tax** revenues rose sharply in 2012-13 when compared to prior years, exceeding the adopted budget by \$58,800. This revenue is a sign that more properties are changing ownership. However, due to the unpredictable nature of this revenue source, the proposed budget assumes that less than half of the spike will recur in 2013-14.

- *Town Center Facilities:* A decrease has been budgeted due to an anticipated reduction in the quantity of annual allowed private parties of the Community Hall. Staff will be presenting recommended revisions to the facility's usage policies at the July 24 Council meeting.

**Expenditure Assumptions & Discussion:**

The proposed operating expenditures increase 1.7% compared to the adopted 2012-13 budget. The increase is attributed to a number of factors that are discussed below.

- *Administration:* Overall the proposed Administration budget increases \$59,794, or 3.4%, when compared to prior year budget. Staffing in 2012-13 was in a state of flux, with two vacancies backfilled with contract staff. Both of those vacancies have been filled and both salaries and benefits are expected to be closer to budget in 2013-14 than in recent years which experienced significant transition in staffing at Town Hall. The following chart provides a comparative overview of employee compensation costs. A more detailed explanation of the increases follows the chart.

<b>Town of Portola Valley Employee Compensation</b>			2013-14 Proposed compared to 2012-13 Budget		2013-14 Proposed compared to 2012-13 Est. Actual		
			\$ Change	% Change	\$ Change	% Change	
Compensation Item	2012-13 Adopted Budget	2012-13 Est. Actual	2013-14 Proposed				
Base salaries	\$ 1,167,696	\$ 1,203,453	\$ 1,226,517	\$ 58,821	5.0%	\$ 23,064	1.9%
CalPERS pension	193,857	171,530	192,271	(1,586)	-0.8%	20,741	12.1%
Social Security & Medicare	82,835	77,764	87,850	5,015	6.1%	10,086	13.0%
Medical, dental, vision insurances	229,100	209,114	253,644	24,544	10.7%	44,530	21.3%
Auto allowance	6,000	6,000	9,000	3,000	50.0%	3,000	50.0%
Overtime & vacation sell back	17,000	2,000	7,000	(10,000)	-58.8%	5,000	250.0%
Subtotal direct compensation	1,696,488	1,669,861	1,776,282	79,794	4.7%	106,421	6.4%
Workers' Comp/Unemployment	40,000	41,981	20,000	(20,000)	-50.0%	(21,981)	-52.4%
<b>Total Employee Compensation</b>	<b>\$ 1,736,488</b>	<b>\$ 1,711,842</b>	<b>\$ 1,796,282</b>	<b>\$ 59,794</b>	<b>3.4%</b>	<b>\$ 84,440</b>	<b>4.9%</b>

**Base salaries** – Base salaries are projected to increase \$58,821 or 5.0% when compared to the adopted budget for 2012-13. Of this increase, \$33,725 results from the hiring of previously vacant positions at levels higher than budgeted, the most significant of which was the upgrade of the Planning Manager to the Deputy Town Planner position. An additional \$25,096

provides a 3% allowance for salary increases. Keeping with the Town's past practice the salary increases are not automatic and will be based on merit.

CalPERS Pension – The budget for pension costs shows a net decrease in 2013-14 due to reduced pension benefits for new hires. Two new hires and one projected new hire are required to participate in a less generous pension program resulting from the Public Employees' Pension Reform Act of 2012 (PEPRA). PEPRA will save the Town an estimated \$18,000 in 2013-14. Those savings, however, are offset by the increase in CalPERS costs for the legacy Town employees, mostly attributed to salary increases. For legacy employees, the Town currently pays the employee contribution of 7% plus the employer's contribution of 10.282%. While the employee contribution is fixed, the employer's contribution is variable. In April CalPERS announced that changes to their assumptions and accounting practices will increase employer contributions up to 50% and be phased in over a four-year period to begin on July 1, 2016. This considerable increase warrants serious consideration of the sustainability of the Town's pension program for legacy employees. One option to consider would be to cap the Town's total contribution rate, both employer and employee contributions, at the 2013-14 level which is 17.282% for legacy employees. In future years, the Town could require the employees to pay increased costs as imposed by CalPERS. In other words, if the Town's total contribution rate increases from 17.282% to 18.282%, the employee would be responsible for the increase of 1%. If implemented, this measure will introduce greater stability to planning future budgets while slowly beginning the cost sharing with employees that are becoming the standard in most public agencies.

*Pension Contingency Reserve* – In June 2012, the Town paid off its \$319,066 known unfunded pension liability referred to as the CalPERS Side Fund. The side fund liability was charged an interest rate of 7.5% per year. With the Town's investment income at less than 0.50%, the payoff was a prudent use of accumulated reserves. As part of the payoff, the Town's ongoing pension contributions decreased by \$50,000 per year. At the time of payoff, the Council authorized staff to create a Pension Contingency Reserve fund using the \$50,000 annual savings starting in 2012-13. The recommendation is to continue funding the Pension Contingency in 2013-14 with an additional deposit of \$50,000 from the operating surplus. It is important to note that CalPERS' most recent actuarial showed that the Town's pension liabilities were 75.2% funded, which indicates an unfunded pension liability of \$1,055,442 based on the most recent market value of assets on June 30, 2011. This liability is expected to grow as CalPERS adjusts its accounting policies, modifies key demographic assumptions, and decreases its assumed rate of return on investments (currently 7.5%). To the best of staff's knowledge, this liability cannot be paid off similar to how the side fund was treated in 2012.

Medical, dental, vision insurances – No single benefit cost has increased more than medical insurance. In April 2013, the Town adopted a cafeteria plan that is designed to encourage employees with insurance available from another source to opt-out of Town paid medical coverage in exchange for an opt-out in-lieu payment. For example, an employee who is eligible to receive family coverage from the Town at an annual cost of \$20,861 would receive \$9,600 if he/she opts out of the Town's medical benefit and provides proof of coverage from another source. At this point it is unknown how many employees will take advantage of this new option. Nonetheless, additional cost containment measures are necessary. The budget assumes a 10% increase in the cost of medical premiums.

Auto Allowance – Currently the Town provides an auto allowance of \$3,000 per year to both the Town Manager and Deputy Building Official. The purpose of the allowance is to avoid the capital and maintenance costs of a town fleet which would normally be used in the course of town business. The Public Works Director frequently uses his personal vehicle to conduct regular town business and rather than providing a vehicle to the Public Works Director, the more cost-effective option would be to provide him with an annual auto allowance. The recommended allowance is \$3,000, and as it is not considered “pensionable” wage it has no impact on retirement costs or the employee’s retirement benefit.

Workers’ Compensation Insurance – The Town’s workers’ compensation insurer had increased rates significantly over the past several years and Town staff was actively looking at alternative insurers to reduce the costs. However, the premium quote received for the 2013-14 fiscal year offered several welcome discounts based on the Town’s length of service with the carrier and few claims filed, with a net reduction of over 50% to the 2012-13 paid premiums.

- *Committees & Commissions:* Overall the proposed budget for Committees & Commissions will decrease due to the suspension of Blues & BBQ. The same decrease in volunteer support that required the cancellation of Blues & BBQ will also require Town staff to take a much larger role in organizing the holiday party. The budget for the holiday party is proposed to increase to \$2,000 over prior year budget to allow for party planning support from a contractor. The **Emergency Preparedness Committee** has also increased its budget by over \$7,500 to provide for banners, Emergency AM radio magnets, and emergency preparedness training.
- *Consultant Services:* The proposed budget for consultant services will remain flat over the prior year budget due largely to the transition of the Town Planner services to the new in-house Deputy Town Planner. The savings is estimated at \$40,000 for the General Fund. Those savings, however, are offset by an increase in the Town Attorney’s budget to \$90,000 from \$70,000. The increase is due to the new Town Manager requesting research on various items of importance to the Town; however, every effort will be made to keep those requests to a minimum. Additionally, the proposed budget includes \$35,000 to provide for a **water use efficiency study and improvements** to investigate alternatives to promote more sustainable field management practices.
- *Service Agreements:* 2013-14 will be the second 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 \$129,424 above the \$100,000 COPS grant for Additional Traffic Patrol services. This demand on the General Fund is funded with revenues received from the Utility Users’ Tax. An additional \$30,000 towards supplemental law enforcement services is being funded by the Public Safety Fund’s fund balance; future budgets will continue to apply this fund’s annual revenue (est. \$12,000) toward this cost.

- *Services & Supplies:* The proposed budget for services and supplies will increase \$48,795 due to a number of factors. The Town anticipates an **election** in November 2014 which is projected to cost \$14,000 based on estimates provided by the County Elections Office. **Liability insurance** is projected to increase \$10,680 compared to prior budget due to heavy losses experienced by the risk pool and the need to increase the pool's reserves. The **website's content management system** will receive an upgrade costing \$13,500 in 2013-14 that will provide for greater ease of use and new tools that will be used to push more information to those interested in Town affairs. The final area of note is the **utilities** section where the budget now details the cost of water for the Town fields. With water rates continuing to rise, it is apparent that water efficiency measures could benefit the Town's budget.
- *Town Center Facilities:* The budget proposes **outsourcing janitorial services** for Town Center at a cost of \$50,000 to achieve two major goals. First, outsourcing janitorial is a cost-effective alternative to increasing the number of in-house staff while providing a scalable service to meet the varied needs of the Library and Community Hall facilities. Second, while janitorial services have historically been provided by the Town's public works maintenance crew, the increased popularity of Town Center (and corresponding increase to janitorial needs) has drawn the crew away from street, parks, and trail maintenance. The Library will pay for their share of the services (\$16,000) using donor city funds.
- *Capital Improvements:* Total capital improvements are budgeted at \$1,514,145 with the following projects:
  - The annual **street resurfacing program** will increase to \$558,000 with a considerable boost from federal grant funds (OBAG) in the amount of \$224,000.
  - The **Springdown open space improvement** project budgeted in 2012-13 did not move forward due to competing demands on staff resources and complications with regulatory agencies. The recommendation is to budget the project in 2013-14 at \$90,700. The project will make improvements to the natural water features on the property to create a vernal pool. This project is a continuation of the Town's acquisition of the open space using Open Space Acquisition Fund monies.
  - The **Ford Field renovation project** which started in May 2013 will continue into 2013-14 with the remaining 75% of construction being completed. Of the \$512,578 construction and contingency budget for this project, the Town's contribution is expected to total \$8,683, assuming the entire contingency is used. The Town Council provided direction to staff that the proceeds from the sale of the Cagan stock donation will be used to fund the gap. To fund the balance of the project costs the Town will use private donations of \$59,000 and \$100,000 from the Alpine Little League (both of which have already been received). State Park Bond monies will contribute \$232,214 on a reimbursement basis and the Sand Hill Foundation's \$100,000 contribution is anticipated in the next several weeks.
  - Work on the **Crowder Trail improvements** (C-1) trail planned for 2012-13 was delayed due to competing demands on staff resources. This project is budgeted for 2013-14 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.

- Storm damage repairs to **Upper Alpine Road** from the December 2012 winter storms will begin in 2013-14. This project was included in the Governor's disaster declaration and has received the green light to proceed with the promise of federal emergency management funds to offset the repair cost estimated at \$300,000.
- The Library donor city funds will be used for a \$35,000 **lighting improvement project** at the Library. This project was initiated by the library staff who noted that the current lighting creates shadows that make it difficult for patrons to find books in the stacks.
- Capital Equipment: Total capital equipment purchases are budgeted at \$41,000, including the following items:
  - The budget includes a \$35,000 **replacement truck** for the maintenance crew. All of the Town's trucks are over 12 years old and frequently require maintenance and repairs. The recommendation is to fund the purchase of a new Ford F-150 with "eco-boost" technology. In addition to reducing maintenance costs in the near-term, the new vehicle will be more fuel-efficient.
  - The Emergency Preparedness Committee will continue its **emergency AM radio** project in 2013-14 with the installation of a permanent antenna at Town Center. The new appropriations request of \$8,000 is possible with savings from the current year's authorization to purchase the Emergency AM radio transmitter and portable antenna.

## **Recognition**

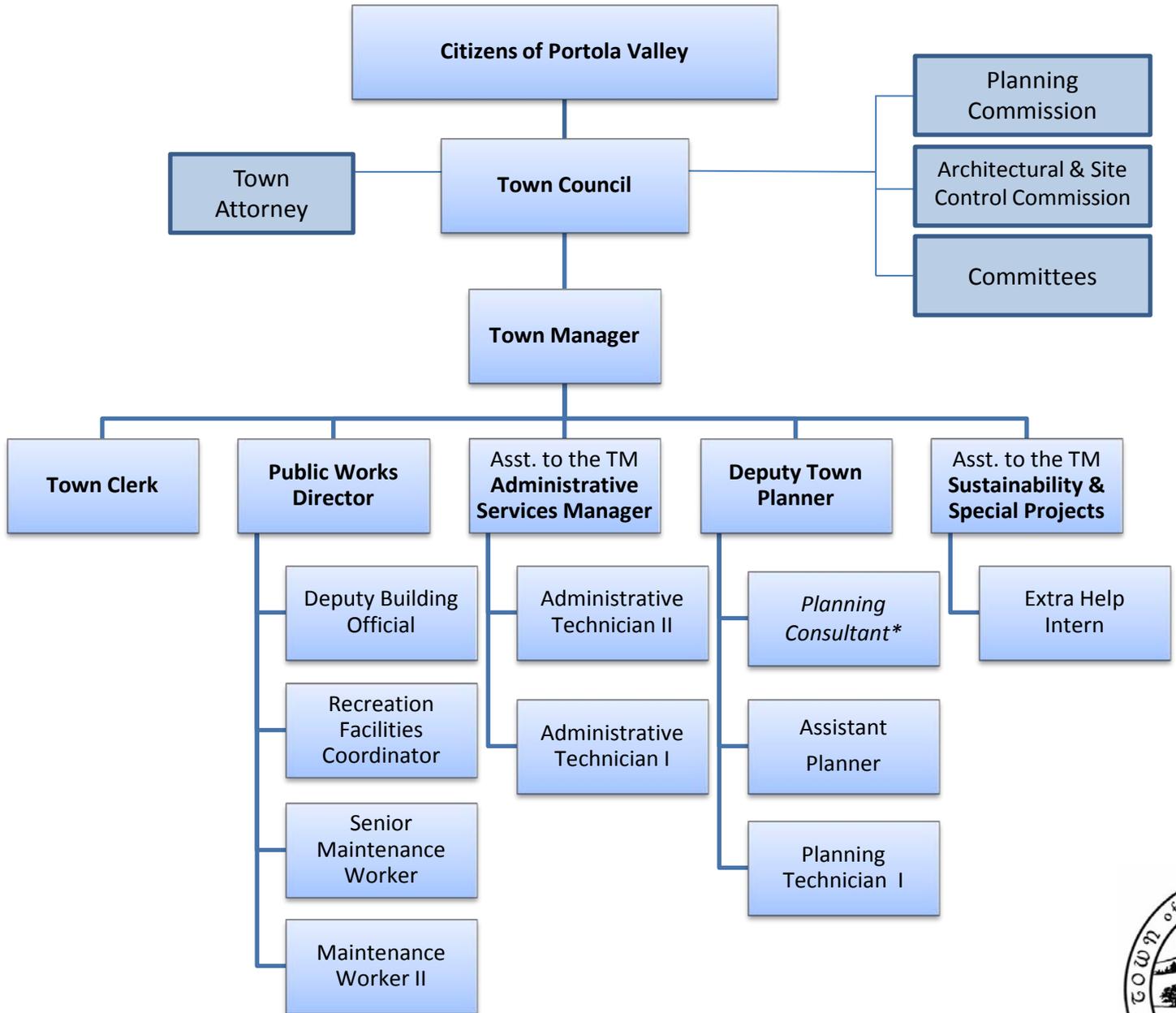
This budget would not be possible without the valued involvement and contribution of Town staff, consultants, and committees. Special recognition, however, is due to the Town's volunteers whose countless hours of involvement on committees and organizing events and programs help to keep operating costs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

**Finance Committee Action** By unanimous vote at its May 28th meeting, the Finance Committee recommended that the proposed 2013-14 budget be presented to the Town Council for consideration.

**Town Council Action** At its June 12<sup>th</sup> meeting, the Town Council scheduled a Public Hearing for the Proposed Budget for June 26, 2013.

**Recommendation** Upon completion of the Public Hearing on June 26, 2013, the Town Council adopted the attached resolution approving the Proposed 2013-14 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 for acquisition and support of open space 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.
50	Storm Damage	Initially created during the 1998-99 Alpine Road slide repairs, this fund is used as necessary to track federal or state-reimbursed storm-related road repairs.
60	Measure A Funds	A half-cent County sales tax revenue designated for the improvement of local transportation, including streets and roads.
65	Road Impact Fee	Recovers the cost of repairs from building permit applicants to Town roads due to wear and tear from construction vehicles. Collection of these fees was suspended by the Council in 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.

# TABLE OF CONTENTS

Revenue & Expenses by Governmental Fund .....	1
Fund Activity Summary.....	2
Revenues - Table of Contents.....	3
Total Revenues Budget Summary .....	4
2012/13 Budget/Projected Revenues vs 2013/14 Adopted Revenues .....	5
Revenues Budget by Total and General Fund .....	6
Revenues Budgetary Details.....	7-18
Expenditures - Table of Contents .....	19
Total Expenditures Budget Summary.....	20
2012/13 Budget/Projected vs 2013/14 Adopted Expenditures.....	21
Expenditures Budget by Total and General Fund .....	22
Expenditures Budgetary Details.....	23-35
Resolution Adopting Budget for 2013-14 .....	36
Resolution Adopting Appropriation Limit for 2013-14.....	37

## 2013-14 Revenues and Expenses by Governmental Fund

Revenues	Fund 5		Fund 8	Fund 10	Fund 15	Fund 20	Fund 22	Fund 25	Fund 30	Fund 40	Fund 45	Fund 50	Fund 60	Fund 65	Fund 96	TOTALS
	OPERATING	CAPITAL IMPRS	GRANTS	PUBLIC SAFETY	OPEN SPACE	TRANSPORTATION	MEASURE MCCCAG	LIBRARY	C O P S	Park-in-Lieu	Inclusionary-in-Lieu	Storm Damage	MEASURE A	ROAD FEES	CASE REVIEWS	
Government Agency	\$ 5,400		\$ 462,600	\$ 11,780		\$ 142,247	\$ 105,655		\$ 100,000			\$ 300,000	\$ 230,000			\$ 1,357,682
Franchise Fees	\$ 254,636															254,636
Permits & Fees	\$ 522,450															522,450
Other Revenues	\$ 47,500	100,000			5,000											152,500
Parks & Recreation	\$ 85,338															85,338
Service Charges	\$ 118,200														320,000	438,200
Revenue from Taxes	\$ 2,389,158															2,389,158
Town Center Facilities	\$ 191,600															191,600
Interest	\$ 25,000															25,000
Utility Users' Taxes	\$ 553,554				245,934											799,488
<b>Revs. Sub-Totals</b>	<b>\$ 4,192,836</b>	<b>\$ 100,000</b>	<b>\$ 462,600</b>	<b>\$ 11,780</b>	<b>\$ 250,934</b>	<b>\$ 142,247</b>	<b>\$ 105,655</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 230,000</b>	<b>\$ -</b>	<b>\$ 320,000</b>	<b>\$ 6,216,052</b>
<b>Expenditures</b>																
Administration & Operations	\$ 1,796,282															\$ 1,796,282
Committees & Commissions	\$ 160,552															160,552
Consultant Services	\$ 466,168					25,000									320,000	811,168
Miscellaneous	\$ 42,432		6,600													49,032
Parks Operations	\$ 167,900															167,900
Public Works Operations	\$ 23,000					135,000	30,000									188,000
Service Agreements	\$ 801,204			30,000					100,000							931,204
Services & Supplies	\$ 358,533															358,533
Town Center Facilities	\$ 135,800							23,000								158,800
<b>Exp. Sub-Totals</b>	<b>\$ 3,951,870</b>		<b>\$ 6,600</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ 30,000</b>	<b>\$ 23,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 320,000</b>	<b>\$ 4,621,470</b>
<b>Capital Improvements</b>																
Street Resurface 13/14													230,000			\$ 230,000
Street Design / Inspections		75,000														75,000
Springdown Imp, Ph 1					90,700											90,700
Storm Drain Imps							35,000									35,000
Ford Field		163,445	232,000													395,445
C-1 Trail Enhancements		100,000														100,000
Alpine Road Storm Repairs												300,000				300,000
OBAG Road Improvements			224,000											29,000		253,000
Library Lighting Improvements								35,000								35,000
Capital Equipment		35,000							8,000							43,000
<b>Capital Improvements</b>		<b>\$ 373,445</b>	<b>\$ 456,000</b>	<b>\$ -</b>	<b>\$ 90,700</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 230,000</b>	<b>\$ 29,000</b>	<b>\$ -</b>	<b>1,557,145</b>
<b>Revs Less Exps/Cap Imps</b>	240,966	-273,445	0	-18,220	160,234	-17,753	40,655	-58,000	-8,000	0	0	0	0	-29,000	0	37,437
<b>Interfund Transfers</b>																
General Fund to Transportation	(17,753)					17,753										-
General Fund Capital Transfer	(140,388)	140,388														-
General Fund Pension Reserve	(50,000)															(50,000)
<b>Transfers</b>	<b>(208,141)</b>	<b>\$ 140,388</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,753</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(50,000)</b>
<b>Net Change in Fund Balance (Revenue - Exp - CIP + Transfers)</b>	<b>\$ 32,825</b>	<b>\$ (133,057)</b>	<b>\$ -</b>	<b>\$ (18,220)</b>	<b>\$ 160,234</b>	<b>\$ -</b>	<b>\$ 40,655</b>	<b>\$ (58,000)</b>	<b>\$ (8,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (29,000)</b>	<b>\$ -</b>	<b>\$ (12,563)</b>

## Town of Portola Valley 2013-14 Fund Activity Summary

FUND	7/1/2013 ESTIMATED BALANCE	2013-14 ESTIMATED REVENUES	2013-14 ESTIMATED EXPENDITURES	2013-14 TRANSFERS IN(OUT)	6/30/2014 PROJECTED BALANCE
<b>General Purpose Funds</b>					
General Fund Unassigned	2,628,270	4,292,836	4,325,315	(67,753)	2,528,038
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
Pension Reserve Assigned	50,000			50,000	100,000
<b>Sub-Total</b>	<b>\$ 3,161,307</b>	<b>\$ 4,292,836</b>	<b>\$ 4,325,315</b>	<b>\$ (17,753)</b>	<b>\$ 3,111,075</b>
<b>Restricted Funds</b>					
Bonds and Grants (8)	9,961	462,600	462,600		9,961
Public Safety (10)	20,733	11,780	30,000		2,513
Open Space (15)	3,543,637	250,934	90,700		3,703,871
Transportation/Public Works (20)	0	142,247	160,000	17,753	0
Measure M (22)	-293	105,655	65,000		40,362
Library Fund (25)	480,908	0	58,000		422,908
Public Safety/COPS (30)	26,117	100,000	108,000		18,117
Park In Lieu (40)	6,226	0	0		6,226
Inclusionary In Lieu (45)	2,877,084	0	0		2,877,084
Storm Damage (50)	0	300,000	300,000		0
Measure A (60)	0	230,000	230,000		0
Road Fee Fund (65)	43,480	0	29,000		14,480
Applicant Deposits (96)	85,000	320,000	320,000		85,000
<b>Sub-Total</b>	<b>\$ 7,092,853</b>	<b>\$ 1,923,216</b>	<b>\$ 1,853,300</b>	<b>17,753</b>	<b>7,180,522</b>
<b>Grand Total</b>	<b>\$ 10,254,160</b>	<b>\$ 6,216,052</b>	<b>\$ 6,178,615</b>	<b>\$ -</b>	<b>\$ 10,291,597</b>

# REVENUES

<b>Government Agency</b> .....	7	<b>Parks &amp; Recreation</b> .....	12
Motor Vehicle Fees		Lease Income – Parks	
Measure A Sales Tax		Sports League Field Use	
Proposition 172 Funds		Annual Community Events	
COPS		Field Activity Fees	
State Gas Tax		Teen Committee	
HOPTR		<b>Service Charges</b> .....	13
Prop 42 Funds		Zoning & Planning Permits	
Measure M		Variances	
C/CAG		Subdivision Fees	
CalTrans Emergency Relief		Residential Data Reports	
Miscellaneous Grants		Architectural Review	
<b>Franchise Fees</b> .....	9	Geology/Engineer Fees	
PG&E		Applicant Charges	
California Water		Miscellaneous Revenues	
Greenwaste Recovery		<b>Revenue from Taxes</b> .....	15
Comcast Cable		Property Taxes, Secured & Unsecured	
<b>Permits &amp; Fees</b> .....	10	Sales & Use Tax	
Building Permit/Plan Check		Business License Tax	
Site Development		Real Property Transfer Tax	
Encroachment		Miscellaneous Other Taxes	
Conditional Use		<b>Town Center Facilities</b> .....	16
Building Permit Review/Planning		Community Hall & Room Rentals	
Horsekeeping		Parking Lot & Field Rentals	
Construction & Demolition		Class Fees	
<b>Other Revenues</b> .....	11	<b>Interest</b> .....	17
Fines & Forfeitures		<b>Utility Users' Taxes</b> .....	18
Miscellaneous Contributions		General Purpose Use (4.5%)	
Alpine C-1 Maintenance		Open Space Use (2%)	
Open Space			
PG&E Solar Rebate			

# TOWN OF PORTOLA VALLEY

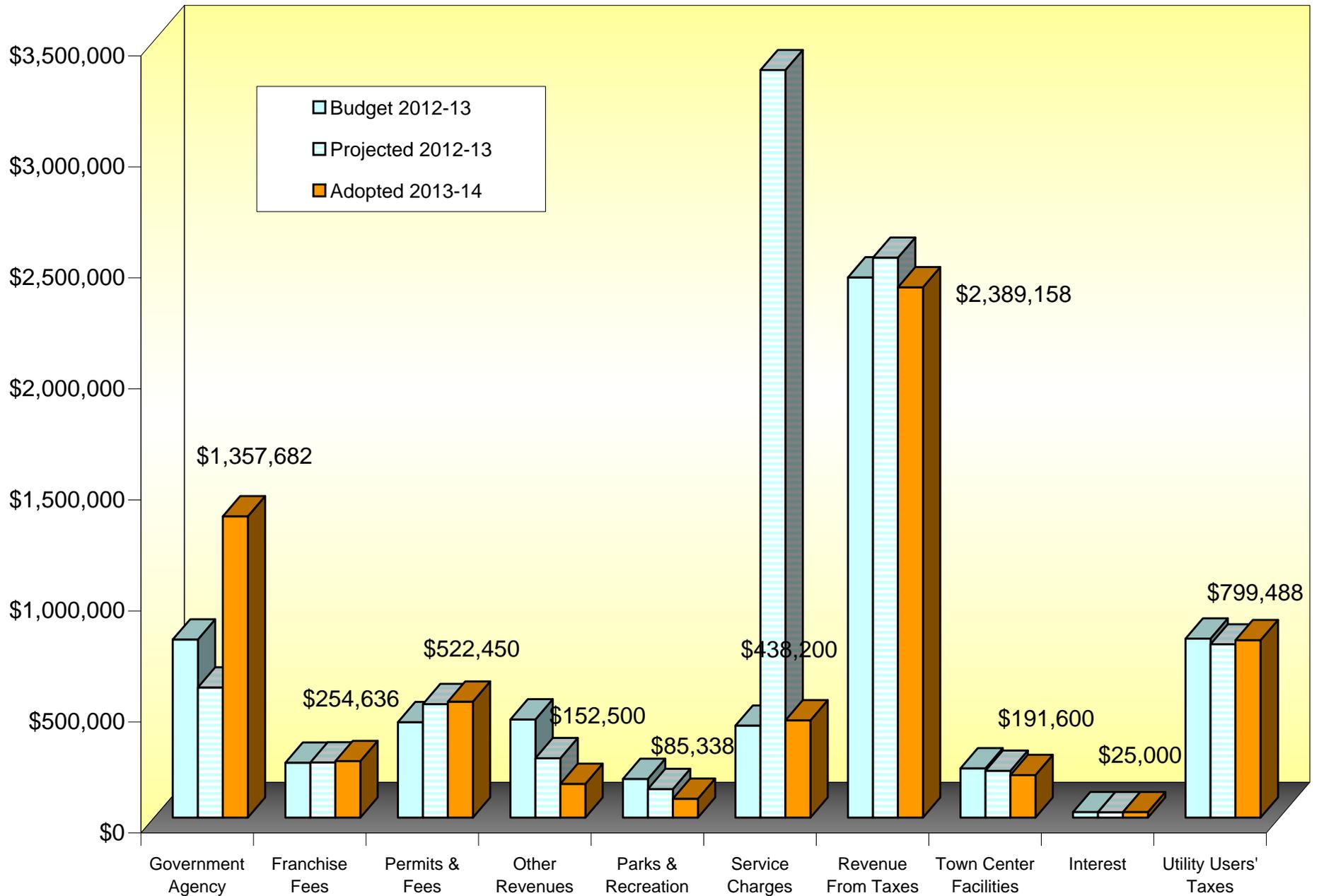
## 2013-2014 Total Revenues Budget Summary

Revenues	2012-13 Adopted Budget	2012-13 Projected at Year End
Government Agency	802,376	586,509
Franchise Fees	247,452	248,668
Permits & Fees	430,268	511,000
Other Revenues	442,350	268,020
Parks & Recreation	174,310	128,565
Service Charges	414,501	3,367,411
Revenue From Taxes	2,434,150	2,522,550
Town Center Facilities	221,960	211,500
Interest	25,000	24,800
Utility Users' Taxes	806,529	780,750
<b>Grand Total</b>	<b>5,998,896</b>	<b>8,649,773</b>

2013-14 Adopted Budget	\$ / Change per Projected Year End	% / Change per Adopted 12/13 Budget	% / Change per Projected Year End
1,357,682	771,173	69.21	131.49
254,636	5,968	2.90	2.40
522,450	11,450	21.42	2.24
152,500	(115,520)	(65.53)	(43.10)
85,338	(43,227)	(51.04)	(33.62)
438,200	(2,929,211)	5.72	(86.99)
2,389,158	(133,393)	(1.85)	(5.29)
191,600	(19,900)	(13.68)	(9.41)
25,000	200	-	0.81
799,488	18,738	(0.87)	2.40
<b>6,216,052</b>	<b>(2,433,721)</b>	<b>4%</b>	<b>-28%</b>



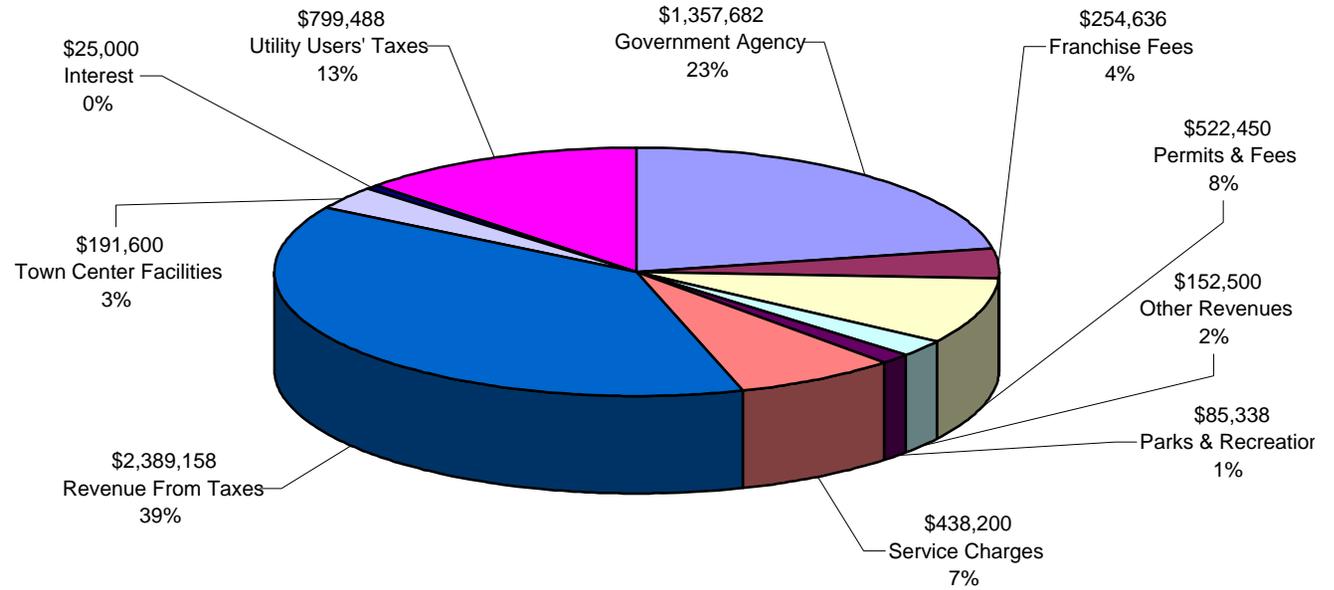
# 2012-13 Budget/Projected Rev. vs 2013-14 Adopted Revenue



# 2013-14 REVENUE BUDGET by TOTAL and GENERAL FUND

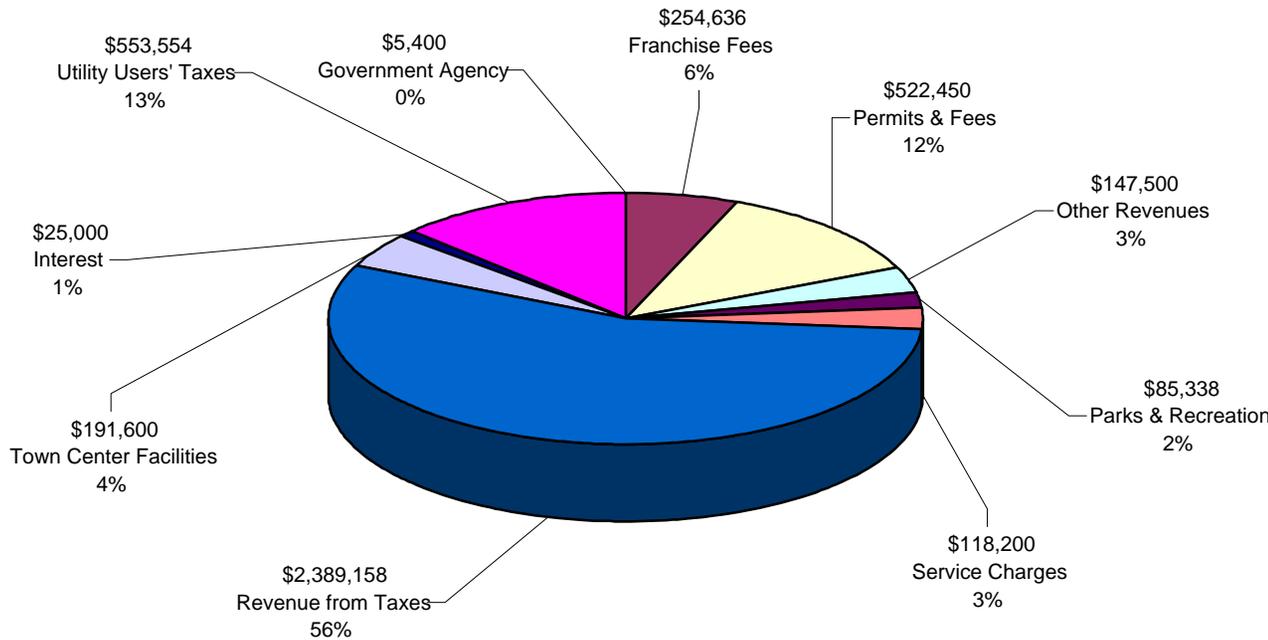
## 2013-14 Total Revenue Total: \$6,216,052

Government Agency	\$1,357,682
Franchise Fees	\$254,636
Permits & Fees	\$522,450
Other Revenues	\$152,500
Parks & Recreation	\$85,338
Service Charges	\$438,200
Revenue From Taxes	\$2,389,158
Town Center Facilities	\$191,600
Interest	\$25,000
Utility Users' Taxes	\$799,488



## 2013-14 General Fund Revenue Total: \$4,292,836

Government Agency	\$5,400
Franchise Fees	\$254,636
Permits & Fees	\$522,450
Other Revenues	\$147,500
Parks & Recreation	\$85,338
Service Charges	\$118,200
Revenue from Taxes	\$2,389,158
Town Center Facilities	\$191,600
Interest	\$25,000
Utility Users' Taxes	\$553,554

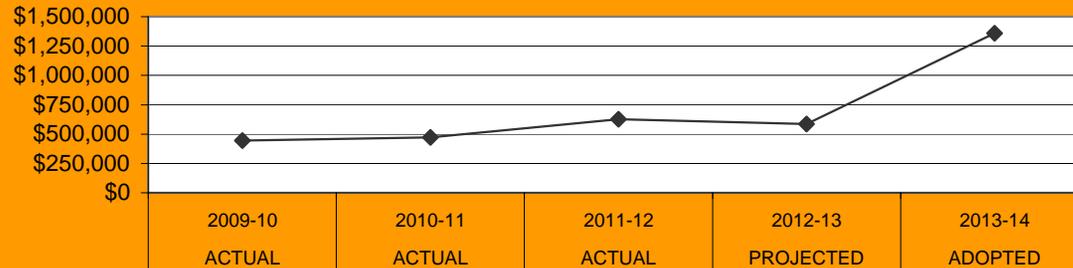


# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Government Agency



Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODE
<b>1 Motor Vehicle</b> <i>VLF funding was diverted by State legislation in 2011/12 to support the continuation of COPS funding.</i>	13,740	21,502	2,338	0	2,422	0	05-10-3001
<b>2 Measure A Sales Tax</b> Half percent sales tax restricted for transportation uses. Revenue estimates of -5% for 2013-14 provided by HdL tax consultants.	189,937	207,820	225,655	230,720	240,640	230,000	60-10-3002
<b>3 Proposition 172 Funds - Public Safety Sales Tax</b> Half-cent sales tax restricted for public safety issues. Revenue estimates of -5% for 2013-14 provided by HdL tax consultants.	9,742	10,308	11,304	11,679	12,400	11,780	10-10-3004
<b>4 Public Safety COPS Grant</b> Annual state allotment which can only be used for public safety.	101,083	98,307	109,389	100,000	100,000	100,000	30-10-3006
<b>5 State Gas Tax</b> 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.	82,413	77,457	83,138	76,689	74,970	75,369	20-10-3008 20-10-3010 20-10-3012 20-10-3014
<b>6 Homeowners' Property Tax Relief (HOPTR)</b> <b>State Mandated Costs Reimbursements</b> <i>State reimbursements totalling \$42,800 filed for 2-4 years' legislated municipal expenses.</i>	5,235	5,387	5,367	5,000	5,416	5,400	05-10-3016 5-10-3017
<b>7 Proposition 42 Funds</b> Traffic Congestion Relief funds expired, Prop 42 funding replaces.	42,376	39,941	56,141	51,288	47,851	66,878	20-10-3015

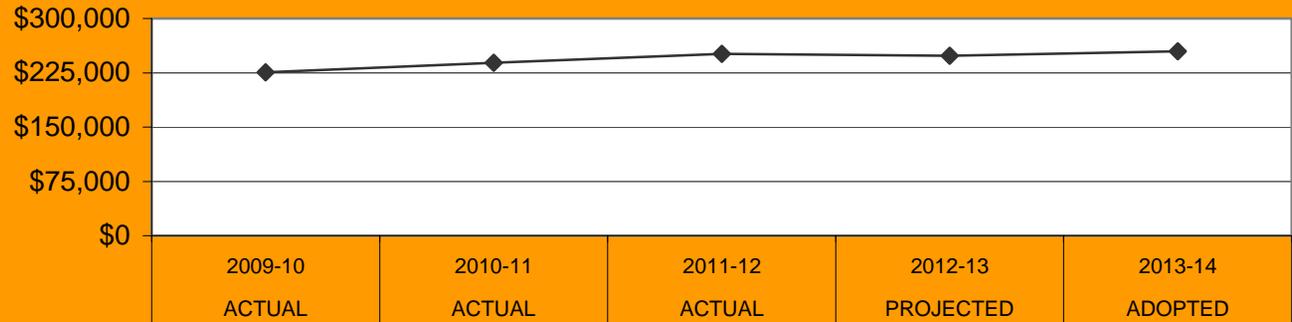
Account Description/Activity		ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODE
<b>8</b>	<b>Measure M</b> This new revenue is derived from an additional vehicle registration fee for San Mateo County residents and is to be used for improvements to local streets and roads. Funds are disbursed on a reimbursement basis in the following fiscal year.			82,207	75,000	75,000	75,000	22-10-3019
<b>9</b>	<b>Supplemental C/CAG Program: Transportation</b>				0	21,210		22-10-????
<b>10</b>	<b>Supplemental C/CAG Program: Trash Reduction</b>						30,655	22-10-????
<b>11</b>	<b>CalTrans Emergency Relief (Upper Alpine Rd)</b> Reimbursement (100%) to repair storm damage from December 2012 to be provided by federal and state agencies.						300,000	50-10-****
<b>12</b>	<b>Miscellaneous Grants</b>							
	<i>County of San Mateo Energy Upgrade Grant</i>		11,982	21,982				08-10-3027
	ABAG-PLAN Risk Management Grant			29,000	20,000	6,600	6,600	08-10-3029
	2000 Park Bond Act - provides funds for park/rec construction and renovation.				220,000	0	220,000	08-10-3030
	Roberti-Z'berg Grant - provides funds for parks/rec purposes, including development and renovation.				12,000	0	12,000	08-10-3032
	OBAG Federal Aid Grant for Road Improvement						224,000	08-10-****
	<b>Sub-Total</b>	<b>444,526</b>	<b>472,704</b>	<b>626,520</b>	<b>802,376</b>	<b>586,509</b>	<b>1,357,682</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Franchise Fees



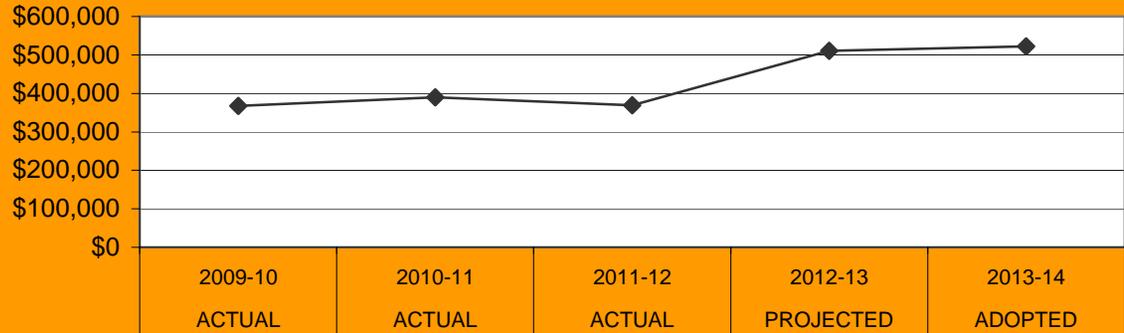
Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODE
<b>1 PG&amp;E</b> Franchise fee for PG&E regulated by the State through a Town franchise ordinance.	78,886	84,156	80,560	81,648	75,486	77,298	05-12-3040
<b>2 California Water Company</b> Fees based upon 1% of total water revenues generated by Cal-Water in the Town.	25,279	24,674	31,450	32,493	35,742	36,600	05-12-3042
<b>3 Greenwaste Recovery Company</b> Franchise fees based upon 7.7% of total revenues generated by GWR within the Town. Fifth year of 10-year agreement.	58,323	63,299	65,364	65,440	65,440	67,011	05-12-3044
<b>4 Comcast and AT&amp;T Cable Services</b> Franchise fees based upon 5% of total revenues generated by Comcast Cable Services within the Town. Includes \$450/mo PEG fees.	63,010	66,719	73,886	67,871	72,000	73,728	05-12-3046
<b>Sub-Total</b>	<b>225,498</b>	<b>238,848</b>	<b>251,260</b>	<b>247,452</b>	<b>248,668</b>	<b>254,636</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Permits & Fees



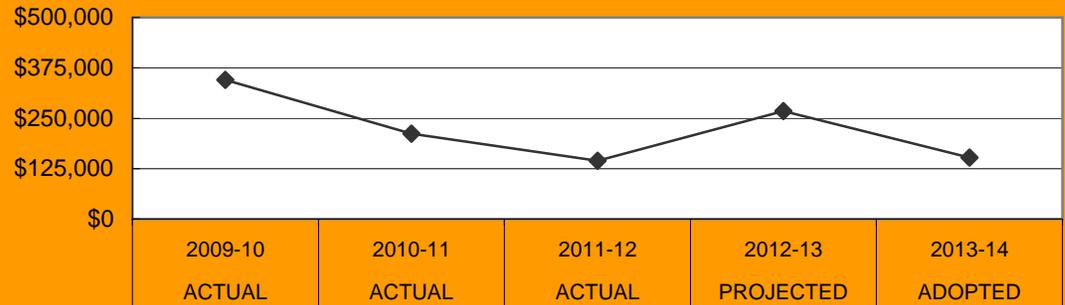
Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODE
<b>1 Bldg Permits/Plan Check &amp; Inspection Fees</b> Issued for all building construction within the Town.	315,268	341,144	325,280	365,560	443,000	454,075	05-14-3060 <i>Plan Check</i>
<b>2 Site Development Permits</b> Filing fee for permits required to prepare a private property site as a result of property improvements or construction.	24,010	23,220	12,370	13,608	36,000	36,900	05-14-3062
<b>4 Encroachment Permits</b> Filing fee for permits required to conduct work in public right-of-way.	7,380	6,750	9,720	10,800	6,700	6,700	05-14-3064
<b>5 Conditional Use Permits</b> Permits required for a special use on private property.	1,690	1,740	1,620	15,000	7,300	7,300	05-14-3066
<b>6 Building Permit Review/Planning Fee</b> Building permit fee for review of building permits for ASCC/Planning compliance.	4,760	4,100	4,724	5,000	4,500	4,500	05-14-3068
<b>7 Horsekeeping Permits</b> Permits required to keep horses on private property. There are currently 185 permitted horses.	3,525	3,385	3,330	3,300	3,300	2,775	05-14-3070
<b>8 Construction &amp; Demolition Fee</b> Fee to offset cost of implementing C&D Ordinance.	10,850	9,625	12,250	17,000	10,200	10,200	05-14-3072
<b>Sub-Total</b>	<b>367,483</b>	<b>389,964</b>	<b>369,294</b>	<b>430,268</b>	<b>511,000</b>	<b>522,450</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Other Revenues



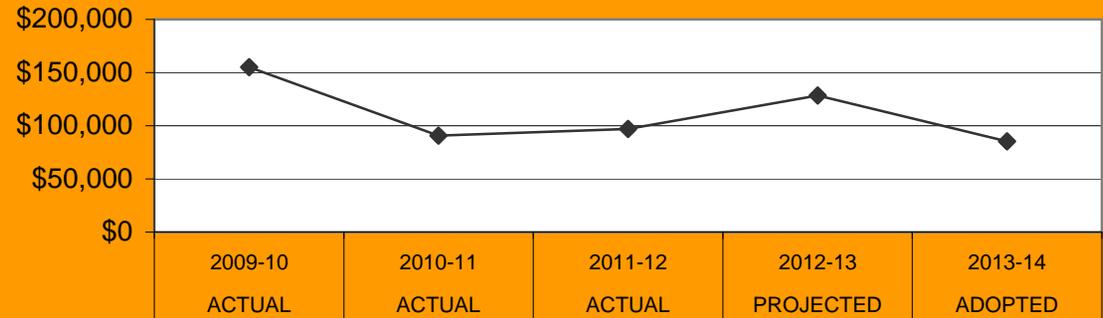
Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODE
<b>1 Fines and Forfeitures</b>	15,942	18,226	10,663	11,850	11,968	12,000	05-16-3082
Town's portion of traffic and parking citations.							
<b>Historic Museum</b>	38	0	0	0	100	0	05-16-3084
Contributions received for the Historic Restoration including sale of Portola Valley Primer.							
<b>2 Misc Contribs - received for designated projects</b>	3,818	2,062	446	500	0	500	05-16-3086
<b>Sausal Creek Contribs - for daylighting project</b>	180	2,627	0				05-16-3091
<b>3 Alpine Road/C-1 Trail Contributions</b>				120,000	0	120,000	05-16-3086
<b>4 Ford Field Contributions</b>			29,940	287,000	233,057	0	05
<b>5 Open Space</b>	3,230	109,230	9,894	5,000	5,975	5,000	15-16-3090
Contributions towards the Town's Open Space funds.							
<b>Library Fund</b>	265,000	16,853	69,967	0	0	0	25-16-3092
Effective 2012-13, donor city revenue funds are now held by the county.							
<b>Portola Valley Community Fund (PVCF)</b>	35,000	45,000	0	0	0	0	
Revenue received from PVCF fundraising, final pledge received in 2010/11.							
<b>6 PG&amp;E Solar Rebate</b>	22,217	17,325	23,404	18,000	16,920	15,000	05-16-3083
Temporary rebate related to installation of Town Center panels. Program to end in 2014.							
<b>Sub-Total</b>	<b>345,425</b>	<b>211,323</b>	<b>144,314</b>	<b>442,350</b>	<b>268,020</b>	<b>152,500</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Parks & Recreation



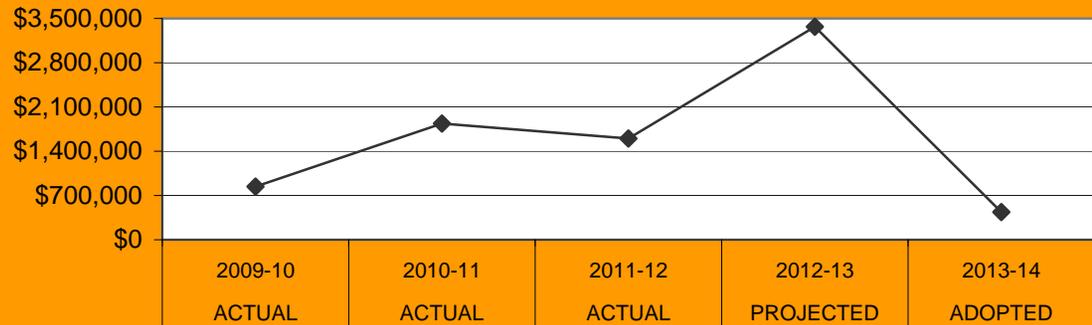
Account Description/Activity		ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT NUMBER
<b>1</b>	<b>Lease Income - Parks</b>	9,885	7,903	6,739	7,610	7,610	7,838	05-18-3100
	Lease of Town property for private uses (Alpine Inn Parking Lot and Ladera Oaks).							
<b>2</b>	<b>Sports League Field Use</b>	39,573	63,335	55,678	60,000	57,500	60,000	05-18-3102
	Use fees charged to organized sports leagues for the use of Town fields. New fees adopted in 2009/10.							
<b>3</b>	<b>Annual Community Events</b>							
	Town Picnic	1,210	0	950	1,200	1,200	1,000	05-18-3104
	Blues & Barbecue (suspended in 2013)	85,889	0	15,838	85,000	45,805	0	05-18-3106
<b>4</b>	<b>Field Activity Fees</b>	18,061	17,586	17,055	19,000	15,000	15,000	05-18-3112
	Revenue stream stemming from activities of Adult							
<b>5</b>	<b>Teen Committee</b>	379	1,993	679	1,500	1,450	1,500	05-18-3114
	Revenue from teen events and dances.							
	<b>Sub-Total</b>	<b>154,997</b>	<b>90,817</b>	<b>96,939</b>	<b>174,310</b>	<b>128,565</b>	<b>85,338</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Service Charges



Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODE
<b>1 Zoning and Planning Permits</b>	1,240	1,800	1,550	1,000	920	1,000	05-20-3120
Fee for permits required for commercial use changes.							
<b>2 Variances</b>	0	0	890	1,000	2,340	2,300	05-20-3122
Filing fee required for consideration of variance requests.							
<b>3 Subdivision Fees</b>	1,240	1,070	1,240	500	1,600	1,000	05-20-3124
Filing fee required to process a subdivision.							
<b>4 Residential Data Reports</b>	9,000	7,300	7,400	7,300	8,200	8,000	05-20-3126
Filing fee required for a property status report.							
<b>5 Pre-Application Meeting Fee</b>				0	7,300	7,300	05-20-3127
<b>6 Architectural Review Fees</b>	24,840	17,840	20,470	21,701	29,850	30,000	05-20-3132
Filing fee for consideration of improvements to private property.							
<b>Construction Traffic Road Fee</b>	156,336						65-20-3134
Fee collection suspended in 2010.							
<b>7 Geology Fees</b>	5,660	5,090	5,540	5,000	4,505	5,000	05-20-3136
Filing fee for review by Town Geologist for private property improvements, when deemed necessary.							

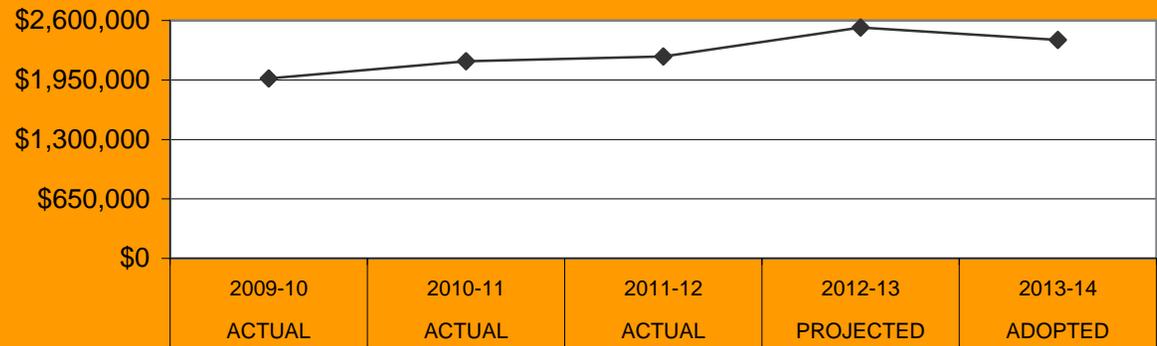
Account Description/Activity		ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODE
8	<b>Town Engineer Fees</b> Charges to applicant for Town Engineer's review of plans for improvements to private property.	3,520	2,750	3,000	3,000	3,600	3,600	05-20-3138
9	<b>Town Planning Fees</b> Charges to applicants for Planning staff's review of applications.						40,000	05-20-3139
	<b>Planning Services - Charges to Applicants</b> Charges to applicants for Planning Consultant's review of applications.				225,000		185,000	96-20-3140
10	<b>Geological Services - Charges to Applicants</b> Charges to applicants for Geological Consultant's review of applications.				75,000	425,000	75,000	96-20-3140
11	<b>Engineering Services - Charges to Applicants</b> Charges to applicants for Engineering Consultant's review of applications.				40,000		40,000	96-20-3140
12	<b>Attorney Services - Charges to Applicants</b> Charges to applicants for legal review of private applications.				20,000		20,000	96-20-3140
	<b>Misc. Consultants - Charges to Applicants</b>	525,169	461,918	437,938				96-20-3140
	<b>C-1 Stanford Trail - Charges for Applicant</b>	61,600	1,324,032	1,094,937				96-20-3140
13	<b>Miscellaneous</b> <i>Sale of Blue Oaks Parcels</i>	54,780	14,654	28,415	15,000	94,000	20,000	05-20-3154
						2,790,096		45-00-3375
	<b>Sub-Total</b>	<b>843,385</b>	<b>1,836,454</b>	<b>1,601,380</b>	<b>414,501</b>	<b>3,367,411</b>	<b>438,200</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Revenue From Taxes



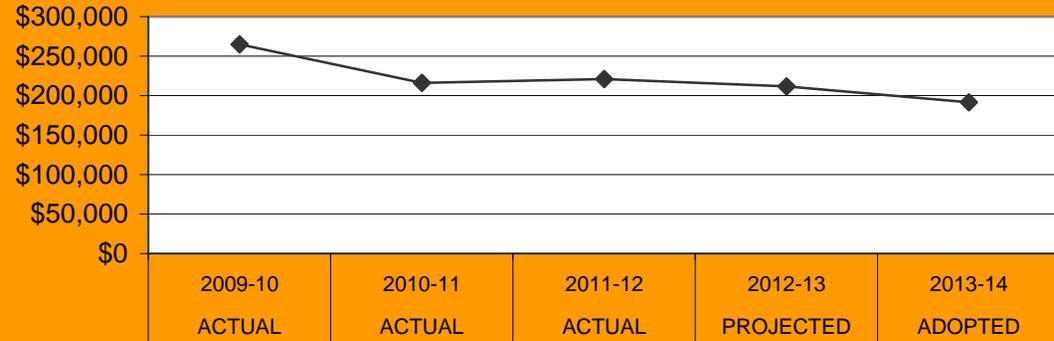
Account Description/Activity		ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODE
<b>1</b>	<b>Property Taxes - Secured</b>	1,643,622	1,793,543	1,836,997	2,028,450	2,058,250	1,972,718	05-22-3160
	Town receives 7% of collected property tax revenues from the County, and a 3% growth rate is projected.							
<b>2</b>	<b>Property Taxes - Unsecured</b>	48,438	44,117	46,850	47,700	48,000	49,440	05-22-3162
	Non-property fixed assets (boats, airplanes, capital equipment, etc).							
<b>3</b>	<b>Sales &amp; Use Tax</b>	97,825	135,485	166,885	174,000	181,000	172,000	05-22-3164
	Revenue estimates of -5% for 2013-14 provided by HdL tax consultants.							
<b>4</b>	<b>Business License Tax</b>	87,890	93,460	74,100	94,000	84,500	85,000	05-22-3166
<b>5</b>	<b>Real Property Transfer Tax</b>	79,351	78,113	72,044	80,000	138,800	100,000	05-22-3168
	Transaction tax charged when private property transfers.							
<b>6</b>	<b>Miscellaneous Other Taxes</b>	9,866	9,946	10,790	10,000	12,000	10,000	05-22-3170
	<b>Sub-Total</b>	<b>1,966,992</b>	<b>2,154,665</b>	<b>2,207,666</b>	<b>2,434,150</b>	<b>2,522,550</b>	<b>2,389,158</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



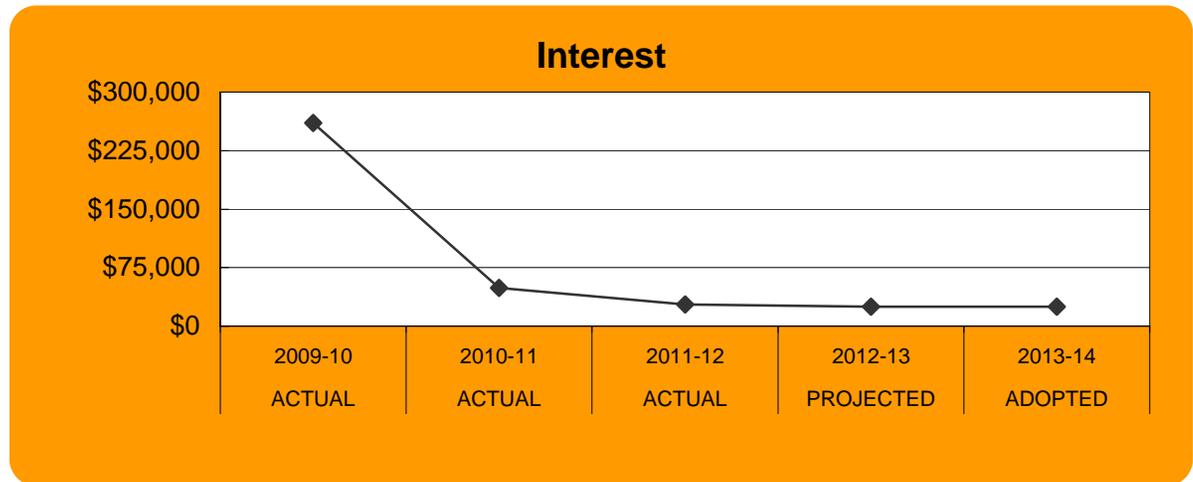
## Town Center Facilities



Account Description/Activity		ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODE
<b>1</b>	<b>Community Hall / Activity Room Rentals</b>	69,139	40,940	44,392	48,720	41,300	21,600	05-24-3184
	Facilities are available for private use 12 times per calendar year.							
<b>2</b>	<b>Parking Lot &amp; Field Rentals</b>	5,137	5,537	9,397	9,000	11,500	10,000	05-24-3188
	Short term rentals of the Town Center parking lot for private parties and events.							
<b>3</b>	<b>Class Fees</b>	190,488	169,757	167,051	164,240	158,700	160,000	05-24-3190
	Four activity rooms available. This revenue is offset by instructor fees, see page 28.							
<b>Sub-Total</b>		<b>264,764</b>	<b>216,234</b>	<b>220,840</b>	<b>221,960</b>	<b>211,500</b>	<b>191,600</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



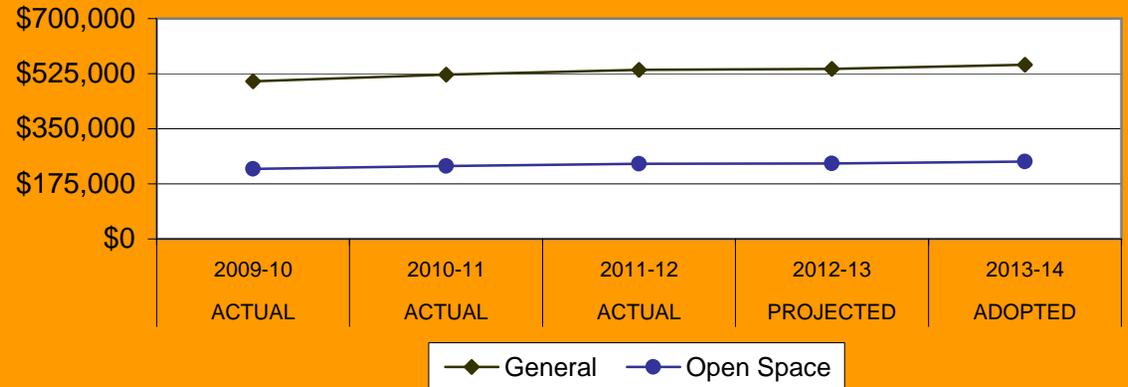
Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODE
<b>1 Interest</b>	145,293	16,962	9,885	25,000	24,800	25,000	05-26-3200
The Town's reserves are invested in the State Local Agency Investment Fund, with an average effective yield for the month of April 2013 of 0.264%.							
<b><i>Interest - Restricted</i></b>	115,288	31,922	17,924				
Allocated quarterly based on average cash balances.							
<b>Sub-Total</b>	<b>260,581</b>	<b>48,884</b>	<b>27,809</b>	<b>25,000</b>	<b>24,800</b>	<b>25,000</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Utility Users Tax



Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODES
<b>1 General Purpose Use</b>							
2006 election lowered to 4.5%. The UUT revenue can only be used for Council-designated expenditures.							
Electricity and Gas	366,801	372,369	357,442	371,548	345,500	353,792	05-28-3220
Telephone	26,705	25,965	22,056	25,512	21,080	21,586	05-28-3222
Water	107,178	123,617	157,390	161,538	174,000	178,176	05-28-3224
<i>Sub-Total</i>	500,684	521,951	536,888	558,598	540,580	553,554	
<b>2 Open Space Use</b>							
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	162,997	165,496	158,815	164,800	153,500	157,184	15-28-3220
Telephone	11,898	11,539	9,930	11,335	9,370	9,595	15-28-3222
Water	47,635	54,942	69,952	71,796	77,300	79,155	15-28-3224
<i>Sub-Total</i>	222,530	231,977	238,697	247,931	240,170	245,934	
<b>Sub-Total</b>	<b>723,214</b>	<b>753,928</b>	<b>775,585</b>	<b>806,529</b>	<b>780,750</b>	<b>799,488</b>	

# EXPENDITURES

<b>Administration &amp; Operations</b> .....	23	Litter Cleanup	
Permanent, Part-time and Temporary Staff		Tools and Equipment	
Benefits		Street Signs & Striping	
<b>Committees &amp; Commissions</b> .....	24	Trails Surface Rehabilitation	
Architectural and Site Control Commission		Storm Damage/Emergency Repairs	
Bicycle, Pedestrian & Traffic Safety		<b>Service Agreements</b> .....	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		<b>Services &amp; Supplies</b> .....	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	
<b>Consultant Services</b> .....	25	Equipment Services Contracts	
Accounting & Auditing		Postage	
Town Attorney		Telephones and Wi-Fi	
Transcription		Advertising	
Geologist		Dues	
Engineer		Education & Training	
Planner		Mileage Reimbursement	
Plan Check		Utilities	
Miscellaneous Consultants		Fire Prevention / Wood Chipping	
<b>Miscellaneous</b> .....	27	Vehicle Maintenance	
Contingency		Miscellaneous	
Community Services		Bank Fees	
H.E.A.R.T. JPA		Sustainability Series	
<b>Parks &amp; Recreation Operations</b> .....	28	<b>Town Center Facilities</b> .....	33
Parks & Fields Maintenance		Building Maintenance Equipment & Supplies	
Portable Lavatories		Landscape Supplies & Services	
Special Events Insurance		Janitorial Services	
Instructors		Mechanical Systems Maintenance/Repair	
<b>Public Works Operations</b> .....	29	Repairs/Vandalism	
Public Road Surface & Drainage		Property Insurance	
Street Sweeping and ROW Maintenance		<b>Capital Improvements Program</b> .....	34
ROW Tree Trimming			

# TOWN OF PORTOLA VALLEY

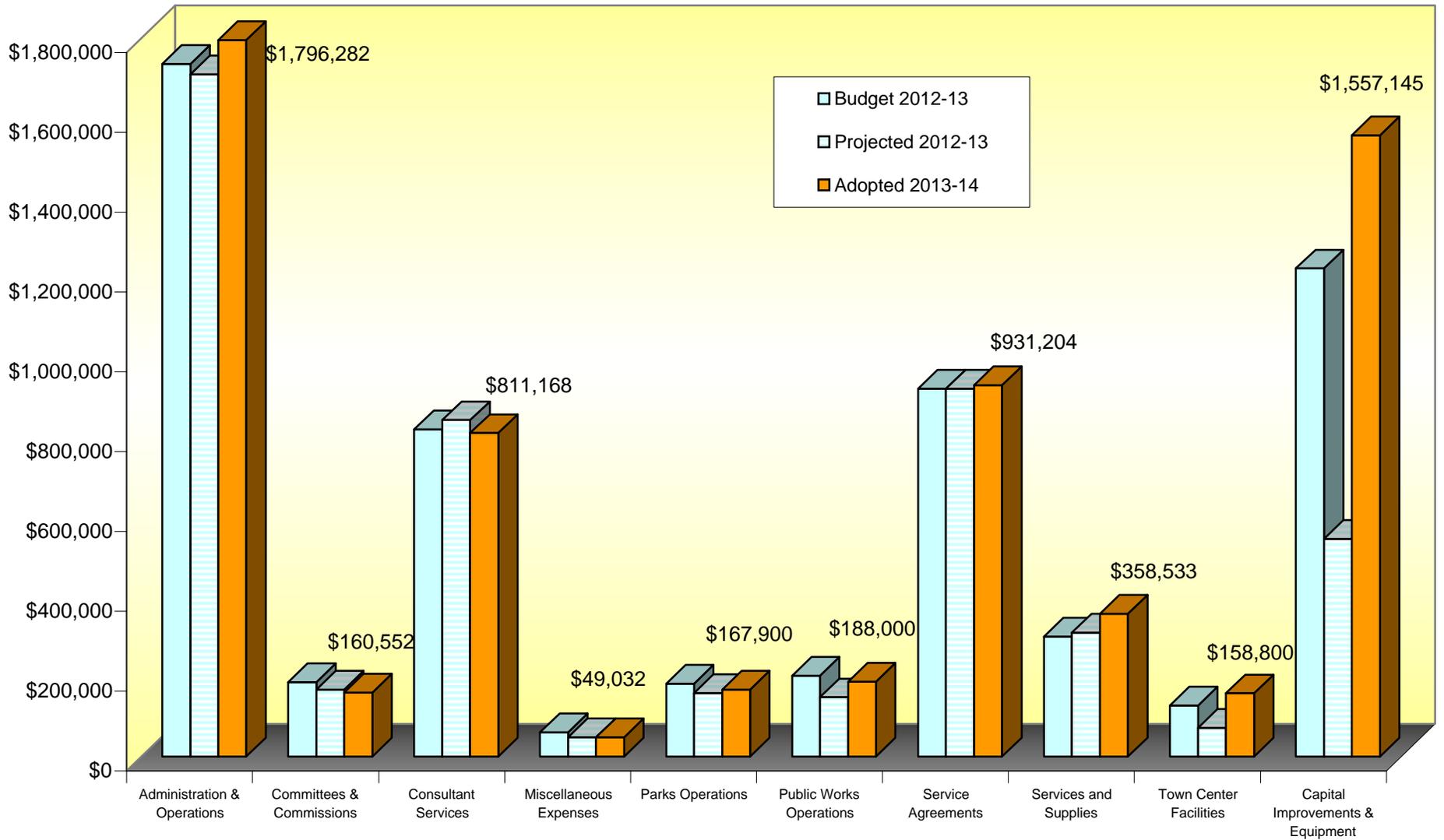
## 2013-2014 Total Expenditures Budget Summary

Expenditures	2012-13 Adopted Budget	2012-13 Projected at Year End
Administration & Operations	1,736,488	1,710,042
Committees & Commissions	186,649	167,778
Consultant Services	820,445	843,539
Miscellaneous Expenses	61,591	49,032
Parks Operations	182,950	159,425
Public Works Operations	202,730	148,730
Service Agreements	922,497	922,376
Services and Supplies	301,321	311,264
Town Center Facilities	128,841	72,511
<b>Subtotal</b>	<b>4,543,512</b>	<b>4,384,697</b>
Capital Improvement Program		
Programs	1,223,705	546,000
Equipment	67,500	51,551
<b>Subtotal</b>	<b>1,291,205</b>	<b>597,551</b>
<b>Grand Total</b>	<b>5,834,717</b>	<b>4,982,248</b>

2013-14 Adopted Budget	\$ / Change per Projected Year End	%/Change per Adopted 12/13 Budget	%/Change per Projected Year End
1,796,282	86,240	3.44	5.04
160,552	-7,226	(13.98)	(4.31)
811,168	-32,371	(1.13)	(3.84)
49,032	0	(20.39)	-
167,900	8,475	(8.23)	5.32
188,000	39,270	(7.27)	26.40
931,204	8,828	0.94	0.96
358,533	47,269	18.99	15.19
158,800	86,289	23.25	119.00
<b>4,621,470</b>	<b>236,773</b>	<b>1.72</b>	<b>5.40</b>
1,514,145	968,145	23.73	177.32
43,000	-8,551	(36.30)	(16.59)
<b>1,557,145</b>	<b>959,594</b>	<b>20.60</b>	<b>160.59</b>
<b>6,178,615</b>	<b>1,196,368</b>	<b>6%</b>	<b>24%</b>



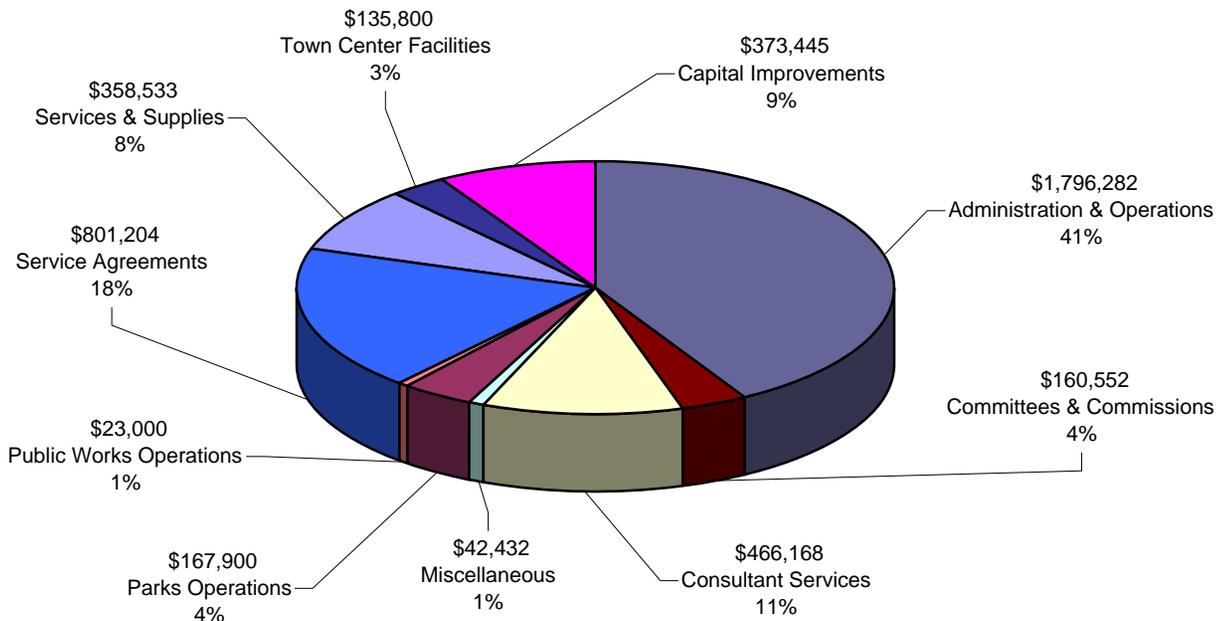
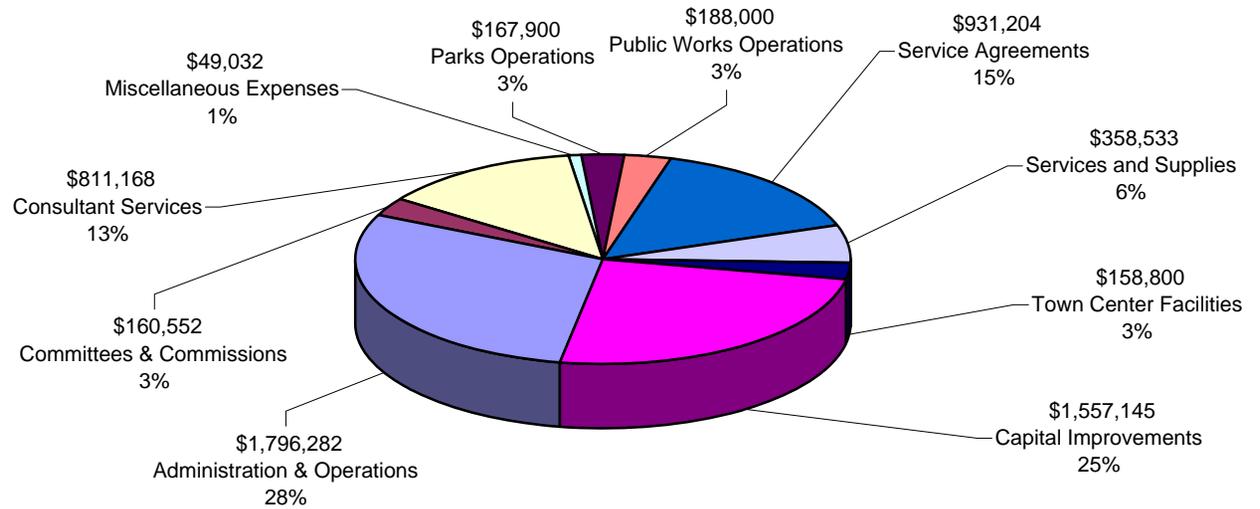
## 2012-13 Budget/Projected Exps. vs 2013-14 Adopted Expenditures



## 2012-13 EXPENDITURES BUDGET by TOTAL and GENERAL FUND

### 2013-14 Total Expenditures Total: \$6,178,615

Administration & Operations	\$1,796,282
Committees & Commissions	\$160,552
Consultant Services	\$811,168
Miscellaneous Expenses	\$49,032
Parks Operations	\$167,900
Public Works Operations	\$188,000
Service Agreements	\$931,204
Services and Supplies	\$358,533
Town Center Facilities	\$158,800
Capital Improvements	\$1,557,145



### 2013-14 General Fund Expenditures Total: \$4,325,315

Administration & Operations	\$1,796,282
Committees & Commissions	\$160,552
Consultant Services	\$466,168
Miscellaneous	\$42,432
Parks Operations	\$167,900
Public Works Operations	\$23,000
Service Agreements	\$801,204
Services & Supplies	\$358,533
Town Center Facilities	\$135,800
Capital Improvements	\$373,445

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Administration and Operations



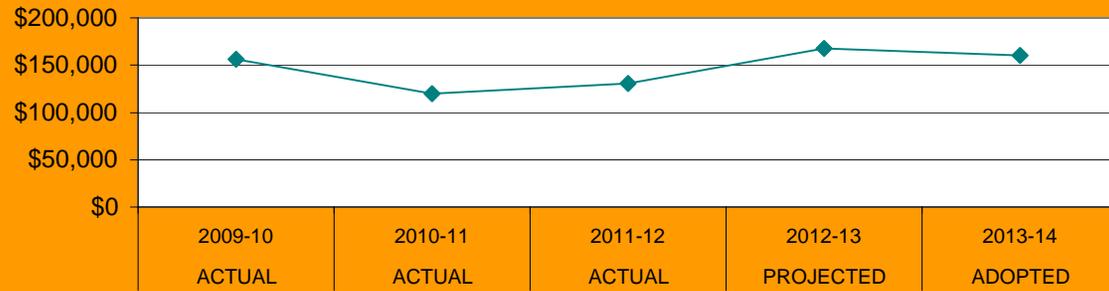
Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODES
<b>1 Permanent Full-Time Staff (14)</b>							
Administration/Finance (5) <i>(p/t admin converted to f/t as of 7/1/12)</i>	371,469	382,932	372,743	332,073	390,138	441,048	
Planning/Building/Public Wks/Sustain (6)	501,284	514,632	493,917	544,894	458,552	601,090	
Maintenance (3)	174,708	181,201	182,727	187,092	187,919	176,378	
<b>2 Permanent Part-Time Staff (1)</b>							
Administrative (0) <i>(to full-time as of 7/1/12)</i>	96,295	98,366	107,175	95,652	0	0	05-50-4040
Horsekeeping (1)	-	484	341	484	330	500	05-50-4044
<b>3 Temporary Staff</b>							
Building Inspection (Contractor - 3 weeks)	22,386	6,708	3,003	7,500	6,514	7,500	05-50-4062
Temporary Planning/Admin Staff - backfill for permanent full-time staff (RGS)					160,000		
<b>4 Benefits</b>							
Retirement - PERS (2011-12 includes payoff of PERS Side Fund (\$319,066))	222,739	232,385	544,521	193,857	171,530	192,271	05-50-4080
Retirement - Social Security	65,945	67,871	67,703	66,012	62,527	70,044	05-50-4082
Medicare	16,682	17,148	17,353	16,823	15,237	17,806	05-50-4084
Health Insurance/Retiree Service Charges	179,329	189,434	198,901	229,100	209,114	251,144	05-50-4086
Unemployment/Workers' Compensation	30,436	24,139	45,523	40,000	40,181	20,000	05-50-4092
Cafeteria Plan Management						2,500	
Automobile Allowance	4,754	5,004	5,170	6,000	6,000	9,000	05-50-4096
Overtime	170	-	-	2,000	2,000	2,000	05-50-4100
<b>5 Vacation Sell Back</b>	1,310	0	40,369	15,000	0	5,000	
<b>Sub-Total</b>	<b>1,687,507</b>	<b>1,720,304</b>	<b>2,079,446</b>	<b>1,736,488</b>	<b>1,710,042</b>	<b>1,796,282</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Committees and Commissions



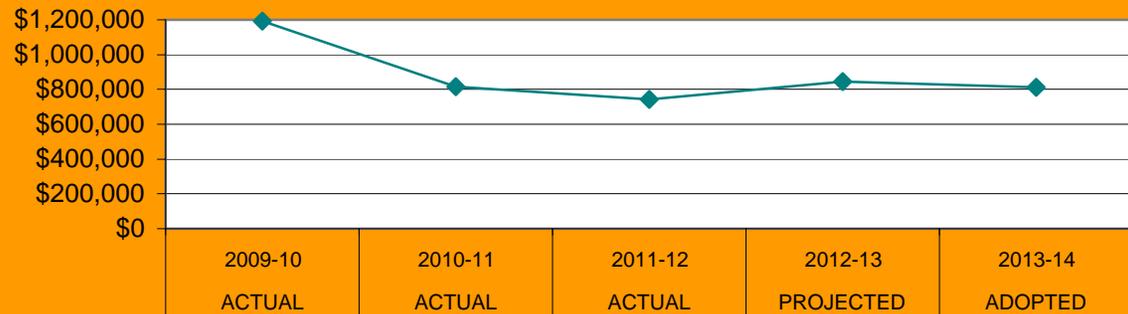
Account Description/Activity		ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODES
<b>1</b>	<b>ASCC</b>	26,820	27,600	28,368	29,077	28,968	29,692	05-52-4140
	Town Planner retainer for Architectural and Site Control Commission meetings.							
<b>2</b>	<b>Bicycle, Pedestrian &amp; Traffic Safety</b>				4,200	2,000	3,700	05-52-4143
<b>3</b>	<b>Cable &amp; Utilities Undergrounding</b>	500	1,500	-	500	0	500	05-52-4142
<b>4</b>	<b>Conservation</b>	413	677	70	3,200	1,158	1,000	05-52-4144
<b>5</b>	<b>Community Events</b>							
	Blues & Barbecue (suspended in 2013)	36,817	-	5,136	35,000	34,426	5,000	05-52-4146
	Town Picnic	16,013	10,176	17,301	12,000	10,000	10,000	05-52-4147
	Holiday Party				10,000	7,934	12,000	05-52-4147
<b>6</b>	<b>Cultural Arts</b>	2,018	2,501	3,300	5,050	5,000	5,000	05-52-4150
	Holiday Fair, Music Series, Art Show							
<b>7</b>	<b>Emergency Preparedness</b>	2,497	3,762	2,720	2,380	2,350	10,000	05-52-4152
	Includes cost of microwave line to County and emergency supplies.							
<b>8</b>	<b>Historic Resources</b>	2,094	2,381	63	2,600	0	2,500	05-52-4154
	Requesting new file cabinets for Heritage Room							
<b>9</b>	<b>Open Space Acquisition Advisory</b> -update brochure	3,637	-	-	1,000	0	0	05-52-4156
<b>10</b>	<b>Parks &amp; Recreation</b>							
	Zots to Tots Run	-	2,339	3,047	3,000	3,000	3,000	05-52-4158
	Adult Sports Leagues	10,773	11,630	8,879	11,000	6,378	9,000	05-52-4160
<b>11</b>	<b>Planning</b>	53,568	55,176	56,724	58,142	57,912	59,360	05-52-4162
	Town Planner retainer for Commission/Council mtgs.							
<b>12</b>	<b>Science &amp; Nature</b>	500	147	812	1,000	227	1,000	05-52-4163
<b>13</b>	<b>Sustainability</b>			4,098	7,000	7,000	7,300	05-52-4165
<b>14</b>	<b>Teen</b>	250	1,896	438	1,500	1,425	1,500	05-52-4166
	<b>Sub-Total</b>	<b>155,900</b>	<b>119,784</b>	<b>130,956</b>	<b>186,649</b>	<b>167,778</b>	<b>160,552</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Consultant Services



Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODES
<b>1 Accounting and Auditing</b> Preparation of the Town's annual audit and other accounting services. Expenditures for Community Hall audit is located at Town Center Facilities.	22,323	22,794	23,025	23,645	23,350	24,168	05-54-4180
<b>2 Town Attorney</b> Town Attorney is appointed by the Town Council to provide legal advice to the Town Council, committees, and staff.	101,796	65,129	93,029	70,000	90,000	90,000	05-54-4182
<b>3 Town Attorney - Charges to Applicants</b> Charges to applicants for legal reviews of applications. Paid through the applicant deposit system.	373,956	37,011	12,943	20,000	17,000	20,000	96-54-4186
<b>4 Transcription Services</b> Cost to transcribe the proceedings of the Town Council and Planning Commission meetings.	17,761	17,663	15,514	18,000	25,875	26,000	05-54-4188
<b>5 Town Geologist</b> The Town Geologist is retained to provide geology reviews and to provide advice to the Town Council and staff.	13,971	6,242	0	16,000	3,000	15,000	05-54-4189
<b>6 Town Geologist - Charges to Applicants</b> Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system.	94,325	72,192	59,060	75,000	77,000	75,000	96-54-4190

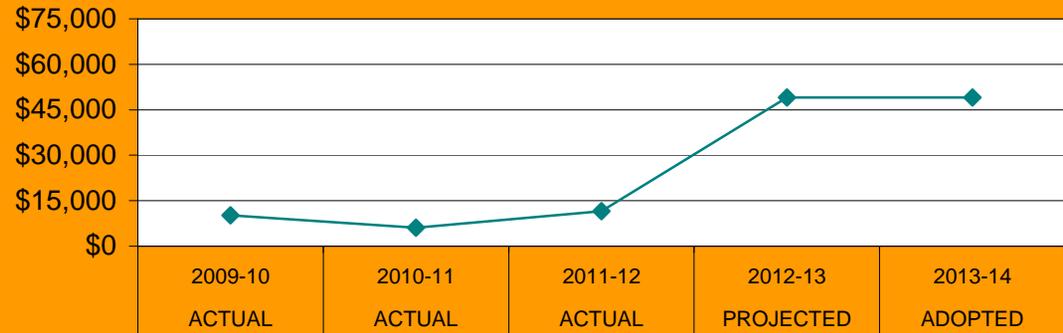
Account Description/Activity		ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODES
7	<b>Engineer Services</b> This provides backup to the Town Engineer (e.g., traffic analysis, surveying, NPDES). Also includes cost of traffic study at Corte Madera.	7,620	2,435	550	25,000	12,000	25,000	20-54-4192
8	<b>Engineer - Charge to Applicants</b> Charges to applicants for engineering consultant review of applications. Public Works inspections paid through applicant deposit system.	36,709	27,354	43,299	40,000	21,000	40,000	96-54-4194
9	<b>Planner</b> 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 (\$59,360 annually) and the Architectural and Site Control Commission (\$29,692 annually). These line items can be found in the Committees & Commissions budget.	169,212	184,731	152,290	180,000	180,000	140,000	05-54-4196
10	<b>Planner - Charge to Applicants</b> Charges to applicants for planning consultant reviews of applications. Paid through applicant deposit system.	242,922	250,480	206,734	225,000	225,000	185,000	96-54-4198
11	<b>Plan Check</b> Services provided to review plans submitted by applicants for consistency with conditions and codes.	69,950	71,726	53,092	50,000	60,000	60,000	05-54-4200
12	<b>Miscellaneous Consultants</b>							
	<i>Consultant for Bldg Permit &amp; Related Fees Study</i>		8,640	21,840	0			05-54-4209
	Peelle - Scanning & Indexing Town Documents				10,000	2,900	10,000	05-54-4208
	Lynx Tech - GIS Training, Updates, Completion of General Plan Diagrams	12,933	2,327	4,155	1,800	0		05-54-4208
	Waste Management Consultants - Includes annual report to CIWMB.	1,000	360	680	1,000	500	1,000	05-54-4212
	Website/IT Consulting & Training Services	19,022	21,946	21,973	25,000	19,000	25,000	05-54-4216
	Water Use/Efficiency Study & Improvements						35,000	05-54-4214
	Miscellaneous Consultants	10,122	23,601	32,892	40,000	15,000	40,000	05-54-4214
	<i>Legal &amp; Planning Consultants - Aff Hsg/Blue Oaks</i>					71,914		45-00-4376
	<b>Sub-Total</b>	<b>1,193,622</b>	<b>814,629</b>	<b>741,075</b>	<b>820,445</b>	<b>843,539</b>	<b>811,168</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Miscellaneous Expenses



Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODE
<b>1 Contingency</b> 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
<b>2 Community Services</b> Funds the Town Council appropriates to non-profit community organizations and agencies.	8,300	4,300	10,000	10,000	11,000	11,000	05-56-4222
<b>3 H.E.A.R.T. JPA</b> For participation in endowment to create a regional approach to affordable housing.	1,841	1,841	1,591	1,591	1,432	1,432	05-56-4223
<b>4 Risk Management Programs (grant funded)</b>				20,000	6,600	6,600	08-56-4221
<b>Sub-Total</b>	<b>10,141</b>	<b>6,141</b>	<b>11,591</b>	<b>61,591</b>	<b>49,032</b>	<b>49,032</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Parks & Recreation Operations



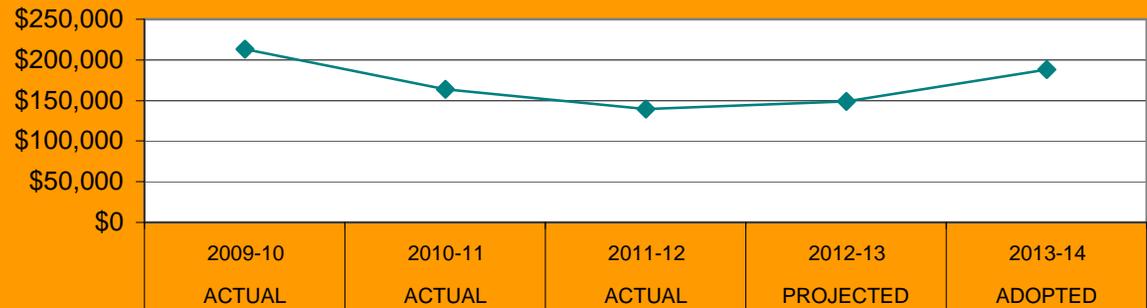
Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODES
<b>1 Parks and Fields Maintenance</b> Maintenance cost for all Town-owned playing fields and parks.	64,211	53,184	48,518	45,050	24,000	32,000	05-58-4240
<b>2 Portable Lavatories</b> Portables at both Rossotti and Ford playing fields.	2,590	2,869	3,187	2,900	2,825	2,900	05-58-4244
<b>3 Special Event Insurance</b> Insurance to cover classes held at Town Center.	6,266	5,517	2,824	5,000	4,600	5,000	05-58-4338
<b>4 Instructors</b> Percentage of fees (80%) remitted to instructors from classroom revenues.	151,970	134,515	132,943	130,000	128,000	128,000	05-58-4246
<b>Sub-Total</b>	<b>225,037</b>	<b>196,084</b>	<b>187,471</b>	<b>182,950</b>	<b>159,425</b>	<b>167,900</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Public Works Operations



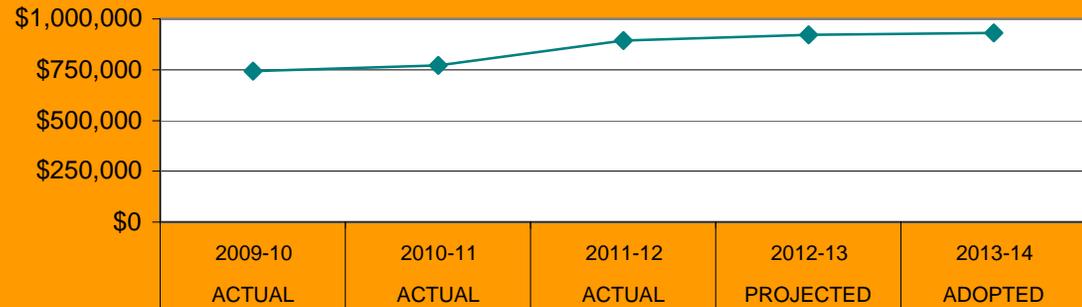
Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODES
<b>1 Public Road Surface &amp; Drainage Maintenance</b>	68,829	35,454	30,783	50,000	21,000	35,000	20-60-4260
<b>2 Street Sweeping</b>	18,425	21,187	18,425	20,000	20,000	20,000	22-60-4262
<b>3 Right of Way Tree Trimming &amp; Mowing</b>	15,300	25,393	30,975	25,000	25,000	25,000	20-60-4264
<b>4 Public Right of Way Litter Clean-up Program</b>	9,731	9,731	9,731	9,730	9,730	10,000	22-60-4266
<b>5 Tools and Equipment</b>	2,108	2,470	1,796	3,000	2,000	3,000	05-60-4267
Includes safety garments, hand tools, and small mowers.							
<b>6 Street Signs, Striping, Crosswalk Maintenance</b>	1,554	14,660	8,031	15,000	2,000	15,000	20-60-4268
<b>7 Trail Surface Rehabilitation</b>	31,410	38,819	33,297	40,000	26,000	40,000	20-60-4270
<b>8 C-1 Trail Biological Monitor/Maintenance</b>				20,000	13,000	20,000	05-60-4272
<b>9 Storm Damage/Emergency Repairs</b>	64,815	16,182	6,500	20,000	30,000	20,000	20-60-4271
Non-disaster related storm damage.							
<i>Sudden Oak Death Spraying in Right of Way</i>	750	0	0				
<i>Included in ROW Tree Trimming budget</i>							
<b>Sub-Total</b>	<b>212,922</b>	<b>163,896</b>	<b>139,538</b>	<b>202,730</b>	<b>148,730</b>	<b>188,000</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Service Agreements



Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODES
<b>1 Animal Control</b> Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo County.	27,338	32,321	35,919	36,099	36,099	28,712	05-62-4280
<b>2 San Mateo County Sheriff's Office</b> Contract law enforcement through San Mateo County. This is the second year of a three-year agreement.	498,601	546,189	598,145	616,229	616,229	624,716	05-62-4282
<b>3 Additional Traffic Patrols</b> Portion of program to be funded by General Fund.	99,135	100,000	100,000	100,000	100,000	100,000	30-62-4284
Portion of program to be funded by Public Safety Fund.	85,865	65,000	30,155	151,868	151,868	129,424	05-62-4284
	13,270	10,308	110,000	0	0	30,000	10-62-4284
<b>4 Emergency Services Council JPA</b>	12,968	13,250	13,394	13,400	13,328	13,500	05-62-4286
<b>5 NPDES Stormwater Program</b> Cost of county-wide stormwater discharge permit as mandated by Federal and State legislation.	4,698	3,600	4,852	4,901	4,852	4,852	05-62-4288
<b>Sub-Total</b>	<b>741,875</b>	<b>770,668</b>	<b>892,465</b>	<b>922,497</b>	<b>922,376</b>	<b>931,204</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Services & Supplies



Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODES
<b>1 Codification</b> Annual codification of the Town's ordinances.	0	2,668	0	5,000	4,624	0	05-64-4300
<b>2 Elections</b> Bi-annual Town elections. Funds used to pay County to administer Town elections.	15,070	0	0	0	51	14,000	05-64-4302
<b>3 Liability Insurance/Bonds</b> Town's liability insurance, automobile insurance and officials' bonding. ABAG has increased liability cap from \$10 to \$15 million.	33,325	30,993	34,873	35,601	42,075	54,698	05-64-4304
<b>4 Office Supplies</b> Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible.	14,778	16,940	12,504	15,000	14,000	15,000	05-64-4308
<b>5 Town Publications</b> Production costs for postcards	21,663	17,256	12,409	14,600	13,000	2,800	05-64-4310
<b>6 Web Site &amp; Spam Filtering</b> Includes offsite hosting of Municipal Code, security certificate for website, website hosting, and spam filtering services. Also includes upgraded Content Management System in 2013-14.	3,817	4,399	7,309	3,500	4,000	21,000	05-64-4311
<b>7 Office Equipment - Maintenance &amp; Repairs</b> Includes copier lease; computers and repairs.	17,405	25,458	11,852	12,200	11,325	11,000	05-64-4312

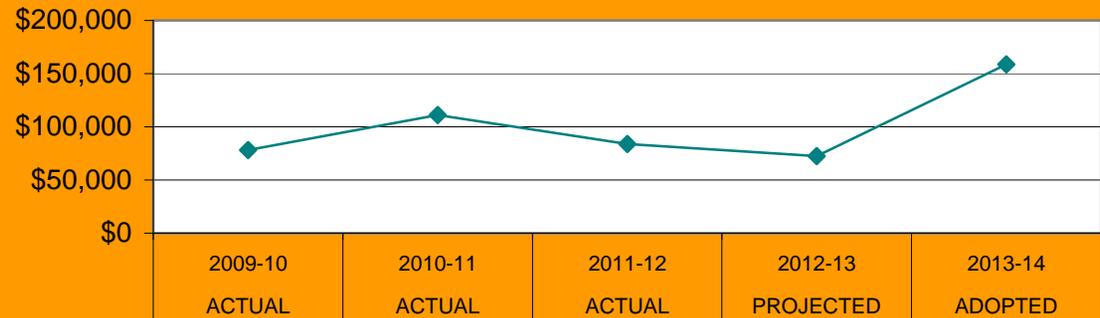
Account Description/Activity		ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODES
<b>8</b>	<b>Equipment Service Contracts</b>	11,305	9,633	13,301	12,200	12,000	14,000	05-64-4314
	Maintenance agreements for GIS/financial software, postal meter and other servicing as needed.							
<b>9</b>	<b>Postage</b>	10,985	9,895	4,819	8,000	4,200	6,000	05-64-4316
<b>10</b>	<b>Telephones and Wi-Fi Internet</b>	6,592	7,107	7,088	7,500	4,320	6,500	05-64-4318
	Includes land lines, cell phones, and wi-fi service.							
<b>11</b>	<b>Advertising</b>	5,958	5,301	6,334	6,000	7,500	8,000	05-64-4320
	Legal notices and advertisements.							
<b>12</b>	<b>Dues</b>	21,609	21,783	20,511	24,000	22,000	24,500	05-64-4322
<b>13</b>	<b>Education &amp; Training - Staff</b>	2,031	3,127	2,408	5,000	4,572	10,000	05-64-4326
<b>14</b>	<b>Education &amp; Training - Council, Commissions, &amp; Committees</b>	1,111	1,671	1,681	2,000	2,027	2,200	05-64-4327
<b>15</b>	<b>Mileage Reimbursement (2013 rate is 0.555/mile)</b>	3,036	2,047	1,794	3,000	1,800	3,000	05-64-4328
<b>16</b>	<b>Utilities</b>							
	PG&E and water expenses for Town Center buildings and fields.							
	PG&E	48,982	54,257	66,005	64,000	9,540	10,000	
	Cal-Water Recreational (Fields & Triangle Park)					63,440	66,600	05-64-4330
	Cal-Water Non-Recreational					3,000	3,200	
<b>17</b>	<b>Fire Prevention/Wood Chipping</b>	20,137	34,090	29,259	40,000	40,000	40,000	05-64-4333
	Woodside Fire Protection District fire prevention/wood chipping. Includes annual renewal fee for Rapid Notify Contract.							
<b>18</b>	<b>Vehicle Maintenance</b>	11,293	10,454	11,783	12,500	13,356	12,500	05-64-4334
	Includes yearly service of all vehicles and fuel costs.							
<b>19</b>	<b>Miscellaneous</b>	9,084	17,206	6,432	15,000	19,000	15,000	05-64-4336
<b>20</b>	<b>Bank Fees (includes fees for ADP Payroll Processing)</b>	4,337	2,737	4,845	7,000	8,434	9,000	05-64-4337
<b>21</b>	<b>Sustainability Series</b>	1,217	6,776	4,563	9,220	7,000	9,535	05-64-4335
	<b>Sub-Total</b>	<b>263,735</b>	<b>283,797</b>	<b>259,769</b>	<b>301,321</b>	<b>311,264</b>	<b>358,533</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



## Town Center Facilities



Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	ADOPTED 2013-14	ACCOUNT CODES
<b>1 Building Maintenance Equipment &amp; Supplies</b>	13,950	19,675	18,469	20,000	7,000	15,000	05-66-4340
<b>2 Community Hall</b>	9,800	21,406	10,911	20,000	17,500	25,000	05-66-4341
Includes post-event janitorial, maintenance costs, deep cleaning and annual usage audit.							
<b>3 Landscape Supplies and Services</b>	26,334	32,816	21,204	35,000	20,000	35,000	05-66-4342
Includes care of native plantings and trees.							
<b>4 Janitorial Services - Town Center buildings</b>	7,105	8,891	9,229	17,000	2,000	34,000	05-66-4344
<b>5 Janitorial Services - Library</b>						16,000	25-66-4344
<b>6 Mechanical Systems Maintenance/Repairs</b>	19,313	21,876	15,543	20,000	17,500	20,000	05-66-4346
Includes maintenance of electrical, photovoltaic, & dashboard.							
<b>7 Library General Maintenance</b>			3,204	10,000	2,930	7,000	25-66-4340
<b>8 Repairs/Vandalism</b>	137	936	0	1,000	0	1,000	05-66-4348
<b>9 Property Insurance</b>	1,446	5,380	5,310	5,841	5,581	5,800	05-66-4350
<b>Sub-Total</b>	<b>78,085</b>	<b>110,979</b>	<b>83,870</b>	<b>128,841</b>	<b>72,511</b>	<b>158,800</b>	

# TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



Capital Improvements: Programs		ACCOUNT	APPROVED	PROJECTED	ADOPTED
Account Description/Activity		CODE	2012-13	2012-13	2013-14
<b>1</b>	<b>Annual Street Resurfacing Program</b>				
	Construction	22-68-4530	25,000	50,000	0
		60-68-4530	200,000	200,000	230,000
		65-68-4530	143,000	95,000	
<b>2</b>	<b>Annual Street Resurfacing - Testing &amp; Inspections</b>	05-68-4530	35,000	35,000	40,000
<b>3</b>	<b>Annual Street Resurfacing - Future Year Design</b>	05-68-4503	40,000	40,000	35,000
<b>3</b>	<b>Springdown Open Space Improvement</b>	15-68-4414	90,705	1,000	90,700
<b>4</b>	<b>Storm Drain Inventory/Repairs</b>				
	Replacement and repairs	22-68-4413	50,000	25,000	35,000
<b>5</b>	<b>Ford Field Renovation</b>	05-68-4531	308,000	100,000	163,445
		08-68-4531	232,000	0	232,000
<b>6</b>	<b>Crowder Trail Improvements (Stanford)</b>	05-68-4532	100,000	0	100,000
<b>7</b>	<b>Upper Alpine (Funded by CalTrans Emergency Relief)</b>	50-68-****			300,000
<b>8</b>	<b>OBAG Road Improvements (Funded by Federal Grant)</b>	08-68-****			224,000
	OBAG Required Local Match for Project	65-68-****			29,000
<b>9</b>	<b>Lighting Improvements for Library</b>	25-68-****			35,000
<b>Sub-Total</b>			<b>1,223,705</b>	<b>546,000</b>	<b>1,514,145</b>



RESOLUTION NO. 2600 -2013

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN  
OF PORTOLA VALLEY ADOPTING THE OPERATING  
AND CAPITAL BUDGETS FOR FISCAL YEAR 2013-2014

**WHEREAS**, the Town Manager has reviewed and analyzed the Town's finances and has projected revenues and expenditures for Fiscal Year 2013-14;

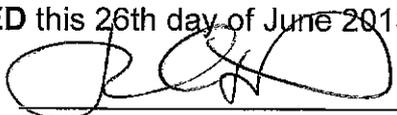
**WHEREAS**, the Town Manager presented her proposed budget to the Town's Finance Committee and Council for review and consideration; and

**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 2013-14 operating and capital budgets, overall reflecting the following:
  - a. Projected revenues: **\$6,216,052**
  - b. Projected expenditures & transfers: **\$6,178,615**
2. The budget shall be effective July 1, 2013.
3. The amount of the 2013-2014 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 2013-2014 Fiscal Year.

**REGULARLY PASSED AND ADOPTED** this 26th day of June 2013.

  
\_\_\_\_\_  
Mayor

ATTEST

  
\_\_\_\_\_  
Town Clerk

**RESOLUTION No. 2597 -2013**

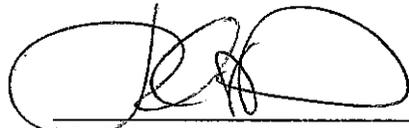
**A RESOLUTION OF THE TOWN COUNCIL  
OF THE TOWN OF PORTOLA VALLEY  
DETERMINING AND ESTABLISHING THE  
APPROPRIATIONS LIMIT FOR 2013-2014**

WHEREAS, the calculation of the Appropriations Limit for the Fiscal Year 2013-2014 has been completed by the Administrative Services Manager; 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 2013-2014 is determined to be \$2,862,303.

REGULARLY PASSED AND ADOPTED this 26<sup>th</sup> day of June 2013.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Town Clerk