TOWN OF WOODSIDE

ADOPTED BUDGET
FISCAL YEARS 2014-15

TOWN OF WOODSIDE

ADOPTED BUDGET
FISCAL YEAR 2014-15

TOWN COUNCIL

DAVE BUROW, MAYOR
TOM SHANAHAN, MAYOR PRO TEM
DEBORAH GORDON
ANNE KASTEN
PETER MASON
RON ROMINES
DAVE TANNER

TOWN MANAGER
KEVIN BRYANT

TOWN OF WOODSIDE
2014-15 Adopted Budget
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TOWN OF WOODSIDE
TOWN COUNCIL FINANCIAL MANAGEMENT POLICIES

1. The annual budget must be balanced.

2. Adequate reserves must be developed and maintained, including a minimum reserve level of thirty percent of estimated operating revenues for the Town's General Fund.

3. One-time revenues and resources should not be used to support ongoing operations.

4. The following areas should be self-supporting, including appropriate overhead costs:

Development Services Activities	Recreation
Maintenance and Assessment Districts	Enterprise Funds

5. Operating and capital budget items should be clearly distinguished and preferably reported separately.

6. Assessment districts must be reported separately by fund.

7. Overhead costs should be allocated to all functions on a fair basis.

8. Interfund transfers and loans, regardless of duration, should be explicitly authorized by formal Council action and incorporated into the budget approval process.

9. Annual debt service should be provided for on a priority basis.

10. Debt should be issued only to support capital, and not operating, expenses of the Town.

11. Revenues and expenditures should be estimated on the basis of reasonable and conservative assumptions.

12. The Town Council should conduct a comprehensive review of the fiscal status of the Town on a quarterly basis.

13. Modifications to the Town Budget should be made only by resolution of the Town Council and should only be considered within the context of a formal monthly or quarterly review of the Town's budget status.

14. The Town will incorporate a five-year financial planning model into all of its fiscal and programmatic decisions.

15. The five-year model will be updated and reviewed by the Town Council on at least a semi-annual basis and whenever a significant proposal that will impact Town finances is considered.

16. A detailed financing plan will be adopted by the Town Council prior to the final approval of any capital project.

17. The Town's compliance with these financial management policies will be assessed on an annual basis as part of the annual audit and presentation of the audited General Purpose Financial Statements and Management Letter.

18. No phase of a capital project should be initiated until all the resources required for its completion are available to the Town.

19. A Request for Proposals (RFP) shall be issued whenever the Town desires to obtain outside services of significant scope, unless specifically waived by the Town Council, in order to ensure that the Town can obtain the highest quality service at the most competitive cost level. The Town Manager will ensure that decisions regarding the issuance of an RFP are brought to the Town Council in a timely manner.

20. The annual budget must include an appropriation for the interest expense on all short-term debt and must be amended, as required, at the time of debt issuance to provide for this cost.

June 2, 2014

Honorable Mayor and Councilmembers:

Being located on the Peninsula, between the world business and innovation centers of San Francisco and Silicon Valley, has afforded the Town the opportunity to benefit from the economic strength of the area, which is leading California and the nation in the recovery from the Great Recession. In Woodside, this strength is seen in the value and activity associated with our housing. Property sales continue to be strong, which yields greater property transfer tax revenue. Additionally, as properties are sold, they are valued at sales price, leading to an increase in assessed value and the associated secured property tax received by the Town. And, finally, many new property owners seek permits from the Town to improve their properties, leading to additional fee and permit revenue. Consequently, these revenue sources are leading a projected General Fund surplus for 2013-14 of nearly $650,000. These funds will result in the Town having over $3 million in the General Fund at the end of the fiscal year, or nearly 50% of anticipated annual operating revenues. This puts the Town in a strong financial position heading into 2014-15.

However, just as Governor Brown is cautioning against a spending spree at the state level as the budget picture improves in Sacramento, it is wise to maintain a spending plan that conservatively manages revenues and expenditures. The Great Recession alluded to above is not so far back in our memory that we should not heed its warning not to have expenditures exceed revenues. Furthermore, like all governments across the United States, the Town is still responding to changes that came about in the aftermath of the severe economic downtown. New accounting rules and responsible fiscal planning have highlighted the need for local governments to acknowledge and confront their long-term liabilities. One liability is primarily related to post-employment benefits that our employees have earned and continue to earn. The California Public Employees' Retirement System (CalPERS) continues modifications to its funding policies which are likely to result in increased contributions from all participant agencies, including Woodside. The most recent changes will base future contributions on the actual current liabilities of individual agencies and less on the agency funding pools. As an agency with a relatively small number of retirees relative to the number of active employees (the current ratio is 1:3), the Town should fare better than the average agency when the new funding requirements are released for 2015-16. However, the five year forecast continues to project increases in the cost of PERS contributions.

The other long-term liability the Town has, as will be described in more detail below, is the aging of the Town's infrastructure. Recent analysis of this aging infrastructure indicates that there may be a substantial cost to maintaining and rehabilitating our bridges and drainage infrastructure. The Deputy Town Manager is approaching the infrastructure needs as a multi-year plan, which would allow the Town to fund this work over time based on priority. However, it is important that the Town maintain adequate reserves to deal with infrastructure challenges that need immediate attention.

General Fund – Structural Surplus Continues

The Five Year General Fund Forecast that is included in this proposed budget shows that the Town is on a trajectory to continue building the General Fund operating reserves. The proposed spending plan for 2014-15 would yield a $67,341 budget surplus. This represents an ongoing operational budget surplus of $425,280, which represents the revenues less expenses the Town's General Fund should experience in the normal course of operations. The proposed budget includes spending recommendations which would utilize the General Fund surplus for special projects, which are described below.

General Plan Implementation. At a recent joint meeting of the Town Council and Architectural and Site Review Board, a reordering of priorities for review and update of the Zoning Code to bring it more in line with the General Plan was discussed. As the Planning staff continues to see a heavy development review workload, it is clear that additional resources are necessary to focus on the critical Zoning code updates. The proposed budget recommends $115,000 be allocated to support consultant services to assist with making these changes.

Town Center Area Plan. The Town will also be continuing the Town Center Area Plan update during 2014-15. At this time, at the request of many residents, the process will be led by Town staff and some local volunteers, reducing the need for the cost of outside consulting services. There may be some technical information that needs to be developed and/or production costs on a final document. The proposed budget includes $20,000 to support work on the TCAP.

Accounting Software. The Town has utilized the same accounting software since 1992. The software has not kept up with technology improvements, and as reporting requirements for the State Controller's office and public records requests such as those for salary and benefit information from news outlets, have become more common and cumbersome, staff finds the software inefficient in garnering the needed information. Furthermore, staff is concerned that the company that supports the software may not be in a position to continue maintenance over many years and the Town's auditor recommends that the software be updated. Therefore, staff believes that proactively pursuing replacement software is a better strategy than being forced into action. The recommended budget recommends $125,000 be allocated for this project.

Town Hall/Independence Hall. Town Hall and Independence Hall require maintenance to keep the buildings in good repair and to prevent higher maintenance costs in the future. The Deputy Town Manager/Town Engineer recommends the following maintenance for Town Hall in 2014-15: (1) painting Town Hall, at a cost of $35,000; and (2) replacing or repairing the deck of Town Hall, at a cost of $13,500. Altogether that is $48,500 of maintenance work on the Town Hall complex to keep the facilities in good working order.

Geologic Map Update. By virtue of the San Andreas Fault running through Town, Woodside is subject to the Alquist-Priolo Earthquake Fault Zoning Act, which regulates development within zones around the surface traces of active and potentially active faults. Currently, the Town utilizes a "Preliminary Geologic Hazard Zones Map" that is a paper based map. Geographic Information Systems (GIS) technology would allow the Town to create an electronic Geologic Map that would be more easily read and more easily updated as additional information is developed based on site fault investigations. Additionally, this project would update the Town's map based on the site fault investigations that have already been completed. Work on this project has begun, and $45,000 is proposed in 2014-15 to complete an electronic Geologic Map similar to what our neighbors in Portola Valley and Los Altos Hills have.

<u>Safe Routes to School</u>

The Town Council has made it a priority during the last year to make improvements in the Town Center which improve the pedestrian access to and from the Woodside Elementary School. The 2014-15 proposed budget includes the Woodside Road Safety Improvement Project, which will enhance crosswalks near the School, install new warning lights, narrow the travel lanes from 12 feet to 11 feet, and make drainage improvements. These improvements, scheduled for construction starting mid-June and ending mid-August 2014, will be the first of several Safe Routes to School initiatives.

The Town has also recently submitted an application for an Active Transportation Program grant. This project would make improvements along the south side of Woodside Road from the Elementary School to near Robert's Market. The primary objective of this project will be to provide separation between pedestrians along the road and the automotive traffic.

The proposed budget also includes money in the Public Works Department funding necessary engineering work to support other objectives of the Safe Routes to School Audit that was issued in September 2013. Among the priority projects identified by the Town's Circulation Committee are crosswalks on Cañada Road at Glenwood Avenue, facilitating a pathway from Cedar Lane through the Woodside Fire Protection District Station #7 to Woodside Road, and warning signs and pavement marking in the vicinity of Mountain Home Road just south of Robert's Market. I recommend that any substantial one-time revenue received during the year be deposited into the Town's Capital Reserve Fund. These funds can be used to fund Safe Routes to School projects as they become ready to implement.

Maintaining Critical Infrastructure

The Deputy Town Manager/Town Engineer is leading several critical infrastructure projects.

The first critical infrastructure project is the planning, design, and permitting of a capital improvement program for the Town Center Pump Station. Constructed in 1988, the Town Center Pump Station pumps effluent from properties served by the Town Center Sewer Assessment District down a line in Woodside Road to the Fair Oaks Sewer Maintenance District system then through Redwood City to the South Bayside System Authority (SBSA) treatment plant. In 2013, the Town adopted a substantial rate increase to support the ongoing operational and maintenance costs for the Town Center Sewer system as well as capital improvements that are underway at the SBSA treatment plant and are needed at the Town Center Pump Station. The proposed budget includes $150,000 from the Sewer Program to support the design work for the Pump Station.

The second critical infrastructure project is a comprehensive study of the Town's storm drains to identify which are in the most critical need of repair and replacement and to plan for infrastructure improvements in future years. The proposed budget includes $150,000 from the Road Program to fund this analysis. The Five Year Forecast for the Road Program includes $100,000 in each year starting in 2015-16 to fund storm drain rehabilitation. It is important to note that this figure is a place holder in future years, as the true magnitude of the cost and need for repairs won't be known until the analysis is complete. The Town Council can expect reports this coming year on what this work reveals.

Also underway are detailed analyses of three Town bridges on Kings Mountain Road at Union Creek, Mountain Home Road at Bear Gulch Creek and Portola Road at Alambique Creek to determine the condition of the bridges and the alternatives for maintenance, rehabilitation, or replacement. The proposed 2014-15 budget includes $122,175 from the Capital Reserve Fund to support this analysis. At this time, it is anticipated that bridge rehabilitation work will be supported by the Capital Reserve Fund. Like with the storm drains discussed above, however, the cost of bridge rehabilitation will not be known until the analysis is completed.

There are no plans at this time to purse new funding mechanisms for any of these important initiatives. However, if the scope will exceed what the Town's finances will bear, the Town Council will need to discuss other funding tools, such as bonds, low interest loans, or grant programs. As more is learned about the condition of the Pump Station, storm drains, and bridges, the Town Council will discuss funding needs and options.

Library Remodel

In contrast to the above infrastructure, the Town has a better handle on the scope, cost, and financial resources needed for the Woodside Library Renovation Project. The San Mateo County Library led a community process which resulted in plans for a substantial interior remodel of the Woodside Library. At the request of the Town Council, those plans were augmented to increase seismic safety of a renovated library beyond what would be required by current building codes to enhance safety.

Both the Town and County hold funds that have accrued for the benefit of the Woodside Library in what is referred to as "donor city funds." These funds represent the property tax collected in the Town to support the Library that is in excess of what it costs to operate and maintain the Library. At June 30, 2014, it is projected that there will be over $3 million combined available to support the Library Renovation Project, which is estimated to cost $2,270,000. At that cost, following construction, there would be nearly $650,000 available in library funds restricted to use for the Woodside Library. This fund balance would support over four years of ongoing maintenance of the Library, at $150,000 per year. The proposed budget includes funding for the Library Rehabilitation Project. Final plans and specifications will need to be approved by the Town Council and the timing of the renovation will need to be coordinated with the San Mateo County Library.

This is the second of a two-year budget cycle. Throughout this budget document, references will be made to the "Approved" budget for 2014-15. This represents the spending plan that was approved as part of the adoption of the 2013-15 two year budget last June. The "Recommended" budget for 2014-15 is what I propose should be the Town's revenue and spending plan for the upcoming fiscal year.

I would like to close this budget message by sincerely thanking the residents and business owners of Woodside. During the past year, we at Town Hall - Councilmembers, Commission, Board and Committee members, and staff - were reminded how much passion there is in the community in maintaining such a special place. The staff takes great pride in the work that is done here, which I believe matches the pride that all Woodsiders have for their home.

Respectfully submitted,

Kevin Bryant
Town Manager

BUDGET OVERVIEW

13-14 REVENUES AND EXPENSES PROJECTED

Revenues	**General (101)**	**Capital Reserve (102)**	**Trails (105)**	**Recreation (135)**	**Barkley O&M (150)**	**Barkley Constr. (151)**	**Traffic Safety (204)**	**Gas Tax Constr. (206/207)**	**Measure A (210)**	**Road Impact (242)**	**HSIP (366)**
Taxes	3,928,754	1,009,033									
Franchise Fees	428,358										
Fees & Permits	1,200,000		30,050	165,400	9,200					510,000	
Current Services	470,560										
Other Agencies	678,468							167,328	556,150		3,817
Interest	10,000								950	250	
Bond Payment											
Other Revenue	30,662		29,150		164,080	35,000	32,000		500,000		
Revenues - Total	**6,746,802**	**1,009,033**	**59,200**	**165,400**	**173,280**	**35,000**	**32,000**	**167,328**	**1,057,100**	**510,250**	**3,817**

Expenditures	**General (101)**	**Capital Reserve (102)**	**Trails (105)**	**Recreation (135)**	**Barkley O&M (150)**	**Barkley Constr. (151)**	**Traffic Safety (204)**	**Gas Tax Constr. (206/207)**	**Measure A (210)**	**Road Impact (242)**	**HSIP (366)**
Town Council	30,624										
Administration	1,231,350										
Planning	831,786										
Bldgs & Grnds	133,248										
Overhead	373,183										
Safety Services	1,544,219										
Trails	29,150		67,813								
Public Works	1,700,507	40,725					32,700	176,842	1,086,535	250,566	25,000
Recreation				161,720							
Library											
Barkley Fields	164,080				145,140	11,000					
Expenditures - Total	**6,038,147**	**40,725**	**67,813**	**161,720**	**145,140**	**11,000**	**32,700**	**176,842**	**1,086,535**	**250,566**	**25,000**
Revenues - Expenses	**708,655**	**968,308**	**(8,613)**	**3,680**	**28,140**	**24,000**	**(700)**	**(9,514)**	**(29,435)**	**259,684**	**(21,183)**

Greyed in area above represents All Road Funds

13-14 REVENUES AND EXPENSES PROJECTED (continued)

Revenues	COPS (243)	Library (250)	WR/WHR Pkg (441/450)	Canada Sewer (525)	Sewer Utility (528)	Sewer Reserve (529)	Redwood Creek (537)	Deposit (900)	TOTALS
Taxes									**4,937,787**
Franchise Fees									**428,358**
Fees & Permits				19,422	269,450		-	266,000	**2,469,522**
Current Services									**470,560**
Other Agencies	100,000								**1,505,763**
Interest									**11,200**
Bond Payment			134,435						**134,435**
Other Revenue							-		**790,892**
Revenues - Total	**100,000**	**-**	**134,435**	**19,422**	**269,450**	**-**	**-**	**266,000**	**10,748,517**

Expenditures	COPS (243)	Library (250)	WR/WHR Pkg (441/450)	Canada Sewer (525)	Sewer Utility (528)	Sewer Reserve (529)	Redwood Creek (537)	Deposit (900)	TOTALS
Town Council									**30,624**
Administration									**1,231,350**
Planning								131,000	**962,786**
Bldgs & Grnds									**133,248**
Overhead									**373,183**
Safety Services	100,000								**1,644,219**
Trails									**96,963**
Public Works			134,595	32,976	199,150	151,144	27,473	135,000	**3,993,213**
Recreation									**161,720**
Library		143,735							**143,735**
Barkley Fields									**320,220**
Expenditures - Total	**100,000**	**143,735**	**134,595**	**32,976**	**199,150**	**151,144**	**27,473**	**266,000**	**9,091,261**
Revenues - Expenses	**-**	**(143,735)**	**(160)**	**(13,554)**	**70,300**	**(151,144)**	**(27,473)**	**-**	**1,657,256**

Greyed in area above represents All Sewer Funds. Funds 525 and 529 have non-cash depreciation expenses of $17,435 and $74,873, respecitvely.

14-15 REVENUES AND EXPENSES ADOPTED

Revenues	General (101)	Capital Reserve (102)	Trails (105)	Recreation (135)	Barkley O&M (150)	Barkley Constr. (151)	Traffic Safety (204)	Gas Tax Constr. (206/207)	Measure A (210)	Road Impact (242)	HSIP (366)
Taxes	3,770,017										
Franchise Fees	416,400										
Fees & Permits	1,062,450		29,150	153,400	10,500					275,000	
Current Services	468,868										
Other Agencies	687,180							149,675	265,000		175,600
Interest	10,000		500	100			200		750	1,500	
Bond Payment											
Other Revenue	27,000		29,150		131,930	35,000	34,000		355,600		244,400
Revenues - Total	**6,441,915**		**58,800**	**153,500**	**142,430**	**35,000**	**34,200**	**149,675**	**621,350**	**276,500**	**420,000**

Expenditures	General (101)	Capital Reserve (102)	Trails (105)	Recreation (135)	Barkley O&M (150)	Barkley Constr. (151)	Traffic Safety (204)	Gas Tax Constr. (206/207)	Measure A (210)	Road Impact (242)	HSIP (366)
Town Council	30,944										
Administration	1,127,196										
Planning	1,051,742										
Bldgs & Grnds	187,967										
Overhead	515,000										
Safety Services	1,594,382										
Trails	29,150		72,974								
Public Works	1,719,546	425,000					34,500	174,467	808,354	269,860	395,000
Recreation				145,520							
Library											
Barkley Fields	166,930				142,430	10,000					
Expenditures - Total	**6,422,857**	**425,000**	**72,974**	**145,520**	**142,430**	**10,000**	**34,500**	**174,467**	**808,354**	**269,860**	**395,000**
Revenues - Expenses	**19,058**	**(425,000)**	**(14,174)**	**7,980**	**-**	**25,000**	**(300)**	**(24,792)**	**(187,004)**	**6,640**	**25,000**

*Greyed in area above represents All Road Funds

14-15 REVENUES AND EXPENSES ADOPTED (continued)

Revenues	**COPS (243)**	**Library (250)**	**WR/WHR Pkg (441/450)**	**Canada Sewer (525)**	**Sewer Utility (528)**	**Sewer Reserve (529)**	**Redwood Creek (537)**	**Deposit (900)**	**TOTALS**
Taxes									**3,770,017**
Franchise Fees									**416,400**
Fees & Permits				23,244	309,000			167,490	**2,030,234**
Current Services									**468,868**
Other Agencies	100,000	219,250							**1,596,705**
Interest		6,000	900	250	500	2,500	750		**23,950**
Bond Payment			133,350						**133,350**
Other Revenue									**857,080**
Revenues - Total	**100,000**	**225,250**	**134,250**	**23,494**	**309,500**	**2,500**	**750**	**167,490**	**9,296,604**

Expenditures	**COPS (243)**	**Library (250)**	**WR/WHR Pkg (441/450)**	**Canada Sewer (525)**	**Sewer Utility (528)**	**Sewer Reserve (529)**	**Redwood Creek (537)**	**Deposit (900)**	**TOTALS**
Town Council									**30,944**
Administration									**1,127,196**
Planning								50,000	**1,101,742**
Bldgs & Grnds									**187,967**
Overhead									**515,000**
Safety Services	100,000								**1,694,382**
Trails									**102,124**
Public Works			133,500	36,739	365,145	119,863	27,969	117,490	**4,627,433**
Recreation									**145,520**
Library		2,412,816							**2,412,816**
Barkley Fields									**319,360**
Expenditures - Total	**100,000**	**2,412,816**	**133,500**	**36,739**	**365,145**	**119,863**	**27,969**	**167,490**	**12,264,484**
Revenues - Expenses	**-**	**(2,187,566)**	**750**	**(13,245)**	**(55,645)**	**(117,363)**	**(27,219)**	**-**	**(2,967,880)**

*Greyed in area above represents All Sewer Funds. Funds 525 and 529 have non-cash depreciation expenses of $17,435 and $74,873, respecitvely.

FUND BALANCE PROJECTION

	General (101)	Capital Reserve (102)	Trails (105)	Recreation (135)	Barkley O&M (150)	Barkley Constr. (151)	Traffic Safety (204)	Gas Tax Constr. (206/207)	Measure A (210)	Road Impact (242)	HSIP (366)
Fund Balance 6/30/13	**2,381,231**	**0**	**50,205**	**22,499**	**14,953**	**220,733**	**45,385**	**85,389**	**379,460**	**126,174**	**-**
Projected Activity 2013-14	708,655	968,308	(8,613)	3,680	28,140	24,000	(700)	(9,514)	(29,435)	259,684	(21,183)
Projected Fund Balance 6/30/14	**3,089,886**	**968,308**	**41,592**	**26,179**	**43,093**	**244,733**	**44,685**	**75,875**	**350,025**	**385,858**	**(21,183)**
Projected Activity 2014-15	19,058	(425,000)	(14,174)	7,980	-	25,000	(300)	(24,792)	(187,004)	6,640	25,000
Projected Fund Balance 6/30/15	**3,108,944**	**543,308**	**27,418**	**34,159**	**43,093**	**269,733**	**44,385**	**51,083**	**163,021**	**392,498**	**3,817**

FUND BALANCE PROJECTION (continued)

	COPS (243)	Library (250)	WR/WHR Pkg (441/450)	Canada Sewer (525)	Sewer Utility (528)	Sewer Reserve (529)	Redwood Creek (537)
Fund Balance 6/30/13	**2,953**	**2,331,309**	**112,055**	**(1,072)**	**37,444**	**299,899**	**167,414**
Projected Activity 2013-14	-	(143,735)	(160)	3,881	70,300	(76,271)	(27,473)
Projected Fund Balance 6/30/14	**2,953**	**2,187,574**	**111,895**	**2,809**	**107,744**	**223,628**	**139,941**
Projected Activity 2014-15	-	(2,187,566)	750	4,190	(55,645)	(42,490)	(27,219)
Projected Fund Balance 6/30/15	**2,953**	**8**	**112,645**	**6,999**	**52,099**	**181,138**	**112,722**

Notes:

1. The Town does receive donations for trails, accounted for in a fiduciary fund, which has a projected June 30, 2014 balance of $58,772.
2. The Library Fund holds tax revenue collected in excess of the cost library operations in Woodside. Starting in 2012-13, the excess funds, called "donor funds" will be held and accounted for by the San Mateo County Library. Combined resources available is projected to be $3,058,735 on June 30, 2014.
3. Sewer rates adopted in March 2013 will result in a surplus starting in 2016-17.

	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 FORECAST	2014-15 APPROVED	2014-15 RECOMM	2015-16 FORECAST	2016-17 FORECAST	2017-18 FORECAST	2018-19 FORECAST
BEGINNING BALANCE OPERATING (101)	**2,114,484**	**2,381,231**	**2,381,231**	**3,089,886**	**3,089,886**	**3,108,944**	**3,399,104**	**3,607,289**	**3,731,456**
BEGINNING BALANCE CAPITAL (102)	**0**	**0**	**0**	**968,307**	**968,307**	**543,307**	**293,307**	**43,307**	**(206,693)**
REVENUES (101)									
PROP.TAXES-SEC.	1,746,902	2,582,152	2,700,000	2,672,527	2,794,500	2,892,308	2,993,538	3,098,312	3,206,753
PROP.TAXES-UNSEC.	102,802	105,000	149,018	105,000	105,000	105,000	105,000	105,000	105,000
PROP.TAXES-OTHER	304,169	160,000	366,176	120,000	195,000	120,000	90,000	60,000	30,000
SALES TAX	397,191	398,560	398,560	410,517	410,517	422,832	435,517	448,583	462,040
PROP.TRANSFER TAX	235,472	130,000	190,000	130,000	150,000	150,000	150,000	150,000	150,000
FRANCHISES	411,309	379,400	428,358	379,400	416,400	416,400	416,400	416,400	416,400
BUSINESS LICENSES	119,530	115,000	125,000	115,000	115,000	115,000	115,000	115,000	115,000
FEES & PERMITS	1,082,734	830,450	1,200,000	900,000	1,061,450	1,100,000	1,100,000	1,100,000	1,100,000
FINES & FORFEITURES	0	1,000	662	1,000	1,000	1,000	1,000	1,000	1,000
INTEREST	3,025	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
OTHER AGENCIES	750,129	659,000	678,468	672,180	687,180	707,795	729,029	750,900	773,427
CURRENT SERVICES	170,460	122,650	147,160	122,650	139,650	139,650	139,650	139,650	139,650
OVERHEAD CHARGES	314,548	323,400	323,400	329,218	329,218	329,218	329,218	329,218	329,218
OTHER REVENUE	29,806	26,000	30,000	26,000	27,000	27,000	27,000	27,000	27,000
TOTAL REVENUES (101)	**5,668,077**	**5,842,612**	**6,746,802**	**5,993,492**	**6,441,915**	**6,536,203**	**6,641,353**	**6,751,063**	**6,865,488**
PRIOR YEAR TEA REVENUE	0	0	1,009,032	0	0	0	0	0	0
TOTAL REVENUES (102)	**0**	**0**	**1,009,032**	**0**	**0**	**0**	**0**	**0**	**0**
EXPENDITURES (101)									
ONGOING:									
SALARIES & BENEFITS	2,062,699	2,008,700	2,129,693	2,067,620	2,128,281	2,213,412	2,301,949	2,394,027	2,489,788
RETIREE HEALTH	80,613	91,015	91,015	95,565	83,660	104,575	109,804	115,294	121,059
SERVICES & SUPPLIES	2,505,418	2,778,521	2,969,189	2,836,886	3,021,336	3,111,976	3,205,335	3,301,495	3,400,540
EQUIPMENT/CAPITAL OUTLAY	46,670	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
ROAD/TRAILS/PARK TRANSFERS	705,930	693,230	693,230	796,080	796,080	796,080	796,080	796,080	796,080
TOTAL ONGOING EXPENDITURES	**5,401,330**	**5,591,466**	**5,903,127**	**5,816,151**	**6,049,357**	**6,246,043**	**6,433,168**	**6,626,896**	**6,827,467**
NET ONGOING POSITION	**266,747**	**251,146**	**843,675**	**177,341**	**392,558**	**290,160**	**208,185**	**124,167**	**38,022**
ONE-TIME RESERVE ALLOCATIONS (101)	**0**	**212,520**	**135,020**	**110,000**	**373,500**	**0**	**0**	**0**	**0**
TOWN CENTER AREA PLAN UPDATE (101)	0	100,000	20,000	0	20,000	0	0	0	0
SAFE ROUTES TO SCHOOL (101)	0	32,520	32,520	0	25,000	0	0	0	0
TH REHABILITATION PROJECTS (101)	0	60,000	12,500	25,000	48,500	0	0	0	0
GP IMPLEMENTATION (101)	0	20,000	30,000	0	110,000	0	0	0	0
ACCOUNTING SOFTWARE (101)	0	0	0	0	125,000	0	0	0	0
GEOLOGIC MAP UPDATE (101)	0	0	40,000	85,000	45,000	0	0	0	0
TOTAL BUDGET (101)	**5,401,330**	**5,803,986**	**6,038,147**	**5,926,151**	**6,422,857**	**6,246,043**	**6,433,168**	**6,626,896**	**6,827,467**
NET POSITION (101)	266,747	38,626	708,655	67,341	19,058	290,160	208,185	124,167	38,022
BRIDGE ANALYSIS AND REHABILITATION (102)	0	162,900	40,725	0	250,000	250,000	250,000	250,000	250,000
STORM DRAIN REHABILITATION (102)		0	0	0	175,000	0	0	0	0
TOTAL BUDGET (102)		**162,900**	**40,725**	**0**	**425,000**	**250,000**	**250,000**	**250,000**	**250,000**
OPERATING RESERVES (101)	**2,381,231**	**2,419,857**	**3,089,886**	**3,157,227**	**3,108,944**	**3,399,104**	**3,607,289**	**3,731,456**	**3,769,477**
CAPITAL RESERVES (102)[3]	**0**	**0**	**968,307**	**0**	**543,307**	**293,307**	**43,307**	**(206,693)**	**(456,693)**
% OF OPERATING REVENUES	**44.5%**	**43.8%**	**63.2%**	**55.7%**	**59.7%**	**59.5%**	**57.8%**	**54.9%**	**50.7%**

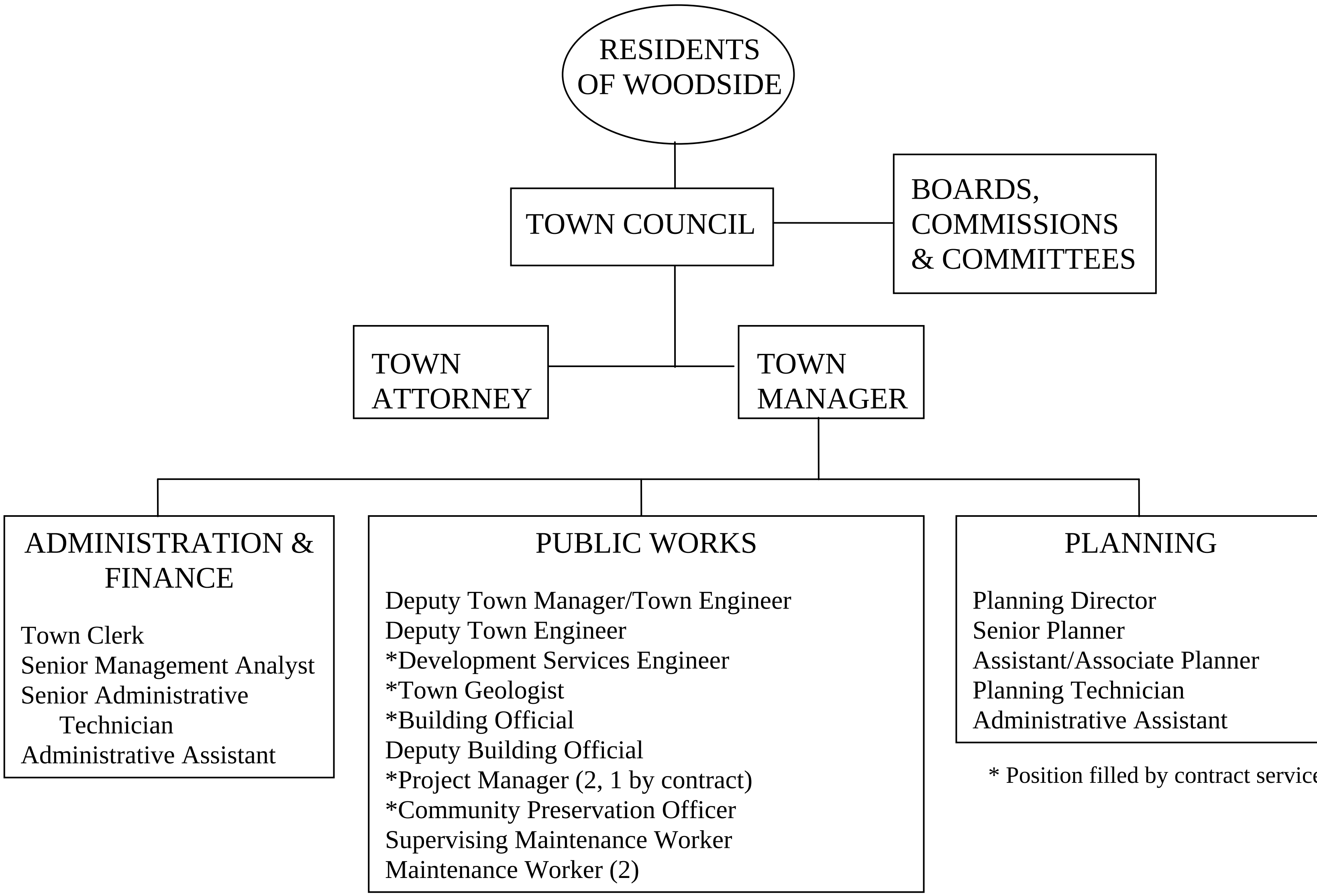
Notes:

1. Secured Property Taxes assumed growth of 3.5% per year. The average increase since 2006-07 has been 3.8%. For 2012-13, the County underpaid the full property tax allocation.
2. Revenues from other agencies and sales tax assumed growth of 3% per year.
3. In 2014-15, $750,000 will be transferred from Operating Reserves to Capital Reserves.
4. Salaries and benefits assumed growth of 4% and service/supplies assumed growth of 3% per year. Assumes constant staffing of 18.5 FTE.

STAFFING SUMMARY

Adopted Personnel	
Town Manager	1
Deputy Town Manager/Town Engineer	1
Planning Director	1
Deputy Town Engineer	1
Town Clerk	1
Senior Management Analyst	1
Deputy Building Official	1
Senior Planner	1
Assistant/Associate Planner	1
Project Manager	1
Planning Technician	1
Senior Administrative Technician	1
Administrative Assistant	2
Supervising Mainteance Worker	1
Maintenance Worker	2
Intern	1.5
TOTAL	**18.5**

TOWN OF WOODSIDE
ORGANIZATION CHART



* Position filled by contract services

REVENUE

Real Property Transfer Tax

The California Government Code authorizes the County of San Mateo to impose a transfer tax at the rate of $1.30 per $1,000 value on real property sold. These taxes are evenly allocated between the county and the city or town in which the sale occurs.

Business Tax

The Town of Woodside's Municipal Code requires a license as a pre-requisite for conducting businesses, trades or professions in the Town. The Code further imposes an annual tax for the privilege of conducting such businesses, at differing rates depending on the type of business.

Fees and Charges

Service charges or fees are imposed on users of services provided by the Town under the rationale that benefiting parties should pay for the cost of that service, rather than the general public. Examples of such services include various building and planning activity fees, recreation program fees, sewer fees, and stable fees.

Charges for Services

The California Government Code and the State Constitution give cities the authority to assess certain charges for services rendered as a means of recovering the cost of regulating various activities. Examples include: Planning Commission applications and sale of documents.

Franchise Fees

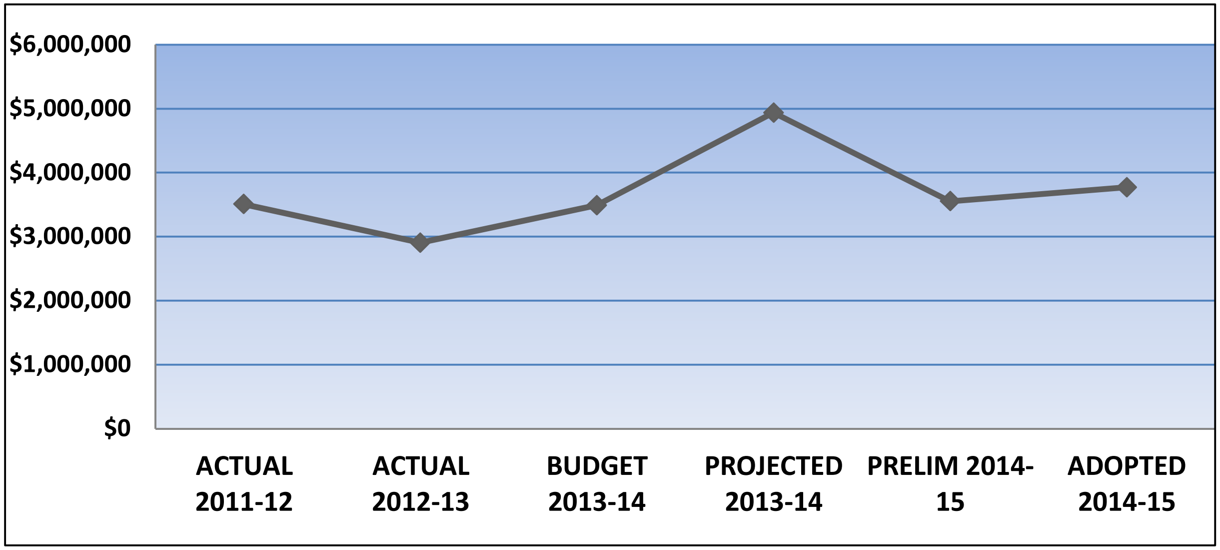
The Town imposes fees on gas, electric, water, garbage and cable television companies for the privilege of using Town streets and rights-of-way. These fees are generally a fixed percentage of gross revenues earned by the utility company within the Town. The specific percentage may be limited by federal or state law and is specified in a formal franchise agreement between the Town and the company.

Other Governmental Agencies

The Town receives revenues from other governments, primarily the State of California. The two major revenue sources classified in this manner are: (1) the replacement sales tax funds that are a part of the "Triple Flip" which is discussed under the foregoing discussion of Sales Tax and (2) property tax funds provided by the State in lieu of the Town's historic share of motor vehicle license fees.

TAXES

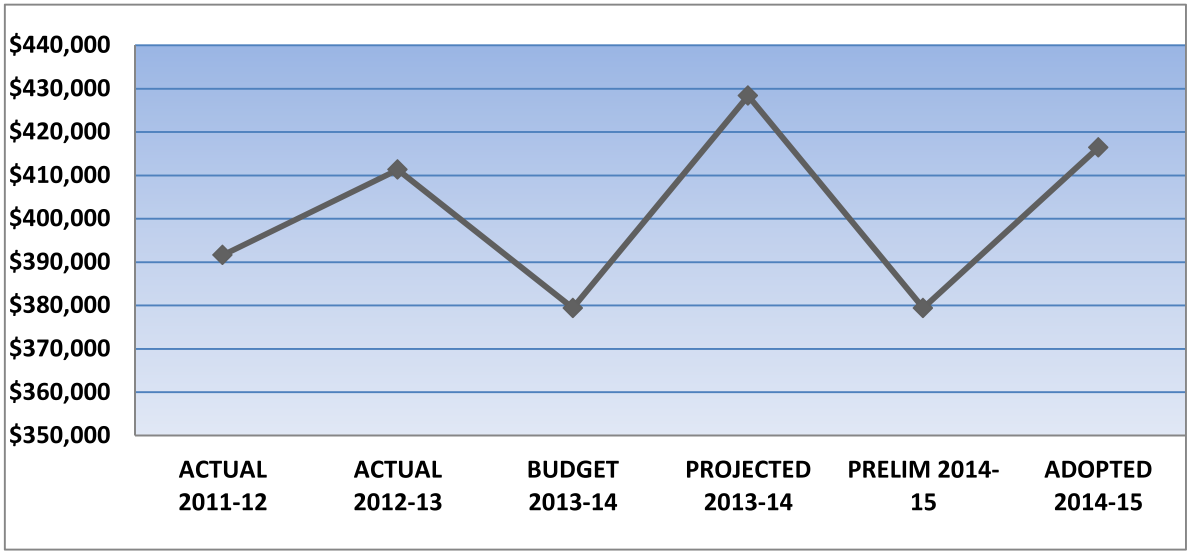
2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Property Taxes - Secured	General	2,412,575	1,746,902	2,582,152	2,700,000	2,672,527	2,794,500
Property Taxes - Unsecured	General	101,137	102,802	105,000	149,018	105,000	105,000
Property Taxes - Other	General	248,917	304,169	160,000	366,176	120,000	195,000
Sales Tax	General	464,623	397,191	398,560	398,560	410,517	410,517
Property Transfer Tax	General	161,828	235,472	130,000	190,000	130,000	150,000
Business License Tax	General	117,805	119,530	115,000	125,000	115,000	115,000
Tax Equity Allocation (several years)	Capital Reserve	-	-	-	1,009,033	-	-
TAXES REVENUE TOTAL		**3,506,885**	**2,906,066**	**3,490,712**	**4,937,787**	**3,553,044**	**3,770,017**

FRANCHISE FEES

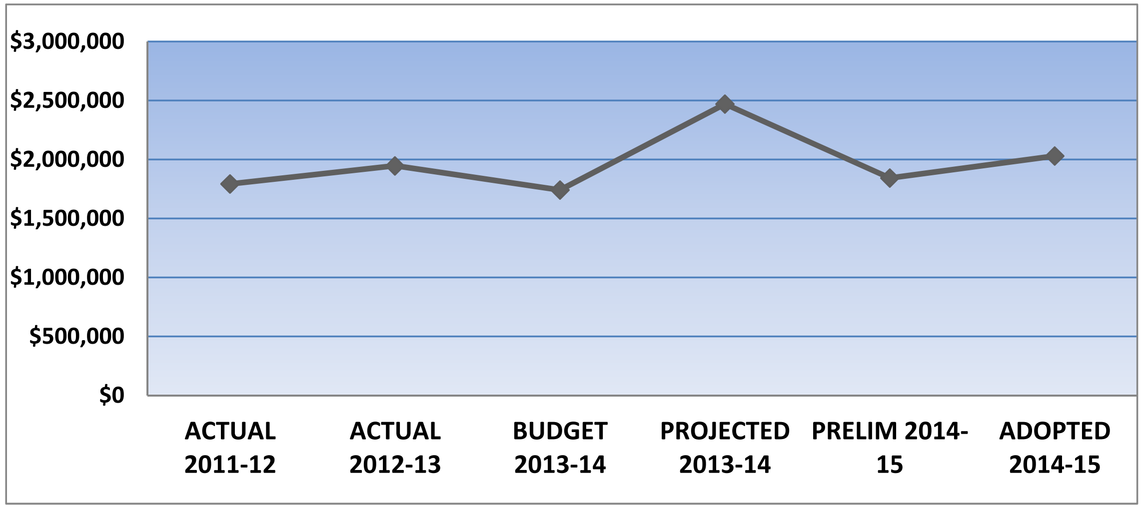
2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
PG&E	General	160,203	141,209	141,400	147,254	141,400	141,400
California Water Company	General	84,463	100,558	85,000	107,319	85,000	105,000
Greenwaste Recovery	General	99,547	99,867	93,000	99,000	93,000	100,000
Cable & Telecommunications	General	47,414	69,674	60,000	74,785	60,000	70,000
FRANCHISE REVENUE TOTAL		**391,627**	**411,308**	**379,400**	**428,358**	**379,400**	**416,400**

FEES & PERMITS

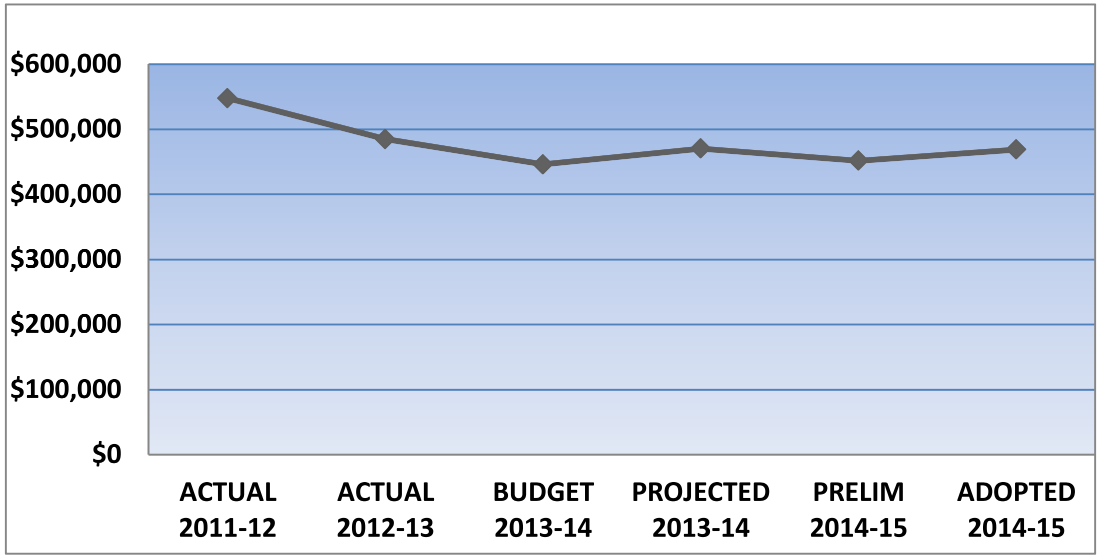
2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Building Permits	General	361,391	414,365	333,000	475,000	345,000	415,000
Plan Check	General	462,812	436,515	420,000	577,876	477,550	510,000
Grading & Site Development	General	21,102	17,100	14,000	27,000	14,000	20,000
Geology Review	General	4,275	4,050	3,150	3,150	3,150	3,150
ASRB Review	General	33,078	76,382	35,000	70,000	35,000	65,000
Penalty	General	63,639	46,692	10,000	30,000	10,000	30,000
Stable Permits	General	1,309	1,288	1,300	1,274	1,300	1,300
Encroachment Permits	General	3,975	3,900	3,000	3,700	3,000	4,000
Other Permits	General	14,976	13,601	11,000	12,000	11,000	14,000
Time & Materials	Deposit	249,857	221,993	166,442	266,000	167,490	167,490
Road Impact Fee	Road Impact	209,363	364,230	250,000	510,000	250,000	275,000
Barkley Fields Use	Barkley O&M	15,621	9,625	10,500	9,200	10,500	10,500
Trails Maintenance Fee	Trails	28,700	28,605	29,150	30,050	29,150	29,150
Recreation Fees	Recreation	160,338	111,837	165,400	165,400	153,400	153,400
Sewer Service Charges	Canada Sewer	9,300	9,300	19,422	19,422	23,244	23,244
Sewer Service Charges	Sewer Utility	152,423	158,391	269,450	269,450	309,000	309,000
Sewer Connection Charges	Redwood Creek	-	28,500	-	-	-	-
FEES & PERMITS REVENUE TOTAL		**1,792,159**	**1,946,374**	**1,740,814**	**2,469,522**	**1,842,784**	**2,030,234**

CURRENT SERVICES

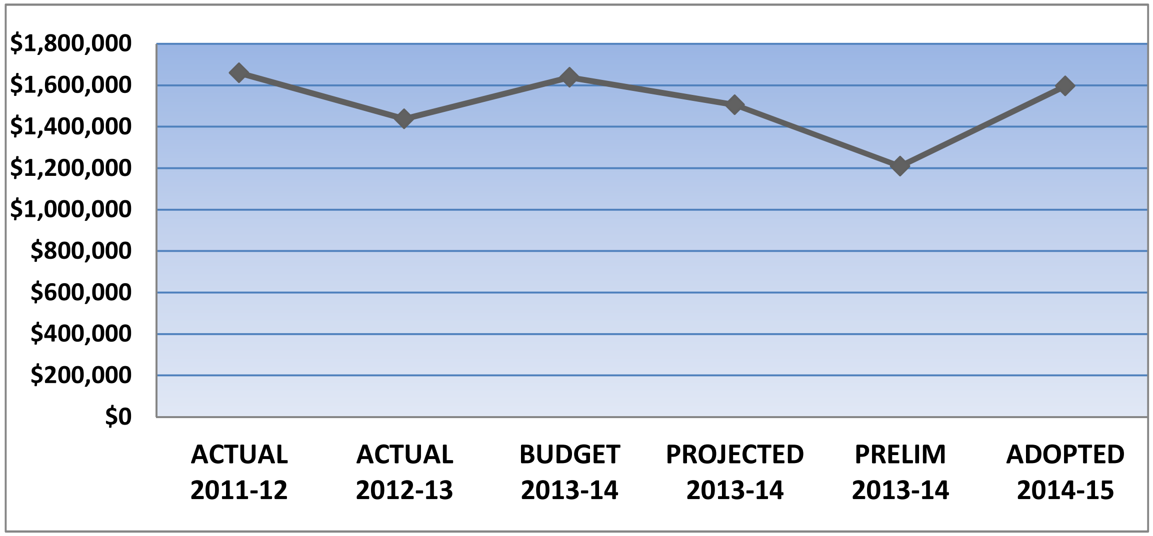
2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Use Permits and Variances	General	14,345	35,975	20,000	33,160	20,000	30,000
Archive Fee	General	28,080	38,820	30,000	35,000	30,000	35,000
Consultant Overhead	General	25,428	11,884	10,000	27,500	10,000	12,000
Construction & Demolition Fee	General	10,920	8,970	10,000	11,500	10,000	10,000
Other	General	156,954	74,812	52,650	40,000	52,650	52,650
Overhead Charges	General	312,125	314,548	323,400	323,400	329,218	329,218
CURRENT SERVICES REVENUE TOTAL		**547,852**	**485,009**	**446,050**	**470,560**	**451,868**	**468,868**

OTHER AGENCIES

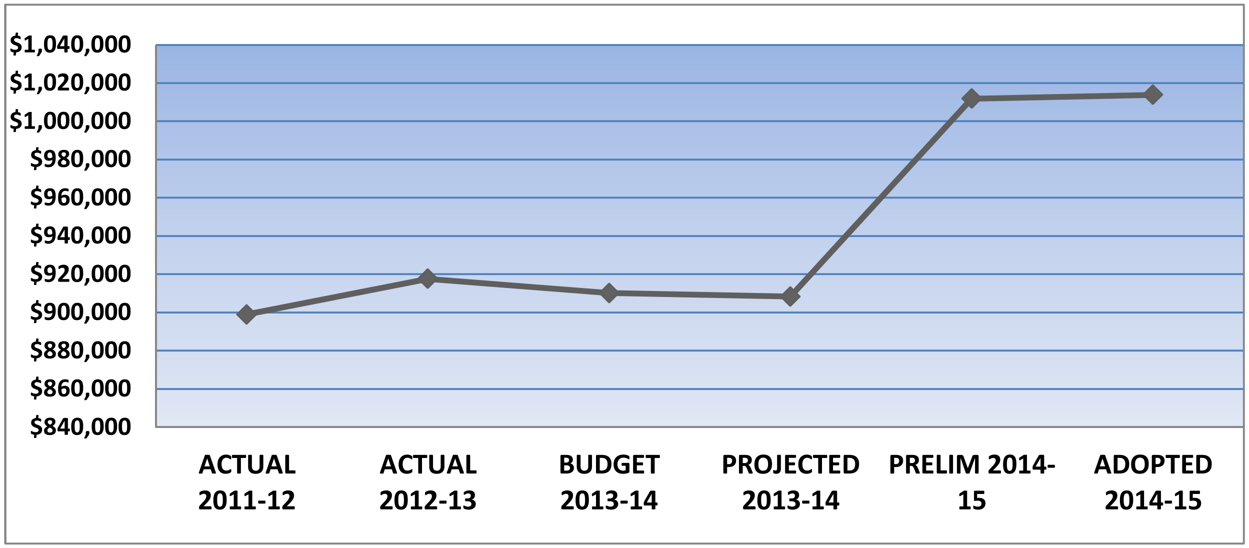
2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2013-14	ADOPTED 2014-15
Property Tax In-Lieu	General	457,528	453,108	447,000	511,685	455,180	455,180
Triple Flip	General	125,762	178,619	125,000	72,349	130,000	130,000
Homeowners' Property Tax Relief	General	11,838	11,771	12,000	12,000	12,000	12,000
Measure M	General	49,805	98,689	75,000	80,000	75,000	90,000
Motor Vehicle	General	2,839	2,941	-	2,434	-	-
State Gas Tax	Gas Tax	168,895	143,207	172,500	167,328	172,500	149,675
Measure A	Measure A	251,485	288,424	265,000	290,000	265,000	265,000
Highway Bridge Program	Measure A	-	126,077	-	-	-	-
State and Local Partnership Program	Measure A	-	-	266,150	266,150	-	-
Highway Safety Improvement Grant	Measure A	-	33,286	158,000	-	-	-
Measure A Grant	Measure A	-	-	17,600	-	-	-
Highway Safety Improvement Grant	HSIP	-	-	-	-	-	158,000
Measure A Grant	HSIP	-	-	-	3,817	-	17,600
ABAG Risk Management Grant	Measure A	-	31,000	-	-	-	-
Library Donor Fund Revenue	Library	482,569	-	-	-	-	219,250
Citizens' Option for Public Safety	COPS	109,352	70,438	100,000	100,000	100,000	100,000
OTHER AGENCIES REVENUE TOTAL		**1,660,073**	**1,437,560**	**1,638,250**	**1,505,763**	**1,209,680**	**1,596,705**

OTHER REVENUE

2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Parking Fines	General	522	-	1,000	662	1,000	1,000
Interest	Various	22,702	13,406	23,450	18,000	23,450	23,450
Other General Fund	General	26,770	29,806	26,000	30,000	26,000	26,000
Civil Fines	Traffic Safety	28,118	32,129	30,000	30,000	30,000	30,000
Farm Hill Signal	Traffic Safety	-	-	2,000	-	2,000	2,000
Woodside Hills Water	Traffic Safety	-	-	-	2,000	-	2,000
Bond Payments	WR/WHR Pkg	134,515	134,220	134,435	134,435	133,350	133,350
Sewer Loan Payment	Redwood Creek	7,093	2,104	-	-	-	-
GF Road Contribution	Measure A	500,000	500,000	500,000	500,000	600,000	355,600
GF Road Contribution	HSIP	-	-	-	-	-	244,400
GF Trails Contribution	Trails	29,150	29,150	29,150	29,150	29,150	29,150
GF Barkley Contribution	Barkley O&M	115,079	141,780	129,080	129,080	131,930	131,930
GF Barkley Contribution	Barkley Const.	35,000	35,000	35,000	35,000	35,000	35,000
OTHER REVENUE TOTAL		**898,949**	**917,595**	**910,115**	**908,327**	**1,011,880**	**1,013,880**

DEPARTMENTAL BUDGETS

Town Council Department

The Town Council provides the policy direction that guides the operation of the Town, adopts ordinances and resolutions that constitute the legislative intent and laws of the Town, sets the Town's priorities through adoption of an annual budget and direction to the Town Manager, and provides representation to the Town's residents through these actions and through the conveyance of constituent requests and concerns to Town staff.

Budget Highlights

The Town Council budget supports several basic activities, including: (1) Town membership in regional and statewide organizations; (2) organized events such as volunteer recognition receptions, holiday dinners, and occasional hosting of the Council of Cities monthly dinner meetings; (3) events developed and sponsored by the Town's Volunteer Committees, such as the Backyard Habitat program and the annual green fair; and (4) municipal elections in odd-numbered years.

A major share of this budget supports dues the Town pays to various organizations in which it holds membership. The budget table shows the dues requirements for for 2014 – 15. No Town election is scheduled for 2014 – 15.

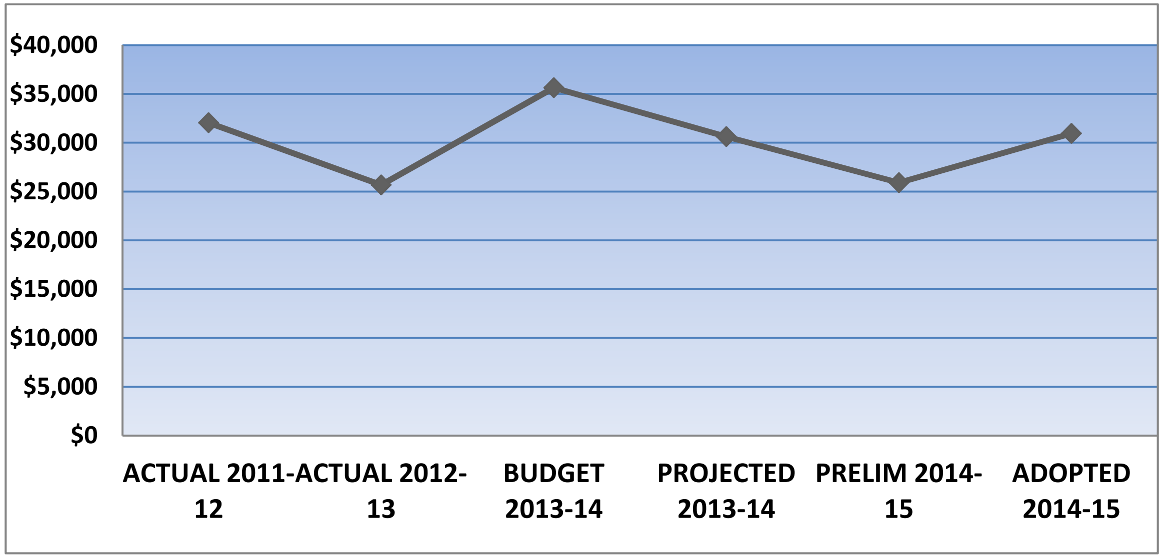
At the request of the Livestock and Equestrian Heritage Committee, the adopted budget for this department includes $5,000 to participate in and support the 10th Day of the Horse celebration that will be organized by the Woodside-area Horse Owners Association.

Funding Source Summary

This department is funded by the General Fund.

TOWN COUNCIL DEPARTMENT

2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Elections	General	6,988	54	10,000	7,601	-	-
Memberships:							
Association of Bay Area Governments	General	1,644	1,609	1,655	1,655	1,700	1,702
City/County Association of Governments	General	1,901	1,900	1,841	1,841	1,900	1,942
Airport Roundtable	General	1,500	750	1,500	750	1,500	1,500
Local Agency Formation Commission	General	586	459	900	585	1,000	1,000
Housing Endowment & Regional Trust of San Mateo	General	1,932	1,739	1,739	1,739	1,800	1,800
League of California Cities	General	3,953	3,953	4,000	3,953	4,000	4,000
HIP Housing	General	-	1,000	1,000	1,000	1,000	1,000
Conferences & Meetings	General	9,036	4,697	10,000	7,500	10,000	10,000
Town Volunteer Committees/DOTH	General	899	9,511	3,000	4,000	3,000	8,000
Other	General	3,611	-	-	-	-	-
DEPARTMENT TOTAL		**32,050**	**25,672**	**35,635**	**30,624**	**25,900**	**30,944**

Administration & Finance Department

The Administration and Finance Department oversees and manages the day-to-day functions of all Town operations. The staff of this department ensures implementation of Town Council policies and proper financial management of the Town. A variety of management and support services are provided to all Town programs and activities, including maintenance of official Town records and documents, timely noticing of all meetings and pending actions, general accounting, treasury oversight, personnel management, payroll processing, revenue administration and collection, purchasing activities, information systems support, and management of all contracts and franchise agreements. The general legal services of the Town Attorney are also provided through this department, as are litigation services, as needed.

Budget Highlights

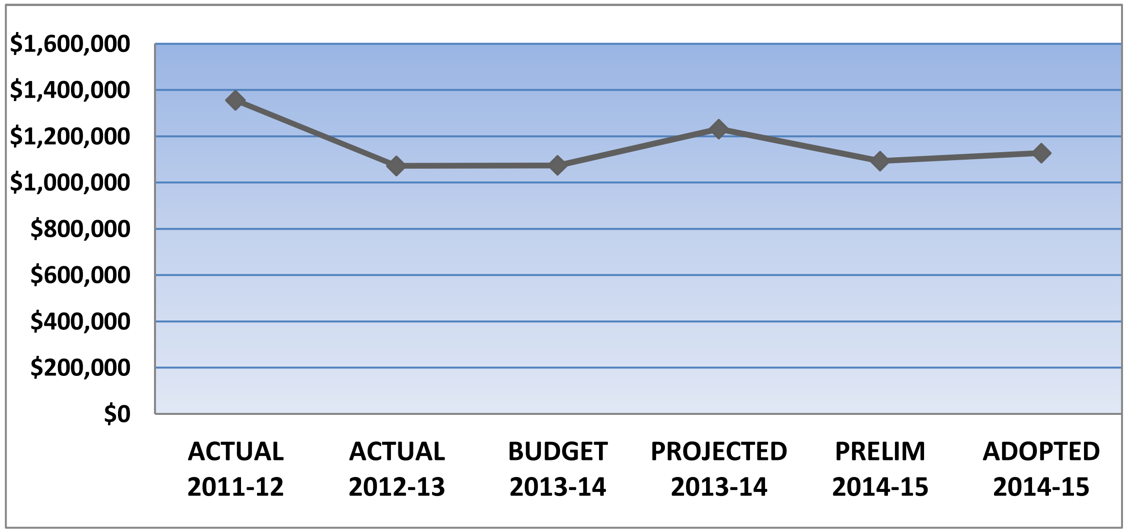
Most of the budget for this department covers the salaries and benefits of the Administration and Finance staff. The budget for this department includes an increase above the preliminary approved budget for salaries and benefits of about $15,000, an increase for general legal services of $20,000 and $300 for banking services.

Funding Source Summary

This department is funded by the General Fund, which receives some revenue through the allocation of overhead costs to other funds and to fees and charges. For 2014-15, $329,218 will be received from this source.

ADMINISTRATION & FINANCE DEPARTMENT

2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Salaries & Benefits	General	1,006,386	852,312	853,007	978,000	871,828	885,786
Advertising	General	6,224	7,205	7,500	6,000	7,500	7,500
Photo Copies	General	6,855	5,112	7,000	6,000	7,000	7,000
Bank Service Charge	General	4,170	5,117	4,800	5,100	4,800	5,100
Professional Services - Special Projects	General	110,303	12,303	20,000	12,000	20,000	20,000
Contract Legal Services (General)	General	140,370	144,147	120,000	160,000	120,000	140,000
Contract Legal Services (Litigation)	General	27,881	15,711	25,000	35,000	25,000	25,000
Contract Audit	General	40,229	11,500	15,250	15,250	15,410	15,410
Memberships/Dues	General	1,614	2,278	4,400	2,000	4,400	4,400
Travel/Conferences/Meetings	General	10,730	9,935	15,000	8,000	15,000	15,000
Subscriptions/Codes	General	910	4,741	2,000	4,000	2,000	2,000
Other	General	-	1,511	-	-	-	-
Subtotal		**1,355,672**	**1,071,872**	**1,073,957**	**1,231,350**	**1,092,938**	**1,127,196**
Salaries & Benefits	Deposit	-	-	-	-	-	-
Professional Services	Deposit	-	-	-	-	-	-
Subtotal		**-**	**-**	**-**	**-**	**-**	**-**
DEPARTMENT TOTAL		**1,355,672**	**1,071,872**	**1,073,957**	**1,231,350**	**1,092,938**	**1,127,196**

Planning Department

The Planning Department oversees current and advance planning. Current planning activities include processing and analyzing development applications to be considered by the Architectural and Site Review Board (ASRB), Planning Commission, and/or Town Council; and building permits, for conformance with the Town's General Plan, Area Plans, Specific Plans, Municipal Code, Residential Design Guidelines, environmental laws, and other regulations. Advance planning activities include developing, refining, and implementing long-range land use policies and regulations associated with the General Plan, Area Plans, Specific Plans, Municipal Code, Residential Design Guidelines, and a variety of regional, State and Federal mandates.

Budget Highlights

Salaries & Benefits. Salaries and benefits for this department are about $100,000 higher than the preliminary approved budget because of the addition of the Planning Technician, who had previously been in the Public Works Department as a Project Manager. This addition has allowed the department to keep current with important administrative tasks, like preparation of minutes and agenda packets.

Contractual Assistance. The adopted budget includes $252,000 for contractual assistance with both current and advance planning activities. The adopted budget includes $100,000 for municipal code work that is needed to implement the General Plan. The code work will include grading regulations and a suite of regulations that deal with total floor area, including basements, number of allowable accessory structures, and maximum house size. An additional $10,000 has been included to complete the Climate Action Plan, as required by the General Plan.

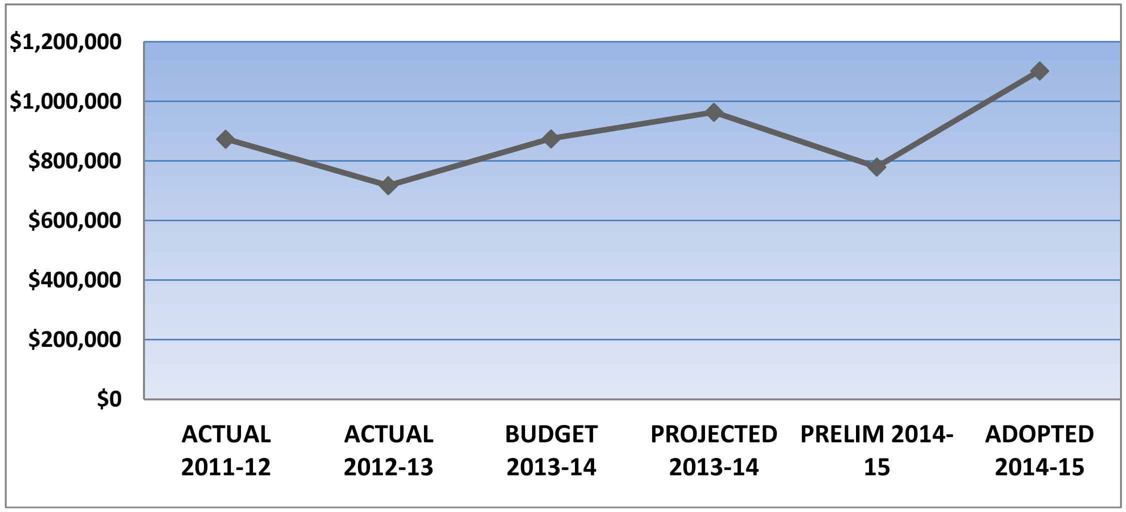
The adopted budget also allocates $122,000 for staff augmentation. The Town has been utilizing the services of a senior level contract planner to do project analysis and prepare staff reports for the ASRB and Planning Commission. The adopted budget also includes funds to support an architectural consultant for more complex projects.

Town Center Area Plan Update. In the spring of 2013, a Town Center Area Plan (TCAP) Task Force held four meetings to review and provide general recommendations for updating the Town Center Area Plan, a specific plan included in the General Plan. In the fall of 2013, the Town Council heard from a number of residents asking that parameters be placed on the TCAP process. In the fall of 2014, staff will lead two meetings that seek to build a consensus for the Town Center Area. The adopted budget includes $20,000 for professional services that will be required to augment the work of staff to complete this project.

Funding Source Summary.

The Planning Department is supported by General Fund and the Deposit Fund for projects, such as environmental review, that are job cost recovery.

PLANNING DEPARTMENT



2014-15 BUDGET WORKSHEET

DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Salaries & Benefits	General	637,232	638,760	682,286	682,286	702,367	779,242
Public Noticing	General	23,271	5,093	7,500	5,000	7,500	7,500
Photo Copies	General	411	179	2,000	500	2,000	500
Professional Svcs - GP Update & Implementation	General	84,380	-	-	25,000	-	100,000
Professional Services - Housing Element	General	-	-	5,000	5,000	-	-
Professional Services - Climate Action Plan	General	-	-	15,000	-	-	10,000
Professional Services - Town Center Area Plan	General	-	-	100,000	20,000	-	20,000
Professional Services - Architectural Consultant	General	-	-	-	-	-	50,000
Professional Services - Staff Augmentation	General	33,383	7,753	-	70,000	5,000	72,000
Motion Tax	General	1,925	4,205	-	4,000	-	-
Memberships/Dues	General	1,878	1,741	2,000	2,000	2,000	2,000
Travel/Conferences/Meetings	General	3,443	5,717	10,000	17,000	10,000	10,000
Subscriptions/Codes	General	217	-	500	1,000	500	500
Subtotal		**786,140**	**663,448**	**824,286**	**831,786**	**729,367**	**1,051,742**
Salaries & Benefits	Deposit	65,357	11,728	-	11,000	-	-
Professional Services - Development Review	Deposit	21,782	41,621	50,000	120,000	50,000	50,000
Subtotal		**87,139**	**53,349**	**50,000**	**131,000**	**50,000**	**50,000**
DEPARTMENT TOTAL		**873,279**	**716,797**	**874,286**	**962,786**	**779,367**	**1,101,742**

Buildings and Grounds Department

The Buildings and Grounds Department oversees the operational, maintenance and janitorial services that are needed to support the Town Hall facilities and open space areas. Landscape maintenance of the Town Center and other Town properties, except Barkley Fields and Park and Library, is also the responsibility of this department.

Budget Highlights

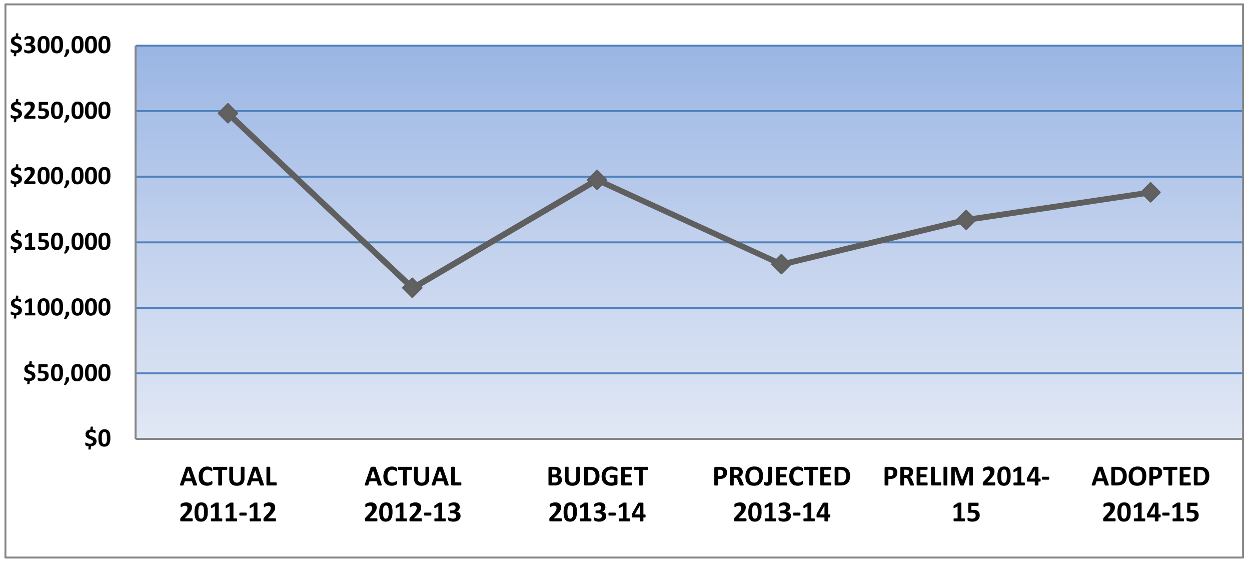
Capital Improvements. Town Hall and Independence Hall require maintenance to keep the buildings in good shape and to prevent higher maintenance costs in the future. The Deputy Town Manager/Town Engineer recommends the following improvements for Town Hall in 2014-15: (1) painting Town Hall, at a cost of $35,000; and (2) replacing or repairing the deck of Town Hall, at a cost of $13,500.

Funding Source Summary

This department budget is totally supported by the General Fund.

BUILDINGS AND GROUNDS DEPARTMENT

2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Salaries & Benefits	General	20,971	22,193	36,767	36,767	40,051	39,967
Utilities - Water	General	5,570	7,107	6,300	6,000	6,500	6,500
Utilities - PG&E	General	21,709	19,866	24,500	21,000	24,500	22,000
Maintenance Supplies & Services	General	23,570	11,650	15,000	25,000	15,000	15,000
Contract Maintenance - Janitorial & Landscape	General	40,079	42,142	50,000	30,000	50,000	50,000
Sewer Service Charges	General	927	2,350	5,000	1,981	6,000	6,000
Capital Improvements/TH & IH Maintenance	General	135,499	9,857	60,000	12,500	25,000	48,500
DEPARTMENT TOTAL		**248,325**	**115,165**	**197,567**	**133,248**	**167,051**	**187,967**

Town-wide Overhead Department

The Town-wide Overhead Department budget was established to provide a central collection point for expenditures that support all Town programs and functions, such as insurance and information systems support. This budget also includes the Town's salary and benefit reserve, which is used to support any salary or benefit increases that occur during the year.

Budget Highlights

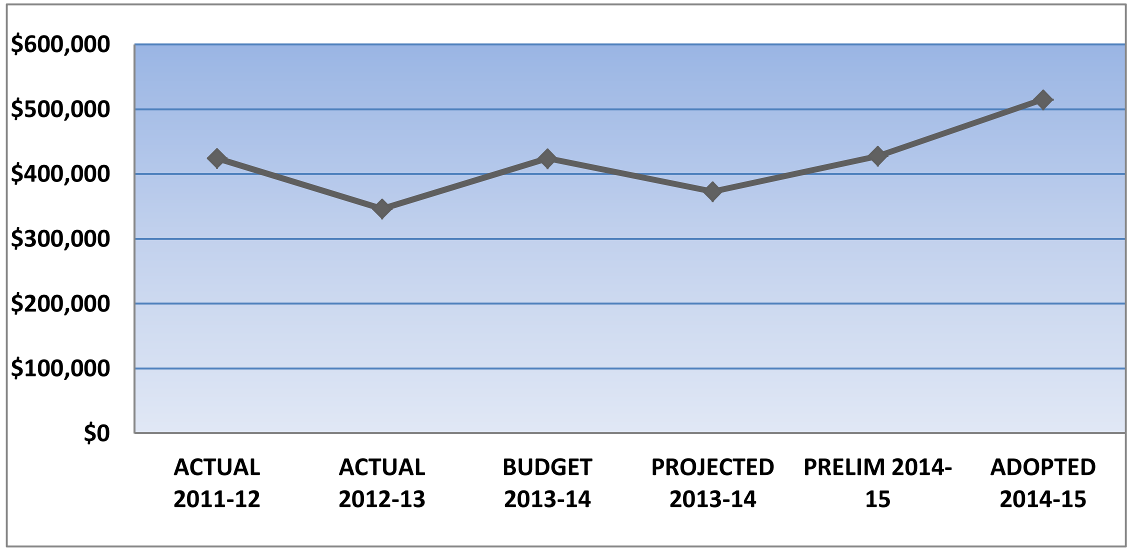
An increase in the Overhead Department budget is adopted for 2014-15 to support the replacement of the accounting software, which has been used by the Town since 1992. Staff is concerned that if the current vendor were to stop supporting the Town's system then we would be in a disadvantaged position in finding a replacement. Staff proposes to proactively implement a replacement software package. The $125,000 increase for the accounting software will be partially offset by the $23,000 reduction in liability insurance premiums for 2014-15. The departmental budget also includes $20,000 each year for equipment upgrades, mostly related to information technology. In 2014-15, the equipment upgrades will relate to the audio/visual system in Independence Hall.

Funding Source Summary

The cost of supporting this departmental budget is fully borne by the General Fund.

TOWN-WIDE OVERHEAD DEPARTMENT

2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2013-14	ADOPTED 2014-15
Salary - Reserve	General	-	-	50,000	-	50,000	35,000
Unemployment Insurance	General	1,149	495	4,000	-	4,000	4,000
Phone	General	14,243	12,686	15,000	12,000	15,000	15,000
Office Supplies	General	61,411	49,371	60,000	67,500	60,000	60,000
Postage	General	21,068	17,245	20,000	17,250	20,000	20,000
Advertising	General	6,641	6,293	5,000	5,000	5,000	5,000
Office Equipment Lease & Maintenance	General	21,371	20,607	20,500	21,000	20,500	20,500
Liability & Property Insurance	General	65,684	82,989	106,175	107,050	110,000	87,000
Software Maintenance	General	16,800	22,729	28,000	28,000	28,000	28,000
Professional Services - Special Projects	General	15,524	-	-	383	-	-
Contractual Information Technology	General	150,337	95,909	95,000	95,000	95,000	95,000
Transcription Service	General	550	-	500	-	500	500
Equipment	General	48,303	36,813	20,000	20,000	20,000	20,000
Accounting Software Replacement	General	-	-	-	-	-	125,000
Other	General	1,352	1,264	-	-	-	-
DEPARTMENT TOTAL		**424,433**	**346,401**	**424,175**	**373,183**	**428,000**	**515,000**

Safety Services Department

The Safety Services Department supports the various public safety activities essential to the health and safety of Town residents, businesses, and visitors. Included in this department are the contracts for San Mateo County Sheriff Department services, animal control services, emergency preparedness/civil defense assistance, and fire risk management activities.

Budget Highlights

Police Services. The contract with the Sheriff's Office is the largest piece of the Safety Services Department budget. There are three components to the Town's agreement for police services with the Sheriff: the basic contract services, the Town's dedicated motorcycle unit, and the supplemental services provided through the State's Citizens' Option for Public Safety (COPS) Program. The basic contract services include 1 deputy and 1 vehicle during the day shift (6 AM – 6 PM) and 2 deputies and 2 vehicles during the night shift (6 PM – 6 AM). This patrol is shared with the Town of Portola Valley and part of the surrounding unincorporated area. Woodside is also served by a dedicated motorcycle patrol unit for 10 hours four days a week. Finally, two additional daytime deputies and one additional vehicle are provided through the COPS program, shared with the Town of Portola Valley. The costs of these services are provided below:

Service	**2013-14**	**2014-15**
Basic Contract Services	$974,008	$1,003,229
Motorcycle Unit	$261,399	$269,241
COPS Supplemental	$259,424	$267,206
Total Contract	**$1,494,831**	**$1,539,676**
Less COPS Grant	-$100,000	-$100,000
Net Town Cost	**$1,394,831**	**$1,439,676**

Animal Control Services. The Town receives Animal Control Services through a contract with the County of San Mateo, which in turn contracts with the Peninsula Humane Society (PHS) for these basic services. Costs are distributed to all member agencies within San Mateo County based on the use of PHS field and shelter services. Use of the services attributable to the Town of Woodside has decreased, resulting in a substantial drop in cost for this service in 2014-15, to $56,000 from $108,283 in 2012-13.

Office of Emergency Services. A total of $20,706 is provided in 2014-15 to fund the Town's cost of basic emergency services provided through the San Mateo Emergency Services Operational Area Joint Powers Agency (JPA).

Woodside Fire Protection District Chipper Program. Since 2006, the Town has participated with the Fire Protection District in the annual Chipper Program. The adopted budget includes $25,000 for 2014-15 to support this program.

Defensible Space Matching Fund Program. In the fall of 2010, the Town introduced this program which now reimburses property owners up to $2,000 to conduct fire fuel load reduction on their property. The adopted budget includes $25,000 for this program.

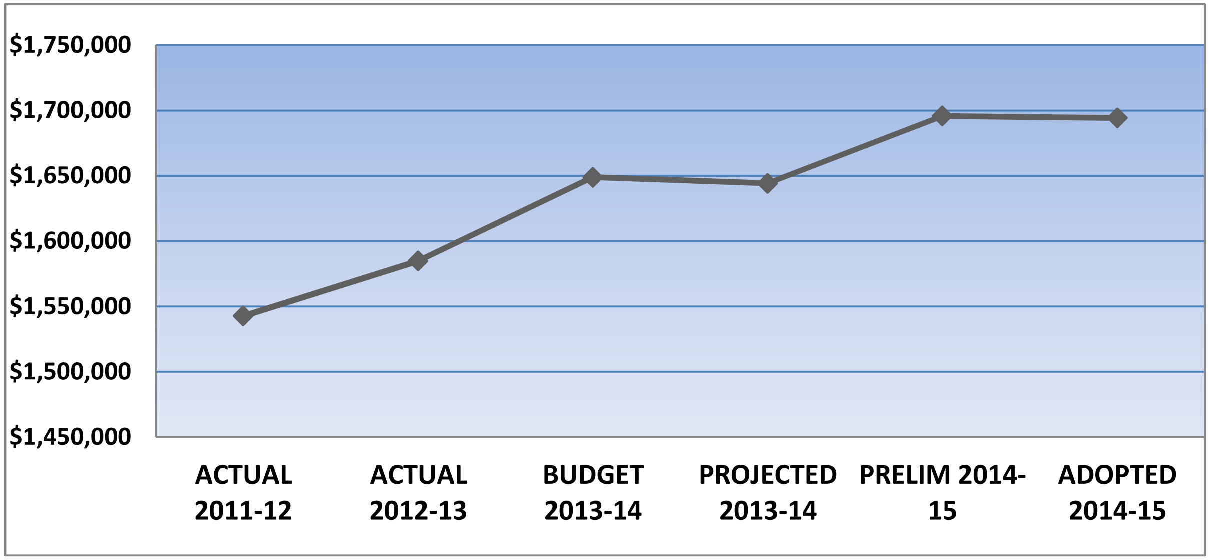
Citizens for Emergency Response and Preparedness Program (CERPP). The adopted budget includes $20,000 to support the new CERPP Coordinator at the Woodside Fire Protection District. This position fills a vacancy that has had an impact on the CERPP organization, and the Town will join the Fire District and the Town of Portola Valley in financially supporting the position, which has benefits throughout the community. The adopted budget also includes funding of $5,000 for CERPP disaster supplies.

Funding Source Summary

This department is supported by the General Fund and the Citizens' Option for Public Safety (COPS) Program, funded by the State of California.

SAFETY SERVICES DEPARTMENT

2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2013-14	ADOPTED 2014-15
Chipper Program	General	18,110	-	40,000	37,200	20,000	25,000
Rapid Natify System	General	-	2,967	-	2,683	-	3,000
CERPP Coordinator	General	-	-	-	-	-	20,000
Defensible Space Matching Program	General	7,848	2,350	25,000	25,000	25,000	25,000
Police Services Agreement	General	1,300,768	1,351,293	1,394,831	1,394,831	1,439,676	1,439,676
Office of Emergency Services JPA	General	19,920	19,964	20,100	20,349	20,100	20,706
Animal Control Services	General	96,080	108,283	64,000	63,156	86,000	56,000
Disaster Supplies	General	-	41	5,000	1,000	5,000	5,000
Subtotal		**1,442,726**	**1,484,898**	**1,548,931**	**1,544,219**	**1,595,776**	**1,594,382**
Police Services Agreement	COPS	100,000	100,000	100,000	100,000	100,000	100,000
Subtotal		**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**
DEPARTMENT TOTAL		**1,542,726**	**1,584,898**	**1,648,931**	**1,644,219**	**1,695,776**	**1,694,382**

Trails Department

The Trails Department provides services for the Town's network of equestrian trails, under the general guidance of the Town's Trails Committee, ensuring maintenance, upkeep, and safe conditions.

Budget Highlights

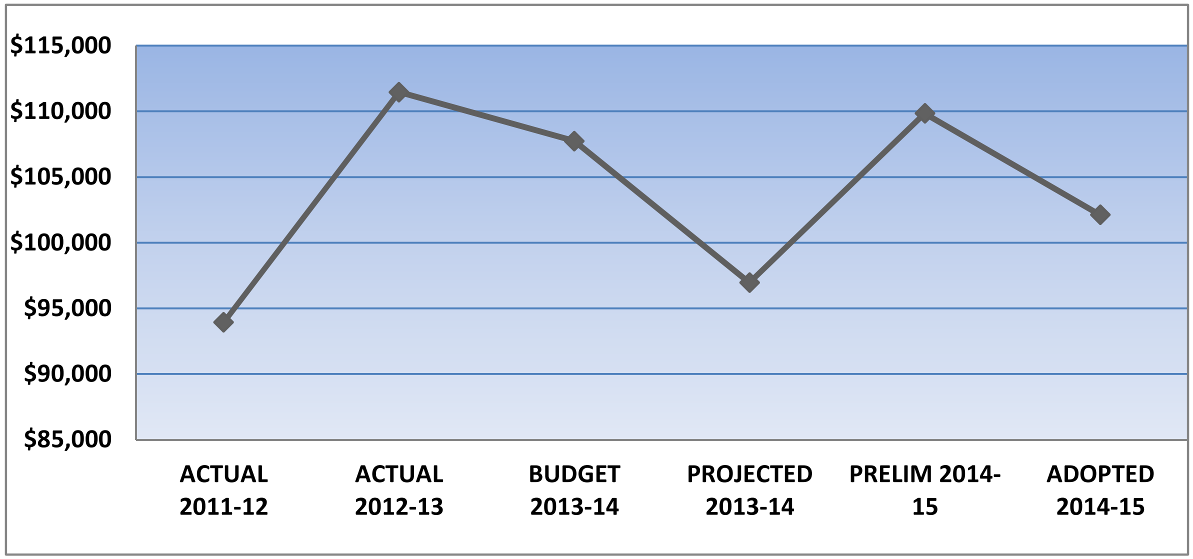
The budget for the Trails Department is made up of the salaries and benefits associated with that portion of time allocated for both the Town Engineer and the Maintenance Workers for trails maintenance activities and the cost of trails materials, such as base rock.

Funding Source Summary

Funding for the Trails budget has traditionally been made up of equal contributions from Trails Maintenance Fee revenue and the General Fund. The adopted budget reflects this practice continuing for 2014-15, with $29,150 coming from each source. Staff will be discussing with the Trails Committee the need for revenue enhancement to increase the funds available to support trail maintenance.

TRAILS DEPARTMENT

2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Salaries & Benefits	Trails	34,015	48,469	44,613	44,613	46,689	38,970
Equipment Rental	Trails	-	67	1,000	-	1,000	1,000
Materials	Trails	23,704	26,636	25,770	16,000	25,770	25,770
Capital Improvements	Trails	-	-	-	-	-	-
Overhead	Trails	7,069	7,140	7,200	7,200	7,234	7,234
Subtotal		**64,788**	**82,312**	**78,583**	**67,813**	**80,693**	**72,974**
General Fund Contribution	General	29,150	29,150	29,150	29,150	29,150	29,150
Subtotal		**29,150**	**29,150**	**29,150**	**29,150**	**29,150**	**29,150**
DEPARTMENT TOTAL		**93,938**	**111,462**	**107,733**	**96,963**	**109,843**	**102,124**

Public Works Department

The Public Works Department oversees the construction and maintenance of the public infrastructure, primarily sewers and roads. It also provides a variety of engineering support services to the Town's planning and public utilities activities. Building regulation, in compliance with the California Building Code and companion codes, is also a departmental responsibility and permits are issued for all construction work. Plans are checked for compliance with the geological and structural requirements of Town codes and ordinances and industry standards. The Department also oversees the Town's Code Enforcement program.

Budget Highlights

General Engineering. The General Fund, supported by development-related fees, support the general engineering activity, which includes oversight of Town rights-of-way and properties, enforcement of Town rules and regulations, and processing of development permits and applications.

The Town has made a substantial change in the approach to building regulation and code enforcement activities over the last two years. At the start of 2011-12, the Town employed a full time Building Official, Building Inspector, three Project Managers, and a Community Preservation Officer. The adopted budget includes a Deputy Building Official and one Project Manager. Other building regulation services, include Building Official, plan check services, building inspectors, code enforcement, and permit technician, are now procured through a contractual arrangement with an outside firm. As a result, the costs associated with general engineering have shifted from salaries and benefits for Town employees to contractual services. This change allows the Town to scale building regulations services to demand, increasing services when needed and reducing services when not. Additionally, as the contractual cost for service relates to the actual demand for services, it is easier for the cost of building regulation to be fully supported by permit fee revenue. The adopted budget includes an increase for contractual permit technician, building inspector, code enforcement, and development services engineer services.

The adopted budget for 2014-15 includes $45,000 to support an update of the Town's Geologic Map, converting it from paper to electronic format, updating it with all the information that has been obtained through site fault investigations that have been completed. An electronic version will be easier and cheaper to maintain in the future, as information continues to be received by the Town through the development review process.

The General Fund Capital Reserve Fund has $425,000 in the adopted budget to support bridge analysis and rehabilitation and storm drain rehabilitation.

Road Program. Six funds support the Town's Road Program, including the Traffic Safety, Gas Tax Construction, Gas Tax Maintenance, Measure A, and Road Impact Fee funds. Additionally, the Town's General Fund makes a contribution to the Road Program. The 2014-16 Adopted Road Program is included in Appendix B of this budget document.

The 2014-16 Road Program includes funds to support the following projects:

- The Town has secured a $194,000 Highway Safety Improvement Program (HSIP) and a $21,600 local Measure A Pedestrian and Bicycle Program grant for the Woodside Road Safety Improvement Project, which will upgrade the in-road warning system, improve the crosswalk warning signs to make them more visible, reduce and shift the vehicle travel lanes, and add warning lights, as well as some drainage improvements in front of the Woodside Elementary School. This project began after school closed in June and will be completed by the opening of school in the fall.
- The 2014 Road Rehabilitation Project which will be bid in early July and will include nearly $140,000 for road rehabilitation, about $65,000 for dig-outs, and nearly $58,000 for pedestrian and drainage improvement.
- $150,000 is included to support a comprehensive study of the Town's storm drain system. The aim of this study is to provide a road map for taking a proactive approach to the repair and replacement of storm drains throughout Town. The Town Engineer believes it is important to begin this work to preserve the road rehabilitation work that has been conducted over the last ten years. The budget for 2014-15 includes an additional $100,000 contribution from the General Fund to the Road Program to support the storm drain rehabilitation program.

Sewer Program. Four funds support the Town's sewer program. They are the Canada Corridor Sewer Maintenance Fund, the Sewer Utility and Town Center Pump Funds, which support the Town Center Sewer District, and the Sewer Revolving Fund, which supports activities related to the Redwood Creek Sewer System. Activities supported by these funds are fully covered by the assessment of maintenance and user fees to the residences and businesses that are connected to the various sewer systems. In March 2013, the Town completed a long-overdue sewer rate analysis and Proposition 218 process, and significantly raised sewer rates for the Town Center Sewer District. This rate increase will support the ongoing operating costs of both the Town's sewer collection system as well as the operating costs of the Fair Oaks Sewer District and the City of Redwood City, through which sewer from the Town is conveyed and treated. Additionally, the South Bayside Sewer Authority treatment facility is undergoing a major capital upgrade, and a portion of those costs will be charged to customers within the Town of Woodside.

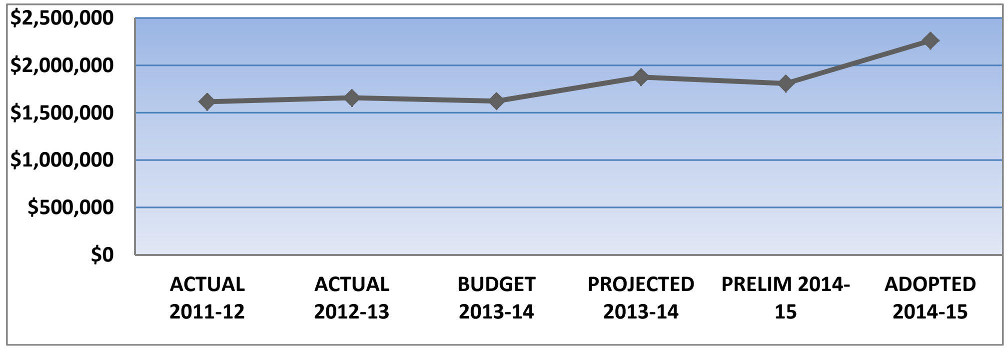
The adopted budget includes $150,000 in 2014-15 to begin work on planning and design for a rehabilitation of the Town Center Pump Station, which is nearing the end of its usable life.

Debt Service. Two funds support the debt service paid through the Public Works Department budget. They are the Woodside Road/Whiskey Hill Road Parking Assessment District, and its reserve fund. They support all non-General Fund debt service for the Woodside Road/Whiskey Hill Road Parking Assessment District improvement bonds. All required principal and interest payments have been included in the adopted budget for the parking assessment district, supported by the assessments against the properties benefiting from the improvements, as provided for in the Town's various bond issuance documents.

<u>Funding Source Summary</u>

As described above, the Public Works Department is supported by several funds.

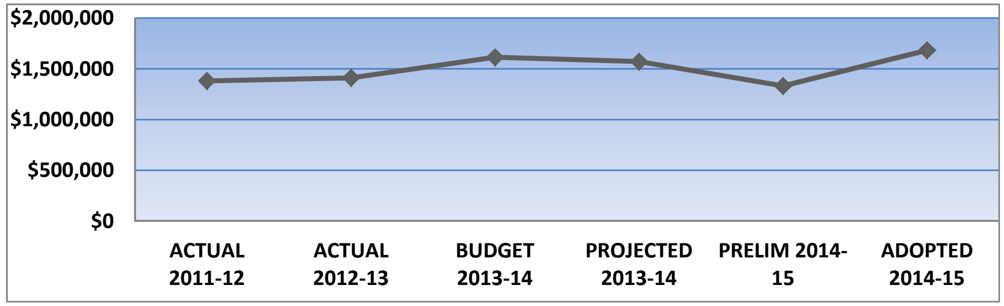
PUBLIC WORKS DEPARTMENT - General Engineering



2014-15 BUDGET WORKSHEET

DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Salaries & Benefits	General	748,166	629,566	473,655	523,655	494,939	467,946
Uniforms	General	301	152	600	300	600	600
State Motion Tax	General	-	-	4,000	-	4,000	4,000
C/CAG Programs	General		16,296	16,470	16,432	16,500	16,500
Professional Services - NPDES & SR2S	General	-	520	40,020	40,020	7,500	50,000
Contractual Code Enforcement Officer	General	-	23,130	37,400	50,000	38,000	52,000
Legal Services - Code Enforcement	General	33,646	20,121	30,000	15,000	30,000	20,000
Contractual Permit Technician	General	-	23,140	40,560	92,000	41,000	54,000
Contractual Building Inspector	General	5,525	54,539	60,000	82,000	60,000	84,000
Contractual Geologist	General	4,799	4,298	10,000	7,000	10,000	5,000
Contractual Building Official/Plan Check	General	219,215	204,710	215,000	245,000	225,000	225,000
Contracutal Development Services Engineer	General	-	2,684	60,000	80,000	60,000	80,000
Geologic Map Update	General	-	-	-	40,000	85,000	45,000
Memberships/Dues	General	5,751	5,213	7,500	8,000	7,500	7,500
Travel/Conferences/Meetings	General	1,438	3,189	6,000	1,000	6,000	6,000
Subscriptions/Codes	General	58	1,296	5,000	100	5,000	2,000
Contribution to the Road Program	General	500,000	500,000	500,000	500,000	600,000	600,000
Other	General	561	-	-	-	-	-
General Fund Total		**1,519,460**	**1,488,854**	**1,506,205**	**1,700,507**	**1,691,039**	**1,719,546**
Bridge Analysis and Rehabilitation	Capital Res.	-	-	-	40,725	-	250,000
Storm Drain Rehabilitation	Capital Res.	-	-	-	-	-	175,000
Capital Reserve Total		**-**	**-**	**-**	**40,725**	**-**	**425,000**
Salaries & Benefits	Deposit	37,866	58,787	16,442	35,000	17,490	17,490
Contractual Services	Deposit	58,739	109,857	100,000	100,000	100,000	100,000
Deposit Total		**96,605**	**168,644**	**116,442**	**135,000**	**117,490**	**117,490**
General Engineering Total		**1,616,065**	**1,657,498**	**1,622,647**	**1,876,232**	**1,808,529**	**2,262,036**

PUBLIC WORKS DEPARTMENT - Road Program



2014-15 BUDGET WORKSHEET

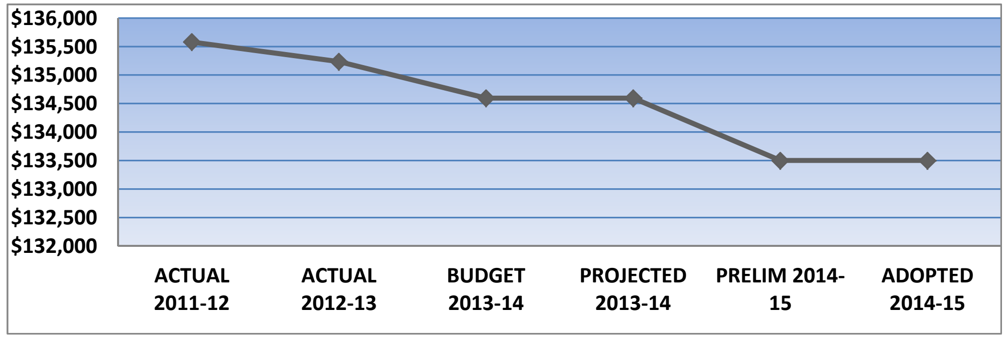
DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Gasoline	Traffic Safety	14,235	12,919	12,000	10,000	12,000	12,000
CalWater	Traffic Safety	2,084	4,320	2,000	8,000	2,500	8,000
PG&E	Traffic Safety	1,542	1,711	1,500	1,700	1,500	1,500
Equipment Maintenance	Traffic Safety	7,471	9,256	13,000	13,000	13,000	13,000
Traffic Safety Total		**25,332**	**28,206**	**28,500**	**32,700**	**29,000**	**34,500**
Salaries & Benefits	Gas Tax	179,591	178,750	141,842	141,842	154,536	138,767
Overhead	Gas Tax	-	32,641	35,000	35,000	35,700	35,700
Gas Tax Total		**179,591**	**211,391**	**176,842**	**176,842**	**190,236**	**174,467**
Salaries & Benefits	Measure A	264,913	215,629	194,230	194,230	211,106	169,898
Equipment Rental	Measure A	1,805	3,369	3,000	3,000	3,000	3,000
Contractual Signal Maintenance	Measure A	4,751	4,233	4,000	2,000	4,000	4,000
Memberships/Dues (C/CAG)	Measure A	14,446	14,554	14,067	14,335	14,500	14,500
Equipment Maintenance	Measure A	16,659	-	-	-	-	-
Storm Drain Rehabilitation Program	Measure A	-	96,076	50,000	50,000	100,000	150,000
Crack Seal Project	Measure A	-	-	-	125,000	-	-
Bridge Analysis and Engineering	Measure A	33,478	115,946	20,000	-	100,000	-
Road Rehabilitation Project	Measure A	428,972	304,623	604,703	584,348	333,716	333,716
Capital Equipment	Measure A	-	19,997	-	6,622	-	-
Woodside Road Safety Improvement Project	Measure A	-	39,515	-	-	-	-
Overhead	Measure A	103,000	104,030	107,000	107,000	109,140	133,240
Measure A Total		**868,024**	**917,972**	**997,000**	**1,086,535**	**875,462**	**808,354**

PUBLIC WORKS DEPARTMENT - Road Program (Continued)

DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Salaries & Benefits	Road Impact	140,495	120,900	100,431	100,431	100,431	157,170
General Supplies	Road Impact	13,903	8,964	13,000	9,000	13,000	13,000
Equipment Maintenance	Road Impact	-	13,237	-	-	-	-
Uniform Reimbursement	Road Impact	885	1,049	1,000	1,200	1,000	1,000
Signs and Striping	Road Impact	4,415	5,288	4,500	4,500	4,500	4,500
Tree and Brush Removal	Road Impact	11,609	12,537	15,000	15,000	15,000	15,000
Culvert and Bridge Maintenance - non-major	Road Impact	7,560	3,943	5,000	25,040	5,000	5,000
Patching Supplies	Road Impact	8,342	2,160	5,000	8,000	5,000	5,000
Professional Services - Special Projects	Road Impact	6,205	3,000	5,000	1,555	5,000	5,000
Contractual Street Sweeping	Road Impact	10,740	10,740	10,740	10,740	10,740	10,740
Membership/Dues	Road Impact	125	-	550	-	550	550
Travel/Conferences/Meetings	Road Impact	750	136	1,000	100	1,000	1,000
Overhead	Road Impact	103,000	71,389	75,000	75,000	75,000	51,900
Road Impact Total		**308,029**	**253,343**	**236,221**	**250,566**	**236,221**	**269,860**
Woodside Road Safety Improvement Project	HSIP	-	-	175,600	25,000	-	395,000
Highway Safety Improvement Program Total		**-**	**-**	**175,600**	**25,000**	**-**	**395,000**
Total Road Progam		**1,380,976**	**1,410,912**	**1,614,163**	**1,571,643**	**1,330,919**	**1,682,181**

PUBLIC WORKS DEPARTMENT - Debt Service

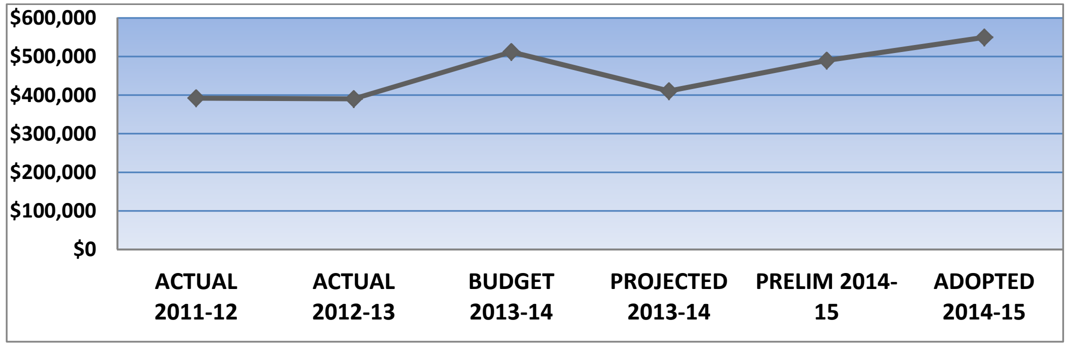
2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Debt Service - Principal	WR/WHR Pkg	85,000	90,000	95,000	95,000	100,000	100,000
Debt Service - Interest	WR/WHR Pkg	46,080	40,785	35,095	35,095	29,000	29,000
Debt Service - Administration	WR/WHR Pkg	4,500	4,450	4,500	4,500	4,500	4,500
Debt Service Total		**135,580**	**135,235**	**134,595**	**134,595**	**133,500**	**133,500**

PUBLIC WORKS DEPARTMENT - Sewer Program

2014-15 BUDGET WORKSHEET



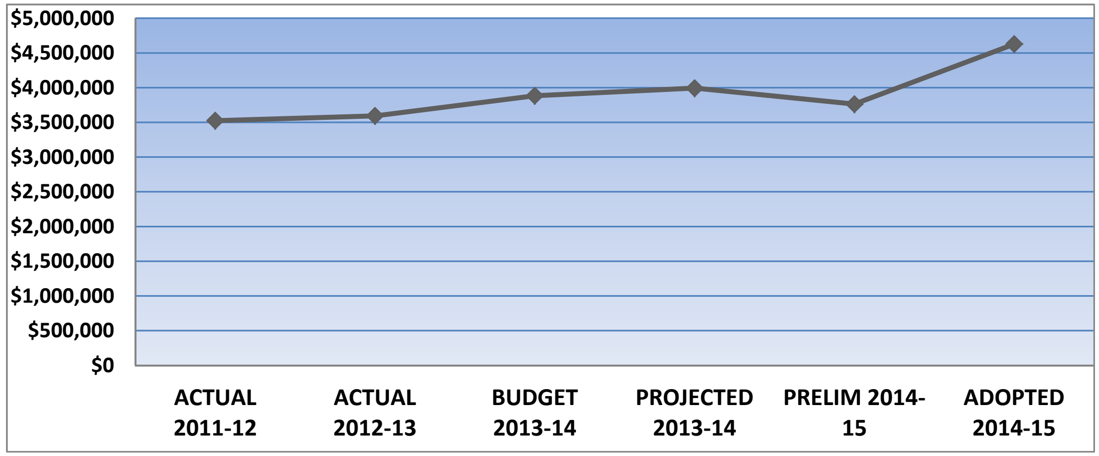
DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Contractual Sewer Treatment	Canada	5,583	6,719	8,320	5,408	9,670	9,670
Contractual Sewer Transmission	Canada	7,313	2,496	4,600	6,433	4,860	4,860
Capital Improvements	Canada	-	-	1,000	-	1,000	1,000
Overhead	Canada	3,487	3,522	3,700	3,700	3,774	3,774
Depreciation	Canada	17,435	17,435	17,435	17,435	17,435	17,435
Canada Sewer Subtotal		**33,818**	**30,172**	**35,055**	**32,976**	**36,739**	**36,739**
Salaries & Benefits	TC Sewer	79,168	49,310	45,765	45,765	47,866	47,110
CalWater	TC Sewer	169	194	175	200	175	175
PG&E	TC Sewer	3,723	4,065	4,000	4,000	4,000	4,000
Phone	TC Sewer	402	397	450	400	450	450
Equipment Maintenance	TC Sewer	-	-	3,000	-	3,000	3,000
Professional Services - TC Pump Plan	TC Sewer	18,375	13,000	10,000	-	10,000	150,000
Contractual Sewer Maintenance	TC Sewer	28,138	42,347	40,250	40,250	40,250	40,250
Contractual Sewer Treatment	TC Sewer	24,909	27,683	74,880	43,670	87,030	50,000
Contractual Sewer Capacity	TC Sewer	4,405	590	590	590	590	590
Contractual Sewer Transmission	TC Sewer	14,018	25,230	40,000	35,750	40,000	40,000
Travel/Conferences/Meetings	TC Sewer	-	-	500	25	500	500
Capital Improvements	TC Sewer	-	-	-	-	-	-
Overhead	TC Sewer	27,153	27,425	28,500	28,500	29,070	29,070
Town Center Sewer Utility Total		**200,460**	**190,241**	**248,110**	**199,150**	**262,931**	**365,145**

PUBLIC WORKS DEPARTMENT - Sewer Program (continued)

DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2012-13	PRELIM 2013-14	ADOPTED 2014-15
Contractual Sewer Treatment	TC Sewer Res	25,723	30,570	-	-	-	-
Contractual Sewer Transmission	TC Sewer Res	28,035	14,430	-	-	-	-
Capital Improvements - SBSA	TC Sewer Res	-	-	102,000	51,771	62,000	20,000
Overhead	TC Sewer Res	23,346	23,579	24,500	24,500	24,990	24,990
Depreciation	TC Sewer Res	74,873	74,873	74,873	74,873	74,873	74,873
Town Center Sewer Reserve Total		**151,977**	**143,452**	**201,373**	**151,144**	**161,863**	**119,863**
Salaries & Benefits	Redwood Ck	-	26,629	27,473	27,473	28,188	27,969
Overhead	Redwood Ck	5,945	-	-	-	-	-
Redwood Creek Total		**5,945**	**26,629**	**27,473**	**27,473**	**28,188**	**27,969**
Sewer Program Total		**392,200**	**390,494**	**512,011**	**410,743**	**489,721**	**549,716**

GRAND TOTAL PUBLIC WORKS DEPARTMENT

2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	PRELIM 2013-14	ADOPTED 2014-15
PUBLIC WORKS DEPARTMENT GRAND TOTAL		3,524,821	3,594,140	3,883,416	3,993,213	3,762,669	4,627,433

Recreation Department

The Recreation Department, through the Recreation Committee, oversees the planning and provision of a variety of recreation programs for the residents of Woodside, including various classes and special events.

Budget Highlights

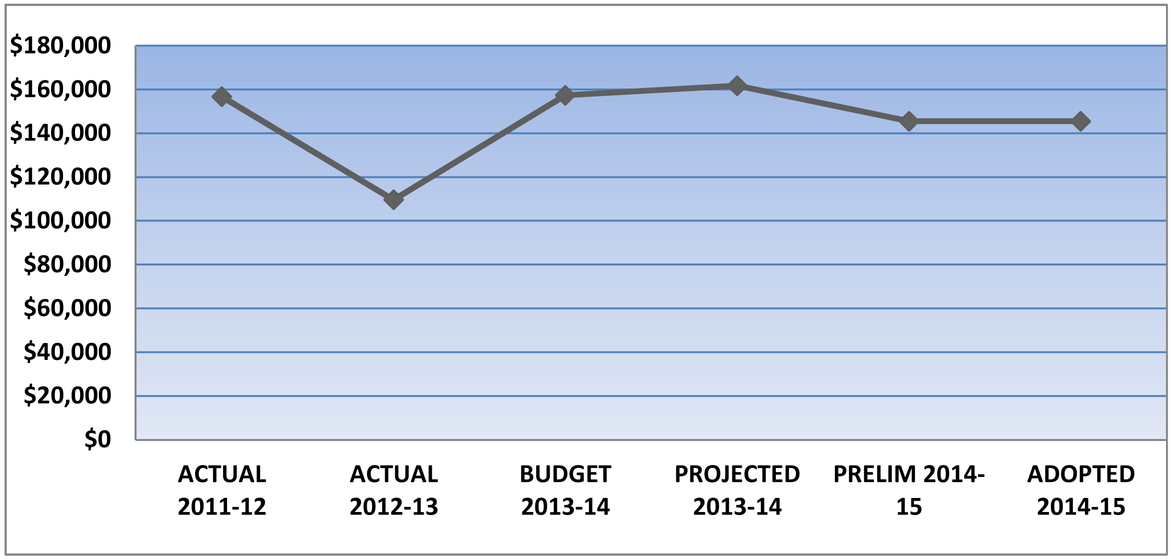
This departmental budget includes the Town's Recreation Program, overseen by the Recreation Committee. The Recreation Program's expenditures are fully supported by the fees raised by the Recreation Committee and are separately accounted for in the Recreation Fund. The Recreation Committee budget is based upon planned activities and events and charged fees are sufficient to cover the cost of most activities, plus a twenty-five percent overhead charge to cover the administrative costs of the program.

Funding Source Summary

This budget is fully supported by Recreation Program fees.

RECREATION DEPARTMENT

2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15
Phone	Recreation	1,011	1,077	1,000	1,100	1,000	1,000
Office Supplies	Recreation	95	-	200	400	200	200
Advertising	Recreation	-	-	-	-	-	-
Maintenance	Recreation	5,268	2,904	1,620	1,620	1,620	1,620
Rent	Recreation	8,790	7,375	10,500	10,500	10,500	10,500
Website	Recreation	3,770	-	-	1,000	-	-
Registrar	Recreation	4,500	6,000	6,000	6,000	6,000	6,000
Yoga Class	Recreation	92,001	63,540	95,000	95,000	95,000	95,000
Body Workshop Class	Recreation	5,007	6,452	7,500	9,000	7,500	7,500
Fun Run	Recreation	4,232	3,147	4,000	3,500	4,000	4,000
W-Ball	Recreation	3,927	3,496	4,000	4,000	4,000	4,000
Co-Ed Softball	Recreation	5,859	5,190	5,000	5,000	5,000	5,000
Barn Dance	Recreation	11,368	-	12,000	14,000	-	-
Other Events	Recreation	1,165	569	500	600	500	500
Overhead	Recreation	9,725	9,822	10,000	10,000	10,200	10,200
DEPARTMENT TOTAL		**156,718**	**109,572**	**157,320**	**161,720**	**145,520**	**145,520**

Woodside Library Department

The Woodside Library Department supports the upkeep and maintenance of the library building, including janitorial services, day-to-day repairs, preventative maintenance, and capital improvements.

Budget Highlights

The Town approved the San Mateo County Library System Joint Powers Agreement (JPA) during late 1998-99. Under the terms of the agreement, the County deeded the library building to the Town, which already owned the underlying property, and the Town agreed to maintain the building beginning on July 1, 1999. The agreement also provides that the cost of this maintenance will be supported by property tax revenues generated by the Woodside Branch Library that are in excess of the funds needed to maintain existing direct library service levels.

During the first two years of the agreement, the County reimbursed the Town for its library-related expenses from the accruing "excess" property tax revenues. Beginning in 2001-02, the County transferred all accrued excess revenue balances to the Town and remitted the full annual amount of excess revenues through the 2011-12 fiscal year. Starting in 2012-13, the County has reverted to the model of reimbursing the Town for its library-related expenses out of funds generated by Woodside tax payers. This will occur once the Town held library funds have been spent. The accruing "excess" is now being held in trust by the County. The balance held by the County was $471,161 on June 30, 2013 and is projected to grow by another $400,000 to $871,161 on June 30, 2014.

Library Renovation Project. The San Mateo County Library engaged the services of an architectural firm to lead the community through an exercise to plan for renovating the Woodside Library, which was constructed in 1968. The proposed plan had been reviewed and building permits approved in 2013. At the request of the Town Council, a structural analysis was done on the library and recommendations have been included in a revised set of building plans that are now being reviewed by the Building Department.

With these changes, staff has obtained a new estimate for the renovation. Including construction contingency and construction management, the Total cost for the Town is estimated to be $2,270,000.

Between the funds held by the Town of Woodside and funds held in trust by the County, staff believes there is sufficient money to construct the improvements during 2014-15 and maintain a healthy balance for ongoing upkeep and maintenance of the property. The table below shows the projected resources available to support the Woodside Library.

	Library Funds held by Town	**Library Funds held by County**	**Total Funds Available**
June 30, 2013 Balance	**$2,331,309**	**$471,161**	**$2,802,470**
2013-14 Projected Activity	-$143,735	$400,000	
June 30, 2014 Projected Balance	**$2,187,574**	**$871,161**	**$3,058,735**
2014-15 Library Renovation Project	$2,187,574	$82,426	
2014-15 Ongoing Maintenance Costs	$0	$140,417	
June 30, 2015 Projected Balance	**$0**	**$648,318**	**$648,318**

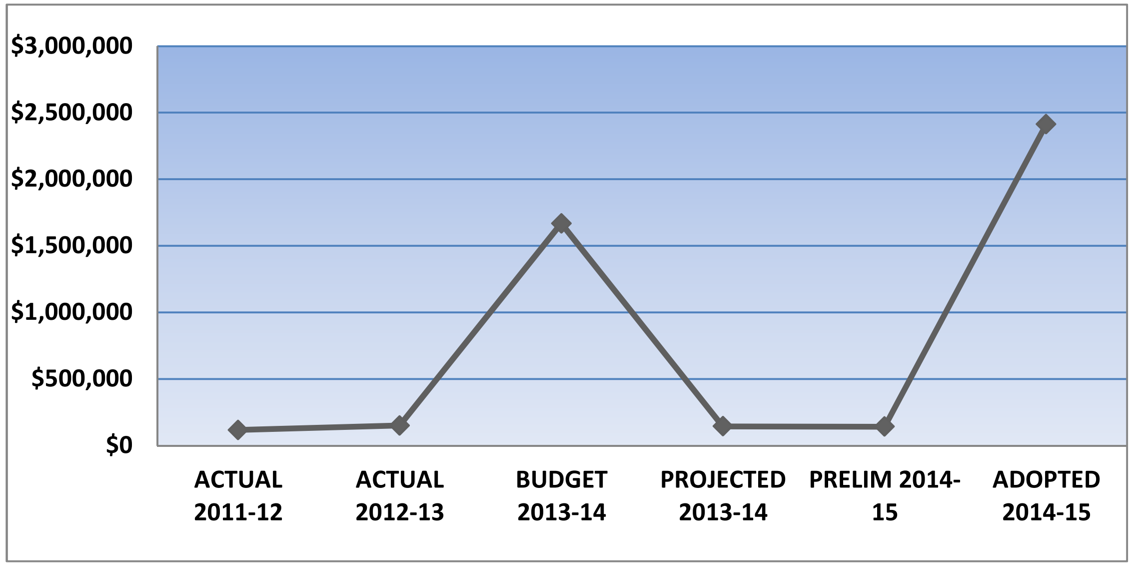
If the Town was to construct the Woodside Library Renovation project, the resources available at June 30, 2015 represent over 4 years of annual upkeep and maintenance at a cost of about $150,000 per year. Staff believes that this an adequate balance to support ongoing maintenance of the library.

Funding Source Summary

All expenditures of the Library Department are funded through property taxes paid by Woodside property owners for the benefit of the Woodside Library and passed on to the Town by the San Mateo County Library System Joint Powers Agency. There is no General Fund cost.

2014-15 BUDGET WORKSHEET

LIBRARY DEPARTMENT



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2012-13	PRELIM 2014-15	ADOPTED 2014-15
Salaries & Benefits	Library	48,015	57,854	55,725	55,725	58,307	59,016
CalWater	Library	5,716	6,803	6,000	6,000	6,000	6,000
PG&E	Library	8,376	8,715	9,300	9,300	9,300	9,300
Contractual Landscape and Janitorial	Library	24,833	28,408	29,384	29,384	30,000	30,000
Sewer Maintenance Fee	Library	426	2,324	5,000	826	5,500	5,500
Library Renovation Project	Library	-	11,766	1,530,000	10,000	-	2,270,000
Overhead	Library	29,400	35,000	32,500	32,500	32,500	33,000
DEPARTMENT TOTAL		**116,766**	**150,870**	**1,667,909**	**143,735**	**141,607**	**2,412,816**

Barkley Fields and Park Department

The Barkley Fields and Park Department supports the day-to-day upkeep, maintenance, and scheduling of the park and fields and provides ongoing capital renovation activities as required.

Budget Highlights

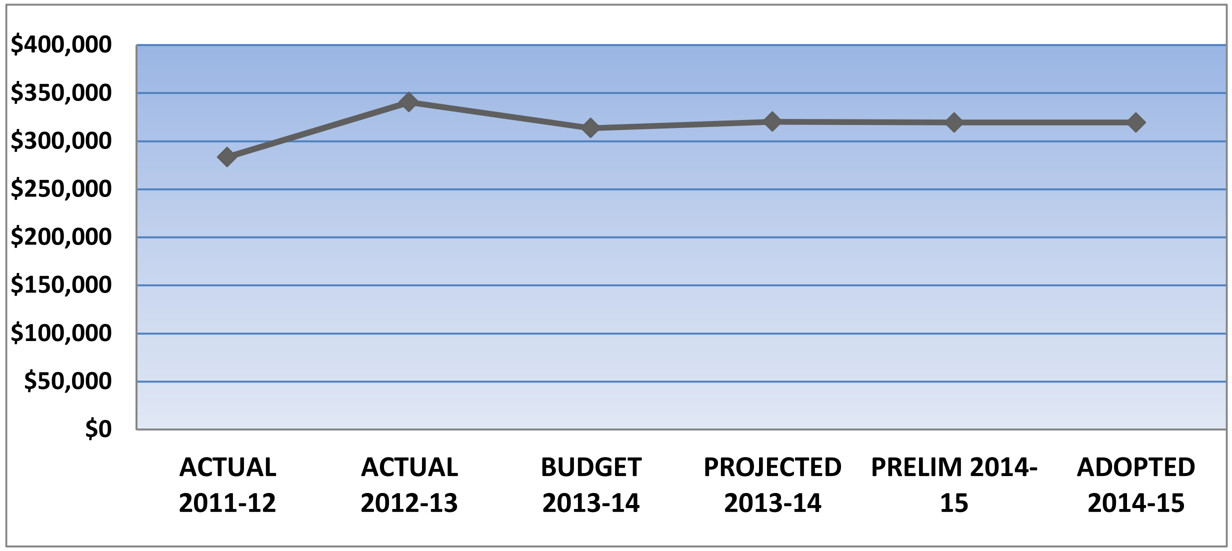
Under the Agreement Governing the Donation of property for Barkley Fields, the Town is required to contribute $35,000 annually to a Capital Maintenance Fund to support periodic capital improvements and rehabilitations at the Park. The Town set up and began contributing to this fund in 2006-07.

Funding Source Summary

The General Fund supports most of the operating and maintenance budget, as well as the contribution to the Capital Maintenance Fund. Field reservation fees paid by the Alpine/West Menlo Little League and the Alpine Football Club of California Youth Soccer (CYSO) and Woodside/Portola Valley American Youth Soccer Organization (AYSO) now contribute a combined $10,500 in support of the Park.

BARKLEY FIELDS AND PARK DEPARTMENT

2014-15 BUDGET WORKSHEET



DESCRIPTION	FUND SOURCE	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2012-13	PRELIM 2014-15	ADOPTED 2014-15
General Fund Contribution	General	150,079	176,780	164,080	164,080	166,930	166,930
Subtotal		**150,079**	**176,780**	**164,080**	**164,080**	**166,930**	**166,930**
Utilities - Water	Barkley O&M	20,643	41,676	30,000	30,000	32,000	32,000
Utilities - PG&E	Barkley O&M	1,851	2,028	2,500	2,000	2,500	2,500
Sewer Maintenance Fee	Barkley O&M	470	500	1,000	530	1,250	1,250
Contractual Security Services	Barkley O&M	25,200	23,700	26,400	26,400	27,000	27,000
Contractual Field Maintenance	Barkley O&M	39,555	47,677	42,000	41,630	42,000	42,000
Contractual Landscape Maintenance	Barkley O&M	27,600	30,375	27,600	34,500	27,600	27,600
Contractual Janitorial	Barkley O&M	10,080	7,560	10,080	10,080	10,080	10,080
Subtotal		**125,399**	**153,516**	**139,580**	**145,140**	**142,430**	**142,430**
Annual Field Rehabilitation	Barkley Constrctn	7,973	10,262	10,000	11,000	10,000	10,000
Subtotal		**7,973**	**10,262**	**10,000**	**11,000**	**10,000**	**10,000**
DEPARTMENT TOTAL		**283,451**	**340,558**	**313,660**	**320,220**	**319,360**	**319,360**

APPENDICES

Appendix A

Implementing Resolutions

RESOLUTION NO. 2014 – 6996

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE ADOPTING A BUDGET FOR FISCAL 2014-15

WHEREAS, this Council discussed the recommendations contained in the 2014-15 Proposed Budget document during its public meeting on June 10, 2014; and

WHEREAS, the Town Council held a public hearing on June 24, 2014, for purposes of receiving public input on the proposed budget; and

WHEREAS, the Council has determined that the "appropriation limit" for Fiscal Year 2014-15 is $4,096,034 (Four Million, Ninety-Six Thousand, Thirty Four Dollars) and further determined that proposed expenditures from proceeds of taxes will not exceed said "appropriation limit"; and

WHEREAS, the proposed budget was prepared in accordance with financial management policies of the Town.

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. That the Budget for the Town of Woodside, totaling $12,264,484, including interfund transfers, for the Fiscal Year 2014-15 is adopted as the Budget of the Town for said fiscal year, as included in Exhibit "A".

2. That the Town Clerk of the Town of Woodside is directed to forward a copy of said approved and adopted budget to the County Controller of San Mateo County for filing, pursuant to Government Code Section 53901.

* * * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 24th day of June 2014, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: Gordon, Kasten, Mason, Romines, Shanahan, Tanner, Mayor Burow
NOES, Councilmembers: None
ABSENT, Councilmembers: None
ABSTAIN, Councilmembers: None

____
Mayor of the Town of Woodside

ATTEST:

____
Clerk of the Town of Woodside
Budget1415

EXHIBIT "A"

TOWN OF WOODSIDE

2014-15 ADOPTED BUDGET

FUND:		APPROPRIATION:
101 GENERAL FUND	$	6,422,857
102 CAPITAL RESERVE FUND	$	425,000
105 TRAILS FUND		72,974
135 RECREATION FUND		145,520
150 BARKLEY FIELDS & PARK OPERATING FUND		142,430
151 BARKLEY FIELDS & PARK CONST. & MAINT. FUND		10,000
204 TRAFFIC SAFETY FUND		34,500
206 GAS TAX CONSTRUCTION FUND		11,866
207 GAS TAX MAINTENANCE FUND		162,601
210 MEASURE A FUND		808,354
242 ROAD IMPACT FEE FUND		269,860
243 SUPPLEMENTAL LAW ENFORCEMENT FUND		100,000
250 WOODSIDE LIBRARY FUND		2,412,816
450 WR/WHR PAD DEBT SVC. FUND		133,500
366 HIGHWAY SAFETY IMPROVEMENT PROJECT FUND		395,000
525 CANADA CORRIDOR SEWER OPERATIONS		36,739
528 SEWER UTILITY FUND		365,145
529 TOWN CENTER PUMP STATION FUND		119,863
537 SEWER CAPITAL IMPROVEMENT FUND		27,969
900 DEPOSIT FUND		167,490
TOTAL	**$**	**12,264,484**

RESOLUTION NO. 2014 - 6997

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE DETERMINING THE APPROPRIATION LIMIT FOR FISCAL 2014-15

WHEREAS, the calculation of the Appropriation Limit for Fiscal 2014-15 has been reviewed in a duly noticed Public Hearing; and

WHEREAS, the manner of calculating said Limit is set forth in Exhibit "A" attached hereto.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Woodside that the Appropriation Limit for Fiscal 2014-15 is determined to be $4,096,034.

*   *   *   *   *   *

PASSED AND ADOPTED at a meeting of the Town Council of the Town of Woodside held on the 24th day of June 2014, by the following roll call vote:

AYES, and in favor thereof, Councilmembers: Gordon, Kasten, Mason, Romines, Shanahan, Tanner, Mayor Burow
NOES, Councilmembers: None
ABSENT, Councilmembers: None
ABSTAIN, Councilmembers: None

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside
Approp14

EXHIBIT "A"

RESOLUTION NO. 2014 - 6997

2014-15 APPROPRIATIONS LIMIT

	$ 723,470	1978-79 Appropriation Limit (established by Resolution No. 1980-3320)
10.80%		
	801,605	1979-80 Appropriation Limit
13.23%		
	907,657	1980-81 Appropriation Limit (Revised)
8.88%		
	988,257	1981-82 Appropriation Limit (Revised)
6.00%		
	1,047,552	1982-83 Appropriation Limit (Revised)
2.60%		
	1,074,788	1983-84 Appropriation Limit
5.64%		
	1,135,406	1984-85 Appropriation Limit
4.26%		
	1,183,774	1985-86 Appropriation Limit
3.97%		
	1,230,770	1986-87 Appropriation Limit
4.12%		
	1,281,478	1987-88 Appropriation Limit
5.03%		
	1,345,936	1988-89 Appropriation Limit
6.00%		
	1,426,810	1989-90 Appropriation Limit
5.49%		
	1,505,142	1990-91 Appropriation Limit
5.71%		
	1,591,086	1991-92 Appropriation Limit
1.01%		
	1,606,997	1992-93 Appropriation Limit
4.90%		
	1,685,740	1993-94 Appropriation Limit
2.16%		
	1,722,152	1994-95 Appropriation Limit
7.82%		
	1,856,824	1995-96 Appropriation Limit

5.78%		
	1,964,148	1996-97 Appropriation Limit
6.08%		
	2,083,568	1997-98 Appropriation Limit
6.37%		
	2,216,291	1998-99 Appropriation Limit
5.74%		
	2,343,506	1999-00 Appropriation Limit
3.96%		
	2,436,309	2000-01 Appropriation Limit
8.77%		
	2,649,973	2001-02 Appropriation Limit
(1.21%)		
	2,617,908	2002-03 Appropriation Limit
2.18%		
	2,674,978	2003-04 Appropriation Limit
5.39%		
	2,819,159	2004-05 Appropriation Limit
6.02%		
	2,988,872	2005-06 Appropriation Limit
4.58%		
	3,125,762	2006-07 Appropriation Limit
5.21%		
	3,288,614	2007-08 Appropriation Limit
5.89%		
	3,482,313	2008-09 Appropriation Limit
1.84%		
	3,546,388	2009-10 Appropriation Limit
(1.26%)		
	3,501,704	2010-11 Appropriation Limit
3.51%		
	3,624,614	2011-12 Appropriation Limit
5.19%		
	3,812,731	2012-13 Appropriation Limit
6.43%		
	4,057,890	2013-14 Appropriation Limit
0.94%		
	4,096,034	2014-15 Appropriation Limit

2014-15 Gann Appropriation Limit Calculation

Annual percent change for 2014-15:

Per Capita Personal Income Change: -0.23 percent*
San Mateo County Population Change: 1.17 percent*

Per Capita converted to a ratio: $\frac{-0.23 + 100}{100} = 0.9977$

Population converted to a ratio: $\frac{1.17 + 100}{100} = 1.0117$

Calculation of factor for FY 14-15: 0.9977 x 1.0117 = 1.0094

Growth factor for 2014-15: 0.94%

*Supplied by the State Department of Finance.

RESOLUTION NO. 2014 - 6998

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE APPROVING THE 2014-15 TOWN SALARY SCHEDULE AND CLASSIFICATION PLAN

WHEREAS, Woodside Municipal Code Section 31.20 (D) provides that the Town Manager shall recommend the organization of offices, positions, and departments to the Town Council; and

WHEREAS, the 2014-15 Proposed Budget reflects the recommended organization and staffing of the Town's departments; and

WHEREAS, the formal approval of such organization requires the adoption of the Salary Schedule and Classification Plan, incorporated in "Exhibit A" attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the Salary Schedule and Classification Plan attached hereto as Exhibit "A" is hereby approved and adopted effective July 1, 2014.

* * * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 24th day of June 2014, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: Gordon, Kasten, Mason, Romines, Shanahan, Tanner, Mayor Burow
NOES, Councilmembers: None
ABSENT, Councilmembers: None
ABSTAIN, Councilmembers: None

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside
SAL14Adopted

TOWN OF WOODSIDE
RESOLUTION NO. 2014 - 6998 Exhibit "A" (page 1 of 2)
SCHEDULE OF MONTHLY SALARY RANGES AND STEPS

Range	Steps A	B	C	D	E	P-1	P-2	P-3	P-4	P-5
1.0	10,790	11,358	11,956	12,589	13,250	13,946	14,676	15,448	16,259	17,113
2.0	9,515	10,016	10,543	11,100	11,683	12,298	12,942	13,622	14,337	15,090
2.5	8,935	9,405	9,900	10,424	10,972	11,548	12,153	12,792	13,463	14,170
2.8	8,605	9,057	9,534	10,037	10,566	11,121	11,703	12,318	12,964	13,645
3.0	8,390	8,832	9,297	9,788	10,303	10,845	11,412	12,012	12,642	13,306
3.4	7,979	8,399	8,840	9,308	9,797	10,312	10,852	11,423	12,022	12,654
3.5	7,880	8,294	8,730	9,192	9,675	10,184	10,716	11,280	11,872	12,495
3.8	7,588	7,987	8,407	8,852	9,316	9,807	10,320	10,862	11,433	12,033
4.0	7,400	7,788	8,198	8,631	9,085	9,563	10,063	10,593	11,149	11,734
4.3	7,126	7,499	7,894	8,312	8,749	9,209	9,690	10,200	10,736	11,299
4.4	7,037	7,406	7,795	8,208	8,640	9,094	9,569	10,072	10,601	11,158
4.8	6,691	7,042	7,413	7,805	8,215	8,648	9,100	9,578	10,081	10,610
5.0	6,525	6,867	7,229	7,612	8,011	8,433	8,874	9,340	9,830	10,346
5.3	6,283	6,613	6,961	7,329	7,715	8,121	8,546	8,994	9,466	9,963
5.4	6,205	6,530	6,874	7,238	7,618	8,019	8,439	8,882	9,348	9,839
5.9	5,827	6,133	6,455	6,797	7,153	7,530	7,924	8,340	8,778	9,239
6.0	5,754	6,056	6,374	6,712	7,064	7,436	7,825	8,236	8,668	9,123
6.5	5,403	5,687	5,985	6,304	6,633	6,982	7,348	7,733	8,139	8,567
7.0	5,075	5,340	5,621	5,919	6,228	6,556	6,900	7,263	7,644	8,045
7.9	4,531	4,768	5,019	5,286	5,562	5,855	6,161	6,485	6,825	7,184
8.0	4,474	4,708	4,956	5,220	5,492	5,781	6,084	6,404	6,740	7,094
8.3	4,308	4,534	4,773	5,026	5,289	5,567	5,859	6,167	6,490	6,831
8.4	4,255	4,477	4,713	4,964	5,223	5,497	5,786	6,089	6,409	6,746
9.0	3,946	4,152	4,370	4,602	4,843	5,097	5,365	5,647	5,944	6,256
9.2	3,847	4,049	4,262	4,488	4,724	4,971	5,232	5,506	5,795	6,100
10.0	3,478	3,662	3,854	4,058	4,271	4,495	4,732	4,979	5,240	5,516

Hourly: Laborer $14.70 - $26.00
Clerical $12.00 - $36.00
Intern $12.00 - $26.00

RESOLUTION NO. 2014 - 6998 **Exhibit "A" (page 2 of 2)**

Classification Plan

Position	Number of	Range Positions
Town Manager	1.0	(no range)
Deputy Town Manager/ Town Engineer (4)	1.0	1.0
Director of Planning (4)	1.0	1.0
Deputy Town Engineer (4)	1.0	2.8
Senior Planner (2) (4)	2.0	4.3
Senior Management Analyst (4) (5)	1.0	4.4
Deputy Building Official (6)	1.0	4.4
Town Clerk (4)	1.0	4.8
Supervising Maintenance Worker (1)	1.0	5.3
Senior Administrative Technician (3)	1.0	6.5
Maintenance Worker (1)	2.0	7.9
Project Manager	1.0	8.3
Planning Technician	1.0	8.3
Administrative Assistant	2.0	8.3
Total	17.0	

(1) Subject to emergency call-back pay at two times base rate
(2) Alternately Classified as Assistant (Range 6.5), Associate (Range 5.9), and Principal Planners (Range 3.4)
(3) Alternately Classified as Administrative Technician (Range 9.2) and Accounting Office Assistant/Deputy Town Clerk (Range 8.4)
(4) Eligible for Administrative Leave, to be administratively determined and managed by the Town Manager pursuant to the Town's personnel policies
(5) Alternately Classified as Management Analyst (Range 5.4)
(6) Alternately Classified as Building Inspector/Plan Checker (Range 5.9)
(7) Hourly employees may be eligible for partial benefits, as administratively determined and managed by the Town Manager pursuant to the Town's personnel policies

Appendix B

2014 – 16 Adopted Road Program

TOWN OF WOODSIDE

Report to Town Council July 1, 2014

Prepared by: Kevin Bryant, Town Manager

SUBJECT: 2014-16 ADOPTED ROAD PROGRAM

RECOMMENDATION

It is recommended that the Town Council accept this report, which transmits the 2014-16 Adopted Road Program, as incorporated into the 2014-15 Adopted Budget.

DISCUSSION

On March 25, 2014, the Town Council reviewed and preliminarily approved the attached report on the 2014-16 Road Program. Since March, a review of the timing of several projects as well as a change in allocation of Public Works staff has led to a revision of the Road Program.

The following chart summarizes the two-year Road Program.

2014-16 Proposed Road Program

Program Category	2014-15	2015-16	Total
Rehabilitation	$ 139,672	$ 127,700	$ 267,372
Dig-outs	65,178	57,100	122,278
Contingency and Inspection	51,247	51,247	102,494
Other Projects:	-	-	
Woodside Road Safety Improvements	395,000	-	395,000
Pedestrian/Drainage Improvements	57,619	44,000	101,619
Bridge Rehabilitation (non-major)	5,000	5,000	10,000
Crack-Seal	5,000	5,000	10,000
Striping	10,000	10,000	20,000
Storm Drain Repair	150,000	100,000	250,000
In-house Maintenance	803,465	831,586	1,635,051
Total Program	$ 1,682,181	$ 1,231,633	$ 2,913,814

The attached schedule provides an update of the Five-Year Road Program Forecast. The Town Council reviewed the Road Program during its June 10, 2014 budget deliberations.

Attachments

TOWN OF WOODSIDE
FIVE-YEAR ROAD PROGRAM
2013-14 to 2018-19
JUNE 2014

	ACTUAL 2012-13	ADOPTED 2013-14	PROJECTED 2013-14	PRELIM 2014-15	ADOPTED 2014-15	FORECAST 2015-16	FORECAST 2016-17	FORECAST 2017-18	FORECAST 2018-19
BEGINNING BALANCES									
TOTAL	527,744	636,410	636,410	835,262	835,262	654,805	747,192	810,520	843,724
REVENUES									
204-TRAFFIC SAFETY	32,507	30,000	32,000	30,000	32,000	32,000	32,000	32,000	32,000
206-GAS TAX CONSTRT	23,882	22,570	26,333	22,570	26,253	22,570	22,570	22,570	22,570
207-GAS TAX MAINT.	119,325	149,930	140,995	149,930	123,421	125,000	125,000	125,000	125,000
210-MEASURE A	288,424	265,000	290,000	265,000	265,000	265,000	265,000	265,000	265,000
242-ROAD IMPACT FEE	364,230	250,000	510,000	250,000	275,000	275,000	275,000	275,000	275,000
GENERAL FUND CONTRIBUTION	500,000	500,000	500,000	600,000	600,000	600,000	600,000	600,000	600,000
INTEREST INCOME	846	2,450	1,200	2,450	2,450	2,450	2,450	2,450	2,450
OTHER	31,000	2,000	0	2,000	2,000	2,000	2,000	2,000	2,000
HIGHWAY SAFETY IMPROVEMENT GRANT	33,286	158,000	0	0	158,000	0	0	0	0
MEASURE A GRANT	0	17,600	3,817	0	17,600	0	0	0	0
HIGHWAY BRIDGE PROGRAM	126,077	0	0	0	0	0	0	0	0
STATE AND LOCAL PARTNERSHIP PROGRAM	0	266,150	266,150	0	0	0	0	0	0
TOTAL	1,519,577	1,663,700	1,770,495	1,321,950	1,501,724	1,324,020	1,324,020	1,324,020	1,324,020
EXPENDITURES									
IN-HOUISE MAINTENANCE	854,751	763,860	787,295	803,760	803,465	831,586	860,692	890,816	954,264
ROAD REHABILITATION PROJECTS	304,623	604,703	584,348	333,716	333,716	300,047	300,000	300,000	300,000
CRACK SEAL PROJECT	0	0	125,000	0	0	0	0	0	0
BRIDGE ANALYSIS AND REHABILITATION	115,946	20,000	0	100,000	0	0	0	0	0
STORM DRAIN REHABILITATION	96,076	50,000	50,000	100,000	150,000	100,000	100,000	100,000	100,000
[1]WOODSIDE ROAD SAFETY IMPROVEMENT PROJECT	39,515	175,600	25,000	0	395,000	0	0	0	0
TOTAL	1,410,911	1,614,163	1,571,643	1,337,476	1,682,181	1,231,633	1,260,692	1,290,816	1,354,264
ENDING BALANCES									
TOTAL	636,410	685,947	835,262	819,736	654,805	747,192	810,520	843,724	813,480

1. The Woodside Road Safety Improvement Project will cover fiscal years 2013-14 and 2014-15.

TOWN OF WOODSIDE

Report to Town Council — Agenda Item 8

Prepared by: Kevin Bryant, Town Manager — March 25, 2014

SUBJECT: 2014-16 ANNUAL ROADS PROGRAM AND PROJECT FUNDING PROPOSALS

RECOMMENDATION

It is recommended that the Town Council consider this report, receive public input on its contents, and preliminarily adopt the included recommendations for project funding for the Road Program project years 2014-15 and 2015-16.

BACKGROUND

The Town's Municipal Code includes requirements for annual reporting of the financial and project status of the Town's Road Program. The Code specifies that two annual reports on the Road Program must be transmitted to the Town Council. The first of these is to be prepared and presented in December of each fiscal year. It is to provide a status report on the progress of that year's road projects. The second report, to be considered by the Town Council in March should provide two elements:

⇒ Projection of resources over the upcoming five-year period.
⇒ Road program projects for the upcoming two-year cycle.

This is the second required report for 2013-14.

DISCUSSION

The Town is responsible for the maintenance of over forty-five miles of public roads and the provision of adequate funding to support this maintenance task has been a top priority for the Town Council since 1998. Over $7.5 million in General Fund monies has been contributed to the Road Program during the last 15 fiscal years. The General Fund contribution now represents about thirty-five percent of available road fund revenues. The chart on the next page provides a five-year overview of the Town's Road Program, covering the period from July 1, 2009 to June 30, 2014. Highlights from the chart include:

⇒ About $7.25 million will have been spent on the Town's roads by June 30, 2014, during this five-year period.
⇒ Of this total, about 33.5%, or $2.4 million has been dedicated for major road rehabilitation projects.

⇒ The General Fund contribution amounted to $2.5 million and is the most stable source of funding for the Road Program, as all other sources fluctuate depending upon the economy and/or development activity. The chart clearly depicts the fluctuating receipts patterns of those other sources, most notably Gas Taxes, Measure A funds and Road Impact Fees.

FIVE-YEAR ROAD PROGRAM HISTORY
2009-10 to 2013-14

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Adopted	TOTAL
Beginning Balance	$ 977,909	$ 1,038,903	$ 749,527	$ 527,744	$ 636,410	
Revenues by Source:						
Traffic Safety	$ 30,192	$ 36,005	$ 28,118	$ 32,507	$ 30,000	$ 156,822
Gas Taxes	99,733	142,324	168,895	143,207	172,500	$ 726,659
Measure A	225,871	265,972	251,485	288,424	265,000	$ 1,296,752
Road Impact Fees	306,636	204,973	209,363	364,230	250,000	$ 1,335,202
General Fund	500,000	500,000	500,000	500,000	500,000	$ 2,500,000
Grants/Other	299,789	3,452	1,469	31,846	270,600	$ 607,156
Highway Safety Improvement Grant				33,286	158,000	$ 191,286
Measure A Grant				-	17,600	$ 17,600
Highway Bridge Program				126,077	-	$ 126,077
Total Revenues	$ 1,462,221	$ 1,152,726	$ 1,159,330	$ 1,519,577	$ 1,663,700	$ 6,957,554
Expenditures by Category:						
In-House Services	$ 885,334	$ 862,823	$ 918,663	$ 854,751	$ 763,860	$ 4,285,431
Road Projects	515,893	579,279	428,972	304,623	604,703	$ 2,433,470
Bridge Analysis and Engineering		-	33,478	115,946	20,000	$ 169,424
Storm Drain Repair				96,076	50,000	$ 146,076
Woodside Rd Safety Improvement Project				39,515	175,600	$ 215,115
Total Expenditures	$ 1,401,227	$ 1,442,102	$ 1,381,113	$ 1,410,911	$ 1,614,163	$ 7,249,516
Ending Balance	$ 1,038,903	$ 749,527	$ 527,744	$ 636,410	$ 685,947	

Project Funding Proposals for 2014-15 and 2015-16

A two-year Road Program project proposal has been developed for the Town Council's consideration, in compliance with the Municipal Code. It is based upon several factors:

- The Town Council's Financial Management Policies;
- Historic and current financial data;
- A proposed ongoing annual General Fund contribution;
- The updated Five-year Road Program Forecast (**Attachment B**);
- Available grant funding; and
- The Town Engineer's assessment of current road conditions and priorities.

In addition to the annual Road Rehabilitation Project, the Town is working on several initiatives which are supported by the Town's Road Program. To extend the life of Cañada Road, the Town Engineer will be contracting with a firm to do a crack sealing project this year. This will be a substantial project which will reduce the costs of the maintenance of Cañada Road in future years.

The Town is currently in the permitting process with the State Department of Transportation (CalTrans) on the Woodside Road Safety Improvement Project, which will improve the crosswalk in front of the Woodside Elementary School on Woodside Road, and improve drainage in the vicinity. The Town is also working with CalTrans to implement recommendations from a recent Safe Routes to School Audit, which would include a reduction in lane widths to provide additional room for pedestrians on Woodside Road. This project is scheduled to begin after the completion of the school year on June 13th. This project will carry into the 2014-15 fiscal year.

The Town has issued a Request for Proposals for civil engineering firms to conduct an inventory and analysis of the Town's storm drains. The product of this process will provide the Town with information about the condition of the Town's storm drains and will also provide the Town with a strategy to maintain, rehabilitate, or augment the existing drainage system. At the direction of the Town Council, starting in 2014-15, the General Fund contribution to the Road Program will be increased from $500,000 to $600,000 in anticipation of additional spending in support of a Storm Drain Rehabilitation program. The five-year forecast includes $100,000 per year for storm drain rehabilitation.

On this agenda, the Town Council will be considering authorizing a contract with Quincy Engineering to perform detailed analyses of bridges on Kings Mountain Road at Union Creek, Mountain Home Road at Bear Gulch Creek and Portola Road at Alambique Creek to determine the condition of the bridges and the alternatives for maintenance, rehabilitation, or replacement. It is proposed that this $163,000 contract be supported by the new capital reserve fund that the Town Council established upon receiving a one-time $1,000,000 + payment for prior year's Tax Equity Allocation (TEA) revenue. The five-year forecast assumes no Road Program money for major bridge maintenance over the next five years.

A total of $2.62 million in expenditure on the Roads Program is proposed for the upcoming two-year period. The following table allocates these funds by project category for each year.

2014-16 Road Program

Program Category	2014-15	2015-16	Total
Rehabilitation	$ 139,672	$ 127,700	$ 267,372
Dig-outs	65,178	57,100	122,278
Contingency and Inspection	51,247	51,247	102,494
Other Projects:	-	-	
Woodside Road Safety Improvements	150,600	-	150,600
Pedestrian/Drainage Improvements	57,619	44,000	101,619
Bridge Rehabilitation (non-major)	5,000	5,000	10,000
Town-wide Crack Seal	5,000	5,000	10,000
Town-wide Striping Project	10,000	10,000	20,000
Storm Drain Repair	100,000	100,000	200,000
In-house Maintenance	803,760	831,892	1,635,652
Total Program	$ 1,388,076	$ 1,231,939	$ 2,620,015

Rehabilitation projects involve more intensive repair and maintenance work, including reconstruction of failed pavement with the installation of new pavement, varying from five to eight inches in depth. It can also include fabric overlays, where failed pavement is replaced by installing geotextile fabric and an inch and a half overlay to provide for a new structural surface. Chip sealing is also included in this category, calling for replacement of failed pavement by installing a coat of hot asphalt covered by a layer of chips approximately ¼ inch in size. Slurry sealing also falls into this category, with the installation of a layer of asphalt mixed with sand to provide a surface, which protects the pavement and base.

"Dig-outs" describes a category of project that includes the isolation of segments of roadways which may be subject to other treatments, but which may require more immediate or separate repair. Sections of road are removed and replaced independently of the final treatment of the balance of the road.

In addition to these projects, the Town annually undertakes pedestrian improvements, drainage and bridge improvements, a pavement striping and marking project, and other projects that are identified by the Town Engineer.

Attachment A summarizes the Road Program recommendations for 2014-15 and 2015-16, with the Rehabilitation, Dig-out, and other projects organized by Road Impact Fee area.

Five-year Forecast

As required by the Municipal Code, an updated five-year financial forecast for the Roads Program is included as **Attachment B**. It provides an overview of the resources available for allocation during the period from July 1, 2014 to June 30, 2019. It also provides a broad allocation of these funds between projects and in-house maintenance needs. The forecast projects that a total of about $6.5 million will be spent on the Road Program during the five years under examination.

CONCLUSION

The Town Council continues to make the Town's road system a priority, devoting much of its discretionary funding to road projects and day-to-day maintenance. A proposal for the next two-year period is now before the Town Council for public review and input and for preliminary approval. The proposals provide for the expenditure of about $2.62 million on the roads. During the next two months, further refinement will be made to the program, as necessary, with final Town Council review and approval to be scheduled with the adoption of the 2014-15 budget in June of this year.

Attachments

Appendix C

Budget Guide

TOWN OF WOODSIDE
OVERVIEW OF TOWN FUNDS

A governmental accounting system has to satisfy two basic requirements. First, it must provide the basis for showing that the municipal entity is in compliance with all technical accounting and legal provisions that affect it. Second, a clear and understandable means must be provided for determining the Town's financial position and results of financial operations within the governmental entity. These requirements are partially attained through the use of fund accounting. Each fund is established to account for monies, properties, obligations, and transactions involved in the area of governmental activity.

The definition of a fund, as it is used in governmental accounting, has two parts. A fund is:

(1) A sum of money or other resources set aside for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations;
(2) An independent fiscal entity with a self-balancing group of accounts. The latter group of each fund identifies the fund's resources and obligations, receipts and disbursements, and revenues and expenditures.

The Town of Woodside's funds are classified into three fund types: Governmental Funds, Proprietary Funds, and Fiduciary Funds.

GOVERNMENTAL FUND TYPES

There are four subsets of funds that fall within the governmental fund type category in Woodside's chart of accounts.

⇒ **General Funds** are the most commonly used fund types and account for all resources not otherwise devoted to specific activities. This fund subset finances most of the basic municipal functions, such as planning, police services, and administration. The Town has seven different funds that fall into this subset:

- General Fund (101) - Accounts for all general revenue and tax receipts and their allocation and expenditure.
- Capital Reserve (102) – Accounts for all general revenue and tax receipts that the Town Council has allocated for capital improvement projects.
- Trails Fund (105) - Accounts for the receipt of Trail Maintenance Fee revenues and their use in maintaining the Town's trails system.
- Recreation Fund (135) - Accounts for the activities of the Recreation Program, including fees for service and

expenditures in support of recreational activities.

- Barkley Fields and Park Operating Fund (150) – Accounts for the day-to-day operating and maintenance costs of the Town's only park.

- Barkley Fields and Park Construction and Maintenance Fund (151) – Accounts for the costs of periodic rehabilitation of the soccer/baseball fields at Barkley Fields and Park and of other periodic major maintenance projects at the park.

- Deposit Fund (900) - Accounts for deposits received from individuals or businesses wishing to undertake certain development projects within the Town and used to support various costs of the project as it progresses. Deposits on hand in the fund are essentially deferred charges.

⇒ **The Special Revenue Funds** are used to account for the receipts from revenue sources that have been earmarked to finance particular functions or activities. The Town has eight of these funds:

- Traffic Safety Fund (204) - Accounts for receipts from fines and forfeitures from violations of the California Vehicle Code, utilized to support the Town's Road Program.

- Gas Tax Construction Fund (206) - Used to account for receipts of State Gas Tax revenues, designated for road construction projects.

- Gas Tax Maintenance Fund (207) - Used to account for receipts and expenditures of State Gas Tax revenues, earmarked for the maintenance of Town roads.

- Transit Measure A Tax Fund (210) - Accounts for receipts of the Town's share of a special County-wide sales tax, earmarked for road repairs and construction.

- Road Impact Fees Fund (242) - Used to account for receipts of road impact fees, assessed against all building projects and used for road maintenance purposes.

- Supplemental Law Enforcement Fund (243) - Used to account for receipts of State revenues derived from the Citizens for Public Safety (COPS) Program that can only be spent on direct law enforcement/public safety activities.

- California Law Enforcement Equipment Program (CLEEP) (244) – Used to account for State of California grant funds available for law enforcement equipment acquisitions.

- Woodside Library Fund (250) - Used to account for expenses and reimbursements derived from the Town's membership in the San Mateo County Library System Joint Powers Agency.

⇒ **The Capital Projects Funds** are used to account for financial resources to be used for the acquisition or construction of major capital facilities. These funds are established when new capital projects are approved and funded. Once the project is completed, the fund is retired.

- Highway Safety Improvement Project (366) – Used to account for grant revenues, other Town contributions, and expenses associated with the Woodside Road Safety Improvement Project.

⇒ **The Debt Service Funds** are used to account for the accumulation of financial resources for, and the payment of, long-term debt principal, interest and related debt costs of governmental funds. The Town has one Debt Service Fund:

- Woodside Road/Whiskey Hill Road Parking Assessment District Debt Service Fund (450) - Used to account for the payment of principal, interest, and administrative costs associated with the 1999 issuance of limited obligation improvement bonds for the construction of a parking assessment district in Town Center, supported by special assessments against properties within the district. Fund 441 is the legally required reserve fund for this issuance.

PROPRIETARY FUND TYPES

The Town has one fund subset that falls into this category.

⇒ **The Enterprise Funds** are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the costs of providing goods and services to the general public on a continuing basis should be financed or recovered primarily through user charges. The Town has four Enterprise Funds:

- Cañada Corridor Sewer Fund (525) –Used to account for the operating costs and user fees associated with the Cañada Corridor Sanitary Sewer Area.

- Sewer Utility Fund (528) - Used to account for the operating costs and user fees associated with the Town Center Sewer District. Fund 529 is a related reserve fund, used to accumulate revenues in support of prior year sewer operating costs, to be paid when negotiations with other agencies are completed.

- Town Center Pump Station Fund (529) - Used to account for the assets and liabilities of the Town Center Sewer District and to hold reserves for meeting all prior year liabilities to Redwood City and the County of San Mateo for the treatment, transportation, and capacity rental needs of the District.

- Sewer Capital Improvement Fund (537) - Used to account for revenues received from sewer connections to the Redwood Creek Sewer assessment District, to be allocated to sewer system improvements and rehabilitation.

FIDUCIARY FUND TYPES

One subset of this fund type, the **Trust and Agency Funds**, is utilized by the Town. Such funds are used to account for assets held by a governmental unit as an agent for individuals, private organizations, other governmental units, and/or other funds. The Town has several of these funds. They are not utilized in the budget process.

THE BUDGET PROCESS

The Town's annual budget represents the official financial and organizational plan by which Town policies and programs are implemented. This document presents the adopted budget for the upcoming fiscal year running from July 1 to June 30. The Town established a two-year budget process starting with fiscal years 2001-02 and 2002-03. The following describes how this two-year process works.

To establish a fiscal blueprint for the upcoming two-year period, decisions must be made as to how scarce resources will be allocated among the various departments and programs.

⇒ The budget process begins during the second half of the prior budget year when the Town Manager asks department heads to begin preparing budget proposals for the upcoming two fiscal years. In this request, the Town Manager outlines the Town's financial condition and sets policies and criteria for all budget proposals to follow. The policies and criteria are based upon the Town Council's formal program objectives and priorities. The Town Council's Financial Management Policies, adopted in June of 1993, provide the guiding foundation for the budget formulation process. In advance of receiving departmental proposals, the Town Manager prepares a base budget for each of the two years in question. A base budget identifies the full cost of continuing the existing approved service level.

⇒ Department heads submit their budget requests to the Town Manager, who reviews these requests for conformance with established policies, community needs, and the Town's financial condition. Based upon the Town Manager's assessment of these various influencing factors, a formal two-year Proposed Budget is prepared and submitted to the Town Council and the public. The budget document explains the changes from the current fiscal year that are recommended for the first of the two years under review and any additional changes that are recommended for the second of the two years.

⇒ Budget discussion sessions are scheduled for several evenings in June for the Town Council to review and consider the proposed budget. The sessions offer the opportunity for the Town Council to discuss the budget in detail and to modify the proposed budget to reflect the Council's priorities. These sessions also permit public comment and participation in the budget process. Copies of the proposed budget are made available for public viewing at the local public library and at Town Hall.

⇒ After this review and deliberation, the Town Council convenes a formal public hearing for purposes of adopting the budget via resolution. Adoption is scheduled for late June. The resolution provides for the formal adoption of a budget for the first of the two years, establishing appropriations of funds as outlined in the budget document. The resolution also provides for the approval of the budget for the second of the two years, but it does not establish formal budgetary authority or appropriations. Along with the budget resolution, the Council must also adopt a resolution establishing the Appropriation Limit for tax proceeds for the first of the two fiscal years, as required by Article XIII(B) of the State Constitution.

⇒ After adoption, the Town Manager prepares the approved budget document. This document represents the official fiscal policy and plan of the Town of Woodside for the two fiscal years. It serves as a communication medium for the general public concerning Town activities, as well as a directive to Town staff concerning management and operations of Town activities. It also establishes appropriation control over expenditures for the first budget year.

⇒ During the fiscal year, the Town Manager reviews purchasing transactions and payment requests for compliance with the Town's rules, regulations and budgetary limits. Monthly budget detail reports are prepared and analyzed for significant variances. These reports show the budget amount authorized and the revenues and expenditures to date. The reports are presented to the Town Council for review and discussion. The Town Council also reviews the Town's total financial position after each quarter's conclusion in a comprehensive manner.

⇒ During the course of the budget year, it may become necessary to amend, transfer, or adjust the amounts appropriated in the adopted budget. Any subsequent changes in total fund appropriations require the approval of the Town Council. This is done formally through a budget amendment resolution.

⇒ During May and June of the first fiscal year in the two-year budget, the Town Manager prepares necessary modifications to the approved budget for the second year and delivers an abbreviated version of the budget document to the Town Council for its review and deliberation in June. The second budget year is formally adopted late in June of the first fiscal year, following a public hearing. The Town Council adopts resolutions which establish the needed appropriations and the Appropriation Limit for tax proceeds.

⇒ The second year of the two-year budget goes into effect on July 1st of the second year and is subjected to the same review and modification rules that apply to the first year.

GLOSSARY OF TERMS

Adopted Budget - The final budget document which reflects the formal action taken by the Town Council to set the spending plan for the fiscal year.

Adoption - Formal action by the Town Council to accept a document.

Amended Budget - The final adopted budget document plus modifications approved by the Town Council since initial adoption.

Annual Budget - The total budget for a given fiscal year, as approved by Town Council.

Appropriation - An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

Audit - A review of the Town's accounts by an independent accounting firm to verify that the Town's financial statements accurately reflect the Town's financial position.

Budget - A comprehensive financial plan of operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Budget Adjustment - A change in appropriations approved by Town Council after the formal adoption of the budget.

Capital Acquisitions and Improvements - All items of a permanent or semi-permanent nature, regardless of cost.

Capital Improvements - A permanent major addition to the Town's real property assets, including the cost of design, construction, purchase, or major renovation of land, buildings or facilities. Examples are the installation or repair of new or existing roads, traffic signals, sewer lines, and parks.

Contractual Services - The expenditure class for payments made for services rendered by external parties. These may be based upon either formal contracts or ad hoc charges. The class is further detailed into sub-objects for different types of services.

Cost Allocation - Allocating costs for overhead support functions to units/activities that benefit from these activities, such costs including accounting, legal, office space and utilities, and general day-to-day administrative expenses.

Debt Retirement Cost - Costs associated with the closing, or final elimination, of debt.

Debt Service - The payment of interest and principal on borrowed funds.

Debt Service Fund - An account used to keep track of the monies set aside for debt service.

Department - A major administrative division of the Town which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Designated Reserve - Funds specifically appropriated and set aside for anticipated future expenditure.

Employee Services - An expenditure category used to account for the salaries, overtime, and benefits for Town employees.

Encumbrance - A reservation of funds for goods or services for which the expenditure has not yet occurred, but for which a formal commitment has been made.

Enterprise Fund - A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services that are entirely or predominantly self-supporting by user charges (sewer or water pollution control, for example).

Equipment - Tangible items for use in the office or field which cost in excess of $1,000 and have a useful life of five or more years.

Expenditure - The amount of cash paid or to be paid for services rendered, goods received, or assets purchased.

Fiscal Year - A twelve-month period specified for recording financial transactions. The Town of Woodside's fiscal year starts on July 1 and ends on June 30.

Fixed Assets - Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

Full-time Equivalent (FTE) - Part-time and hourly positions expressed as a fraction of full-time positions (2080 hours per year). Example: 3 positions working ½ time equals 1 ½ FTE's.

Fund - A separate independent accounting entity used to set forth the financial position and results of operation related to the specific purpose for which the fund was created.

Fund Balance - The total dollars remaining in a fund after current expenditures for operations and capital expenditures are subtracted.

General Fund - The Town's principal operating fund, which is supported by general taxes and fees and which can be used for any general governmental purpose.

Grant Fund - Monies received from another government, such as the state or federal government, usually restricted for a specific purpose.

Interfund Transfers - The movement of money from one fund to another either as reimbursement for support costs incurred by the receiving fund on behalf of the transferring fund (overhead allocation) or as a direct contribution to the operations of the receiving fund.

Intergovernmental Revenue - Grants, entitlements and cost reimbursements from another governmental unit.

Modified Accrual Basis - The basis of accounting where revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period and expenditures are recognized when liabilities are incurred.

Non-Departmental - Program costs that do not relate to any one particular department, but represent costs of a general, Town-wide nature.

Non-Recurring Costs - Expenditures for one-time activities which should be budgeted only in the fiscal year in which the activities are undertaken.

Objective - A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year.

Operating Budget - Annual appropriation of funds for ongoing program costs, including employee services, supplies, and equipment.

Performance/Workload Measures - Number or percentage of work category completed or performed. The performance/workload measures provide an indicator of the amount of work performed by a department program from year-to-year.

Program - An activity or group of activities which is an organizational subunit of a department and is directed toward providing a particular service or support function. Each Town department is usually responsible for a number of programs.

Proposed Budget - The initial spending plan for fiscal year presented to the Town Council by the Town Manager for review, potential modification, and adoption.

Reserves - Those monies that are set aside in the budget for contingencies, for future projects, for debt services, or for cash flow purposes.

Resources - Total amount available for appropriation, including estimated revenues, beginning fund balances, and interfund transfers.

Revenue - Income received during the fiscal year from taxes, fees, permits, licenses, interest, and intergovernmental sources.

Special Assessments - Compulsory charges levied by a government for the purpose of financing a particular public service performed for the benefit of a limited group of property owners.

Structural Deficit - The permanent financing gap that results when, discounting economic cycles, ongoing revenues do not match or keep pace with ongoing expenditures.

Supplies and Services - An expenditure category used to account for all expenses except for employee services, capital and equipment costs, and debt service.