

TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, July 13, 2011

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

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

Teleconference Location:

Governor's Inn / 700 West Sioux Ave. / Pierre, South Dakota 57501 (605) 224-4200

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.

- (1) **PRESENTATION** – Recognition of 10 year Anniversary of Sharon Hanlon, Town Clerk (3)

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.

- (2) **Approval of Minutes** – Regular Town Council Meeting of June 8, 2011 (4)
- (3) **Approval of Minutes** – Special Town Council Meeting of June 29, 2011 (17)
- (4) **Ratification of Warrant List** – June 22, 2011 (20)
- (5) **Approval of Warrant List** – July 13, 2011 (31)
- (6) **Recommendation by Administrative Services Officer** – Annual Adoption of the Town's Investment Policy (47)
- (a) Adoption of a Resolution of the Town of Portola Valley Adopting Town Investment Policy (Resolution No. __)
- (7) **Recommendation by Administrative Services Officer** – Adoption of the 2011-2012 Appropriations Limit (52)
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Determining and Establishing the Appropriations Limit for 2011-2012 (Resolution No. __)
- (8) **Recommendation by Assistant Town Manager** – Adoption of Ordinance Regulating Commercial Activity on Town Center Property (61)
- (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

- (9) **Recommendation by Administrative Services Officer** – Adoption of a General Fund Minimum Fund Balance Policy (Reserves Policy) for the Town (64)
- (10) **Recommendation by Administrative Services Officer** – First Amendment to Agreement to provide Information Technology Services and Support to Town Hall (66)
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of First Amendment to Agreement between the Town of Portola Valley and the City of Redwood City (Resolution No. __)

- (11) **Recommendation by Administrative Services Officer and Town Clerk** – Approval of Town Manager Recruitment Schedule and Request for Proposals (RFP) for Town Manager Executive Search Services (78)
- (12) **Recommendation by Assistant Town Manager** – Amendment to Consultant Service Agreement Between the Town of Portola Valley and Spangle Associates for Planning Services (84)
- (13) **Recommendation by Town Manager** – Approval of the 2011-2012 Planning Program (93)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (14) **Reports from Commission and Committee Liaisons** (99)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (15) **Town Council Weekly Digest** – June 10, 2011 (100)
- (16) **Town Council Weekly Digest** – June 17, 2011 (114)
- (17) **Town Council Weekly Digest** – June 24, 2011 (128)
- (18) **Town Council Weekly Digest** – July 1, 2011 (140)
- (19) **Town Council Weekly Digest** – July 8, 2011 (185)

CLOSED SESSION:

- (20) **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION** (203)
 - 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).

#1

There are no written materials for this item.

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

TOWN COUNCIL MEETING NO. 816, JUNE 29, 2011ROLL CALL

Mayor Driscoll called the meeting to order at 7:00 p.m. and Town Manager Howard called the roll.

Present: Mayor Driscoll, Vice Mayor Maryann Derwin, Councilmember Richards, Councilmember Toben; EPC members David Howes, Anne Kopf-Sill, Ray Rothrock

Absent: Councilmember Wengert and EPC members John Boice, Derry Kabcenell, Diana Koin, Chair Chris Raanes and Craig Taylor

Guests: Tiana Wimmer, Chair of the Mill Valley Emergency Preparedness Committee, and Michael Fischer, Leader of Mill Valley CERT

ORAL COMMUNICATIONS

None

REGULAR AGENDA [7:01 p.m.]

(1) PRESENTATION by Michael Fischer, Leader of the Mill Valley CERT (Community Emergency Response Team) and Tiana Wimmer, Chair of the Mill Valley Emergency Preparedness Commission with Emergency Fire / Evacuation procedures.

Councilmember Toben introduced Tiana Wimmer, Chair of the Mill Valley Emergency Preparedness Committee and Michael Fischer, Leader of Mill Valley CERT (Community Emergency Response Team).

Ms. Wimmer presented an overview of emergency preparedness for the City of Mill Valley and shared some background and duties of the Emergency Preparedness Commission.

The City of Mill Valley has its own Police and Fire Departments, unlike Portola Valley who contracts with the San Mateo County Sheriff's Department and the Woodside Fire Protection District for its services. The Emergency Preparedness Commission works closely with these two organizations. It also organizes community groups, promotes the Community Emergency Response Team (CERT) and educates residents on ways to be self sufficient in a disaster as well as makes recommendations to the City Council on emergency preparedness matters.

The Mill Valley Emergency Preparedness Commission offers training opportunities including, "Get Ready", a free two-hour disaster preparedness course that trains residents how to prepare for, survive through, and recover from any type of disaster. In addition they also provide training for residents interested in becoming a member of CERT. The Commission promotes the chipper program, the Marin Emergency Automated Notification System (MEANS) which is an electronic telephone notification system to inform residents of anticipated emergencies. The Commission makes available the purchase of "Go Bags" which contain recommended basic emergency supplies. The Commission maintains an emergency preparedness database of individuals who have attended training exercises and informational events for tracking and notifying the individuals about future activities. CERT has created a dedicated website containing emergency preparedness information as well as the use of local media coverage, banners, and electronic traffic signs for public communications. They have increased awareness through an educational display case in the library and work to have a presence at all major city functions.

The City of Mill Valley holds an annual evacuation drill, alternating locations within the city. Participants include local residents, Police, Fire, Medical services, Marin Search and Rescue and Animal Control organizations. Personnel from thirteen Marin County agencies are invited to join. This is a budgeted event with planning beginning anywhere from three to six months in advance. There is abundant resident communications before, during and after the drill. Direct mail, email, telephone and door hangers are used to reach as many residents as possible.

Targeted community organizations include Neighborhood and Homeowner Associations, at-risk populations (seniors and the disabled), school-age children, faith-based groups and the local business community. For school-age children there is a dedicated "Get Ready" program targeted to fifth graders. This program has been well received with children taking home information and sharing what they have learned.

Future goals of the Emergency Preparedness Commission include increasing commission resources; personnel, physical and financial as well as developing a "Speakers Bureau" about emergency preparedness for both the public and commission members.

Michael Fischer said that Mill Valley has a very active CERT program and is very much a part of the Marin County Fire Department.

There was a time when each city in Marin County had its own CERT training regimen. Within the last year CERT has unified the training program so that every CERT program follows the same training system and has adopted the county-wide training schedule.

Mr. Fischer spoke of the importance of keeping volunteers active and involved. He emphasized that skills must be practiced to maintain readiness. Keep emergency preparedness as part of daily conversation; question each other on facts, training exercises, etc. The value of ongoing education in emergency preparedness is fostered and encouraged.

CERT reviews inventory stored in emergency containers every six months and cycles out old medical supplies as needed.

The South Marin Fire District set up a 501c3 to help raise funds. These funds coupled with budgeted City funds help to purchase equipment for the CERT program.

(2) Update from the Woodside Fire Protection District on Fire District Evacuation Plans [8:20 p.m.]

A representative from the Woodside Fire Protection District said that the District is developing a communications and evacuation program that will benefit both Portola Valley and Woodside.

(3) Update from the Emergency Preparedness Committee [8:21 p.m.]

Emergency Preparedness Committee member, Ray Rothrock, said the committee is working to improve communications within town. The Committee is looking into a paging or broadcast system for the Town Council. Mr. Rothrock spoke of the San Mateo County Alert Systems (SMC Alert), a notification system used to immediately contact individuals during emergency situations with updates sent directly to their email account or cell phone. Mr. Rothrock said the committee needed to be proactive in using their budgeted funds more efficiently.

(5) Public Hearing – Adoption of Fiscal Year 2011-2012 Budget [8:28 p.m.]

(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. 2526-2011)

Ms. Howard reported on the changes made to the budget since presented at the June 8, 2011 Town Council meeting.

Councilmember Toben asked for clarification on the COPS funding and the additional patrol. Town Manger Howard said the COPS funding will not be coming from the State so Woodside and Portola Valley will co-fund a 1 officer/motorcycle unit that will cost the town \$140,000 with the additional \$140,000

being funded by Woodside, as approved at their budget hearing on Tuesday, June 28, 2011. Staff will be bringing an amendment to the COPS agreement on possibly the second Council meeting in July.

In response to Councilmember Toben's question on the CERPP funding in the budget Ms. Howard said that the money remains in the budget so that two options can be considered; 1) Offer a program to residents for cash incentives to do projects on their property (similar to what Woodside did last year) or 2) Look to hire a person to assist the Emergency Preparedness Committee to do some legwork, possibly marketing.

Mayor Driscoll opened the public hearing. Bill Urban, member of the Finance Committee, reiterated the earlier recommendations of the Finance Committee regarding a percentage of dependent health care cost be paid by the employee and a review of the additional traffic patrol in town be considered. Mayor Driscoll thanked the Finance Committee for their vital and excellent work and for always asking the tough questions. The Council's earlier decisions on these two issues may change in the next year. In January 2012 the community will be asked to comment on the possibility of the loss of the additional traffic patrol. The community will be part of the process in deciding if the additional patrol is sought and additional funds are to be spent. Staff will look into options to create a revenue stream to fund the additional service by reviewing a possible fee for multiple alarm calls or possibly using a percentage of future UUT funds for the additional patrol.

With no further speakers, the hearing was closed.

Councilmember Richards moved approval of Resolution No. 2526-2011 Adopting the Operating and Capital Budgets for Fiscal Year 2011-2012. Councilmember Toben seconded. The motion carried 4-0.

ADJOURNMENT: 9:03 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	
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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	
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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
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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 DEGARMEAUX	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 DEGARMEAUX</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

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
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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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
JULY 13, 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

ABAG PLAN CORPORATION	2011/2012 Dues	12073	07/13/2011	
	2011/2012 Premium		07/13/2011	
PO BOX 2050	0006		07/13/2011	
OAKLAND	BOA	45157	07/13/2011	0.00
CA 94604-2050	18PREM11.12			41,653.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4304	Liability Insurance/Bonds	34,873.00	0.00
05-64-4322	Dues	1,470.00	0.00
05-66-4350	Property Insurance	5,310.00	0.00

Check No.	45157	Total:	41,653.00
Total for	ABAG PLAN CORPORATION		41,653.00

ALMANAC	Support Local Journalism Drive	12074	07/13/2011	
			07/13/2011	
PO BOX 1610	0048		07/13/2011	
MENLO PARK	BOA	45158	07/13/2011	0.00
CA 94302				60.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	60.00	0.00

Check No.	45158	Total:	60.00
Total for	ALMANAC		60.00

AMERICAN RED CROSS	Japanese Tsunami Relief (Teen Fundraiser)	12075	07/13/2011	
			07/13/2011	
85 SECOND STREET	0355		07/13/2011	
SAN FRANCISCO	BOA	45159	07/13/2011	0.00
CA 94105				1,300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4166	Teen Committee	1,300.00	0.00

Check No.	45159	Total:	1,300.00
Total for	AMERICAN RED CROSS		1,300.00

ANIMAL DAMAGE MGMT INC	June Pest Control	12076	07/13/2011	
			07/13/2011	
16170 VINEYARD BLVD. #150	804		07/13/2011	
MORGAN HILL	BOA	45160	07/13/2011	0.00
CA 95037	53053			310.00

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

Check No.	45160	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

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

ARROWHEAD MT SPRING WATER	June Statement	12077	07/13/2011	
			07/13/2011	
P.O. BOX 856158	463		07/13/2011	
LOUISVILLE	BOA	45161	07/13/2011	0.00
KY 40285-6158	01F5743876004			131.05

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	131.05	0.00

Check No.	45161	Total:	131.05
Total for	ARROWHEAD MT SPRING WATER		131.05

AT&T	June Microwave	12078	07/13/2011	
			07/13/2011	
PO BOX 989048	441		07/13/2011	
WEST SACRAMENTO	BOA	45162	07/13/2011	0.00
CA 95798-9048				63.72

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	63.72	0.00

Check No.	45162	Total:	63.72
Total for	AT&T		63.72

BANK OF AMERICA	June 2011 Statement	12079	07/13/2011	
Bank Card Center			07/13/2011	
P.O. BOX 53155	0022		07/13/2011	
PHOENIX	BOA	45163	07/13/2011	0.00
AZ 85072-3155				646.57

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4166	Teen Committee	321.00	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4312	Office Equipment	220.00	0.00
05-64-4335	Sustainability	65.56	0.00
05-64-4336	Miscellaneous	12.06	0.00
08-64-4335	Sustainability	17.96	0.00

Check No.	45163	Total:	646.57
Total for	BANK OF AMERICA		646.57

BAY AREA GEOTECH GROUP	CIP Road Testing/Inspection	12127	07/13/2011	
	FY 2010-11		07/13/2011	
847 W. MAUDE AVENUE	618		07/13/2011	
SUNNYVALE	BOA	45164	07/13/2011	0.00
CA 94085	27428			324.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4411	CIP10/11 Street Resurfacing	324.00	0.00

Check No.	45164	Total:	324.00
Total for	BAY AREA GEOTECH GROUP		324.00

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Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
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BAYMARK BUSINESS PARTNERS	Forms	12080	07/13/2011	
			07/13/2011	
1110 SUNNYVALE-SARATOGA ROAD	881		07/13/2011	
SUNNYVALE	BOA	45165	07/13/2011	0.00
CA 94087	1110824			179.15

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	179.15	0.00

Check No.	45165	Total:	179.15
Total for	BAYMARK BUSINESS PARTNERS		179.15

BIGGS CARDOSA ASSOC INC	C-1 Retain Wall, May 2011	12128	07/13/2011	
			07/13/2011	
865 THE ALAMEDA	746		07/13/2011	
SAN JOSE	BOA	45166	07/13/2011	0.00
CA 95126-3133	58720			550.00

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	550.00	0.00

Check No.	45166	Total:	550.00
Total for	BIGGS CARDOSA ASSOC INC		550.00

BILL BROWN CONSTRUCTION	Refund Business License	12081	07/13/2011	
			07/13/2011	
242 PHELAN AVE	631		07/13/2011	
SAN JOSE	BOA	45167	07/13/2011	0.00
CA 95112				80.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	80.00	0.00

Check No.	45167	Total:	80.00
Total for	BILL BROWN CONSTRUCTION		80.00

BRAGATO PAVING	Deposit Refund, 1075 W'ridge	12082	07/13/2011	
			07/13/2011	
500 BRAGATO ROAD	637		07/13/2011	
SAN CARLOS	BOA	45168	07/13/2011	0.00
CA 94070				215.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	215.00	0.00

Check No.	45168	Total:	215.00
Total for	BRAGATO PAVING		215.00

ANGELA BROCHE	Litter Deposit Refund	12084	07/13/2011	
			07/13/2011	
345 ROBINWOOD LANE	699		07/13/2011	
HILLSBOROUGH	BOA	45169	07/13/2011	0.00
CA 94010				100.00

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

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

Check No.	45169	Total:	100.00
Total for	ANGELA BROCHE		100.00

CAL WATER SERVICE CO	Statements, 5/13 - 6/14/11	12086	07/13/2011	
3351 EL CAMINO REAL	0035		07/13/2011	
ATHERTON	BOA	45170	07/13/2011	0.00
CA 94027				4,640.64

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	4,640.64	0.00

Check No.	45170	Total:	4,640.64
Total for	CAL WATER SERVICE CO		4,640.64

CALIFORNIA BLDG STDS COMMISS'N	BSC Report, April-June 2011	12085	07/13/2011	
2525 NATOMAS PARK DRIVE	1003		07/13/2011	
SACRAMENTO	BOA	45171	07/13/2011	0.00
CA 95833				365.40

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP Fees	365.40	0.00

Check No.	45171	Total:	365.40
Total for	CALIFORNIA BLDG STDS COMMIS		365.40

CCAG	2011-12 Dues	12134	07/13/2011	
City of San Carlos Finance			07/13/2011	
P.O. BOX 3009	0028		07/13/2011	
SAN CARLOS	BOA	45172	07/13/2011	0.00
CA 94070-1309	18507			11,637.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	11,637.00	0.00

Check No.	45172	Total:	11,637.00
Total for	CCAG		11,637.00

CITY OF DALY CITY	Dinner Meeting, Derwin	12087	07/13/2011	
ATTN: ROSE PADILLA	474		07/13/2011	
DALY CITY	BOA	45173	07/13/2011	0.00
CA 94015				40.00

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

Check No.	45173	Total:	40.00
Total for	CITY OF DALY CITY		40.00

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

DEIRDRE CLARK	Reimb for Summer Concert	12088	07/13/2011	
			07/13/2011	
149 CORTE MADERA	687		07/13/2011	
PORTOLA VALLEY	BOA	45174	07/13/2011	0.00
CA 94028				467.62

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	467.62	0.00

Check No.	45174	Total:	467.62
Total for	DEIRDRE CLARK		467.62

CLEANSTREET	Quarterly/June Litter & Street	12129	07/13/2011	
			07/13/2011	
1937 W. 169TH STREET	0034		07/13/2011	
GARDENA	BOA	45175	07/13/2011	0.00
CA 90247-5254	64274			4,187.76

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4262	Street Sweeping & ROW Mowing	3,376.86	0.00
20-60-4266	Litter Clean Up Program	810.90	0.00

Check No.	45175	Total:	4,187.76
Total for	CLEANSTREET		4,187.76

BRANDI DEGARMEUX	Reimb for Sustain Programs	12089	07/13/2011	
			07/13/2011	
17 LAUSSAT STREET	614		07/13/2011	
SAN FRANCISCO	BOA	45176	07/13/2011	0.00
CA 94102				211.88

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	211.88	0.00

Check No.	45176	Total:	211.88
Total for	BRANDI DEGARMEUX		211.88

DEPARTMENT OF CONSERVATION	SMISHMF, Apr-June 2011	12090	07/13/2011	
Division of Administrative			07/13/2011	
801 K STREET MS22-15	0054		07/13/2011	
SACRAMENTO	BOA	45177	07/13/2011	0.00
CA 95814-3531				788.53

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP Fees	788.53	0.00

Check No.	45177	Total:	788.53
Total for	DEPARTMENT OF CONSERVATIO		788.53

PAIGE FULKERSON	Reimb for Summer Concert	12091	07/13/2011	
			07/13/2011	
121 CRESCENT AVENUE	712		07/13/2011	
PORTOLA VALLEY	BOA	45178	07/13/2011	0.00
CA 94028				600.00

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

05-52-4150	Cultural Arts Committee	600.00	0.00	
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Check No.	45178	Total:	600.00
Total for	PAIGE FULKERSON		600.00

GO NATIVE INC	TC Weed Maintenance, June	12130	07/13/2011	
P.O. BOX 370103	632		07/13/2011	
MONTARA	BOA	45179	07/13/2011	0.00
CA 94037	2218			4,488.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	4,488.00	0.00

Check No.	45179	Total:	4,488.00
Total for	GO NATIVE INC		4,488.00

GOODCO PRESS INCORPORATED	Stationery	12092	07/13/2011	
2480 OLD MIDDLEFIELD WAY	0328		07/13/2011	
MOUNTAIN VIEW	BOA	45180	07/13/2011	0.00
CA 94043	44238			478.42

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	478.42	0.00

Check No.	45180	Total:	478.42
Total for	GOODCO PRESS INCORPORATEI		478.42

HALF MOON BAY GRADING & PAVING	2010-11 CIP Road Resurfacing	12133	07/13/2011	
	June 2011		07/13/2011	
1780 HIGGINS CANYON ROAD	0350		07/13/2011	
HALF MOON BAY	BOA	45181	07/13/2011	0.00
CA 94019	4			185,892.64

GL Number	Description	Invoice Amount	Amount Relieved
65-68-4411	CIP10/11 Street Resurfacing	185,892.64	0.00

Check No.	45181	Total:	185,892.64
Total for	HALF MOON BAY GRADING & PAV		185,892.64

HEART OF SAN MATEO COUNTY	2011-12 Dues	12093	07/13/2011	
			07/13/2011	
139 MITCHELL AVENUE	0201		07/13/2011	
SO. SAN FRANCISCO	BOA	45182	07/13/2011	0.00
CA 94080				1,591.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4223	HEART JPA	1,591.00	0.00

Check No.	45182	Total:	1,591.00
Total for	HEART OF SAN MATEO COUNTY		1,591.00

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

HIGHWAY TECHNOLOGIES, INC	Signage for C-1 Trail	12131	07/13/2011	
			07/13/2011	
P.O. BOX 51581	0067		07/13/2011	
LOS ANGELES	BOA	45183	07/13/2011	0.00
CA 90051-5881	65082201-001			551.72

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	551.72	0.00

Check No.	45183	Total:	551.72
Total for	HIGHWAY TECHNOLOGIES, INC		551.72

HILLYARD, INC	Janitorial Supplies	12094	07/13/2011	
		5951	07/13/2011	
P.O. BOX 874338	531		07/13/2011	
KANSAS CITY	BOA	45184	07/13/2011	0.00
MO 64187-4338	6787906			610.64

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	610.64	0.00

Check No.	45184	Total:	610.64
Total for	HILLYARD, INC		610.64

J.W. ENTERPRISES	Portable Lavs, 6/16 - 7/13	12095	07/13/2011	
			07/13/2011	
1689 MORSE AVE	829		07/13/2011	
VENTURA	BOA	45185	07/13/2011	0.00
CA 93003	156281			223.48

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	223.48	0.00

Check No.	45185	Total:	223.48
Total for	J.W. ENTERPRISES		223.48

LESLIE LAMBERT	Mileage, January 2011	12096	07/13/2011	
			07/13/2011	
501 MOORPARK WAY	0291		07/13/2011	
MOUNTAIN VIEW	BOA	45186	07/13/2011	0.00
CA 94041				47.94

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	47.94	0.00

Check No.	45186	Total:	47.94
Total for	LESLIE LAMBERT		47.94

LCC PENINSULA DIVISION	Dinner Meeting, Toben	12097	07/13/2011	
ATTN: Krista Martinelli-Larson			07/13/2011	
CITY OF SO. SAN FRANCISCO	623		07/13/2011	
SO. SAN FRANCISCO	BOA	45187	07/13/2011	0.00
CA 94080				40.00

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

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Check No.	45187	Total:	40.00
Total for	LCC PENINSULA DIVISION		40.00

LAUREN E LEE	Sustainability Intern	12099	07/13/2011	
	6/17/11		07/13/2011	
2089 QUEENS LANE	0354		07/13/2011	
SAN MATEO	BOA	45188	07/13/2011	0.00
CA 94402	1			112.50

GL Number	Description	Invoice Amount	Amount Relieved
08-64-4335	Sustainability	112.50	0.00

Check No.	45188	Total:	112.50
Total for	LAUREN E LEE		112.50

M.B. TAAFFE CO INC	Refund Business License	12100	07/13/2011	
			07/13/2011	
26850 PURISSIMA ROAD	582		07/13/2011	
LOS ALTOS	BOA	45189	07/13/2011	0.00
CA 94022				50.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	50.00	0.00

Check No.	45189	Total:	50.00
Total for	M.B. TAAFFE CO INC		50.00

MAZE & ASSOCIATES	Audit Prep, FYE 6/30/11	12126	07/13/2011	
			07/13/2011	
3478 BUSKIRK AVENUE	879		07/13/2011	
PLEASANT HILL	BOA	45190	07/13/2011	0.00
CA 94523	26630			9,671.43

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	9,671.43	0.00

Check No.	45190	Total:	9,671.43
Total for	MAZE & ASSOCIATES		9,671.43

JANET MCDOUGALL	December-June Mileage	12098	07/13/2011	
			07/13/2011	
765 PORTOLA ROAD	769		07/13/2011	
PORTOLA VALLEY	BOA	45191	07/13/2011	0.00
CA 94028				79.78

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	79.78	0.00

Check No.	45191	Total:	79.78
Total for	JANET MCDOUGALL		79.78

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

ANGELA MCINTYRE	Class Registration Refund	12135	07/13/2011	
			07/13/2011	
705 SAN MATEO AVENUE	617		07/13/2011	
MENLO PARK	BOA	45192	07/13/2011	0.00
CA 94025				90.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	90.00	0.00

Check No.	45192	Total:	90.00
Total for	ANGELA MCINTYRE		90.00

RAYMONDE MOUSTIRATS	Litter Deposit Refund	12101	07/13/2011	
			07/13/2011	
391 CERRITO AVENUE	570		07/13/2011	
REDWOOD CITY	BOA	45193	07/13/2011	0.00
CA 94061				100.00

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

Check No.	45193	Total:	100.00
Total for	RAYMONDE MOUSTIRATS		100.00

NBS, INC	Fee Study, June 2011	12136	07/13/2011	
			07/13/2011	
32605 TEMECULA PARKWAY	0341		07/13/2011	
TEMECULA	BOA	45194	07/13/2011	0.00
CA 92592	S06301107-TM			900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4209	Permit & Fees Study	900.00	0.00

Check No.	45194	Total:	900.00
Total for	NBS, INC		900.00

AMY OLOFSEN	Comm'ty Hall/Grove Refunds	12102	07/13/2011	
			07/13/2011	
15699 LINDA AVENUE	575		07/13/2011	
LOS GATOS	BOA	45195	07/13/2011	0.00
CA 95032				350.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	350.00	0.00

Check No.	45195	Total:	350.00
Total for	AMY OLOFSEN		350.00

PALO ALTO PLUMBING & AIR INC	Business License Refund	12103	07/13/2011	
			07/13/2011	
716 SAN ANTONIO ROAD	549		07/13/2011	
PALO ALTO	BOA	45196	07/13/2011	0.00
CA 94303				160.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	160.00	0.00

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

Check No.	45196	Total:	160.00
Total for	PALO ALTO PLUMBING & AIR INC		160.00

CLAUDIA PATERSON	Summer Instructor Fee	12104	07/13/2011	
2145 EMORY STREET	0357		07/13/2011	
SAN JOSE	BOA	45197	07/13/2011	0.00
CA 95128				504.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	504.00	0.00

Check No.	45197	Total:	504.00
Total for	CLAUDIA PATERSON		504.00

KEVIN PATERSON	Summer Instructor Fee	12105	07/13/2011	
2145 EMORY STREET	0356		07/13/2011	
SAN JOSE	BOA	45198	07/13/2011	0.00
CA 95128				720.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	720.00	0.00

Check No.	45198	Total:	720.00
Total for	KEVIN PATERSON		720.00

PERS HEALTH	July Health Premium	12106	07/13/2011	
VIA EFT	0108		07/13/2011	
	BOA	45199	07/13/2011	0.00
				14,644.59

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	14,644.59	0.00

Check No.	45199	Total:	14,644.59
Total for	PERS HEALTH		14,644.59

PG&E	June Statements	12139	07/13/2011	
BOX 997300	0109		07/13/2011	
SACRAMENTO	BOA	45200	07/13/2011	0.00
CA 95899-7300				453.48

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	453.48	0.00

Check No.	45200	Total:	453.48
Total for	PG&E		453.48

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JULY 13, 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

PORTOLA VALLEY HARDWARE	June Statement	12107	07/13/2011	
			07/13/2011	
112 PORTOLA VALLEY ROAD	0114		07/13/2011	
PORTOLA VALLEY	BOA	45201	07/13/2011	0.00
CA 94028				367.67

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	204.54	0.00
05-66-4340	Building Maint Equip & Supp	163.13	0.00

Check No.	45201	Total:	367.67
Total for	PORTOLA VALLEY HARDWARE		367.67

GEORGE SALAH	Deposit Refund	12083	07/13/2011	
			07/13/2011	
19 REDBERRY RIDGE	676		07/13/2011	
PORTOLA VALLEY	BOA	45202	07/13/2011	0.00
CA 94028				2,135.39

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,135.39	0.00

Check No.	45202	Total:	2,135.39
Total for	GEORGE SALAH		2,135.39

BARBARA SEIPP	Community Hall Deposit Refund	12108	07/13/2011	
			07/13/2011	
25 CHEYENNE POINT	851		07/13/2011	
PORTOLA VALLEY	BOA	45203	07/13/2011	0.00
CA 94028				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	1,000.00	0.00

Check No.	45203	Total:	1,000.00
Total for	BARBARA SEIPP		1,000.00

BYRON SHAW	Reimb for Wayside II M.D.	12109	07/13/2011	
			07/13/2011	
900 WAYSIDE ROAD	0358		07/13/2011	
PORTOLA VALLEY	BOA	45204	07/13/2011	0.00
CA 94028				18,773.84

GL Number	Description	Invoice Amount	Amount Relieved
86-00-4375	General Expenses	18,773.84	0.00

Check No.	45204	Total:	18,773.84
Total for	BYRON SHAW		18,773.84

SPANGLE & ASSOCIATES	Applicant Charges, 5/20-6/23	12110	07/13/2011	
			07/13/2011	
770 MENLO AVENUE	0121		07/13/2011	
MENLO PARK	BOA	45205	07/13/2011	0.00
CA 94025-4736				17,564.70

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JULY 13, 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

96-54-4198	Planner - Charges to Appls	17,564.70	0.00	
SPANGLE & ASSOCIATES	May 20 - June 23 Statement	12111	07/13/2011	
			07/13/2011	
770 MENLO AVENUE	0121		07/13/2011	
MENLO PARK	BOA	45205	07/13/2011	0.00
CA 94025-4736				26,064.41
GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4140	ASCC	2,300.00	0.00	
05-52-4162	Planning Committee	4,598.00	0.00	
05-54-4196	Planner	19,166.41	0.00	

Check No.	45205	Total:	43,629.11
Total for	SPANGLE & ASSOCIATES		43,629.11

STAPLES	June Statement	12112	07/13/2011	
			07/13/2011	
STAPLES CREDIT PLAN	430		07/13/2011	
DES MOINES	BOA	45206	07/13/2011	0.00
IA 50368-9020				674.01
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	674.01	0.00	

Check No.	45206	Total:	674.01
Total for	STAPLES		674.01

STATE COMP INSURANCE FUND	Annual Report, SCIF-6224L	12114	07/13/2011	
	FYE 6/30/11		07/13/2011	
PO BOX 7980	0122		07/13/2011	
SAN FRANCISCO	BOA	45207	07/13/2011	0.00
CA 94120-7854				4,831.66
GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4094	Worker's Compensation	4,831.66	0.00	

Check No.	45207	Total:	4,831.66
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STATE COMP INSURANCE FUND	June Premium	12115	07/13/2011	
			07/13/2011	
PO BOX 7980	0122		07/13/2011	
SAN FRANCISCO	BOA	45208	07/13/2011	0.00
CA 94120-7854				1,936.75
GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4094	Worker's Compensation	1,936.75	0.00	

Check No.	45208	Total:	1,936.75
Total for	STATE COMP INSURANCE FUND		6,768.41

STATE CONTROLLER'S OFFICE	Annual Street Report, 09/10	12113	07/13/2011	
			07/13/2011	
DEPARTMENTAL ACCTG OFC	0218		07/13/2011	
SACRAMENTO	BOA	45209	07/13/2011	0.00
CA 94250-5877	17451			1,239.73
GL Number	Description	Invoice Amount	Amount Relieved	

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JULY 13, 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

05-54-4180	Accounting & Auditing			1,239.73	0.00
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Check No.	45209	Total:	1,239.73
Total for	STATE CONTROLLER'S OFFICE		1,239.73

KASHFIEH TAGHIZADEH	Community Hall Deposit Refund	12116	07/13/2011	
			07/13/2011	
228 CANYON DRIVE	822		07/13/2011	
PORTOLA VALLEY	BOA	45210	07/13/2011	0.00
CA 94028				853.74

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	853.74	0.00

Check No.	45210	Total:	853.74
Total for	KASHFIEH TAGHIZADEH		853.74

BARBARA TEMPLETON	June Transcription	12117	07/13/2011	
			07/13/2011	
304 MELVEN COURT	369		07/13/2011	
SAN LEANDRO	BOA	45211	07/13/2011	0.00
CA 94577-2011	646			1,845.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,845.00	0.00

Check No.	45211	Total:	1,845.00
Total for	BARBARA TEMPLETON		1,845.00

RICH TINCHER	C&D Refund	12118	07/13/2011	
			07/13/2011	
567 CRESTA VISTA	722		07/13/2011	
PORTOLA VALLEY	BOA	45212	07/13/2011	0.00
CA 94028				1,000.00

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

Check No.	45212	Total:	1,000.00
Total for	RICH TINCHER		1,000.00

TOWNSEND MGMT, INC	C-1 Trail Eng'g, May 2011	12132	07/13/2011	
			07/13/2011	
P.O. BOX 24442	609		07/13/2011	
SAN FRANCISCO	BOA	45213	07/13/2011	0.00
CA 94124	200042-05-11			9,795.00

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	9,795.00	0.00

Check No.	45213	Total:	9,795.00
Total for	TOWNSEND MGMT, INC		9,795.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JULY 13, 2011

Date: 07/06/2011

Time: 3:43 pm

Page: 14

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

TYLER TECHNOLOGIES INC	Maintenance Renewal, 2011-12	12119	07/13/2011	
	Financial Software		07/13/2011	
P.O. BOX 678142	0240		07/13/2011	
DALLAS	BOA	45214	07/13/2011	0.00
TX 75247-8142	186607			2,978.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	2,978.00	0.00

Check No.	45214	Total:	2,978.00
Total for	TYLER TECHNOLOGIES INC		2,978.00

U.S. BANCORP EQUIPMENT FIN INC	July Copier Lease	12137	07/13/2011	
			07/13/2011	
P.O. BOX 790448	472		07/13/2011	
ST. LOUIS	BOA	45215	07/13/2011	0.00
MO 63179-0448	180925323			408.92

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	408.92	0.00

Check No.	45215	Total:	408.92
Total for	U.S. BANCORP EQUIPMENT FIN INC		408.92

VERIZON WIRELESS	June Cellular Statement	12138	07/13/2011	
			07/13/2011	
P.O. BOX 9622	0131		07/13/2011	
MISSION HILLS	BOA	45216	07/13/2011	0.00
CA 91346-9622	0989629418			281.34

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	281.34	0.00

Check No.	45216	Total:	281.34
Total for	VERIZON WIRELESS		281.34

WHITNEY FUSION SWAG	2011 Zots to Tots	12120	07/13/2011	
			07/13/2011	
207 MONTEREY AVENUE	0359		07/13/2011	
CAPITOLA	BOA	45217	07/13/2011	0.00
CA 95010	40378			2,210.08

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	2,210.08	0.00

Check No.	45217	Total:	2,210.08
Total for	WHITNEY FUSION SWAG		2,210.08

JANE WILSON	Reimb for Zots to Tots 2011	12121	07/13/2011	
			07/13/2011	
557 CRESTA VISTA LANE	0237		07/13/2011	
PORTOLA VALLEY	BOA	45218	07/13/2011	0.00
CA 94028				128.67

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	128.67	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 JULY 13, 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

Check No.	45218	Total:	128.67
Total for	JANE WILSON		128.67

WOLFPACK INSURANCE	July Dental/Vision Premium	12123	07/13/2011	
SMALL BUSINESS BENEFIT PLAN	0132		07/13/2011	
BELMONT	BOA	45219	07/13/2011	0.00
CA 94402				2,293.20

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,293.20	0.00

Check No.	45219	Total:	2,293.20
Total for	WOLFPACK INSURANCE		2,293.20

WOODSIDE DELIVERY SERVICE	Delivery thru 9/5/11	12122	07/13/2011	
PO BOX 784	0219		07/13/2011	
RIVERBANK	BOA	45220	07/13/2011	0.00
CA 95367				111.72

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	111.72	0.00

Check No.	45220	Total:	111.72
Total for	WOODSIDE DELIVERY SERVICE		111.72

WORRELL ROOFING	C&D Refund, 6 Longspur	12124	07/13/2011	
3790 EL CAMINO REAL	669		07/13/2011	
PALO ALTO	BOA	45221	07/13/2011	0.00
CA 94306				1,000.00

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

Check No.	45221	Total:	1,000.00
Total for	WORRELL ROOFING		1,000.00

ELIZABETH WRIGHT	Key Refund	12125	07/13/2011	
3249 ALPINE ROAD	620		07/13/2011	
PORTOLA VALLEY	BOA	45222	07/13/2011	0.00
CA 94028				50.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	50.00	0.00

Check No.	45222	Total:	50.00
Total for	ELIZABETH WRIGHT		50.00

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 Invoices: 67

Grand Total:	387,854.77
Less Credit Memos:	0.00
Net Total:	387,854.77
Less Hand Check Total:	0.00
Outstanding Invoice Total:	387,854.77

Warrant Disbursement Journal

July 13, 2011

Claims totalling \$387,854.77 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 13th day of July, 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: Stacie Nerdahl, Administrative Services Officer

DATE: July 13, 2011

RE: **2011-2012 Appropriations Limit**

California Law requires each public agency to calculate and adopt its Appropriations Limit for each fiscal year. This requirement stems from the 1978 passage by the voters of Proposition 4, with subsequent modification in 1990 by the passage of Proposition 111. The Appropriation Limit creates a restriction on the amount of revenue that can be appropriated in any fiscal year. The Limit is based upon actual appropriations during 1977-1978, adjusted each year for inflation and population growth. Not all revenues are restricted by the Limit, only those that are referred to as "proceeds of taxes." Additionally, certain types of appropriations do not count against the Limit, including the costs of voter-approved debt, court and Federal mandates, and qualified capital outlay.

In order to determine whether an agency is within its Limit for any given fiscal year, the agency must determine its anticipated revenues that qualify as "proceeds of taxes." The allowed cost exclusions are then deducted from the total "proceeds of taxes." The resulting number is the "appropriations subject to the Limit" for the fiscal year. This is compared with the actual adopted Limit in order to determine an agency's position over or under the Limit.

An agency may not appropriate any proceeds of taxes received in excess of its Limit. An excess may be carried forward for one year. If an excess still exists at the end of two years, it must be returned to the taxpayers through tax reductions or rebates. Alternatively, a majority of the local voters may approve an "override" to increase the Limit for a four-year period. Very few agencies have reached or exceeded their Appropriations Limit. Those agencies that do have usually experienced a significant increase in tax base through new and extensive development, which would outstrip increases in inflation or population.

The Town's Appropriations Limit for 2011-2012 is \$3,366,837, which is \$787,382 over the Town's appropriations subject to limitation of \$2,579,455.

Recommendation

It is recommended that the Town Council adopt the attached resolution adjusting the Town's 2011-2012 Appropriations Limit.

Attachment

RESOLUTION No. _____-2011

**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF PORTOLA VALLEY
DETERMINING AND ESTABLISHING THE
APPROPRIATIONS LIMIT FOR 2011-2012**

WHEREAS, the calculation of the Appropriations Limit for the Fiscal Year 2011-2012 has been completed by the Administrative Services Officer; and

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

NOW, THEREFORE, be it resolved that the Town Council of the Town of Portola Valley Appropriations Limit for Fiscal Year 2011-2012 is determined to be \$3,366.837.

REGULARLY PASSED AND ADOPTED this 13th day of July 2011.

Mayor

ATTEST:

Town Clerk

EXHIBIT "A"

**USER FEES VERSUS COSTS
(Worksheet #1)**

**Town of Portola Valley
Fiscal Year 2011-2012
Town Council Adopted Budget**

	Costs	Fees
<u>Planning and Building</u>		
Building Permits		\$ 315,000
Zoning and Planning Permits		500
Construction & Demolition Fees		9,500
Consulting Fees – charges to applicants	1,905,000	1,905,000
Planning Manager	130,411	
Deputy Building Official	165,465	
Engineer/Planning Consultants	188,000	
Plan Checks and Inspections	65,000	
ASCC	28,368	
Planning Commission	<u>56,724</u>	_____
	\$2,538,968	\$2,230,000
<u>Park & Recreation – Town Center</u>		
Park & Recreation Revenue		100,070
Town Center Revenue		205,000
Recreation Coordinator	92,158	
Sr Maintenance Worker	102,512	
Maintenance Worker II	77,548	
Park & Town Center Utilities	52,000	
Vehicle Maintenance	11,000	
Town Center Facilities Costs	131,630	
Parks Operations	<u>193,070</u>	_____
	\$ 659,918	\$ 305,070
<u>Public Works</u>		
SDP/EP/CUP/Building Review		37,100
Franchise Fees		257,094
Public Works Director	202,078	
Public Works Operations	<u>167,000</u>	_____
	\$ 369,078	\$ 294,194
<u>Public Safety</u>		
Horsekeeping Permits		3,630
Horsekeeping	<u>537</u>	_____
	\$ 537	\$ 3,630

**CALCULATION OF PROCEEDS OF TAXES
(Worksheet #2)**

**Town of Portola Valley
Fiscal Year 2011-2012
Town Council Adopted Budget**

<u>Proceeds of Taxes</u>	<u>Proceeds of Taxes</u>	<u>Non-proceeds of Taxes</u>
Property Taxes	\$ 1,924,956	
Sales & Use Tax	146,000	
Business License Tax	100,000	
Real Property Transfer Tax	61,800	
Utility Users' Tax	796,530	
Motor Vehicle in Lieu	14,500	
Measure A Sales Tax	234,400	
Public Safety Sales Tax 172	11,170	
Public Safety COPS Grant	0	
HOPTR	5,000	
 <u>User Fees</u>		
Building Permits		\$ 315,000
Construction & Demolition Fees		9,500
Zoning & Planning Permits		500
Consulting Fees – charges to applicant		1,905,000
Park & Recreation Revenue		100,070
Town Center Revenue		205,000
SDP/EP/CUP/Building Review		37,100
Franchise Fees		257,094
Horsekeeping Permits		3,630
 <u>Other Revenues</u>		
Measure M		82,521
State Gas Tax		81,150
Prop 42		52,355
Various Filing Fees		31,320
Miscellaneous		20,000
Fines & Forfeitures		10,000
Open Space/Schoolhouse Contributions		5,000
Miscellaneous Contributions		3,000
Misc Taxes		8,000
Library JPA Donor City Revenue		90,000
PG&E Solar Rebate		17,000
Misc Grants		11,982
 Subtotal (for Worksheet #3)	 3,294,356	 3,245,222
 Interest Earning (from Worksheet #3)	 <u>15,600</u>	 <u>24,400</u>
 Total Revenue (for Worksheet #4)	 3,309,956	 3,269,622

**INTEREST EARNINGS PRODUCED BY TAXES
(Worksheet #3)**

**Town of Portola Valley
Fiscal Year 2011-2012
Town Council Adopted Budget**

	<u>Amount</u>	<u>Source</u>
A. Non-interest tax proceeds:	\$ 3,294,356	Worksheet #2
B. Minus exclusions:	730,501	Worksheet #7
C. Net invested taxes:	2,563,855	(A – B)
D. Total non-interest revenue:	6,539,578	Worksheet #2
E. Tax proceeds as percent of budget:	0.39	(C / D)
F. Interest earnings:	40,000	Budget
G. Amount of interest earned from taxes:	15,600	(E * F)
H. Amount of interest earned from non-taxes:	24,400	(F – G)

I. Take the result of steps G and H; copy to Worksheet #2.

**APPROPRIATIONS SUBJECT TO LIMITATION
(Worksheet #4)**

**Town of Portola Valley
Fiscal Year 2011-2012
Town Council Adopted Budget**

	Amount	Source
A. Proceeds of taxes	\$ 3,309,956	Worksheet #2
B. Exclusions	730,501	Worksheet #7
C. Appropriations subject to limitation	2,579,455	(A – B)
D. Current year limit (11/12)	3,366,837	Worksheet #6
E. Over/(under) limit	(787,382)	(C – D)

**APPROPRIATIONS LIMIT THROUGH 2010-2011
(Worksheet #5)**

**Town of Portola Valley
Fiscal Year 2011-2012
Town Council Adopted Budget**

Appropriation Limit Base Year (AS AMENDED)

441,943.00

Year	Previous Year Limit	Adjustment Factor	Current Year Limit
1979-80	441,943.00	1.1199	494,931.97
1980-81	494,931.97	1.1053	547,048.30
1981-82	547,048.30	1.0567	578,065.94
1982-83	578,065.94	1.0736	620,611.59
1983-84	620,611.59	1.0261	636,809.56
1984-85	636,809.56	1.0670	679,475.80
1985-86	679,475.80	1.0445	709,712.47
1986-87	709,712.47	1.0504	745,481.98
1987-88	745,481.98	1.0557	787,005.32
1988-89	787,005.32	1.0542	829,661.01
1989-90	829,661.01	1.0704	888,069.15
1990-91	888,069.15	1.0552	937,090.56
1991-92	937,090.56	1.0571	990,598.44
1992-93	990,598.44	1.0183	1,008,726.39
1993-94	1,008,726.39	1.0448	1,053,917.33
1994-95	1,053,917.33	1.0259	1,081,213.79
1995-96	1,081,213.79	1.0672	1,153,871.36
1996-97	1,153,871.36	1.0561	1,218,603.54
1997-98*	1,218,603.54	1.0580	1,641,871.54
1998-99	1,641,871.54	1.0565	1,734,637.29
1999-00	1,734,637.29	1.0544	1,829,001.56
2000-01	1,829,001.56	1.0573	1,933,803.35
2001-02	1,933,803.35	1.0977	2,122,735.94
2002-03	2,122,735.94	1.0164	2,157,548.87
2003-04	2,157,548.87	1.0139	2,187,538.79
2004-05	2,187,538.79	1.0423	2,280,073.87
2005-06	2,280,073.87	1.0591	2,414,885.52
2006-07	2,414,885.52	1.0472	2,528,841.75
2007-08	2,528,841.75	1.0561	2,670,719.58
2008-09	2,670,719.58	1.0560	2,820,666.68
2009-10	2,820,666.68	1.0183	2,872,496.82
2010-11**	2,872,496.81	0.9861	3,287,799.44

*Note: Appropriation limit for 1997-98 includes an added on Utility Users' Tax of \$352,398 to temporarily increase the Appropriation Limit with the voter approval.

**Note: Appropriation limit for 2010-11 includes impact of deducting 1997-98 Utility Users' Tax amount and adding the 2010-11 Utility Users' Taxes amount.

**APPROPRIATIONS LIMIT
(Worksheet #6)**

**Town of Portola Valley
Fiscal Year 2011-2012
Town Council Adopted Budget**

A.	FISCAL YEAR 2010-2011 LIMIT	\$ 3,287,799.44	
1.	Less UUT Adjustment for PY 2010-11	<u>(802,730.00)</u>	
	Fiscal Year 2010-11 Adjusted Limit.....	2,485,069.44	(A)
B.	ADJUSTMENT FACTORS		
1.	Population	100.90%	
2.	Per Capita Income	<u>102.51%</u>	
	Total Adjustment Factor	103.43%	
C.	ANNUAL ADJUSTMENT	85,237.88	
D.	OTHER ADJUSTMENTS		
1.	Lost Responsibility	-	
2.	Transfer to Private	-	
3.	Transfer to Fees	-	
4.	Assumed Responsibility	-	
5.	CY Utility Users' Tax (2011-12) ¹	796,530	
E.	TOTAL ADJUSTMENTS	<u>881,767.88</u>	(E)
F.	FISCAL YEAR 2011-2012 LIMIT.....	<u>3,366,837.32</u>	(A + E)

¹ Per voter approval, the 2011-12 budgeted UUT revenue is included to temporarily increase the Town's Appropriation Limit. This amount will be removed at next year's calculation (see line A.1) and replaced with the newly budgeted UUT revenue.

**EXCLUDED APPROPRIATIONS
(Worksheet #7)**

**Town of Portola Valley
Fiscal Year 2011-12
Town Council Adopted Budget**

<u>Qualified Capital Outlay</u>	<u>Amount</u>
2011-12 Street Resurfacing Program – Construction	\$500,000
2011-12 Street Resurfacing Program – Design/Inspection	30,000
2012-13 Street Resurfacing Program Design	35,000
Spring Down Open Space Improvements	75,000
Schoolhouse Paint / Front Entry Modifications	15,500
Storm Drain Improvements	<u>75,000</u>
	<u>\$730,500</u>



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



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: Stacie Nerdahl, Administrative Services Officer

DATE: July 13, 2011

RE: Information Technology Services for Town Hall

For the past year, the Town has had an agreement with Redwood City's Information Technology Division (RWC-IT) to provide IT support services at Town Hall. Staff is very satisfied with the responsiveness, level of expertise, and cost-saving methods provided by RWC-IT during the past year and is therefore recommending that the Town renew its agreement for the 2011-12 fiscal year. The attached agreement for services allows for a 1.7% increase in the contract amount; no changes have been made to the Scope of Services.

Recommendation

It is recommended that the Town Council approve the attached resolution approving and authorizing execution of an agreement between the Town of Portola Valley and the City of Redwood City for Information Technology Support.

Attachment

Approved: Angela Howard
Angela Howard, Town Manager

RESOLUTION NO. _____-2011

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING
EXECUTION OF A FIRST AMENDMENT TO AGREEMENT BETWEEN THE
TOWN OF PORTOLA VALLEY AND THE CITY OF REDWOOD CITY**

WHEREAS, the Town Council of the Town of Portola Valley has read and considered that certain Agreement for Consulting Services ("Agreement") between the Town and the City of Redwood City

NOW, THEREFORE, the Town Council of the Town does RESOLVE as follows:

1. Public interest and convenience require the Town of Portola Valley to enter into the Agreement described above.
2. The Town of Portola Valley hereby approves the Agreement and the Mayor is hereby authorized on behalf of the Town to execute the Agreement between the Town of Portola Valley and the City of Redwood City.

PASSED AND ADOPTED this 13th day of July, 2011.

By: _____
Mayor

ATTEST:

Town Clerk

**AGREEMENT
FOR
INFORMATION TECHNOLOGY SUPPORT BETWEEN THE CITY OF
REDWOOD CITY AND TOWN OF PORTOLA VALLEY**

THIS AGREEMENT is made and entered into this ____ day of _____, 2011, by and between the **CITY OF REDWOOD CITY**, hereinafter referred to as "**RWC**", and **TOWN OF PORTOLA VALLEY**, hereinafter referred to as "**TOPV**," and collectively herein called the "**Parties**."

RECITALS

This Agreement is entered into with reference to the following facts and circumstances:

WHEREAS, TOPV desires to engage RWC to render certain Information Technology services to TOPV related to carrying on the day to day technology related operations of TOPV; and

WHEREAS, RWC is qualified to provide such services to TOPV; and

WHEREAS, TOPV has elected to engage the services of RWC upon the terms and conditions as hereinafter set forth.

TERMS AND CONDITIONS

1. **Services**.

The services to be performed by RWC under this Agreement shall include those services set forth in **Exhibit A**, which is by this reference incorporated herein and made a part hereof as though it were fully set forth herein.

Performance of the work specified in said Exhibit A is hereby made an obligation of RWC under this Agreement, subject to any changes that may be made subsequently hereto upon the mutual written agreement of said Parties.

Where in conflict, the terms of this Agreement supersede and prevail over any terms

set forth in Exhibit A.

2. Term of Agreement.

The term of this agreement shall be for one (1) year, commencing July 1, 2011 and shall expire on June 30, 2012, or until terminated by sixty (60) days prior written notice by either party.

3. Compensation.

The normal business hours hourly rate for fiscal year 2011-2012 (July 1, 2011 through June 30, 2012) under this Agreement shall be \$140.85. The estimated, and to be invoiced monthly total amount of this agreement is \$21,973.00. The amount is based on 156 hours of support during the fiscal year. See Exhibit A section B.7 for end-of-year reconciliation description.

4. Effective Date of Agreement.

This Agreement becomes effective on July 1, 2011

5. Reliance of Professional Skill of RWC.

RWC represents that it has the necessary professional skills to perform the services required and TOPV shall rely on such skills of RWC to do and perform the work.

6. Relationship of Parties.

It is understood that the relationship of RWC to TOPV is that of an independent contractor and all persons working for or under the direction of RWC are its agents or employees and not agents or employees of TOPV.

7. Nonassignment.

This Agreement is not assignable either in whole or in part.

8. Amendments.

This Agreement may be amended or modified only by written agreement signed by both Parties.

9. Validity.

The invalidity, in whole or in part, of any provisions of this Agreement shall not void

or affect the validity of any other provisions of this Agreement.

10. Governing Law/Litigation.

This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either Party shall be brought in the County of San Mateo, California. In the event of litigation between the Parties hereto to enforce any provision of the Agreement, the unsuccessful Party will pay the reasonable expenses of litigation of the successful Party.

11. Mediation.

Should any dispute arise out of this Agreement, the Parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither Party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the Parties. If a mediated settlement is reached, neither Party shall be deemed the prevailing party for purposes of the settlement, and each Party shall bear its own legal costs.

12. Entire Agreement.

This Agreement, including Exhibit A, comprises the entire Agreement.

13. Indemnity.

RWC shall defend, indemnify and hold TOPV and its officers and employees harmless from any and all claims and liabilities related to or as a result of RWC's performance of this Agreement, to the extent they are caused by RWC's negligent acts, or willful wrongful acts.

14. Insurance.

RWC shall not commence work under this Agreement until all insurance required under this paragraph has been obtained. Upon request, RWC shall furnish TOPV with certificates of insurance evidencing the required coverage.

A. Workers' Compensation and Employers' Liability Insurance.

RWC shall have in effect during the entire life of this Agreement

Workers' Compensation and Employers' Liability Insurance providing full statutory coverage. In

ATTY/AGR/2011.042

061008

signing this Agreement, RWC makes the following certification, required by Section 1861 of the California Labor Code:

I am aware of the provisions of Section 37900 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

B. Liability Insurance.

RWC shall take out and maintain during the life of this Agreement such bodily injury liability and property damage liability insurance as shall protect RWC while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from RWC's work under this Agreement, whether such work be by RWC or by any subcontractor or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be One Million and no/100 Dollars (\$1,000,000.00) combined single limit bodily injury and property damage for each occurrence. TOPV, its officers, employees and agents shall be maintained as additional insured's on said policy, and a certificate of said coverage shall be delivered to TOPV before any work commences. All insurance shall be with insurance carriers licensed in the State of California and in good standing with the California Department of Insurance.

C. Notwithstanding the above, RWC shall have the right to self-insure against any and all perils and/or liabilities against which it would otherwise be required to insure and shall also have the right to effect any such insurance by means of so called "blanket" or "umbrella" policies of insurance. If RWC decides to self-insure, RWC must provide TOPV with written notice of self-insurance identifying the type of policy coverage and the amount for which it shall self-insure.

15. Notice.

All notices required by this Agreement shall be given to RWC and TOPV in writing, by first class mail, postage paid, addressed as follows:

ATTY/AGR/2011.042
061008

RWC: The City of Redwood City
Attention: IT Manager
1017 Middlefield Road
Redwood City, CA 94063

TOPV: TOWN OF PORTOLA VALLEY
Attention: Town Manager
765 Portola Road
Portola Valley, CA 94028

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the date first written by their respective officers duly authorized in that behalf.

Dated: July 28, 2011 CITY OF REDWOOD CITY

BY: [Signature]
Bob Bell, City Manager

ATTEST: [Signature]
Silvia Wonderlinden, City Clerk

Dated: _____, 2011 Town of Portola Valley

BY: _____

EXHIBIT A

A. SCOPE OF SERVICES

1. Definitions:

A. Normal Business Hours: Defined as Monday through Friday, 8:00 a.m. through 5:00 p.m. except the following currently recognized RWC holidays (calendar dates vary depending on the year):

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- 4th of July
- Labor Day
- Veterans Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve

Rates for hours worked by RWC during normal business hours will be at the current rate in which they are worked.

B. Non-business hours: All hours worked outside of normal business hours. TOPV requested work to be performed during non-business hours will be charged at a rate equal to one-and-one-half times the then current rate. Examples: A request from TOPV for RWC to install new equipment during a weekend to minimize disruption during TOPV normal business hours; an after-hours call to RWC to fix a downed server or internet connection.

- C. Maintain and support:** RWC will keep the type of equipment or specific named equipment operational as defined by its purpose. If RWC staff is unable to resolve an issue without external vendor support, RWC will contact and work with the appropriate vendor until the malfunctioning equipment is operational. RWC staff will keep the same equipment optimized and its firmware/software current as deemed appropriate to maintain optimized operations, while minimizing down time.
2. **Internet Access Support:** RWC will maintain and support this connection.
 3. **Firewall Support:** RWC will maintain and support this appliance and in some instances make recommendations to improve security to reduce network vulnerabilities.
 4. **Network Support:** RWC will maintain and support all the switches and other networking devices in TOPV.
 5. **Server Support:** RWC will maintain and support all servers used in TOPV. RWC staff will provide full support for the following:
 - Operating systems
 - File and print services
 - Email
 - Antivirus and spam filtering
 - Internet blocking
 - Applications running on the servers
 6. **Desktop, Laptop, and Mobile Computing Device Support (DLM):** RWC will maintain and support all DLM on the TOPV network including future connected or non-connected DLM. Support will include, but not be limited to: developing and providing specifications; purchasing, setting up, and installing; optimizing and patching; and protecting against unwanted intrusion – spyware, viruses, etc.
 7. **Other:** Common technologies not currently named will be maintained and supported to best of RWC ability. Unique applications will be maintained and supported upon written agreement by TOPV and RWC. Written agreement can be in the form of an email request. The following are covered under this agreement as they are known technologies currently in use:
 - 3 Servers (Dell and HP brand) function: Email, file sharing, printer sharing, and

Image management.

- 1 HP printer
- 1 HP plotter
- 1 Sharp copier (TOPV has support contract with vendor, RWC will assist in any way needed to support this device)
- 20 Desktops and 2 Laptops with the possibility of 10 more at a later date for the council
- Tape backup (single LTO 3)
- Sonic Wall
- 2 network switches (3Com and Net gear)
- ISP-Comcast with 5 static IP addresses

8. For all supported technologies, RWC will work with manufacturers and vendors to purchase new, as well as return and replace failed parts, such as hard drives, monitors, printers, etc. From time to time additional external contractors may be required, such as for larger cabling or electrical work. RWC will find, coordinate, and schedule the efforts of external contractors. For all emergency and non-emergency issues during normal business hours, RWC will respond within four (4) hours, usually faster. RWC will respond with its best effort for all emergencies during non-business hours.

B. COMPENSATION

1. TOPV agrees to pay to RWC the full cost of providing technology services as shown in this Exhibit A, as the same may be amended from time to time by written agreement between the Parties.
2. TOPV and RWC acknowledge and agree that compensation paid by TOPV to RWC under this Agreement is based upon RWC's cost of providing the services required hereunder, including salaries and benefits of employees.
3. TOPV agrees to compensate RWC for Information Technology services. Direct external costs such as external contractors and equipment purchases on behalf of TOPV are borne

by TOPV. Information Technology services costs include those expenses necessary to administer this Agreement. RWC will provide these services for an hourly rate of \$140.85 during fiscal year 2011-2012 (July 1, 2011 to June 30, 2012). The hourly rate will be adjusted on an annual fiscal year basis.

4. Remote support will be billed in twelve (12) minute intervals.
5. **Terms of Payment.** RWC shall invoice in arrears on the first of each month in the amount \$1,831.08 (156 hours per year times \$140.85 per hour divided by 12 months).
6. **Charges for other services and special projects:** Additional hours for special projects requested of RWC will be charged at the current rate in the fiscal year in which the work was done. These hours will be invoiced in the month following the completion of the requested service or incurred expense or at the end of the fiscal year, at either RWC discretion or TOPV request. Special projects are typically projects requested by TOPV that require RWC resources well-above the initially agreed upon 180 hours per year, and where TOPV wants to save the agreed upon hours for normal support, or where TOPV wants RWC to track and invoice requested work separate from normal invoicing. Special projects are subject to RWC staff availability.

External vendor charges and equipment purchases will be paid directly by TOPV or reimbursed by TOPV if paid by RWC, and shall be without RWC overhead fees.

7. **End of year reconciliation:** During July 2012, RWC will reconcile the previous fiscal year's purchased hours (180) against the worked hours. RWC will invoice TOPV for all worked and non-invoiced hours, or refund TOPV for all invoiced but non-worked hours.
8. **Reporting:** Each month RWC will submit to TOPV a spreadsheet showing and recording the hours worked to date, the name of the tech who worked the hours, and a brief description of the work completed.
9. **Requesting Support:**
 - **Non-emergency support** – support request during normal business hours, as defined in Exhibit A, section A.1.A, and where RWC staff is not on-site, can be

requested using one of the following three methods:

- i. Logging into RWC's online help desk system at <http://thecity.redwoodcity.org:8080/hd/index.htm>.
 - ii. Calling or emailing the primary Analyst assigned to TOPV.
 - iii. Calling RWC help desk at (650) 780-7093
- **Emergency support** – non-planned support requests for services during non-business hours, as defined in Exhibit A, section A.1.B, to resolve issues in which a business function cannot be performed.
 - i. Logging into RWC's online help desk system at <http://thecity.redwoodcity.org:8080/hd/index.htm>.
 - ii. The highest ranking, on-site staff member from TOPV calls the RWC Information Technology Manager at (650) 464-9575.

Important Note: Emergency support is considered a best effort as RWC is not a 24 X 7 shop. Emergency support is charged at one-and-one-half times the normal hourly rate.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Officer and Sharon Hanlon, Town Clerk

DATE: July 13, 2011

RE: Review and Approval of Town Manager Tentative Recruitment Schedule and Request for Proposals (RFP) for Town Manager Executive Search Services

Recommendation


It is recommended that the Town Council review and approve the attached Town Manager Tentative Recruitment Schedule and Request for Proposals for Town Manager Executive Search Services.

Discussion

On June 8, 2011, the Town Manager announced her plans to retire from Town service in April of 2012. A recruitment schedule has been prepared to outline the steps that the Town Council will need to take to recruit and select her successor (Exhibit "A"). The schedule outlines the key milestones for this process. An initial step is the engagement of a qualified executive search firm to assist the Council with the many steps involved with such an undertaking. The schedule calls for the RFP to be issued on July 14, 2011 and for responding proposals to be submitted to the Town by July 29, 2011, at 5:00 p.m.

The Town Council's approval of the schedule and the draft RFP will formally initiate the Town's recruitment and selection process for the Town's next Town Manager.

Approved:


Angela Howard, Town Manager

Attachment – Exhibit "A" – recruitment schedule

The Town of Portola Valley, California



REQUEST FOR PROPOSALS

TOWN MANAGER EXECUTIVE SEARCH SERVICES

All proposals must be received by Friday, July 29, 2011 at 5:00 p.m.

No extensions will be granted.

Please submit proposals to the Town Manager's Office:

Town of Portola Valley
Attn: Angela Howard, Town Manager
765 Portola Road
Portola Valley, CA 94028

Phone: (650) 851-1700
Fax: (650) 851-4677

E-mail: ahoward@portolavalley.net

1. Purpose of Request

The Town of Portola Valley, California is requesting proposals from skilled executive search firms to assist in conducting a search that will lead to the selection of a new Town Manager. The Town's current Town Manager has announced her intention to retire in April 2012, after over twenty years of service. The Town is interested in completing the search and selection process for the new Town Manager by March, 2012, with an anticipated start date of April 2012.

Incorporated in 1964, Portola Valley is a General Law city operating under a Council-Mayor form of governance. An elected five-member Town Council sets policy for the Town, with valuable assistance from the Town's 16 volunteer advisory committees. The Town Council appoints the Town Manager, Town Attorney, and members of the volunteer advisory committees and commissions. All other employees are appointed by the Town Manager.

Portola Valley lies in the scenic foothills of southern San Mateo County just five miles west of Palo Alto. Covering ten square miles and with a population of approximately 4,500, the Town prides itself on its small town rural character. With a staff of thirteen full-time positions and two part-time positions, the Town's annual budget for 2011-12 is \$6.7 million. It contracts for police services with the San Mateo County Sheriff's Office and is served by an independent fire district.

2. Time Schedule

The Town intends to follow a selection timetable that should result in the selection of an executive search firm by August 24, 2011. Proposals will be accepted from July 14, 2011 through July 29, 2011 at 5:00 p.m. A recruitment timetable is included as Attachment A. Respondents should be available to interview with a Recruitment Subcommittee of the Town during the week of August 8, 2011.

3. Scope of Services

The executive search firm will:

- A. Assist in the development of the selection process and participate in that process, including meetings with the Town Council, key staff members, and any recruitment subcommittee the Council may appoint.
- B. Review the current compensation package and recommend changes, if necessary, based upon market and competitive conditions.
- C. Assist the Town Council in the development of a candidate profile which addresses the specific duties, responsibilities, operational issues, education and experience, personal characteristics and traits, and other factors that are relevant to the position.
- D. Develop a community profile and recruitment brochure to aid in the active recruitment of a Town Manager.

- E. Develop a marketing strategy that utilizes professional contacts, supplemented by selected advertising and direct solicitation of known desirable candidates.
- F. Screen all applications and resumés to ensure that minimum qualifications are met.
- G. Assist the Town Council in further screening and evaluation of the candidates to establish a qualified semi-finalist group, including the conduct of personal interviews, as requested.
- H. Facilitate the final interview process with suggested interview questions.
- I. Schedule and coordinate interviews of finalists.
- J. Conduct criminal, driver's, credit, and other related background checks.
- K. Research, as requested, personal, professional, and academic qualifications thoroughly and discreetly.
- L. Assist, as requested, in negotiating a total compensation package with the desired candidate.

4. Content of Proposals

Proposals should provide the following information:

- A. A statement of qualifications, history, and experience of the firm.
- B. Identification of all key personnel who will be assigned to the search project and the specific role of each individual.
- C. A brief explanation of the firm's objectives and approach to an executive search.
- D. A list of client references, including a brief description of projects that specifically involved executive searches for the position of City Manager or equivalent chief executive position.
- E. A list of information/resources required by the firm in order to perform the requested services.
- F. An outline of the process to be utilized, along with a timeline in which the recruitment can be expected to proceed.
- G. An estimated cost for professional fees and expenses for the project.

5. Submission of Proposals

The Town is requesting that written proposals be submitted to Angela Howard, Town Manager in both hard copy and digital/electronic format. The submitted proposal must be received by the Town Manager prior to the date and time indicated on the cover of this RFP. Late proposals will not be considered.

Submitted responses and any agreement or other documents become public records that are subject to review and copying by any person making an appropriate request for public records.

All direct or indirect costs related to the preparation of a response to this Request for Proposals or any oral presentation required to supplement and/or clarify a proposal which may be required by the Town shall be the sole responsibility of the respondent.

A respondent may withdraw their proposal at any time prior to the submission deadline by submitting a written request for withdrawal, which is to be signed by

the respondent or their authorized agent. Modifications offered in any manner will not be considered after the submission deadline.

During the proposal development, respondents' questions regarding the RFP or the process should be directed to:

Angela Howard, Town Manager
765 Portola Road
Portola Valley, CA 94028
ahoward@portolavalley.net

Questions should be submitted in writing no later than Wednesday, July 27, 2011 at 5:00 p.m. All submitted questions and the Town's responses will be made available on the Town's website (www.portolavalley.net) under "What's New / Special Projects."

The Town requests that respondents to this Request for Proposals do not contact other Town staff and/or members of the Town Council during the proposal process and evaluation phase.

6. Consideration of Proposals

A sub-committee of the Town Council shall review all proposals and evaluate them based upon, but not limited to, the following criteria:

- A. Responsiveness of the proposal to the RFP.
- B. Ability, capacity, and skill of the respondent to perform the services.
- C. Responses from the respondent's references.
- D. Methodology for conducting the recruitment.
- E. Experience in the successful placement of qualified City Managers, or similar local government Chief Executive Officers.
- F. Other information as may be required or secured.

Respondents should be available, upon reasonable notice, to meet with the subcommittee to respond to questions during the week of August 8, 2011. The subcommittee will then make a recommendation for the Town Council's consideration and approval on August 24, 2011.

The Town reserves the right to accept or reject any or all proposals, to waive any and all formalities and technicalities, and to accept the offer considered to be in the best interests of the Town of Portola Valley.

The Town also reserves the right to reject the proposal of any respondent who previously failed to perform properly or complete on time agreements of similar nature, or to reject the proposal from any respondent who, in the judgment of the Town Council, is not in a position to perform specified requirements contained therein.



Recruitment Schedule for Town Manager

July 13 Council Meeting	Approve Tentative Recruitment Schedule Approve RFP for Executive Search Firm Appoint Council Recruitment Subcommittee
July 14, 2011	RFP Issued
July 29, 2011	Deadline for Proposals
August 24 Council Meeting	Approve agreement with Executive Search Firm
September 14 Council Meeting	Approve Recruitment Announcement & Materials
December 16, 2011	Deadline for receipt of applications
Week of January 30, 2012	Council Interviews Candidates and Selects Finalists
February 2012	Background and Reference Checks Offer of Employment Negotiation of Employment Agreement
March 14 Council Meeting	Announce Selection Approval of Employment Agreement
April 2012	Start date



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.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Angela Howard, Town Manager

DATE: July 13, 2011

RE: **Authorization for 2011-2012 Planning Program**

Historically, the Town Council (by way of a Planning Commission recommendation) approves the Town Planner's work program via the adopted budget. Therefore, attached you will find the Planning Commission's recommended Planning Program for 2011-2012.

The draft plan was developed by the Consultant Planning Staff, Tom Vlastic, Town Planner, George Mader, Town Planning Consultant and Karen Kristiansson, Principal Planner. It was then sent to a review committee comprised of representatives from the ASCC (Chair Jeff Aalfs), Town Council (Ann Wengert), and Town Staff (Planning Technician Carol Borck and the Town Manager). The Planning Commission Chair who was scheduled to attend was not in attendance. After discussions, modifications were made and the plan was forwarded to the full Planning Commission on April 20 for review and consideration. The Commission's recommendation was then forwarded to the Town Council in the recommended 2011-2012 budget. (Exhibit A - Memo dated April 26, 2011)

The Town Council adopts the planning budget as a single line item and should now approve the annual work plan, authorizing the funds from the Planning Commission's proposed budget for each project. These will be the financial guidelines under which the Town Planner will operate. The Town Planner and Town Manager will review a monthly progress report. We have developed a format that allows for flexibility, reduces paper work, and yet maintains a high level of budgetary responsibility and accountability.

It should be noted that the Town Planner's budget is a "best guess" estimate of anticipated costs for various programs. Sometimes the numbers are accurate, and other times unanticipated events or problems occur that are not fully reflected in the estimate. As needs change or as directed from the Planning Commission, funds will

be reallocated *within* the approved budget and from/to specific project budgets. We have once again included a "Special Requests" budget to provide funding for unexpected projects; this year the amount is \$28,000, an increase from \$20,000 from the previous year due in part to the continued absence of the Planning Manager. Tom Vlasic will advise the Town Manager of work-to-date and whether it appears that there are sufficient funds to cover future work.

If a new project arises during the year that is not listed in the work program and cannot be accommodated through a reallocation of the approved budget, a separate request will be made. After discussion with the Town Manager a decision shall be made as to whether a budget augmentation will be requested from the Town Council. Under no circumstances will the overall budget amount be increased without Council approval.

Recommendation

The Town Planner and I recommend that the Town Council approve the 2011-2012 Planning Program in the amounts found in the attached.

Attachment

2011-2012 Planning Program

As recommended by the Planning Commission April 20, 2011

Major Items

1. Portola Road Study/Plan (1 st Phase)	\$40,000
2. Housing element Implementation	40,000
3. Review and Update of Zoning Ordinance	15,000

Other Items

4. Floor Area and Impervious Surface Limitation on large parcels	\$12,000
5. Sustainability & Green Building Program	9,000
6. Handbook for Administration of Zoning Ordinance	7,000
7. Revise General Plan for Internal Consistency and Format	5,000
8. Review and Reprint General Plan Diagram	5,000
9. Continuing work on Wireless Task Force and ord. amendments	4,000

Annual Tasks

10. Referrals from other jurisdictions	\$10,000
11. Coordination with Homeowners' Associations	3,000
12. Expenses	2,000

Special Requests

13. Special Requests	<u>\$28,000</u>
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TOTAL	<u>\$180,000</u>
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MEMORANDUM

TOWN OF PORTOLA VALLEY

TO : Angie Howard, Town Manager
FROM : Tom Vlasic, Town Planner
DATE : April 26, 2011
RE : Planning Commission April 20, 2011 Review and Recommendations, Proposed Planning Program and Budget for FY 2011/12

At its April 20, 2011 meeting, the planning commission considered our attached April 12, 2011 memorandum on the planning program and budget for FY 2011-2012. While the commission was generally supportive of the program as developed with the budget committee on April 12th, the commission did recommend some changes. These are briefly explained below and noted in the modified planning program and budget table provided with this memorandum. With the modifications presented below, the commission supported the work and descriptions presented in the April 12, 2011 memorandum.

Floor area and impervious surface limitations on large parcels. The budget committee recommended that this be a priority item, and listed at as item 3 in the work program. The commission concurred it was a matter needing discussion, but did not feel it should be given such a high priority at this time and recommended that it be lowered to item 4, under "other" matters and that the budget be reduced. Commissioners concluded that this might have been refined at the budget committee level if Chair McKitterick had been present, and also noted that there had not been any substantive public reaction to considering changes to these provisions. In any case, commissioners concurred there should be discussion of the matter at the commission level this year and if any changes are identified, then, as needed, they could be pursued as part of the zoning update work and budget adjustments made as necessary. In the meantime, it was suggested that funds be redistributed to support work on the Portola Road Study, provide for possible continuing/carryover wireless task force work and also enhance the Sustainability & Green Building Program budget item (see following comments).

Review and Update of Zoning. Commissioners recommended that this be moved up to a major item and it is shown in the revised program as Major item 3. The budget was not changed.

Wireless Task Force. Commissioners worried that, given anticipated public interest, this could extend beyond the current fiscal year. Therefore, they recommended a budget item in case this occurred. This has been added as Other item 9 with a small budget of \$4,000.

Sustainability & Green Building Program. The commission recommends that the budget for this item be increased and that the work described for future years as “Scope of Grading and Site Development Permit,” be included this fiscal year. Based on the commission discussion and recommendation we have enhanced the budget for this item from \$5,000 to \$9,000. The commission concluded that the issue associated with grading is a “sustainability” matter and this is now being faced with projects and should be considered sooner rather than later.

In summary, the commission concurred with the basic provisions of the program as considered by the budget committee, but did offer the above refinements. Members also recognized the increased pressure the planning department would face, and the need for added town planner support, during Leslie Lambert’s absence. Lastly, the changes were made without any increase in the overall budget figure, and it was recognized that over the year funds and priorities would likely need to be adjusted to deal with planning realities faced by the town.

Please contact me if you have any questions on the commission’s recommendations. Council liaison Ann Wengert was also at the commission meeting and shared her perspectives on the recommendations of the budget committee, and she too can provide perspective on the commission recommendations.

TCV

Attach.

cc. Nate McKitterick Chair and members of the Planning Commission
Ted Driscoll, Mayor
Ann Wengert, Town Council Liaison to Planning Commission
Carol Borck, Planning Technician

PLANNING PROGRAM AND BUDGET FOR FY 2011-2012
As recommended by the Planning Commission April 20, 2011

Major Items

1. Portola Road Study/Plan (1 st Phase)	\$40,000
2. Housing Element Implementation	\$40,000
3. Review and Update of Zoning Ordinance	\$15,000
Subtotal	\$95,000

Other Items

4. Floor Area and Impervious Surface Limitations on large parcels	\$12,000
5. Sustainability & Green Building Program	\$9,000
6. Handbook for Administration of Zoning Ordinance	\$7,000
7. Revise General Plan for Internal Consistency and Format	\$5,000
8. Review and Reprint General Plan Diagram	\$5,000
9. Continuing work on Wireless Task Force and ord. amendments	\$4,000
Subtotal	\$42,000

Annual Tasks

10. Referrals from other jurisdictions	\$10,000
11. Coordination with Homeowners' Associations	\$3,000
12. Expenses	\$2,000
13. Special Requests	\$28,000
Subtotal	\$43,000
Total	\$180,000

April 26, 2011
TCV

#14

There are no written materials for this agenda 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

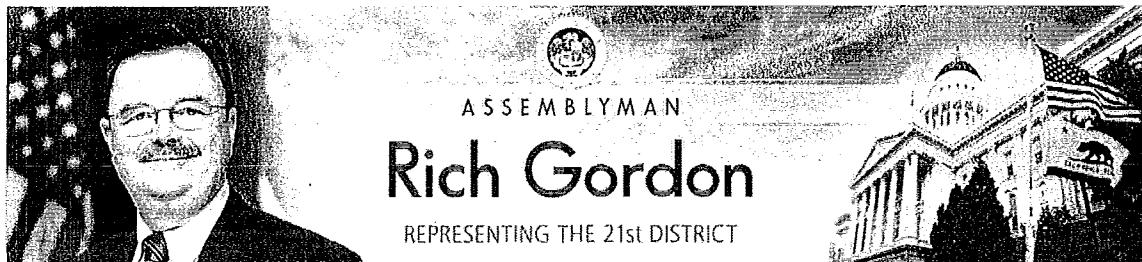
Police

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.

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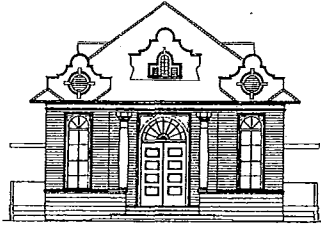
Assemblyman Rich Gordon represents the 21st Assembly District, which includes much of Silicon Valley, including the communities of San Carlos, Redwood City, Atherton, Menlo Park, Portola Valley, Woodside, East Palo Alto, Palo Alto, Los Altos, Los Altos Hills, Monte Sereno, Los Gatos and the Almaden Valley.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

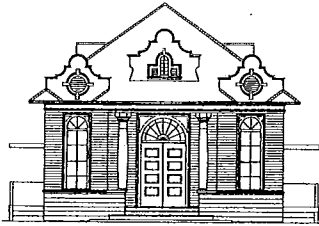
PUBLIC HEARINGS

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



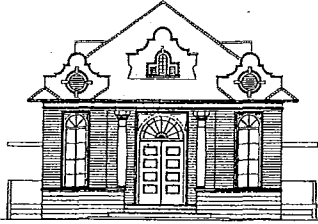
TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, June 14, 2011 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

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.

Planning Commission Agenda
June 15, 2011
Page Two

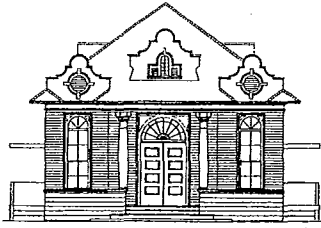
PUBLIC HEARINGS

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.

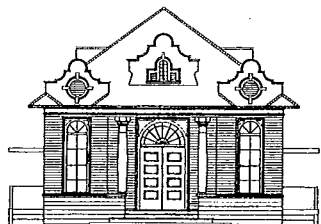
TOWN COUNCIL WEEKLY DIGEST

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

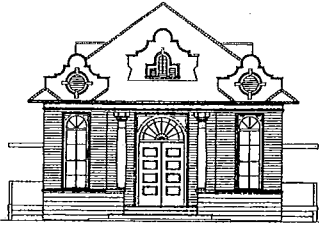
TOWN OF PORTOLA VALLEY

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

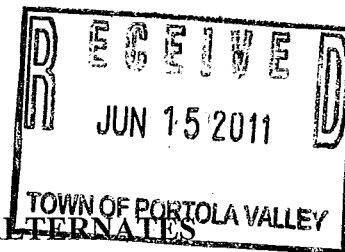
Marge Colapietro

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

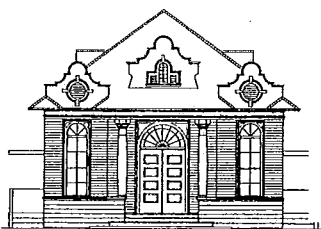


PORTOLA VALLEY TOWN HALL WILL BE CLOSED

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



In Case of Emergency: Sheriff's Office: 911



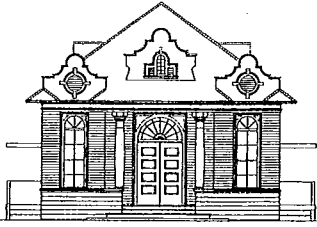
Sustainability Committee
Notice of Cancellation
Monday, June 20, 2011

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.

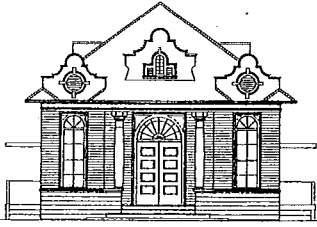


Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, June 20, 2011 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

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

TOWN COUNCIL WEEKLY DIGEST

Friday – June 24, 2011

-
- ☐ 1. Letter to Town Council from Nadia Holoher requesting support for her appointment as Alternate to the ABAG Board of Directors – June 20, 2011
 - ☐ 2. Memorandum to Town Council from Brandi de Garneau regarding Consideration of Expanded Polystyrene Ban in Portola Valley – June 24, 2011
 - ☐ 3. Letter to Town Council from the San Mateo County Fair expressing appreciation for the use of the Town's flag for "Showcasing the Peninsula" – June 21, 2011
 - ☐ 4. Memorandum to the San Mateo County Sheriff's Department from Sharon Hanlon regarding Town Center Reservations for July 2011 – June 23, 2011
 - ☐ 5. July 2011 Meeting Schedule
 - ☐ 6. Agenda – Regular ASCC Field Meeting – Monday, June 27, 2011
 - ☐ 7. Agenda – Conservation Committee Meeting – Tuesday, June 28, 2011
 - ☐ 8. Agenda – Teen Committee Meeting – Thursday, June 30, 2011

Attached Separates (Council Only)

- ☐ 1. Comcast California – May, 2011
- ☐ 2. Indicators for a Sustainable San Mateo County Fifteenth Annual Report – April 2011



June 20, 2011

City of Millbrae

621 Magnolia Avenue, Millbrae, CA 94030

DANIEL F. QUIGG
Mayor

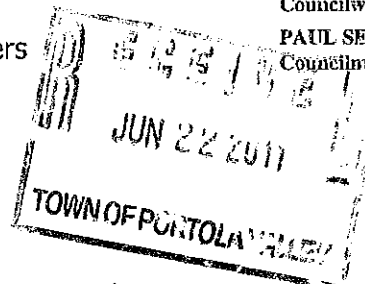
MARGE COLAPIETRO
Vice Mayor

GINA PAPAN
Councilwoman

NADIA V. HOLOBER
Councilwoman

PAUL SETO
Councilman

Honorable Mayor Edward C. "Ted" Driscoll, Jr. and Councilmembers
City of Portola Valley
765 Portola Road
Portola Valley, CA 94028



Dear Honorable Mayor and Councilmembers:

I am writing to express my interest in serving as one of the two Alternates representing the Cities of San Mateo County on the Association of Bay Area Governments (ABAG) Executive Board. South San Francisco Councilmember Pedro Gonzalez currently serves as an Alternate and is seeking reappointment, which leaves one vacant Alternate position. I respectfully request your support for my appointment to that vacant position.

I am currently serving my tenth year on the Millbrae City Council. I truly enjoy working with all of the Cities of San Mateo County and am asking for the opportunity to work toward advancing our Cities' mutual goals and interests by participating regionally in the ABAG Board proceedings. I previously served as the Alternate to the ABAG Board during my last term in office, and then was honored to be appointed to a full Representative position by the City Selection Committee in 2007. I vacated the seat when I was "termed out" of office in Millbrae. As ABAG Representative and Alternate before that, I participated in the ABAG Board meetings and the ABAG Fall and Spring General Assemblies and I have continued to participate in the General Assemblies. During my tenure on ABAG, we worked on a variety of transportation, planning and housing issues, including the often contentious process of assessing housing units in accordance with the Regional Housing Needs Assessment (RHNA) process.

In addition to serving on the ABAG Board, I have had the privilege over the years of serving the Cities of our County as Local Agency Formation Commission Chair, Libraries Joint Powers Authority Chair and Council of Cities Chair. If elected to the ABAG Alternate position, I will serve with the equal commitment that I have served in these other positions.

I respectfully ask for your support for my appointment to represent the Cities of San Mateo County as Alternate to the Association of Bay Area Governments Board at the next San Mateo County Council of Cities Dinner/Meeting this Friday, June 24, 2011. Thank you for your consideration.

Yours very truly,

Nadia V. Holober
Councilwoman, City of Millbrae
(650) 740-3125

cc: Rebecca Romero, Secretary, City Selection Committee

City Council/City Manager/City Clerk
(650) 259-2334

Building Division/Permits
(650) 259-2330

Community Development
(650) 259-2341

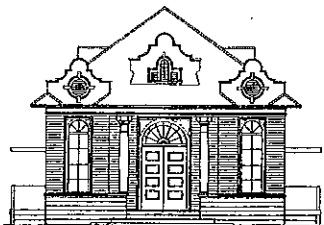
Finance
(650) 259-2350

Fire
(650) 259-2400

Police
(650) 259-2300

Public Works/Engineering
(650) 259-2339

Recreation
(650) 259-2360



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability Coordinator

DATE: June 24, 2011

RE: Consideration of Expanded Polystyrene Ban in Town of Portola Valley

The County Board of Supervisors recently adopted an ordinance banning the use of expanded polystyrene products (aka Styrofoam) by food vendors in the unincorporated areas of San Mateo County beginning July 1, 2011. Environmentally friendly alternatives that are either recyclable or compostable will be used instead. The County has requested that all cities and towns in the County adopt a similar ban.

At the state level, Senate Bill 568 (SB 568) prohibits the distribution and use of expanded polystyrene containers by food vendors for prepared food beginning in January 2014. SB 568 passed off the Senate Floor on June 2, 2011 with a 21-15 vote and will be heard in the Assembly Committee of Natural Resources on June 27, 2011.

As Portola Valley has very few food vendors, Staff first conducted a survey to determine the extent of expanded polystyrene use. As indicated in Table I below, only two of the seven food vendors currently use expanded polystyrene products: the Alpine Beer Garden and Paulina's Cuisine (local taco truck).

Table I: Survey of Expanded Polystyrene Use by Local Food Vendors

Business Name	Styrofoam Use
Alpine Hills Tennis & Swimming	no
Alpine Beer Garden (Rosotti's)	yes - takeout
Parkside Grill	no
Paulina's Cuisine (Taco Truck)	yes
Portola Café Deli	no
Robert's	no
Sequoias	no

RECOMMENDATION:

Staff recommends the following phased approach to illicit voluntarily compliance before creating an ordinance:

Phase I:

Letter from the Sustainability Coordinator to the proprietors explaining why expanded polystyrene is bad for the environment, that everyone in Portola Valley has voluntarily chosen to eliminate polystyrene, facts about the cost of alternatives, information on the County ban and potential State ban, and encouragement to voluntarily eliminate polystyrene.

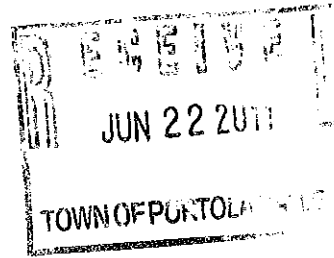
Phase II:

Letter from Town Manager to the proprietors indicating that Staff will recommend that the Town Council adopt an ordinance to bring all food vendors into compliance.

Phase III:

Staff brings Town Ordinance to Town Council banning expanded polystyrene with deadline for compliance and no grandfather period for using up expanded polystyrene products already in stock.

San Mateo County Fair
June 11-19, 2011



June 21, 2011

Dear City of Portola Valley,

The San Mateo County Fair would like to thank you for letting us borrow your city's flag for this year's "Showcasing the Peninsula". It was hung in the entrance tunnel side by side with flags from all the other cities in the county. Your participation was greatly appreciated and contributed to the overall success and enjoyment of the Fair.

We hope you keep us in mind for next year's San Mateo County Fair as the annual celebration of our county. Thank you for your support and cooperation for this community event. Enjoy the rest of your summer.

Sincerely,



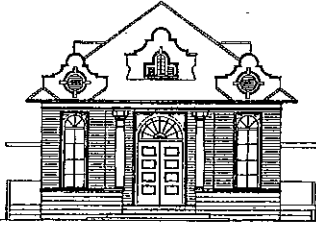
Mariel Cruz
Office Assistant
San Mateo County Fair



Monica Nio
Office Assistant
San Mateo County Fair

2495 S. Delaware St.
San Mateo, CA 94403
Tel. 650-574-3247
Fax. 650-574-3985

www.sanmateocountyfair.com



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: San Mateo County Sheriff's Department
FROM: Sharon Hanlon
DATE: June 23, 2011
SUBJ: Town Center Reservations for July 2011

Following is the current schedule of events for the Town Center and surrounding area for July 2011.

July 4: Town Hall Closed for the July 4th Holiday

July 23: Breathe California Charity Bike Ride / Portola & Alpine / 7:00 AM – 3:00 PM

Town of Portola Valley

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

JULY 2011 MEETING SCHEDULE

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

TOWN COUNCIL – 7:30 PM (Meets 2nd & 4th Wednesdays)

Wednesday, July 13, 2011

Wednesday, July 27, 2011

PLANNING COMMISSION – 7:30 PM (Meets 1st & 3rd Wednesdays)

Council Liaison – Ann Wengert

Wednesday, July 6, 2011

Wednesday, July 20, 2011

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:30 PM (Meets 2nd & 4th Mondays)

Council Liaison – John Richards

Monday, July 11, 2011

Monday, July 25, 2011

CABLE TV COMMITTEE – 8:15 AM (Meets 2nd Thursday) alternate odd numbered months

Council Liaison – John Richards

Thursday, July 14, 2011

COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

As announced

CONSERVATION COMMITTEE – 8:00 PM (Meets 4th Tuesday)

Council Liaison – John Richards

Tuesday, July 26, 2011

CULTURAL ARTS COMMITTEE – (Meets 2nd Thursday of every month)

Council Liaison – Maryann Derwin

Thursday, July 14, 2011 at 12:45 PM

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2nd Thursday) in the EOC /

Conference Room at Town Hall

Council Liaison – Steve Toben

Thursday, July 14, 2011

FINANCE COMMITTEE

Council Liaison – Ann Wengert

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Ted Driscoll

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – John Richards

As announced

NATURE AND SCIENCE COMMITTEE – 4:00 PM (Meets 2nd Thursday) alternate even numbered months

Council Liaison – Ann Wengert

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Steve Toben

As announced

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 3rd Monday)

Council Liaison – Steve Toben

Monday, July 18, 2011

PUBLIC WORKS COMMITTEE

Council Liaison – Ann Wengert

As announced

SUSTAINABILITY COMMITTEE – 4:00 PM (Meets 3rd Monday)

Council Liaison – Maryann Derwin

Monday, July 18, 2011

TEEN COMMITTEE

Council Liaison – Maryann Derwin

As announced

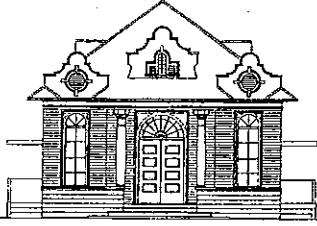
TRAFFIC COMMITTEE – 8:15 AM (Meets 1st Thursday)

Council Liaison – Ted Driscoll

Thursday, July 7, 2011 – **CANCELLED**Thursday, July 21, 2011 – **SPECIAL MEETING**TRAILS & PATHS COMMITTEE – 8:15 AM (2nd Tuesday of each month, or as needed)

Council Liaison – Ted Driscoll

Tuesday, July 12, 2011 – 8:15 AM



TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Monday, June 27, 2011
Field Meeting (time and place as listed herein)
 7:30 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

FIELD MEETING*

4:00 p.m., 80 Golden Oak Drive Field session to consider architectural plans for substantial residential additions to and remodeling of an Alpine Hills area property. (ASCC review to continue at Regular Meeting)

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. Follow-up Review – Architectural Review for Residential Additions and New Detached Garage, 121 Santa Maria Avenue, Orchard
5. New Business:
 - a. Architectural Review for New Driveway Entry Gate and Fencing, 4 Grove Court, Howe
 - b. Architectural Review for Proposed Residential Additions and Remodeling, 80 Golden Oak Drive, Liu/Chen
 - c. Architectural Review for Guest House/Accessory Structure, Swimming Pool, Dining Pavilion, and related Yard Improvements and Site Development Permit X9H-627, 8 Applewood Lane, King
6. Approval of Minutes: June 13, 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.

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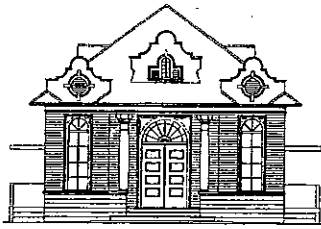
PUBLIC HEARINGS

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 24, 2011

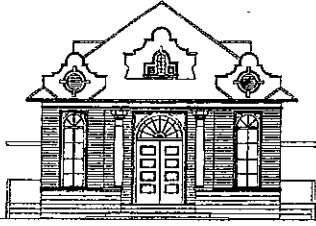
CheyAnne Brown
Planning & Building Assistant



TOWN OF PORTOLA VALLEY
Conservation Committee
Tuesday, June 28, 2011 - 8:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. **Call to Order**
2. **Oral Communications**
3. **Approval of Minutes** – May 24, 2011
4. **Old Business**
 - A. Update Town Open Space parcel management / owners:
 - June focus parcel: Springdown
 - B. Tip of the month
 - C. Weeding checklist / creek maintenance / creek traffic
 - D. Clearing requirement subcommittee
 - Balancing need for fire clearing with need for habitat protection
 - E. Portola Road view shed
 - Mid Penn permission
 - F. Town panel event / habitat protection vs. fire clearance
 - G. Town Picnic – preparation experience
5. **New Business**
 - A. Eucalyptus Removal / Cal Water Vista Verde / town land
 - B. Site visit procedure town notifications
 - C. Cultural Arts Committee secretary / assignments
 - D. Residential energy efficiency campaign / Energy Upgrade / Brandi guest
 - E. Woodside wildlife incentive garden program
 - F. Intern to help Cultural Arts Committee
 - G. Site permits
 - 15 Sausal (review)
 - 8 Applewood
 - H. Tree permits
 - 21 Santa Maria
 - 320 Escobar
6. **Announcements**
7. **Adjournment**



TOWN OF PORTOLA VALLEY
Teen Committee Meeting
Thursday, June 30, 2011 - 6:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order. Welcome.
2. Oral Communications
3. Approval of minutes from May meeting
4. PV Town Picnic and Movie Night scheduled for June 4 - cancelled
 - Movie night can be rescheduled but must be over the summer. Dates?
5. Sharing the Bounty
 - Report from Sharon who spoke with Corte Madera teacher Treena Joi about the beds that we can take over for the summer into fall for the project (the key to the garden with the front desk at school)
 - Buying plants/supplies: Andrea Reid/Sharon
 - Need help from Brad Peyton and PV Garden Club?
 - Scheduling time to plant
 - Scheduling time for garden care over summer
6. Schedule next dance? Right before start of school?
7. Consideration of new applicant: Maggie Law
8. Bill and Jean Lane Civic Involvement Project: Schedule to discuss in September
9. Adjournment

TOWN COUNCIL WEEKLY DIGEST

Friday – July 1, 2011

- ☐ 1. Grand Jury Report “Running on Empty” – June 27, 2011 (34 pages)
- ☐ 2. E-mail to various from Marge Colapietro regarding SMC City Selection Committee Voting Results – June 29, 2011
- ☐ 3. Memorandum to Carol Borck from Tom Vlasic regarding Site Development Permit Application X9H-631, Kelley, Ford Field Access Easement Clearing Proposal – June 29, 2011
- ☐ 4. Cancellation of Planning Commission Meeting scheduled for Wednesday, July 6, 2011
- ☐ 5. Cancellation of Traffic Committee Meeting scheduled for Thursday, July 7, 2011
- ☐ 6. Action Agenda – Regular ASCC Field Meeting – Monday, June 27, 2011
- ☐ 7. Action Agenda – Special Joint Meeting of the Town Council and Emergency Preparedness Committee – Wednesday, June 29, 2011

Attached Separates (Council Only)

- ☐ 1. Invitation to attend the 28th Anniversary, 4th of July and Community Festival in East Palo Alto – Saturday, July 2, 2011
- ☐ 2. The Federal Technology Center’s “Govlink Review” – July/August 2011
- ☐ 3. HEART’s Annual Report for fiscal year 2010
- ☐ 4. Bay Area Air Quality Management District’s 2010 Annual Report



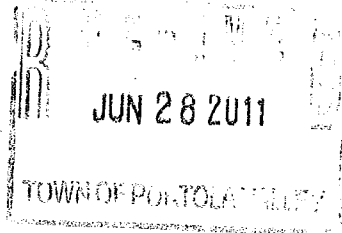
Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 599-1200
FAX (650) 363-4698
www.sanmateocourt.org

June 27, 2011

Town Council
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028



Re: Running on Empty

Dear Councilmembers:

The 2010-2011 Grand Jury filed a report on June 27, 2011 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Joseph E. Bergeron. Your agency's response is due no later than September 26, 2011. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.

- Prepare original on your agency’s letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Bergeron.

Hon. Joseph E. Bergeron
 Judge of the Superior Court
 Hall of Justice
 400 County Center; 2nd Floor
 Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website.

- Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)

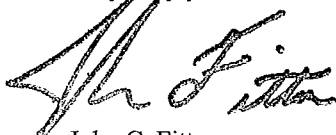
3. Responses to be placed with the clerk of your agency.

- File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

For up to 45 days after the end of the term, the foreperson and the foreperson’s designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 599-1200.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Deputy County Counsel, at (650) 363-4761.

Very truly yours,



John C. Fitton
Court Executive Officer

JCF:ck
Enclosure

cc: Hon. Joseph E. Bergeron
Paul Okada

Information Copy: Town Manager



Running on Empty?

Issue

To what extent have San Mateo County and the cities relied on their reserves to get through the recession and how are they positioned for the future? Have they deferred expenditures, such as annual retiree health care payments, that will result in even higher future costs? How easy is it for interested citizens to determine the answers to such questions from publicly available information?

Summary

San Mateo County and its cities have managed through the recession with aggressive cost cutting to align with revenues, and most have avoided significantly drawing down their reserves over the past three years. They were not “running on empty” as of the end of fiscal year 2010. At that time, all cities and the County still had Unreserved General Fund Balances above the minimum levels recommended by the Government Accounting Standards Board (GASB) and by their own policies, where they exist. All cities and the County are current with their Annual Required Contributions (ARC) for retiree pensions, but some are not making their full ARC payments for Other Post Employment Benefits (OPEB), specifically for retiree health care benefits, and are accruing associated liabilities. It is important to emphasize that their current status with respect to annual payments for these retiree benefits is separate and distinct from their ability to deal with the escalating costs of retiree benefits in the future, and the health of the trusts themselves, issues beyond the scope of this investigation.

The complexities of government accounting make it very difficult for interested citizens to assess levels of reserves or other aspects of fiscal health on their own. In addition, significant differences in how much information cities make available to the public, the way they present it, and the timeliness of its availability vary greatly by city. The Grand Jury recommends all cities establish new or revised reserve policies for improved clarity in alignment with new Government Accounting Standards and develop fiscal health “scorecards” to simply communicate city/County fiscal health to interested citizens. The Grand Jury also recommends specifically identified cities improve the amount and timeliness of financial information posted to their websites and explain why they are not making their full annual OPEB retiree health care payments.

Background

The recent recession presented significant budget and operational challenges to our County and city governments. In many areas, house prices and property values declined, slowing real estate transactions and receipt of associated property and transfer taxes. Unemployment rose, businesses closed and credit tightened, affecting retail sales and sales tax revenues. Employee pensions, health care and other costs rose unabated during this period. Local governments

were forced to make tough decisions on how to balance their budgets and correct structural imbalances. The recession was long and deep, with a slow recovery still in progress.

Local news reports highlighted significant cutbacks in and outsourcing of services, department consolidations across cities, city worker layoffs and salary reductions, and other attempts to deal with financial challenges facing individual cities. The County and cities were in different starting positions based on their individual financial circumstances and strength going into this recession. Therefore, each had different options available to manage through it, such as cutting expenses via job reductions and service cuts in line with anticipated and actual revenues, and/or drawing down reserves to levels consistent with city policies, recommended Governmental Accounting Standards Board (GASB) standards, and their respective planning assumptions about the future.

The 2011 San Mateo County Civil Grand Jury (Grand Jury) was interested in understanding how cities coped with the recession and how they are positioned for the future. Are they now “running on empty”, meaning have they exhausted all or most of their reserve funds, or have they maintained sufficient reserves to be on reasonably solid footing for challenges ahead? Are they meeting their pension and retiree health care obligations? Attempting to answer these questions would provide the answer to another key question: how easy is it for interested citizens to determine the fiscal health of their cities and County from readily available public information?

Investigation

The Grand Jury explored the following areas:

- **Availability of information** – What information is available on city and County websites for citizens interested in assessing their city’s and County’s fiscal state and performance and how they may have changed over time?
- **Reserves as an indicator of fiscal health** – What are “reserves? Are there different types of reserves and requirements related to them? Which should the Grand Jury look at to understand the nature and impact of decisions made as a result of the recession? Are there related metrics that need to be looked at in parallel for a more complete understanding?
- **Applicable Policies and Standards** – What policies and standards exist with respect to levels and use of reserves for each city and the County? Have cities and the County complied with their policies and standards during this period, and can the Grand Jury see a difference in management response and fiscal health between cities that have reserve policies vs. those that don’t?
- **Data Evaluation** – Is it feasible to compare cities’ and the County’s data for the same level of reserves or other financial metric and draw conclusions of relative health, or are circumstances so different or unique to each city to make that impractical?

This report was compiled from numerous sources:

- The primary documents (applicable sections, management discussions, financial statements and explanatory notes) reviewed were city and County Comprehensive Annual Financial Reports (CAFRs). These are standard reports prepared following the guidelines recommended by the Government Finance Officers Association of the United States and Canada (GFOA), and the standards adopted by the Governmental Accounting Standards Board (GASB).
- Responses to a written questionnaire sent to all city Finance Directors or their counterparts, requesting data not available or not found on the public websites, including existence (or not) of governing ordinances and policies and forward-looking data (forecasts). Note: This questionnaire did not go the County because the information sought was clearly delineated in its annual CAFRs.
- Interviews conducted with two current city Finance Directors, a former senior County official knowledgeable of County finances and Governmental Accounting Standards, and two principals of one of the leading independent auditing firms responsible for a significant number of 2010 and past CAFRs of San Mateo County cities. The primary purpose of the interviews was to determine where there was reasonable consensus on key metrics for evaluating a city's or County's fiscal health, and to understand where those data could be obtained and/or how they could be calculated.
- Other public documents found on city and County websites, including Approved Annual Budgets (Budgets) and other financial reports.
- Official publications such as GASB 34 and GASB 54 were used to research and understand applicable government accounting standards and published recommendations with respect to reserves.

Note: Data used to compile this report was provided to City/County Finance officials for verification, with requests for publicly available document and page number references to enable confirmation. Any errors identified were corrected. In some cases, responses included questions or concerns about the applicability of a specific data element or method of calculation, either generically or to a city's specific circumstances. Those comments were considered and, where appropriate, specifically addressed or noted without attribution in this report.

One special case involved the city of Brisbane. Brisbane has a limited amount of financial data on its website. (See details in Section A. below). The Grand Jury therefore relied on statistical trend data in the city's 2009 CAFR, the only one available on line, for its analysis. As for other cities and the County, those data were sent to a city finance official for verification before report completion. Unlike for other cities, however, there were significant differences in Unreserved General Fund Balances for all years in the "corrected" data returned.

Follow-up communications led to the explanation that certain Internal Service Funds, specifically the “Rainy Day Fund” and the “Fringe Benefits Fund” have unrestricted net assets that the city considers to be part of its General Fund Unrestricted General fund Balance, even though it hasn’t reported them there. The history and rationale for these funds was provided. It was also noted that their Auditors in 2010 required the city to combine the Rainy Day Fund with the General Fund. The city’s 2010 CAFR is still not available on the city’s website to review.

Incorporating the changes provided would have impacted all charts and tables that depend on UGFB in this report. Given the fact that the documents needed to confirm the “corrections” are not available on the city’s website, as well as a concern for accepting information that is not reported in the same standard source used for the data for all other cities and the County (The Balance Sheet for Governmental Funds), the Grand Jury decided to not change the charts and text to accommodate the Brisbane revisions.

The effect of this is that Brisbane may choose to recalculate its results and positioning in the various charts and tables using its method of determining reserves and make those available to its elected officials and citizens. The Grand Jury believes all funds considered as General Fund Reserves should be reported as General Fund Reserves in the financial statements intended for that purpose.

Discussion

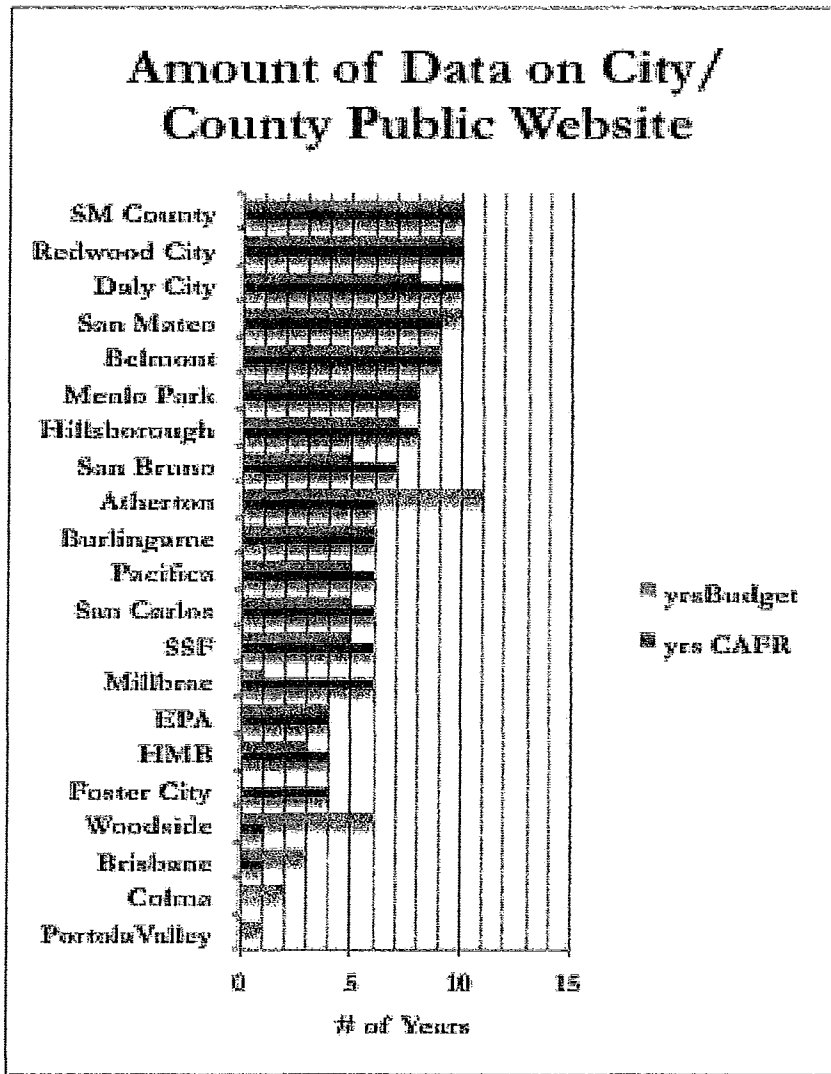
A. Availability of Information

There are significant differences in the amount of information governmental entities choose to make conveniently available to interested citizens. The Grand Jury focused on two specific documents, the CAFRs and the Budgets, as those were most relevant for this investigation.

Chart 1 below shows the documents posted to city and County websites on March 10, 2011, Results ranged from a minimum of the current year’s budget (Portola Valley) to the last ten years of both CAFRS and Approved Budgets (San Mateo County and Redwood City). Brisbane, Colma, Pacifica¹, and Portola Valley still had not posted 2010 CAFRs or equivalent audited year-end reports as of that date. As a result, their 2010 data is not included in the provided tables or analysis.

¹ Pacifica posted its 2010 CAFR sometime between 4/14/11 and 5/10/11, too late for all of its data to be included in this investigation report.

Chart 1



Six cities (Foster City, Millbrae, Woodside, Brisbane, Colma, and Portola Valley) currently provide fewer than the last three years of both the Budget and the CAFR documents.

B. Reserves as an Indicator of Fiscal Health

Based on research and interviews, the Grand Jury selected a set of financial metrics for analysis that were most often recommended as relevant for our purposes. Each of the metrics used is described below with a corresponding rationale.

Unreserved General Fund Balance (UGFB) – The *General Fund* is the primary operating fund for the County and its cities. It is one of the *Governmental Funds*, which are that set of funds linked to governmental activities principally financed by taxes and intergovernmental revenues. This contrasts with *Proprietary Funds*, which are linked to business activities primarily financed though user fees and charges, such as for water and sanitation services.

The General Fund has a Fund Balance, which represents the difference between the General Fund's Assets and Liabilities. One value of the General Fund Balance is its use in assessing the ability of the city or County to meet its current obligations and /or its need for near term financing. This General Fund Balance is commonly referred to as "Reserves" and Reserves are designed to protect against the need to raise taxes or reduce services due to temporary revenue shortfalls or unplanned one-time expenditures. The General Fund Balance, and more specifically the unreserved portion of the General Fund Balance, was the appropriate metric for this investigation because "The function of *reserved fund balance* is simply to isolate the portion of fund balance that is *not available for the following period's budget, so that unreserved fund balance* can serve as a measure of current available resources."² The Grand Jury was primarily interested in assessing utilization of available resources to meet budget needs over a specific period of time.

Further explanation of reserved and unreserved fund balance may be helpful.

- **Reserved** General Fund Balance is not available for discretionary spending to meet the operational needs of the government in any given year. There are two primary reasons for a Reserved categorization:
 - Those funds are subjected to legal restrictions ("restricted net assets") on spending narrower than the purpose of the fund. Examples include Measure A or gas tax funds.
 - Those funds are not available for spending, e.g. long-term loans receivables.
- **Unreserved** General Fund Balance is available for current appropriation and spending as needed. Cities typically break down their Unreserved General Fund Balance into designated and undesignated portions.
 - *Designated* funds reflect an *intent* to use those funds for the stated purpose (e.g., a capital project for a new park or playground). However, unlike for restricted assets, there is no legal obligation or mandate for them to do so. These funds may be reallocated as city priorities change. This reevaluation and reassignment, if any, occurs with the approval of City Council, usually as part of the annual budgeting process.
 - *Undesignated* funds are those funds not designated for any specific purpose and available for spending without any constraints.

GASB determined that clearer fund balance classifications were warranted and issued new standards as part of GASB Statement 54 in February 2009.³ They are required to be used for all applicable financial statements for periods beginning after June 30, 2010, although earlier adoption was encouraged. These new classifications "comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the

² Governmental Accounting, Auditing, and Financial Reporting Using the GASB 34 Model, GFOA Publication by Stephen J. Gauthier, p50

³ GASB Summary of Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions (Issued 02/09)*, <http://www.gasb.org/st/summary/gstsm54.html> (Also, see Attachment 3)

resources reported in governmental funds.” At the highest level, this new hierarchy differentiates amounts that are *spendable* vs. *nonspendable* (such as inventories). Subcategories defined include *restricted*, *committed*, *assigned* and *unassigned* funds. See Attachment 3 for GASB definitions.

As no San Mateo County cities implemented GASB 54 standards early (San Mateo County did), the Grand Jury applied the prior GASB 34 terminology listed above and recognized that some cities may consider some of their unrestricted or designated funds as restricted or reserved even when that legally may not be the case.

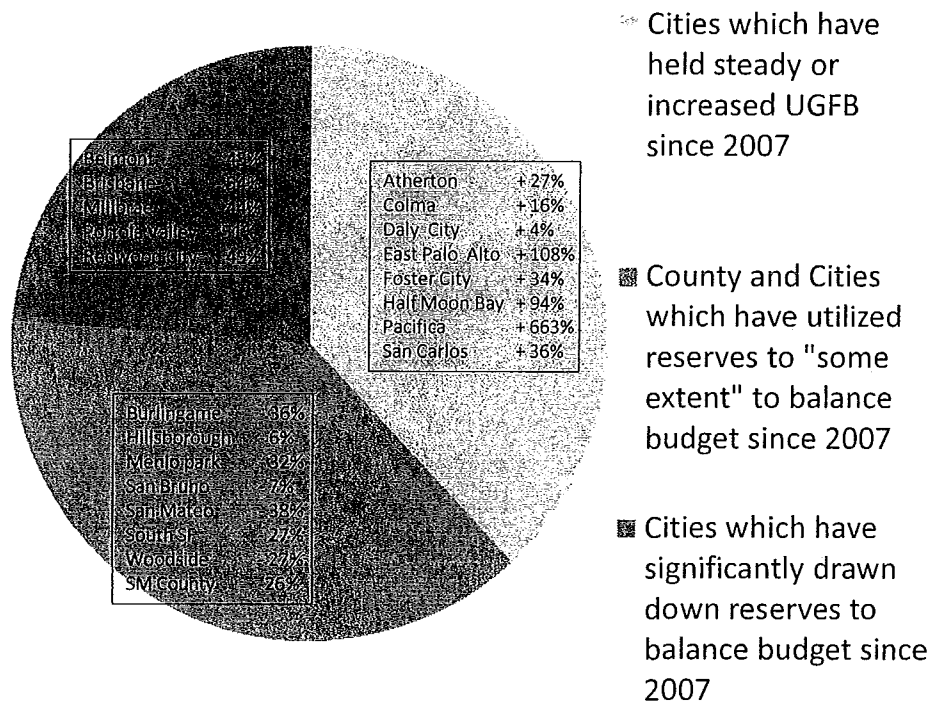
The Grand Jury looked at Unreserved General Fund Balance levels for each city from 2005-2010 for trends. Steadily and significantly declining Unreserved General Fund Balances could suggest these cities or the County were utilizing those reserves to meet short-term operational needs instead of being more aggressive about aligning costs in line with projected revenues.

The Grand Jury then focused on 2007-2010 data to capture trends reflective of actions taken to mitigate the impacts of the recent recession, by illustrating the extent to which the cities and the County opted to draw down reserves. Results are shown in Chart 2 on the next page.

Chart 2

Unreserved General Fund Balance (UGFB)

Cities and County



As shown, even in the very challenging economic environment of the last three years, eight cities still managed to increase their reserves as measured by their Unreserved General Fund Balance. Another seven cities and the County utilized these reserves to some extent (6 to 38 percent) to help deal with short-term needs, while five cities utilized their reserves to a significantly greater extent (44 to 54 percent) in this 2007-2010 period.

It should be acknowledged that the levels of UGFB reported represent those levels at a point in time, that of June 30th of each year. Levels fluctuate throughout the year due to the timing of tax receipts and certain major expenditures. One city noted that its reserves on June 30th can be much higher than at the low points of the fiscal year, and that it specifically designates a portion of fund balance for cash flow in recognition of this timing issue. While accepted as real, it was beyond the scope of this investigation to accommodate such variables for each city and the County. Such explanations can appropriately address any concerns raised by the standard approach taken.

C. Net Change in General Fund Balance (Revenues minus Expenditures including Transfers) - Cities and the County attempt to control costs to match anticipated revenues and budget accordingly. In difficult times in which revenue growth is slowing or declining, cities and the County make decisions to cut costs and services to match revenues or draw down reserves to balance the budget.

This measurement allows for proper recognition of certain expenditures, such as debt payments, that for some cities may be shown on their Financial Statements as Internal Transfers. It should be acknowledged that one-time revenues and expenditures are not excluded in our calculations or in the CAFR Statement referenced. As a result, apparent anomalies seen in the data for any particular year(s) when trended over time, may potentially be due to a significant one-time revenue or expenditure. The fact that this Financial Statement does not identify such one-time events, and that a separate standard audited financial statement that includes only annually recurring revenues and expenditures is not provided, is another indicator of the complexity an interested citizen encounters when trying to assess the fiscal health of a city by its numbers.

The table below illustrates the number of consecutive years through 2010 (or the most recent data available) that individual cities and the County increased or drew down their Total General Fund Balance, including both reserved and unreserved portions. As such, it is a view of operating revenues minus expenditures including all transfers into and out of the General Fund, and therefore an indicator of net operating surpluses or deficits in any given year.

Table 1
Net Change in GFB Year to Year

City	2006	2007	2008	2009	2010
Hillsborough	↑	↑	↑	↑	↑
San Carlos	↓	↑	↑	↑	↑
Colma	↑	↑	↑	↑	na
Millbrae	↑	↑	↓	↓	↑
San Mateo County	↑	↓	↓	↓	↑
San Bruno	↑	↑	↑	↓	↑
Half Moon Bay	↑	↓	↑	↑	↓
Pacifica	↓	↓	↑		na
South San Francisco	↑	↑	↓	↑	↓
East Palo Alto	↓	↑	↑	↑	↓
Belmont	↑	↑	↑		↓
Redwood City	↑	↑	↑		↓
Daly City	↑	↑	↑		↓
San Mateo	↑	↑			↓
Foster City	↑	↑			↓
Menlo Park	↑	↑			↓
Atherton	↑	↑			↓
Burlingame	↓	↑			↓
Portola Valley	↑	↑			↓
Brisbane	↑				na
Woodside	↑				↓
↑	increase to GFB, from previous year				
↓	decrease to GFB, from previous year				
na	data not available				
↑	consecutive increase to GFB, from previous year				
↓	consecutive decrease to GFB, from previous year				

It is noteworthy that while over half the cities (11 of 20) have drawn down their General Fund Balance in the last two or more reported years, three cities (San Carlos, Colma and Hillsborough) have managed to increase it. Fiscal year (FY) 2008-9 was clearly the most challenging, as 15 of 20 cities and the County drew down their GFB that year to balance their budgets.

While examining the number of consecutive years a city or County increased or decreased its UGFB is useful, it is necessary to also evaluate the magnitude of the changes and whether it is widening or narrowing as an indicator of its significance. As noted, there were 11 cities with declining GFB in the most recent two or more consecutive years. Not reflected in the chart is that the magnitude of the decline was greater in 2009-2010 vs. 2008-9 in seven of them: (Belmont, Redwood City, Daly City, Foster City, Menlo Park, Brisbane, and Woodside).

D. Running Liquidity – According to interviews with Certified Public Accountants specializing in governmental audits, this is a useful fiscal measure that does not typically appear in city and County CAFRS and Budgets.

Running Liquidity is the number of days a city or County government could continue to operate normally without additional revenue coming in. A typical way of calculating this is by dividing the “Maximum Unrestricted Liquidity” by the city’s or County’s daily spending rate (its annual General Fund expenditures divided by the 365 days in a year). The result is the number of days of spending this cash will cover, its “Running Liquidity”, as shown in Chart 3. Typically, a Running Liquidity below 90 days would trigger a closer examination of the details of this and other fiscal measures to ensure the city or County’s ability to operate at an acceptably low risk. This additional evaluation was beyond the scope of this investigation.

A modified version of this metric was utilized to enable a standard basis of comparison of cities’ and the County’s relative liquidity.

Maximum Unrestricted Liquidity is typically the sum of two main sources of liquid assets – the Unrestricted Assets in the General Fund Balance and the cash in Internal Service Funds. Internal Service Funds are cost pools that can be “charged to” by the General Fund, such as for fleet management, risk management, and workers compensation costs. Cash can be transferred between Funds, and Internal Service Fund cash may be loaned or transferred to the General Fund to, in effect, supplement its revenues.

For the purposes of this analysis, the Grand Jury used the total of *Unreserved* General Fund Balance and Internal Service Fund Cash as the Maximum Liquidity and divided it by the city’s or County’s daily spending rate (General Fund Expenditures/365).

Every city has unique financial circumstances and there is flexibility available in terms of how the details are managed and reported. This underscores the complexity of attempting to perform comparative analysis and why it makes sense for us to present results rather than interpret them.

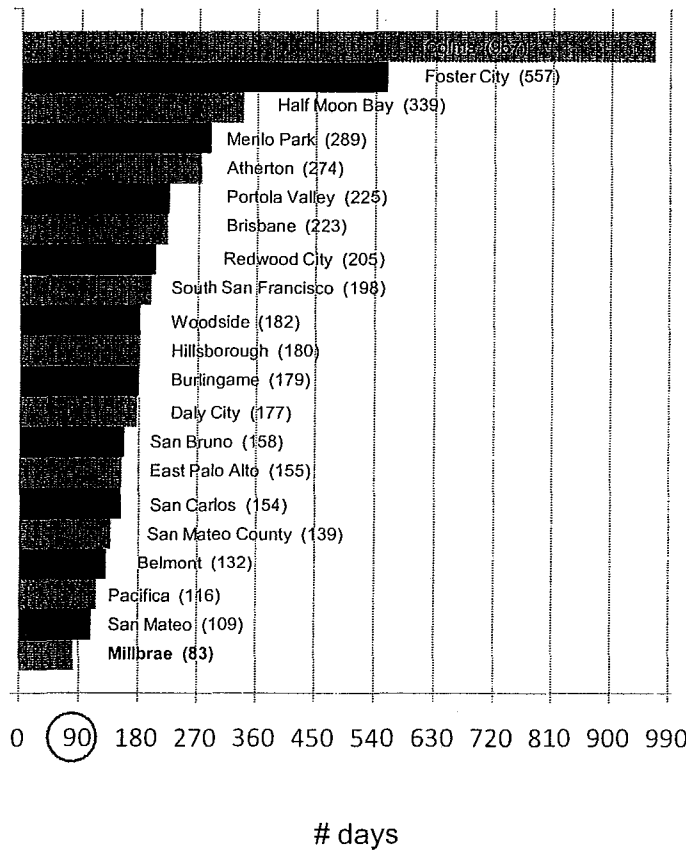
Since neither Maximum Unrestricted Liquidity nor Running Liquidity are calculated or shown in any of the city or County CAFRs examined, reporting standards could not be assessed. The Unreserved General Fund Balance is consistently reported, but there is significant variation in the use of Internal Service Funds. Cities and the County have the legitimate option of setting up Internal Service Funds in numbers and for tracking purposes that work for their particular circumstances. Small cities may have few Internal Service Funds while larger ones may have many (e.g., Hillsborough has one, while Daly City has seven). While the movement of funds between Internal Service Funds and the General Fund is shown in the CAFRs, *it is not trivial to determine with certainty whether all of the cash in the Internal Service Funds is truly available to support operations*. It is accepted that it is not the cities’ or County’s intent to make all of those funds available to the General Fund under normal circumstances; however, that was not the purpose of our assessment. Our purpose was to identify liquid funds that ***could be made available if necessary to support operations***. By using UGFB, the Grand Jury is being conservative since some Reserved Funds may not be legally “restricted” from use and could also be made available in an emergency.

Chart 3

Running Liquidity

(2010 or Most Recent Data Available)

$$\# \text{ days expense coverage} = (\text{Unreserved GFB} + \text{Cash in Internal Service Funds}) / (\text{GF Expenditures}/365)$$



As seen in the chart, Running Liquidity ranged from a high of 967 days (Colma) to a low of 83 days (Millbrae). Millbrae was the only city below the auditor-recommended 90-day threshold for attention. This is not necessarily indicative of a problem, given the unique circumstances of each city. However, since the same formula was used for all cities and the County, this relative position and value should trigger further exploration.

E. Applicable Policies and Standards

GASB 34 states that “The adequacy of *unreserved fund balance* in the general fund should be assessed based on a government’s own specific circumstances”. It recommends minimum levels that should be maintained regardless of organizational size. Those minimum *unreserved general fund* balances are given as either:

- (1) no less than 5-15 percent of regular general fund operating revenues or

(2) no less than one to two months of regular fund operating expenditures.⁴

A summary of city policies, evaluated against GASB 34 recommendations, is provided in Attachment 1. San Mateo County reserve policies are clearly listed on page VI of its 2010 CAFR.

In summary, 14 of the 20 cities (70 percent) and the County have reserves policies approved by elected officials (City Councils or Board of Supervisors, respectively) with respect to the level of reserves required to be maintained in their General Funds. Five of the 14 are compliant with GASB 34 in that the cities' policies specified quantitative limits above the minimum 5 percent.

The Grand Jury went another step and evaluated:

1. Did cities and the County maintain Unreserved General Fund Balance levels consistent with GASB 34 recommendations over the time period from Fiscal Years 2007-2010, whether or not they had policies requiring that?
2. Did cities and the County comply with their own policies with respect to reserves during Fiscal Years 2007-2010, whether or not those policies complied with GASB 34 recommendations?

Note: Significantly, the language of some policies specified quantitative levels of reserves to be maintained, but was not explicit in applying them to just the unreserved portion. This allows for the possibility of the County or cities including, in their "reserves", funds that are legally restricted to their stated purpose and not available to support operations.

As noted previously on page 6, there has been sufficient ambiguity in reserve classification and reporting that GASB issued Statement 54 to attempt to improve clarity and make reporting more consistent.

The results of this assessment are diagrammed in Attachment 2. Results are summarized as follows:

1. All cities and the County maintained levels of Unreserved General Fund Balance consistent with the GASB 34 recommended minimum of 5-15 percent of revenues or one to two months (8.3–16.6 percent) of expenditures during Fiscal Years 2007-2010, except Brisbane (2008 only) and Pacifica (2007 only).
2. All cities complied with their own policies during the Fiscal Years 2007-2010

These results suggest that GASB 34 levels are reasonable and achievable even in challenging economic environments. However, it should be noted that the CPA auditors interviewed stated that, in their opinion, the GASB 34 recommendations were low and, in this environment, UGFB levels twice those levels are appropriate for most cities.

⁴ Governmental Accounting, Auditing, and Financial Reporting Using the GASB 34 Model, GFOA Publication by Stephen J. Gauthier, p51-52

Given this context, a quick and useful way to look at cities' and the County's current situation with respect to reserves follows in Table 2 below

Table 2

**Cities and County Levels of Current (2010 except where noted) UGFB
As % of General Fund Revenues**

0 -15% (upper end of current GASB 34 recommended range)	16 – 29% (between current GASB recommendation and auditor suggested range)	30% or higher (auditor suggested minimum for most cities in current environment)
Belmont	Brisbane ('09)	Atherton
Millbrae	Burlingame	Colma ('09)
San Mateo	Pacifica ('09)	Daly City
	Redwood City	East Palo Alto
	San Bruno	Foster City
	South San Francisco	Half Moon Bay
	San Mateo County	Hillsborough
		Menlo Park
		Portola Valley
		San Carlos
		Woodside
3 total	7 total	11 total

Smaller cities in terms of revenues and expenses tend to maintain higher levels of reserves. This is to be expected because larger cities generally have more diverse economies and revenue sources. Smaller cities are dependent on fewer sources for the bulk of their revenue and are therefore at greater risk in downturns. They therefore benefit from higher levels of Unreserved General Fund Balance as insulation.

F. Retiree Pension and Health Care Payments

This investigation of reserves and the extent of cost cutting to match revenues occurred during a period of heavy media attention to the impact the cost of retiree benefits were having on local government finances. This led the Grand Jury to examine whether or not cities and the County were fulfilling their annual payments to the systems covering these benefits. This is separate and distinct from the much larger issue of the relative financial soundness of these systems and future costs to the cities and County, which were beyond the scope of this investigation. The results of this assessment of annual payments to California Public Employees' Retirement System (CalPERS) and the San Mateo County Employees' Retirement Association (SamCERA) for pensions and of the health care portion of Other Post-Employment Benefits (OPEB) follow separately below.

G. Retirement Pension Benefits (CalPERS and SamCERA)

All 20 cities participate in CalPERS, for funding pension obligations. Actuarial calculations determine an amount each participating city must contribute annually, based on its labor contracts and commitments, its proportional share of the state pool, and actual earned and assumed earn rates on the fund's assets over the next 30 years.

San Mateo County has its own defined pension (and disability and death benefit) plan, (SamCERA). The County Employees' Retirement Law of 1937 (the 1937 Act) established the basic obligations for employers and members to contribute to the pension trust fund. Statutes require participating employers to contribute the actuarially determined amounts necessary to fund the estimated benefits accruing to SamCERA members not otherwise funded by member contributions or investment earnings.

All 20 cities and the County made their annual required contributions to CalPERS and SamCERA respectively between 2006 and 2010. They have met their obligations through the normal budgeting process while maintaining reserves at minimum GASB 34 recommended levels or higher.

What cannot be determined from these examined reports is the magnitude of future annual pension costs, which will vary based on updated actuarial valuations, investment performance, the changing number of city employees participating in the various plans, and new labor agreements with changes in benefits negotiated over time. What is clear, and what has been reported widely, is that pension costs will rise significantly over time and that cities and the County are concerned about the impacts. They are taking steps, some more aggressively than others, to be able to manage those costs for the long term. Those who came out of the recession in positions of relative strength rather than weakness are better able to manage this next transition with reduced impact on services provided to its citizens.

H. Other Post Employment Benefits (OPEB) - Health Care

Until fairly recently, most cities paid for their retiree's contracted health insurance benefits directly as expenses were incurred. The OPEB trust fund, which operates similarly to CalPERS for pensions, came into effect in 2008-9. Most cities joined this pool. As in the case of CalPERS for pensions, cities contribute to a pool and the trust invests the funds. The trust communicates to participating governments the actuarially determined annual payments needed for them to be fully funded. Unlike for pension financing, however, cities are not contractually required to make annual OPEB payments in full.

Some participating cities have chosen to make their annual OPEB payments in full while others have made varying partial contributions. Failure to keep current on OPEB payments puts cities at risk that their accumulated obligation may eventually grow too large for them to be able to "make up" the difference without significantly impacting city services or jobs.

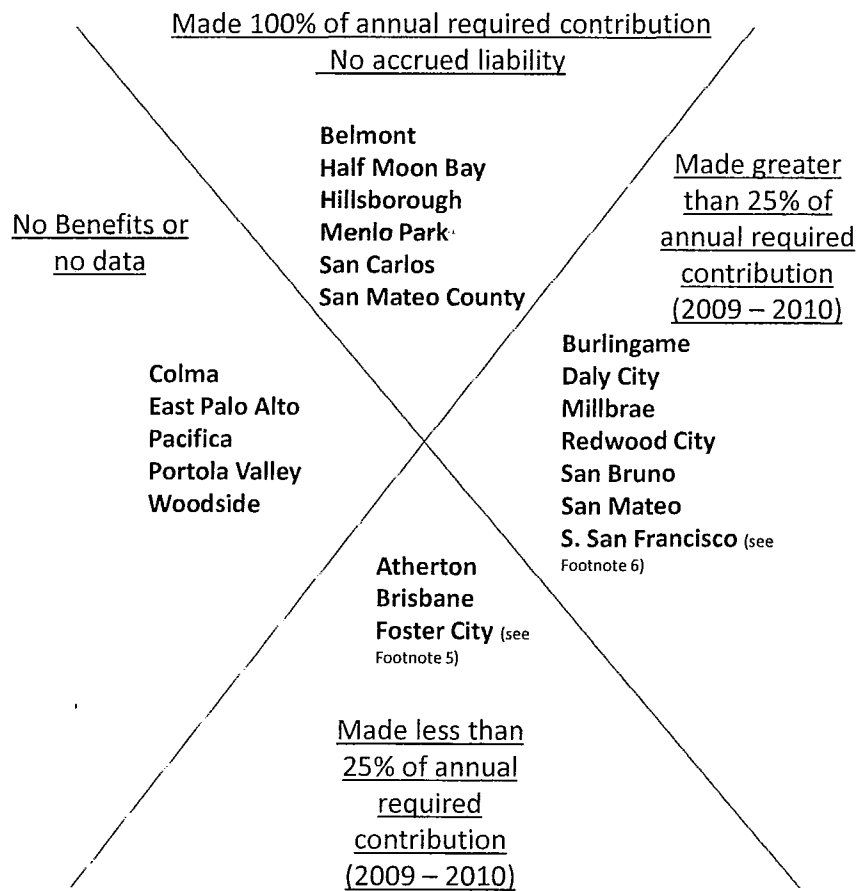
Based on data available, current positions with regard to OPEB funding are summarized as follows and in Chart 5 below:

Categories used are:

- *Made 100 percent of annual required contributions; no accrued liability.*
It is noteworthy that one city (San Carlos) and the County prepaid OPEB when joining the program and have current surpluses as a result.
- *Made greater than an average of 25% of annual required contributions 2009-10; has associated accrued liabilities*
- *Made less than an average of 25% of annual required contribution 2009-10; has associated accrued liabilities*
- *No retiree health care benefits or no data provided in Financial Reports*

Chart 4^{5 6}

OPEB ARC Payment Status



⁵ Foster City has set aside \$7 million, the full amount actuarially determined in 2009 as necessary to fully fund its OPEB obligation. Although managed separately, because the funds are not in an irrevocable trust, the liability must be reported as unfunded per GASB 45.

⁶ South San Francisco has set aside \$6.8 million towards its OPEB liability but it must be reported as unfunded for the same reason as noted for Foster City above.

As in the case of pension benefits, the Grand Jury assessed the level at which cities and the County were making their annual required contributions. It did not attempt to assess the level or rate of growth of future annual payments and the impact those might have on city finances because of the variables involved, the limited time available, and the inability to challenge the assumptions made. These were beyond the scope of this investigation.

I. Case for Caution

Caution must be exercised in drawing firm conclusions about the fiscal health of a city or county in isolation, or in comparison with others, based on any limited set of data. This is especially true given that governments have some flexibility within GASB rules as to how they organize their finances and report their data. The best that can be done is to highlight potential issues for further investigation. Half Moon Bay served as an excellent example.

Based on the data collected, Half Moon Bay was grouped into the category of cities whose reserves (UGFB) were flat or increased in the 2007-2010 period. The data shows an increase of 94%. It has a city policy currently requiring 30% of annual operating expenditures be held as reserves and it met that higher than minimum GASB 34 recommended standard each of those years. (The city policy was 20% of annual expenditures in 2007-2008). Its maximum Running Liquidity of 334 days was the second highest of all cities in the County. Its revenues exceeded its expenditures the last two years of the recession (*not including internal transfers and one time proceeds or payments*), and it made its contractually required CalPERS payments and is current on its OPEB retiree healthcare payments, with no net OPEB obligation as of June 30, 2010. Based on these indicators, one could conclude that Half Moon Bay was fiscally healthy.

A recent news report⁷ highlighted a “fiscal crisis” and stated that the city could potentially run out of its reserves. While the Grand Jury avoided making any judgments about the fiscal soundness of any city or the County for the reasons mentioned previously, and limited its focus in this investigation primarily to the use of reserves, it looked further into Half Moon Bay’s public financial statements and sought additional clarification from a Half Moon Bay official to verify the correctness of the data used and further understand any limitations.

In summary, Half Moon Bay issued Judgment Obligation Bonds to help cover the costs of a legal settlement. The proceeds from the bonds were received and subsequently disbursed in fiscal year 2009-2010 and properly reflected on the appropriate city financial statements. The full payment consisted of \$15 million from the bond proceeds and \$3 million from the General Fund⁸.

The Adopted Annual Budget for 2010-2011 shows a projected deficit (\$504,447) of revenues vs. expenditures, to be covered by its General Fund Balance. The result is that the city’s reserves would fall below its 30% of annual operating expenditures policy. A waiver permitting a one-year exception had been granted by City Council in anticipation of this need.⁹ The policy requires the City Manager to “prepare a plan for consideration by the City Council to implement

⁷ “Outsourcing Safety San Francisco Chronicle Editorial”, 4/5/11, pA13

⁸ Approved Half Moon Bay General Fund Budget Summary Comparison, pC2

⁹ Half Moon Bay City Council Resolution No. C-46-10 adopted 6/15/10

actions within a twelve-month period to rebuild the fund balance.”¹⁰ The City also identified key financial impacts in a Five Year Forecast document included as part of its budget, highlighting its specific challenges.

In summary, the data collected by the Grand Jury was accurate as it related to a limited, defined set of data at a specific point in time. However, the data did not and could not tell the entire story. A more comprehensive examination of all relevant management discussions, financial statements, notes, budgets and forecasts, and changes in them over time, including data not yet published or audited, is needed to really understand the fiscal health of a city, which can change very quickly. This type of effort is beyond the capability of the average citizen and highlights the need for the cities and County to do the best they can to make as much information publicly available in as timely a fashion as possible. In this specific case, Half Moon Bay’s most recent CAFRs, Annual Approved Budgets, Reserve Policies, and Five Year Forecasts were available to the public on its website, enabling interested citizens capable of understanding it to properly educate themselves on the significant impact of a legal settlement, in this case, and of other major financial issues affecting the fiscal health of the city.

Findings

1. The amount of financial information cities and the County make available on their respective public websites varies widely, ranging from a minimum of just the current year’s budget to the last ten years of both Comprehensive Annual Financial Reports (CAFRs) and Approved Annual Budgets.
2. Government accounting systems and financial statements provided to the public are complex and not readily understandable to the average citizen trying to assess the financial health of their city or County.
3. Four cities (Brisbane, Colma, Pacifica, and Portola Valley) did not have 2010 CAFRs posted to their websites as of March 11, 2011, almost nine months after the close of the fiscal year.
4. All cities and the County had Unreserved General Fund Balances (reserves) consistent with GASB 34 recommended standards going into the recession, and have managed through the last three years in a way that maintained reserves on June 30, 2010 that were still above those minimum levels.
5. All cities and the County maintained GASB 34 minimum recommended levels of reserves, whether or not they had city council approved policies requiring maintenance of defined levels of reserves.
6. Some city policies are written to apply to “reserves” and not explicitly to the unreserved component of them as recommended by GASB 34. This allows for inclusion of funds not available for discretionary spending.

¹⁰ Half Moon Bay City Council Resolution No C-38-09, adopted 6/2/09

7. All cities complied with their own policies (where policies existed) from 2007-10 with respect to reserves, even in those few cases where those policies required higher levels than those recommended by GASB 34.
8. Confusion as to how governments categorized and interpreted what portion of fund balance was available for discretionary spending led to development of a new GASB 54 standard, effective for all financial statements after June 30, 2011, which provides more structure and clarity around constraints placed on fund balances.¹¹ San Mateo County implemented GASB 54 early, with the new terminology reflected in its FY 2010 CAFR. No cities in San Mateo County implemented early.
9. One city (Millbrae) had a Running Liquidity below 90 days.
10. All cities and the County are fully funding their Annual Required Contribution to CALPERS or SamCERA for retiree pension funding.
11. Ten participating cities¹² are not making their full actuarially determined OPEB payments for retiree health care benefits, with three cities (Atherton, Brisbane, Foster City) having paid at less than an average of 25 percent for the last two years.

Conclusions

1. There are significant differences in the amount of current and historical financial information governmental entities choose to make conveniently available to interested citizens.
2. The complexities of government accounting could cause interested citizens to misinterpret data or draw incorrect conclusions. Financial information provided by cities and the County could be improved.
3. Cities and the County seemed to have prudently managed their Unreserved General Fund Balance reserves through the recession, making trade-offs appropriate for their individual financial circumstances.
4. Clear and explicit reserve policies add value by providing direction from elected officials, and supporting budgeting actions and decisions that maintain reserves at levels tailored to specific city circumstances.
5. The lack of a statutory or contractual requirement to fully meet annual OPEB health care payments resulted in some cities choosing to defer payments and increase unfunded liabilities in favor of other priorities. There are cities that appear to have ample reserves and liquidity, with revenues that consistently exceed expenditures that are not making their full annual

¹¹ *Balancing Governmental Budgets under GASB 54*, Journal of Accountancy, Nov 2009

¹² Atherton, Brisbane, Burlingame, Daly City, Foster City, Millbrae, Redwood City, San Bruno, San Mateo, South San Francisco

OPEB payments, when future obligations incurred may be more costly than using liquid funds available to them now.

Recommendations

The 2011 San Mateo County Civil Grand Jury recommends:

- A. the San Mateo County Board of Supervisors and each City Council, by July 1, 2012:
 1. Either revise the existing or implement a new policy for specific levels of reserves using language consistent with the new GASB Statement 54 hierarchy.
 - a. Establish in the policy the required level of General Fund Balance for classifications that are spendable within the complete control of the government's local decision making authority
 - b. Require in the policy development of specific plans to restore the required level of reserves in the event they fall below that level.
 - c. Include the policy in the annual CAFR and budget documents.
 2. Direct their City/County Managers to direct their Finance Directors to collaboratively develop a standard "scorecard" that shows how the city/County is doing with respect to key measures of fiscal health and make this available on city/County websites. Update it at least semi-annually or when major changes occur.
 3. Direct their City/County Managers to formally evaluate the value of a clearly defined Running Liquidity metric as an additional measure of the city/County's fiscal health with specific target minimums, and make a specific recommendation back to the City Council or Board of Supervisors for action.
- B. the City Councils of **Brisbane, Colma, Pacifica, and Portola Valley**:
 1. Post FY 2010 CAFRs and/or other FY 2010 audited financial statements to public websites by September 1, 2011. Implement systems/processes to enable a more timely posting of CAFRs and/or other audited financial statements within six months after the end of the fiscal year.
- C. the City Councils of **Millbrae, Foster City, Woodside, Brisbane, Colma, and Portola Valley** by July 1, 2012:
 1. Provide citizens with timely and comprehensive information regarding the financial condition of their city and County by providing a minimum of three years of approved budgets and CAFRs on their websites and through other communications.
- D. the City Councils of **Atherton, Brisbane, Burlingame, Daly City, Foster City, Millbrae, Redwood City, San Bruno, San Mateo, and South San Francisco** by July 1, 2012:

1. Explain in CAFR Management Notes, Annual Budget, or other appropriate document available to the public why full annual required OPEB payments are not being made.
2. Explain in CAFR Management Notes, Annual Budget, or other appropriate document available to the public the city's planned strategy for addressing accumulated unfunded OPEB retiree healthcare obligations.

E. the City Council of **Millbrae** by January 1, 2012:

1. Direct the City Manager to evaluate and report on the implications of a Running Liquidity below 90 days, as calculated in this report.

Appendices:

- Appendix 1: Table of City/County General Fund Reserve Policies
- Appendix 2: Diagram of Alignment to GASB 34 and Local Policies
- Appendix 3: Summary of GAS Statement 54: Fund Balance Reporting and Governmental Fund Type Definitions

Attachment 1.

**City/County General Fund Reserve Policies
(Excerpted from Written Responses to Specific Grand Jury Inquiry from Cities)**

City/County	GFB Formal Policy?/ Eff. Date	Policy Description	GASB 34 Recommendation Compliant?
Atherton	Yes Resol #10-20 5/19/10	"...the definition of reserves is limited to the portion of fund balance that is <i>unreserved</i> ." "Strive for 15-20% Budget Stabilization Reserve, 15-20% Emergency Disaster Reserve; 5-10% Working Capital Reserve. "In no circumstances shall the total General Fund reserve balance drop below 15% of the Town's operating expenditures for the General Fund."	Yes
Belmont	Yes 6/26/2001	\$2M General Fund Balance Minimum Target, 20% Operating Budget Maximum Target based on adopted operating expenditures, exclusive of transfers and capital outlay.	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>

Brisbane	Yes Pre 2001	"The City will maintain fund or working capital balances of at least 50% of operating expenditures in the General Fund..."	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>
Burlingame	No – will be considered as part of five-year general fund plan under development	"...the city does not have a formal, Council-adopted reserve policy for the general fund, but its practice has been to maintain four reserve amounts over the years..."	No
Colma	Yes	*Municipal Code 1.13.150 Reserves: "(a) The budget shall contain reserves within the General Fund as follows:" (Six types of reserves are described but no quantitative minimums or ranges are specified).	No
Daly City	Yes "quite old"	"Adequate reserves will be maintained in each of the City's funds...Nominally a cash reserve of 15% of annual expenditures for the General Fund is considered adequate"	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>
East Palo Alto	Yes "Approved as part of the	The most significant policy objective is to ensure that at the end of each fiscal year, cash is added to the reserve until	Yes

	adopted Budget"	the target minimum level is achieved. For example, it is proposed that the goal would be to ensure that an unrestricted unallocated cash reserve equivalent to 15% of operating costs is available at the end of each fiscal year."	
Foster City	Yes Resol 2010-33 4/5/10	"...minimum reserve threshold of 33 1/3% of budgeted annual operating expenditures with a target range of 33 1/3% to 50% for purposes of the Five-Year Financial Plan" (This replaced an earlier General Fund Reserve Policy of "...a minimum threshold of \$10 million in unrestricted undesignated fund balance.")	New Language is not explicit with regard to applicability to <i>Unrestricted GFB</i> (superseded one was)
Half Moon Bay	Yes Res C-38-09 6/2/09	"The City shall maintain an unencumbered General Fund reserve equal to a minimum of thirty percent (30%) of annual operational expenditures."	Yes
Hillsborough	Yes "Personnel Policy 409" Last revised 1/9/06	"The Town will strive to maintain fund or working capital balances of at least 30% of operating expenditures in the General Fund..."	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>

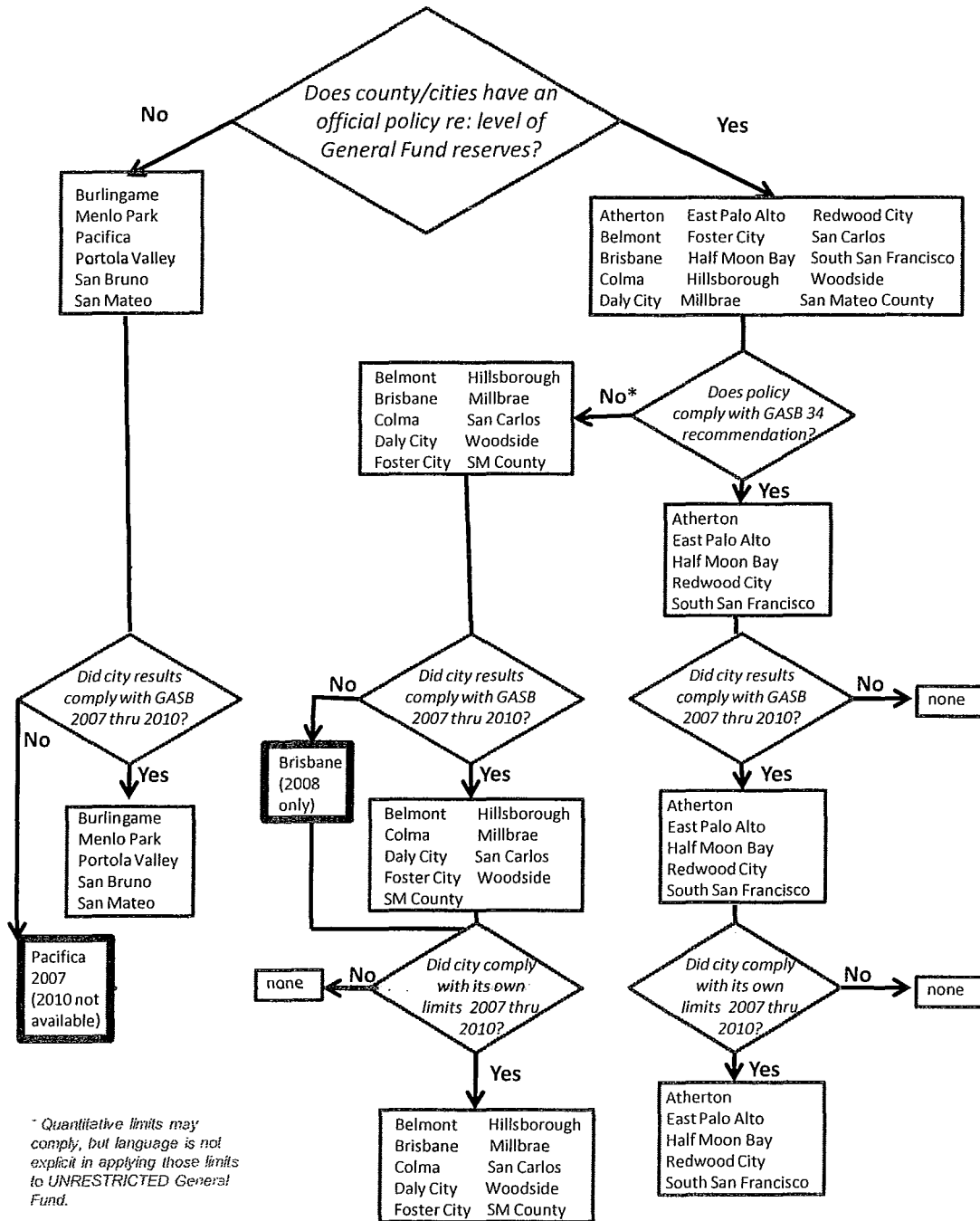
Menlo Park	No (Under Dev't: evaluation ongoing since 10/08, with latest proposal presented 5/4/10)	N/A	No
Millbrae	Yes Resol 08-61 11/25/08	"...the annual budget and 2 year fiscal plans shall include a 15% general fund...reserve..."	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>
Pacifica	No	N/A	No
Portola Valley	No	N/A	No
Redwood City	Yes Res # 13598 4/5/99	"... the unappropriated balance of the General Fund shall be maintained at a level not less than fifteen (15) percent, nor more than twenty (20) percent, of estimated General Fund revenues in any given fiscal year."	Yes
San Bruno	No Draft Only: Recommended by Staff in 7/2010, will be incorporated	Draft: "The City will maintain a minimum Reserve of at least two months (16.67%) and up to three months (25%) of General Fund operating expenditures"	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i> .

	into 2011-12 budget for approval and adoption by City Council in June 2011		
San Carlos	Yes Res 2010-072 8/23/10	"General Fund Reserve for economic uncertainties equal to a minimum of 10% of the General Fund Expenditures with a target of increasing to 20% of General Fund Expenditures."	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>
San Mateo	No 11/5/02 Charter Amendment Business Plan 2010-2012	Charter Amendment 5.05: "The Council shall establish reserves which in its discretion are proper." Business Plan Current Status of Financial Goals and Policies: "The goal is to work towards increasing two reserves (Emergency Reserve and Service Stability Reserve) to the equivalent of three months' expenditure."	Proposed language is not explicit with regard to applicability to <i>Unrestricted GFB</i>
South San Francisco	Yes 6/03	"The City Council has adopted reserve policies where a certain percentage of the General Fund budget for each year needs to be set aside for emergencies, economic contingencies, and future development as well as for undesignated City reserve..." Reserve for Emergencies 2% of GF Operating Budget; for	Yes

		Economic Contingencies 7% of GF Operating budget; For Undesignated Reserve 5% of GF Operating Budget; for future development –no target.”	
Woodside	Yes 6/93	“Adequate reserves must be developed and maintained, including a minimum reserve level of fifteen percent of estimated operating revenues for the Town’s General Fund”	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>
San Mateo County	Yes 2/10	“Maintain a minimum reserve equivalent to 2% of net appropriations for one-time emergencies, unanticipated mid-year losses of funding, and short-term coverage of unanticipated cost overruns.” Also “ <i>General Fund Reserves</i> be maintained at a minimum of 5% of total General Fund net appropriations for one-time purposes or as part of a multi-year financial plan to balance the County’s budget; <i>Appropriation for Contingencies</i> be maintained at 3% of total General Fund net appropriations for one-time emergencies and economic uncertainties...”	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i> . <u>Additionally, since the County implemented reporting General Fund Reserves consistent with GASB 54 provisions in its 2010 CAFR, this policy language was also evaluated against those provisions with the same outcome.</u>

Attachment 2

Alignment to GASB 34 and Local Policies



Attachment 3



Summary of Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions* (Issued 02/09)

The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

The initial distinction that is made in reporting fund balance information is identifying amounts that are considered *nonspendable*, such as fund balance associated with inventories. This Statement also provides for additional classification as restricted, committed, assigned, and unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

The *restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation. The *committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Amounts in the *assigned* fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. *Unassigned* fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned. Governments are required to disclose information about the processes through

which constraints are imposed on amounts in the committed and assigned classifications.

Governments also are required to classify and report amounts in the appropriate fund balance classifications by applying their accounting policies that determine whether restricted, committed, assigned, and unassigned amounts are considered to have been spent. Disclosure of the policies in the notes to the financial statements is required.

This Statement also provides guidance for classifying stabilization amounts on the face of the balance sheet and requires disclosure of certain information about stabilization arrangements in the notes to the financial statements.

The definitions of the general fund, special revenue fund type, capital projects fund type, debt service fund type, and permanent fund type are clarified by the provisions in this Statement. Interpretations of certain terms within the definition of the special revenue fund type have been provided and, for some governments, those interpretations may affect the activities they choose to report in those funds. The capital projects fund type definition also was clarified for better alignment with the needs of preparers and users. Definitions of other governmental fund types also have been modified for clarity and consistency.

The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2010. Early implementation is encouraged. Fund balance reclassifications made to conform to the provisions of this Statement should be applied retroactively by restating fund balance for all prior periods presented.

How the Changes in This Statement Will Improve Financial Reporting

The requirements in this Statement will improve financial reporting by providing fund balance categories and classifications that will be more easily understood. Elimination of the *reserved* component of fund balance in favor of a *restricted* classification will enhance the consistency between information reported in the government-wide statements and information in the governmental fund financial statements and avoid confusion about the relationship between reserved fund balance and restricted net assets. The fund balance classification approach in this Statement will require governments to classify amounts consistently, regardless of the fund type or column in which they are presented. As a result, an amount cannot be classified as restricted in one fund but unrestricted in another. The fund balance disclosures will give users information necessary to understand the processes under which constraints are imposed upon the use of resources

and how those constraints may be modified or eliminated. The clarifications of the governmental fund type definitions will reduce uncertainty about which resources can or should be reported in the respective fund types.

Unless otherwise specified, pronouncements of the GASB apply to financial reports of all state and local governmental entities, including general purpose governments; public benefit corporations and authorities; public employee retirement systems; and public utilities, hospitals and other healthcare providers, and colleges and universities. Paragraph 3 discusses the applicability of this Statement.

Sharon Hanlon

From: Marge Colapietro [marge4millbrae@att.net]
Sent: Wednesday, June 29, 2011 11:53 AM
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.ochoa@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
Subject: SMC City Selection Committee Voting Results

Dear Recipients,
 Please forward the below email to your Mayors, Councilmembers and City Managers:

Dear Mayors, Councilmembers and City Managers,

I am pleased to let you know the results of the voting that took place on June 24, 2011 in Daly City. All twenty San Mateo County cities/towns were represented and the designated voter from each jurisdiction cast their votes. A quorum was present. Each of the following current Councilmembers were elected:

1. Two Councilmembers to serve on the Executive Board of ABAG, representing cities for a term of 2 years beginning June 30, 2011:
 Councilmember Sepi Richardson (Brisbane)
 Vice Mayor Rich Garbarino (South San Francisco)
2. Two Councilmembers to serve as Alternate Members of ABAG, representing cities for a term of 2 years beginning June 30, 2011:
 Councilmember Pedro Gonzalez (South San Francisco)
 Councilmember Nadia Holoher (Millbrae)
3. One Councilmember to serve as an Alternate City Member on LAFCo for the term ending the first Monday in May 2015:
 Vice Mayor Rich Garbarino (South San Francisco)
4. One Councilmember to serve on SamTrans representing the Southern Judicial Cities to fulfill the position held by Omar Ahmad, term ending December 31, 2012:
 Councilmember Jeff Gee (Redwood City)
5. One Councilmember to serve on the Peninsula Corridor JPB (Caltrain):
 to fulfill the position held by Omar Ahmad:
 Vice Mayor Jerry Deal (Burlingame)

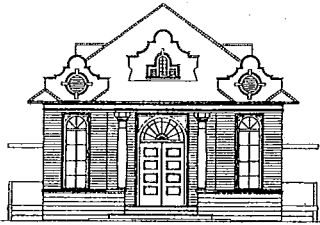
Thank you to all Councilmembers who expressed interest in filling the vacant positions and congratulations to those elected.

Reminders:

****No Council of Cities meeting in July***

****Our next meeting will be August 26 in So. San Francisco***

****Those wishing to have photos of our May 20th C/C meeting in Brisbane please give your "personal" email address to***



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Carol Borck, Planning Technician
FROM: Tom Vlastic, Town Planner
Howard Young, Public Works Director
DATE: June 29, 2011
RE: Site Development Permit Application X9H-631, Kelley,
Ford Field Access Easement Clearing Proposal

This morning Howard Young and I meet at the subject easement to consider the plans for easement clearing as shown on the "**Driveway Access Site Plan**," dated 6/22/11 prepared by CJW Architecture. Joining us at the meeting were application representatives Carter Warr, project architect, and David Olerich, realtor for Mr. Kelley. Also present during our inspection of the easement area were two individuals who have contracted with Mr. Kelley to do the initial clearing of scrub vegetation and poison oak located within the easement. The key purpose of the meeting was to ensure the proposal was consistent with the stipulations set forth in my attached June 3, 2011 email to Mr. Warr and project civil engineer Jeff Lea, Lea & Braze engineering.

We inspected the site and considered the proposed clearing plan. We also considered the easement boundary staking set by the project engineer to confirm easement location. The stake locations are shown on the driveway access plan. The following items were noted during plan review and the site meeting.

- The boundary line between the town's Ford Field parcel and the Kelley property in Santa Clara County, i.e., the parcel on the east side of the creek, appears to be on the west side of the westerly top of creek bank and not along the centerline of the creek. Thus, the town trail running along the top of creek bank appears to cross over onto the Kelley property northerly of the 30-foot access easement. In this area the trail appears to be in the conservation easement on the Kelley property.
- The proposed clearing requires no work in the town right of way. All work would be east of the Alpine Road right of way boundary. Two town trails/paths cross the easement and care will need to be taken to ensure the clearing work does not conflict with trail use. Cones are to be used along the trails to highlight work area/conditions for trail users.
- There is largely scrub shrubbery and poison oak within the easement area that is proposed for clearing, i.e., a 16-foot width, three feet in from the northerly easement

boundary. There are, however, a number of larger trees in the easement shown on the plan and some smaller oaks, not shown on the plan, as they were not considered "significant" pursuant to the provisions of the town's significant tree ordinance. None of the trees are to be impacted by the clearing work proposed or authorized with this permit.

- The existing fence along the Alpine Road right of way is on the Ford Field and easement property. A small portion of the fence along the easement frontage would be removed to accommodate access. The section to be removed is shown on the plan. The intent is to make this a temporary removal, with the ability to replace the fence rails after the current marketing process is completed. Access, however, for showing of the property will likely be on foot from the Ford Field parking lot as parking along Alpine Road is not permitted. The Realtor acknowledged this in response to our comments.
- It is likely that a real estate "for sale" sign, as permitted by town sign ordinance provisions, would be installed in the easement area. The details for the sign will be provided to the town prior to installation.
- The potential driveway area east of the town boundary to the top of the creek bank is largely poison oak. This area in Santa Clara County will only be cleared of the poison oak and associated ground cover and small shrubs to gain access to an existing dirt pathway. No clearing of vegetation in the creek is proposed and no trees would be impacted.
- * There will be no surface grading and all work will be done by hand clearing equipment, i.e., machetes and hand clippers. Howard Young stressed the need for care to be exercised by the contractor to protect trail users and others using the Ford Field property.
- The work will take two days.

Based on our site inspection and plan review, we concur that the site development permit can be issued for the proposed clearing, subject to the above clarifications and the following conditions:

1. There shall be no work in the public right of way. It is understood, however, that the truck to haul cut materials would be temporarily parked in the grassy area along the fence and off the road shoulder. The hand cut materials would be placed in the truck and hauled out of town.
2. The clearing would take place over two days, during the normal work week (i.e., Monday-Friday), i.e., between the hours of 8:00 a.m. and 5:30 p.m. Tentatively the two days would be Thursday (6/30) and Friday (7/1) assuming the other conditions set forth herein are satisfied.
3. A certificate of insurance shall be provided to the satisfaction of the public works director prior to start of clearing covering the work to be done. Carter Warr advised that he would likely use his insurance to cover the work and he would provide the certificate for review and approval by Howard Young.
4. No trees shall be removed. For the time being, even the few small oaks in the 16-foot wide clearing strip shall be preserved. Further, the materials to be cleared shall only be

cut and there shall be no grading or excavation to remove materials below the surface of the ground.

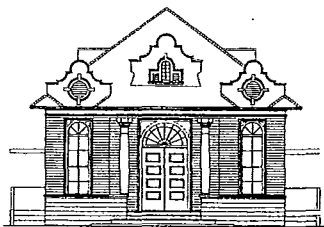
5. Prior to site cutting all equipment shall be properly cleaned to ensure, for example, against the spread of SOD.
6. The work authorized with this permit is only within the 30-foot the easement area over the Ford Field property. The applicant shall be responsible for receiving any permits that may be needed for work outside of the town limits.
7. The clearing contractor shall take precautions to define and secure work areas to ensure that no trails users or others using Ford Field can enter work areas. Cones will be placed along the trails for caution.
8. Once the work has been completed and before the clearing crew leaves the site, the town shall be notified so that an inspection can be made. (Note: periodic inspections will also be made during the clearing operation to ensure conformity with the permit provisions.)

If you or the applicant have any questions regarding the above, please let Howard or me know.

TCV

attachments

cc. Angela Howard, Town Manager
Sandy Sloan, Town Attorney
Carter Warr, CJW Architecture



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: Carol Borck, Planning Technician

DATE: July 1, 2011

RE: Cancellation of Planning Commission Meeting

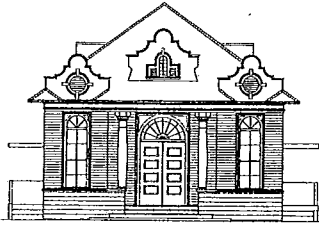
The Regular Meeting of the Planning Commission scheduled for Wednesday, July 6, 2011 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, July 20, 2011 at 7:30 p.m.

cc: Town Manager
Town Council
Town Planner
Country Almanac
Barbara Templeton

This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: July 1, 2011

Carol Borck
Planning Technician



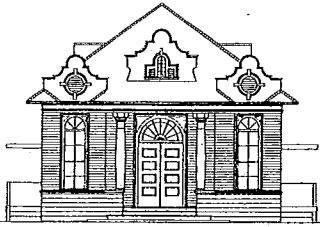
Town of Portola Valley
Traffic Committee
Notice of Cancellation
Thursday, July 7, 2011

TRAFFIC COMMITTEE

Thursday, July 7, 2011

NOTICE OF CANCELLATION

The Traffic Committee meeting scheduled for Thursday, July 7, 2011 at 8:15 a.m. has been cancelled. A special meeting is tentatively scheduled for Thursday, July 21, 2011.



TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Monday, June 27, 2011
Field Meeting (time and place as listed herein)
 7:30 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION

FIELD MEETING*

4:00 p.m., 80 Golden Oak Drive Field session to consider architectural plans for substantial residential additions to and remodeling of an Alpine Hills area property. (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:32 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr (Warr absent. Also present: Tom Vlasic Town Planner; Carol Borck Planning Technician; Denise Gilbert Planning Commission Liaison; John Richards Town Council Liaison)
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. **Public comment on item 5a, 4 Grove (continued), received from Peter Simpson, Kristin Harrison, Jim Simpson, David Sincotta, and Jon Silver with great concern over proposed entry gate in access easement.**

4. Old Business:
 - a. Follow-up Review – Architectural Review for Residential Additions and New Detached Garage, 121 Santa Maria Avenue, Orchard **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member and Planning staff prior to building permit issuance.**
5. New Business:
 - a. Architectural Review for New Driveway Entry Gate and Fencing, 4 Grove Court, Howe **Project continued to 7/11/11 meeting at request of applicant.**
 - b. Architectural Review for Proposed Residential Additions and Remodeling, 80 Golden Oak Drive, Liu/Chen **Project approved subject to conditions to be met to the satisfaction of the full ASCC prior to building permit issuance.**
 - c. Architectural Review for Guest House/Accessory Structure, Swimming Pool, Dining Pavilion, and related Yard Improvements and Site Development Permit X9H-627, 8 Applewood Lane, King **Project approved subject to conditions to be met to the satisfaction of the full ASCC prior to building permit issuance.**
6. Approval of Minutes: June 13, 2011 **Approved with corrections.**

7. Adjournment 9:35 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 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.

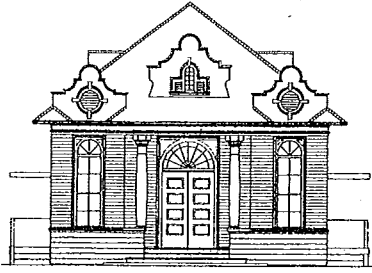
PUBLIC HEARINGS

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 24, 2011

CheyAnne Brown
Planning & Building Assistant



TOWN OF PORTOLA VALLEY

7:00 PM – Special Joint Meeting of the Town Council
and Emergency Preparedness Committee
Wednesday, June 29, 2011
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:00 PM – CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

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

Absent: Councilmember Wengert

Committee members Boice, Howes, Kabcenell, Koin, Kopf-Sill, Chair Raanes, Rothrock and Taylor

Absent: Committee members Boice, Kabcenell, Koin, Raanes and Taylor

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.

None

REGULAR AGENDA

- (1) **PRESENTATION** by Michael Fischer, Leader of the Mill Valley CERT (Community Emergency Response Team) and Tiana Wimmer, Chair of the Mill Valley Emergency Preparedness Commission with Emergency Fire / Evacuation procedures (2)

Tiana Wimmer gave a presentation and shared experiences with emergency preparedness in the City of Mill Valley and shared background information and duties of the Emergency Preparedness Commission.

A video of a preceding Mill Valley Fire Department Evacuation Drill was presented.

Michael Fischer spoke on the active CERT program and how it is adjunct to the Marin Fire Department. Mr. Fischer emphasized that skills must be practiced to maintain readiness. The value of ongoing education in preparedness is fostered and encouraged. CERT cycles out items that are contained in the emergency bins. Mr. Fischer detailed the various radios that are used within CERT.

- (2) Update from the Woodside Fire Protection District on Fire District Evacuation Plans

The Woodside Fire Protection District is working on a communications and evacuation program that will benefit both Portola Valley and Woodside.

- (3) Update from the Emergency Preparedness Committee

Ray Rothrock, a member of the Emergency Preparedness Committee, said the committee is working on communications within town. Looking at a paging system or broadcast system to notify the Council. As always, participation is key.

- (4) **PUBLIC HEARING** – Adoption of Fiscal Year 2011-2012 Budget (3)

- (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. 2526-2011)

FY 2011-12 Budget approved 4-0

ADJOURNMENT: 9:03 p.m.

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)



Note – Special meeting start time of 7:00 p.m.

TOWN COUNCIL WEEKLY DIGEST

Friday – July 8, 2011

- ☐ 1. Grand Jury Report “County Officials Need to Make Noise about Aircraft Noise” – July 6, 2011 (9 pages)
- ☐ 2. Month End Financial Report for the Month of June, 2011
- ☐ 3. Issued Building Permit Activity: June, 2011
- ☐ 4. Agenda – Regular ASCC Meeting – Monday, July 11, 2011
- ☐ 5. Agenda – Trails and Paths Committee Meeting – Tuesday, July 12, 2011
- ☐ 6. Agenda – Emergency Preparedness Committee Meeting – Thursday, July 14, 2011
- ☐ 7. Agenda – Cable & Undergrounding Committee Meeting – Thursday, July 14, 2011
- ☐ 8. Agenda – Cultural Arts Committee Meeting – Thursday, July 14, 2011

Attached Separates (Council Only)

- ☐ 1. Invitation to attend Committee for Green Foothills’ “Nature Inspiration” on Sunday, October 2, 2011
- ☐ 2. Labor – July, 2011
- ☐ 3. League of California Cities’ “Western City” – July, 2011

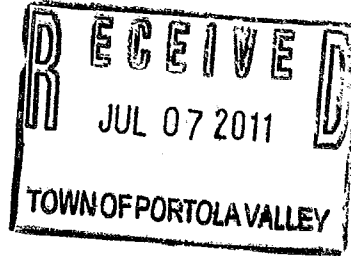


Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 599-1200
FAX (650) 363-4698
www.sanmateocourt.org

July 6, 2011



Town Council
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Re: County Officials Need to Make Noise about Aircraft Noise

Dear Councilmembers:

The 2010-2011 Grand Jury filed a report on July 6, 2011 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Joseph E. Bergeron. Your agency's response is due no later than October 4, 2011. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.

- Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Bergeron.

Hon. Joseph E. Bergeron
 Judge of the Superior Court
 Hall of Justice
 400 County Center; 2nd Floor
 Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website.

- Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)

3. Responses to be placed with the clerk of your agency.

- File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

For up to 45 days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 599-1200.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Deputy County Counsel, at (650) 363-4761.

Very truly yours,



John C. Fitton
 Court Executive Officer

JCF:ck
 Enclosure

cc: Hon. Joseph E. Bergeron
 Paul Okada

Information Copy: Town Manager



County Officials Need to Make Noise about Aircraft Noise

Issue

Is the San Francisco International Airport Roundtable (SFO Roundtable) operating effectively to ensure that San Mateo County residents are not unduly impacted by aircraft noise?

Summary

The San Francisco International Airport (SFO), one of the busiest airports in the world, is experiencing significant expansion and an increase in both domestic and international flight traffic. While SFO is wholly owned and operated by the City and County of San Francisco, it is located entirely within the boundaries of San Mateo County. Many communities in close proximity to SFO and those located under departure flight paths are increasingly impacted by aircraft noise and vibration, especially from night departures.

The San Francisco Airport Roundtable serves as the primary forum to address the impact of aircraft noise on communities in San Mateo County. Comprised of elected officials from 17 San Mateo County cities along with representatives of San Francisco and SFO, the Airport Roundtable is tasked with monitoring noise and complaint data and interfacing with the public, local governments, state agencies, the FAA, the airline industry and SFO administrators on behalf of San Mateo County. The Grand Jury conducted an inquiry to determine if the Airport Roundtable was effectively representing those San Mateo County residents being impacted by aircraft noise and vibration.

The Grand Jury found that the effectiveness of the Airport Roundtable was diminishing, and that participation and enthusiasm for the SFO Roundtable was in decline. The City of Daly City, one of the communities most severely impacted by aircraft noise and night departures, has withdrawn from the Airport Roundtable. Monthly meetings of the Roundtable have been reduced to quarterly meetings. The Grand Jury recommended that the San Mateo County Board of Supervisors become actively involved in revitalizing the Airport Roundtable and recommended that Daly City renew their membership and appoint a fully engaged representative.

The Grand Jury further found that noise monitoring and mitigation efforts are primarily based on compliance with the federal standard of 65dbCNEL, which is an average noise level over a 24 hour period, and therefore does not address single aircraft noise events. They also determined that there is no mechanism in place to measure structural vibration. The Grand Jury recommended that the Roundtable expand their focus to include single aircraft noise events, particularly night departures, and request that the Noise Abatement Office deploy equipment to measure and monitor both single events and structural vibration.

The Grand Jury further found that the bylaws of the SFO Roundtable do not require that the Chair or Vice-chair be an elected representative of a member city, nor does it allow for any membership or committee representation by individual members of the community. It was also noted that there was no representation from the State of California, Division of Aeronautics. The Grand Jury recommends that the bylaws be amended to require the Chair and Vice-chair to be an elected official from a member city and expand membership to include a representative of the State of California, Division of Aeronautics. The Grand Jury also recommends that severely impacted cities form citizen advisory groups to work with their appointed representative on the Airport Roundtable to identify and mitigate aircraft noise in their communities.

Background

The San Francisco International Airport (SFO), is one of the busiest airports in the United States, serving as the gateway to Europe, Asia and Australia. In 2010 SFO served over 39 million passengers on some 387,000 flights. SFO serves as a major hub for United Airlines (now merged with Continental), and as the primary hub for Virgin Airlines. SFO is experiencing significant airport expansion and an increase in both domestic and international flight traffic into and out of SFO.

SFO is wholly owned and operated by the City and County of San Francisco, yet its 2300 acre operation is located entirely within the boundaries of unincorporated San Mateo County and in immediate proximity to numerous residential communities. While San Mateo County undoubtedly benefits economically from the presence of SFO within its borders, it also bears the brunt of the traffic congestion, pollution, and the vibration and noise generated by aircraft and related airport activities.

Although all air traffic control and flight patterns are under the sole jurisdiction of the Federal Aviation Administration, SFO operates under a permit issued by the State of California and is regulated by the State of California Department of Transportation, Division of Aeronautics. The California Public Utilities Code requires that "the department shall adopt noise standards governing the operation of aircraft and aircraft engines for airports operating under a valid permit issued by the department to an extent not prohibited by federal law. The standards shall be based upon the level of noise acceptable to a reasonable person residing in the vicinity of the airport".¹

California law further provides that, "The violation of the noise standards by any aircraft shall be deemed a misdemeanor and the operator thereof shall be punished by a fine of one thousand dollars (\$1000) for each infraction,"² and that "It shall be the function of the county wherein an airport is situated to enforce the noise regulations established by the department."³

In 1971, pursuant to California regulation, San Mateo County designated SFO as a "Noise Problem Airport."⁴ The preamble to the regulations states that "the regulations are designed to cause the airport proprietor, aircraft operator, local governments, pilots, and the department to

¹ Public Utilities Code Section 21669

² Public Utilities Code Section 21669.4 (a)

³ Public Utilities Code Section 21669.4 (b)

⁴ California Code of Regulations, Title 21, Article 2, section 5020

work cooperatively to diminish noise problems. The regulations accomplish these ends by controlling and reducing the noise impact area in communities in the vicinity of airports."⁵

In response, the San Francisco International Airport/Community Roundtable (SFO Roundtable) was created by a Memorandum of Understanding between the County and the cities of San Mateo County in 1981 as a forum to address the impacts of aircraft noise on communities in San Mateo County. Participation by the Cities is voluntary. The San Mateo County Board of Supervisors delegated responsibility for the aircraft noise issue to the SFO Roundtable comprised of local elected representatives from 17 San Mateo County communities along with officials from SFO, San Francisco, San Mateo County and the County Airport Land Use Committee (ALUC). The SFO Roundtable remains the primary agency charged with the responsibility for monitoring aircraft noise data and noise mitigation programs, as well as interfacing with the public, local governments, state agencies, the FAA, the airline industry and SFO administrators on behalf of San Mateo County.

Pursuant to state law, SFO established a Noise Abatement Office. This office operates 31 noise monitors in San Mateo County to measure noise and track ambient noise. These include 29 permanent locations and 2 portable units presently deployed in Brisbane. There is currently no mechanism in place to measure or track structural vibration. The SFO Noise Abatement Office also fields and tracks resident complaints about aircraft noise.

The Grand Jury assessed whether the SFO Roundtable is operating effectively to mitigate aircraft noise impacts on San Mateo County residents.

Discussion

While it is recognized that the Federal Aviation Administration (FAA) regulates the operation of aircraft and controls the use of airspace, there may be significant opportunities for the elected officials in San Mateo County to mitigate the impacts on its residents.

SFO expansion and the increase in air traffic, especially departing night flights, has raised strong objections from some northern San Mateo County communities. Issues also continue to be raised by southern and mid San Mateo County communities regarding aircraft noise from arriving flights coming into SFO.

The Roundtable has maintained a good relationship with SFO, and can claim many successes including the establishment of a state of the art Noise Abatement Office funded by and located at SFO. The role of the Noise Abatement Office is to monitor aircraft noise activity and to compile data and prepare reports. These reports are used by the SFO Airport Roundtable to analyze and mitigate noise impacts in San Mateo County.

In 1983 the FAA and SFO invested \$153,000,000 in a major noise insulation program to soundproof more than 15,000 homes located within the 1983 noise contour map in which it was determined that aircraft noise exceeded the federal standard of 65dbCNEL.⁶ The 65dbCNEL

⁵ California Code of Regulations, Title 21, Article 2, section 5000

⁶ 65 decibels Community Noise Equivalent Level

noise standard represents the average noise level over a 24 hour period rather than the noise level of any individual event. Single event aircraft flyovers need to occur frequently and at very high volumes in order to bring the average noise level to 65dbCNEL. A community or residence could therefore experience numerous severe noise events in a day, but unless the average noise level over a 24 hour period exceeded the standard, it would not be considered a problem.

Eligible homes were noise insulated with the installation of noise resistant doors and windows in return for owners waiving their future vertical air rights and their legal rights to engage in noise litigation against SFO. Funds for the insulation program have been exhausted, and there are no current efforts to seek additional funding for expansion of the program to insulate areas that were not originally included, but may now suffer significant aircraft noise impacts.

The impact of structural vibration created by aircraft departures is not measured or tracked, but represents another impact on northern San Mateo County communities, particularly with night departures of heavy aircraft with international destinations.

While the efforts of the Roundtable and SFO have successfully mitigated the impact of aircraft noise in many areas of San Mateo County, there are individuals and communities that continue to suffer significant adverse impacts from aircraft noise who believe that their concerns are not being adequately addressed. For example, changes in departure patterns over Brisbane have generated strong protests from residents who assert that their quality of life is being adversely impacted. Increased night flights over San Bruno, South San Francisco and Daly City are also of major concern to those communities, especially when the flights depart directly over residential areas that did not participate or were not eligible for the noise insulation program.

The SFO Noise Abatement Office and SFO Roundtable sponsor a cooperative "Fly Quiet" program that monitors departure noise and acknowledges airlines that operate within recommended noise reduction guidelines. Neither the County of San Mateo nor the San Francisco Airport Commission exercise their authority to issue fines and sanctions for noise violations despite frequent and repetitive failures to comply with standards.

Investigation

The 2010-2011 San Mateo Grand Jury conducted an extensive investigation into aircraft noise issues at SFO which included interviews with the following:

- Current and former members of the SFO Roundtable
- Key personnel at SFO and the SFO Noise Abatement Office
- San Mateo County Officials and Staff
- San Mateo County Counsel and Staff
- Elected officials from impacted San Mateo County communities
- Residents in communities impacted by aircraft noise and vibration

In addition, the Grand Jury reviewed numerous current and historic documents that included:

- Bylaws and meeting minutes of the SFO Roundtable

- Federal and state noise standards and regulations applicable to SFO
- Extensive data on SFO flight paths, noise complaints and violations of noise standards
- CNEL Noise Contour Maps (attachment)
- Minutes of the City of San Francisco Airport Commission.

The Grand Jury also toured the San Francisco International Airport and visited the SFO Noise Abatement Office to observe their noise monitoring and tracking systems.

Findings

1. There has been an increase in both total departures and night departures from SFO. Increased volume and changed flight patterns have had an adverse impact on some northern San Mateo County communities including Brisbane and parts of Daly City and South San Francisco. Some of the areas currently experiencing the most severe impacts either declined to participate or were deemed ineligible for the original noise insulation program.
2. Noise data collected by SFO and monitored by the SFO Roundtable address noise averages and do not focus on single events. No data is collected on individual night-time events, which can be the most distressing to residents.
3. The violation of noise standards by any aircraft is deemed a misdemeanor and is punishable by a fine of \$1000. Under California law, San Mateo County has the authority to impose fines and sanctions for violations of noise regulations established by the State of California, Division of Aeronautics. San Mateo County does not impose fines or sanctions on offending airlines as a matter of policy.
4. The State of California, which issues the airport operating permit, is not represented as an advisory member of the SFO Roundtable.
5. Reports received by the SFO Roundtable, prepared by the SFO Noise Abatement Office, are not easily accessible to the public on the website (www.SFORoundtable.org). Information on the website was not current and a message stating that the website is "under construction" was displayed for the approximately one year duration of this investigation.
6. The Roundtable membership does not include any individual residents, nor do they have any citizen representation on any subcommittees.
7. The bylaws of the SFO Roundtable do not require that the Chairperson and Vice-Chairperson be elected representatives from the participating San Mateo County communities who are accountable to their constituencies. The current Chairperson of the SFO Roundtable is not an elected official.
8. The level of attendance by SFO Roundtable members varies widely and is declining overall. Daly City has withdrawn from membership entirely, and the San Francisco Board of Supervisors representative has not appeared since February of 2009. The SFO Roundtable recently decided to reduce their meeting schedule from monthly to quarterly.
9. Public participation at SFO Roundtable meetings is minimal. With one exception, all of the elected members of the SFO Roundtable and all of the residents interviewed stated that noise complaints were not a reliable source of feedback because people had either "given up" or did not believe that complaining was effective.

10. Daly City withdrew as a member of the SFO Roundtable in 2010, citing budget restraints as the reason. Membership fees for 2010 were \$750.

Conclusions

1. While numerous San Mateo County communities are affected to various degrees by aircraft noise from SFO, the most severe impacts are created by departures over Brisbane, Colma, Daly City, San Bruno and South San Francisco. The increasing frequency and intensity of aircraft noise, particularly at night, represents a problem for the quality of life for the residents of those communities.
2. The San Mateo County Board of Supervisors has not recently taken an active role in addressing aircraft noise issues and has largely delegated this responsibility to the SFO Airport Roundtable.
3. It would be more effective to have elected officials serve as Chairperson and Vice-chairperson of the SFO Roundtable, as they are directly accountable to the citizens.
4. Including a representative of the State of California, Division of Aeronautics, on the SFO Roundtable would add an important dimension and enhance effectiveness.
5. The lack of effectiveness of the SFO Roundtable has caused a decline in attendance and enthusiasm for participation in the SFO Roundtable. Community participation is minimal and not encouraged.
6. The focus on average noise levels, rather than single events, can distort the extent and magnitude of the problem and foster the belief that complaining is futile.

Recommendations

The 2010-2011 San Mateo Grand Jury recommends that the San Mateo County Board of Supervisors:

1. Take an active role in revitalizing the SFO Roundtable to make sure that the interests of San Mateo County and its residents are fully represented, and that every effort is being made to mitigate the severe and increasing impacts of SFO airport expansion on San Mateo County residents.

The Grand Jury recommends that the County Board of Supervisors and the member cities of the SFO Roundtable direct their representatives to take action that will:

1. Ensure that the locations of noise measuring and tracking equipment parallel current departure flight paths.
2. Request the SFO Noise Abatement Office to deploy equipment to measure and track the intensity of structural vibration on departure flight paths.
3. Change the focus of required data collection and reports to ACTUAL noise measurements rather than COMPLAINTS from residents about noise.
4. Increase the focus on single event noise violations and frequency, especially with night departures, rather than the 65dbCNEL which represents an average of noise experienced within a 24 hour period.
5. Adapt the "Fly Quiet" Program to include sanctions as well as rewards based on single event violations, particularly with night departures.

6. Create a sub-committee of the SFO Roundtable comprised of the elected representatives from the northern San Mateo County cities most impacted by aircraft departure noise to focus on mitigating the problems in those communities.
7. Modify the SFO Roundtable bylaws to require that both the Chair and Vice-Chair be elected officials from participating San Mateo County communities.
8. Expand SFO Roundtable membership to include a representative from the State of California, Division of Aeronautics, to serve as a liaison.

The 2010-2011 San Mateo County Grand Jury recommends that the City Council of Daly City:

1. Rejoin the SFO Roundtable and appoint a member who will actively participate and represent the interests of Daly City residents who are severely impacted by aircraft departure noise.

The 2010-2011 San Mateo County Grand Jury recommends that the City Councils of Brisbane, Daly City, Millbrae, San Bruno and South San Francisco:

1. Form local Citizens Advisory Committees to work with their respective elected members of the SFO Roundtable to promote efforts to identify and mitigate aircraft noise issues in their communities.
2. Maintain regular attendance and full participation in SFO Roundtable meetings and activities.



MONTH END FINANCIAL REPORT

FOR THE MONTH OF: June 2011

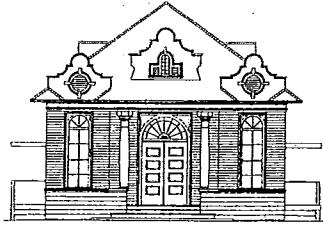
C A S H	Bank of America	\$	164,039.82
	Local Agency Investment Fund (0.413%)	\$	8,348,310.55
	Total Cash	\$	8,512,350.37
F U N D S	05 General Fund	\$	2,337,592.91
	08 Grants	\$	10,773.36
	10 Safety Tax	\$	105,716.50
	15 Open Space	\$	3,010,902.89
	20 Gas Tax	\$	(40,627.49)
	25 Library Fund	\$	414,813.42
	30 Public Safety/COPS	\$	25,373.05
	40 Park in Lieu	\$	6,191.75
	45 Inclusion In Lieu	\$	158,033.23
	60 Measure A	\$	22,456.65
	65 Road Fees	\$	592,852.52
	75 Crescent M.D.	\$	71,998.72
	80 PVR M.D.	\$	13,434.08
	85 Wayside I M.D.	\$	5,692.14
	86 Wayside II M.D.	\$	(91,002.21)
	90 Woodside Highlands M.D.	\$	187,808.32
	95 Arrowhead Mdws M.D.	\$	(1,799.67)
	96 Customer Deposits	\$	1,682,140.20
	Total Fund Balance	\$	8,512,350.37
A C T I V I T Y	Revenues for Month:	\$	1,552,311.07
	LAIF Interest Deposit	\$	-
	Total Revenues for Month:	\$	1,552,311.07
	Warrant List 6/08/11	\$	(320,274.61)
	Warrant List 6/22/11	\$	(234,930.00)
	Payroll June 2011	\$	(125,515.19)
	Total Expenses for Month:	\$	(680,719.80)
	Activity Balance	\$	871,591.27
S U M M A R Y	Beginning Cash Balance:	\$	7,638,441.54
	Total Revenues	\$	1,552,311.07
	Total Expenses	\$	(680,719.80)
	JE#78584, Void #44939,942	\$	2,317.56
	Ending Cash Balance	\$	8,512,350.37

Per CGC #53646 governing the reporting of cash and investments, the Town's investment portfolio is in compliance with its adopted Investment Policy. Based on anticipated cash flows and current investments, the Town is able to meet its expenditure requirements for the next six months.

Town of Portola Valley

Issued Building Permit Activity: June 2011

	Permits This Month	Permits FY 10-11 To Date	Total Valuation This Month	Total Valuation FY 10-11 To Date	Application Fees Collected This Month	Application Fees FY 10-11 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 10-11 To Date	Total Fees Collected FY 10-11	Total Fees Collected FY 09-10
New Residence	1	9	1,800,000	16,106,915	8,528.75	76,422.95	5,543.69	49,674.62	126,097.57	68,011.69
Commercial/Other	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Additions	2	16	457,850	3,455,337	3,992.30	28,288.75	2,595.00	17,158.57	45,447.32	40,123.15
Second Units	0	5	0	1,012,000	0.00	7,835.95	0.00	5,093.38	12,929.33	18,051.26
Remodels	2	38	178,000	3,710,407	1,681.80	32,325.73	1,093.17	21,011.08	53,336.81	35,522.56
Pools	0	10	0	871,800	0.00	8,251.45	0.00	5,688.95	13,940.40	5,046.12
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	1	3	25,000	32,000	391.25	571.75	254.31	326.62	898.37	139.25
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	1	8	0	0	100.00	800.00	0.00	0.00	800.00	700.00
Other	12	158	240,906	5,642,747	2,344.10	52,431.35	644.60	19,699.76	72,131.11	59,784.92
	19	247	2,701,756	30,831,206	17,038.20	206,927.93	10,130.77	118,652.98	325,580.91	227,378.95
Electrical	8	113	0	0	771.29	8,639.21	0.00	0.00	8,639.21	7,606.39
Plumbing	7	91	0	0	675.20	8,271.90	0.00	0.00	8,271.90	6,995.59
Mechanical	5	64	0	0	570.20	6,353.70	0.00	0.00	6,353.70	5,407.14
Total Permits	39	515	2,701,756	30,831,206	19,054.89	230,192.74	10,130.77	118,652.98	348,845.72	247,388.07



TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Monday, July 11, 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. Architectural Review for New Driveway Entry Gate and Fencing, 4 Grove Court, Howe *Continued to July 25th meeting*
5. New Business:
 - a. Architectural Review for Remodeling and House Additions, 111 Tan Oak Drive, Russell
 - b. Architectural Review for House Additions, 15 Coalmine View, Portola Valley Ranch, Sohn
 - c. Architectural Review for New Driveway Entry Gate and Fencing, 1135 Westridge Drive, Rachleff
6. Approval of Minutes: June 27, 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: July 8, 2011

CheyAnne Brown
Planning & Building Assistant

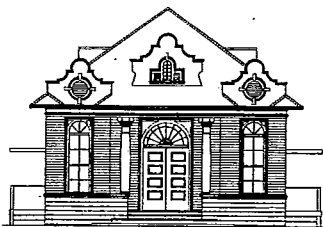


TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, July 12, 2011 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – June 14, 2011
4. Financial Review
5. Old Business
 - a) Alpine Rd. / C1 Path update
 - b) Hitching rack update
6. New Business
 - a) Trail Work – June
 - b) Proposed Dengler Nature Trail – Draft Layout
 - c) Volunteer ideas – trails and projects
 - d) Eagle Scout project guidelines
7. Other Business
8. Adjournment

Enclosures:
Minutes of June 14, 2011
Financial Review
Trail Work and Map for June



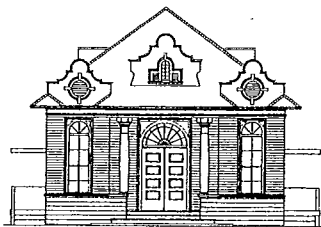
TOWN OF PORTOLA VALLEY
Meeting of the
Emergency Preparedness Committee
Thursday, July 14, 2011 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

Chair, Chris Raanes will be participating in the EPC meeting by Video Conference

*Video Conference Location:
1240 Deming Way / Madison, Wisconsin 53717 (608) 824-2984*

AGENDA

1. Call to order
2. Oral communications
3. Review and approve minutes of regular June meeting
4. Discuss Special August Emergency Exercise
5. Discuss County Animal Rescue Plan (Jeff Norris to present)
 - Other County updates
6. Review and discuss the June 29 Town Council/EPC joint meeting
 - Lessons learned
 - Follow up?
7. Discuss CERPP relationship and Fall exercise
8. Review outreach plans, new efforts to attract new members
9. Subcommittee reports
10. Other Business
11. Adjourn promptly at 9AM



TOWN OF PORTOLA VALLEY
Cable & Undergrounding Committee
Thursday, July 14, 2011 – 8:15 AM
Historic School House
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Minutes: Approval of May minutes
3. Communications from Members of the Public
4. Old Business
 - a. Undergrounding
 - Evaluation of other city's policy on undergrounding aerial drops to homes and businesses
5. New Business
6. Adjournment:

Next meeting on September 8, 2011 at 8:15 am



**Town of Portola Valley
Cultural Arts Committee
Thursday, July 14, 2011 – 12:45 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

AGENDA

1. Call to Order
2. Oral Communications (including topics for future meetings)
3. Approval of Minutes from June 9, 2011
4. Marketing pieces status: banners and sandwich boards, need anything else?
5. Music series update, sponsorship possibilities
6. Alternative activities for the CAC i.e. fun, speakers, field trips
7. Rotation of officers, someone to take over Steve and Deirdre's co-chair position
8. How to attract future members, would like to have a broader demographic representing the various arts (dancing, writing, cooking, sculpting..) on the committee
9. Next meeting: August 11, 2011 at 12:45 pm
10. Adjournment

#20

There are no written materials for this agenda item.