



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council  
 Wednesday, June 13, 2018  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

### 7:00 PM - CALL TO ORDER AND ROLL CALL

Councilmember Hughes, Councilmember Derwin, Councilmember Aalfs, Vice Mayor Wengert and Mayor Richards

### ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

### CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

1. **Approval of Minutes** – May 23, 2018 (3)
2. **Approval of Warrant List** – June 13, 2018 (11)

### REGULAR AGENDA

#### STAFF REPORTS AND RECOMMENDATIONS

3. **Recommendation by Town Manager** – Fiscal Year 2018-19 Council Priorities (26)
4. **Presentation by Town Manager** – Review Proposed 2018/2019 Fiscal Year Budget and Set Public Hearing (31)
5. **Recommendation by Town Clerk** – Calling of the 2018 Election and Giving Notice of an Election (88)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Calling and Giving Notice of the Holding of a General Municipal Election to be Held on November 6, 2018, for the Purpose of Electing Three Members to the Town Council (Resolution No. \_\_)
6. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (92)  
 Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*

7. **Town Manager Report** (93)

#### WRITTEN COMMUNICATIONS

8. **Town Council Digest** – May 24, 2018 (94)
9. **Town Council Digest** – May 31, 2018 (107)
10. **Town Council Digest** – June 7, 2018 (114)

### ADJOURNMENT

#### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

#### **AVAILABILITY OF INFORMATION**

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

**SUBMITTAL OF AGENDA ITEMS**

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 968, MAY 23, 2018**

**CALL TO ORDER AND ROLL CALL**

Mayor Richards called the Town Council's Regular meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Mary Ann Moise Derwin, Jeff Aalfs, Craig Hughes; Vice Mayor Ann Wengert; Mayor John Richards

Absent: None

Others: Jeremy Dennis, Town Manager  
Cara Silver, Town Attorney  
Starla Jerome-Robinson, Interim Finance Director  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS**

None

- (1) Presentation – Recognition of Service – Lorrie Duval, Neighborhood Watch Coordinator

Mayor Richards described how Lorrie Duval led the Town's Neighborhood Watch efforts, establishing 38 Neighborhood Watches covering nearly a third of the residences in Town. She worked extensively with the San Mateo County Sheriffs and helped educate residents about how to deter crime and keep neighborhoods safe. Mayor Richards said Ms. Duval has been instrumental in inspiring neighbors to stay engaged, encouraging neighbors to wave to each other. Mayor Richards presented Ms. Duval with a certificate, a plaque, and flowers. Ms. Duval thanked the Town Council for the opportunity to serve, thanked staff for all their support, and thanked the San Mateo County Sheriff's Office for going above and beyond.

- (2) Presentation – Cory Walbach, Outreach Manager – Get Us Moving San Mateo County

Mr. Walbach described the Get Us Moving partnership between San Mateo County and the SamTrans, an outreach effort to gather community input about transportation priorities and needs and to discuss the proposed half-cent sales tax that will be used exclusively for transportation. He described the progress and responses to the surveys thus far.

Councilmember Derwin said when Stuart Cohen of Transform spoke at the HLC Policy breakfast, he mentioned the SamTrans half-cent sales tax and alluded that TEAMC hoped to get more of their ideas into the expenditure plan. She asked if Mr. Walbach had been talking with them. Mr. Walbach said they work closely with TEAMC and most of the groups are on their Stakeholder Advisory Group. He said they are in the phase of drafting a proposed expenditure plan and they expect the SamTrans Board and the County Board of Supervisors to send something in July for the November ballot.

Vice Mayor Wengert said there is some confusion about what is being proposed on the transportation front between state and local. She asked Mr. Walbach about his view of the various initiatives currently being considered and, in some cases, moving forward. Mr. Walbach said the statewide gas tax, SB-1, will be challenged on the November ballot. He said RM-3 is for the region whereas this proposed half-cent sales tax is exclusively for San Mateo County, just like the 2016 Measure B in Santa Clara County.

Councilmember Aalfs asked if there were other mechanisms in place for matching state and federal funds. Mr. Walbach said anytime there is an available matching fund or public/private partnership, they will pursue it.

**CONSENT AGENDA**

- (3) Approval of Minutes – Town Council Regular Meeting of May 9, 2018.
- (4) Approval of Warrant List – May 23, 2018, in the amount of \$363,341.28.
- (5) Recommendation by Finance Committee – Request for Charter Amendment.
- (6) Appointment by Mayor – Member to the Finance Committee
- (7) Recommendation by Interim Finance Director – 2018-2019 Salary Schedule.
  - (a) A Resolution of the Town Council of the Town of Portola Valley Modifying the Salary Schedule for Fiscal Year 2018-2019 (Resolution No. 2758-2018)

Councilmember Aalfs moved to approve the Consent Agenda. Seconded by Councilmember Hughes, the motion carried 5-0, by roll call vote.

**REGULAR AGENDA**

**COMMITTEE REPORTS & REQUESTS**

- (8) Report by Trails & Paths Committee – Committee Annual Report

Joe Coleman, who has been on the Trails and Paths Committee for nine years, said he was honored to present the Spring 2018 update to the Council, as detailed in the staff report.

**STAFF REPORTS AND RECOMMENDATIONS**

**PUBLIC HEARING**

- (9) Report by Town Manager – Community Meeting on Second Units held May 5, 2018

Town Manager Dennis provided a summary of the second community conversation about housing and second units. He provided background information, what they heard, and outlined the next steps.

He said nearly 50 residents and a few employers attended the discussion. Staff provided information about the Town’s regulatory scheme around second units and then had moderated table discussions. The goal was to hear what people wanted regarding second units and share ideas about expanding production.

Town Manager Dennis said for the most part people agreed or strongly agreed on the following: I learned information that was useful to me; I gained new perspectives about second units as a housing option in Portola Valley; I have a better understanding of how to get more information about resources for second units; and, the format of the meeting works well for me. He said the lowest score related to understanding the next steps that Town Council will be taking on second units and staff will do more work to push out information better.

Town Manager Dennis said it was very clear that residents want to see second units available in all residential zoning districts. He said there were comments from people who live in zoning districts of less than an acre who would like to see an opportunity to build. He said people with more acreage felt their neighbors should have the same opportunity. He said there was strong support across the board for the vision the Council laid out and adopted in 2016, promoting housing for those who grew up here and can’t live here anymore, housing for people that wish to age in place, and housing for workers.

Town Manager Dennis said there were concerns about the impact on sewers and septic systems. He said staff will work to see if there is more opportunity to bring clarity or lower cost. He said there was a keen desire to hear from those who have already been through the process, to hold workshops with architects, and to have designs that have been preapproved by the Council. He said it was clear that people want to build and people were excited about it as an opportunity to address the issues within the Housing Strategic Plan.

Town Manager Dennis said they hope to bring back an opportunity to have the Council review parameters for expanding second unit production. He anticipated a study session type of discussion and then take that to the Planning Commission for more detailed work. A draft of the May 5 handout is being circulated amongst the team which should be completed in the next few days. He said they continue to promote the website and want more people to opine. He said they are also looking at dates to reconvene the Housing on Town-Owned Property Committee, hopefully in July.

Councilmember Hughes said he heard a lot of concern about the cost of construction, permitting, sewer connections, installing sprinklers, etc. He asked if that came through in the written responses collected. Town Manager Dennis said it did. He said there may be a perception that the permitting process in Town is complicated, the cost is onerous, issues around sewer/septic, construction costs, etc. He said where staff has the ability to control some of those costs, they will enable that conversation to occur at the Council level. He said the opportunity around prefab could result in significant savings and is a potential path where a set of prefab units with some sort of aesthetic allowances could be a checkbox process. He said the septic/sewer issue is a more difficult challenge. He said the Town's permitting process is not particularly complicated but there may be some areas that could be easier.

- (10) PUBLIC HEARING – Recommendation by Interim Planning Director – Adoption of a Resolution Amending the Town's Fee Schedule to Add a New Fee for the Cannabis Permit CUP
- (a) A Resolution of the Town Council of the Town of Portola Valley Amending the Town's Fee Schedule to Add a New Fee for the Cannabis Permit CUP (Resolution No. 2759-2018)

Town Manager Dennis described the background of the proposed resolution, the fee study conducted, and staff's recommendation to adopt the resolution adding a new fee for the Cannabis Permit CUP to the Town's fee schedule, as detailed in the staff report. The proposed new fees are \$750 flat fee and \$5,000 initial deposit for Cannabis Permit CUP.

Mayor Richards invited questions from the Council.

Councilmember Hughes asked regarding the fees for other CUP applications. Town Manager Dennis directed Councilmember Hughes to the Planning Fees & Permits list in the staff report, noting that the listed fees may be adjusted during the course of the current user fee study. He said staff used the best and most current information available to set the cannabis permit fee.

In response to Councilmember Hughes' question, Town Manager Dennis said the 30-hour estimate reflects the full staff time allotted for a complete process.

In response to Councilmember Derwin's question, Town Manager Dennis said the flat fee was a one-time only fee.

Councilmember Derwin asked Town Manager Dennis to describe staff's CUP process. Town Manager Dennis said this CUP is similar to other applications. He said they begin with verifying the accuracy of the application, conduct a site visit, and produce a staff report.

Councilmember Derwin asked if there is a specific Cannabis Permit application that is different from the others. Town Manager Dennis said it is not significantly different, but there is a specific application for cannabis.

Councilmember Derwin presented a hypothetical situation – A person wants to grow 12 cannabis plants to sell to a manufacturer, planted from seed outdoors, hoping to get two harvests per year, fitting them in three beds in their vegetable garden. There is existing irrigation. It is in a part of the yard where no one can see it and an odor problem is not anticipated. Town Manager Dennis said there would likely be a site visit. Councilmember Derwin asked what else would need to be done. She pointed out it was not like an ADU, which is very complicated process. She asked how a cannabis permit for the uncomplicated scenario she described could take 30 staff hours. Town Manager Dennis said it would probably go to the Planning Commission a couple of times, the production of the staff reports takes longer than it may seem, and there are components within the CUP ordinance that need to be confirmed through the process by staff. Councilmember Derwin said it seems like a lot of money to come in with, and then have to go to the State Licensing Board for Cultivation, which is also very expensive. Town Manager Dennis said preparation of the staff report is not a simple two-hour process. He said it may not take 30 hours but the Town typically asks for more in advance so they don't have to keep going back to get more money. He said it is possible it could take only 20 hours with a cooperative applicant and a simple project. He said the figures shown are somewhat average.

Councilmember Derwin asked if the applicants needed to come back to the Planning Commission yearly. Town Manager Dennis said the permit does not need to be applied for again, but there is a yearly review, which is substantially less expensive.

Town Manager Dennis said a considerable amount of time is put into staff reports to be sure they answer all of the questions and cover all of the issues. He said the time spent going out in the field, having multiple phone conversations to clarify information, working with the State, etc. adds up quickly.

Town Attorney Silver said the Planning Commission review is only required once; however, a second hearing could be required to address additional questions. Town Attorney Silver said staff generally looks at the worst-case scenario when setting fees – a lot of neighborhood protests, appeals to the Town Council – so staff wants to be sure the cost recovery level is at the maximum. She said the fee schedule in general is moving toward a more deposit-based, time-based process. She said this particular fee was based on the Conditional Use Permit process, which can vary. She said they won't know for sure how much time it actually takes until they actually go through the process.

Councilmember Derwin asked if next year's fees could be adjusted down if staff finds they're only spending 10 hours. Town Manager Dennis said it could. He said after the user fee study, they will come back to be sure they have everything correct. He said he could bring a report back next year indicating the amount of time it is taking to process these CUPs.

With no further questions, Mayor Richards invited public comment.

Allison Polkinhorne, Valley Oak. Ms. Polkinhorne said it seemed reasonable to make sure it is an equitable process, similar to other CUPs. She agreed that the estimates should be looked at after a year to make sure they are correct.

With no further public comment, Mayor Richards brought the item back to the Council for discussion.

Councilmember Hughes said there will be a learning curve, with the first application taking more staff time to process, but he did not think it should take 30 hours. He asked if it was fair for an applicant to be charged a fee to essentially train staff, something that subsequent applicants would not have to pay.

Vice Mayor Wengert said there is no history to reference. She said the key will be the systematic review. She said part of this CUP falls into the enforcement category, even in the beginning. She said given the variables the Town has not dealt with before, she supported the proposed fee as a valid place to start.

Councilmember Hughes said the fact that staff doesn't know how to do it yet is not in the applicant's control. Vice Mayor Wengert said no properties are alike and staff consistently deals with project-specific issues.

Councilmember Derwin asked if the Town always considered the worst-case scenario when collecting deposits. Town Manager Dennis said they tend to default to the worst-case scenario. He said it is the Planning Department's sense that it is better to ask for a little bit more and refund any overage than having to go back and ask for more, which is very frustrating for an applicant.

Town Manager Dennis offered to provide a report after two CUP applications had been received. Councilmember Hughes said it was not likely anyone would apply with such a high application fee. Councilmembers Derwin agreed and said people would just do it illegally. Mayor Richards said 30 hours seemed excessive but agreed with Vice Mayor Wengert about the different issues at different properties, especially given the subject matter. Councilmember Hughes said that's not the applicant's fault.

Councilmember Aalfs said he was supportive of the Town recouping the time spent, as long as that time is audited. He agreed that it is not likely someone will put down \$5,750 for a permit to sell 12 plants.

Councilmember Derwin said the ordinance itself is already very restrictive and now the Town is saying the fees will be \$750 and \$5,000. She said it sounds like a mixed message meant to discourage people.

Councilmember Aalfs said upon passing the ordinance it was decided to review it periodically. He agreed the ordinance is overly restrictive. He wants to see what happens regionally and locally with other places experimenting with it. He hoped the ordinance itself could be made less restrictive in the future.

Councilmember Hughes he does not have a problem with the \$750 piece of it. He said the \$5,000 piece is a large number and it's not under the control of the applicant. The Town is charging the applicant \$5,000 to go through a process the Town put in place that didn't need to be put in place. He said it doesn't feel right to charge the applicant for educating the public, the Town Staff, and the Planning Commission so they're comfortable with it. He understands discouraging complicated applications and making sure people are doing things right and as uncontroversial as possible. He said making the applications simpler and more easily reviewed is a good thing, but \$5,000 seems too steep.

Councilmember Aalfs asked about subsidizing the applications, charging for 20 hours of staff time, and absorbing the costs for any extra time involved for the first few applications. Councilmember Hughes said rather than having a limit, he might consider a multiplier – for the first ones part of it is about the complexity of the application and part is the Town's education process, so maybe they only get charged 50% of staff time or something like that.

Vice Mayor Wengert said that is not done for any other Conditional Use Permit in Town to incentivize any other use of any kind, whether it's open space or other agriculture. She said the Town has a rigorous history of reviewing individual projects. She said the basis under which they charge the Conditional Use permits fees is based on an estimate of staff time. She said she is very opposed to encouraging this new and pioneering ordinance differently by defining it differently or subsidizing it differently. She said it sets a precedent that they really don't know what they're doing. She said she was not in favor of the ordinance to begin with and is not supportive of changing the existing rules, creating a whole different paradigm for how to analyze and charge fees for this one. She does not think the learning curve will be that complicated. She said if there is economic incentive to do it, and the staff time is less, that's better for the applicant. If the staff time is greater, then the Town absorbs it, as they do now with any other Conditional Use Permit. Mayor Richards said it is incumbent upon any Use Permit situation to have all the information out there as clear as possible to make it run through staff more smoothly and it's not totally one-sided.

Councilmember Hughes said he understands the incentive and that the Town wants to make sure applicants come through with clear and complete plans. He said if an applicant comes forward with perfectly clear plans, presents it to staff, and then staff spends 30 hours on the phone with the State of California to try to figure out whatever they need to figure out, that neither side knows yet – that's the part that seems unfair. Vice Mayor Wengert said that same logic could be applied to every other Conditional Use Permit. She said that sounds like an underlying assumption the staff will be inefficient. Councilmember Hughes said initially the Town staff and the State staff will be inefficient because it hasn't been done before and they're learning. He said with the other permits, the staff has done hundreds of them and knows what to expect. Vice Mayor Wengert said if it were known that this process requires a whole new set of required steps, then she could see that point. She said the Town doesn't know that yet. She said her understanding is that because this is all being handled at the local jurisdiction level that is not where there will be a lot of time spent. Councilmember Derwin said her understanding is that when you go to the State's licensing board, they ask for the local jurisdiction permit, so she doesn't know how much interaction the Town would be having with them before issuing the permit. Town Manager Dennis said interaction with the State is not the component that will take a significant amount of time. He said it has more to do with incomplete applications, neighbor complaints, etc.

Councilmember Derwin said she will support the resolution, but she thinks the cost is too high. She very much wants this tracked and reviewed and lowered.

Vice Mayor Wengert moved approval of a Resolution of the Town Council of the Town of Portola Valley Amending the Town's Fee Schedule to Add a New Fee for the Cannabis Permit CUP with a review after two permits or six months, whichever comes first. Seconded by Councilmember Hughes; the motion carried 5-0.

(11) Recommendation by Town Manager and Interim Finance Director – Not-for-Profit Agency Funding Requests

Starla Jerome-Robinson, Interim Finance Director, presented the staff report and recommended Council approval for funding for not-for-profit agencies providing services benefiting the Town, its residents, or the larger Peninsula community, in an amount not to exceed \$17,597.

Ms. Jerome-Robinson said staff received a late request for \$5,000 from Grass Roots Ecology/Acterra, who have traditionally been funded out of Operations rather than through the Not-For-Profit segment of the budget. Town Manager Dennis said their requests have historically come in related to specific projects. He would prefer to handle it as a Not-For-Profit request and included on this list. He said there is value for what they provide and it is not a significant amount of money for the amount of education, volunteer days, opportunities, consulting that they do around certain projects.

Councilmember Derwin suggested increasing the amount for the Peninsula Conflict Resolution. Town Manager Dennis said the fees they charge for the types of services they provide are very modest so the Town has been able to support it in other ways. He said this funding is a base level for some mediation services. He said the Town paid for their services in March through the grant. He decided it was better to do it ad hoc because of the uncertainty of how often the Town would use their services.

Councilmember Derwin said she was supportive of reducing the \$5,000 to \$2,500 for Sustainable San Mateo County but pointed out they were not doing that much except for the indicators. She also asked why Sustainable Silicon Valley was included. Town Manager Dennis said Sustainable Silicon Valley has three programs throughout the Bay Area that have some impact on Portola Valley. He said the contribution is modest and the information they provide is useful.

In response to Councilmember Derwin's question, Town Manager Dennis said the budget will accommodate adding Grass Roots without decreasing others. Ms. Jerome-Robinson said Grass Roots has been paid in prior years from Operations and that money can be moved over.



Mayor Richards invited comments from Irving Pineda, Community Outreach Specialist from HIP Housing.

Mr. Pineda thanked the Town for supporting their organization and for this evening's funding recommendations. He said HIP Housing is currently on track to provide housing services for approximately 1,500 individuals throughout San Mateo County this year. He said they've already placed 200 individuals through their Home Sharing Program. He said they've discussed outreach opportunities in Portola Valley with the Town Manager and the Communications & Sustainability Management Analyst, working together to bring those outreach opportunities to fruition. He said they have also been very active on the Home For All campaign and are a referral source for renters of ADUs.

Councilmember Derwin asked Mr. Pineda to describe the Self Sufficiency and Property Development programs.

Mr. Pineda said the Self Sufficiency program is a scholarship provided for low income parents with clearly defined educational goals, subsidizing their rent while they're working toward their degrees, anywhere from one to five years depending on their career tracks. Through the Property Development program, they purchase affordable housing properties along with San Mateo County and other entities to increase the affordable housing stock.

Councilmember Aalfs moved to allocate \$22,597 for the non-profits as listed with the addition of Grass Roots Technology. Seconded by Councilmember Derwin; the motion carried 5-0.

Town Manager Dennis commended and thanked Ms. Jerome-Robison for the extraordinary amount of work she put into the Town audit and budget.

## (12) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Hughes – Attended Town Center Master Plan Committee meeting where they discussed prioritizing the list of projects.

Councilmember Derwin – Attended C/CAG retreat May 10, where they approved a project list for funding the shuttle program and approved a grant writing technical assistance program. The program included speakers about SB-1, Bill Higgins from California Association of Councils of Governments (CALCOG), RM-3, and SamTrans. She attended a HEART finance committee meeting where they looked at the audit, tax returns, and budget. She met with staff for a Home For All event recap and next steps. She attended the HLC policy breakfast with Mayor Richards. She attended the HIP Housing lunch where Wanda Durant was the keynote speaker. She attended the Council of Cities dinner in Woodside. She attended a Library JPA meeting. She and Vice Mayor Wengert attended a viewing of the movie "Miss Representation," organized by Catherine Carlton of Menlo Park. She attended the HEART meeting today where they gave Executive Director, Armando Sanchez, a raise in salary and bonus. They also applied for a grant from Air Quality Resource Board to create a template plan for ADUs.

Councilmember Aalfs – Attended ASCC meeting last week where they had a preliminary review of 9 Buck Meadow, the last undeveloped lot in Blue Oaks. He said they also reviewed 199 Mapache, at the intersection of Mapache and Zapata, where the applicant wants to put a creek in a culvert. He attended the Trails and Paths Committee meeting last week. He said the Jasper Ridge open house attracted 3,000 visitors. He reported that the PCE continues to do well, with approximately \$60M in reserves.

Vice Mayor Wengert – She reported that May 10 was Bike To Work Day. She attended the ADU follow-up, the Finance Committee meeting, the Woodside Council of Cities meeting, the Town Center Master Plan meeting and the Miss Representation viewing. She met with Emma Shales and Shiloh Ballard, of the Silicon Valley Bicycle Coalition, along with Town Manager Dennis, where they discussed bike lanes. She attended the C/CAG Finance Committee meeting where they discussed the large reserves.

Mayor Richards – Attended the Woodside Council of Cities and the HLC Policy meeting. He met with Nancy Lund of the Friends of Portola Valley library to discuss a pilot project to digitize the historical information online. He attended the swearing in ceremony with the Sheriffs at the Fox Theater. He attended the Conservation Committee meeting where there was a conversation with neighbors on Golden Oak who are trying to get Cal Water to deal with 16 dying pine trees. They also discussed the Mapache project and the name recommendations for the frog pond.

(13) Town Manager Report – Town Manager Dennis reported that the Town has officially offered and received acceptance from Doug Radtke to be the new Finance Director, coming onboard at the end of June. He will be attending the two Council meetings regarding the budget. Town Manager Dennis said it has been put out to the community that in a life-threatening emergency the Escobar Lane gate would be opened by Jaspur Ridge. He said the Sod Blitz was a success with 85 participants. He said the Parks and Recreation Committee has chosen September 8 for the Town Picnic/10<sup>th</sup> Anniversary, and the Library has indicated they want to be part of it. The final installation of the County’s ALPR system will begin on June 26, followed by installation of the cameras and testing, with the system completed in July. He said there are currently a lot of snakes at the Town Center campus.

**WRITTEN COMMUNICATIONS**

(14) Town Council Digest – May 10, 2018

#5 – Email from Resident Sue Chaput re: Dixon Water Foundation Josey Pavilion/Lake Flato. Mayor Richards responded to the letter advising her there was no space to put it.

(15) Town Council Digest – May 17, 2018

None.

**ADJOURNMENT [9:59 p.m.]**

Mayor Richards adjourned the meeting.

\_\_\_\_\_  
Mayor

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

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

06/13/2018

Date: 06/06/2018

Time: 5:04 pm

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

ANIMAL DAMAGE MGMT INC	May Pest Control	19804	06/13/2018	
			06/13/2018	
16170 VINEYARD BLVD. #150	804		06/13/2018	0.00
MORGAN HILL	BOA	52730	06/13/2018	0.00
CA 95037	108432			695.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	572.50	0.00	
05-66-4342	Landscape Supplies & Services	122.50	0.00	

Check No.	52730	Total:	695.00
Total for	ANIMAL DAMAGE MGMT INC		695.00

MARK BRONDER	Refund Deposit-218 Wyndham	19787	06/13/2018	
			06/13/2018	
218 WYNDHAM DRIVE	2159		06/13/2018	0.00
PORTOLA VALLEY	BOA	52731	06/13/2018	0.00
CA 94028				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	1,000.00	0.00	

Check No.	52731	Total:	1,000.00
Total for	MARK BRONDER		1,000.00

ANDY BROWNE	Refund Deposit, Event 6/2/18	19809	06/13/2018	
			06/13/2018	
67 SANTA MARIA AVENUE	2163		06/13/2018	0.00
PORTOLA VALLEY	BOA	52732	06/13/2018	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2562	Field Deposits	100.00	0.00	

Check No.	52732	Total:	100.00
Total for	ANDY BROWNE		100.00

CALIFORNIA BLDG STANDARDS COMM	Qrtly BSA Report, Jan-Mar '18	19822	06/13/2018	
			06/13/2018	
2525 NATOMAS PARK DRIVE	458		06/13/2018	0.00
SACRAMENTO	BOA	52733	06/13/2018	0.00
CA 95833				952.20

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4224	BSA/SMIP/DSA Fees	952.20	0.00	

Check No.	52733	Total:	952.20
Total for	CALIFORNIA BLDG STANDARDS C		952.20

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

06/13/2018

Date: 06/06/2018

Time: 5:04 pm

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

SUE CHAPUT	Reim. Speaker event-10/17/17	19814	06/13/2018	
			06/13/2018	
358 ALAMOS ROAD	0266		06/13/2018	0.00
PORTOLA VALLEY	BOA	52734	06/13/2018	0.00
CA 94028				207.67

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	207.67	0.00

Check No.	52734	Total:	207.67
Total for	SUE CHAPUT		207.67

CHRIST EPISCOPAL CHURCH	Refund Dep-Event 5/29-5/30/18	19808	06/13/2018	
			06/13/2018	
815 PORTOLA ROAD	0395		06/13/2018	0.00
PORTOLA ROAD	BOA	52735	06/13/2018	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2562	Field Deposits	100.00	0.00

Check No.	52735	Total:	100.00
Total for	CHRIST EPISCOPAL CHURCH		100.00

FREDERICK CLARKE	Summer Concert Series, 6/21/18	19845	06/13/2018	
		00006551	06/13/2018	
1301 ORANGE AVENUE	0784		06/13/2018	0.00
MENLO PARK	BOA	52736	06/13/2018	0.00
CA 94025				1,500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	1,500.00	1,500.00

Check No.	52736	Total:	1,500.00
Total for	FREDERICK CLARKE		1,500.00

COMCAST	WiFi, 5/21/18-6/20/18	19819	06/13/2018	
			06/13/2018	
P.O. BOX 34744	0045		06/13/2018	0.00
SEATTLE	BOA	52737	06/13/2018	0.00
WA 98124-1227				128.16

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	128.16	0.00

Check No.	52737	Total:	128.16
Total for	COMCAST		128.16

HARRY COUNCELL	PV Horse Fair, Carriage Rides	19846	06/13/2018	
		00006550	06/13/2018	
10300 NEW AVENUE	2158		06/13/2018	0.00
GILROY	BOA	52738	06/13/2018	0.00
CA 95020				1,100.00

GL Number	Description	Invoice Amount	Amount Relieved
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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

05-52-4167	Trails & Paths Committee	1,100.00	1,100.00	
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Check No.	52738	Total:	1,100.00
Total for	HARRY COUNCELL		1,100.00

COUNTY OF SAN MATEO	Staff Training, A. Cassidy	19821	06/13/2018	
HUMAN RESOURCES DEPT			06/13/2018	
455 COUNTY CENTER, 5TH FLOOR	1241		06/13/2018	0.00
SAN MATEO	BOA	52739	06/13/2018	0.00
CA 94063	CI17-049			115.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	115.00	0.00

Check No.	52739	Total:	115.00
Total for	COUNTY OF SAN MATEO		115.00

DELL MARKETING L.P.	PowerEdge T320 Upgrades	19790	06/13/2018	
c/o DELL USA L.P.		00006539	06/13/2018	
P.O. BOX 910916	0194		06/13/2018	0.00
PASADENA	BOA	52740	06/13/2018	0.00
CA 91110-0916	10241900353			992.38

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	992.38	992.38

DELL MARKETING L.P.	PV Historical Laptop	19841	06/13/2018	
c/o DELL USA L.P.		00006549	06/13/2018	
P.O. BOX 910916	0194		06/13/2018	0.00
PASADENA	BOA	52740	06/13/2018	0.00
CA 91110-0916				2,176.94

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	2,176.94	2,176.94

Check No.	52740	Total:	3,169.32
Total for	DELL MARKETING L.P.		3,169.32

DEPARTMENT OF CONSERVATION	SMISHMF Qtrly Rep, Jan-Mar '18	19823	06/13/2018	
Division of Administrative			06/13/2018	
801 K STREET MS22-15	0054		06/13/2018	0.00
SACRAMENTO	BOA	52741	06/13/2018	0.00
CA 95814-3531				5,135.45

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	5,135.45	0.00

Check No.	52741	Total:	5,135.45
Total for	DEPARTMENT OF CONSERVATIO		5,135.45

BART DOLMATCH	Refund Deposit-16 Santa Maria	19789	06/13/2018	
			06/13/2018	
3548 SOUTH COURT	2161		06/13/2018	0.00
PALO ALTO	BOA	52742	06/13/2018	0.00
CA 94306				1,669.24

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,669.24	0.00

Check No.	52742	Total:	1,669.24
Total for	BART DOLMATCH		1,669.24

KEIRSTEN FISCHER	Refund Deposit, Event 5/26/18	19799	06/13/2018	
			06/13/2018	
808 PORTOLA ROAD	0687		06/13/2018	0.00
PORTOLA VALLEY	BOA	52743	06/13/2018	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2562	Field Deposits	100.00	0.00

Check No.	52743	Total:	100.00
Total for	KEIRSTEN FISCHER		100.00

JEANNETTE FOWLER	Reim for labels archival files	19811	06/13/2018	
			06/13/2018	
12 ABINANTE WAY	0300		06/13/2018	0.00
MONTEREY	BOA	52744	06/13/2018	0.00
CA 93490				62.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	62.00	0.00

Check No.	52744	Total:	62.00
Total for	JEANNETTE FOWLER		62.00

GO NATIVE INC	Trail Vegetation Mgmt, Crowder	19837	06/13/2018	
			06/13/2018	
P.O. BOX 370103	632		06/13/2018	0.00
MONTARA	BOA	52745	06/13/2018	0.00
CA 94037	3166			2,784.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	2,784.00	0.00

GO NATIVE INC	PVTC Landscape Maint, April	19838	06/13/2018	
			06/13/2018	
P.O. BOX 370103	632		06/13/2018	0.00
MONTARA	BOA	52745	06/13/2018	0.00
CA 94037	3160			6,612.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	6,612.00	0.00

GO NATIVE INC	PVTC Landscape Maint, May	19839	06/13/2018	
			06/13/2018	
P.O. BOX 370103	632		06/13/2018	0.00
MONTARA	BOA	52745	06/13/2018	0.00
CA 94037	3175			9,570.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	9,570.00	0.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

GO NATIVE INC	ROW Maintenance, April	19840	06/13/2018	
			06/13/2018	
P.O. BOX 370103	632		06/13/2018	0.00
MONTARA	BOA	52745	06/13/2018	0.00
CA 94037	3161			4,110.75

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	4,110.75	0.00

Check No.	52745	Total:	23,076.75
Total for	GO NATIVE INC		23,076.75

GRANITE ROCK COMPANY	Asphalt Patch	19836	06/13/2018	
			06/13/2018	
P.O. BOX 50001	0322		06/13/2018	0.00
WATSONVILLE	BOA	52746	06/13/2018	0.00
CA 95077-5001	1105181			380.63

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	380.63	0.00

Check No.	52746	Total:	380.63
Total for	GRANITE ROCK COMPANY		380.63

GREEN HALO SYSTEMS	Hosting/Access May 2018	19793	06/13/2018	
			06/13/2018	
2431 ZANKER ROAD	0654		06/13/2018	0.00
SAN JOSE	BOA	52747	06/13/2018	0.00
CA 95131	1681			114.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensina	114.00	0.00

Check No.	52747	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

GRIDSCAPE	TC - Solar Emergency Microgrid	19818	06/13/2018	
	Proposal	00006526	06/13/2018	
46705 FREMONT BOULEVARD	2148		06/13/2018	0.00
FREMONT	BOA	52748	06/13/2018	0.00
CA 94538	POT/2/2018			2,500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	2,500.00	2,500.00

Check No.	52748	Total:	2,500.00
Total for	GRIDSCAPE		2,500.00

HINDERLITER, DE LLAMAS & ASSOC	Sales Tax Audit - 2nd Qtr.	19794	06/13/2018	
			06/13/2018	
1340 VALLEY VISTA DRIVE	1128		06/13/2018	0.00
DIAMOND BAR	BOA	52749	06/13/2018	0.00
CA 91765	29067-IN			776.51

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

05-54-4214	Miscellaneous Consultants	776.51	0.00	
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Check No.	52749	Total:	776.51
Total for	HINDERLITER, DE LLAMAS & ASS		776.51

HORIZON	Field Maintenance, NuFarm	19833	06/13/2018	
P.O. BOX 52758	0289	00006541	06/13/2018	0.00
PHOENIX	BOA	52750	06/13/2018	0.00
AZ 85072-2758	1N340700			1,055.85

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	1,055.85	1,044.98

Check No.	52750	Total:	1,055.85
Total for	HORIZON		1,055.85

INTERSTATE TRAFFIC CNTRL	Road Signage	19802	06/13/2018	
1700 INDUSTRIAL ROAD, STE B	564		06/13/2018	0.00
SAN CARLOS	BOA	52751	06/13/2018	0.00
CA 94070	224952			494.81

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	494.81	0.00

Check No.	52751	Total:	494.81
Total for	INTERSTATE TRAFFIC CNTRL		494.81

JORGENSON SIEGEL MCCLURE & FLEGEL	April Statement	19806	06/13/2018	
1100 ALMA STREET	0089		06/13/2018	0.00
MENLO PARK	BOA	52752	06/13/2018	0.00
CA 94025				10,625.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	9,000.00	0.00
96-54-4186	Attorney - Charges to Appls	1,625.00	0.00

Check No.	52752	Total:	10,625.00
Total for	JORGENSON SIEGEL MCCLURE &		10,625.00

LUCILLE KALMAN	Instructor Fees Spring 2018	19786	06/13/2018	
245 OLD SPANISH TRAIL	1082		06/13/2018	0.00
PORTOLA VALLEY	BOA	52753	06/13/2018	0.00
CA 94028				1,200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,200.00	0.00

Check No.	52753	Total:	1,200.00
Total for	LUCILLE KALMAN		1,200.00



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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

KUTZMANN & ASSOCIATES	April Plan Check	19828	06/13/2018	
			06/13/2018	
39355 CALIFORNIA STREET	0090		06/13/2018	0.00
FREMONT	BOA	52754	06/13/2018	0.00
CA 94538				4,232.09

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	4,232.09	0.00

KUTZMANN & ASSOCIATES	May Plan Check	19829	06/13/2018	
			06/13/2018	
39355 CALIFORNIA STREET	0090		06/13/2018	0.00
FREMONT	BOA	52754	06/13/2018	0.00
CA 94538				17,897.25

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	17,897.25	0.00

Check No.	52754	Total:	22,129.34
Total for	KUTZMANN & ASSOCIATES		22,129.34

LADERA GARDEN CENTER	Flowers-Charlene Kabcenell	19813	06/13/2018	
			06/13/2018	
3130 LADERA COUNTRY SHOPPER	0490		06/13/2018	0.00
PORTOLA VALLEY	BOA	52755	06/13/2018	0.00
CA 94028	15939			92.44

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	92.44	0.00

Check No.	52755	Total:	92.44
Total for	LADERA GARDEN CENTER		92.44

ANTHONY LEWIS	Refund Deposit, 80 Hillbrook	19824	06/13/2018	
			06/13/2018	
438 AUZERAIS	0786		06/13/2018	0.00
SAN JOSE	BOA	52756	06/13/2018	0.00
CA 95126				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00

Check No.	52756	Total:	1,000.00
Total for	ANTHONY LEWIS		1,000.00

BILL LU	Refund Deposit - 100 Canyon	19788	06/13/2018	
			06/13/2018	
40 HARCOURT	2160		06/13/2018	0.00
NEWPORT COAST	BOA	52757	06/13/2018	0.00
CA 92657				814.80

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	814.80	0.00

Check No.	52757	Total:	814.80
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
		<u>Total for</u>	BILL LU	814.80

MARTIN AND CHAPMAN	2018 Election Materials	19817	06/13/2018	
			06/13/2018	
1951 WRIGHT CIRCLE	0174		06/13/2018	0.00
ANAHEIM	BOA	52758	06/13/2018	0.00
CA 92806-6028	2018176			66.44
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4302	Elections	66.44	0.00	
		<u>Check No.</u>	52758	<u>Total:</u> 66.44
		<u>Total for</u>	MARTIN AND CHAPMAN	66.44

NCE	2017-18 Resurface Project	19835	06/13/2018	
Nichols Consulting Engineers	Support		06/13/2018	
1885 S. ARLINGTON AVE	0183		06/13/2018	0.00
RENO	BOA	52759	06/13/2018	0.00
NV 89509	424215504			3,353.75
GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4585	CIPStreetTestingInsp	3,353.75	0.00	
		<u>Check No.</u>	52759	<u>Total:</u> 3,353.75
		<u>Total for</u>	NCE	3,353.75

NORTHERN CALIFORNIA RECYCLING ASSOCIATION	Contribution,Waste Prevention	19820	06/13/2018	
PO BOX 5581	2018 BayROC Regional Campaign		06/13/2018	
BERKELEY	0785		06/13/2018	0.00
CA 94705	BOA	52760	06/13/2018	0.00
	BayRoc 2018-17			500.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4335	Sustainability	500.00	0.00	
		<u>Check No.</u>	52760	<u>Total:</u> 500.00
		<u>Total for</u>	NORTHERN CALIFORNIA RECYCL	500.00

O. NELSON & SON, INC.	Emergency Tree Removal	19831	06/13/2018	
			06/13/2018	
3345 TRIPP ROAD	634		06/13/2018	0.00
WOODSIDE	BOA	52761	06/13/2018	0.00
CA 94062	206			5,165.59
GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4271	Storm Damage / Emerq Repairs	5,165.59	0.00	
		<u>Check No.</u>	52761	<u>Total:</u> 5,165.59
		<u>Total for</u>	O. NELSON & SON, INC.	5,165.59

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
ELIZABETH PAPADOPOULOS	Reimbursement-Pottery night	19801	06/13/2018	
	Reim. for CAC Speaker series		06/13/2018	
35 BUCKEYE	0552		06/13/2018	0.00
PORTOLA VALLEY	BOA	52762	06/13/2018	0.00
CA 94028				442.60

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	442.60	0.00

Check No.	52762	Total:	442.60
Total for	ELIZABETH PAPADOPOULOS		442.60

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PENINSULA CONFLICT RESOLUTION	Housing Community Meeting,	19844	06/13/2018	
	Mediation Support		06/13/2018	
1660 S. AMPHLETT BLVD	0171		06/13/2018	0.00
SAN MATEO	BOA	52763	06/13/2018	0.00
CA 94402	1436			1,611.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	1,611.00	0.00

Check No.	52763	Total:	1,611.00
Total for	PENINSULA CONFLICT RESOLUTI		1,611.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PHILOMENA LLC	Refund Dep-109 Santa Maria	19810	06/13/2018	
			06/13/2018	
1580 LAUREL STREET #C	2162		06/13/2018	0.00
SAN CARLOS	BOA	52764	06/13/2018	0.00
CA 94070				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	5,000.00	0.00

Check No.	52764	Total:	5,000.00
Total for	PHILOMENA LLC		5,000.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PITNEY BOWES INC.	Meter Rental-2/27-5/29/18	19791	06/13/2018	
			06/13/2018	
PO BOX 371896	0754		06/13/2018	0.00
PITTSBURGH	BOA	52765	06/13/2018	0.00
PA 15250-7896	1007250796			169.65

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	169.65	0.00

Check No.	52765	Total:	169.65
Total for	PITNEY BOWES INC.		169.65

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PLATINUM FACILITY SERVICES	May Janitorial	19792	06/13/2018	
			06/13/2018	
1530 OAKLAND RD., #150	402		06/13/2018	0.00
SAN JOSE	BOA	52766	06/13/2018	0.00
CA 95112	31849			4,903.13

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
05-66-4341	Community Hall	1,203.35	0.00	
05-66-4344	Janitorial Services	2,467.64	0.00	
25-66-4344	Janitorial Services	1,232.14	0.00	

Check No.	52766	Total:	4,903.13
Total for	PLATINUM FACILITY SERVICES		4,903.13

PORTOLA VALLEY HARDWARE

March Statement

19843 06/13/2018

112 PORTOLA VALLEY ROAD  
PORTOLA VALLEY  
CA 94028

0114  
BOA

06/13/2018  
06/13/2018  
52767 06/13/2018

0.00  
0.00  
343.05

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	113.84	0.00
05-60-4267	Tools & Equipment	134.26	0.00
05-66-4340	Building Maint Equip & Supp	65.72	0.00
05-66-4341	Community Hall	20.64	0.00
20-60-4270	Trail Surface Rehabilitation	8.59	0.00

Check No.	52767	Total:	343.05
Total for	PORTOLA VALLEY HARDWARE		343.05

PURCHASE POWER

Postage Replenish

19847 06/13/2018

Pitney Bowes Inc.  
PO BOX 371874  
PITTSBURGH  
PA 15250-7874

0755  
BOA

06/13/2018  
06/13/2018  
52768 06/13/2018

0.00  
0.00  
1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	1,000.00	0.00

Check No.	52768	Total:	1,000.00
Total for	PURCHASE POWER		1,000.00

RAMONA'S SECRETARIAL SERVICES

May Transcription Svcs

19807 06/13/2018

18403 WATTERS DRIVE  
CASTRO VALLEY  
CA 94546

1370  
BOA  
5998

06/13/2018  
06/13/2018  
52769 06/13/2018

0.00  
0.00  
864.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	864.00	0.00

Check No.	52769	Total:	864.00
Total for	RAMONA'S SECRETARIAL SERVIC		864.00

CYNTHIA RICHARDSON  
dba Richardson Consulting  
24 CAMPBELL LANE  
MENLO PARK  
CA 94025

May Planning Consult Svcs  
1250  
BOA

19800 06/13/2018  
06/13/2018  
52770 06/13/2018

0.00  
0.00  
8,925.00

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

06/13/2018

Date: 06/06/2018

Time: 5:04 pm

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

05-54-4196	Planner	1,260.00	0.00	
96-54-4198	Planner - Charges to Appls	7,665.00	0.00	

Check No.	52770	Total:	8,925.00
Total for	CYNTHIA RICHARDSON		8,925.00

RON RAMIES AUTOMOTIVE, INC.	April Fuel Statement	19798	06/13/2018	
			06/13/2018	
115 PORTOLA ROAD	422		06/13/2018	0.00
PORTOLA VALLEY	BOA	52771	06/13/2018	0.00
CA 94028				577.98

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	577.98	0.00

RON RAMIES AUTOMOTIVE, INC.	'01 Chevy Oil Change/Service	19842	06/13/2018	
			06/13/2018	
115 PORTOLA ROAD	422		06/13/2018	0.00
PORTOLA VALLEY	BOA	52771	06/13/2018	0.00
CA 94028	57966			267.39

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	267.39	0.00

Check No.	52771	Total:	845.37
Total for	RON RAMIES AUTOMOTIVE, INC.		845.37

SHARP BUSINESS SYSTEMS	April Copies	19795	06/13/2018	
			06/13/2018	
DEPT. LA 21510	0199		06/13/2018	0.00
PASADENA	BOA	52772	06/13/2018	0.00
CA 91185-1510	C982362-541			157.80

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	157.80	0.00

Check No.	52772	Total:	157.80
Total for	SHARP BUSINESS SYSTEMS		157.80

SHELTON ROOFING	Refund Dep-149 Corte Madera	19805	06/13/2018	
			06/13/2018	
1988 LEGHORN ST., #C	0309		06/13/2018	0.00
MOUNTAIN VIEW	BOA	52773	06/13/2018	0.00
CA 94043				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00

Check No.	52773	Total:	1,000.00
Total for	SHELTON ROOFING		1,000.00

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

STANDARD INSURANCE CO.	LTD/Life Premium	19812	06/13/2018	
			06/13/2018	
PO BOX 5676	0469		06/13/2018	0.00
PORTLAND	BOA	52774	06/13/2018	0.00
OR 97228				825.19

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	825.19	0.00

Check No.	52774	Total:	825.19
Total for	STANDARD INSURANCE CO.		825.19

STAPLES CREDIT PLAN	Office Supplies-4/12-4/27/18	19796	06/13/2018	
			06/13/2018	
DEPT. 31 - 0000306219	430		06/13/2018	0.00
PHOENIX	BOA	52775	06/13/2018	0.00
AZ 85062-8004				584.68

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	584.68	0.00

Check No.	52775	Total:	584.68
Total for	STAPLES CREDIT PLAN		584.68

STATE COMP INSURANCE FUND	May Premium	19816	06/13/2018	
			06/13/2018	
PO BOX 748170	0122		06/13/2018	0.00
LOS ANGELES	BOA	52776	06/13/2018	0.00
CA 90074-8170				3,152.17

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	3,152.17	0.00

Check No.	52776	Total:	3,152.17
Total for	STATE COMP INSURANCE FUND		3,152.17

THE CONRADO COMPANY	Refund Deposit, 5050 Alpine	19827	06/13/2018	
			06/13/2018	
14363 SARATOGA AVENUE #206	0771		06/13/2018	0.00
SARATOGA	BOA	52777	06/13/2018	0.00
CA 95070				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00

Check No.	52777	Total:	1,000.00
Total for	THE CONRADO COMPANY		1,000.00

THERMAL MECHANICAL, INC	Library, Boiler Water Leak	19834	06/13/2018	
	Repair		06/13/2018	
425 ALDO AVENUE	955		06/13/2018	0.00
SANTA CLARA	BOA	52778	06/13/2018	0.00
CA 95054	72728			911.13

GL Number	Description	Invoice Amount	Amount Relieved
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**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

25-66-4346	Mechanical Sys Maint & Repair	911.13	0.00	
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Check No.	52778	Total:	911.13
Total for	THERMAL MECHANICAL, INC		911.13

TURF & INDUSTRIAL EQUIPMENT CO	Tractor Parts & Equipment	19832	06/13/2018	
2715 LAFAYETTE STREET	513	00006542	06/13/2018	0.00
SANTA CLARA	BOA	52779	06/13/2018	0.00
CA 95050	UI17784			1,870.35

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	1,870.35	1,870.35	

Check No.	52779	Total:	1,870.35
Total for	TURF & INDUSTRIAL EQUIPMENT		1,870.35

VERIZON WIRELESS	May Cellular/ALPR Sim Card (2)	19830	06/13/2018	
P.O. BOX 660108	0131		06/13/2018	0.00
DALLAS	BOA	52780	06/13/2018	0.00
TX 75266-0108	9807913858			364.27

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	364.27	0.00	

Check No.	52780	Total:	364.27
Total for	VERIZON WIRELESS		364.27

KELLY WAGNER	Refund Deposit, Event 5/19/18	19826	06/13/2018	
1390 WESTRIDGE DRIVE	0787		06/13/2018	0.00
PORTOLA VALLEY	BOA	52781	06/13/2018	0.00
CA 94028				1,350.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2561	Community Hall Deposits	1,350.00	0.00	

Check No.	52781	Total:	1,350.00
Total for	KELLY WAGNER		1,350.00

WESTERN WHEELERS BIKE CLUB	Refund Deposit, Event 6/3/18	19825	06/13/2018	
PO BOX 60367	1044		06/13/2018	0.00
PALO ALTO	BOA	52782	06/13/2018	0.00
CA 94306				100.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2562	Field Deposits	100.00	0.00	

Check No.	52782	Total:	100.00
Total for	WESTERN WHEELERS BIKE CLUE		100.00

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

06/13/2018

Date: 06/06/2018

Time: 5:04 pm

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
WOODSIDE FIRE PROTECTION DISTR	1 Concern FY 18/19 Earthquake	19797	06/13/2018	
	Software		06/13/2018	
3111 WOODSIDE ROAD	886		06/13/2018	0.00
WOODSIDE	BOA	52783	06/13/2018	0.00
CA 94062	ONECONCERN 18/19			5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensina	5,000.00	0.00

Check No.	52783	Total:	5,000.00
Total for	WOODSIDE FIRE PROTECTION DI		5,000.00

WOODSIDE PATROL	Traffic Control, Special Event	19815	06/13/2018	
	Neighborhood Clean-up 5/12/18		06/13/2018	
884 PORTOLA ROAD	0452		06/13/2018	0.00
PORTOLA VALLEY	BOA	52784	06/13/2018	0.00
CA 94028	1801063			80.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	80.00	0.00

Check No.	52784	Total:	80.00
Total for	WOODSIDE PATROL		80.00

Total Invoices:	61	Grand Total:	129,879.34
		Less Credit Memos:	0.00
		Net Total:	129,879.34
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	129,879.34



**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**June 13, 2018**

Claims totaling \$129,879.34 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date \_\_\_\_\_

\_\_\_\_\_  
Jeremy Dennis, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) \_\_\_\_\_

\_\_\_\_\_  
Sharon Hanlon, Town Clerk

\_\_\_\_\_  
Mayor



# TOWN OF PORTOLA VALLEY STAFF REPORT

---

**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager

**DATE:** June 13, 2018

**RE:** Fiscal Year 2018-19 Council Priorities

## **RECOMMENDATION**

Staff recommends that the Town Council adopt Fiscal Year 2018-19 Council Priorities, as detailed in this report.

## **BACKGROUND**

The Town Council met on March 14<sup>th</sup> and April 25<sup>th</sup> to discuss and refine its FY 2018-19 Council Priorities. This effort continues the Council's first Council Priority effort in 2016, initiated to provide both residents and staff a guiding document for budget and work prioritization, and to clearly outline the preferred focus for initiatives, efforts and projects begun by staff, commissions and committees.

## **DISCUSSION**

### **General Overview**

Based on feedback from the meetings in March and April, the following categories were identified:

1. Housing
2. Resident Resiliency
3. Town Strategic Planning
4. Health of Town Administration
5. Community Engagement
6. Sustainability

## Description of Priorities and Potential Efforts

Below is an outline of draft priorities and supporting efforts/projects, based on Council feedback and suggestions. Staff seeks guidance on the draft priorities and identification of projects for each. It is not anticipated that every project will be completed in the next fiscal year; rather, the list gives staff a range of areas to focus energies over the course of the year as time allows.

1. **Housing** – With the adoption of the Town’s Housing Strategic Plan, the Council identified three Portola Valley-centric housing issues:
  - a. Those who wish to age in the community they’ve lived in for many years and have few options to do so
  - b. Those who grew up in Portola Valley have extremely limited options to stay/return
  - c. Those who work in Portola Valley typically drive long distances and/or pay high rents and have very few options to be part of the community they serve

The Town Council has sponsored two community events to hear from community members on their own sense of the housing challenges in Portola Valley; these meetings have confirmed that residents desire an increase in housing options for seniors, those who grew up here, and the workforce.

Efforts that could be part of the FY 2018-19 priority work plan include:

- Continued Engagement with residents
    - Second unit workshops
    - Re-engagement of the Housing on Town-Owned Property Committee to further research potential sites for Town-sponsored housing
    - Continued outreach through the Town’s housing webpage
    - Continued work with Affiliated Housing Partners to examine potential housing options
  - Housing Strategic Plan- part 2
    - Prioritization of initial town efforts
    - Public discussion/feedback of efforts
    - Implementation of selected projects
2. **Resident Resiliency** – There are two basic truths that are part of living in Portola Valley: volunteer service is a hallmark of the town’s success, and Portola Valley’s relative isolation and rural character presents unique challenges related to safety and emergency preparedness.

Linking these two concepts under the moniker “resident resiliency” empowers the unique Portola Valley ethos of service and independence/interdependence. Town government’s role in this ethos is to provide residents with the maximum number of opportunities to participate while sharing tools and information to ensure that residents feels safe in their own community.

Efforts that could be part of the FY 2018-19 priority work plan include:

- Emergency preparation outreach work, with special attention to wildfire planning
  - Continued neighborhood watch program support
  - A traffic/pedestrian safety study plan with Bicycle, Pedestrian and Traffic Safety Committee
  - Review needs of youth
    - Youth Commission
    - Activities/programs at Town Center and Town spaces
    - Coordination of activities between Committees and Library
  - Continued focus on Town Committee support/recruitment and overall community building efforts
    - Create new opportunities for residents to volunteer and support the Town
3. **Town Strategic Planning** – Over the past two years, a number of seemingly unrelated activities have been recognized by the Town Council as a starting place to begin longer-range strategic planning efforts, including:
- a. Town Center Master Plan Committee
  - b. Housing-related conversations
  - c. Five-year capital planning efforts
  - d. Fiscal software purchases
  - e. Rodenticide discussions

The Town Council has requested that staff consider a suite of new programs to fully plan for the Town’s future. Many of the efforts considered will span multiple years, and will involve significant community engagement and the tools to do so.

Efforts that could be part of the FY 2018-19 priority work plan include:

- General Plan – Preparation for a General Plan update
- Open Space – Continuation of Conservation’s planning efforts for all of the Town’s Open Space properties
- Open Space Acquisition – review of criteria for future purchases
- Trails – request for similar effort as Conservation’s Open Space planning

- Develop plan to implement Town Center Master Plan recommendations
  - Refine five-year Capital Improvement Plan after first year of use
  - Discussions on community-wide interests, including parking and dogs
4. **Health of Town Administration** – Ensuring that Town government is “working well” is an important aspect of the Town Council’s duties, especially as the Town has the smallest government workforce in San Mateo County. Important components of this work include:
- a. Making sure that the Town’s processes work equally and fairly for everyone
  - b. Transparency to all aspects of government activity
  - c. Ensuring staff satisfaction
  - d. Deploying tools to maximize equitability, transparency and functionality

Efforts that could be part of the FY 2018-19 priority work plan include:

- Staff retention efforts, including trainings, special projects and flexible work schedules
  - Staff recruitment efforts for open positions
  - Implement Departmental budgets in the next budget book
  - Wellness program for staff
  - Trainings for Commissions and Committee, and Committee recruitment
  - Consideration of a funded maintenance budgeting separate from the operating budget, as a complement to the five-year capital improvement program
  - Survey of Town-used software
  - Upgrade Town’s servers and back-up systems
  - Review and recommend updates to Town Center Use Policies, Applications and Insurance Requirements
5. **Community Engagement** – The Town Council recognizes that Portola Valley thrives when the maximum number of residents have timely information about what is happening, and are invited to participate in the decision-making. Sometimes the best way to involve residents is to simply ask them to be part of community events that celebrate the shared interests of the community.

Efforts that could be part of the FY 2018-19 priority work plan include:

- Ten-Year Anniversary of Town Center (September 8<sup>th</sup> 2018)
- Website review and refresh
- Newsletter/Quarterly Staff Meet & Greet/Coffees at Town Hall
- Introduction, adoption and education on use of Accela app

- Exploration of two-way engagement opportunities embedded in Accela
  - Social media round 2
    - Deployment of other apps/platforms, including Instagram
  - Committee support for regular events and activities, particularly with the Cultural Arts, Parks and Rec, Nature and Science, Conservation, and Trails Committees, who offer incredible opportunities for residents to celebrate the best of Portola Valley
6. **Sustainability** – Efforts to preserve, enhance and protect our environment are a core principle in most of what the Town Council considers at a policy level on a regular basis. Portola Valley is a leader in the preservation of open space, encouragement of green-energy deployment, protection of local flora and fauna, and recycling and reuse. The Town will always consider new ways to lead and provide an example to other communities on how to fully embrace sustainable practices.

Efforts that could be part of the FY 2018-19 priority work plan include:

- Town Center Microgrid – Study and Potential Implementation
- Climate Action Plan 2030 (how to integrate with update to General Plan and Sustainability Element)
- Leaf Blowers – education, incentives and potential regulations
- Potential future water conservation
- Green Infrastructure in Setbacks Ordinance
- Explore electric efficiency opportunities afforded by PCE
- Smart water meter implementation through the next CPUC rate case

### Summary

Staff seeks guidance and thoughts on the above draft list, and recommends approval of the FY 2018-19 Council Priorities.

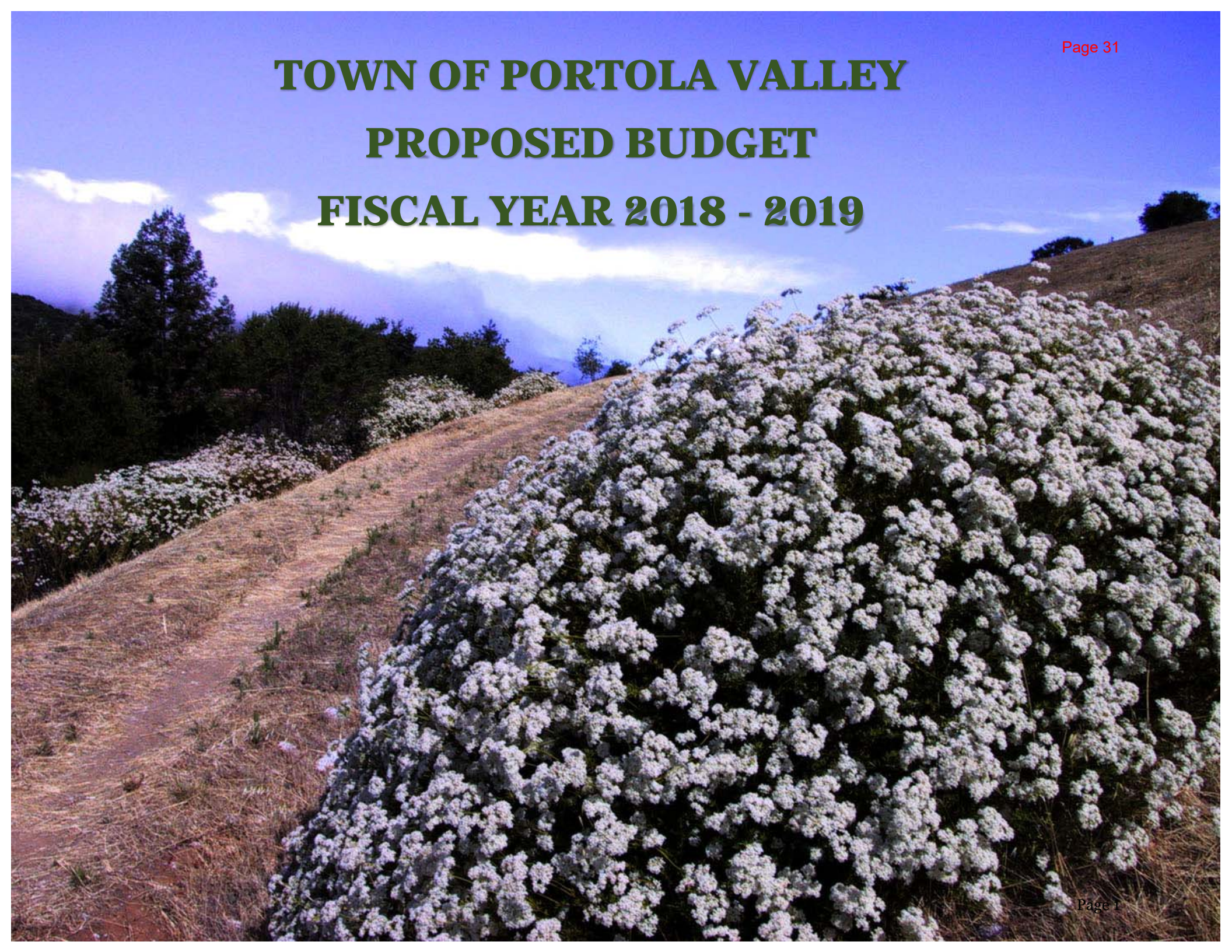
### FISCAL IMPACT

The draft Council Priorities were used to inform the FY 2018-19 budget proposal, and all significant funding requests inferred from the Priorities have been included.

**Approved by:** Jeremy Dennis, Town Manager



**TOWN OF PORTOLA VALLEY**  
**PROPOSED BUDGET**  
**FISCAL YEAR 2018 - 2019**



# TOWN OF PORTOLA VALLEY

---

## **DRAFT OPERATING & CAPITAL BUDGETS**

Fiscal Year 2018-19

Presented to:

Mayor John Richards

Vice Mayor Ann Wengert

Councilmember Jeff Aalfs

Councilmember Maryann Moise Derwin

Councilmember Craig Hughes

Prepared by:

Jeremy Dennis, Town Manager

Starla Jerome-Robinson, Interim Finance Director

June 2018



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# TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager  
Starla Jerome-Robinson, Interim Finance Director

**DATE:** June 13, 2018

**RE:** Proposed 2018-19 Budget

We are pleased to present the Town of Portola Valley proposed Fiscal Year 2018-19 budget. This document represents the alignment of Council Priorities and associated efforts, in addition to the typical day-to-day government operations of planning review, building inspections, road and resource maintenance, resident support, and code enforcement (to name a few), with the coming year's expenditures.

As the smallest municipality in San Mateo County (both in budget and size of staff), even slight changes to revenues and expenditures can significantly impact service delivery to residents. This budget has limited expenditure growth through careful review of every departmental outlay, allowing for a budget that represents our collective best sense of costs moving forward. With this budget, Town Staff can continue to provide excellent service to residents at reasonable expenditure levels.

## **General Fund Overview**

The Town's fiscal condition remains strong and the proposed FY 2018-19 budget anticipates a General Fund operating surplus of \$207,071. Capital Projects, an important outlay of General Fund, reduces the General Fund operating surplus by \$456,500. Due to insufficient Gas Tax funding, a transfer of \$132,196 to the Transportation Fund is necessary to fill the funding gap between the Town's commitment to Public Works operational needs as well as Capital Projects to maintain Streets and Roads. While a General Fund deficit of \$381,625 is shown as a result of these transfers, one-time expenditures are the driver and are not required to ensure the normal excellence of town operations and resident

support. It should be noted that without the continued revenue stream from the Utility User Tax (estimated at \$586,800 in 18-19), the overall General Fund picture would be dire.

### **General Fund Revenues**

Overall, General Fund revenues total \$5,349,654, an increase of \$151,957 or 3%, when compared to the prior year's budgeted amount. Significant changes of note in General Fund revenues are as follows:

**Property taxes** – FY 2017-18 property tax revenue is expected to be \$2,675,000 or \$192,798 more than the budgeted amount based on the San Mateo County Assessor's written estimate. Secured property taxes represent approximately 52% of General Fund revenues.

The budget for FY 2018-19 assumes a 4.75% increase to \$2,793,313 or \$118,313 over the FY 17-18 projected amount and is based on forecasts provided by the San Mateo County Assessor's Office. Other municipalities are projecting between 4% to 6.5% increases in their property taxes in the coming year.

**Sales and Use Tax** – FY 2017-18 sales tax appears to show some growth for an estimated year-end of \$221,566 but a slight reduction is budgeted for 2018-19 of about 5% resulting in a budget of \$207,000. Staff has budgeted conservatively for sales tax revenue based on data provided by our Sales Tax consultant, who notes a reporting error impacting two categories (Restaurants & Hotels and General Consumer Goods) which resulted in a lower Portola Valley estimate for 2018-19.

**Gas Tax** – FY 2017-18 revenues continue to be fairly flat due to volatile gasoline prices and wide swings under the complex fuel tax swap system, which remains through FY 2018-19. For FY 2017-18 city and county allocations increased about 7.5% overall from the 2017-18 year, before factoring in the Road Maintenance and Rehabilitation funds.

Revenue from the new Section 2103 excise tax variable (price-based) rate is increase price based gasoline from 9.8 cents per gallon to 11.7 cents per gallon, effective July 1, 2017, resulting in an estimated increase of 42% or approximately \$18,000.

Additionally, the Road Maintenance and Rehabilitation Act (RMRA) of 2017 is a significant new investment in California's transportation system. The Act increases per gallon fuel excise taxes, diesel fuel, sales taxes and vehicle registration taxes, stabilizes price-based fuel tax rates and provides for inflationary adjustments to rates in future years. Two new transportation taxes will be effective as of November 1, 2017, a 12 cent per gallon increase to the gasoline excise tax and

an 20 cent per gallon increase to the diesel fuel excise tax. Revenue for 2017-18 is estimated at \$28,000, and \$78,000 for 2018-19.<sup>1</sup>

**Permits and Fees** – Significant analysis of each category of the revenue that makes up Permits and Fees has been completed but this is an area that can be unpredictable. Planning staff carefully reviewed expected projects in the coming year, looked at historical data, and based each permit and fee amount on that analysis. Staff anticipates revenues to be stable during the next year. This estimate does not anticipate a change in the fee structure based on a Fee Study currently underway that will be presented to Town Council early in the next fiscal year.

### **General Fund Operating Expenditures**

General fund operating expenditures are \$5,187,583, an increase of \$310,359 or 6.4% when compared to the 2017-18 amended budget.

**Administration and Operations (personnel)** – The Administration and Operations FY 2017-18 budget is proposed to increase by \$86,750 or 3.5% over the budgeted amount for FY 2017-18. Reasons for this include:

- No new positions proposed
- Significant 19.5% increases in PERS retirement or \$45,000
- Annual 3.6% COLA adjustment for employees based on CPI
- Five merit increases totaling \$21,294 and one re-classification
- Substantial 25% growth in workers compensation costs, an increase of \$11,000
- Deletion of the budget for Town Council Health Insurance Access which can be adjusted if desired. The offsetting revenue was also deleted, resulting in no net difference to the overall budget.

While the overall budget unit increased by only 3.5%, the Administrative salaries increased disproportionately, or about 9%. There are two noteworthy causes:

- In 2017-18 the new position of Communications and Special Projects Analyst was only budgeted for 75% of the year: and
- In 2018-19 the new Finance Director position is budgeted at 20% more than in 2017-18

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<sup>1</sup> At the time of the drafting of this message, repeal of RMRA funding may be placed on the November ballot. Staff will develop an alternative road maintenance plan should a repeal occur.

**Service Agreements** – A 9% increase by San Mateo County for contract law enforcement has been proposed, which is reflected in the budget, while these discussions are ongoing. The overall impact to the General Fund is only 6% or an additional \$58,700 as a result of shifting an additional \$45,000 to the COPS fund now that the dedicated revenue is growing (COPS Growth Funding).

**Services and Supplies** - An increase of \$100,600 for Services and Supplies is comprised primarily of a \$21,400 increase for converting historical documents to digital status, a \$33,150 adjustment in Software and Licensing to account for technology in place but insufficiently budgeted for (Accela, DocuSign, Website Accessibility Software, etc). Technology is key to customer service and delivery, but requires ever increasingly sophisticated software. The Utilities budget was increased by almost \$15,000 or about 16% and the Liability Insurance was also increased by 15% based on actual experience.

**Public Works** – This budget area remains fairly stable, and is slightly less than FY 201-18 budgeted amount. This budget area supports right-of-way tree trimming and mowing, trail rehabilitation and tools and equipment. The Town has taken an herbicide-free and pesticide-free management approach to its trails and public right-of-way, which requires additional mowing, maintenance intervention and mechanical trapping.

**Town Center** - A slight decrease of \$7,020 or 3.6% over the FY 2017-18 budgeted amount is proposed. This unit supports HVAC mechanical repairs, building maintenance for all Town facilities and EV charging station maintenance. The Town Center is 10 years in age so staff is proposing several Capital Improvement Projects to maintain and improve the Town Center facility. A request for \$29,000 for improvements to the Library (including a water bottle filling station and carpet replacement) are also included in this category to reflect updates and renovations to the Library as requested by their staff.

### **General Fund Capital Improvement Projects/Capital Equipment Purchases**

The FY 2018-19 budget includes, for the first time, a Five-Year Capital Improvement Program. This five-year plan is a summary of all the projects anticipated for review and funding. Having all projects in one place allows the Town Council to fully understand anticipated capital obligations and plan for their funding or postponement accordingly.

General Fund Capital Improvement expenditures are \$456,500, a decrease of (\$390,000) or 46% when compared to the prior year's budget. This significant difference results from budget amendments since the roadwork projects were started in FY16-17 but most of the work was performed in FY17-18. This year's General Fund monies provide for several Capital Improvement projects including:

- The annual street resurfacing program, which is also supported by Measure A and M dollars
- An update to the Pavement Management System and a Traffic Study requested by the Bicycle Pedestrian Traffic Safety Committee
- A Storm Drain Study
- Town Center Facility Improvement including creating a Facility Assessment & Maintenance Plan, a Lighting Retrofit, installation of a hot water spigot in the Farmers Market area and a shed to protect the Styrofoam recycling; and the installation of an operable window in the Town Hall loft area.
- A new truck for Public Works and a replacement server

### **General Fund Reserves**

In Fiscal Year 2018-19, the adjustments to the current General Fund Balance Assignments (Reserves) are of great interest. The Town Manager presented his recommendation to the Finance Committee on June 4<sup>th</sup>, which after reviewing they modified for presentation to the Town Council. Specifically, they are recommending that the Unfunded Pension Liability and the Unfunded Retiree Medical Other Post-Employment Benefits (OPEB) reflect the June 30, 2017 values identified in the Basic Financial Statements. The other change was accepted, specifically decreasing the Equipment Replacement Assignment from \$200,000 to \$100,000. These modifications would leave a projected June 30, 2019 is Unassigned balance of \$2,013,433. These changes are included in the 2018-19 Fund Activity Summary towards the front of the budget book.

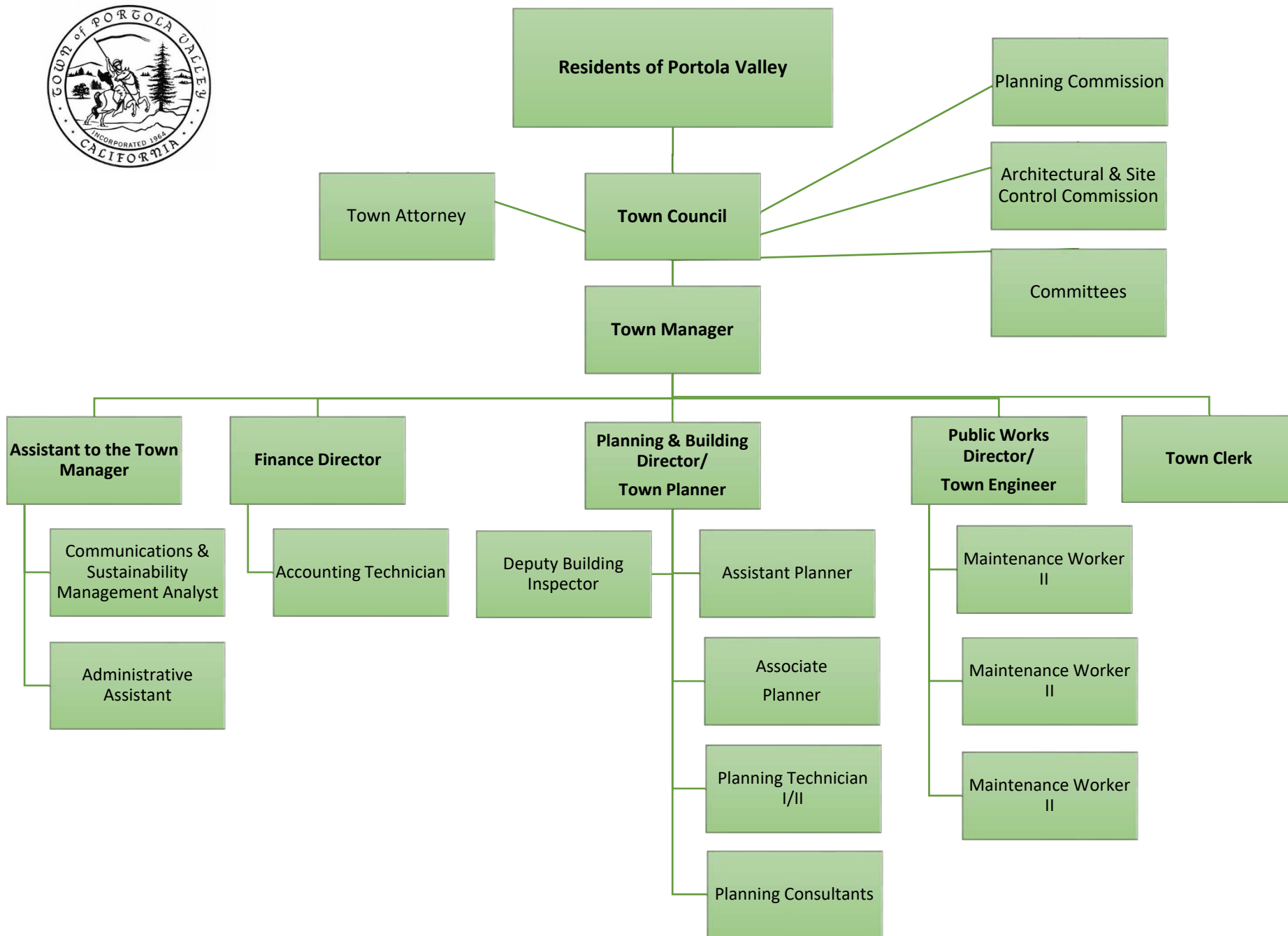
### **Acknowledgments**

This has been a challenging year for the financial and budgetary operations of the Town. In November, the Town's Finance Director left the Town due to the rising cost of housing in the Bay Area. Since that time, we have been incredibly fortunate to have Starla Jerome-Robinson serve as the Interim Finance Director. Her steady hand, vast experience, and positive energy have been a welcome addition to Town Hall.

Cindy Rodas, the Town's Accounting Technician, spent countless hours after the loss of our Finance Director performing new tasks and taking on new responsibilities that ensured seamless service levels for all who work with the Finance Department. Thank you for keeping us going!

As with last year, all of the department heads participated in the creation of this budget. Their efforts, particularly those related to the creation of the new five-year capital improvement program, are much appreciated.

Finally, thank you to the Finance Committee for their review and recommendation of this budget proposal. Their continued desire and interest in ensuring the best possible budget for recommendation are inspirational too the entire team.







## Town of Portola Valley Fund Descriptions

5	General Fund	The Town's operating fund; all general operating revenues and expenditures are processed through it.
8	Grants	Used to record all revenues and expenditures related to county, State, and Federal grants.
10	Safety Tax	A half-cent State sales tax revenue designated exclusively for local agency public safety services. (Sec. 35 of Art. XIII of Cal Const)
15	Open Space	Used for acquisition and support of open space parcels in Town.
20	Gas Tax	For maintenance and repairs to streets.
22	Measure M	County-generated vehicle registration revenue to be used for local streets and roads for congestion mitigation and water pollution prevention programs.
25	Library Fund	Library service revenue from San Mateo County Library JPA to be spent on library related activities as mutually agreed by the JPA and Town Council.
30	COPS – Public Safety	Citizens' Options for Public Safety: a supplemental State law enforcement fund for special law and traffic enforcement.
40	Park-in-Lieu	Subdivision developer's fee that can only be used for parks or recreational purposes.
45	Inclusionary-in-Lieu	A subdivision developer's fee, payable by fee or land, which can only be used for affordable housing.
50	Storm Damage	Initially created during the 1998-99 Alpine Road slide repairs, this fund is used as necessary to track federal or state-reimbursed storm-related road repairs.
60	Measure A Funds	A half-cent County sales tax revenue designated for the improvement of local transportation, including streets and roads.
65	Road Impact Fee	Recovers the cost of repairs from building permit applicants to Town roads due to wear and tear from construction vehicles. Collection of these fees was suspended by the Council in 2010.
75	Crescent M.D.	Maintenance District Funds
80	PVR M.D.	
85	Wayside I M.D.	
86	Wayside II M.D.	
90	Woodside H'lands M.D.	
95	Arrowhead M'dows M.D.	
96	Customer Deposits	Deposit fund for customer fees to pay for consulting costs associated with individual building projects. Any remaining deposit amounts are refunded to customer when project is completed.

**2018-19 Revenues and Expenses by Governmental Fund**

	Fund 5		Fund 8	Fund 10	Fund 15	Fund 20	Fund 22	Fund 25	Fund 30	Fund 40	Fund 45	Fund 50	Fund 60	Fund 65	Fund 96	TOTALS
<b>Revenues</b>	OPERATING	CAPITAL IMPR'S	GRANTS	PUBLIC SAFETY	OPEN SPACE	TRANSPORTATION	MEASURE M/CCAG	LIBRARY	C O P S	Park-in-Lieu	Inclusionary-in-Lieu	Storm Damage	MEASURE A	ROAD FEES	CASE REVIEWS	
Government Agency	11,000		26,600	15,000		182,459	113,000	100,000	145,000				275,000			\$ 868,059
Franchise Fees	306,250															306,250
Permits & Fees	626,500															626,500
Other Revenues	10,500				1,000											11,500
Parks & Recreation	90,150															90,150
Service Charges	127,555														365,000	492,555
Revenue from Taxes	3,335,899															3,335,899
Town Center Facilities	228,500															228,500
Interest	71,500				61,500	100	300	4,100	500	200	42,000		2,000			182,200
Utility Users' Taxes	586,800				272,000											858,800
<b>Revs. Sub-Totals</b>	<b>\$ 5,394,654</b>	<b>\$ -</b>	<b>\$ 26,600</b>	<b>\$ 15,000</b>	<b>\$ 334,500</b>	<b>\$ 182,559</b>	<b>\$ 113,300</b>	<b>\$ 104,100</b>	<b>\$ 145,500</b>	<b>\$ 200</b>	<b>\$ 42,000</b>	<b>\$ -</b>	<b>\$ 277,000</b>	<b>\$ -</b>	<b>\$ 365,000</b>	<b>\$ 7,000,413</b>
<b>Expenditures</b>																
Administration & Operations	2,573,813															\$ 2,573,813
Committees & Commissions	66,800															66,800
Consultant Services	527,000					10,000									365,000	902,000
Miscellaneous	46,097		6,600													52,697
Parks Operations	261,600															261,600
Public Works Operations	6,000					226,755	11,000									243,755
Service Agreements	1,013,083			15,000					145,000							1,173,083
Services & Supplies	507,750		20,000					25,600								553,350
Town Center Facilities	185,440							78,500								263,940
<b>Exp. Sub-Totals</b>	<b>\$ 5,187,583</b>	<b>\$ -</b>	<b>\$ 26,600</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 236,755</b>	<b>\$ 11,000</b>	<b>\$ 104,100</b>	<b>\$ 145,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 365,000</b>	<b>\$ 6,091,038</b>
<b>Capital Improvements</b>																
Road Improvement		78,000				78,000	67,000						275,000			\$ 498,000
Annual Road Testing/Inspection		55,000														55,000
Annual Road Future Year Design		55,000														55,000
Pavement Management Sys Update		16,000														16,000
Traffic Study		38,500														38,500
Springdown Improvement																-
Storm Drain Repairs							35,000									35,000
Storm Drain Study - Phase I		50,000														50,000
Emergency Fire Access Gate		5,000														5,000
Town Center Light Retrofit		32,000														32,000
Town Center Facility Assessment & Plan		12,000														12,000
Styrofoam Recycling Shed & Spiigot		20,000														20,000
Window Install		15,000														15,000
Facilities Equipment		80,000														80,000
<b>Capital Improvements</b>	<b>\$ -</b>	<b>\$ 456,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 78,000</b>	<b>\$ 102,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 911,500</b>
<b>Revs Less Exps/Cap Imps</b>	<b>207,071</b>	<b>-456,500</b>	<b>-</b>	<b>-</b>	<b>334,500</b>	<b>-132,196</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-2,125</b>
<b>Interfund Transfers</b>																
General Fund to Transportation	(132,196)					132,196										-
General Fund Capital Transfer	(456,500)	456,500														-
<b>Transfers</b>	<b>\$ (588,696)</b>	<b>\$ 456,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 132,196</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance (Revenue - Exp - CIP + Transfers)</b>	<b>\$ (381,625)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 334,500</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 200</b>	<b>\$ 42,000</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,125)</b>

## Town of Portola Valley 2018-19 Fund Activity Summary

FUND	7/1/2018 ESTIMATED BALANCE	2018-19 ESTIMATED REVENUES	2018-19 ESTIMATED EXPENDITURES	2018-19 TRANSFERS IN(OUT)	6/30/2019 PROJECTED BALANCE
<b>General Purpose Funds</b>					
General Fund Unassigned	2,395,058	5,394,654	5,644,083	(132,196)	2,013,433
Unfunded Pension Liab Assignment	523,840				523,840
Equipment Replacemt Assignment	100,000				100,000
Capital Repl/Emergency Assignment	1,400,000				1,400,000
Legal Contingency Assignment	100,000				100,000
Unfunded Retiree Medical OPEB	281,102				281,102
<b>Sub-Total</b>	<b>\$ 4,800,000</b>	<b>\$ 5,394,654</b>	<b>\$ 5,644,083</b>	<b>\$ (132,196)</b>	<b>\$ 4,418,375</b>
<b>Restricted Funds</b>					
Bonds and Grants (8)	(1,615)	26,600	26,600		(1,615)
Public Safety (10)	(5,000)	15,000	15,000		(5,000)
Open Space (15)	5,351,482	334,500	0		5,685,982
Transportation/Public Works (20)	(87,700)	182,559	314,755	132,196	(87,700)
Measure M (22)	15,000	113,300	113,000		15,300
Library Fund (25)	250,000	104,100	104,100		250,000
Public Safety/COPS (30)	100,000	145,500	145,000		100,500
Park In Lieu (40)	33,000				33,000
Inclusionary In Lieu (45)	3,548,000	42,000			3,590,000
Measure A (60)	18,000	277,000	275,000		20,000
Applicant Deposits (96)	957,244	365,000	365,000		592,244
<b>Sub-Total</b>	<b>\$ 10,178,411</b>	<b>\$ 1,605,559</b>	<b>\$ 1,358,455</b>	<b>\$ 132,196</b>	<b>\$ 10,557,711</b>
<b>Grand Total</b>	<b>\$ 14,978,411</b>	<b>\$ 7,000,213</b>	<b>\$ 7,002,538</b>	<b>\$ -</b>	<b>\$ 14,976,086</b>



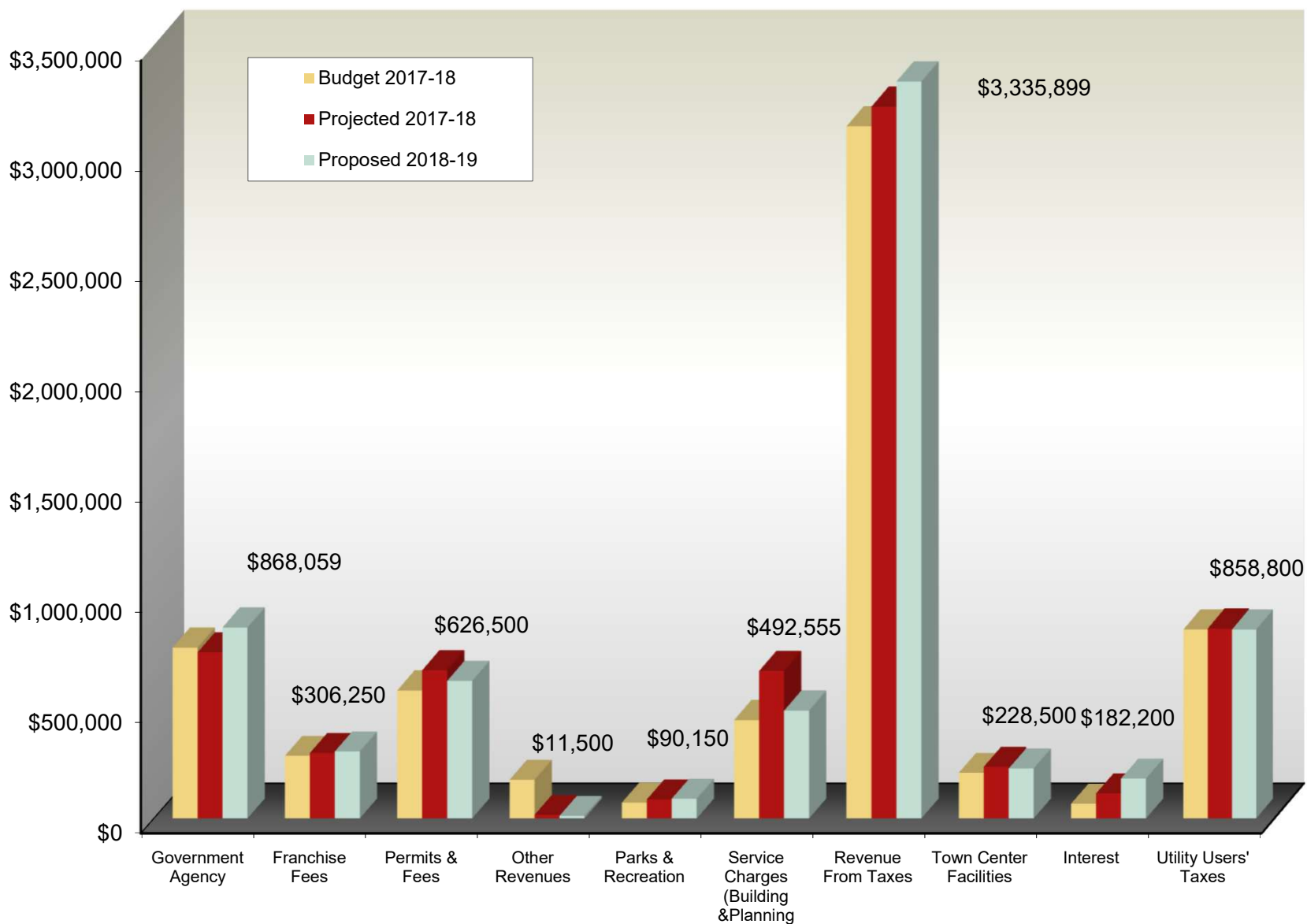
## TOWN OF PORTOLA VALLEY 2018-19

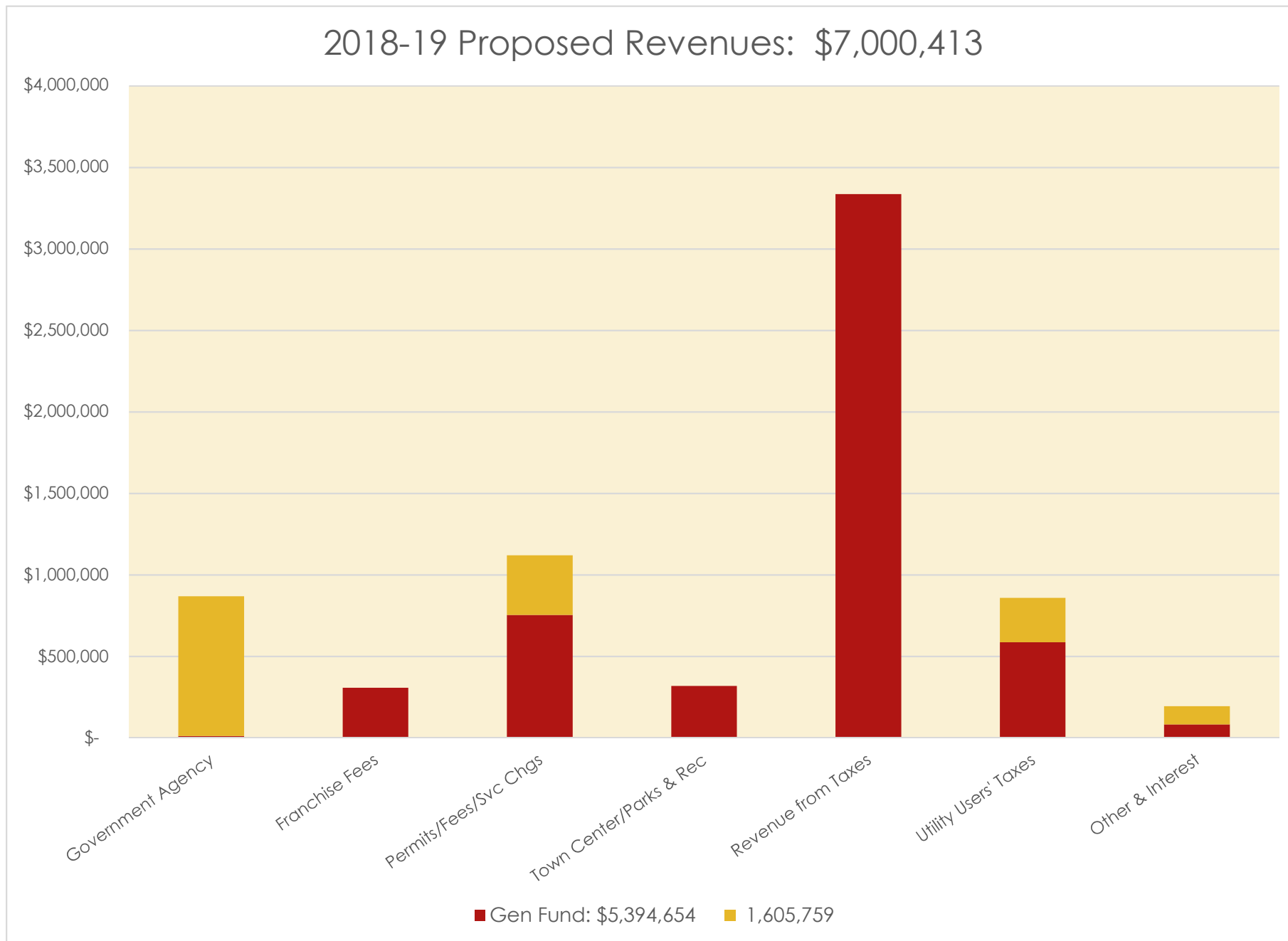
### Total Revenues Budget Summary

Revenues	2017-18 Adopted Budget	2017-18 Projected at Year End	2018-19 Proposed Budget	\$ / Change per Projected Year End	% / Change per Adopted 17-18 Budget	% / Change per Projected Year End
Government Agency	777,120	755,774	868,059	112,285	11.70	14.86
Franchise Fees	286,313	299,303	306,250	6,947	6.96	2.32
Permits & Fees	583,500	675,144	626,500	(48,644)	7.37	(7.20)
Other Revenues	176,582	16,051	11,500	(4,551)	(93.49)	(28.35)
Parks & Recreation	72,013	86,513	90,150	3,637	25.19	4.20
Service Charges (Building & Plann	449,910	671,605	492,555	(179,050)	9.48	(26.66)
Revenue From Taxes	3,133,346	3,222,465	3,335,899	113,434	6.46	3.52
Town Center Facilities	208,400	236,175	228,500	(7,675)	9.64	(3.25)
Interest	67,000	114,200	182,200	68,000	171.94	59.54
Utility Users' Taxes	859,206	863,300	858,800	(4,500)	(0.05)	(0.52)
<b>Grand Total</b>	<b>6,613,390</b>	<b>6,940,530</b>	<b>7,000,413</b>	<b>59,883</b>	<b>6%</b>	<b>1%</b>



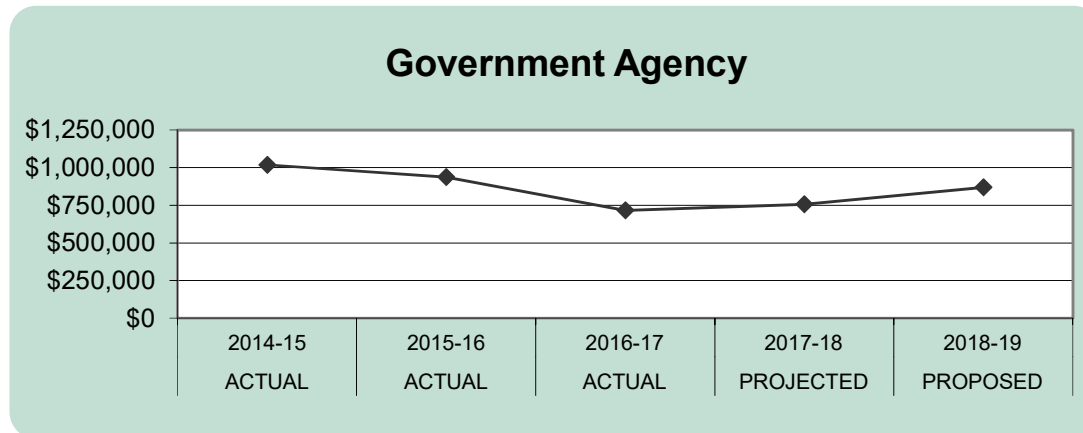
## 2017-18 Budget/Projected Revenue vs 2018-19 Proposed Revenue





# TOWN of PORTOLA VALLEY

2017-18 BUDGET WORKSHEET



Account Description/Activity	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	ACCOUNT CODE
	2014-15	2015-16	2016-17	2017-18	2017-18	2018-19	
<b>1 Motor Vehicle</b> VLF funding was diverted by State legislation in 2011/12 to support the continuation of COPS funding.	1,936	-	-	-	2,478	2,500	05-10-3001
<b>2 Measure A Sales Tax</b> Half percent sales tax restricted for transportation uses.	269,709	263,426	274,575	283,823	247,329	275,000	60-10-3002
<b>3 Proposition 172 Funds - Public Safety Sales Tax</b> Half-cent sales tax restricted for public safety issues.	13,418	10,537	15,502	14,858	14,425	15,000	10-10-3004
<b>4 Public Safety COPS Grant</b> Annual state allotment which can only be used for public safety.	100,000	127,382	131,033	100,000	115,886	145,000	30-10-3006
<b>5 State Gas Tax</b> Pooled Statewide and reallocated based upon population and other factors.	90,874	59,513	84,702	110,223	87,138	104,459	20-10-3008 20-10-3010 20-10-3012
<b>6 Homeowners' Property Tax Relief (HOPTR)</b>	9,429	7,902	8,864	9,800	8,592	8,500	05-10-3016
<b>State Mandated Costs Reimbursements</b> State reimbursements totalling \$57,400 filed for legislated municipal expenses from 2001 forward.	18,136	6,132	-	0	-	-	05-10-3017



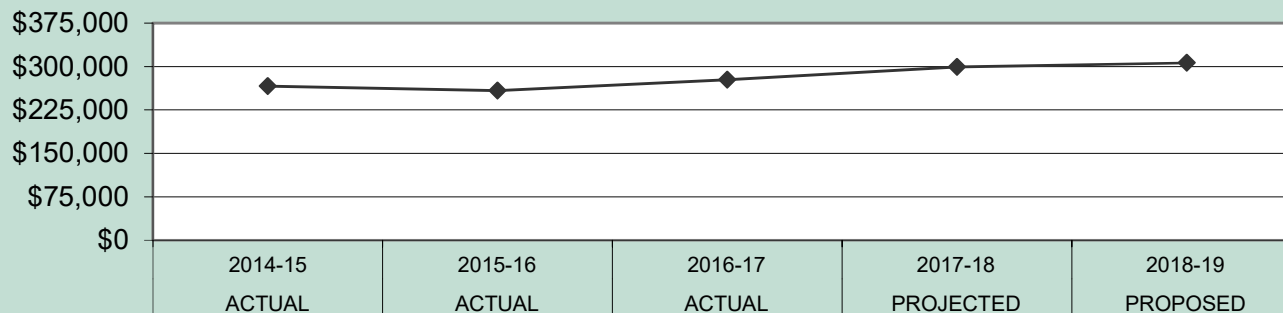
Account Description/Activity		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	ACCOUNT CODE
		2014-15	2015-16	2016-17	2017-18	2017-18	2018-19	
<b>7</b>	<b>Road Maintenance Rehabilitation Account (RMRA)</b> The account allocates revenue to local streets, roads and other transportation uses.	49,996	23,255	12,681	27,938	11,734	78,000	20-10-3015
<b>8</b>	<b>Measure M</b> This reimbursement-based revenue is derived from an additional vehicle registration fee for San Mateo County residents or improvements to local streets and roads.	123,000	108,441	81,147	109,502	81,147	113,000	22-10-3019
<b>9</b>	<b>Supplemental C/CAG Program: Trash Reduction</b>	-	10,500	-	9,773	9,773	-	22-10-3096
<b>10</b>	<b>Potential Emergency Relief (Upper Alpine Rd)</b> Reimbursable funds per Governor approval	73,482	163,799	-	-	-	-	50-10-3021
<b>11</b>	<b>San Mateo County Library Donor Funds</b>	-	-	102,603	79,603	51,900	100,000	25-16-3092
<b>12</b>	<b>Miscellaneous Grants</b>							
	ABAG-PLAN Risk Management Grant	4,086	-	-	1,600	1,600	1,600	08-10-3029
	OBAG Federal Aid Grant for Road Improvement	224,000	-	-	-	-	-	08-10-3031
	SMTA Measure A Grant Reimbursement	40,600	155,889	-	-	118,772	-	08-10-3033
	C/CAG SMCEW Muni Energy Grant	-	-	-	-	-	20,000	08-10-3030
	Beverage Container Recycling Programs - Cal Recycle	-	-	5,000	30,000	5,000	5,000	08-10-3038
	<b>Sub-Total Miscellaneous Grants</b>				31,600		26,600	
	<b>Sub-Total</b>	<b>1,018,666</b>	<b>936,776</b>	<b>716,107</b>	<b>777,120</b>	<b>755,774</b>	<b>868,059</b>	

# TOWN of PORTOLA VALLEY

2017-18 BUDGET WORKSHEET



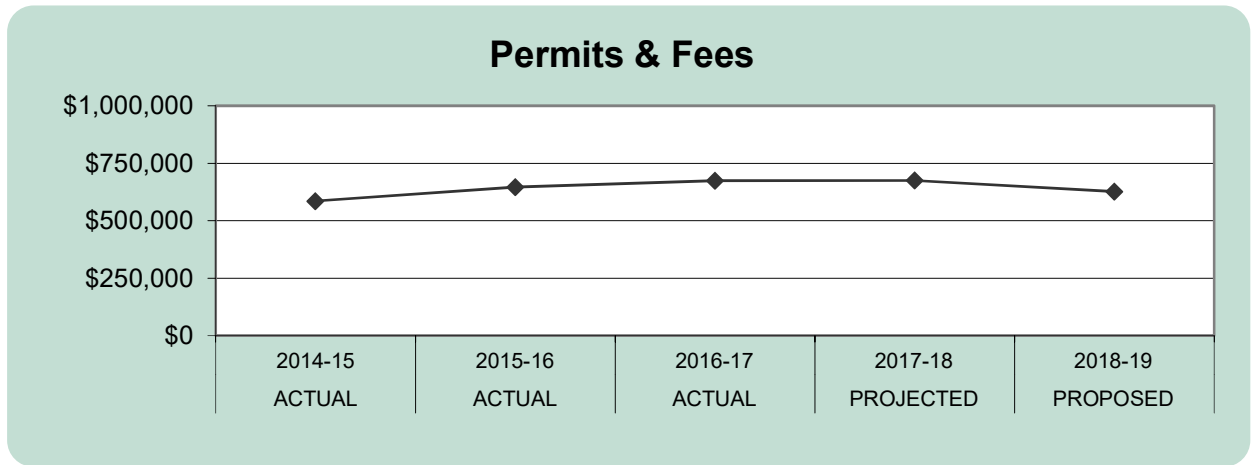
## Franchise Fees



Account Description/Activity	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	BUDGET 2017-18	PROJECTED 2017-18	PROPOSED 2018-19	ACCOUNT CODE
<b>1 PG&amp;E</b> Franchise fee for PG&E regulated by the State through a Town franchise ordinance.	73,405	76,788	81,728	82,000	85,000	87,300	05-12-3040
<b>2 California Water Company</b> Fees based upon 1% of total water revenues generated by CalWater in the Town.	36,628	37,164	40,063	37,000	41,303	42,550	05-12-3042
<b>3 Greenwaste Recovery Company</b> Franchise fees based upon 7.7% of total revenues generated by GWR within the Town.	70,698	74,493	81,339	79,313	84,000	86,500	05-12-3044
<b>4 Comcast and AT&amp;T Cable Services</b> Franchise fees based upon 5% of total revenues generated by Comcast Cable Services within the Town. Includes \$500/mo PEG fees.	85,384	69,939	73,786	88,000	89,000	89,900	05-12-3046
<b>Sub-Total</b>	<b>266,115</b>	<b>258,385</b>	<b>276,916</b>	<b>286,313</b>	<b>299,303</b>	<b>306,250</b>	

# TOWN of PORTOLA VALLEY

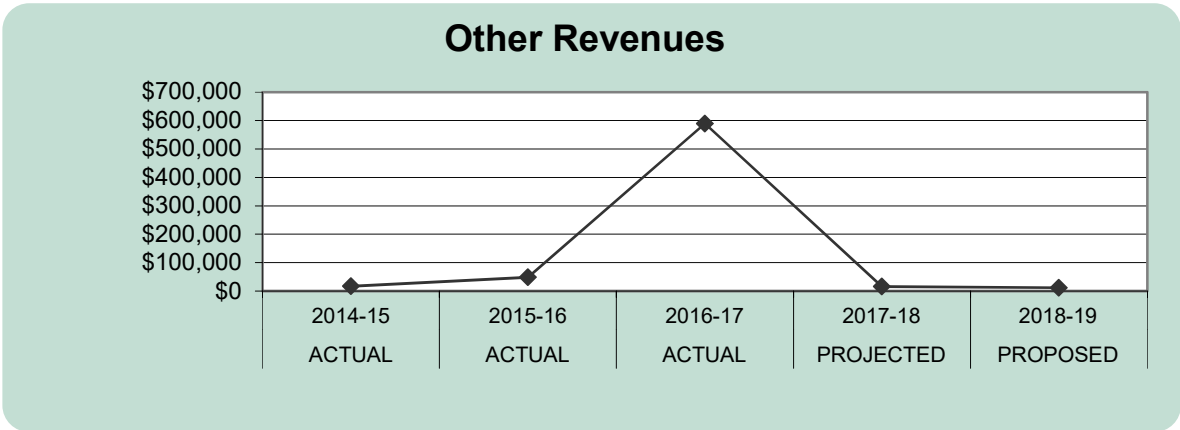
2017-18 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	BUDGET 2017-18	PROJECTED 2017-18	PROPOSED 2018-19	ACCOUNT CODE
<b>1 Building Permits/Plan Check/Inspection Fees</b> Issued for all building construction within the Town.	523,301	559,850	570,467	525,000	590,000	545,000	05-14-3060
<b>2 Site Development Permits</b> property site as a result of improvements or construction.	30,255	40,575	35,485	25,000	30,000	30,000	05-14-3062
<b>3 Encroachment Permits</b> Fee for permits required to conduct work in public right-of-way.	8,125	14,905	10,810	9,500	10,000	10,000	05-14-3064
<b>4 Conditional Use Permits</b> Permits required for a special use on private property.	4,150	10,380	26,990	6,000	10,000	10,000	05-14-3066
<b>5 Building Permit Review/Planning Fee/TempOcc</b> Building permit fee for review of building permits for ASCC/Planning compliance.	6,640	6,457	5,160	5,000	5,000	5,000	05-14-3068
<b>6 Horsekeeping Permits</b> Permits required to keep horses on private property. There are currently 185 permitted horses.	2,960	2,990	2,320	3,000	3,000	3,000	05-14-3070
<b>7 Construction and Demolition Fee</b> Fee to offset cost of implementing C&D Ordinance.	10,150	10,530	15,200	10,000	17,000	15,000	05-14-3072
<b>8 State Pass Through Fees</b> State fee collected through Building Permits			7,140	0	10,144	8,500	05-14-3072
<b>Sub-Total</b>	<b>585,581</b>	<b>645,687</b>	<b>673,572</b>	<b>583,500</b>	<b>675,144</b>	<b>626,500</b>	

# TOWN of PORTOLA VALLEY

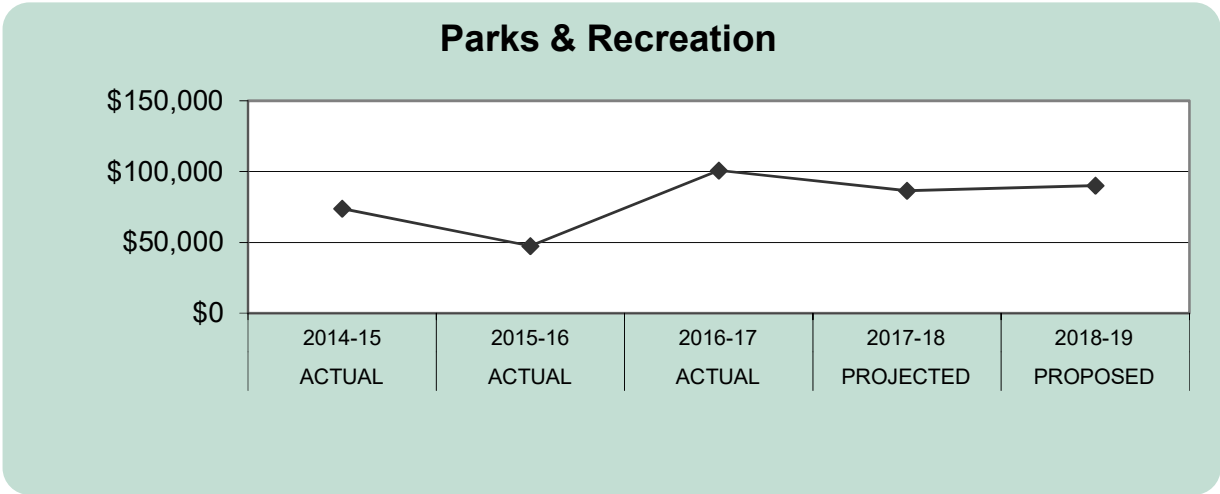
2017-18 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	BUDGET 2017-18	PROJECTED 2017-18	PROPOSED 2018-19	ACCOUNT CODE
<b>1 Fines and Forfeitures</b>	16,998	17,400	12,080	10,500	8,000	8,500	05-16-3082
Town's portion of traffic and parking citations.							
<b>2 Misc Contribs - received for designated projects</b>	-	6,167	0	0	1,575	2,000	05-16-3086
<b>3 Remaining Revenue Funds</b>							
Crowder Trail Maintenance (C-1 Trail Deposit)	-	17,430	0	108,268	-	-	05-16-3086
Ford Field Donations	-	0	0		-	-	05-16-3086
<b>4 Open Space</b>	-	7,733	3,364	1,000	6,476	1,000	15-16-3090
Contributions towards the Town's Open Space funds.							
<b>5 Inclusionary In-Lieu Fees - Subdivision Fees</b>	-	-	573,524	-	0	-	45-00-3375
<b>6 Town Council Health Insurance Option</b>				56,814	-	-	05-16-3087
<b>Sub-Total</b>	<b>16,998</b>	<b>48,730</b>	<b>588,968</b>	<b>176,582</b>	<b>16,051</b>	<b>11,500</b>	

# TOWN of PORTOLA VALLEY

2017-18 BUDGET WORKSHEET



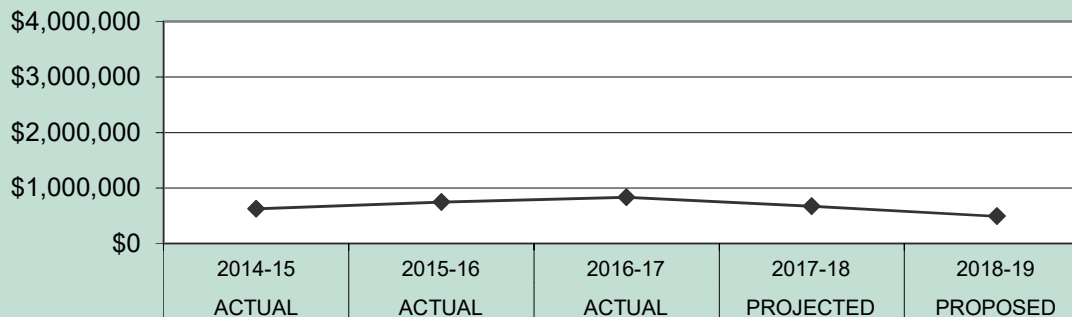
Account Description/Activity		ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	BUDGET 2017-18	PROJECTED 2017-18	PROPOSED 2018-19	ACCOUNT NUMBER
<b>1</b>	<b>Lease Income - Parks</b>	7,993	8,123	7,611	8,513	8,513	8,800	05-18-3100
	Lease of Town property for private uses (Alpine Inn Parking Lot and Ladera Oaks).							
<b>2</b>	<b>Sports League Field Use</b>	65,820	38,409	93,210	62,000	78,000	81,350	05-18-3102
	Use fees charged to organized sports leagues for the use of Town fields. Effective 2013-14, soccer league now included with this user group.							
<b>3</b>	<b>Annual Community Events</b>							
	Town Picnic/Zots to Tots	-	1,015	0	1,500	-		05-18-3104
	<b>Sub-Total</b>	<b>73,813</b>	<b>47,547</b>	<b>100,821</b>	<b>72,013</b>	<b>86,513</b>	<b>90,150</b>	

# TOWN of PORTOLA VALLEY

2017-18 BUDGET WORKSHEET



## Service Charges

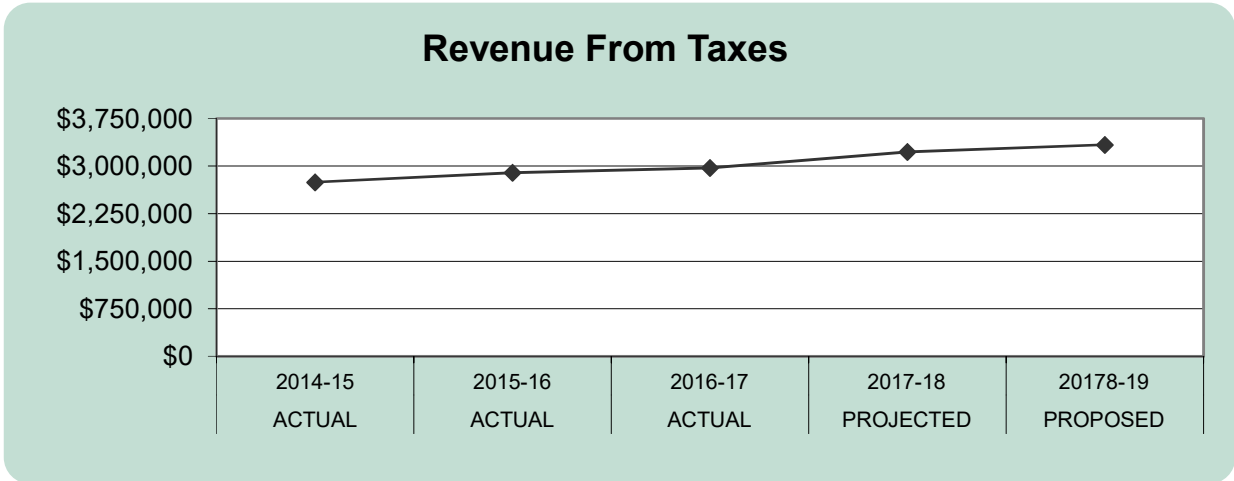


Account Description/Activity	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	BUDGET 2017-18	PROJECTED 2017-18	PROPOSED 2018-19	ACCOUNT CODE
<b>1 Zoning and Planning Permits</b>	-	-	315	0	-	-	05-20-3120
Fee for permits required for commercial use changes.							
<b>2 Variances</b>	2,455	2,455	14,730	2,455	4,910	4,910	05-20-3122
Filing fee required for consideration of variance requests.							
<b>3 Subdivision Fees</b>	1,680	1,680	3,360	1,680	4,410	3,360	05-20-3124
Filing fee required to process a subdivision.							
<b>4 Residential Data Reports</b>	7,125	8,030	7,040	6,050	6,050	6,050	05-20-3126
Filing fee required for a property status report.							
<b>5 Pre-Application Meeting Fee</b>	4,840	1,210	7,865	5,000	9,075	7,865	05-20-3127
<b>6 Architectural Review Fees</b>	18,210	28,180	19,315	10,225	22,065	19,950	05-20-3132
Filing fee for consideration of improvements to private property.							
<b>7 Geology Fees</b>	8,820	5,630	11,790	8,000	10,650	10,920	05-20-3136
Filing fee for review by Town Geologist for private property improvements, map modifications.							
<b>7 Inspection Fees</b>			823		5,545	5,500	05-20-3137
Fees for requested onsite inspections.							
<b>8 Town Engineering Charges</b>	4,800	2,250	4,950	5,000	3,900	3,000	05-20-3138
Charges to applicant for Engineering staff's review of plans for improvements to private property.							

<b>Account Description/Activity</b>		<b>ACTUAL 2014-15</b>	<b>ACTUAL 2015-16</b>	<b>ACTUAL 2016-17</b>	<b>BUDGET 2017-18</b>	<b>PROJECTED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>ACCOUNT CODE</b>
<b>9</b>	<b>Town Planning Charges</b>	51,286	79,586	56,797	45,000	40,000	40,000	05-20-3139
	Charges to applicants for <u>Planning staff's</u> review of applications.							
<b>10</b>	<b>Inclusion in Lieu</b>			7,437				45-20-3128
	Drainage fees related to development							
<b>10</b>	<b>Park in Lieu Fees</b>			26,469				40-20-3130
	Charges related to subdivision development.							
<b>11</b>	<b>Town Library Maintenance</b>	-	-	8,001		10,000	11,000	05-20-3141
	Charges to offset staff maintenance of the Library							
<b>12</b>	<b>Planning Services - Charges to Applicants</b>	-	-	-	110,000	195,000	120,000	96-20-3140
	Charges to applicants for Town Planning review of applications.							
<b>13</b>	<b>Geological Services - Charges to Applicants</b>	-	-	-	125,000	180,000	125,000	96-20-3140
	Charges to applicants for Geological Consultant's review of applications.							
<b>14</b>	<b>Engineering Services - Charges to Applicants</b>	-	-	-	73,000	115,000	95,000	96-20-3140
	Charges to applicants for Engineering Consultant's review of applications.							
	<b>Attorney Services - Charges to Applicants</b>	-	-	-	30,000	50,000	25,000	96-20-3140
<b>15</b>	Charges to applicants for legal review of private applications.							
	<b>Sub-Total - Charges to Applicants</b>	509,142	575,273	640,636	338,000	525,000	365,000	96-20-3140
<b>16</b>	<b>Miscellaneous</b>	18,005	45,446	24,819	15,000	40,000	15,000	05-20-3154/55
<b>17</b>	<b>Appeals</b>				-			05-20-3142
<b>18</b>	<b>NPDES Business Storm Water Consultant</b>				13,500			05-20-3140
	<b>Sub-Total</b>	<b>626,363</b>	<b>749,741</b>	<b>834,347</b>	<b>449,910</b>	<b>671,605</b>	<b>492,555</b>	

# TOWN of PORTOLA VALLEY

2017-18 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	BUDGET 2017-18	PROJECTED 2017-18	PROPOSED 20178-19	ACCOUNT CODE
<b>1 Property Taxes - Secured</b> Town receives 7% of collected property tax revenues from the County, and a 4% growth rate is projected.	2,227,812	2,386,650	2,498,685	2,604,654	2,675,000	2,793,313	05-22-3160
<b>2 Property Taxes - Unsecured</b> Non-property fixed assets (boats, airplanes, capital equipment, etc).	89,960	94,714	96,335	98,562	106,000	110,000	05-22-3162
<b>3 Sales &amp; Use Tax</b>	181,914	239,659	208,498	218,000	221,565	206,836	05-22-3164
<b>4 Business License Tax</b>	114,134	78,675	73,902	100,000	104,900	105,000	05-22-3166
<b>5 Real Property Transfer Tax</b> Transaction tax charged when private property transfers.	116,803	98,364	93,329	112,130	115,000	120,750	05-22-3168
<b>6 Miscellaneous Other Taxes</b>	15,797	-	-		-	-	05-22-3170
<b>Sub-Total</b>	<b>2,746,421</b>	<b>2,898,062</b>	<b>2,970,749</b>	<b>3,133,346</b>	<b>3,222,465</b>	<b>3,335,899</b>	

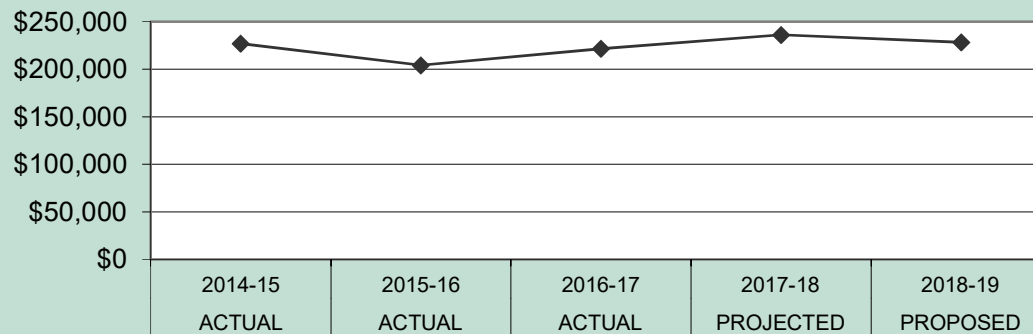


# TOWN of PORTOLA VALLEY

2017-18 BUDGET WORKSHEET



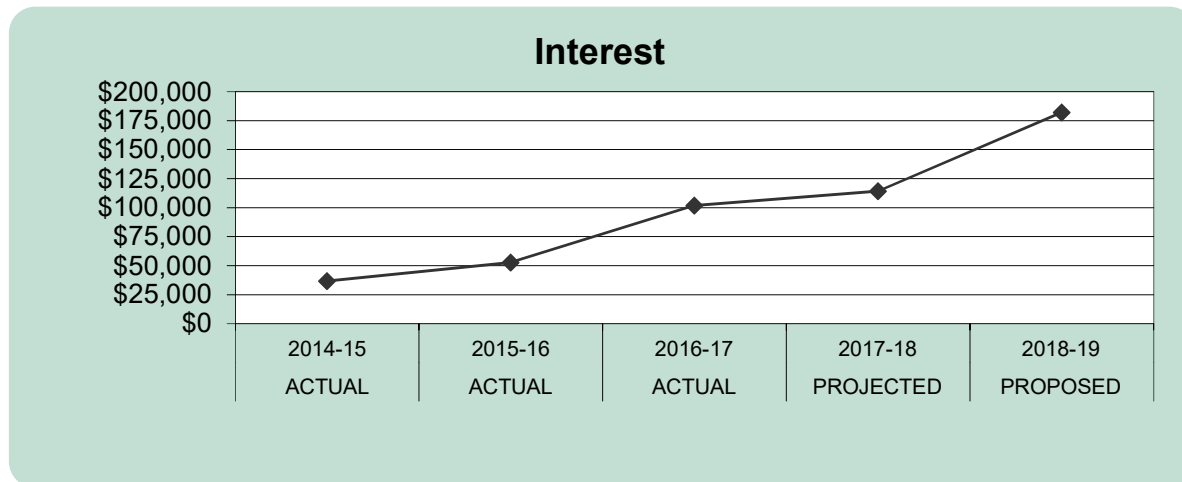
## Town Center Facilities



Account Description/Activity	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	BUDGET 2017-18	PROJECTED 2017-18	PROPOSED 2018-19	ACCOUNT CODE
<b>1 Community Hall / Activity Room Rentals</b> Facilities are available for private use by residents 24 times per calendar year.	20,757	4,733	6,532	7,000	17,175	17,000	05-24-3184
<b>2 Parking Lot &amp; Field Rentals</b> Short term rentals of the Ford Field parking lot for private parties and events by residents.	1,879	1,783	2,000	1,400	1,500	1,500	05-24-3188
<b>3 Class Fees</b> Four activity rooms available. This revenue is offset by instructor fees, see Parks and Recreation Operations.	204,247	197,693	213,188	200,000	217,500	210,000	05-24-3190
<b>Sub-Total</b>	<b>226,883</b>	<b>204,209</b>	<b>221,720</b>	<b>208,400</b>	<b>236,175</b>	<b>228,500</b>	

# TOWN of PORTOLA VALLEY

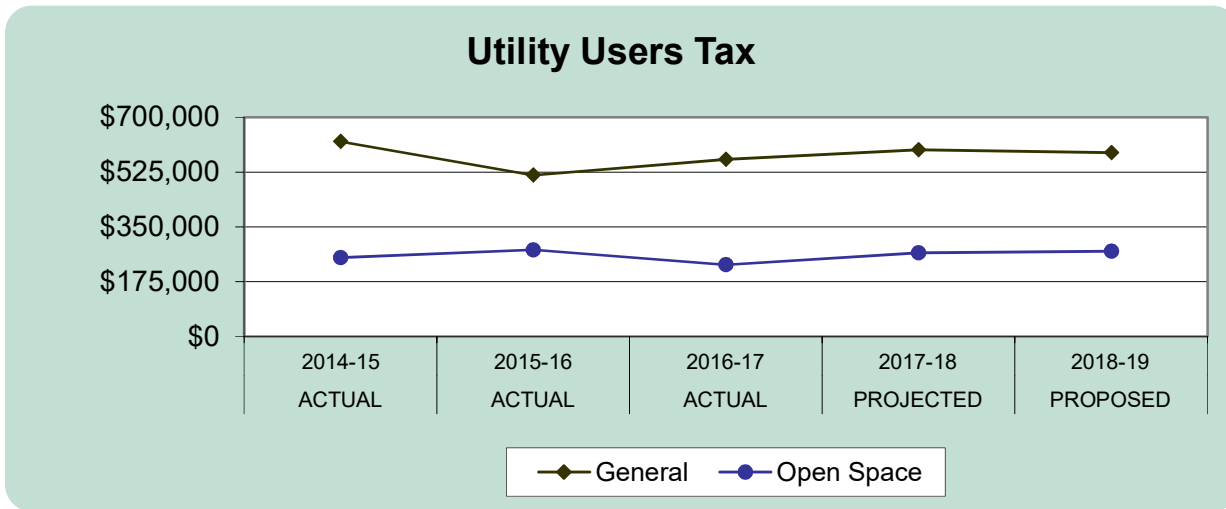
2017-18 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	BUDGET 2017-18	PROJECTED 2017-18	PROPOSED 2018-19	ACCOUNT CODE
<b>1 Interest</b> The Town's reserves are invested in the State Local Agency Investment Fund, with an average effective yield for the month of April 2017 of 0.78%.	11,714	15,588	31,229	27,000	50,000	71,500	05-26-3200
<b>2 Interest - Restricted</b> Allocated quarterly based on average cash balances.	25,000	37,111	70,516	40,000	64,200	110,700	
<b>Sub-Total</b>	<b>36,714</b>	<b>52,699</b>	<b>101,745</b>	<b>67,000</b>	<b>114,200</b>	<b>182,200</b>	

# TOWN of PORTOLA VALLEY

2017-18 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	BUDGET 2017-18	PROJECTED 2017-18	PROPOSED 2018-19	ACCOUNT CODES
<b>1 General Purpose Use</b>							
Based on utility revenues generated in Town. UUT rate is 4.5%.							
Electricity and Gas	327,801	351,751	401,287	358,180	350,000	340,000	05-28-3220
Telephone	26,477	39,802	38,452	53,027	26,300	26,800	05-28-3222
Water	160,899	174,193	182,627	183,627	220,000	220,000	05-28-3224
<b>Sub-Total General Purpose Use Tax</b>	<b>515,177</b>	<b>565,745</b>	<b>622,366</b>	<b>594,834</b>	<b>596,300</b>	<b>586,800</b>	
<b>2 Open Space Use</b>							
2% applied to total utility revenues generated by Town residents and businesses. Use restricted for the preservation and purchase of open space. Originally approved by the voters in November 1997.							
Electricity and Gas	145,678	156,337	178,365	159,209	160,000	160,000	15-28-3220
Telephone	11,782	17,690	17,076	23,550	13,000	13,000	15-28-3222
Water	71,512	77,420	81,327	81,613	94,000	99,000	15-28-3224
<b>Sub-Total Open Space Use Tax</b>	<b>228,971</b>	<b>251,447</b>	<b>276,768</b>	<b>264,372</b>	<b>267,000</b>	<b>272,000</b>	
<b>Sub-Total</b>	<b>744,149</b>	<b>817,193</b>	<b>899,134</b>	<b>859,206</b>	<b>863,300</b>	<b>858,800</b>	

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- Janitorial Services
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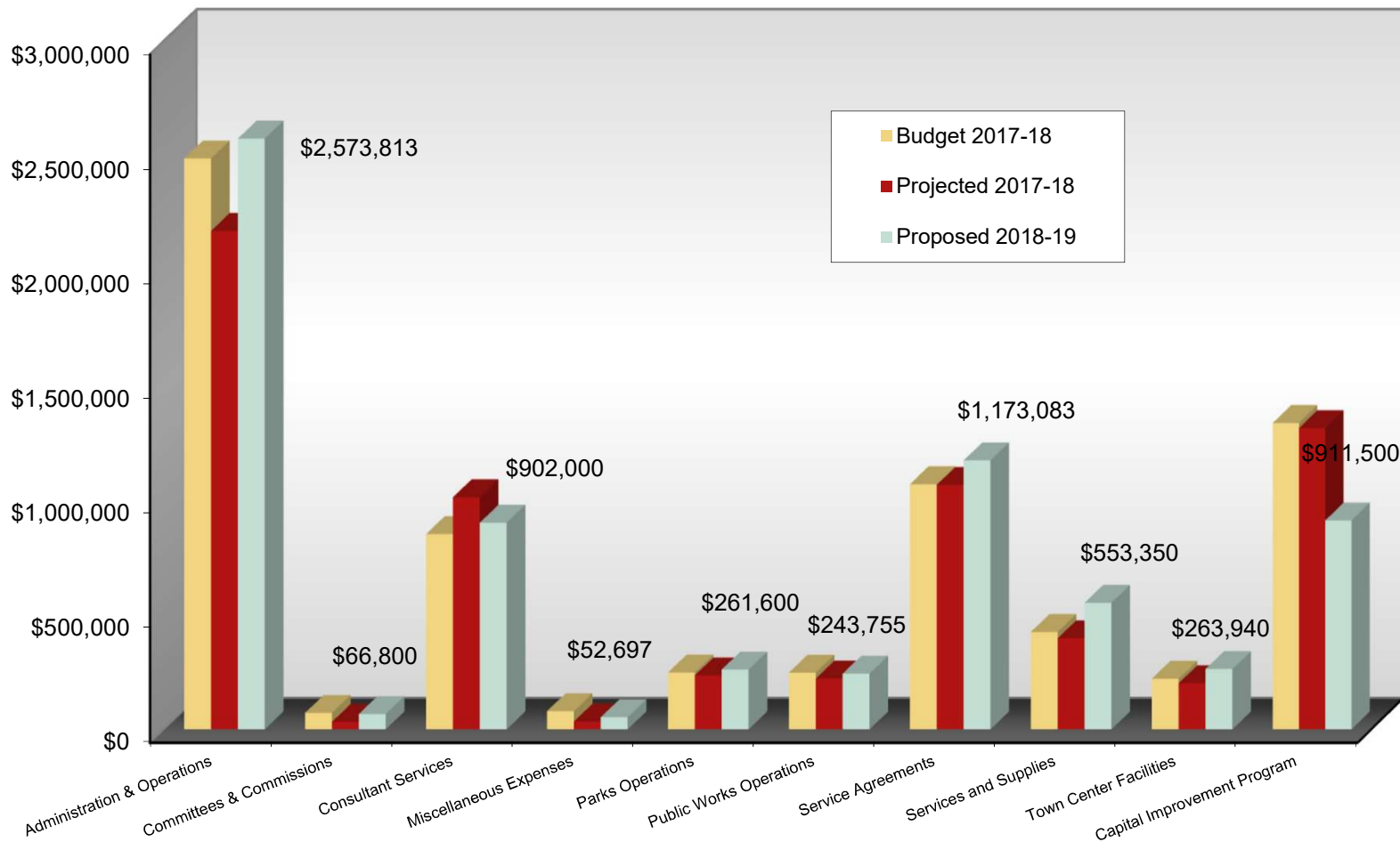
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TOWN OF PORTOLA VALLEY  
2018-19  
Total Expenditures Budget Summary

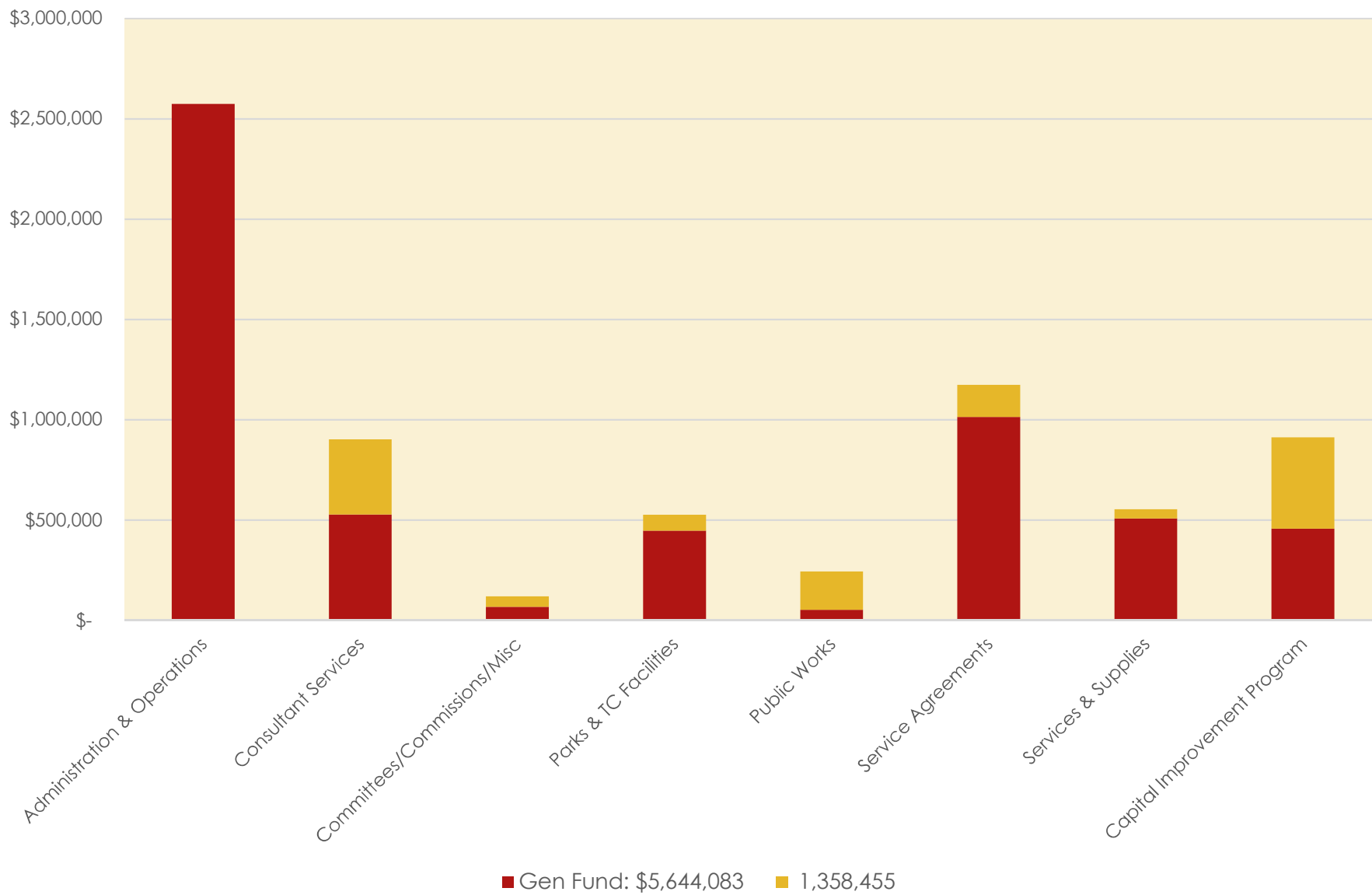
Expenditures	2017-18 Adopted Budget	2017-18 Projected at Year End	2018-19 Proposed Budget	\$ / Change per Projected Year End	%/Change per Adopted 17-18 Budget	%/Change per Projected Year End
Administration & Operations	2,487,063	2,171,802	2,573,813	402,011	3.49	18.51
Committees & Commissions	71,650	32,500	66,800	34,300	(6.77)	105.54
Consultant Services	852,200	1,012,569	902,000	-110,569	5.84	(10.92)
Miscellaneous Expenses	79,288	33,870	52,697	18,827	(33.54)	55.59
Parks Operations	248,400	236,000	261,600	25,600	5.31	10.85
Public Works Operations	248,250	222,181	243,755	21,574	(1.81)	9.71
Service Agreements	1,069,258	1,066,232	1,173,083	106,851	9.71	10.02
Services and Supplies	426,166	398,685	553,350	154,665	29.84	38.79
Town Center Facilities	221,460	201,672	263,940	62,268	19.18	30.88
<b>Subtotal</b>	<b>5,703,735</b>	<b>5,375,511</b>	<b>6,091,038</b>	<b>715,527</b>	<b>6.79</b>	<b>13.31</b>
<b>Capital Improvement Program</b>						
Programs	1,335,921	1,313,106	831,500	-481,606	(37.76)	(36.68)
Equipment	150,500	150,500	80,000	-70,500	(46.84)	(46.84)
<b>Subtotal</b>	<b>1,486,421</b>	<b>1,463,606</b>	<b>911,500</b>	<b>-552,106</b>	<b>(38.68)</b>	<b>(37.72)</b>
<b>Grand Total</b>	<b>7,190,156</b>	<b>6,839,117</b>	<b>7,002,538</b>	<b>163,421</b>	<b>-3%</b>	<b>2%</b>



### 2017-18 Budget/Projected Expenditures vs 2018-19 Proposed Expenditures



## 2018-19 Proposed Expenditures: \$7,002,538



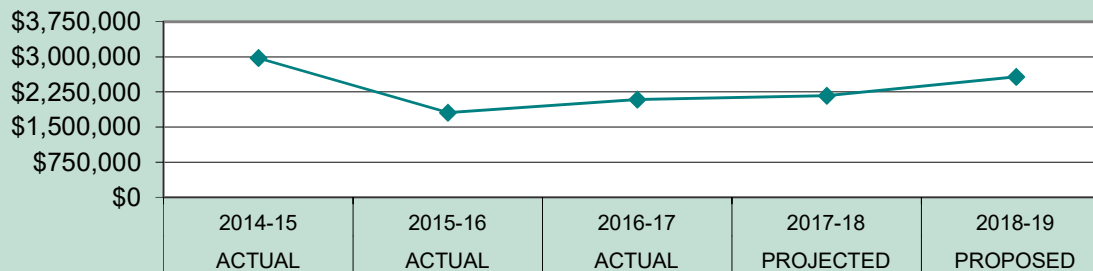


# TOWN of PORTOLA VALLEY

2018-19 BUDGET WORKSHEET



## Administration and Operations



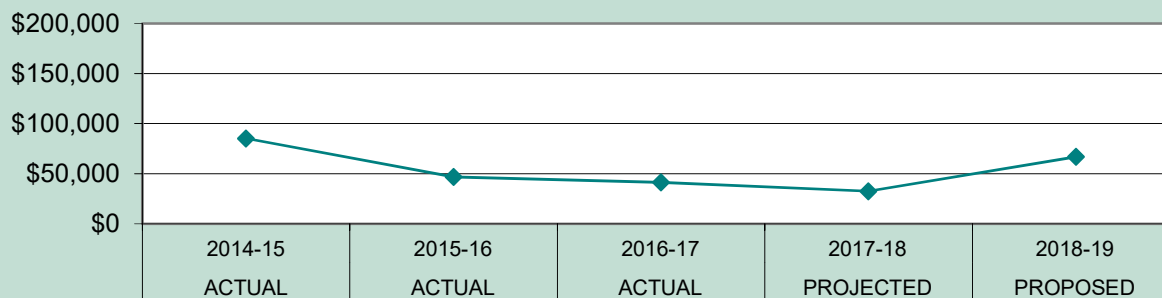
Account Description/Activity		ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	BUDGET 2017-18	PROJECTED 2017-18	PROPOSED 2018-19	ACCOUNT CODES
<b>1</b>	<b>Permanent Full-Time Staff (16)</b>							
	Administration/Finance (7)	542,078	540,654	589,553	736,664	726,695	804,001.16	
	Planning/Building/Public Wks (6)	596,785	533,416	691,579	720,525	575,453	732,823.45	
	Maintenance (3)	135,631	111,298	164,208	203,975	203,978	219,260.69	
<b>2</b>	<b>Permanent Part-Time Staff</b>							
	Administrative (2) ( <i>Intern/Admin Staff</i> )	360	33,040	10,825	41,600	2,000.00	20,000	05-50-4058
<b>3</b>	<b>Temporary Staff</b>							
	Building Inspection (Contractor)	180,405	111,198	5,035	15,000	11,000	15,000	05-50-4062
	Temporary Plan/Admin Staff	36,524	14,589	7,248	16,500	15,000	15,000	05-50-4060/4042
<b>4</b>	<b>Benefits</b>							
	Retirement - PERS	1,119,396	156,003	196,702	231,476	219,970	276,544	05-50-4080
	Retirement - Social Security	73,600	62,496	83,578	88,736	93,380	98,611	05-50-4082
	Medicare	19,000	18,185	21,751	23,414	21,839	25,637	05-50-4084
	Health Insurance/Retiree Service Charges	177,202	142,494	201,793	205,905	152,340	210,254	05-50-4086
	Town Council Health Insurance Access				56,814	0		05-50-4088
	Health Insurance/Dental & Vision	22,178	19,070	22,808	33,936	34,000	33,936	05-50-4090
	Long-Term Disability Insurance	3,267	3,725	5,094	4,200	4,500	6,000	05-50-4091
	Unemployment/Workers' Compensation	14,397	2,250	47,758	44,000	49,000	55,000	05-50-4092
	Wellness Program						5,000	05-50-4095
	Cafeteria Plan Management (FSA)	1,000	1,000	1,000	1,000	1,000	1,000	05-50-4097
	Automobile Allowance	10,150	8,400	12,000	12,000	12,000	12,000	05-50-4096
	Overtime	7,830	6,854	4,774	5,000	500	5,000	05-50-4100
	Tuition Reimbursement	6,000	3,000	0	6,000	4,500	6,000	05-50-4104
	Town-Paid Deferred Compensation	8,358	17,216	17,630	18,318	17,647	17,745	05-50-4098
<b>5</b>	<b>Vacation Sell Back</b>	22,386	23,943	8,686	22,000	27,000	15,000	05-50-4102
	<b>Sub-Total</b>	<b>2,976,547</b>	<b>1,808,830</b>	<b>2,092,022</b>	<b>2,487,063</b>	<b>2,171,802</b>	<b>2,573,813</b>	

# TOWN of PORTOLA VALLEY

2018-19 BUDGET WORKSHEET



## Committees and Commissions



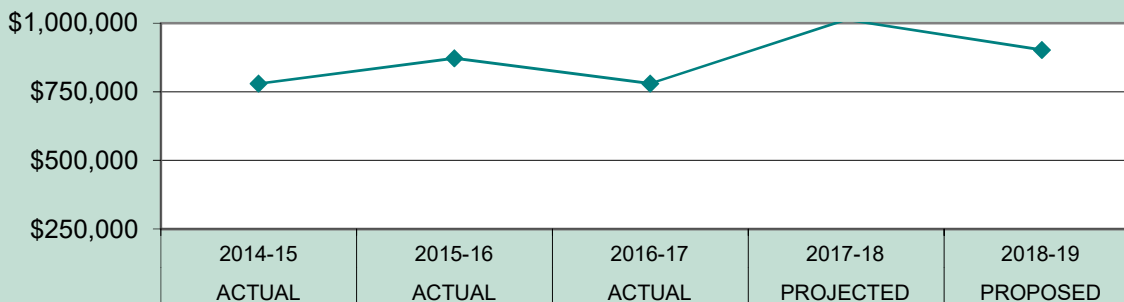
Account Description/Activity	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	ACCOUNT CODES
	2014-15	2015-16	2016-17	2017-18	2017-18	2018-19	
<b>1 Bicycle, Pedestrian and Traffic Safety</b>	0	311	186	750	200	500	05-52-4143
<b>2 Cable and Utilities Undergrounding</b>	0	0	0	500	500	500	05-52-4142
<b>3 Conservation</b>	830	2,277	2,070	2,200	500	2,600	05-52-4144
<b>4 Community Volunteer Events</b>							
<i>Fiftieth Anniversary Party</i>	37,290	0	0	0	0		
<i>Volunteer Appreciation</i>	11,576	11,169	10,647	13,000	13,000	13,700	05-52-4147
<b>5 Cultural Arts</b>	4,751	5,741	7,700	6,850	6,850	8,900	05-52-4150
Holiday Fair, Summer Concerts, Lecture Series							
<b>6 Emergency Preparedness</b>	7,747	8,820	3,625	11,000	5,150	7,250	05-52-4152
Includes cost of microwave line to County, emergency supplies and radio-related costs.							
<b>7 Historic Resources</b>	2,114	1,150	3,282	5,750	3,500	5,250	05-52-4154
<b>8 Open Space Acquisition Advisory</b>	102	0	0	500	500	2,500	05-52-4156
<b>9 Parks and Recreation</b>							
Town Picnic (line item moved to P&R 2014-15)	7,878	10,350	8,786	11,000	500	10,000	05-52-4158
Zots to Tots Run	3,612	1,619	(339)	3,000	0		05-52-4158
<b>10 Science and Nature</b>	398	1,204	862	1,500	800	1,500	05-52-4163
<b>11 Sustainability &amp; Environmental Resources</b>	5,136	91	0	11,600	1,000	10,100	05-52-4165
<b>12 Trails &amp; Paths</b>	306	2,500	3,079	4,000	0	4,000	20-60-4270
<b>13 Water Conservation</b>	3,455	1,609	1,444	0	0	0	05-52-4168
<b>Sub-Total</b>	<b>85,194</b>	<b>46,840</b>	<b>41,342</b>	<b>71,650</b>	<b>32,500</b>	<b>66,800</b>	

# TOWN of PORTOLA VALLEY

2018-19 BUDGET WORKSHEET



## Consultant Services



Account Description/Activity	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	ACCOUNT CODES
	2014-15	2015-16	2016-17	2017-18	2017-18	2018-19	
<b>1 Accounting and Auditing</b> Preparation of the Town's annual audit, GASB Reports, and SCO Street Report. The Community Hall audit is in the Town Center Facilities budget.	26,276	39,534	29,439	30,200	30,000	33,000	05-54-4180
<b>2 Town Attorney</b> Town Attorney is appointed by the Town Council to provide legal advice to the Town Council, committees, and staff.	131,304	117,133	148,664	140,000	140,000	140,000	05-54-4182
<b>3 Town Attorney - Charges to Applicants</b> Charges to applicants for legal reviews of applications. Paid through the applicant deposit system.	14,844	20,895	36,615	30,000	50,000	25,000	96-54-4186
<b>4 Transcription Services</b> Cost to transcribe the proceedings of the Town Council and Planning Commission meetings.	16,938	11,868	14,680	20,000	12,000	15,000	05-54-4188
<b>5 Town Geologist</b> The Town Geologist is retained to provide geology reviews and advice to the Town Council and staff.	14,981	1,856	6,840	14,000	1,000	4,000	05-54-4189

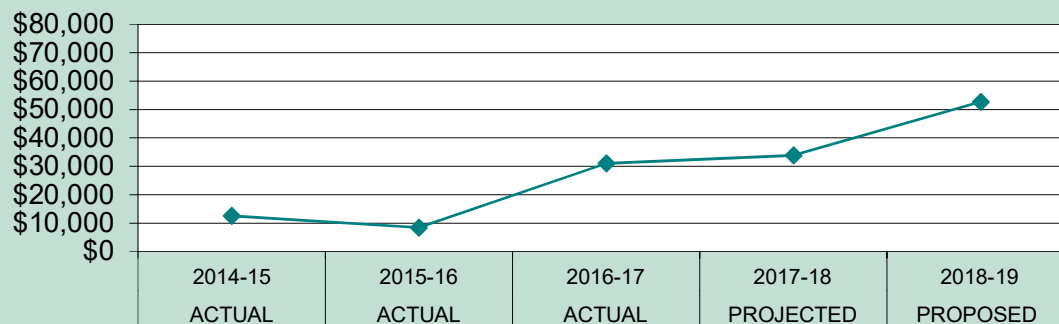
Account Description/Activity		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	ACCOUNT
		2014-15	2015-16	2016-17	2017-18	2017-18	2018-19	CODES
<b>6</b>	<b>Town Geologist - Charges to Applicants</b>	122,551	128,238	120,397	125,000	155,000	125,000	05-54-4189
	Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system.							
<b>7</b>	<b>Engineer Services</b>	3,373	45,173	2,201	25,000	9,500	12,500	5/20-54-4192
	This provides backup consulting to the Town Engineer (e.g., traffic analysis, surveying, NPDES).							
<b>8</b>	<b>Engineer - Charge to Applicants</b>	45,882	85,906	89,580	73,000	125,000	95,000	96-54-4194
	Charges to applicants for engineering consultant review of applications. Public Works/Engineering inspections paid through applicant deposit system.							
<b>9</b>	<b>Planner</b>	93,585	71,505	9,978	15,000	11,000	15,000	05-54-4196
	Contract planning services as needed.							
<b>10</b>	<b>Planner - Charge to Applicants</b>	62,874	91,301	156,122	110,000	195,000	120,000	96-54-4198
	Charges to applicants for planning consultant reviews of applications. Paid through applicant deposit system.				-			
<b>11</b>	<b>Plan Check</b>	91,559	119,296	105,349	100,000	160,000	140,000	05-54-4200
	Service to review building depart. plans submitted by applicants for consistency with conditions and codes.							
<b>12</b>	<b>Miscellaneous Consultants</b>							
	Town Center Master Plan Town Center and Library		1,926	27,589	45,000	15,000	0	05/25-54-4214
	Peelle - Scanning & Indexing Town Documents	-	33,204	5,528	3,500	3,500	0	05-54-4208
	Lynx Tech -Completion of General Plan Diagrams	8,351	-	-	-	-	1,000	05-54-4208
	Public Information Consultant (shared)	65,000	717	0	-	0	-	05-54-4215
	Website/IT Consulting & Training Services	25,826	30,059	27,206	27,000	29,000	35,000	05-54-4216
	Tyler Tech - Creating Planning Reports						5,000	
	Business Storm Water Consultant (NPDES)				13,500	2,000	13,500	
	General Plan Consultant						25,000	05-54-4214
	Garbage Franchise Negotiation for Agreement				17,000	17,000	61,000	05-54-4214
	Emergency Preparedness Training/Support				3,000	3,000	3,000	05-54-4214
	User Fee Study				35,000	15,000	20,000	05-54-4214
	SMC Dept of Housing 21 Elements consulting				1,000	1,500	1,500	05-54-4214
	Microgrid Proposal				15,000	15,000		
	Other Consultants	56,237	73,936		10,000	23,069	12,500	05-54-4214
	<b>Sub-Total Miscellaneous Consultants</b>							05-54-4214
	<b>Sub-Total</b>	<b>779,580</b>	<b>872,547</b>	<b>780,188</b>	<b>852,200</b>	<b>1,012,569</b>	<b>902,000</b>	

# TOWN of PORTOLA VALLEY

2018-19 BUDGET WORKSHEET



## Miscellaneous Expenses



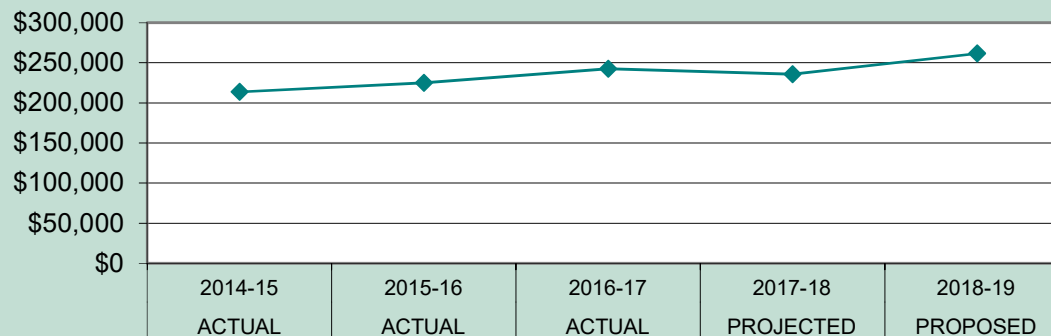
Account Description/Activity	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	ACCOUNT CODE
	2014-15	2015-16	2016-17	2017-18	2017-18	2018-19	
<b>1 Contingency</b>	-	-	-	15,000	-	15,000	05-56-4220
Contingency funding provides for unexpected needs; requires Town Council authorization.							
<b>2 Community Services</b>							05-56-4222
Joint Venture Silicon Valley			1,000	1,250	1,000	1,000	
Pennisula Conflict Resolution			525	525	525	552	
Sustainable San Mateo County			2,500	2,500	2,500	2,500	
Sustainable Silicon Valley				1,000	1,000	1,000	
HIP Housing			3,000	3,000	3,000	3,000	
Housing Outreach Team			2,763	2,763	2,763	2,763	
Citizens Emergency Response Preparedness Prgm			5,000	5,000	5,000	5,000	
League of CA Cities & Housing Leadership Council				150	150	350	
Gun By Gun				15,000	10,000		
H.E.A.R.T. JPA	1,432	1,432	1,432	1,500	1,432	1,432	05-56-4223
Grass Roots Ecology						5,000	
<b>Sub-Total Community Services</b>	<b>7,000</b>	<b>7,000</b>	<b>14,788</b>	<b>32,688</b>	<b>27,370</b>	<b>22,597</b>	
<b>4 FEES</b>							05-56-4221
For State pass through fees on building permits.					4,500	8,500	05-56-4224
<b>5 Risk Management Programs (grant funded)</b>	4,086	0	0	1,600	1,500	1,600	08-56-4221
<b>6 Beverage Container Recycling Programs - Cal Recycle</b>	-	-	-	30,000	5,000	5,000	08-56-4222
<b>Sub-Total</b>	<b>12,518</b>	<b>8,432</b>	<b>31,008</b>	<b>79,288</b>	<b>33,870</b>	<b>52,697</b>	

# TOWN of PORTOLA VALLEY

2018-19 BUDGET WORKSHEET



## Parks & Recreation Operations



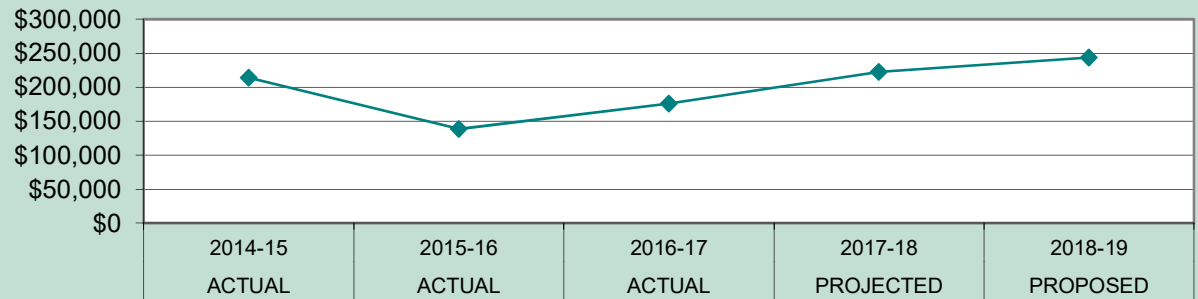
Account Description/Activity	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	BUDGET 2017-18	PROJECTED 2017-18	PROPOSED 2018-19	ACCOUNT CODES
<b>1 Parks and Fields Maintenance</b> Maintenance cost for all Town-owned playing fields and parks. Budget reflects a shift to mechanical trapping of rodents.	46,112	61,920	68,827	83,000	70,000	90,000	05-58-4240
<b>2 Portable Lavatories</b> Portables at both Rossotti and Ford playing fields.	3,147	3,152	3,151	3,200	3,000	3,600	05-58-4244
<b>3 Instructors</b> Percentage of fees (80%) remitted to instructors from classroom revenues.	162,283	157,930	169,101	160,000	160,000	165,000	05-58-4246
<b>4 Special Event Insurance</b>	2,200	1,987	1,441	2,200	3,000	3,000	05-58-4338
<b>Sub-Total</b>	<b>213,742</b>	<b>224,989</b>	<b>242,520</b>	<b>248,400</b>	<b>236,000</b>	<b>261,600</b>	

# TOWN of PORTOLA VALLEY

2018-19 BUDGET WORKSHEET



## Public Works Operations



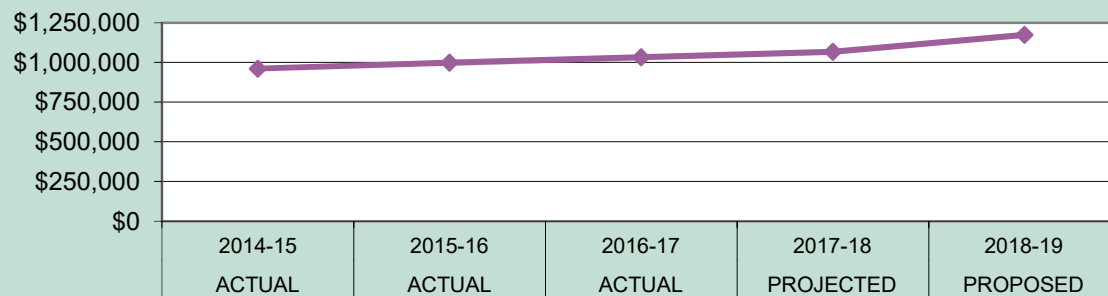
Account Description/Activity	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	ACCOUNT CODES
	2014-15	2015-16	2016-17	2017-18	2017-18	2018-19	
<b>1 Public Road Surface &amp; Drainage Maintenance</b>	21,100	9,756	15,724	35,000	11,000	25,000	20-60-4260
<b>2 Street Sweeping</b>	19,110	19,110	11,562	20,000	681	21,755	20-60-4262
<b>3 Right of Way Tree Trimming &amp; Mowing Program</b>	53,282	60,217	39,179	71,450	65,000	70,000	20-60-4264
<b>4 Public Right of Way Litter Clean-up Program (Gas Tax)</b>			9,057	0	18,000	0	20-60-4266
<b>5 Public Right of Way Litter Clean-up Program (Measure M)</b>	6,370	10,441	8,979	11,000	11,000	11,000	22-60-4266
<b>6 Tools and Equipment</b> Includes safety garments, hand tools, small mowers and rental equipment.	2,642	4,811	5,906	10,800	7,500	6,000	05-60-4267
<b>7 Street Signs &amp; Striping Maintenance</b>	9,911	10,050	10,428	15,000	12,000	15,000	20-60-4268
<b>8 Trail Surface Rehabilitation</b> Includes mechanical weed control vs pesticides	42,175	20,310	35,489	65,000	56,000	55,000	20-60-4270
<b>9 Storm Damage/Emergency Repairs</b> Non-disaster related storm damage.	59,579	3,738	39,466	20,000	41,000	40,000	20-60-4271
<b>Sub-Total</b>	<b>214,169</b>	<b>138,433</b>	<b>175,790</b>	<b>248,250</b>	<b>222,181</b>	<b>243,755</b>	

# TOWN of PORTOLA VALLEY

2018-19 BUDGET WORKSHEET



## Service Agreements

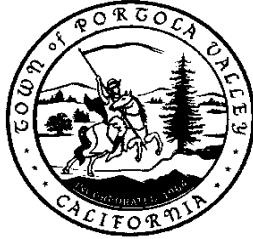


Account Description/Activity	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	ACCOUNT CODES
	2014-15	2015-16	2016-17	2017-18	2017-18	2018-19	
<b>1 Animal Control</b> Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo County.	20,254	15,761	18,404	25,032	23,412	28,657	05-62-4280
<b>2 San Mateo County Sheriff's Office</b> Contract law enforcement through San Mateo County. This is the first year of a three-year agreement.	653,757	692,100	712,994	734,518	734,518	744,965	05-62-4282
<b>2 San Mateo County Communications</b> Contract Dispatch/Communications through San Mateo County. This cost is broken out for the first time.	0	0	0	0	0	63,380	05-62-4281
<b>3 Additional Traffic Patrols</b>							
Portion funded by Public Safety COPS Grant	100,000	100,000	100,000	100,000	100,000	145,000	30-62-4284
Portion of program to be funded by General Fund.	154,206	152,943	165,681	172,585	172,585	153,343	05-62-4284
Portion of program to be funded by Public Safety Fund.	13,000	18,000	13,390	14,858	14,500	15,000	10-62-4284
<b>Sub-Total Additional Traffic Patrols</b>	<b>267,206</b>	<b>270,943</b>	<b>279,071</b>	<b>287,443</b>	<b>287,085</b>	<b>313,343</b>	
<b>4 Emergency Services Council JPA</b> Hazmat Services	13,848	15,765	15,765	15,765	15,525	16,238	05-62-4286
<b>5 NPDES Stormwater Program - Fees</b> Cost of county-wide stormwater discharge permit as mandated by Federal and State legislation.	5,826	4,579	5,986	6,500	5,692	6,500	05-62-4288
<b>Sub-Total</b>	<b>960,891</b>	<b>999,148</b>	<b>1,032,220</b>	<b>1,069,258</b>	<b>1,066,232</b>	<b>1,173,083</b>	

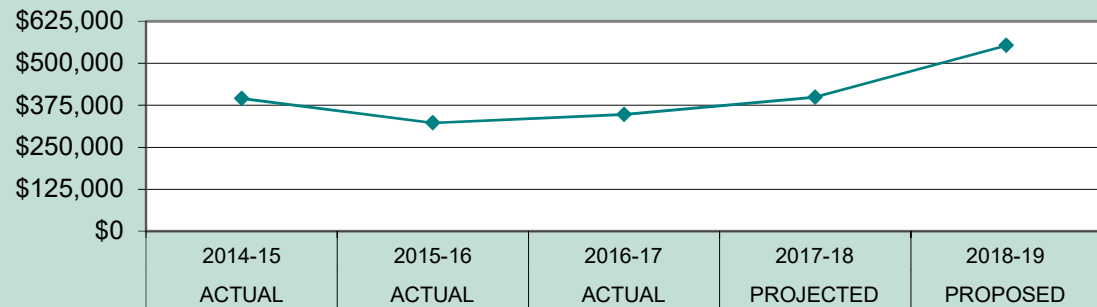


# TOWN of PORTOLA VALLEY

2018-19 BUDGET WORKSHEET



## Services & Supplies



Account Description/Activity	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	ACCOUNT CODES
	2014-15	2015-16	2016-17	2017-18	2017-18	2018-19	
<b>1 Codification</b> Annual codification of the Town's ordinances.	1,987	4,117	0	2,500	2,600	2,750	05-64-4300
<b>2 Elections</b> Bi-annual Town elections. Funds used to pay County to administer Town elections.	-	59	0	13,000	13,000	10,000	05-64-4302
<b>3 Liability Insurance/Bonds</b> Town's liability insurance, auto insurance and officials' bonding. The liability cap is \$15 million.	39,195	43,112	47,199	47,690	51,700	55,000	05-64-4304
<b>4 Office Supplies</b> Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible.	15,447	18,807	19,766	18,500	15,000	19,050	05-64-4308
<b>Scanning</b> Including Scanning for both the Administrative and Planning Departments						21,400	05-64-4307 05-64-4309
<b>5 Town Publications &amp; Newsletter</b> Production costs for postcards	1,689	1,039	2,048	6,000	1,000	9,000	05-64-4310
<b>6 Software and Licensing</b> Hosting of Municipal Code, security certificate for website, website hosting, spam filtering services, MS365 subscription, financial software, Adobe Creative Cloud, EnerGov, Parks software.	9,334	9,610	15,929	41,040	48,000	74,190	05-64-4311

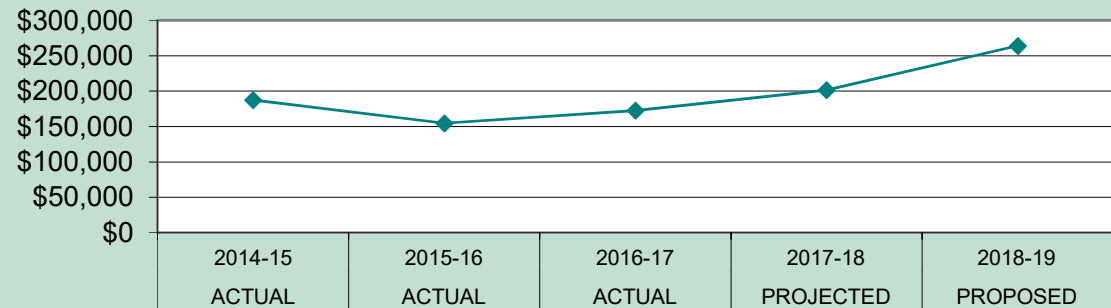
Account Description/Activity		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	ACCOUNT
		2014-15	2015-16	2016-17	2017-18	2017-18	2018-19	Page Codes
7	<b>Office Equipment, Maintenance &amp; Repairs</b> Includes domain server, scheduled computer replacement, ERGO maintenance.	37,325	13,226	12,381	16,000	16,000	22,000	05-64-4312
8	<b>Equipment Service Contracts</b> Maintenance agreements for postal meter, Sharp and other printers, other service agreements as needed.	12,019	13,676	11,049	3,500	10,000	5,010	05-64-4314
9	<b>Postage</b>	6,629	7,000	6,006	10,000	10,000	11,200	05-64-4316
10	<b>Telephones and Wi-Fi Internet</b> Includes land lines, cell phones, and wi-fi service.	7,022	16,613	7,682	7,000	7,500	9,500	05-64-4318
11	<b>Advertising</b> Legal notices and advertisements.	7,905	6,695	5,484	5,000	5,500	7,350	05-64-4320
12	<b>Dues</b>	22,643	24,346	25,565	30,000	30,000	32,000	05-64-4322
13	<b>Education, Training and Staff Development</b>	8,001	11,422	15,046	12,000	11,500	16,900	05-64-4326
14	<b>Education &amp; Training - Council, Commissions, &amp; Committees</b>	870	1,692	1,615	3,000	3,000	3,000	05-64-4327
15	<b>Mileage Reimbursement</b> (2017 rate is 0.535 /mile)	1,676	1,457	764	1,000	1,250	1,400	05-64-4328
16	<b>Utilities</b> PG&E and water expenses for Town Center buildings and fields.	77,854	75,005	90,843	94,630	77,635	105,600	25/05-64-4330
17	<b>Fire Prevention/Wood Chipping/CERPP</b> Includes wood chipping program, shared CERPP coord. and defensible space matching grant program.(see 8-56-4221 for \$1600 paid by grant)	59,426	37,580	27,976	37,181	39,000	41,000	05-64-4333
18	<b>Vehicle Maintenance</b> Includes yearly service of all vehicles and fuel costs.	10,657	6,634	14,981	15,000	10,000	14,000	05-64-4334
19	<b>Sustainability Programs</b> Earth Fair, PCE Support, Climate Action Plan 2030.	4,798	8,634	14,163	22,125	10,000	41,000	05-64-4335
20	<b>Miscellaneous</b> Town Owned Properties Records (Title reports)	59,943	10,655	12,573	28,000	20,000	17,000	05-64-4336
							13,000	05-64-4336
21	<b>Bank Fees</b>	11,052	11,285	16,958	13,000	16,000	22,000	05-64-4337
	<b>Sub-Total</b>	<b>395,472</b>	<b>322,664</b>	<b>348,028</b>	<b>426,166</b>	<b>398,685</b>	<b>553,350</b>	

# TOWN of PORTOLA VALLEY

2018-19 BUDGET WORKSHEET



## Town Center Facilities



Account Description/Activity	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	ACCOUNT CODES
	2014-15	2015-16	2016-17	2017-18	2017-18	2018-19	
<b>1 Building Maint Equipment/Supplies - Town Center</b>	4,755	5,742	8,143	17,000	7,500	15,000	05-66-4340
<b>2 Building Maint Equipment/Supplies - Library</b>	2,456	5,976	9,233	11,500	5,000	11,500	25-66-4340
<b>3 Community Hall</b> Includes annual piano tuning, post-event janitorial, maintenance costs, deep cleaning and annual usage audit.	76,328	32,340	45,729	35,000	38,900	45,940	05-66-4341
<b>4 Landscape Supplies and Services</b> Includes care of native garden, plantings, trees and irrigation.	29,749	40,506	33,280	46,600	46,000	56,000	05-66-4342
<b>5 Janitorial Services - Town Center</b>	19,452	20,735	19,342	32,560	33,000	37,000	05-66-4344
<b>6 Janitorial Services - Library</b>	10,509	11,596	10,194	22,500	16,000	18,000	25-66-4344
<b>7 Mechanical Systems Maint/Repairs - Town Center</b>	24,331	13,713	10,878	27,300	19,000	22,500	05-66-4346
<b>8 Mechanical Systems Maint/Repairs - Library</b> Includes maintenance of electrical, photovoltaic, and dashboard.	4,203	9,676	11,776	10,000	19,000	10,000	25-66-4346
<b>9 Library Maintenance - Staff Support</b>	6,092	6,780	8,001	10,000	10,000	10,000	25-66-4351
<b>10 Repairs/Vandalism</b>	3,213	855	9,108	2,000	500	2,000	05-66-4348
<b>11 Property Insurance</b>	6,490	6,816	6,772	7,000	6,772	7,000	05-66-4350
<b>12 Maintenance/Improvements - Library</b> Includes carpet replacement and installation of water bottle filling station						29,000	25-66-4353
<b>Sub-Total</b>	<b>187,578</b>	<b>154,734</b>	<b>172,456</b>	<b>221,460</b>	<b>201,672</b>	<b>263,940</b>	



# **Town of Portola Valley Draft Initial Five-Year Capital Improvement Program 2018**

Jeremy Dennis  
Town Manager

Howard Young  
Public Works Director

Brandi de Garmeaux  
Assistant to the Town Manager

**Town of Portola Valley**  
**Five-Year Capital Improvement Plan (CIP)**  
 Draft 6/6/2018

The Capital Improvement Program is a five-year plan that provides guidance to the Town Council, Town staff, and the community about the capital improvements and purchases that will/could be undertaken over the next five-year period. The Capital Improvement Program is a living document that will be revisited and revised at least annually as the Town plans its improvements. As a five-year plan, the projects are updated and phased over time taking into account the needs and resources available to complete the projects.

<b>Program Summary</b>		<b>2018/2019</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>	
		<b>FY1</b>	<b>FY2</b>	<b>FY3</b>	<b>FY4</b>	<b>FY5</b>	<b>Total</b>
<b>1</b>	Road Rehabilitation Program & Other Transportation	\$ 629,000	\$ 1,056,800	\$ 738,000	\$ 738,000	\$ 753,000	\$ <b>3,914,800</b>
<b>2</b>	Storm Drain Repair & Replacement	\$ 85,000	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ <b>255,000</b>
<b>3</b>	Trails, Paths & Water Crossings	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ <b>80,000</b>
<b>4</b>	Bicycle & Pedestrian Improvements (Non-Road Rehab)	\$ 38,500	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ <b>98,500</b>
<b>5</b>	Public Buildings, Facilities, Town Center	\$ 79,000	\$ 265,000	\$ 668,500	\$ 5,000	\$ 35,000	\$ <b>1,052,500</b>
<b>6</b>	Fields & Parks	\$ -	\$ 90,000	\$ 95,000	\$ 40,000	\$ 60,000	\$ <b>285,000</b>
<b>7</b>	Open Space	\$ -	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ <b>216,000</b>
<b>8</b>	Equipment & Information Technology	\$ 80,000	\$ 107,000	\$ 145,000	\$ -	\$ 75,000	\$ <b>407,000</b>
<b>Total per Fiscal Year</b>		\$ <b>911,500</b>	\$ <b>1,650,300</b>	\$ <b>1,778,000</b>	\$ <b>914,500</b>	\$ <b>1,054,500</b>	\$ <b>6,308,800</b>
<i>Note: estimates for FY2 through FY5 are based on today's dollars and do not include potential increases due to inflation.</i>							

**TOWN of  
PORTOLA VALLEY**  
2018-19 BUDGET WORKSHEET



Capital Improvements: Programs		ACCOUNT	ADOPTED	PROJECTED	PROPOSED
Account Description/Activity		CODE	2017-2018	2017-2018	2018-19
<b>1</b>	<b>Annual Street Resurfacing Program - Construction</b>				
	16-17 and 17-18	22-68-4544	74,275	44,055	67,000
	16-17 and 17-18	20-68-4544	28,000	28,000	78,000
	16-17 and 17-18	60-68-4544	283,823	275,000	275,000
	16-17 and 17-18	05-68-4544	353,402	171,902	78,000
<b>2</b>	<b>Annual Street Resurfacing - Testing &amp; Inspections</b>	05-68-4585	50,000	30,000	55,000
<b>3</b>	<b>Annual Street Resurfacing - Future Year Design</b>	05-68-4503	50,000	35,000	55,000
<b>4</b>	<b>Emergency Access Gate</b>	05-68-4553			5,000
<b>5</b>	<b>Pavement Management Update</b>	05-68-4553			16,000
<b>6</b>	<b>SMTA Measure A Grant Reimbursement Project - Road widening, retaining wall, planning, specs, estimate</b>				
	Required local match	05-68-4537	55,000	53,759	
	SMTA match	08-68-4537	98,200	98,117	
<b>7</b>	<b>Traffic Study - requested by the BPTS</b>	05-68-4553			38,500
<b>8</b>	<b>Springdown Open Space Improvement</b>	15-68-4414	120,953		
<b>9</b>	<b>Storm Drain Study</b>	05-68-4554			50,000
	Evaluate the overall Storm Drain capacity				
<b>10</b>	<b>Storm Drain Inventory/Repairs - Measure M</b>	22-68-4413	35,000	-	35,000
	Replacement and repairs				
<b>11</b>	<b>Donor Funded Improvements - Remaining Reserve Funds - Funds used as improvements are necessary</b>				
	Ford Field Improvements	05-68-4531	32,170	-	
	Crowder Trail Improvements (C-1)	05-68-4532	76,098	-	
<b>12</b>	<b>Accela - Citizen Relationship Management software</b>	05-68-4547	8,000	8,000	
<b>13</b>	<b>Open Gov Software - Cloud-based solution for financial reporting.</b>	05-68-4548	20,000	20,000	
<b>14</b>	<b>Town Center - Repave overflow parking areas w/baserock</b>	-	30,000	-	
<b>15</b>	<b>Town Center - Facility Assessment &amp; Maintenance Plan</b>	05-68-4549		-	12,000
<b>16</b>	<b>Town Center - Lighting Retrofit</b>	05-68-4549		-	32,000
<b>17</b>	<b>Town Hall HVAC - Upstairs work area</b>		15,000	-	
<b>18</b>	<b>FM Hot Water Spigot/Recycling Shed</b>	05-68-4556		-	20,000
<b>19</b>	<b>Window Install - Upstairs work area</b>	05-68-4549	6,000	-	15,000
<b>20</b>	<b>Facilities Equipment - ALPR (17-18) New PW Truck</b>	05-70-4486	150,500	150,500	60,000
<b>21</b>	<b>Facilities Equipment - Server Replacement (\$20,000)</b>	05-70-4486			20,000
	<b>Sub-Total</b>		<b>1,486,421</b>	<b>914,333</b>	<b>911,500</b>

ties to 60-10-3002

		2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	
	<b>ROAD REHABILITATION PROGRAM &amp; OTHER TRANSPORTATION</b>	<b>FY1</b>	<b>FY2</b>	<b>FY3</b>	<b>FY4</b>	<b>FY5</b>	<b>Total</b>
1	Annual resurfacing project per PMS w/design/Inspection	\$ 530,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 3,130,000
2	SB1 resurfacing project per PMS	\$ 78,000	\$ 78,000	\$ 78,000	\$ 78,000	\$ 78,000	\$ 390,000
3	OBAG2 resurfacing project per PMS		\$ 268,800				\$ 268,800
4	Pavement Management system update/Inspection	\$ 16,000				\$ 15,000	\$ 31,000
5	Speed survey for radar enforcement per CVC		\$ 15,000				\$ 15,000
6	Paso Del Arroyo: remove trail and landscape area		\$ 35,000				\$ 35,000
7	Safe routes to school	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
8	Emergency fire access gate	\$ 5,000					\$ 5,000
	<b>Total</b>	<b>\$ 629,000</b>	<b>\$ 1,056,800</b>	<b>\$ 738,000</b>	<b>\$ 738,000</b>	<b>\$ 753,000</b>	<b>\$ 3,914,800</b>
	<b>DETAILS FOR 2018/2019</b>						
1	<b>Annual Resurfacing Project per PMS w/Design/Inspection:</b> the Town's annual street resurfacing project based on the Town's pavement management system (PMS).						
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>				
	Measure A / CCAG	22-68-4544	\$ 67,000				
	Measure A	60-68-4544	\$ 275,000				
	General Fund Capital Transfer	05-68-4544	\$ 78,000				
	General Fund Capital Transfer	05-68-4585	\$ 55,000				
	General Fund Capital Transfer	05-68-4503	\$ 55,000				
	Total		\$ 530,000				
2	<b>SB1 Resurfacing Project per PMS:</b> estimated funds provided by the State from Senate Bill 1 for streets resurfacing on Council approved streets.						
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>				
	Road Maintenance Rehabilitation Account (RMRA/SB1)	20-68-4544	\$ 78,000				
4	<b>Pavement Management System Update/Inspection:</b> report required by the Metropolitan Transportation Commission to determine pavement condition.						
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>				
	General Fund Capital Transfer	05-68-4553	\$ 16,000				
8	<b>Emergency Access Gate:</b> replace existing bollard with emergency access gate at the end of Sausal Drive per resident request.						
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>				
	General Fund Capital Transfer	05-68-4553	\$ 5,000				

		2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	
	<b>STORM DRAIN REPAIR &amp; REPLACEMENT</b>	<b>FY1</b>	<b>FY2</b>	<b>FY3</b>	<b>FY4</b>	<b>FY5</b>	<b>Total</b>
<b>1</b>	Storm Drain study and assessment phase 1	\$ 50,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 80,000
<b>2</b>	Storm drain rehab at various locations	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 175,000
	<b>Total</b>	<b>\$ 85,000</b>	<b>\$ 42,500</b>	<b>\$ 42,500</b>	<b>\$ 42,500</b>	<b>\$ 42,500</b>	<b>\$ 255,000</b>
	<b>DETAILS FOR 2018/2019</b>						
<b>1</b>	<b>Storm Drain study and assessment phase 1:</b> Master planning to inspect the condition and capacity of the Town's storm drain system and inform the projects to be included in the 5-year CIP.						
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>				
	General Fund Capital Transfer	05-68-4554	\$ 50,000				
<b>2</b>	<b>Storm drain rehab at various locations:</b> rehabilitation and replacement of Town storm drain pipes as needed.						
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>				
	Measure A / CCAG	22-68-4413	\$ 35,000				



		2018/2019	2019/2020	2020/2021	2021/2022	2022/2023		
	<b>TRAILS, PATHS &amp; WATER CROSSINGS</b>	<b>FY1</b>	<b>FY2</b>	<b>FY3</b>	<b>FY4</b>	<b>FY5</b>	<b>Total</b>	
<b>1</b>	Trails surface rehab TBD <sup>1</sup>		\$ 20,000				\$ 20,000	
<b>2</b>	Trails surface rehab TBD			\$ 20,000			\$ 20,000	
<b>3</b>	Trails surface rehab TBD				\$ 20,000		\$ 20,000	
<b>4</b>	Trails surface rehab TBD					\$ 20,000	\$ 20,000	
	<b>Total</b>	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000	
	<b>DETAILS FOR 2018/2019</b>							
	<b>Trails surface rehab TBD:</b> regrade Town trails as needed							
	<b>Funding Source(s)</b>	<b>Amount</b>	<b>Code</b>					
	none	\$ -	none					
	<b>1.</b> The Trails Committee normally identifies one trail each year for rehabilitation. No monies were allocated for trails surface rehab in FY1 in anticipation of the completion of a comprehensive review of all the Town's trails currently being conducted by the Trails Committee.							

		2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	
	<b>BICYCLE &amp; PEDESTRIAN IMPROVEMENTS (Non-Road Rehab)</b>	<b>FY1</b>	<b>FY2</b>	<b>FY3</b>	<b>FY4</b>	<b>FY5</b>	<b>Total</b>
<b>1</b>	Replace Lighted Crosswalk or Install Flashing Beacon <sup>1</sup>						\$ -
<b>2</b>	Traffic/Pedestrian Safety Study and Recommendations	\$ 38,500	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 98,500
	<b>Total</b>	<b>\$ 38,500</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 98,500</b>
	<b>DETAILS FOR 2018/2019</b>						
<b>2</b>	<b>Traffic/Pedestrian Safety Study and Recommendations:</b> study requested by the Towns Bicycle, Pedestrian & Traffic Safety Committee to study selected intersections.						
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>				
	General Fund Capital Transfer	05-68-4553	\$ 38,500				
	<b>1.</b> The results of the Traffic/Pedestrian Safety Study will inform the replacement/upgrade to the Lighted Crosswalk.						

		2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	
	<b>PUBLIC BUILDINGS, FACILITIES, TOWN CENTER</b>	<b>FY1</b>	<b>FY2</b>	<b>FY3</b>	<b>FY4</b>	<b>FY5</b>	<b>Total</b>
1	CH - add cabinets in Buckeye Room			\$ 7,500			\$ 7,500
2	CH - add shelving in storage room for instructors			\$ 30,000			\$ 30,000
3	CH - audio video improvements			\$ 60,000			\$ 60,000
4	CH - replace counter top in kitchen		\$ 10,000				\$ 10,000
5	CH - resurface wood floor in main room		\$ 30,000				\$ 30,000
6	Library - retrofit metal halide can lights to LED at end-of-life		\$ 50,000				\$ 50,000
7	Library & Town Hall - carpet replacement			\$ 50,000			\$ 50,000
8	School House - A/V improvements		\$ 10,000				\$ 10,000
9	School House - paint exterior			\$ 16,000			\$ 16,000
10	<b>School House/Farmers' Market - install hot water spigot/sink</b>	<b>\$ 12,000</b>					<b>\$ 12,000</b>
11	TC - additional EV Charging Stations (municipal)						\$ -
12	TC - additional EV Charging Stations (public)		\$ 15,000				\$ 15,000
13	<b>TC - build Styrofoam recycling bin</b>	<b>\$ 8,000</b>					<b>\$ 8,000</b>
14	TC - create greywater Demo Site at SH Restroom		\$ 5,000				\$ 5,000
15	<b>TC - facility assessment and maintenance plan</b>	<b>\$ 12,000</b>					<b>\$ 12,000</b>
16	<b>TC - LED lighting retrofit</b>	<b>\$ 32,000</b>					<b>\$ 32,000</b>
17	TC - maintain landscaped areas/parking for Farmers' market		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000
18	TC - maintenance on central path			\$ 35,000			\$ 35,000
19	TC - paint all rooms					\$ 30,000	\$ 30,000
20	TC - re-stain concrete floors		\$ 20,000				\$ 20,000
21	TC - upgrade drinking fountains to water bottle fillers			\$ 36,000			\$ 36,000
22	TC - upgrade toilets			\$ 14,000			\$ 14,000
23	TC Parking Lot - add base rock to dirt parking area			\$ 25,000			\$ 25,000
24	TC Performance Lawn - lawn replacement/irrigation Pilot Program			\$ 75,000			\$ 75,000
25	TC Southern Driveway -base repairs and seal			\$ 140,000			\$ 140,000
26	TH - add cooling/ventilation to IT server room			\$ 5,000			\$ 5,000
27	TH - boiler retrofit (natural gas water heating to electric)		\$ 50,000				\$ 50,000
28	TH - build Meeting Room by Town Manager's Office		\$ 50,000				\$ 50,000
29	TH - convert old creek pipe to rainwater catchment tank			\$ 60,000			\$ 60,000
30	TH - convert upstairs file storage area to office space			\$ 75,000			\$ 75,000
31	<b>TH - convert upstairs window to operable window</b>	<b>\$ 15,000</b>					<b>\$ 15,000</b>
32	TH - modify/add storage shelving in Planning Department		\$ 10,000				\$ 10,000
33	TH - potential door for Planning/lobby area		\$ 10,000				\$ 10,000
34	TH - storage for archives (in advance of office conversion)			\$ 10,000			\$ 10,000
35	TH - update upstairs HVAC to supply new office space			\$ 25,000			\$ 25,000
	<b>Total</b>	<b>\$ 79,000</b>	<b>\$ 265,000</b>	<b>\$ 668,500</b>	<b>\$ 5,000</b>	<b>\$ 35,000</b>	<b>\$ 1,052,500</b>

DETAILS FOR 2018/2019						
10	<b>School House / Farmers' Market hot water spigot/sink:</b> County Health Department requires hot water for food vendors at the Farmers' market; in addition this provides water to the School House.					
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>			
	General Fund Capital Transfer	05-68-4556	\$ 12,000.00			
16	<b>Town Center Facility Assessment and Maintenance Plan:</b> utilize Consultant to inspect and provide an assessment/report to inform Town Center projects to include in the 5-year CIP.					
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>			
	General Fund Capital Transfer	05-68-4549	\$ 12,000.00			
20	<b>Town Center Lighting Retrofit:</b> includes materials and labor to replace all existing lightbulbs in Town Center interior buildings with LED bulbs (with the exception of the metal halide can lights), including a complete lighting retrofit of the School House; approval of project fulfills the requirement of the San Mateo County Energy Watch Municipal Energy Efficiency Grant to get project funding approval.					
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>			
	General Fund Capital Transfer	05-68-4549	\$ 32,000.00			
26	<b>Town Center Styrofoam recycling collection bin:</b> build bin for public drop-off of Styrofoam for recycling per Town/Greewaste program.					
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>			
	General Fund Capital Transfer	05-68-4556	\$ 8,000.00			
35	<b>Town Hall window:</b> replaces upstairs window with an operable window that opens to provide air circulation and emergency egress.					
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>			
	General Fund Capital Transfer	05-68-4549	\$ 15,000.00			

		2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	
	<b>FIELDS &amp; PARKS</b>	<b>FY1</b>	<b>FY2</b>	<b>FY3</b>	<b>FY4</b>	<b>FY5</b>	<b>Total</b>
<b>1</b>	Ford and Rossotti Field - recompact parking areas		\$ 30,000				\$ 30,000
<b>2</b>	Ford Field - replace existing batting cage		\$ 40,000				\$ 40,000
<b>3</b>	Ford Field - restroom building				\$ 40,000		\$ 40,000
<b>4</b>	Rossotti and Russ Miller Fields - renovate bleachers		\$ 10,000				\$ 10,000
<b>5</b>	Rossotti Field - potential water-recycling system			\$ 50,000			\$ 50,000
<b>6</b>	Rossotti Field - restroom building					\$ 40,000	\$ 40,000
<b>7</b>	Town Center - resurface Tennis Courts, new nets/screen			\$ 35,000			\$ 35,000
<b>8</b>	Town Center - upgrade irrigation control timers					\$ 20,000	\$ 20,000
<b>9</b>	Town Center Softball Field - renew DG path and backstop		\$ 10,000				\$ 10,000
<b>10</b>	Triangle Park - install bench			\$ 10,000			\$ 10,000
<b>11</b>	Triangle Park - upgrade irrigation system		\$ 30,000				\$ 30,000
	<b>Total</b>	\$ -	\$ 90,000	\$ 95,000	\$ 40,000	\$ 60,000	\$ 285,000
	<b>DETAILS FOR 2018/2019</b>						
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>				
	none	none	\$ -				

		2018/2019	2019/2020	2020/2021	2021/2022	2022/2023		
	<b>OPEN SPACE</b>	<b>FY1</b>	<b>FY2</b>	<b>FY3</b>	<b>FY4</b>	<b>FY5</b>	<b>Total</b>	
<b>1</b>	Spring Down and Vernal Pond vegetation management program <sup>1</sup>		\$ 44,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 176,000	
<b>2</b>	Other Open Space vegetation management program		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	
	<b>Total</b>	\$ -	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ 216,000	
	<b>DETAILS FOR 2018/2019</b>							
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>					
	none	none	\$ -					
	<b>1.</b> Funding for the Spring Down program for FY1 to be determined after consultation between with Town staff, the Conservation Committee and Open Space Acquisition Committee.							

		2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	Total
	<b>EQUIPMENT &amp; INFORMATION TECHNOLOGY</b>	<b>FY1</b>	<b>FY2</b>	<b>FY3</b>	<b>FY4</b>	<b>FY5</b>	
1	Equip - convert to emission-free landscape equipment/mowers			\$ 50,000			\$ 50,000
2	Equip - replace flat bed on truck		\$ 25,000				\$ 25,000
3	<b>Equip - replacement Truck for Public Works Crew</b>	<b>\$ 60,000</b>		\$ 50,000		\$ 75,000	<b>\$ 185,000</b>
4	Equip - skid steer			\$ 40,000			\$ 40,000
5	Equip = mini excavator		\$ 30,000				\$ 30,000
6	IT - 220 power to Server Room Upstairs		\$ 2,000				\$ 2,000
7	IT - Accela software- add additional components		\$ 20,000				\$ 20,000
8	<b>IT - New Server Rack, Server and Switch</b>	<b>\$ 20,000</b>					<b>\$ 20,000</b>
9	IT - Plotter			\$ 5,000			\$ 5,000
10	IT- Phone upgrade to voice over internet		\$ 30,000				\$ 30,000
11	Microgrid						\$ -
	<b>Total</b>	<b>\$ 80,000</b>	<b>\$ 107,000</b>	<b>\$ 145,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 407,000</b>
	<b>DETAILS FOR 2018/2019</b>						
3	<b>Equip - replacement Truck with lift bed for Public Works Crew:</b> replaces 25-year old Ford F-150 long bed truck used for street maintenance.						
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>				
	General Fund Capital Transfer	05-70-4486	\$ 60,000				
8	<b>IT - New Server Rack, Server and Switch:</b> reorganizes server room to include Server Rack, which will accommodate rack servers (instead of floor servers) at their end-of-life; replaces one end-of-life server and includes switch to accommodate new servers.						
	<b>Funding Source(s)</b>	<b>Code</b>	<b>Amount</b>				
	General Fund Capital Transfer	05-70-4486	\$ 20,000				



# TOWN OF PORTOLA VALLEY STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** June 13, 2018

**RE:** November 2018 General Municipal Election

## **RECOMMENDATION**

Staff recommends that the Town Council adopt the attached resolution (Attachment 1) ordering and calling for an election for the purpose of electing three members to the Portola Valley Town Council on November 6, 2018.

## **BACKGROUND**

On September 1, 2016, the Governor signed SB 415, mandating that cities and towns shall not hold an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in a significant decrease in voter turnout being at least 25 percent less than the average voter turnout within the Town for the previous four statewide general elections.

It was determined that the voter turnout in Portola Valley for 2009, 2011, 2013 and 2015 elections had been more than 25 percent lower than the average voter turnout for the previous four statewide general elections.

In October 2016, the Town Council considered SB 415, California Voter Participation Rights Act and adopted a resolution changing all future elections for its Town Council from odd-numbered years to even-numbered years.

This is the first candidate election since the adoption of SB 415, California Voter Participation Rights Act.

## **DISCUSSION**

A general municipal election for the Town of Portola Valley is scheduled for November 6, 2018.

The Town Council must adopt a resolution ordering and calling for a General Municipal Election to be held on November 6, 2018. The residents of the Town of Portola Valley will decide three four-year terms for the Town Council. The incumbents whose offices are about to expire are as follows:



Maryann Moise Derwin  
Craig Hughes  
John Richards

Nomination papers can be filed with the Town Clerk commencing on July 16, 2018, and ending at 5:00 p.m. on August 10, 2018. However, if the incumbents do not file by this date, the voters shall have until 5:00 p.m., August 15, 2018, to nominate candidates. Upon adoption of this resolution, the Town Clerk will publish notice of the municipal election per California Election Code Section 12101.

**FISCAL IMPACT**

The San Mateo County Elections Office estimates the cost to provide election services for the November 6, 2018 election to be between \$8,000 and \$10,000.

**ATTACHMENT:**

1. Resolution Calling for Election

**Approved by:** Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', is written over the 'Approved by' line.

RESOLUTION NO. \_\_\_\_\_ - 2018

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY  
CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL  
ELECTION TO BE HELD ON NOVEMBER 6, 2018 FOR THE  
PURPOSE OF ELECTING THREE MEMBERS OF THE TOWN COUNCIL,**

The Town Council of the Town of Portola Valley does RESOLVE as follows:

1. Date of Election – Offices to be Filled. A general municipal election is hereby called and ordered to be held in the Town of Portola Valley, State of California, on Tuesday, November 6, 2018 for the purpose of electing eligible persons to hold certain elective offices, the terms of the incumbents of which are about to expire. They are as follows:

A member of the Town Council to fill the office now held by MARYANN DERWIN for a term of four years.

A member of the Town Council to fill the office now held by CRAIG HUGHES for a term of four years.

A member of the Town Council to fill the office now held by JOHN RICHARDS for a term of four years.

2. Pursuant to Election Code Section 13307, each council candidate may prepare a candidate's statement on an appropriate form to be supplied by the City Clerk. Such statement shall be limited to 200 words. Each candidate filing a candidate's statement shall be billed for the services rendered a sum not greater than the actual prorated costs of printing, handling and translating.

3. Registration to Close October 22, 2018. Registration for said election shall close on October 22, 2018.

4. Procuring and Filing Nomination Papers. Nomination papers may be procured from the Town Clerk no earlier than July 16, 2018 and shall be filed with the Town Clerk no later than 5:00 p.m. on August 10, 2018. However, if nomination papers of any incumbent elective officer of the Town are not filed by 5:00 p.m. on August 10 (the 88<sup>th</sup> day before the election) the voters shall have until 5:00 p.m. on August 15 (the 83<sup>rd</sup> day before the election) to nominate candidates other than the incumbent for the elective office.

5. Town Clerk's Duties. The Town Clerk shall procure or cause to be procured all supplies and perform all duties as may be necessary to properly and lawfully aid in the conduct of the election.

6. Consolidation – Request and Consent. Request is hereby made, consent is hereby given and it is ordered that the general election shall be consolidated with any election or elections to be held on the same day, in the same territory, or in territory that is in part the same, pursuant to the applicable provisions of the Elections Code.

7. Precincts – Polling Places – Canvass. The election precincts, polling places, and officers of election shall be established, designated, and appointed by the appropriate officials of the County of San Mateo, and the Board of Supervisors of the County of San Mateo is hereby authorized, pursuant to Section 10411 of the Elections Code, to canvass the returns of the election in accordance with provisions of Division 10 of the Code.

8. Services of San Mateo County Chief Elections Officer & Assessor-County Clerk-Recorder “County Clerk”. The Board of Supervisors of the County of San Mateo is hereby requested to permit the County Clerk of the County to render services relating to the conduct of the election and this Council shall, and does hereby, accept the terms and conditions of the performance of the election services by the County Clerk and further agrees to make the payments therefore as may be set forth in a billing to the Town from the County Clerk prescribing the amount due for costs incurred from the rendering of the services.

9. Posting and Publication of Notice of Election. The Town Clerk shall cause copies of Notice of General Election to be posted in three (3) public places in the Town of Portola Valley and shall cause a copy of the Notice to be published once in The Almanac, a newspaper of general circulation in the Town, under the following heading:

“NOTICE OF GENERAL MUNICIPAL ELECTION”

Notice of Election shall be given as required by applicable provisions of the Elections Code of the State of California.

PASSED AND ADOPTED this 13<sup>th</sup> day of June, 2018.

By: \_\_\_\_\_  
Mayor

ATTEST:

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

#6

There are no written materials for Council Liaison Committee and Regional Agencies Reports

#7

There are no written materials for Town Manager Report

## **TOWN COUNCIL WEEKLY DIGEST**

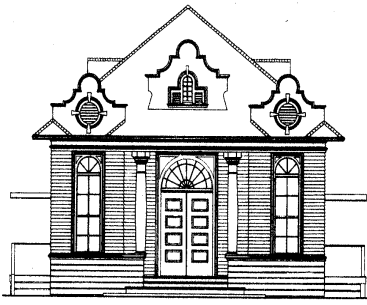
**Thursday – May 24, 2018**

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1. Agenda (Cancellation) – Architectural and Site Control Commission – Monday, May 28, 2018
2. Notice of Town Hall Closure – In observance of Memorial Day – Monday, May 28, 2018
3. Invitation to Council of Cities Dinner Meeting – City of East Palo Alto – Friday, June 29, 2018
4. League of California Cities - Voting Delegate and Alternate Form Registration for Annual Conference - Friday, September 14, 2018
5. Invitation to Display National Motto “In God We Trust” in the Council Chamber
6. Email from Mr. John Roney re: Request Council Opposition to SB 54

**Attached Separates (Council Only)**  
*(placed in your town hall mailbox)*

1. Bay Area Air Quality Management District – 2017 Annual Report

**TOWN OF PORTOLA VALLEY****7:00 PM – Regular Meeting of the Architectural Site Control  
Commission (ASCC)****Monday, May 28, 2018****Historic Schoolhouse****765 Portola Road, Portola Valley, CA 94028**

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**NOTICE OF MEETING CANCELLATION****ARCHITECTURAL AND SITE CONTROL COMMISSION  
MEETING REGULARLY SCHEDULED FOR****Monday, May 28, 2018**

Notice is hereby given that the Portola Valley Architectural and Site Control Commission meeting regularly scheduled for May 28, 2018 has been cancelled.

The next regular meeting of the Portola Valley Architectural and Site Control Commission is scheduled for Monday, June 11, 2018 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



# PORTOLA VALLEY TOWN HALL

## WILL BE CLOSED

Monday, May 28, 2018  
In observance of Memorial Day



In Case of Emergency: Sheriff's Office: 911





**Dinner/Meeting Announcement  
 Friday, June 29, 2018**

*Everyone is encouraged to attend these monthly meetings. This is a great opportunity to meet colleagues from other cities, work together on solutions for our county, get to know how other cities handle issues, make friends and helpful connections, and learn what's going on with the "big" issues we seldom have time to discuss at council meetings.*

**LOCATION:**  
 Four Seasons Hotel Silicon Valley  
 at East Palo Alto  
 The Generation Room  
 2050 University Avenue  
 East Palo Alto, CA 94303  
 (Map, directions or parking instructions)

**SCHEDULE:**  
 5:30 pm Social Time  
 6:30 pm Business Meeting  
 7:00 pm Dinner  
 7:15 pm Program  
 8:30 pm Adjourn

**BUFFET STYLE DINNER**  
**\$55.00 per person**

*Mixed greens salad, smoked almonds, blue cheese, red wine vinaigrette  
 Creamy tomato soup  
 ~ ~ ~ ~*

*Dinner Choices:*

- 1. Halibut, Moroccan spiced cous cous, tagine vegetables*
- 2. Herb grilled hanger steak, blue cheese mashed potato, marsala jus, seasonal vegetables*
- 3. Rigatoni peperonatta, fire roasted peppers, capers, and parsley*

*Dessert:*  
*Chocolate mousse cake and pear and raspberry galette, vanilla bean anglaise*

**RSVP by noon on Friday, June 8, 2018 to**  
 María Buell, City of East Palo Alto  
 Phone: 650-853-3127 Email: [mbuell@cityofepa.org](mailto:mbuell@cityofepa.org)

**Checks Payable to: "City of East Palo Alto"**  
**Mail to: City of East Palo Alto, City Clerk's Office**  
**2415 University Avenue, 2<sup>nd</sup> Floor, East Palo Alto, CA 94303**

**NOTE:** Please contact Chair Diane Papan if you wish to bring up an item for group discussion or give a committee report. (650) 522-7522 ext. 6265 or email: [dpapan@cityofsanmateo.org](mailto:dpapan@cityofsanmateo.org)



## **Business Meeting at 6:30pm Friday, June 29, 2018**

### **6:30 p.m.**

- Call to Order by Chair Diane Papan
- Roll Call and Introduction of Mayors, Council Members and Guests
- Business Meeting
- Approval of Minutes of Previous Meeting and Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Announcements

### **7:15 p.m.**

- Introduction of the Program by Mayor, Ruben Abrica, City of East Palo Alto
- **PROGRAM:** "The 35th Anniversary of East Palo Alto" and Incorporation stories from San Mateo/Santa Clara Counties

### **8:30 p.m.**

- Adjournment of Meeting

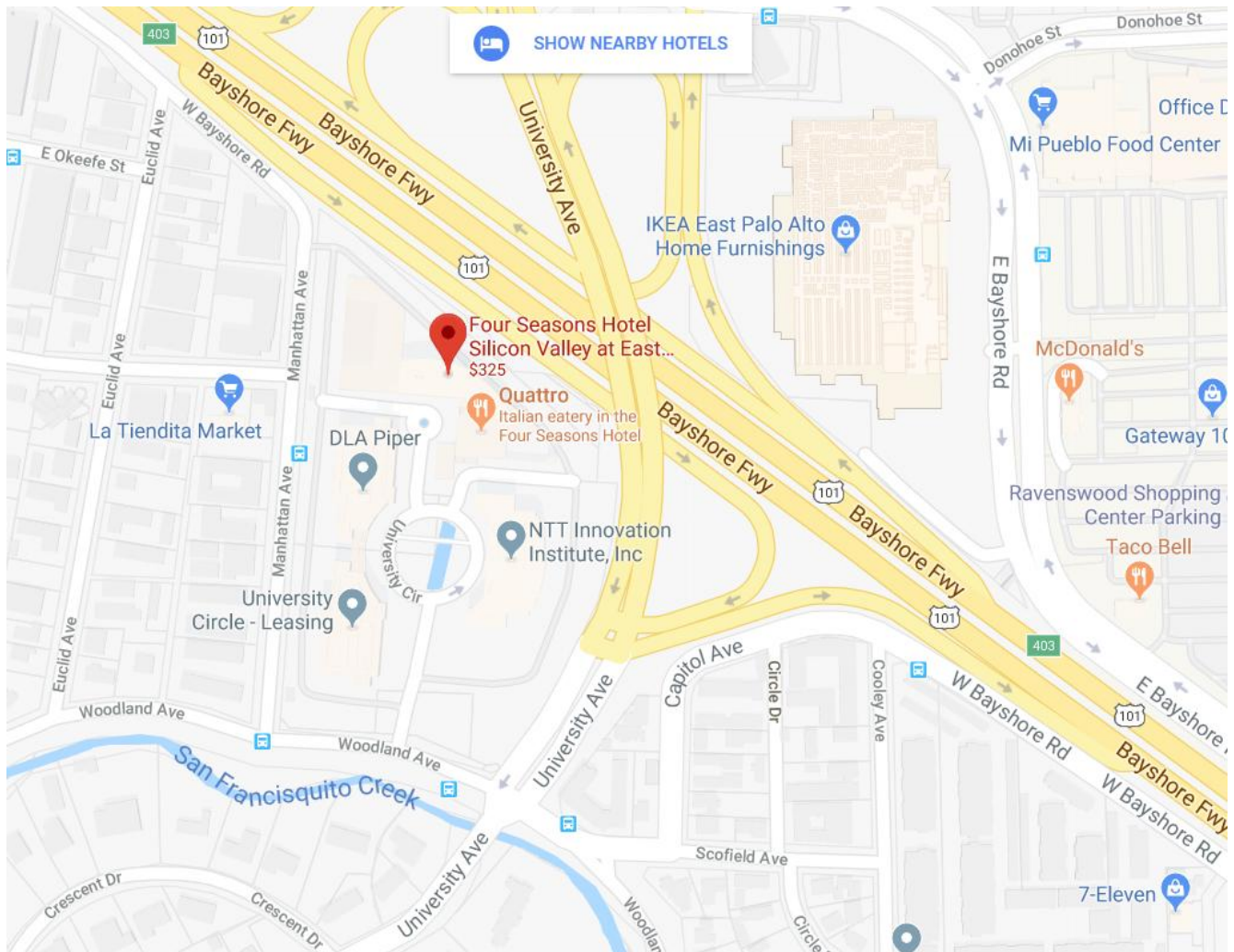
**MAP and DIRECTIONS to:**

**From 101 South take Exit 403 University Avenue-Palo Alto**

Continue on University Avenue to next street light  
Turn right into Woodland Avenue then  
Make a quick right onto Manhattan Ave  
Go past Roundabouts to Four Seasons Main Entrance

**From 101 North take Exit 403 University Avenue-Palo Alto.**

Continue to University Ave  
Turn right into Woodland Ave  
Make a quick right onto Manhattan Ave  
Go past Roundabouts to Four Seasons Main Entrance





1400 K Street, Suite 400 • Sacramento,  
California 95814  
Phone: 916.658.8200 Fax: 916.658.8240  
[www.cacities.org](http://www.cacities.org)

**Council Action Advised by July 31, 2018**

May 17, 2018

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference – September 12 - 14, Long Beach**

The League's 2018 Annual Conference is scheduled for September 12 – 14 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, September 14, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, August 31, 2018. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 12, 8:00 a.m. – 6:00 p.m.; Thursday, September 13, 7:00 a.m. – 4:00 p.m.; and Friday, September 14, 7:30 a.m.– 11:30 a.m.. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Friday, August 31. If you have questions, please call Kayla Curry at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

## Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



**CITY:** \_\_\_\_\_

**2018 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to the League office by Friday, August 31, 2018. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

**1. VOTING DELEGATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**2. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.**

**OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_ Phone: \_\_\_\_\_  
(circle one) (signature)

Date: \_\_\_\_\_

**Please complete and return by Friday, August 31, 2018**

League of California Cities  
**ATTN: Kayla Curry**  
1400 K Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814

**FAX: (916) 658-8240**  
E-mail: [kcurry@cacities.org](mailto:kcurry@cacities.org)  
(916) 658-8254

**\*Please distribute to your Elected Officials and appropriate staff.**



### **Will You “Vote Yes” To Display Our National Motto?**

Dear Honorable Elected Officials,

This is an invitation to join the growing list of cities and counties across America that are **“Voting Yes”** to proudly and prominently display our national motto, **IN GOD WE TRUST**, in the Chamber where we conduct the peoples business.

My name is Jacquie Sullivan. I have been a City Councilmember in Bakersfield, California, since 1995.

In 2002, I led our City Council to **“Vote Yes”** to display **IN GOD WE TRUST**, in our Council Chamber at City Hall. Soon after, all eleven cities *in our county of Kern, as well as other cities and counties, in California and across the country, were voting to do the same.*

To encourage this trend across America, we created a non-profit organization named **IN GOD WE TRUST-AMERICA, INC** with 501(c) (3) non-profit status. Its sole purpose is to Promote Patriotism by Encouraging Elected Officials to **“Vote Yes”** to Display **IN GOD WE TRUST** in their City and County Chambers.

**\*On July 30, 1956, during the Dwight D. Eisenhower administration, the U.S. Congress adopted *IN GOD WE TRUST* as the official National Motto of the United States of America. Thus, displaying our Motto is a legal right, protected by the first amendment.**



**FYI:**

On November 1, 2011 the U.S. House of Representatives voted overwhelmingly, 396 – 9, to reaffirm ***IN GOD WE TRUST*** as our nation's motto. Congressman Randy Forbes, of Virginia, authored the bill, in part, because some have mistakenly stated that “E Pluribus Unum” is our national motto. \*\*Most importantly, the resolution specifically encourages the placement of the motto in all government buildings from courthouses to school classrooms.

\*As a grassroots patriotic movement, ***IN GOD WE TRUST-AMERICA, INC.*** stands on solid legal ground. To date, not one legal challenge has been raised against any city or county that has ***“Voted Yes.”*** This effort is legal and there is nothing to challenge!

**\*\*This “Invitation to Join Us,” letter is being emailed to elected officials, across our country.**

***\*\*I am pleased to announce that there are currently 134 Cities and Counties, in our great state of California, who are now courageously displaying IN GOD WE TRUST, and nearly 700 municipalities – across America!***

***\*We are elected officials showing a commitment to the values our country was founded upon.***

**We urge you to place this issue on your meeting agenda for a positive outcome.** When you ***“Vote Yes,”*** please let us know so the name of your municipality can be added to the growing list to encourage others to do the same.. In addition, for you to receive the recognition you deserve, please send a picture of your display, along with the names and photos of your elected officials, who ***“Voted Yes”***, so ***ALL*** can be added to our website: [www.ingodwetrust-america.org](http://www.ingodwetrust-america.org).

**\*\*Please open the three important attachments:**

- 1. “Sample Resolution” being used by many municipalities when they “Vote Yes” to display our National Motto.**
- 2. An updated list of the “Yes Vote” Counties and Cities Across America.**
- 3. Legal Opinion Declaring this Patriotic Campaign to be completely legal.**

**Thank you in advance,**

***Jacquie Sullivan***

City Councilmember: Bakersfield , CA

***IN GOD WE TRUST-AMERICA, INC***

Founder/President

**cell: 661-332-3492**

[Jacquie@LibertyStar.net](mailto:Jacquie@LibertyStar.net)

Fri 5/18/2018 1:19 PM  
From: John Roney  
Subject: sb 54  
To: Town Center <TownCenter@portolavalley.net>

Dear Portola City Council,

We the law abiding people of California along with Attorney General of the United States Jeff Sessions would like for you to join the list of growing cities that oppose the Un Constitutional pro illegal SB 54 by signing the amicus brief <https://www.justice.gov/opa/pr/justice-department-files-preemption-lawsuit-against-state-california-stop-interference> . These cities include Dana Point , Beaumont , also Orange County cities that have passed resolutions backing the lawsuit include Aliso Viejo, Fountain Valley, Huntington Beach, Los Alamitos, Newport Beach, Orange , San Juan Capistrano and San Diego County along with Loma Linda Corona just joined last night ! and many others soon to follow

together we can make our state great again

Sincerely,  
John D. Roney

## **TOWN COUNCIL WEEKLY DIGEST**

**Thursday – May 31, 2018**

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1. Agenda – Finance Committee - Monday, June 4, 2018
2. Agenda (Special) – Parks & Recreation Committee – Tuesday, June 5, 2018
3. Agenda (Cancellation) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, June 6, 2018
4. Agenda (Cancellation) – Planning Commission – Wednesday, June 6, 2018
5. Monthly Meeting Schedule – June 2018

**Attached Separates (Council Only)**  
*(placed in your town hall mailbox)*

1. Invitation - San Mateo County Central Labor Council – 39<sup>th</sup> Annual COPE Banquet

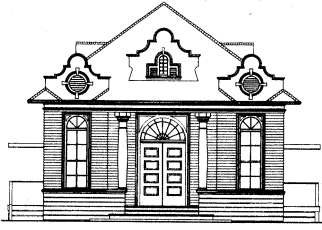


**TOWN OF PORTOLA VALLEY**  
***Finance Committee Meeting***  
**Monday, June 4, 2018 – 5:30 PM**  
**Town Hall Conference Room**  
**765 Portola Road, Portola Valley, CA**

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**MEETING AGENDA**

1. Call to Order
2. Roll Call
3. Oral Communications
4. New Business
  - 1) Review Draft of 2018-19 FY Budget for Recommendation to the Town Council
5. Old Business
  - 1) Status of Cash/Investment Reserve Levels and Projected Future Levels
  - 2) Update on Progress Implementing Investment Fund
6. Adjournment



**Town of Portola Valley  
Special Parks & Recreation Committee Meeting  
Tuesday, June 5, 2018 – 7:30 PM  
Buckeye Room / Town Center Community Hall  
765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications (*5 minutes*)  
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: March 5, 2018
4. Review Town Picnic Summary and Tasks
5. Report out from Conservation visit (Stephen/Jon) May 4<sup>th</sup> visit
6. 2018-'19 Town Budget Discussion
7. Approve Final Charter for PARC
8. Adjournment

Next Meeting: Monday, July 2, 2018



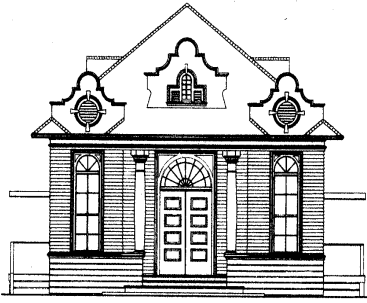
**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee Meeting**  
**Wednesday, June 6, 2018 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**BICYCLE, PEDESTRIAN AND TRAFFIC SAFETY**  
**COMMITTEE**  
**MEETING CANCELLATION NOTICE**

**The regular meeting of the Bicycle, Pedestrian and Traffic Safety Committee, scheduled for Wednesday, June 6, 2018, has been canceled.**

**A special meeting is scheduled for Tuesday, June 12, 2018.**



**TOWN OF PORTOLA VALLEY**  
**7:00 PM – Regular Meeting of the Planning Commission**  
**Wednesday, June 6, 2018**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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**NOTICE OF MEETING CANCELLATION**

**PORTOLA VALLEY PLANNING COMMISSION**  
**MEETING REGULARLY SCHEDULED FOR**  
**Wednesday, June 6, 2018**

Notice is hereby given that the Portola Valley Planning Commission meeting regularly scheduled for Wednesday, June 6, 2018 has been cancelled.

The next regular meeting of the Portola Valley Planning Commission is scheduled for Wednesday, June 20, 2018 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.

# Town of Portola Valley

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

## JUNE 2018 MEETING SCHEDULE

Note: **Unless otherwise noted below and on the agenda, all meetings take place in the Historic Schoolhouse**, located at 765 Portola Road, Portola Valley, CA

TOWN COUNCIL – 7:00 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)

Wednesday, June 13, 2018

Wednesday, June 27, 2018

PLANNING COMMISSION – 7:00 PM (Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)

Council Liaison – Ann Wengert (for months April, May, June)

Wednesday, June 6, 2018 – **CANCELED MEETING**

Wednesday, June 20, 2018

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:00 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays)

Council Liaison – Jeff Aalfs (for months April, May, June)

Monday, June 11, 2018

Monday, June 25, 2018

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE – 8:15 AM (Meets 1<sup>st</sup> Wednesday of every month)

Council Liaison – Craig Hughes

Wednesday, June 6, 2018 – **CANCELED MEETING**

Tuesday, June 12, 2018 – **SPECIAL MEETING 7:30 PM**

CABLE & UTILITIES UNDERGROUNDING COMMITTEE

Council Liaison – Craig Hughes

As announced

CONSERVATION COMMITTEE – 7:30 PM (Meets 4<sup>th</sup> Tuesday)

Council Liaison – John Richards

Tuesday, June 26, 2018

CULTURAL ARTS COMMITTEE – (Meets 2<sup>nd</sup> Thursday of every month)

Council Liaison – John Richards

Thursday, June 14, 2018

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2<sup>nd</sup> Thursday of every month)

in the EOC / Conference Room at Town Hall

Council Liaison – John Richards

Thursday, June 14, 2018



FINANCE COMMITTEE

Council Liaison – Ann Wengert

As announced

Monday, June 4, 2018 – 5:30 PM / Town Hall Conference Room

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

As announced

NATURE AND SCIENCE COMMITTEE – 5:00 PM (Meets 2<sup>nd</sup> Thursday of alternate even numbered months)

Council Liaison – Jeff Aalfs

Thursday, June 14, 2018

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes

As announced

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 1st Monday of every month)

Council Liaison – Ann Wengert

Monday, June 4, 2018 – **CANCELED MEETING**

Tuesday, June 5, 2018 – **SPECIAL MEETING** 7:30 PM in Buckeye Room

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs

As announced

SUSTAINABILITY & ENVIRONMENTAL RESOURCES COMMITTEE – 10:30 AM (Meets 3<sup>rd</sup> Monday of every month) in the EOC/Conference Room at Town Hall

Council Liaison – Ann Wengert

Monday, June 18, 2018

TRAILS & PATHS COMMITTEE – 8:15 AM (3<sup>RD</sup> Tuesday of every month, or as needed)

Council Liaison – Jeff Aalfs

Tuesday, June 19, 2018

## **TOWN COUNCIL WEEKLY DIGEST**

**Thursday – June 7, 2018**

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1. Agenda – Architectural & Site Control Commission – Monday, June 11, 2018
2. Agenda (Special) – Bicycle, Pedestrian & Traffic Safety Committee - Tuesday, June 12, 2018
3. Agenda (Canceled) – Emergency Preparedness Committee – Thursday, June 14, 2018
4. Agenda – Cultural Arts Committee – Thursday, June 14, 2018
5. Agenda – Nature & Science Committee - Thursday, June 14, 2018
6. Resignation of Member from the Historic Resources Committee
7. Flyer – Communications Demonstration Day – Saturday, June 23, 2018
8. Flyer – Cultural Arts Summer Concert Series – June 21, July 19 & August 16, 2018
9. [Western City Magazine – June 2018](#)

### **Attached Separates (Council Only)**

*(placed in your town hall mailbox)*

1. Invitation – League of California Cities 2018 Annual Conference – September 12 – 14, 2018
2. Invitation – 2018 Guardians of Nature Benefit Party for Loma Prieta Chapter – Friday, October 5, 2018



# TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)  
 Monday, June 11, 2018  
 7:00 PM – Regular ASCC Meeting  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

### **7:00 PM - CALL TO ORDER AND ROLL CALL**

Commissioners Breen, Ross, Wilson, Vice Chair Koch and Chair Sill

### **ORAL COMMUNICATIONS**

Persons wishing to address the Architectural and Site Control Commission on any subject may do so now. Please note however, that the Architectural and Site Control Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

### **NEW BUSINESS**

1. Architectural Review of Modifications to Previously Approved Signs for Windmill School and Family Education Center, 900 Portola Road, File # PLN\_ARCH 10-2018 (Staff: C. Richardson)
2. Architectural Review for an Addition with Above 85% Floor Area in Main House, 185 Cherokee Way, Katz/Hundt Residence, File # PLN\_ARCH 5-2018 (Staff: A. Cassidy)

### **COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

3. Quarterly Revegetation Monitoring Report for 5050 Alpine Road (Staff: A. Cassidy)
4. News Digest: Planning Issues of the Day

### **APPROVAL OF MINUTES**

5. ASCC Meeting of May 14, 2018

### **ADJOURNMENT**

#### **AVAILABILITY OF INFORMATION**

For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall.

#### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

#### **PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Architectural and Site Control Commission at, or prior to, the Public Hearing(s).



**TOWN OF PORTOLA VALLEY**  
**Special Bicycle, Pedestrian and Traffic**  
**Safety Committee Meeting**  
**Tuesday, June 12, 2018 – 7:30 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

**MEETING AGENDA**

1. Roll Call
2. Oral Communications
3. Approve minutes from May 2, 2018 Meeting (*minutes were unavailable at time of packet distribution and will be handed out at the meeting*)
4. Sheriff's Report –
  - 1) Accidents and Citations for May
5. Public Works Report:
6. Ongoing Committee Business
  - 1) Review of options, and proposed next steps for Provision of crossing guards from School Zone intersections for morning and afternoon school times
  - 2) Update on Pedestrian safety study planning, and review of next tasks
  - 3) Review of Windy Hill/Portola Road parking for the May period
7. Update on outreach events
8. Matters Arising
9. Time & Date for July meeting: Would technically fall on July 4<sup>th</sup>. Propose a Special Meeting for July 11<sup>th</sup> due to the public holiday
10. Adjournment



**TOWN OF PORTOLA VALLEY**  
***Regular Meeting of the***  
***Emergency Preparedness Committee***  
**Thursday, June 14, 2018 - 8:00 AM**  
**Notice of Meeting Cancellation**

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**EMERGENCY PREPAREDNESS COMMITTEE**  
**MEETING CANCELLATION NOTICE**

**The regular meeting of the Emergency Preparedness Committee scheduled for Thursday, June 14, 2018, has been canceled.**



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee Meeting**  
**Thursday, June 14, 2018 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**MEETING AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes – April 12, 2018
4. Old Business:
  - Summer Concerts planning
5. New Business:
  - Fall event planning
6. Adjournment



**Town of Portola Valley**  
***Nature and Science Committee Meeting***  
**Thursday, June 14, 2018 – 5:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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### **REGULAR MEETING AGENDA**

1. Call to Order
2. Roll Call: Committee members Michael Bray, Andy Browne, Jen Buja, Bonnie Crater, Andrew Pierce, Yvonne Tryce, and Council Liaison
3. Oral Communications
4. Review and Approve the April 19, 2018 minutes
5. Old Business: None
6. New Business:
  - a. Naming of the Vernal Pond
7. Standing Events:
  - a. Flight Night – Date set to September 22, 2018
  - b. Star Party – Date set to October 12, 2018
8. Other Business:
  - a) Jen Buja to step down as chair of committee
  - b) Vote to approve a new committee chair
9. Adjournment

Date & Time of Next Regular Meeting: Thursday, August 9, 2018, 5 PM

Sat 6/2/2018 3:06 PM

Jeannette Fowler

Resignation -

Hi Sharon:

This note is to officially resign from the Historical Committee. We will move into our "old" but new to us home [REDACTED]

It's a tad far to come for meetings or to join in any efforts on behalf of the Committee. Nancy has been joy to work with; I will miss being around her & working on projects with her. She's an inspiring and patient leader!

I will also miss the wonderful, efficient, and caring staff at the Town Center. It was my intention to pop by and say "Goodbye" but the world got away from me. Perhaps in the future there will be an opportunity to return to the Bay Area and say Hello. The Town staff including you, has always been so helpful and kind. Portola Valley is lucky to have you all. You work as a team and the residents are the beneficiary. We've had years of positive interactions and help when it was needed. WE are in your debt; a huge thank you to all of you.

Most sincerely,

Jeannette Fowler



**Portola Valley Emergency Preparedness Committee**  
 and the  
**PV Amateur Radio Club**  
 are hosting

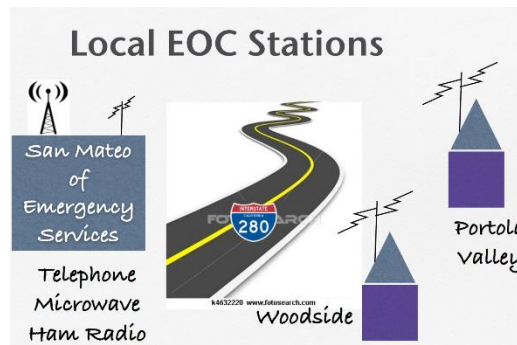
# Communications Demonstration Day

**Saturday, June 23, 2018**

**9:00 am to 3:00 pm**

**Portola Valley Town Center**

Come learn about our town's radio network and communications - and how you can stay connected in an emergency! We will "light up" our communications capabilities including our mobile Emergency Communications Trailer. We will operate on multiple radio bands with different radio equipment in many modes. We will also activate the PV Emergency Operations Center CERPP VHF (we will be listening if any division wants to call us). If you're a ham, bring your radio, and we'll try to program it for you! Come have some fun!



TOWN OF PORTOLA VALLEY



CULTURAL ARTS COMMITTEE

PRESENTS:

765 Portola Rd  
6-8 PM

Thursday, June 21

*Wobbly World Music with Freddy Clarke*

10-piece Jazz, Afro-Cuban, Funk, World Music

*Food Trucks:* Waffle Amore & Curry Up Now

Thursday, July 19th

*Fog City Swampers*

Credence Clearwater Revival (CCR) Tribute Band


*Food Trucks:* Waffle Amore & Sam's ChowderMobile

Thursday, August 16th

*Extra Large*

Funk gyrations, Latin spice, Fun-in-the-Sun Reggae

*Food Trucks:* Sam's ChowderMobile & The Steamin' Burger



**PORTOLA VALLEY**  
*Farmers' Market*

Thursdays, year round  
Winter: 2-5pm • Summer: 2-6pm  
Town Center  
(In front of the Historic Schoolhouse)

Follow us on Facebook  
pvfarmersmarket.com

The weekly farmers' market will be in full swing from 2:00 to 6:00 pm in the Schoolhouse Parking Lot - get your concert picnic goods there! PLUS Food Trucks from 5:30 to 8:00 pm on the central pathway.