



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, June 9, 2010

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

Councilmember Derwin, Vice Mayor Driscoll, Councilmember Richards, Mayor Toben, Councilmember Wengert

ORAL COMMUNICATIONS

(Time Estimate – 5 Minutes)

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

(Time Estimate – 5 Minutes)

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 – Regular Town Council Meeting of May 26, 2010](#)
- (2) [Approval of Warrant List – June 9, 2010](#)

REGULAR AGENDA

(Time Estimate – 90 Minutes)

- (3) [Request by Cable & Utilities Undergrounding Committee – Discussion of formation of a Utility District to Underground Utilities in Portola Valley using PG&E 20A Funds](#)
- (4) [Report from Town Planner and Discussion – Stanford University Habitat Conservation Plan](#)
- (5) [Presentation by Town Manager – Review Proposed 2010/11 Budget and set Public Hearing](#)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(Time Estimate – 15 Minutes)

- (6) **Reports from Commission and Committee Liaisons**
There are no written materials for this item.

WRITTEN COMMUNICATIONS

(Time Estimate – 5 Minutes)

- (7) [Town Council Weekly Digest – May 28, 2010](#)
- (8) [Town Council Weekly Digest – June 4, 2010](#)

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).

TOWN COUNCIL MEETING NO. 792, MAY 26, 2010

ROLL CALL

Mayor Toben called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Ms. Howard called the roll.

Present: Councilmembers Maryann Derwin, John Richards and Ann Wengert, Vice Mayor Ted Driscoll and Mayor Steve Toben

Absent: None

Staff: Angela Howard, Town Manager
Janet McDougall, Assistant Town Manager
Sharon Hanlon, Town Clerk
Howard Young, Public Works Director
Brandi deGarmeaux, Sustainability & Resource Efficiency Coordinator

Others: Anne Campbell
Shelly Sweeny

ORAL COMMUNICATIONS

None

CONSENT AGENDA

Aye: Councilmembers Derwin, Richards and Wengert, Vice Mayor Driscoll and Mayor Toben

No: None

(1) Approval of Minutes – Regular Town Council Meeting of May 12, 2010

Vice Mayor Driscoll moved to approve the minutes as amended. Councilmember Richards seconded, and the motion carried 5-0.

By motion of Vice Mayor Driscoll, seconded by Councilmember Derwin, Items 2, 3, and 4 were approved with the following roll call vote:

Aye: Councilmembers Derwin, Richards and Wengert, Vice Mayor Driscoll and Mayor Toben

No: None

(2) Warrant List of May 26, 2010 in the amount of \$171,917.02

(3) Recommendation by Assistant Town Manager – Alpine Beer Garden Lease Renewal

(a) Authorize Mayor to execute Lease Agreement

(4) Adoption of Green Building Ordinance – Adding Chapter 15.10 (Green Building) to Title 15 (Buildings and Construction) of the Portola Valley Municipal Code and Resolution Adopting Green Building Standards for Compliance

(a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 15.10 (Green Building) to Title 15

(Buildings and Construction) of the Portola Valley Municipal Code (Ordinance No. 2010-386)

- (b) A Resolution of the Town Council of the Town of Portola Valley Adopting Green Building Standards for Compliance (Resolution No. 2940-2010)

REGULAR AGENDA

(5) Public Hearing – Adoption of Solicitation Permit Application Fee [7:39 p.m.]

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Establishing a Solicitation Permit Fee (Resolution No. 2491-2010)

Mayor Toben opened the public hearing, there were no comments, and the hearing was closed.

Councilmember Wengert moved to adopt the Resolution of the Town Council of the Town of Portola Valley Establishing a Solicitation Permit Fee. Councilmember Richards seconded, and the motion carried 5-0.

(6) Recommendation by Public Works Director – FY 2010/2011 Street Resurfacing Program [7:40 p.m.]

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the Town Manager to Enter into a Letter Agreement with Nichols Consulting, CHTD for the FY 2010/2011 Street Resurfacing Design (Resolution No. 2492-2010)

Mr. Young referenced his May 26, 2010 memorandum to the Town Council regarding the next fiscal year's street resurfacing program, which will focus on Alpine Road and five or six residential streets. Vice Mayor Driscoll, calling attention to Mr. Young's May 18, 2010 memorandum in the May 21 Weekly Digest, observed that the bids were substantially lower than the design estimate. Mr. Young added that with the current project, starting on June 7, 2010 (FY1009/2010), one bid was substantially lower than all the estimates as well as all of the other bids.

Councilmember Derwin moved to adopt the Resolution of the Town Council of the Town of Portola Valley Authorizing the Town Manager to Enter into a Letter Agreement with Nichols Consulting, CHTD for the FY 2010/2011 Street Resurfacing Design. Vice Mayor Driscoll seconded, and the motion carried 5-0.

(7) Recommendation by Administrative Services Officer – Agreement to provide Information Technology Services and Support to Town Hall [7:42 p.m.]

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and the City of Redwood City (Resolution No. 2493-2010)

Ms. Howard noted that several members of the staff have met with Tony Gelpman, Manager of the City of Redwood City's IT Department and were very impressed with his group's knowledge and their service track record with other communities. In response to Councilmember Wengert, she said that 14 people comprise the IT staff. Although almost all work will be performed within the normal workweek (8 a.m.-5 p.m., Monday through Friday), the agreement does provide for 24-hour service if needed. Councilmember Wengert wanted assurance that if the server goes down on a weekend, there would be a contact available.

Councilmember Richards asked about the process used to find Redwood City's IT Department as a service provider. Ms. Howard said that Mr. Gelpman was working with Ms. deGarmeaux and Ms. Hanlon in putting together the Staff Report about paperless packets, and he offered to come out and explain all

that Redwood City's IT services encompassed. Councilmember Wengert asked how costs compare to what the town has been paying Two Fish West, Margaret Atmar's firm. Ms. Howard said that the hourly rate will be about 25 percent higher, but the initial plan is to use the services for 12 hours per month – three set hours each week – rather than the 15 hours in the prior contract.

In response to a question from Councilmember Derwin, Ms. Howard enumerated other clients served by the Redwood City IT Department, including Burlingame, East Palo Alto, Atherton, Los Altos Hills, San Bruno and Saratoga, as well as Woodside Fire District, Port of Redwood City, Menlo Park Fire District, Redwood City School District, Colma Fire Protection District and some smaller agencies. Mr. Gelphman and his staff are Redwood City employees; in fact, the contract is with the City of Redwood City, for which the IT Department generates some revenue. Ms. Howard said she doesn't know how long Redwood City has been contracting these services out.

Mayor Toben referred to conversations going around on the Peninsula about one city turning its police services to another. Ms. Howard said this is one of the ways municipalities are reducing costs by engaging other municipalities to perform certain functions. Vice Mayor Driscoll pointed out the inherent security danger in concentrating IT services with one person. In case of a mistake, such as a breach in the firewall, it can expose a large region to the risk. He also is concerned about potential conflicts and a greater-than-desirable degree of transparency for Portola Valley if any adversarial relationship develops with Redwood City.

Ms. Howard emphasized that the IT group would work with Portola Valley's IT organization, its systems, hardware and software; they are not trying to get all of their clients on the same platform, using the same software and so forth. At the same time, they can get better prices when they buy in bulk (from Dell). Vice Mayor Driscoll said that Ms. Howard's response addressed his first concern, and he said he considers the second so unlikely he is not so worried about Portola Valley's IT data and resources being visible to Redwood City employees. He said that it would be good to remain mindful of that potential exposure if a conflict does arise.

Councilmember Richards moved to adopt the Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and the City of Redwood City. Vice Mayor Driscoll seconded.

Councilmember Wengert, who finds it unusual that a municipality is in the "business" of providing IT services, said it raises some issues in her mind relative to how Portola Valley runs the relationship. She said that Ms. Nerdahl and her staff might find a three-hour visit each week more disruptive than helpful, if things are humming along. In her mind, Councilmember Wengert said a big value of IT services is being available when changes are needed, when unanticipated systems issues and problems arise. For those reasons, she would prefer to see Portola Valley retain maximum flexibility. In summary, as opposed to fitting into the Redwood City IT Department's box, she would rather make sure the relationship works well for the town.

Mayor Toben agreed, adding that it might prove more economical if the contractors do not come in when they aren't needed.

For the record, Councilmember Wengert thanked Ms. Atmar and her colleague for their efficient service over the past two years and for doing a terrific job in helping transition to the new website.

Mayor Toben called for the vote. The motion carried 5-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) Report from Sustainability and Resource Efficiency Coordinator – Safe Routes to School Recommendations from Coalition [7:54 p.m.]

Mayor Toben welcomed representatives of the Safe Routes to School Coalition, Anne Campbell and Shelly Sweeny, and invited Ms. deGarmeaux to introduce the item.

Ms. deGarmeaux expressed appreciation for the Coalition's support and work on the recommendations and report. With the support of the Town Council and the School District, she said, they expect to move something really positive forward.

Mayor Toben said that he was very impressed with the thoroughness of the work, and all involved deserve a real pat on the back for taking the task so seriously and producing such a comprehensive analysis of ways to maximize pedestrian routes to school, and encourage bicycling to get more people out of their cars. He asked whether there is a roster of Coalition members; he recalled that Councilmember Derwin has been actively involved and Ms. Sweeny. Ms. deGarmeaux added Ms. Campbell, School Board member Tom Keating, Corte Madera principal Carol Piraino, Ormondale principal Jennifer Warren, Ormondale student council member Elizabeth Shaffer and her Corte Madera counterpart, as well as Mr. Young. She said the Trails & Paths Committee also participated to a certain extent.

Mayor Toben said that the Coalition seeks the Council's endorsement of its recommendations, a green light to proceed with implementation and a commitment from the Council to participate in areas in which the town has responsibility. He invited other members of the Coalition to speak.

Ms. Sweeny, mother of two children in the school district, said she grew up in Portola Valley at a time when she and her peers walked and biked everywhere, and said it would be great to see that again. She recalled that the Coalition's work began nearly six years ago with the first Bike/Walk to School Day, which then expanded. She said that the Coalition's efforts complement the development of Portola Valley's new Town Center and further the town's growing reputation as a green community. Ms. Sweeny thanked the Coalition, the school district and the principals for their support as the program continues.

Ms. Campbell recognized Ms. deGarmeaux for all of her work, crediting her with a lot of the thoroughness and detail in the recommendations and the report. She also acknowledged Ms. Shaffer as the Coalition's "student voice." As the survey results and some comments indicate, she said that the Coalition was probably best informed by student perceptions, because they are the ones who will be riding their bikes or walking. She also thanked Ms. Sweeny, who since the inaugural Bike/Walk to School Day has been a real advocate in encouraging students to get out of cars to go to and from school. Ms. Campbell also emphasized that the Coalition's efforts, a positive collaboration between town government and the school district, represent a "work in progress." She looks forward to a continuation of the effort, but noted that it will not be easy to get people out of their cars.

Mayor Toben said that nothing pleases him more than increasing integration of efforts between the school district and the town, because the two entities share aspirations for residents of all ages, and any chance to bring their individual agendas together is welcome. He thanked Ms. Shaffer for all she has done, and for coming to the meeting.

Vice Mayor Driscoll wondered whether the Woodside Priory's low response rate to the parent survey might have been due to insufficient outreach or the fact that few Portola Valley students are enrolled at the Priory. Ms. deGarmeaux said they might have done a better job of involving the Priory, but explained that in addition to the difficulties of coordinating efforts among so many people, the Priory has taken a somewhat different approach to transportation with its Carpool to School Program and a shuttle service that runs between the school and the train station. She described the Priory's involvement at this stage as a "first go."

Councilmember Derwin asked whether the Traffic Committee is still functioning, because it has a key role in the recommendations the Coalition put forth. She also pointed out that the Trails & Parks Committee has not been particularly interested in supporting the Coalition's efforts. Mayor Toben said that the Traffic Committee exists but has not been active. He wanted to talk about its role as well as that of the Trails & Parks Committee later.

Mayor Toben asked if Councilmembers wanted to address any particular recommendations.

Vice Mayor Driscoll noted that the second-largest response concerned separation from traffic. As road resurfacing, grading and re-grading take place, he suggested creating a greater degree of separation. He also noted that the trail that goes from Corte Madera Road down to the intersection of Alpine and Portola Roads gets little use. People walk along the side of the road instead of taking the trail. If there are ways to provide better separation, since that is among the primary reasons why parents do not allow their children to walk. Councilmember Richards said that trail is one of the most critical for the whole Coalition program.

Mr. Young said that Public Works is looking to improvements on that section of road, and at the mouth of Indian Crossing as a part of the resurfacing project. He will report back at a later date more specifically what those improvements might be, but expects the town would frown on a sidewalk.

Vice Mayor Driscoll said he has the impression that a lot of children are wheeling bags, as opposed to carrying them, which doesn't work so well on trails. Another possibility might be resurfacing trails to be more "wheelable." This is an issue that could be addressed through engineering design rather than behavioral changes. Mr. Young suggested perhaps adding a paved trail there, but it would require getting land from the Woods property to have enough room, because equestrian users would not like a fully paved trail.

Mayor Toben asked whether anyone "recoils in horror" at the idea of hard-packed trail for children to get from Corte Madera to the intersection of Alpine and Portola. Not all surface options are inhospitable to multiple users, he said. It's not necessarily a choice between asphalt and sand; there is fertile ground for exploring a variety of alternatives.

Councilmember Richards said that it would be upsetting to go to all the expense of expanding and improving trails if it turned out that they weren't used. Vice Mayor Driscoll pointed out that with the trail in front of the Town Center, there was a concern that it was an equestrian trail immediately adjacent to the road. Although it has not been installed yet, the solution was to add an open-rail fence to separate the trail from the road. Fencing to separate walkways from roadways, rather than sidewalks, might be an alternative in particular sections of trail, he suggested. He added that the Trails & Parks Committee and Traffic Committee should be forthcoming with recommendations about which sections warrant such special treatment. Councilmember Richards also pointed out that wide rights-of-way in many areas gives room to maneuver.

Councilmember Wengert said that the safety issues and the surface issues can be addressed. What she found most telling, and troublesome, in the responses is that only 7% of the people were willing to do something. As she interprets it, that means it either isn't a high priority (when it probably is in fact quite a high priority) or they are unwilling/unable to make the time commitment necessary. We have to find incentives that make people want to get out of their cars, she said.

Mayor Toben indicated that clearly there are many opportunities for discussion, as the Safe Routes program could unfold over a period of time with some significant financial questions along the way. The more immediate question, he suggested: "What process does the town undertake to advance that agenda?" This gets back to Councilmember Derwin's earlier observations about the Traffic Committee and the Trails & Parks Committee.

Councilmember Derwin, having served as liaison to the Trails & Parks Committee for some years, said that its members believe trails should be for equestrians, not bicyclists. Barring a major change in the Committee's composition, she said they will not budge on their position about sharing trails. Accordingly, she is doubtful that the Safe Routes initiative will move very far if the Trails & Parks Committee is asked to advance it.

Mayor Toben noted that many years ago, it was established that certain destination trails – including trails to Corte Madera and Ormondale – are in fact multi-user trails. Although it may not be popular among

some Committee members, that is the reality. He shares Councilmember Derwin's concern, and said understandings have to be reached about how this plays out.

Mayor Toben asked for suggestions about the involvement of the Trails & Parks Committee and Traffic Committee at this stage. Councilmember Wengert, although somewhat reluctant to recommend creating another multidisciplinary task force, said that this situation might lend itself to a group with broader representation of both committees, the Town Council and the Planning Commission as well as the Coalition. The group would listen to issues specifically related to the worthy, long-term goal of Safe Routes and try to move it forward. Mayor Toben said that he much prefers Councilmember Wengert's idea to delegating the next set of exercises to the Trails & Parks Committee. While the Coalition had recommended a clear timetable, Councilmember Wengert added that going the route of an ad hoc committee would ensure a role in managing the process. Mayor Toben suggested that Ms. deGarmeaux work on organizing such an ad hoc committee that represents multiple interests and multiple stakeholders to be charged with implementing some of the recommendations. Councilmember Wengert suggested that Councilmember Derwin might work with Ms. deGarmeaux on selecting potential members of this ad hoc committee.

Vice Mayor Driscoll, who suspects that many of those driving too fast may be parents in a hurry to get their children to or from school, suggested that perhaps photographing speeders from the speed trailer site on Portola Road – not necessarily for ticketing but for warnings – might be helpful. Mayor Toben suggested that the new ad hoc committee might consider that.

Getting back to the Coalition's recommendations and report, Mayor Toben suggested that the Town Council might consider taking an action to endorse them, to encourage further efforts going forward, to constitute a new ad hoc committee of stakeholders committed to taking the next steps, and to thank the Coalition for its good work. In tonight's discussion, he noted, some of the recommendations have been altered – in terms of assignment to the Traffic Committee and the Trails & Parks Committee, but otherwise Mayor Toben said he thought it would be appropriate to give the Town Council's blessing to the Coalition's effort.

Councilmember Derwin made a motion endorsing the fine work of the Coalition, directing the Public Works Director, Council liaisons and Ms. deGarmeaux to assemble and work with an ad hoc committee to review the action areas and recommendations from the Coalition, investigate the issues and develop recommendations. Councilmember Richards seconded, and the motion carried 5-0.

(9) Recommendation by Town Manager – Not-for-Profit Agency Funding Requests [8:14 p.m.]

Mayor Toben referred to Ms. Howard's May 25, 2010 memorandum regarding the annual non-profit agency funding requests, and invited Ms. Howard to make any remarks.

Ms. Howard said that each year the Town Council goes through a list of potential recipients, has a discussion and decides what goes in the first-draft budget. Last year, the Council approved \$13,000 in donations, but the \$5,000 earmarked for CERPP was not paid. Both Woodside and Portola Valley determined that unless CERPP has a particular need, no funds will be authorized. CERPP has more than \$60,000 in its bank account, and has not made any significant expenditures in several years. Mayor Toben asked whether CERPP has any spending plans in place; Ms. Howard said not at this point. In her role as a CERPP board member, she added, she always encourages CERPP to spend.

Ms. Howard also raised the question about whether it is appropriate to think about donations when finances are tight, but recognizes that its support of non-profits is a longstanding tradition.

Mayor Toben said that he and Vice Mayor Driscoll met recently with Ms. Howard, whose original recommendation had been to zero out nonprofit funding requests this year. Given Portola Valley's history of providing support and the fact that some of the funded agencies' work is important to the town, Mayor Toben and Vice Mayor Driscoll felt that it would be draconian to eliminate the donations entirely. They

suggested scaling back instead. Consequently, Ms. Howard's memorandum proposes proportionate reductions to reach a level more in keeping with budgetary considerations.

Councilmember Derwin asked whether the town has contributed to Joint Venture Silicon Valley or HIP Housing (Human Investment Project) before. Ms. Howard said no. Vice Mayor Driscoll pointed out that Joint Venture's letter requesting support mentions partnerships with practically every municipality in the area except Portola Valley.

In response to Councilmember Wengert's inquiry about why the San Francisquito Watershed Council did not request support this year, Ms. Howard said the group has pretty much disbanded.

Councilmember Wengert asked to confirm that if the figures were removed for Jobs for Youth, HIP Housing and Joint Venture Silicon Valley—which Ms. Howard recommended not funding this year—total requests for 2010-2011 come to \$4,300, about half of the maximum. Mayor Toben confirmed her understanding, noting that total would represent a 70% reduction in one line item in the town budget.

Reasoning that the two organizations provide services that specifically affect the town, Vice Mayor Driscoll moved to fund Sustainable San Mateo County and the Peninsula Conflict Resolution Center in the amounts of \$3,000 and \$1,300, respectively. Councilmember Wengert seconded and the motion carried 5-0.

(10) Reports from Commission and Committee Liaisons [8:20 p.m.]

(a) Trails Committee

Vice Mayor Driscoll reported that the Trails Committee meeting was canceled and due to his absence Councilmember Derwin covered the Conservation Committee.

(b) Emergency Preparedness Committee – see Item (j)

Vice Mayor Driscoll said he missed the Emergency Preparedness Committee meeting. The Committee has no regular schedule, and it is difficult to liaise with a moving target. Councilmember Derwin pointed out that the Committee does have regular meetings, but the group is so activated that special meetings take place frequently. Mayor Toben said that he covered the meeting that Vice Mayor Driscoll missed, and that a subcommittee meeting was coming up May 27, 2010.

(c) Cultural Arts Committee

Councilmember Derwin reported that Laurence Marks, who is working on Movie Night, has accepted a full-time job and can no longer attend meetings. The first Movie Night will be Friday, August 20, 2010, featuring Pirates of the Caribbean, selling popcorn and drinks to help defray expenses. Music Night, being organized by Paige Fulkerson, will hold its first event from 6:30 to 8 p.m. on Friday, June 25, 2010. It will feature the San Francisco Bay Jazz Ensemble – a 17-piece big band of which Councilmember Richards is a member. Mayor Toben said he hoped there would be good publicity on Music Night, and Councilmember Derwin said there would be.

Councilmember Derwin said there has been a change to the tile idea. Committee co-chair Susan Thomas saw something she liked that she would like to see in the Redwood Grove. The Committee went through several votes, and they ultimately decided to mount tiles as previously discussed and look into the alternative mounting idea.

The Cultural Arts Committee discussed the bronze statue donation; Sherry Cagan offered to donate a bronze sculpture. Some members suggested a policy or criteria about accepting such donations is appropriate; the issue will be coming to the Town Council.

(c) City/County Association of Governments

Reporting on the C/CAG meeting, Councilmember Derwin said that Millbrae City Councilmember Gina Papan is urging all member cities to pass resolutions in support of SB920 (concerning opting out of white pages listings in telephone directories). Councilmember Derwin suggested that support is probably appropriate.

C/CAG approved hiring a dedicated staff person to deal with the National Public Discharge Elimination System (NPDES) requirements since the reporting has become so onerous and technical that the cities all need help with it. Because the position pays \$200,000 annually, C/CAG members engaged in considerable discussion prior to approval. The additional cost will not be reflected in a C/CAG dues increase, Councilmember Derwin said.

SB83 allows counties can charge an annual fee of up to \$10 on motor vehicle registration for transportation purposes. C/CAG would like to move San Mateo County's current \$4 toward the maximum, and proposed spending money polling to see whether it makes sense to put the question on the November ballot. Some members suggested that the November ballot will be so full that voters will simply vote no to everything. More members, however, favored at least polling to see how the issue plays out.

(c) Council of Cities

Councilmember Derwin also attended the Council of Cities meeting in Half Moon Bay. The guest speaker was Portola Valley resident Laura Stec, author of *Cool Cuisine: Taking the Bite out of Global Warming*.

(d) Conservation Committee

Councilmember Derwin, filling in for Vice Mayor Driscoll at the Conservation Committee meeting, reported that slender false brome apparently is spreading via the wheels of mosquito abatement trucks. Vice Chair Paul Heiple has determined out that the weed is spreading at Jasper Ridge, on a road that only the mosquito abatement trucks use.

The Conservation Committee also discussed the Living with Wildlife event, and although they said the content was good, members were disappointed with the attendance. The next time, the event probably will run two hours instead of three. They may schedule an event this fall with the focus on native plants, and another in February focusing on the 10 weeds that need to be pulled or cut down.

Councilmember Derwin said the Committee also worked on lists of "strongly discouraged" plants and the native plant list. They discussed having a table at the holiday crafts fair, converting lawns to native grasses and developing a stronger presence on the town website, with Committee member and archivist Dieter Walz working on assembling old documents. However, the Committee probably will not have a table at the picnic.

Noting that the Committee had trouble with their projector, Councilmember Derwin asked whether the town hadn't recently purchased a new projector. Ms. Howard said that she is pricing them.

SOD (Sudden Oak Death) remains an issue, but it differs from year to year. Matteo Garbelotto, an environmental science professor and SOD expert from the University of California, Berkeley, was in Portola Valley recently. The responsible pathogen's presence depends on the path of warm weather and rain, and this year has been a bad one for SOD. Vice Mayor Driscoll said this spring has been bad for SOD. The town needs to set the example in treating to prevent the spread of the disease.

(e) Historic Resources Committee

Councilmember Derwin relayed a request from Historic Resources Committee chair Nancy Lund. Apparently *The Almanac* is closing its quarters on The Alameda and consolidating with Embarcadero

Publishing Co., its parent company, in Palo Alto, so Portola Valley has been offered its bound archives from day one (from 1965). Ms. Lund, who apparently feels this is an amazing opportunity to have an historic resource, has accepted the offer, but there may be more than the Historic Resources Room can accommodate – perhaps about 10 to 15 linear feet with 14 or 15 inches of headroom.

Vice Mayor Driscoll suggested that maybe the archives might be digitized. David Boyce of the Almanac said that the volumes are so tight that the books don't open flat enough to even be able to read the center articles, let alone scan or photocopy them. Vice Mayor Driscoll pointed out that a professional would cut the binding off to digitize the pages, but he wondered what it would cost. Ms. Howard suggested possibly off-site storage, because the town has very little storage space anywhere. Mayor Toben asked Ms. Howard to develop a statement identifying potential storage sites as a starting point.

(f) Cable & Utilities Undergrounding Committee

Councilmember Richards reported that the Committee met and put together a memorandum on the new Rule 20A district that will be delivered to Town Council members on June 9, 2010. Ms. Howard indicated the SAMCAT issue has been resolved.

(g) Planning Commission

Councilmember Richards reported that the Planning Commission approved a couple of site development permits on May 19, 2010, and briefly discussed T-Mobile.

(h) San Mateo County Council of Cities

Councilmember Richards said that he attended the San Mateo County Hispanic Chamber of Commerce's "Mayors' Diversity Celebration" awards on May 20, 2010.

(i) Parks & Recreation Committee

Councilmember Wengert attended the Parks & Recreation Committee meeting on Monday, May 17, 2010, when the primary discussion focused on the upcoming Town Picnic and the Zots to Tots Fun Run. At this point, they are talking about ending the race in front of the Historic Schoolhouse.

The Committee also talked about the renovation of Ford Field. The Little League's recommendations seem unclear, so the Committee has asked for specific recommendations for first steps. The field alignment, in terms of the sun angle, is the issue getting the most attention.

The Tennis Courts Subcommittee discussion centered on the success of the adult evening classes and some of the others. Everyone is very happy with the new instructor, Corrine Mansourian. The schedule is being tweaked.

The Committee has lost the services of Mark Lockareff, who resigned, and is seeking good candidates.

(j) Emergency Preparedness Committee

Mayor Toben said that he is impressed by how well the Emergency Preparedness Committee is coming together, its dynamic for dividing up the labor and its highly capable members. He said they spent a good portion of the last meeting discussing June 30, 2010 exercise during the Special Council meeting, which Mayor Toben is helping design. He said to come prepared for a "real live-action event with a few surprises."

After the Emergency Preparedness Committee's meeting, Mayor Toben said he spoke with chair Chris Raanes, along with Ray Rothrock, who is a ham radio operator, who are energized to develop a core of hams who would be on call and available after a disaster and to help develop an emergency call-out

system. There was some talk about having a breakfast with ham operators on the day of the Town Picnic at the EOC to introduce them to the town's infrastructure.

Ms. Howard agreed that the Emergency Preparedness Committee is a good group with a lot of energy. Their approach to dealing with some of the overwhelmingly large projects is to break them up into pieces. She said she will meet with Derry Kabcenell and Anne Kopf-Sill to go over some of the preparations for the June 30 exercise, and also to have in the Emergency Operations Center materials.

WRITTEN COMMUNICATIONS [8:49 p.m.]

(13) Town Council 5/14/2010 Weekly Digest

(a) Emergency Preparedness Training

Ms. Howard noted that 18 people – the entire town staff plus three members of the Library staff – were certified in CPR on May 25, 2010. She is looking into getting an AED (automated external defibrillator) available in the Library and one at Town Hall. Mayor Toben said that it would be ideal to have three, one in each building, but if only two are possible, it might be more important to have one at the Community Hall than the Town Hall for after-hours incidents.

(b) San Mateo County Mosquito and Vector Control's Entomology Report – April 2010

Vice Mayor Driscoll said that he spoke with Joe Fil, a trustee on the San Mateo County Mosquito and Vector Control District representing Portola Valley. Mr. Fil indicated that the District would like to come to a Town Council meeting within the next couple of months to give a quick report on what they're doing. Vice Mayor Driscoll suggested June 23, 2010. Ms. Howard will put the item on the agenda.

(14) Town Council 5/21/2010 Weekly Digest

(a) Atherton Request to Oppose Assessment

Vice Mayor Driscoll said that as a courtesy we should consider the Town of Atherton's request to oppose assessment of costs of Context Sensitive Solutions relative to high-speed rail. He said that he personally would prefer not to take an official position.

Mayor Toben said that item two under separates, he is inclined to go in the opposite direction of what Atherton is recommending. Ms. Howard confirmed that the Council wanted her to have a resolution on the agenda in support of AB32.

ADJOURNMENT: 8:55 p.m.

Mayor

Town Clerk

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

ABAG PLAN CORPORATION	Douglas Legal, 5/9-5/15	10810	06/09/2010	
			06/09/2010	
PO BOX 2050	0006		06/09/2010	
OAKLAND	BOA	43422	06/09/2010	0.00
CA 94604-2050	9181100516			77.12

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	77.12	0.00

Check No.	43422	Total:	77.12
Total for	ABAG PLAN CORPORATION		77.12

ALL THINGS PRINTED	Printing, Spring 2010 Post	10811	06/09/2010	
			06/09/2010	
1420 S. WINCHESTER BLVD	800		06/09/2010	
SAN JOSE	BOA	43423	06/09/2010	0.00
CA 95128	53207			3,971.24

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	3,971.24	0.00

Check No.	43423	Total:	3,971.24
Total for	ALL THINGS PRINTED		3,971.24

ANIMAL DAMAGE MGMT INC	May Pest Control	10845	06/09/2010	
			06/09/2010	
16170 VINEYARD BLVD. #150	804		06/09/2010	
MORGAN HILL	BOA	43424	06/09/2010	0.00
CA 95037	45290			310.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	310.00	0.00

Check No.	43424	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

ARROWHEAD MT SPRING WATER	May Statement	10847	06/09/2010	
			06/09/2010	
P.O. BOX 856158	463		06/09/2010	
LOUISVILLE	BOA	43425	06/09/2010	0.00
KY 40285-6158	00E5743876004			68.79

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	68.79	0.00

Check No.	43425	Total:	68.79
Total for	ARROWHEAD MT SPRING WATER		68.79

MATTHEW AVERY	Deposit Refund	10812	06/09/2010	
			06/09/2010	
118 SOLANA	453		06/09/2010	
PORTOLA VALLEY	BOA	43426	06/09/2010	0.00
CA 94028				3,225.50

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

96-54-4207	Deposit Refunds, Other Charges	3,225.50	0.00	
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Check No.	43426	Total:	3,225.50
Total for	MATTHEW AVERY		3,225.50

BANK OF AMERICA	May Statement	10813	06/09/2010	
Bank Card Center			06/09/2010	
P.O. BOX 53155	0022		06/09/2010	
PHOENIX	BOA	43427	06/09/2010	0.00
AZ 85072-3155				1,010.43

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	133.29	0.00
05-64-4308	Office Supplies	122.04	0.00
05-64-4312	Office Equipment	113.07	0.00
05-64-4335	Sustainability Series	240.00	0.00
05-64-4336	Miscellaneous	402.03	0.00

Check No.	43427	Total:	1,010.43
Total for	BANK OF AMERICA		1,010.43

BAY AREA PAVING CO	Woodside Highlands M.D.	10814	06/09/2010	
	Road and Drainage Projects		06/09/2010	
P.O. BOX 6339	567		06/09/2010	
SAN MATEO	BOA	43428	06/09/2010	0.00
CA 94403				58,932.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	58,932.00	0.00

Check No.	43428	Total:	58,932.00
Total for	BAY AREA PAVING CO		58,932.00

BUSCH SYSTEMS INT'L INC.	Garbage/Recycling Lids	10815	06/09/2010	
			06/09/2010	
343 SAUNDERS ROAD	403		06/09/2010	
BARRIE	BOA	43429	06/09/2010	0.00
ON L4N 9A3	101711			176.25

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	176.25	0.00

Check No.	43429	Total:	176.25
Total for	BUSCH SYSTEMS INT'L INC.		176.25

CAL WATER SERVICE CO	4/14 - 5/13 Statements	10816	06/09/2010	
			06/09/2010	
3351 EL CAMINO REAL	0035		06/09/2010	
ATHERTON	BOA	43430	06/09/2010	0.00
CA 94027				1,915.98

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,915.98	0.00

Check No.	43430	Total:	1,915.98
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for CAL WATER SERVICE CO 1,915.98

CITY OF BRISBANE	2009/10 SAMCAT Dues	10817	06/09/2010	
	Partial Payment		06/09/2010	
50 PARK PLACE	0330		06/09/2010	
BRISBANE	BOA	43431	06/09/2010	0.00
CA 94005-1310				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4142	Cable Television Committee	500.00	0.00

Check No. 43431 Total: 500.00

Total for CITY OF BRISBANE 500.00

CITY OF SAN MATEO	Dinner Meeting, Derwin	10818	06/09/2010	
Attn: City Clerk's Office			06/09/2010	
330 WEST 20TH AVENUE	0040		06/09/2010	
SAN MATEO	BOA	43432	06/09/2010	0.00
CA 94403				40.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	40.00	0.00

Check No. 43432 Total: 40.00

Total for CITY OF SAN MATEO 40.00

DEIRDRE CLARK	Reimb for Cultural Arts Comm	10819	06/09/2010	
			06/09/2010	
149 CORTE MADERA	687		06/09/2010	
PORTOLA VALLEY	BOA	43433	06/09/2010	0.00
CA 94028				153.46

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	153.46	0.00

Check No. 43433 Total: 153.46

Total for DEIRDRE CLARK 153.46

COAST LANDSCAPE MGMT, INC	Irrigation Repair	10820	06/09/2010	
			06/09/2010	
1474 BERGER DRIVE	949		06/09/2010	
SAN JOSE	BOA	43434	06/09/2010	0.00
CA 95112	80338			185.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	185.00	0.00

Check No. 43434 Total: 185.00

Total for COAST LANDSCAPE MGMT, INC 185.00

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

COPYMAT	"Solicitation" postcard	10821	06/09/2010	
			06/09/2010	
1918 EL CAMINO REAL	0046		06/09/2010	
REDWOOD CITY	BOA	43435	06/09/2010	0.00
CA 94063-2113	61692			198.84

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	198.84	0.00

Check No.	43435	Total:	198.84
Total for	COPYMAT		198.84

JULIA DILLINGHAM	Production, Spring 2010 Post	10822	06/09/2010	
		5834	06/09/2010	
2995 WOODSIDE ROAD	748		06/09/2010	
WOODSIDE	BOA	43436	06/09/2010	0.00
CA 94062				6,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	6,000.00	0.00

Check No.	43436	Total:	6,000.00
Total for	JULIA DILLINGHAM		6,000.00

TED DRISCOLL	Reimb for APA Award Dinner	10823	06/09/2010	
			06/09/2010	
11 SANDSTONE	796		06/09/2010	
SAN MATEO	BOA	43437	06/09/2010	0.00
CA 94028				40.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	40.00	0.00

Check No.	43437	Total:	40.00
Total for	TED DRISCOLL		40.00

FEDEX	Ship Charges	10824	06/09/2010	
			06/09/2010	
P.O. BOX 7221	0066		06/09/2010	
PASADENA	BOA	43438	06/09/2010	0.00
CA 91109-7321	7-097-78333			78.26

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	78.26	0.00

Check No.	43438	Total:	78.26
Total for	FEDEX		78.26

MATT HEMINGTON	Refund Temp Occupancy	10825	06/09/2010	
			06/09/2010	
3510 ALPINE ROAD	851		06/09/2010	
PORTOLA VALLEY	BOA	43439	06/09/2010	0.00
CA 94028				10,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	10,000.00	0.00

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

Check No.	43439	Total:	10,000.00
Total for	MATT HEMINGTON		10,000.00

HORIZON	Fertilizer, Turf Royale	10826	06/09/2010	
P.O. BOX 52758	0289		06/09/2010	
PHOENIX	BOA	43440	06/09/2010	0.00
AZ 85072-2758	(3)			858.79

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	858.79	0.00

Check No.	43440	Total:	858.79
Total for	HORIZON		858.79

J.W. ENTERPRISES	June Lavatories	10827	06/09/2010	
1689 MORSE AVE	829		06/09/2010	
VENTURA	BOA	43441	06/09/2010	0.00
CA 93003	149568			219.48

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	219.48	0.00

Check No.	43441	Total:	219.48
Total for	J.W. ENTERPRISES		219.48

KDSA CONSULTING LLC	June Spam Filtering	10848	06/09/2010	
1600 OSGOOD STREET	555		06/09/2010	
N. ANDOVER	BOA	43442	06/09/2010	0.00
MA 01845	10370			75.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	75.00	0.00

Check No.	43442	Total:	75.00
Total for	KDSA CONSULTING LLC		75.00

LESLIE LAMBERT	May Mileage Reimbursement	10828	06/09/2010	
80 CHESTER CIRCLE	0291		06/09/2010	
LOS ALTOS	BOA	43443	06/09/2010	0.00
CA 94022				88.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	88.00	0.00

Check No.	43443	Total:	88.00
Total for	LESLIE LAMBERT		88.00

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

MANIGLIA LANDSCAPE INC	Sod Removal	10829	06/09/2010	
	(Prep: Native Sod Demo Plot)	5845	06/09/2010	
1655 BERRYESSA ROAD	646		06/09/2010	
SAN JOSE	BOA	43444	06/09/2010	0.00
CA 95133	3657			1,280.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	1,280.00	0.00

Check No.	43444	Total:	1,280.00
Total for	MANIGLIA LANDSCAPE INC		1,280.00

NICHOLS CONSULTING ENGG	09/10 CIP Road Project	10830	06/09/2010	
	(Bal Inv #1)		06/09/2010	
1885 S. ARLINGTON AVE	0183		06/09/2010	
RENO	BOA	43445	06/09/2010	0.00
NV 89509	#1 (balance)			247.39

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	247.39	0.00

Check No.	43445	Total:	247.39
Total for	NICHOLS CONSULTING ENGG		247.39

NOLTE ASSOCIATES INC.	Applicant Charge, Engineer Svc	10831	06/09/2010	
			06/09/2010	
2495 NATOMAS PARK DRIVE	0104		06/09/2010	
SACRAMENTO	BOA	43446	06/09/2010	0.00
CA 95833-2935	10080075			2,112.00

GL Number	Description	Invoice Amount	Amount Relieved
20-54-4192	Engineer Services	132.00	0.00
96-54-4194	Engineer - Charges to Appls	1,980.00	0.00

Check No.	43446	Total:	2,112.00
Total for	NOLTE ASSOCIATES INC.		2,112.00

PG&E	May Statements	10832	06/09/2010	
			06/09/2010	
BOX 997300	0109		06/09/2010	
SACRAMENTO	BOA	43447	06/09/2010	0.00
CA 95899-7300				394.01

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	394.01	0.00

Check No.	43447	Total:	394.01
Total for	PG&E		394.01

PORTOLA VALLEY HARDWARE	May Statement	10833	06/09/2010	
			06/09/2010	
112 PORTOLA VALLEY ROAD	0114		06/09/2010	
PORTOLA VALLEY	BOA	43448	06/09/2010	0.00
CA 94028				721.61

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
05-58-4240	Parks & Fields Maintenance	84.86	0.00	
05-66-4340	Building Maint Equip & Supp	408.57	0.00	
20-60-4260	Public Road Surface & Drainage	156.12	0.00	
20-60-4270	Trail Surface Rehabilitation	72.06	0.00	

Check No. 43448 Total: 721.61
 Total for PORTOLA VALLEY HARDWARE 721.61

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
RON RAMIES AUTOMOTIVE INC	Repairs to 1991 Ford F150	10835	06/09/2010	
115 PORTOLA ROAD	422		06/09/2010	
PORTOLA VALLEY	BOA	43449	06/09/2010	0.00
CA 94028	33708			475.51
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4334	Vehicle Maintenance	475.51	0.00	

Check No. 43449 Total: 475.51
 Total for RON RAMIES AUTOMOTIVE INC 475.51

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
ELIZABETH RUBIN	Litter Deposit Refund	10834	06/09/2010	
1185 PORTOLA ROAD	593		06/09/2010	
PORTOLA VALLEY	BOA	43450	06/09/2010	0.00
CA 94028				100.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4226	Facility Deposit Refunds	100.00	0.00	

Check No. 43450 Total: 100.00
 Total for ELIZABETH RUBIN 100.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
SAN MATEO SHERIFF	FY09-10, 4th Qtr Law Enforcemt	10836	06/09/2010	
OFFICE OF EMERGENCY SERVICES			06/09/2010	
400 COUNTY CENTER	0119		06/09/2010	
REDWOOD CITY	BOA	43451	06/09/2010	0.00
CA 94063-0978	8477			174,217.75
GL Number	Description	Invoice Amount	Amount Relieved	
05-62-4282	San Mateo County Sheriff's Ofc	124,650.25	0.00	
05-62-4284	COPS Addl Traffic Patrols	36,297.50	0.00	
10-62-4284	COPS Addl Traffic Patrols	13,270.00	0.00	

Check No. 43451 Total: 174,217.75
 Total for SAN MATEO SHERIFF 174,217.75

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
SHARP BUSINESS SYSTEMS	Copies, 4/21 - 5/20	10837	06/09/2010	
DEPT. LA 21510	0199		06/09/2010	
PASADENA	BOA	43452	06/09/2010	0.00
CA 91185-1510	AR276607			4.97
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	4.97	0.00	

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

Check No.	43452	Total:	4.97
Total for	SHARP BUSINESS SYSTEMS		4.97

SPANGLE & ASSOCIATES	4/23-5/20 Statement	10838	06/09/2010	
			06/09/2010	
770 MENLO AVENUE	0121		06/09/2010	
MENLO PARK	BOA	43453	06/09/2010	0.00
CA 94025-4736				38,772.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4140	ASCC	2,235.00	0.00
05-52-4162	Planning Committee	4,464.00	0.00
05-54-4196	Planner	15,446.90	0.00
96-54-4198	Planner - Charges to Appls	16,626.10	0.00

Check No.	43453	Total:	38,772.00
Total for	SPANGLE & ASSOCIATES		38,772.00

STATE COMP INSURANCE FUND	May Premium	10839	06/09/2010	
			06/09/2010	
PO BOX 7980	0122		06/09/2010	
SAN FRANCISCO	BOA	43454	06/09/2010	0.00
CA 94120-7854				2,301.83

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	2,301.83	0.00

Check No.	43454	Total:	2,301.83
Total for	STATE COMP INSURANCE FUND		2,301.83

BRANDY STROH	Spring Instructor Fees	10840	06/09/2010	
			06/09/2010	
25 SADDLEBACK	2023		06/09/2010	
PORTOLA VALLEY	BOA	43455	06/09/2010	0.00
CA 94028				240.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	240.00	0.00

Check No.	43455	Total:	240.00
Total for	BRANDY STROH		240.00

SUMMIT SUPPLY CORP OF CO	Drinking Ftn & Tables	10846	06/09/2010	
	Triangle Park	5848	06/09/2010	
5092 COUNTY ROAD 302	2026		06/09/2010	
DURANGO	BOA	43456	06/09/2010	0.00
CO 81303	64959			5,183.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	5,183.00	0.00

Check No.	43456	Total:	5,183.00
Total for	SUMMIT SUPPLY CORP OF CO		5,183.00

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

SWANK MOTION PICTURES INC	August Movie Rental	10841	06/09/2010	
			06/09/2010	
10795 WATSON ROAD	765		06/09/2010	
ST LOUIS	BOA	43457	06/09/2010	0.00
MO 63127	RG 0868742			271.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	271.00	0.00

Check No.	43457	Total:	271.00
Total for	SWANK MOTION PICTURES INC		271.00

THERMAL MECHANICAL, INC	HVAC Service, April	10849	06/09/2010	
			06/09/2010	
425 ALDO AVENUE	955		06/09/2010	
SANTA CLARA	BOA	43458	06/09/2010	0.00
CA 95054	PM-44545			1,395.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	1,395.00	0.00

Check No.	43458	Total:	1,395.00
Total for	THERMAL MECHANICAL, INC		1,395.00

TRAFFIC SAFETY CORP.	Reflector Lamps	10842	06/09/2010	
		5858	06/09/2010	
2708 47TH AVENUE	642		06/09/2010	
SACRAMENTO	BOA	43459	06/09/2010	0.00
CA 95822	2455			636.78

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	636.78	0.00

Check No.	43459	Total:	636.78
Total for	TRAFFIC SAFETY CORP.		636.78

VERIZON WIRELESS	May Admin Cellular	10850	06/09/2010	
			06/09/2010	
P.O. BOX 9622	0131		06/09/2010	
MISSION HILLS	BOA	43460	06/09/2010	0.00
CA 91346-9622				112.31

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	112.31	0.00

Check No.	43460	Total:	112.31
Total for	VERIZON WIRELESS		112.31

RITA & ARTHUR WHITNEY	Refund SDP Permit	10843	06/09/2010	
			06/09/2010	
1001 RAMONA ROAD	575		06/09/2010	
PALO ALTO	BOA	43461	06/09/2010	0.00
CA 94301				70.00

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JUNE 9, 2010

Date: 06/03/2010
 Time: 2:10 pm
 Page: 10

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

05-56-4228	Miscellaneous Refunds	70.00	0.00	
		Check No. 43461	Total:	70.00
		Total for	RITA & ARTHUR WHITNEY	70.00

WOODSIDE FIRE PROTECTION DISTR	CPR Staff/Library Training	10844	06/09/2010	
	May 25, 2010		06/09/2010	
3111 WOODSIDE ROAD	886		06/09/2010	
WOODSIDE	BOA	43462	06/09/2010	0.00
CA 94062				360.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4326	Education & Training	360.00	0.00	
		Check No. 43462	Total:	360.00
		Total for	WOODSIDE FIRE PROTECTION DI	360.00

Total Invoices: 41	Grand Total:	317,019.30
	Less Credit Memos:	0.00
	Net Total:	317,019.30
	Less Hand Check Total:	0.00
	Outstanding Invoice Total:	317,019.30

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
June 9, 2010

Claims totaling \$317,019.30 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 _____

Angela Howard, 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

Memorandum

To: Town Council
From: Ken Lavine, Cable and Undergrounding Committee chair
Date: May 20, 2010

Subject: Undergrounding of Overhead Utility Wires Using PG&E Rule 20A Funds

Background

The Portola Valley General Plan states that "A program should be developed for progressively placing existing overhead lines underground." It goes on to state that undergrounding should begin with the Alpine Road and Portola Road corridors, and establishes them as Undergrounding District #1.

The undergrounding of utilities is an expensive proposition. However, a small portion of PG&E customers' payments go to so-called 20A funds, which cities can use to underground utilities. In the past, Portola Valley has used these funds to underground at least three areas of Portola and Alpine Roads: an area between Ladera Shopping Center and Westridge, Nathorst Triangle, and the area in front of Windy Hill. The 20A funds currently allocated for use in Portola Valley are approximately \$350,000 and about \$32,000 are added to the allocation each year.

With the help of Howard Young, our committee has been working with PG&E to examine the process for initiating another Rule 20A project to underground overhead utility wires. What we've learned is that the statewide queue for Rule 20A projects is very long and the process quite slow. Consequently, PG&E estimates that even if we initiate a project now, they wouldn't begin design until 2014, and perhaps would complete construction in 2017. The good news is that Rule 20A funds would continue to accumulate during this period. PG&E estimates that we will have approximately \$700,000 of funds available to spend. This includes borrowing out five years from completion of the design. See Exhibit I for details of PG&E's estimate.

The bad news is that the process is very long, and so it's important to add Portola Valley to PG&E's statewide Rule 20A queue as soon as possible.

The cost to underground utility wires depends on a number of factors: the number of poles and transformers replaced, the number of individual customers' service lines impacted, the extent of trenching below roads vs. next to roads, the existence of abandoned substructures etc. PG&E believes that for planning purposes, \$325/ft is a reasonable estimate based on their review of areas along Alpine Road. However, PG&E stated that costs could be reduced if Portola Valley took the lead on design and construction of the project. On the other hand, a recently completed Rule 20B project on Solana Drive resulted in an actual cost of \$205/ft with two underground transformers or \$162/ft if grade level transformers had been installed. The bottom line is that it's impossible to determine a good cost estimate before the design work is initiated.

Another issue not included above is the cost to convert individual customer service lines and panels to make them compatible with undergrounding of wires along the street. Some residents and businesses have already undergrounded their utility service wires, despite the lines along the street being above ground. Others have not. For a single residential property, panel conversions can range from \$1,500-\$3,000 and underground service lines even more. A policy

issue that must eventually be addressed is the question of who should bear the cost of converting individual service lines and panels when the lines along the road are undergrounded. There is plenty of time after designating a rule 20A district to address this issue.

Analysis

On March 11, 2010, our committee unanimously passed a resolution to recommend that the Town Council create a Rule 20A district on Alpine Road between the two currently undergrounded sections at Ladera Shopping Center and Nathorst. While our Rule 20A funds will not allow the entire section of Alpine Road to be undergrounded, it is impracticable to designate a specific section of Alpine Road until we have better cost estimates. PG&E has recommended that we designate the entire section of Alpine Road a Rule 20A district and determine the actual area to underground during the design work phase (in 2014).

PG&E has recommended two specific areas on Alpine Road for consideration. We concur with their recommendations.

- Area A Alpine Rd between Westridge Road and just east of Golden Oak Drive. This area has long spans of wire, a majority of which are PG&E only wires and not many customers affected.

- Area B Alpine Rd just east of Nathorst Ave. to Golden Oak Drive, just in front of the tennis club. This area is more congested (business fronts, foot traffic, other agencies attached to poles, etc.).

The Committee also considered areas along Portola Rd. In particular, an area between Westridge (adjacent to where the currently undergrounded section ends) and the Town Center. We selected Alpine Road because we can underground a larger distance on Alpine with our limited funds, fewer residents are required to convert to underground service and Alpine is the major entrance into town, with approximately twice the traffic as Portola Road.

A comparison of the three areas considered is shown in Exhibit II.

Recommended Action

The Cable and Undergrounding Committee recommends that the Town Council direct staff to prepare a resolution establishing Alpine Road between the currently undergrounded sections at Nathorst and Ladera Shopping Center as a PG&E Rule 20A Undergrounding District.

Exhibit I

Town of Portola Valley Projected Underground Project
Prepared by: Larry Ng, Sr Project Manager (PG&E) 1/14/2010
For Planning Only

Task	Timeline	Yearly Allocation	Current Allocation Balance End 2009
			\$346,771
Establish boundaries and pass resolution.	2010	\$32,000	\$378,771
Waiting list	2011	\$32,000	\$410,771
Waiting list	2012	\$32,000	\$442,771
Waiting list	2013	\$32,000	\$474,771
Begin design	2014	\$32,000	\$506,771
Complete design	2015	\$32,000	\$538,771
Begin construction	2016	\$32,000	\$570,771
Complete construction/pole removal	2017	\$32,000	\$602,771
	2018	\$32,000	\$634,771
	2019	\$32,000	\$666,771
	2020	\$32,000	\$698,771
		Projected allocation balance barrowed out five years from completion of design	\$698,771
		Cost per Foot	\$325
		Possible Footage	2,150

Bold indicate barrowed out amounts

Exhibit II

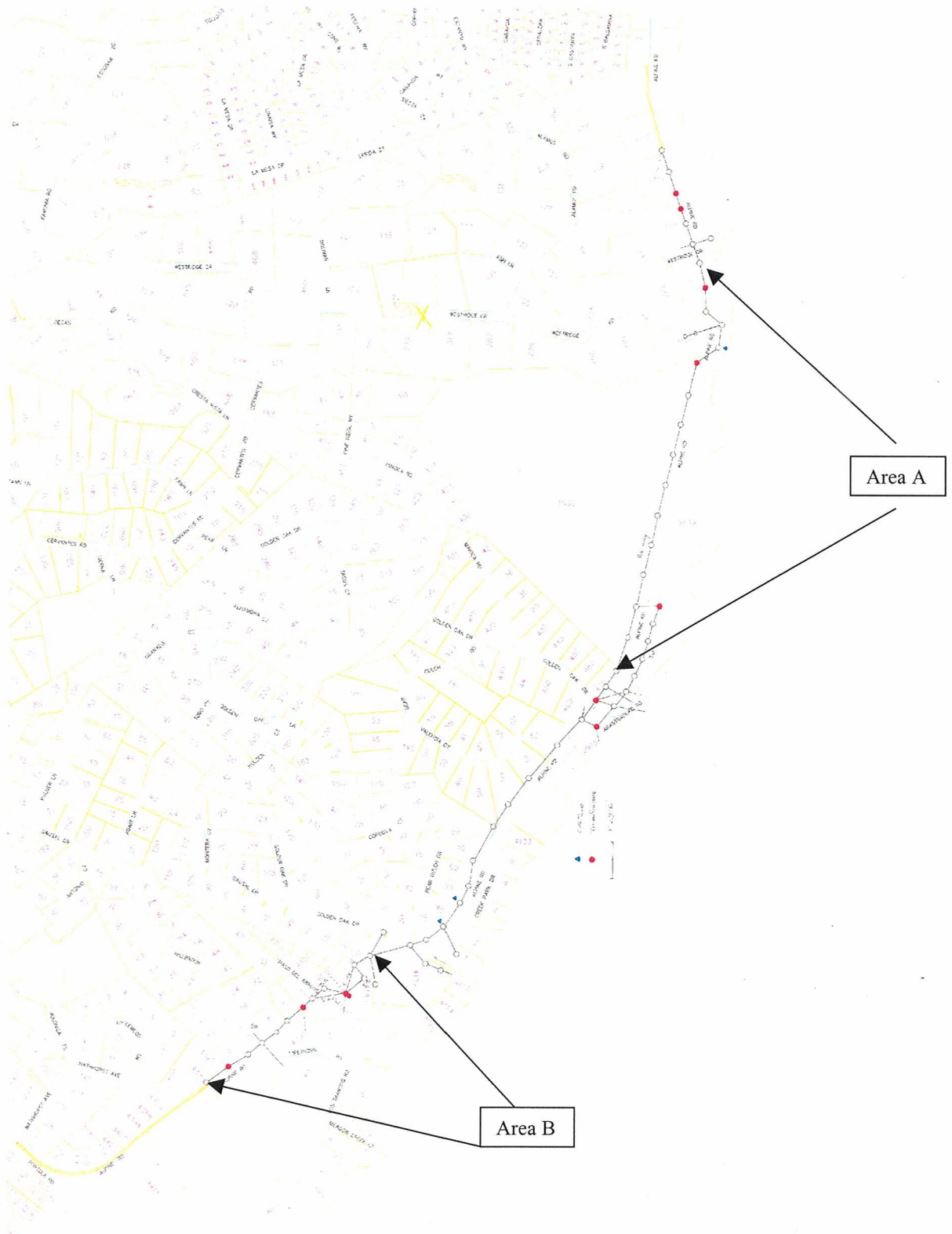
See Attached Maps

		<u>Area A</u>	<u>Area B</u>	<u>Area C</u>
		Alpine Road	Alpine Road	Portola Road
		Westridge to almost Arastradero	Nathorst to Golden Oak @ TennisClub	Westridge to Town Center
<u>Basis</u>				
	Linear ft.	3,900	1,800	2,000
	Aerial drops	0	3	1
	T-Intersections	2	4	3
	Cell Phone Towers	1	0	1
	Transformers	3	4	5
<u>Estimated Cost</u>				
325	@ PG&E \$325/ft	1,267,500	585,000	650,000
5,000	Cust. conversions Telephone/Cable	0	15,000	5,000
	TOTAL	1,267,500	600,000	655,000
165	@ Solana \$165/ft	643,500	297,000	330,000
5,000	Cust. conversions Telephone/Cable	0	15,000	5,000
	TOTAL	643,500	312,000	335,000

Notes:

1. Basis is based on mapping of district by Cable Committee - not verified by PG&E.
2. T-Intersection means lines branch to another street or feed another area.
3. Cell phone towers and Transformers are currently mounted on poles to be removed.
4. See map to further define Area A, Area B and Area C.

Alpine Road

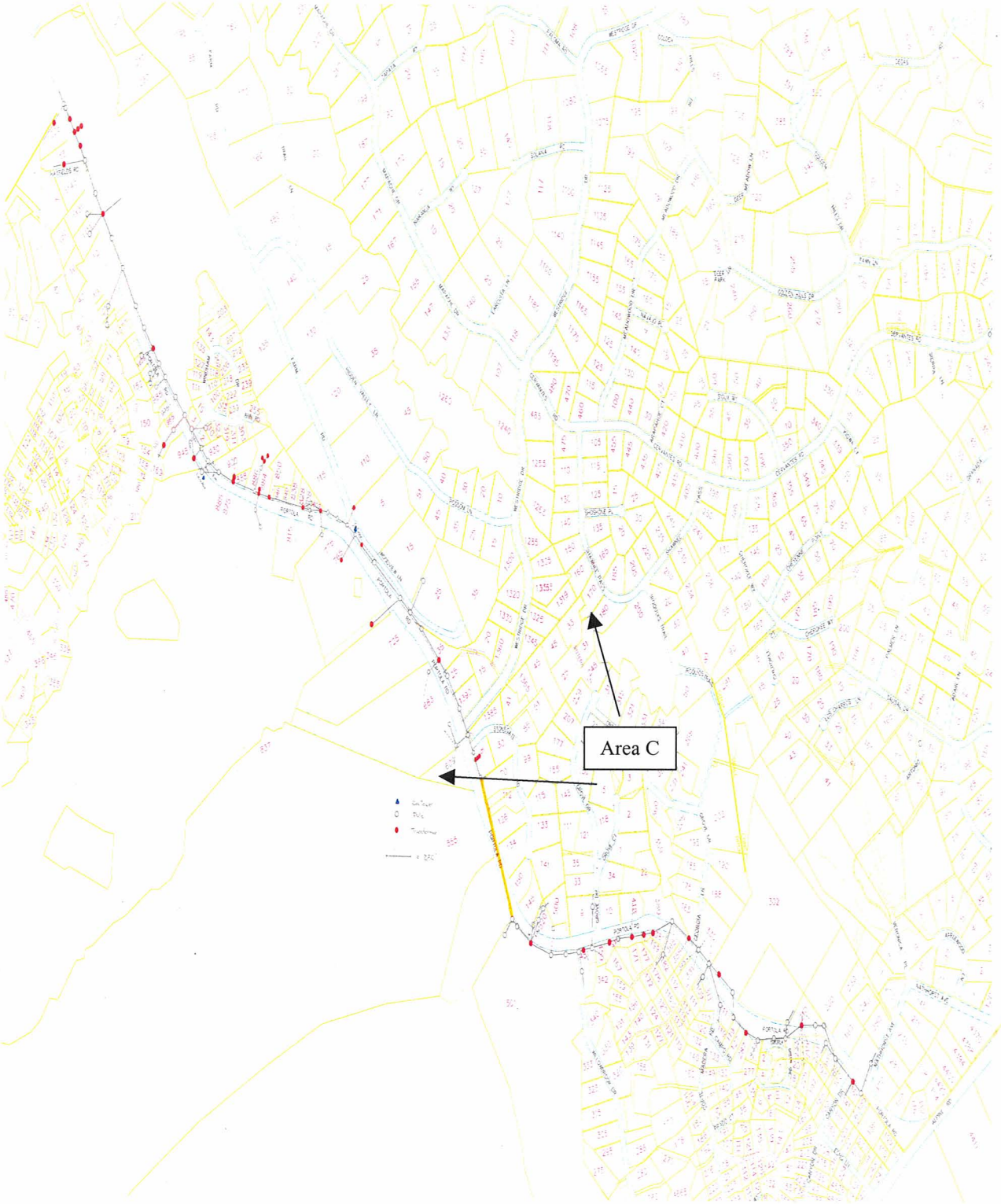


Area A

Area B



Portola Road





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO : Town Council

FROM : George Mader, Town Planner

DATE : 6/2/10

RE : "Draft Environmental Impact Statement for Authorization for Incidental Take and Implementation of Stanford University Habitat Conservation Plan"

Introduction and Recommendation

The above referenced document relates to the long-term habitat of Stanford lands and consists of two parts, the Habitat Conservation Plan (HCP) and the analysis of that plan in the Draft Environmental Impact Statement (DEIS). A small portion of the HCP directly affects the town, but the town should be aware of the entire plan since it affects the future growth of Stanford University which in turn forms a major part of the setting for the town. This memorandum is for information purposes and is meant to provide an introduction to the HCP and DEIS. The council should consider the document and decide what if any response the community may want to make to the DEIS. Since much of the material is technical, the council may want to refer the document to one or more committees for advice. We have provided a copy to Paul Heiple. He has indicated he plans to attend the 6/9/10 council meeting and will be able to add his comments on the HCP.

The DEIS has been circulated to the town as required by the federal Environmental Protection Act. Under the act, Stanford is required to circulate the document to affected jurisdictions. The period for comment on the DEIS is until July 15, 2010.

Note: The figures and table referenced in the memo are not attached but will be available at the meeting.

Background

The "Stanford University Community Plan" (CP) and the implementing General Use Permit (GUP) were approved in 2000. The Community Plan is now part of the Santa Clara County General Plan and will govern Stanford land in unincorporated Santa Clara County until such time as it might be amended. The General Use Permit (GUP) allows a specified amount of development within unincorporated Santa Clara County. The GUP EIR assumed that the development would be completed by 2010, but Stanford has actually developed at a slower pace. The GUP will not need to be amended until there is a need for additional land for development.

On page 1-3 of the DEIS, the following description of future development is provided: "Future development is estimated to include development of 30 acres of land under an

approved General Use Permit from Santa Clara County and up to an additional 150 acres of yet undefined development that could occur at Stanford over the next 50 years in locations that could result in the take of Covered Species.”

Included in the GUP is the following provision:

SCP-RC 1

Maintain and update inventories and maps of important biological resources on Stanford lands, including protected species, species considered at risk of local extinction, and habitat types (biotic communities), for use in conservation efforts, land use decision making, and monitoring of resource status.

The Habitat Conservation Plan (HCP) is consistent with this policy. In carrying out development included in the CP, Stanford will disturb some habitat for five species that are listed under the Federal Endangered Species Act of 1973, as amended. The five species are: California red-legged frog, California tiger salamander, San Francisco garter snake, the Central California Coast steelhead and the western pond turtle. While the San Francisco garter snake has not been seen on Stanford land, it has been seen on nearby lands. Disturbance of any of these species when implementing the plan is termed an incidental take and is subject to an Incidental Take Permit (ITP).

As noted above, the DEIS/HCP is in two parts: a Habitat Conservation Plan of some 150 plus pages and the DEIS of some 160 plus pages that reviews the plan. The two documents contain many tables and maps. A complete review of these documents is beyond the scope of this review; however, what appear to be the most important provisions that directly affect Portola Valley are discussed in this memo.

While the GUP was intended to cover development of Stanford lands from 2000 to approximately 2010, Stanford elected to prepare a conservation plan for the next 50 years. Accordingly, if Stanford plans additional development beyond the current CP and GUP, then the HCP would already be in place to allow Incidental Takes that might occur in the 50 year period.

Summary of Major Provisions of the HCP

Stanford owns 8,180 acres of land in Santa Clara and San Mateo Counties. All of the land is broken into four habitat management zones (**see Figure 4-2**), the acreages of each zone from the most sensitive to the least sensitive follow:

Zone 1 supports the covered species and development in these zones will be avoided to the maximum extent possible. 1,295 acres

Zone 2 is occasionally occupied by covered species and when feasible development in this zone will be avoided. 1,260 acres

Zone 3 is generally undeveloped land that has some biological value but provides limited and indirect value to the covered species. 2,446 acres

Zone 4 includes land that does not support covered species. 3,187 acres

In order to obtain Incidental Take Permits (ITP's) Stanford proposes to offset these takes using a credit system. The system provides that for each acre of habitat developed, a

certain number of credits will have to be provided. Each acre of land protected by Stanford receives one credit. The following table shows the system.

Management Zone	Credits Required per Acre of Converted Habitat	Possible Location of Assumed Development
Zone 1	3	20 – 30 acres
Zone 2	2	25 – 45 acres
Zone 3	0.5	35 – 105 acres
Zone 4	0	-

The next question is how does Stanford establish credits. There are a number of ways to establish credits. Following is a very brief summary:

1. One credit is provided for each acre preserved by conservation easements on habitat in the San Francisquito/Los Trancos Creek Basin and the Matadero/Deer Creek Basin. Also, one credit is given for each acre of land placed in the California tiger salamander reserve.
2. Credits are given for improving creeks for better habitat by: increasing minimum bypass flow rates, expanding riparian areas, removing in-stream barriers, stabilizing creekbanks, etc. Credits range considerably based on the extent of the work. **(See enclosed Table 4-2 for detailed information)**

Stanford proposes to establish a tax-exempt non-profit land trust to manage conservation easements. The USFWS and NMFS (National Marine Fisheries Service) are to be third party beneficiaries to the conservation easements (DEIS p 3-7).

Of major significance is the placement of 360 acres along creeks in conservation easements (HCP p 14). These include San Francisquito Creek (7 miles), Los Trancos Creek (2.5 miles), Matadero Creek (2 miles) and Deer Creek (1.5 miles). The widths of the easements will range between 75 feet and 600 feet, with an average width of 225 feet.

Easements of most interest to Portola Valley include Los Trancos and San Francisquito creeks. In addition to conservation easements, the HCP includes many habitat conservation activities over much of Stanford lands, as well as designation of a Conservation Program Manager. The conservation activities relate to: water management, creek maintenance, academic activities, utility installation and maintenance, general infrastructure, recreation and athletics, grounds and vegetation, agricultural and equestrian leaseholds, commercial and institutional leaseholds and future development (HCP P 93 – 102).

While planning to protect the environment, the university also has institutional goals, which in summary are (HCP p13):

1. Maintain land use flexibility.
2. Maintain and enhance biological resources so that lands will be available for future generations of students and faculty.
3. Incorporate sustainable land use policies and practices.
4. Use cost effective conservation measures that efficiently invest University assets.
5. Define legal responsibilities re biological resources so University can develop and operate lands in an environmentally and fiscally responsible manner over the next 50 years.

6. Utilize University water resources to benefit research, education and operational activities.

Lands of Importance to Portola Valley

While this memorandum does not analyze the HCP in detail, it does summarize provisions of potential relevance to Portola Valley. Lands of particular concern include lands within town boundaries, lands within the town's Sphere of Influence and lands within the town's planning area.

Lands within the town boundary

Los Trancos Creek - **Figure 5-1** shows a conservation easement along the portion of the creek within the town boundary as well as the opposing bank in Santa Clara County. The final width of the easement will be established when the easement is dedicated. The easement will help protect the natural environment of the eastern side of the Alpine Scenic Corridor, a major asset of the town, in perpetuity.

Stanford Wedge – This is shown in the least important category, that is, Zone 3. Accordingly, there is really no limit on development based on protected biological resources; however, if Stanford should want to develop more land for campus purposes, the distance of this land from the campus core would not appear to make it attractive for development. Lands that would be more likely to be developed due to proximity to the campus core would include the 15-20 acre parcel on West Campus Drive just north of the driving range, as well as the lower hills along Junipero Serra just northwest of Page Mill Rd.

Lands outside of the town boundary

Felt Lake – Since Felt Lake is visible from some parts of Portola Valley, the future of the lake and the surrounding area is of concern to the town. There are bands of Zones 1 and 2 on lands east of Los Trancos Creek and then a large area of Zone 3 land around the lake. While the environmental constraints are limited in this area, remoteness from campus would not appear to make this an attractive area for campus type uses.

Jasper Ridge – It may appear strange that most of the Jasper Ridge area is in Zone 3 except for bands of Zones 1 and 2 land along San Francisquito Creek. The answer, of course, is that the large area of Zone 3 (most of Jasper Ridge) is an area that does not provide habitat for the five species of concern. Of course, Stanford has strong academic interest in the biology of the property that support the retention of the area as open space.

Webb Ranch Area – A good portion of this area is in Zones 1 and 2 and therefore not highly suitable for development without significant mitigation actions. The balance is rather hilly land in Zone 3 and therefore would not appear to be attractive for development. This area, however, is closer to the campus core than the Stanford Wedge and most of the Felt lake.

Dish Hill – A large part of Dish Hill is shown in Zones 1 and 2 on **Figure 4 – 2**. This is habitat for the California Tiger Salamander. This area and Lake Lagunita are shown as “No Build areas for the term of the HCP”. We owe a debt of gratitude to that critter. The portion of Dish Hill of most concern to Portola Valley is the southwestern side of the hill from the ridge down to IS 280 since it is visible from parts of the town. About half of that area is shown largely in Zones 2 and 3 while the other half is shown in Zone 3 on **Figure 4 - 2**. The Zone 2 classification is noted as a habitat with some suitability for the Tiger Salamander.

Any development on the southwestern side of Dish Hill is some distance from and not well related to campus core.

Draft Environmental Impact Statement (DEIS)

While the DEIS analyzes the HCP, it is not within the scope of this memorandum to analyze the DEIS. Rather, this memorandum has briefly highlighted conservation efforts of the HCP that are of particular interest to the town. Nonetheless, the conclusions of the DEIS warrant repeating. The DEIS considered two alternatives to the HCP as follows:

No Action Alternative – The HCP plan would not be approved and therefore the Incidental Take Permits would also not be approved. Rather, future development would need to be analyzed on a case-by-case basis and ITP's approved as necessary.

HCP for CTS only – This approach would involve a plan for the California Tiger Salamander and the other species of concern would be handled on a case basis.

Proposed Action - "The Proposed Action is the preferred alternative. It will result in the least damage to the environment and provides benefits related to geology and soils, biological resources, and water quality. The Proposed Action has the advantage of a comprehensive Conservation Program that has broad environmental benefits. (DEIS p 1-5)"

This memorandum has not dealt with the adequacy of the Mitigation Credit system included in the HCP. Comments on this system and other technical aspects of the HCP require review by experts and are therefore not considered in this memorandum. Comments might relate to whether the mitigation actions will in fact be acceptable solutions for protection of the species of concern. With respect to this concern, the council may want to refer DEIS/HCP to the town committees, especially to the conservation committee, for review and comment.

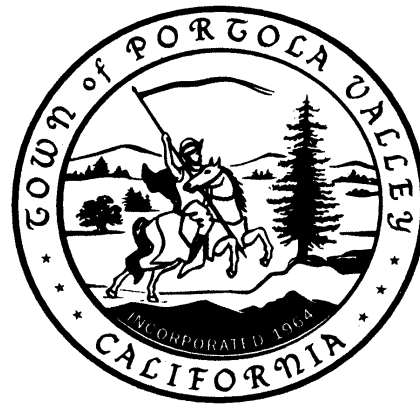
Status of Stanford Community Plan and General Use Permit

Development of Stanford lands is controlled by the community plan approved by Santa Clara County for the period of 2000 – 2025. The plan does not show land outside of Santa Clara County. Of main relevance to Portola Valley are the large areas in Santa Clara County shown as "Open Space and Academic Reserve" and "Special Conservation". A copy of the plan is enclosed to provide a context for the HCP.

Enc.

cc. Angela Howard
Sandy Sloan
Leslie Lambert

TOWN OF PORTOLA VALLEY



PROPOSED BUDGET
FOR THE FISCAL YEAR
2010-2011

TOWN OF PORTOLA VALLEY

PROPOSED OPERATING & CAPITAL BUDGETS

FISCAL YEAR 2010-2011

Presented to:

Mayor Steve Toben
Vice Mayor Ted Driscoll
Councilmember Maryann Moise Derwin
Councilmember John Richards
Councilmember Ann Wengert

Prepared by:

Angela Howard, Town Manager
Stacie Nerdahl, Administrative Services Officer

June 2010



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Angela Howard, Town Manager
Stacie Nerdahl, Administrative Services Officer
DATE: June 9, 2010
RE: **Proposed 2010-11 Town Budget**

We are pleased to present the proposed 2010-11 Fiscal Year budget that represents staff's best estimates for revenues and expenditures for the coming year. Please note that we have also made changes in the budget document itself to reduce paper consumption and improve its overall appearance.

Noteworthy fiscal highlights:

- While global and state economic indicators remain mixed, there are reasons for cautious optimism. For instance, *Permits & Fees* revenues will finish the year at 25% over budget. Additionally, the average monthly interest rate with LAIF (Local Agency Investment Fund) has finally ended its downward trend of the past several years.
- Due to the one-time Prop 1B diversion of property taxes by the State and decreased sales tax revenues, actual *Revenue from Taxes* for 2009-10 is projected to be 8% less than budgeted. However, the diverted property taxes must be returned to the Town within three years, and the State has projected an *increase* of 6% in sales tax for the coming 2010-11 fiscal year.
- Reserve funds within the Safety Tax, Gas Tax, and Road Impact funds will be tapped to meet expenditures in the proposed 2010-11 budget related to supplementary law enforcement services and capital improvement projects.
- The impact of the C-1 Trail project is reflected in both revenues and expenditures of the proposed budget, although this project is fully funded by Stanford University.

Summary of 2010-11 Adopted Budget

Revenues	+/- FY 09/10	Expenditures	+/- FY 09/10	Rev/Exp Diff
Overall Budget				
\$5,694,480	+5.4%	\$6,089,044	+10.1%	(\$394,564)
General Fund Budget				
\$3,884,000		\$3,710,965		
		(CIP) <u>\$147,000</u>		
(Total) \$3,884,000	0.2%	(Total) \$3,857,965	-.5%	\$26,035

Revenue Estimates

While the *Revenues Budget Summary* on page 4 indicates an overall 5% increase in revenues over last year, this percentage reflects the impact of revenues related to the C-1 Trail. With this taken into consideration, the Town's overall revenue reflects a 5.6% decrease over the prior fiscal year budget.

- **Government Agency:** The State is allowing Costs Reimbursements requests again and sales tax revenues are predicted to increase by 6%. Gas Tax revenue has been reduced by 10%.
- **Permits & Fees:** Building permit activity is currently at 12% over the prior year, and 31% over budget.
- **Other Revenues:** Includes a new temporary revenue stream relating to the solar panel installation rebate offered by PG&E for the Town Center project.
- **Service Charges:** Includes revenues related to the C-1 Trail (Stanford) project.
- **Town Center Facilities:** The Town's classes continue to increase in popularity, with new classes in every quarter. Projected revenues for classes is 85% over the prior year.

Expenditure Estimates

While this year's expenditures budget reflects an overall 10% increase over last year, this is impacted by the self-funded C-1 Trail. With this project's impact factored out, the overall expenditures budget decreases by 0.7% over the prior fiscal year. The Operating budget reflects an increase of 4% over last year.

- **Administration:** The Town's participation rate for PERS retirement increased by 0.25%, and medical expenses increased by 4%. Additionally, a 3% increase has been included to provide some employees with a modest salary increase (no salary increases in 2009-10).
- **Consultant Services:** The Town has once again included a fee study to review the Town's current building permit and related fees (it has been a decade since the last fees' review).
- **Miscellaneous Expenses:** Contributions for local non-profit agencies have been reduced.
- **Parks & Fields:** Additional expenditures are related to the increased classroom revenue and usage for Town Center classes.
- **Public Works Operations:** This category reflects the reduction in Gas Tax revenues.
- **Service Agreements:** The Town will once again use funds from the Public Safety fund to support the General Fund in offsetting costs related to Additional Traffic Patrols.
- **Services & Supplies:** This category includes equipment purchases related to producing "paperless" agenda packets and additional wood chipping expenses.
- **Town Center Facilities:** To fulfill auditor requirements, costs relating to the Community Hall (including the annual performance audit) are now included in this category.
- **Capital Improvements:** Staff has budgeted \$700,000 for the Town's annual street resurfacing project. Other projects relate to improved lighting at Town Center, improvements to the Spring Down open space parcel (funded by the Open Space fund), inventory and repairs to the Town's storm drains, and the self-funded C-1 Trail. Once again, there is no Capital Equipment budget.

Final Thoughts and Recognition

With the state economy remaining in flux, the Town is fortunate to not have the extreme challenges facing many other California municipalities. We would like to once again acknowledge and express our appreciation to Town staff, consultants and committees for their assistance in the preparation of this year's budget.

Finance Committee Action

By unanimous vote at its May 27 meeting, the Finance Committee recommended that the proposed 2010-11 budget be presented to the Town Council for consideration. The committee also recommended that the draft minutes from their meeting be presented to the Council for their consideration.

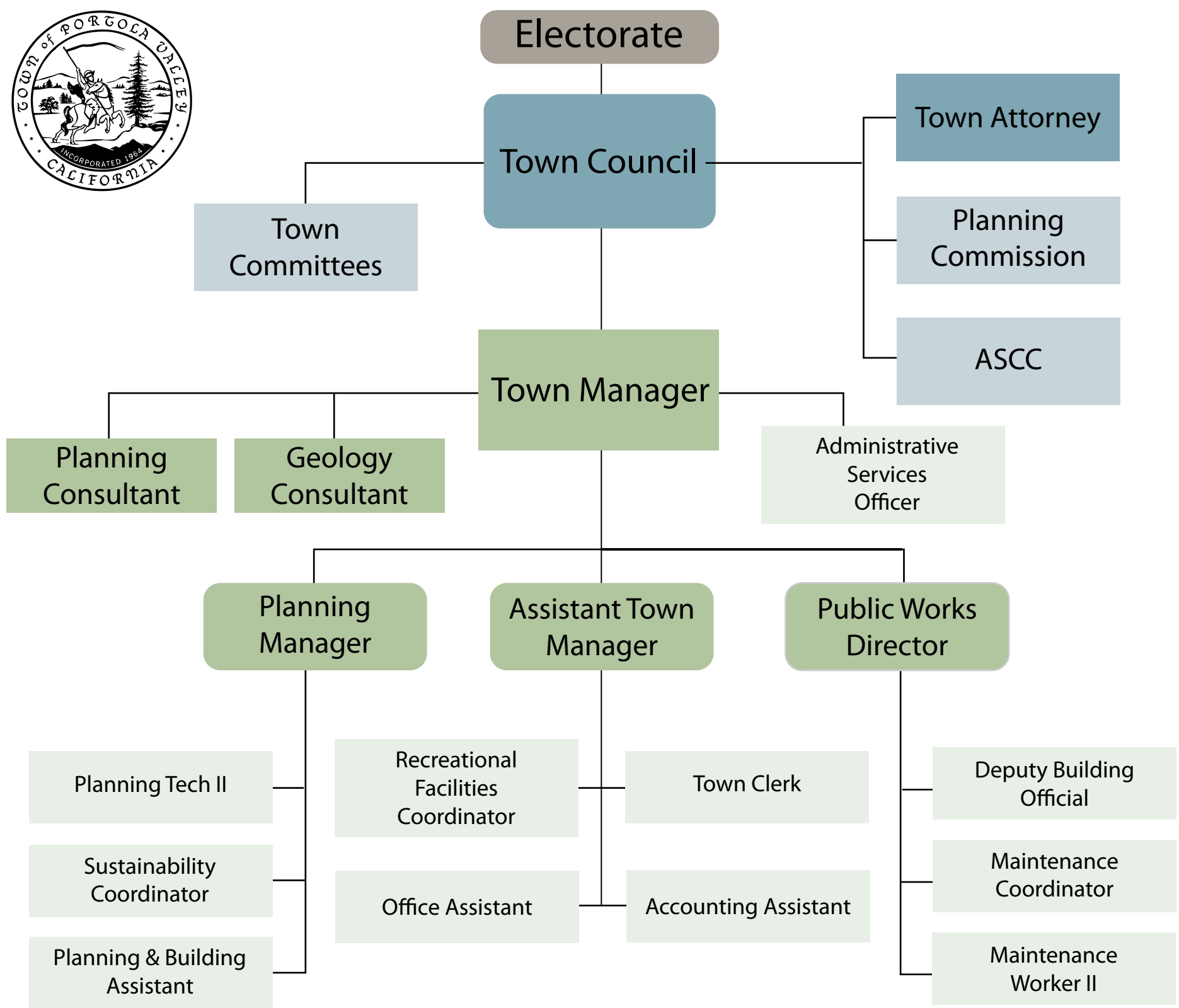
Town Council Action

At its June 9 meeting, The Town Council scheduled a Public Hearing for the Proposed Budget for June 23, 2010.

Recommendation

Upon completion of the Public Hearing on June 23, 2010, the Town Council adopted the attached resolution approving the Proposed 2010-11 Operating and Capital Budget for the Town of Portola Valley.

Attachments
Organization Chart
Fund Descriptions





Town of Portola Valley

Fund Descriptions

5	General Fund	The Town's operating fund; all general operating revenues and expenditures are processed through it.
8	Grants	Used to record all revenues and expenditures related to county, State, and Federal grants.
10	Safety Tax	A half-cent State sales tax revenue designated exclusively for local agency public safety services. (Sec. 35 of Art. XIII of Cal Const)
15	Open Space	Used solely for the acquisition and maintenance of open space land parcels in Town.
20	Gas Tax	For maintenance and repairs to streets.
25	Library Fund	Library service revenue from San Mateo County Library JPA to be spent on library related activities as mutually agreed by the JPA and Town Council.
30	COPS – Public Safety	Citizens' Options for Public Safety: a supplemental State law enforcement fund for special law and traffic enforcement.
40	Park-in-Lieu	Subdivision developer's fee that can only be used for parks or recreational purposes.
45	Inclusionary-in-Lieu	A subdivision developer's fee, payable by fee or land, that can only be used for affordable housing.
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 (suspended 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.
98	Portola Valley Community Fund (PVCF)	A restricted fund for the sole purpose of receipt and expenditure of funds from the Portola Valley Community Fund, via the Silicon Valley Foundation. Funds can only be spent for the fundraising expenses of the PVCF and the design, development and construction costs of the Town Center project.

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2010-11 Revenues and Expenses by Governmental Fund

Revenues	Fund 5	Fund 10	Fund 15	Fund 20	Fund 25	Fund 30	Fund 60	Fund 65	Fund 96	TOTALS
	GENERAL FUND	PUBLIC SAFETY	OPEN SPACE	TRANSPORTATION	LIBRARY	C O P S	MEASURE A	ROAD FEES	CASE REVIEWS	
Government Agency	\$ 40,400	11,240		127,310		100,000	198,590			477,540
Franchise Fees	\$ 243,380									243,380
Permits & Fees	\$ 345,300									345,300
Other Revenues	\$ 52,000		5,000		120,000					177,000
Parks & Recreation	\$ 179,230									179,230
Service Charges	\$ 62,900								1,000,800	1,063,700
Revenue from Taxes	\$ 2,116,600									2,116,600
Town Center Facilities	\$ 229,000									229,000
Interest	\$ 60,000									60,000
Utility Users' Taxes	\$ 555,190		247,540							802,730
Revs. Sub-Totals	3,884,000	11,240	252,540	127,310	120,000	100,000	198,590	0	1,000,800	5,694,480
Expenditures										
Admin & Operations	\$ 1,723,580									1,723,580
Committees	\$ 167,075									167,075
Consultant Services	\$ 488,200			10,000					410,000	908,200
Miscellaneous	\$ 36,140									36,140
Parks Operations	\$ 219,140									219,140
Public Works	\$ 4,000			159,000						163,000
Service Agreements	\$ 661,760	53,279				100,000				815,039
Services & Supplies	\$ 287,470									287,470
Town Center Facilities	\$ 123,600									123,600
Exp. Sub-Totals	3,710,965	53,279	0	169,000	0	100,000	0	0	410,000	4,443,244
Capital Improvements										
Street Resurface 10/11							198,590	501,410		700,000
Street Design / Inspections	\$ 70,000									70,000
Lighting at Town Center	\$ 40,000									40,000
Springdown Imp, Ph 1			75,000							75,000
Storm Drain Imps	\$ 37,000			133,000						170,000
C-1 Trail									590,800	590,800
Capital Improvements	\$ 147,000	0	75,000	133,000	0	0	198,590	501,410	590,800	1,645,800
Revenue - Expenses	173,035	-42,039	252,540	-41,690	120,000	0	198,590	0	590,800	1,251,236
Revenue - (Exp+CIP)	26,035	-42,039	177,540	-174,690	120,000	0	0	-501,410	0	-394,564

Town of Portola Valley 2010-2011 Fund Activity Summary

FUND	7/1/2010 ESTIMATED BALANCE	2010-2011 ESTIMATED REVENUES	2010-2011 ESTIMATED EXPENDITURES	6/30/2011 PROJECTED BALANCE
General Purpose Funds				
General Fund Unrestricted	2,053,390	3,884,000	3,857,965	2,079,425
Historic Museum Designation	2,879			2,879
Loss Designation	100,000			100,000
Open Space Acquisition Desig.	377,499			377,499
Children's Theater Designation	2,659			2,659
Town Center Project Designation	6,214			6,214
<i>General Fund T/fer</i>	0			0
Sub-Total	\$ 2,542,641	\$ 3,884,000	\$ 3,857,965	\$ 2,568,676
Restricted Funds				
Bonds and Grants (8)	0	0	0	0
Public Safety (10)	160,344	11,240	53,279	118,305
Open Space (15)	2,676,395	252,540	75,000	2,853,935
Transportation/Public Works (20)	266,000	127,310	302,000	91,310
Library Fund (25)	281,111	120,000	0	401,111
Public Safety/COPS (30)	0	100,000	100,000	0
Park In Lieu (40)	6,160	0	0	6,160
Inclusionary In Lieu (45)	157,235	0	0	157,235
Measure A (60)	0	198,590	198,590	0
Road Fee Fund (65)	1,139,812	0	501,410	638,402
Applicant Deposits (96)	515,005	1,000,800	1,000,800	515,005
Sub-Total	\$ 5,202,062	\$ 1,810,480	\$ 2,231,079	\$ 4,781,463
Grand Total	\$ 7,744,703	\$ 5,694,480	\$ 6,089,044	\$ 7,350,139

REVENUES

Government Agency	7	Parks & Recreation	12
Motor Vehicle Fees		Lease Income – Parks	
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Proposition 172 Funds		Annual Community Events	
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California Water		Architectural Review	
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Encroachment		Sales & Use Tax	
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Miscellaneous Contributions		Class Fees	
Open Space		Interest	17
Library Fund		Utility Users' Taxes	18
PVCF		General Purpose Use (4.5%)	
PG&E Solar Rebate		Open Space Use (2%)	

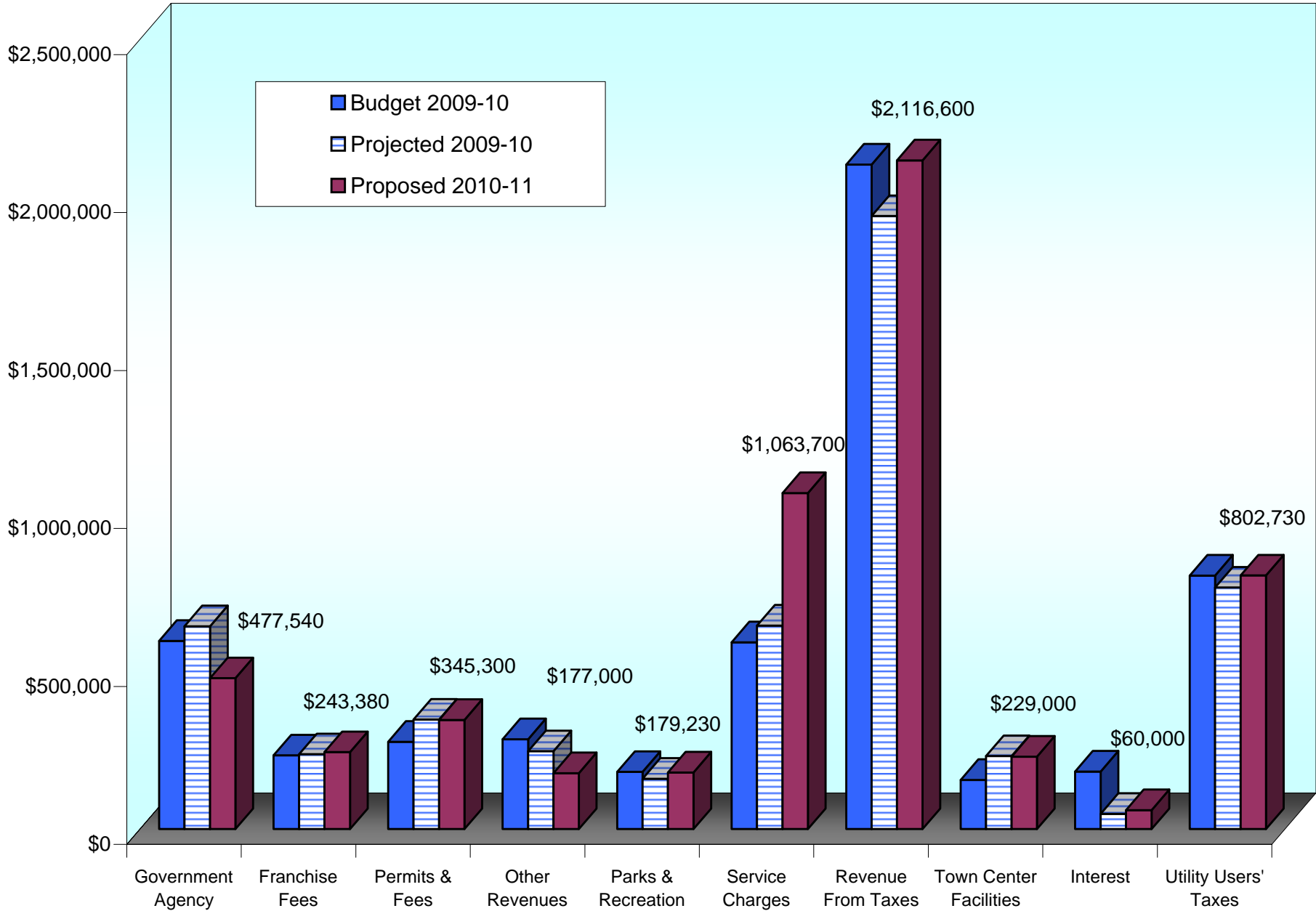
TOWN OF PORTOLA VALLEY

2010-2011 Total Revenues Budget Summary

Revenues	2009-10 Adopted Budget	2009-10 Projected at Year End	2010-11 Proposed Budget	%/Change per Adopted 09/10 Budget	%/Change per Projected Year End
Government Agency	595,375	641,953	477,540	(19.79)	(25.61)
Franchise Fees	233,242	236,886	243,380	4.35	2.74
Permits & Fees	276,317	346,370	345,300	24.97	(0.31)
Other Revenues	284,156	246,539	177,000	(37.71)	(28.21)
Parks & Recreation	181,000	159,028	179,230	(0.98)	12.70
Service Charges	591,001	644,092	1,063,700	79.98	65.15
Revenue From Taxes	2,103,350	1,940,163	2,116,600	0.63	9.09
Town Center Facilities	155,700	231,000	229,000	47.08	(0.87)
Interest	182,000	48,000	60,000	(67.03)	25.00
Utility Users' Taxes	802,378	764,513	802,730	0.04	5.00
Grand Total	5,404,519	5,258,544	5,694,480	5%	8%



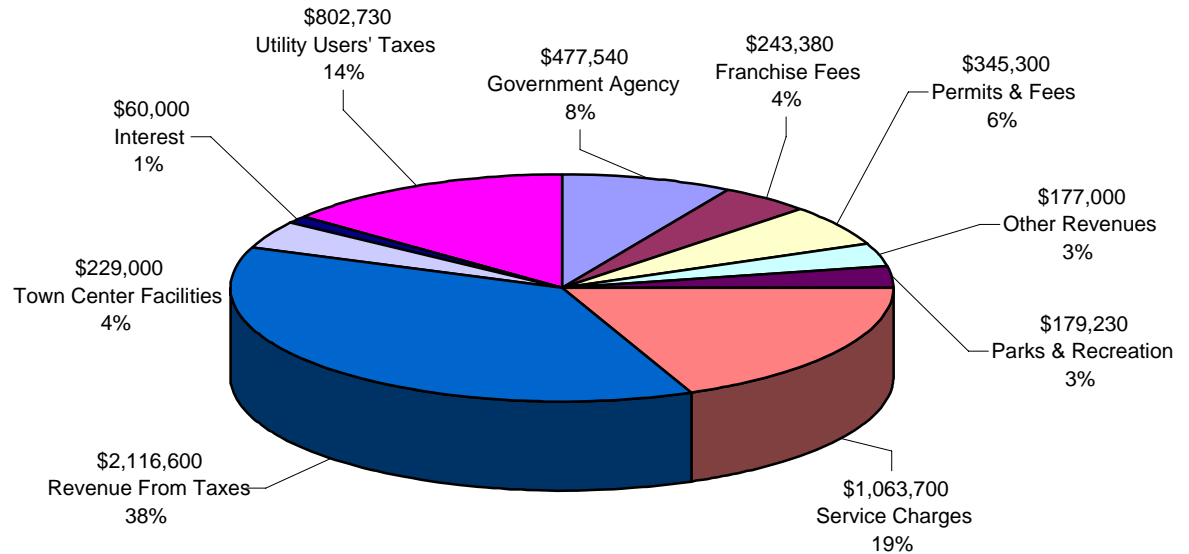
2009/10 Budget/Projected Rev. vs 2010/11 Proposed Revenue



2010-11 REVENUE BUDGET by TOTAL and GENERAL FUND

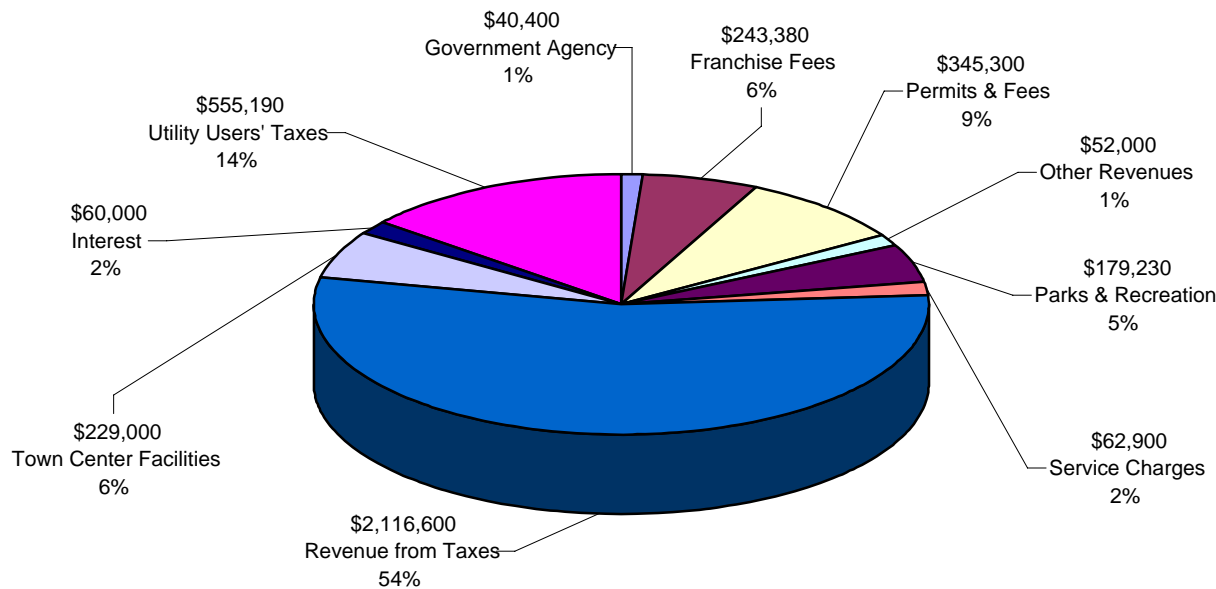
2010-11 Total Revenue Total: \$5,694,480

Government Agency	\$477,540
Franchise Fees	\$243,380
Permits & Fees	\$345,300
Other Revenues	\$177,000
Parks & Recreation	\$179,230
Service Charges	\$1,063,700
Revenue From Taxes	\$2,116,600
Town Center Facilities	\$229,000
Interest	\$60,000
Utility Users' Taxes	\$802,730



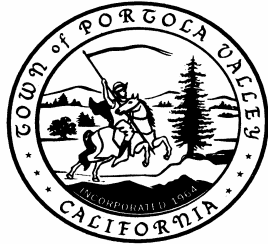
2010-11 General Fund Revenue Total: \$3,884,000

Government Agency	\$40,400
Franchise Fees	\$243,380
Permits & Fees	\$345,300
Other Revenues	\$52,000
Parks & Recreation	\$179,230
Service Charges	\$62,900
Revenue from Taxes	\$2,116,600
Town Center Facilities	\$229,000
Interest	\$60,000
Utility Users' Taxes	\$555,190

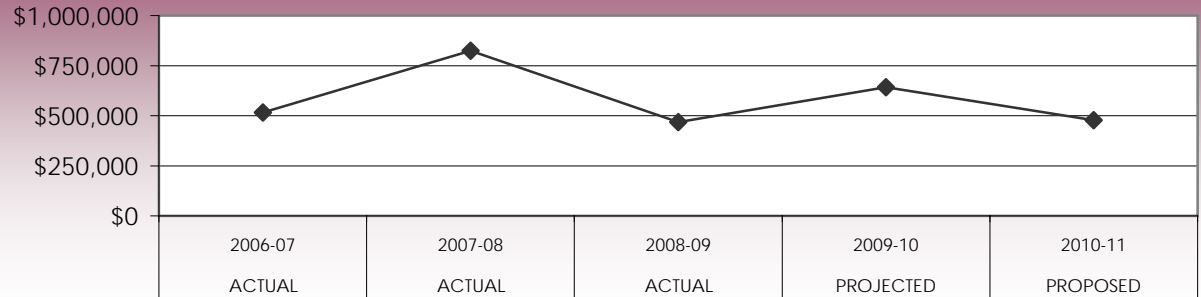


TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Government Agency

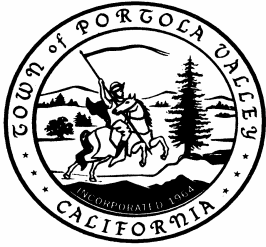


Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODE
1 Motor Vehicle Portion of the State motor vehicle registration returned to local agencies. As of 2005/06 the State limited VLF revenues to the 0.65% collected from citizens.	31,050	20,473	15,788	16,020	14,000	14,000	05-10-3001
2 Measure A Sales Tax 1/2 cent sales tax restricted for transportation uses. State is predicting a 6% increase.	210,014	218,049	193,750	177,750	187,348	198,590	60-10-3002
3 Proposition 172 Funds - Public Safety Sales Tax 1/2 cent sales tax restricted for public safety issues.	12,002	11,123	10,170	10,600	10,600	11,240	10-10-3004
4 Public Safety COPS Grant Annual state allotment which can only be used for public safety.	100,588	100,266	93,957	100,000	100,000	100,000	30-10-3006
5 State Gas Tax Pooled Statewide and reallocated based upon population and other factors. Town's allocation represents a small portion of this State revenue source, most of which stays in Sacramento.	90,515	68,228	104,531	90,205	87,000	81,110	20-10-3008 20-10-3010 20-10-3012 20- 10-3014
6 Homeowners' Property Tax Relief (HOPTR)	5,346	5,142	5,198	4,800	5,235	5,000	05-10-3016

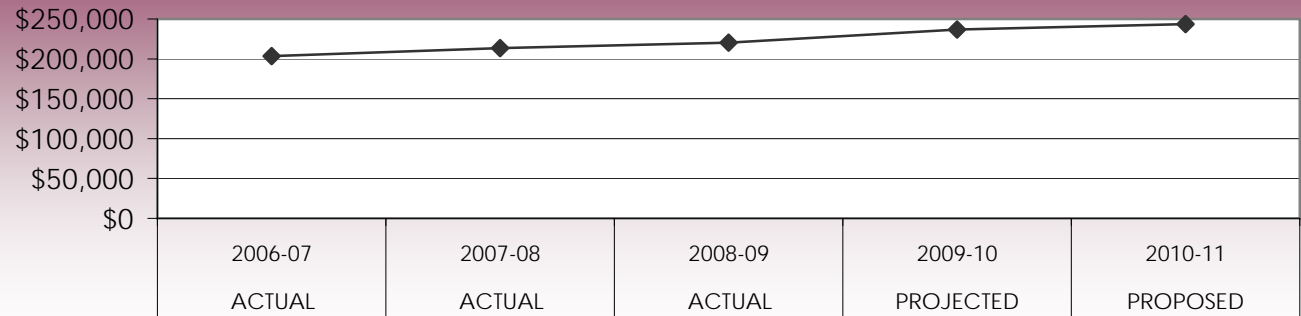
Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODE
7	State Mandated Costs Reimbursements	33,170	1,556	5,028	0	0	21,400	5-10-3017
	State reimbursements totalling \$42,800 filed for 2-4 years' legislated municipal expenses.							
8	Proposition 42 Funds	33,359	-	39,316	0	41,770	46,200	20-10-3015
	Traffic Congestion Relief funds expired, Prop 42 funding replaces.							20-10-3036
	Miscellaneous Grants - All grants are on hold							
	<i>2000 Park Bond Act - provides funds for park/rec construction and renovation.</i>				0	0	0	08-10-3030
	<i>Roberti-Z'berg Grant - provides funds for parks/rec purposes, including development and renovation.</i>				0			08-10-3032
	Prop 1B - State funds to be expended for road projects		400,000		0	0	0	20-10-3007
	American Recovery & Reinvestment Project Funds (for Street Resurfacing)				196,000	196,000	0	8
	Sub-Total	516,044	824,837	467,737	595,375	641,953	477,540	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Franchise Fees



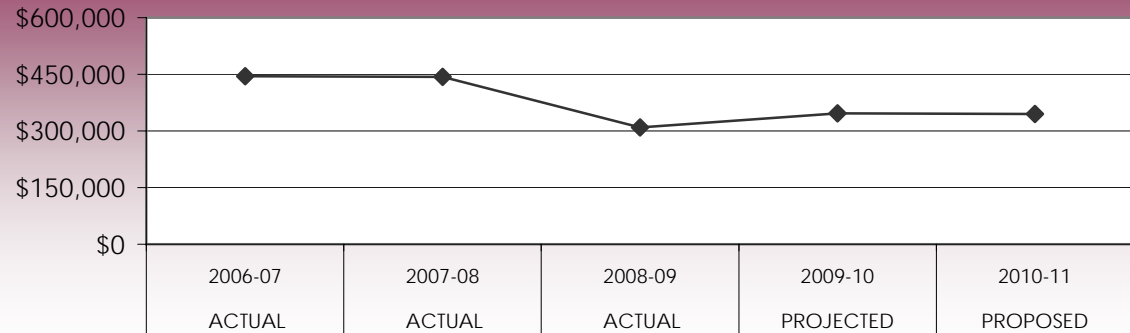
Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODE
1 PG&E Franchise fee for PG&E regulated by the State through a Town franchise ordinance.	81,033	79,632	84,160	85,842	78,886	81,250	05-12-3040
2 California Water Company Fees based upon 1% of total water revenues generated by Cal-Water in the Town; increase due to higher water cost.	21,259	22,599	24,070	36,400	36,400	37,490	05-12-3042
3 Greenwaste Recovery Company Franchise fees based upon 7.7% of total revenues generated by GWR within the Town. Second year of 10-year agreement. (2%)	58,796	59,390	54,741	55,500	60,600	61,810	05-12-3044
4 Comcast and AT&T Cable Services Franchise fees based upon 5% of total revenues generated by Comcast Cable Services within the Town. Includes \$450/mo PEG fees.	42,209	51,737	57,419	55,500	61,000	62,830	05-12-3046
Sub-Total	203,297	213,358	220,390	233,242	236,886	243,380	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



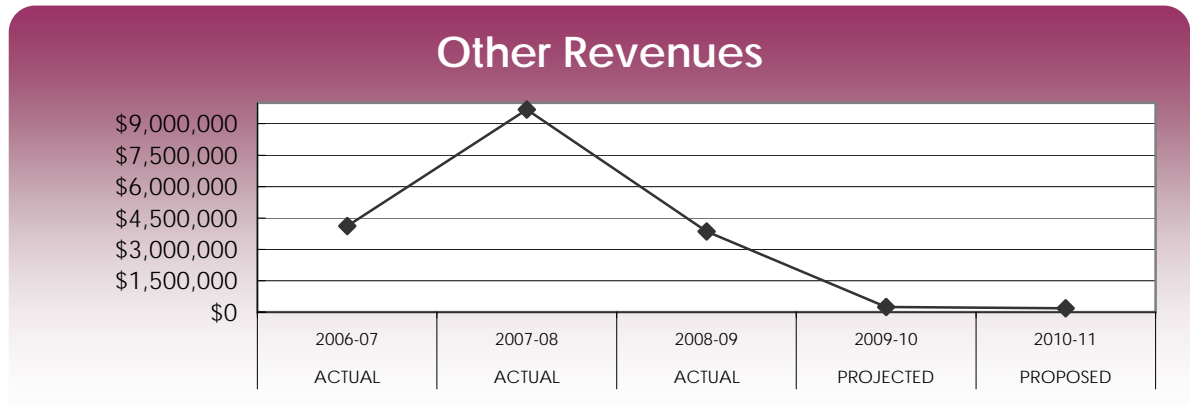
Permits & Fees



Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODE
1 Building Permits/Plan Check Fees Issued for all building construction within the Town.	384,204	391,593	260,018	221,558	290,000	290,000	05-14-3060 <i>Plan Check</i>
2 Site Development Permits Filing fee for permits required to prepare a private property site as a result of property improvements or construction.	33,230	25,000	25,150	30,874	31,000	31,000	05-14-3062
3 Encroachment Permits Filing fee for permits required to conduct work in public right-of-way.	6,120	5,760	7,590	6,000	7,000	6,000	05-14-3064
4 Conditional Use Permits Permits required for a special use on private property.	420	2,380	700	1,200	1,270	1,200	05-14-3066
5 Building Permit Review/Planning Fee Building permit fee for review of building permits for ASCC/Planning compliance.	5,320	4,660	4,266	4,000	4,000	4,000	05-14-3068
6 Horsekeeping Permits Permits required to keep horses on private property. There are currently 248 permitted horses.	4,315	4,520	2,700	4,600	4,600	4,600	05-14-3070
7 Construction & Demolition Fee Fee to offset cost of implementing C&D Ordinance.	11,550	9,725	9,100	8,085	8,500	8,500	05-14-3072
Sub-Total	445,159	443,638	309,524	276,317	346,370	345,300	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



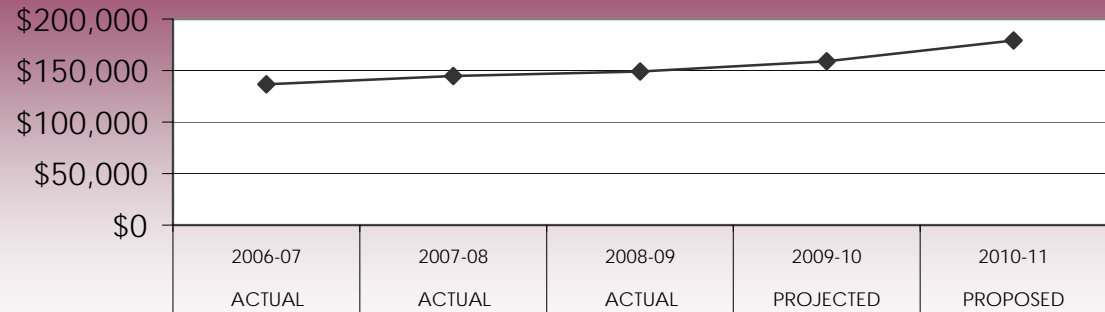
Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODE
1 Fines and Forfeitures	9,750	12,540	11,206	8,156	11,773	11,500	05-16-3082
Town's portion of traffic and parking citations.							
Historic Museum	13	0	0	0	38	0	05-16-3084
Contributions received for the Historic Restoration including sale of Portola Valley Primer.							
2 Misc Contribs - received for designated projects	4,100	32,650	2,950	3,000	3,818	3,000	05-16-3086
Sausal Creek Contribs - for daylighting project		542,745	371,721	0	180	0	05-16-3091
3 Open Space	2,579	1,336,030	13,124	5,000	3,230	5,000	15-16-3090
Contributions towards the Town's Open Space funds.							
Lease from 725 Portola Road	76,046	79,121	25,106	0	0	0	05-16-3094
Revenue derived from leaseback of both parcels of Springdown Equestrian Center. Lease was discontinued in November 2008.							
4 Library Fund		120,000	125,489	168,000	150,000	120,000	25-16-3092
Donor city revenue from SMC Library JPA.							
5 Portola Valley Community Fund (PVCF)	4,025,000	5,561,368	3,311,050	100,000	60,000	20,000	
Revenue received from PVCF fundraising, final pledge to be received in 2010/11.							5
6 PG&E Solar Rebate					17,500	17,500	
Temporary rebate related to installation of Town Center panels.							
Hasso Plattner Grant for TC Project		1,999,965				0	
Sub-Total	4,117,488	9,684,419	3,860,646	284,156	246,539	177,000	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Parks & Recreation



Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT NUMBER
1	Lease Income - Parks	9,498	9,464	9,771	9,500	9,500	7,230	05-18-3100
	Lease of Town property for private uses (Alpine Inn Parking Lot and Ladera Oaks). New lower lease.							
2	Sports League Field Use	14,880	21,000	20,945	55,000	43,000	50,000	05-18-3102
	Use fees charged to organized sports leagues for the use of Town fields. New fees adopted in 2009/10.							
3	Annual Community Events							
	Town Picnic	2,111	3,274	1,514	2,000	1,800	2,000	05-18-3104
	Blues and Barbecue	99,315	101,300	102,618	100,000	85,889	100,000	05-18-3106
	Class Fees							05-18-3110
	<i>This item has been moved to Town Center Revenues.</i>							
4	Field Activity Fees	7,575	9,625	12,895	13,000	18,060	19,000	05-18-3112
	Revenue stream stemming from activities of Adult Soccer.							
5	Teen Committee	3,280	0	1,274	1,500	779	1,000	05-18-3114
	Revenue from teen events and dances.							
	Sub-Total	136,659	144,663	149,018	181,000	159,028	179,230	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Service Charges

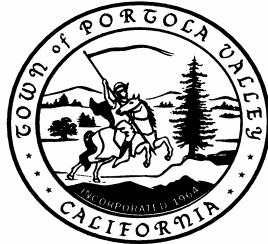


Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODE
1 Zoning and Planning Permits	500	2,240	-10	370	930	500	05-20-3120
Fee for permits required for commercial use changes.							
2 Variances	0	890	890	1,780	0	1,780	05-20-3122
Filing fee required for consideration of variance requests.							
3 Subdivision Fees	620	620	560	620	1,240	620	05-20-3124
Filing fee required to process a subdivision.							
4 Residential Data Reports	8,600	7,080	5,700	6,200	8,900	8,000	05-20-3126
Filing fee required for a property status report.							
<i>Drainage Fees - Subdivision fee.</i>							45-20-3128
<i>Park In-Lieu Fees - Subdivision fee.</i>							40-20-3130
5 Architectural Review Fees	24,520	17,880	20,850	20,000	22,000	20,000	05-20-3132
Filing fee for consideration of improvements to private property.							
6 Construction Traffic Road Fee	238,661	306,729	179,086	155,031	153,022	0	65-20-3134
Fee collection suspended in 2010. Town is using over \$500k in 2010/11 for street repairs.							

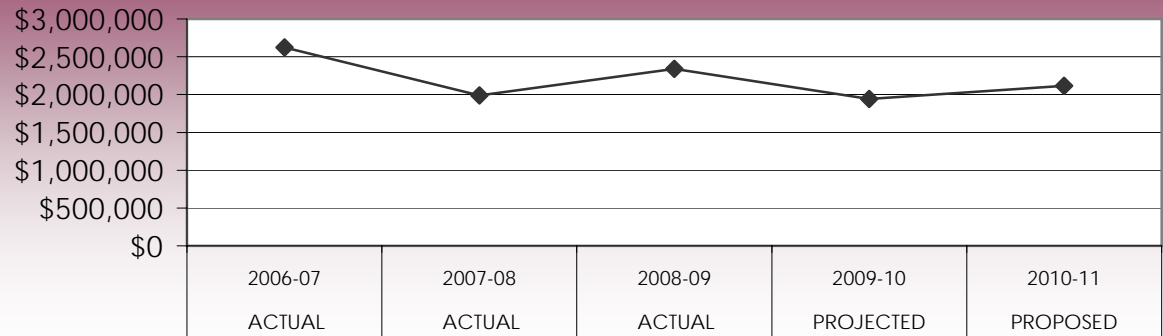
Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODE
7	Geology Fees	6,120	5,950	3,740	4,000	5,000	4,000	05-20-3136
	Filing fee for review by Town Geologist for private property improvements, when deemed necessary.							
8	Town Engineer Fees	4,625	4,290	3,080	3,000	3,000	3,000	05-20-3138
	Charges to applicant for Town Engineer's review of plans for improvements to private property.							
9	Planning Services - Charges to Applicants				220,000		250,000	96-20-3140
	Charges to applicants for Planning Consultant's review of applications.							
10	Geological Services - Charges to Applicants				110,000		110,000	96-20-3140
	Charges to applicants for Geological Consultant's review of applications.					425,000		
11	Engineering Services - Charges to Applicants				35,000		35,000	96-20-3140
	Charges to applicants for Engineering Consultant's review of applications.							
12	Attorney Services - Charges to Applicants				15,000		15,000	96-20-3140
	Charges to applicants for legal review of private applications.							
13	C-1 Stanford Trail - Charges for Applicant						590,800	96-20-3140
	Misc. Consultants - Charges to Applicants	464,892	470,304	472,426				96-20-3140
14	Miscellaneous	23,213	26,013	31,883	20,000	25,000	25,000	05-20-3154
	Appeals							05-20-3142
	Sub-Total	771,751	841,996	718,205	591,001	644,092	1,063,700	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



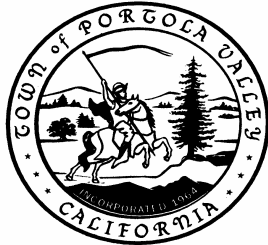
Revenue From Taxes



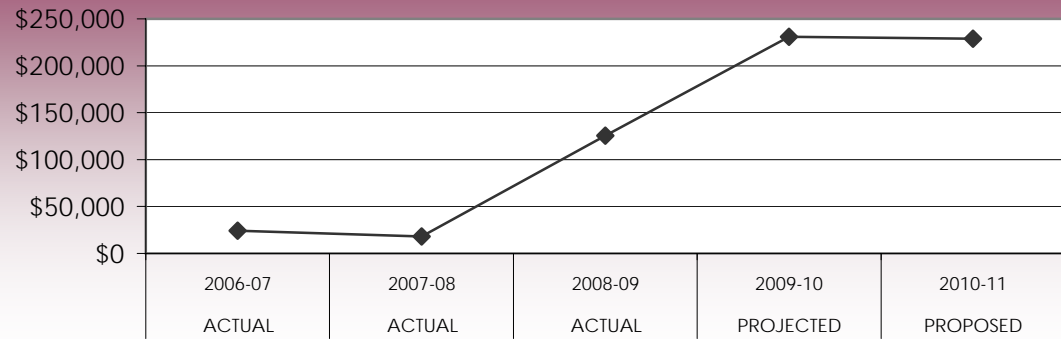
Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODE
1	Property Taxes - Secured Town now receives 7% of collected property tax revenues from the County, which is an increase from the minimal 4% previously collected. Additional factors are a 2% growth rate. State diverted \$137K in 09/10.	2,220,254	1,535,599	1,957,068	1,729,391	1,603,000	1,775,000	05-22-3160
2	Property Taxes - Unsecured Non-property fixed assets (boats, airplanes, capital equipment, etc).	37,743	41,706	46,813	45,259	48,297	49,260	05-22-3162
3	Sales & Use Tax State projects a increase of 6% in sales tax.	148,788	190,328	175,925	158,700	89,000	94,340	05-22-3164
4	Business License Tax	115,460	119,205	101,500	125,000	120,000	120,000	05-22-3166
5	Real Property Transfer Tax Transaction tax charged when private property transfers.	92,548	94,604	46,660	40,000	70,000	70,000	05-22-3168
6	Miscellaneous Other Taxes	8,111	6,321	10,029	5,000	9,866	8,000	05-22-3170
Sub-Total		2,622,904	1,987,763	2,337,995	2,103,350	1,940,163	2,116,600	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Town Center Facilities



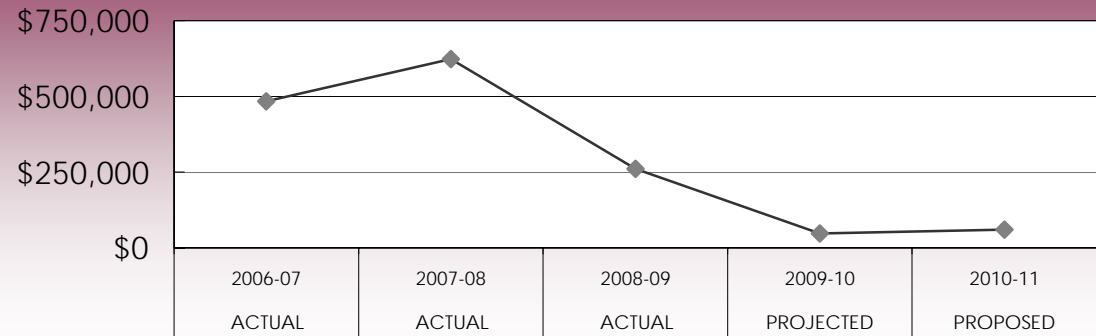
Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODE
Art Studio Leases <i>Studios have been eliminated.</i>	2,592	0	0	0	0	0	05-24-3180
Gallery Lease <i>Gallery has relocated to Menlo Park.</i>	525	0	0	0	0	0	05-24-3182
1 Community Hall / Activity Room Rentals Facilities are available for private use no more than 24 times per calendar year.	0	0	20,335	23,700	38,000	36,000	05-24-3184
2 Parking Lot & Field Rentals Short term rentals of the Town Center parking lot for private parties and events.	1,836	800	3,429	2,000	5,000	5,000	05-24-3188
3 Class Fees Revenue was reduced during Town Center construction; four activity rooms now available. This revenue is offset by instructor fees, see page 31.	19,287	17,117	101,601	130,000	188,000	188,000	05-24-3190
Sub-Total	24,240	17,917	125,365	155,700	231,000	229,000	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Interest



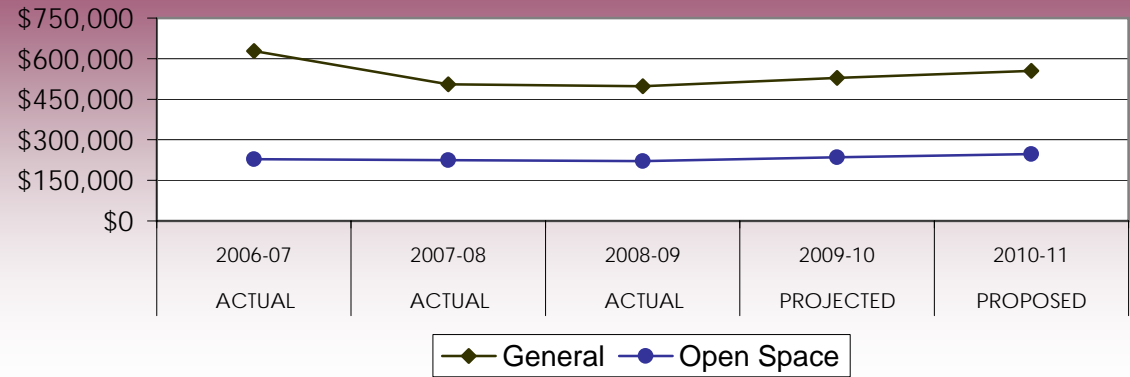
Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODE
1 Interest	320,546	422,315	145,293	182,000	48,000	60,000	05-26-3200
The Town's reserves are invested in the State Local Agency Investment Fund, currently accruing approximately .5% interest.							
<i>Interest - Restricted</i>	163,153	201,400	115,288				
Sub-Total	483,699	623,715	260,581	182,000	48,000	60,000	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Utility Users Tax



Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODES
1 General Purpose Use							
2006 election lowered to 4.5%. The UUT revenue can only be used for Council designated expenditures.							
Electricity and Gas	402,060	370,875	362,738	381,100	385,000	404,250	05-28-3220
Telephone	62,090	32,815	26,637	27,810	29,000	30,450	05-28-3222
Water	109,606	101,675	108,344	146,900	114,755	120,490	05-28-3224
<i>Sub-Total</i>	628,666	505,366	497,718	555,810	528,755	555,190	
2 Open Space Use							
2% applied to total utility revenues generated by Town residents and businesses. Use restricted for the preservation and purchase of open space. Originally approved by the voters in November 1997.							
Electricity and Gas	140,616	164,825	161,220	169,208	171,448	180,020	15-28-3220
Telephone	43,190	14,560	13,545	12,360	13,309	13,970	15-28-3222
Water	40,443	45,190	46,444	65,000	51,001	53,550	15-28-3224
<i>Sub-Total</i>	228,606	224,575	221,209	246,568	235,758	247,540	
Sub-Total	857,272	729,941	718,927	802,378	764,513	802,730	

EXPENDITURES

Administration & Operations	23	Tools and Equipment	
Permanent, Part-time and Temporary Staff		Street Signs & Striping	
Benefits		Trails Surface Rehabilitation	
Committees & Commissions	24	Storm Damage/Emergency Repairs	
Architectural and Site Control Commission		Service Agreements	32
Cable & Utilities Undergrounding		Animal Control	
Conservation		San Mateo County Sheriff's Office, COPS	
Community Events		Emergency Services Council JPA	
Cultural Arts		NPDES – Stormwater Program	
Emergency Preparedness		Services & Supplies.....	33
Historic Resources		Codification	
Open Space Acquisition Advisory		Elections	
Parks & Recreation		Liability Insurance	
Planning Commission		Office Supplies	
Science & Nature		Town Publications	
Sustainability		Web Site Hosting & Spam Filtering	
Teen		Office Equipment – Maintenance & Repairs	
Consultant Services.....	26	Equipment Services Contracts	
Accounting & Auditing		Postage	
Attorney		Telephones	
Transcription		Advertising	
Geologist		Dues	
Engineer		Education & Training	
Planner		Mileage Reimbursement	
Plan Check		Utilities	
Miscellaneous Consultants		Fire Prevention / Wood Chipping	
Miscellaneous.....	29	Vehicle Maintenance	
Contingency		Miscellaneous	
Community Services		Sustainability Series	
H.E.A.R.T. JPA		Town Center Facilities.....	35
Parks Operations.....	30	Building Maintenance Equipment & Supplies	
Parks & Fields Maintenance		Landscape Supplies & Services	
Portable Lavatories		Janitorial Services	
Special Events Insurance		Mechanical Systems Maintenance/Repair	
Instructors		Repairs/Vandalism	
Public Works Operations	31	Property Insurance	
Public Road Surface & Drainage		Capital Improvements Program.....	36
Street Sweeping and ROW Maintenance			
ROW Tree Trimming			
Litter Cleanup			

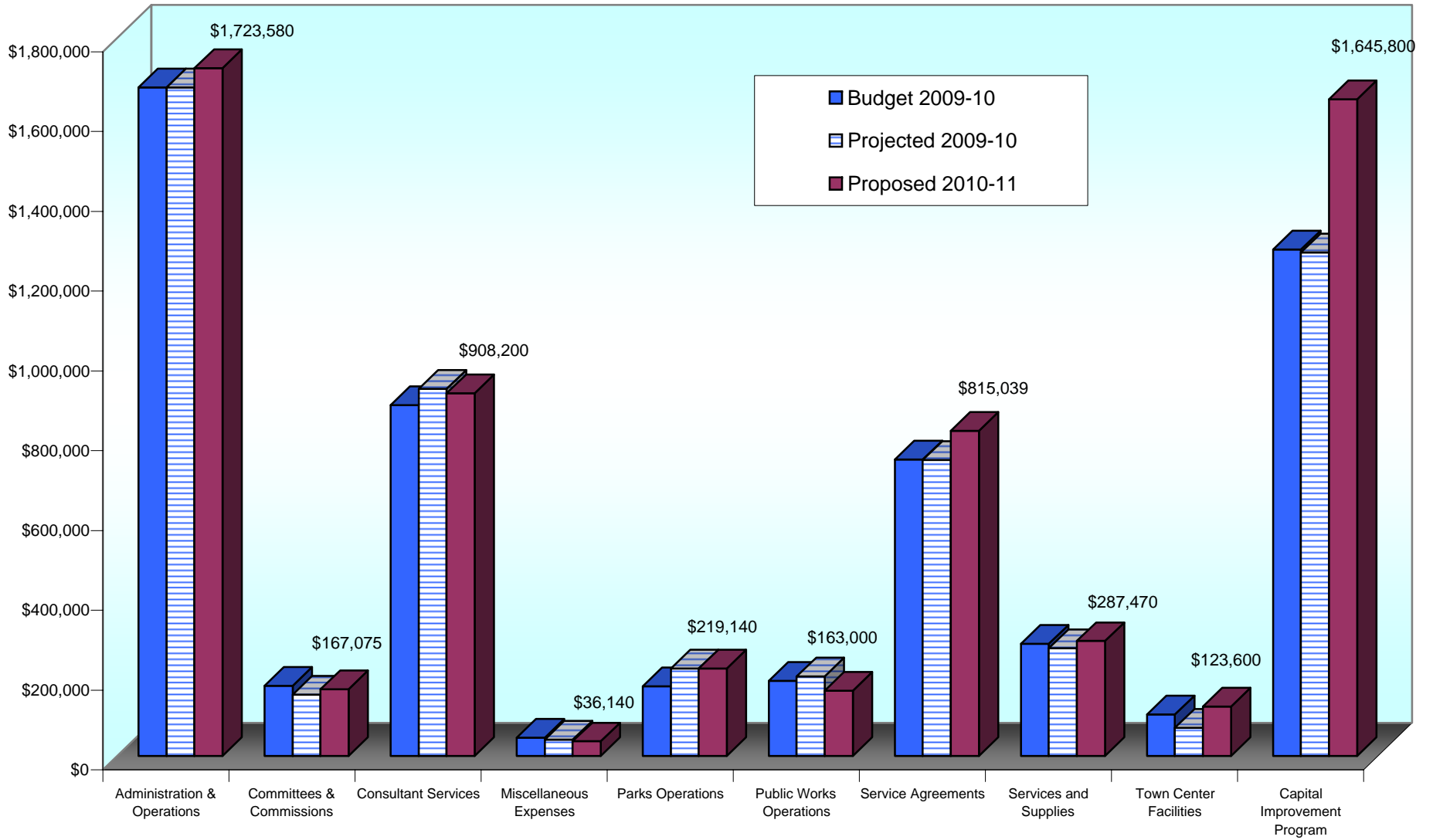
TOWN OF PORTOLA VALLEY

2010-2011 Total Expenditures Budget Summary

Expenditures	2009-10 Adopted Budget	2009-10 Projected at Year End	2010-11 Proposed Budget	%/Change per Adopted 09/10 Budget	%/Change per Projected Year End
Administration & Operations	1,675,732	1,675,578	1,723,580	2.86	2.86
Committees & Commissions	175,068	153,349	167,075	(4.57)	8.95
Consultant Services	878,565	919,451	908,200	3.37	(1.22)
Miscellaneous Expenses	45,141	40,141	36,140	(19.94)	(9.97)
Parks Operations	174,158	218,983	219,140	25.83	0.07
Public Works Operations	187,600	198,942	163,000	(13.11)	(18.07)
Service Agreements	742,177	741,875	815,039	9.82	9.86
Services and Supplies	280,755	269,568	287,470	2.39	6.64
Town Center Facilities	103,365	70,123	123,600	19.58	76.26
Subtotal	4,262,561	4,288,010	4,443,244	4.24	3.62
Capital Improvement Program					
Programs	1,269,400	1,261,300	1,645,800	29.65	30.48
Equipment	0	0	0	-	-
Subtotal	1,269,400	1,261,300	1,645,800	29.65	30.48
Grand Total	5,531,961	5,549,310	6,089,044	10%	10%



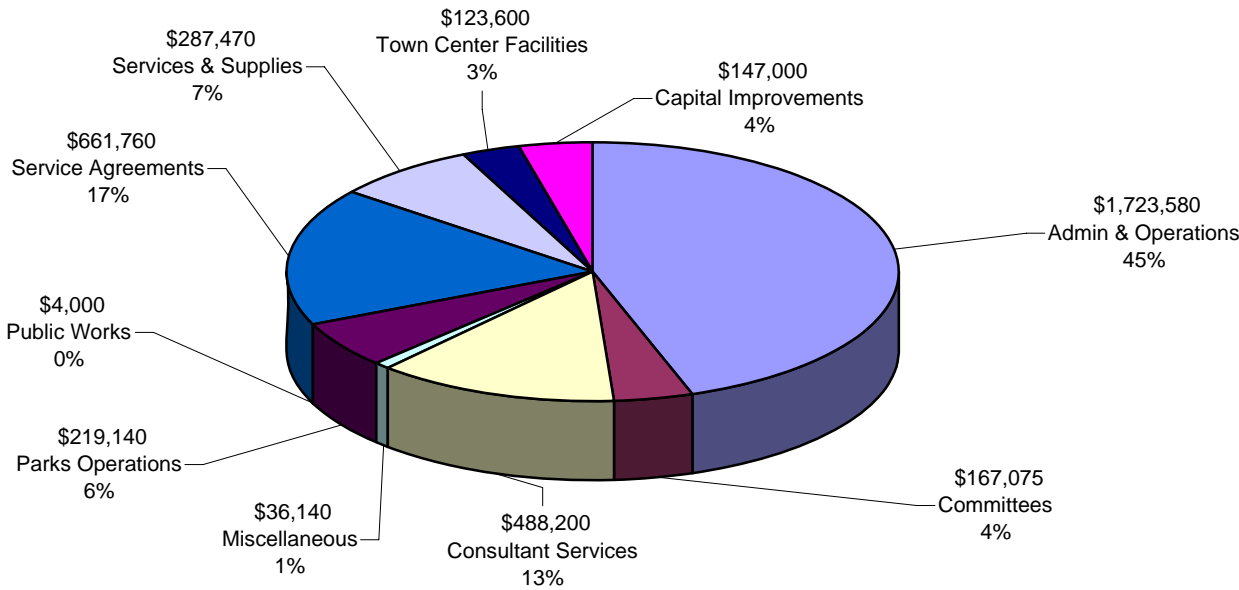
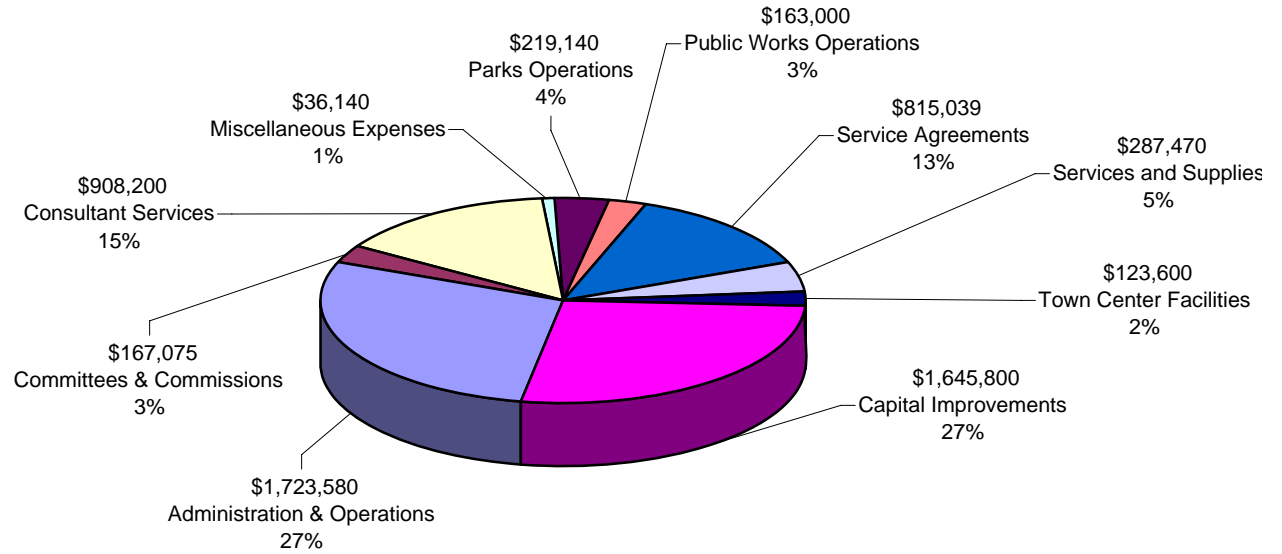
2009-10 Budget/Projected Exps. vs 2010-11 Proposed Expenditures



2010-11 EXPENDITURES BUDGET by TOTAL and GENERAL FUND

2010-11 Total Expenditures Total: \$6,089,044

Administration & Operations	\$1,723,580
Committees & Commissions	\$167,075
Consultant Services	\$908,200
Miscellaneous Expenses	\$36,140
Parks Operations	\$219,140
Public Works Operations	\$163,000
Service Agreements	\$815,039
Services and Supplies	\$287,470
Town Center Facilities	\$123,600
Capital Improvements	\$1,645,800



2010-11 General Fund Expenditures Total: \$3,857,965

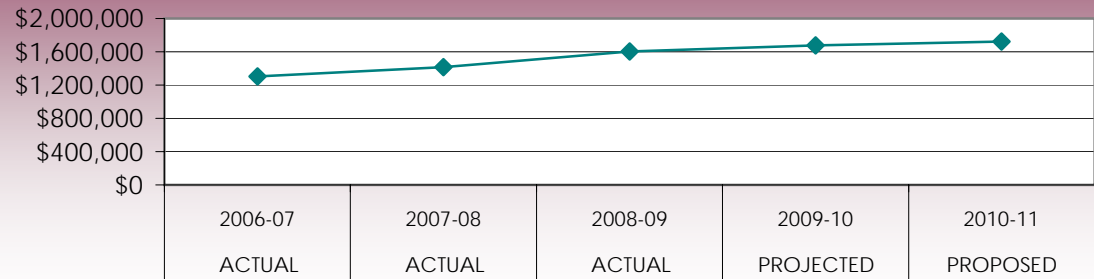
Admin & Operations	\$1,723,580
Committees	\$167,075
Consultant Services	\$488,200
Miscellaneous	\$36,140
Parks Operations	\$219,140
Public Works	\$4,000
Service Agreements	\$661,760
Services & Supplies	\$287,470
Town Center Facilities	\$123,600
Capital Improvements	\$147,000

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Administration and Operations



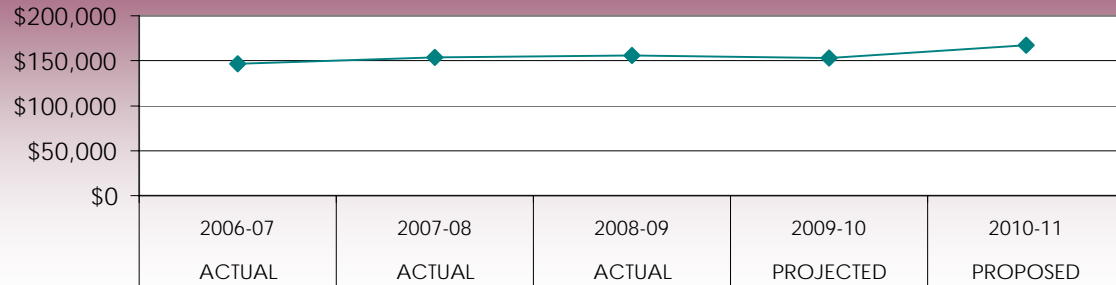
Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODES
1 Permanent Full-Time Staff (13)							
Administration/Finance (4)	303,570	317,946	361,713	371,452	371,452	382,595	
Planning/Building (6)	345,697	416,002	476,112	501,284	501,284	516,320	
Maintenance (3)	158,093	165,987	174,788	174,612	174,638	179,850	
2 Permanent Part-Time Staff (3)							
Administrative (2)	78,924	85,237	97,379	95,746	95,043	100,105	05-50-4040
Horsekeeping (1)	-	660	1,079	350	350	350	05-50-4044
3 Temporary Staff							
Building Inspection (3 weeks)	35,438	3,450	4,680	7,500	16,752	7,500	05-50-4062
4 Benefits							
Retirement - PERS	171,571	189,892	223,695	224,299	222,739	231,260	05-50-4080
Retirement - Social Security	51,655	57,115	64,318	65,938	66,114	67,210	05-50-4082
Medicare	12,916	14,370	16,242	16,580	16,721	17,100	05-50-4084
Health Insurance/Retiree Service Charges	116,303	132,825	152,699	168,971	179,100	185,290	05-50-4086
Unemployment/Workers' Compensation	26,881	26,222	22,698	22,000	25,822	27,000	05-50-4092
Automobile Allowance	4,004	5,004	5,004	5,000	4,254	5,000	05-50-4096
Overtime	486	234	3,458	2,000	0	2,000	05-50-4100
5 Vacation Sell Back				20,000	1,310	2,000	
Sub-Total	1,305,538	1,414,944	1,603,865	1,675,732	1,675,578	1,723,580	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Committees and Commissions



Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODES
1 ASCC	24,430	26,064	26,820	26,825	26,825	26,825	05-52-4140
Town Planner retainer for Architectural and Site Control Commission meetings.							
<i>Special Study: Post Construction Analysis</i>	470	-	-				
2 Cable & Utilities Undergrounding	2,000	2,000	2,000	500	500	1,500	05-52-4142
The Town's final membership fee in SAMCAT is reflected here.							
3 Conservation	130	0	0	500	413	1,480	05-52-4144
4 Community Events							
Blues & Barbecue	33,053	34,295	33,818	40,000	36,817	40,000	05-52-4146
Town Picnic	15,404	20,132	13,742	12,000	12,000	10,000	05-52-4147
Holiday Party				12,000	8,139	10,000	05-52-4147
5 Cultural Arts				4,000	600	4,900	05-52-4150
Holiday Fair, Movie Night, Art Show							
6 Emergency Preparedness	2,945	2,364	12,433	5,000	2,000	5,000	05-52-4152
Includes cost of microwave line to County and emergency supplies.							

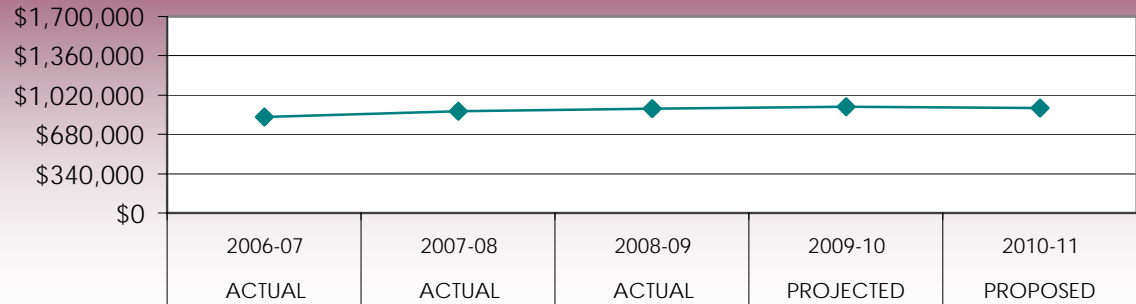
Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODES
7	Historic Resources	177	410	3,437	3,200	2,200	2,950	05-52-4154
	Requesting new file cabinets for Heritage Room							
	Open Space Acquisition Advisory	0	-	-	4,000	3,637	0	05-52-4156
8	Parks & Recreation		5,239					
	Zots to Tots Run	175	-	1,926	5,000	2,000	3,000	05-52-4158
	Adult Sports Leagues	5,961	6,576	8,012	6,000	3,900	6,000	05-52-4160
9	Planning	49,352	52,056	53,568	53,568	53,568	53,570	05-52-4162
	Town Planner retainer for Commission and Council meetings.							
10	Science & Nature		92	70	975	500	850	5-52-4163
11	Teen	2,254	-	338	1,500	250	1,000	05-52-4166
	Teen dances, co-sponsor one movie night.							
	Ad Hoc Sausal Creek Committee	10,268	4,678		0			05-52-4168
	Sub-Total	146,619	153,906	156,164	175,068	153,349	167,075	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Consultant Services



Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODES
1	Accounting and Auditing Preparation of the Town's annual audit and other accounting services. Expenditures for Community Hall audit has been moved to Town Center	23,166	43,408	41,054	22,465	22,322	24,000	05-54-4180
2	Town Attorney Town Attorney is appointed by the Town Council to provide legal advice to the Town Council, committees, and staff.	109,499	94,937	70,667	87,000	121,162	88,000	05-54-4182
3	Town Attorney - Charges to Applicants Charges to applicants for legal reviews of applications. Paid through the applicant deposit system.	11,957	14,749	2,925	15,000	13,841	15,000	96-54-4186
4	Transcription Services Cost to transcribe the proceedings of the Town Council and Planning Commission meetings.	11,786	19,924	16,080	22,000	18,223	22,000	05-54-4188
5	Town Geologist The Town Geologist is retained to provide geology reviews and to provide advice to the Town Council and staff.	9,662	1,705	16,634	14,000	13,970	10,000	05-54-4189

Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODES
6	Town Geologist - Charges to Applicants	115,092	125,633	95,511	110,000	94,749	110,000	96-54-4190
	Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system.							
7	Engineer Services	2,516	180	360	5,000	9,939	10,000	20-54-4192
	This provides backup to the Town Engineer (e.g., traffic analysis, surveying, NPDES).							
8	Engineer - Charge to Applicants	36,408	23,949	50,728	35,000	35,644	35,000	96-54-4194
	Charges to applicants for engineering consultant review of applications. Public Works inspections paid through applicant deposit system.							
9	Planner	109,573	224,868	203,000	180,000	180,000	180,000	05-54-4196
	The Town Planner is retained to oversee all planning and land use issues within the Town and works on Town Council and Planning Commission authorized projects on a fee-for-service basis. The Planner is retained for services to the Planning Commission (\$53,568 annually) and the Architectural and Site Control Commission (\$26,825 annually). These line items can be found in the Committees & Commissions budget.							
	<i>Assistance on Town Center Design</i>	28,532	22,215	7,573	0	0	0	5-54-4197
10	Planner - Charge to Applicants	229,110	167,839	218,506	220,000	298,944	250,000	96-54-4198
	Charges to applicants for planning consultant reviews of applications. Paid through applicant deposit system.							
11	Plan Check	91,894	68,759	64,606	70,000	63,991	68,000	05-54-4200
	applicants for consistency with conditions and codes.							

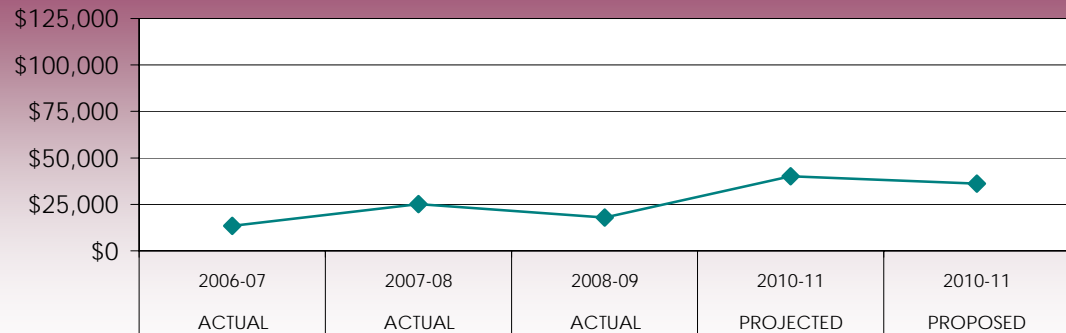
Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODES
12	Miscellaneous Consultants							
	<i>Personnel Services - Classification study and salary survey.</i>	10,994						05-54-4209
	Consultant for Bldg Permit & Related Fees Study				37,400	0	37,000	05-54-****
	Peelle - Scanning & Indexing Town Documents	5,645			16,000	12,164	13,000	05-54-4208
	Lynx Tech - GIS Training, Updates, Completion of General Plan Diagrams		660	5,465	6,100	520	3,600	05-54-4208
	Waste Management Consultants - Includes annual report to CIWMB.	990		6,030	1,000	1,000	1,000	05-54-4212
	Website and IT Consulting & Training Services	1,315	17,498	70,512	17,600	12,982	21,600	05-54-4216
	<i>Parks & Rec Committee - Requested design consultant for Ford Field infrastructure.</i>			6,859	0	0	0	05-54-4210
	<i>Grapefruit Media - Documentary of TC green construction.</i>		6,875		0			05-54-4211
	<i>Emergency Preparedness Community Outreach</i>			2,324	0	0	0	
	Miscellaneous Consultants (Septic vs Sewer Study)	31,120	46,516	23,049	20,000	20,000	20,000	05-54-4214
	Sub-Total	829,260	879,715	901,882	878,565	919,451	908,200	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Miscellaneous Expenses

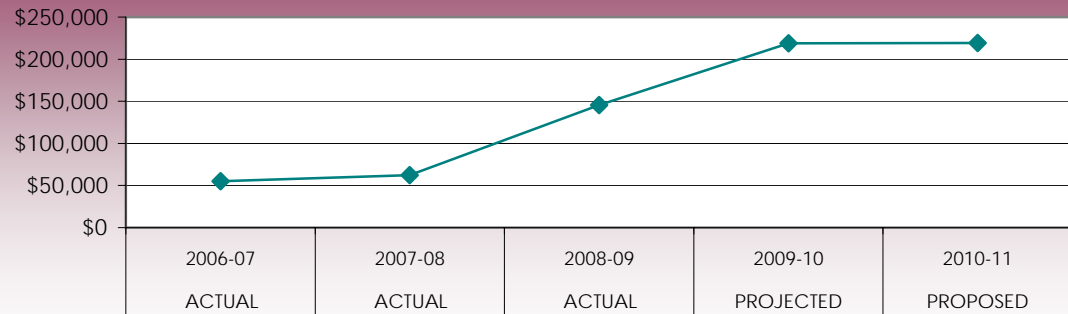


Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2010-11	PROPOSED 2010-11	ACCOUNT CODE
1 Contingency Contingency funding provides for unexpected funding needs; cannot be spent without Town Council authorization. (It is advisable for the Town to have funds budgeted for unexpected expenses, the alternative being transferral of funds within the budget.)				30,000	30,000	30,000	05-56-4220
2 Community Services Funds the Town Council appropriates to non-profit community organizations and agencies.	11,788	13,288	13,300	13,300	8,300	4,300	05-56-4222
3 H.E.A.R.T. JPA For participation in endowment to create a regional approach to affordable housing.	1,705	1,841	1,841	1,841	1,841	1,840	05-56-4223
Sausal Creek Fundraising Council approved a total of \$22,000 during 2007/08 for this new expense. To be paid from Friends of Sausal Creek revenue.		10,025	2,826	0	0	0	
Sub-Total	13,493	25,154	17,967	45,141	40,141	36,140	

**TOWN of
PORTOLA VALLEY**
2010-11 BUDGET WORKSHEET



Parks Operations



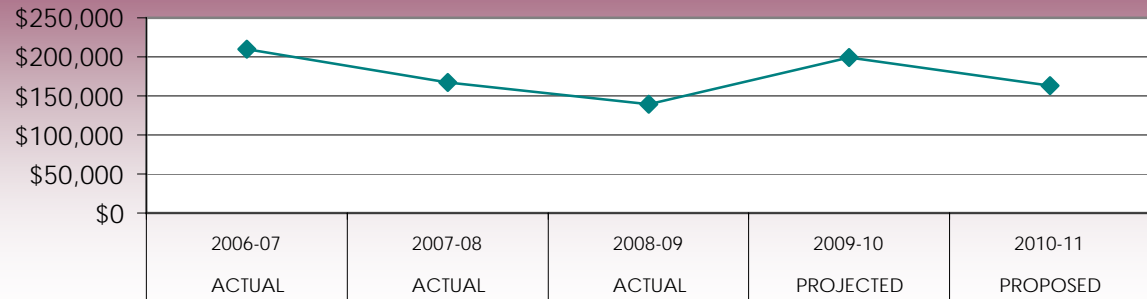
Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODES
1 Parks and Fields Maintenance Maintenance cost for all Town-owned playing fields and parks.	50,677	58,743	60,960	64,058	60,000	60,140	05-58-4240
2 Portable Lavatories Portables at both Rossotti and Ford playing fields.	3,698	3,117	2,382	2,600	2,583	2,600	05-58-4244
3 Special Event Insurance Insurance to cover classes held at Town Center.	672	336	2,467	3,500	6,000	6,000	05-58-4338
4 Instructors Percentage of fees (80%) remitted to instructors from classroom revenues.			79,774	104,000	150,400	150,400	05-58-43**
Sub-Total	55,047	62,196	145,582	174,158	218,983	219,140	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Public Works Operations

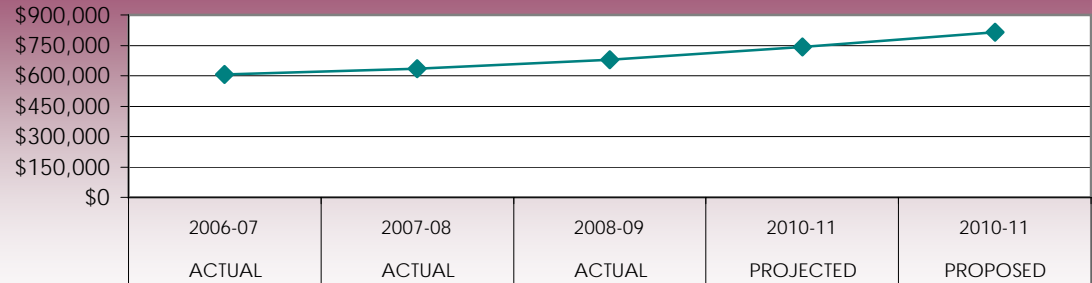


Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODES
1 Public Road Surface & Drainage Maintenance	50,035	32,703	22,271	40,000	64,447	40,000	20-60-4260
2 Street Sweeping	28,302	31,215	31,410	25,000	17,808	20,000	20-60-4262
3 Program	37,450	15,150	26,686	30,000	15,000	30,000	20-60-4264
4 Public Right of Way Litter Clean-up Program	8,026	10,150	9,731	9,000	9,728	9,000	20-60-4266
5 Tools and Equipment Includes safety garments, hand tools, and small mowers.	7,571	2,055	3,569	7,000	2,000	4,000	05-60-4267
6 Street Signs & Striping	14,172	20,447	14,528	15,000	3,554	10,000	20-60-4268
7 Trail Surface Rehabilitation	49,592	41,117	26,475	40,000	30,000	30,000	20-60-4270
8 Storm Damage/Emergency Repairs Non-disaster related storm damage.	14,580	14,316	5,019	20,000	55,655	20,000	20-60-4271
Sudden Oak Death Spraying in Right of Way				1,600	750	0	5-60-****
Sub-Total	209,729	167,153	139,689	187,600	198,942	163,000	

**TOWN of
PORTOLA VALLEY**
2010-11 BUDGET WORKSHEET



Service Agreements



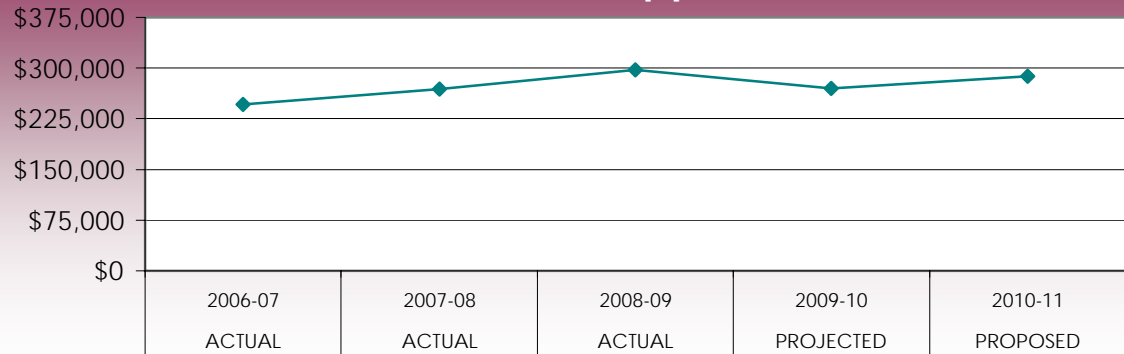
Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2010-11	PROPOSED 2010-11	ACCOUNT CODES
1	Animal Control Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo County.	30,861	29,592	27,013	27,338	27,338	32,321	05-62-4280
2	San Mateo County Sheriff's Office Contract law enforcement through San Mateo County. This is the second year of a renegotiated three-year agreement.	398,983	418,114	449,623	498,601	498,601	546,189	05-62-4282
3	Additional Traffic Patrols Portion of program to be funded by General Fund.	100,000	126,000	90,000	100,000	100,000	100,000	30-62-4284
	Portion of program to be funded by Public Safety Fund.	62,320	47,334	95,050	85,000	85,000	65,000	05-62-4284
					13,270	13,270	53,279	10-62-4284
4	Emergency Services Council JPA	11,995	12,269	12,653	12,968	12,968	13,250	05-62-4286
5	NPDES Stormwater Program Cost of county-wide stormwater discharge permit as mandated by Federal and State legislation.	2,963	2,963	4,149	5,000	4,698	5,000	05-62-4288
	CLEEP Program State funds for purchase of equipment for use by Sheriff's Office. Revenue received FY 2001/02.	662	0	0				30-62-4290
Sub-Total		607,784	636,272	678,488	742,177	741,875	815,039	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Services & Supplies



Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODES
1 Codification Annual codification of the Town's ordinances.	3,069	0	2,569	0	0	3,100	05-64-4300
2 Elections <i>Bi-annual Town elections. Funds used to pay County to administer Town elections; no elections in 2010-</i>	5,240	585	0	8,300	15,070	0	05-64-4302
3 Liability Insurance/Bonds Town's liability insurance, automobile insurance and officials' bonding. ABAG has increased liability cap from \$10 to \$15 million.	64,908	45,557	32,121	32,520	33,325	30,000	05-64-4304
4 Office Supplies Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible.	19,236	16,037	16,808	20,000	16,000	19,000	05-64-4308
5 Town Publications Production costs for two newsletters per year (one paper, one electronic) and eight postcards.	2,428	24,364	24,405	22,350	21,300	18,600	05-64-4310
6 Web Site Hosting & Spam Filtering Includes offsite hosting of Municipal Code, security certificate for website, website hosting, and spam filtering services.	652	947	3,630	4,340	3,817	4,000	05-64-4311
7 Office Equipment - Maintenance & Repairs Includes copier lease, Council & Commission "paperless packet" equipment, new projector.	17,069	19,066	28,794	18,850	16,000	27,240	05-64-4312

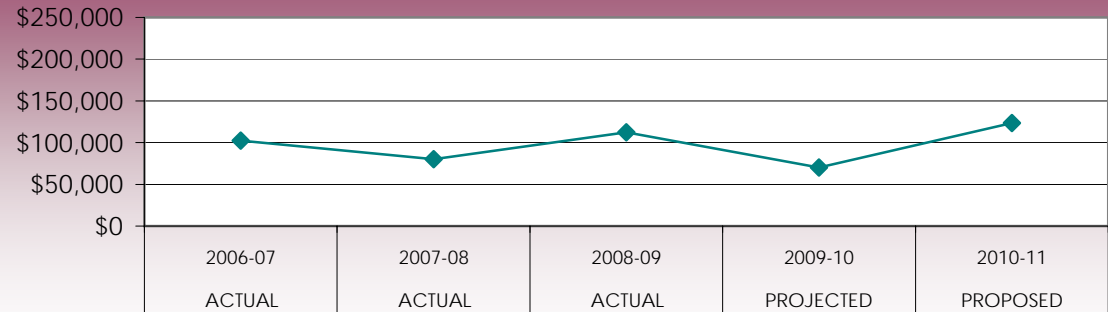
Account Description/Activity		ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODES
8	Equipment Service Contracts Maintenance agreements for GIS/financial software, postal meter and other servicing as needed.	14,886	21,364	26,594	10,723	11,305	11,740	05-64-4314
9	Postage	9,459	15,684	12,180	11,000	11,000	11,000	05-64-4316
10	Telephones Includes long distance, cell phones, and Nextel phones in addition to basic service.	4,935	5,836	7,458	7,000	6,800	7,000	05-64-4318
11	Advertising Legal notices and advertisements.	6,544	12,213	10,753	10,000	6,000	8,000	05-64-4320
12	Dues	27,026	21,288	21,200	24,000	23,000	23,720	05-64-4322
13	Staff Development	1,037	425	0	0	0	0	05-64-4324
14	Education & Training - Staff	1,972	3,645	5,469	1,600	1,400	3,350	05-64-4326
15	Education & Training - Council, Commissions, & Committees	1,042	1,657	2,071	3,000	2,071	3,000	05-64-4327
16	Mileage Reimbursement (2010 rate is 0.50/mile)	2,679	4,717	3,325	4,000	2,750	3,500	05-64-4328
17	Utilities PG&E and water expenses for Town Center buildings and fields.	37,071	43,885	54,358	40,000	52,950	52,000	05-64-4330
18	Fire Prevention/Wood Chipping prevention/wood chipping. Includes 2 extra chipping days in October for high risk areas, fire workshop, Los Trancos Project.	8,000	8,747	13,953	20,142	20,142	27,270	05-64-4333
19	Vehicle Maintenance Includes yearly service of all vehicles and fuel costs.	12,432	13,996	11,060	15,500	10,707	13,000	05-64-4334
20	Miscellaneous	6,774	9,232	20,554	15,000	9,000	15,000	05-64-4336
21	Bank Fees				4,000	4,000	0	05-64-4337
22	Sustainability Series				8,430	2,931	6,950	05-64-4335
Sub-Total		246,458	269,245	297,305	280,755	269,568	287,470	

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



Town Center Facilities



Account Description/Activity	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	ACCOUNT CODES
1 Building Maintenance Equipment & Supplies	6,539	6,875	18,790	20,000	14,043	42,000	05-66-4340
2 Community Hall				7,365	8,003	21,600	
New account for maintenance costs, deep cleaning and annual usage audit.							
3 Landscape Supplies and Services	858	13,010	19,013	35,000	18,326	20,000	05-66-4342
Includes care of Town Center trees.							
4 Janitorial Services	2,967	4,671	5,240	10,000	10,000	12,000	05-66-4344
5 Mechanical Systems Maintenance/Repairs	2,966	3,367	30,983	25,000	18,168	25,000	05-66-4346
Includes maintenance of electrical, photovoltaic, & dashboard							
6 Repairs/Vandalism	0	0	170	1,000	137	1,000	05-66-4348
7 Property Insurance	2,163	1,299	1,281	5,000	1,446	2,000	05-66-4350
Leases for Temporary Offices	34,783	0	0	0	0	0	05-66-4352
Temporary Facilities & Units							
Village Square lease for temp classes, July 2008	30,822	33,492	6,184	0			5-66-4354
Lavs (per OSHA requirements) at TC during construction.	6,165	17,281	13,766	0			5-66-4355
Purchase and setup of temporary storage units (4). Includes containers, shelving and electrical installation.	15,108						5-66-4356
Town Hall Move			9,860	0			
Window Coverings (as needed)			6,893	0			
Sub-Total	102,371	79,995	112,181	103,365	70,123	123,600	

TOWN of PORTOLA VALLEY

2010-11
BUDGET WORKSHEET



Capital Improvements: Programs Account Description/Activity		ACCOUNT CODE	APPROVED 2009-10	PROJECTED 2009-10	PROPOSED 2010-11	FY 2010-11	FY 2011-12	FY 2012-13
1	Annual Street Resurfacing Program							
	Construction	\$700,000	177,750	177,750	198,590			
			522,250	522,250	501,410			
2	2010/11 Street Resurfacing - Testing & Inspections	05-68-4503	30,000		30,000			
	2011/12 Street Resurfacing Program - Design	05-68-4503	55,000	53,410	40,000			
3	Lighting at Town Center	5			40,000			
4	Phase I Springdown Open Space Improvement	15			75,000			
5	Storm Drain Inventory/Repairs (Phase 1 of 5)							
	Inventory and report	5			37,000			
	Inventory and report	20 (1B)			33,000			
	Replacement and repairs	20 (1B)			100,000			
6	C-1 Trail (Stanford University)	96-00-4528			590,800			
	<i>Town Center Improvements (Carryover)</i>	5-68-4420	69,000	177,410				
	<i>Town Center Improvements (New Projects)</i>	5-68-4419	112,000	30,000				
	<i>Sausal Creek Improvements (Carryover)</i>	5-68-4425	24,000	53,420				
	<i>ARRA Project</i>	8/65-68-4483	279,400	247,060				
	Sub-Total		1,269,400	1,261,300	1,645,800	0	0	0

TOWN of PORTOLA VALLEY

2010-11 BUDGET WORKSHEET



5-70-4477

Capital Improvements: Equipment Account Description/Activity	ADOPTED 2009-10	PROJECTED 2009-10	PROPOSED 2010-11
			0
Sub-Total	0	0	0

MINUTES
FINANCE COMMITTEE
May 27, 2010

Attendees:

Michele Takei

David Boyce (Almanac)

Bill Urban

Edwin Wells (resident)

Gary Nielsen

Stacie Nerdahl (staff)

Angela Howard (staff)

Ann Wengert (Council liaison)

Call to Order

Chairman Takei called the meeting to order at 5:35pm

Approval of Minutes

The minutes of the January 20, 2010 meeting were approved as presented.

New Business:

The proposed budget for 2010-2011 was presented by Town Manager Angela Howard. During the review, the committee discussed the appropriate level of the Town's General Fund. Committee members agreed that this subject should be discussed at a later meeting.

During the review of expenditures, the committee voiced concern of the level of costs for the *Additional Traffic Patrols*. A motion was moved and seconded requesting the Town Council to carefully review what the committee viewed as an excessive expense level for *Additional Traffic Patrols*. Under discussion, the committee discussed alternatives such as reduced additional patrols or discontinuing them altogether. Even though the Town will be in just the second year of a three year contract, the committee believes that an examination of the costs and benefits of the contract are warranted. The motion passed 3-0.

The committee thanked staff for excellent work in preparing the budget and agreed that the budget should be sent to the Council with the comments and motion above.

Grand Jury Report: Employee Costs

The committee discussed the recent San Mateo County Grand Jury report concerning the alarming rise in employee costs in San Mateo County cities. The committee noted that Portola Valley is among the lowest in retirement formula components and is one of only four cities that does not have post employment benefits. The committee discussed the possibility of a small or even a token employee contribution to the health care benefit in light of the health care financing problems our nation faces. Committee members Takei and Urban suggested that the Council consider a small health care benefit contribution by our Town employees. Michele Takei noted that some spouses and family members of Town employees who might otherwise receive health care from other employment for a partial payment will sign on to the Town's plan without cost, resulting in the Town picking up the entire cost burden. Committee member Nielsen thought that there was no need to change the current benefit for the time being.

The meeting was adjourned at 7:40pm.

Gary Nielsen

Acting Secretary

TOWN COUNCIL WEEKLY DIGEST

Friday – May 28, 2010

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- 1. E-mail to Council from Sharon Driscoll regarding proposal from the Teen Committee “Low Hanging Fruit: Sharing the Bounty” – May 27, 2010
 - 2. Memorandum to Council from Ron Lutsko Jr. regarding Native Planting Maintenance at Portola Valley Town Center – May 24, 2010
 - 3. Notice of Street Resurfacing: June 7, 2010 – July 21, 2010 sent to affected residents from Howard Young – May 24, 2010
 - 4. Memorandum to San Mateo County Sheriff’s Department from Sharon Hanlon regarding Town Center Reservations for June 2010 – May 28, 2010
 - 5. June 2010 Meeting Schedule
 - 6. Agenda – Regular Planning Commission Meeting – Wednesday, June 2, 2010
 - 7. Notice of Cancellation of Traffic Committee Meeting scheduled for Thursday, June 3, 2010
 - 8. Action Agenda – Regular Town Council Meeting – Wednesday, May 26, 2010

Attached Separates (Council Only)

- 1. Invitation to attend 31st Annual C.O.P.E. Banquet on Friday, July 9, 2010
- 2. Invitation to attend the celebration of the 76th Anniversary of the San Mateo County Fair on Monday, June 14, 2010
- 3. Invitation to attend the San Mateo County Fair from June 12 through June 20, 2010
- 4. Regional Open Space Views – Summer 2010
- 5. HIP Housing – Spring 2010

TOWN COUNCIL WEEKLY DIGEST

Friday – June 4, 2010

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- 1. E-mail to Sherry Cagan from Mayor Toben regarding Sculpture Donation to the Town Hall – June 4, 2010
 - 2. E-mail to Town Council from Ronald Boyer regarding Ordinance Enforcement – June 3, 2010
 - 3. E-mail to Town Council from Mary Hufty regarding resignation from Trails and Paths Committee – May 31, 2010
 - 4. Month End Financial Report for the Month of May, 2010
 - 5. Notice of Cancellation of Trails and Paths Committee Meeting scheduled for Tuesday, June 8, 2010
 - 6. Agenda – Special Nature and Science Committee Meeting – Tuesday, June 8, 2010
 - 7. Agenda – Cultural Arts Committee Meeting – Thursday, June 10, 2010
 - 8. Agenda – Emergency Preparedness Committee Meeting – Thursday, June 10, 2010

Attached Separates (Council Only)

- 1. Invitation to Joint Venture and the Peninsula Divisions CalGreen Forum on June 24, 2010 and correction of July Division Dinner from July 27 to July 29, 2010
- 2. Invitation to San Mateo County Council of Cities Dinner/Meeting on Friday, June 25, 2010