

TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting
 Wednesday, June 22, 2011
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

Councilmember Ann Wengert will be participating in the Council meeting by teleconference

Teleconference Location:

Kah-Nee-Ta Resort / 6823 Hwy 8 / Warm Springs, Oregon 97761 (541) 553-1112

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

CONSENT AGENDA

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

- (1) **Approval of Minutes** – Regular Town Council Meeting of June 8, 2011 (3)
- (2) **Approval of Warrant List** – June 22, 2011 (16)
- (3) **Recommendation by Administrative Services Officer** – Annual Adoption of the Town's Investment Policy (27)
 - (a) Adoption of a Resolution of the Town of Portola Valley Adopting Town Investment Policy (Resolution No. __)
- (4) **Recommendation by Assistant Town Manager** – Adoption of Ordinance Regulating Commercial Activity on Town Center Property (32)
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance Adding Chapter 12.10 [Commercial Use of Town Outdoor Recreational Facilities] to Title 12 [Streets, Trails and Public Places] of the Portola Valley Municipal Code (Ordinance No. __)

REGULAR AGENDA

- (5) **PUBLIC HEARING – Adoption of Fiscal Year 2011-2012 Budget** (35)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2011-2012 (Resolution No. __)
- (6) **Recommendation by Administrative Services Officer** – Adoption of a General Fund Minimum Fund Balance Policy (Reserves Policy) for the Town (79)
- (7) **Recommendation by Assistant Town Manager** – Amendment to Consultant Service Agreement Between the Town of Portola Valley and Spangle Associates for Planning Services (81)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Reports from Commission and Committee Liaisons** (90)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (9) **Town Council Weekly Digest** – June 10, 2011 (91)
- (10) **Town Council Weekly Digest** – June 17, 2011 (105)

CLOSED SESSION:

(11) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (119)

Government Code Section 54956.9(a)

Michael and Lisa Douglas vs. Town of Portola Valley

Case No: CIV 484299 (State Case)

Michael and Lisa Douglas vs. Town of Portola Valley

Case No: 10-17804 (Federal Case)

REPORT OUT OF CLOSED SESSION

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. 815, JUNE 8, 2011

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

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

Absent: None

Others: Angela Howard, Town Manager
Janet McDougall, Assistant Town Manager
Sharon Hanlon, Town Clerk
Sandy Sloan, Town Attorney
Howard Young, Public Works Director
George Mader, Planning Consultant

ORAL COMMUNICATIONS

George Comstock, Alamosa Road, reported on the enthusiasm, eager participation and great success of the "Portola Valley Flight Night" held at Town Center on May 19, 2011. Running from 6:00 to 10:00 p.m., it drew between 200 and 400 visitors. He would like to bring this event back next year, with organizers already having debriefed and discussed ideas for an encore. Mr. Comstock distributed DVDs to Councilmembers documenting the occasion, including planning bulletins, photographs and videos, and happily reported no incidents of either injury or property damage related to the event.

CONSENT AGENDA [7:32 p.m.]

- (1) Approval of Minutes of Town Council Meeting of May 25, 2011 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List of June 8, 2011 in the amount of \$320,274.61
- (3) Recommendation by Assistant Town Manager – Solid Waste, Recyclables, and Yard Trimmings Franchise Agreement with GreenWaste Recovery, Inc. [*removed from Consent Agenda*]
 - (a) A Resolution of the Town Council of the Town of Portola Valley Allowing a Rate Increase Under the Franchise Agreement for Collection of Garbage, Recyclables and Yard Trimmings between the Town of Portola Valley and GreenWaste Recovery, Inc. (Resolution No. 2525-2011)

By motion of Vice Mayor Derwin, seconded by Councilmember Richards, the Consent Agenda (Items 2 and 3) were approved with the following roll call vote:

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

No: None

REGULAR AGENDA [7:40 p.m.]

- (1) Approval of Minutes of Town Council Meeting of May 25, 2011

Councilmember Richards moved to approve minutes of Town Council Meeting of May 25, 2011 as amended. Seconded by Councilmember Toben, the motion passed 4-0-1 (Wengert abstaining).

- (4) Discussion and Council Action – Mayor Driscoll reporting on bicycle and traffic issues in Town

Vice Mayor Derwin recused herself.

Mayor Driscoll, referring to a June 2011 memorandum he prepared for the Council, indicated that bicycle traffic in Town has increased dramatically over the past 10 years, and the roads remain effectively equivalent to what they were 10 years ago. He made some observations about the Town's policies, the absence of a forum in which to discuss bicycle issues, growing concerns about safety, and matters related to enforcement.

While not anticipating any formal action on this item by the Council at tonight's meeting, Mayor Driscoll said that he wanted Council and public input regarding issues of policies, infrastructure/roads and enforcement, in particular, to begin the process of investigating these areas to better understand them and move forward. (He noted that Item 5 on the agenda is related.)

Public Comment / Policies

Jean Lane, Westridge Drive, said that she's very concerned with the bicycles. She said there are no markings or lanes on Westridge Drive indicating where bicyclists should ride, and perhaps warning signs to vehicular traffic on the road might improve safety, not only for the bicyclists but the drivers and people on foot. She said that most runners once used Portola Road and Alpine Road, but Westridge Drive is now seeing considerably more runners too. She also pointed out that bicyclists seem to ignore stop signs.

Virginia Bacon, Golden Oak Drive, said that inattention on the part of both drivers and cyclists alike concerns her. She suggested signs saying something along the lines of "Portola Valley supports responsible bike riding" to serve as reminders. The larger issue, she said, is the overall traffic problem, which includes not only surface traffic but also construction traffic and associated parking issues. Ms. Bacon suggested expanding the Traffic Committee's mission to address the overall problem, and that perhaps there are relevant policy issues that the Council needs to address as well.

Shandon Lloyd, La Mesa Drive, said that she's been bicycling in the Portola Valley area for 20 years, and her children also are starting to ride. She said that they cut through Westridge from their home in Ladera because it's so hard to get across Alpine Road. She worries about her children, particularly on the blind corners that drivers take too fast, and said that more signage – advising drivers to look for cyclists, share the road, look for children at play, etc. – might be helpful. She said that riders have as much right to be on the road as drivers, and have like responsibilities to obey the rules of the road.

Steve Marra, Canyon Drive, said that when he rides his bicycle he finds cars terribly annoying, but when he's in his car, he finds bicyclists just as annoying. He said that it's time to have a bicycle committee in Portola Valley.

Bonnie Sibley, Santa Maria Avenue, suggested the committee under discussion be a "bicycle/pedestrian" committee, because people who walk also need safe places to do so, particularly in light of the national focus on exercise and outdoor activity.

Nate McKitterick, Wayside Road – who chairs the Portola Valley Planning Commission – said that both AB 32 (the Global Warming Solutions Act) and Portola Valley's Resolution No. 2267-2006 (endorsing the U.S. Mayors' Climate Protection Agreement) obligate the Town to promote increased bicycle activity as part of the effort to encourage alternate forms of transportation. He said that the Town should not only establish a bicycle committee, but charge it with advocating increasing the use – the safe use – of bicycles. Mr. McKitterick said that he's discussed the bicycle issue with Police Commissioner Ed Davis, who also sits on the Traffic Committee, Traffic Committee Chair Chris Buja and Mayor Driscoll, and it's also come up to a certain extent with the Planning Commission.

Mr. McKitterick said that when Menlo Park was considering changes to the intersection of I-280 and Sand Hill Road, he spoke with the Town Planner about guidelines for construction of bike lanes and intersections, and learned that planners have little guidance in terms of designing bicycle-safe

intersections. Even Caltrans guidelines (Highway Design Manual Chapter 1000, Bikeway Planning and Design) provide little help, because while a minimum 4-foot-wide bike lane may be the standard, Caltrans doesn't recommend that minimum in areas where speed limits exceed 34 mph. Portola Valley's posted speed is 35 mph, he added, but the actual average speed is higher. He'd like to see the Town explore whether roads could be widened enough to put in bike lanes, and examine other ways to make bicycling safer. Further, Mr. McKitterick said that he doesn't believe this is something the Traffic Committee should undertake; it should be a committee charged specifically with finding ways to promote the increase in bicycling activities. He recommended that committee members include the Traffic Committee chair, the Police Commissioner (because of the interaction with law enforcement officials), plus representatives of the Planning Commission (because of the planning issues involved), the Architectural and Site Control Commission (because signage issues may arise that must be considered in the context of the environment that the Town fosters), the Sustainability Committee (because this is clearly a sustainability issue) and the bicycling community at large (because they can help reach out to people to help the Town advocate increasing safe cycling).

Ms. Bacon asked what role the new Stanford trail (Alpine Road C-1 Trail) might play in the context of this discussion. Mr. Young said that it will be an 8-foot-wide asphalt surface that is appropriate for bicycle as well as pedestrian use. The trail will run between the Ford Field area and Arastradero Road.

Jeff Long, (inaudible), said that as a casual recreational cyclist, he doesn't think many recreational cyclists will move over to trails, because they consider riding on the side of the road the efficient way to go.

Councilmember Toben asked whether the C-1 trail would comply with Chapter 1000 specifications for a Class Bikeway. Mr. Young said no, it was designed as a path that allows bicycle traffic up to a certain speed. Mayor Driscoll added that the trail will be curbed several places to make it a more desirable place to walk – which probably would make it less desirable to ride.

Mayor Driscoll asked the Council to comment on whether a committee should be created and whether it should be part of the Traffic Committee or a separate body.

Councilmember Richards said that a combined Bicycle/Traffic Committee would elevate the level of bicyclists so that they aren't set apart as "secondary citizens" in terms of road use. He cited the Council's efforts to draw a good cross-section of users when it was working on revitalizing the Trails & Paths Committee as a similar situation.

Councilmember Wengert said that she agrees with Mr. McKitterick and Mr. Davis, who also recommended a separate Bicycle Committee. (Mr. Davis expressed his views in a May 11, 2011 memorandum to the Council, Ms. Howard, Mr. Buja, Trails & Paths Committee Chair Susan Gold and San Mateo County Sheriff's Department Lt. Larry Schumaker.) Given that the magnitude of bicycle-related issues is so much greater than it was 10 years ago, Councilmember Wengert said that a distinct advisory committee is appropriate. She said that as she's watched bicycling blossom at many levels, from commuting to recreation to simply being a way to rely less on cars, it's clear that the roads aren't adequate to serve this burgeoning population and that the issues will only grow larger.

One reason to avoid embedding a bicycle committee in the Traffic Committee is to avoid creating the initial conflict that Mr. Marra mentioned in his remarks, Councilmember Wengert added. She said that a separate committee would deal with various issues specifically related to biking, from safety and law enforcement to community outreach, and recalled the good work done by Sherry Cagan to address such issues in the context of equestrian encounters with pelatons.

Councilmember Toben said that he's not convinced that a separate bicycle committee is the best way to go. He acknowledged Mr. Davis' point that advocating for bicycling isn't appropriate to mix in with the Traffic Committee, but judging from what can happen when a particular, single-interest group comes to dominate a committee, he's leery of advocacy groups formally convened as Town committees. He said that because he's a mediator at heart, he believes the way to improve the level of shared commitment

and values is to have people with differing views talk things out, and a combined Traffic/Bicycle Committee could serve that purpose.

However, Councilmember Toben said that he might be persuaded to a standalone Bicycle Committee under certain circumstances. He considers the committee membership that Mr. McKitterick suggested "very much out of the norm" for the way the Town's committee structures work, and believes it also would be a mistake to have Bicycle Committee membership confined to pelatoners. However, he would consider a separate body formed in the same manner that the Trails & Paths Committee was recently revitalized – not a narrow, single-interest group but a cross-section of open-minded citizens. He also said that he would like to know more about the Woodside Bicycle Committee – whether it's been effective, whether it represents the community at large, etc.

Mayor Driscoll said that he prefers the combined approach. The perspective of reenergizing the Traffic Committee provided his initial impetus, but he also noted the parallel between Trails & Paths Committee (responsible for the physical use of trails) and the Traffic Committee (responsible for the use of roads). In that context, he said, adding the bicycle function to the Traffic Committee would represent an expanded group of users, promote dialogue and resolve conflict – rather than confronting the possibility of two separate committees taking opposite positions on the same physical asset. As Mayor Driscoll put it, he opts for a combined committee not to diminish the bicycle issue but to enrich the traffic discussion with an additional constituent group. He said that he agrees with Councilmember Toben about advocacy groups, which invite conflict down the road.

Councilmember Wengert said that she wouldn't necessarily view a Bicycle Committee as an advocacy group. For example, among the first tasks in its charter would be to look at the issue of bike lanes, which she doesn't consider advocacy but which clearly needs input from a traffic perspective. She said she wouldn't want to see the bicycle issues lost in a broader traffic context, because the impact of bicycling is what's changing the mix, compounded by the convergence of simultaneously growing numbers of bicycles and cars. She said that it's important for the bicycle interests to be fully represented in all dimensions, which even go beyond Town boundaries. Referring to Mayor Driscoll's memorandum, she said that for bicycle riders, Portola Valley is part of a loop that also passes through Woodside, Palo Alto and Menlo Park, and in that respect, it makes the bicycle issue more regional in nature than the charges of other Town committees.

Ms. Lloyd said that when she was involved in re-drawing the proposal for the new Alpine Road/I-280 intersection, she was unable to contact anyone in Portola Valley. She said that people in Ladera got together and sent a letter to the San Mateo County Board of Supervisors.

Councilmember Richards said that he still favors a combined committee. Like Councilmember Toben, he would like to know more about Woodside's experience with its Bicycle Committee.

Councilmember Toben said that he also favors a combined committee. He's not concerned about insufficient articulation of the case for improvements to bicycle facilities.

While it's neither her own view nor her preference, Councilmember Wengert said that if the Council opts for the combined approach, she would discourage embedding it in the existing Traffic Committee but reestablish the group from the ground up. Mayor Driscoll agreed, adding that he believes the existing members of the Traffic Committee also would be happy with that.

Mr. McKitterick said the reason to have a bicycle committee that advocates for safely increasing bicycling reiterates his earlier point – that the Town is under a legal obligation to do so in order to meet greenhouse gas emission targets. He said that what he proposed is not a place for drivers and bicyclists to "work it out," but a committee composed of people who understand the issues and think seriously about them – not the pelaton enthusiasts and not people who advocate for cars – from the perspectives of planning, the environment, aesthetics and traffic and try to come up with solutions. Mayor Driscoll said that as he sees it, none of what Mr. McKitterick suggests is impossible with a combined committee.

Lovinda Beal, Portola Road, told about being carried away by ambulance as the result of an accident while she was riding her bicycle in Portola Valley. She said that she's attended some Traffic Committee meetings as a guest of Mr. Buja. From her perspective, she said that it would be better to have a separate bicycle committee. She said that she sees an advocacy opportunity as well as safety role for such a committee, and noted that the bicycling community's interests go beyond the roads and the previously mentioned loop – mountain bikers, for instance.

Mayor Driscoll said that it seems the majority is leaning toward a combined committee. Councilmember Richards said that was also his preference.

Councilmember Wengert, referring to Ms. Lloyd's problem about not having a point of contact regarding bicycle issues in Portola Valley, said that problem would remain if the Traffic Committee absorbed the bicycle issues. Mayor Driscoll said that it would be a Traffic & Bicycle Committee, making the identification quite clear.

Councilmember Toben said that in dealing with the Trails & Paths Committee issues last year, the first step was to change the charter to underscore certain objectives that had not been highlighted in the past. This included encouraging more public participation in trails-related activities. He said that in a similar fashion, the Traffic & Bicycle Committee should be obligated (as Mr. McKitterick suggested) to encourage bicycle use as well as address issue of traffic-bicycle compatibility, etc.

In response to Councilmember Richards' question regarding why the Traffic Committee has dwindled, Mayor Driscoll said that one reason is that critical situations arise only intermittently. Mr. Buja agreed that either specific incidents or specific questions have triggered Traffic Committee activity.

Infrastructure/Roads

In terms of infrastructure, Mr. Young defined a State bicycle lane as a 4- or 5-foot lane for bicycles that is separated from the vehicular traffic lanes – 4 feet if it has no curb, 5 feet if it has a curb. If vehicle speeds exceed 35 mph, he said, Caltrans recommends wider bike lanes, but it does not specify the width. Mr. Young said that when Portola Valley does the striping, most of the areas will come out from 5 to 6 feet wide.

Mr. Mader said that the General Plan's Trails & Paths Element includes references to bike lanes, bike routes and bike paths. At one time, it showed bike lanes in both Portola Valley and Ladera. In 2003, when the element was revised, there was discussion about multi-use facilities, equestrian use and bike lane concepts. The committee – which to Mr. Mader's recollection didn't include much representation from the cycling community – changed bike "lanes" to bike "routes." About the same time, Mr. Mader said that he'd asked Brad Peyton (Public Works Committee member) to inventory Alpine Road and Portola Road from a bicyclist's perspective. Mr. Peyton's color-coded map shows shoulder widths, revealing areas on both sides of the roads where 5-foot bike lanes might be feasible, as well as utility poles, culverts, etc. Along the 50,000 feet of roadway Mr. Peyton mapped, Mr. Mader said that approximately 78% could accommodate a 5-foot width relatively easily. The remaining 22% would require major measures, such as retaining walls, to reach that 5-foot target.

Mayor Driscoll said that he hoped the Council could reach consensus on whether the Town should determine the estimated cost of installing bikeways for Portola Road and Alpine Road, plus the spur from Alpine Road to Corte Madera Elementary School. Mr. Young said that he'd engaged Alta Planning + Design – which San Mateo County used for its bicycle and pedestrian plan – to take a look at Portola Valley's system. He estimated that the Town could get a study completed for less than \$10,000. As for development funds, he added, the Town could apply, on a competitive basis, for TDA (Transportation Development Act) and Congestion Management Program funding. Mr. Young said that the Town also could identify and upgrade trouble spots from its own budget.

Vice Mayor Derwin (from the audience) asked whether the Town could use Measure M money for this; Mr. Young was not sure. Ms. Howard did not think so. Mayor Driscoll said that staff could investigate the answer to that question.

As a first pass, Councilmember Wengert said that she considers it imperative to evaluate the possibilities. It would be appropriate for the reconstituted committee to make a recommendation, in combination with Mr. Young.

Mayor Driscoll said that staff will obtain a proposal from Alta on a program to install Class II bikeways (4 and 5 feet wide) on the arterial roads. Although it does not seem practical to pursue the program on Westridge Drive at this time, staff will also look into possible signage there and on other secondary roads. Councilmember Toben suggested that the Town have Alta look at a few locations on Westridge Drive and provide a diagnosis of the situation there, because even though it isn't an arterial, it's a prominent thoroughfare, heavily used by bicyclists, with a lot of vegetation and blind curves.

Because no parking is permitted in bike lanes, Mr. McKitterick noted that among the other issues that will have to be addressed in envisioning these bikeways will be parking for Valley Presbyterian Church, Our Lady of the Wayside Church and other places where people now park all the time. Mr. Buja said that although it may defeat the purpose of having bike lanes, unless it's posted, parking is permissible in bike lanes.

Enforcement

Mayor Driscoll invited ideas about helping law enforcement maximize public safety. He said that he'd indicated to Lt. Schumaker that the most likely trouble spots in terms of serious public safety issues are the high-speed curves, where drivers sometimes cross the white line. He cited the area in front of Alpine Hills Tennis & Swimming Club as an example, where bicyclists are laboring up the hill and probably one car in every five cuts across the white line to cut the corner.

Lt. Schumaker indicated that the law enforcement effort is "hit or miss," responding to a great extent to complaints. The law enforcement resources are limited as well, so it's difficult to concentrate on an area when the deputies have to respond to a call for service elsewhere. He said the Sheriff's Department does some outreach, talking to riders, as well as participating in Honor the Stop four times a year and zero-tolerance days for distracted driving. He said that a lot of the accidents the Department has reviewed – not only for Portola Valley but also Woodside and other areas – have been at intersections where drivers don't see the bicyclist when making a turn. The CHP reports the same for the rest of California.

Ms. Lloyd asked if striping the turns might discourage motorists from cutting across the line, noting an area going up La Cuesta Drive in Ladera that makes them go around. Lt. Schumaker said that road bumps and rumble stripes that discourage motorists also upset neighbors. Ms. Lloyd said the ones she's talking about are just painted on.

Vice Mayor Derwin (from the audience) said that Los Altos has done some good things in its Safe Routes to Schools, using berm-type islands that serve to separate cars from bikes. Mayor Driscoll suggested that as bikeways are evaluated, the road-treatment aspect is another thing to consider.

Lt. Schumaker said that it's also important to consider that California requirements pertaining to State highways (such as Alpine Road) may differ from Town requirements for its own roads. In response to a question from Mayor Driscoll, he said that enforcement probably would be somewhat easier with bikeways that are formally designated and signed as such. They would certainly be safer, he added.

Ms. Bacon asked if any regulations govern bicyclists' use of cell phones. Lt. Schumaker said that it's the same as with cars.

(5) Discussion and Council Action – Changes to the Traffic Committee Charter [8:45 p.m.]

Vice Mayor Derwin returned to the dais.

Ms. Howard said that the Traffic Committee doesn't seem to have a charter per se, just by reference in the ordinance, which should be repealed because it's out-of-date. She said that at this time, the Council appears to be looking at something along the lines of a "Bike/Traffic Safety Committee," with an entirely new charter. She said that the process probably should be similar to what the Council did with the Trails & Paths Committee, in creating a membership that is committed to the new charter.

Mayor Driscoll suggested that staff develop a new charter for the reconstituted committee that involves safety, some advocacy for bicycle use and safe driving and advising the Town Engineer concerning infrastructure issues. To foster a new environment, Councilmember Wengert added coordinating outreach activities and serving as a point of communication to the list of committee responsibilities. Councilmember Wengert suggested a connection with Safe Routes to School as well.

As for committee membership, Mayor Driscoll said that the Police Commissioner would be involved in a liaison capacity, and it might be appropriate to consider members from outside of Portola Valley. Councilmember Toben suggested that Shelly Sweeney be appointed to the new committee, and serve in a dual capacity since she already serves on the Trails & Paths Committee and has been a major leader in the Safe Routes to School Coalition.

(6) Recommendation by Assistant Town Manager – Introduction of Ordinance Regulating Commercial Activity on Town Center Property [8:54 p.m.]

- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance Adding Chapter 12.10 [Commercial Use of Town Outdoor Recreational Facilities] to Title 12 [Streets, Trails and Public Places] of the Portola Valley Municipal Code (Ordinance No. __)

Ms. McDougall reported that the Town Attorney's office took on the challenge of coming up with a draft ordinance that dealt with the intensity and frequency issues that the Council wanted the ordinance to include. Staff believes that the revised draft would be a workable tool for addressing issues that may arise without being over-regulatory.

Mayor Driscoll observed that the regulations will kick in when a commercial use displaces individual use.

Councilmember Toben said that he was very impressed with how well the revised draft addressed a vexing problem a few meetings ago. He described it as a "strong and elegant solution."

Mr. McKitterick, too, said he thought the solution was great.

Councilmember Toben moved to approve the Introduction and First Reading of Title, Waive Further Reading, and Introduce an Ordinance Adding Chapter 12.10 [Commercial Use of Town Outdoor Recreational Facilities] to Title 12 [Streets, Trails and Public Places] of the Portola Valley Municipal Code (Ordinance No. __). Councilmember Richards seconded, and the motion carried 5-0. The Second Reading is scheduled for the Council meeting of June 22, 2011.

(7) Presentation by Town Manager – Review Proposed 2011-2012 Budget and set Public Hearing [8:55 p.m.]

Indicating that the Council will be asked to adopt the budget after the public hearing at the June 22, 2011 Town Council meeting, Ms. Howard, noted that the Town benefited from a 4% increase in property taxes this year and that revenue from building permits exceeded expectations. The Town issued permits for eight new houses this year, as opposed to four or five in a typical good year, Ms. Howard said.

The proposed budget reflects a 3% increase in franchise fee revenue, which Ms. Howard considers conservative. That includes cable service franchise fees from Comcast and AT&T, she said, even though the franchise is now with the State.

The proposed budget excludes \$100,000 in COPS funding revenue, and there's only a slight chance that new COPS funding will be forthcoming from the State, Ms. Howard said. While the Town will receive new Measure M funds totaling \$82,521, it can be spent only on road construction and repairs. In response to Mayor Driscoll, she affirmed that Measure M funds cannot be used for patrols and/or law enforcement. In fact, she said that many revenue streams are restricted, with the General Fund being the only one with a great deal of flexibility.

To balance the budget for FY 2011-2012, Ms. Howard said that the Town would spend down two separate restricted funds – Fund 10 (Public Safety) would be used if the COPS portion of the Sheriff's budget somehow continues, and Fund 65 (Road Fees) has been suspended. In terms of expenditures, Ms. Howard noted that the CalPERS (California Public Employees' Retirement System) contributions went up only 0.5%, that Spangle Associates has requested a 3% increase for ASCC and Planning Commission retainers, and that there's a new line item for the Portola Valley School District 150th anniversary celebration.

Councilmember Toben, reviewing the Public Works Operations section of the budget, observed that the Sudden Oak Death (SOD) Spraying in Right of Way (under line 8) showed an expense of \$750 in FY 2009-2010 but nothing since. Citing the growing incidence of SOD in the area above Woodside Highlands, he said that an active annual treatment plan might be appropriate. In response, Ms. Howard explained that sprayings continue, but they're covered in Right of Way Tree Trimming & Mowing (line 3).

This is the third and final year of the Town's contract with the Sheriff's Department, Ms. Howard said, explaining that the basic contract is now \$598,000. The COPS funding previously contributed \$240,000 toward the cost of an additional patrol but a provision in the agreement stipulates that the Town may opt out of the additional patrol if that funding is no longer available. As she indicated previously, Ms. Howard omitted COPS funding from the budget because she doesn't expect to see those funds, but she said that Sheriff Greg Munks and Lt. Schumaker are more optimistic.

Given the uncertainty, Ms. Howard said that the Council has two options – either completely eliminate the additional patrols or use the portion of the contract that the Town pays from its own funds (\$140,000) for a scaled-back patrol. Ms. Howard said that she and Susan George, her Woodside counterpart, met with Lt. Schumaker, Sheriff Munks and others to discuss alternatives, and came out with a proposal to combine Woodside and Portola Valley's funds (for a total of \$280,000), one officer could split a patrol between the two communities on a 4-10 rotation – in other words, half of four days for each community.

The Finance Committee has recommended eliminating the additional patrol, Ms. Howard said, but she favors this alternative in the sense that it would provide at least a transitional year. After that, the overall contract would be up for renewal, and other options could be explored at that time. In response to a question from Councilmember Toben, she said that the transition would provide an opportunity to evaluate the extent of the impact of reducing patrols.

Lt. Schumaker said that currently, the basic service includes six deputies and one detective providing one deputy on day shift and two deputies on night shift for 24-hour coverage for Portola Valley and Woodside. At this time, Woodside pays 42% of that, Portola Valley pays 28% and the Sheriff's Department puts in 30%. The reason for the Sheriff's Department's contribution, he explained, is that sometimes the deputies have to leave to cover Ladera or the surrounding communities. He said that if the supplemental patrol were to be eliminated completely, it would basically mean the loss of two day-shift deputies. He said that the cost apportionment would remain as is until the next contract is negotiated.

Should the supplemental patrol be eliminated, Lt. Schumaker continued, response times will increase and visibility will decrease, because basically one person will be covering both towns.

In the budget she's proposed for the service agreement with the Sheriff's Department for FY 2011-2012 – a total of \$598,145 – Ms. Howard said that she took \$110,000 from the previously mentioned Fund 10 to minimize the effect on the General Fund (\$30,000 will come from the General Fund). But again, she reiterated, this is a stopgap measure to take the Town through the last year of its current contract.

As Councilmember Toben pointed out, when the contract comes up for renewal, the Council had previously discussed involving citizens in the process of evaluating the situation. He said that he would prefer not to eliminate the additional patrol entirely without having even alerted residents to the possibility. Accordingly, he said that he supports Ms. Howard's recommendation to go with the alternative. Vice Mayor Derwin agreed. Mayor Driscoll said that he would prefer the stopgap measure, too.

Ms. Howard, pointing out that even the stopgap measure wouldn't be feasible unless Woodside chooses to share in the cost, said that the Woodside Town Council was scheduled to discuss its 2011-2013 budget at its meeting on June 14, 2011.

Lt. Schumaker said that the Sheriff's Department is flexible; they will wait for the State and not pull the plug on the additional patrol come July 1, 2011. He reported that the Sheriff told him to say that the Department would carry it for a short time until they know for certain what the State is doing.

Councilmember Wengert explained that the Finance Committee's rationale for its recommendation was that members didn't see the benefit of taking down Fund 10, because there may be a better use for it going into the next round of contract negotiations.

When Mayor Driscoll quipped that he hoped the Sheriff's Office might figure out a way to provide the same level of service for less money, Lt. Schumaker said that they actually discussed that, but the cost is related to salaries and benefits. He explained that the union contract that governs compensation for deputy sheriffs and sergeants goes through 2016, and retirement is tiered out for new hires. Thus, the County is trying to make some changes to reduce costs, but savings from the change in retirement benefits won't be realized for some time.

As for Services and Supplies expenses budgeted for FY 2011-2012, Ms. Howard indicated that she will add \$2,000 to the \$8,000 budgeted for elections, because the County has advised that the upcoming election will cost more than \$10,000. She also pointed out that of the \$25,000 the Town spent on office equipment this year, \$13,500 of it represented the one-time cost of going paperless. She credited Ms. Hanlon and Sustainability & Resource Efficiency (SURE) Coordinator Brandi de Garneau with doing an incredible job with the conversion.

The \$40,000 earmarked for the Fire Prevention/Wood Chipping budget, Ms. Howard explained, includes \$20,000 that may help fund a temporary person to help the Town improve outreach, perhaps with the Citizens Emergency Response Preparedness Program (CERPP), or else for an incentive program that encourages residents to raise the level of emergency preparedness on their own properties.

In response to Mayor Driscoll, Ms. Howard said that the \$10,000 budgeted for Library General Maintenance will come from Fund 25 (\$90,000 in revenue from property taxes that exceeds the cost of running the library) and is not specifically linked to any particular projects but is there if needed.

Mayor Driscoll asked about the equities that were given to the Town as part of the Town Center improvement project. The value of that gift never entered the Town's cash accounting system, Ms. Howard responded, explaining that the auditors agreed that it show up as a line item each month based on the valuation at the time. It's currently worth about \$127,000.

Mayor Driscoll noted that at the time of the gift, it was not possible to convert the stock to cash, but its value has diminished markedly since that time, and now the decision of when to convert is arbitrary. He asked if the Council might consider having Ms. Howard start selling it. Councilmember Wengert said that Finance Committee members seem to favor systematically liquidating the stock despite the uncertainty in

the markets. Once the Finance Committee makes its recommendation, the Council could consider the steps to take.

Councilmember Toben suggested that there may be a way to better present the information relative to "this year," "last year," "prior year," "next year," etc. in outlining revenue and expenditure amounts. He referred to the opening Revenue Estimates paragraph (page 2 of Ms. Howard's cover memorandum) as an example, and proposed some clarifying edits. (The additions he recommended appear as underscored text whereas strikethrough text represents deletions.)

While the *Revenues Budget Summary for FY2011-2012* on page 4 indicates . . . increase in revenues ~~over last year~~ compared to FY 2010-2011, this percentage is due to . . . With this taken into consideration . . . decrease over ~~the prior fiscal year~~ budget for FY 2010-2011.

Mayor Driscoll agreed that it would be better to be explicit in each case, but said that he was very impressed by the document and was very pleased to see that the Town's budget is in such good shape.

Also impressed, Councilmember Toben noted that although revenue from a number of sources has declined precipitously, the Town has been fortunate in that 1) the property tax increase has been helpful, 2) the ability to get the Utility Users Tax passed by the voters every four years has been huge, and now represents 14% of the Town's General Fund, and 3) staff's adroit and skillful management of expenditures has kept costs in line.

Councilmember Richards moved to prepare the budget for public hearing and set the public hearing for the June 22, 2011 Town Council meeting. Councilmember Wengert seconded, and the motion carried 5-0.

- (8) Discussion and Council Action – Request by Kirk Neely and Holly Myers to not be charged Town Planner and Town Attorney fees in preparation and negotiation of a Williamson Act contract for their property on Portola Road [9:40 p.m.]

Mayor Driscoll explained that in the context of a possible Williamson Act dedication involving their property, Dr. Neely and Ms. Myers were concerned that they were paying their own attorney to draft it as well as the Town Attorney to review it. Because they apparently felt that the Town would potentially benefit from such a dedication, the Town should cover the cost of the Town Attorney. He said that when he asked Ms. Sloan about any precedents, she told him that there might be justification for fee waivers when requested by a nonprofit organization, such as a school district or the Boy Scouts, but there was no precedent in doing so for a private individual.

Ms. Sloan said that the Town isn't really being asked to waive fees, but rather asking to pay their fees to our consultants from the General Fund. In response to a question from Councilmember Toben, she said that the situation is complex. The Town has experience with only one Williamson Act contract (involving Whites' orchard), and the law has changed somewhat since that time, she said. In addition, considerable oversight is involved as a consequence of cities entering into Williamson Act contracts to preserve agricultural use but failing to monitor the use once the contracts were in place. That led the State to start conducting audits, and San Mateo County to tighten regulations.

She said that reviewing the contract that the Neely/Myers would prepare would be substantial work. The draft is very general, she noted, adding that it doesn't define agricultural use or delineate the part of the property that would be subject to the contract. Furthermore, she said that she and Town Planner Tom Vlastic agreed that they would have to work with San Mateo County as well, because the County would stand to lose the most revenue under a Williamson Act contract.

Mayor Driscoll said that Dr. Neely has indicated that they want the entire parcel to be included under the contract, and has stated that the Williamson Act does not require a dedication to agricultural use at all.

Ms. Sloan said that the combined cost of her services and Mr. Vlastic's in this matter would run \$6,000 to \$10,000, depending on the number and extent of meetings, conversations, rewrites, etc. Councilmember Wengert suggested increasing the estimate, given the experience she's had to date working with the group. She said to expect the process to be very time-intensive. She also said that she doesn't think it's appropriate for the Town to waive the fees in this situation. The most compelling argument against it is the fact that financially speaking, the Williamson Act directly benefits the landowner at the expense of the taxing jurisdiction(s). Ms. Sloan recalled that in the case of the Whites' orchard, they identified the tax revenue the County lost, the Town lost and the School District lost. Mayor Driscoll pointed out that the Neely/Myers property is much larger than the Whites'.

Councilmember Wengert said that another reason to not waive the fees is that applicants bear the costs of permits and so forth, so for Neely/Myers to bear the expenses associated with developing a contract themselves would be consistent with that.

Yet another argument, Mayor Driscoll added, is that waiving fees in this case could set a dangerous precedent, in that every major landowner could ask for the same thing.

Vice Mayor Derwin said she wonders why Neely/Myers feel a Williamson Act dedication would be forthcoming. The State is no longer making annual reimbursements to local jurisdictions that have lost property tax revenue, she said, so the County would get nothing out of it. In fact, San Mateo County is looking at 128 private parcels that have Williamson Act dedications as being out of compliance, she pointed out, noting that the matter will come before the County Board of Supervisors this summer. She suggested that Ms. Sloan discuss the issue with Supervisor Carole Groom.

Ms. Sloan said that she believes it will be hard for the Neely/Myers application for a Williamson Act dedication to get approved, in part because the level of scrutiny has increased markedly since the Whites' orchard transaction.

Councilmember Toben moved to deny the Neely/Myers request to waive fees in connection with the Williamson Act application. Councilmember Richards seconded, and the motion passed 5-0.

- (9) Appointment by Mayor – Request for appointment of member to the Cable & Utilities Undergrounding Committee (9:48 p.m.)

Mayor Driscoll requested a motion of concurrence with his appointment of Bob Bondy to the Cable & Utilities Undergrounding Committee. Councilmember Toben moved to concur; Councilmember Wengert seconded and the motion carried 5-0.

- (10) Appointment by Mayor – Request for appointment of member to the Emergency Preparedness Committee

Mayor Driscoll requested a motion of concurrence with his appointment of Diana Koin to the Emergency Preparedness Committee. Councilmember Toben moved to concur; Councilmember Richards seconded and the motion carried 5-0.

- (11) Appointment by Mayor – Request for appointment of member to the Finance Committee

Mayor Driscoll requested a motion of concurrence with his appointment of Ken Lavine to the Finance Committee. Councilmember Toben moved to concur; Vice Mayor Derwin seconded and the motion carried 5-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (12) Reports from Commission and Committee Liaisons [9:49 p.m.]

(a) Community Events Committee

Vice Mayor Derwin said that Community Events Committee members were disappointed to cancel the Town Picnic due to poor weather.

(b) Library JPA Governing Board

Vice Mayor Derwin reported that the Library JPA Governing Board discussed the budget – and dipping into reserves to balance it – at its recent meeting. Also discussed were the facts that the library's "E" branch received a Webby Award, the bookmobile visited the Town Center parking lot, and the Atherton \$10 million library project is underway with construction beginning next summer.

(c) Finance Committee

Councilmember Wengert reported that the Finance Committee reviewed the Town's proposed FY 2011-2012 budget and is looking into alternative investment strategies.

(d) Planning Commission

Councilmember Wengert said that the Planning Commission approved site improvements for a project on Sausal Drive and discussed historic buildings – and dealing with such buildings in the context of California Environmental Quality Act (CEQA) administration of requirements. Screening criteria follow a decision tree that starts with determining the age of the building (50-plus years), then whether it's already designated as historic, then whether it's been occupied by someone important to the Town's history, and finally whether it was designed by an architect or building designer of note. Much of the meeting was devoted to the first public hearing regarding the Shorenstein application for a Planned Unit Development (PUD), including discussion about existing structures that stand on what is now included in creekside setback areas.

(e) Open Space Committee

Councilmember Toben reported that the recent Open Space Committee was among the best he's attended in eight years. He described the membership – Charlene Kabcenell, Jeanie Treichel, Gary Nielsen, Ron Walter and Karin Wick – as a very lively group and a fine Committee. Among other topics, he said they discussed the possible use of Open Space funds for purposes other than buying land and conservation easements. The Committee would like to see funds made available to prepare newly acquired property for public enjoyment, reduce accumulations of fire fuel loads, remove invasive plants and make modest improvements (such as trails). However, the members believe that the General Fund ought to remain the source of funds needed for ongoing maintenance and upkeep of Open Space properties. The Committee also discussed its role in monitoring conservation easements, and some substantial parcels in Town (8 to 10 acres) that have been identified as having open-space preservation potential.

Councilmember Toben distributed handouts to show the Council schematics suggesting the signage that the Committee is talking about to designate 15 points of interest on a loop covering approximately 1.5 miles of the Dengler Preserve Nature Trail in Woodside Highlands. He also said that the Committee is addressing issues of parking at the top of the hill. Councilmembers suggested that the Open Space Committee contact the Trails & Paths Committee for input on the signage program.

WRITTEN COMMUNICATIONS [10:10 p.m.]

(13) Town Council May 27, 2011 Weekly Digest

- a) #1 – Grand Jury Report regarding Cell Towers: Public Opposition and Revenue Source – May 19, 2011

Mayor Driscoll said that the report seemed to imply that Portola Valley has cell towers on public lands. Ms. Sloan said that possibly they are looking at utility poles in public rights-of-way that have some microcells on them, and it's been determined that the Town cannot charge lease payments for them. She said that her colleague, Leigh Prince, will double-check to see whether the law may have changed.

(11) Town Council June 3, 2011 Weekly Digest

- a) #1 – Memorandum to Town Council from Howard Young regarding Bid Results - Alpine Road Pave Path (aka C-1 Trail) – June 3, 2011

Ms. Howard pointed out the number of favorable bids. Mayor Driscoll said that if a bid that's substantially below the \$1.5 million estimate is accepted, that would be the sum that Stanford pays.

- b) #2 – Letter to Angela Howard from the San Mateo County Library Staff Training Committee expressing appreciation to Town Staff for making their annual Staff Development Day a success

Mayor Driscoll said that this was a nice and well-deserved compliment to staff.

CLOSED SESSION [10:15 p.m.]

(12) Real Estate Negotiations

Public Employee Performance Evaluation
Government Code Section 54957
Title – Town Manager

REPORT OUT OF CLOSED SESSION

No reportable actions.

ADJOURNMENT [10:50 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JUNE 22, 2011

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

ACTERRA	Community Hall Dep Refund	12022	06/22/2011	
			06/22/2011	
3921 EAST BAYSHORE ROAD	926		06/22/2011	
PALO ALTO	BOA	45068	06/22/2011	0.00
CA 94303				250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	250.00	0.00

Check No.	45068	Total:	250.00
Total for	ACTERRA		250.00

ALMANAC	May Advertising	12023	06/22/2011	
			06/22/2011	
PO BOX 1610	0048		06/22/2011	
MENLO PARK	BOA	45069	06/22/2011	0.00
CA 94302				1,642.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	1,642.00	0.00

Check No.	45069	Total:	1,642.00
Total for	ALMANAC		1,642.00

AMERICAN DIABETES ASS'N	Litter Deposit Refund	12024	06/22/2011	
			06/22/2011	
111 WEST ST. JOHN STREET	0087		06/22/2011	
SAN JOSE	BOA	45070	06/22/2011	0.00
CA 95113				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	100.00	0.00

Check No.	45070	Total:	100.00
Total for	AMERICAN DIABETES ASS'N		100.00

KATHERINE ANDERSON	Community Hall Dep Refund	12025	06/22/2011	
			06/22/2011	
231 CANYON DRIVE	963		06/22/2011	
PORTOLA VALLEY	BOA	45071	06/22/2011	0.00
CA 94028				1,100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	1,100.00	0.00

Check No.	45071	Total:	1,100.00
Total for	KATHERINE ANDERSON		1,100.00

ANIMAL DAMAGE MGMT INC	May Pest Control	12026	06/22/2011	
			06/22/2011	
16170 VINEYARD BLVD. #150	804		06/22/2011	
MORGAN HILL	BOA	45072	06/22/2011	0.00
CA 95037	52437			310.00

GL Number	Description	Invoice Amount	Amount Relieved
-----------	-------------	----------------	-----------------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JUNE 22, 2011

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

05-58-4240	Parks & Fields Maintenance	310.00	0.00	
------------	----------------------------	--------	------	--

Check No.	45072	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

AT&T	May Statements	12027	06/22/2011	
			06/22/2011	
PO BOX 989048	441		06/22/2011	
WEST SACRAMENTO	BOA	45073	06/22/2011	0.00
CA 95798-9048				263.77

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	263.77	0.00

Check No.	45073	Total:	263.77
Total for	AT&T		263.77

BALANCE HYDROLOGICS INC.	C-1 Trail, Creek	12058	06/22/2011	
			06/22/2011	
800 BANCROFT WAY	945		06/22/2011	
BERKELEY	BOA	45074	06/22/2011	0.00
CA 94710-2227	206203-0511			4,134.26

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	4,134.26	0.00

Check No.	45074	Total:	4,134.26
Total for	BALANCE HYDROLOGICS INC.		4,134.26

FOSTER BEIGLER	Reimb for Flight Night	12028	06/22/2011	
			06/22/2011	
P.O. BOX 620633	2013		06/22/2011	
WOODSIDE	BOA	45075	06/22/2011	0.00
CA 94062				146.95

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4163	Science & Nature	146.95	0.00

Check No.	45075	Total:	146.95
Total for	FOSTER BEIGLER		146.95

CALIF DEPT OF FISH & GAME	C-1 Trail Permit Revisions	12072	06/22/2011	
			06/22/2011	
	371		06/22/2011	
	BOA	45076	06/22/2011	0.00
	SAA#1600-2010-0183-3			560.25

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	560.25	0.00

Check No.	45076	Total:	560.25
Total for	CALIF DEPT OF FISH & GAME		560.25

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JUNE 22, 2011

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

CANARY FOUNDATION	Litter Deposit Refund	12029	06/22/2011	
			06/22/2011	
1501 S. CALIFORNIA AVE	867		06/22/2011	
PALO ALTO	BOA	45077	06/22/2011	0.00
CA 94304				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	100.00	0.00

Check No.	45077	Total:	100.00
Total for	CANARY FOUNDATION		100.00

CITY OF REDWOOD CITY	IT Services, May 2011	12030	06/22/2011	
			06/22/2011	
P.O. BOX 3629	586		06/22/2011	
REDWOOD CITY	BOA	45078	06/22/2011	0.00
CA 94064-3629	BR25913			1,799.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	1,799.50	0.00

Check No.	45078	Total:	1,799.50
Total for	CITY OF REDWOOD CITY		1,799.50

CLEANSTREET	Street & Litter Cleanup	12059	06/22/2011	
			06/22/2011	
1937 W. 169TH STREET	0034		06/22/2011	
GARDENA	BOA	45079	06/22/2011	0.00
CA 90247-5254	64005			1,425.55

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4262	Street Sweeping & ROW Mowing	614.65	0.00
20-60-4266	Litter Clean Up Program	810.90	0.00

Check No.	45079	Total:	1,425.55
Total for	CLEANSTREET		1,425.55

COTTON SHIRES & ASSOC. INC.	Applicant Charges, May 2011	12031	06/22/2011	
			06/22/2011	
330 VILLAGE LANE	0047		06/22/2011	
LOS GATOS	BOA	45080	06/22/2011	0.00
CA 95030-7218				4,253.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	4,253.50	0.00

Check No.	45080	Total:	4,253.50
Total for	COTTON SHIRES & ASSOC. INC.		4,253.50

BRANDI DEGARMEAUX	Reimb for Sustainability Progs	12032	06/22/2011	
			06/22/2011	
17 LAUSSAT STREET	614		06/22/2011	
SAN FRANCISCO	BOA	45081	06/22/2011	0.00
CA 94102				393.78

GL Number	Description	Invoice Amount	Amount Relieved
-----------	-------------	----------------	-----------------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JUNE 22, 2011

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

05-64-4335	Sustainability	393.78	0.00	
BRANDI DEGARMEUX	Reimb for Sustainability Progr	12056	06/22/2011	
			06/22/2011	
17 LAUSSAT STREET	614		06/22/2011	
SAN FRANCISCO	BOA	45081	06/22/2011	0.00
CA 94102				477.15
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	214.00	0.00	
05-64-4326	Education & Training	263.15	0.00	

Check No.	45081	Total:	870.93
<u>Total for</u>	<u>BRANDI DEGARMEUX</u>		<u>870.93</u>

FIDELITY NATIONAL TITLE CO	Title Report, Ford Field	12060	06/22/2011	
			06/22/2011	
2099 GATEWAY PLACE	0353		06/22/2011	
SAN JOSE	BOA	45082	06/22/2011	0.00
CA 95110	941000003346			500.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4214	Miscellaneous Consultants	500.00	0.00	

Check No.	45082	Total:	500.00
<u>Total for</u>	<u>FIDELITY NATIONAL TITLE CO</u>		<u>500.00</u>

JEANNETTE FOWLER	Reimb for Historic Resources	12034	06/22/2011	
	Magnifiers		06/22/2011	
10 OHLONE	0300		06/22/2011	
PORTOLA VALLEY	BOA	45083	06/22/2011	0.00
CA 94028				31.11
GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4154	Historic Resources Committee	31.11	0.00	

Check No.	45083	Total:	31.11
<u>Total for</u>	<u>JEANNETTE FOWLER</u>		<u>31.11</u>

JENNIFER GLOS	Litter Deposit Refund	12035	06/22/2011	
			06/22/2011	
113 BYRON STREET	874		06/22/2011	
PALO ALTO	BOA	45084	06/22/2011	0.00
CA 94301				100.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4226	Facility Deposit Refunds	100.00	0.00	

Check No.	45084	Total:	100.00
<u>Total for</u>	<u>JENNIFER GLOS</u>		<u>100.00</u>

GO NATIVE INC	TC Weed Maint, May 2011	12061	06/22/2011	
			06/22/2011	
P.O. BOX 370103	632		06/22/2011	
MONTARA	BOA	45085	06/22/2011	0.00
CA 94037	2198			2,618.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
JUNE 22, 2011

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
State/Province Zip/Postal	Invoice Number		Discount Amount
			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	2,618.00	0.00
		Check No. 45085	Total: 2,618.00
		Total for GO NATIVE INC	2,618.00

GUSTAVO DE LA CRUZ	Soccer Field Lining	12033	06/22/2011
896 S. BAYWOOD AVE	0195	5950	06/22/2011
SAN JOSE	BOA	45086	06/22/2011
CA 95128-3305	1144		1,145.00
GL Number	Description	Invoice Amount	Amount Relieved
05-52-4160	Parks & Rec Adult Sports	1,145.00	0.00
		Check No. 45086	Total: 1,145.00
		Total for GUSTAVO DE LA CRUZ	1,145.00

HALF MOON BAY GRADING & PAVING	2010-11 CIP Road Resurfacing	12036	06/22/2011
1780 HIGGINS CANYON ROAD	Progress Payment		06/22/2011
HALF MOON BAY	0350		06/22/2011
CA 94019	BOA	45087	06/22/2011
	3Rev.1		112,635.62
GL Number	Description	Invoice Amount	Amount Relieved
65-68-4411	CIP10/11 Street Resurfacing	112,635.62	0.00
		Check No. 45087	Total: 112,635.62
		Total for HALF MOON BAY GRADING & PAV	112,635.62

ELIZABETH HOLMES	Litter Deposit Refund	12037	06/22/2011
145 LA SANDRA WAY	0184		06/22/2011
PORTOLA VALLEY	BOA	45088	06/22/2011
CA 94028			100.00
GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	100.00	0.00
		Check No. 45088	Total: 100.00
		Total for ELIZABETH HOLMES	100.00

HORIZON	Field Supplies	12038	06/22/2011
P.O. BOX 52758	0289		06/22/2011
PHOENIX	BOA	45089	06/22/2011
AZ 85072-2758	49372+		411.36
GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	411.36	0.00
		Check No. 45089	Total: 411.36
		Total for HORIZON	411.36

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JUNE 22, 2011

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

TARA JARAMILLO	Litter Deposit Refund	12039	06/22/2011	
			06/22/2011	
3312 BRITTAN AVENUE, #15	0190		06/22/2011	
SAN CARLOS	BOA	45090	06/22/2011	0.00
CA 94070				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	100.00	0.00

Check No.	45090	Total:	100.00
Total for	TARA JARAMILLO		100.00

JORGENSON SIEGEL MCCLURE & FLEGEL	May Statement	12040	06/22/2011	
			06/22/2011	
1100 ALMA STREET	0089		06/22/2011	
MENLO PARK	BOA	45091	06/22/2011	0.00
CA 94025				12,139.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	9,664.00	0.00
96-00-4528	C-1 Trail	625.00	0.00
96-54-4186	Attorney - Charges to Appls	1,850.00	0.00

Check No.	45091	Total:	12,139.00
Total for	JORGENSON SIEGEL MCCLURE &		12,139.00

KEYSTONE OFFICE PRODUCTS CORP	Fireproof File Cabinet (Historic Resources)	12041	06/22/2011	
		5944	06/22/2011	
1965 KNIGHTSBRIDGE ROAD	0221		06/22/2011	
DANVILLE	BOA	45092	06/22/2011	0.00
IN 46122	11123280			1,760.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	1,760.00	0.00

Check No.	45092	Total:	1,760.00
Total for	KEYSTONE OFFICE PRODUCTS C		1,760.00

KPMG LLP	Grant Audit, 2010 CY	12042	06/22/2011	
			06/22/2011	
DEPT 0922	985		06/22/2011	
DALLAS	BOA	45093	06/22/2011	0.00
TX 75312-0922	44024012			8,274.20

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	8,274.20	0.00

Check No.	45093	Total:	8,274.20
Total for	KPMG LLP		8,274.20

KUTZMANN & ASSOCIATES	C-1 Plan Check	12043	06/22/2011	
			06/22/2011	
39355 CALIFORNIA STREET	0090		06/22/2011	
FREMONT	BOA	45094	06/22/2011	0.00
CA 94538	PV11-004			380.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JUNE 22, 2011

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

GL Number	Description	Invoice Amount	Amount Relieved	
96-00-4528	C-1 Trail	380.00	0.00	
KUTZMANN & ASSOCIATES	May Plan Check	12044	06/22/2011	
			06/22/2011	
39355 CALIFORNIA STREET	0090		06/22/2011	
FREMONT	BOA	45094	06/22/2011	0.00
CA 94538				7,701.40

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4200	Plan Check Services	7,701.40	0.00	

Check No.	45094	Total:	8,081.40
Total for	KUTZMANN & ASSOCIATES		8,081.40

LYNGSO GARDEN MATERIALS INC	Base Rock for Trails	12062	06/22/2011	
			06/22/2011	
19 SEAPORT BOULEVARD	923		06/22/2011	
REDWOOD CITY	BOA	45095	06/22/2011	0.00
CA 94063				24.28

GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4270	Trail Surface Rehabilitation	24.28	0.00	

Check No.	45095	Total:	24.28
Total for	LYNGSO GARDEN MATERIALS INC		24.28

MARTIN AND CHAPMAN	Election Documents	12045	06/22/2011	
			06/22/2011	
1951 WRIGHT CIRCLE	0174		06/22/2011	
ANAHEIM	BOA	45096	06/22/2011	0.00
CA 92806-6028	2011211			21.75

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	21.75	0.00	

Check No.	45096	Total:	21.75
Total for	MARTIN AND CHAPMAN		21.75

NBS, INC	Fee Study, May	12046	06/22/2011	
			06/22/2011	
32605 TEMECULA PARKWAY	0341		06/22/2011	
TEMECULA	BOA	45097	06/22/2011	0.00
CA 92592	S05311122-TM			1,650.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4209	Permit & Fees Study	1,650.00	0.00	

Check No.	45097	Total:	1,650.00
Total for	NBS, INC		1,650.00

O. NELSON & SON	Springdown Sitework	12063	06/22/2011	
			06/22/2011	
3355 TRIPP ROAD	634		06/22/2011	
WOODSIDE	BOA	45098	06/22/2011	0.00
CA 94062	136			18,886.94

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JUNE 22, 2011

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

GL Number	Description	Invoice Amount	Amount Relieved	
15-68-4414	CIP10/11 Spring Down OpSpa Imp	18,886.94	0.00	
		Check No. 45098	Total:	18,886.94
		Total for	O. NELSON & SON	18,886.94

PACIFIC GEOTECHNICAL ENG'G	C-1 Insp/Testing, March	12064	06/22/2011	
16055-D CAPUTO DRIVE	737		06/22/2011	
MORGAN HILL	BOA	45099	06/22/2011	0.00
CA 95037	122777			4,148.75
GL Number	Description	Invoice Amount	Amount Relieved	
96-00-4528	C-1 Trail	4,148.75	0.00	
		Check No. 45099	Total:	4,148.75
		Total for	PACIFIC GEOTECHNICAL ENG'G	4,148.75

REPUBLIC ELECTRIC	Repairs to Lighted Crosswalk	12065	06/22/2011	
		5935	06/22/2011	
P.O. BOX 3283	743		06/22/2011	
CAROL STREAM	BOA	45100	06/22/2011	0.00
IL 60132-3283	111383			984.00
GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4260	Public Road Surface & Drainage	984.00	0.00	
		Check No. 45100	Total:	984.00
		Total for	REPUBLIC ELECTRIC	984.00

SAN MATEO CO INF SERVICES	May M/W Admin Fee	12047	06/22/2011	
			06/22/2011	
455 COUNTY CENTER, 3RD FLOOR	0307		06/22/2011	
REDWOOD CITY	BOA	45101	06/22/2011	0.00
CA 94063	1YPV11105			76.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4152	Emerq Preparedness Committee	76.00	0.00	
		Check No. 45101	Total:	76.00
		Total for	SAN MATEO CO INF SERVICES	76.00

SHRED-IT	Shredding for Earth Day	12048	06/22/2011	
			06/22/2011	
350 HATCH DRIVE	0352		06/22/2011	
FOSTER CITY	BOA	45102	06/22/2011	0.00
CA 94404	7677178821			433.60
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4335	Sustainability	433.60	0.00	
		Check No. 45102	Total:	433.60
		Total for	SHRED-IT	433.60

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JUNE 22, 2011

Date: 06/16/2011

Time: 10:12 am

Page: 9

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

STATE CONTROLLER'S OFFICE	Processing Fee, 2010-11 Audit	12049	06/22/2011	
			06/22/2011	
DEPARTMENTAL ACCTG OFC	0218		06/22/2011	
SACRAMENTO	BOA	45103	06/22/2011	0.00
CA 94250-5877				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	100.00	0.00

Check No.	45103	Total:	100.00
Total for	STATE CONTROLLER'S OFFICE		100.00

LIZ SWEENEY	C&D Deposit Refund	12050	06/22/2011	
	127 Solana		06/22/2011	
301 MISSION STREET	597		06/22/2011	
SAN FRANCISCO	BOA	45104	06/22/2011	0.00
CA 94105				10,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	10,000.00	0.00

Check No.	45104	Total:	10,000.00
Total for	LIZ SWEENEY		10,000.00

THERMAL MECHANICAL, INC	Bi-Monthly Maintenance	12066	06/22/2011	
			06/22/2011	
425 ALDO AVENUE	955		06/22/2011	
SANTA CLARA	BOA	45105	06/22/2011	0.00
CA 95054	PM-48515			1,426.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	1,426.00	0.00

Check No.	45105	Total:	1,426.00
Total for	THERMAL MECHANICAL, INC		1,426.00

TOWNSEND MGMT, INC	April Applicant Charges	12051	06/22/2011	
			06/22/2011	
P.O. BOX 24442	609		06/22/2011	
SAN FRANCISCO	BOA	45106	06/22/2011	0.00
CA 94124				1,995.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,995.00	0.00

TOWNSEND MGMT, INC	CIP - Storm Drain Project	12067	06/22/2011	
			06/22/2011	
P.O. BOX 24442	609		06/22/2011	
SAN FRANCISCO	BOA	45106	06/22/2011	0.00
CA 94124				2,280.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4413	CIP Storm Drain Project	2,280.00	0.00

TOWNSEND MGMT, INC	C-1 Trail Engineering, Mar/Apr	12068	06/22/2011	
			06/22/2011	
P.O. BOX 24442	609		06/22/2011	
SAN FRANCISCO	BOA	45106	06/22/2011	0.00
CA 94124				14,977.50

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JUNE 22, 2011

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
State/Province Zip/Postal	Invoice Number		Discount Amount
			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	14,977.50	0.00

Check No.	45106	Total:	19,252.50
Total for	TOWNSEND MGMT, INC		19,252.50

TREE SPECIALIST	Prune Redwoods at T.C.	12069	06/22/2011	
1198 NEVADA AVE	839		06/22/2011	
SAN JOSE	BOA	45107	06/22/2011	0.00
CA 95125				490.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	490.00	0.00

TREE SPECIALIST	Emerg Tree Removal	12070	06/22/2011	
1198 NEVADA AVE	839		06/22/2011	
SAN JOSE	BOA	45107	06/22/2011	0.00
CA 95125				2,000.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	2,000.00	0.00

TREE SPECIALIST	Fire Mowing at Alpine Road	12071	06/22/2011	
1198 NEVADA AVE	839		06/22/2011	
SAN JOSE	BOA	45107	06/22/2011	0.00
CA 95125				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	5,000.00	0.00

Check No.	45107	Total:	7,490.00
Total for	TREE SPECIALIST		7,490.00

U.S. BANCORP EQUIPMENT FIN INC	June Copier Lease	12052	06/22/2011	
P.O. BOX 790448	472		06/22/2011	
ST. LOUIS	BOA	45108	06/22/2011	0.00
MO 63179-0448	178741880			468.58

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	468.58	0.00

Check No.	45108	Total:	468.58
Total for	U.S. BANCORP EQUIPMENT FIN IN		468.58

US POSTAL SERVICE	Replenish Meter	12053	06/22/2011	
U.S. POSTAL SERVICE CMRS-FP	0127	5949	06/22/2011	
LOS ANGELES	BOA	45109	06/22/2011	0.00
CA 90096-4707				2,500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	2,500.00	0.00

Check No.	45109	Total:	2,500.00
-----------	-------	--------	----------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JUNE 22, 2011

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

Total for US POSTAL SERVICE 2,500.00

US POSTMASTER	Deposit to Bulk Mail #581	12054	06/22/2011	
		5948	06/22/2011	
3855 BOHANNON DRIVE	0287		06/22/2011	
MENLO PARK	BOA	45110	06/22/2011	0.00
CA 94025				2,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	2,000.00	0.00

Check No. 45110 Total: 2,000.00

Total for US POSTMASTER 2,000.00

VERIZON WIRELESS	May Cellular	12055	06/22/2011	
			06/22/2011	
P.O. BOX 9622	0131		06/22/2011	
MISSION HILLS	BOA	45111	06/22/2011	0.00
CA 91346-9622	0980725011			285.30

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	285.30	0.00

Check No. 45111 Total: 285.30

Total for VERIZON WIRELESS 285.30

VISION INTERNET PROVIDERS INC	May Web Hosting & Tech Supp	12057	06/22/2011	
			06/22/2011	
P.O. BOX 251588	827		06/22/2011	
LOS ANGELES	BOA	45112	06/22/2011	0.00
CA 90025	19946			329.90

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	112.05	0.00
05-54-4216	IT & Website Consultants	17.85	0.00
05-64-4311	Internet Service & Web Hosting	200.00	0.00

Check No. 45112 Total: 329.90

Total for VISION INTERNET PROVIDERS IN 329.90

Total Invoices: 51	Grand Total:	234,930.00
	Less Credit Memos:	0.00
	Net Total:	234,930.00
	Less Hand Check Total:	0.00
	Outstanding Invoice Total:	234,930.00

Warrant Disbursement Journal - June 22, 2011

Claims totalling \$234,930.00 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

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Officer

DATE: June 22, 2011


RE: Investment Policy and General Fund Minimum Balance Policy

Per State law and California Debt and Investment Advisory Commission (CDIAC) requirements, it is necessary for the Council to review and accept its Investment Policy on an annual basis. The Council initially adopted this policy on December 10, 2003 pursuant to the recommendation of the Finance Committee. There have been no revisions since its adoption.

Recommendation

It is recommended that the Town Council adopt the attached resolution reaffirming its acceptance of the Town's Investment Policy.

Attachment


Angela Howard, Town Manager

RESOLUTION NO. _____-2011

**RESOLUTION OF THE TOWN OF PORTOLA VALLEY
ADOPTING TOWN INVESTMENT POLICY**

WHEREAS, the Town Council of the Town of Portola Valley (“Town”) has adopted the attached Investment Policy on December 10, 2003;

WHEREAS, the Town desires to reaffirm its acceptance of the Investment Policy in its entirety as the official investment policy of the Town;

NOW, THEREFORE, the Town of Portola Valley does RESOLVE as follows:

The Town hereby approves and accepts the Investment Policy as the official Investment Policy of the Town.

PASSED AND ADOPTED this 22rd day of June, 2011.

By: _____
Mayor

ATTEST:

Town Clerk



Town of Portola Valley Investment Policy

Adopted December 10, 2003

1.0 MISSION STATEMENT

It is the policy of the Town of Portola Valley to invest public funds in a manner which will provide the maximum security with best investment returns, while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

2.0 SCOPE

This investment policy applies to all financial assets of the Town of Portola Valley. These funds are audited annually and accounted for in the Financial Statements. Funds include the General Fund, Special Revenue and Restricted Funds, Trust Funds and any other Town Funds.

2.1 Pooling of Funds Except for cash in certain restricted funds, the Town will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

3.0 OBJECTIVES

In order of priority, the primary objectives of the investment activities shall be:

- 3.1 Safety** Safety of the principal is the foremost objective of the investment program. Investments of the Town shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- 3.2 Liquidity** The investment portfolio will remain sufficiently liquid to enable the Town of Portola Valley to meet all operating requirements that might be reasonably anticipated.
- 3.3 Total Return** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

4.0 STANDARDS OF CARE

4.1 Prudence Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence and discretion

and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used shall be the “prudent investor” standard (CGC 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.2 Delegation of Authority Authority to manage the investment program is derived from CGC53600/1, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish procedures and operate the investment program consistent with this investment policy. Procedures may include, but not be limited to, references to: safekeeping, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

4.3 Ethics and Conflict of Interest Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

5.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Treasurer may select any financial institution/broker/dealer selected by credit worthiness that is authorized to provide investment services in the State of California. For broker/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission and the National Association of Securities Dealers.

6.0 AUTHORIZED INVESTMENTS

6.1 Investment Types The Town of Portola Valley is empowered by CGC53601 et seq. to invest in the following:

- Local Agency Investment Fund (LAIF), a special fund of the State Treasury in which local agencies are allowed to pool their funds for

- Bonds issued by the Town of Portola Valley.
- United States Treasury Bills, Notes and Bonds, or mutual funds or exchange traded funds holding 80% or more of its total investments in these security types.
- Pools and other investment structures incorporating investments permitted in CGC 53601 and 53635, such as Local Government Investment Pools sponsored by Counties and Joint Powers Authorities. These entities may have their own investment policy that will differ from that of the Town.
- Negotiable Certificates of Deposit issued by federally or state chartered banks or associations. No more than 30% of surplus funds can be invested in certificates of deposit.

Investment in derivatives of the above instruments shall require authorization by the Town Council.

6.2 Collateralization All certificates of deposit must be collateralized by U.S. Treasury obligations held by a third party with whom the Town has a current written custodial agreement. The Treasurer may waive this requirement up to the amount already insured by federal or state deposit insurance (FDIC).

7.0 APPROVAL AND REVISION

The Investment Policy shall be adopted by resolution of the Town of Portola Valley. The Policy will be reviewed as part of the annual budget process with any amendments to be approved by the Council.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Janet McDougall, Assistant Town Manager

DATE: June 22, 2011

RE: Adoption of an Ordinance Regulating Commercial Use of Town Outdoor Recreational Facilities

At its June 8, 2011 meeting, the Town Council considered and voted to approve the ordinance adding Chapter 12.10 [Commercial Use of Town Outdoor Recreational Facilities] to Title 12 [Streets, Trails and Public Places] of the Portola Valley Municipal Code.

This matter has come before the Council for second reading of the ordinance title, waiving further reading and adoption of the ordinance. If approved, the ordinance shall become effective thirty (30) days after the date of adoption and posting.

Recommendation

It is recommended that the Town Council adopt the attached ordinance adding Chapter 12.10 [Commercial Use of Town Outdoor Recreational Facilities] to Title 12 [Streets, Trails and Public Places] of the Portola Valley Municipal Code.

Approved: Angela Howard
Angela Howard, Town Manager

ORDINANCE NO. 2011-

ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADDING CHAPTER 12.10 [COMMERCIAL USE OF TOWN OUTDOOR RECREATIONAL FACILITIES] TO TITLE 12 [STREETS, TRAILS AND PUBLIC PLACES] OF THE PORTOLA VALLEY MUNICIPAL CODE

WHEREAS, the Town of Portola Valley (“Town”) offers a wide variety of outdoor recreational facilities for residents to enjoy, including, but not limited to, the performance lawn, athletic fields, and tennis and all-sports courts, and coordinates classes and instructional activities on these outdoor recreational facilities; and

WHEREAS, the Town enters into written agreements with instructors to conduct classes on the Town’s outdoor recreational facilities and has an application and permit process in place for the use of the Town’s outdoor recreational facilities; and

WHEREAS, the Town desires to add Chapter 12.10 [Commercial Use of Town Outdoor Recreational Facilities] to Title 12 [Streets, Trails and Public Places] of the Portola Valley Municipal Code to prohibit the unauthorized group commercial use of the Town’s outdoor recreational facilities that displaces both residents seeking to use those outdoor recreational facilities and Town organized classes and instructional activities.

NOW, THEREFORE, the Town Council of the Town of Portola Valley does **ORDAIN** as follows:

1. Addition of Code. Chapter 12.10 [Commercial Use of Town Outdoor Recreational Facilities] is hereby added to Title 12 [Streets, Trails, and Public Places] of the Portola Valley Municipal Code to read as follows:

**CHAPTER 12.10
COMMERCIAL USE OF TOWN OUTDOOR RECREATIONAL FACILITIES**

- 12.10.010 Purpose**
12.10.020 Prohibited Group Commercial Activities
12.10.030 Penalties

12.10.010 Purpose. The purpose of this chapter is to regulate the group commercial use of the Town’s outdoor recreational facilities, including, but not limited to, the performance lawn, athletic fields, and tennis and all-sports courts, in order to provide for the orderly and safe use of such recreational facilities.

12.10.020 Prohibited Group Commercial Activities. No person shall engage in group commercial activities on the Town’s outdoor recreational facilities, including, but not limited to, the performance lawn, athletic fields, and tennis and all-sports courts, that are of an intensity and frequency that displaces Town residents seeking to use these outdoor recreational facilities or displaces Town organized classes or instructional activities without entering into a written agreement with the Town or obtaining the appropriate permit from the Town. For purposes of this chapter, group commercial activities include the sale of goods, wares, merchandise, services or property or any other act or transaction involving the exchange of money or other consideration that involves more than a one-on-one transaction. For example, prohibited group commercial activities do not include one-on-one tennis instruction.

12.10.030 Penalties. Any person that violates the provisions of this chapter shall be guilty of an infraction.

2. Environmental Review. This Ordinance is not a project for the purposes of the California Environmental Quality Act.

3. Effective Date: Posting. This Ordinance shall become effective thirty (30) days after the date of its adoption and shall be posted within the Town in three (3) public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

Town Clerk

Town Attorney

TOWN OF PORTOLA VALLEY



PROPOSED BUDGET FOR THE FISCAL YEAR 2011-2012

TOWN OF PORTOLA VALLEY

PROPOSED OPERATING & CAPITAL BUDGETS

FISCAL YEAR 2011-12

Presented to:

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

Prepared by:

Angela Howard, Town Manager
Stacie Nerdahl, Administrative Services Officer

June 2011



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 22, 2011
RE: **Proposed 2011-12 Town Budget**

We are pleased to present the proposed 2011-12 Fiscal Year budget that represents staff's best estimates for revenues and expenditures for the coming year. In short, the Town's primary revenue sources (property tax, utility users' taxes, building permits) remain stable. In addition, while other municipal agencies struggle with skyrocketing costs related to employee benefits packages, Portola Valley's modest employee benefits package has protected it from this budgetary challenge.

Noteworthy fiscal highlights:

- Projected sales tax revenues for the 2010-11 fiscal year are markedly higher than the 6% increase that the State predicted, and the State predicts a 9% increase for the 2011-12 fiscal year. Property tax revenues are also higher than budgeted.
- The Town entered into an agreement for an analysis of its fees during the 2010-11 fiscal year (the last fee study was conducted in 1999.) This analysis of the Town's current charges for services will be completed during 2011-12 and the Council will then consider adjusting these revenue sources.
- Reserve funds within the Safety Tax and Road Impact Fee funds will be tapped once again to meet expenditures in the proposed 2011-12 budget related to supplementary law enforcement services and capital improvement projects.
- Construction of the C-1 Trail project will take place during 2011-12, with its sizable impact reflected in both revenues and expenditures of the proposed budget. This project continues to be 100% funded by Stanford University.

Summary of 2011-12 Proposed Budget

Revenues	+/- PFY	Expenditures	+/- PFY	Rev/Exp Diff
Overall Budget				
\$6,579,578	+15.5%	\$6,675,566	+9.1%	(\$95,988)
General Fund Budget				
\$3,860,520		\$3,724,101 (CIP) <u>\$135,500</u>		
(Total) \$3,860,520	-0.6%	(Total) \$3,859,601	-0.7%	\$919

Revenue Estimates

While the *Revenues Budget Summary* on page 4 indicates an overall 16% increase in revenues over the 2010-11 budget, this percentage is due to the revenues related to the C-1 Trail project. With this taken into consideration, the Town's overall revenue reflects a 0.5% decrease over the 2010-11 fiscal year budget.

- **Government Agency:** Sales tax revenues are predicted to increase by 9%, and the new voter-approved Measure M revenues (County) will provide an additional \$82,000 for improvements to local streets and roads. Unfortunately, the annual Public Safety COPS grant of \$100,000 is currently not funded by state legislation for fiscal year 2011-12.
- **Permits & Fees:** Building permit revenues continue to rebound from an all-time low in 2008-09, and are currently at 10% over the adopted 2010-11 budget.
- **Service Charges:** This category again includes significant revenues related to the C-1 Trail (Stanford) project.
- **Revenue from Taxes:** While the County predicted no growth rate for property taxes in 2010-11, the Town's projected revenues are actually 4% over the 2009-10 revenues. We have therefore budgeted a continued 4% increase for the 2011-12 fiscal year.

Expenditure Estimates

The 9.1% overall increase in expenditures over the 2010-11 fiscal year is due to the ongoing impact of the self-funded C-1 Trail. With this project's impact factored out, the overall expenditures budget is decreased by 6.4% over 2010-11. The Operating budget reflects a decrease of 0.4% over 2010-11.

- **Administration:** Without the impact of a one-time vacation cashout for a retiring employee, this category reflects a modest 2.5% increase over 2010-11. The Town's participation rate for PERS retirement increased by 0.5%, and medical expenses increased by 4.8%. Additionally, there will be several reclassifications of staff based on merit.
- **Committees & Commissions:** The Town's annual Blues & Barbecue event has been suspended until 2012, and expenditures related to the new Sustainability Committee are now included in this category.
- **Miscellaneous Expenses:** This category includes expenditures related to the grants for the Energy Upgrade California program.
- **Parks & Fields:** Refinements to the maintenance processes for the playing fields will result in savings in this category along with reduced down time.
- **Service Agreements:** State legislation currently does not allow for the continuance of COPS funding for supplemental traffic patrols. We are currently in discussions with the Sheriff's office to determine if some services can be provided with existing funds.
- **Capital Improvements:** Staff has budgeted \$500,000 for the Town's annual street resurfacing project, to be funded in part by the new Measure M county revenues. Other projects relate to improvements to the Spring Down open space parcel (funded by the Open Space fund), continued repairs and replacements to the Town's storm drains, and the self-funded C-1 Trail. Additionally, we have included funds for modifications to the Historic Schoolhouse's entryway and a fresh coat of paint for the entire Schoolhouse. There is no Capital Equipment budget.

Final Thoughts and Recognition

While some government agencies are facing an uphill climb to weather the current financial climate, Portola Valley's own financial outlook remains stable. 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

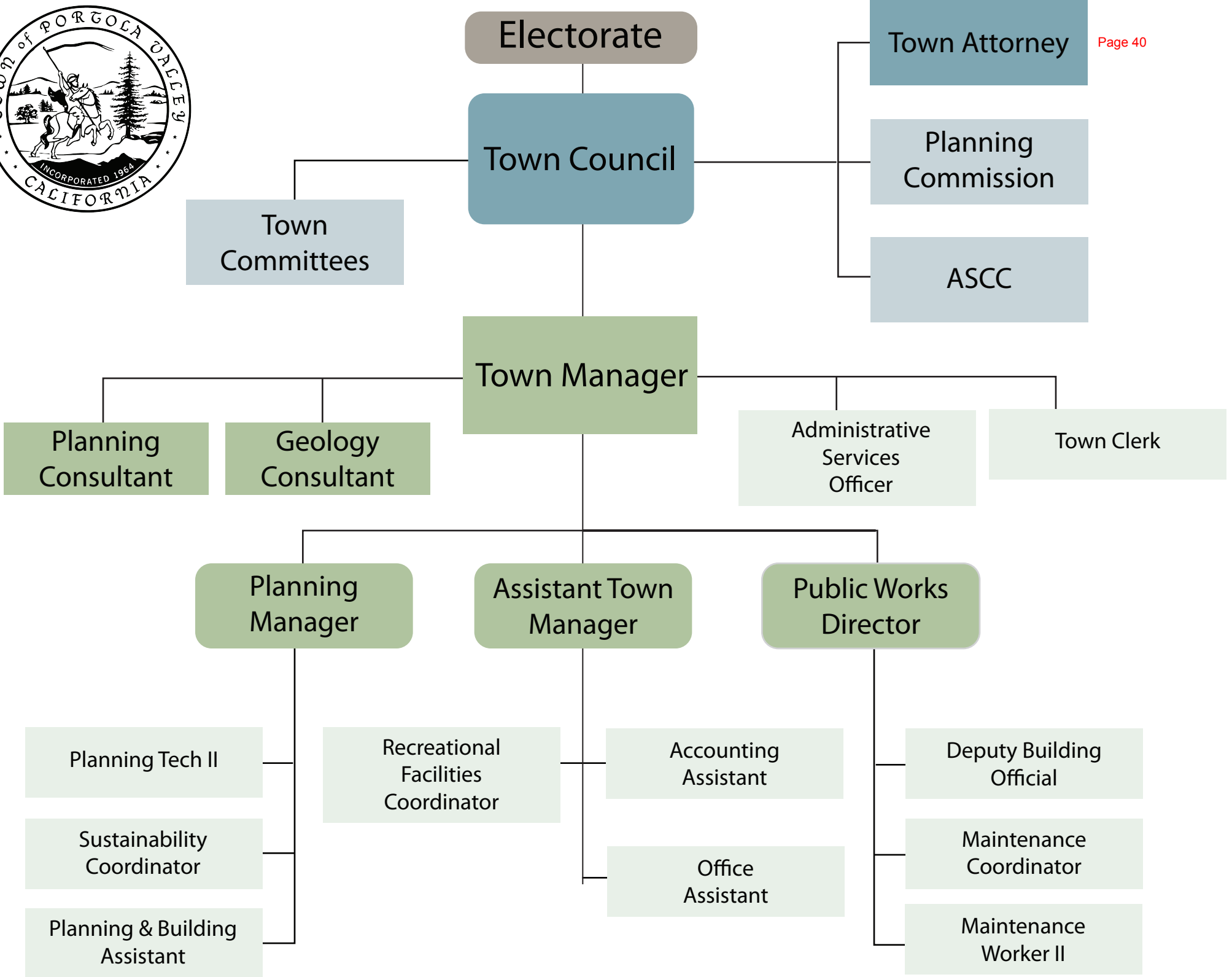
By unanimous vote at its May 31 meeting, the Finance Committee recommended that the proposed 2011-12 budget be presented to the Town Council for consideration. The committee also recommended that expenditures for *Additional Traffic Patrols* (page 30) be excluded.

Town Council Action

At its June 8 meeting, The Town Council scheduled a Public Hearing for the Proposed Budget for June 22, 2011.

Recommendation

Upon completion of the Public Hearing on June 22, 2011, the Town Council adopted the attached resolution approving the Proposed 2011-12 Operating and Capital Budget for the Town of Portola Valley.





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.
22	Measure M	County-generated vehicle registration revenue to be used for local streets and roads for congestion mitigation and water pollution prevention programs.
25	Library Fund	Library service revenue from San Mateo County Library JPA to be spent on library related activities as mutually agreed by the JPA and Town Council.
30	COPS – Public Safety	Citizens' Options for Public Safety: a supplemental State law enforcement fund for special law and traffic enforcement.
40	Park-in-Lieu	Subdivision developer's fee that can only be used for parks or recreational purposes.
45	Inclusionary-in-Lieu	A subdivision developer's fee, payable by fee or land, that can only be used for affordable housing.
60	Measure A Funds	A half percent 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.

TABLE OF CONTENTS

Revenue & Expenses by Governmental Fund 1
Fund Activity Summary..... 2

Revenues - Table of Contents..... 3
 Total Revenues Budget Summary 4
 2010/11 Budget/Projected Revenues vs 2011/12 Proposed Revenues..... 5
 Revenues Budget by Total and General Fund 6
 Revenues Budgetary Details 7-18

Expenditures - Table of Contents 19
 Total Expenditures Budget Summary 20
 2010/11 Budget/Projected vs 2011/12 Adopted Expenditures..... 21
 Expenditures Budget by Total and General Fund 22
 Expenditures Budgetary Details..... 23-35

Resolution Adopting Budget for 2011-12 36
Resolution Adopting Appropriation Limit for 2011-12..... 37

2011-12 Revenues and Expenses by Governmental Fund

Revenues	Fund 5 GENERAL FUND	Fund 8 GRANTS	Fund 10 PUBLIC SAFETY	Fund 15 OPEN SPACE	Fund 20 TRANSPORTATION	Fund 22 MEASURE M	Fund 25 LIBRARY	Fund 30 C O P S	Fund 60 MEASURE A	Fund 65 ROAD FEES	Fund 96 CASE REVIEWS	TOTALS
Government Agency	\$ 19,500	\$ 11,982	11,170		133,505	82,521		0	234,400			493,078
Franchise Fees	\$ 257,094											257,094
Permits & Fees	\$ 365,230											365,230
Other Revenues	\$ 30,000			5,000			90,000					125,000
Parks & Recreation	\$ 100,070											100,070
Service Charges	\$ 51,820										405,000	456,820
C-1 Trail	\$ -										1,500,000	1,500,000
Revenue from Taxes	\$ 2,240,756											2,240,756
Town Center Facilities	\$ 205,000											205,000
Interest	\$ 40,000											40,000
Utility Users' Taxes	\$ 551,050			245,480								796,530
Revs. Sub-Totals	3,860,520	11,982	11,170	250,480	133,505	82,521	90,000	0	234,400	0	1,905,000	6,579,578
Expenditures												
Admin & Operations	\$ 1,792,397											1,792,397
Committees	\$ 143,232											143,232
Consultant Services	\$ 455,721				8,000						405,000	868,721
Miscellaneous	\$ 41,591	\$ 23,964										65,555
Parks Operations	\$ 193,070											193,070
Public Works	\$ 3,000				164,000							167,000
Service Agreements	\$ 681,473		110,000					0				791,473
Services & Supplies	\$ 291,987											291,987
Town Center Facilities	\$ 121,630						10,000					131,630
Exp. Sub-Totals	3,724,101	23,964	110,000	0	172,000	82,521	10,000	0	0	0	405,000	4,445,065
Capital Improvements												
Street Resurface 10/11						62,521			234,400	203,080		500,001
Street Design / Inspections	\$ 65,000											65,000
Schoolhouse	\$ 15,500											15,500
Springdown Imp, Ph 1				75,000								75,000
Storm Drain Imps	\$ 55,000				0	20,000						75,000
C-1 Trail											1,500,000	1,500,000
Capital Improvements	\$ 135,500		0	75,000	0	82,521	0	0	234,400	203,080	1,500,000	2,230,501
Revenue - Expenses	136,419	-11,982	-98,830	250,480	-38,495	82,521	80,000	0	234,400	0	1,500,000	2,134,513
Revenue - (Exp+CIP)	919	-11,982	-98,830	175,480	-38,495		80,000	0	0	-203,080	0	-95,988

Town of Portola Valley 2011-2012 Fund Activity Summary

FUND	7/1/2011 ESTIMATED BALANCE	2011-2012 ESTIMATED REVENUES	2011-2012 ESTIMATED EXPENDITURES	6/30/2012 PROJECTED BALANCE
General Purpose Funds				
General Fund Unrestricted	2,128,420	3,860,520	3,859,601	2,129,339
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
Sub-Total	\$ 2,611,457	\$ 3,860,520	\$ 3,859,601	\$ 2,612,376
Restricted Funds				
Bonds and Grants (8)	11,982	11,982	23,964	0
Public Safety (10)	104,722	11,170	110,000	5,892
Open Space (15)	3,006,547	250,480	75,000	3,182,027
Transportation/Public Works (20)	19,845	133,505	172,000	-18,650
Measure M (22)	0	82,521	82,521	0
Library Fund (25)	397,960	90,000	10,000	477,960
Public Safety/COPS (30)	0	0	0	0
Park In Lieu (40)	6,191	0	0	6,191
Inclusionary In Lieu (45)	158,033	0	0	158,033
Measure A (60)	0	234,400	234,400	0
Road Fee Fund (65)	779,835	0	203,080	576,755
Applicant Deposits (96)	469,628	1,905,000	1,905,000	469,628
Sub-Total	\$ 4,942,761	\$ 2,719,058	\$ 2,815,965	\$ 4,857,836
Grand Total	\$ 7,554,218	\$ 6,579,578	\$ 6,675,566	\$ 7,470,212

REVENUES

- Government Agency 7
 - Motor Vehicle Fees
 - Measure A Sales Tax
 - Proposition 172 Funds
 - State Gas Tax
 - HOPTR
 - Prop 42 Funds
 - Measure M
 - Miscellaneous Grants
- Franchise Fees..... 9
 - PG&E
 - California Water
 - Greenwaste Recovery
 - Comcast Cable
- Permits & Fees 10
 - Building Permit/Plan Check
 - Site Development
 - Encroachment
 - Conditional Use
 - Building Permit Review/Planning
 - Horsekeeping
 - Construction & Demolition
- Other Revenues..... 11
 - Fines & Forfeitures
 - Miscellaneous Contributions
 - Open Space
 - Library Fund
 - PG&E Solar Rebate

- Parks & Recreation 12
 - Lease Income – Parks
 - Sports League Field Use
 - Annual Community Events
 - Field Activity Fees
 - Teen Committee
- Service Charges 13
 - Zoning & Planning Permits
 - Variances
 - Subdivision Fees
 - Residential Data Reports
 - Architectural Review
 - Geology/Engineer Fees
 - Applicant Charges
 - C-1 Trail
 - Miscellaneous Revenues
- Revenue from Taxes 15
 - Property Taxes, Secured & Unsecured
 - Sales & Use Tax
 - Business License Tax
 - Real Property Transfer Tax
 - Miscellaneous Other Taxes
- Town Center Facilities..... 16
 - Community Hall & Room Rentals
 - Parking Lot & Field Rentals
 - Class Fees
- Interest 17
- Utility Users’ Taxes 18
 - General Purpose Use (4.5%)
 - Open Space Use (2%)

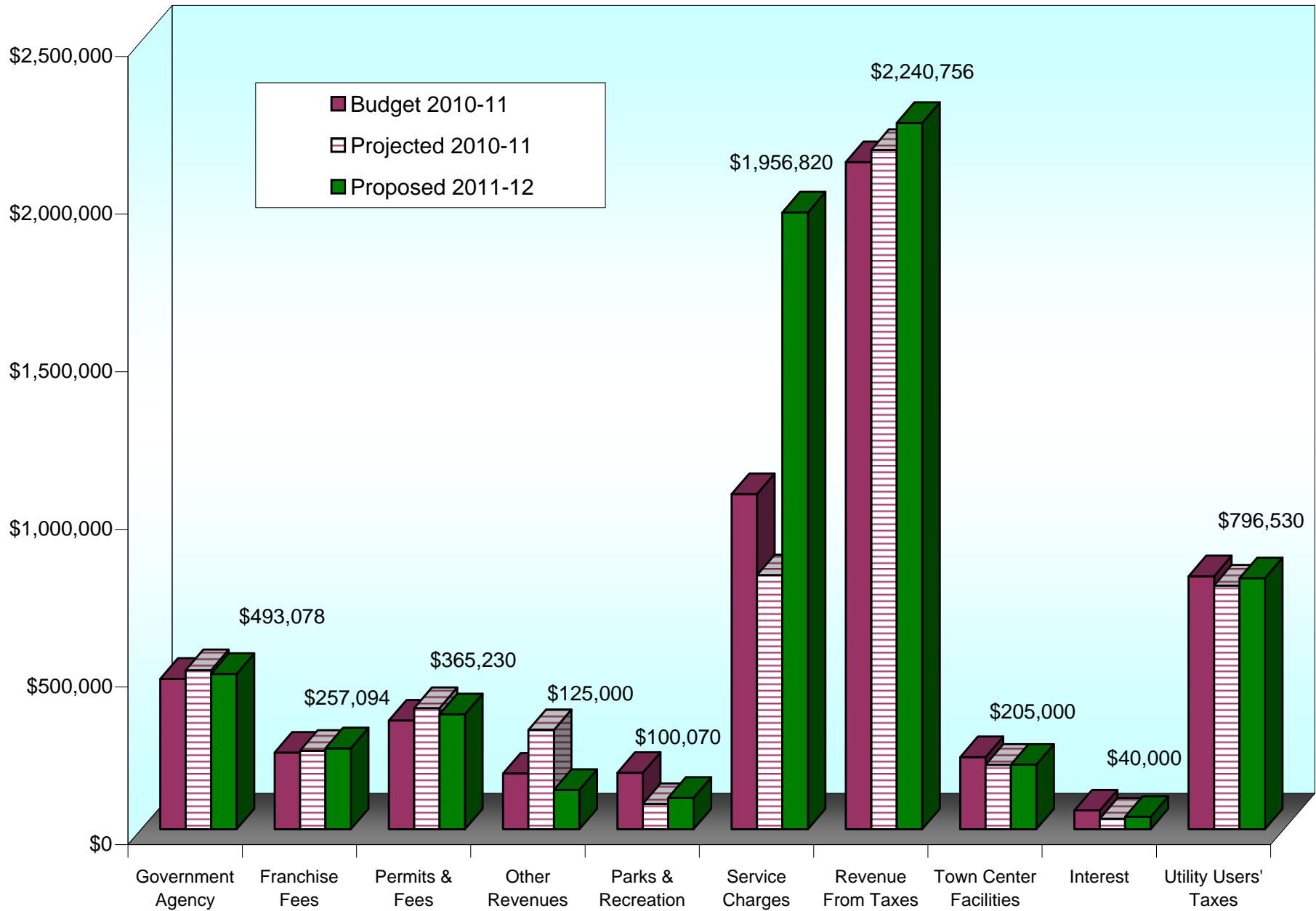
TOWN OF PORTOLA VALLEY

2011-2012 Total Revenues Budget Summary

Revenues	2010-11 Adopted Budget	2010-11 Projected at Year End	2011-12 Proposed Budget	%/Change per Adopted 10/11 Budget	%/Change per Projected Year End
Government Agency	477,540	504,855	493,078	3.25	(2.33)
Franchise Fees	243,380	249,606	257,094	5.63	3.00
Permits & Fees	345,300	384,635	365,230	5.77	(5.05)
Other Revenues	177,000	314,957	125,000	(29.38)	(60.31)
Parks & Recreation	179,230	80,246	100,070	(44.17)	24.70
Service Charges	1,063,700	806,180	1,956,820	83.96	142.73
Revenue From Taxes	2,116,600	2,155,050	2,240,756	5.87	3.98
Town Center Facilities	229,000	204,600	205,000	(10.48)	0.20
Interest	60,000	33,600	40,000	(33.33)	19.05
Utility Users' Taxes	802,730	773,330	796,530	(0.77)	3.00
Grand Total	5,694,480	5,507,059	6,579,578	16%	19%



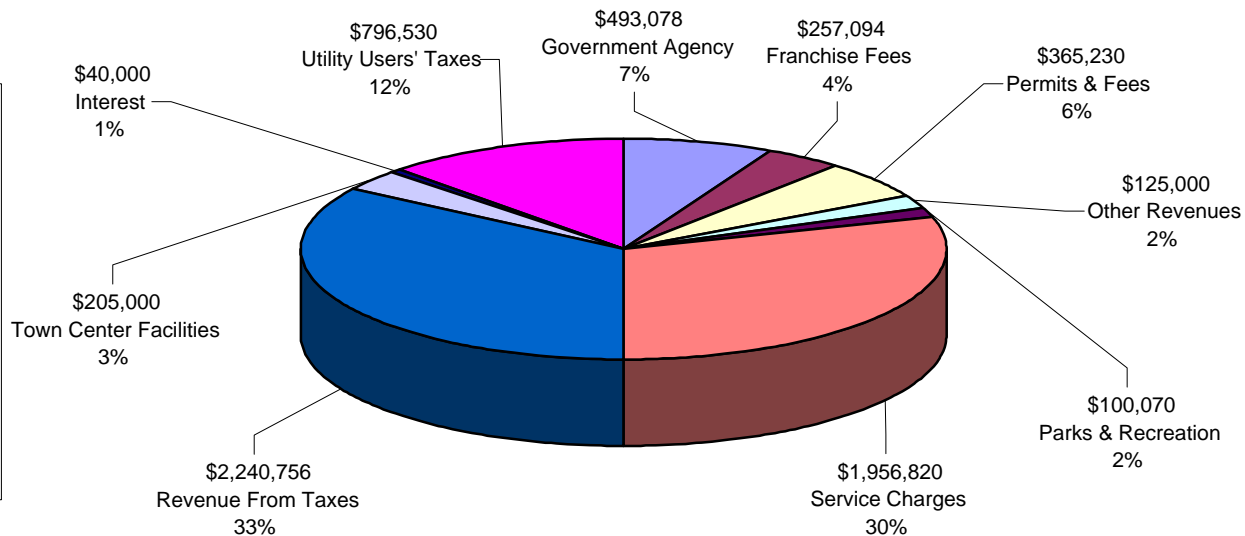
2010-11 Budget/Projected Rev. vs 2011-12 Proposed Revenue



2010-11 REVENUE BUDGET by TOTAL and GENERAL FUND

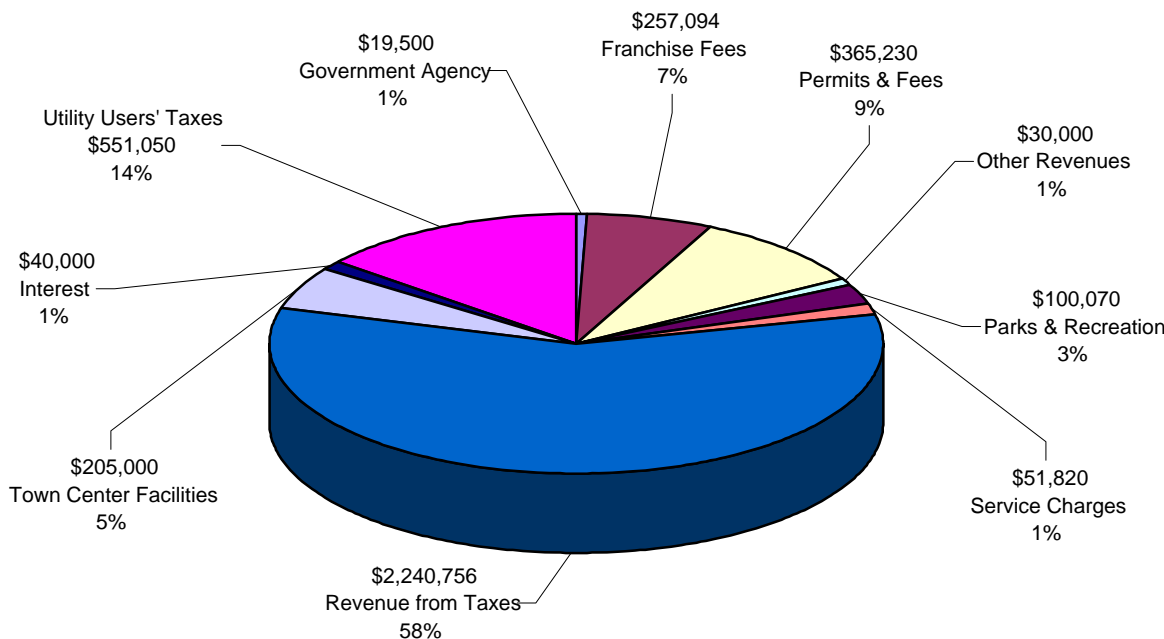
2011-12 Total Revenue Total: \$6,579,578

Government Agency	\$493,078
Franchise Fees	\$257,094
Permits & Fees	\$365,230
Other Revenues	\$125,000
Parks & Recreation	\$100,070
Service Charges	\$1,956,820
Revenue From Taxes	\$2,240,756
Town Center Facilities	\$205,000
Interest	\$40,000
Utility Users' Taxes	\$796,530



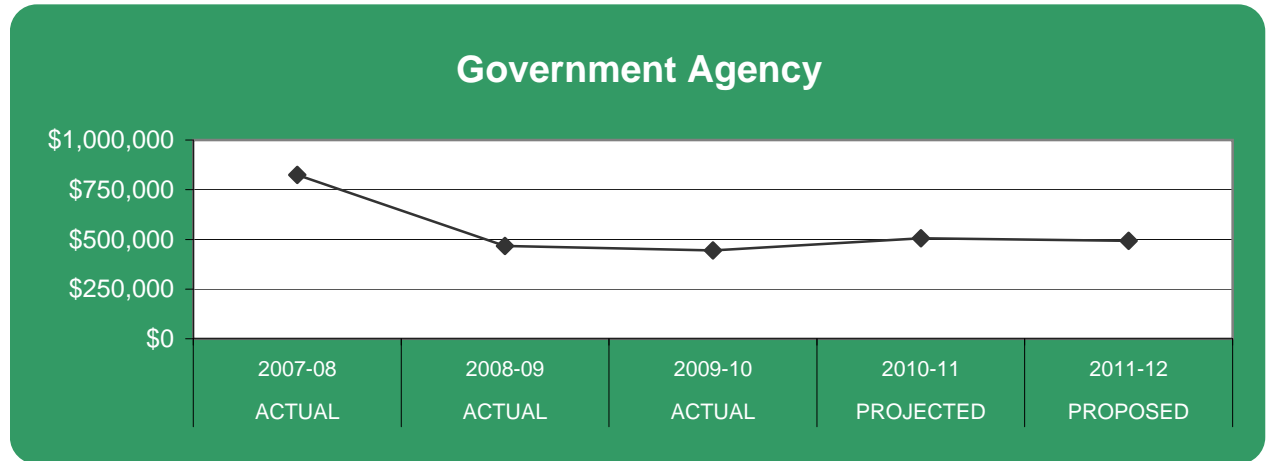
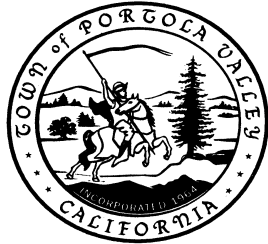
2011-12 General Fund Revenue Total: \$3,860,520

Government Agency	\$19,500
Franchise Fees	\$257,094
Permits & Fees	\$365,230
Other Revenues	\$30,000
Parks & Recreation	\$100,070
Service Charges	\$51,820
Revenue from Taxes	\$2,240,756
Town Center Facilities	\$205,000
Interest	\$40,000
Utility Users' Taxes	\$551,050



TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1	Motor Vehicle	20,473	15,788	13,740	14,000	14,500	14,500	05-10-3001
	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.							
2	Measure A Sales Tax	218,049	193,750	189,937	198,590	215,000	234,400	60-10-3002
	Half percent sales tax restricted for transportation uses. State is predicting a 9% increase.							
3	Proposition 172 Funds - Public Safety Sales Tax	11,123	10,170	9,742	11,240	10,250	11,170	10-10-3004
	Half-cent sales tax restricted for public safety issues.							
4	Public Safety COPS Grant	100,266	93,957	101,083	100,000	100,000	0	30-10-3006
	Annual state allotment which can only be used for public safety. Legislation is not in place to fund COPS in FY2011 12.							
5	State Gas Tax	68,228	104,531	82,413	81,110	82,775	81,150	20-10-3008
	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.							20-10-3010 20-10-3012 20- 10-3014
6	Homeowners' Property Tax Relief (HOPTR)	5,142	5,198	5,235	5,000	5,385	5,000	05-10-3016

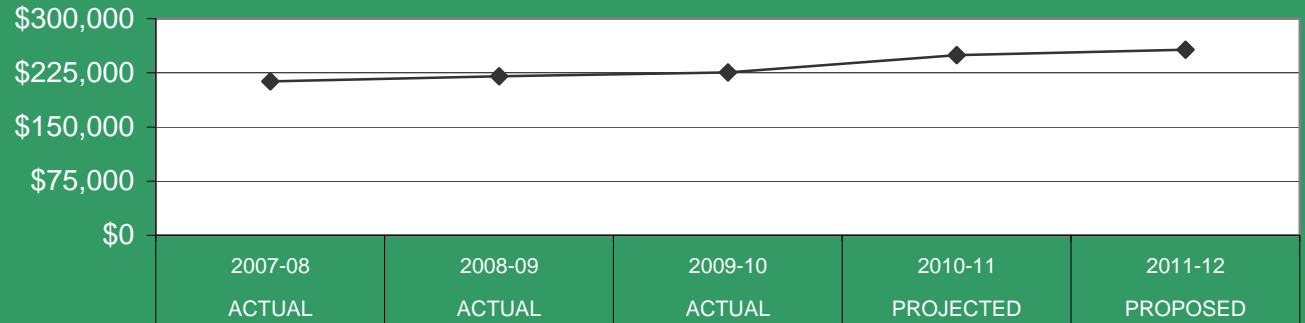
Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
7	State Mandated Costs Reimbursements	1,556	5,028	-	21,400	0	0	5-10-3017
	State reimbursements totalling \$42,800 filed for 2-4 years' legislated municipal expenses.							
8	Proposition 42 Funds	-	39,316	42,376	46,200	47,290	52,355	20-10-3015
	Traffic Congestion Relief funds expired, Prop 42 funding replaces.							
10	Measure M						82,521	22-10-****
	This new revenue is derived from an additional vehicle registration fee for San Mateo County residents and is to be used for improvements to local streets and roads.							
11	Miscellaneous Grants							
	County of San Mateo Energy Upgrade Grant				0	11,982	11,982	08-10-3027
	ABAG Grants for Triangle Park				0	13,455		
	ABAG Grant for Ford Field pre-construction work				0	4,218		
	<i>2000 Park Bond Act - provides funds for park/rec construction and renovation.</i>				0			08-10-3030
	<i>Roberti-Z'berg Grant - provides funds for parks/rec purposes, including development and renovation.</i>							08-10-3032
	<i>Prop 1B - State funds to be expended for road projects</i>	400,000			0			20-10-3007
	Sub-Total	824,837	467,737	444,526	477,540	504,855	493,078	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



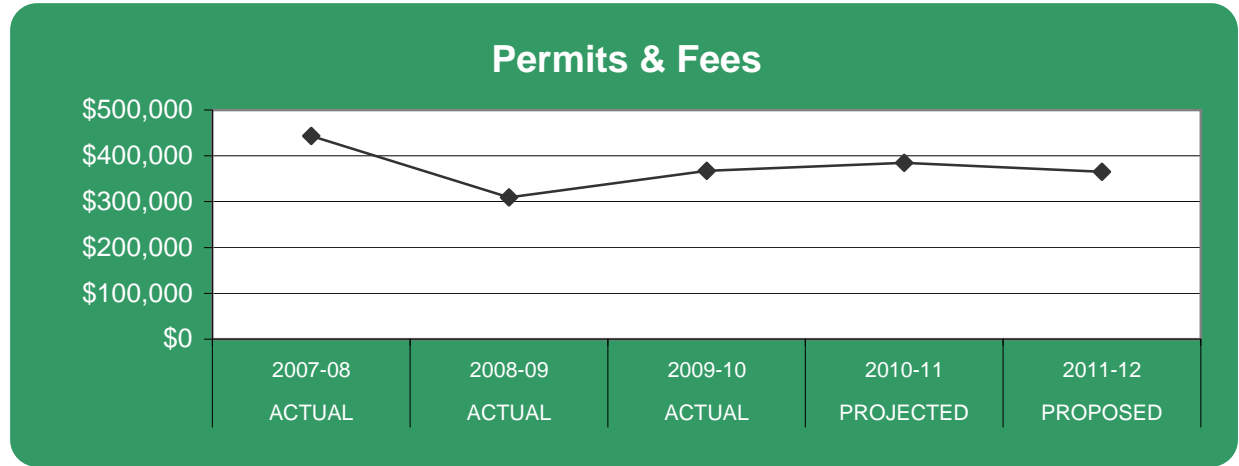
Franchise Fees



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1 PG&E Franchise fee for PG&E regulated by the State through a Town franchise ordinance.	79,632	84,160	78,886	81,250	84,156	86,681	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.	22,599	24,070	25,279	37,490	37,490	38,615	05-12-3042
3 Greenwaste Recovery Company Franchise fees based upon 7.7% of total revenues generated by GWR within the Town. Third year of 10-year agreement.	59,390	54,741	58,323	61,810	62,740	64,622	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.	51,737	57,419	63,010	62,830	65,220	67,177	05-12-3046
Sub-Total	213,358	220,390	225,498	243,380	249,606	257,094	

TOWN of PORTOLA VALLEY

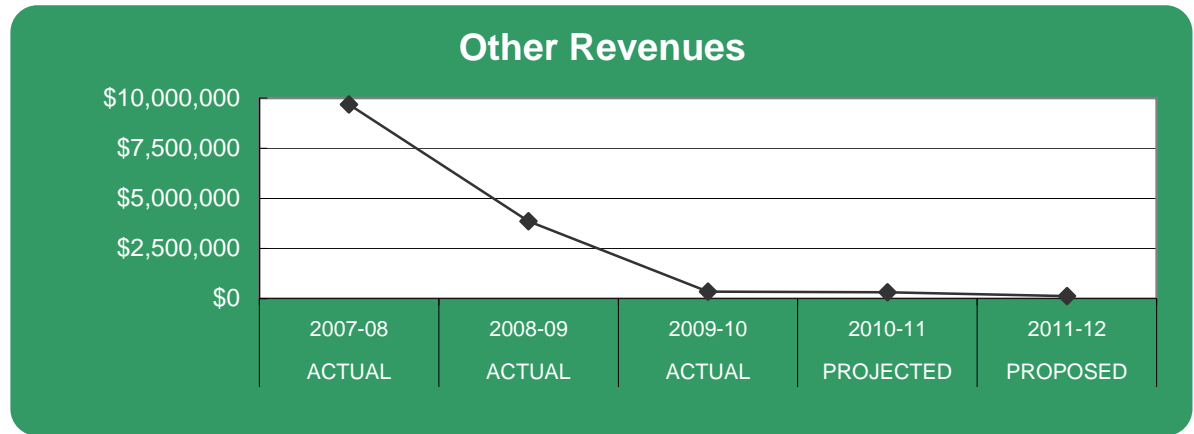
2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1 Building Permits/Plan Check Fees Issued for all building construction within the Town.	391,593	260,018	315,268	290,000	334,800	315,000	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.	25,000	25,150	24,010	31,000	23,870	25,000	05-14-3062
3 Encroachment Permits Filing fee for permits required to conduct work in public right-of-way.	5,760	7,590	7,380	6,000	6,870	6,000	05-14-3064
4 Conditional Use Permits Permits required for a special use on private property.	2,380	700	1,690	1,200	1,660	1,600	05-14-3066
5 Building Permit Review/Planning Fee Building permit fee for review of building permits for ASCC/Planning compliance.	4,660	4,266	4,760	4,000	4,660	4,500	05-14-3068
6 Horsekeeping Permits Permits required to keep horses on private property. There are currently 207 permitted horses.	4,520	2,700	3,525	4,600	3,500	3,630	05-14-3070
7 Construction & Demolition Fee Fee to offset cost of implementing C&D Ordinance.	9,725	9,100	10,850	8,500	9,275	9,500	05-14-3072
Sub-Total	443,638	309,524	367,483	345,300	384,635	365,230	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



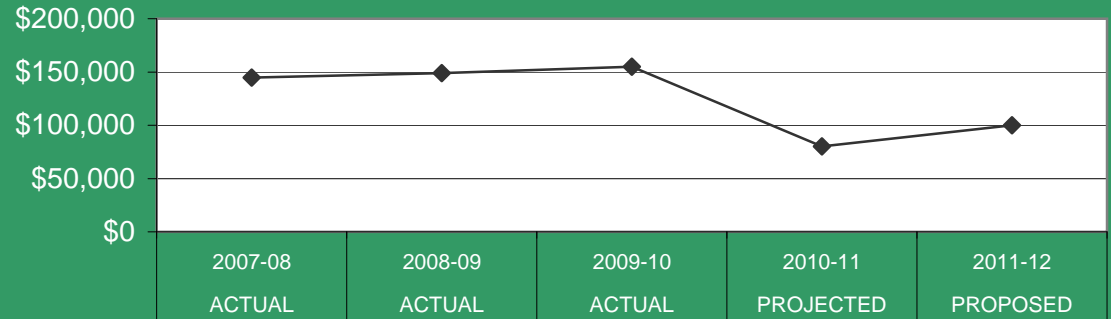
Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1 Fines and Forfeitures	12,540	11,206	15,942	11,500	16,200	10,000	05-16-3082
Town's portion of traffic and parking citations.							
Historic Museum	0	0	38	0	0		05-16-3084
Contributions received for the Historic Restoration including sale of Portola Valley Primer.							
2 Misc Contribs - received for designated projects	32,650	2,950	3,818	3,000	3,000	3,000	05-16-3086
Sausal Creek Contribs - for daylighting project	542,745	371,721	180	0	2,627		05-16-3091
3 Open Space	1,336,030	13,124	3,230	5,000	109,130	5,000	15-16-3090
Contributions towards the Town's Open Space funds.							
Lease from 725 Portola Road	79,121	25,106	0	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	265,000	120,000	120,000	90,000	25-16-3092
Donor city revenue from SMC Library JPA.							
Portola Valley Community Fund (PVCF)	5,561,368	3,311,050	35,000	20,000	45,000	0	
Revenue received from PVCF fundraising, final pledge received in 2010/11.							
5 PG&E Solar Rebate			22,217	17,500	19,000	17,000	05-16-3083
Temporary rebate related to installation of Town Center panels. Program to end in 2014.							
Hasso Plattner Grant for TC Project	1,999,965			0	0		
Sub-Total	9,684,419	3,860,646	345,425	177,000	314,957	125,000	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



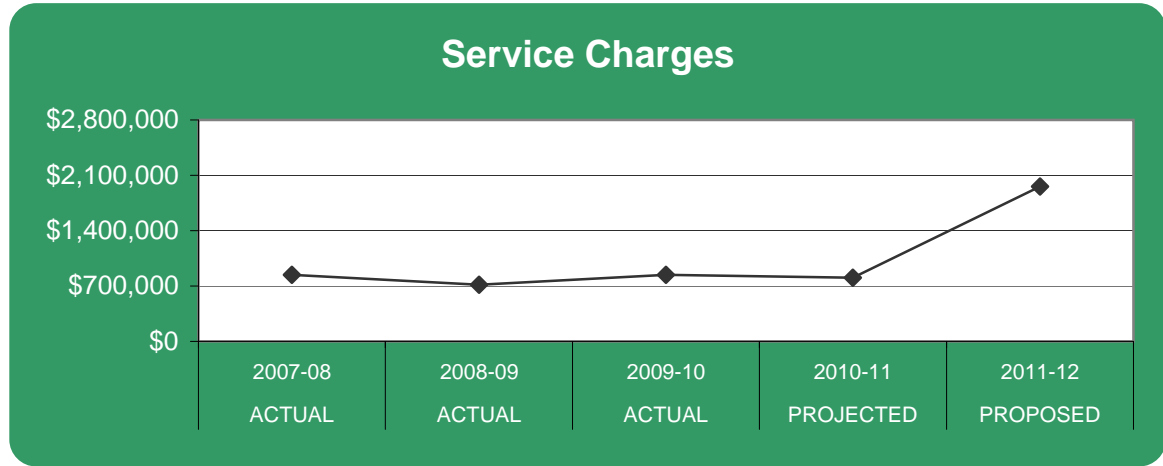
Parks & Recreation



Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT NUMBER
1	Lease Income - Parks	9,464	9,771	9,885	7,230	7,253	7,470	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	21,000	20,945	39,573	50,000	50,000	52,600	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	3,274	1,514	1,210	2,000	2,000	0	05-18-3104
	Blues & Barbecue (suspended for two years). Revenue anticipated due to mailing.	101,300	102,618	85,889	100,000	0	20,000	05-18-3106
	Class Fees							05-18-3110
	<i>This item has been moved to Town Center Revenues.</i>							
4	Field Activity Fees	9,625	12,895	18,061	19,000	19,000	19,000	05-18-3112
	Revenue stream stemming from activities of Adult Soccer.							
5	Teen Committee	0	1,274	379	1,000	1,993	1,000	05-18-3114
	Revenue from teen events and dances.							
	Sub-Total	144,663	149,018	154,997	179,230	80,246	100,070	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET

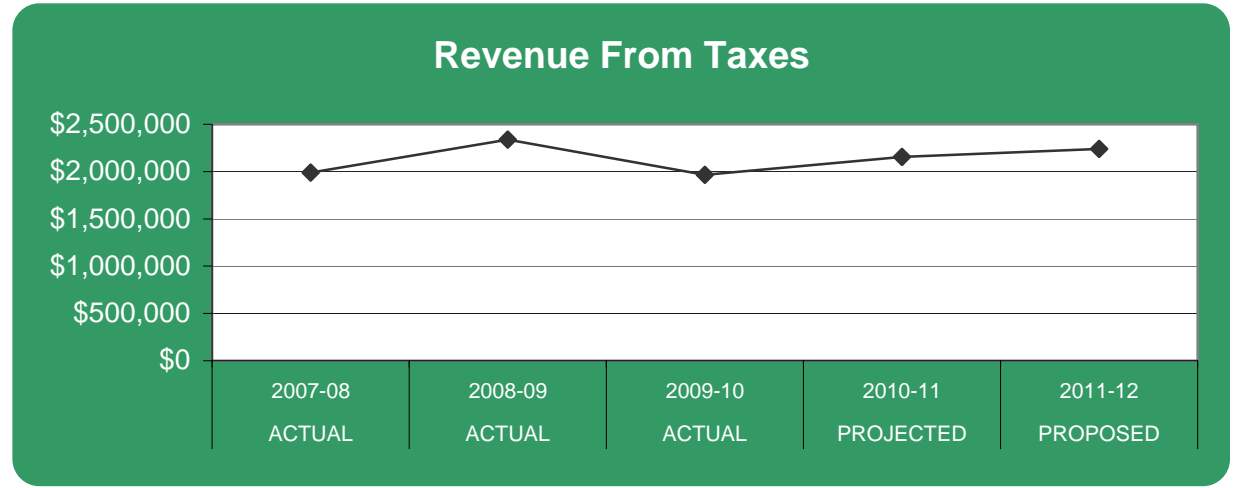


Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1 Zoning and Planning Permits	2,240	-10	1,240	500	1,800	500	05-20-3120
Fee for permits required for commercial use changes.							
2 Variances	890	890	0	1,780	850	1,700	05-20-3122
Filing fee required for consideration of variance requests.							
3 Subdivision Fees	620	560	1,240	620	1,070	620	05-20-3124
Filing fee required to process a subdivision.							
4 Residential Data Reports	7,080	5,700	9,000	8,000	7,000	7,000	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	17,880	20,850	24,840	20,000	14,400	15,000	05-20-3132
Filing fee for consideration of improvements to private property.							
Construction Traffic Road Fee	306,729	179,086	156,336	0	0	0	65-20-3134
Fee collection suspended in 2010. Town is using over \$200k in 2011/12 for street repairs.							

Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
6	Geology Fees	5,950	3,740	5,660	4,000	4,760	4,000	05-20-3136
	Filing fee for review by Town Geologist for private property improvements, when deemed necessary.							
7	Town Engineer Fees	4,290	3,080	3,520	3,000	2,610	3,000	05-20-3138
	Charges to applicant for Town Engineer's review of plans for improvements to private property.							
8	Planning Services - Charges to Applicants				250,000		250,000	96-20-3140
	Charges to applicants for Planning Consultant's review of applications.							
9	Geological Services - Charges to Applicants				110,000		90,000	96-20-3140
	Charges to applicants for Geological Consultant's review of applications.					483,800		
10	Engineering Services - Charges to Applicants				35,000		35,000	96-20-3140
	Charges to applicants for Engineering Consultant's review of applications.							
11	Attorney Services - Charges to Applicants				15,000		30,000	96-20-3140
	Charges to applicants for legal review of private applications.							
12	C-1 Stanford Trail - Charges for Applicant			61,600	590,800	274,890	1,500,000	96-20-3140
	Misc. Consultants - Charges to Applicants	470,304	472,426	525,169				96-20-3140
13	Miscellaneous	26,013	31,883	54,780	25,000	15,000	20,000	05-20-3154
	Sub-Total	841,996	718,205	843,385	1,063,700	806,180	1,956,820	

TOWN of PORTOLA VALLEY

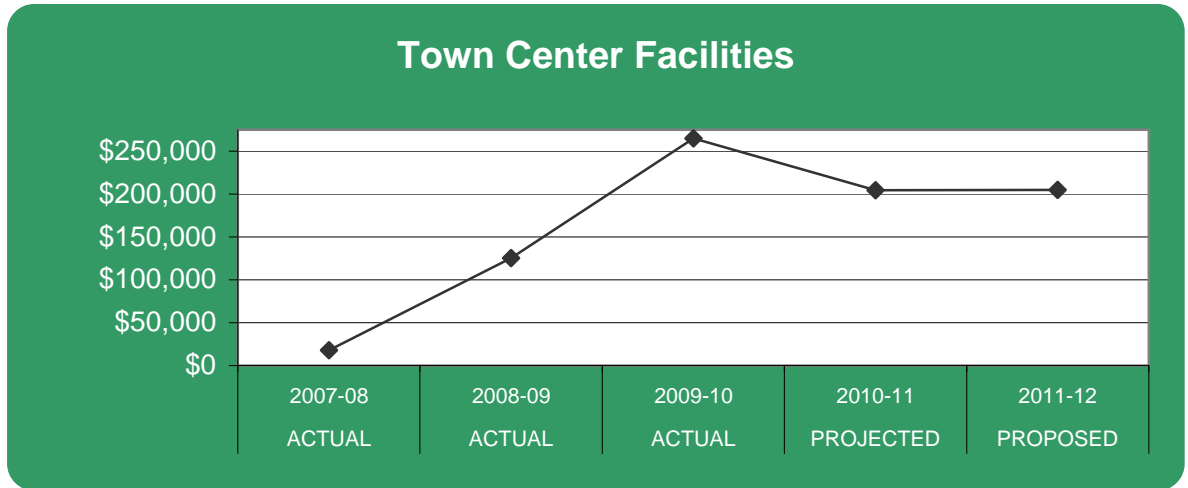
2011-12 BUDGET WORKSHEET



Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1	Property Taxes - Secured Town receives 7% of collected property tax revenues from the County, and a 4% growth rate is projected. State diverted \$137K in 09/10, to be returned to Town by 2012/13.	1,535,599	1,957,068	1,643,622	1,775,000	1,807,650	1,879,956	05-22-3160
2	Property Taxes - Unsecured Non-property fixed assets (boats, airplanes, capital equipment, etc).	41,706	46,813	48,438	49,260	44,300	45,000	05-22-3162
3	Sales & Use Tax State projects an increase of 9% in sales tax.	190,328	175,925	97,825	94,340	134,000	146,000	05-22-3164
4	Business License Tax	119,205	101,500	87,890	120,000	100,000	100,000	05-22-3166
5	Real Property Transfer Tax Transaction tax charged when private property transfers.	94,604	46,660	79,351	70,000	60,000	61,800	05-22-3168
6	Miscellaneous Other Taxes	6,321	10,029	9,866	8,000	9,100	8,000	05-22-3170
Sub-Total		1,987,763	2,337,995	1,966,992	2,116,600	2,155,050	2,240,756	

TOWN of PORTOLA VALLEY

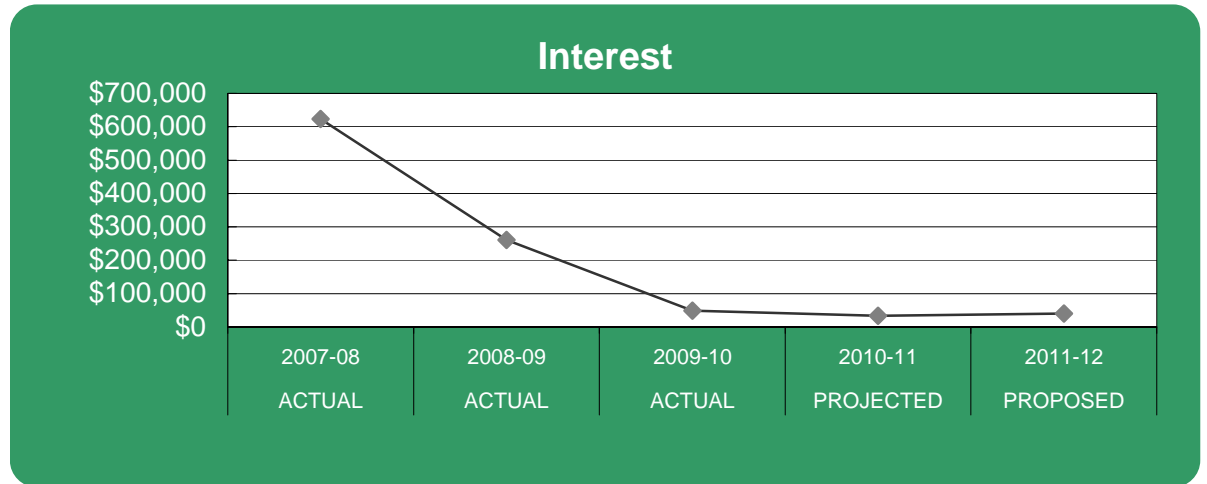
2011-12 BUDGET WORKSHEET



Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1	Community Hall / Activity Room Rentals	0	20,335	69,139	36,000	36,000	36,000	05-24-3184
	Facilities are available for private use no more than 24 times per calendar year.							
2	Parking Lot & Field Rentals	800	3,429	5,137	5,000	4,600	5,000	05-24-3188
	Short term rentals of the Town Center parking lot for private parties and events.							
3	Class Fees	17,117	101,601	190,488	188,000	164,000	164,000	05-24-3190
	Four activity rooms available. This revenue is offset by instructor fees, see page 30.							
Sub-Total		17,917	125,365	264,764	229,000	204,600	205,000	

TOWN of PORTOLA VALLEY

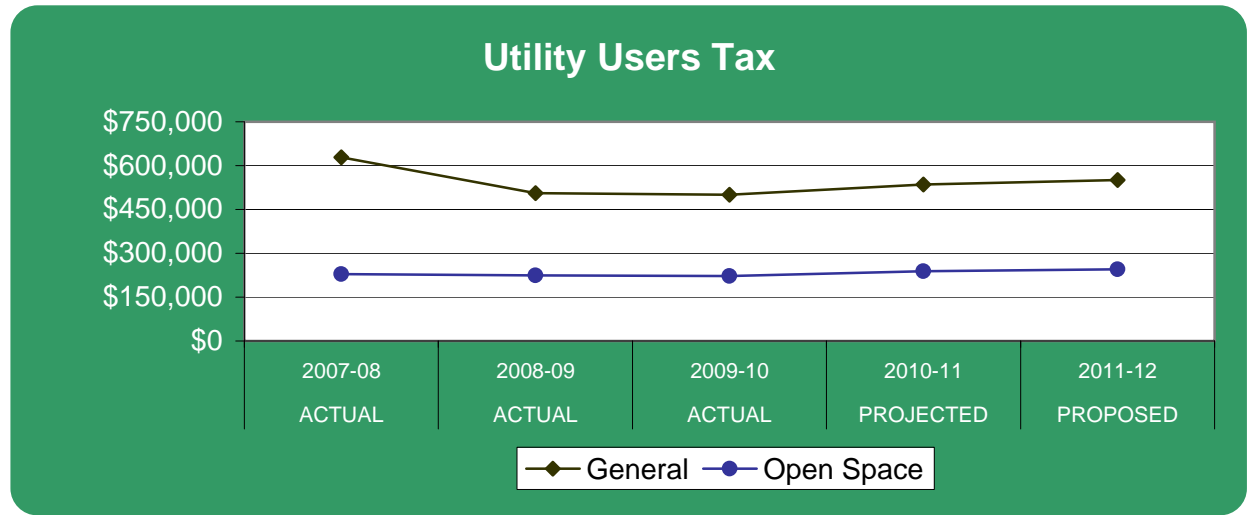
2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODE
1 Interest	422,315	145,293	16,962	60,000	33,600	40,000	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>	201,400	115,288	31,922				
Sub-Total	623,715	260,581	48,884	60,000	33,600	40,000	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	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	370,875	362,738	366,801	404,250	384,000	395,520	05-28-3220
Telephone	32,815	26,637	26,705	30,450	28,000	28,840	05-28-3222
Water	101,675	108,344	107,178	120,490	123,000	126,690	05-28-3224
<i>Sub-Total</i>	628,666	505,366	500,684	555,190	535,000	551,050	
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	164,825	161,220	162,997	180,020	171,000	176,130	15-28-3220
Telephone	14,560	13,545	11,898	13,970	12,710	13,091	15-28-3222
Water	45,190	46,444	47,635	53,550	54,620	56,259	15-28-3224
<i>Sub-Total</i>	228,606	224,575	222,530	247,540	238,330	245,480	
Sub-Total	857,272	729,941	723,214	802,730	773,330	796,530	

EXPENDITURES

- Administration & Operations23
 - Permanent, Part-time and Temporary Staff
 - Benefits
- Committees & Commissions24
 - Architectural and Site Control Commission
 - Cable & Utilities Undergrounding
 - Conservation
 - Community Events
 - Cultural Arts
 - Emergency Preparedness
 - Historic Resources
 - Open Space Acquisition Advisory
 - Parks & Recreation
 - Planning Commission
 - Science & Nature
 - Sustainability
 - Teen
- Consultant Services25
 - Accounting & Auditing
 - Town Attorney
 - Transcription
 - Geologist
 - Engineer
 - Planner
 - Plan Check
 - Miscellaneous Consultants
- Miscellaneous27
 - Contingency
 - Community Services
 - H.E.A.R.T. JPA
 - Energy Upgrade California Grant
- Parks & Recreation Operations28
 - Parks & Fields Maintenance
 - Portable Lavatories
 - Special Events Insurance
 - Instructors
- Public Works Operations29
 - Public Road Surface & Drainage
 - Street Sweeping and ROW Maintenance
 - ROW Tree Trimming

- Litter Cleanup
- Tools and Equipment
- Street Signs & Striping
- Trails Surface Rehabilitation
- Storm Damage/Emergency Repairs
- Service Agreements 30
 - Animal Control
 - San Mateo County Sheriff’s Office, COPS
 - Emergency Services Council JPA
 - NPDES – Stormwater Program
- Services & Supplies 31
 - Codification
 - Elections
 - Liability Insurance
 - Office Supplies
 - Town Publications
 - Web Site Hosting & Spam Filtering
 - Office Equipment – Maintenance & Repairs
 - Equipment Services Contracts
 - Postage
 - Telephones
 - Advertising
 - Dues
 - Education & Training
 - Mileage Reimbursement
 - Utilities
 - Fire Prevention / Wood Chipping
 - Vehicle Maintenance
 - Miscellaneous
 - Sustainability Series
- Town Center Facilities 33
 - Building Maintenance Equipment & Supplies
 - Landscape Supplies & Services
 - Janitorial Services
 - Mechanical Systems Maintenance/Repair
 - Repairs/Vandalism
 - Property Insurance
- Capital Improvements Program 34

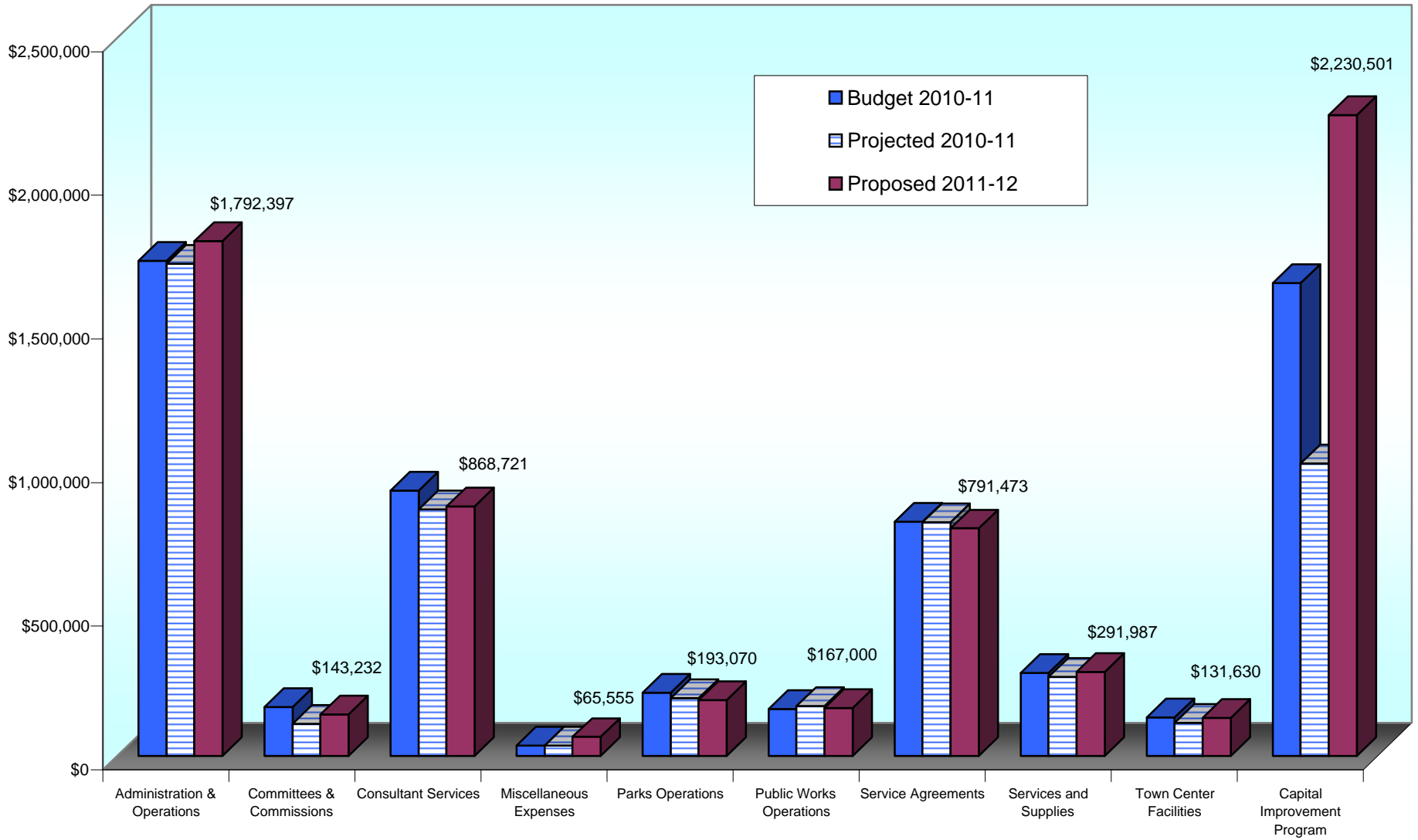
TOWN OF PORTOLA VALLEY

2011-2012 Total Expenditures Budget Summary

Expenditures	2010-11 Adopted Budget	2010-11 Projected at Year End	2011-12 Proposed Budget	%/Change per Adopted 10/11 Budget	%/Change per Projected Year End
Administration & Operations	1,722,458	1,712,414	1,792,397	4.06	4.67
Committees & Commissions	169,490	110,846	143,232	(15.49)	29.22
Consultant Services	923,200	857,896	868,721	(5.90)	1.26
Miscellaneous Expenses	36,140	36,141	65,555	81.39	81.39
Parks Operations	219,140	200,869	193,070	(11.90)	(3.88)
Public Works Operations	163,000	172,541	167,000	2.45	(3.21)
Service Agreements	815,039	813,639	791,473	(2.89)	(2.72)
Services and Supplies	288,970	275,137	291,987	1.04	6.12
Town Center Facilities	132,980	114,494	131,630	(1.02)	14.97
Subtotal	4,470,417	4,293,977	4,445,065	(0.57)	3.52
Capital Improvement Program					
Programs	1,645,800	1,017,255	2,230,501	35.53	119.27
Equipment	0	0	-	-	-
Subtotal	1,645,800	1,017,255	2,230,501	35.53	119.27
Grand Total	6,116,217	5,311,232	6,675,566	9%	26%



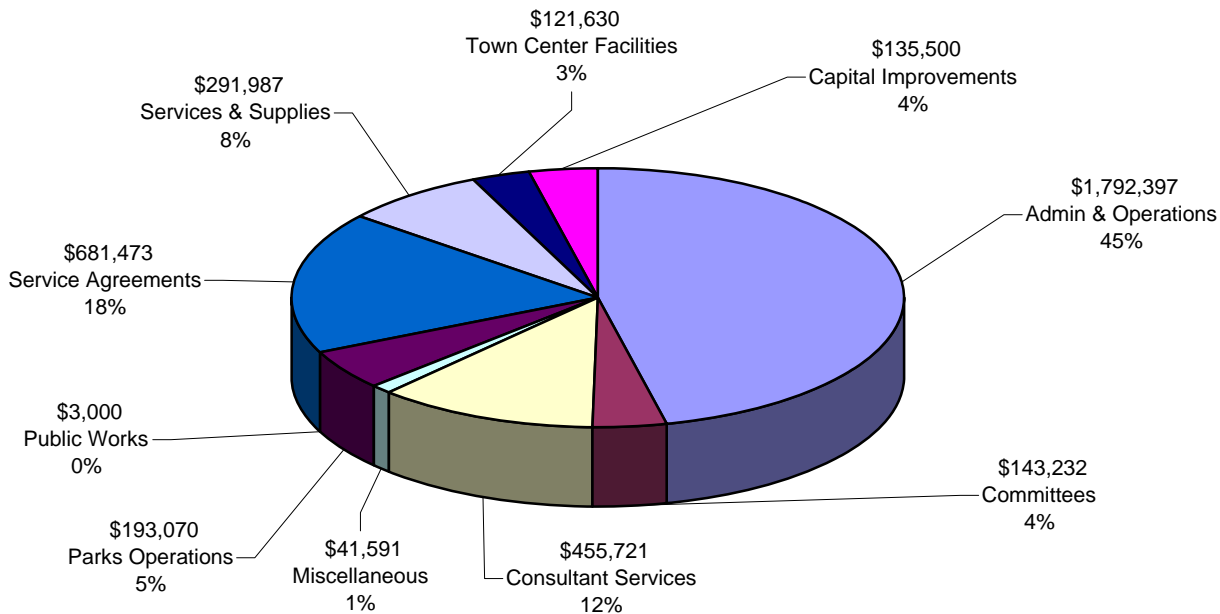
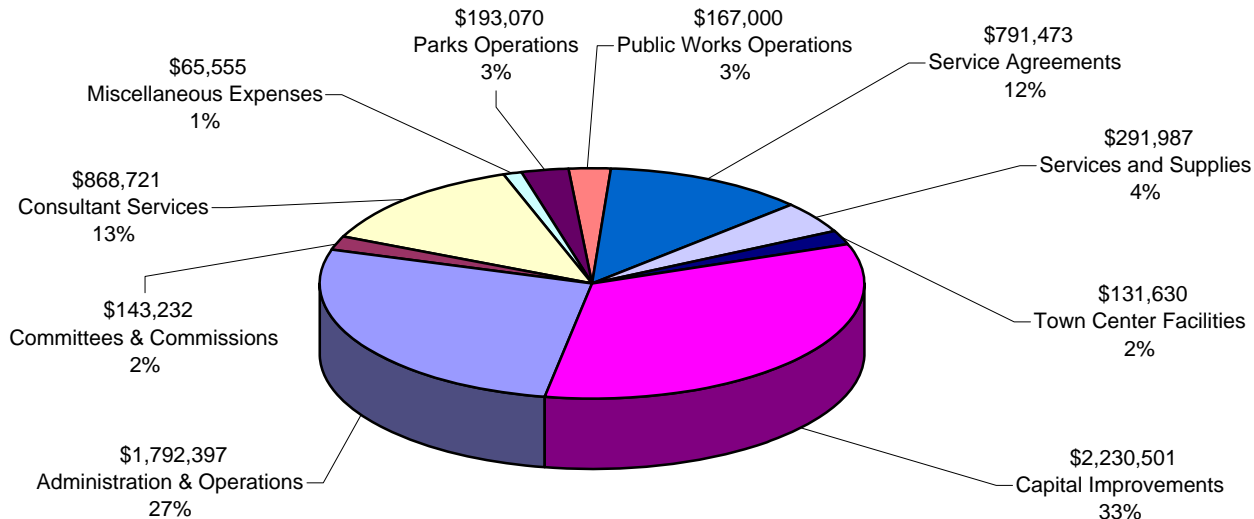
2010-11 Budget/Projected Exps. vs 2011-12 Proposed Expenditures



2010-11 EXPENDITURES BUDGET by TOTAL and GENERAL FUND

2011-12 Total Expenditures Total: \$6,675,566

Administration & Operations	\$1,792,397
Committees & Commissions	\$143,232
Consultant Services	\$868,721
Miscellaneous Expenses	\$65,555
Parks Operations	\$193,070
Public Works Operations	\$167,000
Service Agreements	\$791,473
Services and Supplies	\$291,987
Town Center Facilities	\$131,630
Capital Improvements	\$2,230,501



2011-12 General Fund Expenditures Total: \$3,859,601

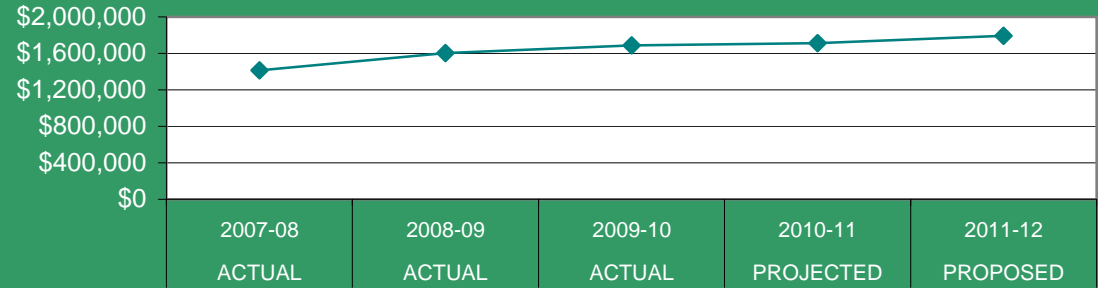
Admin & Operations	\$1,792,397
Committees	\$143,232
Consultant Services	\$455,721
Miscellaneous	\$41,591
Parks Operations	\$193,070
Public Works	\$3,000
Service Agreements	\$681,473
Services & Supplies	\$291,987
Town Center Facilities	\$121,630
Capital Improvements	\$135,500

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



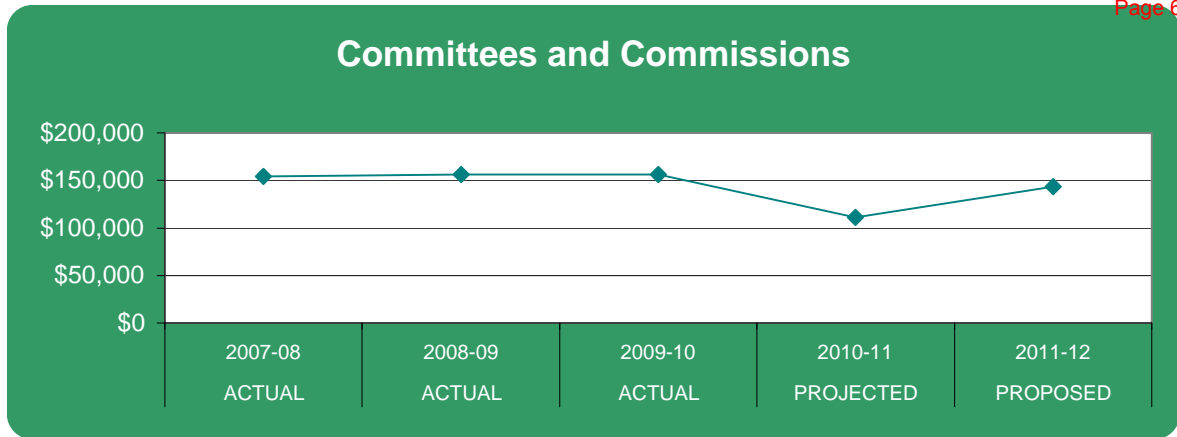
Administration and Operations



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1 Permanent Full-Time Staff (13)							
Administration/Finance (4)	317,946	361,713	371,469	382,595	382,932	392,178	
Planning/Building (6)	416,002	476,112	501,284	516,320	514,632	525,999	
Maintenance (3)	165,987	174,788	174,708	179,850	181,176	183,384	
2 Permanent Part-Time Staff (3)							
Administrative (2)	85,237	97,379	96,295	100,105	97,870	100,806	05-50-4040
Horsekeeping (1)	660	1,079	-	350	484	499	05-50-4044
3 Temporary Staff							
Building Inspection (3 weeks)	3,450	4,680	22,386	7,500	4,212	7,500	05-50-4062
4 Benefits							
Retirement - PERS	189,892	223,695	222,739	231,260	232,385	245,091	05-50-4080
Retirement - Social Security	57,115	64,318	65,945	67,210	67,839	68,427	05-50-4082
Medicare	14,370	16,242	16,682	17,100	17,140	17,442	05-50-4084
Health Insurance/Retiree Service Charges	132,825	152,699	179,329	184,168	189,434	193,068	05-50-4086
Unemployment/Workers' Compensation	26,222	22,698	30,436	27,000	19,306	25,000	05-50-4092
Automobile Allowance	5,004	5,004	4,754	5,000	5,004	5,004	05-50-4096
Overtime	234	3,458	170	2,000	0	2,000	05-50-4100
5 Vacation Sell Back			1,310	2,000	0	26,000	
Sub-Total	1,414,944	1,603,865	1,687,507	1,722,458	1,712,414	1,792,397	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



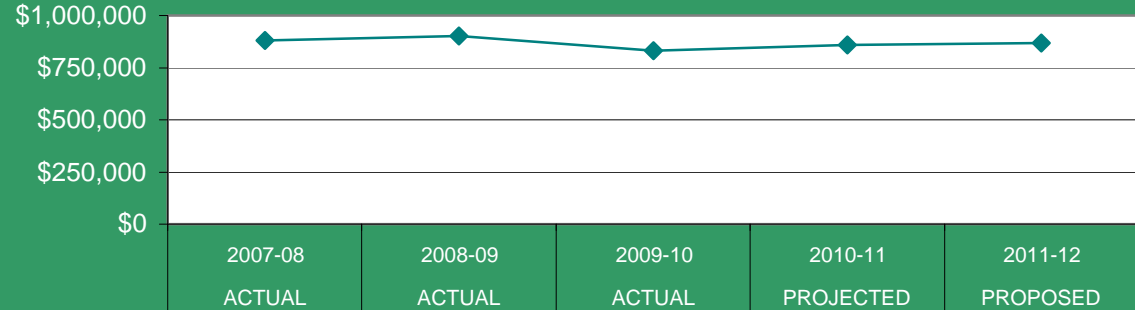
Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1	ASCC	26,064	26,820	26,820	27,630	27,600	28,368	05-52-4140
	Town Planner retainer for Architectural and Site Control Commission meetings.							
2	Cable & Utilities Undergrounding	2,000	2,000	500	1,500	1,500	500	05-52-4142
3	Conservation - Reprint Conservation Guidelines	0	0	413	1,480	0	1,690	05-52-4144
4	Community Events							
	Blues & Barbecue - no event, just mailing	34,295	33,818	36,817	40,000	0	3,500	05-52-4146
	Town Picnic	20,132	13,742	16,013	10,000	670	10,000	05-52-4147
	Holiday Party				10,000	9,500	10,000	05-52-4147
	PVSD 150-Year Celebration						3,750	05-52-4146
5	Cultural Arts			2,018	4,900	1,800	5,050	05-52-4150
	Holiday Fair, Music Series, Art Show							
6	Emergency Preparedness	2,364	12,433	2,497	5,000	3,650	5,000	05-52-4152
	Includes cost of microwave line to County and emergency supplies.							
7	Historic Resources	410	3,437	2,094	2,950	2,350	1,350	05-52-4154
	Requesting new file cabinets for Heritage Room							
	Open Space Acquisition Advisory	0	-	3,637	0	0		05-52-4156
8	Parks & Recreation	5,239		-				
	Zots to Tots Run	0	1,926	-	3,000	2,000	2,000	05-52-4158
	Adult Sports Leagues	6,576	8,012	10,773	6,000	6,000	8,000	05-52-4160
9	Planning	52,056	53,568	53,568	55,180	55,176	56,724	05-52-4162
	Town Planner retainer for Commission/Council mtgs.							
10	Science & Nature	92	70	500	850	250	900	05-52-4163
11	Sustainability (new)						4,900	05-52-4165
12	Teen	0	338	250	1,000	350	1,500	05-52-4166
	Teen dances, co-sponsor one movie night, school garden.							
	Ad Hoc Sausal Creek Committee	4,678	0	0				05-52-4168
	Sub-Total	153,906	156,165	155,900	169,490	110,846	143,232	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Consultant Services

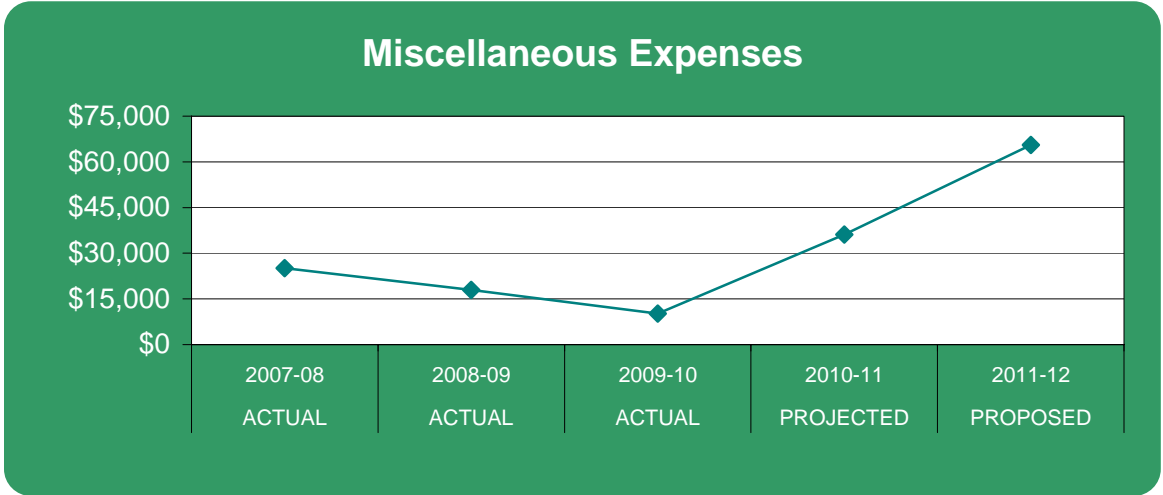
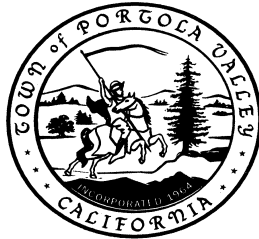


Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1 Accounting and Auditing Preparation of the Town's annual audit and other accounting services. Expenditures for Community Hall audit has been moved to Town Center	43,408	41,054	22,323	24,000	21,454	23,150	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.	94,937	70,667	101,796	88,000	58,500	70,000	05-54-4182
3 Town Attorney - Charges to Applicants Charges to applicants for legal reviews of applications. Paid through the applicant deposit system.	14,749	2,925	12,111	15,000	38,000	30,000	96-54-4186
4 Transcription Services Cost to transcribe the proceedings of the Town Council and Planning Commission meetings.	19,924	16,080	17,761	22,000	20,100	21,000	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.	1,705	16,634	13,971	10,000	6,000	10,000	05-54-4189
6 Town Geologist - Charges to Applicants Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system.	125,633	95,511	94,325	110,000	88,000	90,000	96-54-4190
7 Engineer Services This provides backup to the Town Engineer (e.g., traffic analysis, surveying, NPDES).	180	360	7,620	10,000	5,000	8,000	20-54-4192

Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
8	Engineer - Charge to Applicants	23,949	50,728	36,709	35,000	32,200	35,000	96-54-4194
	Charges to applicants for engineering consultant review of applications. Public Works inspections paid through applicant deposit system.							
9	Planner	224,868	203,000	169,212	180,000	175,000	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 (\$56,724 annually) and the Architectural and Site Control Commission (\$28,368 annually). These line items can be found in the Committees & Commissions budget.							
	<i>Assistance on Town Center Design</i>	22,215	7,573	0	0	0	0	5-54-4197
10	Planner - Charge to Applicants	167,839	218,506	242,922	250,000	284,000	250,000	96-54-4198
	Charges to applicants for planning consultant reviews of applications. Paid through applicant deposit system.							
11	Plan Check	68,759	64,606	69,950	68,000	66,590	65,000	05-54-4200
	applicants for consistency with conditions and codes.							
12	Miscellaneous Consultants							
	<i>Personnel Services</i>							05-54-4209
	Consultant for Bldg Permit & Related Fees Study				37,000	8,000	21,000	05-54-4209
	Peelle - Scanning & Indexing Town Documents				13,000	3,000	6,000	05-54-4208
	Lynx Tech - GIS Training, Updates, Completion of General Plan Diagrams	660	5,465	12,933	3,600	1,800	1,000	05-54-4208
	Waste Management Consultants - Includes annual report to CIWMB.		6,030	1,000	1,000	360	1,000	05-54-4212
	Website and IT Consulting & Training Services	17,498	70,512	19,022	21,600	21,792	22,571	05-54-4216
	<i>Parks & Rec Committee - Requested design consultant for Ford Field infrastructure.</i>		6,859		0	0		05-54-4210
	<i>Grapefruit Media - Documentary of TC green construction.</i>	6,875						05-54-4211
	<i>Emergency Preparedness Community Outreach</i>		2,324		0	0		
	Miscellaneous Consultants	46,516	23,049	10,122	35,000	28,100	35,000	05-54-4214
	Sub-Total	879,715	901,882	831,777	923,200	857,896	868,721	

TOWN of PORTOLA VALLEY

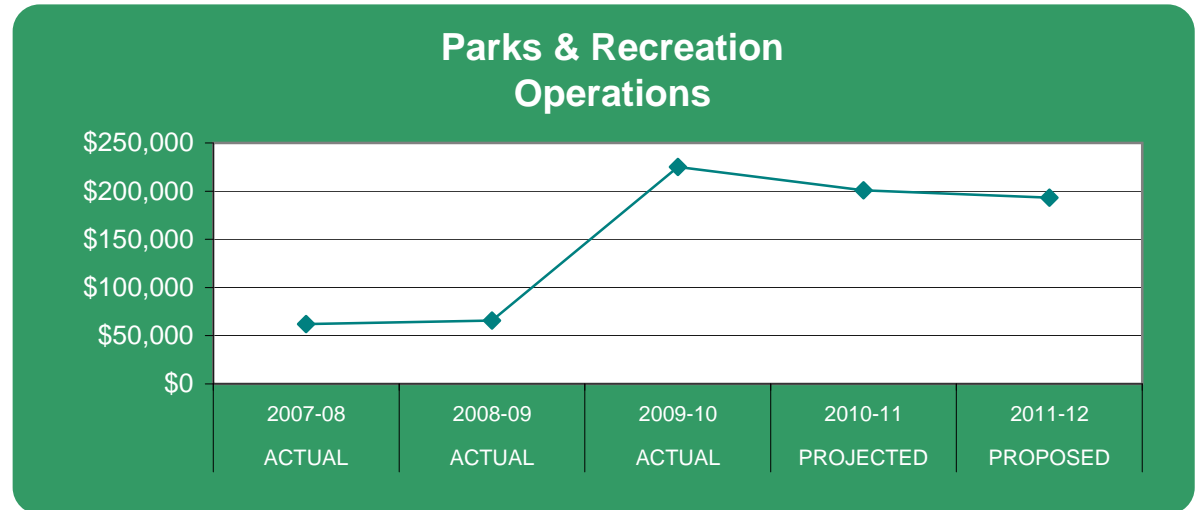
2011-12 BUDGET WORKSHEET



Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	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.	13,288	13,300	8,300	4,300	4,300	10,000	05-56-4222
3	H.E.A.R.T. JPA For participation in endowment to create a regional approach to affordable housing.	1,841	1,841	1,841	1,840	1,841	1,591	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	0	
4	Energy Upgrade California Grant						23,964	08-64-4335
	Sub-Total	25,154	17,967	10,141	36,140	36,141	65,555	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



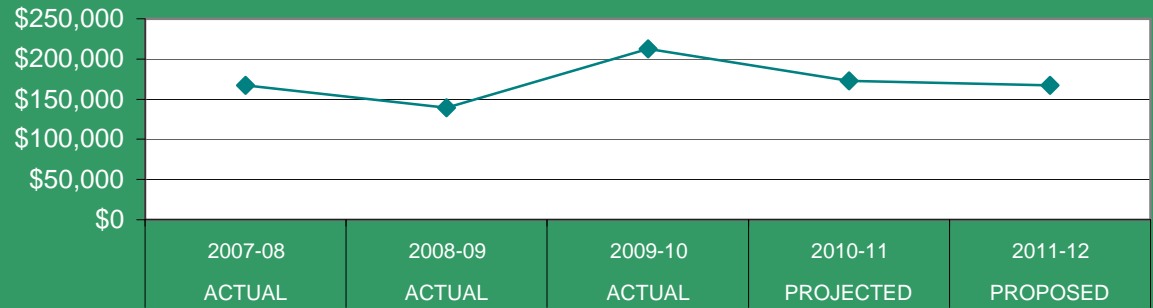
Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1 Parks and Fields Maintenance Maintenance cost for all Town-owned playing fields and parks.	58,743	60,960	64,211	60,140	58,000	53,970	05-58-4240
2 Portable Lavatories Portables at both Rossotti and Ford playing fields.	3,117	2,382	2,590	2,600	2,869	2,900	05-58-4244
3 Special Event Insurance Insurance to cover classes held at Town Center.	336	2,467	6,266	6,000	5,000	5,000	05-58-4338
4 Instructors Percentage of fees (80%) remitted to instructors from classroom revenues.		79,774	151,970	150,400	135,000	131,200	05-58-4246
Sub-Total	62,196	65,809	225,037	219,140	200,869	193,070	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



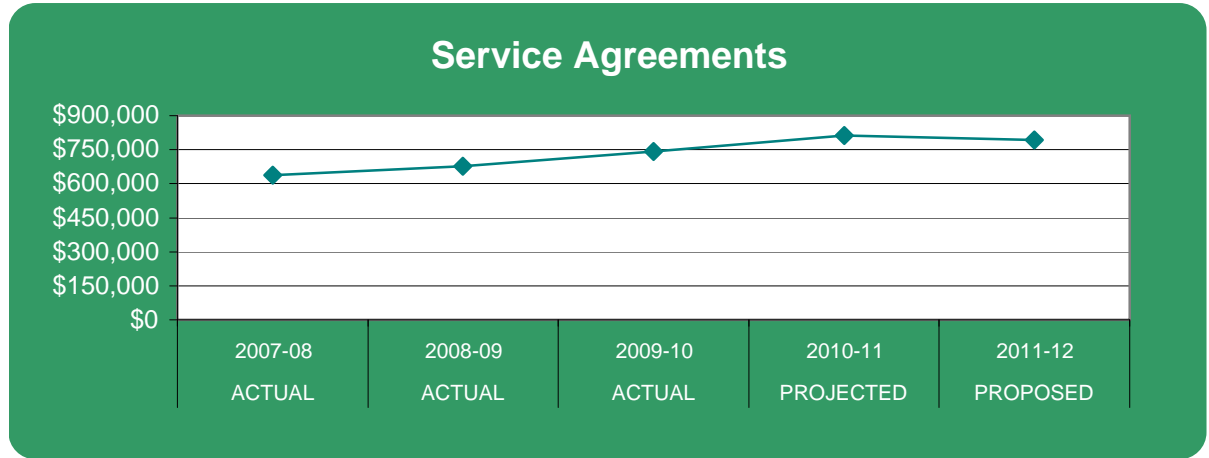
Public Works Operations



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1 Public Road Surface & Drainage Maintenance	32,703	22,271	68,829	40,000	38,700	40,000	20-60-4260
2 Street Sweeping	31,215	31,410	18,425	20,000	21,580	20,000	20-60-4262
3 Right of Way Tree Trimming & Mowing	15,150	26,686	15,300	30,000	32,893	25,000	20-60-4264
4 Public Right of Way Litter Clean-up Program	10,150	9,731	9,731	9,000	9,731	9,000	20-60-4266
5 Tools and Equipment	2,055	3,569	2,108	4,000	2,000	3,000	05-60-4267
Includes safety garments, hand tools, and small mowers.							
6 Street Signs, Striping, Crosswalk Maintenance	20,447	14,528	1,554	10,000	14,660	15,000	20-60-4268
7 Trail Surface Rehabilitation	41,117	26,475	31,410	30,000	38,795	35,000	20-60-4270
8 Storm Damage/Emergency Repairs	14,316	5,019	64,815	20,000	14,182	20,000	20-60-4271
Non-disaster related storm damage.							
Sudden Oak Death Spraying in Right of Way			750	0			5-60-****
Included in ROW Tree Trimming budget							
Sub-Total	167,153	139,689	212,922	163,000	172,541	167,000	

TOWN of PORTOLA VALLEY

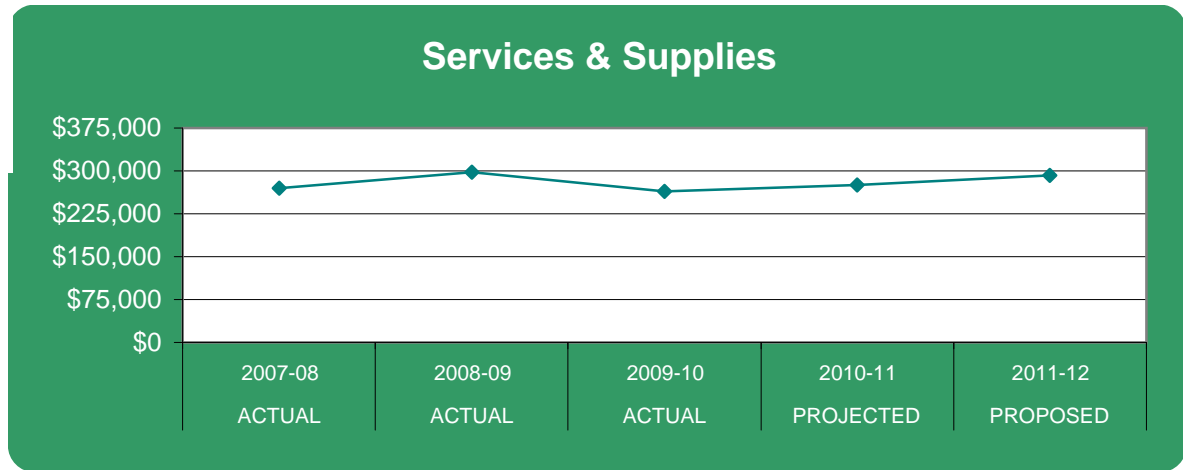
2011-12 BUDGET WORKSHEET



Account Description/Activity		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	ACCOUNT
		2007-08	2008-09	2009-10	2010-11	2010-11	2011-12	CODES
1	Animal Control	29,592	27,013	27,338	32,321	32,321	35,923	05-62-4280
	Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo County.							
2	San Mateo County Sheriff's Office	418,114	449,623	498,601	546,189	546,189	598,145	05-62-4282
	Contract law enforcement through San Mateo County. This is the final year of a renegotiated three-year agreement.							
3	Additional Traffic Patrols (as of 2011-12, no COPS funding)	126,000	90,000	99,135	100,000	100,000	0	30-62-4284
	Portion of program to be funded by General Fund.	47,334	95,050	85,865	65,000	65,000	30,155	05-62-4284
	Portion of program to be funded by Public Safety Fund.			13,270	53,279	53,279	110,000	10-62-4284
4	Emergency Services Council JPA	12,269	12,653	12,968	13,250	13,250	13,250	05-62-4286
5	NPDES Stormwater Program	2,963	4,149	4,698	5,000	3,600	4,000	05-62-4288
	Cost of county-wide stormwater discharge permit as mandated by Federal and State legislation.							
Sub-Total		636,272	678,488	741,875	815,039	813,639	791,473	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1 Codification Annual codification of the Town's ordinances.	0	2,569	0	3,100	2,700	0	05-64-4300
2 Elections Bi-annual Town elections. Funds used to pay County to administer Town elections.	585	0	15,070	0	0	10,000	05-64-4302
3 Liability Insurance/Bonds Town's liability insurance, automobile insurance and officials' bonding. ABAG has increased liability cap from \$10 to \$15 million.	45,557	32,121	33,325	30,000	30,993	34,000	05-64-4304
4 Office Supplies Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible.	16,037	16,808	14,778	18,000	14,000	15,000	05-64-4308
5 Town Publications Production costs for two digital newsletters per year and eight postcards.	24,364	24,405	21,663	18,600	17,784	14,600	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. Barracuda Spam Protection, 3 years' package.	947	3,630	3,817	4,000	4,400	7,240	05-64-4311
7 Office Equipment - Maintenance & Repairs Includes copier lease, 2 new computers and repairs.	19,066	28,794	17,405	25,240	25,550	15,152	05-64-4312

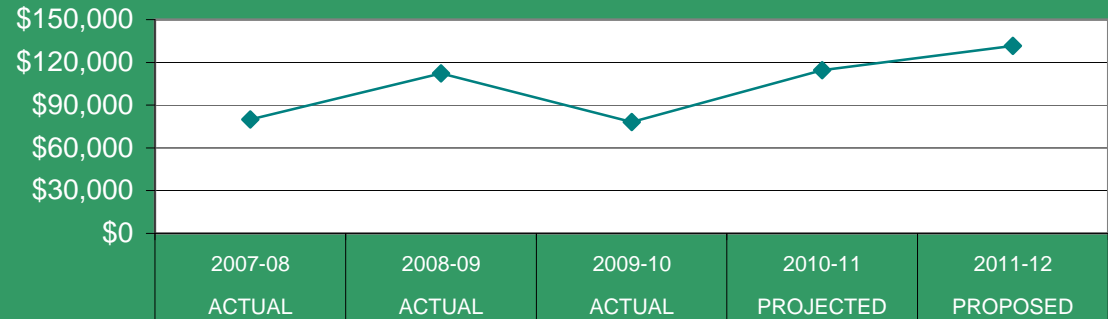
Account Description/Activity		ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
8	Equipment Service Contracts	21,364	26,594	11,305	11,740	9,633	10,500	05-64-4314
	Maintenance agreements for GIS/financial software, postal meter and other servicing as needed.							
9	Postage	15,684	12,180	10,985	11,000	11,000	10,000	05-64-4316
10	Telephones and Wi-Fi Internet	5,836	7,458	6,592	7,000	7,504	8,000	05-64-4318
	Includes land lines, cell phones, and wi-fi service.							
11	Advertising	12,213	10,753	5,958	7,000	4,600	6,000	05-64-4320
	Legal notices and advertisements.							
12	Dues	21,288	21,200	21,609	23,720	21,760	24,000	05-64-4322
13	Staff Development	425	0	0	0	0	0	05-64-4324
14	Education & Training - Staff	3,645	5,469	2,031	4,850	3,600	4,800	05-64-4326
15	Education & Training - Council, Commissions, & Committees	1,657	2,071	1,111	3,000	3,000	3,000	05-64-4327
16	Mileage Reimbursement (2011 rate is 0.51/mile)	4,717	3,325	3,036	3,500	2,000	3,500	05-64-4328
17	Utilities	43,885	54,358	48,982	52,000	52,000	52,000	05-64-4330
	PG&E and water expenses for Town Center buildings and fields.							
18	Fire Prevention/Wood Chipping	8,747	13,953	20,137	32,270	32,413	40,000	05-64-4333
	Woodside Fire Protection District fire prevention/wood chipping. Includes 2 extra chipping days in October for high risk areas, CERPP Director.							
19	Vehicle Maintenance	13,996	11,060	11,293	12,000	9,100	11,000	05-64-4334
	Includes yearly service of all vehicles and fuel costs.							
20	Miscellaneous	9,232	20,554	9,084	15,000	16,700	15,000	05-64-4336
21	Bank Fees			4,337	0	3,400	3,000	05-64-4337
22	Sustainability Series			1,217	6,950	3,000	5,195	05-64-4335
	Sub-Total	269,245	297,305	263,735	288,970	275,137	291,987	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Town Center Facilities



Account Description/Activity	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	PROJECTED 2010-11	PROPOSED 2011-12	ACCOUNT CODES
1 Building Maintenance Equipment & Supplies	6,875	18,790	13,950	40,000	26,000	23,000	05-66-4340
2 Community Hall			9,800	21,600	20,278	21,130	05-66-4341
New account for maintenance costs, deep cleaning and annual usage audit.							
3 Landscape Supplies and Services	13,010	19,013	26,334	30,000	32,000	35,000	05-66-4342
Includes care of native plantings and trees.							
4 Janitorial Services	4,671	5,240	7,105	12,000	8,900	10,000	05-66-4344
5 Mechanical Systems Maintenance/Repairs	3,367	30,983	19,313	23,000	21,000	26,000	05-66-4346
Includes maintenance of electrical, photovoltaic, & dashboard.							
6 Library General Maintenance						10,000	25-66-4340
7 Repairs/Vandalism	0	170	137	1,000	936	1,000	05-66-4348
8 Property Insurance	1,299	1,281	1,446	5,380	5,380	5,500	05-66-4350
Temporary Facilities & Units							
Village Square lease for temp classes, July 2008	33,492	6,184					5-66-4354
Lavs (per OSHA requirements) at TC during construction.	17,281	13,766					5-66-4355
Purchase and setup of temporary storage units (4). Includes containers, shelving and electrical installation.							5-66-4356
Town Hall Move		9,860					
Window Coverings (as needed)		6,893					
Sub-Total	79,995	112,181	78,085	132,980	114,494	131,630	

TOWN of PORTOLA VALLEY

2011-12 BUDGET WORKSHEET



Capital Improvements: Programs		ACCOUNT	APPROVED	PROJECTED	PROPOSED	FY	FY	FY
Account Description/Activity		CODE	2010-11	2010-11	2011-12	2012-13	2013-14	2014-15
1	Annual Street Resurfacing Program							
	Construction	20-68-4529	198,590	198,590	62,521	\$500,000		
		60-68-4529	501,410	298,165	234,400			
		65-68-4529			203,080			
2	2011/12 Street Resurfacing - Testing & Inspections	05-68-4529	30,000	30,000	30,000			
	2012/13 Street Resurfacing Program - Design	05-68-4503	40,000	50,000	35,000			
3	Phase I Springdown Open Space Improvement	15	75,000	32,610	75,000			
	(O.Nelson \$20k, frog survey \$2500, design \$10k)							
4	Storm Drain Inventory/Repairs							
	<i>Inventory and report</i>	5	37,000	0				
	<i>Inventory and report</i>	20 (1B)	33,000	33,000				
	Replacement and repairs	5-68-4413	100,000	100,000	55,000			
	Replacement and repairs	22-68-4413			20,000			
5	C-1 Trail (Stanford University)	96-00-4528	590,800	274,890	1,500,000			
6	Schoolhouse Paint/Front Entry Modifications	5-68-4415			15,500			
	<i>Lighting at Town Center</i>	5	40,000	20,000	0			
	Sub-Total		1,645,800	1,017,255	2,230,501	0	0	0

RESOLUTION NO. ____-2011

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF PORTOLA VALLEY ADOPTING THE OPERATING
AND CAPITAL BUDGETS FOR FISCAL YEAR 2011-2012**

WHEREAS, the Town Manager has reviewed and analyzed the Town's finances and has projected revenues and expenditures for Fiscal Year 2011-12;

WHEREAS, the Town Manager presented her proposed budget to the Town's Finance Committee and Council for review and consideration; and

WHEREAS, the Town Council conducted a noticed public hearing to review the proposed operating and capital budget

NOW, THEREFORE, the Town Council of the Town of Portola Valley does **RESOLVE** the following:

1. To adopt the Town's Fiscal Year 2011-12 operating and capital budgets, overall reflecting the following:
 - a. Projected revenues: **\$6,579,578**
 - b. Projected expenditures: **\$6,675,566**
2. The budget shall be effective July 1, 2011.
3. The amount of the 2011-2012 Fiscal Year operating and capital budget for each account area of the budget may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of the California Government Code Sections 37208 and 37209.
4. The Town Manager shall periodically report to the Town Council the amount and classification of revenues received and expenditures made.
5. A copy of the adopted budget shall be kept on file with the Town Clerk of the Town of Portola Valley, as the official budget of the Town of Portola Valley for the 2011-2012 Fiscal Year.

REGULARLY PASSED AND ADOPTED this 22nd day of June 2011.

Mayor

ATTEST

Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Officer

DATE: June 22, 2011

RE: **General Fund Minimum Fund Balance Policy**

For many years, the Town has had an informal policy to maintain its general fund unrestricted balance at a minimum of six months' reserve. To formalize this policy, the attached *General Fund Minimum Fund Balance Policy* has been drafted, to be included in the Town's existing *Financial Policies & Procedures* handbook.

This policy establishes that the Town's minimum fund balance within the general fund should be maintained at a minimum of six month's budgeted operating expenditures within the General Fund. As stated in the policy, these funds would be available for emergencies and/or replacement of major Town infrastructure.

At its May 31 meeting, the Finance Committee reviewed and recommended this policy be adopted by the Council.

Recommendation

After reviewing the *General Fund Minimum Fund Balance Policy*, it is recommended that the Council adopt this policy for inclusion within the Town's *Financial Policies & Procedures* handbook.

Attachment



Angela Howard, Town Manager



Town of Portola Valley General Fund Minimum Fund Balance Policy

Anticipated Adoption: June 22, 2011

Purpose

The purpose of this policy is to establish a target minimum level of fund balance to be maintained in the General Fund for use by the Town Council in the event of natural disaster, severe unforeseen emergencies, economic uncertainties and/or replacement of major Town infrastructure.

Background

In order to protect the fiscal solvency of the Town, it is important to maintain a minimum fund balance within the General Fund. Although the Town has acted prudently when arriving at budgetary decisions, a written policy establishing a target minimum fund balance assists both the Council and staff in focusing on this important fiscal consideration.

The current *Best Practices* recommendations of the Government Finance Officers' Association (GFOA) are that a minimum General Fund reserve of 5% to 15% of operating revenues or one to two months of operating expenditures (8-17%) be maintained. In a 2007 survey performed by the GFOA, most of the participating cities had a minimum or target between 10% and 30%.

The GFOA also recommends that the adequacy of unreserved fund balance in the general fund should be assessed based on upon a government's own specific circumstances, and that smaller cities with a less diversified tax base are advised to hold reserve percentages at the higher end of the suggested range.

A minimum General Fund operating/emergency fund balance amount can be calculated in a variety of ways, ie. as a percentage of the operating budget, appropriations, expenditures, or projected or actual revenues. It can also be calculated as a minimum flat amount that can be increased by the CPI each year.

Recommendation

As a small town with the historical precedence and risk of local natural disasters (landslides, earthquake, wildfires) and less diversified tax base, it is fiscally prudent for Portola Valley to maintain a minimum fund balance within the general fund at a higher level. It is therefore recommended that the Town maintain a minimum of six months' budgeted operating expenditures within the General Fund. This amount is to be calculated annually via the adopted budget.

Example:

2010-11 Adopted Budget General Fund Expenditures	\$3,738,138
Multiplied by 50% (six months)	\$1,869,069
Current general fund reserves	\$2,128,420



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Janet McDougall, Assistant Town Manager

DATE: June 22, 2011

RE: First Amendment to Consulting Agreement -- Spangle Associates

Recommendation

Consider amendment to existing consulting agreement and if approved, authorize Mayor to execute.

The Town entered into an agreement with Spangle Associates in June of 2010, engaging their services for a three-year term. The agreement provides for annual review of the scope of services and compensation to be paid to the firm.

Spangle Associates has requested an increase equal to the rise in the Consumer Price Index, or 2.8%. The amendment and its exhibits reflect this increase.

Approved: 
Angela Howard, Town Administrator

Attachment

**FIRST AMENDMENT TO CONSULTING AGREEMENT
BETWEEN THE TOWN OF PORTOLA VALLEY
AND SPANGLE ASSOCIATES**

RECITALS

A. This First Amendment is made as of this _____ day of _____ 2011, by and between the Town of Portola Valley, ("Town") and Spangle Associates ("Consultant").

B. The parties hereto desire to amend that certain Consulting Agreement ("Agreement") entered into between them on June 23, 2010 ("Agreement").

AMENDMENT

1. Effective July 1, 2011, Exhibit A (Scope and Level of Services), Exhibit B (Compensation), and Exhibit C (Insurance Requirements) to the Agreement are hereby replaced in their entirety with Exhibit A-1 (Scope and Level of Services), Exhibit B-1 (Compensation), and Exhibit C-1 (Insurance Requirements) attached hereto.
2. The remainder of the Agreement shall remain unamended and in full force and effect. In the event of conflict between the Agreement and this Amendment, the terms of this Amendment shall prevail.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first written above.

TOWN OF PORTOLA VALLEY

SPANGLE ASSOCIATES

Mayor

By: Thomas Vlasic

Title: Vice President

94-2369147
Taxpayer I.D. No.

ATTEST:

Town Clerk

EXHIBIT A-1

(SCOPE AND LEVEL OF SERVICES)

RETAINER SERVICES

The Town of Portola Valley ("Town") shall pay Spangle Associates ("Consultant") with a monthly retainer of \$4,727.00 to provide the general services discussed below in Paragraph 1. Where these same services are chargeable to a current applicant, they will be billed to that applicant in accordance with the current standard schedule of charges of the Consultant, attached to the Agreement as Exhibit B.

1. Town Council and Planning Commission Services. The following retainer services shall be provided to the Town:

A. Meetings.

1. Preparation for and attendance at all Planning Commission meetings, except for time chargeable to applicants.

2. Preparation for and attendance at Town Council meetings at the request of the Town, except for time chargeable to applicants.

3. Review and provide advice on Planning Commission agendas, as well as having discussions with the Planning Commission Chair.

B. Routine Services.

1. Provide assistance to Town staff on matters requiring small amounts of time, generally no more than 30 minutes.

a. Provide advice to Town staff on applications under zoning, subdivision and site development ordinances prior to acceptance for filing.

b. Answer questions of Town staff and officials.

c. Review correspondence referred from Town and respond to Town, as appropriate.

2. Read minutes of Planning Commission and suggest corrections as necessary. Review minutes of Town Council, and pertinent Town committee meetings to stay informed on Town matters, especially as they relate to planning matters.

3. Planning Practice.

a. Keep abreast of planning procedures, ordinances and plans, and advise Town of areas where changes may be needed.

b. Keep abreast of planning matters in other jurisdictions if of importance to Town, and advise Town as appropriate.

C. Non-Routine Services. Perform special planning tasks requested by the Planning Manager, Planning Commission Chair, Town Manager, Town Attorney or Mayor, no one of which the Consultant estimates to require more than 1 hour of charge time.

2. Architectural and Site Control Commission (ASCC) Services. The retainer covers all time related to providing services to the ASCC except for time chargeable to applicants. Accordingly, it includes work in preparation for, at and in follow-up to ASCC meetings. Included is time spent in reviewing and advising Town staff on the ASCC agendas as well as discussions with the ASCC Chair. Considerable retainer time is also spent in advising Town staff with regard to questions on the scope of necessary ASCC reviews and application requirements prior to the time a proposal is actually filed as an ASCC application. Retainer time also includes advising Town staff and the ASCC as to procedures and requirements in order to resolve problems or facilitate administering ASCC provisions of the zoning ordinance and the ASCC design guidelines. The monthly retainer for these services shall be \$2,364.00, which is in addition to the retainer amount discussed in Paragraph 1 above.

OTHER PROFESSIONAL PLANNING SERVICES

The following professional planning services shall be provided by the Consultant:

1. Applications. Services in connection with applications, including the review of and recommendations associated with applications submitted under planning ordinances will be provided on a "demand" basis in response to applications submitted to the Consultant by the Town. Detailed time sheets for applications will be provided to the Town and will accompany the monthly statements. These time sheets will contain the following information: applicant name, application number, authorization amount, date of each entered item, time spent, nature of work, individual performing the work, billing rate, charges and total.

2. Planning Budget Administration. The planning budget is authorized as a single line item in the Town budget. The budget to be approved by the Town Council in June 2011 lists individual items that are anticipated to be undertaken during the fiscal year. The Consultant will submit proposals to undertake the individual items along with proposed budgets to the Town Manager during the year. The Town Manager may approve such proposals. Also, during the year, should the Town request the Consultant to undertake items not listed in the budget, the Town Planner shall request reallocation of funds in the budget to provide funds for the new request. The Town Manager may

approve such reallocation, as well as reallocations requested by the Consultant during the year to increase amounts necessary for completion of work on items in process. The Consultant shall submit monthly reports on the budget and expenditures to the Town Manager. It is anticipated that the Town Manager will submit copies of such reports quarterly to the Town Council and Planning Commission.

3. Budget Augmentations. If during the year the Consultant is requested to undertake projects that are of such a magnitude that they would seriously threaten the ability of the Town to achieve the major objectives of the planning budget, he shall discuss the situation with the Town Manager and a decision shall be made as to whether a budget augmentation should be requested of the Town Council. Such augmentation would be in addition to the planning budget specified in the FY 2011/12 planning budget.

4. Compensation. All work except that under the monthly retainer shall be billed in accordance with the current standard Schedule of Charges of the Consultant (See Exhibit B).

EXHIBIT B-1**(COMPENSATION)**

Costs for services other than those included under Retainer will be charged at normal hourly rates at amounts within the ranges listed below. Accounting time (time sheet records and invoicing) and administration/management will be covered under the \$4,727.00 monthly retainer. Word processing and clerical time costs will not be charged to the Town.

	<u>Charge Rate/Hr.</u>	<u>Charge Rate Range/Hr.</u>
Principal Planner		\$143 - \$229
George Mader	\$229	
Tom Vlastic	\$221	
Karen Kristiansson	\$161	
Senior Planner		\$123 - \$143
Associate Planner		\$105 - \$123
Assistant Planner		\$90 - \$105
Planning Assistant		\$76 - \$90

EXHIBIT C-1

(INSURANCE REQUIREMENTS)

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to or interference with property which may arise from, or in connection with, the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

1. MINIMUM SCOPE OF INSURANCE. Coverage shall be at least as broad as:

1.1 Insurance Services Office (ISO) Form No. CG 0001 covering Commercial General Liability on an "occurrence" basis, including products-completed operations, personal injury and advertising injury.

1.2 Insurance Services Office Form (ISO) No. CA 0001 covering Automobile Liability, Code 1 (any auto), or if Consultant has no owned autos Code 8 (hired autos) and Code 9 (non-owned autos).

1.3 Workers' Compensation Insurance as required by the Labor Code of the State of California and Employer's Liability Insurance.

2. MINIMUM LIMITS OF INSURANCE. Consultant shall maintain limits no less than:

2.1 Commercial General Liability. (Including products-completed operations, personal & advertising injury) One Million Dollars (\$1,000,000) per occurrence. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2.2 Automobile Liability. One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

2.3 Workers' Compensation and Employer's Liability. Workers' compensation insurance with Statutory Limits as required by the Labor Code of the State of California, and Employer's Liability Insurance with One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

3. DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to, and approved by, the Town. At the option of the Town, either: the Consultant shall purchase insurance to reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officials, employees, agents and contractors; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an

amount specified by the Town. The Town may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4. OTHER INSURANCE PROVISIONS.

4.1 General Liability and Automobile Liability Coverages. The General Liability and Automobile Liability insurance policies required pursuant to Sections 1.1 and 1.2 shall contain or be endorsed contain the following provisions:

4.1.1 The Town, its officials, employees, agents, contractors and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by, or on behalf of, the Consultant including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Consultant on premises owned, leased or used by the Consultant. The coverage shall be at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 23 37 if later versions used.

4.1.2 The Consultant's insurance coverage is the primary insurance as respects the Town, its officials, employees, agents, contractors, and volunteers. Any insurance or self-insurance maintained by the Town, its officials, employees, agents, contractors, and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.1.3 The Insurance Company agrees to waive all rights of subrogation against the Town, its elected or appointed officers, officials, agents, and employees for losses paid under the terms of any policy which arise from work performed by the Town's insurer.

4.1.4 Coverage shall not be canceled by either party, except after thirty (30) days prior written notice (10 days for non-payment) by regular mail has been given to the Town.

4.1.5 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officials, employees, agents or contractors.

4.1.6 Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4.2 Worker's Compensation Insurance. The Worker's Compensation Policy required pursuant to Section 1.3 shall contain or be endorsed to contain the provisions set forth in subsections 4.1.3 and 4.1.4 above.

4.3 Acceptability of Insurers. All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Town.

4.4 Claims Made Policies. If any of the required policies provide claims-made coverage, the Town requires that coverage with a Retroactive Date prior to the contract effective date, or extended reporting period, be maintained by Consultant for a period of 5 years after completion of the contract.

5. VERIFICATION OF COVERAGE. Consultant shall furnish the Town with original certificates and amendatory endorsements affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Town before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Consultant's obligation to provide them. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

Proof of insurance shall be mailed to the following address:

Town of Portola Valley
Attn: Town Clerk
765 Portola Road
Portola Valley, CA 94028

6. SUBCONTRACTORS. Consultant shall include all subcontractors as insureds under its policies or shall require and verify that all subcontractors maintain insurance meeting all the requirements of this contract.

#8

There are no written materials for this item.

TOWN COUNCIL WEEKLY DIGEST

Friday – June 10, 2011

- ☐ 1. Letter to Chairman Jon Wellinghoff from Maryann Derwin regarding FERC Relicensing of the Don Pedro Hydroelectric Project No. 2299 – June 10, 2011
- ☐ 2. E-mail to Tim Hanretty from Janet McDougall regarding Mayors Diversity Awards Ceremony – June 6, 2011
- ☐ 3. Letter to Council from Kirsten Keith requesting support for her appointment to become the San Mateo County Cities' representative to the SamTrans Board – June 9, 2011
- ☐ 4. Release – Assemblyman Rich Gordon's Bills Move to the Senate – June 8, 2011
- ☐ 5. Agenda – Special Sustainability Committee Meeting – Monday, June 13, 2011
- ☐ 6. Agenda – Regular ASCC Meeting – Monday, June 13, 2011
- ☐ 7. Agenda – Trails and Paths Committee Meeting – Tuesday, June 14, 2011
- ☐ 8. Agenda – Special Joint Planning Commission/ASCC Meeting – Wednesday, June 15, 2011
- ☐ 9. Agenda – Special Traffic Committee Meeting – Thursday, June 16, 2011

Attached Separates (Council Only)

- ☐ 1. Invitation to attend History Makers 2011 on Wednesday, September 7, 2011
- ☐ 2. Invitation to attend the 20th Birthday Celebration of Lucile Packard Children's Hospital on Sunday, June 26, 2011
- ☐ 3. Invitation to attend Community Workshops regarding the San Mateo County Supervisorial District Boundary Adjustment
- ☐ 4. Estuary News – June 2011
- ☐ 5. Midpeninsula Regional Open Space District's "Views" – Summer 2011

Town of Portola Valley

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

June 10, 2011

Chairman Jon Wellinghoff
Federal Energy Regulatory Commission
888 First Street, NE
Washington, DC 20426

Re: FERC Relicensing of the Don Pedro Hydroelectric Project No. 2299

Dear Chairman Wellinghoff,

I currently serve as Vice Mayor on the Portola Valley Town Council in San Mateo County where we depend on drinking water from the Hetch Hetchy Reservoir on the Tuolumne River. The vast majority of my constituents consider themselves conservationists committed to good stewardship of our natural resources.

Given the dramatic decline in Tuolumne River salmon from 40,000 in 1985, to 18,000 in 2000, to just 766 last year, **it is imperative that the Modesto and Turlock Irrigation Districts improve instream flows below Don Pedro Dam for the health of the fish.** This can be easily achieved by freeing up agricultural water through the utilization of water efficient technologies. Just as the Bay Area Water Supply and Conservation Agency has stepped up to the plate through its Water Conservation Implementation Plan, the MID and TID should do their share to protect our natural resources.

Let me bring you up to speed. In 2008, The San Francisco Public Utilities Commission (SFPUC), which operates Hetch Hetchy, approved a \$4.6 billion Water System Improvement Program (WSIP) aimed at upgrading the water system to withstand a major earthquake. As part of their decision, they capped water sales to their retail and wholesale customers at 265 million gallons of water per day (MGD) until at least 2018 in order to protect biological resources in the Tuolumne River. The 265 MGD provides 81 MGD for San Francisco, and 184 MGD for its 26 wholesale customers, represented by the Bay Area Water Supply and Conservation Agency (BAWSCA).

To stay under the cap, it is estimated that San Francisco and its wholesale customers must conserve or recycle an additional 20 MGD above previous commitments and plumbing code requirements. BAWSCA is responsible for half of this goal.

BAWSCA has taken its charge seriously and has created a Water Conservation Implementation Plan (WCIP) to help achieve the necessary savings. The objectives of the WCIP are to:

- Assist BAWSCA member agencies in evaluating the potential water savings and cost-effectiveness associated with implementing additional water conservation measures, beyond what they had committed to in 2004;
- Determine the potential water savings in 2018 and 2030 associated with implementing a selected suite of new conservation measures;
- Determine BAWSCA's role in assisting the member agencies in achieving their individual water conservation goals; and

- Develop a coordinated, regional plan for implementing water conservation that serves as a guideline for the BAWSCA member agencies to implement specific, new water conservation measures to meet both the water conservation savings they committed to in 2004, as well as an additional 10 MGD of savings.

BAWSCA has already implemented several successful programs, including rebates for high efficiency washing machines and toilets, model indoor and outdoor water conservation ordinances and drought-tolerant landscaping workshops.

In part due to BAWSCA's efforts, its member agencies used slightly more than 150 MGD last year, well below the 184 MGD cap. At this pace, we will easily achieve our 2018 conservation goal.

As I stated earlier, it is time for the Modesto and Turlock Irrigation Districts to improve instream flows below San Pedro Dam to protect the fish. Therefore, during the upcoming FERC relicensing process, I strongly encourage you to follow the example of the Bay Area Water Supply and Conservation Agency and study opportunities for increasing water efficiency in the Central Valley to help improve conditions on the Tuolumne River.

Sincerely,

Maryann Moise Derwin

Maryann Moise Derwin
Vice Mayor, Town of Portola Valley

Janet McDougall

From: Janet McDougall
Sent: Monday, June 06, 2011 2:35 PM
To: Tim Hanretty (thanretty@pvsd.net)
Subject: FW: New Date for Mayors Diversity Celebration

Hi Tim,

I wanted to get back to you about the Diversity Awards Ceremony and the status of Nicole's award.

In years past, the Diversity Awards ceremony was held in April or May, however, this year they are planning to hold the ceremony in October to coordinate with National Diversity Day. I wanted to make you aware of what we have learned about the timing of the event in case you would like to let Nicole know why she hasn't heard anything more about the award.

We appreciate your assistance in identifying Nicole as a recipient, and look forward to Nicole receiving the recognition she deserves in October.

Best,

Janet

-----Original Message-----

From: Jorge Jaramillo - SMCHCC [mailto:jorge@smchcc.com]
Sent: Friday, June 03, 2011 12:37 PM
To: Janet McDougall
Subject: New Date for Mayors Diversity Celebration

Dear Friend:

I greatly appreciate your support and interest in the Mayors' Diversity Celebration.

We want to inform you that the 3rd Annual Mayors' Diversity Celebration Awards will be held this year in the month of October, when National Diversity Day is celebrated across the United States.

Furthermore, the County Diversity Award will be named in memory of San Carlos Mayor Omar Ahmad, who was one of the few Muslim Mayors in the United States and a loved and respected leader in San Mateo County.

Please stay tuned for further details as the event approaches.

Kind Regards,

Jorge Jaramillo
President
Hispanic Chamber of Commerce - County of San Mateo www.smchcc.com

This message was sent to JMcdougall@portolavalley.net from:
Hispanic Chamber of Commerce | 475 El Camino Real | Millbrae, CA 94030

RICHARD CLINE
MAYOR

KIRSTEN KEITH
MAYOR PRO TEM

ANDREW COHEN
COUNCIL MEMBER

KELLY FERGUSSON
COUNCIL MEMBER

PETER OHTAKI
COUNCIL MEMBER



701 LAUREL STREET, MENLO PARK, CA 94025-3483
www.menlopark.org

June 9, 2011

Re: City Selection Committee for SamTrans

Dear Honorable San Mateo County Mayors and Council Members:


I respectfully request your support for my appointment to become the San Mateo County Cities' representative to the SamTrans Board, which will be voted on at the June 24, 2011 meeting of the San Mateo Council City Selection Committee. I am the Vice Mayor of Menlo Park, a community served by SamTrans and Caltrain. I was on the Menlo Park Planning Commission for six years, the Housing Commission for two years, and the Mediation Commission for two years before I joined the Council.

As a council member, I serve on many committees, including the City/County Association of Governments of San Mateo County (C/CAG), San Francisquito Creek Joint Powers Authority, the Library Liaison, Community Grant Funding Committee, and am a Menlo Park School District Liaison. Additionally, I am an alternate on the Dumbarton Rail Policy Advisory Committee, Grand Boulevard Task Force, 2020 Peninsula Gateway Corridor Study Policy Committee, and the San Mateo Council of Cities.

The primary mission of SamTrans is to provide bus service in the County. Public transportation is very important to me, both personally and for the County as a whole. My family relies on SamTrans on a weekly basis. As a SamTrans Board Member, I will work collaboratively with Board members to set policy on transportation that is regional and balanced. I will represent all of the Cities in the County in a thoughtful manner. This coming year will be a challenge as SamTrans grapples with a 4.1 percent decline in ridership for the year and a 2011-12 budget that is balanced by using \$12.6 million of the \$58 million in reserves. I look forward to working with the Board members to carefully review a service plan to analyze the needs of customers to better serve them.

It has been a pleasure getting to know all of you and attending the monthly Council of Cities meetings. Unfortunately, I am unable to attend the meeting June 24th due to a pre-planned family trip. Please feel free to call me before June 22nd at 650-796-1009 if you have any questions. I appreciate your consideration and support.

Sincerely,


Kirsten Keith
Vice Mayor, Menlo Park

Building

TEL 650.330.6704
FAX 650.327.5403

City Clerk

TEL 650.330.6620
FAX 650.328.7935

City Council

TEL 650.330.6630
FAX 650.328.7935

City Manager's Office

TEL 650.330.6610
FAX 650.328.7935

Community Services

TEL 650.330.2200
FAX 650.324.1721

Engineering

TEL 650.330.6740
FAX 650.327.5497

Environmental

TEL 650.330.6763
FAX 650.327.5497

Finance

TEL 650.330.6640
FAX 650.327.5391

**Housing &
Redevelopment**

TEL 650.330.6706
FAX 650.327.1759

Library

TEL 650.330.2500
FAX 650.327.7030

Maintenance

TEL 650.330.6780
FAX 650.327.1953

Personnel

TEL 650.330.6670
FAX 650.327.5382

Planning

TEL 650.330.6702
FAX 650.327.1653

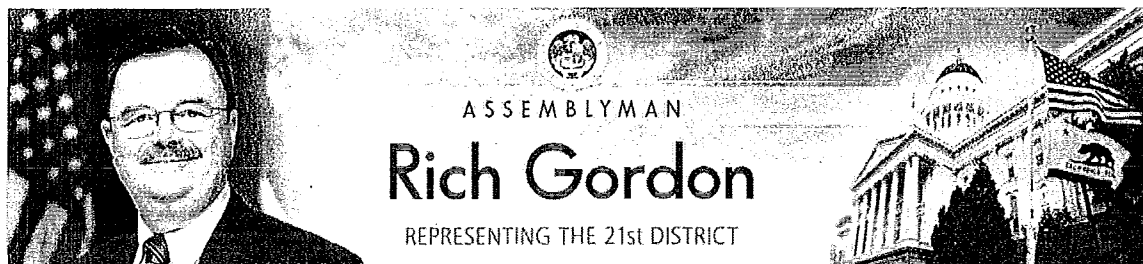
Police

TEL 650.330.6300
FAX 650.327.4314

Transportation

TEL 650.330.6770
FAX 650.327.5497

From: Grant, Margot [Margot.Grant@asm.ca.gov]
Sent: Wednesday, June 08, 2011 8:23 AM
To: Grant, Margot
Subject: RELEASE: Assemblyman Rich Gordon's Bills Move to the Senate
Attachments: Bill Passage Gordon_06.08.11.pdf



FOR IMMEDIATE RELEASE

CONTACT: Margot Grant, (650) 691-2121

June 8, 2011

Assemblyman Rich Gordon's Bills Move to the Senate

(SACRAMENTO) Assemblyman Rich Gordon (Menlo Park) announced today that 17 of 19 bills he introduced have passed the State Assembly and are now in the Senate for consideration.

"I am very proud that my colleagues in the Assembly found my bills to be common-sense and of benefit for Californians," said Assemblyman Gordon.

Key among the bills that have moved to the Senate:

AB 481 – Petitions: Signature Gatherers

This bill would require an initiative, referendum, or recall petition to state up front whether it is being circulated by a paid circulator or a volunteer, as well as require a paid petition circulator to wear a badge identifying himself or herself as a paid or volunteer signature gatherer.

AB 587 – Promoting Community Involvement in Public Projects

This bill provides for a five year exemption for volunteers who provide assistance on any public works projects where prevailing wage is to be paid. The bill would allow volunteers to continue their valuable work at events such as California Coastal Clean-Up Day and other environmental restoration projects.

AB 611 – Consumer Protections in For-Profit Postsecondary Education

This bill would enhance disclosure requirements for postsecondary schools in the for-profit sector that offer unaccredited doctoral degrees in order to ensure that students are making informed decisions in the pursuit of a better future.

AB 1021 – Ballot Measure: Fiscal Impact Advisory

This bill would require an advisory be attached to a ballot pamphlet to inform voters whether the measure provides adequate funding for implementation, and, if not, to advise voters that existing programs or services would need to be reduced or new revenue generated in order to implement. This bill aims to give voters a complete understanding of what is on a ballot and the consequence of a vote.

AB 1105 – Express Lanes for Highway 101

This bill would provide authority to the Valley Transportation Authority (VTA) to extend a proposed high-occupancy toll lane along the existing carpool lanes on Highway 101 in Santa Clara County to the current end of carpool lanes in Redwood City.

AB 1288 – Elder Abuse Protection in Conservatorships

This bill aims to protect elder's assets from misuse and/or fraud while the conservatorship petition is pending in court. When a person is no longer able to handle his or her own financial affairs, the probate court can appoint an individual (conservator) to act on behalf of the conservatee, when no suitable family is able to serve as conservator. Currently, while investigating an elder abuse claim, the Public Guardian's office has the authority to take possession or control of property while a petition for conservatorship is pending in court for up to 15 days. This bill will be amended to extend the Public Guardian's authority to take control of a person's assets and property for up to 30 days while investigating an elder abuse claim.

###

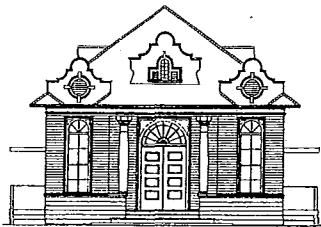
Assemblyman Rich Gordon represents the 21st Assembly District, which includes much of Silicon Valley, including the communities of San Carlos, Redwood City, Atherton, Menlo Park, Portola Valley, Woodside, East Palo Alto, Palo Alto, Los Altos, Los Altos Hills, Monte Sereno, Los Gatos and the Almaden Valley. Website of Assemblyman Rich Gordon: www.asmdc.org/members/a21/



TOWN OF PORTOLA VALLEY
Special Sustainability Committee Meeting
Monday, June 13, 2011 – 4:00 PM
Town Hall, Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Approval of Minutes from March 21, 2011, April 11, 2011 & May 2, 2011
4. Review Sustainability Charter – Regularly Scheduled Meeting Time
5. Update on Programs
 - a. Acterra High Energy Home Program
 - b. Energy Upgrade Portola Valley
6. Review of Events
 - a. Contractor Workshop – May 5th
 - b. Kick-Off Event – May 10th
 - c. PG&E Contractor Participation Workshop – May 26th
 - d. Summer Concert Series
 - e. Tuesday Series
7. Idea Exchange for Marketing Campaign
 - a. Profile postcards
 - b. Point level
 - c. Video series
8. Review of Projects
 - a. Did You Consider Flyers, SmartMeter Guide, Pilot Program
9. Next Steps, Next Meeting Date & Reminders
 - a. Next Meeting scheduled for Monday, July 18th at 4:00 p.m.
10. Announcements
11. Adjournment by 5:30 p.m.



TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, June 13, 2011
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

7:30 PM - REGULAR AGENDA*

1. Call to Order:
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr
3. Oral Communications:

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

4. Old Business:
 - a. Continued Architectural Review for Residential Additions and Remodeling and Site Development Permit X9H-627, 220 Golden Hills Drive, Pidwell
 - b. Continued Consideration of Subdivision X6D-210 and Planned Unit Development X7D-171, 1260 Westridge Drive, Shorenstein Realty
5. New Business:
 - a. Architectural Review for Residential Additions and Remodeling, 115 Shawnee Pass, Waschura
 - b. Architectural Review for Residential Additions, 30 Hayfields Road, Hayfields Planned Unit Development (PUD) X7D-71 – Lot 8, Oliver/Van Voorhis
6. Approval of Minutes: May 23, 2011
7. Adjournment

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

PROPERTY OWNER ATTENDANCE. The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Technician at 650-851-1700, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

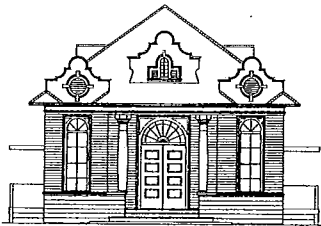
PUBLIC HEARINGS

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

This Notice is Posted in Compliance with the Government Code of the State of California.

Date: June 10, 2011

CheyAnne Brown
Planning & Building Assistant



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, June 14, 2011 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

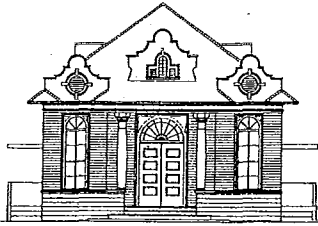
1. Call to Order
2. Oral Communications
3. Approval of Minutes – April 12 and April 28, 2011 (May meeting was cancelled)
4. Financial Review
5. Old Business
 - a) Alpine Rd. / C1 Path update
 - b) Eagle Scout Project
 - c) Hitching rack update
6. New Business
 - a) Trail Work – April and May
 - b) Volunteer ideas – trails and projects
 - c) Signage – Discussion – Corrections and/or Additions
 - d) Eagle Scout project guidelines
7. Other Business
8. Adjournment

Enclosures:

Minutes of April 12 and April 28, 2011

Financial Review

Trail Work and Map for April and May



TOWN OF PORTOLA VALLEY
SPECIAL JOINT PLANNING COMMISSION/ASCC
MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, June 15, 2011 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

AGENDA

Call to Order, Roll Call

Commissioners Gilbert, McIntosh, Von Feldt, Chairperson McKitterick, and Vice-Chairperson Zaffaroni

Oral Communications

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

Special Agenda

1. Study Session on Proposed Revisions to Zoning Ordinance New Chapter 18.41, Wireless Communication Facilities

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: June 1, 2011

Adjournment

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Technician at 650-851-1700 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

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

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Corte Madera School, Alpine Road and Indian Crossing.

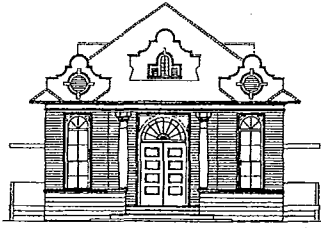
PUBLIC HEARINGS

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

This Notice is posted in compliance with the Government Code of the State of California.

Date: June 10, 2011

CheyAnne Brown
Planning & Building Assistant



TOWN OF PORTOLA VALLEY
Special Traffic Committee Meeting
Thursday, June 16, 2011 – 8:00 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to Order
2. Introduction of Guests
3. Minutes from meeting of May 5, 2011
4. Oral Communications
Anyone is welcome to speak out on topics not on the agenda
5. Old Business
(A) Traffic Accident and Citation Report
6. New Business
(A) Charter update from original founding resolution
(B) Council discussion on bicycles and committee direction
7. Other Business
(A) New Members
8. Written Communications
9. Adjournment

Next meeting: September 1, 2011 8:15 am (to be confirmed)

PLEASE CALL CHRIS BUJA (851-8171) IF YOU ARE UNABLE TO ATTEND THE MEETING.

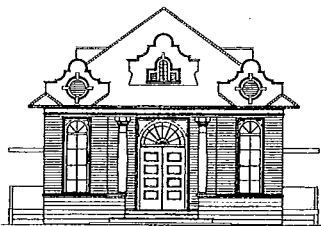
TOWN COUNCIL WEEKLY DIGEST

Friday – June 17, 2011

-
- ☐ 1. Memorandum to the Town Council from Angela Howard regarding Not-for-Profit Agency Funding Requests – June 17, 2011
 - ☐ 2. Memorandum to the Town Council from Janet McDougall regarding Possible Extension of Noise Ordinance Deadline – June 16, 2011
 - ☐ 3. Letter to the Town Council from Jerry Deal regarding his appointment to Caltrain – June 10, 2011
 - ☐ 4. E-mail to the Town Council from Marge Colapietro regarding Additional Vacant ABAG Seat – June 15, 2011
 - ☐ 5. Information from the League of California Cities regarding the Designation of Voting Delegates and Alternates – June 9, 2011
 - ☐ 6. Notice that Portola Valley Town Hall will be closed Monday, July 4, 2011 in recognition of Independence Day
 - ☐ 7. Notice of Cancellation of the Sustainability Committee Meeting scheduled for Monday, June 20, 2011
 - ☐ 8. Agenda – Parks & Recreation Committee Meeting – Monday, June 20, 2011
 - ☐ 9. Action Agenda – Regular ASCC Meeting – Monday, June 13, 2011

Attached Separates (Council Only)

- ☐ 1. Invitation to attend the San Francisco International Airport/Community Roundtable's 30th Anniversary celebration on Wednesday, June 29, 2011
- ☐ 2. Invitation to attend San Mateo Council of Cities Dinner Meeting on Friday, June 24, 2011
- ☐ 3. San Mateo County Mosquito and Vector Control's "Entomology Report" – May 2011
- ☐ 4. Connections – Spring 2011
- ☐ 5. League of Women Voters of the Bay Area Education Fund's "Bay Area Monitor" – June/July 2011



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Angela Howard, Town Manager

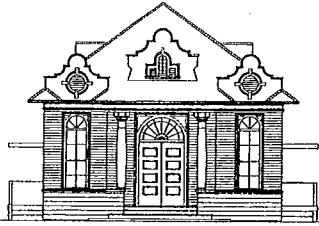
DATE: June 17, 2011

RE: **Not-for-Profit Agency Funding Requests**

At the May 25, 2011 council meeting the council directed staff to set the budget for "Community Services" to \$10,000. In addition it was decided that Joint Venture Silicon Valley should receive \$500. The council also directed the Town Manager to make a recommendation for which agencies should be funded. Below is my recommend for which agencies should be funded in the 2011-2012 budget:

<i>Sustainable San Mateo County</i>	3,000
<i>Peninsula Conflict Resolution Center</i>	1,300
<i>Joint Venture Silicon Valley</i>	500
<i>San Francisquito Watershed Project</i>	5,200
Total for 2011/12	\$10,000

These agenizes support the goals of the Town, and have been funded in the past.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Janet McDougall, Assistant Town Manager

DATE: June 16, 2011

RE: **Possible Extension of June 15th Deadline Within Noise Ordinance To Allow Residents Additional Time for Seasonal Grass Removal**

The Town's noise ordinance restricts residents' use of garden tools on Saturdays and Sundays to April 15th through June 15th each year. Commercial garden tool use is prohibited on Sundays. Town staff has received a request from a resident that the June 15th deadline be extended this year in light of the heavy, extended spring rains our region received.

If the Council believes it appropriate, the deadline could be extended for this year only, temporarily suspending enforcement. Staff can post a notice to the Town's website and the PV Forum informing residents of the additional time to perform grass removal on their property.



The City of Burlingame

501 PRIMROSE ROAD, BURLINGAME, CA 94010-3997
www.burlingame.org

TEL:
TERRY NAGEL, MAYOR
JERRY DEAL, VICE MAYOR
ANN KEIGHRAN, COUNCILMEMBER
MICHAEL BROWNRIGG, COUNCILMEMBER
CATHY BAYLOCK, COUNCILMEMBER

(650) 558-7203
FAX: (650) 342-8386
EMAIL: council@burlingame.org

6-10-2011

To: Mayors and Council Members

Re: Vice Mayor Jerry Deal's Appointment to Caltrain / JPB / cell phone 650-922-6975

I trust that you have received the email I previously sent you as well as that sent by your own City Clerks. If you have not received these emails I would request that you contact me for the information. The previous emails have explained that I am currently the Vice Chair of SamTrans and one of three Council Members on that Board that may run for the JPB open position vacated by the unfortunate passing of Mayor Omar Ahmad of San Carlos. I would like to share with you some of my support.

I am currently the Vice-Chair of SamTrans. At the time of that vote the SamTrans Board expressed their gratitude for my service and thought I deserved to "move up" in that organization. I will be the Chair next year.

Council Woman Carol Matsumoto of South San Francisco and current SamTrans Chair is able to run for the JPB position but has chosen not to run and to support my appointment, stating that my commitment and merits make me the best candidate for this position.

Additionally I have the support of Mayor Linda Koelling of Foster City who is the current Chair of the Peninsula Congestion Relief Alliance which has strong ties with SamTrans and Caltrain.

I believe that this level of support along with many of our Mayors, my experience and commitment to transportation issues in the Bay Area make me the best candidate. I would appreciate your vote for that position.

Best Regards

Jerry Deal

Jerry Deal
Vice Mayor, City of Burlingame
Vice Chair, SamTrans

From: Marge Colapietro [marge4millbrae@att.net]
Sent: Wednesday, June 15, 2011 3:53 PM
To: atorres@cityofepa.org; Angela Howard; alouis@ci.millbrae.ca.us; ahipona@dalycity.org; CBonner@ci.sanbruno.ca.us; cgroom@co.sanmateo.ca.us; cboland@cityofsancarlos.org; csmith@fostercity.org; donna.choa@ssf.net; jkoelsch@woodsidetown.org; jonis@belmont.gov; o'connellk@ci.pacifica.ca.us; krista.martinelli@ssf.net; linda.dieterle@colma.ca.gov; msroberts@menlopark.org; Marge4Millbrae@att.net; mkearney@burlingame.org; mwarren@cityofepa.org; myokoyama@hillsborough.net; ngomez@cityofsanmateo.org; RXRomero@co.sanmateo.ca.us; Sharon Hanlon; cityclerk@ci.brisbane.ca.us; svonderlinden@redwoodcity.org; ssmith@hmbcity.com; tcook@belmont.gov; tdellasanta@ci.atherton.ca.us
Cc: Fran Nelson
Subject: NOTICE RE ADDL. VACANT ABAG SEAT -- URGENT & IMPORTANT

Dear Recipients,

Please forwrd this email page to your Mayor and all Countilmembers ASAP.

Dear Mayors and Councilmembers,

Please refer to the Agenda that you received on Monday of this week from SMC City Selection Committee Secretary - Rebecca Romero. You will notice that Item 4 indicates the selection of "two" Council Members to serve as "Alternate" Members. At this time only Councilmember Pedro Gonzalez of SSF is seeking reappointment.

One seat is still available! Any current Councilmember representing any city in San Mateo County that is a member of ABAG is eligible to apply to be appointed to the available seat. The term of office is two (s) years beginning July 1, 2011 through June 30, 2013. If you wish addl. information about meeting dates/times/location and compensation please contact Pat Jones Asst. Executive Director at: PatriciaJ@abag.ca.gov or telephone: (510) 464-7933.

If you are interested please send your "Letter of Interest" via email directly to each City Clerk and request she forward it to their respective Mayor and Councilmembers ASAP. **Be sure to email a copy ASAP to our City Selection Secretary Rebecca Romero - RXRomero@co.sanmateo.ca.us Voting for this seat will also take place at the 6/24/2011 City Selection Committee Business Meeting in Daly City.**

Meeting Schedule: 5:30pm: Social

6:00pm: City Selection Committee Voting

6:30pm: Council of Cities Business Meeting

6:45pm: Dinner

7:30pm: Program - State Senator Honorable Leland Y. Yee

****MAYORS AND MAYOR PROXY -- PLEASE ARRIVE A COUPLE OF MINUTES BEFORE 6PM SO VOTING CAN BEGIN ON-TIME -- PLAN YOUR DRIVING TIME ACCORDINGLY.**

****IF YOU PLAN TO STAY FOR DINNER, PLEASE RSVP TO ROSE PADILLA:
rpadilla@dalycity.org or (650) 991-8127.**

See you on the 24th!
Marge

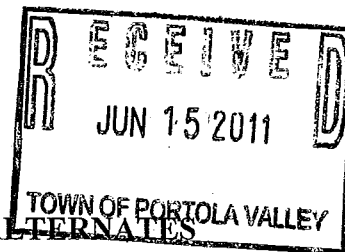
Marge Colapietro

Council Action Advised by August 26, 2011

June 9, 2011

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 21–23, San Francisco**



The League's 2011 Annual Conference is scheduled for September 21-23 in San Francisco. An important part of the Annual Conference is the Annual Business Meeting (*at the closing General Assembly*), scheduled for 2:30 p.m., Friday, September 23, at the San Francisco Moscone West Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

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

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, August 26, 2011. This will allow us time to establish voting delegate/alternates' records prior to the conference.

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

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

-more-

the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

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

The Voting Delegate Desk, located in the conference registration area of the San Francisco Moscone West Convention Center, will be open at the following times: Wednesday, September 21, 8:30 a.m. – 6:00 p.m.; Thursday, September 22, 7:30 a.m. – 4:00 p.m.; and September 23, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but not during a roll call vote, should one be undertaken.

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

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, August 26th. If you have questions, please call Mary McCullough at (916) 658-8247.

Attachments:

- 2011 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Annual Conference Voting Procedures 2011 Annual Conference

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



CITY: _____

2011 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, August 26, 2011. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

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

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

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

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

Name: _____ E-mail _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Friday, August 26 to:

League of California Cities
ATTN: Mary McCullough
1400 K Street
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: mccullom@cacities.org
(916) 658-8247

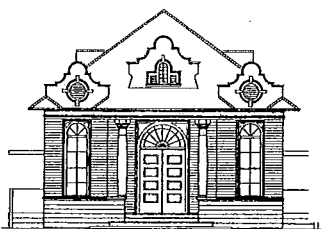


PORTOLA VALLEY TOWN HALL WILL BE CLOSED

**Monday, July 4, 2011
In recognition of
Independence Day**



In Case of Emergency: Sheriff's Office: 911



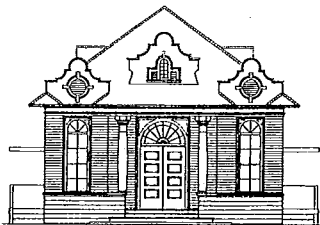
Sustainability Committee
Notice of Cancellation
Monday, June 20, 2011

SUSTAINABILITY COMMITTEE MEETING

NOTICE OF CANCELLATION

Monday, June 20, 2011

The Sustainability Committee meeting regularly scheduled for Monday, June 20, 2011 has been cancelled as a special meeting was held on Monday, June 13, 2011.

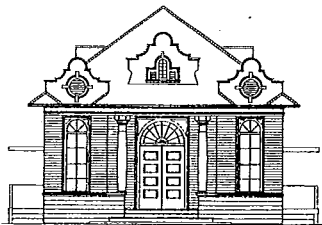


Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, June 20, 2011 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: May 16, 2011 (*5 minutes*)
4. Skateboard Ramp (*15 minutes*)
5. Ford Field Design (*15 minutes*)
6. Town Center Softball Field (*15 minutes*)
7. Zots to Tots (*15 minutes*)
8. User fees (*15 minutes*)
9. Adjournment

Next meeting: July 18, 2011



TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Monday, June 13, 2011
 7:30 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:32 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr (Hughes absent. Also present: Tom Vlastic Town Planner; Carol Borck Planning Technician; John Richards Town Council Liaison; Denise Gilbert Planning Commission Liaison)

3. Oral Communications: None.

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

4. Old Business:
 - a. Continued Architectural Review for Residential Additions and Remodeling and Site Development Permit X9H-627, 220 Golden Hills Drive, Pidwell **Project approved subject to conditions to be met to the satisfaction of the full ASCC prior to building permit issuance.**
 - b. Continued Consideration of Subdivision X6D-210 and Planned Unit Development X7D-171, 1260 Westridge Drive, Shorenstein Realty **ASCC continued discussion of proposed subdivision, screening vegetation, and vegetation management plan. Comments provided to project team.**
5. New Business:
 - a. Architectural Review for Residential Additions and Remodeling, 115 Shawnee Pass, Waschura **Project approved subject to conditions to be met to the satisfaction of Planning staff prior to building permit issuance.**
 - b. Architectural Review for Residential Additions, 30 Hayfields Road, Hayfields Planned Unit Development (PUD) X7D-71 – Lot 8, Oliver/Van Voorhis **Project approved subject to conditions to be met to the satisfaction of Planning staff prior to building permit issuance.**
6. Approval of Minutes: May 23, 2011 **Approved as submitted.**
7. Adjournment 8:43 p.m.

*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol

Architectural & Site Control Commission
June 13, 2011 Agenda
Page Two

Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

PROPERTY OWNER ATTENDANCE. The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Technician at 650-851-1700, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC HEARINGS

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

This Notice is Posted in Compliance with the Government Code of the State of California.

Date: June 10, 2011

CheyAnne Brown
Planning & Building Assistant

#11

There are no written materials for this item.