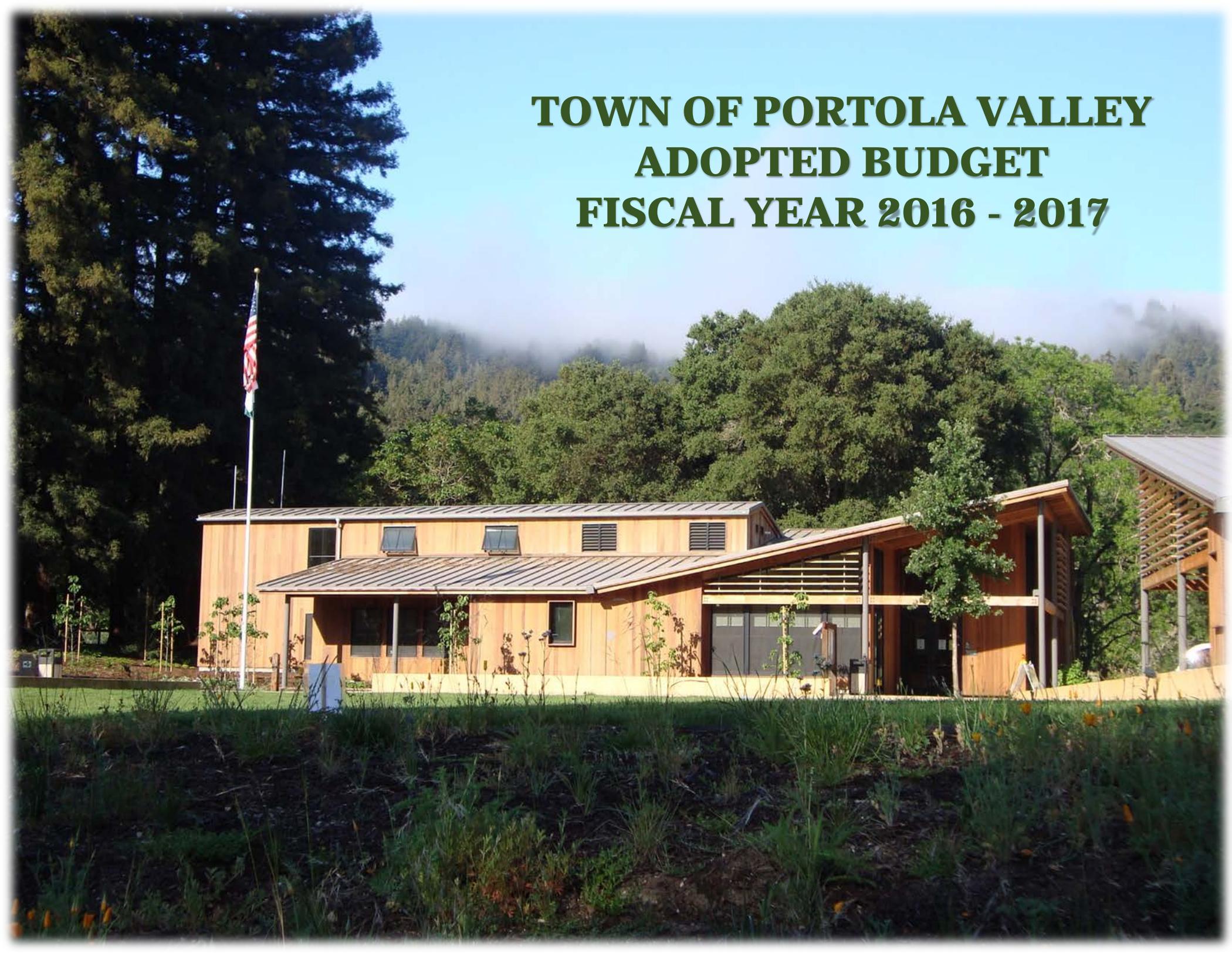


**TOWN OF PORTOLA VALLEY
ADOPTED BUDGET
FISCAL YEAR 2016 - 2017**



TOWN OF PORTOLA VALLEY

ADOPTED OPERATING & CAPITAL BUDGETS

Fiscal Year 2016-17

Presented to:

Mayor Maryann Moise Derwin

Vice Mayor Craig Hughes

Councilmember Jeff Aalfs

Councilmember John Richards

Councilmember Ann Wengert

Prepared by:

Jeremy Dennis, Town Manager

Susan Cope, Administrative Services Manager

June 2016

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TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Susan Cope, Administrative Services Manager

DATE: June 22, 2016

RE: Proposed 2016-17 Budget

We are pleased to present the Town of Portola Valley proposed 2016-17 budget. As with previous budgets, this document is the fiscal realization of the Town's values and aspirations, and recommends support for the programs, projects and outcomes that have come to define Portola Valley since its incorporation in 1964 – sustainability, protection of the community's natural features and beauty, and participation by our residents in the Town's decision-making.

General Fund Overview

Town's fiscal condition continues to be strong in the 2016-17 fiscal year, with a projected General Fund operating surplus of \$752,073. The operating surplus is reduced by \$571,332 to provide for general capital improvements and equipment purchases. The surplus is further reduced by \$126,883 to the Transportation Fund that is necessary to fill the gap between the Town's street maintenance effort and the available Gas Tax revenues. The final General Fund surplus after these expenditures and transfer is \$18,191.

General Fund Revenues

Overall, General Fund revenues total \$5,106,977, an increase of \$398,097 when compared to the prior year's budget. The significant changes of note in General Fund revenues are as follows:

Property taxes- 2015-16 property tax revenue is expected to be \$2,384,449 or \$17,575 over the budgeted amount. Property tax growth assumptions in the last two years have been extremely accurate (on average, within 5% of budgeted amount). If the 2015-16 projected amount does not change considerably, the difference will be within .75%.

In the coming fiscal year, the budget for 2016-17 assumes a conservative 5% increase, or \$119,222, based on forecasts provided by the San Mateo County Assessor's Office. Other municipalities are also projecting a 5% increase in their property taxes in the coming year.

Sales and Use Tax – Sales and use tax revenue for 2016-17 is budgeted to increase by \$12,496 over projected levels due to higher savings levels and an increase in discretionary spending. Future gains are expected to be moderate as tax growth will see concentrated shifting to county pools and distribution centers.

Town Planning Service Charges – With the anticipated hire of a previously-approved planner, Town Planning charges for the review of planning applications are expected to increase in 2016-17 by \$74,490. These charges are the hourly rates each planning staff member use when reviewing planning applications, and are in addition to flat fees charged for each permit.

General Fund Operating Expenditures

General fund operating expenditures for 2016-17 are \$4,390,571, a decrease of \$108,766 when compared to the prior year's budget. Significant changes of note in General Fund expenditures are as follows:

Administration and Operations (personnel) – Overall, Administration and Operations expenditures will increase by \$309,920 over projected for this fiscal year, but will be a reduction of \$67,928 from this year's budgeted amount. Reasons for this include:

- Budgeted positions not being filled in this fiscal year
- New employees replacing previous employee's contracts or salaries/benefit structure
- Hiring a permanent Building Official that results in a reduction in temporary staff expenditures

The budget also includes a 3% CPI adjustment for salaries in 2016-17.

Consultant Services –, Consultant Services shows a decrease of \$35,012 over projected and a decrease from this year's budgeted amount of \$40,645. Reasons for this include:

- Lower charges for Town Attorney activities

- Change in scope for the public information consultant's duties, resulting in a significantly lower expenditure
- Significantly lower expenditures for Town Geologist and Town Engineer duties, which are typically budgeted at a higher level
- Extended use of contract planning services that were charged to applicants resulting from a delay in hiring a permanent town planner

Overall expenditures are expected to remain relatively flat in future years, notwithstanding identified projects that require additional support or unanticipated need. As many of the expenditures in Consultant Services are passed through to applicants, impacts from imprecise budgeting are minimal.

Sheriff Contract – Portola Valley is in the second year of a three year contract with the Sheriff's Office, and 2016-17 incorporates a contracted \$20,894 increase. It is worth noting that this cost to the Town is considerably lower than the operating cost of an independent police department and the Town has access to a number of otherwise unavailable resources to assist in all manner of law enforcement, including detectives, physical assets, and opportunities for immediately scaling responses to incidents.

Landscaping Supplies and Services – An additional increase of \$13,080 in Town Center Facilities to support weeding and right-of-way mowing is budgeted to intensify the already quality efforts by town staff to maintain the Town's public spaces.

General Fund Capital Improvement Projects/Capital Equipment Purchases

The adopted budget includes \$571,332 in General Fund monies to provide for several Capital Improvement projects including:

- The annual street resurfacing program, which is also supported by Measure A and M dollars
- The local match for the San Mateo Transportation Agency (SMTA) Measure A grant reimbursement project that supports a variety of road widening projects
- Potential improvement projects at Ford Field and on the Crowder Trail, as needed
- The purchase of parks and recreation software and an earthquake information management system (jointly with Woodside Fire Protection District and the Town of Woodside)

Capital Equipment expenditures include:

- Budgeted dollars, at a slightly lower amount, for the purchase of two used electric vehicles for fleet use – staff

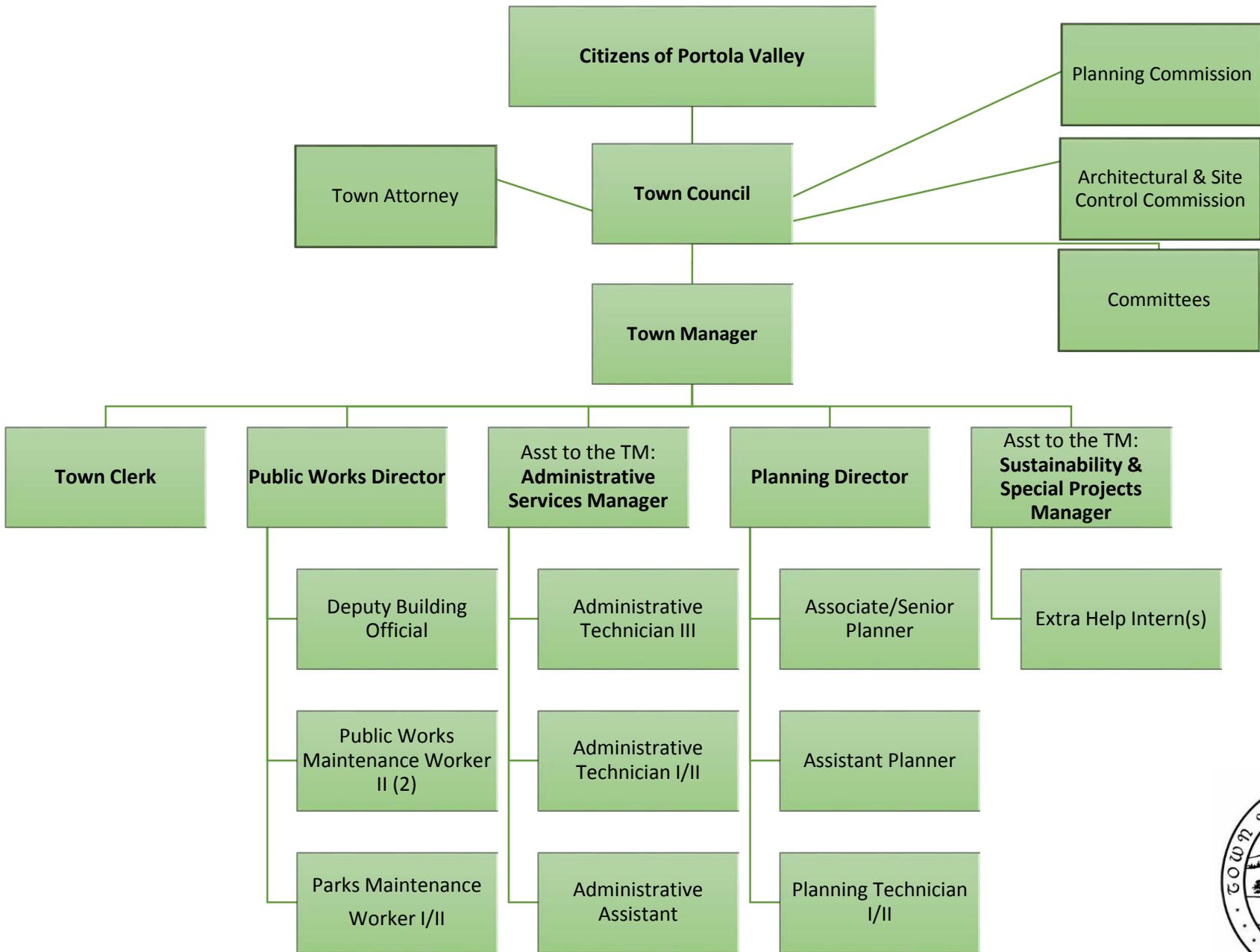
currently uses their own vehicles for planning site visits, code enforcement and visits to construction sites, which has caused damage to personal vehicles. One possible purchase could be with Nissan, which offers refurbished used Leafs at significantly reduced costs to municipalities. Audio-visual improvements to the Community Hall, the Schoolhouse and the Conference Room (to support emergency operation needs) - previous audio-visual improvements, particularly to the Community Hall, were not fully implemented and the current system required considerable staff time to set up and secure after use.

General Fund Reserves

In Fiscal Year 2015-16 there were no adjustments to the current General Fund Balance Assignments (Reserves), which on June 30, 2017 is projected at \$2,119,112.

Acknowledgments

As with most budgets, it can be easily forgotten that expenditures aren't just monies spent – they represent the hard work of dedicated public servants who come to work every day ready to improve the lives of the residents they serve. Although I have only had the privilege of serving as Town Manager for a short period of time, it quickly became clear that Town Hall is staffed by truly exceptional people who care deeply for this community. This budget could not have been developed without each of their suggestions, comments and profound understanding of community needs. I especially want to thank Susan Cope, Cindy Rodas and Teresa Bowerman for the countless hours they spent calculating, double-checking, and scrutinizing every line item to provide the document you see today. I also wish to thank the Finance Committee for their keen eyes and sharp questions that improved the draft budget.





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.

2016-17 Revenues and Expenses by Governmental Fund

	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
Revenues	OPERATING	CAPITAL IMPR'S	GRANTS	PUBLIC SAFETY	OPEN SPACE	TRANSPORTATION	MEASURE M/CCAG	LIBRARY	C O P S	Park-in-Lieu	Inclusionary-in-Lieu	Storm Damage	MEASURE A	ROAD FEES	CASE REVIEWS	
Government Agency	\$ 23,285		\$ 145,372	\$ 13,390		\$ 98,117	\$ 89,830	\$ 81,103	\$ 100,000			\$ -	\$ 274,523			\$ 825,620
Franchise Fees	\$ 281,669															281,669
Permits & Fees	\$ 588,000															588,000
Other Revenues	\$ 127,994				1,000						573,524					702,518
Parks & Recreation	\$ 77,866															77,866
Service Charges	\$ 190,865														255,500	446,365
Revenue from Taxes	\$ 3,015,398															3,015,398
Town Center Facilities	\$ 220,000															220,000
Interest	\$ 57,750															57,750
Utility Users' Taxes	\$ 524,151				229,755											753,905
Revs. Sub-Totals	\$ 5,106,977	\$ -	\$ 145,372	\$ 13,390	\$ 230,755	\$ 98,117	\$ 89,830	\$ 81,103	\$ 100,000	\$ -	\$ 573,524	\$ -	\$ 274,523	\$ -	\$ 255,500	\$ 6,969,091
Expenditures																
Administration & Operations	\$ 2,161,465															\$ 2,161,465
Committees & Commissions	\$ 66,625															66,625
Consultant Services	\$ 424,200					25,000									255,500	704,700
Miscellaneous	\$ 46,288		26,600													72,888
Parks Operations	\$ 237,800															237,800
Public Works Operations	\$ 3,000					200,000	10,775									213,775
Service Agreements	\$ 919,344			13,390					100,000							1,032,734
Services & Supplies	\$ 370,017															370,017
Town Center Facilities	\$ 161,832							41,500								203,332
Exp. Sub-Totals	\$ 4,390,571		\$ 26,600	\$ 13,390	\$ -	\$ 225,000	\$ 10,775	\$ 41,500	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255,500	\$ 5,063,336
Capital Improvements																
2016-17 Road Improvement		209,422					44,055						274,523			\$ 528,000
Annual Road Testing/Inspection		50,000														50,000
Annual Road Future Year Design		50,000														50,000
SMTA Grant Reimb Road Proj		59,242	118,772													178,014
Springdown Improvement					110,000											110,000
Storm Drain Repairs							35,000									35,000
Ford Field Improvements		34,570														34,570
Crowder Trail Improvements		76,098														76,098
Permit Tracking Software		-														-
Recreation Software		8,000														8,000
Earthquake Info Mgmt Software		7,000														7,000
Capital Equipment Purchases		77,000														77,000
Capital Improvements	\$ -	\$ 571,332	\$ 118,772	\$ -	\$ 110,000	\$ -	\$ 79,055	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274,523	\$ -	\$ -	1,153,682
Revs Less Exps/Cap Imps	716,406	-571,332	0	0	120,755	-126,883	0	39,603	0	0	573,524	0	0	0	0	752,073
Interfund Transfers																
General Fund to Transportation	(126,883)					126,883										-
General Fund Capital Transfer	(571,332)	571,332														-
Transfers	\$ (698,215)	\$ 571,332	\$ -	\$ -	\$ -	\$ 126,883	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance (Revenue - Exp - CIP + Transfers)	\$ 18,191	\$ -	\$ -	\$ -	\$ 120,755	\$ -	\$ -	\$ 39,603	\$ -	\$ -	\$ 573,524	\$ -	\$ -	\$ -	\$ -	\$ 752,073

Town of Portola Valley 2016-17 Fund Activity Summary

FUND	7/1/2016 ESTIMATED BALANCE	2016-17 ESTIMATED REVENUES	2016-17 ESTIMATED EXPENDITURES	2016-17 TRANSFERS IN(OUT)	6/30/2017 PROJECTED BALANCE
General Purpose Funds					
General Fund Unassigned	2,100,921	5,106,977	4,961,903	(126,883)	2,119,112
Unfunded Pension Liab Assigned	47,773				47,773
Equipment Replacemt Assigned	200,000				200,000
Capital Reserve Assigned	1,400,000				1,400,000
Legal Contingency Assigned	100,000				100,000
Unfunded Retiree Medical OPEB	308,280				308,280
Sub-Total	\$ 4,156,974	\$ 5,106,977	\$ 4,961,903	\$ (126,883)	\$ 4,175,165
Restricted Funds					
Bonds and Grants (8)	844	145,372	145,372		844
Public Safety (10)	5,514	13,390	13,390		5,514
Open Space (15)	4,811,003	230,755	110,000		4,931,758
Transportation/Public Works (20)	-	98,117	225,000	126,883	-
Measure M (22)	-	89,830	89,830		-
Library Fund (25)	361,852	81,103	41,500		401,455
Public Safety/COPS (30)	2,307	100,000	100,000		2,307
Park In Lieu (40)	6,277	-	-		6,277
Inclusionary In Lieu (45)	2,888,799	573,524	-		3,462,323
Measure A (60)	-	274,523	274,523		-
Road Fee Fund (65)	-	-	-		-
Applicant Deposits (96)	508,931	255,500	255,500		508,931
Sub-Total	\$ 8,585,527	\$ 1,862,114	\$ 1,255,115	\$ 126,883	\$ 9,319,409
Grand Total	\$ 12,742,501	\$ 6,969,091	\$ 6,217,018	\$ -	\$ 13,494,575

REVENUES

Government Agency.....	13	Parks & Recreation	18
Motor Vehicle Fees		Lease Income – Parks	
Measure A Sales Tax		Sports League Field Use	
Proposition 172 Funds		Annual Community Events	
COPS		Service Charges.....	19
State Gas Tax		Zoning & Planning Permits	
HOPTR		Variances	
Prop 42 Funds		Subdivision Fees	
Measure M		Pre-Application Meeting Fees	
C/CAG		Residential Data Reports	
Miscellaneous Grants		Architectural Review	
Franchise Fees.....	15	Geology Fees	
PG&E		Town Engineer/Planner Fees	
California Water		Applicant Charges	
Greenwaste Recovery		Town Library Maintenance Support	
Comcast Cable		Miscellaneous Revenues	
Permits & Fees.....	16	Revenue from Taxes	21
Building Permit/Plan Check/Inspections		Property Taxes, Secured & Unsecured	
Site Development		Sales & Use Tax	
Encroachment		Business License Tax	
Conditional Use		Real Property Transfer Tax	
Building Permit Review/Planning		Miscellaneous Other Taxes	
Horsekeeping		Town Center Facilities.....	22
Construction & Demolition		Community Hall & Room Rentals	
Other Revenues	17	Parking Lot & Field Rentals	
Fines & Forfeitures		Class Fees	
Miscellaneous Contributions		Interest	23
Crowder Trail Maintenance Reimbursement		Utility Users' Taxes.....	24
Open Space		General Purpose Use	
		Open Space Use	

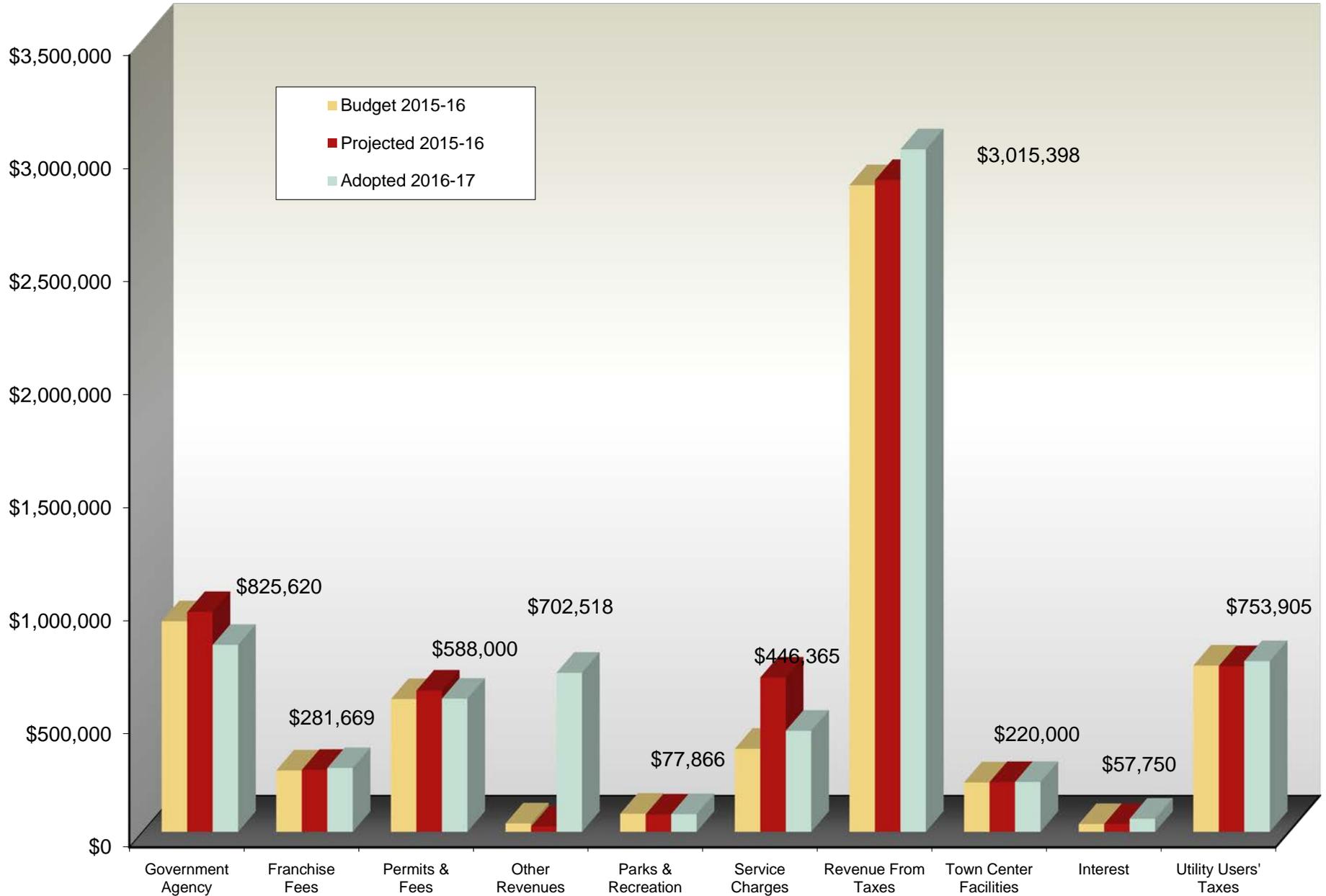
TOWN OF PORTOLA VALLEY
2016-17
Total Revenues Budget Summary

Revenues	2015-16 Adopted Budget	2015-16 Projected at Year End
Government Agency	929,943	970,957
Franchise Fees	271,038	273,465
Permits & Fees	586,500	623,938
Other Revenues	36,785	22,602
Parks & Recreation	79,693	76,223
Service Charges	366,710	681,649
Revenue From Taxes	2,857,054	2,880,000
Town Center Facilities	218,000	219,600
Interest	34,000	34,500
Utility Users' Taxes	734,600	731,947
Grand Total	6,114,323	6,514,881

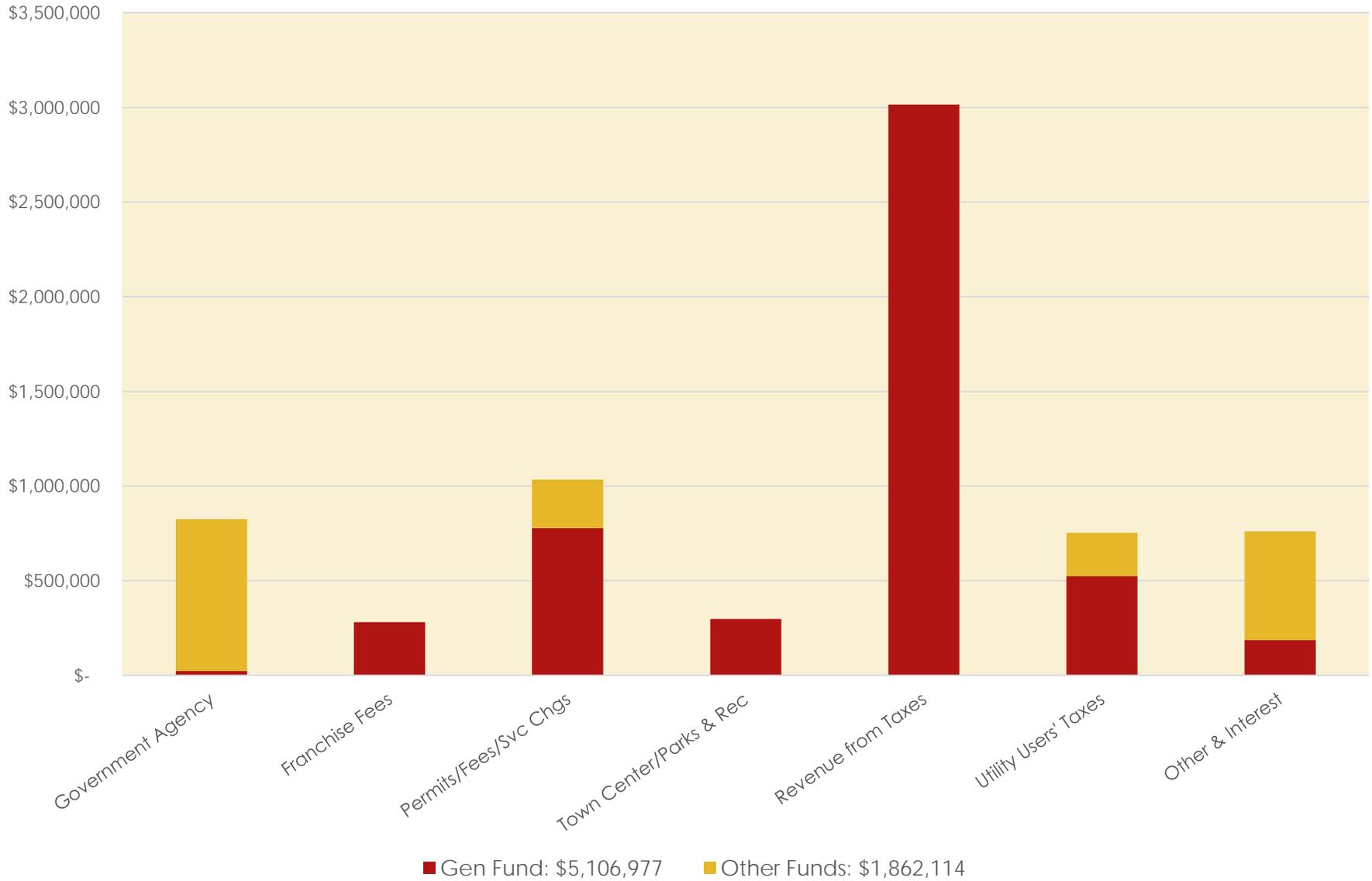
2016-17 Adopted Budget	\$ / Change per Projected Year End	% / Change per Adopted 15-16 Budget	% / Change per Projected Year End
825,620	(145,337)	(11.22)	(14.97)
281,669	8,204	3.92	3.00
588,000	(35,938)	0.26	(5.76)
702,518	679,916	1,809.79	3,008.21
77,866	1,644	(2.29)	2.16
446,365	(235,284)	21.72	(34.52)
3,015,398	135,398	5.54	4.70
220,000	400	0.92	0.18
57,750	23,250	69.85	67.39
753,905	21,958	2.63	3.00
6,969,091	454,210	14%	7%



2015-16 Budget/Projected Revenue vs 2016-17 Adopted Revenue



2016-17 Adopted Revenues: \$6,969,091

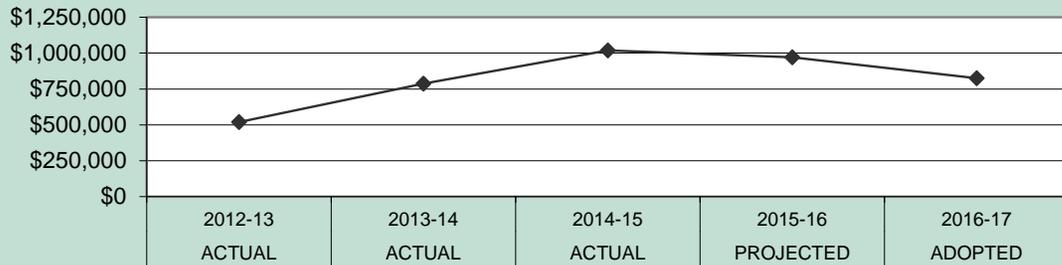


TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Government Agency



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODE
1 Motor Vehicle VLF funding was diverted by State legislation in 2011/12 to support the continuation of COPS funding.	2,442	2,871	1,936	-	-	-	05-10-3001
2 Measure A Sales Tax Half percent sales tax restricted for transportation uses.	242,011	252,012	269,709	286,341	281,306	274,523	60-10-3002
3 Proposition 172 Funds - Public Safety Sales Tax Half-cent sales tax restricted for public safety issues.	12,301	12,828	13,418	14,237	13,500	13,390	10-10-3004
4 Public Safety COPS Grant Annual state allotment which can only be used for public safety.	91,291	99,476	100,000	100,000	100,000	100,000	30-10-3006
5 State Gas Tax Pooled Statewide and reallocated based upon population and other factors.	77,033	87,235	90,874	83,620	83,000	87,138	20-10-3008 20-10-3012 20- 10-3014
6 Homeowners' Property Tax Relief (HOPTR)	5,416	9,533	9,429	9,000	8,000	10,285	05-10-3016
State Mandated Costs Reimbursements State reimbursements totalling \$57,400 filed for legislated municipal expenses from 2001 forward.	-	24	18,136	14,500	12,132	13,000	05-10-3017
7 Proposition 42 Funds Traffic Congestion Relief funds expired, Prop 42 funding replaces.	41,092	62,548	49,996	21,402	24,207	10,979	20-10-3015

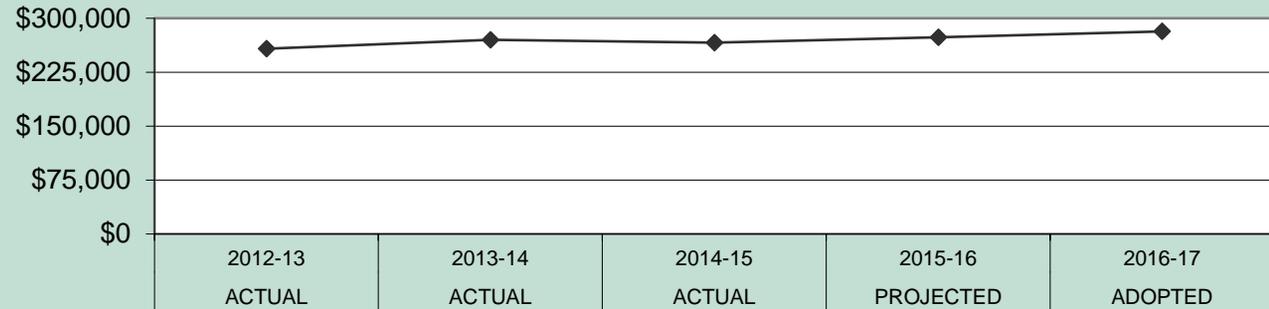
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODE
8	Measure M This reimbursement-based revenue is derived from an additional vehicle registration fee for San Mateo County residents and is to be used for improvements to local streets and roads.	40,960	15,150	123,000	100,000	98,000	80,057	22-10-3019
9	Supplemental C/CAG Program: Trash Reduction		10,441	-	10,500	10,441	9,773	22-10-3096
10	CalTrans Emergency Relief (Upper Alpine Rd)	-	-	73,482	-	163,799	-	50-10-3021
11	San Mateo County Library Donor Funds	-	-	-	-	-	81,103	25-16-3092
12	Miscellaneous Grants							
	County of San Mateo Energy Upgrade Grant	-	-	-	-	5,000	-	08-10-3027
	ABAG-PLAN Risk Management Grant	6,602	2,872	4,086	1,600	1,600	1,600	08-10-3029
	OBAG Federal Aid Grant for Road Improvement	-	-	224,000	-	-	-	08-10-3031
	SMTA Measure A Grant Reimbursement	-	-	40,600	288,743	169,971	118,772	08-10-3033
	2000 Park Bond Act - provides funds for park/rec	-	220,000	-	-	-	-	08-10-3030
	Roberti-Z'berg Grant - provides funds for parks/rec purposes, including development and renovation.	-	12,212	-	-	-	-	08-10-3032
	Beverage Container Recycling Programs - Cal Recycle	-	-	-	-	-	25,000	08-10-3038
	Sub-Total Miscellaneous Grants					176,571	145,372	
	Sub-Total	519,149	787,202	1,018,666	929,943	970,957	825,620	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Franchise Fees



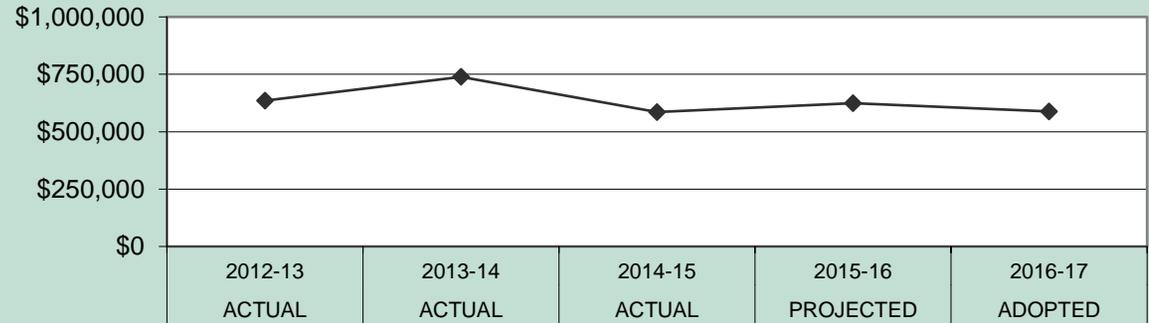
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODE
1	PG&E	75,486	76,944	73,405	75,240	76,788	79,092	05-12-3040
	Franchise fee for PG&E regulated by the State through a Town franchise ordinance.							
2	California Water Company	38,459	42,831	36,628	37,000	36,000	37,080	05-12-3042
	Fees based upon 1% of total water revenues generated by Cal-Water in the Town.							
3	Greenwaste Recovery Company	66,504	67,854	70,698	72,544	74,378	76,609	05-12-3044
	Franchise fees based upon 7.7% of total revenues generated by GWR within the Town. Eighth year of 10-year agreement.							
4	Comcast and AT&T Cable Services	77,177	82,298	85,384	86,254	86,299	88,888	05-12-3046
	Franchise fees based upon 5% of total revenues generated by Comcast Cable Services within the Town. Includes \$500/mo PEG fees.							
	Sub-Total	257,626	269,927	266,115	271,038	273,465	281,669	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Permits & Fees



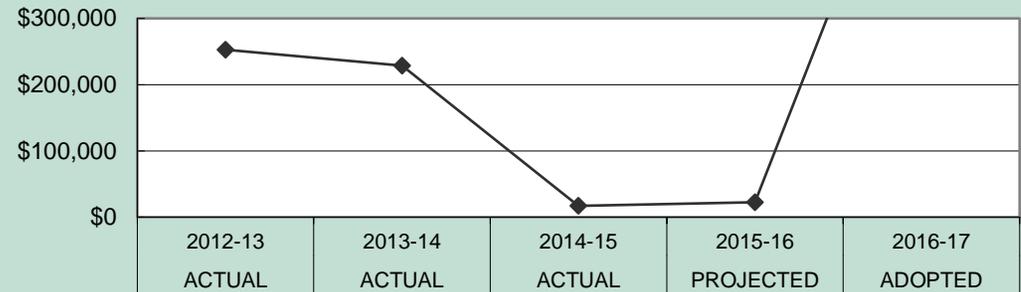
Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODE
1 Building Permits/Plan Check/Inspection Fees Issued for all building construction within the Town.	563,475	645,472	523,301	525,000	547,991	525,000	05-14-3060
2 Site Development Permits Filing fee for permits required to prepare a private property site as a result of property improvements or construction.	39,213	47,965	30,255	27,500	40,785	30,000	05-14-3062
3 Encroachment Permits Filing fee for permits required to conduct work in public right-of-way.	7,274	12,793	8,125	10,000	11,040	10,000	05-14-3064
4 Conditional Use Permits Permits required for a special use on private property.	5,940	10,110	4,150	4,000	6,230	5,000	05-14-3066
5 Building Permit Review/Planning Fee Building permit fee for review of building permits for ASCC/Planning compliance.	3,690	6,130	6,640	5,000	5,327	5,000	05-14-3068
6 Horsekeeping Permits Permits required to keep horses on private property. There are currently 185 permitted horses.	3,150	3,045	2,960	3,000	2,960	3,000	05-14-3070
7 Construction and Demolition Fee Fee to offset cost of implementing C&D Ordinance.	12,025	13,155	10,150	12,000	9,605	10,000	05-14-3072
Sub-Total	634,767	738,670	585,581	586,500	623,938	588,000	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Other Revenues



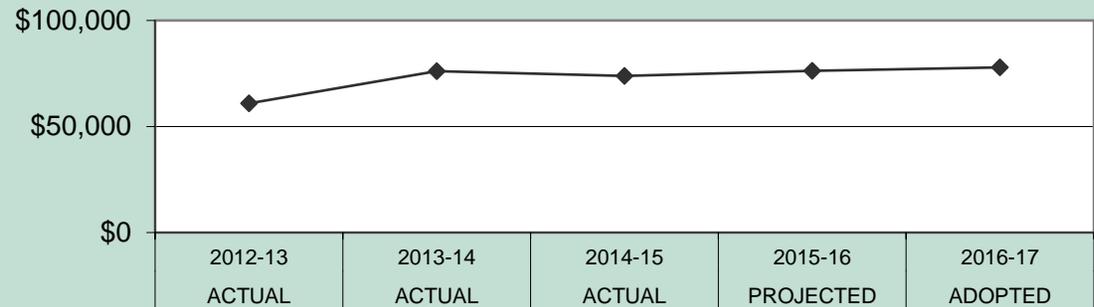
Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODE
1 Fines and Forfeitures	12,512	12,629	16,998	15,785	15,850	16,326	05-16-3082
Town's portion of traffic and parking citations.							
2 Misc Contribs - received for designated projects	-	-	-	1,000	5,845	1,000	05-16-3086
3 Remaining Revenue Funds							
Crowder Trail Maintenance	-	111,212	-	15,000	-	76,098	05-16-3086
Ford Field Contributions	233,157	21,932	-	-	-	34,570	05-16-3086
4 Open Space	7,274	83,163	-	5,000	907	1000	15-16-3090
Contributions towards the Town's Open Space funds.							
5 Inclusionary In-Lieu Fees - Subdivision Fees	-	-	-	-	-	573,524	45-00-3375
Sub-Total	252,943	228,936	16,998	36,785	22,602	702,518	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Parks & Recreation



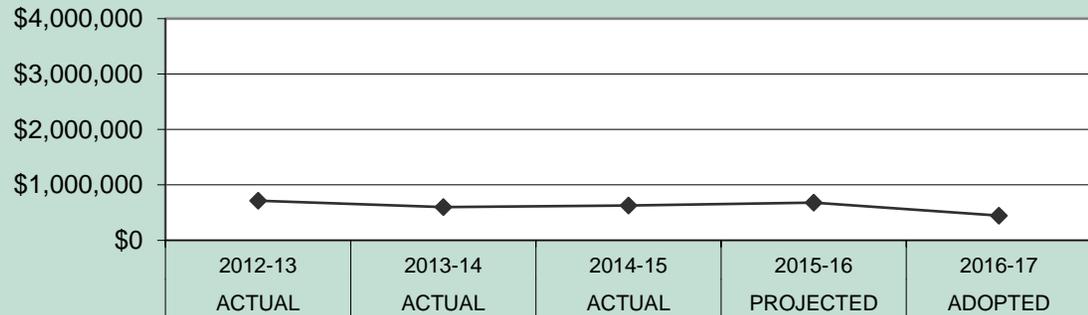
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT NUMBER
1	Lease Income - Parks	7,609	7,791	7,993	8,193	8,123	8,366	05-18-3100
	Lease of Town property for private uses (Alpine Inn Parking Lot and Ladera Oaks).							
2	Sports League Field Use	50,922	66,557	65,820	70,000	66,600	68,000	05-18-3102
	Use fees charged to organized sports leagues for the use of Town fields. Effective 2013-14, soccer league now included with this user group.							
3	Annual Community Events							
	Town Picnic	2,382	1,789	-	1,500	1,500	1,500	05-18-3104
	Sub-Total	60,913	76,136	73,813	79,693	76,223	77,866	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Service Charges



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODE
1 Zoning and Planning Permits	620	620	-	620	-	620	05-20-3120
Fee for permits required for commercial use changes.							
2 Variances	2,340	7,200	2,455	890	2,455	2,455	05-20-3122
Filing fee required for consideration of variance requests.							
3 Subdivision Fees	1,600	4,750	1,680	1,600	1,680	3,190	05-20-3124
Filing fee required to process a subdivision.							
4 Residential Data Reports	8,400	9,200	7,125	7,100	8,030	7,100	05-20-3126
Filing fee required for a property status report.							
5 Pre-Application Meeting Fee	6,875	5,205	4,840	4,500	1,210	4,500	05-20-3127
6 Architectural Review Fees	34,130	34,645	18,210	20,000	27,705	20,000	05-20-3132
Filing fee for consideration of improvements to private property.							
7 Geology Fees	7,000	10,930	8,820	8,000	5,110	8,000	05-20-3136
Filing fee for review by Town Geologist for private property improvements, map modifications.							
8 Town Engineering Charges	6,660	7,325	4,800	5,000	2,000	5,000	05-20-3138
Charges to applicant for <u>Engineering staff's</u> review of plans for improvements to private property.							

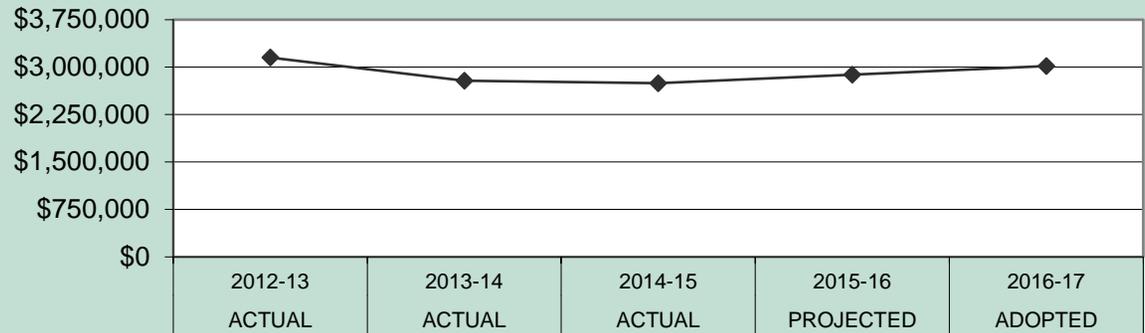
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODE
9	Town Planning Charges	862	17,136	51,286	44,000	50,510	125,000	05-20-3139
	Charges to applicants for <u>Planning staff's</u> review of applications.							
10	Planning Services - Charges to Applicants	-	-	-	55,000	55,000	45,000	96-20-3140
	Charges to applicants for Town Planning review of applications.							
11	Geological Services - Charges to Applicants	-	-	-	125,000	125,000	125,000	96-20-3140
	Charges to applicants for Geological Consultant's review of applications.							
12	Engineering Services - Charges to Applicants	-	-	-	55,000	55,000	60,500	96-20-3140
	Charges to applicants for Engineering Consultant's review of applications.							
13	Attorney Services - Charges to Applicants	-	-	-	25,000	25,000	25,000	96-20-3140
	Charges to applicants for legal review of private applications.							
	Sub-Total - Charges to Applicants	553,214	492,525	509,142	260,000	547,273		96-20-3140
14	Miscellaneous	93,542	8,550	18,005	15,000	35,426	15,000	05-20-3154
15	Appeals					250	-	05-20-3142
	Sub-Total	715,243	598,086	626,363	366,710	681,649	446,365	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Revenue From Taxes



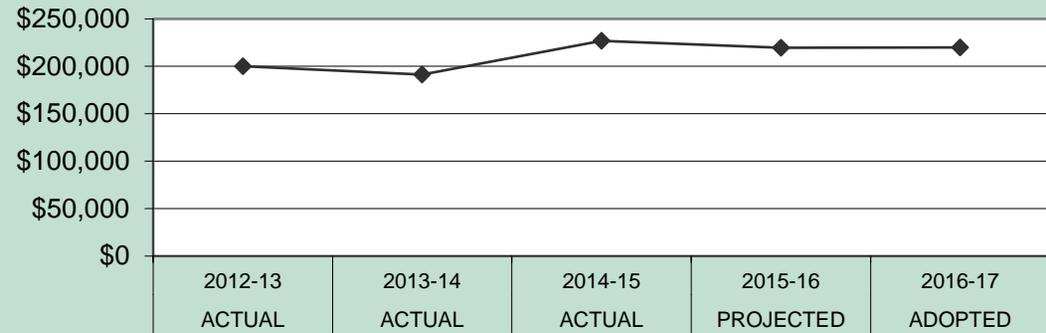
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODE
1	Property Taxes - Secured	2,471,477	2,095,071	2,227,812	2,366,874	2,384,449	2,503,671	05-22-3160
	Town receives 7% of collected property tax revenues from the County, and a 5% growth rate is projected.							
2	Property Taxes - Unsecured	48,236	86,837	89,960	96,180	96,882	101,726	05-22-3162
	Non-property fixed assets (boats, airplanes, capital equipment, etc).							
3	Sales & Use Tax	414,914	328,675	181,914	172,000	195,504	208,000	05-22-3164
4	Business License Tax	66,180	124,163	114,134	105,000	101,971	100,000	05-22-3166
5	Real Property Transfer Tax	138,081	148,503	116,803	115,000	101,194	100,000	05-22-3168
	Transaction tax charged when private property transfers.							
6	Miscellaneous Other Taxes	12,219	1,381	15,797	2,000	-	2,000	05-22-3170
	Sub-Total	3,151,107	2,784,630	2,746,421	2,857,054	2,880,000	3,015,398	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



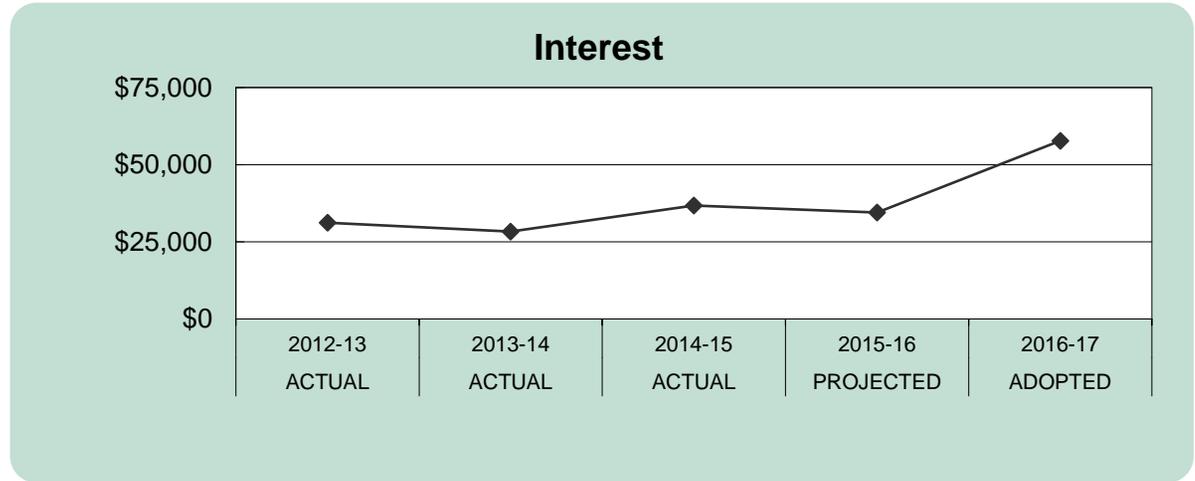
Town Center Facilities



Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODE
1	Community Hall / Activity Room Rentals	34,465	11,598	20,757	14,000	17,600	16,000	05-24-3184
	Facilities are available for private use by residents 24 times per calendar year.							
2	Parking Lot & Field Rentals	9,687	6,230	1,879	4,000	2,000	4,000	05-24-3188
	Short term rentals of the Town Center parking lot for private parties and events by residents.							
3	Class Fees	156,019	173,512	204,247	200,000	200,000	200,000	05-24-3190
	Four activity rooms available. This revenue is offset by instructor fees, see page 28.							
	Sub-Total	200,171	191,340	226,883	218,000	219,600	220,000	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



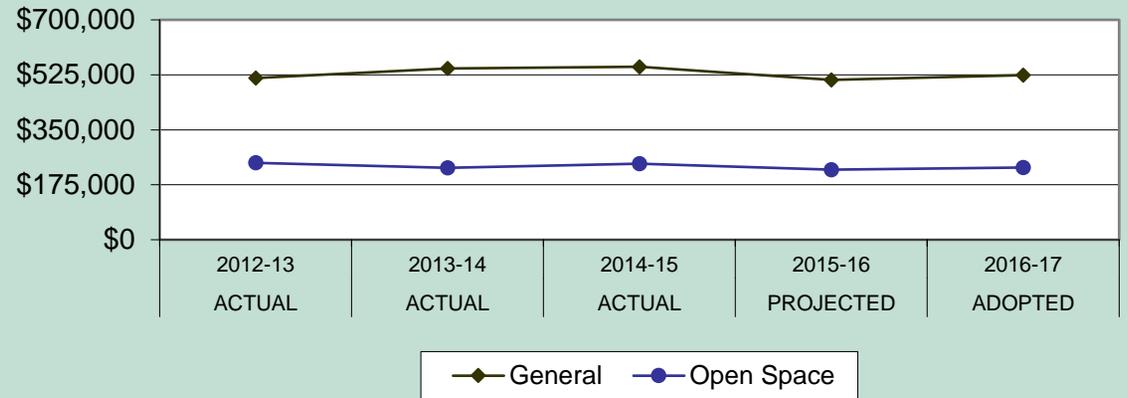
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODE
1	Interest	15,818	9,754	11,714	34,000	34,500	57,750	05-26-3200
	The Town's reserves are invested in the State Local Agency Investment Fund, with an average effective yield for the month of April 2016 of .525%.							
2	Interest - Restricted	15,399	18,572	25,000	-	-	-	
	Allocated quarterly based on average cash balances.							
	Sub-Total	31,217	28,326	36,714	34,000	34,500	57,750	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Utility Users Tax



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODES
1 General Purpose Use							
Based on utility revenues generated in Town. Nov 2006 election lowered to 4.5%.							
Electricity and Gas	337,678	341,226	327,801	325,000	325,120	334,874	05-28-3220
Telephone	23,847	24,233	26,477	27,200	24,572	25,309	05-28-3222
Water	183,930	185,279	160,899	157,000	159,192	163,968	05-28-3224
Sub-Total General Purpose Use Tax	545,455	550,738	515,177	509,200	508,884	524,151	
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	150,045	151,649	145,678	143,000	144,278	148,606	15-28-3220
Telephone	10,634	10,773	11,782	12,400	12,143	12,507	15-28-3222
Water	81,748	82,347	71,512	70,000	66,642	68,641	15-28-3224
Sub-Total Open Space Use Tax	242,427	244,769	228,971	225,400	223,063	229,755	
Sub-Total	787,882	795,507	744,149	734,600	731,947	753,905	

EXPENDITURES

Administration & Operations	30	Parks & Recreation Operations	35
Permanent, Part-time and Temporary Staff		Parks & Fields Maintenance	
Benefits		Portable Lavatories	
Committees & Commissions	31	Special Events Insurance	
Bicycle, Pedestrian & Traffic Safety		Instructors	
Cable & Utilities Undergrounding		Public Works Operations	36
Conservation		Public Road Surface & Drainage	
Community/Volunteer Events		Street Sweeping and ROW Maintenance	
Cultural Arts		ROW Tree Trimming & Mowing	
Emergency Preparedness		Litter Cleanup	
Historic Resources		Tools and Equipment	
Open Space Acquisition Advisory		Street Signs & Striping	
Parks & Recreation		Trails Surface Rehabilitation	
Science & Nature		C-1 Trail Maintenance	
Sustainability		Storm Damage/Emergency Repairs	
Trails & Paths		Service Agreements	37
Water Conservation		Animal Control	
Consultant Services	32	San Mateo County Sheriff's Office, COPS	
Accounting & Auditing		Emergency Services Council JPA	
Town Attorney		NPDES – Stormwater Program	
Transcription		Services & Supplies	38
Geologist		Elections	
Engineer		Liability Insurance	
Planner		Office Supplies	
Plan Check		Town Publications	
Miscellaneous Consultants		Web Site Hosting & Spam Filtering	
Miscellaneous	34	Office Equipment – Maintenance & Repairs	
Contingency		Equipment Services Contracts	
Community Services		Postage	
H.E.A.R.T. JPA		Telephones and Wi-Fi	
Risk Management Programs		Advertising	

Dues	
Education & Training	
Mileage Reimbursement	
Utilities	
Fire Prevention / Wood Chipping	
Vehicle Maintenance	
Miscellaneous	
Bank Fees	
Sustainability Series	
Town Center Facilities.....	40
Building Maintenance Equipment & Supplies	
Landscape Supplies & Services	
Janitorial Services	
Mechanical Systems Maintenance/Repair	
Repairs/Vandalism	
Property Insurance	
Capital Improvements Program.....	41

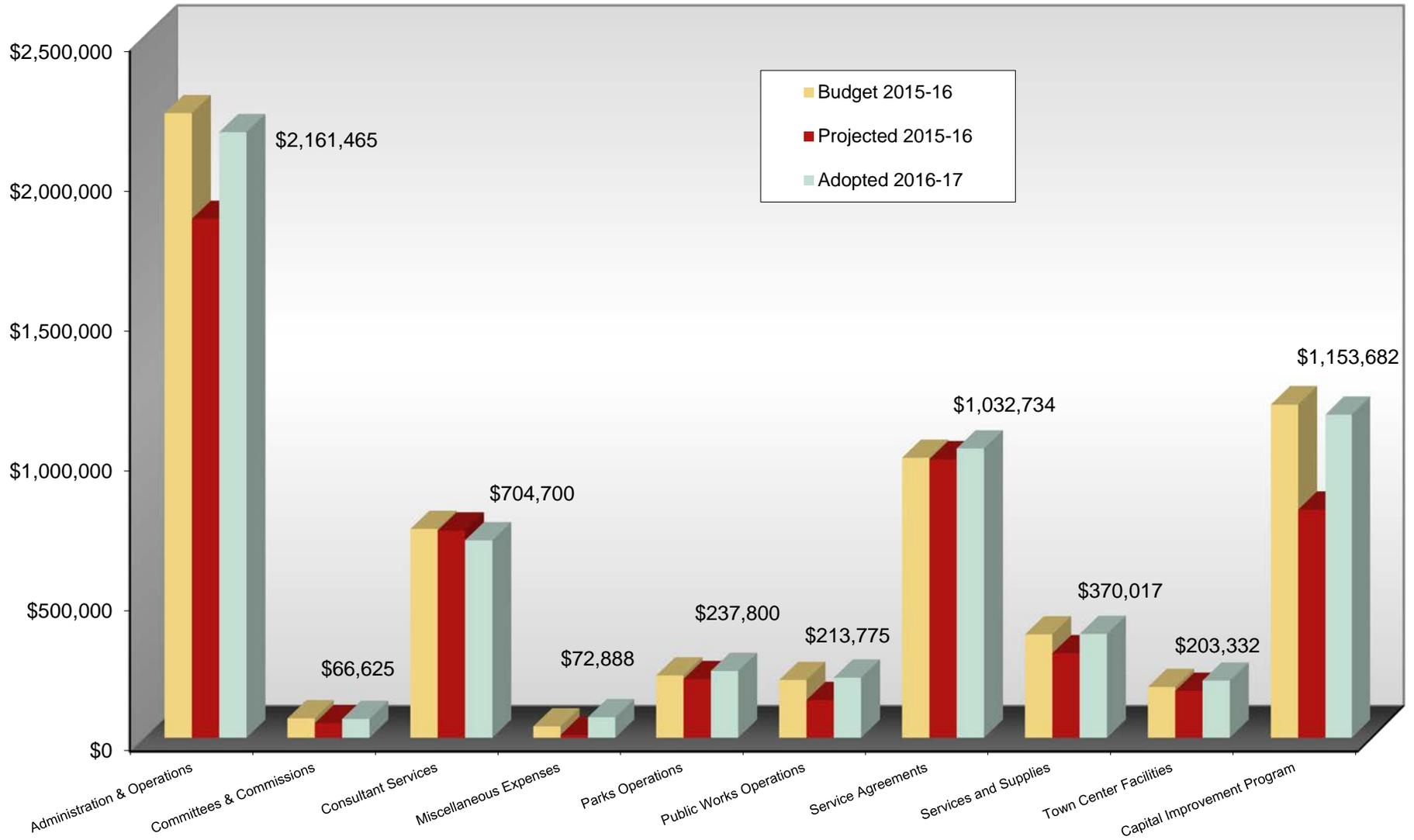
TOWN OF PORTOLA VALLEY
2016-17
Total Expenditures Budget Summary

Expenditures	2015-16 Adopted Budget	2015-16 Projected at Year End
Administration & Operations	2,229,393	1,851,545
Committees & Commissions	69,000	51,934
Consultant Services	745,345	739,712
Miscellaneous Expenses	40,100	10,017
Parks Operations	221,600	208,808
Public Works Operations	205,500	134,121
Service Agreements	999,543	994,454
Services and Supplies	368,455	300,984
Town Center Facilities	180,700	166,884
Subtotal	5,059,636	4,458,458
Capital Improvement Program		
Programs	1,189,500	814,308
Equipment	35,000	-
Subtotal	1,224,500	814,308
Grand Total	6,284,136	5,272,767

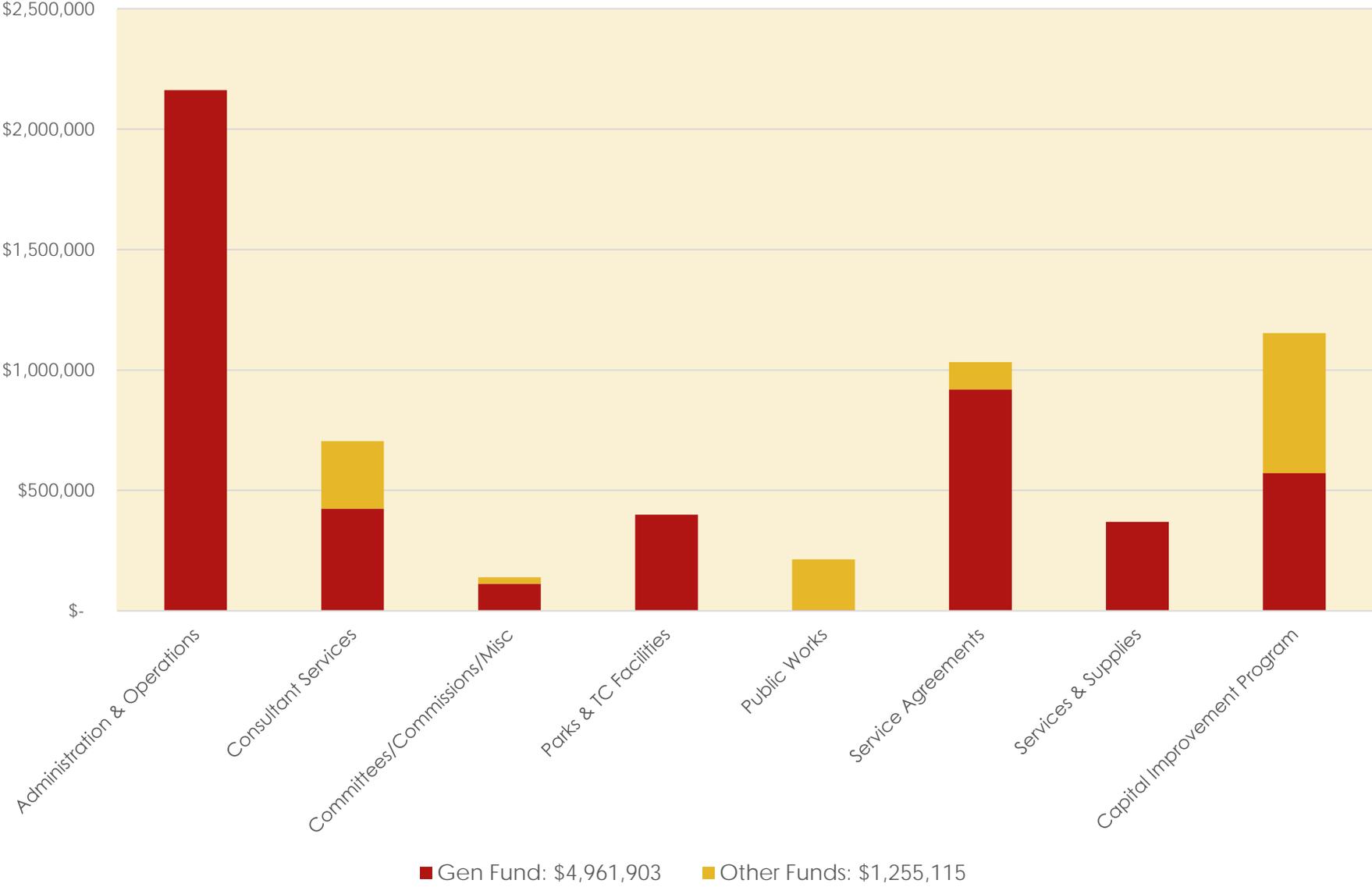
2016-17 Adopted Budget	\$ / Change per Projected Year End	%/Change per Adopted 15-16 Budget	%/Change per Projected Year End
2,161,465	309,920	(3.05)	16.74
66,625	14,691	(3.44)	28.29
704,700	-35,012	(5.45)	(4.73)
72,888	62,871	81.77	627.64
237,800	28,992	7.31	13.88
213,775	79,654	4.03	59.39
1,032,734	38,280	3.32	3.85
370,017	69,033	0.42	22.94
203,332	36,448	12.52	21.84
5,063,336	604,877	0.07	13.57
1,076,682	262,374	(9.48)	32.22
77,000	77,000	120.00	-
1,153,682	339,374	(5.78)	41.68
6,217,018	944,251	-1%	18%



2015-16 Budget/Projected Exps. vs 2016-17 Adopted Expenditures



2016-17 Adopted Expenditures: \$6,217,018

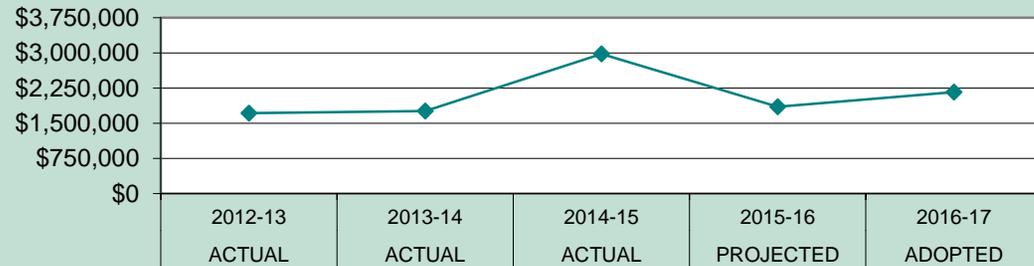


TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Administration and Operations



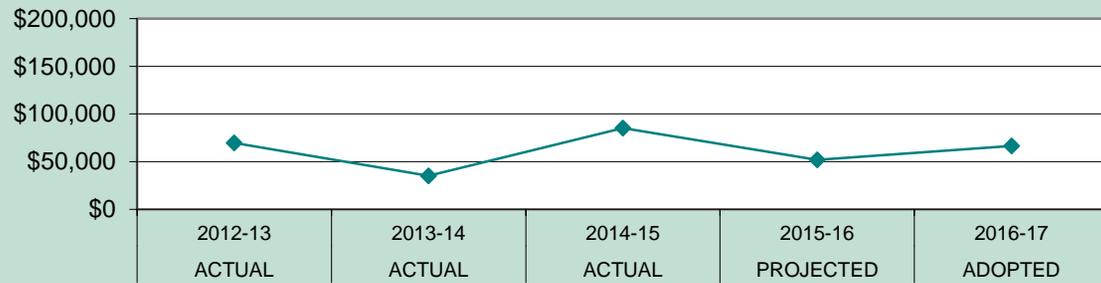
Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODES
1 Permanent Full-Time Staff (15)							
Administration/Finance (6)	463,553	501,630	542,078	564,767	520,066	601,558	
Planning/Building/Public Wks (6)	384,978	519,508	596,785	696,218	522,899	702,472	
Maintenance (3)	184,771	131,835	135,631	242,365	109,762	194,764	
2 Permanent Part-Time Staff							
Administrative (2) (Intern/Admin Staff)	-	-	360	40,000	34,093	40,000	05-50-4058
Horsekeeping (Bldg Official as of Feb-2014)	704	429	-	-	-	-	05-50-4044
3 Temporary Staff							
Building Inspection (Contractor)	8,697	12,886	180,405	10,000	111,008	10,000	05-50-4062
Temporary Planning/Admin Staff	160,191	39,167	36,524	35,000	14,589	-	05-50-4060
4 Benefits							
Retirement - PERS (06/30/15 payment to reduce unfunded liability (\$907,699))	170,993	180,467	1,119,396	225,746	167,547	198,958	05-50-4080
Retirement - Social Security	62,635	66,777	73,600	86,028	61,860	83,576	05-50-4082
Medicare	15,265	17,196	19,000	22,570	18,036	21,863	05-50-4084
Health Insurance/Retiree Service Charges	209,065	231,573	177,202	220,866	190,046	187,107	05-50-4086
Health Insurance/Dental & Vision	-	-	22,178	-	22,449	25,403	05-50-4090
Long-Term Disability Insurance	-	-	3,267	3,500	3,055	3,100	05-50-4091
Unemployment/Workers' Compensation	41,981	20,380	14,397	20,000	21,973	30,018	05-50-4092
Cafeteria Plan Management (FSA)	-	1,000	1,000	1,000	1,000	1,000	05-50-4097
Automobile Allowance	6,000	9,000	10,150	13,200	6,400	9,000	05-50-4096
Overtime	868	10,243	7,830	8,000	5,457	7,000	05-50-4100
Tuition Reimbursement	-	-	6,000	3,000	3,000	6,000	05-50-4104
Town-Paid Deferred Compensation	-	-	8,358	17,133	14,361	17,647	05-50-4098
5 Vacation Sell Back	4,951	15,609	22,386	20,000	23,943	22,000	05-50-4102
Sub-Total	1,714,652	1,757,700	2,976,547	2,229,393	1,851,545	2,161,465	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Committees and Commissions



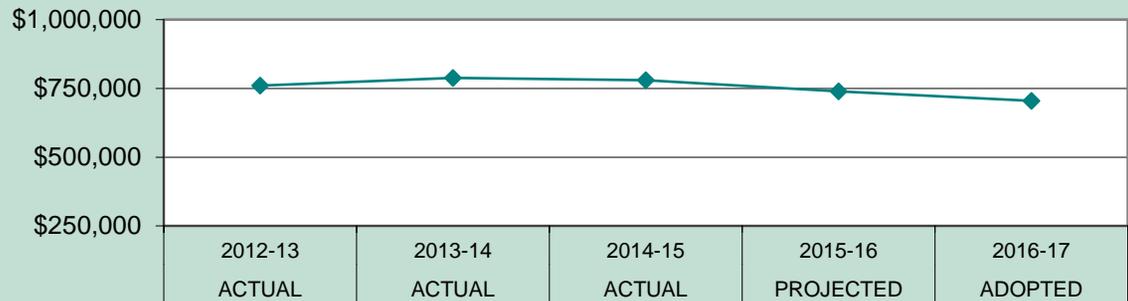
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODES
1	Bicycle, Pedestrian and Traffic Safety	2,429	100	-	500	500	750	05-52-4143
2	Cable and Utilities Undergrounding	-	-	-	1,650	-	500	05-52-4142
3	Conservation	1,185	1961	830	3,950	3,000	3,125	05-52-4144
4	Community Volunteer Events							
	Blues & Barbecue (suspended in 2014)	34,926	-	-	-	-	-	05-52-4146
	Fiftieth Anniversary Party		624	37,290	-	-	-	
	Town Picnic (line item moved to Parks & Rec 2014-15)	17,182			-	-	-	05-52-4147
	Holiday Party		18,736	11,576	12,000	11,169	13,000	05-52-4147
5	Cultural Arts	5,213	3,234	4,751	6,000	5,616	6,850	05-52-4150
	Holiday Fair, Summer Concerts, Lecture Series							
6	Emergency Preparedness	2,811	4,931	7,747	8,100	8,100	10,500	05-52-4152
	Includes cost of microwave line to County, emergency supplies and radio-related costs.							
7	Historic Resources	1,779	1,013	2,114	4,300	846	5,750	05-52-4154
8	Open Space Acquisition Advisory	-	-	102	500	-	500	05-52-4156
9	Parks and Recreation							
	Town Picnic (line item moved to P&R 2014-15)	-	-	7,878	11,000	11,000	11,000	05-52-4158
	Zots to Tots Run	1,794	1,900	3,612	3,000	3,000	3,000	05-52-4158
10	Science and Nature	227	360	398	1,000	1,204	1,000	05-52-4163
11	Sustainability	2,084	2,317	5,136	9,000	-	-	05-52-4165
12	Trails & Paths	-	-	306	2,500	2,500	4,000	20-60-4270
13	Water Conservation	-	-	3,455	5,500	5,000	6,650	05-52-4168
	Sub-Total	69,630	35,176	85,194	69,000	51,934	66,625	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Consultant Services



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODES
1 Accounting and Auditing Preparation of the Town's annual audit and other accounting services. Expenditures for Community Hall audit is located at Town Center Facilities.	23,451	24,148	26,276	27,345	28,534	30,200	05-54-4180
2 Town Attorney Town Attorney is appointed by the Town Council to provide legal advice to the Town Council, committees, and staff.	99,123	116,135	131,304	125,000	119,753	125,000	05-54-4182
3 Town Attorney - Charges to Applicants Charges to applicants for legal reviews of applications. Paid through the applicant deposit system.	36,034	14,888	14,844	25,000	19,748	25,000	96-54-4186
4 Transcription Services Cost to transcribe the proceedings of the Town Council and Planning Commission meetings.	25,549	21,367	16,938	20,000	11,840	20,000	05-54-4188
5 Town Geologist The Town Geologist is retained to provide geology reviews and to provide advice to the Town Council and staff.	2,717	3,993	14,981	16,000	1,856	16,000	05-54-4189
6 Town Geologist - Charges to Applicants Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system.	76,972	98,188	122,551	125,000	128,238	125,000	96-54-4190

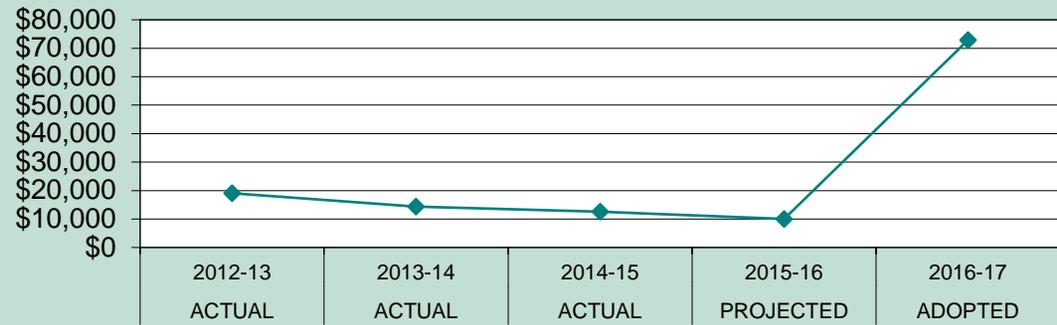
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODES
7	Engineer Services This provides backup consulting to the Town Engineer (e.g., traffic analysis, surveying, NPDES).	14,800	95	3,373	25,000	690	25,000	5/20-54-4192
8	Engineer - Charge to Applicants Charges to applicants for engineering consultant review of applications. Public Works inspections paid through applicant deposit system.	17,900	42,749	45,882	55,000	80,172	60,500	96-54-4194
9	Planner Contract planning services as needed.	142,787	124,668	93,585	50,000	-	20,000	05-54-4196
10	Planner - Charge to Applicants Charges to applicants for planning consultant reviews of applications. Paid through applicant deposit system.	202,962	165,456	62,874	55,000	125,114	45,000	96-54-4198
11	Plan Check Services provided to review building department plans submitted by applicants for consistency with conditions and codes.	82,407	126,015	91,559	100,000	99,664	100,000	05-54-4200
12	Miscellaneous Consultants							
	Peelle - Scanning & Indexing Town Documents	-	-	-	6,000	32,554	3,500	05-54-4208
	Lynx Tech - GIS Training, Updates, Completion of General Plan Diagrams	4,214	8,672	8,351	-	-	-	05-54-4208
	Public Information Consultant (shared)			65,000	40,000	4,509	8,500	05-54-4215
	Website/IT Consulting & Training Services	18,740	23,510	25,826	26,000	25,333	26,000	05-54-4216
	Master Plan Update	-	-	-	-	-	65,000	05-54-4214
	Other Consultants	-	-	-	-	-	10,000	05-54-4214
	Sub-Total Miscellaneous Consultants	12,550	18,210	56,237	50,000	61,707	113,000	05-54-4214
	Sub-Total	760,206	788,094	779,580	745,345	739,712	704,700	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Miscellaneous Expenses



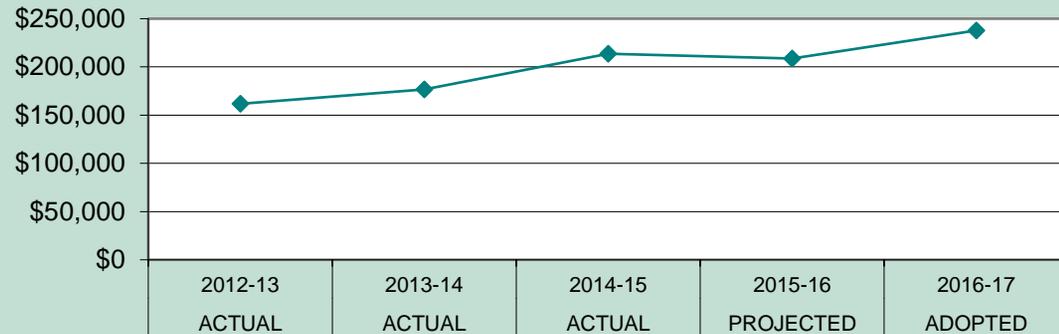
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODE
1	Contingency	-	-	-	30,000	-	30,000	05-56-4220
	Contingency funding provides for unexpected funding needs; cannot be spent without Town Council authorization.							
2	Community Services							05-56-4222
	Joint Venture						1,000	
	Pennisula Conflict Resolution						525	
	Sustainable San Mateo County						2,500	
	HIP Housing						3,000	
	Housing Outreach Team						2,763	
	Citizens Emergency Response Preparedness Program						5,000	
	Sub-Total Community Services	11,000	10,000	7,000	7,000	7,000	14,788	
3	H.E.A.R.T. JPA	1,432	1,432	1,432	1,500	1,432	1,500	05-56-4223
	For participation in endowment to create a regional approach to affordable housing.							
4	Risk Management Programs (grant funded)	6,602	2,872	4,086	1,600	1,585	1,600	08-56-4221
5	Beverage Container Recycling Programs - Cal Recycle	-	-	-	-	-	25,000	08-56-4222
	Sub-Total	19,034	14,304	12,518	40,100	10,017	72,888	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Parks & Recreation Operations



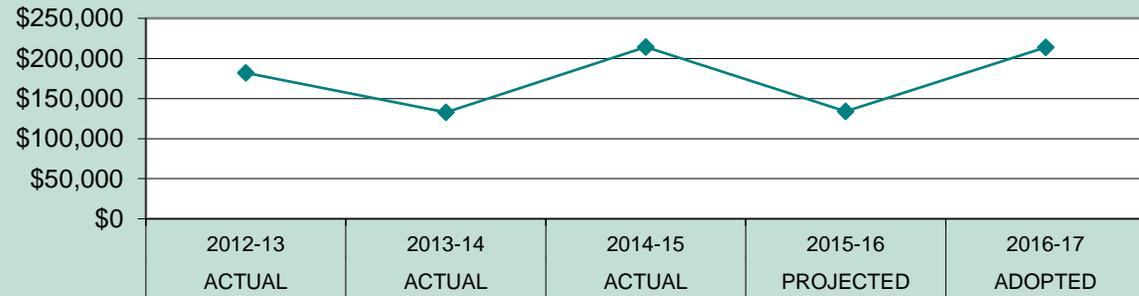
Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODES
1 Parks and Fields Maintenance	30,605	33,082	46,112	56,400	51,056	72,300	05-58-4240
Maintenance cost for all Town-owned playing fields and parks.							
2 Portable Lavatories	3,169	3,295	3,147	3,000	3,152	3,300	05-58-4244
Portables at both Rossotti and Ford playing fields.							
3 Instructors	124,505	138,167	162,283	160,000	153,100	160,000	05-58-4246
Percentage of fees (80%) remitted to instructors from classroom revenues.							
4 Special Event Insurance	3,472	2,190	2,200	2,200	1,500	2,200	05-58-4338
Sub-Total	161,751	176,733	213,742	221,600	208,808	237,800	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Public Works Operations



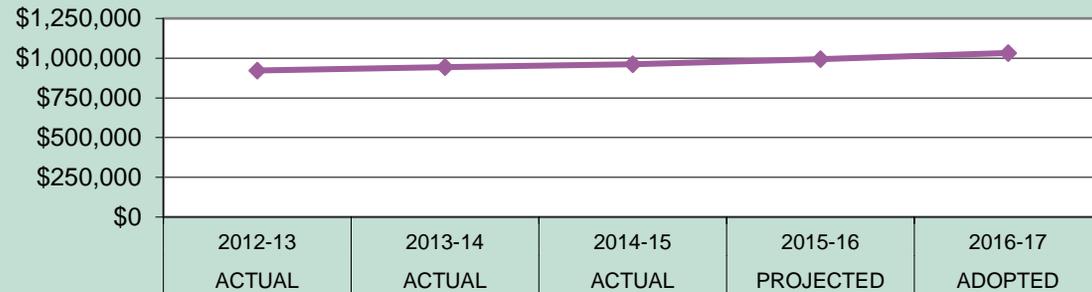
Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODES
1 Public Road Surface & Drainage Maintenance	38,745	14,563	21,100	35,000	9,756	35,000	20-60-4260
2 Street Sweeping	21,187	18,451	19,110	22,000	18,117	20,000	20-60-4262
3 Right of Way Tree Trimming & Mowing Program	35,030	42,075	53,282	60,000	51,268	70,000	20-60-4264
4 Public Right of Way Litter Clean-up Program	9,731	-	6,370	10,500	10,441	10,775	22-60-4266
5 Tools and Equipment Includes safety garments, hand tools, and small mowers.	2,788	985	2,642	3,000	4,301	3,000	05-60-4267
6 Street Signs & Striping Maintenance	8,209	4,865	9,911	15,000	6,500	15,000	20-60-4268
7 Trail Surface Rehabilitation	44,633	29,775	42,175	40,000	25,000	40,000	20-60-4270
8 Storm Damage/Emergency Repairs Non-disaster related storm damage.	21,569	22,053	59,579	20,000	8,738	20,000	20-60-4271
Sub-Total	181,892	132,768	214,169	205,500	134,121	213,775	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Service Agreements



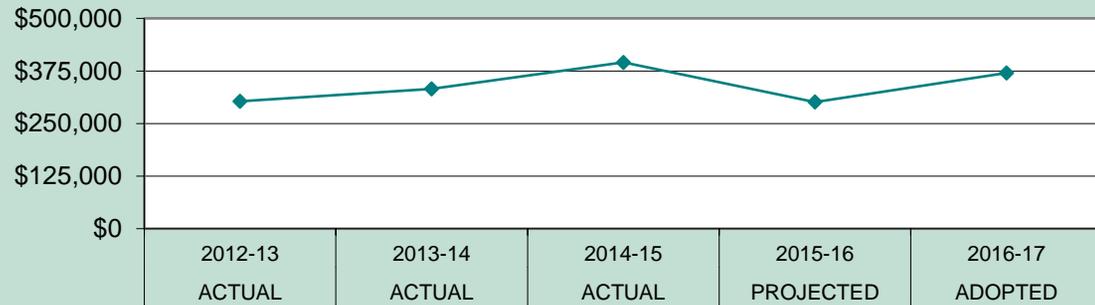
Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODES
1 Animal Control	36,099	28,712	20,254	16,000	15,761	18,404	05-62-4280
Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo County.							
2 San Mateo County Sheriff's Office	616,229	634,716	653,757	692,100	692,100	712,994	05-62-4282
Contract law enforcement through San Mateo County. This is the first year of a three-year agreement.							
3 Additional Traffic Patrols							
Portion funded by Public Safety COPS Grant	100,000	100,000	100,000	100,000	100,000	100,000	30-62-4284
Portion of program to be funded by General Fund.	151,868	129,712	154,206	152,943	154,031	165,681	05-62-4284
Portion of program to be funded by Public Safety Fund.	-	29,712	13,000	18,000	12,218	13,390	10-62-4284
Sub-Total Additional Traffic Patrols	251,868	259,424	267,206	270,943	266,249	279,071	
4 Emergency Services Council JPA	13,328	13,626	13,848	14,000	15,765	15,765	05-62-4286
5 NPDES Stormwater Program	4,852	6,395	5,826	6,500	4,579	6,500	05-62-4288
Cost of county-wide stormwater discharge permit as mandated by Federal and State legislation.							
Sub-Total	922,376	942,873	960,891	999,543	994,454	1,032,734	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Services & Supplies



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODES
1 Codification Annual codification of the Town's ordinances.	4,624	-	1,987	-	0	1,900	05-64-4300
2 Elections Bi-annual Town elections. Funds used to pay County to administer Town elections.	51	6,499	-	5,000	59	-	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.	42,075	43,708	39,195	40,000	43,112	46,950	05-64-4304
4 Office Supplies Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible.	12,651	15,810	15,447	18,000	18,000	18,500	05-64-4308
5 Town Publications Production costs for postcards	12,723	1,818	1,689	4,000	2,600	3,000	05-64-4310
6 Web Site, Spam Filtering, Software subscriptions Includes offsite hosting of Municipal Code, security certificate for website, website hosting, spam filtering services, MS365 subscription, Adobe Creative Cloud.	4,138	18,520	9,334	9,300	9,485	10,300	05-64-4311
7 Office Equipment, Maintenance & Repairs Includes domain server, scheduled computer replacement	12,958	22,592	37,325	14,000	14,000	14,000	05-64-4312

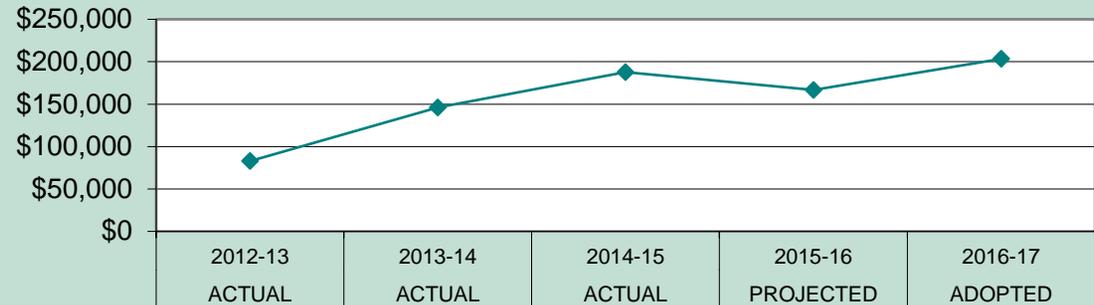
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODES
8	Equipment Service Contracts	12,003	14,173	12,019	14,500	11,763	14,500	05-64-4314
	Maintenance agreements for GIS/financial software, postal meter and other service agreements as needed.							
9	Postage	3,190	7,707	6,629	7,000	7,000	7,000	05-64-4316
10	Telephones and Wi-Fi Internet	4,164	4,878	7,022	7,000	15,519	7,000	05-64-4318
	Includes land lines, cell phones, and wi-fi service.							
11	Advertising	8,543	9,141	7,905	9,000	7,279	9,000	05-64-4320
	Legal notices and advertisements.							
12	Dues	21,860	21,284	22,643	26,815	23,596	30,000	05-64-4322
13	Education, Training and Staff Development	4,990	7,450	8,001	13,500	7,580	15,000	05-64-4326
14	Education & Training - Council, Commissions, & Committees	2,075	989	870	5,580	2,507	5,000	05-64-4327
15	Mileage Reimbursement (2016 rate is 0.575/mile)	1,518	2,061	1,676	2,000	1,627	2,000	05-64-4328
16	Utilities							
	PG&E and water expenses for Town Center buildings and fields.							
	PG&E	79,562	74,670	77,854	11,000	11,475	12,000	
	Cal-Water Recreational (Fields & Triangle Park)				65,000	50,700	66,330	25/05-64-4330
	Cal-Water Non-Recreational				3,000	2,500	3,015	
17	Fire Prevention/Wood Chipping/CERPP	29,010	36,473	59,426	64,000	34,700	36,047	05-64-4333
	Includes wood chipping program, annual renewal for Rapid Notify, shared CERPP coordinator and defensible space matching grant program.(see 8-56-4221 - up to \$1600 paid by grant)							
18	Vehicle Maintenance	13,879	13,822	10,657	14,000	7,286	14,000	05-64-4334
	Includes yearly service of all vehicles and fuel costs.							
19	Sustainability Programs	3,636	6,754	4,798	9,000	9,000	27,575	05-64-4335
	Earth Fair, PCE Support, Climate Action Plan 2030, Re-Launch of H2O Tool, Film Series.							
20	Miscellaneous	20,843	12,308	59,943	15,000	10,180	15,000	05-64-4336
21	Bank Fees	8,474	11,434	11,052	11,760	11,017	11,900	05-64-4337
	Sub-Total	302,967	332,092	395,472	368,455	300,984	370,017	

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Town Center Facilities



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	ADOPTED 2016-17	ACCOUNT CODES
1 Building Maint Equipment/Supplies - Town Center	7,380	5,817	4,755	10,000	6,315	8,000	05-66-4340
2 Building Maint Equipment/Supplies - Library	-	2,377	2,456	2,500	5,975	3,300	25-66-4340
3 Community Hall Includes purchase of tables, annual piano tuning, post-event janitorial, maintenance costs, deep cleaning and annual usage audit.	23,628	33,496	76,328	35,700	31,369	35,000	05-66-4341
4 Landscape Supplies and Services Includes care of native garden, plantings, trees and irrigation.	19,641	35,322	29,749	43,800	44,920	58,000	05-66-4342
5 Janitorial Services - Town Center	5,070	19,985	19,452	25,000	21,000	32,832	05-66-4344
6 Janitorial Services - Library		11,459	10,509	12,000	12,761	19,200	25-66-4344
7 Mechanical Systems Maint/Repairs - Town Center	21,550	17,736	24,331	25,000	18,173	20,000	05-66-4346
8 Mechanical Systems Maint/Repairs - Library Includes maintenance of electrical, photovoltaic, and dashboard.	-	8,838	4,203	12,000	12,000	9,000	25-66-4346
9 Library Maintenance - Staff Support	-	2,531	6,092	6,700	6,700	10,000	25-66-4351
10 Repairs/Vandalism	-	2,373	3,213	1,000	855	1,000	05-66-4348
11 Property Insurance	5,581	6,284	6,490	7,000	6,816	7,000	05-66-4350
Sub-Total	82,850	146,219	187,578	180,700	166,884	203,332	33

TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Capital Improvements: Programs Account Description/Activity		ACCOUNT CODE	ADOPTED 2015-16	PROJECTED 2015-16	ADOPTED 2016-17
1	Annual Street Resurfacing Program				
	Construction	22-68-4538	65,000	65,000	44,055
		60-68-4538	286,000	281,306	274,523
		05-68-4538	149,000	39,000	209,422
2	Annual Street Resurfacing - Testing & Inspections	05-68-4538	40,000	30,000	50,000
3	Annual Street Resurfacing - Future Year Design	05-68-4503	40,000	40,000	50,000
4	SMTA Measure A Grant Reimbursement Project - Road widening, retaining wall, planning, specs, estimate				
	Required local match	05-68-4537	128,757	69,515	59,242
	SMTA match	08-68-4537	288,743	169,971	118,772
5	Springdown Open Space Improvement	15-68-4414	15,000	17,087	110,000
6	Storm Drain Inventory/Repairs - Measure M	22-68-4413	35,000	5,000	35,000
	Replacement and repairs				
7	Donor Funded Improvements - Remaining Reserve Funds				
	Funds used as improvements are necessary				
	Ford Field Improvements	05-68-4531	47,000	12,430	34,570
	Crowder Trail Improvements	05-68-4532	15,000	5,000	76,098
8	Permit Tracking Software	05-68-4539	80,000	80,000	-
9	Recreation Software				8,000
10	Earthquake Information Management Software				7,000
	Sub-Total		1,189,500	814,308	1,076,682

**TOWN of
PORTOLA VALLEY**
2016-17 BUDGET WORKSHEET



Capital Improvements: Equipment		ADOPTED	PROJECTED	ADOPTED	ACCOUNT
Account Description/Activity		2015-16	2015-16	2016-17	CODES
1	Vehicle for Planning & Code Enforcement	35,000	-	30,000	05-70-4481
2	Integrated Audio-Visual System for Conference Room, Community Hall and Schoolhouse			20,000	05-70-4480
3	Plotter			2,000	05-70-4480
4	Ergo Evaluation/Equipment			5,000	05-70-4480
5	Library Capital Improvements			20,000	
	Sub-Total	35,000	-	77,000	

Town of Portola Valley 2015-16 Accomplishments

2015-16 Accomplishments

Peninsula Clean Energy 100% Opt In

In May of 2016 Portola Valley became one of the first cities in California to opt in to purchasing 100% of its energy from renewable sources. As a member of a community choice power aggregation model named Peninsula Clean Energy, the Town continues its long history as a trailblazer in sustainability and environmental protection actions.

Water Reductions Goals Achieved

When the drought became a state emergency, the Governor implemented emergency rules to, among other things, require strict reductions of water use. In Portola Valley, these mandatory reductions meant that the Town would need to reduce water consumption by 36%. Through intense education efforts, the introduction of online tools to help understand consumption, innovative water reduction strategies in town buildings and facilities, and changes in Town code, Portola Valley residents were able to achieve this 36% reduction.

Staffing Stabilized

The Town brought a new steadiness to its staffing by hiring a new Town Manager, Administrative Services Manager, Deputy Building Official, an Assistant Planner, and a Public Works Maintenance Worker. These hires have allowed overworked staff to return to core duties, as well as a significant reduction to the monies expended on consultants and temporary staff. Most importantly, it brought new experiences to be shared at Town Hall and more people for residents to interact with and help them achieve their needs.

Town Center Master Plan Committee Formed

In September of 2015, the Ad Hoc Town Center Master Plan Committee was formed to provide a venue for discussion about the future of the Town Center campus. As the Town Center has grown in use and popularity, the need to make important decisions about its future is critical, and the Committee will lead that conversation with the public into the next fiscal year.

Permit Tracking Software Purchased

The Town recently purchased a new permit tracking software that modernizes the Town's business licensing systems and an automated process of routing job assignments, schedules and permit issuance. In addition, the system brings planning and building land use permitting online and available for review remotely by residents. The system will replace an outdated database and connect disparate systems being used by Town staff. The system will be operational in the early part of the next fiscal year.

Second Unit Ordinance Amended

With the need for new housing in the community reaching crisis levels, the Town Council adopted new rules governing the construction of second units that provided for larger units, and an opportunity to build units on lots that could not previously accommodate them. These second units are ideal for family members, local workers, and others seeking an affordable option in what has become an incredibly expensive region to live.

Spring Film Series Launched

In recent years, Town committees and staff have utilized the Town Center campus for a variety of programs and gatherings that highlight the versatility of the public space and bring entertaining and thought-provoking content to residents. This year, the “Bring Your Own Cup” film series was introduced giving residents an opportunity to re-think food waste, examine ways to feed the hungry, and witness a 3,000 mile journey to save thousands of unwanted wild mustangs.

Emergency Power Expanded

The emergency power system that supported the Town’s emergency operations center was expanded to the entirety of Town Hall and the Community Hall, ensuring their use during a major emergency.

Communications Consultant Hired

Communications with residents continues to be a high priority for the Town Council and staff, and this year a consultant was hired to assist Town staff in understanding areas of need, gaps in communication with the public, and how technology can be used to publicize out important messages and information. The ongoing audit will give the Town Council a broad insight into how future communications can be managed effectively and improved, both to relate Town events and assist residents with their issues.

El Nino Targeted

Town Staff developed handouts and online literature to assist residents with the expected impacts from a powerful El Nino year.

Water Conservation Tool Provided

The Water Conservation Committee and Town Staff provided residents with a tool to analyze water use. The “H2OKnow” tool allows residents to automatically import their water consumption data and provide feedback on areas of water waste, both inside and outside the home. During this time of drought, not only is water waste frowned upon; it can be very expensive!

Planning Department Reorganization Completed

The final steps in what ultimately was a multi-year effort to transform the Town's planning functions from a primarily consultant-based services to fully "in house" operations culminated in July of 2015 with the implementation of the final position changes adopted by the Town Council in the previous fiscal year.

Beautification Efforts Intensified

Per the direction of the Conservation Committee, the Public Works Department began an intensive scenic corridor/right-of-way weeding program, targeting invasive species that are prevalent in Portola Valley. Wildflower seeds were spread in the right-of-way and in targeted town open space. These efforts have enhanced the views on our most travelled roads and added to the already recognized natural beauty of the Town.

Finance Department Rebuilt

In addition to the hiring of a new Administrative Services Manager, an administrative technician has been moved full-time to supporting the Town's financial and accounting needs.

Annual Road Resurfacing Completed

Nearly 4.7 miles of 15 streets in Town were resurfaced as part of the annual resurfacing project.

Green Building Ordinance Drafted

Town Staff worked with the Water Conservation Committee to develop an update to the Green Building Ordinance that includes innovative measures that reduce the use of potable water for irrigation; the update has been approved by the ASCC and Planning Commission and will be reviewed by the Town Council in the coming fiscal year.

Local Hazard Mitigation Plan Submitted

Every five years, local municipalities are required to submit a Local Hazard Mitigation Plan (LHMP) in order to properly understand the threats in one's community, create reduction strategies for those threats, coordinate action and relief efforts, and allow for a mechanism to ensure proper financing of emergency operations. As the tools for understanding hazards become more sophisticated, the pressures on communities to understand and plan for them grow. This year proved to be no exception, and development of the LHMP took months, during which Town staff analyzed current hazard mitigations, reviewed current code and rules, and described new efforts to minimize hazard impacts. The 2015 LHMP has been submitted for final review and will be folded into existing town procedures and code in the coming fiscal year.

New Records Retention Schedule Adopted

One of the core responsibilities of municipal government is to “preserve the record” of the myriad decisions made on behalf of its residents over the years. However, retaining those records can be an arduous process and requires a significant amount of physical space to ensure success. The Town recently adopted a new records retention schedule that brings our last 1998 adoption current with the latest state rules.

Remote Public Access to Town Records Implemented

The Town implemented Weblink, a tool that allows residents to go online and view decades of town records on issues as diverse as Council meeting minutes to permits for land use decisions. Prior to Weblink, residents were required to visit Town Hall to search through paper records.

Town of Portola Valley 2016-17 Council Priorities

Recognizing the opportunity to share with the community a vision for the year ahead, and a need to focus limited resources (both staff and financial), the Portola Valley Town Council states that the following shall be its priorities for 2016-17:

1. Sustainability – As a leader in the pursuit of a more sustainable way of life, Portola Valley will continue to adopt innovative sustainability measures, both for its residents and for town government.
2. Community Engagement – Portola Valley's most unique feature is the unbreakable connection between its residents and its government. Through the existing robust committee structure, Town residents have an opportunity to shape policy and plan for the community they wish to see. To that end, Portola Valley will improve two-way communications with its residents, share opportunities for residents to participate in their government, and ensure continued transparency in its public business.
3. Quality of Life – Portola Valley residents have historically enjoyed an unparalleled quality of life – little traffic, access to world-class recreational amenities, and the enjoyment of a rural community. In recent years, however, this quality of life has been challenged by a booming economy and external forces. The Town Council commits to pursuing all avenues to maintain and enhance the quality of life residents and employees have all grown to cherish.
4. Infrastructure – The literal foundation for Portola Valley's prosperity has been its infrastructure, and the extraordinary attention staff and residents alike pay to guaranteeing public facilities are built and maintained to the Town's quality standards and rural character. Critical infrastructure projects to be completed will be the focus of staff's efforts.

Based on the above statements, these projects will be the Council's priorities (in alphabetical order):

- Affordable Housing – As housing costs continue to skyrocket, the opportunities for those who have grown up in Portola Valley, those who have been here many years and wish to stay, and those who work in town have shrunk. The Council is committed to exploring ways to keep families whole, protecting those seniors who want to stay in the community they have called home for decades, and demonstrate the value of those who are employed here, through second units, affiliated housing, and other inventive tools.

- Code Enforcement – With a changing population comes the potential for a lack of understanding of the Town’s rules. As a result, there has been an increase in the number of actionable code violations. The Council and staff will explore ways to strengthen the tools to deal with these increases.
- Communications with Town Residents – Given its location in the Silicon Valley, the Town’s suite of communication tools is not reflective of the innovation we are known for. Even the simplest message to residents can be lost in older technology and competing mediums. The Town is committed to exploring ways to improve communications with its residents and serve as a portal and repository of important and useful information.
- Community Choice Energy Support - The County and Cities of San Mateo County, recognizing their desire to further alternative energy availability, and the buying power of hundreds of thousands of customers, has created Peninsula Clean Energy (PCE). PCE is a community choice energy program that allows consumers to buy cleaner forms of energy, reinvest in local infrastructure, and provide more affordable power. The Town is committed to PCE and the promise it brings.
- FAA/Noise Abatement – With the implementation of new landing approaches to SFO, and an overall increase in traffic to Bay Area airports, Portola Valley residents have suffered from a huge increase in aircraft noise impacts. The FAA has finally acquiesced to a collaborative process to address these quality of life concerns. Council and staff will work with the FAA, regional partners, and other interested parties to alleviate this impact to our quality of life.
- LAIF (Local Agency Investment Fund) Improvement – Municipalities are allowed to participate in a state-run investment portfolio that has been in operation for nearly 60 years. Although the fund is successful, it is not as beneficial as other vehicles. The City Council wants staff to work with the Finance Committee to explore alternative ways to invest appropriate public funds in more worthwhile instruments, particularly open space and inclusionary housing funds.
- Other Post-Employment Benefits (OPEB) Liability Review– While the Town has done much to improve its long-term commitments to staff, and the State has passed powerful legislation to help communities deal with these costs, much more remains to be done. The Town’s fiscal health, especially as it relates to those benefits retired employees receive, will be a priority for examination and amending.

- Portola Road Shoulder Widening Completion – Our roads provide multiple transportation options – roads, bicycles, horses, and pedestrians. The completion of major shoulder widening along one of our most traveled arterials will improve safety and make our roads even more accessible.
- Springdown Vernal Pool Permitting – With the purchase of much of the front portion of Springdown Equestrian Center, the Town added to its open space. After the equestrian center vacated the site, the Town began efforts to restore it to an open space atmosphere. Seeding the field with grasses and installing a perimeter trail were the beginning steps. The remaining work consists of transitioning a former stock pond into a vernal pool. This pool requires a number of State and Federal approvals to be fully allowable, and be integrated into the Town's plans for the site.
- Town Center Master Planning Support – Town Center is an envy of San Mateo County, and has become a popular destination, not only for residents, but for regional visitors. As the demands on local government and its physical space change, a Town Center Master Plan Committee has been formed to chart the future of our shared public center.