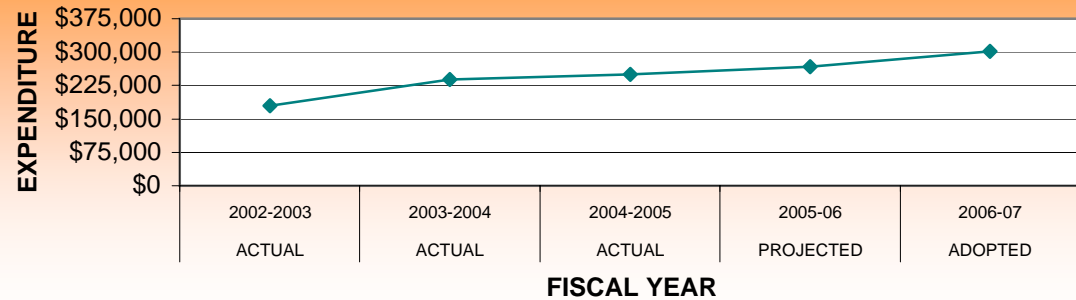


**TOWN of
PORTOLA VALLEY**
2006-07 BUDGET WORKSHEET



Services & Supplies



Account Description/Activity	ACTUAL 2002-2003	ACTUAL 2003-2004	ACTUAL 2004-2005	BUDGET 2005-06	PROJECTED 2005-06	ADOPTED 2006-07	ACCOUNT CODES
1 Codification Annual codification of the Town's ordinances.	0	3,254	0	3,500	0	3,500	05-64-4300
2 Elections Bi-annual Town elections. Funds used to pay County to administer Town elections. Special election may be held in November 2006.	0	5,735	0	6,000	6,970	7,000	05-64-4302
3 Liability Insurance/Bonds Town's liability insurance, automobile insurance and officials' bonding. ABAG has increased liability cap from \$10 to \$15 million.	49,464	47,780	52,851	57,938	58,573	68,324	05-64-4304
4 Office Supplies Includes outside printing, purchase of building code books, and various training books.	13,969	17,832	15,134	20,000	16,888	20,000	05-64-4308
5 Town Publications Production costs for two newsletters per year, six TCOC notices, and monthly Town Hall updates to residents.	5,326	9,497	10,572	15,000	14,860	19,500	05-64-4310
6 Internet Services and Web Site Hosting		2,408	2,782	3,000	2,400	2,000	05-64-4311
7 Office Equipment Includes copier lease, computer upgrades and workstation adjustments.	5,068	8,900	23,165	13,500	11,000	23,200	05-64-4312

Account Description/Activity		ACTUAL 2002-2003	ACTUAL 2003-2004	ACTUAL 2004-2005	BUDGET 2005-06	PROJECTED 2005-06	ADOPTED 2006-07	ACCOUNT CODES
8	Equipment Service Contracts	14,008	14,189	15,507	14,650	14,500	15,000	05-64-4314
	server and financial software maintenance agreement.							
9	Postage	11,717	10,925	12,315	15,000	12,000	16,000	05-64-4316
	Additional postage for enhanced resident communications.							
10	Telephones	10,498	8,552	6,912	9,500	5,498	7,000	05-64-4318
	Includes long distance, cell phones, and Nextel phones in addition to basic service.							
11	Advertising	3,328	3,974	7,506	6,000	5,800	6,000	05-64-4320
	Legal notices and advertisements.							
12	Dues	23,143	22,773	25,409	25,000	24,582	25,000	05-64-4322
	Town Dues							
	League of California Cities							
	C/CAG new Congestion Plan Fee							
	Airport Roundtable							
	ABAG							
	Administration Dues							
	SMCCMA							
	City Clerks Association							
	Building Dues							
	CALBO							
	ICBO							
	IAPMO							
	IAEI							
	Public Works							
	LAFCO							
	Planning							
	APA							
	CCAPA							
13	Staff Development	1,502	116	1,473	3,500	500	3,000	05-64-4324
14	Education & Training - Staff	5,770	8,118	5,294	8,200	3,750	5,000	05-64-4326
15	Education & Training - Council & Commissioners						5,000	05-64-4327
16	Mileage Reimbursement	2,147	2,363	2,369	2,500	3,200	3,500	05-64-4328

Account Description/Activity		ACTUAL 2002-2003	ACTUAL 2003-2004	ACTUAL 2004-2005	BUDGET 2005-06	PROJECTED 2005-06	ADOPTED 2006-07	ACCOUNT CODES
17	Utilities	26,781	36,781	43,170	51,500	57,400	36,500	05-64-4330
	PG&E expenses to decrease with demolition of Town buildings. Water is not expected to be impacted.							
	Tools & Equipment							
	<i>Moved to Public Works.</i>	1,123	1,498					05-64-4332
18	Town Clean Up Events							
	Clean up events (2) and fire prevention/wood		2,000	255	7,000	7,850	8,700	05-64-4333
19	Vehicle Maintenance							
	Includes yearly service of all vehicles, increase due to higher fuel costs.	5,178	6,430	8,190	9,000	8,850	12,000	05-64-4334
20	Miscellaneous	887	25,489	17,592	10,000	13,000	15,000	05-64-4336
	Sub-Total	179,910	238,613	250,499	280,788	267,621	301,224	