

# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting  
 Wednesday, December 14, 2011  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## 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.

### REORGANIZATION OF THE TOWN COUNCIL

- (a) Installation of Councilmember's
- (b) Election of Mayor
- (c) Election of Vice Mayor

### COUNCIL RECOGNITION – Steve Toben, Former Mayor and Councilmember

### CONSENT AGENDA

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

- (1) **Approval of Minutes** – Regular Town Council Meeting of November 9, 2011 (3)
- (2) **Ratification of Warrant List** – November 23, 2011 (11)
- (3) **Approval of Warrant List** – December 14, 2011 (22)
- (4) **Recommendation by Planning Manager** – Request for Approval of Documents to accept Modification to Private Open Space (POSE) Easement for Blue Oaks Subdivision Lot 28, Stritter (38)
  - (a) Adoption of a Resolution of the Town of Portola Valley Accepting Grant of Private Open Space Easement on Blue Oaks Subdivision Lot 28 (Resolution No. \_\_)
  - (b) Adoption of a Resolution of the Town of Portola Valley to Abandon a Portion of the Private Open Space Easement on Blue Oaks Subdivision Lot 28 (Resolution No. \_\_)

### REGULAR AGENDA

- (5) **Recommendation by Town Planner** – Adoption of Resolution regarding CEQA Requirements of Historic Buildings (55)
  - (a) Adoption of a Resolution of the Town of Portola Valley Establishing Procedures for the Evaluation of Historic Resources Pursuant to the California Environmental Quality Act (Resolution No. \_\_)
- (6) **Recommendation by Administrative Services Officer** – Review of Annual Audit for FYE 06-30-11 (59)
- (7) **Recommendation by Sustainability Coordinator** – Request for Approval of 2005 Baseline Greenhouse Gas Emissions for Government Operations and Community-Scale Inventories and Report on Energy Use and Emissions from 2005 through 2010 (132)

### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Discussion and Council Action** – Request by the Portola Valley Women's Club for Recognition as a Community/Neighborhood Sponsored Local Group (246)
- (9) **Appointment by Mayor** – Request for Amendment to Charter and Approval of Appointment of Members to the Portola Valley Bicycle, Pedestrian & Traffic Safety Committee (249)

- (10) **Appointment by Mayor** – Request for Appointment of Member to the Cultural Arts Committee (251)
- (11) **Discussion and Council Action** – Citizens Involvement in Town Manager Search (253)  
*There are no written materials for this item.*
- (12) **Reports from Commission and Committee Liaisons** (255)  
Committee Reports from former Councilmember Steve Toben

#### **WRITTEN COMMUNICATIONS**

- (13) **Town Council Weekly Digest** – November 11, 2011 (257)
- (14) **Town Council Weekly Digest** – November 18, 2011 (266)
- (15) **Town Council Weekly Digest** – November 23, 2011 (275)
- (16) **Town Council Weekly Digest** – December 2, 2011 (281)
- (17) **Town Council Weekly Digest** – December 9, 2011 (292)

#### **ADJOURNMENT**

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

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

##### **AVAILABILITY OF INFORMATION**

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

##### **SUBMITTAL OF AGENDA ITEMS**

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

##### **PUBLIC HEARINGS**

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

TOWN COUNCIL MEETING NO. 831 NOVEMBER 9, 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  
Barbara Powell, Interim Assistant Town Manager  
Sharon Hanlon, Town Clerk  
Sandy Sloan, Town Attorney

ORAL COMMUNICATIONS

Vic Schachter, Golden Hills Drive, expressed support of the draft letter to Anna Eshoo about aircraft overflight (Item 12). He said that he and his wife moved to Portola Valley more than 20 years ago because of its beauty, quiet and bucolic lifestyle – which has been polluted by noise that has risen to an unprecedented level and continues to get worse.

CONSENT AGENDA [7:31 p.m.]

- (1) Approval of Minutes: Regular Town Council Meeting of October 26, 2011 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List: November 9, 2011 in the amount of \$155,952.12
- (3) Recommendation by Mayor: Town Manager Employment Agreement
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley approving and authorizing execution of Amendment No. 10 to the Town Manager Employment Agreement between the Town of Portola Valley and Angela Howard (Resolution No. 2534-2011)
- (4) Recommendation by Interim Assistant Town Manager: Resolution concerning Citizens' Option for Public Safety (COPS) Funding 2011-2012
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley continuing the Supplemental Law Enforcement Services Fund through Citizens Options for Public Safety Program and maintaining a separate budget account for 2011-2012 Fiscal Year (Resolution No. 2535-2011)
- (5) Recommendation by Interim Assistant Town Manager: Resolution denying the claim of Jane A. Hetrick
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley denying the Claim of Jane A. Hetrick (Resolution No. 2536-2011)

- (6) Recommendation by Town Planner: Second Reading of proposed Wireless Communications Facilities Ordinance
  - (a) Second Reading of Title, Waive Further Reading, and adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 18.41 [Wireless Communications Facilities] to Title 18 [Zoning] of the Portola Valley Municipal Code and repealing and amending related sections in Title 18 [Zoning] for Conformity (Ordinance No. 2011-393)
- (7) Recommendation by Town Manager: Second Reading of Ordinance repealing Chapter 10.08 [Administration] of Title 10 [Vehicles and Traffic] of the Portola Valley Municipal Code
  - (a) Second Reading of Title, Waive Further Reading, and adopt an Ordinance of the Town Council of the Town of Portola Valley repealing Chapter 10.08 [Administration] of Title 10 [Vehicles and Traffic] of the Portola Valley Municipal Code (Ordinance No. 2011-394)
- (8) Recommendation by Public Works Director: Approve Contract with County of San Mateo for continued National Pollution Discharge Elimination System (NPDES) Inspection Program for commercial and industrial facilities
  - (a) Adopt a Resolution of the Town Council of the Town of Portola Valley approving and authorizing execution of the Agreement between the Town of Portola Valley and County of San Mateo for stormwater inspection and follow-up services (Resolution No. 2537-2011)

By motion of Vice Mayor Derwin, seconded by Councilmember Richards, Items 2-8 on the Consent Agenda were approved with the following roll call vote:

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

No: None.

#### REGULAR AGENDA

- (1) Approval of Minutes: Regular Town Council Meeting of October 26, 2011 [7:35 p.m.]

Councilmember Wengert moved to approve the minutes, as amended, of the Regular Town Council Meeting of October 26, 2011. Seconded by Vice Mayor Derwin, the motion carried 5-0.

- (9) Recommendation by Town Manager: Heather Renschler of Ralph Andersen and Associates with proposed Town Manager Recruitment Brochure [7:40 p.m.]

Ms. Howard said that she, Ms. Renschler and Vice Mayor Derwin worked on the brochure to incorporate feedback from the Town Council during its October 26, 2011 meeting.

Councilmember Toben said that he appreciated the revisions and the brochure looks really nice. He suggested a few tweaks:

- Adding a phrase to the bullet point about the Town Manager serving as Director of Emergency Operations: "a nonprofit organization that promotes household and neighborhood disaster readiness and response" and changing the word "Citizen's" (singular possessive) to "Citizens'" (plural possessive).
- Changing the verb "is" to "are" in the second sentence of first paragraph in "The Ideal Candidate" section, and changing "innovated" to "innovative" in the fourth paragraph.

- Streamlining the boldface sentence in the "Review of Qualifying Experience and Education" paragraph; Ms. Renschler said that she'd alter the sentence to read, "Candidates should be aware that interpersonal and communication skills are paramount for success in this position."

Ms. Renschler thanked Ms. Howard and Vice Mayor Derwin for their help. She said that the fact that she's been receiving calls and inquiries before the brochure is released is a good sign of interest among potential candidates, and she hopes to provide the Council with an update on progress prior to the deadline for applications.

Vice Mayor Derwin moved to approve the proposed recruitment brochure, as amended. Seconded by Councilmember Richards, the motion carried 5-0.

- (10) Recommendation by Interim Assistant Town Manager: Authorize the Town Attorney to prepare Deed Restrictions for Ford Field and authorize the Town Manager to sign new Grant Contracts and Deed Restrictions on behalf of the Town [7:42 p.m.]

By way of background, Ms. Powell said that California initiated two State-funded grant programs – the Roberti-Z'Berg-Harris Block Grant Program and the Per Capita Grant Program in 2000. Portola Valley was able to take advantage of these grants at the time, using the proceeds (\$13,452 from the former and \$42,000 from the latter) to help fund renovations at Rossotti Field. Voters' 2002 approval to continue the programs made the Town eligible for additional allocations – a \$220,000 Per Capita Grant and a \$12,212 Roberti-Z'Berg-Harris Block Grant – which were intended to help pay for Ford Field renovations.

Although the Town was informed that funding is once again available for these grants, with new expiration dates of June 30, 2015, State budget problems in recent years have cast doubt on the actual receipt of the funds authorized in 2002. Portola Valley now must reassert its interest in the grant monies for Ford Field by entering into new contracts, which require deed restrictions and information about hours of operation. Under terms of these restrictions, which would safeguard the State's investment for a specific period of time, the Town would agree not to change the use of Ford Field for 20 years – through 2031.

Councilmember Wengert asked whether the deed restrictions would create problems if the Town wanted to renovate the field in any material way, and Councilmember Richards asked whether the contract terms would affect fundraising activities. Ms. Sloan said she didn't think so.

Councilmember Toben noted that the price tag for the Ford Field renovation is about \$400,000, and for some time the Town has been expecting it would be necessary to raise most of it. Ms. Powell said that the grants would reimburse funds spent on renovation, and that in recent meetings it was impressed upon the Little League the importance of getting underway – solidifying the design and starting the fundraising as soon as possible because the issue of State money has been a moving target. Ms. Howard, pointing out that the Little League committed to raising \$250,000 and others have expressed interest in donating as well, said the hope is to begin the project as soon as the next fiscal year starts.

Because the availability of this grant money has been off-again/on-again and funds would come by way of reimbursement rather than ahead of time. Councilmember Toben emphasized the importance of having the work done by the end of the fiscal year, while the money is available, especially because no one knows what the State will have in 2012-2013. Furthermore, he noted, it's important that the Little League understands its fundraising burden could nearly double if the grants fail to come through. Ms. Powell also indicated that the grant process allows for progress payments, so as work goes on, the Town could seek reimbursement without the project being finished.

Councilmembers agreed to give the Little League a deadline for the raising the amount pledged so far before the Town commits to any further spending on this project, and will stay informed of the fundraising status through the Parks and Recreation Committee liaison.

Councilmember Toben moved to direct the Town Attorney to prepare Deed Restrictions for Ford Field and authorize the Town Manager to sign new Grant Contracts and Deed Restrictions on behalf of the Town. Seconded by Councilmember Wengert, the motion carried 5-0.

#### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (11) Discussion and Council Action: Request for Emergency Preparedness Consultant to assist in the Town's Emergency Preparedness [8:03 p.m.]

When the budget was prepared, Ms. Howard said, the plan was for the Town to partner with Woodside, the Woodside Fire Protection District and CERPP to create a paid position to assist CERPP in emergency preparedness. Because that doesn't appear likely to happen, she said, the fallback plan was for the Town to spend the \$20,000 budgeted on a consultant to assist staff and the Emergency Preparedness Committee reach goals that further the Town's emergency preparedness.

She said that Councilmember Toben did a great job of developing tasks for the consultant, with an eye toward things the EPC wants – e.g., getting the divisions staffed, getting a better idea of the level of community readiness, inventorying supplies, etc. She said that the consultant would be retained until either the end of the fiscal year or until the budgeted amount was gone.

Vice Mayor Derwin asked if the \$20,000 was a line item separate from funds earmarked for the chipper program and if CERPP knows about the Town's decision to engage a consultant. Ms. Howard said yes on both counts. While CERPP may not be 100% supportive of the idea, she said that she explained to CERPP that the consultant's work would help respond to some of the requests CERPP makes to staff and the EPC. She indicated that CERPP had already committed to hiring a public relations firm to help get the word out about CERPP, upgrade its website and recruit more volunteers, and then asked whether the Town would contribute \$5,000 toward the cost of that service.

Councilmember Toben said that a woman who's done extensive volunteer mobilization and management work came to one of the EPC meetings with Committee member Ray Rothrock. Councilmember Toben said that she seemed highly organized; possessing the kinds of qualifications the Town would want in the consultant. Ms. Howard concurred that this woman has an impressive résumé of experience working with volunteers in various organizations, including in the fundraising and recruitment arenas.

Councilmember Richards moved to approve an expenditure of up to \$20,000 for an Emergency Preparedness Consultant. Seconded by Vice Mayor Derwin, the motion carried 5-0.

- (12) Discussion and Council Action: Proposed letter to Congresswoman Anna Eshoo regarding aircraft overflights [8:10 p.m.]

Mayor Driscoll complimented Councilmember Toben on the letter that he drafted to Congresswoman Anna Eshoo. Indicating a preference for working through existing channels, Councilmember Toben stated that approach didn't work in this instance. He said that in the letter he drafted he described having exhausted the remedy of working through the SFO Airport/Community Roundtable. As he told the Council, though, establishing a separate line of communication with Congresswoman Eshoo means very likely cutting off any prospect of future Roundtable cooperation.

Councilmember Toben noted that Mr. Schachter, who spoke earlier in the meeting, and 16 other residents met on November 7, 2011 to talk about the aircraft noise situation. Councilmember Toben said that he was impressed by the turnout and by participants' considerable comments on changing circumstances with regard to aircraft noise.

An interesting development that he learned about, Councilmember Toben added, is that the pattern of air traffic over southern San Mateo County may be shifting more inland, consistent with what Brisbane is experiencing. Some residents also have indicated an increased frequency of departure traffic. These developments add ammunition to the argument that changes in air traffic patterns and frequency should be subject to environmental review, Councilmember Toben stated, and represent avenues that could be explored with Congresswoman Eshoo's intervention.

Coming away from the meeting with a sense of how serious the issue is to many Portola Valley residents, Councilmember Toben said that he's confident about the amount of "firepower" in citizens who are motivated to address this issue. He noted, too, that Andrew Pierce, a member of the Nature and Science Committee, is a litigator who made some interesting observations about aviation law during the meeting.

Pointing out that the original Eshoo agreement with the Federal Aviation Administration (FAA), dating back to 2000, was a citizen-led effort, Councilmember Toben said that he doesn't expect that Portola Valley's "leading the charge" to develop this channel of communication with the Congresswoman will become burdensome to either the Town Council or staff, because Mr. Schachter and others at the meeting have resources to bring to bear on the issue.

Councilmember Wengert said that all of the points that Councilmember Toben laid out in the letter he drafted to Congresswoman Eshoo were terrific, and her only reservations concern breaking from the Roundtable to get information from the FAA and having Portola Valley "flying solo" – because the issue affects a number of other communities. As to "flying solo," Councilmember Toben said that he's been informing his Woodside counterpart on the Roundtable, Dave Burow, about what Portola Valley is doing. Via Jim Lyons, a San Mateo County resident, Councilmember Toben said, Mr. Burow is also encouraging the involvement of Dave Pine, a member of the San Mateo County Board of Supervisors and new Roundtable appointee representing the County. In terms of other channels, Councilmember Toben said he doesn't see an alternative to reaching out to Congresswoman Eshoo; in fact, he suggested that enlisting her help may ultimately facilitate getting data from the SFO Aircraft Noise Abatement Office (ANAO), because it's technically an SFO agency and not an adjunct to the Roundtable.

Regarding the forum of community representatives, citizens and elected officials – including a senior member of the Congresswoman's staff – that the letter Councilmember Toben drafted proposes, Councilmember Wengert asked how the jurisdictional membership of the group would be established. Councilmember Toben said that the forum would benefit from participation from Palo Alto, Mountain View and other communities, but broadly speaking, he anticipates forum membership as being "elastic and buildable" without specific jurisdictional parameters at this point.

Vice Mayor Derwin asked whether the original agreement that Congresswoman worked out with the FAA predates the establishment of the Roundtable. Councilmember Toben said no, the Roundtable has been in existence for about 30 years, although membership was extended to South County communities at about the time of that agreement.

Mayor Driscoll expressed concern about continuity in terms of Portola Valley's representation on the Roundtable when Councilmember Toben's term expires in December 2011. Councilmember Toben agreed to advise his successor in that role.

Councilmember Wengert moved to approve the letter as drafted. Seconded by Councilmember Richards, the motion carried 5-0.

## (13) Reports from Commission and Committee Liaisons [8:25 p.m.]

Vice Mayor Derwin:

(a) Library JPA Governing Board

At its November 1, 2011 meeting, the group discussed:

- Recent shifts in some internal positions triggered by the departure of the San Mateo County Library's Assistant Library Director.
- Revisions to Building/Planning policy that will increase funds for cities' library renovations from \$25,000 to \$50,000.

Vice Mayor Derwin said she was disappointed that Randy Royce, the San Carlos representative on the Library/JPA Governing Board, failed to get reelected to the San Carlos City Council in the November 8, 2011 election. She said that Christine Wozniak, Belmont's alternate representative on the Library/JPA governing board, had a narrow lead in her bid for the Belmont City Council, with the outcome depending on the results of the mail-in ballot count.

(b) Community Events Committee

- Lacking a quorum, the Committee was unable to vote on new applicant at its November 8, 2011 meeting.
- The group discussed details of the Volunteer Appreciation Party, slated for December 2, 2011.
- Michael Bray may step down as Committee Chair.

(c) Council of Cities

- Nice comments have come in about the October 28, 2011 meeting, held in Portola Valley's Community Hall.

Councilmember Richards:

(d) Architectural and Site Control Commission (ASCC)

- During a special field visit on November 1, 2011, ASCC members reviewed the C-1 Trail landscaping and decided to reduce the number of plantings and use hydroseeding only. Representatives of the Conservation Committee participated.

Councilmember Wengert:

(e) Planning Commission

At its November 19, 2011 meeting, the Planning Commission:

- Approved a request for deviation from Resolution 2506-2010 for the project at 21 Santa Maria Avenue.



- Discussed The Priory's annual report for its conditional use permit (CUP) review, including enrollment data, number of large events, parking issues, conformance to below-market-rate (BMR) housing unit requirements, lay faculty count and the athletic field turf status.

(f) Bicycle, Pedestrian & Traffic Safety Committee

- Interviews have been conducted with 18 applicants so far, with two to go. Mayor Driscoll described the applicants as "awesome" – men and women of all ages and representative of all of the interest groups – and mostly new faces.

(g) Finance Committee

Meeting on November 8, 2011, the Committee:

- Reviewed the Town's financial statements for the fiscal year ending June 30, 2011.
- Discussed the restricted stock and its current value.
- With one member unable to attend the meeting, discussion of the investment policy will be put on the agenda of a later meeting.

Mayor Driscoll:

(h) Trails and Paths Committee

- Members expressed concerns over the possibility of renaming of the C-1 trail.

WRITTEN COMMUNICATIONS [8:37 p.m.]

(14) Town Council October 28, 2011 Weekly Digest – None

(15) Town Council November 4, 2011 Weekly Digest

- a) #1 – Memorandum to Town Council from Brandi de Garneau regarding Group Incentive Program for Energy Efficiency and Solar – November 4, 2011

In response to a question from Councilmember Wengert, Vice Mayor Derwin explained that Portola Valley initiated the program, but the effort is intended to be collaborative, including Woodside as well as probably Hillsborough and possibly Atherton.

- b) #2 – Email and attachment to Town Council from Nancy Lund regarding Dwight Crowder Trail – November 3, 2011

Ms. Howard said that she has discussed this with Ms. Lund, who thought the idea of changing the C-1 Trail name was coming from the Town Council. She said she explained to Ms. Lund that the idea was just reported out from the Trails and Paths Committee, but there's definitely been no action on it.

- c) #4 – Letter to Angela Howard from Joe Coleman requesting a donation of \$5,000 to CERPP – October 19, 2011

Ms. Howard said that she also was asked whether the Town would donate at the CERPP Board meeting. She basically said no, she reported, but, as in years past, the group could request a donation during the next budget cycle. Councilmember Toben agreed that Ms. Howard's instincts in saying no were absolutely correct, particularly considering that CERPP has more than \$60,000 in the bank, if his understanding is correct. Other Council members concurred; there would be no donation at this time.

ADJOURNMENT [8:45 p.m.]

\_\_\_\_\_  
Mayor

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

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**  
 NOVEMBER 23, 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	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

ALMANAC	October Advertising	12576	11/23/2011	
			11/23/2011	
PO BOX 1610	0048		11/23/2011	0.00
MENLO PARK	BOA	45854	11/23/2011	0.00
CA 94302				638.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	638.00	0.00

Check No.	45854	Total:	638.00
Total for	ALMANAC		638.00

ARC	Blueprints	12588	11/23/2011	
			11/23/2011	
P.O. BOX 192224	0112		11/23/2011	0.00
SAN FRANCISCO	BOA	45855	11/23/2011	0.00
CA 94119-2224	416682			28.09

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	28.09	0.00

Check No.	45855	Total:	28.09
Total for	ARC		28.09

AT&T	October Statements	12589	11/23/2011	
			11/23/2011	
P.O. BOX 9011	441		11/23/2011	0.00
CAROL STREAM	BOA	45856	11/23/2011	0.00
IL 60197-9011				264.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	264.21	0.00

Check No.	45856	Total:	264.21
Total for	AT&T		264.21

BALANCE HYDROLOGICS INC.	Springdown Pond Enhancements	12619	11/23/2011	
	9/18/11 - 10/22/11		11/23/2011	
800 BANCROFT WAY	945		11/23/2011	0.00
BERKELEY	BOA	45857	11/23/2011	0.00
CA 94710-2227	210043-1011			155.00

GL Number	Description	Invoice Amount	Amount Relieved
15-68-4414	CIP Spring Down OpSpa Imp	155.00	0.00

Check No.	45857	Total:	155.00
Total for	BALANCE HYDROLOGICS INC.		155.00

BAUTISTA BUILDERS	C&D Refund, 191 Corte Madera	12590	11/23/2011	
			11/23/2011	
1365 JUANITA WAY	0217		11/23/2011	0.00
CAMPBELL	BOA	45858	11/23/2011	0.00
CA 95008				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
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**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**  
 NOVEMBER 23, 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	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

96-54-4205	C&D Deposit		1,000.00	0.00
		Check No.	45858	Total: 1,000.00
		Total for	BAUTISTA BUILDERS	1,000.00

BAY AREA PAVING CO	Woodside H'lands M.D.	12591	11/23/2011	
			11/23/2011	
P.O. BOX 6339	567		11/23/2011	0.00
SAN MATEO	BOA	45859	11/23/2011	0.00
CA 94403	C48-117			2,133.00

GL Number	Description	Invoice Amount	Amount Relieved	
90-00-4375	General Expenses	2,133.00	0.00	
		Check No.	45859	Total: 2,133.00
		Total for	BAY AREA PAVING CO	2,133.00

BAY CITIES ROOFING	C&D Refund, 4113 Alpine	12592	11/23/2011	
			11/23/2011	
399 SEQUOIA	0207		11/23/2011	0.00
REDWOOD CITY	BOA	45860	11/23/2011	0.00
CA 94061				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	1,000.00	0.00	
		Check No.	45860	Total: 1,000.00
		Total for	BAY CITIES ROOFING	1,000.00

BAY REPROGRAPHICS	Plotter Paper	12607	11/23/2011	
			11/23/2011	
2692 MIDDLEFIELD ROAD	0249		11/23/2011	0.00
REDWOOD CITY	BOA	45861	11/23/2011	0.00
CA 94063	199903			29.85

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	29.85	0.00	
		Check No.	45861	Total: 29.85
		Total for	BAY REPROGRAPHICS	29.85

BAYSCAPE LANDSCAPE MGMT	Irrigation Repairs	12577	11/23/2011	
		5975	11/23/2011	
P.O. BOX 880	949		11/23/2011	0.00
ALVISO	BOA	45862	11/23/2011	0.00
CA 95002	385150			671.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	671.00	0.00	
		Check No.	45862	Total: 671.00
		Total for	BAYSCAPE LANDSCAPE MGMT	671.00

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

NOVEMBER 23, 2011

Date: 11/17/2011

Time: 8:13 am

Page: 3

TOWN OF PORTOLA VALLEY

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

BRAD BELDNER	Refund for Class Insurance	12578	11/23/2011	
			11/23/2011	
425 STANFORD AVENUE	581		11/23/2011	0.00
PALO ALTO	BOA	45863	11/23/2011	0.00
CA 94306				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	100.00	0.00

Check No.	45863	Total:	100.00
Total for	BRAD BELDNER		100.00

CITY OF REDWOOD CITY	October IT Services	12593	11/23/2011	
			11/23/2011	
P.O. BOX 3629	586		11/23/2011	0.00
REDWOOD CITY	BOA	45864	11/23/2011	0.00
CA 94064-3629	BR26512			1,831.05

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	1,831.05	0.00

Check No.	45864	Total:	1,831.05
Total for	CITY OF REDWOOD CITY		1,831.05

CLEANSTREET	October Street/Litter Cleanup	12620	11/23/2011	
			11/23/2011	
1937 W. 169TH STREET	0034		11/23/2011	0.00
GARDENA	BOA	45865	11/23/2011	0.00
CA 90247-5254	65665			1,425.55

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

Check No.	45865	Total:	1,425.55
Total for	CLEANSTREET		1,425.55

COMCAST	WiFi, 11/21 - 12/20	12595	11/23/2011	
			11/23/2011	
P.O. BOX 34744	0045		11/23/2011	0.00
SEATTLE	BOA	45866	11/23/2011	0.00
WA 98124-1744				64.90

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	64.90	0.00

Check No.	45866	Total:	64.90
Total for	COMCAST		64.90

CSMFO	2012 Dues, A. Howard	12594	11/23/2011	
			11/23/2011	
1215 K STREET	918		11/23/2011	0.00
SACRAMENTO	BOA	45867	11/23/2011	0.00
CA 95814				110.00

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

05-64-4322	Dues		110.00	0.00
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Check No.	45867	Total:	110.00
Total for	CSMFO		110.00

DEPT OF PESTICIDE REGULATION	License Renewal, Macias	12596	11/23/2011	
Attn: Cashier			11/23/2011	
P.O. BOX 4015	405		11/23/2011	0.00
SACRAMENTO	BOA	45868	11/23/2011	0.00
CA 95812-4015				60.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	60.00	0.00

Check No.	45868	Total:	60.00
Total for	DEPT OF PESTICIDE REGULATIOI		60.00

EVOLVE ELECTRIC	Business License Refund	12612	11/23/2011	
			11/23/2011	
P.O. BOX 66352	0227		11/23/2011	0.00
SCOTT'S VALLEY	BOA	45869	11/23/2011	0.00
CA 95067				10.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	10.00	0.00

Check No.	45869	Total:	10.00
Total for	EVOLVE ELECTRIC		10.00

FFF ROOFING	C&D Dep Refund, 27 Hillbrook	12579	11/23/2011	
			11/23/2011	
P.O. BOX 620453	0234		11/23/2011	0.00
WOODSIDE	BOA	45870	11/23/2011	0.00
CA 95136				1,000.00

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

Check No.	45870	Total:	1,000.00
Total for	FFF ROOFING		1,000.00

GO NATIVE INC	TC Landscape Maint, October	12616	11/23/2011	
			11/23/2011	
P.O. BOX 370103	632		11/23/2011	0.00
MONTARA	BOA	45871	11/23/2011	0.00
CA 94037	2284			1,520.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	1,520.00	0.00

Check No.	45871	Total:	1,520.00
Total for	GO NATIVE INC		1,520.00

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

GOURMET EXPRESS	Appetizers for Vol App'n Party	12613	11/23/2011	
			11/23/2011	
360 HARBOR WAY	1356		11/23/2011	0.00
SO SAN FRANCISCO	BOA	45872	11/23/2011	0.00
CA 94080	925890			1,423.49

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	1,423.49	0.00

Check No.	45872	Total:	1,423.49
Total for	GOURMET EXPRESS		1,423.49

GUZZARDO PARTNERSHIP INC	C-1 Landscaping	12617	11/23/2011	
			11/23/2011	
181 GREENWICH STREET	0339		11/23/2011	0.00
SAN FRANCISCO	BOA	45873	11/23/2011	0.00
CA 94111	10544/8			1,106.40

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	1,106.40	0.00

Check No.	45873	Total:	1,106.40
Total for	GUZZARDO PARTNERSHIP INC		1,106.40

HILLYARD, INC	Janitorial Supplies	12608	11/23/2011	
			11/23/2011	
P.O. BOX 874338	531		11/23/2011	0.00
KANSAS CITY	BOA	45874	11/23/2011	0.00
MO 64187-4338	600000306			398.36

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	398.36	0.00

Check No.	45874	Total:	398.36
Total for	HILLYARD, INC		398.36

HORIZON	Grass Seed	12582	11/23/2011	
			11/23/2011	
P.O. BOX 52758	0289		11/23/2011	0.00
PHOENIX	BOA	45875	11/23/2011	0.00
AZ 85072-2758	1N067709			309.39

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	309.39	0.00

Check No.	45875	Total:	309.39
Total for	HORIZON		309.39

CRAIG HUGHES	Deposit Refund	12580	11/23/2011	
			11/23/2011	
1005 PORTOLA ROAD	0261		11/23/2011	0.00
PORTOLA VALLEY	BOA	45876	11/23/2011	0.00
CA 94028				11,036.40

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	11,036.40	0.00

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

Check No.	45876	Total:	11,036.40
Total for	CRAIG HUGHES		11,036.40

J.W. ENTERPRISES	Portable Lavs 11/3-11/30	12583	11/23/2011	
1689 MORSE AVE	829		11/23/2011	0.00
VENTURA	BOA	45877	11/23/2011	0.00
CA 93003	158978			223.32

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	223.32	0.00

Check No.	45877	Total:	223.32
Total for	J.W. ENTERPRISES		223.32

JORGENSON SIEGEL MCCLURE & FLEGEL	October Statement	12609	11/23/2011	
1100 ALMA STREET	0089		11/23/2011	0.00
MENLO PARK	BOA	45878	11/23/2011	0.00
CA 94025				9,883.90

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	8,973.00	0.00
96-54-4186	Attorney - Charges to Appls	910.90	0.00

Check No.	45878	Total:	9,883.90
Total for	JORGENSON SIEGEL MCCLURE &		9,883.90

KUTZMANN & ASSOCIATES	October Plan Check	12597	11/23/2011	
39355 CALIFORNIA STREET	0090		11/23/2011	0.00
FREMONT	BOA	45879	11/23/2011	0.00
CA 94538				10,172.47

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	10,172.47	0.00

Check No.	45879	Total:	10,172.47
Total for	KUTZMANN & ASSOCIATES		10,172.47

LAUTZENHISER'S STATIONERY	Minute Books	12598	11/23/2011	
1860 EASTMAN AVENUE	416	5973	11/23/2011	0.00
VENTURA	BOA	45880	11/23/2011	0.00
CA 93003	10122			512.99

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	512.99	0.00

Check No.	45880	Total:	512.99
Total for	LAUTZENHISER'S STATIONERY		512.99



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

LAUREN E LEE	Sust'y Intern, 10/26 - 11/8	12610	11/23/2011	
			11/23/2011	
2089 QUEENS LANE	0354		11/23/2011	0.00
SAN MATEO	BOA	45881	11/23/2011	0.00
CA 94402	11			832.50

GL Number	Description	Invoice Amount	Amount Relieved
08-64-4335	Sustainability	832.50	0.00

Check No.	45881	Total:	832.50
Total for	LAUREN E LEE		832.50

LOS GATOS ROOFING	C&D Dep Refund, 43 Hillbrook	12581	11/23/2011	
			11/23/2011	
888 FAULSTICH COURT	851		11/23/2011	0.00
SAN JOSE	BOA	45882	11/23/2011	0.00
CA 95112				1,000.00

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

Check No.	45882	Total:	1,000.00
Total for	LOS GATOS ROOFING		1,000.00

MAZE & ASSOCIATES	Audit Services Prog Payment	12599	11/23/2011	
			11/23/2011	
3478 BUSKIRK AVENUE	879		11/23/2011	0.00
PLEASANT HILL	BOA	45883	11/23/2011	0.00
CA 94523	840,800			5,501.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	5,501.00	0.00

Check No.	45883	Total:	5,501.00
Total for	MAZE & ASSOCIATES		5,501.00

NBS, INC	Fee Study, October 2011	12600	11/23/2011	
			11/23/2011	
32605 TEMECULA PARKWAY	0341		11/23/2011	0.00
TEMECULA	BOA	45884	11/23/2011	0.00
CA 92592	S10311112-NK			4,125.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4209	Permit & Fees Study	4,125.00	0.00

Check No.	45884	Total:	4,125.00
Total for	NBS, INC		4,125.00

NUTMEG KITCHENS	Catering Deposit	12614	11/23/2011	
	Volunteer Appreciation Party		11/23/2011	
359 IRIS STREET	976		11/23/2011	0.00
REDWOOD CITY	BOA	45885	11/23/2011	0.00
CA 94062	389			500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	500.00	0.00

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

Check No. 45885 Total: 500.00

NUTMEG KITCHENS	Catering Balance	12615	11/23/2011	
	Volunteer Appreciation Party		11/23/2011	
359 IRIS STREET	976		11/23/2011	0.00
REDWOOD CITY	BOA	45886	11/23/2011	0.00
CA 94062	389			2,275.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	2,275.00	0.00

Check No. 45886 Total: 2,275.00

Total for NUTMEG KITCHENS 2,775.00

KARLA OLIVEIRA	Fall Instructor Fee	12605	11/23/2011	
			11/23/2011	
13820 PAGE MILL ROAD	1355		11/23/2011	0.00
LOS ALTOS	BOA	45887	11/23/2011	0.00
CA 94022				622.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	622.00	0.00

Check No. 45887 Total: 622.00

Total for KARLA OLIVEIRA 622.00

PEELLE TECHNOLOGIES, INC	Document Scanning	12584	11/23/2011	
		5961/974	11/23/2011	
197 EAST HAMILTON AVE	961		11/23/2011	0.00
CAMPBELL	BOA	45888	11/23/2011	0.00
CA 95008	TOPV1564			2,926.71

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	2,926.71	0.00

Check No. 45888 Total: 2,926.71

Total for PEELLE TECHNOLOGIES, INC 2,926.71

RON RAMIES AUTOMOTIVE, INC.	Tires/flatbed & trailer	12585	11/23/2011	
			11/23/2011	
115 PORTOLA ROAD	422		11/23/2011	0.00
PORTOLA VALLEY	BOA	45889	11/23/2011	0.00
CA 94028	37060			449.14

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	449.14	0.00

Check No. 45889 Total: 449.14

Total for RON RAMIES AUTOMOTIVE, INC. 449.14

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

SAN MATEO CO INF SERVICES	October Microwave	12601	11/23/2011	
			11/23/2011	
455 COUNTY CENTER, 3RD FLOOR	0307		11/23/2011	0.00
REDWOOD CITY	BOA	45890	11/23/2011	0.00
CA 94063	1YPV11110			76.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	76.00	0.00

Check No.	45890	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

JEROME SHAW	Deposit Refund, 1 Fremontia	12606	11/23/2011	
			11/23/2011	
401 PRATT LANE	638		11/23/2011	0.00
PALO ALTO	BOA	45891	11/23/2011	0.00
CA 94306				1,244.05

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,244.05	0.00

Check No.	45891	Total:	1,244.05
Total for	JEROME SHAW		1,244.05

SMC CITY MGRS' ASSN	Annual Luncheon, Howard/Powell	12621	11/23/2011	
			11/23/2011	
CITY OF MENLO PARK			11/23/2011	0.00
CITY MANAGER'S OFFICE	0118		11/23/2011	0.00
MENLO PARK	BOA	45892	11/23/2011	0.00
CA 94025				90.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	90.00	0.00

Check No.	45892	Total:	90.00
Total for	SMC CITY MGRS' ASSN		90.00

SANDRA STARRATT	Facility Deposit Refund	12586	11/23/2011	
			11/23/2011	
#77 & #43	728		11/23/2011	0.00
SAN RAMON	BOA	45893	11/23/2011	0.00
CA 94583				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	500.00	0.00

Check No.	45893	Total:	500.00
Total for	SANDRA STARRATT		500.00

STEVE TOBEN	Community Hall Deposit Refund	12604	11/23/2011	
			11/23/2011	
2121 SAND HILL ROAD, #123	666		11/23/2011	0.00
MENLO PARK	BOA	45894	11/23/2011	0.00
CA 94025				1,000.00

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

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

Check No.	45894	Total:	1,000.00
Total for	STEVE TOBEN		1,000.00

TOWNSEND MGMT, INC	C-1 Trail, Oct 2011	12618	11/23/2011	
P.O. BOX 24442	609		11/23/2011	0.00
SAN FRANCISCO	BOA	45895	11/23/2011	0.00
CA 94124	200042-10-11			6,812.50

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	6,812.50	0.00

Check No.	45895	Total:	6,812.50
Total for	TOWNSEND MGMT, INC		6,812.50

U.S. BANCORP EQUIPMENT FIN INC	November Copier Lease	12602	11/23/2011	
P.O. BOX 790448	472		11/23/2011	0.00
ST. LOUIS	BOA	45896	11/23/2011	0.00
MO 63179-0448	189470313			420.81

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	420.81	0.00

Check No.	45896	Total:	420.81
Total for	U.S. BANCORP EQUIPMENT FIN INC		420.81

VERIZON WIRELESS	October Statement	12587	11/23/2011	
P.O. BOX 9622	0131		11/23/2011	0.00
MISSION HILLS	BOA	45897	11/23/2011	0.00
CA 91346-9622	1025203012			268.67

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	268.67	0.00

Check No.	45897	Total:	268.67
Total for	VERIZON WIRELESS		268.67

KATHY WADDELL	Fall Instructor Fee	12603	11/23/2011	
460 CERVANTES ROAD	1354		11/23/2011	0.00
PORTOLA VALLEY	BOA	45898	11/23/2011	0.00
CA 94028				936.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	936.00	0.00

Check No.	45898	Total:	936.00
Total for	KATHY WADDELL		936.00

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
WOLFPACK INSURANCE	December Dental/Vision	12611	11/23/2011	
			11/23/2011	
SMALL BUSINESS BENEFIT PLAN	0132		11/23/2011	0.00
BELMONT	BOA	45899	11/23/2011	0.00
CA 94402				2,014.70
GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4090	Health Ins Dental & Vision	2,014.70	0.00	

Check No.	45899	Total:	2,014.70
Total for	WOLFPACK INSURANCE		2,014.70

Total Invoices:	46	Grand Total:	78,701.45
		Less Credit Memos:	0.00
		Net Total:	78,701.45
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	78,701.45

Warrant Disbursement Journal  
November 23, 2011

Claims totalling \$78,701.45 having been duly examined and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

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

\_\_\_\_\_  
Angela Howard

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

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

\_\_\_\_\_  
Mayor

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DECEMBER 14, 2011

Date: 12/08/2011

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

ALMANAC	November Advertising	12652	12/14/2011	
			12/14/2011	
PO BOX 1610	0048		12/14/2011	0.00
MENLO PARK	BOA	45939	12/14/2011	0.00
CA 94302				348.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	348.00	0.00

Check No.	45939	Total:	348.00
Total for	ALMANAC		348.00

ANIMAL DAMAGE MGMT INC	November Pest Control	12622	12/14/2011	
			12/14/2011	
16170 VINEYARD BLVD. #150	804		12/14/2011	0.00
MORGAN HILL	BOA	45940	12/14/2011	0.00
CA 95037	56137			310.00

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

Check No.	45940	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

ARROWHEAD MT SPRING WATER	November Statement	12625	12/14/2011	
			12/14/2011	
P.O. BOX 856158	463		12/14/2011	0.00
LOUISVILLE	BOA	45941	12/14/2011	0.00
KY 40285-6158	01K5743876004			118.83

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	118.83	0.00

Check No.	45941	Total:	118.83
Total for	ARROWHEAD MT SPRING WATER		118.83

AT&T (2)	November Microwave	12623	12/14/2011	
			12/14/2011	
P.O. BOX 5025	877		12/14/2011	0.00
CAROL STREAM	BOA	45942	12/14/2011	0.00
IL 60197-5025				63.81

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	63.81	0.00

Check No.	45942	Total:	63.81
Total for	AT&T (2)		63.81

BANK OF AMERICA	November Statement	12624	12/14/2011	
			12/14/2011	
Bank Card Center			12/14/2011	
P.O. BOX 53155	0022		12/14/2011	0.00
PHOENIX	BOA	45943	12/14/2011	0.00
AZ 85072-3155				1,029.97

GL Number	Description	Invoice Amount	Amount Relieved
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05-52-4165	Sustainability Committee	75.56	0.00	
05-64-4308	Office Supplies	89.17	0.00	
05-64-4311	Internet Service & Web Hosting	9.99	0.00	
05-64-4312	Office Equipment	29.87	0.00	
05-64-4336	Miscellaneous	195.76	0.00	
05-66-4340	Building Maint Equip & Supp	145.93	0.00	
08-64-4335	Sustainability	483.69	0.00	

Check No.	45943	Total:	1,029.97
Total for	BANK OF AMERICA		1,029.97

CALIFORNIA WATER SERVICE CO	10/15-11/14/11 Statement	12626	12/14/2011	
3351 EL CAMINO REAL	0011		12/14/2011	0.00
ATHERTON	BOA	45944	12/14/2011	0.00
CA 94027-3844				3,035.27

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4330	Utilities	3,035.27	0.00	

Check No.	45944	Total:	3,035.27
Total for	CALIFORNIA WATER SERVICE CC		3,035.27

CCAC	2011-12 Dues-Hanlon	12665	12/14/2011	
NANCI C.O. LIMA	444		12/14/2011	0.00
LEMOORE	BOA	45945	12/14/2011	0.00
CA 93245	2012			80.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4322	Dues	80.00	0.00	

Check No.	45945	Total:	80.00
Total for	CCAC		80.00

NONA CHIARIELLO	C & D Deposit Refund	12657	12/14/2011	
549 ALICIA WAY	0237		12/14/2011	0.00
LOS ALTOS	BOA	45946	12/14/2011	0.00
CA 94022				3,300.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	3,300.00	0.00	

Check No.	45946	Total:	3,300.00
Total for	NONA CHIARIELLO		3,300.00

CITY OF REDWOOD CITY	November IT Support	12683	12/14/2011	
P.O. BOX 3629	586		12/14/2011	0.00
REDWOOD CITY	BOA	45947	12/14/2011	0.00
CA 94064-3629	BR26625			1,831.05

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4216	IT & Website Consultants	1,831.05	0.00	

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
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Check No.	45947	Total:	1,831.05
Total for	CITY OF REDWOOD CITY		1,831.05

DEIRDRE CLARK	Cultural Arts Advertising	12628	12/14/2011	
			12/14/2011	
149 CORTE MADERA	687		12/14/2011	0.00
PORTOLA VALLEY	BOA	45948	12/14/2011	0.00
CA 94028				151.94

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	151.94	0.00

Check No.	45948	Total:	151.94
Total for	DEIRDRE CLARK		151.94

DAN COLE	C & D Deposit Refund	12658	12/14/2011	
			12/14/2011	
145 NATHHORST AVE.	0228		12/14/2011	0.00
PORTOLA VALLEY	BOA	45949	12/14/2011	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.	45949	Total:	1,000.00
Total for	DAN COLE		1,000.00

TEDD CORMAN	C & D Deposit Refund	12660	12/14/2011	
			12/14/2011	
546 EVERETT AVE.	0269		12/14/2011	0.00
PALO ALTO	BOA	45950	12/14/2011	0.00
CA 94301				5,000.00

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

Check No.	45950	Total:	5,000.00
Total for	TEDD CORMAN		5,000.00

COTTON SHIRES & ASSOC. INC.	November Statement	12629	12/14/2011	
			12/14/2011	
330 VILLAGE LANE	0047		12/14/2011	0.00
LOS GATOS	BOA	45951	12/14/2011	0.00
CA 95030-7218				6,317.25

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	6,317.25	0.00

Check No.	45951	Total:	6,317.25
Total for	COTTON SHIRES & ASSOC. INC.		6,317.25



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State/Province Zip/Postal	Invoice Number			Check Amount

COUNTY OF SAN MATEO (LAFCO)	2011-12 LAFCO Apportionment	12627	12/14/2011	
			12/14/2011	
555 COUNTY CENTER, 4TH FLOOR	861		12/14/2011	0.00
REDWOOD CITY	BOA	45953	12/14/2011	0.00
CA 94063				672.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	672.00	0.00

Check No.	45953	Total:	672.00
Total for	COUNTY OF SAN MATEO (LAFCO)		672.00

COUNTY OF SAN MATEO	2011-12 Animal Control Costs	12630	12/14/2011	
HEALTH DEPARTMENT			12/14/2011	
ATTN: PAMELA MACHADO	0049		12/14/2011	0.00
REDWOOD CITY	BOA	45952	12/14/2011	0.00
CA 94403				35,919.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4280	Animal Control	35,919.00	0.00

Check No.	45952	Total:	35,919.00
Total for	COUNTY OF SAN MATEO		35,919.00

DAVEY TREE EXPERT CO.	SOD Treatment, Early Winter	12675	12/14/2011	
			12/14/2011	
P.O. BOX 94532	0053		12/14/2011	0.00
CLEVELAND	BOA	45954	12/14/2011	0.00
OH 44101-4532	905245003			2,375.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	2,375.00	0.00

Check No.	45954	Total:	2,375.00
Total for	DAVEY TREE EXPERT CO.		2,375.00

JULIA DILLINGHAM	Fall 2011 PV Newsletter	12631	12/14/2011	
			12/14/2011	
P.O. BOX 620175	748		12/14/2011	0.00
WOODSIDE	BOA	45955	12/14/2011	0.00
CA 94062				6,000.00

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

Check No.	45955	Total:	6,000.00
Total for	JULIA DILLINGHAM		6,000.00

ECO PROMOTIONAL PRODUCTS INC	S. Toben-Service Recognition	12632	12/14/2011	
			12/14/2011	
2340 N. HAZELTIME DRIVE	592		12/14/2011	0.00
VERNON HILLS	BOA	45956	12/14/2011	0.00
IL 60061	11389			296.50

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	296.50	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	45956	Total:	296.50
Total for	ECO PROMOTIONAL PRODUCTS I		296.50

JOY ELLIOTT	C & D Deposit Refund	12659	12/14/2011	
			12/14/2011	
30 SHOSHONE	0225		12/14/2011	0.00
PORTOLA VALLEY	BOA	45957	12/14/2011	0.00
CA 94028				5,000.00

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

Check No.	45957	Total:	5,000.00
Total for	JOY ELLIOTT		5,000.00

FEHR & PEERS	Bike Lane Design	12676	12/14/2011	
			12/14/2011	
100 PRINGLE AVENUE	1359		12/14/2011	0.00
WALNUT CREEK	BOA	45958	12/14/2011	0.00
CA 94596	78116			845.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	845.00	0.00

Check No.	45958	Total:	845.00
Total for	FEHR & PEERS		845.00

GUSTAVO DE LA CRUZ	Field Lining for Adult Soccer	12666	12/14/2011	
		5988	12/14/2011	
896 S. BAYWOOD AVE	0195		12/14/2011	0.00
SAN JOSE	BOA	45959	12/14/2011	0.00
CA 95128-3305	1002			533.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4160	Parks & Rec Adult Sports	533.00	0.00

Check No.	45959	Total:	533.00
Total for	GUSTAVO DE LA CRUZ		533.00

GUZZARDO PARTNERSHIP INC	C-1 Trail Landscaping	12679	12/14/2011	
			12/14/2011	
181 GREENWICH STREET	0339		12/14/2011	0.00
SAN FRANCISCO	BOA	45960	12/14/2011	0.00
CA 94111	10544/9			180.00

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	180.00	0.00

Check No.	45960	Total:	180.00
Total for	GUZZARDO PARTNERSHIP INC		180.00

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

WENDI HASKELL	Linens for PVSD anniv	12686	12/14/2011	
			12/14/2011	
205 OLD SPANISH TRAIL	631		12/14/2011	0.00
PORTOLA VALLEY	BOA	45961	12/14/2011	0.00
CA 94028				462.75

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	462.75	0.00

Check No.	45961	Total:	462.75
Total for	WENDI HASKELL		462.75

HIGHWAY TECHNOLOGIES, INC	Signage for C-1 Trail	12674	12/14/2011	
			12/14/2011	
P.O. BOX 51581	0067		12/14/2011	0.00
LOS ANGELES	BOA	45962	12/14/2011	0.00
CA 90051-5881				581.98

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	581.98	0.00

Check No.	45962	Total:	581.98
Total for	HIGHWAY TECHNOLOGIES, INC		581.98

HILLYARD, INC	Janitorial Supplies	12633	12/14/2011	
			12/14/2011	
P.O. BOX 874338	531		12/14/2011	0.00
KANSAS CITY	BOA	45963	12/14/2011	0.00
MO 64187-4338	600007742			307.85

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	307.85	0.00

Check No.	45963	Total:	307.85
Total for	HILLYARD, INC		307.85

ELIZABETH HOLMES	Litter Deposit Refund	12634	12/14/2011	
			12/14/2011	
145 LA SANDRA WAY	0184		12/14/2011	0.00
PORTOLA VALLEY	BOA	45964	12/14/2011	0.00
CA 94028				100.00

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

Check No.	45964	Total:	100.00
Total for	ELIZABETH HOLMES		100.00

HORIZON	Fields - Fertilizer	12635	12/14/2011	
			12/14/2011	
P.O. BOX 52758	0289		12/14/2011	0.00
PHOENIX	BOA	45965	12/14/2011	0.00
AZ 85072-2758	1N069019			301.62

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	301.62	0.00

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HORIZON	Seed for Fields	12670	12/14/2011	
			12/14/2011	
P.O. BOX 52758	0289		12/14/2011	0.00
PHOENIX	BOA	45965	12/14/2011	0.00
AZ 85072-2758	1N070410			257.64

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	257.64	0.00

Check No.	45965	Total:	559.26
Total for	HORIZON		559.26

J.W. ENTERPRISES	Portable Lavs 12/1-12/28/11	12653	12/14/2011	
			12/14/2011	
1689 MORSE AVE	829		12/14/2011	0.00
VENTURA	BOA	45966	12/14/2011	0.00
CA 93003	159480			223.32

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	223.32	0.00

Check No.	45966	Total:	223.32
Total for	J.W. ENTERPRISES		223.32

KUTZMANN & ASSOCIATES	November Plan Check	12654	12/14/2011	
			12/14/2011	
39355 CALIFORNIA STREET	0090		12/14/2011	0.00
FREMONT	BOA	45967	12/14/2011	0.00
CA 94538				47.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	47.50	0.00

Check No.	45967	Total:	47.50
Total for	KUTZMANN & ASSOCIATES		47.50

LAUREN E LEE	Sustain Intern 11/8-12/5	12636	12/14/2011	
			12/14/2011	
2089 QUEENS LANE	0354		12/14/2011	0.00
SAN MATEO	BOA	45968	12/14/2011	0.00
CA 94402	12, 13			1,447.50

GL Number	Description	Invoice Amount	Amount Relieved
08-64-4335	Sustainability	1,447.50	0.00

Check No.	45968	Total:	1,447.50
Total for	LAUREN E LEE		1,447.50

MERIT FLOOR CARE	Clean/Recoat flooring in CH	12685	12/14/2011	
		5987	12/14/2011	
P.O. BOX 31913	482		12/14/2011	0.00
STOCKTON	BOA	45969	12/14/2011	0.00
CA 95213	98732			1,930.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	1,930.00	0.00

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Check No.	45969	Total:	1,930.00
Total for	MERIT FLOOR CARE		1,930.00

JUDITH MURPHY	Community Hall Deposit Refund	12664	12/14/2011	
			12/14/2011	
8 PORTOLA GREEN CIRCLE	0210		12/14/2011	0.00
PORTOLA VALLEY	BOA	45970	12/14/2011	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.	45970	Total:	1,000.00
Total for	JUDITH MURPHY		1,000.00

JENNIFER NASH	C & D Deposit Refund	12662	12/14/2011	
			12/14/2011	
113 BROOKSIDE DRIVE	851		12/14/2011	0.00
REDWOOD CITY	BOA	45971	12/14/2011	0.00
CA 94061				1,000.00

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

Check No.	45971	Total:	1,000.00
Total for	JENNIFER NASH		1,000.00

NEIGHBORS ROOFING	C & D Deposit Refund	12661	12/14/2011	
			12/14/2011	
200 FORD ROAD #236	822		12/14/2011	0.00
SAN JOSE	BOA	45972	12/14/2011	0.00
CA 95138				1,000.00

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

Check No.	45972	Total:	1,000.00
Total for	NEIGHBORS ROOFING		1,000.00

O'GRADY PAVING, INC.	C-1 Trail Construction, Oct-11	12678	12/14/2011	
			12/14/2011	
2513 WYANDOTTE STREET	920		12/14/2011	0.00
MOUNTAIN VIEW	BOA	45973	12/14/2011	0.00
CA 94043	11701			74,732.31

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	74,732.31	0.00

Check No.	45973	Total:	74,732.31
Total for	O'GRADY PAVING, INC.		74,732.31

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

PACIFIC GEOTECHNICAL ENG'G	C-1 Trail Testing, October	12673	12/14/2011	
			12/14/2011	
16055-D CAPUTO DRIVE	737		12/14/2011	0.00
MORGAN HILL	BOA	45974	12/14/2011	0.00
CA 95037	124432			481.90

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	481.90	0.00

Check No.	45974	Total:	481.90
Total for	PACIFIC GEOTECHNICAL ENG'G		481.90

PERS HEALTH	December Health	12637	12/14/2011	
			12/14/2011	
VIA EFT	0108		12/14/2011	0.00
	BOA	45975	12/14/2011	0.00
				13,265.26

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	13,265.26	0.00

Check No.	45975	Total:	13,265.26
Total for	PERS HEALTH		13,265.26

PG&E	Statements, 10/19 - 11/17	12638	12/14/2011	
			12/14/2011	
BOX 997300	0109		12/14/2011	0.00
SACRAMENTO	BOA	45976	12/14/2011	0.00
CA 95899-7300				539.68

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	539.68	0.00

Check No.	45976	Total:	539.68
Total for	PG&E		539.68

PORTOLA VALLEY HARDWARE	November Statement	12639	12/14/2011	
			12/14/2011	
112 PORTOLA VALLEY ROAD	0114		12/14/2011	0.00
PORTOLA VALLEY	BOA	45977	12/14/2011	0.00
CA 94028				232.33

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	126.57	0.00
05-66-4340	Building Maint Equip & Supp	92.84	0.00
20-60-4260	Public Road Surface & Drainage	12.92	0.00

Check No.	45977	Total:	232.33
Total for	PORTOLA VALLEY HARDWARE		232.33

DIANA RAINES	Reimb for Holiday Party	12671	12/14/2011	
			12/14/2011	
4205 ALPINE ROAD	0186		12/14/2011	0.00
PORTOLA VALLEY	BOA	45978	12/14/2011	0.00
CA 94028				93.38

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State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	93.38	0.00

Check No.	45978	Total:	93.38
Total for	DIANA RAINES		93.38

RALPH ANDERSEN & ASSOCIATES	Recruitment Consulting	12667	12/14/2011	
5800 STANFORD RANCH ROAD	1358		12/14/2011	0.00
ROCKLIN	BOA	45979	12/14/2011	0.00
CA 95765	10661			3,257.40

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	3,257.40	0.00

Check No.	45979	Total:	3,257.40
Total for	RALPH ANDERSEN & ASSOCIATE		3,257.40

REALGOODS SOLAR	Solar Module Repair, Com Hall	12668	12/14/2011	
DEPT 2247	1357		12/14/2011	0.00
DENVER	BOA	45980	12/14/2011	0.00
CO 80291-2247	SC-000540			876.84

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	876.84	0.00

Check No.	45980	Total:	876.84
Total for	REALGOODS SOLAR		876.84

RON RAMIES AUTOMOTIVE, INC.	November Fuel Statement	12682	12/14/2011	
115 PORTOLA ROAD	422		12/14/2011	0.00
PORTOLA VALLEY	BOA	45981	12/14/2011	0.00
CA 94028				439.66

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	439.66	0.00

Check No.	45981	Total:	439.66
Total for	RON RAMIES AUTOMOTIVE, INC.		439.66

ROSENDIN ELECTRIC INC	Ballast & Lamp Replacement	12640	12/14/2011	
P.O. BOX 49070	962	5984	12/14/2011	
SAN JOSE	BOA	45982	12/14/2011	0.00
CA 95161-9070	89553			0.00
				1,001.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	1,001.00	0.00

Check No.	45982	Total:	1,001.00
Total for	ROSENDIN ELECTRIC INC		1,001.00

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

ANDY RUBIN	C & D Deposit Refund	12656	12/14/2011	
			12/14/2011	
120 GOLDEN HILLS DRIVE	638		12/14/2011	0.00
PORTOLA VALLEY	BOA	45983	12/14/2011	0.00
CA 94028				5,000.00

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

Check No.	45983	Total:	5,000.00
Total for	ANDY RUBIN		5,000.00

SAN MATEO SHERIFF	FY 11-12, 2nd Qtr Enforcement	12641	12/14/2011	
OFFICE OF EMERGENCY SERVICES			12/14/2011	
400 COUNTY CENTER	0119		12/14/2011	0.00
REDWOOD CITY	BOA	45984	12/14/2011	0.00
CA 94063-0978	9004			209,575.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4282	San Mateo County Sheriff's Ofc	149,536.25	0.00
10-62-4284	COPS Addl Traffic Patrols	20,077.50	0.00
30-62-4284	COPS Addl Traffic Patrols	39,961.25	0.00

Check No.	45984	Total:	209,575.00
Total for	SAN MATEO SHERIFF		209,575.00

SHARP BUSINESS SYSTEMS	October Copies	12642	12/14/2011	
			12/14/2011	
DEPT. LA 21510	0199		12/14/2011	0.00
PASADENA	BOA	45985	12/14/2011	0.00
CA 91185-1510	C718946-541			3.49

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	3.49	0.00

Check No.	45985	Total:	3.49
Total for	SHARP BUSINESS SYSTEMS		3.49

SOUTHWEST CONSTRUCTION	Counter in Town Hall	12643	12/14/2011	
		78	12/14/2011	
401 TERRY FRANCOIS BLVD	576		12/14/2011	0.00
SAN FRANCISCO	BOA	45986	12/14/2011	0.00
CA 94107				6,500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	6,500.00	0.00

Check No.	45986	Total:	6,500.00
Total for	SOUTHWEST CONSTRUCTION		6,500.00

SPANGLE & ASSOCIATES	10/21-11/23/11 Statement	12644	12/14/2011	
			12/14/2011	
770 MENLO AVENUE	0121		12/14/2011	0.00
MENLO PARK	BOA	45987	12/14/2011	0.00
CA 94025-4736				39,403.20



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TOWN OF PORTOLA VALLEY

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

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4140	ASCC	2,364.00	0.00
05-52-4162	Planning Committee	4,727.00	0.00
05-54-4196	Planner	14,476.60	0.00
96-00-4528	C-1 Trail	2,033.20	0.00
96-54-4198	Planner - Charges to Appls	15,802.40	0.00

Check No.	45987	Total:	39,403.20
Total for	SPANGLE & ASSOCIATES		39,403.20

SPARTAN ENGINEERING	Battery Replace/Security panel	12681	12/14/2011	
			12/14/2011	
510 PARROTT STREET, #6	0095		12/14/2011	0.00
SAN JOSE	BOA	45988	12/14/2011	0.00
CA 95112	22403			188.62

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	188.62	0.00

Check No.	45988	Total:	188.62
Total for	SPARTAN ENGINEERING		188.62

STAPLES	November Office Supplies	12645	12/14/2011	
			12/14/2011	
STAPLES CREDIT PLAN	430		12/14/2011	0.00
DES MOINES	BOA	45989	12/14/2011	0.00
IA 50368-9020				498.32

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	498.32	0.00

Check No.	45989	Total:	498.32
Total for	STAPLES		498.32

STATE COMP INSURANCE FUND	November Premium	12646	12/14/2011	
			12/14/2011	
PO BOX 7980	0122		12/14/2011	0.00
SAN FRANCISCO	BOA	45990	12/14/2011	0.00
CA 94120-7854				2,547.42

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	2,547.42	0.00

Check No.	45990	Total:	2,547.42
Total for	STATE COMP INSURANCE FUND		2,547.42

SWRCB	Annual Permit Fees	12647	12/14/2011	
ACCOUNTING OFFICE			12/14/2011	
ATTN: AFRS	599		12/14/2011	0.00
SACRAMENTO	BOA	45991	12/14/2011	0.00
CA 95812-1888	WD-0068327			4,852.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4288	NPDES Stormwater Program	4,852.00	0.00

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TOWN OF PORTOLA VALLEY

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

Check No.	45991	Total:	4,852.00
Total for	SWRCB		4,852.00

BARBARA TEMPLETON	Oct/Nov Transcription	12648	12/14/2011	
			12/14/2011	
304 MELVEN COURT	369		12/14/2011	0.00
SAN LEANDRO	BOA	45992	12/14/2011	0.00
CA 94577-2011	669			1,406.25

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,406.25	0.00

Check No.	45992	Total:	1,406.25
Total for	BARBARA TEMPLETON		1,406.25

THERMAL MECHANICAL, INC	Reset Boiler in CH	12684	12/14/2011	
			12/14/2011	
425 ALDO AVENUE	955		12/14/2011	0.00
SANTA CLARA	BOA	45993	12/14/2011	0.00
CA 95054	AC-50247			358.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	358.00	0.00

Check No.	45993	Total:	358.00
Total for	THERMAL MECHANICAL, INC		358.00

TOWNSEND MGMT, INC	October Applicant Charges	12649	12/14/2011	
			12/14/2011	
P.O. BOX 24442	609		12/14/2011	0.00
SAN FRANCISCO	BOA	45994	12/14/2011	0.00
CA 94124				3,990.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	3,990.00	0.00

TOWNSEND MGMT, INC	C-1 Trail Inspections, Sept	12672	12/14/2011	
			12/14/2011	
P.O. BOX 24442	609		12/14/2011	0.00
SAN FRANCISCO	BOA	45994	12/14/2011	0.00
CA 94124	200042-09-11			20,050.00

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	20,050.00	0.00

Check No.	45994	Total:	24,040.00
Total for	TOWNSEND MGMT, INC		24,040.00

U.S. BANCORP EQUIPMENT FIN INC	December Copier Lease	12655	12/14/2011	
			12/14/2011	
P.O. BOX 790448	472		12/14/2011	0.00
ST. LOUIS	BOA	45995	12/14/2011	0.00
MO 63179-0448	191679273			420.81

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	420.81	0.00

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TOWN OF PORTOLA VALLEY

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

Check No.	45995	Total:	420.81
Total for	U.S. BANCORP EQUIPMENT FIN IN		420.81

VERIZON WIRELESS	November Statement	12677	12/14/2011	
			12/14/2011	
P.O. BOX 9622	0131		12/14/2011	0.00
MISSION HILLS	BOA	45996	12/14/2011	0.00
CA 91346-9622				270.79

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	270.79	0.00

Check No.	45996	Total:	270.79
Total for	VERIZON WIRELESS		270.79

WESTRIDGE ARCHITECTURAL SUPERVISING COMMITTEE	2011 Westridge Assessment	12650	12/14/2011	
			12/14/2011	
P.O. BOX 151	0258		12/14/2011	0.00
PORTOLA VALLEY	BOA	45997	12/14/2011	0.00
CA 94028				60.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	60.00	0.00

Check No.	45997	Total:	60.00
Total for	WESTRIDGE ARCHITECTURAL		60.00

CLARK WIGLEY	C&D Refund	12669	12/14/2011	
			12/14/2011	
151 CRESCENT AVENUE	604		12/14/2011	0.00
PORTOLA VALLEY	BOA	45998	12/14/2011	0.00
CA 94028				1,600.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,600.00	0.00

Check No.	45998	Total:	1,600.00
Total for	CLARK WIGLEY		1,600.00

BRUCE WILLARD	Woods High Fall Clean/Guard Ra	12680	12/14/2011	
			12/14/2011	
110 RUSSELL AVE	836		12/14/2011	0.00
PORTOLA VALLEY	BOA	45999	12/14/2011	0.00
CA 94028				1,401.69

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	1,401.69	0.00

Check No.	45999	Total:	1,401.69
Total for	BRUCE WILLARD		1,401.69

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**  
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TOWN OF PORTOLA VALLEY

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

WINDMILL SCHOOL	Community Hall Deposit Refund	12651	12/14/2011	
			12/14/2011	
4141 ALPINE ROAD	753		12/14/2011	0.00
PORTOLA VALLEY	BOA	46000	12/14/2011	0.00
CA 94028				950.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	950.00	0.00

Check No.	46000	Total:	950.00
Total for	WINDMILL SCHOOL		950.00

VANESSA WISNEWSKI	Business License Refund	12663	12/14/2011	
			12/14/2011	
32936 MONROVIA STREET	0305		12/14/2011	0.00
UNION CITY	BOA	46001	12/14/2011	0.00
CA 94587				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	100.00	0.00

Check No.	46001	Total:	100.00
Total for	VANESSA WISNEWSKI		100.00

Total Invoices: 65

Grand Total:	477,162.13
Less Credit Memos:	0.00
Net Total:	477,162.13
Less Hand Check Total:	0.00
Outstanding Invoice Total:	477,162.13

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**December 14, 2011**

Claims totaling \$477,162.13 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:** Leslie Lambert, Planning Manager

**DATE:** December 14, 2011

**RE:** Modification to Private Open Space Easement (POSE), 9 Buck Meadow Drive, Blue Oaks Subdivision Lot 28, Stritter

**RECOMMENDATION:**

Staff has reviewed and found that the documents are in substantial compliance with those considered by the Town Council when it took action on April 14, 2010. It is recommended that the Town Council move approval of: Exhibit A, Resolution Accepting Grant of Private Open Space Easement on Blue Oaks Subdivision Lot 28; Exhibit A1, Agreement for Private Open Space Easement; and Exhibit A2, Certificate of Acceptance; Exhibit B, Resolution Abandoning a Portion of the Private Open Space Easement on Blue Oaks Subdivision Lot 28.

**BACKGROUND:**

On April 14, 2010 the Town Council unanimously accepted the proposed Private Open Space Easement changes and directed staff to work with the applicant to prepare the necessary abandonment and dedication documents for final approval by the Town Council.

The request is for abandonment of 5,700 sf of Private Open Space Easement on the subject 1.74-acre Blue Oaks subdivision property and the concurrent dedication of 6,600 sf of Private Open Space Easement area. The changes are to accommodate modifications to the Building Envelope, i.e., the developable area for the parcel. As the Town Council concurred that the open space easement modifications were acceptable, the applicant proceeded to have formal Private Open Space Easement abandonment and dedication documents prepared to the satisfaction of Town Staff. Now that these documents are in form for recording, they are placed on the Town Council consent calendar, for final approval.

APPROVED:

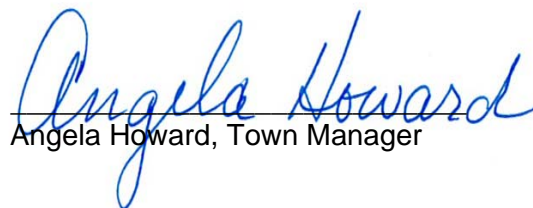
  
Angela Howard, Town Manager

Exhibit A

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ACCEPTING GRANT OF PRIVATE OPEN SPACE EASEMENT ON BLUE OAKS SUBDIVISION LOT 28**

**WHEREAS**, pursuant to that certain Agreement for Private Open Space Easement ("Agreement"), SC Development, Inc., a California Corporation, ("SC Development, Inc.") has offered to grant a private open space easement to the Town of Portola Valley ("Town") on and over a portion of Lot 28 ("Property") as shown on that certain map entitled "BLUE OAKS" filed on August 6, 1998 in Volume 128 of Maps at Pages 64 through 92, inclusive, in the Office of the Recorder for the County of San Mateo, State of California; and

**WHEREAS**, the Town has read and considered that Agreement.

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

1. The Town Council of the Town hereby accepts the grant of private open space easement on behalf of the public pursuant to California Civil Code §§815 and 816 and Chapter 6.6 (commencing with §51070) of Part 1, Division 1, Title 5 of the California Government Code and finds that the private open space easement is:

- a. consistent with the Town General Plan; and
- b. in the best interest of the Town because (1) the land it will preserve is essentially unimproved and, if retained in its natural state, has scenic value to the public and/or is valuable as a watershed and/or wildlife preserve; and (2) it will help preserve the rural character of the area in which the land is located.

2. The Town shall enter into and the Mayor is hereby authorized and directed to execute the Agreement.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2011.

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

ATTEST:

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

**THIS DOCUMENT IS RECORDED  
FOR THE BENEFIT OF:**  
Town of Portola Valley  
And is Exempt from Fee  
Per Government Code  
Sections 6103 and 27383

**WHEN RECORDED, MAIL TO:**  
Town of Portola Valley  
Attn: Town Clerk  
765 Portola Road  
Portola Valley, CA 94028

### AGREEMENT FOR PRIVATE OPEN SPACE EASEMENT

This Agreement for Private Open Space Easement ("Agreement") is made and entered into this 3<sup>RD</sup> day of November 2011 by and between SC Development, Inc., a California Corporation, ("Owner") and the Town of Portola Valley, a municipal corporation, ("Town").

#### RECITALS

A. Owner is the owner of that certain real property in the Town commonly known as 9 Buck Meadow Drive in the Blue Oaks Subdivision ("Lot 28") and more particularly described in Exhibit A, attached hereto.

B. Town has adopted a General Plan and, pursuant thereto, may accept grants of open space easements on privately owned lands lying within the Town.

C. A private open space easement ("Original Easement") was placed over a portion of Lot 28.

D. Owners have requested that a 5,755 sq. ft. portion ("Original Portion") of the Original Easement be abandoned and replaced by dedication of an open space easement over a 6,565 sq. ft. area elsewhere on Lot 28 ("New Portion"). This Agreement shall have no force or effect until abandonment of the Original Portion is approved by formal resolution of the Town.

E. Both Owner and Town desire to limit the use of the New Portion described above by dedication of an open space easement in order to reduce potential adverse impacts on such land including grading, vegetation removal, and erosion, recognizing that such land is essentially unimproved and if retained in its natural state has substantial scenic value to the public and that the preservation of such land as open space constitutes an important physical, social, aesthetic and economic asset to the Town and the Owner.

F. Town finds this open space easement to be consistent with the Town's adopted General Plan and in the best interest of the Town.



**NOW, THEREFORE**, the parties, in consideration of the mutual covenants and conditions set forth herein and the substantial public benefits to be derived there from, do hereby agree as follows:

1. Grant of Open Space Easement. Owner, as grantor, hereby grants an open space easement to the Town of Portola Valley, a municipal corporation, County of San Mateo, State of California, over the real property ("Property") described in Exhibit B and depicted in Exhibit C as "Private Open Space Easement" to have and to hold for the term and for the purposes and subject to the conditions, covenants and exceptions described herein.

2. Statutory Authorization. This Agreement and grant of open space easement are made and entered into pursuant to California Civil Code §§815 through 816 and California Government Code Chapter 6.6 (commencing with §51070). This Agreement is subject to all of the provisions of said sections and chapter including any amendments thereto which may hereafter be enacted.

3. Restriction on Use of Property. During the term of this Agreement and the open space easement granted herein, the Property shall not be used for any purpose other than an open space easement and those uses related to or compatible therewith. Owner, for the direct benefit of the Property described herein and of the Owner, hereby declare that the Property shall be subject to restrictive covenants running with the land which shall be binding upon all subsequent grantees. Said restrictive covenants shall be:

3.1 against the right of Owner to construct any improvements on or within the Property except for:

- public and private utilities, drainage facilities and a sediment basin, all within designated easements; and
- public paths dedicated to the Town; and
- private driveways.

Provided these reserved exceptions shall be consistent with the purposes of law and shall not permit any action which will be incompatible with the Planned Unit Development Statement, Town of Portola Valley Conditional Use Permit approved by Town Resolution No. 1622-1998, January 14, 1998, as it may be amended ("PUD Statement") and maintaining and preserving the natural or scenic character of the land; and

3.2 against the extraction of natural resources or other activities which may destroy the unique physical and scenic characteristic of the land; and

3.3 against the grading of land other than attendant to permitted uses; and

3.4 against the cutting of vegetation, except as may be required for fire prevention, thinning, elimination of diseased growth, and similar measures.

The Town Council of the Town may authorize exceptions to the foregoing restrictive covenants, provided such exceptions are consistent with the purposes of law and not incompatible with the PUD Statement maintaining and preserving the natural character of the land.

4. Restrictions on Public Use. The public shall not have a right of entry upon the Property, except upon public pathways dedicated to the Town. Except for said pathways, the right of entry and surface use is limited solely to the Town, but only for the purpose of inspection of landscaping, trees or natural growth upon the Property.

5. Term of Agreement. This Agreement shall be effective on the date of recordation and shall remain in effect in perpetuity, unless abandoned pursuant to California Government Code §§51093 and 51094, or any successor legislation.

6. Successors in Interest. This Agreement and the open space easement shall run with the Property and shall be binding upon and inure to the benefit of the heirs, successors and assigns of the parties hereto.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement.

**TOWN OF PORTOLA VALLEY:**

**OWNER:**

By: \_\_\_\_\_  
Title: Mayor  
Date: \_\_\_\_\_, 2011

By: Ed P. Stritter  
Edward P. Stritter  
Title: \_\_\_\_\_  
Date: November 3, 2011

**ATTEST:**

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

STATE OF CALIFORNIA )  
 ) ss:  
COUNTY OF SAN MATEO )

On December 3, 2011, before me, Sharon Hanlon the undersigned Notary Public, personally appeared Edward P. Stutter, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Sharon Hanlon



STATE OF CALIFORNIA )  
 ) ss:  
COUNTY OF SAN MATEO )

On \_\_\_\_\_, 2011, before me, \_\_\_\_\_ the undersigned Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

**Exhibit A**  
Grant of Private Open Space Easement Agreement  
(Legal Description of Existing Lot 28)

Order Number: **4102-3476103**

Page Number: 8

**LEGAL DESCRIPTION**

Real property in the Town of Portola Valley, County of San Mateo, State of California, described as follows:

**PARCEL I:**

LOT 28 AS SHOWN ON THAT CERTAIN MAP ENTITLED "BLUE OAKS, TOWN OF PORTOLA VALLEY, SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY, STATE OF CALIFORNIA ON AUGUST 6, 1998 IN VOLUME 128 OF MAPS AT PAGES 64 TO 92 INCLUSIVE.

**PARCEL II:**

A NON-EXCLUSIVE EASEMENT FOR INGRESS, EGRESS AND UTILITIES WITHIN ALL OF THE PRIVATE ROADS AND DRIVES AS SHOWN ON THAT CERTAIN MAP ENTITLED "BLUE OAKS, TOWN OF PORTOLA VALLEY, SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY, STATE OF CALIFORNIA ON AUGUST 6, 1998 IN VOLUME 128 OF MAPS AT PAGES 64 TO 92 INCLUSIVE.

SAID EASEMENT IS TO BE APPURTENANT TO AND FOR THE BENEFIT OF PARCEL I ABOVE.

APN: 080-241-280, JPN: 128-064-000-0028T



ENGINEERS  
SURVEYORS  
PLANNERS

October 4, 2010

**EXHIBIT B  
LEGAL DESCRIPTION  
PRIVATE OPEN SPACE EASEMENT**

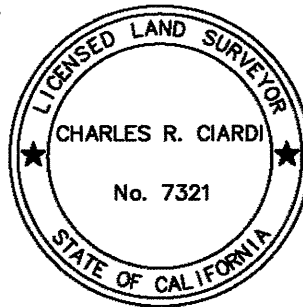
All that real property situate in the Town of Portola Valley, County of San Mateo, State of California, being a portion of Lot 28 as said lot is shown on the map entitled "BLUE OAKS", filed August 6, 1998, in Volume 128 of Maps, at Pages 64 through 92, inclusive, in the Office of the Recorder for the County of San Mateo, State of California, being more particularly described as follows:

**BEGINNING** at the most northerly corner of said Lot 28 as shown on said map; thence along the northeasterly line of said Lot 28, South 25°18'14" East, 20.77 feet to the **TRUE POINT OF BEGINNING**; thence continuing along said northeasterly line of said Lot 28, South 25°18'14" East, 132.31 feet to a point on the northerly line of the P.O.S.E. within said Lot 28; thence leaving said northeasterly line, and along said northerly line, South 81°49'19" West, 27.43 feet; thence leaving said northerly line, North 43°20'28" West, 152.40 feet; thence North 80°25'46" East, 76.26 feet to the **TRUE POINT OF BEGINNING**, containing an area of 6,565 square feet or 0.15 acres, more or less.

A plat showing the above-described parcel is attached herein and made a part hereof.

This description was prepared by me or under my direction in conformance with the Professional Land Surveyors' Act.

Charles Ciardi  
Charles R. Ciardi, PLS 7321



10/14/10  
Date

**END OF DESCRIPTION**

**PARCEL F**  
(128 M 64-92)

POINT OF BEGINNING  
TRUE POINT OF BEGINNING

1" = 50'

**27**  
(128 M 64-92)

PROPOSED P.O.S.E.  
6,565' SQ. FT.±  
0.15 ACRES±

**28**  
(128 M 64-92)

**PARCEL A**  
OPEN SPACE EASEMENT  
(128 M 64-92)

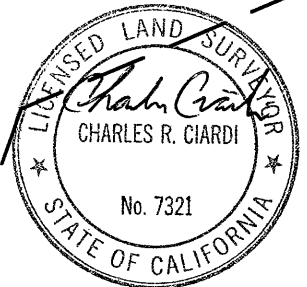
**34**  
(128 M 64-92)

**BUCK MEADOW DRIVE**  
(PRIVATE ROAD & P.U.E.)

P.O.S.E.  
(128 M 64-92)

L=52.92'  
Δ=13°46'58"

**PARCEL E**  
RECREATION AREA  
(128 M. 64-92)



**EXHIBIT C**  
**PRIVATE OPEN SPACE EASEMENT**



255 SHORELINE DR  
SUITE 200  
REDWOOD CITY, CA 94065  
650-482-6300  
650-482-6399 (FAX)

Subject **BLUE OAKS - LOT 28**  
**PRIVATE OPEN SPACE EASEMENT**  
Job No. **20100067-50**  
By **CRM** Date **10-04-10** Chkd. **CRC**  
SHEET **1** OF **1**

POSE Lot 28 revised 2010-05-20.txt

Parcel name: Revised P.O.S.E. Lot 28

North: 20283.4659	East : 20122.8020
Line Course: S 25-18-14 E	Length: 132.31
North: 20163.8506	East : 20179.3538
Line Course: S 81-49-19 W	Length: 27.43
North: 20159.9486	East : 20152.2028
Line Course: N 43-20-28 W	Length: 152.40
North: 20270.7862	East : 20047.6045
Line Course: N 80-25-46 E	Length: 76.26
North: 20283.4653	East : 20122.8031

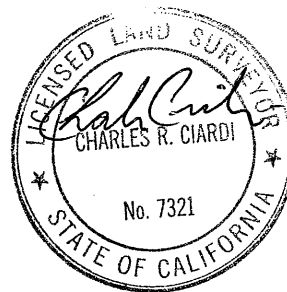
Perimeter: 388.39 Area: 6,565 sq.ft. 0.15 acres

Mapcheck Closure - (Uses listed courses, radii, and deltas)

Error Closure: 0.0012 Course: S 63-12-49 E

Error North: -0.00055 East : 0.00109

Precision 1: 323,666.67



**CERTIFICATE OF ACCEPTANCE**

THIS IS TO CERTIFY that the interest in real property conveyed by the Agreement for Private Open Space Easement ("Agreement"), dated \_\_\_\_\_, 2011 from SC DEVELOPMENT, INC. to the TOWN OF PORTOLA VALLEY, a municipal corporation, is hereby accepted by the undersigned officers pursuant to authority conferred by Resolution No. \_\_\_\_\_ adopted by the Portola Valley Town Council on \_\_\_\_\_, 2011, and the Town of Portola Valley consents to recordation thereof by its duly authorized representatives.

**TOWN OF PORTOLA VALLEY**

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

ATTEST:

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



THIS DOCUMENT IS RECORDED  
FOR THE BENEFIT OF  
SC Development, Inc.  
1235 Los Trancos Road  
Portola Valley, CA 94028

WHEN RECORDED MAIL TO:  
Town of Portola Valley  
Attn: Town Clerk  
765 Portola Road  
Portola Valley, CA 94028

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA  
VALLEY TO ABANDON A PORTION OF THE PRIVATE OPEN SPACE  
EASEMENT ON BLUE OAKS SUBDIVISION LOT 28**

**WHEREAS**, a private open space easement ("Original Easement") was placed over a portion of Lot 28 ("Property") as shown on that certain map entitled "BLUE OAKS" filed on August 6, 1998 in Volume 128 of Maps at Pages 64 through 92, inclusive, in the Office of the Recorder for the County of San Mateo, State of California;

**WHEREAS**, SC Development, Inc., a California corporation, the current owner ("Owner") of the Property, has requested that a 5,755 sq. ft. portion ("Original Portion") of the Original Easement, as more particularly described and depicted on Exhibit A and Exhibit B attached hereto, be abandoned;

**WHEREAS**, concurrently herewith, Owner will grant to the Town of Portola Valley ("Town") a new private open space easement ("New Easement") over an area of the Property larger than the Original Portion, which offer will be accepted by the Town at this time; and

**WHEREAS**, upon recommendation by the Town Planning Commission, the Town Council of the Town now desires to abandon the Original Portion of the Original Easement.

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

1. The Town Council of the Town, pursuant to California Government Code §51070 *et. seq.* hereby abandons the Original Portion and finds as follows:

a. No public purpose described in California Government Code §51084 will be served by keeping the Original Portion as open space because the New Easement will be granted to and accepted by the Town at the same time as this abandonment;

b. The abandonment is not inconsistent with the purposes of California Government Code Chapter 6.6 (Open-Space Easement Act of 1974) because the New Easement will be granted to and accepted by the Town at the same time as this abandonment;

c. The abandonment is consistent with the Town's General Plan because the New Easement will be granted to and accepted by the Town at the same time as this abandonment; and

d. The abandonment is necessary to provide greater separation between the building site on the Property and the building site on the neighboring Lot 27, particularly to reduce potential impacts on the oak grove between the properties.

2. Town Council of the Town further finds, pursuant to California Government Code §51093 that no "abandonment fee" need be determined or due because the New Easement will be granted to and accepted by the Town at the same time as this abandonment.

3. Pursuant to California Government Code §51094, from and after the date this resolution is recorded in the San Mateo County Recorder's Office, the Original Portion shall no longer constitute a private open space easement and shall be relieved of the covenants and conditions set forth in the "Agreement for Conservation Easement P.O.S.E."

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2011.

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

ATTEST:

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

AGREED: SC Development, Inc.  
a California corporation

By: Edward P. Stritter  
Edward P. Stritter

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

Date: November 3, 2011

STATE OF CALIFORNIA )  
 ) ss:  
COUNTY OF SAN MATEO )

On November 3, 2011, before me, Sharon Hanlon the undersigned Notary Public, personally appeared Edward P. Stricker, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Sharon Hanlon



STATE OF CALIFORNIA )  
 ) ss:  
COUNTY OF SAN MATEO )

On \_\_\_\_\_, 2011, before me, \_\_\_\_\_ the undersigned Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_



ENGINEERS  
SURVEYORS  
PLANNERS

October 4, 2010

**EXHIBIT A  
LEGAL DESCRIPTION  
PRIVATE OPEN SPACE EASEMENT TO BE ABANDONED**

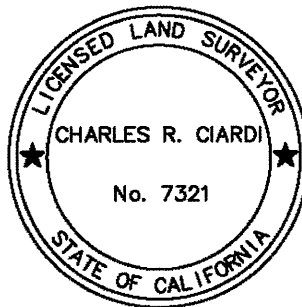
All that real property situate in the Town of Portola Valley, County of San Mateo, State of California, being a portion of the area designated "P.O.S.E." (Private Open Space Easement) over a portion of Lot 28 as said easement and said lot are shown on the map entitled "BLUE OAKS", filed August 6, 1998, in Volume 128 of Maps, at Pages 64 through 92, inclusive, in the Office of the Recorder for the County of San Mateo, State of California, being more particularly described as follows:

**BEGINNING** at the most northerly corner of said Lot 28 as shown on said map; thence along the northeasterly line of said Lot 28, South 25°18'14" East, 153.08 feet to a point on the northerly line of said P.O.S.E., as shown on said map; thence leaving said northeasterly line, along said northerly line, South 81°49'19" West, 27.43 feet to the **TRUE POINT OF BEGINNING**; thence continuing along said northerly line, South 81°49'19" West, 201.69 feet to a point on the easterly line of that certain proposed easement shown as "PROPOSED 35' DRIVEWAY AND UTILITY EASEMENT FOR LOT 27" as shown on said map; thence along said easterly line South 40°09'05" East, 26.75 feet; thence leaving said easterly line South 85°06'48" East, 45.13 feet to the beginning of a non-tangent curve to the right, from which point a radial line bears South 15°20'27" East, thence along said curve with a radius of 244.00 feet, through a central angle of 18°09'13", an arc length of 77.31 feet to a point of reverse curvature; thence along said curve with a radius of 956.00 feet, through a central angle of 01°50'27", an arc length of 30.71 feet; thence North 33°31'00" East, 54.69 feet to the **TRUE POINT OF BEGINNING**, containing an area of 5,755 square feet or 0.13 acres, more or less.

A plat showing the above-described parcel is attached herein and made a part hereof.

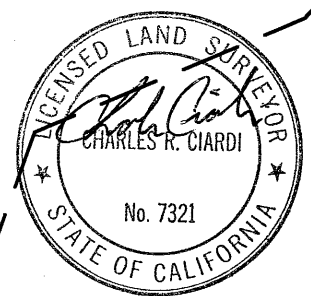
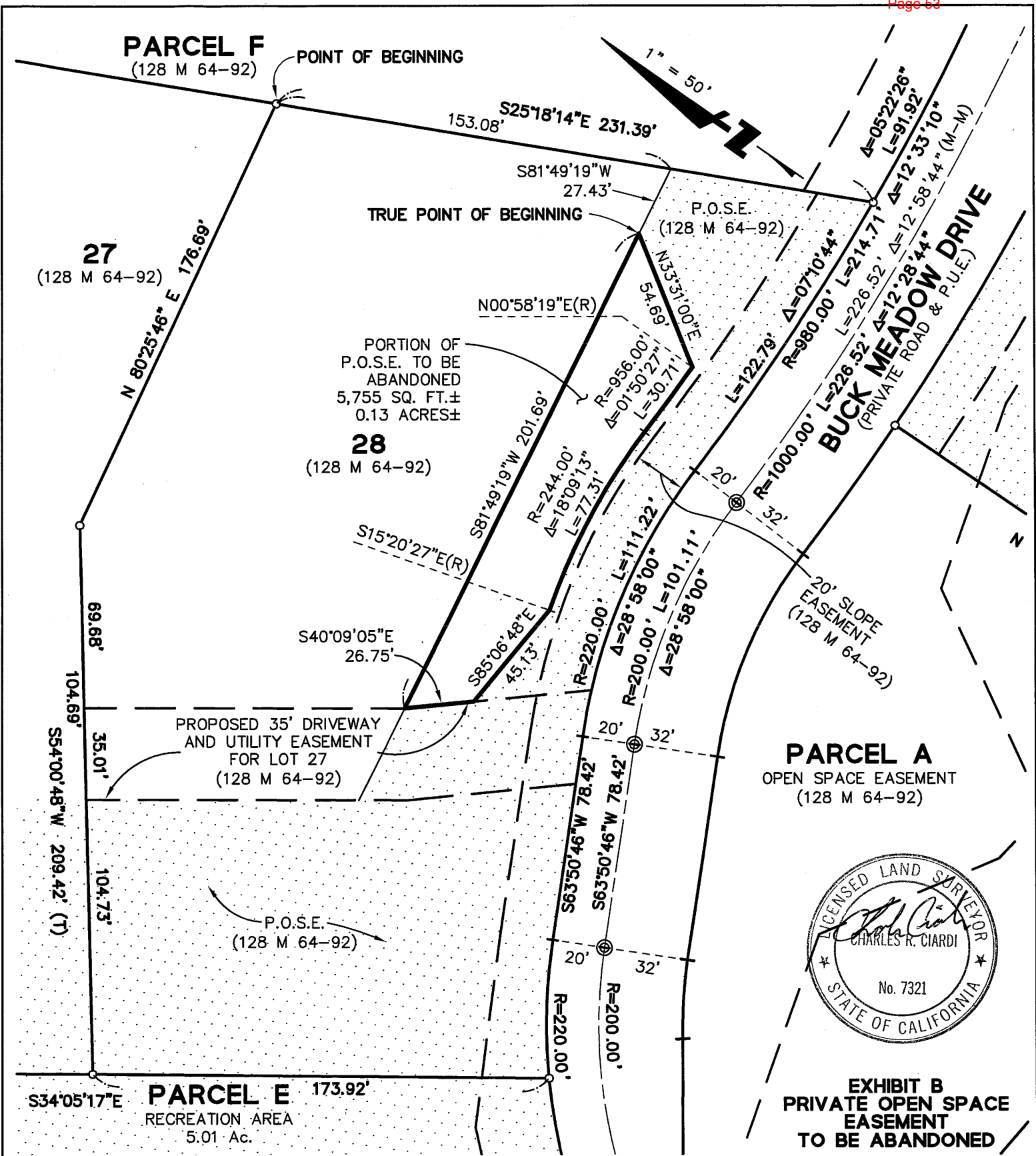
This description was prepared by me or under my direction in conformance with the Professional Land Surveyors' Act.

Charles R. Ciardi  
Charles R. Ciardi, PLS 7321



10/14/10  
Date

**END OF DESCRIPTION**



**EXHIBIT B  
PRIVATE OPEN SPACE  
EASEMENT  
TO BE ABANDONED**



255 SHORELINE DR  
SUITE 200  
REDWOOD CITY, CA 94065  
650-482-6300  
650-482-6399 (FAX)

Subject **BLUE OAKS - LOT 28**  
**PRIVATE OPEN SPACE EASEMENT**

Job No. **20100067-50**

By **CRM** Date **10-04-10** Chkd. **CRC**

SHEET **1** OF **1**

POSE Lot 28 Quitclaim 2010-05-13.txt

Parcel name: POSE LOT 28 QUITCLAIM

North: 20159.9526                      East : 20152.1983  
 Line Course: S 81-49-19 W Length: 201.69  
           North: 20131.2622                      East : 19952.5593  
 Line Course: S 40-09-05 E Length: 26.75  
           North: 20110.8161                      East : 19969.8080  
 Line Course: S 85-06-48 E Length: 45.13  
           North: 20106.9716                      East : 20014.7740  
 Curve Length: 77.31                      Radius: 244.00  
           Delta: 18-09-13                      Tangent: 38.98  
           Chord: 76.99                      Course: N 83-44-09 E  
           Course In: S 15-20-27 E                      Course Out: N 02-48-46 E  
           RP North: 19871.6656                      East : 20079.3267  
           End North: 20115.3716                      East : 20091.3004  
 Curve Length: 30.71                      Radius: 956.00  
           Delta: 1-50-27                      Tangent: 15.36  
           Chord: 30.71                      Course: S 88-06-28 E  
           Course In: N 02-48-46 E                      Course Out: S 00-58-19 W  
           RP North: 21070.2198                      East : 20138.2137  
           End North: 20114.3574                      East : 20121.9973  
 Line Course: N 33-31-00 E Length: 54.69  
           North: 20159.9538                      East : 20152.1960

Perimeter: 436.29    Area: 5,755 sq.ft. 0.13 acres

Mapcheck Closure - (Uses listed courses, radii, and deltas)  
 Error Closure: 0.0027                      Course: N 62-35-33 W  
           Error North: 0.00122                      East : -0.00236  
 Precision 1: 161,585.19





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

**TO** : Town Council

**FROM** : George Mader, Town Planning Consultant

**DATE** : 11/29/11

**RE** : Adoption of Resolution Establishing Procedures for the Evaluation of Historic Resources Pursuant to the California Environmental Quality Act

### Recommendation

It is recommended that the town council adopt the enclosed proposed resolution titled "A Resolution Establishing Procedures for the Evaluation of Historic Resources Pursuant to the California Environmental Quality Act."

### Background

The town council last considered this topic at its meeting on 8/24/11. At that time, the council had before it a staff memo dated 7/6/11 to the town council that recommended a process for implementing the provisions of CEQA. Enclosed with that memo was a staff report to the planning commission dated 5/25/11 as well as minutes of the commission meeting of 6/1/11. At the 6/1/11 meeting, the commission had recommended that the proposed procedure be forwarded to the town council for acceptance. Council members may wish to review these documents as well as the minutes of the council meeting of 9/24/11.

After considering these materials and the recommendations contained in the 7/6/11 memo, Vice Mayor Maryann Derwin said, "...the Council seems to be in agreement with the recommendations..."

At the 9/24/11 meeting, the council considered a staff recommendation that the town engage a qualified archeologist to map general areas in the town where it would be likely that human remains might be found when excavation takes place. Presumably, these would be Indian remains. Also, some council members noted that in all instances where human remains are found in excavation, this information would have to be provided to the county coroner and consequently a map would not be necessary. Discussions with one consulting archeologist did not result in a proposal for a map. We did, however, at Sandy Sloan's suggestion, discuss this matter with Laura Jones, Stanford Archeologist. We have embodied her recommendations in paragraph A. of the resolution. We believe this sufficiently covers the topic.

The enclosed resolution is based on the staff report of 7/6/11 and the additional information provided by the Stanford archeologist.

CEQA

The proposed resolution has been analyzed with respect to the requirements of the California Environmental Quality Act. Sandy Sloan has advised that the resolution does not constitute a project as defined by Section 15064.5 of the California Government Code.

Recommendations

It is recommended that the town council adopt the enclosed resolution.

Enc.

cc. Angela Howard  
Sandy Sloan  
Planning Commissioners (with only the element text)



Resolution No. \_\_\_\_\_-2011

A RESOLUTION OF THE TOWN OF PORTOLA VALLEY ESTABLISHING  
PROCEDURES FOR THE EVALUATION OF HISTORIC RESOURCES  
PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

**WHEREAS**, the Planning Commission on June 1, 2011 approved the memo dated May 25, 2011 titled "Administration of CEQA (California Environmental Quality Act) Requirements re Historical Resources" and recommended that the proposed procedures be forwarded to the Town Council for acceptance, and

**WHEREAS**, the Town Council on August 24, 2011 did consider the Planning Commission recommendation, and did determine that said procedures should be adopted for the Town, and

**WHEREAS**, the adoption of these procedures do not constitute a project as defined in Section 21065 of the California Environmental Quality Act,

**NOW THEREFORE**, be it resolved that the following procedures for evaluation of historic resources in the Town in compliance with the requirements of Sections 15064.5 of the California Government Code are adopted:

**Procedures of the Town of Portola Valley for the Evaluation of  
Historic Resources Pursuant to the California Environmental Quality Act**

- A. For all building or demolition permits and site development permits that involve grading, the following provision shall be attached to the permit: "When grading takes place, should the responsible party accidentally discover or recognize human remains, there shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent human remains until the responsible party has informed the Town and the coroner of San Mateo County [CEQA Guidelines Section 15064.5 (e)]". Particular care should be taken when grading sites on level land that is within 300 feet of a creek.
- B. To determine whether a building is to be considered an historic resource, the review procedure below shall be followed for building permits for exterior alterations and building demolition permits.
1. Is the building listed in the historic element as a building to be preserved?  
If yes, review pursuant to CEQA and historic element.  
If no, go to next question.
  2. Is the building 50 or more years old?  
If yes, go to next question.  
If no, proceed no further.
  3. Is the resource associated with the lives of persons important to the history of the town?  
If it appears that this might be the case, ask the town historian if town records indicate the person may have been important in the history of the town. If yes, review pursuant to CEQA.  
If no, go to next question.

- 4. Was the building designed by a notable architect or building designer?  
Review against the best records the town has of notable architects or building designers who may have practiced in the town. If the architect or building designer is not in the records, consider the review complete.  
If the architect or building designer is in the records, refer the application to the ASCC for evaluation of the resource as to its quality of architecture and whether its condition warrants saving. If the ASCC believes the resource should probably be saved, then the application should be referred to an architectural historian to make a review pursuant to CEQA.

If further evaluation according to CEQA is recommended, an initial study would be required which would in almost all instances require review by an architectural historian.

**Application Requirements for Building or Demolition Permits**

The following information, if known, shall be provided by applicants for building permits for exterior alterations and permits for full or partial demolition. This information shall become part of the permanent parcel file for the property.

- Date of original construction, if known; if not, approximate date.
- Name of original builder, if known.
- Name of original architect or designer, if known.
- Exterior photos of front, back and sides of the house.
- Date and description of any past major building modifications.
- Names of prior owners, if known.

PASSED AND ADOPTED at the regular meeting of the Town Council on December 14, 2011.

By: \_\_\_\_\_  
 Ted Driscoll, Mayor

Attest: \_\_\_\_\_  
 Angela Howard, Town Manager



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Officer

DATE: December 14, 2011

RE: **2010-11 Audit and Financial Statements**

The Town's independent auditor, Maze & Associates, has prepared the Town's fiscal year 2010-11 Basic Financial Statements for all funds.

The Town is required to annually utilize the services of an independent auditor to review and audit the Town's financial records. The audit has been completed on all Town funds and the results are found in the attached reports.

### **Finance Committee Action**

At its November 8 meeting, the Finance Committee reviewed and commented on the *Basic Financial Statements* and recommended forwarding the statements to the Town Council for consideration and acceptance.

### **Recommendation**

It is recommended that the Town Council review, accept, and file the *Basic Financial Statements and Memorandum on Internal Control (MOIC)* for the fiscal year 2010-11.

**TOWN OF PORTOLA VALLEY**  
**BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**JUNE 30, 2011**

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**TOWN OF PORTOLA VALLEY**  
**Basic Financial Statements**  
**For the Year Ended June 30, 2011**  
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**TOWN OF PORTOLA VALLEY**  
**Basic Financial Statements**  
**For the Year Ended June 30, 2011**  
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**ACCOUNTANCY CORPORATION**  
3478 Buskirk Ave. - Suite 215  
Pleasant Hill, California 94523  
(925) 930-0902 · FAX (925) 930-0135  
maze@mazeassociates.com  
www.mazeassociates.com

**INDEPENDENT AUDITOR'S REPORT  
ON BASIC FINANCIAL STATEMENTS**

To the Honorable Mayor and Members of the Town Council  
Portola Valley, California

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Portola Valley as of and for the year ended June 30, 2011, which collectively comprise the Town's basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Portola Valley as of June 30, 2011, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 6, the Town implemented the provisions of Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

Management's Discussion and Analysis and Budget and Actual statements for the General Fund and each major special revenue fund are not required parts of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The supplemental section listed in the Table of Contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Maze & Associates

September 9, 2011



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## MANAGEMENT'S DISCUSSION AND ANALYSIS

This analysis of the Town of Portola Valley's (Town) financial performance provides an overview of the Town's financial activities for the fiscal year ended June 30, 2011. Please read it in conjunction with the accompanying financial statements.

### FINANCIAL HIGHLIGHTS:

- The Town's net assets decreased by less than 0.1% to \$38,195,948. This was due entirely to the continued devaluation of the stock donation received by the Town in 2008. As of September 30, 2011 and as recorded in these financial statements, the stock was valued at \$83,000, which is a \$236,000 drop from the prior fiscal year's valuation of \$319,000. (pages 6 and 13)
- The General Fund's *unassigned* fund balance (formerly classified as *unreserved and undesignated*) increased by 6% to \$2,051,317. However, the devaluated stock ultimately resulted in a net decrease to the General Fund of \$146,532, with an ending fund balance of \$2,707,528. (pages 17 and 20)
- The Town's total funds reported combined ending fund balances of \$6,832,781, a 5.5% decrease over the previous year. Per new GASB-54 classification guidelines, \$173,173 of this amount is considered *non-spendable* in that it is made up of a stock donation and a loan receivable. The balance of \$6.6 million is composed of *restricted, assigned, and unassigned* funds and is therefore available to finance government operations in accordance with the funds' intended purposes. (pages 16-17 and 20-22)
- The Town's total liabilities increased by 54% to \$2.2 million. This increase is due entirely to the large refundable deposit held on account by the Town for payment of expenditures related to the Stanford C-1 trail. (page 12)
- The Town's capital assets increased by 1% to \$31.5 million, with zero related long-term liability. (pages 9 and 12)

### OVERVIEW OF THE FINANCIAL STATEMENTS:

With the implementation of Governmental Accounting Standards Board No. 34 (GASB 34), the Town's financial statements include an additional set of financial statements. These government-wide financial statements provide both long-term and short-term information about the Town's overall financial status, and include the Town's capital assets and long-term debt and liabilities. The comparative condensed statements included in this discussion and analysis provide a helpful tool for "at-a-glance" analysis of the Town's financial performance.

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements that are comprised of three components: 1) Government-Wide Financial Statements, 2) Fund Financial Statements, and 3) Notes to Basic Financial Statements. This report also contains other supplementary information in addition to the basic financial statements for further information and analysis.

## **Government-Wide Financial Statements**

The government-wide financial statements present the financial picture of the Town and provide readers with a broad view of the Town's finances. All of the current year's revenues and expenses are taken into account, regardless of when cash is received or paid.

The Statement of Net Assets (page 12) and the Statement of Activities (page 13) report information about the Town as a whole and about its activities. These statements include *all* assets, liabilities, revenues and expenses of the Town using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies.

The Statement of Net Assets presents information on all of the Town's assets and liabilities, with the difference between the two reported as net assets. Over time, increases in net assets may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net assets changed during the year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows.

## **Fund Financial Statements**

The fund financial statements (pages 16 and 20) provide detailed information about the Town's major funds—not the Town as a whole. Some funds are required to be established by State law. However, management establishes other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other money.

The fund financial statements include statements for governmental funds only. The governmental activities are prepared using the current financial resources measurement focus and modified accrual basis of accounting. The governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental funds financial statements focus on current financial resources that emphasize near-term inflows and outflows of spendable resources as well as balances of spendable resources at the end of the fiscal year. This information is essential in evaluating the Town's near-term financial requirements.

In order to better understand the Town's long-term and short-term requirements, it is useful to compare the Town's governmental fund statements with the governmental activities in the government-wide financial statements. Reconciliations are provided for both the governmental funds Balance Sheet and Statement of Revenues, Expenditures, and Changes in fund balances to facilitate this comparison.

The General Fund, Open Space Restricted Fund, and Road Impact Fees Fund are considered major funds. They are reported in detail in the Governmental Funds financial statements. All other funds are non-major funds and reported in the aggregate. With the implementation of GASB-54 in 2011, the usefulness of fund balance information has been enhanced by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. In the case of the Town's statements, fund balances within the General Fund that were formerly classified as "designated" by the Council are now reclassified as "assigned" fund balances. In the case of the Town's loan receivable and the stock donation, these have now been reclassified as "nonspendable" fund balance.

### **Notes to Basic Financial Statements**

The notes (pages 25-39) provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### **Required Supplementary Information**

In addition to the basic financial statements, this report also presents certain Required Supplementary Information (pages 41-44) including the Town's budgetary comparison schedules for the General, Open Space Restricted, and Road Impact Fee funds.

### **Supplementary Information**

Supplementary schedules (pages 47-56) concerning balance sheets and changes in fund balances for all other funds are presented immediately following the Required Supplementary Information. Financial activity related to the Town's agency funds (maintenance districts) is also presented separately in this section.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS

### Statement of Net Assets

Net assets are a good indicator of an agency's financial position. At the end of this fiscal year, net assets of the Town were \$38,195,948, a decrease of \$44,797 from the prior year.

The following is the condensed Statement of Net Assets for the fiscal year ended 6/30/2011.

Town of Portola Valley  
 Condensed Statement of Net Assets

	Fiscal Year Ended		Change	
	6/30/2011	6/30/2010	Amount	Percent
<b>Assets:</b>				
Current Assets	\$ 8,947,316	\$ 8,565,424	\$ 381,892	4.5%
Capital Assets, Net	31,455,744	31,105,563	350,181	1.1%
<b>Total Assets</b>	<b>40,403,060</b>	<b>39,670,987</b>	<b>732,073</b>	<b>1.8%</b>
<b>Liabilities:</b>				
Current Liabilities	432,395	846,057	(413,662)	-48.9%
Long-term Liabilities	1,774,717	584,185	1,190,532	203.8%
<b>Total Liabilities</b>	<b>2,207,112</b>	<b>1,430,242</b>	<b>776,870</b>	<b>54.3%</b>
<b>Net Assets:</b>				
Invested in Capital Assets, Net of Related Debt	31,455,744	31,105,563	350,181	1.1%
Restricted	4,125,253	4,372,337	(247,084)	-5.7%
Unrestricted	2,614,951	2,762,845	(147,894)	-5.4%
<b>Total Net Assets</b>	<b>\$ 38,195,948</b>	<b>\$ 38,240,745</b>	<b>\$ (44,797)</b>	<b>-0.1%</b>

The Town's *Current Assets* of \$8.9 million represents readily available cash, a loan receivable, and the valuation of a stock donation. *Total Liabilities* of \$2.2 million represent 5.5% of the *Total Assets*.

The Town has \$4.1 million in restricted net assets that it cannot spend at its discretion because these funds are restricted by State law, municipal code and contractual obligation for public works, safety and open space. Further information on these restricted assets is provided in the discussion of the fund financial statements. The \$2.6 million in unrestricted assets represents funds that are not restricted by law; however \$483,038 of these funds remain assigned by the Town for special programs.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS (cont.)

### Statement of Activities

The following is the condensed Statement of Activities for the fiscal year ended 6/30/2011, along with comparative data for the previous fiscal year ending 6/30/2010.

Town of Portola Valley  
 Condensed Statement of Activities

	Fiscal Year Ended		Change	
	6/30/2011	6/30/2010	Amount	Percent
<b>Revenues</b>				
Program Revenues:				
Charges for Services	\$ 793,344	\$ 1,070,045	\$ (276,701)	-25.9%
Grants and Contributions	369,787	698,651	(328,864)	-47.1%
General Revenues:				
Property Taxes	1,915,773	1,771,411	144,362	8.1%
Agency Revenues	601,305	539,024	62,281	11.6%
Franchise Fees	238,848	225,498	13,350	5.9%
Utility Users Tax	753,927	723,214	30,713	4.2%
Investment Earnings	(203,138)	47,527	(250,665)	-527.4%
Miscellaneous	129,518	22,990	106,528	463.4%
Total Revenues	4,599,364	5,098,360	(498,996)	-9.8%
<b>Expenses:</b>				
General Government	2,623,184	2,639,615	(16,431)	-0.6%
Parks and Recreation	241,792	267,548	(25,756)	-9.6%
Town Center Facilities	573,718	326,339	247,379	75.8%
Public Safety	797,972	725,643	72,329	10.0%
Road Impact Fees	5,550	51,563	(46,013)	-89.2%
Public Works	401,945	418,721	(16,776)	-4.0%
Total Expenses	4,644,161	4,429,429	214,732	4.8%
Change in Net Assets	(44,797)	668,931	(713,728)	-106.7%
Net Assets - Beginning	38,240,745	37,571,814	668,931	1.8%
Net Assets - Ending	\$ 38,195,948	\$ 38,240,745	\$ (44,797)	-0.1%

This year, the Town's net assets decreased slightly to \$38,195,948. The primary reason for this decrease is the continued devaluation of the stock donation, with a net loss of \$236,000 during the fiscal year.

This year, 17% of the Town's revenues came from *Charges for Services*. Tax revenues of \$2.8 million (Property Taxes, Franchise Fees, Utility Users' Tax) made up 63% of the Town's revenues, and Agency Revenues (intergovernmental revenues) made up 13%.

*General Government* expenses of \$2.6 million represent 56% of the Town's operating expenses, with *Public Safety* the second largest expense at 17% of total expenses.

## FUND FINANCIAL STATEMENT ANALYSIS

The Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

At year-end the Town's governmental funds reported combined fund balances of \$6,832,781. The following fund balances can only be used for their specified purpose *within the General Fund*; the assigned fund balances can be reassigned at the Council's discretion:

- Assigned for open space acquisition                                 \$ 377,499
- Assigned for other purposes   105,539
- Stock donation (non-spendable)   83,000

The Town has at its discretion \$6.7 million for future use. Of this amount \$2.1 million is unassigned within the General Fund and therefore available for any purpose. The remainder of \$4.1 million in restricted funds can only be used for projects within the intended purpose of the funds.

### Fund Budgetary Highlights

The Town's overall adopted budget for 2010-11 was balanced at \$6.1 million, with the General Fund portion of the budget balanced at \$3.8 million.

Due to the continued decline in the stock donation's valuation and the cancellation of the Blues & Barbecue event, General Fund revenues were \$304,912 less than the final budget estimate. However, it is noteworthy that tax-based revenues were 2% over budget, with sales tax revenues a remarkable 45% over budget. Another positive indicator is that the Town's licenses, permits, service charges and fees were also 14% higher than budgeted.

Total expenditures for the General Fund were \$183,538 less than the original budget, with actual expenditures less than the adopted and final budgets in every category. Due to the cancellation of both Blues & Barbecue and the Town Picnic, expenditures in *Committees and Commissions* were \$50,000 less than budgeted. Expenditures for the Town Attorney and the ongoing Permits & Fees Study contributed to expenditures being \$78,000 less than budgeted in the *Consultants Services* category.

## CAPITAL ASSET AND DEBT ADMINISTRATION

### Capital Assets

As of June 30, 2011, the Town had \$31.4 million invested primarily in buildings and land, as summarized below. During the year the Town acquired over \$1 million in capital assets. This included design and construction expenditures for the C-1 trail and the annual road project. Additional information on the Town's capital assets can be found in Note 3 on pages 31-33 of this report.

Condensed Statement of Capital Assets

	Fiscal Year Ended		Change	
	6/30/2011	6/30/2010	Amount	Percent
Land	\$ 6,485,959	\$ 6,485,959	\$ -	0%
Construction in Progress	\$ 200,238	\$ -	200,238	
Land improvements	2,627,145	2,627,145	-	0%
Buildings	19,752,463	19,752,463	-	0%
Equipment	197,238	197,238	-	0%
Infrastructure	4,756,792	3,892,902	863,890	22%
<b>Total Capital Assets</b>	<b>34,019,835</b>	<b>32,955,707</b>	<b>1,064,128</b>	<b>3%</b>
Accumulated Depreciation	(2,564,091)	(1,850,144)	(713,947)	39%
<b>Total Net Capital Assets</b>	<b>\$ 31,455,744</b>	<b>\$ 31,105,563</b>	<b>\$ 350,181</b>	<b>1%</b>

### Long-Term Debt

The Town has \$92,577 in the long-term liability of compensated absences, with no new debt incurred during the fiscal year.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

As these financial statements were being prepared, California counties received their distribution of COPS (Citizens' Options for Public Safety) funding from the State. NOTE: The funding of this program was in unresolved jeopardy throughout the State's budget process and was therefore omitted from the Town's 2011-12 budget. A budget amendment has since been completed to restore this funding to the Town's adopted budget.

In addition to the \$100,000 annual COPS grant, the Town continues to use funds from the General Fund and Public Safety funds to supplement the cost of *Additional Traffic Patrols*. As the cost for this service continue to rise and additional reserve funds from the Public Safety fund are tapped to meet this expenditure, future budgets will have to address the continuation and method of funding for these additional traffic patrols.

With the pending completion of an analysis of the Town's fees & permits, it is anticipated that an adjustment to the Town's fee structure will result in a modest and appropriate increase in this category's revenues for the 2012-13 budget. By way of reminder, the last fee study was conducted in 1999. In addition, the Town will include the anticipated revenue of its State-appropriated property tax revenue from the 2009-10 fiscal year.

The cost of employee benefits is a critical issue that all agencies in the public sector are facing, and the Town will continue to evaluate its own costs in comparison with current standards and economic indicators. Current evaluations indicate that the staff's overall benefits package remains lower than the average employee package in neighboring municipalities. No reductions to Town staffing or services are anticipated in the foreseeable future.



## **CONTACTING THE TOWN'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or would like additional financial information, please contact the Town of Portola Valley, 765 Portola Road, Portola Valley, California 94028.

**TOWN OF PORTOLA VALLEY****STATEMENT OF NET ASSETS  
AND STATEMENT OF ACTIVITIES**

The purpose of the Statement of Net Assets and the Statement of Activities is to summarize the Town's entire financial activities and financial position. They are prepared on the same basis as is used by most businesses, which means they include all the Town's assets and all its liabilities, as well as all its revenues and expenses. This is known as the full accrual basis—the effect of all the Town's transactions is taken into account, regardless of whether or when cash changes hands, but all material internal transactions between Town funds have been eliminated.

The Statement of Net Assets reports the difference between the Town's total assets and the Town's total liabilities, including all the Town's capital assets and all its long-term debt.

The Statement of Net Assets summarizes the financial position of all of the Town's Governmental Activities in a single column.

The Town's Governmental Activities include the activities of its General Fund along with all its Special Revenue Funds.

The Statement of Activities reports increases and decreases in the Town's net assets. It is also prepared on the full accrual basis, which means it includes all the Town's revenues and all its expenses, regardless of when cash changes hands. This differs from the "modified accrual" basis used in the Fund financial statements, which reflect only current assets, current liabilities, available revenues and measurable expenditures.

The Statement of Activities presents the Town's expenses first, listed by program. Program revenues—that is, revenues which are generated directly by these programs—are then deducted from program expenses to arrive at the net expense of each governmental program. The Town's general revenues are then listed in the Governmental Activities column and the Change in Net Assets is computed and reconciled with the Statement of Net Assets.

TOWN OF PORTOLA VALLEY  
STATEMENT OF NET ASSETS  
JUNE 30, 2011

	Governmental Activities
<b>ASSETS</b>	
Cash and investments (Note 2)	\$6,638,120
Restricted cash - customer deposits (Note 2)	1,682,140
Accounts and interest receivable	536,883
Loans receivable (Note 5)	90,173
Capital assets, net (Note 3)	
Nondepreciable	6,686,197
Depreciable, net of accumulated depreciation	24,769,547
Total Assets	40,403,060
<b>LIABILITIES</b>	
Accounts payable	432,395
Refundable customer deposits	1,682,140
Accrued compensated absences due within one year (Note 1F)	92,577
Total Liabilities	2,207,112
<b>NET ASSETS (Note 6)</b>	
Invested in capital assets	31,455,744
Restricted for:	
Special Revenue Projects	3,949,163
Capital Projects	176,090
Unrestricted	2,614,951
Total Net Assets	\$38,195,948

See accompanying notes to financial statements

TOWN OF PORTOLA VALLEY  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2011

Functions/Programs	Program Revenues			Net (Expense) Revenue
	Operating Expenses	Charges for Services	Operating Grants and Contributions	
<b>Governmental Activities:</b>				
General government	\$2,623,184	\$445,518	\$11,982	(\$2,165,684)
Parks and recreation	241,792	90,817	16,853	(134,122)
Town center facilities	573,718	257,009		\$48,188 (268,521)
Public safety	797,972		98,307	(699,665)
Public works	401,945			194,457 (207,488)
Road impact fees	5,550			(5,550)
<b>Total governmental activities</b>	<b>\$4,644,161</b>	<b>\$793,344</b>	<b>\$127,142</b>	<b>\$242,645</b> <b>(3,481,030)</b>
<b>General Revenues:</b>				
Property Tax Revenues				1,915,773
Agency Revenues				601,305
Franchise Fees				238,848
Utility User Tax				753,927
Investment Earnings				(203,138)
Miscellaneous Revenue				129,518
<b>Total general revenues</b>				<b>3,436,233</b>
Change in net assets				(44,797)
Net Assets, beginning of year				38,240,745
Net Assets, end of year				<b>\$38,195,948</b>

See accompanying notes to financial statements

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<b>FUND FINANCIAL STATEMENTS</b>
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The Fund Financial Statements present only individual major funds, while non-major funds are combined in a single column. Major funds are defined generally as having significant activities or balances in the current year.

TOWN OF PORTOLA VALLEY  
GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2011

	General	Open Space Restricted	Road Impact Fees
<b>ASSETS</b>			
Cash and investments (Note 2)	\$2,310,836	\$3,011,003	\$594,153
Restricted cash - customer deposits (Note 2)	1,682,140		
Accounts and interest receivable	472,397	36,449	871
Due from other funds (Note 4)	9,900		
Loans receivable (Note 5)	90,173		
<b>Total Assets</b>	<b>\$4,565,446</b>	<b>\$3,047,452</b>	<b>\$595,024</b>
<b>LIABILITIES</b>			
Accounts payable	\$175,778	\$2,699	\$249,389
Refundable deposits	1,682,140		
Due to other funds (Note 4)			
<b>Total Liabilities</b>	<b>1,857,918</b>	<b>2,699</b>	<b>249,389</b>
<b>FUND BALANCES (Note 6)</b>			
Nonspendable	173,173		
Restricted		3,044,753	345,635
Assigned	483,038		
Unassigned	2,051,317		
<b>Total Fund Balances</b>	<b>2,707,528</b>	<b>3,044,753</b>	<b>345,635</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$4,565,446</b>	<b>\$3,047,452</b>	<b>\$595,024</b>

See accompanying notes to financial statements

Other Governmental Funds	Total Governmental Funds
\$722,128	\$6,638,120
	1,682,140
27,166	536,883
	9,900
	90,173
<u>\$749,294</u>	<u>\$8,957,216</u>
\$4,529	\$432,395
	1,682,140
9,900	9,900
<u>14,429</u>	<u>2,124,435</u>
	173,173
734,865	4,125,253
	483,038
	2,051,317
<u>734,865</u>	<u>6,832,781</u>
<u>\$749,294</u>	<u>\$8,957,216</u>



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TOWN OF PORTOLA VALLEY  
RECONCILIATION OF THE  
GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE  
STATEMENT OF NET ASSETS  
JUNE 30, 2011

**Fund Balances - Total Governmental Funds** **\$6,832,781**

Amounts reported for governmental activities in the  
statement of net assets are different because:

Capital assets used in governmental activities  
are not financial resources and therefore are  
not reported in the funds:

Governmental capital assets	\$34,019,835	
Less: accumulated depreciation	<u>(2,564,091)</u>	31,455,744

Long-term liabilities are not due  
and payable in the current period  
and therefore are not reported in the funds

Compensated absences	<u>(92,577)</u>	<u>(92,577)</u>
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**Net Assets of Governmental Activities** **\$38,195,948**

See accompanying notes to financial statements

TOWN OF PORTOLA VALLEY  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2011

	General Fund	Open Space Restricted	Road Impact Fees
<b>REVENUES</b>			
Taxes			
Property taxes	\$1,915,773		
Sales tax	135,485		
Gas tax			
Business license tax and other taxes	103,406		
Total taxes	<u>2,154,664</u>		
Agency revenues	26,889		
Grants			
Contributions	49,689	\$109,230	
Franchise fees	238,848		
Utility users tax	521,950	231,977	
Licenses and permits	393,234		
Service charges and fees	52,284		
Parks and recreation	260,574		
Investment and other revenues	(119,044)	14,152	3,926
Total Revenues	<u>3,579,088</u>	<u>355,359</u>	<u>3,926</u>
<b>EXPENDITURES</b>			
General government	2,618,298		
Parks and recreation	210,054		
Town center facilities	110,980		
Public safety	643,510		
Public works	2,470		
Road impact fees			5,550
Capital improvement program	116,288	25,381	435,072
Total Expenditures	<u>3,701,600</u>	<u>25,381</u>	<u>440,622</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(122,512)</u>	<u>329,978</u>	<u>(436,696)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in (Note 4)		100	
Transfers (out) (Note 4)	(24,020)		
Total Other Financing Sources (Uses)	<u>(24,020)</u>	<u>100</u>	
<b>NET CHANGE IN FUND BALANCES</b>	<u>(146,532)</u>	<u>330,078</u>	<u>(436,696)</u>
<b>FUND BALANCES, BEGINNING OF YEAR</b>	<u>2,854,060</u>	<u>2,714,675</u>	<u>782,331</u>
<b>FUND BALANCES, END OF YEAR</b>	<u>\$2,707,528</u>	<u>\$3,044,753</u>	<u>\$345,635</u>

See accompanying notes to financial statements

Other Governmental Funds	Total Governmental Funds
	\$1,915,773
\$218,128	353,613
117,397	117,397
	103,406
<u>335,525</u>	<u>2,490,189</u>
	26,889
304,746	304,746
	158,919
	238,848
	753,927
	393,234
	52,284
	260,574
20,720	(80,246)
<u>660,991</u>	<u>4,599,364</u>
	2,618,621
323	210,054
	110,980
153,747	797,257
163,860	166,330
	5,550
507,447	1,084,188
<u>825,377</u>	<u>4,992,980</u>
<u>(164,386)</u>	<u>(393,616)</u>
46,463	46,563
<u>(22,543)</u>	<u>(46,563)</u>
<u>23,920</u>	
<u>(140,466)</u>	<u>(393,616)</u>
<u>875,331</u>	<u>7,226,397</u>
<u>\$734,865</u>	<u>\$6,832,781</u>

TOWN OF PORTOLA VALLEY  
 RECONCILIATION OF THE  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
 IN THE FUND BALANCE OF GOVERNMENTAL FUNDS TO THE  
 STATEMENT OF ACTIVITIES  
 FOR THE YEAR ENDED JUNE 30, 2011

<b>Net Change in Fund Balances - Total Governmental Funds</b>		(\$393,616)
<p>Amounts reported for governmental activities in the statement of net assets are different because:</p>		
<p>Capital outlay is an expenditure in the government funds financial statement, but the cost of those assets is allocated over their estimated useful lives as depreciation expense in the statement of activities.</p>		
Capital outlay and other capitalized expenditures	\$1,064,128	
Depreciation expense	<u>(713,947)</u>	350,181
Net change in compensated absences		<u>(1,362)</u>
<b>Change in Net Assets of Governmental Activities</b>		<u><u>(\$44,797)</u></u>

See accompanying notes to financial statements

<b>AGENCY FUNDS</b>
---------------------

Agency funds are used to account for assets held by the Town as an agent for individuals, private organizations, and other governments. The financial activities of these funds are excluded from the Entity – wide financial statements, but are presented in separate Agency Fund financial statements.

TOWN OF PORTOLA VALLEY  
AGENCY FUNDS  
STATEMENT OF AGENCY FUNDS NET ASSETS  
JUNE 30, 2011

	<u>Agency Funds</u>
ASSETS	
Cash and investments (Note 2)	\$276,303
Accounts and interest receivable	<u>2,880</u>
Total Assets	<u><u>\$279,183</u></u>
LIABILITIES	
Deposits and accrued liabilities	<u>\$279,183</u>
Total Liabilities	<u><u>\$279,183</u></u>

See accompanying notes to financial statements

**TOWN OF PORTOLA VALLEY**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2011**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The following is a summary of accounting policies of the Town:

**A. Reporting Entity**

The Town of Portola Valley (the Town) was incorporated on July 14, 1964 under the laws of the State of California. Portola Valley operates under a Council-Manager form of government. The Town provides a full range of municipal services to its citizens including public safety, culture, recreation, public improvements, planning and zoning, and general administrative support. These financial statements present the financial status of the Town.

**B. Basis of Presentation**

The Town's Basic Financial Statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Government Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the U.S.A.

These Statements require that the financial statements described below be presented.

**Government-wide Statements:** The Statement of Net Assets and the Statement of Activities display information about the primary government (the Town). These statements include the financial activities of the overall Town government. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Town's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational needs of a particular program and (c) fees, grants and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

**Fund Financial Statements:** The fund financial statements provide information about the Town's funds. The emphasis of fund financial statements is on major individual governmental funds, each of which is displayed in a separate column. All remaining governmental funds are aggregated and reported as nonmajor funds.

**C. Major Funds**

The Town's major governmental funds are presented separately in the fund financial statements. All other funds, called non-major funds, are combined and reported in a single column, regardless of their fund-type.



**TOWN OF PORTOLA VALLEY**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2011**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Major funds are defined as funds that have either assets, liabilities, revenues or expenditures/expenses equal to ten percent of their fund-type total and five percent of the grand total. The General Fund is always a major fund. The Town may also select other funds it believes should be presented as major funds.

The Town reported the following major governmental funds in the accompanying financial statements:

**General Fund** is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

**Open Space Restricted Fund** is a major fund of the Town. Through the years, residents and others have raised funds to preserve some 100 acres of open space within the Town's boundaries. Several fund-raising committees have worked at various times to achieve this goal, culminating in today's Open Space Acquisition Fund (PVOSAF). This fund, overseen by the Town Council, is composed of monies accrued from a special 2% utility tax approved by the voters in 1997, 2001, 2005, 2009 and from private donations. It can be used for the acquisition and support of open space within the Town. Private donations are generally in the form of tax-deductible checks or appreciated securities.

**Road Impact Fees** is used to account for the recovery of road repair costs from building permit applicants due to road wear and tear from construction vehicles. Collection of this fee was suspended in February 2010.

The Town also reports the following fund types:

**Fiduciary Funds.** Agency Funds are used to account for assets held by the Town as an agent for individuals, private organizations, and other governments. The financial activities of these funds are excluded from the Government-wide financial statements, but are presented in separate Fiduciary Fund financial statements.

**D. Basis of Accounting**

The government-wide financial statements are reported using the *economic resources measurement focus* and the full *accrual basis* of accounting. Revenues are recorded when *earned* and expenses are recorded at the time liabilities are *incurred*, regardless of when the related cash flows take place.

Governmental funds financial statements are reported using the *current financial resources measurement focus* and the *modified accrual* basis of accounting. Under this method, revenues are recognized when *measurable* and *available*. The Town considers all revenues reported in the governmental funds to be available if the revenues are collected within 45 to 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. Governmental capital asset acquisitions are reported as *expenditures* in governmental funds. Proceeds of governmental long-term debt and acquisitions under capital leases are reported as *other financing sources*.

**TOWN OF PORTOLA VALLEY**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2011**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Those revenues susceptible to accrual are property tax, sales tax, utility user tax, interest revenue and franchise fees. Fines, licenses and permits are not susceptible to accrual because they are not measurable until received in cash.

Non-exchange transactions, in which the Town gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The Town may fund programs with a combination of cost-reimbursement grants and general revenues. Thus, both restricted and unrestricted net assets may be available to finance program expenditures. The Town's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

Certain indirect costs are included in program expenses reported for individual functions and activities.

**E. Property Taxes**

County tax assessments include secured and unsecured property taxes. Unsecured taxes are taxes on personal property. Tax assessments are secured by liens on the property being taxed.

Revenue is recognized in the period for which the tax and assessment is levied. The County of San Mateo levies, bills and collects property taxes for the Town. The County remits the entire amount levied and handles all delinquencies, retaining interest and penalties.

Secured and unsecured property taxes are levied on January 1. Secured property tax is due in two installments, on November 1 and February 1, and becomes a lien on those dates. It becomes delinquent on December 10 and April 10, respectively. Unsecured property tax is due on July 1 and becomes delinquent on August 31.

**F. Compensated Absences**

Compensated absences represent the vested portion of accumulated vacation, compensation time and overtime. Upon termination, 100% of vacation leave will be paid. The Town records a liability for unpaid compensated absences.

The changes of the compensated absences are as follows:

Beginning balance	\$91,215
Additions	88,681
Payments	<u>(87,319)</u>
Ending balance	<u><u>\$92,577</u></u>

**TOWN OF PORTOLA VALLEY**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2011**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Accumulated sick leave benefits are not recognized as liabilities of the Town. The Town's policy is to record sick leave as an operation expense in the period taken since such benefits do not vest nor is payment probable.

For all governmental funds, amounts expected to be paid out of current financial resources are recorded as fund liabilities; the long-term portion is recorded in the Statement of Net Assets.

Compensated absences are liquidated by the fund that has recorded the liability. The long-term portion of governmental activities compensated absences is liquidated primarily by the General Fund.

**G. *Deferred Compensation Plan***

Town employees may defer a portion of their compensation under Town sponsored Deferred Compensation Plans created in accordance with Internal Revenue Code Section 457. Under these plans, participants are not taxed on the deferred portion of their compensation until distributed to them; distributions may be made only at termination, retirement, death or in an emergency as defined by the Plans.

The laws governing deferred compensation plan assets required them to be held by a Trust for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under these plans are not the Town's property and are not subject to the Town control, they have been excluded from these financial statements.

**H. *Expenditures in Excess of Budget***

The funds below incurred expenditures in excess of their budgets in the amounts below for the year ended June 30, 2011:

Public Safety COPS Special Revenue Fund	\$468
Grants Capital Projects Fund	323

**I. *Use of Estimates***

The preparation of financial statements in conformity with generally accepted accounting principles (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

<b>TOWN OF PORTOLA VALLEY</b> <b>Notes to Basic Financial Statements</b> <b>For the Year Ended June 30, 2011</b>
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<b>NOTE 2 - CASH AND INVESTMENTS</b>
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The Town pools cash from all sources and all funds so that it can be invested at the maximum yield consistent with safety and liquidity, while individual funds can make expenditures at any time.

**A. Policies**

California Law requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the Town's cash on deposit or first trust deed mortgage notes with a market value of 150% of the deposit, as collateral for these deposits. Under California Law this collateral is held in a separate investment pool by another institution in the Town's name and places the Town ahead of general creditors of the institution.

The Town's investments are carried at fair value, as required by the generally accepted accounting principles. The Town adjusts the carrying value of its investments to reflect their fair value at each fiscal year end, and it includes the effects of these adjustments in income for that fiscal year.

**B. Classification**

Cash and investments are classified in the financial statements as follows:

Statement of Net Assets:	
Cash and Investments	\$6,638,120
Restricted cash and investments	1,682,140
Cash and investments of the Town	8,320,260
Cash and investments in Fiduciary Funds (separate statement)	276,303
Total cash and investments	\$8,596,563

**C. Investments Authorized by the California Government Code and the Town's Investment Policy**

The Town's Investment Policy and the California Government Code allow the Town to invest in the following, provided the credit ratings of the issuers are acceptable to the Town; and approved percentages and maturities are not exceeded.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment In One Issuer
U.S. Treasury Obligations	5 years	None	None
Negotiable Certificates of Deposits	5 years	30%	None
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Pool	N/A	None	None
California Local Agency Investment Fund	N/A	None	\$40 million
Town of Portola Valley Issued Bonds	5 years	None	None

**TOWN OF PORTOLA VALLEY**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2011**

**NOTE 2 - CASH AND INVESTMENTS (Continued)**

The Town does not enter into repurchase or reverse repurchase agreements.

**D. Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Normally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates will be.

Information on the fair values of the Town's cash and investments at June 30, 2011, is provided by the following table:

	Cash and Investments	Restricted Cash and Investments	Total
California Local Agency Investment Fund	\$6,666,171	\$1,682,140	\$8,348,311
Common stocks	83,000		83,000
Cash in Bank			
Checking Account	163,752		163,752
Cash on Hand	1,500		1,500
	<u>\$6,914,423</u>	<u>\$1,682,140</u>	<u>\$8,596,563</u>
Total cash and investments	<u>\$6,914,423</u>	<u>\$1,682,140</u>	<u>\$8,596,563</u>

As of June 30, 2011, the Town had recorded a total of \$83,000 of donated common stocks. The common stocks are traded over the counter. The value of the common stocks has been volatile with its price ranging from about \$0.71 per share to about \$3.97 per share over the last 52 weeks from September 2010 to September 2011. The Town receives monthly statements indicating the current value of the stocks and will attempt to liquidate when the stock reaches an appropriate value. At June 30, 2011, the Town has classified the fund balance as non spendable for the amount of the donated common stock because the common stocks do not represent currently available, spendable resources.

The Town is a participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The Town reports its investment in LAIF at the fair value amount provided by LAIF. The balance is available for withdrawal on demand, and is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligation, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, and corporations. At June 30, 2011, these investments matured in an average of 237 Days.

**E. Credit Risk**

Credit Risk is the risk that an issuer will not fulfill its obligation to the holder of the investment. The Town invests in the California Local Agency Investment Fund, which is not rated.

**TOWN OF PORTOLA VALLEY**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2011**

**NOTE 3 - CAPITAL ASSETS**

The Town defines capital assets as assets with an initial cost generally of \$5,000 or more and an estimated useful life in excess of two years except for land which is always capitalized and buildings, land improvements and infrastructure which have a \$25,000 capitalization threshold.

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their estimated fair market value on the date contributed.

The Town is required to record all its public domain (infrastructure) capital assets. The Town has elected to prospectively record its infrastructure placed into service beginning in fiscal year 2004, including roads, curbs and gutters, streets and sidewalks, and drainage systems.

All capital assets with limited useful lives are depreciated over their estimated useful lives. The purpose of depreciation is to spread the cost of capital assets equitably among all users over the life of these assets. The amount charged to depreciation expense each year represents that year's pro rata share of the cost of capital assets.

Depreciation is provided using the straight line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The Town has assigned the useful lives listed below to capital assets:

<u>Asset Class</u>	<u>Useful Lives</u>
Infrastructure	50 years
Improvements other than Buildings	35 years
Buildings and Improvements	20 - 50 years
Equipment	5 - 20 years

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase is reflected in the capitalized value of the asset constructed, net of interest earned on the invested proceeds over the same period.

<b>TOWN OF PORTOLA VALLEY</b> <b>Notes to Basic Financial Statements</b> <b>For the Year Ended June 30, 2011</b>
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<b>NOTE 3 - CAPITAL ASSETS (Continued)</b>
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**A. Capital Asset Additions and Retirements**

Capital asset activity during the fiscal year ended June 30, 2011 was as follows:

	<u>Balance</u> <u>June 30, 2010</u>	<u>Additions</u>	<u>Balance</u> <u>June 30, 2011</u>
<b>Governmental Activities</b>			
Capital assets not being depreciated:			
Land	\$6,485,959		\$6,485,959
Construction in Progress		\$200,238	200,238
	<u>6,485,959</u>	<u>200,238</u>	<u>6,686,197</u>
Capital assets being depreciated:			
Infrastructure	3,892,902	863,890	4,756,792
Land improvements	2,627,145		2,627,145
Buildings and improvements	19,752,463		19,752,463
Equipment	197,238		197,238
	<u>26,469,748</u>	<u>863,890</u>	<u>27,333,638</u>
Less accumulated depreciation for:			
Infrastructure	(659,730)	(235,615)	(895,345)
Land improvements	(454,307)	(73,565)	(527,872)
Buildings and improvements	(588,302)	(395,049)	(983,351)
Equipment	(147,805)	(9,718)	(157,523)
	<u>(1,850,144)</u>	<u>(713,947)</u>	<u>(2,564,091)</u>
Total depreciable assets, net	<u>24,619,604</u>	<u>\$149,943</u>	<u>24,769,547</u>
Capital assets, net	<u>\$31,105,563</u>		<u>\$31,455,744</u>

<b>TOWN OF PORTOLA VALLEY</b> <b>Notes to Basic Financial Statements</b> <b>For the Year Ended June 30, 2011</b>
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<b>NOTE 3 - CAPITAL ASSETS (Continued)</b>
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**B. Depreciation Allocation**

Depreciation expense is charged to functions and programs based on their usage of the related assets. The amounts allocated to each function or program is as follows:

<b>Governmental Activities</b>	
General Government	\$3,201
Parks and Recreation	31,738
Town Center Facilities	442,678
Public Safety	715
Public Works	<u>235,615</u>
Total Governmental Activities	<u><u>\$713,947</u></u>

<b>NOTE 4 - INTERFUND TRANSACTIONS</b>
--

**A. Current Interfund Balances**

Current interfund balances arise in the normal course of business and are expected to be repaid shortly after the end of the fiscal year. As of June 30, 2011, the Measure A and the Gas Tax Special Revenue Funds owe the General Fund \$86 and \$9,814 correspondingly.

**B. Transfers**

With Council approval, resources may be transferred from one Town fund to another. The purpose of the majority of transfers is to finance operations of the fund receiving the transfer. Less often, a transfer may be made to open or close a fund.

Transfers between individual funds during the fiscal year ended June 30, 2011 are shown below. These transfers were generally made to reimburse the receiving fund for expenditures made on behalf of the fund making the transfer.

Fund Making Transfers	Fund Receiving Transfers	Amount
General Fund	Open Space Restricted Special Revenue Fund	\$100 (A)
	Gas Tax Special Revenue Fund	23,920 (B)
Measure A Special Revenue Fund	Gas Tax Special Revenue Fund	<u>22,543 (B)</u>
		<u><u>\$46,563</u></u>

Purpose of transfer:

(A) General Fund transfer of a donation from the Teen Committee to the Town's open space fund

(B) Annual transfers from Measure A Fund and General Fund to Gas Tax Fund



**TOWN OF PORTOLA VALLEY**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2011**

**NOTE 5 – LOAN RECEIVABLE**

In fiscal year 2007, the Town issued a loan to Wayside II Road Maintenance District for the amount of \$198,000 to maintain the private roads within the Wayside Road area of the Town. The loan was scheduled to be paid off before the end of fiscal year 2017. The District repays the Town on annual basis and the interest rate varies in each fiscal year based on quarterly LAIF statements. As of June 30, 2011, the remaining balance of the loan is \$90,173.

**NOTE 6 – NET ASSETS AND FUND BALANCES**

**A. Net Assets**

Net Assets are measured on the full accrual basis and are the excesses of all the Town's assets over all its liabilities, regardless of fund. Net Assets are divided into three captions which are determined only at the Government-wide level, and are described below:

*Invested in Capital Assets* describes the portion of Net Assets which is represented by the current net book value of the Town's capital assets, less the outstanding balance of any retention payables.

*Restricted* describes the portion of Net Assets which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the Town cannot unilaterally alter.

*Unrestricted* describes the portion of Net Assets which is not restricted to use.

**B. Fund Balances**

Governmental fund balances represent the net current assets of each fund. Net current assets generally represent a fund's cash and receivables, less its liabilities.

The Town's fund balances are classified in accordance with Governmental Accounting Standards Board Statement Number 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which requires the Town to classify its fund balances based on spending constraints imposed on the use of resources. For programs with multiple funding sources, the Town prioritizes and expends funds in the following order: Restricted, Committed, Assigned, and Unassigned.

Each category in the following hierarchy is ranked according to the degree of spending constraint:

*Nonspendable* represents balances set aside to indicate items do not represent available, spendable resources even though they are a component of assets. Assets not expected to be converted to cash, such as prepaids and notes receivable are included. However, if proceeds realized from the sale or collection of nonspendable assets are restricted, committed or assigned, then nonspendable amounts are required to be presented as a component of the applicable category.

**TOWN OF PORTOLA VALLEY**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2011**

**NOTE 6 – NET ASSETS AND FUND BALANCES (Continued)**

*Restricted* fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose. Nonspendable amounts subject to restrictions are included along with spendable resources.

*Committed* fund balances have constraints imposed by formal action of the Town Council which may be altered only by formal action of the Town Council. Nonspendable amounts subject to council commitments are included along with spendable resources.

*Assigned* fund balances are amounts constrained by the Town's intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed by the Town Council and may be changed at the discretion of the Town Council. This category includes *nonspendables*, when it is the Town's intent to use proceeds or collections for a specific purpose; and residual fund balances, if any, of Special Revenue Funds which have not been restricted or committed.

*Unassigned* fund balance represents residual amounts that have not been restricted, committed, or assigned. This includes the residual General Fund balance and residual fund deficits, if any, of other governmental funds.

Detailed classifications of the Town's fund balances, as of June 30, 2011, are below:

	General Fund	Major Special Revenue Funds		Other Governmental Funds	Total
		Open Space Restricted	Road Impact Fees		
Fund balances:					
Nonspendables:					
Loans receivable	\$90,173				\$90,173
Common stocks	83,000				83,000
Restricted for:					
Open space acquisition		\$3,044,753			3,044,753
Road impact fees			\$345,635		345,635
Public safety				\$106,691	106,691
Public safety COPS				36,763	36,763
Library fund				415,321	415,321
Park in-lieu				6,199	6,199
Inclusionary in-lieu				158,232	158,232
Grants				11,659	11,659
Assigned to:					
Open space acquisition	377,499				377,499
Children's theater	2,660				2,660
Historic museum fund	2,879				2,879
Legal contingency	100,000				100,000
Unassigned:					
General fund	2,051,317				2,051,317
Total fund balances	<u>\$2,707,528</u>	<u>\$3,044,753</u>	<u>\$345,635</u>	<u>\$734,865</u>	<u>\$6,832,781</u>

**TOWN OF PORTOLA VALLEY**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2011**

**NOTE 6 – NET ASSETS AND FUND BALANCES (Continued)**

**B. General Fund Minimum Fund Balance Policy**

Town is required to maintain a minimum of 60% of its annual budgeted operating expenditures (excluding capital improvement expenditures) within the General Fund's unrestricted fund balance. This amount is to be calculated annually via the adopted budget for the next fiscal year. The General Fund unrestricted fund at June 30, 2011 is as follows:

Fiscal 2011-12 Adopted Budget General Fund Expenditures	\$3,724,101
Multiplied by 60%	
Required minimum unrestricted General Fund fund balance	<u>\$2,234,461</u>
General Fund unrestricted fund balance as of June 30, 2011	<u>2,534,355</u>

**NOTE 7 - PERS PENSION PLAN**

***CALPERS Miscellaneous Employees Plan***

Substantially all Town employees are eligible to participate in the pension plan offered by California Public Employees Retirement System (CALPERS), an agent multiple employer defined benefit pension plan which acts as a common investment and administrative agent for its participating member employers. CALPERS provides retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. The Town's employees participate in the Miscellaneous Employee Plan. Benefit provisions under the Plan are established by State statute and Town resolution. Benefits are based on years of credited service, equal to one year of full time employment. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CALPERS; the Town must contribute these amounts. The Plan provisions and benefits in effect at June 30, 2011, are summarized as follows:

	<u>Miscellaneous</u>
Benefit vesting schedule	5 years service
Benefit payments	Monthly for life
Retirement age	55
Monthly benefits, as a % of annual salary	1.426% - 2.418%
Required employee contribution rates	7%
Required employer contribution rates	13.326%

The Town pays employee contributions as well as its own.

CALPERS determines contribution requirements using a modification of the Entry Age Normal Method. Under this method, the Town's total normal benefit cost for each employee from date of hire to date of retirement is expressed as a level percentage of the related total payroll cost. Normal benefit cost under this method is the level amount the employer must pay annually to fund an employee's projected retirement benefit. This level percentage of payroll method is used to amortize any unfunded actuarial liabilities. The actuarial assumptions used to compute contribution requirements are also used to compute the actuarially accrued liability. The Town uses the actuarially determined percentages of payroll to calculate and pay contributions to CALPERS. This results in no net pension obligations or unpaid contributions.

**TOWN OF PORTOLA VALLEY**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2011**

**NOTE 7 - PERS PENSION PLAN (Continued)**

CALPERS uses the market related value method of valuing the Plan's assets. An investment rate of return of 7.75% is assumed, including inflation rate at 3.0%. Annual salary increases are assumed to vary by duration of service. Changes in liability due to plan amendments, changes in actuarial assumptions, or changes in actuarial methods are amortized as a level percentage of payroll on a closed basis over twenty years. Investment gains and losses are accumulated as they are realized and amortized over a rolling thirty year period.

The Town uses the actuarially determined percentages of payroll to calculate and pay contributions to CALPERS. This results in no net pension obligations or unpaid contributions. Annual Pension Costs, representing the payment of all contributions required by CALPERS, for the last three fiscal years were as follows:

Fiscal Year	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
2009	223,691	100%	\$0
2010	222,739	100%	\$0
2011	232,343	100%	\$0

The latest available actuarial values of the above State-wide pools (which differs from market value) and funding progress were set forth as follow. The information presented below relates to the State-wide pools as a whole, of which the Town is one of the participating employers:

*State-wide Pool Miscellaneous Plan:*

Actuarial						
Actuarial Valuation Date	Entry Age Accrued Liability	Value of Assets	Unfunded (Overfunded) Liability	Funded Ratio	Annual Covered Payroll	(Overfunded) Liability as % of Payroll
2007	\$2,611,746,790	\$2,391,434,447	\$220,312,343	91.6%	\$665,522,859	33.1%
2008	2,780,280,768	2,547,323,278	232,957,490	91.6%	688,606,681	33.8%
2009	3,104,798,222	2,758,511,101	346,287,121	88.8%	742,981,488	46.6%

The City's Miscellaneous Plan represents approximately 0.14%, 0.14%, 0.13% of the State-wide pool for the years ended June 30, 2009, 2008, 2007, respectively, based on covered payroll of \$1,068,566, \$950,809, and \$859,938 for those years.

Audited annual financial statements are available from CALPERS at P.O. Box 942709, Sacramento, CA 94229-2709.

**TOWN OF PORTOLA VALLEY**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2011**

**NOTE 8 - RISK MANAGEMENT**

The Town participates in the following public entity risk pools; other risks are covered by commercial insurance.

**A. *Liability Coverage***

ABAG Plan Corporation (ABAG Plan) provides the first \$5 million of general liability coverage. If a general liability claim exceeds \$5 million, the excess liability would kick in. As a member of ABAG Plan, the Town has \$20 million in excess liability limits, for total liability limits of \$25 million. The Town has a deductible or uninsured liability of up to \$25,000 per claim. During the fiscal year ended June 30, 2011, the Town contributed \$36,373 for current year coverage.

ABAG Plan pool is governed by a board consisting of representatives from member municipalities. The board controls the operations, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on the board.

Financial statements for ABAG Plan may be obtained from ABAG, P.O. Box 2050, Oakland, California, 94604-2050.

**B. *Workers Compensation Coverage***

The State Compensation Insurance Fund covers workers compensation claims up to \$200,000 for each claim and has coverage above that limit to a maximum of \$1,000,000. The Town has no deductible for these claims. During the fiscal year ended June 30, 2011, the Town contributed \$24,139 for current year coverage.

**C. *Liability for Uninsured Claims***

The Town has retained the risk for the deductible or uninsured portion of general liability claims. The Town's liability for uninsured claims at June 30, 2011 is believed by management to be nil based on the absence of any asserted claims.

**NOTE 9 - JOINT POWERS AGREEMENT**

**A. *C/CAG***

The Town participates in the City/County Association of Governments of San Mateo County (C/CAG), which is governed by a board consisting of a representative from each member. The board controls the operations of C/CAG, including selection of management and approval of operating budgets, independent of any influence by each member beyond member representation on the Board.

C/CAG was established under a 1990 Joint Exercise of Powers Agreement between the Town, San Mateo County and a majority of cities within San Mateo County for the purpose of developing State mandated plans such as an integrated waste management plan. The Town makes annual nonrefundable contributions to C/CAG which are used along with other member contributions to finance C/CAG operations. Audited financial statements may be obtained from the Town of San Carlos, 666 Elm Street, San Carlos, CA, 94070. The Town's payments to C/CAG during the year totaled \$11,637. The Town's share of year-end assets, liabilities, or fund equity has not been calculated by C/CAG.

**TOWN OF PORTOLA VALLEY**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2011**

**NOTE 9 - JOINT POWERS AGREEMENT (Continued)**

**B. *San Mateo County Free Library Systems***

The Town is a participant with the County of San Mateo in the San Mateo County Free Library System (the Library System), a joint powers agency created to provide extended library services to the residents of the Town and the County. The Agency is governed by a 12-member board made up of a representative from each participating City or Town. The Agency shall continue, uninterrupted, until two thirds of the members vote to terminate the Agency. However, an individual member can terminate its membership with a six-month notice. Upon individual member termination, the member would not be entitled to the return of any funds contributed to the Joint Powers Agency nor to the return in cash or in kind of any materials or supplies contributed. Upon full termination of the Joint Powers Agency the member would receive any surplus money on hand proportionate to its contribution to the joint Powers Agency. However, all property acquired by the Joint Powers Agency during the term of the agreement shall become the property of the County Free Library System. The Library System's financial statements can be obtained by contacting the San Mateo Library System, 25 Tower Road, San Mateo, California 94402.

**NOTE 10 - COMMITMENTS AND CONTINGENT LIABILITIES**

The Town is subject to litigation arising in the normal course of business. In the opinion of the Town Attorney there is no pending litigation which is likely to have a material adverse effect on the financial position of the Town. Litigation outstanding in prior years has been settled without material cost to the Town.

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<b>MAJOR GOVERNMENTAL FUNDS</b>
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The funds described below were determined to be Major Funds by the Town in fiscal year 2011. Individual non-major funds may be found in the Supplemental section.

**GENERAL FUND**

Accounts for all financial resources except those required to be accounted for in another fund.

**OPEN SPACE RESTRICTED**

Accounts for monies accrued from a special 2% utility tax approved by the voters in 1997, 2001, 2005, 2009 and from private donations. It can be used for the acquisition and support of open space within the Town. Private donations are generally in the form of tax-deductible checks or appreciated securities.

**ROAD IMPACT FEES**

Accounts for the recovery of road repair costs from building permit applicants due to road wear and tear from construction vehicles.



TOWN OF PORTOLA VALLEY  
GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2011

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>				
Taxes:				
Property taxes	\$1,894,260	\$1,894,260	\$1,915,773	\$21,513
Sales tax	94,340	94,340	135,485	41,145
Business license tax and other taxes	128,000	128,000	103,406	(24,594)
Total Taxes	<u>2,116,600</u>	<u>2,116,600</u>	<u>2,154,664</u>	<u>38,064</u>
Franchise fees	243,380	243,380	238,848	(4,532)
Utility users tax	555,190	555,190	521,950	(33,240)
Agency revenues	40,400	40,400	26,889	(13,511)
Contributions	23,000	23,000	49,689	26,689
Licenses and permits	345,300	345,300	393,234	47,934
Service charges and fees	62,900	62,900	52,284	(10,616)
Parks and recreation	367,230	367,230	260,574	(106,656)
Investment and other revenues	130,000	130,000	(119,044)	(249,044)
Total Revenues	<u>3,884,000</u>	<u>3,884,000</u>	<u>3,579,088</u>	<u>(304,912)</u>
<b>EXPENDITURES</b>				
General government	2,729,508	2,716,108	2,618,298	97,810
Parks and recreation	228,140	228,140	210,054	18,086
Town center facilities	132,980	132,980	110,980	22,000
Public safety	643,510	643,510	643,510	
Public works	4,000	4,000	2,470	1,530
Capital improvement program	147,000	147,000	116,288	30,712
Total Expenditures	<u>3,885,138</u>	<u>3,871,738</u>	<u>3,701,600</u>	<u>170,138</u>
Excess (Deficiency) of Revenues Over Expenses	<u>(1,138)</u>	<u>12,262</u>	<u>(122,512)</u>	<u>(134,774)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers (out)			(24,020)	(24,020)
Total Other Financing Sources (Uses)			<u>(24,020)</u>	<u>(24,020)</u>
NET CHANGE IN FUND BALANCE	<u>(\$1,138)</u>	<u>\$12,262</u>	<u>(146,532)</u>	<u>(\$158,794)</u>
Fund balance at beginning of year			<u>2,854,060</u>	
Fund balance at end of year			<u>\$2,707,528</u>	

TOWN OF PORTOLA VALLEY  
 OPEN SPACE RESTRICTED SPECIAL REVENUE FUND  
 SCHEDULE OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCE  
 BUDGET AND ACTUAL  
 FOR THE YEAR ENDED JUNE 30, 2011

	Original and Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>			
Utility users tax	\$247,540	\$231,977	(\$15,563)
Contribution	5,000	109,230	104,230
Investment and other revenues		14,152	14,152
Total Revenues	252,540	355,359	102,819
<b>EXPENDITURES</b>			
Capital improvement program	75,000	25,381	49,619
Total Expenditures	75,000	25,381	49,619
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in		100	100
Total Other Financing Sources		100	100
Net change in fund balance	<u>\$252,540</u>	330,078	<u>\$77,538</u>
Fund balance at beginning of year		<u>2,714,675</u>	
Fund balance at end of year		<u>\$3,044,753</u>	

TOWN OF PORTOLA VALLEY  
ROAD IMPACT FEES SPECIAL REVENUE FUND  
SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>				
Investment and other revenues			\$3,926	\$3,926
Total Revenues			3,926	3,926
<b>EXPENDITURES</b>				
Road impact fees			5,550	(5,550)
Capital improvement program	\$501,410	\$501,410	435,072	66,338
Total Expenditures	501,410	501,410	440,622	60,788
Net change in fund balance	<u>(\$501,410)</u>	<u>(\$501,410)</u>	(436,696)	<u>\$64,714</u>
Fund balance at beginning of year			782,331	
Fund balance at end of year			<u>\$345,635</u>	

<b>TOWN OF PORTOLA VALLEY</b> <b>Notes to Required Supplementary Information</b>
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The Town follows these procedures annually in establishing the budgetary data reflected in the financial statements:

1. The Town Manager submits a proposed budget to the Finance Committee for review and approval.
2. The Town Manager then submits to the Town Council a recommended draft budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them.
3. The Town Council reviews the proposed budget at one of its regularly scheduled meetings which is open to the public. The Council also conducts a public hearing on the proposed budget to obtain comments from interested persons.
4. Prior to July 1, the budget is adopted through the passage of a resolution. All appropriations lapse at year end.
5. From the effective date of the budget, which is adopted and controlled by the Town Manager at the fund level, the amounts stated therein as proposed expenditures become appropriations to the various Town activities. The Town Council may amend the budget by resolution during the fiscal year.
6. Capital Projects Funds are budgeted on a project length basis.

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<b>NON-MAJOR GOVERNMENTAL FUNDS</b>
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**SPECIAL REVENUE FUNDS:****MEASURE A**

Accounts for the half-cent County sales tax revenue restricted for the improvement of local transportation, including streets and roads for the recovery of road repair costs from building permit applicants due to road wear and tear from construction vehicles.

**PUBLIC SAFETY**

Accounts for half-cent State sales tax revenue designated exclusively for local agency public safety services, (Sec. 35 of Art. XIII of California Constitution).

**GAS TAX**

Accounts for maintenance and repair for streets.

**PUBLIC SAFETY COPS (Citizens' Options for Public Safety)**

Accounts for the supplemental State law enforcement fund for special law and traffic enforcement.

**LIBRARY FUND**

Accounts for library service revenue from San Mateo County Library JPA that can only be used for library related activities.

**CAPITAL PROJECTS FUNDS:****PARK-IN-LIEU**

Accounts for the subdivision developer's fee that can only be used for parks or recreational purposes.

**INCLUSIONARY-IN-LIEU**

Accounts for the subdivision developer's fee, payable by fee or land that can only be used for affordable housing.

**GRANTS**

Accounts for grant activities.

TOWN OF PORTOLA VALLEY  
NON-MAJOR GOVERNMENTAL FUNDS  
COMBINING BALANCE SHEETS  
JUNE 30, 2011

	Special Revenue Funds			Public Safety COPS
	Measure A	Public Safety	Gas Tax	
<b>ASSETS</b>				
Cash and investments		\$105,717		\$25,373
Accounts and interest receivable	\$86	974	\$14,002	11,390
<b>Total Assets</b>	<b>\$86</b>	<b>\$106,691</b>	<b>\$14,002</b>	<b>\$36,763</b>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>LIABILITIES</b>				
Accounts payable			\$4,188	
Due to other funds	\$86		9,814	
<b>Total Liabilities</b>	<b>86</b>		<b>14,002</b>	
<b>FUND BALANCES</b>				
Restricted		\$106,691		\$36,763
<b>Total Liabilities and Fund Balances</b>	<b>\$86</b>	<b>\$106,691</b>	<b>\$14,002</b>	<b>\$36,763</b>

Capital Projects Funds				
Library Fund	Park In-Lieu	Inclusionary In-Lieu	Grants	Totals
\$414,813	\$6,192	\$158,033	\$12,000	\$722,128
508	7	199		27,166
<u>\$415,321</u>	<u>\$6,199</u>	<u>\$158,232</u>	<u>\$12,000</u>	<u>\$749,294</u>
			341	\$4,529
				9,900
			341	14,429
<u>\$415,321</u>	<u>\$6,199</u>	<u>\$158,232</u>	<u>\$11,659</u>	<u>734,865</u>
<u>\$415,321</u>	<u>\$6,199</u>	<u>\$158,232</u>	<u>\$12,000</u>	<u>\$749,294</u>



TOWN OF PORTOLA VALLEY  
NON-MAJOR GOVERNMENTAL FUNDS  
COMBINING STATEMENTS OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

	Special Revenue Funds			Public Safety COPS
	Measure A	Public Safety	Gas Tax	
<b>REVENUES</b>				
Taxes				
Sales tax	\$207,820	\$10,308		
Gas tax			\$117,397	
Total taxes	207,820	10,308	117,397	
Grants				\$98,307
Investment and other revenues	386	655		60
Total Revenues	208,206	10,963	117,397	98,367
<b>EXPENDITURES</b>				
General Government				
Public safety		53,279		100,468
Public works			163,860	
Capital improvement program	198,590		134,000	
Total Expenditures	198,590	53,279	297,860	100,468
Excess (Deficiency) of Revenues Over Expenses	9,616	(42,316)	(180,463)	(2,101)
<b>OTHER FINANCING SOURCES</b>				
Transfers in			46,463	
Transfers (out)	(22,543)			
Total Other Financing Sources (Uses)	(22,543)		46,463	
Net change in fund balances	(12,927)	(42,316)	(134,000)	(2,101)
Fund balances at beginning of year	12,927	149,007	134,000	38,864
Fund balances at end of year		\$106,691		\$36,763

Capital Projects Funds				
Library Fund	Park In-Lieu	Inclusionary In-Lieu	Grants	Totals
				\$218,128
				117,397
				\$335,525
			\$206,439	304,746
\$18,813	\$30	\$776		20,720
18,813	30	776	206,439	660,991
			323	323
				153,747
				163,860
			174,857	507,447
			175,180	825,377
18,813	30	776	31,259	(164,386)
				46,463
				(22,543)
				23,920
18,813	30	776	31,259	(140,466)
396,508	6,169	157,456	(19,600)	875,331
\$415,321	\$6,199	\$158,232	\$11,659	\$734,865

TOWN OF PORTOLA VALLEY  
NON-MAJOR GOVERNMENTAL FUNDS  
COMBINING STATEMENTS OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL  
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

	MEASURE A			PUBLIC SAFETY		
	Final Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>						
Taxes						
Sales tax	\$198,590	\$207,820	\$9,230	\$11,240	\$10,308	(\$932)
Gas tax						
Total taxes	<u>198,590</u>	<u>207,820</u>	<u>9,230</u>	<u>11,240</u>	<u>10,308</u>	<u>(932)</u>
Grants						
Investment and other revenues		386	386		655	655
Total Revenues	<u>198,590</u>	<u>208,206</u>	<u>9,616</u>	<u>11,240</u>	<u>10,963</u>	<u>(277)</u>
<b>EXPENDITURES</b>						
General Government						
Public safety				53,279	53,279	
Public works						
Capital improvement program	198,590	198,590				
Total Expenditures	<u>198,590</u>	<u>198,590</u>		<u>53,279</u>	<u>53,279</u>	
Excess (Deficiency) of Revenues Over Expenses	<u>(42,039)</u>	<u>(42,316)</u>	<u>(277)</u>			
<b>OTHER FINANCING SOURCES</b>						
Transfers in						
Transfers (out)		(22,543)	(22,543)			
Total Other Financing Sources		<u>(22,543)</u>	<u>(22,543)</u>			
Net change in fund balances	<u></u>	<u>(12,927)</u>	<u>(\$12,927)</u>	<u>(\$42,039)</u>	<u>(42,316)</u>	<u>(\$277)</u>
Fund balances, beginning of Year		<u>12,927</u>			<u>149,007</u>	
Fund balances, end of Year		<u></u>			<u>\$106,691</u>	

GAS TAX			PUBLIC SAFETY COPS			LIBRARY FUND		
Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)
\$127,310	\$117,397	(\$9,913)						
127,310	117,397	(9,913)						
			\$100,000	\$98,307 60	(\$1,693) 60	\$120,000	\$18,813	(\$101,187)
127,310	117,397	(9,913)	100,000	98,367	(1,633)	120,000	18,813	(101,187)
			100,000	100,468	(468)			
182,400	163,860	18,540						
133,000	134,000	(1,000)						
315,400	297,860	17,540	100,000	100,468	(468)			
(188,090)	(180,463)	(27,453)		(2,101)	(1,165)	120,000	18,813	(101,187)
	46,463							
	46,463							
<u>(\$188,090)</u>	<u>(134,000)</u>	<u>(\$27,453)</u>		<u>(2,101)</u>	<u>(\$1,165)</u>	<u>\$120,000</u>	<u>18,813</u>	<u>(\$101,187)</u>
	<u>134,000</u>			<u>38,864</u>			<u>396,508</u>	
				<u>\$36,763</u>			<u>\$415,321</u>	(Continued)

TOWN OF PORTOLA VALLEY  
NON-MAJOR GOVERNMENTAL FUNDS  
COMBINING STATEMENTS OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL  
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

	GRANTS		Variance Positive (Negative)
	Budget	Actual	
<b>REVENUES</b>			
Taxes			
Sales tax			
Gas tax			
Total taxes			
Grants			
Investment and other revenues		\$206,439	\$206,439
Total Revenues		206,439	206,439
<b>EXPENDITURES</b>			
General Government			
Public safety		323	(323)
Public works			
Capital improvement program			
Total Expenditures		174,857	(174,857)
Excess (Deficiency) of Revenues Over Expenses		175,180	(175,180)
OTHER FINANCING SOURCES		31,259	381,619
Transfers in			
Transfers (out)			
Total Other Financing Sources			
Net change in fund balances		31,259	\$381,619
Fund balances, beginning of Year		(19,600)	
Fund balances, end of Year		\$11,659	

<b>AGENCY FUNDS</b>
---------------------

Agency Funds are presented separately from the Government-wide and Fund financial statements.

Agency Funds account for assets held by the Town as agent for individuals, governmental entities, and non-public organizations.

**MAINTENANCE DISTRICTS**

Accounts for all revenues and expenditures related to the maintenance districts.

**PORTOLA VALLEY COMMUNITY FUND**

This is a restricted fund for the sole purpose of receipt and expenditure of funds from the Portola Valley Community Fund, via the Peninsula Community Foundation (PVCF). Funds can only be spent for the fundraising expenses of the PVCF and the design, development and construction costs of the Town Center Project.

TOWN OF PORTOLA VALLEY  
 AGENCY FUNDS  
 STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
 FOR THE FISCAL YEAR ENDED JUNE 30, 2011

	Balance June 30, 2010	Additions	Deductions	Balance June 30, 2011
<u>Maintenance Districts</u>				
<u>Assets</u>				
Cash and investments	\$247,687	\$86,595	\$57,979	\$276,303
Accounts and interest receivable	2,808	72		2,880
Total assets	<u>\$250,495</u>	<u>\$86,667</u>	<u>\$57,979</u>	<u>\$279,183</u>
<u>Liabilities</u>				
Deposits and other liabilities	<u>\$250,495</u>	<u>\$86,667</u>	<u>\$57,979</u>	<u>\$279,183</u>
<u>Portola Valley Community Fund</u>				
<u>Assets</u>				
Cash and investments	(\$26,711)	\$26,711		
Accounts receivable	\$26,711		\$26,711	
Total assets		<u>\$26,711</u>	<u>\$26,711</u>	
<u>Liabilities</u>				
Deposits and other liabilities				
Total liabilities				
<u>Total Agency Funds</u>				
<u>Assets</u>				
Cash and investments	\$220,976	\$113,306	\$57,979	\$276,303
Accounts and interest receivable	29,519	72	26,711	2,880
Total assets	<u>\$250,495</u>	<u>\$113,378</u>	<u>\$84,690</u>	<u>\$279,183</u>
<u>Liabilities</u>				
Deposits and other liabilities	<u>\$250,495</u>	<u>\$86,667</u>	<u>\$57,979</u>	<u>\$279,183</u>

**TOWN OF PORTOLA VALLEY  
MEMORANDUM ON INTERNAL CONTROL  
AND  
REQUIRED COMMUNICATIONS**

**FOR THE YEAR ENDED  
JUNE 30, 2011**



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**TOWN OF PORTOLA VALLEY  
MEMORANDUM ON INTERNAL CONTROL  
AND  
REQUIRED COMMUNICATIONS**

**For the Year Ended June 30, 2011**

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## MEMORANDUM ON INTERNAL CONTROL

September 9, 2011

To the Honorable Mayor and Members of the Town Council  
Portola Valley, California

We have audited the financial statements of the Town of Portola Valley for the year ended June 30, 2011, and have issued our report thereon dated September 9, 2011. In planning and performing our audit of the financial statements of the Town of Portola Valley as of and for the year ended June 30, 2011, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented, or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

The Town's written responses included in this report have not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of management, Town Council, others within the organization, and agencies and pass-through entities requiring compliance with generally accepted government auditing standards, and is not intended to be and should not be used by anyone other than these specified parties.

*Maze & Associates*

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**TOWN OF PORTOLA VALLEY  
SCHEDULE OF PRIOR YEAR OTHER MATTERS**

**2010-01: Donated Common Stocks Volatility and Monitoring**

As of June 30, 2010, the Town had recorded a total of \$319,000 of donated common stocks. This is an OTC (Over the Counter) stock. OTC refers to stocks that are not traded on registered exchanges. Many OTC stocks are traded through the National Association of Securities Dealers Automated Quotations (NASDAQ), National Market System (NMS), OTCBB (Bulletin Board) or Pink Sheets. According to the OTC Bulletin Board Market, the value of the common stocks has been volatile with its price ranging from about \$2.11 per share to about \$6.07 per share over the 52 weeks from October 2009 to October 2010. The Town receives monthly statements indicating the current value of the stocks and will attempt to liquidate when the stock reaches an appropriate value. We encourage the Town to continue closely monitoring the value of the stocks and take the appropriate actions accordingly.

***Current Status:***

The Town receives monthly statements including the current value of the stocks and will attempt to liquidate when the stock reaches an appropriate value.

**2010-02: Upcoming GASB Statement No. 54: Fund Balance Reporting and Governmental Fund Type Definitions (Effective for fiscal 2010/11)**

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.

**TOWN OF PORTOLA VALLEY**  
**SCHEDULE OF PRIOR YEAR OTHER MATTERS**

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.

***Current Status:***

The Town implemented GASB#54 in fiscal year 2011.

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## REQUIRED COMMUNICATIONS

September 9, 2011

To the Honorable Mayor and Members of the Town Council  
Portola Valley, California

We have audited the financial statements of the Town of Portola Valley as of and for the year ended June 30, 2011 and have issued our report thereon dated September 9, 2011. Professional standards require that we advise you of the following matters relating to our audit.

**Financial Statement Audit Assurance:** Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit in accordance with generally accepted auditing standards does not provide absolute assurance about, or guarantee the accuracy of, the financial statements. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is an inherent risk that material errors, fraud, or illegal acts may exist and not be detected by us.

**Other Information Included with the Audited Financial Statements:** Pursuant to professional standards, our responsibility as auditors for other information in documents containing the Town's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. Our responsibility also includes communicating to you any information that we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements. This other information and the extent of our procedures are explained in our audit report.

**Accounting Policies:** Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Town is included in Note 1 to the financial statements. There have been no initial selections of accounting policies and no changes in significant accounting policies or their application during fiscal 2011, except as noted next. During the year, as described in *Note 8 of the Notes to Basic Financial Statements*, the Town implemented the following new governmental accounting standard:



- **Statement No. 54 - Governmental Fund Balance Reporting and 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.

Disclosure of the policies in the notes to the financial statements is required.

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.

**Unusual Transactions, Controversial or Emerging Areas:** No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus. There have been no initial selections of accounting policies and no changes in significant accounting policies or their application during fiscal 2011.

**Estimates:** Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. The most sensitive accounting estimates affecting the financial statements are common stocks (investments) fair value, depreciation and compensated absences.

- As of June 30, 2011, the Town had recorded a total of \$83,000 of donated common stocks as measured by fair value at that date. The common stocks are traded over the counter. The value of the common stocks has been volatile with its price ranging from about \$0.71 per share to about \$3.97 per share over the 52 weeks from September 2010 to September 2011.
- Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 3 to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.
- Accrued compensated absences are estimated using accumulated unpaid leave hours and hourly pay rates in effect at the end of the fiscal year as disclosed in Note 1F to the Financial Statements. We evaluated the key factors and assumptions used to develop the accrued compensated absences and determined that it is reasonable in relation to the basic financial statements taken as a whole.

**Disagreements with Management:** For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the Town's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

**Retention Issues:** We did not discuss any major issues with management regarding the application of accounting principles and auditing standards that resulted in a condition to our retention as the Town's auditors.

**Difficulties:** We encountered no serious difficulties in dealing with management relating to the performance of the audit.

**Audit Adjustments:** For purposes of this communication, professional standards define an audit adjustment, whether or not recorded by the Town, as a proposed correction of the financial statements that, in our judgment, may not have been detected except through the audit procedures performed. These adjustments may include those proposed by us but not recorded by the Town that could potentially cause future financial statements to be materially misstated, even though we have concluded that the adjustments are not material to the current financial statements.

We did not propose any audit adjustments that, in our judgment, could have a significant effect, either individually or in the aggregate, on the Town's financial reporting process.

**Uncorrected Misstatements:** Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the audit committee.

\*\*\*\*\*

This report is intended solely for the information and use of the Town Council, its committees, and management and is not intended to be and should not be used by anyone other than these specified parties.

*Maze & Associates*

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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Brandi de Garmeaux, Sustainability Coordinator

**DATE:** December 14, 2011

**RE:** Request for Approval of 2005 Baseline Greenhouse Gas Emissions for Government Operations and Community-Scale Inventories and Report on Energy Use and Emissions from 2005 through 2010

The purpose of this memo is to introduce the greenhouse gas emissions inventories for the Town of Portola Valley's government operations and at a community scale for 2005, to establish 2005 as a baseline year by which to measure future targets and to approve the calculated emissions in the baseline inventories. In addition, this memo provides a summary of energy use and the related emissions from 2005 through 2010 for the Council's review.

### **BACKGROUND:**

In November 2006, the Council unanimously approved the recommendation for the Town to join ICLEI to participate in Cities for Climate Protection Campaign and to undertake the campaign's five milestones to reduce greenhouse gas and air pollution emissions throughout the community. Conducting a baseline greenhouse gas emissions inventory is part of the first milestone.

### **Baseline Greenhouse Gas Emissions Inventories**

The inventory for the Town's government operations (Attachment 1) was completed by ICLEI through a collaborative process and grant with support from Joint Venture: Silicon Valley Network (JVSV), Sustainable Silicon Valley (SSV), the City/County Association of Governments (C/CAG) and Town staff. The inventory of community-scale emissions (Attachment 2) was completed through a grant from C/CAG with support from San Mateo County RecycleWorks and Town staff. As you will read in the attached documents, 2005 has been established as the baseline year for both inventories due to the availability of data.

A point to note on the Government Operations Emissions Inventory:

- In 2005, Employee Commute accounted for 46% of emissions and Building & Facilities accounted for 37% of emissions. In future inventories, Employee Commute will likely account for a larger percentage of emissions due to the reduction in energy use in the new Town Center.

A point to note on the Community-Scale Emissions Inventory:

- In 2005, Residential Energy accounted for 41% of emissions. The Town has been focusing its efforts on reducing emissions in this sector, but a Climate Action Plan (discussed below) will help target additional efforts in this and other sectors.

### **Summary of Energy Use and Related Emissions 2005 - 2010**

The summary of Energy Use and Related Emissions for 2005 through 2010 (Attachment 4) was compiled by Town staff from data provided directly from PG&E. The charts and graphs provide an in-depth view of the electricity and natural gas use over the last five years. The data is categorized by residential, town government, commercial and school district (which may include any other special districts operating in Portola Valley). The emissions figures are related only to electricity and natural gas use.

For your reference Attachment 3 provides the emissions factors used to calculate greenhouse gas emissions from electricity and natural gas use in PG&E's territory. When reviewing the Energy Use and Related Emissions graphs, you will notice that it is possible for emissions to rise despite a reduction in energy use. This is because the emissions factors depend on the mix of fuels used to create power *during that year*. In a drought year there is less hydropower available and the emissions factors will be higher. It also takes some time for the emissions factor to be approved by the California Climate Action Registry. Take note that the 2010 emissions factor is an average of the emissions factors from 2005-2009 because the emissions factor has not yet been approved. As a result, the emissions figures for 2010 are an *estimate*.

A few points to note on the Energy Use and Related Emissions charts and graphs:

- Total emissions are higher than 2005, but have been on a downward trajectory since 2008.
- Natural gas use in the residential sector is largest contributor to emissions, which makes it a prime target for home energy upgrades.
- Natural gas use in the commercial sector has risen by 19%.
- Electricity use has dropped in every sector.
- For the Town government sector, emissions have dropped 39%; natural gas use has dropped 28% and electricity use has dropped 66%.
- The school district has also achieved significant emissions reductions.

### **Emissions Target Tracking**

In March 2007, the Council signed on to the U.S. Mayors' Climate Protection Agreement, which commits the Town to urging their state governments, and the federal government, to enact policies and programs to meet or beat the greenhouse gas emission reduction target suggested for the United States in the Kyoto Protocol – 7% reduction from 1990 levels by 2012. In October of 2007, the Council adopted a resolution in support of Assembly Bill 32 (AB 32), the California Global Warming Solutions Act of 2006 and adopted AB 32's targets for reducing its emissions to 2000 levels by 2010, to 1990 levels by 2020 and to 80% below 1990 levels by 2050. The Emissions Target Tracking charts in Attachment 5 outline the adopted targets and extrapolate future emissions based on the 2005 baseline inventories. Please note: these numbers are estimates for discussion and planning. Data for 1990 is not available from PG&E and the data for 2000 is not reliable as PG&E changed their system in 2003.

The State of California is using figures 15% below 2005 for the 1990 data. There is currently no accepted standard for 2000, but based on the State's assumption, staff used figures 5% below 2005.

A few points to note on the Emissions Target Tracking chart:

- If emissions stay relatively stable for the other sectors, you will notice that for Government Operations the Town has met the AB 32 goal of 2000 level emissions by 2010 and is only one metric ton away from meeting the AB 32 goal for 2020.
- Reaching the 2050 goal will be more difficult as much of the potential reductions for the Building & Facilities sector have been achieved with the construction of the new Town Center.
- The Community-Scale emissions are not as positive as the Government Operations emissions and will likely require creative solutions; however, there are several statewide initiatives that are expected to contribute to significant reductions in the transportation, electricity and waste sectors (~20%).

#### **FUTURE STEPS:**

The next step in the ICLEI Five Milestone Process is to create an inventory for a forecast year to provide a benchmark against which the Town can measure progress and adopt a target for the forecast year (Milestone 2). Milestone 3 is the development of a Climate Action Plan, which outlines specific measures for reaching greenhouse gas emissions targets.

Milestone 1. *Conduct a baseline emissions inventory and forecast.*

Milestone 2. *Adopt an emissions reduction target for the forecast year.*

Milestone 3. *Develop a Local Action Plan.*

Milestone 4. *Implement policies and measures.*

Milestone 5. *Monitor and verify results.*

For the last two years, staff has been working with RecycleWorks, C/CAG and a group of colleagues from other cities to create a Climate Action Plan template and tool for forecasting and measuring progress. The template and tool, recently named the Regionally Integrated Climate Action Planning Suite (RICAPS), will be available shortly. Staff plans to use the tool to complete the greenhouse gas emissions inventory for 2010 early next year and recommends deciding on a forecast year and any interim targets once the results are available. In addition, staff recommends utilizing the RICAPS tool to develop a Climate Action Plan. The Town is one of a few cities slated to receive additional assistance to complete a Climate Action Plan because of staff's involvement in the development of the template.

The Town has been addressing the main sources of greenhouse gas emissions – residential and commercial energy use. In addition, the Town has made great strides in addressing greenhouse gas emissions in government operations, which has resulted in a ~14% reduction since 2005. Completing a Climate Action Plan using the RICAPS will allow the Town to understand the impacts of specific measures and will provide a path for meeting future targets.

**RECOMMENDATION:**

Staff recommends that the Council establish 2005 as a baseline year by which to measure future greenhouse gas emissions reduction targets. In addition, staff recommends that the Council approve the calculated emissions in the baseline greenhouse gas emissions inventories for Government Operations (Attachment 1, p. xi) and Community Scale (Attachment 2, p. 8) for 2005.

Approved: \_\_\_\_\_

  
Angela Howard, Town Manager

## Attachments

- Attachment 1: Town of Portola Valley 2005 Government Operations Greenhouse Gas Emissions Inventory
- Attachment 2: Town of Portola Valley 2005 Community-Scale Greenhouse Gas Emissions Inventory
- Attachment 3: PG&E Emissions Factors
- Attachment 4: Summary of Energy Use and Related Emissions 2005 - 2010
- Attachment 5: Emissions Target Tracking

# Town of Portola Valley 2005 Government Operations Greenhouse Gas Emissions Inventory







# Credits and Acknowledgements

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This report was prepared by Jonathan Strunin Program Officer, Anna Frankel and Jamie O'Connell, Program Associates at ICLEI-Local Governments for Sustainability USA. The authors gratefully acknowledge the dedication of the staff of Portola Valley, which provided much of the insight and local information necessary for the completion of this report. Thanks also to the San Mateo City/County Association of Governments, which provided funds to local governments in San Mateo County for the completion of this inventory.

# Partners

## Joint Venture: Silicon Valley Network



**Russell Hancock, President and Chief Executive Officer**

Established in 1993, Joint Venture provides analysis and action on issues affecting the Silicon Valley economy and quality of life. The organization brings together established and emerging leaders—from business, government, academia, labor, and the broader community—to spotlight issues, launch projects, and work toward innovative solutions. <http://www.jointventure.org>

## Sustainable Silicon Valley

**Marianna Grossman, Executive Director**



Sustainable Silicon Valley (SSV) is a collaboration of businesses, governments, and non-governmental organizations that are identifying and addressing environmental and resource pressures in the Valley. As its first initiative, SSV is engaging prominent Valley organizations to work toward self-imposed goals of reducing regional carbon dioxide (CO<sub>2</sub>) emissions. The SSV approach is to facilitate strategies to reduce CO<sub>2</sub> emissions through increased energy and fuel efficiency and through the use of renewable sources of energy. SSV envisions a thriving Silicon Valley with a healthy environment, a vibrant economy, and a socially equitable community. Sustainable Silicon Valley's mission is to lead the Silicon Valley community to create a more sustainable future by engaging and collaborating with local government agencies, businesses, and community organizations to identify and help address the highest priority environmental issues in the Valley. <http://www.sustainablesiliconvalley.org>

## ICLEI-Local Governments for Sustainability USA

**Jeb Brugmann, Executive Director**



ICLEI-Local Governments for Sustainability is a membership association of more than 1,000 local governments worldwide—more than 500 in the United States—committed to advancing climate protection and sustainability. Through technical expertise, direct network engagement, and the innovation and evolution of tools, ICLEI strives to empower local governments to set and achieve their emissions reduction and sustainability goals. <http://www.icleiusa.org>

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# Executive Summary

The Town of Portola Valley has recognized that human-caused climate change is a reality, with potentially disruptive effects to Portola Valley's residents and businesses. The Town also recognizes that local governments play a leading role in both reducing greenhouse gas emissions and mitigating the potential impacts of climate change. Local governments can dramatically reduce the emissions from their government operations by such measures as increasing energy efficiency in facilities and vehicle fleets, utilizing renewable energy sources, sustainable purchasing, waste reduction, and supporting alternative modes of transportation for employees. The co-benefits of these measures may include lower energy bills, improved air quality, and more efficient government operations.

The Town has begun its efforts to address the causes and effects of climate change with the assistance of the partners in the Silicon Valley Climate Protection Partnership. These partners include Joint Venture: Silicon Valley Network; Sustainable Silicon Valley; local governments in San Mateo, Santa Clara, and Santa Cruz counties and ICLEI-Local Governments for Sustainability USA.

This greenhouse gas emissions inventory represents completion of an important first step in Portola Valley's climate protection initiative. As advised by ICLEI, it is essential to first quantify emissions to establish:

- A baseline emissions inventory, against which to measure future progress.
- An understanding of the scale of emissions from the various sources within government operations.

Presented here are estimates of greenhouse gas emissions in 2005 resulting from the Town of Portola Valley's government operations. With one exception,<sup>1</sup> all emissions estimates in this report refer to emissions generated from

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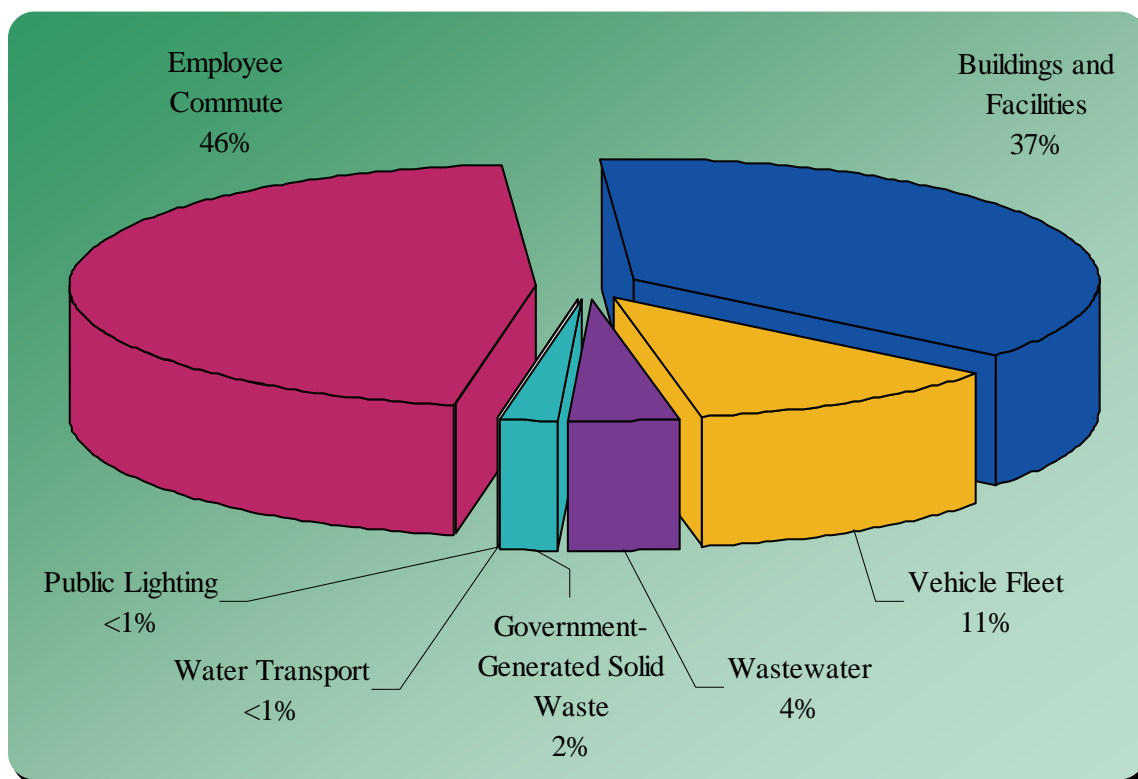
<sup>1</sup> The exception is emissions from employee-owned vehicles that are used by employees during commuting.



sources over which the Town has direct operational control, exclusive of physical location.<sup>2</sup> This includes all government-operated facilities, lights, and other stationary sources; vehicle fleet and off-road equipment; and waste generated by government operations. The inventory *does not* estimate emissions from the larger community—these will be addressed in the community-scale greenhouse gas emissions inventory. Therefore, this inventory should be considered an independent analysis relevant only to Portola Valley’s internal operations.

This inventory is one of the first inventories to use a new national standard developed and adopted by the California Air Resources Board (ARB) in conjunction with ICLEI, the California Climate Action Registry, and The Climate Registry. This standard, called the Local Government Operations Protocol (LGOP), provides standard accounting principles, boundaries, quantification methods, and procedures for reporting greenhouse gas emissions from local government operations. To that end, LGOP represents a strong step forward in standardizing how inventories are conducted and reported, providing a common national framework for all local governments to establish their emissions baseline. This and all emissions inventories represent an estimate of emissions using the best available data and calculation methodologies. Emissions estimates are subject to change as better data and calculation methodologies become available in the future. Regardless, the findings of this inventory analysis provide a solid base against which the Town can begin planning and taking action to reduce its greenhouse gas emissions.

**Figure ES.1 2005 Portola Valley Government Operations Emissions by Sector**



<sup>2</sup> Facilities, vehicles, or other operations wholly or partially owned by, but not operated by, Portola Valley are not included in this inventory. See Appendix A for more details on the boundaries of the inventory.

## Inventory Results

In 2005, the Town of Portola Valley’s direct emissions, emissions from electricity consumption, and select indirect sources totaled 160 metric tons of CO<sub>2</sub>e.<sup>3</sup> Of the total emissions accounted for in this inventory, emissions from employee commute were the largest (46 percent as shown in Figure ES.1 and Table ES.1). The next largest sources of emissions came from Portola Valley’s buildings and facilities and vehicle fleet with 37 and 11 percent of all inventoried emissions respectively. Wastewater and government-generated solid waste accounted for most of the remainder of inventoried emissions (4 percent and 2 percent), with public lighting and water delivery each comprising less than one percent of emissions.

Cumulatively, the Town spent approximately \$42,156 on energy (electricity, natural gas, gasoline, diesel) and waste services for government operations in 2005. Of this total, 34 percent of these energy expenses (\$14,218) resulted from electricity consumption, and 22 percent (\$9,272) from natural gas purchases from Pacific Gas and Electric Company (PG&E). Fuel purchases (gasoline and diesel) for the vehicle fleet and mobile equipment totaled \$3,884, or 9 percent of total costs included in this inventory. The estimated cost of waste services for hauling the waste generated by the Town’s operations was \$14,774 or 35 percent of all estimated costs. Cost data for employee commute was not available for this analysis. Beyond reducing greenhouse gases, any future reductions in municipal energy consumption will have the potential to reduce these costs, enabling the Town to reallocate limited funds toward other municipal services or create a revolving energy loan fund to support future climate protection activities.

**Table ES.1: 2005 Portola Valley Government Operations Emissions by Sector**

Sector	Greenhouse Gas Emissions (metric tons CO <sub>2</sub> e)
<b>Employee Commute</b>	74
<b>Buildings and Facilities</b>	59
<b>Vehicle Fleet</b>	18
<b>Wastewater</b>	6
<b>Government-Generated Solid Waste</b>	3
<b>Water Transport</b>	0.06
<b>Public Lighting</b>	0.003

<sup>3</sup> CO<sub>2</sub>e stands for “carbon dioxide equivalent,” the standard unit for describing how much global warming different types and amounts of greenhouse gases (such as carbon dioxide, methane, and nitrous oxide) would cause. This number represents a “roll-up” of emissions, and is not intended to represent a complete picture of emissions from Portola Valley’s operations. This roll-up number should not be used for comparison with other local government roll-up numbers without a detailed analysis of the basis for this total.

# Section One: Introduction





# Introduction

Local governments play a fundamental role in addressing the causes and effects of human-caused climate change through their actions at both the community and government operations levels. While local governments cannot solve the problems of climate change by themselves, their policies can dramatically reduce greenhouse gas emissions from a range of sources and can prepare their communities for the potential impacts of climate change.

Within the context of government operations, local governments have direct control over their emissions-generating activities. They can reduce energy consumption in buildings and facilities, reduce fuel consumption by fleet vehicles and equipment, reduce the amount of government-generated solid waste that is sent to a landfill, and increase the amount of energy that is obtained through alternative energy sources. By quantifying the emissions coming from its operations, this report will enable the Town of Portola Valley to choose the most effective approach to reducing its contribution to climate change.

## 1.1 Climate Change Background

A balance of naturally occurring gases dispersed in the Earth's atmosphere determines its climate by trapping solar radiation. This phenomenon is known as the greenhouse effect. Overwhelming evidence suggests that modern human activity is artificially intensifying the greenhouse gas effect, causing global average surface temperatures to rise. This intensification is caused by activities that release carbon dioxide and other greenhouse gases into the atmosphere—most notably the burning of fossil fuels for transportation, electricity, and heat generation.

Rising temperatures affect local and global climate patterns, and these changes are forecasted to manifest themselves in a number of ways that might impact the Town. For example, the San Francisco Bay may experience rising sea levels and the Sacramento Delta may experience changes in salinity, affecting land uses, water sources, and agricultural activity. Changing temperatures will also likely result in more frequent and damaging storms accompanied by flooding and landslides. Reduced snow pack in the Sierra Nevada mountains may lead to water shortages, and the disruption of ecosystems and habitats is likely to occur.

In response to this threat, many communities in the United States are taking responsibility for addressing climate change at the local level. Since many of the major sources of greenhouse gas emissions are directly or indirectly controlled through local policies, local governments have a strong role to play in reducing greenhouse gas emissions within their boundaries. Through proactive measures around sustainable land use patterns, transportation demand management, energy efficiency, green building, and waste diversion, local governments can dramatically reduce emissions in their communities. In addition, local governments are primarily responsible for the provision of emergency services and the mitigation of natural disaster impacts. As the effects of climate change become more common and severe, local government adaptation policies will be fundamental in preserving the welfare of residents and businesses.

## 1.2 Purpose of Inventory

The objective of this greenhouse gas emissions inventory is to identify the sources and quantities of greenhouse gas emissions resulting from government operations in Portola Valley in 2005. This inventory is a necessary first step in addressing greenhouse gas emissions, serving two purposes:

- It creates an emissions baseline against which the Town can set emissions reductions targets and measure future progress.
- It allows local governments to understand the scale of emissions from the various sources within their operations.

While the Town has already begun to reduce greenhouse gas emissions through its actions (See Section 1.4 for more detail), this inventory represents the first step in a systems approach to reducing its emissions. This system, developed by ICLEI, is called the Five Milestones for Climate Mitigation. This Five-Milestone process involves the following steps:

**Milestone One:** Conduct a baseline emissions inventory and forecast

**Milestone Two:** Adopt an emissions reduction target for the forecast year

**Milestone Three:** Develop a local climate action plan

**Milestone Four:** Implement the climate action plan

**Milestone Five:** Monitor progress and report results

**Figure 1.1 The Five-Milestone Process**



### 1.3 Climate Change Mitigation Activities in California

Beginning in 2005, the State of California has responded to growing concerns over the effects of climate change by adopting a comprehensive approach to addressing emissions in the public and private sectors. This approach was officially initiated with the passage of the Global Warming Solutions Act of 2006 (AB 32), which required the state to reduce its greenhouse gas emissions to 1990 levels by 2020. It also required the California Air Resources Board (ARB) to regularly inventory emissions at the state level and to create a plan for reducing these emissions. The bill authorized ARB to adopt and enforce regulations targeted at greenhouse gas emissions reductions in the public and private sectors.

The resulting AB 32 Scoping Plan was adopted by ARB in December 2008. It established the following measures that the State will take to meet the greenhouse gas emissions reduction targets:

- Develop a California cap-and-trade program
- Expand energy efficiency programs
- Establish and seek to achieve reduction targets for transportation-related GHG emissions
- Support implementation of a high-speed rail system
- Expand the use of green building practices

- Increase waste diversion, composting, and commercial recycling toward zero-waste
- Continue water efficiency programs and use cleaner energy sources to move and treat water
- Implement the Million Solar Roofs Programs
- Achieve a statewide renewable energy mix of 33 percent
- Develop and adopt the low-carbon fuel standard
- Implement vehicle efficiency measures for light-, medium-, and heavy-duty vehicles
- Adopt measures to reduce high global warming potential gases
- Reduce methane emissions at landfills
- Preserve forest sequestration and encourage the use of forest biomass for sustainable energy generation
- Capture of methane through use of manure digester systems at dairies

Other measures taken by the state have included mandating stronger vehicle emissions standards (AB 1493, 2002), establishing a low-carbon fuel standard (EO # S-01-07, 2007), mandating a climate adaptation plan for the state (S-EO # 13-08, 2008), establishing a Green Collar Job Council, and establishing a renewable energy portfolio standard for power generation or purchase in the state. The state also has made a number of changes that will likely have potentially large effects on local governments:

- SB 97 (2007) required the Office of Planning and Research to create greenhouse gas planning guidelines for the California Environmental Quality Act (CEQA). In addition, ARB is tasked with creating energy-use and transportation thresholds in CEQA reviews, which may require local governments to account for greenhouse gas emissions when reviewing project applications.
- SB 732 (2008) established a Strategic Growth Council charged with coordinating policies across state agencies to support a unified vision for land use development in the state. This vision will serve as a reference point for local land use policies.
- SB 375 (2008) mandated the creation of regional sustainable community strategies (SCS) by regional planning agencies. The SCS links regional housing and transportation planning processes in an attempt to meet regional greenhouse gas emissions targets.

## 1.4 Climate Change Mitigation Activities in the Town of Portola Valley

One of the Town of Portola Valley's deeply held values and a major community goal in the Town's General Plan is limiting the use of planning area lands so that the landscape's natural attributes "can be sustained over time." The goals further state that the Town will take actions to greatly reduce disturbance to the environment, lessen resident exposure to natural hazards, protect the watershed and, specifically, "minimize the use of non-renewable resources, conserve water, and encourage energy conservation and the use of renewable energy resources."

With the signing of the Mayor's Climate Protection Agreement and support of the greenhouse gas emissions reduction required under Assembly Bill 32, the Town has committed to reducing its impact on climate change. Below is a summary of the climate protection initiatives pursued since early 2000. These achievements are part of an organic progression of community efforts to further implement these goals.

**September 13, 2006** the Town Council adopted a resolution endorsing and authorizing the Mayor to sign the U.S. Mayors' Climate Protection Agreement. Under the Agreement, participating cities commit to take following three actions: 1) Strive to meet or beat the Kyoto Protocol targets in their own communities; 2) Urge their state governments, and the federal government, to enact policies and programs to meet or beat the greenhouse gas emissions reduction target suggested for the U.S. in the Kyoto Protocol – 7% reduction from 1990 levels by 2012; and 3) Urge the U.S. Congress to pass the bipartisan greenhouse gas reduction legislation.

**December 13, 2006** the Town Council unanimously approved a recommendation for the Town to join ICLEI Local Governments for Sustainability (ICLEI) to participate in the Cities for Climate Protection Campaign, and undertake the campaign's five milestones to reduce greenhouse gas and air pollution emissions throughout the community.

**October 4, 2007** the Town Council adopted a resolution supporting Assembly Bill 32 (AB 32), the Global Warming Solutions Act of 2006, and pledged to take a leadership role in promoting public awareness of the causes and impacts of climate change. As part of the resolution the Town adopted AB 32's targets for reducing its global warming emissions to 2000 levels by 2010, to 1990 levels by 2020, and to 80% below 1990 levels by 2050.

**February 27, 2008** the Town Council signed the Tuolumne River Resolution. The resolution supports water conservation, efficiency and recycling rather than increasing diversions from the Tuolumne River.

**December 10, 2008** the Town Council approved joining the Joint Venture: Silicon Valley Network Climate Protection Partnership to enlist ICLEI to complete a greenhouse gas emissions inventory for the Town's government operations. Completing the government operations inventory is a first step in achieving Milestone 1 under the ICLEI Cities for Climate Protection methodology and Action 1 under the Mayor's Climate Protection Agreement. Participating in the Partnership exemplifies a commitment to the regional greenhouse gas emissions reduction effort.



**January 28, 2009** the Town Council adopted a Sustainability Element as an amendment to the General Plan; the objective of the Sustainability Element is to realize the community goal of ensuring the sustainability of the environment. The Sustainability Element includes six overarching goals with objectives, and illustrative policies and practices organized under: transportation, new buildings, existing building stock, water resources, living environment, and community education and involvement.

**February 11, 2009** the Town Council adopted a resolution to support the San Mateo County Energy Strategy 2012 (Strategy), to pursue the next steps recommended by the Strategy and to commit to work collaboratively with other cities and the County towards the goals of the Strategy. The Strategy identifies five main goals with associated actions related to renewable energy and energy efficiency, water conservation and new sources of water, collaboration between cities and with utilities, economic development opportunities and promoting leadership.

***Specific climate protection efforts undertaken by the Town and the community include:***

- Convened a Climate Protection Task Force and subcommittees to develop recommendations for a comprehensive energy savings plan for the Town; the Task Force developed a multi-front programs to achieve the Council-adopted goals for greenhouse gas emissions reductions, including recommendations on: new construction, existing buildings, transportation, carbon offsets, alternative energy, Town events and communication
- The Climate Protection Task Force Metrics subcommittee generated an initial greenhouse gas emissions inventory; the findings lead to the Council support of Assembly Bill 32, the Global Warming Solutions Act of 2006
- Climate Protection Task Force developed a website called CoolPV.com; the purpose is to inform and engage the public through an exchange of ideas to reduce their carbon footprint as well as ongoing activities of the Climate Protection Task Force
- Participated in annual ICLEI National Conversation on Climate Change with other local jurisdictions to discuss next steps in climate action planning
- Developed handouts on Sustainable Building in Portola Valley; the purpose of the website is to help homeowners start thinking about green building in project planning stage and to demystify common misconceptions about costs of building green
- Encouraging vegetation preservation, planting of natives and a minimal approach to lighting through Town Design Guidelines
- Instituted a Construction & Demolition Ordinance that requires at least 60% of construction and demolition debris to be reused, recycled or diverted so that it does not end up in the landfill
- Encouraging use of solar energy through establishment of a \$50.00 flat rate fee for issuance and inspection of permits for solar photovoltaic systems

- Portola Valley and Ladera residents partnered with SolarCity to arrange the first community bulk buy of solar photovoltaic arrays; the initial goal was 44 homes and 175kW – final total was 77 homes and 355kW
- Facilitated energy audits of five Portola Valley homes with goal to create baseline of a representative sampling of the housing stock
- Hosted public workshops on Home Energy Efficiency and Green Design to share ideas for moving the Town forward on practices to save energy, conserve water and use sustainable materials in the built environment; follow-up workshops on Sustainable Building were held to discuss the adoption of the Build It Green, GreenPoint Rated system as a new standard and a campaign to improve energy efficiency in the existing housing stock
- Encouraging green building practices including required submittal of Build it Green, GreenPoint Rated Checklist for all new homes and major remodels with suggested point requirements and mandatory review of green design elements in the Architectural and Site Control review process; LEED for Homes is welcomed as an alternative to GreenPoint Rated
- Designed and built the new green Town Center, including Town Hall, Library and Community Hall, to LEED green building standards; Town Center functions as a model for outreach to the community on green building; a 76kW solar photovoltaic system is expected to save 33 tons of CO<sup>2</sup> per year
- Daylighted and restored 300 feet of Sausal Creek and habitat previously buried in culvert under Town Center site
- Purchased electric vehicle for public works staff to use for maintenance work at Town Center
- Hired a Sustainability and Resource Efficiency Coordinator to implement and promote resource efficiency and environmental programs through community outreach and education as well as monitor progress toward attaining Town's commitments under the U.S. Mayors' Climate Protection Agreement and AB 32
- Adopted, implemented and currently tracking Environmentally Preferable Purchasing Policy for Town operations
- Joined the San Mateo County Green Business Program; the Town will pursue certification as a green business and, once certified, will launch a program to engage local businesses in Town's climate protection initiatives
- Launched redesigned Town website including Sustainability section; the Sustainability section is organized to provide residents, businesses, schools and children with information and resources targeted to their Town activities
- Hosted of Green Speaker Series: Pioneers of Sustainability featuring visionaries Amory Lovins, James Hansen and Mathis Wackernagel

- Hosting of Green Speaker Series: Local Heroes on Local Issues; topics include water conservation, renewable energy, green building, energy efficiency retrofits, green interior design and food & climate change; series will provide the community with concrete actions and tools to use in their daily lives
- Educated the local community at Earth Day Fair about environmental issues and providing tools and resources to make their homes more efficient, to conserve resources and to live more sustainably; representatives included local water service provider, waste collection provider, RecycleWorks, Acterra and The Reuse People
- Negotiated a cutting-edge waste collection agreement (the first of its kind in the U.S.), which has increased waste diversion from the landfill to over 75%
- Supporting Safe Routes to Schools program including map of local trails and bus route that students can use to bike/walk/bus safely to school
- Creating an alliance with the local schools to bring sustainability to the next generation

A comprehensive chronology of the Town’s climate protection activities including links to relevant documents can be found on the Town’s website under Town Sustainability: [www.portolavalley.net](http://www.portolavalley.net)

## 1.5 The Silicon Valley Climate Protection Partnership

The Silicon Valley Climate Protection Partnership is a joint effort between Joint Venture: Silicon Valley Network (JV:SVN); Sustainable Silicon Valley (SSV); local governments in San Mateo, Santa Clara and Santa Cruz counties (hereby referred to as the “Silicon Valley area”); and ICLEI. The Partnership was initiated in 2008 to provide a solid regional platform for local governments to follow ICLEI’s Five-Milestone process (described in Section 1.2), as well as a shared learning experience.

In early 2008, JV:SVN contracted with ICLEI to conduct government operations emissions inventories for participating local governments, using the standards outlined in the then soon-to-be-released Local Government Operations Protocol (LGOP—see Appendix A for details). For this project, 27 local governments have signed on to this contract. SSV joined the Partnership to provide additional educational and other services to facilitate more rapid progress by participating governments through the Five Milestones. While ICLEI created these inventories concurrently using the same tools and methods, each inventory was conducted independently using data specific to each local government’s operations. For this reason, inventories from different jurisdictions will involve different sources of data and emissions calculation methods.

Alongside the activities of the Partnership, JV:SVN and SSV have been facilitating regional climate dialogues to further emissions reductions goals in the Silicon Valley area. JV:SVN supports the work of the Climate Protection

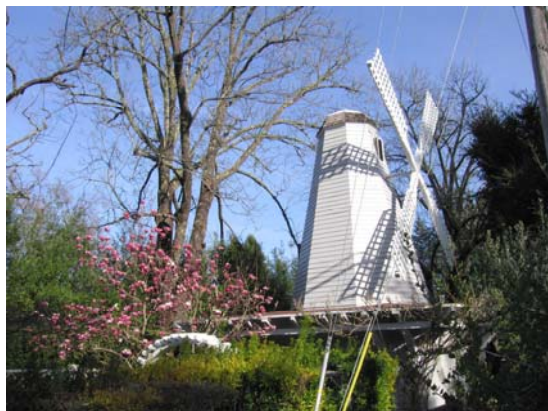
Task Force, a group that includes staff members from 44 jurisdictions in the Silicon Valley area, including cities, counties, and special districts. In this neutral forum, the partners learn from each other and from expert guests about climate protection programs. They then work to develop effective, collaborative programs for the reduction of greenhouse gas emissions from public agency operations. SSV holds quarterly conferences and monthly meetings that discuss specific approaches to addressing climate change, including the pros and cons of regional climate planning. SSV also puts out annual reports highlighting successes of businesses and local governments that have voluntarily pledged to set and work toward their own carbon dioxide reduction goals. JV:SVN and SSV, along with ICLEI, the San Mateo City/County Association of Governments, and the Bay Area Air Quality Management District<sup>4</sup>, have dramatically pushed forward the pace and scale of climate actions by local governments in the Silicon Valley area.

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<sup>4</sup> C/CAG and the Air Quality District have provided funding which have allowed a number of these inventories to occur and have been strong players in pushing forward local and regional actions on climate change.

# Section Two: Methodology





# Methodology

This greenhouse gas emissions inventory follows the standard methodology outlined in LGOP, which was adopted in 2008 by ARB and serves as the national standard for quantifying and reporting greenhouse emissions from local government operations. By participating in the Silicon Valley Climate Protection Partnership, the Town of Portola Valley has the opportunity to be one of the first in the nation to follow LGOP when inventorying emissions from government operations.

This chapter outlines the basic methodology utilized in the development of this inventory to provide clarity to how the inventory results were reported. Specifically, this section reviews:

- What greenhouse gases were measured in this inventory.
- What general methods were used to estimate emissions.
- How emissions estimates can be reported (the scopes framework, roll-up numbers).
- How emissions estimates were reported in this inventory.

A more detailed account of LGOP and the methodology used in this inventory can be found in Appendices A and B.

## 2.1 Greenhouse Gases

According to LGOP, local governments should assess emissions of all six internationally recognized greenhouse gases regulated under the Kyoto Protocol. These gases are outlined in Table 2.1, which includes the sources of these gases and their global warming potential (GWP).<sup>5</sup>

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<sup>5</sup> Global warming potential (GWP) is a measure of the amount of warming a greenhouse gas may cause, measured against the amount of warming caused by carbon dioxide.

**Table 2.1 Greenhouse Gases**

Gas	Chemical Formula	Activity	Global Warming Potential (CO <sub>2</sub> e)
Carbon Dioxide	CO <sub>2</sub>	Combustion	1
Methane	CH <sub>4</sub>	Combustion, Anaerobic Decomposition of Organic Waste (Landfills, Wastewater), Fuel Handling	21
Nitrous Oxide	N <sub>2</sub> O	Combustion, Wastewater Treatment	310
Hydrofluorocarbons	Various	Leaked Refrigerants, Fire Suppressants	12–11,700
Perfluorocarbons	Various	Aluminum Production, Semiconductor Manufacturing, HVAC Equipment Manufacturing	6,500–9,200
Sulfur Hexafluoride	SF <sub>6</sub>	Transmission and Distribution of Power	23,900

## 2.2 Calculating Emissions

LGOP outlines specific methods for quantifying emissions from local government activities. What methods a local government can use to quantify emissions vary largely by how it gathers data, and therefore what data were available. In general, emissions can be quantified in two ways.

**1. Measurement-based methodologies** refer to the direct measurement of greenhouse gas emissions from a monitoring system. Emissions measured this way may include those emitted from a flue of a power plant, wastewater treatment plant, landfill, or industrial facility. This method is the most accurate way of inventorying emissions from a given source, but is generally available for only a few sources of emissions.

**2. Calculation-based methodologies** refer to an estimate of emissions calculated based upon some measurable activity data and emission factors. Table 2.2 demonstrates some examples of common emissions calculations in this report. For a detailed explanation of the methods and emissions factors used in this inventory, see Appendix B.

**Table 2.2 Basic Emissions Calculations**

Activity Data	Emissions Factor	Emissions
Electricity Consumption (kilowatt hours)	CO <sub>2</sub> emitted/kWh	CO <sub>2</sub> emitted
Natural Gas Consumption (therms)	CO <sub>2</sub> emitted/therm	CO <sub>2</sub> emitted
Gasoline/Diesel Consumption (gallons)	CO <sub>2</sub> emitted /gallon	CO <sub>2</sub> emitted
Waste Generated by Government Operations (tons)	CH <sub>4</sub> emitted/ton of waste	CH <sub>4</sub> emitted

## 2.3 Reporting Emissions

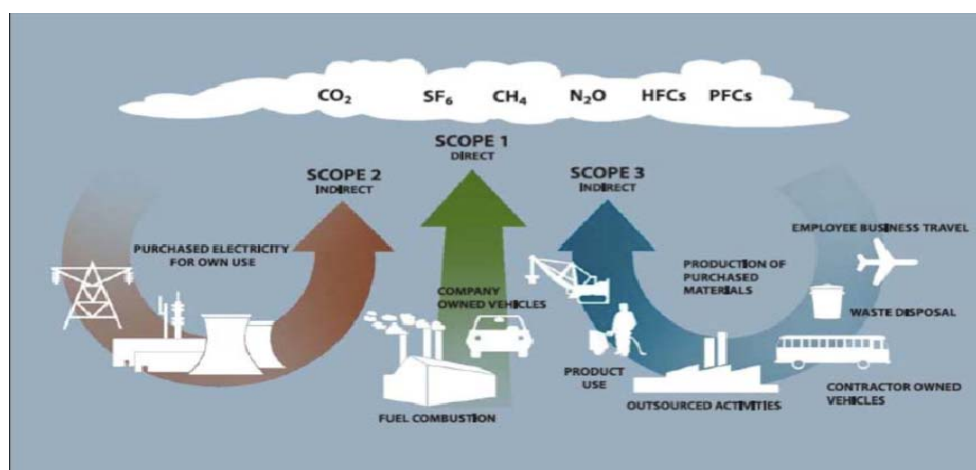
LGOP provides two reporting frameworks: reporting by scope and reporting by sector. This section defines the two reporting frameworks and discusses how they are used in this inventory. It also discusses the concept of “rolling up” emissions into a single number. This can assist local governments in communicating the results of the inventory and using the inventory to formulate emissions reductions policies.

### 2.3.1 The Scopes Framework

For local government operations, LGOP categorizes emissions according to what degree of control local governments have over the emissions sources. These categorizations (developed by the World Resources Institute and the World Business Council for Sustainable Development) are called *emissions scopes*. The scopes framework helps local governments to:

- Determine which emissions should be inventoried.
- Organize emissions by degree of control and therefore the potential for reduction of these emissions.
- Avoid “double counting” of emissions, i.e., summing up of different emissions sources that may result in reporting these emissions twice.

**Figure 2.1 Emissions Scopes**



Source: WRI/WBCSD GHG Protocol Corporate Accounting and Reporting Standard (Revised Edition), Chapter 4.

The emissions scopes are defined as follows:

**Scope 1:** Direct emissions from sources within a local government’s operations that it owns and/or controls. This includes stationary combustion to produce electricity, steam, heat, and power equipment; mobile combustion of fuels; process emissions from physical or chemical processing; fugitive emissions that result from production, processing, transmission, storage and use of fuels; leaked refrigerants and other sources.



**Scope 2:** Indirect emissions associated with the consumption of electricity or steam used for heating and cooling that is purchased from an outside utility.

**Scope 3:** All other emissions sources that hold policy relevance to the local government that can be measured and reported. This includes all indirect emissions not covered in Scope 2 that occur as a result of activities within the operations of the local government. Sources over which the local government does not have any financial or operational control over would be accounted for here. Scope 3 emission sources include (but are not limited to) tailpipe emissions from employee commutes, employee business travel, and emissions resulting from the decomposition of government-generated solid waste.

**Table 2.3 Inventoried Emission Sources by Scope<sup>6</sup>**

Scope 1	Scope 2	Scope 3
Fuel consumed to heat/cool facilities	Purchased electricity consumed by facilities	Solid waste generated by government operations
Fuel consumed for vehicles and mobile equipment	Purchased electricity consumed by electric vehicles	Fuel consumed for employee vehicles used for commuting
Fuel consumed to generate electricity	Purchased steam for heating or cooling facilities	
Leaked refrigerants from facilities and vehicles		
Leaked/deployed fire suppressants		
Wastewater decomposition and treatment in municipal treatment facilities		
Solid waste in government landfills		

### 2.3.2 Double Counting and Rolling Up Scopes

Many local governments find it useful for public awareness and policymaking to use a single number (a “roll-up” number) to represent emissions in its reports, target setting, and action plan. A roll-up number allows local governments to determine the relative proportions of emissions from various sectors (e.g., 30 percent of rolled up emissions came from the vehicle fleet). This can help policymakers and staff identify priority actions for reducing emissions from their operations.

For these reasons, this report includes a roll-up number as the basis of the emissions analysis in this inventory. This roll-up number is composed of direct emissions (Scope 1), all emissions from purchased electricity (Scope 2), and indirect emissions from employee commutes and government-generated solid waste (Scope 3). While this report

<sup>6</sup> This only represents a list of emissions that were inventoried for the Silicon Valley Climate Protection Partnership inventories. This is not meant to be a complete list of all emissions that can be inventoried in a government operations inventory.

uses a standard roll-up number, these numbers should be used with caution, as they can be problematic for three reasons:

**First**, a roll-up number does not represent all emissions from Portola Valley’s operations, only a summation of inventoried emissions using available estimation methods. Reporting a roll-up number can be misleading and encourage citizens, staff, and policymakers to think of this number as the local government’s “total” emissions. Therefore, when communicating a roll-up number it is important to represent it only as a sum of inventoried emissions, not as a comprehensive total.

**Second**, rolling up emissions may not simply involve adding emissions from all sectors, as emissions from different scopes can be double-counted when they are reported as one number. For example, if a local government operates a municipal utility that provides electricity to government facilities, these are emissions from both the power generation and facilities sectors. If these sectors are rolled up into a single number, these emissions are double counted, or reported twice. For these reasons, it is important to be cautious when creating a roll-up number to avoid double counting; the roll-up number used in this report was created specifically to avoid any possible double counting.

**Third**, local governments often wish to compare their emissions to those of other local governments. But it is very difficult to use a roll-up number as a common measure between local governments, for a number of reasons. First, as of now there is no national or international standard for reporting emissions as a single roll-up number. In addition, local governments provide different services to their citizens, and the scale of the services (and thus the emissions) is highly dependent upon the size of the jurisdiction. For these reasons, comparisons between local government roll-up numbers should not be made without significant analysis of the basis of the roll-up number and the services provided by the local governments being compared.

### 2.3.3 Emissions Sectors

ICLEI recommends that local governments examine their emissions in the context of the part of their operations (sector) that is responsible for those emissions. This is helpful from a policy perspective, and will assist local governments in formulating sector-specific reduction measures and climate action plans. This inventory uses LGOP sectors as a main reporting framework, including the following sectors:

- Buildings and other facilities
- Streetlights, traffic signals, and other public lighting
- Water delivery facilities
- Wastewater facilities
- Vehicle fleet and mobile equipment
- Government-generated solid waste
- Emissions from employee commutes

# Section Three: Inventory Results





# Inventory Results

This chapter provides a detailed description of the Town of Portola Valley's emissions from government operations in 2005, rolling up and comparing emissions across sectors and sources as appropriate. This chapter also provides details on the greenhouse gas emissions from each sector, including a breakdown of emissions types and, where possible, an analysis of emissions by department. This information identifies more specific sources of emissions (such as a particular building) that can help staff and policymakers in Portola Valley to best target emissions reduction activities in the future.

For a report of emissions by scope, and a detailed description of the methodology and emission factors used in calculating the emissions from the Town's operations, please see Appendix B: LGOP Standard Report.

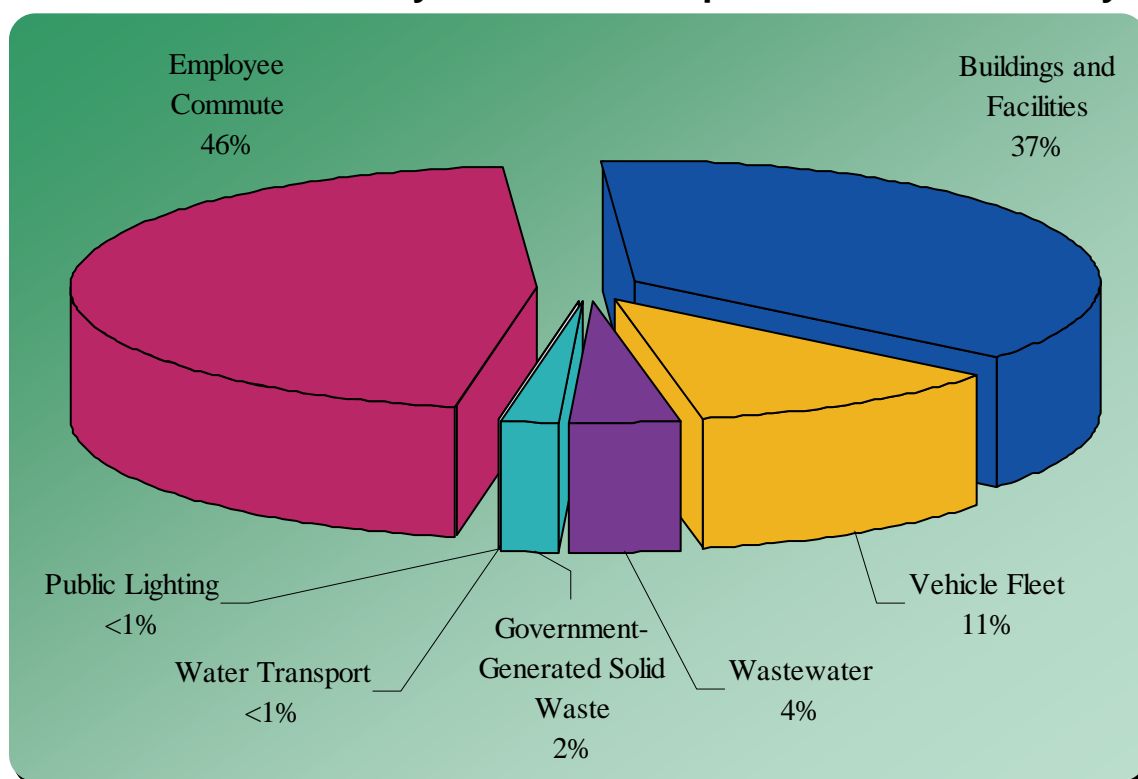
In 2005, the Town's direct emissions, emissions from electricity consumption and select indirect sources totaled 160 metric tons of CO<sub>2</sub>e.<sup>7</sup> In this report, this number is the basis for comparing emissions across sectors and sources (fuel types), and is the aggregate of all emissions estimates used in this inventory.

## 3.1 Summary by Sector

Reporting emissions by sector provides a useful way to understand the sources of Portola Valley's emissions. By better understanding the relative scale of emissions from each of the sectors, the Town can more effectively focus emissions reductions strategies to achieve the greatest emissions reductions.<sup>8</sup>

<sup>7</sup> This number represents a roll-up of emissions, and is not intended to represent a complete picture of emissions from Portola Valley's operations. This roll-up number should not be used for comparison with other local government roll-up numbers without a detailed analysis of the basis for this total. See section 2.3.2 for more detail.

<sup>8</sup> The sectors with the largest scale of emissions do not necessarily represent the best opportunity for emissions reductions. Cost, administration, and other concerns may affect Portola Valley's ability to reduce emissions from any one sector.

**Figure 3.1 2005 Portola Valley Government Operations Emissions by Sector****Table 3.1: 2005 Portola Valley Government Operations Emissions by Sector**

Sector	Greenhouse Gas Emissions (metric tons CO <sub>2</sub> e)
Employee Commute	74
Buildings and Facilities	59
Vehicle Fleet	18
Wastewater	6
Government-Generated Solid Waste	3
Water Transport	0.06
Public Lighting	0.003

As visible in Figure 3.1 and Table 3.1, emissions from employee commutes composed the largest amount of inventoried emissions (74 metric tons CO<sub>2</sub>e) in 2005. The Town's facilities produced the second highest quantity of emissions, resulting in 59 metric tons of CO<sub>2</sub>e. Solid waste produced from the Town's operations in 2005 will produce 3 metric tons, and a large remainder of 2005 emissions came from the Town's vehicle fleet (18 metric tons CO<sub>2</sub>e) and wastewater (6 metric tons CO<sub>2</sub>e). Water transport equipment and lighting equipment produced less than one percent of the Town's 2005 emissions.

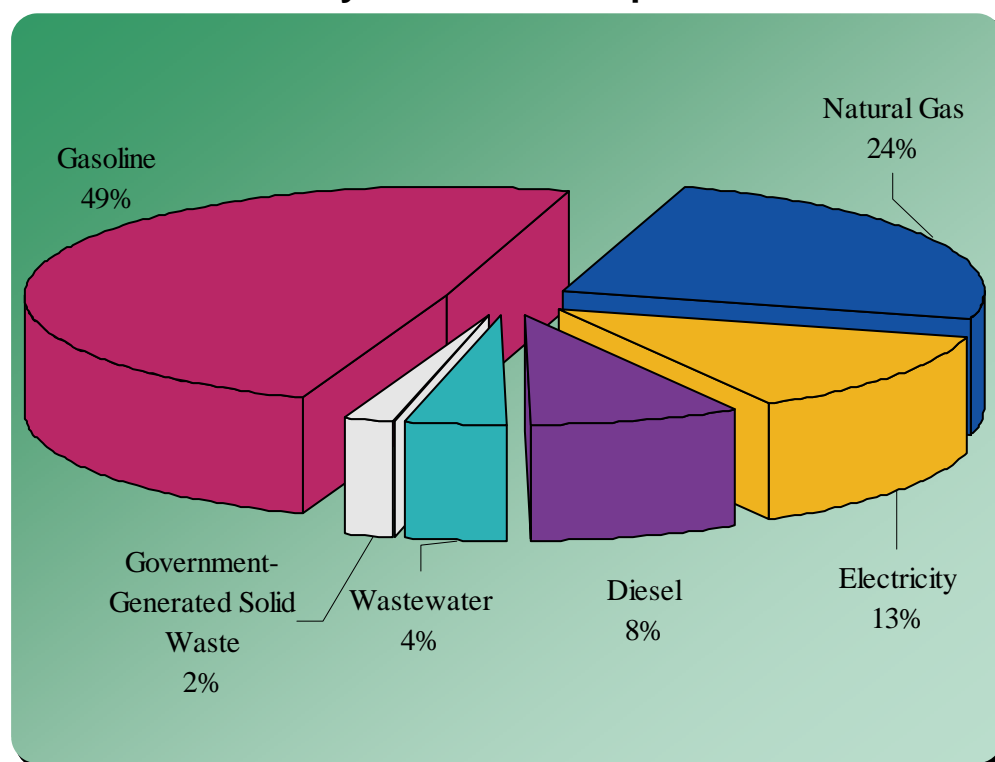
## 3.2 Summary by Source

When considering how to reduce emissions, it is helpful to look not only at which sectors are generating emissions, but also at the specific raw resources and materials (gasoline, diesel, electricity, natural gas, solid waste, etc.) whose use and generation directly result in the release of greenhouse gases. This analysis can help target resource management in a way that will successfully reduce greenhouse gas emissions. Table 3.2 and Figure 3.2 provide a summary of the Town's government operations 2005 greenhouse gas emissions by fuel type or material.

**Table 3.2: 2005 Portola Valley Government Operations Emissions by Source**

Source	Greenhouse Gas Emissions (metric tons CO <sub>2</sub> e)
Gasoline	79
Natural Gas	39
Electricity	20
Diesel	13
Wastewater	6
Government-Generated Solid Waste	3

**Figure 3.2 2005 Portola Valley Government Operations Emissions by Source**



### 3.3 Summary of Energy-Related Costs

In addition to tracking energy consumption and generating estimates on emissions per sector, ICLEI has calculated the basic energy costs of various government operations. During 2005, the Town spent approximately \$42,156 on energy (e.g., electricity, natural gas, gasoline, and diesel) and waste services for its operations (see Table 3.3). Fifty-six percent of these energy expenses (\$23,490) are the result of electricity and natural gas purchases from Pacific Gas and Electric Company (PG&E). The Town spent approximately \$3,884 on gasoline and diesel for the municipal fleet and diesel generators (9 percent of total costs). Handling of the Town's waste in 2005 had an estimated cost of \$14,774. Beyond reducing harmful greenhouse gases, any future reductions in energy use will have the potential to reduce these costs, enabling the Town to reallocate limited funds toward other municipal services or create a revolving energy loan fund to support future climate protection activities.

**Table 3.3: 2005 Portola Valley Government Operations Costs by Sector**

Sector	Cost
<b>Buildings and Facilities</b>	\$23,185
<b>Waste</b>	\$14,774
<b>Vehicle Fleet</b>	\$3,884
<b>Water / Sewage</b>	\$214
<b>Public Lighting</b>	\$99
<b>TOTAL</b>	<b>\$42,156</b>

### 3.4 Detailed Sector Analyses

#### 3.4.1 Buildings and Other Facilities

Through their use of energy for heating, cooling, lighting, and other purposes, buildings and other facilities operated by local governments constitute a significant amount of their greenhouse gas emissions. Portola Valley operates one facility: the Portola Valley Town Center<sup>9</sup>. Facility operations contribute to greenhouse gas emissions in two major ways. First, facilities consume electricity and fuels such as natural gas, and this consumption contributes the majority of greenhouse gas emissions from facilities. In addition, fire suppression, air conditioning, and refrigeration equipment in buildings can emit hydrofluorocarbons (HFCs) and other greenhouse gases when these systems leak refrigerants or fire suppressants.

In 2005, the operation of the Town Center produced approximately 59 metric tons of CO<sub>2</sub>e from the above sources. Table 3.4 shows 2005 estimated costs associated with the activities that generated these emissions. Of total facility

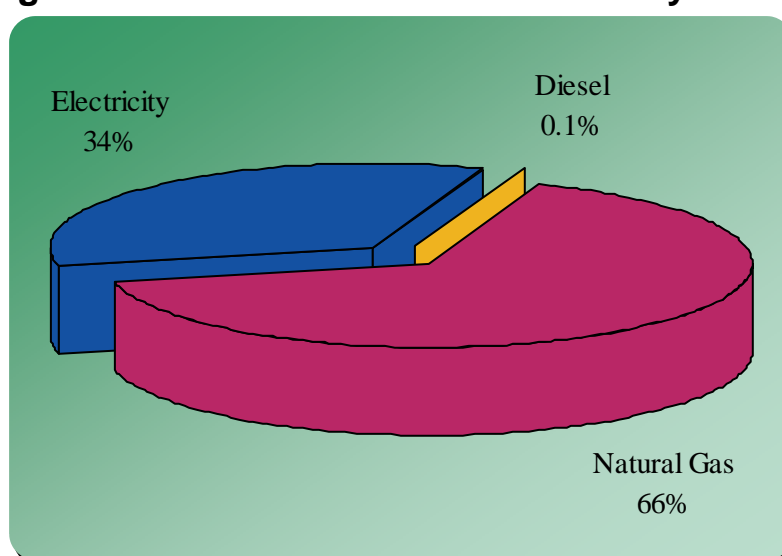
<sup>9</sup> The Town Center in 2005 has since been demolished and replaced with a LEED-certified facility. Emissions from the Town Center have thus likely been significantly reduced since 2005.

emissions, 66 percent came from the combustion of natural gas, 34 percent came from the consumption of electricity, and less than one percent came from diesel sources (see Figure 3.3). The Town reported no leakage of refrigerants or fire suppressants, and therefore there are no emissions from these sources. The Town spent approximately \$23,185 in 2005 on the fuels and electricity that were the cause of these emissions.

**Table 3.4: Energy Use and Emissions from Facilities**

Facility	Greenhouse Gas Emissions (metric tons CO <sub>2</sub> e)	Electricity Use (kWh)	Natural Gas Use (therms)	Diesel (gal)	Total Energy Cost
Town Center	59	90,436	7,313	3	\$23,185

**Figure 3.3: Emissions from Facilities by Source**



### 3.4.2 Streetlights, Traffic Signals, and Other Public Lighting

Portola Valley is relatively unique in that the Town operates only one piece of public lighting equipment – a lighted crosswalk. Electricity consumed in the operation of the crosswalk is a source of greenhouse gas emissions.

In 2005, the crosswalk consumed a total of 14 kilowatt hours of electricity, producing approximately 0.003 metric tons CO<sub>2</sub>e. Table 3.5 depicts estimated electricity consumption and associated cost. The Town spent approximately \$99 in 2005 on the electricity that was the cause of these emissions.

**Table 3.5: Energy Use and Emissions from Public Lighting**

Source	Greenhouse Gas Emissions (metric tons CO <sub>2</sub> e)	Electricity Use (kWh)	Cost
Traffic Signals/Controllers	0.003	14	\$99



### 3.4.3 Water Transport

This section addresses any equipment used for the distribution of water. The Town operates a few sprinklers and irrigation control systems, which consume electricity and therefore emit greenhouse gases through this consumption.

In 2005, the operation of Portola Valley's water transport equipment produced approximately 0.06 metric tons of CO<sub>2</sub>e from the above sources. Table 3.6 depicts 2005 emissions per equipment type and shows estimated activities and costs associated with the operation of this equipment. The Town spent approximately \$214 in 2005 on the electricity that were the cause of these emissions.

**Table 3.6: Energy Use and Emissions from Water Transport Equipment**

Source	Greenhouse Gas Emissions (metric tons CO <sub>2</sub> e)	Electricity Use (kWh)	Cost
<b>Sprinkler/Irrigation Control</b>	0.06	264	\$214

### 3.4.4 Wastewater Treatment Facilities

Wastewater coming from homes and businesses is rich in organic matter and has a high concentration of nitrogen and carbon (along with other organic elements). As wastewater is collected, treated, and discharged, chemical processes in aerobic and anaerobic conditions lead to the creation and emission of two greenhouse gases: methane and nitrous oxide. Local governments that operate wastewater treatment facilities, including wastewater pumps, treatment plants, septic systems, collection lagoons, and other facilities, must therefore account for the emission of these gases in their overall greenhouse gas emissions inventory.<sup>10</sup>

In 2005, Portola Valley operates a septic system that served approximately 29 people per day.<sup>11</sup> That year, the operation of this system produced approximately 6 metric tons of CO<sub>2</sub>e from the above sources (Table 3.7).

**Table 3.7: Wastewater Treatment Emissions**

Gas	Source	Greenhouse Gas Emissions (metric tons CO <sub>2</sub> e)
<b>CH<sub>4</sub></b>	<b>Septic System Fugitive Emissions</b>	<b>6</b>

<sup>10</sup> These emissions should not be confused with the emissions described in Section 3.4.3—those emissions refer to the *transportation* of water and wastewater while this section refers exclusively to the decomposition and treatment of wastewater.

<sup>11</sup> This includes full time employees, regular visitors (for clubs and other activities) and one-time attendees of events. Details on how daily facility usage was estimated are available in the Portola Valley Master Data Summary File.

### 3.4.5 Vehicle Fleet and Mobile Equipment

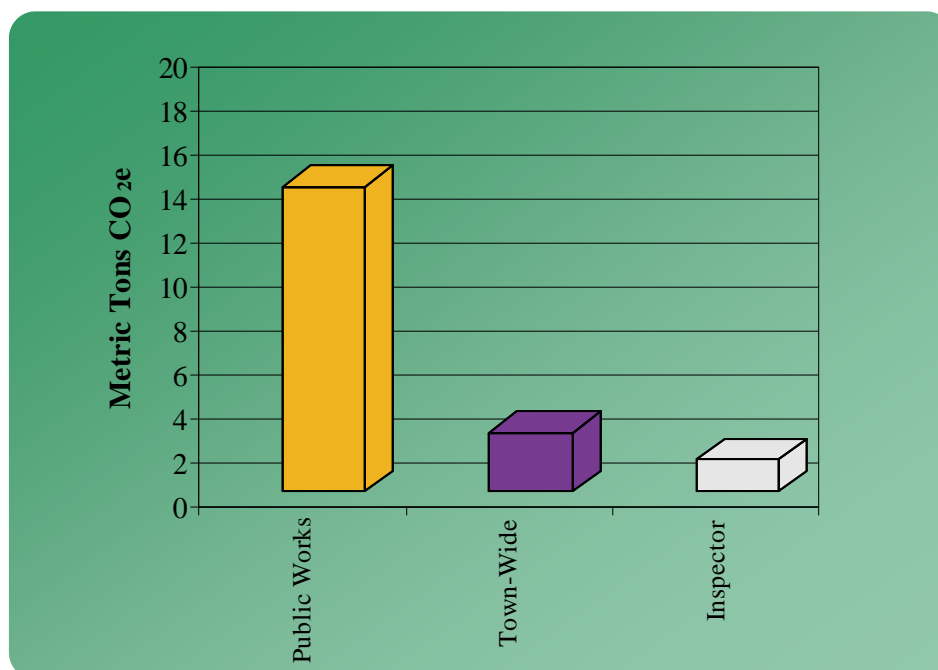
The majority of local governments use vehicles and other mobile equipment as an integral part of their daily operations—from maintenance trucks used for parks and recreation to police cruisers and fire trucks. These vehicles and equipment burn gasoline, diesel, and other fuels, which results in greenhouse gas emissions. In addition, vehicles with air conditioning or refrigeration equipment use refrigerants that can leak from the vehicle. Emissions from vehicles and mobile equipment compose a significant portion of emissions within most local governments.

**Table 3.8: Vehicle Fleet and Mobile Equipment Emissions by Department**

Function	GHG Emissions (metric tons CO <sub>2</sub> e)	Percent of All Mobile Emissions	Gasoline Consumption (gal)	Diesel Consumption (gal)	Cost*
<b>Public Works</b>	14	77%	1,516	24	\$3,884
<b>Town-Wide</b>	3	15%	298	0	N/A
<b>Inspector</b>	1	8%	160	0	N/A
<b>TOTAL</b>	<b>18</b>	<b>100%</b>	<b>1,974</b>	<b>24</b>	<b>\$3,884</b>

\*Costs not tracked for operation of town-wide and inspector vehicles

In 2005, Portola Valley operated a vehicle fleet with four vehicles and various pieces of off-road equipment (not including personal vehicles used for business purposes). In 2005, the Town emitted a total of 18 metric tons of CO<sub>2</sub>e as a result of the combustion of fuels to power the Town's vehicle fleet. Table 3.8 shows estimated costs associated with the activities that generated these emissions, and Figure 3.4 depicts 2005 emissions per department. Across departments, the vehicles used by the Public Works department were the largest emitters of greenhouse gases, representing 77 percent of total vehicle fleet emissions. Portola Valley spent approximately \$3,884 in 2005 on the fuels for its mobile vehicle fleet.

**Figure 3.4: Emissions from Mobile Sources**

### 3.4.6 Government-Generated Solid Waste

Many local government operations generate solid waste, much of which is eventually sent to a landfill. Typical sources of waste in local government operations include paper and food waste from offices and facilities, construction waste from public works, and plant debris from parks departments. Organic materials in government-generated solid waste (including paper, food scraps, plant debris, textiles, wood waste, etc.) generate methane as they decay in the anaerobic environment of a landfill. An estimated 75 percent of this methane is routinely captured via landfill gas collection systems;<sup>12</sup> however, a portion escapes into the atmosphere, contributing to the greenhouse effect. As such, estimating emissions from waste generated by government operations is an important component of a comprehensive emissions inventory.

Inventorying emissions from government-generated solid waste is considered optional by LGOP for two reasons. First, the emissions do not result at the point of waste generation (as with fuel combustion), but in a landfill located outside of Portola Valley's jurisdictional boundaries. In addition, the emissions are not generated in the same year that the waste is disposed, but over a lengthy decomposition period. Since inventorying these emissions is considered optional, LGOP does not provide guidance on recommended methods for quantifying these types of

<sup>12</sup> This is a default methane collection rate per LGOP. This rate can vary from 0 to 99 percent based upon the presence and extent of a landfill gas collection system at the landfill/s where the waste is disposed. Most commonly, captured methane gas is flared into the atmosphere, which converts the methane gas to CO<sub>2</sub> and effectively negates the human-caused global warming impact of the methane. Increasingly, landfill methane is being used to power gas-fired turbines as a carbon-neutral means of generating electricity.

emissions. ICLEI therefore devised data collection and calculation methods based upon previous experience and national standards. See Appendix D for more information for more detail on quantifying emissions from government-generated solid waste.

It is estimated that the waste disposed by government facilities in 2005 will cumulatively produce 0.2 metric tons of methane gas, or 3 metric tons of CO<sub>2</sub>e. Please see Table 3.9 for a breakdown of emissions per facility.

**Table 3.9: Emissions from Government-Generated Solid Waste**

Source	Greenhouse Gas Emissions (metric tons CO <sub>2</sub> e)	Estimated Landfilled Waste (Tons)
Town Center	2	7
Ford Baseball Field	0.7	3
Street Cleaning	0.6	4
Rosotti Field	0.1	0.5
<b>TOTAL*</b>	<b>3</b>	<b>14</b>

\*Total GHG emissions equals 3 due to rounding

### 3.4.7 Employee Commute

Fuel combustion from employees commuting to work is another important emissions source. Similar to the Town's vehicle fleet, personal employee vehicles use gasoline and other fuels which, when burned, generate greenhouse gas emissions. Emissions from employee commutes are considered optional to inventory by LGOP because the vehicles are owned and operated privately by the employees. However, LGOP encourages reporting these emissions because local governments can influence how their employees commute to work through policy measures. For this reason, employee commute emissions were included in this report as an area where Portola Valley could achieve significant reductions in greenhouse gases.

To calculate emissions, the Town administered a survey to all of its employees regarding their commute patterns and preferences. ICLEI then extrapolated the results of the survey to represent emissions from all employees. See Appendix C for a detailed description of the survey and methods used to calculate emissions.

In 2005, employees commuting in vehicles to and from their jobs at Portola Valley emitted an estimated 74 metric tons of CO<sub>2</sub>e. See Table 3.10 for estimated emissions from all employee commutes, as well as the total and average miles traveled to work by employees.

**Table 3.10: Emissions from Employee Commutes**

	Greenhouse Gas Emissions (metric tons CO <sub>2</sub> e)	Estimated Vehicle Miles Traveled to Work (per year)	Average Estimated Vehicle Miles Traveled to Work (per Employee)
<b>All Employees (Estimated)</b>	74	149,613	9,974

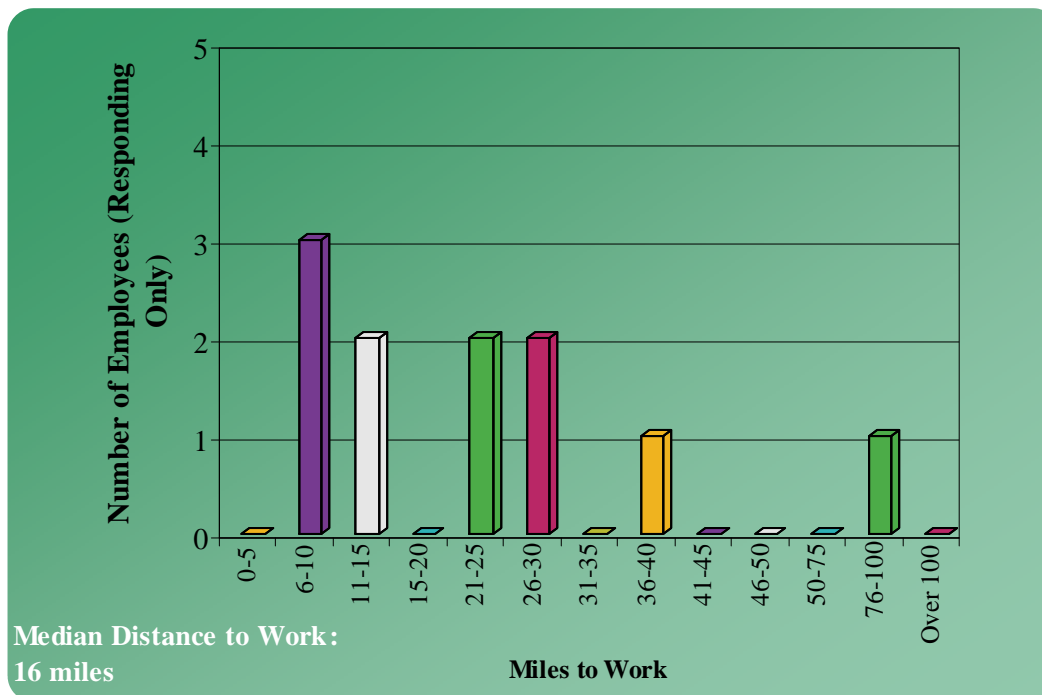
### 3.4.7.1 Employee Commute Indicators

In addition to estimating greenhouse gas emissions resulting from employee commute, ICLEI examined other policy-relevant information that was extracted from the employee commute survey—in this way Portola Valley staff can develop the most effective policies to reduce emissions from employee commutes. These measures often have co-benefits including increased productivity, reduced commute times and costs, and improvement in the quality of life for employees. No extrapolation was done with the following data; analyses were done using data from respondents only.

All employees of Portola Valley that responded to the survey indicated that they drove alone to work, and Table 3.11 shows associated time and costs for employee commutes. Figure 3.5 shows that the majority of employees live within 16 miles, and this suggests that there may be good opportunities for the Town to promote carpooling or vanpooling for employees. Encouraging telecommuting may also be a viable option for the Town. By encouraging employees to shift commute modes through incentives, the Town could not only save employees money and time, but allow their work days to be more efficient.

**Table 3.11: Median Distance and Time to Work and Cost of Employee Commutes**

Median Time to Work (minutes)	Median Cost of Commute (weekly)	Median Distance To Work (Miles)
25	\$20	16

**Figure 3.5: Employee Commute Distance to Work**

### Commuter Preferences

When asked if employees would consider taking a list of alternative transportation modes (Figure 3.6), 23 percent of respondents indicated they would be interested in carpooling with other employees. Respondents also expressed an interest in vanpooling and public transit (15 percent each). One major obstacle identified to employees using alternative commute methods is the lack of usable transit, as 92 percent of respondents indicated that there was no transit route available which they could take to and from work (Figure 3.7).

Respondents indicated that they would be more encouraged to take alternative commute modes if (see Figure 3.8) the Town offered vanpool/carpool incentives or worked with SamTrans to improve transit options (23 percent each), offered free/inexpensive shuttle or telecommuting (15 percent each), and improved biking conditions and or offered better information about commute options (8 percent each).

Figure 3.6: Interest in Alternative Commute Modes

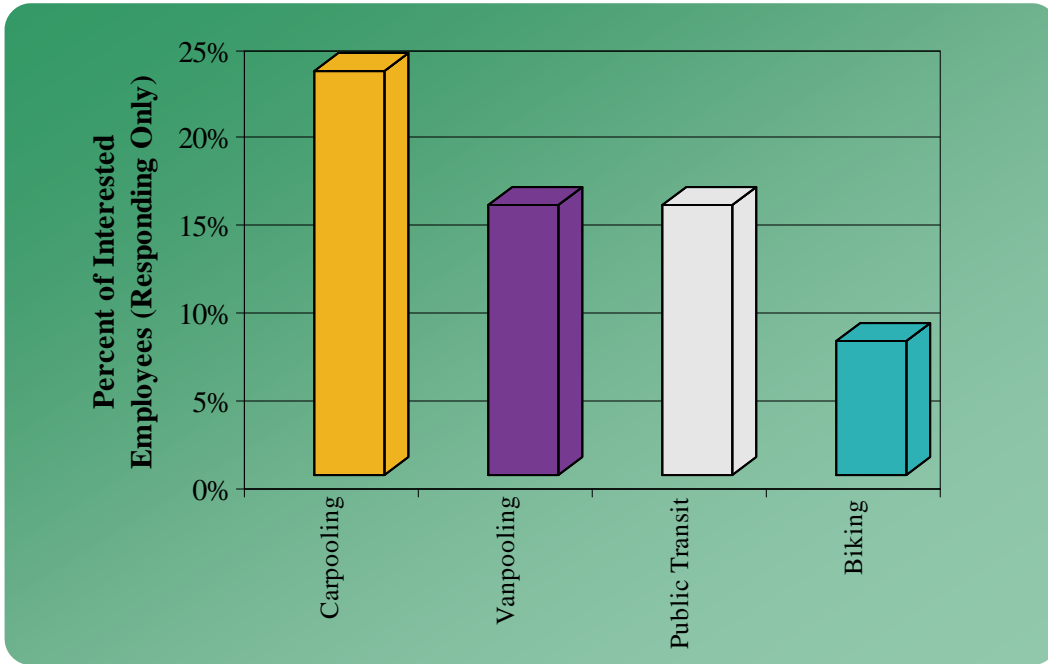


Figure 3.7: Employees with Available “Usable” Transit Route to Work

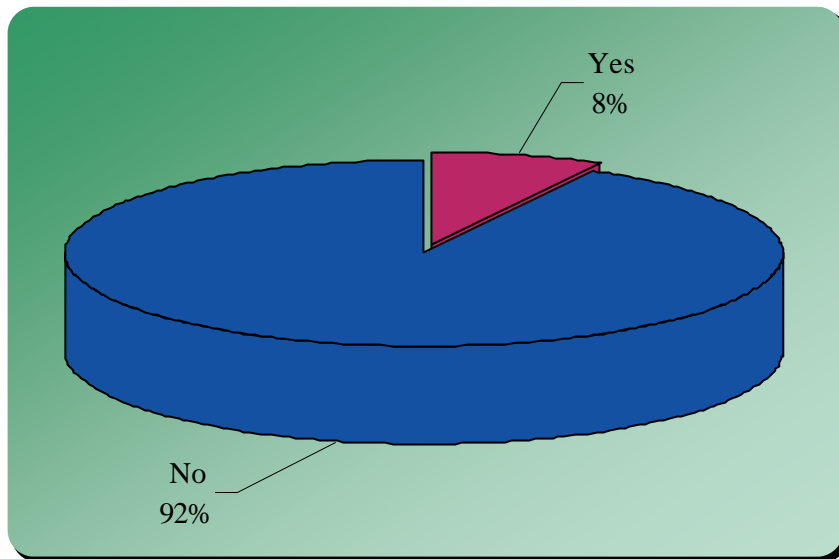
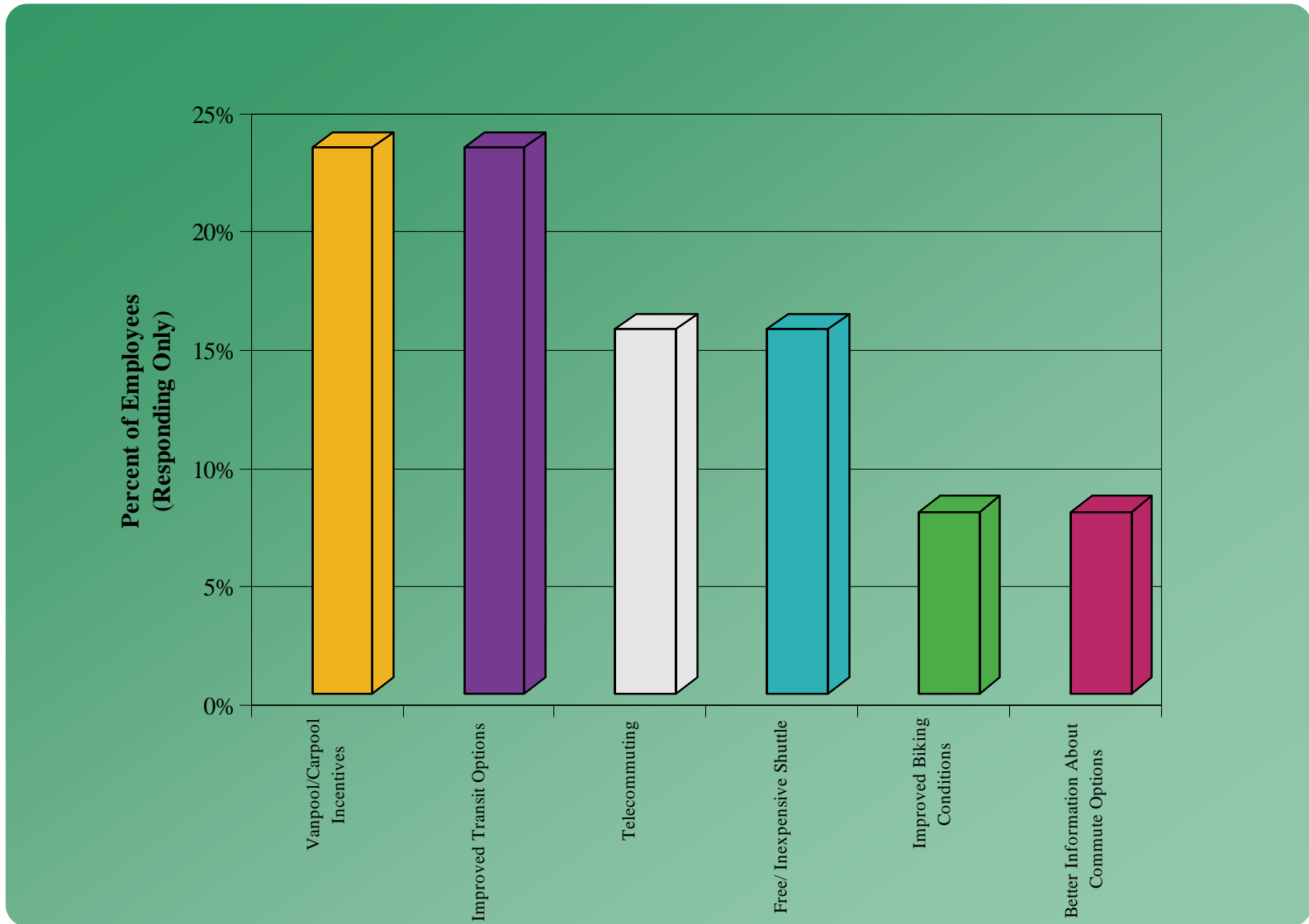


Figure 3.8: Employee Interest in Commute Benefits





# Section Four: Conclusion





# Conclusion

By committing itself to the Silicon Valley Climate Protection Partnership and through its previous actions on sustainability, the Town of Portola Valley has taken bold steps toward reducing its impacts on the environment. Staff and policymakers have chosen to take a leadership role in addressing climate change, and this leadership will allow the Town to make tough decisions to create and implement innovative approaches to reduce its emissions. With increasing guidance and support from the state and the federal governments, the Town should be increasingly empowered to make the necessary changes to promote its vision for a more sustainable future.

This inventory provides an important foundation for the Portola Valley's comprehensive approach to reducing the greenhouse gas emissions from its operations. Specifically, this inventory serves to:

- Establish a baseline for setting emissions reductions targets.
- Identify the largest sources of emissions from local government operations.

This conclusion discusses the inventory as a baseline for emissions targets and suggests steps for Portola Valley to move forward to reduce emissions from its internal operations.

## 4.1 Toward Setting Emissions Reduction Targets

This inventory provides an emissions baseline against which the Town can move forward to Milestone Two of ICLEI's Five-Milestone process—setting emissions reduction targets for its municipal operations. The greenhouse gas emissions reduction target represents the percentage by which the Town plans to reduce total greenhouse gas emissions in its government operations below base year levels by a chosen future target year. An example target might be a 30 percent reduction in emissions below 2005 levels by 2020. A target provides an objective toward which to strive and against which to measure progress. It allows a local government to quantify its commitment to fighting climate change—demonstrating that the Town is serious about its commitment and systematic in its approach.

In selecting a target, it is important to strike a balance between scientific necessity, ambition, and what is realistically achievable. Portola Valley will want to give itself enough time to implement chosen emissions

reduction measures—but note that the farther out the target year is, the more that the Town should pledge to reduce. ICLEI recommends that regardless of the Town’s chosen long-term emissions reduction target (e.g., 15-year, 40-year), it should establish interim targets for every two- to three-year period. Near-term targets facilitate additional support and accountability, and help to ensure continued momentum around Portola Valley’s local climate protection efforts. To monitor the effectiveness of its programs, the Town should plan to re-inventory its emissions at least every five years and more frequently if possible. See Appendix E for more information on how to re-inventory Portola Valley’s emissions.

#### **4.1.1 The Long-Term Goal**

ICLEI recommends that the Town of Portola Valley’s near-term climate work should be guided by the long-term goal of reducing its emissions by 80 percent to 95 percent from the 2005 baseline level by the year 2050. By referencing a long-term goal that is in accordance with current scientific understanding, the Town can demonstrate that it intends to do its part towards addressing greenhouse gas emissions from its internal operations.

It is important to keep in mind that it will be next to impossible for local governments to reduce emissions by 80 to 95 percent without the assistance of state and federal policy changes that create new incentives and new sources of funding for emissions reduction projects and programs. However, in the next 15 years, there is much that local governments can do to reduce emissions independently. It is also important that the Town works to reduce its emissions sooner, rather than later: the sooner a stable level of greenhouse gases in the atmosphere is achieved, the less likely we are to face some of the most dire climate change scenarios.

#### **4.1.2 State of California Targets and Guidance**

An integral component of the State of California’s climate approach has been establishing three core emissions reduction targets at the community level. While these targets are specific to the community-scale, they can be used to inform emissions targets for government operations as well. Figure 4.1 highlights adopted emissions targets for the State. The AB 32 Scoping Plan also provides further guidance on establishing targets for local governments; specifically the Plan suggests creating an emissions reduction goal of 15 percent below “current” levels by 2020. This target has informed many local government’s

#### **Figure 4.1: California Greenhouse Gas Reduction Targets**

On June 1, 2005, California Governor Schwarzenegger signed Executive Order S-3-05 establishing climate change emission reductions targets for the State of California. The California targets are an example of near-, mid- and long-term targets:

- Reduce emissions to 2000 levels by 2010
- Reduce emissions to 1990 levels by 2020
- Reduce emissions to 80 percent below 1990 levels by 2050

emission reduction targets for municipal operations—most local governments in California with adopted targets have targets of 15 to 25 percent reductions under 2005 levels by 2020.

## 4.2 Creating an Emissions Reduction Strategy

This inventory identifies the major sources of emissions from the Town's operations and, therefore, where staff and policymakers will need to target emissions reductions activities if they are to make significant progress toward adopted targets. For example, since employee commute was a major source of emissions from Portola Valley's operations, it is possible that the Town could meet near-term targets simply by implementing a few major actions within this sector. In addition, medium-term targets could be met by focusing emissions reduction actions on the Town's building and facilities and government-generated solid waste, and the long term (2050) target will not be achievable without major reductions in all of those sectors.

Given the results of the inventory, ICLEI recommends that Portola Valley focus on the following tasks in order to significantly reduce emissions from its government operations:

- Promote carpooling among employees and institute telecommuting or flex schedule program
- Expand recycling and composting in government facilities, street cleaning and park facilities
- Replace existing vehicles with more fuel efficient or alternative fuel vehicles
- Replace personal vehicle use with Town-owned fuel efficient/alternative fuel vehicles

Using these strategies as a basis for a more detailed emissions reductions strategy, the Town of Portola Valley should be able to reduce its impact upon climate change. In the process, it may also be able to improve the quality of its services, become more efficient with energy, and reduce long-term costs.

# Appendices



# Appendix A:

# The Local Government Operations Protocol

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This inventory follows the standard outlined in the Local Government Operations Protocol, which was adopted in 2008 by the California Air Resources Board (ARB) and serves as the national standard for quantifying and reporting greenhouse emissions from local government operations. This and the other inventories conducted for the Silicon Valley Climate Protection partnership are the first to follow LGOP, representing a strong step toward standardizing how inventories are conducted and reported.

## A.1 Local Government Operations Protocol

### A.1.1 Background

In 2008, ICLEI, ARB, and the California Climate Action Registry (CCAR) released LGOP to serve as a U.S. supplement to the International Emissions Analysis Protocol. The purpose of LGOP is to provide the principles, approach, methodology, and procedures needed to develop a local government operations greenhouse gas emissions inventory. It leads participants through the process of accurately quantifying and reporting emissions, including providing calculation methodologies and reporting guidance. LGOP guidance is divided into three main parts: identifying emissions to be included in the inventory, quantifying emissions using best available estimation methods, and reporting emissions.

The overarching goal of LGOP is to allow local governments to develop emissions inventories using standards that are consistent, comparable, transparent, and recognized nationally, ultimately enabling the measurement of emissions over time. LGOP adopted five overarching accounting and reporting principles toward this end: relevance, completeness, consistency, transparency and accuracy. Methodologies that did not adhere to these principles were either left out of LGOP or included as Scope 3 emissions. LGOP was created solely to standardize how emissions inventories are conducted and reported; as such it represents a currently accepted standard for inventorying emissions but does not contain any legislative or program-specific requirements. Mandates by the State of California or any other legislative body, while possibly using LGOP as a standard, do not currently exist, and California local governments are not currently required to inventory their emissions. Program-specific

requirements, such as ICLEI's Milestones or CCAR's reporting protocol, are addressed in LGOP but should not be confused with LGOP itself.

Also, while LGOP standardizes inventories from government operations, it does not seek to be a wholly accurate inventory of all emissions sources, as certain sources are currently excluded or otherwise impossible to accurately estimate. This and all emissions inventories therefore represent a best estimate of emissions using best available data and calculation methodologies; it does not provide a complete picture of all emissions resulting from Portola Valley's operations, and emissions estimates are subject to change as better data and calculation methodologies become available in the future.

### A.1.2 Organizational Boundaries

Setting an organizational boundary for greenhouse gas emissions accounting and reporting is an important first step in the inventory process. The organizational boundary for the inventory determines which aspects of operations are included in the emissions inventory, and which are not. Under LGOP, two control approaches are used for reporting emissions: operational control or financial control. A local government has operational control over an operation if it has full authority to introduce and implement its operating policies at the operation. A local government has financial control if the operation is fully consolidated in financial accounts. If a local government has joint control over an operation, the contractual agreement will have to be examined to see who has authority over operating policies and implementation, and thus the responsibility to report emissions under operational control.<sup>13</sup> Local governments must choose which approach is the most applicable and apply this approach consistently throughout the inventory.

While both control approaches are acceptable, there may be some instances in which the choice may determine whether a source falls inside or outside of a local government's boundary. LGOP strongly encourages local governments to utilize operational control as the organization boundary for a government operations emissions inventory. Operational control is believed to most accurately represent the emissions sources that local governments can most directly influence, and this boundary is consistent with other environmental and air quality reporting program requirements. For this reason, all inventories in the Silicon Valley Climate Protection Partnership are being conducted according to the operational control framework.

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<sup>13</sup> Please see Local Government Operations Protocol for more detail on defining your organizational boundary: <http://www.icleiusa.org/programs/climate/ghg-protocol>

### A.1.3 Types of Emissions

The greenhouse gases inventoried in this report are described in Section 2.1 As described in LGOP, emissions from each of the greenhouse gases can come in a number of forms:

**Stationary or mobile combustion:** These are emissions resulting from on-site combustion of fuels (natural gas, diesel, gasoline, etc.) to generate heat, electricity, or to power vehicles and mobile equipment.

**Purchased electricity:** These are emissions produced by the generation of power from utilities outside of Portola Valley.

**Fugitive emissions:** Emissions that result from the unintentional release of greenhouse gases into the atmosphere (e.g., leaked refrigerants, methane from waste decomposition, etc.).

**Process emissions:** Emissions from physical or chemical processing of a material (e.g., wastewater treatment).

### A1.4 Quantifying Emissions

Emissions can be quantified two ways:

**Measurement-based methodologies** refer to the direct measurement of greenhouse gas emissions (from a monitoring system) emitted from a flue of a power plant, wastewater treatment plant, landfill, or industrial facility. This methodology is not generally available for most types of emissions and will only apply to a few local governments that have these monitoring systems.

The majority of the emissions recorded in the inventory can be and will be estimated using **calculation-based methodologies** to calculate their emissions using activity data and emission factors. To calculate emissions, the equation below is used:

**Activity Data x Emission Factor = Emissions**

Activity data refer to the relevant measurement of energy use or other greenhouse gas-generating processes such as fuel consumption by fuel type, metered annual energy consumption, and annual vehicle mileage by vehicle type. Emissions factors are calculated ratios relating emissions to a proxy measure of activity at an emissions source (e.g., CO<sub>2</sub> generated/kWh consumed). For a list of common emissions calculations see Table 2.2.

The guidelines in LGOP are meant to provide a common method for local governments to quantify and report greenhouse gas emissions by using comparable activity data and emissions factors. However, LGOP recognizes that local governments differ in how they collect data concerning their operations and that many are not able to meet the data needs of a given estimation method. Therefore, LGOP outlines both “recommended” and “alternative” methods



to estimate emissions from a given source. In this system, recommended methods are the preferred method for estimating emissions, as they will result in the most accurate estimate for a given emission source. Alternative methods often require less intensive data collection, but are likely to be less accurate. This approach allows local governments to estimate emissions based on the data currently available to them. It also allows local governments that are unable to meet the recommended methods to begin developing internal systems to collect the data needed to meet these methods.

This inventory has used the recommended activity data and emissions factors wherever possible, using alternative methods where necessary. For details on the methodologies used for each sector, see Appendix B.

## A.1.5 Reporting Emissions

### A.1.5.1 Significance Thresholds

Within any local government's own operations there will be emission sources that fall within Scope 1 and Scope 2 that are minimal in magnitude and difficult to accurately measure. Within the context of local government operations, emissions from leaked refrigerants, backup generators and other septic tanks may be common sources of these types of emissions. For these small, difficult to quantify emission sources, LGOP specifies that up to 5 percent of total emissions can be reported using estimation methods not outlined in LGOP.<sup>14</sup>

In this report, the following emissions fell under the significance threshold and were reported using best available methods:

- Scope 1 CH<sub>4</sub> and N<sub>2</sub>O emissions from vehicle fleet

### A.1.5.2 Units Used in Reporting Emissions

LGOP requires reporting of individual gas emissions, and this reporting is included in Appendix B. In this narrative report, emissions from all gases released by an emissions source (e.g., stationary combustion of natural gas in facilities) are combined and reported in metric tons of carbon dioxide equivalent (CO<sub>2</sub>e). This standard is based on the global warming potential (GWP) of each gas, which is a measure of the amount of warming a greenhouse gas may cause, measured against the amount of warming caused by carbon dioxide. For the GWPs of reported greenhouse gases, see Table 2.1.

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<sup>14</sup> In the context of registering emissions with an independent registry (such as the California Climate Action Registry), emissions that fall under the significance threshold are called *de minimis*. This term, however, is not used in LGOP and was not used in this inventory.

### A.1.5.3 Information Items

Information items are emissions sources that, for a variety of reasons, are not included as Scope 1, 2, or 3 emissions in the inventory. In order to provide a more complete picture of emissions from the Town of Portola Valley's operations, however, these emissions should be quantified and reported.

In this report, Portola Valley did not have any informational item emissions to report.

A common emission type that is categorized as an information item is carbon dioxide emissions released by the combustion of biogenic fuels. Local governments will often burn fuels that are of biogenic origin (wood, landfill gas, organic solid waste, biofuels, etc.) to generate power. Common sources of biogenic emissions are the combustion of landfill gas from landfills or biogas from wastewater treatment plants, as well as the incineration of organic municipal solid waste at incinerators.

Carbon dioxide emissions from the combustion of biogenic fuels are not included in Scope 1 based on established international principles.<sup>15</sup> These principles indicate that biogenic fuels (e.g., wood, biodiesel), if left to decompose in the natural environment, would release CO<sub>2</sub> into the atmosphere, where it would then enter back into the natural carbon cycle. Therefore, when wood or another biogenic fuel is combusted, the resulting CO<sub>2</sub> emissions are akin to natural emissions and should therefore not be considered as human activity-generated emissions. The CH<sub>4</sub> and N<sub>2</sub>O emissions, however, would not have occurred naturally and are therefore included as Scope 1 emissions.

## A.2 Baseline Years

Part of the local government operations emissions inventory process requires selecting a “performance datum” with which to compare current emissions, or a base year. Local governments should examine the range of data they have over time and select a year that has the most accurate and complete data for all key emission sources. It is also preferable to establish a base year several years in the past to be able to account for the emissions benefits of recent actions. A local government's emissions inventory should comprise all greenhouse gas emissions occurring during a selected *calendar* year.

For the Silicon Valley Climate Protection Partnership inventories, 2005 was chosen as the baseline year, since this year is increasingly becoming the standard for such inventories; the 1990 baseline year for California is usually difficult for most local governments to meet and would not produce the most accurate inventory.

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<sup>15</sup> Methane and nitrous oxide emissions from biogenic fuels are considered Scope 1 stationary combustion emissions and are included in the stationary combustion sections for the appropriate facilities.

After setting a base year and conducting an emissions inventory for that year, local governments should make it a practice to complete a comprehensive emissions inventory on a regular basis to compare to the baseline year. ICLEI recommends conducting an emissions inventory at least every five years.

# Appendix B:

## LGOP Standard Report

### 1. Local Government Profile

Jurisdiction Name:	Town of Portola Valley
Street Address:	765 Portola Road
City, State, ZIP, Country:	Portola Valley, CA 94028 USA
Website Address:	<a href="http://www.portolavalley.net">www.portolavalley.net</a>
Size (sq. miles):	10
Population:	4,462
Annual Budget:	\$5,500,000 (FY 09/10)
Employees (Full Time Equivalent):	14.5
Climate Zone:	CA Climate Zone 3 ( <a href="http://www.energycodes.gov/implement/pdfs/climate_paper_review_draft_rev.pdf">www.energycodes.gov/implement/pdfs/climate_paper_review_draft_rev.pdf</a> )
Annual Heating Degree Days:	3649 ( <a href="http://www7.ncdc.noaa.gov/CDO/CDODivisionalSelect.jsp#">www7.ncdc.noaa.gov/CDO/CDODivisionalSelect.jsp#</a> )
Annual Cooling Degree Days:	292 ( <a href="http://www7.ncdc.noaa.gov/CDO/CDODivisionalSelect.jsp#">www7.ncdc.noaa.gov/CDO/CDODivisionalSelect.jsp#</a> )
Lead Inventory Contact Name:	Brandi de Garmeaux
Title:	Sustainability & Resource Efficiency Coordinator
Department:	
Email:	<a href="mailto:bdegarmeaux@portolavalley.net">bdegarmeaux@portolavalley.net</a>
Phone Number:	(650) 851-1700 x 222

#### Services Provided:

<input type="checkbox"/> Water treatment	<input type="checkbox"/> Mass transit (buses)	<input type="checkbox"/> Hospitals
<input type="checkbox"/> Water distribution	<input type="checkbox"/> Mass transit (light rail)	<input type="checkbox"/> Airport
<input type="checkbox"/> Wastewater treatment	<input type="checkbox"/> Mass transit (ferries)	<input type="checkbox"/> Seaport/shipping terminal
<input type="checkbox"/> Wastewater collection	<input type="checkbox"/> Schools (primary/secondary)	<input type="checkbox"/> Marina
<input type="checkbox"/> Electric utility	<input type="checkbox"/> Schools (colleges/universities)	<input type="checkbox"/> Stadiums/sports venues
<input type="checkbox"/> Fire Protection	<input type="checkbox"/> Solid waste collection	<input type="checkbox"/> Convention center
<input type="checkbox"/> Police	<input type="checkbox"/> Solid waste disposal	<input type="checkbox"/> Street lighting and traffic signals

**Local Government  
Description:**

Surrounded by wooded hills, this pristine and picturesque town of 4500 residents is located just west of Stanford University in a green and gold valley astride the world-famous San Andreas Fault. The Town values its environmental and historic heritage, its excellent public schools and its economical Town government supported by a multitude of volunteers. An extensive trail system, scenic roads, open space and natural views contribute to one's feeling of being in the country, as do architectural guidelines that stress "blending in." Commercial activity is encouraged to the extent that it primarily meets needs of residents of the community. These factors have enabled the town to retain a rural ambiance reminiscent of earlier days.

**2. GHG  
Inventory  
Details**

Reporting Year:	2005
Protocol Used:	Local Government Operations Protocol, Version 1.0 (September 2008)
Control Approach:	Operational Control

**GHG Emissions Summary (All Units in Metric Tons Unless Stated Otherwise)**

*Note: CO<sub>2</sub>e totals listed here are summed totals of the estimated emissions of each inventoried gas based upon their global warming potentials (Appendix E of LGOP)*

<b>BUILDINGS &amp; OTHER FACILITIES</b>								
<b>SCOPE 1</b>		CO <sub>2</sub> e	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	HFCs	PFCs	SF <sub>6</sub>
	Stationary Combustion	38.933	38.833	0.004	0.000			
	Total Direct Emissions from Buildings & Facilities	38.933	38.833	0.004	0.000			
<b>SCOPE 2</b>		CO <sub>2</sub> e	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O			
	Purchased Electricity	20.231	20.066	0.001	0.000			
	Total Indirect Emissions from Buildings & Facilities	20.231	20.066	0.001	0.000			
<b>STREETLIGHTS AND TRAFFIC SIGNALS</b>								
<b>SCOPE 2</b>		CO <sub>2</sub> e	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O			
	Purchased Electricity	0.003	0.003	0.000	0.000			
	Total Indirect Emissions from Streetlights and Traffic Signals	0.003	0.003	0.000	0.000			

WATER DELIVERY FACILITIES					
<b>SCOPE 2</b>					
		CO <sub>2</sub> e	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O
	Purchased Electricity	0.059	0.059	0.000	0.000
	Total Indirect Emissions from Water Delivery Facilities	0.059	0.059	0.000	0.000

WASTEWATER FACILITIES					
<b>SCOPE 1</b>					
		CO <sub>2</sub> e	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O
	Fugitive Emissions	6.090	0.000	0.290	0.000

VEHICLE FLEET							
<b>SCOPE 1</b>							
		CO <sub>2</sub> e	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	HFCs	PFCs
	Mobile Combustion	18.035	17.626	0.001	0.001		
	Total Direct Emissions from Vehicle Fleet	18.035	17.626	0.001	0.001	0.000	0.000
<b>INDICATORS</b>	Number of Vehicles	4					
	Vehicle Miles Traveled	24,027					
	Number of Pieces of Equipment	21					
	Operating Hours						

WASTE GENERATION					
<b>SCOPE 3</b>					
		CO <sub>2</sub> e	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O
	Waste All Facilities	3.198	0.000	0.152	0.000
<b>INDICATORS</b>	Short tons of solid waste accepted for disposal	28.4			

EMPLOYEE COMMUTE						
<b>SCOPE 3</b>						
		CO <sub>2</sub> e	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	
	Mobile Combustion	73.880	72.455		0.004	0.004
<b>INDICATORS</b>	Vehicle Miles Traveled	149,613				
	Number of Vehicles	15				

Total Emissions								
		CO <sub>2</sub> e	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	HFC	PFC	SF <sub>6</sub>
	<b>SCOPE 1</b>	63.058	56.459	0.295	0.001	0.0	0.0	0.0
	<b>SCOPE 2</b>	20.293	20.128	0.001	0.000	0.0	0.0	0.0
	<b>SCOPE 3</b>	77.078	72.455	0.156	0.004			

### 3. Activity Data Disclosure

BUILDINGS & OTHER FACILITIES (Chapter 6)						
SCOPE 1						
Stationary Combustion						
Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Natural Gas	CO <sub>2</sub> e	Primary	Known fuel use	7,313	therms	PG&E
	CO <sub>2</sub>					
	CH <sub>4</sub>					
	N <sub>2</sub> O					
	HFC					
	PFC					
	SF <sub>6</sub>					
Diesel	CO <sub>2</sub> e	Alternate	Estimated run time and fuel efficiency	3	gallons	Brandi de Garneauux
	CO <sub>2</sub>					
	CH <sub>4</sub>					
	N <sub>2</sub> O					
	HFC					
	PFC					
	SF <sub>6</sub>					
SCOPE 2						
Purchased Electricity						
Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Electricity	CO <sub>2</sub> e	Primary	Known Electricity Use	90,436	kWh	PG&E
	CO <sub>2</sub>					
	CH <sub>4</sub>					
	N <sub>2</sub> O					
	HFCs					
	PFCs					
	SF <sub>6</sub>					

**STREETLIGHTS AND TRAFFIC SIGNALS (Chapter 6.2)****SCOPE 2****Purchased Electricity**

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Electricity	CO <sub>2</sub> e	Primary	Known Electricity Use	14	kWh	PG&E
	CO <sub>2</sub>					
	CH <sub>4</sub>					
	N <sub>2</sub> O					
	HFC					
	PFC					
	SF <sub>6</sub>					

**WATER DELIVERY FACILITIES (Chapter 6)****SCOPE 2-Purchased Electricity**

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Electricity	CO <sub>2</sub> e	Primary	Known Electricity Use	264	kWh	PG&E
	CO <sub>2</sub>					
	CH <sub>4</sub>					
	N <sub>2</sub> O					
	HFCs					
	PFCs					
	SF <sub>6</sub>					

**WASTEWATER FACILITIES (Chapters 6 & 10)****SCOPE 1- Fugitive Emissions**

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Unit	Data Sources and References
Septic Systems	CH <sub>4</sub>	Default	Population Served	29.03	Daily Users	Brandi de Garmeaux, Sustainability & Resource Efficiency Coordinator



VEHICLE FLEET (Chapter 7)						
SCOPE 1-Mobile Combustion						
Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Gasoline	CO <sub>2</sub> e					
	CO <sub>2</sub>	Primary and Alternate	Known Fuel Use; Vehicle miles traveled and fuel efficiency estimates	1,974	gallons	Scott Weber; Stacie Nerdahl; Gary Fitzer
	CH <sub>4</sub>		Known or estimated vehicle miles traveled	24,027	miles	
	N <sub>2</sub> O					
	HFC					
	PFCs					
	SF <sub>6</sub>					

Diesel	CO <sub>2</sub> e					
	CO <sub>2</sub>	Primary	Known Equipment Fuel Use	24	gallons	Scott Weber
	CH <sub>4</sub>					
	N <sub>2</sub> O					
	HFCs					
	PFCs					
	SF <sub>6</sub>					

WASTE GENERATION (Scope 3)						
SCOPE 3						
Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Generated Waste	CH <sub>4</sub>	Alternate	Estimated waste weight based upon volume and number of containers	14	tons	Valerie Enyart, Greenwaste Recovery; Chase Harris, Clean Street

**EMPLOYEE COMMUTE (Scope 3)****SCOPE 3****Mobile Combustion**

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Gasoline	CO <sub>2</sub> e	Alternate	Proxy Year Estimated Fuel Use-based upon daily vehicle miles traveled for all respondents extrapolated to represent all local government employees	6,791	gallons	Online and paper surveys of all employees; see Appendix C of Narrative report for examples; Data in possession of Brandi de Garneau at Town of Portola Valley
	CO <sub>2</sub>					
	CH <sub>4</sub>					
	N <sub>2</sub> O					
	HFCs					
	PFCs					
	SF <sub>6</sub>					

Diesel	CO <sub>2</sub> e	Alternate	Proxy Year Estimated Fuel Use-based upon daily vehicle miles traveled for all respondents extrapolated to represent all local government employees	1,248	gallons	Online and paper surveys of all employees; see Appendix C of Narrative report for examples; Data in possession of Brandi de Garneau at Town of Portola Valley
	CO <sub>2</sub>					
	CH <sub>4</sub>					
	N <sub>2</sub> O					
	HFCs					
	PFCs					
	SF <sub>6</sub>					

## 4. Calculation Methodology Disclosure

### BUILDINGS & OTHER FACILITIES (Chapter 6)

#### SCOPE 1

##### Stationary Combustion

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Natural Gas	CO <sub>2</sub> e			
	CO <sub>2</sub>	Default	53.06 kg/MMBtu	LGOP v1 Table G.1
	CH <sub>4</sub>	Default	5 g/MMBtu	LGOP v1 Table G.3
	N <sub>2</sub> O	Default	0.1 g/MMBtu	
	HFCs			
	PFCs			
	SF <sub>6</sub>			
Generators-Diesel	CO <sub>2</sub> e			
	CO <sub>2</sub>	Default	73.15 kg/MMBtu	LGOP v1 Table G.1
	CH <sub>4</sub>	Default	11 g/MMBtu	LGOP v1 Table G.3
	N <sub>2</sub> O	Default	.6 g/MMBtu	
	HFCs			
	PFCs			
	SF <sub>6</sub>			

#### SCOPE 2

##### Purchased Electricity

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Electricity	CO <sub>2</sub> e			
	CO <sub>2</sub>	Default	489.2 lbs/MWh	PG&E (2005); LGOP v1 Table G.5
	CH <sub>4</sub>	Default	0.029 lbs/MWh	PG&E (2004 proxy); LGOP v1 Table G.6
	N <sub>2</sub> O	Default	0.011 lbs/MWh	
	HFCs			
	PFCs			
	SF <sub>6</sub>			

### STREETLIGHTS AND TRAFFIC SIGNALS (Chapter 6.2)

#### SCOPE 2

##### Purchased Electricity

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Electricity	CO <sub>2</sub> e			
	CO <sub>2</sub>	Default	489.2 lbs/MWh	PG&E (2005); LGOP v1 Table G.5
	CH <sub>4</sub>	Default	0.029 lbs/MWh	PG&E (2004 proxy); LGOP v1 Table G.6
	N <sub>2</sub> O	Default	0.011 lbs/MWh	
	HFCs			
	PFCs			
	SF <sub>6</sub>			

**WATER DELIVERY FACILITIES (Chapter 6)****SCOPE 2****Purchased Electricity**

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Electricity	CO <sub>2</sub> e			
	CO <sub>2</sub>	Default	489.2 lbs/MWh	PG&E (2005); LGOP v1 Table G.5
	CH <sub>4</sub>	Default	0.029 lbs/MWh	PG&E (2004 proxy); LGOP v1 Table G.6
	N <sub>2</sub> O	Default	0.011 lbs/MWh	
	HFCs			
	PFCs			
	SF <sub>6</sub>			

**WASTEWATER FACILITIES (Chapters 6 & 10)****SCOPE 1****Fugitive Emissions**

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Septic System	CH <sub>4</sub>	Default	See LGOP equation	LGOP v1 Equation 10.6

**VEHICLE FLEET (Chapter 7)****SCOPE 1****Mobile Combustion**

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Gasoline	CO <sub>2</sub> e			
	CO <sub>2</sub>	Default	8.81 kg/gallon	LGOP v1 Table G.9
	CH <sub>4</sub>	Default	Varies by model year	LGOP v1 Table G.10; Table G.12 for other equipment
	N <sub>2</sub> O	Default	Varies by model year	
	HFCs			
	PFCs			
	SF <sub>6</sub>			
Diesel	CO <sub>2</sub> e			
	CO <sub>2</sub>	Default	10.15 kg/gallon	LGOP v1 Table G.9
	CH <sub>4</sub>	Default	Varies by model year	LGOP v1 Table G.10; Table G.12 for other equipment
	N <sub>2</sub> O	Default	Varies by model year	
	HFCs			
	PFCs			
	SF <sub>6</sub>			

**WASTE GENERATION (Scope 3)****SCOPE 3**

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Generated Waste	CH <sub>4</sub>	Alternate	Varies by waste type	EPA Waste Reduction Model <a href="http://www.epa.gov/climatechange/wywd/waste/calculators/Warm_home.html">http://www.epa.gov/climatechange/wywd/waste/calculators/Warm_home.html</a> ; Public Administration waste characterization provided by CIWMB

**EMPLOYEE COMMUTE (Scope 3)****SCOPE 3****Mobile Combustion**

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
-----------------------	-----	-------------------	-----------------	--

Gasoline	CO <sub>2</sub> e			
	CO <sub>2</sub>	Default	8.81 kg/gallon	LGOP v1 Table G.9
	CH <sub>4</sub>	Default	0.02990 g/mi	LGOP v1 Table G.13
	N <sub>2</sub> O	Default	.03413 g/mil	
	HFCs			
	PFCs			
	SF <sub>6</sub>			

Diesel	CO <sub>2</sub> e			
	CO <sub>2</sub>	Default	10.15 kg/gallon	LGOP v1 Table G.9
	CH <sub>4</sub>	Default	.0005g/mi	LGOP v1 Table G.13
	N <sub>2</sub> O	Default	.001 g/mi	
	HFCs			
	PFCs			
	SF <sub>6</sub>			

# Appendix C:

## Employee Commute

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Emissions from employee commutes make up an important optional source of emissions from any local government's operations. The scale of emissions from employee commutes is often large in comparison with many other facets of local government operations, and local governments can affect how their employees get to and from work through a variety of incentives. For this reason, ICLEI recommends estimating emissions from employee commutes as part of a complete government operations greenhouse gas emissions inventory.

To assist in the data collection process, ICLEI provided the Town with both an online and a paper copy of an employee commute survey.<sup>16</sup> The questions in the survey were aimed at finding three categories of information:

- **Activity data** to calculate emissions from employee commute (vehicles miles traveled, vehicle type, vehicle model year) both current and in 2005.
- **Indicator data** to help the Town understand how much time and money employees spend as they commute, as well as how many employees use alternative modes of transportation to get to work.
- **Policy data** that will serve as guidance for the Town as it adopts policies aimed at reducing emissions from employee commutes. These questions asked employees for their interest in alternative modes of transportation as well as what policies would be most effective in allowing them to switch modes of transportation away from driving alone.

This section provides the emissions estimation methodology and both surveys. Individual survey results are in the possession of Portola Valley staff.

### C.1 Methodology Summary

The methodology for estimating the employee commute emissions portion of the inventory is similar to the mobile emissions methodology outlined in the mobile emissions section of Appendix B. The Town of Portola Valley administered the employee commute survey to fifteen current employees working for the Town, and thirteen

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<sup>16</sup> The paper survey was administered only to employees that do not have access to a computer. The survey asked slightly different questions but was aimed at garnering the same emissions and policy-relevant data as the electronic survey.

employees responded to the survey (a response rate of 87 percent). The survey was administered in 2008 and current data was used as a proxy for 2005 data. Both full time and part-time employee data were included.

To calculate emissions, the survey collected the following information:

- The number of days and number of miles employees drive alone to work (one-way) in an average week
- The number of days they carpoled and how often they drove the carpool in an average week
- The vehicle type of their vehicle and the type of fuel consumed

These weekly data were then converted into annual VMT estimates by the following equation:

**Number of days driven to work/week x to-work commute distance x 2 x 48 weeks worked/year**

Actual CO<sub>2</sub>e emissions from respondents' vehicles were calculated by converting vehicle miles traveled per week by responding employees into annual fuel consumption by fuel type (gasoline, diesel). The VMT data collected were converted to fuel consumption estimates using fuel economy of each vehicle type.

ICLEI then extrapolated estimated fuel consumption to represent all fifteen of the Town's employees in 2005. This was a simple extrapolation, multiplying the estimated fuel consumption number by the appropriate factor to represent all current employees. For example, if 33.3 percent of employees responded, fuel consumption numbers were tripled to estimate fuel consumption for all employees. This is not a statistical analysis and no uncertainty has been calculated as there is uncertainty not only at the extrapolation point but also in the calculation of actual emissions. Therefore, the resulting calculated emissions should be seen as directional and not as statistically valid.

## C.2 Electronic Employee Commute Survey

### 1. Introduction

The purpose of this survey is to gather information on your commute to work so your employer can offer the best transportation options to you while reducing the jurisdiction's impact on the environment. The survey should take no more than 15 minutes.

Unless otherwise indicated, all questions refer to a ONE-WAY commute TO WORK only. Please do not include any traveling you do during work hours (meetings, site visits, etc). Any question with an asterisk (\*) next to it requires an answer in order to proceed.

Please note that this survey is completely anonymous. We will not collect or report data on any individuals who respond to the survey.

Thank you very much.

### 2. Workplace

Please provide the following information regarding your workplace. Click "Next" at the bottom when finished or click "Prev" to go back.

\*1. What local government do you currently work for?

Atherton  
 Belmont  
 Brisbane  
 Burlingame  
 Campbell  
 Colma  
 Cupertino  
 Daly City  
 East Palo Alto  
 Foster City  
 Gilroy  
 Half Moon Bay  
 Los Altos  
 Los Gatos  
 Milpitas  
 Mountain View  
 Pacifica  
 Portola Valley  
 Redwood City  
 San Bruno  
 San Carlos  
 San Mateo County  
 Santa Clara  
 Santa Clara County  
 Santa Cruz County  
 Saratoga  
 South San Francisco  
 Woodside

\*2. What department do you work in?

### 3. Commuter Background Information

Please provide the following information regarding your background. Click "Next" at the bottom when finished or click "Prev" to go back.

\*1. What city/town do you live in?



\*2. How many miles do you live from your place of work?

(please enter a whole number)

3. How many minutes does your commute to work typically take?

(please enter a whole number)

4. In a typical week, how much money do you spend on your ROUND TRIP commute? (transit fees, gas, tolls, etc-please enter a number)

5. If you drive to work, what type of vehicle do you usually drive?

Full-size auto

Mid-size auto

Compact/hybrid

Light truck/SUV/Pickup

Van

Heavy Truck

Motorcycle/scooter

6. What year is your vehicle?

(please enter a four digit year)

7. What type of fuel does your vehicle use?

Gas

Diesel

Biodiesel (B20)

Biodeisel (B99 or B100)

Electric

Other (please specify-if Ethanol please indicate grade)

#### **4. Employment Information**

Please provide the following information regarding your employment. Click "Next" at the bottom when finished or click "Prev" to go back.

1. Do you typically travel to work between 6-9 am Monday-Friday?

Yes

No

If No, please specify what time of day you commute:

2. Does your position allow you to have flexible hours or to telecommute?

Yes

No

\*3. Are you a full time employee or part time employee?

Full

Part

#### **5. Part Time Employees**

Please provide the following information regarding your part time employment. Click "Next" at the bottom when finished or click "Prev" to go back.

\*1. What is the average number of days you work per week?

(please enter a number)

#### **6. Current Daily Commute**

Please provide the following information regarding your current daily commute. Click "Next" at the bottom when finished or click "Prev" to go back.

\*1. In a typical week, do you drive to work alone at least once?

Yes

No

### **7. Drive Alone**

Click "Next" at the bottom when finished or click "Prev" to go back.

\*1. How many DAYS a week do you drive alone to work?

(please enter a number)

\*2. How many MILES PER DAY do you drive TO WORK ONLY?

(please enter a number)

### **8. Carpool**

Click "Next" at the bottom when finished or click "Prev" to go back.

\*1. In a typical week, do you carpool to work at least once?

Yes

No

### **9. Carpool**

\*1. How many DAYS a week do you carpool?

(please enter a number)

\*2. How many MILES do you drive TO WORK ONLY when you carpool?

(please enter a number)

3. How many PEOPLE are in your carpool?

(please enter a number)

\*4. How many DAYS a week are you the driver of the carpool?

(please enter a number)

### **10. Public Transit**

\*1. In a typical week, do you take public transit to work at least once?

Yes

No

### **11. Public Transit**

\*1. How many DAYS a week do you take public transit TO WORK?

(please enter a number)

2. What type of public transit do you take TO WORK?

SamTrans

BART

Caltrain

VTA Bus

VTA Rail

ACE Train

Capitol Corridor

City Operated Transit

Paratransit

Other (please specify)

### **12. Bike/Walk**

\*1. In a typical week, do you bike or walk to work at least once?

Yes

No

**13. Bike/Walk**

1. How many DAYS a week do you bike to work?  
(please enter a number)

2. How many DAYS a week do you walk to work?  
(please enter a number)

**14. Telecommute**

1. If you telecommute:  
How many DAYS do you telecommute in a typical week?  
(please enter a number)  
If you do not telecommute, leave this question blank.

**15. Commute in Base Year**

Please provide the following information regarding your commute in 2005.

\*1. Did you work for us in 2005?  
Yes  
No

**16. Commute in Base Year**

Please provide the following information regarding your commute in your base year.

\*1. In 2005, did you typically commute by the same mode(s) as you do now?  
Yes  
No

**17. Commute in Base Year**

Please provide the following information regarding your commute change.

1. Why did you change your commute mode?

**18. 2005 Daily Commute**

Please provide the following information regarding your 2005 daily commute.

\*1. In 2005, did you typically drive to work alone at least once a week?  
Yes  
No

**19. Drive Alone**

\*1. In 2005, how many DAYS a week did you typically drive alone?  
(please enter a number)

\*2. In 2005, how many MILES a day did you typically drive TO WORK ONLY?  
(please enter a number)

**20. Carpool**

\*1. In 2005, did you carpool at least once in a typical week?  
Yes  
No

**21. Carpool**

\*1. In 2005, how many DAYS did you typically carpool in a week?  
(please enter a number)

\*2. In 2005, how many MILES did you typically drive TO WORK when you carpooled?  
(please enter a number)

\*3. In 2005, how many DAYS in a typical week were you the driver of your carpool?  
(please enter a number)

## 22. Public Transit

\*1. In 2005, did you typically take public transit to work at least once a week?

Yes

No

## 23. Public Transit

\*1. In 2005, how many days in a typical week did you take public transit TO WORK?  
(please enter a number)

2. In 2005, what type of public transit did you take TO WORK?

SamTrans

BART

VTA Bus

VTA Rail

ACE Train

Capitol Corridor

City Operated Transit

Paratransit

Other (please specify)

## 24. Bike/Walk

\*1. In 2005, did you typically bike or walk to work at least once a week?

Yes

No

## 25. Bike/Walk

1. In 2005, how many DAYS did you typically bike to work in a week?  
(please enter a number)

2. In 2005, how many DAYS did you typically walk to work in a week?  
(please enter a number)

## 26. Telecommute

1. If you telecommuted in 2005:

How many DAYS in a typical week in 2005 did you telecommute?

(please enter a number)

If you did not telecommute in 2005, leave this question blank.

## 27. Commute Preference Information

Please answer the following questions regarding your CURRENT commute.

1. Why have you chosen your current commute mode?

2. Would you consider taking any of the following transportation modes? (check all that apply):

Public Transportation

Carpooling

Vanpooling

Bicycling

Walking

Other (please specify)

\*3. Is there a transit route that you would use to commute by public transit?

Yes

No

4. If no to question 3, please explain why not.

5. If you drive alone, which, if any, of the following benefits would encourage you to take alternative forms of transportation?

(check all that apply)

Vanpool/carpool incentives

Pre-tax transit checks

Parking cash-out (reimbursement to give up your parking spot)

Improved transit options

Improved walking routes/conditions

Telecommuting option

Free/inexpensive shuttle

Free public transit benefit

Subsidizing bicycle purchase

Improved bike routes/conditions

Better information about my commute options

None of the above

Other (please specify)

**28. Comments**

1. If you have other concerns or issues related to your commute, or if something we should know about was not captured in any survey questions, please describe below.

**29. Thank You**

Thank you for responding to this survey!

## C.3 Paper Employee Commute Survey

**<Insert Logo Here>**

### **< Jurisdiction name> Employee Commute Survey**

**<Date>:**

To all of our employees:

As you may be aware, **<local government name>** is actively working to reduce its impact on the environment. As part of this effort, we are collecting information on our employee's commuting patterns and preferences. This will help us to better understand what impact our employees' commutes are having on climate change *and* to provide ways to make your commute easier and less expensive.

Please take 15 minutes to fill out this survey created by ICLEI-Local Governments for Sustainability. **Please complete the survey by <due date> and return to <name> in the <department>.**

This survey is completely anonymous. We will not be collecting or reporting any individual responses.

If you have any questions regarding the survey, please feel free to contact me at **<phone number>**.

Thank you very much,

**<Your name>**

## **< Jurisdiction name > Employee Commute Survey**

Unless otherwise indicated, all questions refer to a one-way commute to work only. Please do not include any traveling you do during work hours (e.g., meetings, site visits, etc). Asterisks (\*) indicate questions that require an answer.

### **A. Commuter Background Information**

1. About how many miles do you live from work?  
\_\_\_\_\_

2. What city/town do you live in?  
\_\_\_\_\_

\* 3. If you drive to work, what type of vehicle do you usually drive? (check one) If you don't drive to work, skip to Section B.

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Full size auto | <input type="checkbox"/> Compact/hybrid | <input type="checkbox"/> Heavy truck |
| <input type="checkbox"/> Mid size auto  | <input type="checkbox"/> SUV/Pickup     | <input type="checkbox"/>             |
| Other _____                             |   |                                      |

\* 4. What year was your vehicle manufactured?  
\_\_\_\_\_

\* 5. What type of fuel does your vehicle use? (if biodiesel or ethanol, specify grade) \_\_\_\_\_

### **B. Estimate Your Current Commute** for a typical work week.

\* 1. Please enter below the number of days per week you use each type of commute mode and the number of miles you travel each day **to work only** in a typical week:

Commute Mode	Drive Alone	Carpool	Vanpool	Public Transit	Bike	Walk	Other (specify)
<b>Days per week you travel to work by this mode (max 7)</b>							
<b>Miles Traveled to work per day in this mode</b>							

2. How much does your **round trip** commute cost per week?  
\$ \_\_\_\_\_

3. How many minutes does your commute to work typically take?  
\_\_\_\_\_

4. If you take public transit, what transit agency do you use?  
\_\_\_\_\_

\*5. If you carpool to work, how many days in a typical week are you the driver?  
\_\_\_\_\_

6. How many days do you telecommute in a typical week?

---

**C. Employment Information** (check one answer for each question)

- 1. Are you a full time or part time employee?  Full  Part
- 2. Do you typically travel to work between 6-9 a.m.?  Y  N
- 3. Does your position allow you to have flexible hours or to telecommute?  Y  N
- 4. What department do you work for?

---

**5. D. Your Commute in 2005**

- \*1. Did you work for us in 2005?  Y  N
- \*2. If yes to Q.1, did you typically commute by the same mode(s) as you do now?  Y  N
- \*3. If no to Q.2, please enter the number of miles you traveled (*to work only*) in a typical week in 2005 below:

Commute Mode	Drive Alone	Carpool	Vanpool	Public Transit	Bike	Walk	Other
Days per Week (max 7)							
Miles Traveled to Work per Day							

If you commute differently now than in 2005, why did you change your commute mode?

---

**E. Current Commute Preference Information**

- 1. Why have you chosen your current commute mode?
- 
- 2. Would you consider taking any of the following transportation modes?(check all that apply):
    - Carpooling
    - Vanpooling
    - Bicycling
    - Public transit
    - Walking
    - Other \_\_\_\_\_
  - 3. a. Is there a transit route that you would use to commute by public transit?  Y  N



b. If not, please explain:

---

---

4. If you drive alone, which, if any, of the following benefits would encourage you to take alternative forms of transportation? (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Vanpool/carpool incentives                                       | <input type="checkbox"/> Free/inexpensive shuttle                    |
| <input type="checkbox"/> Pre-tax transit checks   | <input type="checkbox"/> Free public transit benefit                 |
| <input type="checkbox"/> Parking cash-out<br>(reimbursement to give up your parking spot) | <input type="checkbox"/> Subsidized bicycle purchase                 |
| <input type="checkbox"/> Improved transit options   | <input type="checkbox"/> Improved bike routes/conditions             |
| <input type="checkbox"/> Improved walking routes/conditions                               | <input type="checkbox"/> Better information about my commute options |
| <input type="checkbox"/> Telecommuting option   | <input type="checkbox"/> Other _____                                 |

5. Other comments?

---

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# Appendix D:

# Government-Generated Solid Waste Methodology

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Emissions from the waste sector are an estimate of methane generation that will result from the anaerobic decomposition of all organic waste sent to landfill in the base year. It is important to note that although these emissions are attributed to the inventory year in which the waste is generated, the emissions themselves will occur over the 100+ year timeframe that the waste will decompose. This frontloading of emissions is the approach taken by EPA's Waste Reduction Model (WARM). Attributing all future emissions to the year in which the waste was generated incorporates all emissions from actions taken during the inventory year into that year's greenhouse gas release. This facilitates comparisons of the impacts of actions taken between inventory years and between jurisdictions. It also simplifies the analysis of the impact of actions taken to reduce waste generation or divert it from landfills.

## D.1 Estimating Waste Tonnages from Portola Valley's Operations

Like most local governments, the Town of Portola Valley does not directly track the amount of waste generated from its operations. Therefore, to estimate the amount of waste generated, the Town worked with Green Waste Recovery's Valerie Enyart and Zanker Road Landfill's Chase Harris. The amount of waste was estimated by compiling pick-up accounts owned by the Town. Garbage trucks do not weigh waste at each pick-up, therefore, it is not possible to directly track disposal figures in mass per facility. Mass of waste generation was estimated using volumetric container size (gallons, yards, etc.) data, along with pick-up frequency and average fill of containers. These data produced a comprehensive annual volumetric figure, which was then converted to mass using standard conversion factors supplied by the California Integrated Waste Management Board (CIWMB). Estimated waste *generation* was converted to final *disposal* (quantity sent to landfill) by applying average waste diversion percentages for each account. Where applicable, self-haul waste (waste brought directly from the local government to landfills) was included as part of this total.

## D.2 Emissions Calculation Methods

As some types of waste (e.g., paper, plant debris, food scraps, etc.) generate methane within the anaerobic environment of a landfill and others do not (e.g., metal, glass, etc.), it is important to characterize the various components of the waste stream. Waste characterization for government-generated solid waste was estimated using the CIWMB's 2004 statewide waste characterization study.<sup>17</sup>

Most landfills in the Bay Area capture methane emissions either for energy generation or for flaring. EPA estimates that 60 percent to 80 percent<sup>18</sup> of total methane emissions are recovered at the landfills to which the Town sends its waste. Following the recommendation of LGOP, ICLEI adopted a 75 percent methane recovery factor.

Recycling and composting programs are reflected in the emissions calculations as reduced total tonnage of waste going to the landfills. The model, however, does not capture the associated emissions reductions in “upstream” energy use from recycling as part of the inventory.<sup>19</sup> This is in-line with the “end-user” or “tailpipe” approach taken throughout the development of this inventory. It is important to note that, recycling and composting programs can have a significant impact on greenhouse gas emissions when a full lifecycle approach is taken. Manufacturing products with recycled materials avoids emissions from the energy that would have been used during extraction, transporting and processing of virgin material.

### D.2.1 Methane Commitment Method

CO<sub>2</sub>e emissions from waste disposal were calculated using the methane commitment method outlined in the EPA WARM model. This model has the following general formula:

$$\text{CO}_2\text{e} = W_t * (1-R)A$$

Where:

$W_t$  is the quantify of waste type “t”

R is the methane recovery factor,

A is the CO<sub>2</sub>e emissions of methane per metric ton of waste at the disposal site (the methane factor)

While the WARM model often calculates upstream emissions, as well as carbon sequestration in the landfill, these dimensions of the model were omitted for this particular study for two reasons:

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<sup>17</sup> CIWMB Waste Characterization Study-Public Administration Group available at <http://www.ciwmb.ca.gov/WasteChar/BizGrpCp.aspx>.

<sup>18</sup> AP 42, section 2.4 Municipal Solid Waste, 2.4-6, <http://www.epa.gov/ttn/chief/ap42/index.html>

<sup>19</sup> “Upstream” emissions include emissions that may not occur in your jurisdiction resulting from manufacturing or harvesting virgin materials and the transportation of them.

This inventory functions on an end-use analysis, rather than a life-cycle analysis, which would calculate upstream emissions), and this inventory solely identifies emissions sources, and no potential sequestration “sinks.”

# Appendix E:

# Conducting a Monitoring Inventory

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The purpose of this appendix is to assist Portola Valley staff in conducting a monitoring inventory to measure progress against the baseline established in this inventory report. Conducting such an inventory represents milestone five of the Five-Milestone Process, and allows a local government to assess how well it is progressing toward achieving its emissions reduction targets.

This inventory was conducted by ICLEI in conjunction with Brandi de Garreaux, Sustainability Efficiency Coordinator at the Town of Portola Valley, who served as the lead data gathering coordinator for the inventory. To facilitate a monitoring inventory, ICLEI has documented all of the raw data, data sources, and calculation methods used in this inventory. Future inventories should seek to replicate or improve upon the data and methods used in this inventory. Wherever possible, however, ICLEI strongly recommends institutionalizing internal data collection in order to be able to meet the recommended methods outlined in LGOP.

## E.1 ICLEI Tools for Local Governments

ICLEI has created a number of tools for the Town to use to assist them in future monitoring inventories. These tools were designed specifically for the Silicon Valley Climate Protection Partnership, and comply with the methods outlined in LGOP. These tools are designed to work in conjunction with LGOP, which is, and will remain, the primary reference document for conducting an emissions inventory. These tools include:

- A “master data sheet” that contains most or all of the raw data (including emails), data sources, emissions calculations, data templates, notes on inclusions and exclusions, and reporting tools (charts and graphs and the excel version of LGOP reporting tool).
- A copy of all electronic raw data, such as finance records or Excel spreadsheets.
- LGOP reporting tool (included in the master data sheet and in Appendix B) that has all activity data, emissions factors, and methods used to calculate emissions for this inventory.

- Sector-specific instructions that discuss the types of emissions, emissions calculations methods, and data required to calculate emissions from each sector, as well as instructions for using the data collection tools and calculators in the master data sheet.
- The appendices in this report include detailed methodologies for calculating emissions from Scope 3 employee commute and government-generated solid waste, as well as two versions of the employee commute survey.

It is also important to note that all ICLEI members receive on-demand technical assistance from their ICLEI liaison, which local staff should feel free to contact at any point during this process.

## **E.2 Relationship to Other Silicon Valley Climate Protection Partnership Inventories**

While the emissions inventories for the 27 participating local governments were conducted simultaneously using the same tools, a local government operations inventory is based on data specific to each local government's operations. For this reason, data must be collected internally within each local government, and the availability of data (and thus emissions estimation methods) will vary between local governments.

That said, local governments in the Silicon Valley Climate Protection Partnership may benefit by cooperating during the re-inventorying process. For example, by coordinating inventories, they may be able to hire a team of interns to collectively perform the inventories – saving money in the process. In addition, local staff may be able to learn from each other during the process or conduct group training sessions if necessary. As a whole, the Silicon Valley Climate Protection Partnership provides the basis for a continuing regional platform for climate actions, and ICLEI recommends taking advantage of this opportunity during all climate actions, including conducting future greenhouse gas emissions inventories.

## **E.3 Improving Emissions Estimates**

One of the benefits of a local government operations inventory is that local government staff can identify areas in their current data collection systems where data collection can be improved. For example, a local government may not directly track fuel consumption by each vehicle and instead will rely upon estimates based upon VMT or purchased fuel to calculate emissions. This affects both the accuracy of the emissions estimate and may have other implications for government operations as a whole.

During the inventory process, ICLEI and local government staff identified the following gaps in data that, if resolved, would allow Portola Valley to meet the recommended methods outlined in LGOP in future inventories.

- Direct tracking of fuel consumed by vehicle fleet and mobile equipment
- Direct tracking of miles traveled by vehicles, both in fleet and personal vehicles used for business

- Direct tracking of refrigerants recharged into HVAC and refrigeration equipment
- Direct tracking of fire suppressants recharged into fire suppression equipment
- Fuel consumption by diesel and other generators
- Refrigerants recharged into vehicles in the vehicle fleet

ICLEI encourages staff to review the areas of missing data and establish data collection systems for this data as part of normal operations. In this way, when staff are ready to re-inventory for a future year, they will have the proper data to make a more accurate emissions estimate.

## **E.4 Conducting the Inventory**

ICLEI recommends the following approach for Silicon Valley Partnership local governments that wish to conduct a monitoring inventory:

### **Step 1: Identify a Climate Steward**

This steward will be responsible for the Town's climate actions as a whole and could serve as an ICLEI liaison in all future climate work. In the context of a monitoring inventory, the steward will be responsible for initiating discussions on a new inventory.

### **Step 2: Determine which Sectors to Inventory**

There are many ways to determine which sectors apply to a local government's operations, but the easiest to review will be LGOP Standard Report, which is located both in Appendix B and in the master data sheet. This document clearly delineates which sectors will need to be inventoried within a local government's operations and which LGOP sectors do not apply to a jurisdiction.

### **Step 3: Gather Support: Identify Data Gathering Team and Leads**

Coordination and acceptance among all participating departments is an important factor in coordinating a successful inventory. To that end, the inventory coordinator should work with the Town administrator to identify all staff who will need to be part of the inventory. To facilitate this process, ICLEI has documented all people associated with the inventory in the master data sheet—these names are located in the final completed data form for each sector. Once this team has been identified, the inventory coordinator should hold a kickoff meeting with the administrator, all necessary staff, and relevant department heads which clearly communicates the priority of the inventory in relationship to competing demands. At this meeting, the roles of each person, including the inventory coordinator, should be established.

#### **Step 4: Review Types of Emissions and Available Methodologies for Applicable Sectors**

Local staff should then review LGOP and the instructions documents provided through this inventory to better understand the types of emissions for each sector (for example, within Mobile Emissions, CO<sub>2</sub> emissions and CH<sub>4</sub>/N<sub>2</sub>O emissions represent two different data requirements and emissions calculations methodologies). Each emissions type may have more than one possible estimation methodology, and it is important that the inventory coordinator understands all possible methodologies and be able to communicate this to all parties assisting in the data gathering.

#### **Step 5: Review Methodologies Used for the 2005 Inventory to Determine Data to Collect**

In order to duplicate or improve upon the methods used in this inventory, local staff should again review the methods used for this inventory—these methods are again located in Appendix B—and within the master data sheet. These methods reflect the data limitations for each local government (as many local governments could not obtain data necessary to meet the recommended methods in LGOP). Wherever possible, these methods should be duplicated or, if it is possible, replaced with the recommended methods outlined in LGOP. Using these methodologies, staff will determine what data needs to be collected and communicate this effectively to the data gathering team.

#### **Step 6: Begin Data Collection**

With the exception of electricity and natural gas for stationary sources, all data collection will be internal. To obtain stationary source energy consumption data, staff will need to contact the ICLEI representative to determine who the contact is for PG&E data (other utilities will need to be contacted directly).

#### **Step 7: Use the Data Forms as a Resource During Data Gathering**

A number of questions will come up during the data gathering process that may be difficult to answer. ICLEI has attempted to capture all of the questions that arose during the 2005 inventory and how they were addressed through the master data sheet. Within the master data sheet, staff should review the raw data, working data, and completed data forms to review how raw data was converted to final data, and also to review any notes taken by ICLEI staff during the 2005 inventory process.

For example, reviewing the stationary sources PG&E data within the master data sheet will allow local staff to review how individual accounts were separated into each category and which counts may have been excluded from the inventory.



### **Step 8: Use Emissions Software to Calculate Emissions**

ICLEI has provided the staff lead on the 2005 inventory with a backup of the software used to calculate many of the emissions included in this report. Staff should use this (or more current ICLEI software) to calculate emissions by inputting the activity data into the software. ICLEI staff and ICLEI trainings are available to assist local government staff in calculating emissions.

### **Step 9: Report Emissions**

The master data sheet also contains the LGOP Standard Reporting Template, which is the template adopted by ARB as the official reporting template for government operations emissions inventory. This tool, as well as the charts and graphs tool provided by ICLEI can be used to report emissions from government operations. Also, local government staff should utilize this narrative report as guide for a narrative report if they so choose.

### **Step 10: Standardize and Compare to Base Year**

Conducting a monitoring inventory is meant to serve as a measuring point against the baseline year represented in this report. In order to make a more accurate comparison, it is necessary to standardize emissions from stationary sources based upon heating and cooling degree days (staff can use a ratio of heating /cooling degree days to standardize across years).

In addition, it is important, when comparing emissions across years, to clearly understand where emissions levels may have changed due to a change in methodology or due to excluding an emissions source. For example, if the default method was used to estimate refrigerant leakage in 2005 (this method highly overestimates these emissions), and the recommended method was available in a monitoring year, this would appear as a dramatic reduction in these emissions even though actual leaked refrigerants may be similar to the base year. Changes such as these should not be seen as progress toward or away from an emissions reduction target, but emissions estimates should be adjusted to create as much of an apples-to-apples comparison as possible. If such an adjustment is not possible, staff should clearly note the change in methodology between years when comparing emissions.

## Attachment 2

# Town of Portola Valley 2005 Community-Scale Greenhouse Gas Emissions Inventory

## 1. San Mateo County Community-Scale Greenhouse Gas Emissions Inventories

### 1.1 Background

The County of San Mateo RecycleWorks and City and County Association of Governments (C/CAG) have been working to support all the cities in San Mateo County through the process of completing both their government operations and community-scale greenhouse gas emission inventories. This community-scale inventory has been completed on behalf of the Town of Portola Valley through CO<sub>2</sub> San Mateo County, a program funded in part by the Bay Area Air Quality Management District (BAAQMD).

In 2009, C/CAG contracted with ICLEI, Local Governments for Sustainability (ICLEI) to support this effort through trainings and technical support. ICLEI had previously been involved in the county, hosting two community-scale inventory trainings in 2007 and 2008 for San Mateo and Santa Clara County local governments. ICLEI has also supported a number of local governments in the county in performing community and government operations inventories. This inventory culminates all of that work and creates a standard emissions inventory for all local governments in the county.

Using the results of this community inventory, each of the San Mateo County local governments may now use these inventory results to move forward into the target setting and climate action planning milestones of ICLEI's Five-Milestone process see (Section 1.2).

### 1.2 Purpose of Inventory

The objective of this greenhouse gas emissions inventory is to identify the sources and quantify the volumes of greenhouse gas emissions resulting from activities taking place throughout the community of Portola Valley in 2005. This inventory serves two purposes:

- It creates an emissions baseline against which the Town can set emissions reductions targets and measure future progress.
- It demonstrates the largest sources of emissions from community activities, and therefore allows the Town to most effectively target its emissions reductions policy

While the Town of Portola Valley has already begun to reduce greenhouse gas emissions through its actions, this inventory represents the first step in a systems approach to reducing Portola Valley's emissions. This system, developed by ICLEI, is called the Five-Milestone Process and is utilized by over 550 local governments in the U.S. to structure their climate protection efforts. The process is as follows:

- Milestone 1: Conduct a baseline emissions inventory and forecast
- Milestone 2: Adopt an emissions reduction target for the forecast year
- Milestone 3: Develop a local climate action plan
- Milestone 4: Implement the climate action plan
- Milestone 5: Monitor progress and report results

**Figure 1.1 The Five-Milestone Process**



## 2. Emissions Inventory Methodology

### 2.1 Methodology Standards

As local governments all over the world continue to rapidly join the climate protection movement, the need for a standardized approach to quantifying greenhouse gas (GHG) emissions is more pressing than ever. The community emissions inventory follows the standard outlined in the draft International Local Government GHG Emissions Analysis Protocol (IEAP). ICLEI has been developing this guidance since the inception of its Cities for Climate Protection Campaign in 1993, and has recently formalized version 1 of the IEAP as a means to set a common framework for all local government worldwide. Using this framework, ICLEI has worked with California Air

Resources Board (ARB), the Bay Area Air Quality Management District, the Metropolitan Transportation Commissions, and other state and regional agencies to develop a common method for inventorying community emissions in the Bay Area. This method has been used by the majority of local governments in the Bay Area.

ARB is currently working to establish a community greenhouse gas methodology specifically for California local governments. This methodology will serve as a corollary to the recently adopted Local Government Operations Protocol (LGOP). The LGOP, which ARB adopted in 2008, serves as the national standard for quantifying and reporting greenhouse emissions from local government operations.

## 2.2 Baseline Years

An initial aspect of the emissions inventory process is the requirement to select a base year for emissions, which will be used to establish a baseline emissions inventory against which all future inventories will be compared. A good baseline year is the earliest year where there is accurate and complete data for all key emission sources. It is also preferable to establish a base year several years in the past to be able to account for the emissions benefits of recent actions. A local government's emissions inventory should comprise all greenhouse gas emissions occurring during a selected *calendar* year.

For the reasons mentioned above, this inventory utilizes 2005 as the baseline year, as this year is increasingly becoming the standard for such inventories. This is in line with state guidance, which, while establishing its baseline year as 1990, has recognized that local governments do not have complete data going back that far. Therefore, ARB recommended that local governments use a “current” or recent year as a baseline.

After setting a baseline year and conducting an emissions inventory for that year, local governments should make it a practice to complete a comprehensive emissions inventory on a regular basis to compare to the baseline year. ICLEI recommends conducting an emissions inventory at least every five years.

## 2.3 Boundaries of Greenhouse Gas Inventory Analysis

Any inventory is a subset of measurable emissions based upon a certain boundary. The boundary of this community inventory is emissions that result from activities taking place within the geopolitical boundary of the local government, over which the local government has direct control.<sup>1</sup> This boundary is used as activities that occur within the community boundary can be controlled or influenced by jurisdictional policies and programs. Though a local government cannot maintain direct control of an emissions source within its boundaries, it is still important to inventory these emissions as local government policies and programs can still have an indirect influence on these emissions. For example, although much of the traffic on state highways within a jurisdiction can be pass-through,

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<sup>1</sup> Sphere of Influence areas are generally not considered in community-scale inventories since a local government maintains only indirect control over these areas.

inventorying emissions from this source encourages a local government to collaborate in regional transportation planning and further examine its own transportation and land use policies.

Within the boundaries of this inventory, emissions are organized according to sectors.

## 2.4 Emissions Sectors

ICLEI recommends that local governments examine their emissions in the context of the sector that is responsible for those emissions. Many local governments will find a sector-based analysis more directly relevant to policy making and project management, as it assists in formulating sector-specific reduction measures and climate action plan components.

### Community Sectors

The IEAP outlines the following sectors, in accordance with the Intergovernmental Panel on Climate Change (IPCC):

**Stationary Combustion:** Including utility delivered fuel consumption at stationary sites, utility delivered electricity / heat consumption at stationary sites, decentralized fuel consumption at stationary sites (e.g. propane, kerosene, stationary diesel from small vendors), utility consumed fuel for electricity / heat generation, etc.

**Mobile Combustion:** Including tailpipe emissions from vehicles traveling on roads within the geopolitical boundary of the local government, tailpipe emissions from off-road vehicles operating within the geographical boundaries, rail traffic occurring within geographical boundaries, marine transportation occurring between two jurisdictions, etc.

**Fugitive and Other Energy Emissions:** Including leaked natural gas from distribution infrastructure located within geopolitical boundaries, leaked refrigerants from residential and commercial / industrial facilities, etc.

**Industrial Processes and Product Use:** Including non-energy related emissions generated in the production of cement, in the refining of fuels, in the processing of coal, etc.

**Agriculture, Forestry and Other Land Use:** Including emissions from the use of nitrogenous fertilizers, methane emissions from livestock farms, negative net biogenic carbon flux, etc.

**Waste:** Including fugitive methane emissions at landfills, fugitive methane and nitrous oxide emissions at waste water treatment facilities, estimated future emissions associated with base 2005 waste disposal, etc.

In most cases, a local government can enhance this inventory by further subdividing these sectors in a manner consistent with the way that the local government is accustomed to considering their community (for example,

splitting stationary combustion into residential, commercial and industrial sectors) . It is not mandatory that a local government conduct an analysis of all sectors listed by the IPCC, and this emissions inventory contains the sectors indicated in Table 2.1.

**Table 2.1. Emissions Inventory Sectors**

Sector	Description
<b>Residential</b>	Electricity and natural gas usage in homes
<b>Commercial/Industrial</b>	Electricity and natural gas usage in businesses
<b>Transportation</b>	Fuel consumption in on-road vehicles and off-road equipment
<b>Waste Generation</b>	Future emissions from the expected decomposition of waste generated by the community in the base year
<b>Agriculture</b>	Emissions from farm equipment, biomass burning, soil management and animal methane
<b>Wastewater</b>	Emissions from the decomposition of wastewater

## 2.5 Units Used in Reporting Greenhouse Gas Emissions

In this narrative report, emissions from all gases released by an emissions source (e.g. stationary combustion of natural gas in facilities) are combined and reported in metric tons of carbon dioxide equivalent (CO<sub>2</sub>e). This standard is based on the Global Warming Potential (GWP) of each gas, which is a measure of the amount of warming a greenhouse gas may cause, measured against the amount of warming caused by carbon dioxide. See Table 2.2 below for the GWPs of the gases discussed in this section.

**Table 2.2: Greenhouse Gases**

Gas	Chemical Formula	Activity	Global Warming Potential (CO <sub>2</sub> e)
<b>Carbon Dioxide</b>	CO <sub>2</sub>	Combustion	1
<b>Methane</b>	CH <sub>4</sub>	Combustion, Anaerobic Decomposition of Organics (Landfills, Wastewater), Fuel Handling	21
<b>Nitrous Oxide</b>	N <sub>2</sub> O	Combustion, Wastewater Treatment	310
<b>Hydrofluorocarbons</b>	Various	Leaked Refrigerants, Fire Suppressants	43-11,700
<b>Perfluorocarbons</b>	Various	Aluminum Production, Semiconductor Manufacturing, HVAC Equipment Manufacturing	6,500-9,200
<b>Sulfur Hexafluoride</b>	SF <sub>6</sub>	Transmission and Distribution of Power	23,900

## 2.6 Quantification Methods

It is important to understand that all emissions inventories are almost always a sum of *estimated*, and not actual, emissions. Emissions are quantified using the best available methods and best available data, and are subject to change as better data or estimation methods become available. Emissions can be quantified in two ways:

**Measurement-based methodologies** refer to the direct measurement of greenhouse gas emissions (from a monitoring system) emitted from a flue of a power plant, wastewater treatment plant, landfill, or industrial facility. This methodology is not generally available for most types of emissions and will only apply to a few local governments that have these monitoring systems.

The majority of the emissions recorded in this inventory have been calculated using **calculation-based methodologies** to calculate emissions using activity data and emission factors. To calculate emissions accordingly, this basic equation is used:

$$\text{Activity Data} \times \text{Emission Factor} = \text{Emissions}$$

### Activity Data

Activity data refer to the relevant measurement of energy use or other greenhouse -gas-generating processes such as fuel consumption by fuel type, metered annual electricity consumption, and annual vehicle miles traveled. Please see appendices for detailed listing of the activity data used in composing this inventory.

### Emission Factors

Emission factors are used to convert energy usage or other activity data into associated emissions quantities. They are usually expressed in terms of emissions per unit of activity data (e.g. lbs CO<sub>2</sub>/kWh). Please see Appendix B for a listing of emissions factors used in this report. Table 2.3 demonstrates an example of common emission calculations that use this formula.

**Table 2.3: Basic Emissions Calculations**

Activity Data	Emissions Factor	Emissions
Electricity Consumption (kWh)	CO <sub>2</sub> emitted/kWh	CO <sub>2</sub> emitted
Natural Gas Consumption (therms)	CO <sub>2</sub> emitted/therm	CO <sub>2</sub> emitted
Gasoline/Diesel Consumption (gallons)	CO <sub>2</sub> emitted /gallon	CO <sub>2</sub> emitted
Vehicle Miles Traveled	CH <sub>4</sub> , N <sub>2</sub> O emitted/mile	CH <sub>4</sub> , N <sub>2</sub> O emitted

### 3. Community Inventory Summary

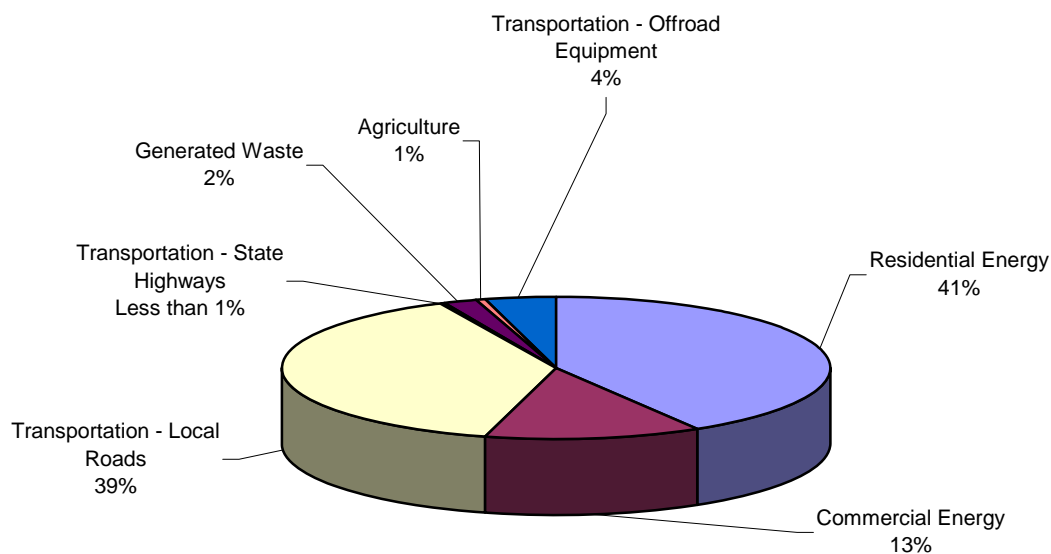
In 2005, activities and operations taking place within the Town of Portola Valley's boundary resulted in approximately 33,210 metric tons of CO<sub>2</sub>e. This number includes all emissions from the combustion of fuels in the residential, commercial / industrial, transportation, and mobile emissions sectors within Portola Valley's boundaries. This number also includes emissions associated with community electricity consumption (emissions that occur as a result of electricity consumption within the geopolitical boundary of the Town, but that occur at sources located outside of the Town's jurisdiction), and future emissions from waste generated by the Portola Valley community.<sup>2</sup>

#### 3.1 Summary by Sector

By better understanding the relative scale of emissions from each primary sector, the Town of Portola Valley can more effectively focus emissions reductions strategies to achieve the greatest emission reductions. For this reason, an analysis of emissions by sector is included in this report, based on the total of 33,210 metric tons of CO<sub>2</sub>e.

As visible in Figure 3.1 and Table 3.1, the residential energy sector was the largest emitter in 2005 at 41%. Emissions from transportation on local roads produced the second highest quantity, resulting in 39% of total emissions. Commercial energy use is the next largest source of emissions at 13%. The remainder of emissions came from transportation on off-road equipment (4%); community-generated waste (2%); and agriculture (1%). While transportation on state highways generated 163 CO<sub>2</sub>e, this small amount did not even make up 0.5% of the Town's total emissions. Please see sector emissions analyses below for more detail.

**Figure 3.1 2005 Town of Portola Valley Emissions by Sector**





**Table 3.1: 2005 Community Emissions by Sector**

Sector	Greenhouse Gas Emissions (metric tons CO <sub>2</sub> e)	Percentage of Greenhouse Gas Emissions
Residential	13,720	41%
Commercial*	4,276	13%
Transportation-Local Roads	12,880	39%
Transportation-State Highways	163	Less than 1%
Transportation – Off-Road Equipment*	1,411	4%
Generated Waste	561	2%
Agriculture	199	1%
<b>TOTAL</b>	<b>33,210</b>	<b>100%</b>

\*Includes emissions from Government Operations (160 metric tons CO<sub>2</sub>e = 0.48% of total)

**Table 3.2: 2005 Community Emissions by Sector and Source (where applicable)**

Sector	Source	Greenhouse Gas Emissions (metric tons CO <sub>2</sub> e)	Percentage of Greenhouse Gas Emissions
Residential	Electricity	4,407	13%
	Natural Gas	9,313	28%
Commercial	Electricity	1,679	5%
	Natural Gas	2,597	8%
Transportation	Local Roads-Gasoline	11,802	36%
	Local Roads-Diesel	1,078	3%
	State Highways-Gasoline	149	Less than 1%
	State Highways-Diesel	14	Less than 1%
	Off-Road Equipment (Residential)	94	Less than 1%
	Off-Road Equipment (Commercial)*	1,317	Less than 4%
Waste	Paper Products	268	1%
	Food Waste	105	Less than 1%
	Plant Debris	28	Less than 1%
	Wood or Textiles	79	Less than 1%
	All Other Waste	0	0%
Waste – Landfill Cover	Paper Products	81	Less than 1%
	All Other Waste	0	0%
Agriculture	Agricultural Equipment	68	Less than 1%
	Animal Waste	60	Less than 1%
	Soil Management	70	Less than 1%
	Biomass Burning	1	Less than 1%
<b>TOTAL</b>		<b>33,210</b>	

\*Please note that emissions from agricultural equipment are not included in the transportation/off-road equipment sector; they are included in the Agricultural Sector.

### 3.3 Per Capita Emissions

Per capita emissions can be a useful metric for measuring progress in reducing greenhouse gases and for comparing one community's emissions with neighboring cities and against regional and national averages. That said, due to differences in emission inventory methods, it can be difficult to produce directly comparable per capita emissions numbers, and one must be cognizant of this margin of error when comparing figures.

As detailed in Table 3.3, dividing the total community-wide GHG emissions by population yields a result of approximately seven metric tons of CO<sub>2</sub>e per capita. It is important to understand that this number is not the same as the carbon footprint of the average individual living in Portola Valley, as the per capita number includes emissions from activities by people who work or drive through Portola Valley, not only those who live in the community.

**Table 3.3: 2005 Community Per Capita Emissions**

Estimated 2005 Population*	4,462
Community GHG Emissions (metric tons CO <sub>2</sub> e)	33,210
Per Capita GHG Emissions (metric tons (CO <sub>2</sub> e)	7.44

\*2000 Census Data

### 3.4 Recommendations

Based on the findings from this Inventory, the following are suggested steps for Portola Valley:

- Set emissions-reduction targets.
- Continue to monitor progress and re-inventory emissions every five years.
- Near-term climate goals should be guided by the long-term goal of reducing emissions by 80 percent by 2050.
- Follow AB 32 suggestions of achieving at least 15 percent lower emissions by 2020.
- Consider sector-specific targets.
- Meet near-term targets by implementing simple actions for highest emitting sectors.

## Appendix A: International Local Government GHG Emissions Analysis Protocol (IEAP) Community Scopes Framework

Emissions sources can be categorized according to where they fall relative to the geopolitical boundary of the community. Using this method, emissions sources are categorized as direct or indirect emissions--Scope 1, Scope 2, or Scope 3-- in accordance with the World Resources Institute and the World Business Council for Sustainable Development's *Greenhouse Gas Protocol Corporate Standard*. This standard is important as it helps a local government better understand the sources of emissions and the extent to which they can directly control those emissions.

The Scopes framework identifies three emissions scopes for community emissions:

**Scope 1:** All direct emissions from sources located within the geopolitical boundary of the local government. Typical Scope 1 emissions include natural gas combustion emissions, emissions from fuel combustion by vehicles and off-road equipment, and methane emissions from biodegrading waste in landfills within community boundaries.

**Scope 2:** Indirect emissions associated with the consumption of purchased or acquired electricity, steam, heating, and cooling. Scope 2 emissions occur as a result of activities that take place within the geopolitical boundary of the local government, but that occur at sources located outside of the government's jurisdiction.

**Scope 3:** All other indirect or embodied emissions not covered in Scope 2, that occur as a result of activity within the geopolitical boundary. Common Scope 3 emissions are future emissions from organic waste disposed of in the base year, emissions from air travel or ports, and "upstream" emissions (emissions generated in the production of materials used in the community).

Scope 1 and Scope 2 sources are the most essential components of a community greenhouse gas analysis. This is because these sources are typically the most significant in scale, and are most easily impacted by local policy making. The IEAP also includes, in its *Global Reporting Standard*, the reporting of Scope 3 emissions associated with the decomposition of solid waste and sewage waste-water produced within the geopolitical boundaries of the local government.

### **Scopes and Double Counting**

One of the most important reasons for using the scopes framework for reporting greenhouse gas emissions at the local level is to prevent "double counting" for major categories such as electricity use and waste disposal. Double counting occurs if a set of emissions could be considered twice within an inventory. For example, if a local government produced its own power, it would be

considered a Scope 1 emission at the point of generation and a Scope 2 emission at the point of consumption, and it would be inappropriate to add these emissions together. This may also occur if a local government has an active landfill within its boundaries to which community waste is sent. This report sums, or “rolls up” emissions from many scopes into one number, but is very clear to identify the types of emissions included in the rollup numbers. ICLEI strongly encourages local governments to do the same whenever they report a rollup number, as they can be very misleading and easily misquoted by policymakers or others when referring to the inventory.

Macro Sector (IPCC)		Scope 1 Emissions	Scope 2 Emissions	Scope 3 Emissions
Energy	Stationary Combustion	Utility-delivered fuel consumption	n/a	Upstream/downstream emissions (e.g., mining/transport of coal)
		Decentralized fuel consumption		
		Utility-consumed fuel for electricity / heat generation		
	Electricity / Heat Consumption	n/a	Utility-delivered electricity / heat / steam consumption Decentralized electricity / heat / steam consumption	Upstream/downstream emissions (e.g., mining/transport of coal)
	Mobile Combustion	Tailpipe emissions from on-road vehicles	Electricity consumption associated with vehicle movement within the community (e.g., light rail)	Tailpipe emissions from vehicles used by community residents
Tailpipe emissions from rail, sea, airborne and non-road vehicles, operating within the community		Upstream/downstream emissions (e.g. mining/transport of oil) Tailpipe emissions from rail, sea, and airborne vehicles departing from or arriving into the community		
Other Energy	Fugitive emissions not already accounted for	n/a	Upstream/downstream emissions	
Industrial Processes and Product Use		Decentralized process emissions	n/a	Upstream/downstream emissions
Agriculture, Forestry and Other Land Use		Livestock methane, managed soils	n/a	Upstream/downstream emissions from fertilizer/pesticide manufacture
		Net biogenic carbon flux	n/a	n/a
Waste	Solid Waste Disposal	Direct emissions from landfill, incineration and compost facilities located inside the community	n/a	Landfill, incineration and compost emissions occurring in present-year from waste produced to date inside the community
				Future emissions associated with waste disposed Upstream/downstream emissions (e.g. transport to the landfill)
	Wastewater Treatment and Discharge	Direct emissions from wastewater facilities located inside the community	n/a	Wastewater emissions occurring in present year from wastewater produced to date inside the community Future emissions associated with wastewater treated Upstream/downstream emissions

## Appendix B: Community Inventory Methodology Summary

### Residential, Commercial, Industrial Energy Sector Notes

#### Data Inputs / Outputs Summary:

Sector	Fuel	Quantity	Units	Emissions (metric tons CO <sub>2</sub> e)
Residential	Electricity	19,713,341	(kWh)	4,407
	Natural Gas	1,741,267	(therms)	9,313
<b>TOTAL</b>				<b>13,720</b>
Commercial / Industrial	Electricity	7,511,006	(kWh)	1,679
	Natural Gas	485,489	(therms)	2,597
	Direct Access Electricity	-	(kWh)	-
<b>TOTAL</b>				<b>4,276</b>

#### Emission Factors:

Emission Source	GHG	Emission Factor	Emission Factor Source
PG&E Electricity	CO <sub>2</sub>	489.16 lbs/MWh	California Climate Action Registry Power/Utility Protocol Public Reports; <a href="http://www.climateregistry.org/CARROT/public/reports.aspx">http://www.climateregistry.org/CARROT/public/reports.aspx</a> ; also see Local Government Operations Protocol, Table G.5
	CH <sub>4</sub>	0.029 lbs/MWh	Local Government Operations Protocol, Table G.6
	N <sub>2</sub> O	0.011 lbs/MWh	Local Government Operations Protocol, Table G.6
Natural Gas	CO <sub>2</sub>	53.06 kg/MMBtu	U.S. EPA, Inventory of Greenhouse Gas Emissions and Sinks: 1990-2005; see also Local Government Operations Protocol, Table G.1
	CH <sub>4</sub>	5.0 g/MMBtu (residential & commercial sectors) 1.0 g/MMBtu (industrial sector)	EPA Climate Leaders, Stationary Combustion Guidance (2007), Table A-1, based on U.S. EPA, Inventory of Greenhouse Gas Emissions and Sinks: 1990-2005 (2007), Annex 3.1; see also Local Government Operations Protocol, Table G.3
	N <sub>2</sub> O	0.1 g/MMBtu	
Default Direct Access Electricity	CO <sub>2</sub>	958.49 lbs/MWh	Calculated from total in-state and imported electricity emissions divided by total consumption in MWh. Emissions from California Air Resources Board, Greenhouse Gas Inventory, 1990-2004 (November 17, 2007 version), available at <a href="http://www.arb.ca.gov/cc/inventory/data/data.htm">http://www.arb.ca.gov/cc/inventory/data/data.htm</a> Consumption data from California Energy Commission, <a href="http://www.energy.ca.gov">http://www.energy.ca.gov</a> In Local Government Operations Protocol, Appendix G, Table G.6, pages 174
	CH <sub>4</sub>	0.029 lbs/MWh	
	N <sub>2</sub> O	0.011 lbs/MWh	

**Data Sources:**

1. PG&E electricity and natural gas: GHGDataRequests@pge.com
2. Direct access electricity estimates: California Energy Commission (CEC): Andrea Gough, [agough@energy.state.ca.us](mailto:agough@energy.state.ca.us)

**Additional Notes:**

Estimations of electricity purchased through Direct Access (DA) contracts are derived from county level DA consumption figures, provided by the California Energy Commission. The countywide ratio of DA to utility-supplied-electricity is multiplied by a community's utility-supplied energy use to determine the amount of DA in a given community. According to the CEC, DA was 20.89% of "non-residential" electricity consumption and 55.08% of "non-residential" natural gas consumption in San Mateo County in 2005.

Formula:  $DA_c / (DA_c + u_c) = DA / (DA + u)$

**Transportation Sector Notes****On-Road Emissions****Data Inputs / Outputs Summary:**

Sector	Sub Sector	Quantity	Units	Emissions (metric tons CO <sub>2</sub> e)
Transportation	Local Roads	26,380,000	(vehicle- miles traveled)	12,880
	State Highways	333,245	(vehicle- miles traveled)	163
<b>TOTAL</b>				<b>13,043</b>

**Emission Factors:** *Provided by the BAAQMD, using EMFAC 2007*

County	CH <sub>4</sub> Rates (grams/mile)		N <sub>2</sub> O Rates (grams/mile)		VMT Mix		CO <sub>2</sub> Rates- (grams/gallon)		Fuel Efficiency (miles/gallon)	
	Gas	Diesel	Gas	Diesel	Gas	Diesel	Gas	Diesel	Gas	Diesel
San Mateo County	0.058	0.030	0.070	0.050	96.8%	3.2%	8,609	10,216	19.6	8.1

**Data Sources:**

1. Local Roads Vehicle Miles Traveled (VMT) 2005 data: 2005 California Public Road Data, Highway Performance Monitoring System, State of California, Department of Transportation, <http://www.dot.ca.gov/hq/tsip/hpms/datalibrary.php>
2. State Highways Vehicle Miles Traveled (VMT) 2005 data: Data was created using GIS, by dividing a GIS file of Caltrans road segments for State Highways into jurisdictions using a jurisdictional boundary layer. VMT was divided proportionally between each segment, and VMT was split equally between jurisdictions for areas where the highway was on the border of two jurisdictions.

**Additional Notes:**

Local Road and state highway VMT data provided by MTC is in Daily VMT (DVMT); Annual VMT = DVMT x 365.

VMT is converted into gas and diesel, based on VMT mix. Then it is converted into gallons of fuel using fuel efficiency. CO<sub>2</sub> is calculated from resulting fuel consumption.

Methane and nitrous oxide is calculated directly from VMT by fuel. It is separated into fuel by VMT mix.

**Off-Road Emissions \***

Category (see Additional Notes below)	Unit of Measure	Total Countywide Emissions	Total Units Countywide	Emissions Per Unit	Units in Jurisdiction	Jurisdiction's Emissions (metric tons CO <sub>2</sub> e)
Lawn and Garden Equipment	Households	14,182	260,000	~0.055	1,720	94
Construction, Industrial, and Light Commercial Equipment	Jobs	255,468	337,350	~0.757	1,740	1,317
<b>Total</b>						<b>1,411</b>

\* Please note that emissions from agricultural equipment are not included in this sector; they are included in the Agriculture Sector.

**Data Sources:**

Total countywide emissions: “Source Inventory of Bay Area Greenhouse Gas Emissions,” Bay Area Air Quality Management District. Report base year: 2007.

[http://www.baaqmd.gov/Divisions/Planning-and-Research/Emission-Inventory-and-Air-Quality-Related/Emission-Inventory/~/\\_media/64A8751292F44BEEAD56B7569B68DB27.ashx](http://www.baaqmd.gov/Divisions/Planning-and-Research/Emission-Inventory-and-Air-Quality-Related/Emission-Inventory/~/_media/64A8751292F44BEEAD56B7569B68DB27.ashx)

(Table Q, pg. 25)

2. Jobs and households data: Projections 2007 report, Association of Bay Area Governments, Jason Munkres, Regional Planner, ABAG, [jasonm@abag.ca.gov](mailto:jasonm@abag.ca.gov), (510) 464-7929

**Additional Notes**

Data on total countywide emissions from off-road equipment came from the BAAQMD's report with a base year of 2007, as there is no report for 2005 and no other reliable way to quantify off-road emissions in 2005 (the California Air Resources Board's Off-Road Calculator is not currently functioning - <http://www.arb.ca.gov/msei/offroad/offroad.htm>). Emissions were divided into two categories – emissions from lawn and garden equipment and emissions from construction, industrial, and light commercial equipment.

Emissions per household were calculated using BAAQMD's data on countywide emissions from lawn and garden equipment and the total amount of households countywide. To calculate emissions from lawn and garden equipment generated in the County, emissions per household were multiplied with the number of households in the unincorporated community.

Emissions per job were calculated using BAAQMD's data on countywide emissions from construction, industrial, and light commercial equipment and the total amount of jobs countywide. To calculate emissions from construction, industrial, and light commercial equipment generated in the County, emissions per job were multiplied with the number of jobs in the unincorporated community.



## Waste Sector Notes

### Generated Waste Emissions

#### Data Inputs / Outputs Summary:

Sector	Sub Sector	Quantity	Units	Emissions (metric tons CO <sub>2</sub> e)
Waste	Landfilled Solid Waste	2,631	(tons)	480
	Alternative Daily Cover	565	(tons)	81
<b>TOTAL</b>		<b>3,196</b>		<b>561</b>

#### Emission Factors:

Waste Type	Methane Emissions (metric tons / short ton of waste)	Emission Factor Source
Paper Products	2.138	US EPA
Food Waste	1.120	US EPA
Plant Debris	0.686	US EPA
Wood / Textiles	0.605	US EPA
All Other Waste	0.000	US EPA

#### Data Sources:

1. Landfilled Waste: California Integrated Waste Management Board Disposal Reporting System (DRS) - Jurisdiction Disposal and Alternative Daily Cover (ADC) Tons by Facility

<http://www.ciwmb.ca.gov/LGcentral/Reports/DRS/Destination/JurDspFa.aspx>

2. Alternative Daily Cover: California Integrated Waste Management Board Disposal Reporting System (DRS)- Alternative Daily Cover (ADC) by Jurisdiction of Origin and Material Type

<http://www.ciwmb.ca.gov/LGCentral/Reports/DRS/Origin/ADCMatType.aspx>

3. Waste characterization: CIWMB 2004 Statewide Waste Characterization Study. This state average waste characterization accounts for residential, commercial and self-haul waste.

<http://www.ciwmb.ca.gov/Publications/default.asp?pubid=1097>

#### Additional Notes:

ICLEI CACP software categories correlate with the CIWMB's waste categories according to the following guidelines:

CACP	CIWMB	% of Total
Paper Products	All paper types	21.0
Food Waste	Food	14.6
Plant Debris	Leaves and Grass, Prunings and Trimmings, Branches and Stumps, Agricultural Crop Residues, and Manures	6.9
Wood/Textiles	Textiles, Remainder/Composite Organics, Lumber, and Bulky Items	21.8
All Other Waste	The other category includes all inorganic material types reported: Glass, Metal, Electronics, Plastics, Non-organic C&D, and Special/Hazardous Waste.	35.7

Emissions from the waste sector are an estimate of methane (CH<sub>4</sub>) generation that will result from the anaerobic decomposition of all waste sent to landfill in the base year (2005). It is important to note that although these emissions are attributed to the inventory year in which the waste is generated the emissions themselves will occur over the 100+ year timeframe that the waste will decompose. This frontloading of emissions is the approach taken by EPA's Waste Reduction Model (WARM). Attributing all future emissions to the year in which the waste was generated incorporates all emissions from actions taken during the inventory year into that year's greenhouse gas release. This facilitates comparisons of the impacts of actions taken between inventory years and between jurisdictions. It also simplifies the analysis of the impact of actions taken to reduce waste generation or divert it from landfills.

While the WARM model often calculates upstream emissions, as well as carbon sequestration in the landfill, these dimensions of the model were omitted for this particular study for two reasons: (1) this inventory functions on an end-use analysis, meaning from disposal to decomposition, rather than a life-cycle analysis, meaning from mining to disposal, which would calculate upstream emissions. (2) This inventory solely identifies emissions sources, and not potential sequestration 'sinks'.

As some types of waste (e.g., paper, plant debris, food scraps, etc.) generate methane within the anaerobic environment of a landfill and others do not (e.g., metal, glass, etc.), it is important to characterize the various components of the waste stream. Waste characterization was estimated using the California Integrated Waste Management Board's 2004 statewide waste characterization study (<http://www.ciwmb.ca.gov/Publications/default.asp?pubid=1097>).

Most landfills in the Bay Area capture methane emissions either for energy generation or for flaring. The US EPA estimates that 60%-80%<sup>1</sup> of total methane emissions are recovered at the landfills. Following the recommendation of the LGOP, ICLEI adopted a 75 percent methane recover factor.

<sup>1</sup> EPA AP 42 Emission Factors, Solid Waste Disposal, pg. 2, 4-6 (1998), <http://www.epa.gov/ttn/chief/ap42/index.html>

Recycling and composting programs are reflected in the CACP software model as reduced total tonnage of waste going to the landfills. The CACP model, however, does not capture the associated emissions reductions in “upstream” energy use from recycling as part of the inventory (“upstream” emissions include emissions that may not occur in your jurisdiction resulting from manufacturing or harvesting virgin materials and transportation of them). This is in-line with the “end-user” or “tailpipe” approach taken throughout the development of this inventory. It is important to note that, *recycling and composting programs can have a significant impact on GHG emissions when a full lifecycle approach is taken*. Manufacturing products with recycled materials avoids emissions from the energy that would have been used during extraction, transporting and processing of virgin material.

### Agricultural Sector Notes

Total Countywide Emissions	Total Acres of Ag Land Countywide	Emissions Per Acre	Acres of Ag Land in Jurisdiction	Jurisdiction's Emissions (metric tons CO <sub>2</sub> e)
27,062 CO <sub>2</sub> e tons	66,739	~0.405 CO <sub>2</sub> e tons	491	199

Category of Ag Emissions	Total Emissions Countywide (metric tons CO <sub>2</sub> e)	Percentage of Total County Ag Emissions	Jurisdiction's Emissions (metric tons CO <sub>2</sub> e)
Agricultural Equipment	9,305	34%	68
Animal Waste	8,101	30%	60
Soil Management	9,502	35%	70
Biomass Burning	136	1%	1

\* Please note that emissions from agricultural equipment are included in this sector; they are not included in the Transportation/Off-Road Equipment Emissions Sector.

**Data Sources**

1. Total countywide emissions: "Source Inventory of Bay Area Greenhouse Gas Emissions," Bay Area Air Quality Management District. Report base year: 2007.  
[http://www.baaqmd.gov/Divisions/Planning-and-Research/Emission-Inventory-and-Air-Quality-Related/Emission-Inventory/~/\\_media/64A8751292F44BEEAD56B7569B68DB27.ashx](http://www.baaqmd.gov/Divisions/Planning-and-Research/Emission-Inventory-and-Air-Quality-Related/Emission-Inventory/~/_media/64A8751292F44BEEAD56B7569B68DB27.ashx)  
  
(Table Q, pg. 25)
2. Acres of agricultural land countywide: County and each city's Planning Department
3. Acres of agricultural land in Jurisdiction: Jurisdiction's Planning Department

**Additional Notes**

Data on total countywide agricultural emissions came from the BAAQMD's report with a base year of 2007, as there is no report for 2005 and no other reliable way to quantify agricultural emissions in 2005.

Emissions per acre were calculated using BAAQMD's countywide emissions total and the total amount of agricultural acres countywide. To calculate agricultural emissions generated in Jurisdiction, emissions per acre were multiplied with the number of acres designated as agricultural in Jurisdiction's General Plan.

## Attachment 3

## PG&amp;E Emission Factors and Other information

Updated 3/26/2011

## Conversions

pounds to Metric Tons	2204.6	lbs per MT
kWh to Mbtu	0.003412	kwh per Mbtu
therms to Mbtu	0.1	therms per Mbtu

## Emission Factors

More information about Emission Factors available at:

[http://www.pge.com/includes/docs/pdfs/mybusiness/energysavingsrebates/incentivesbyindustry/GHG\\_Emission\\_Factor\\_Guidance.pdf](http://www.pge.com/includes/docs/pdfs/mybusiness/energysavingsrebates/incentivesbyindustry/GHG_Emission_Factor_Guidance.pdf)

## Electricity Emissions Factor

Usage Year			Source
2005	0.489	lbs CO2 per kWh	PG&E's third-party-verified GHG inventory submitted to the California Climate Action Registry (CCAR)6 (2003-2008) or The Climate Registry (TCR) (2009)
2006	0.4560	lbs CO2 per kWh	
2007	0.6357	lbs CO2 per kWh	
2008	0.6410	lbs CO2 per kWh	
2009	0.5750	lbs CO2 per kWh	
2010	0.559	lbs CO2 per kWh	Average of PG&E's 2005 to 2009 GHG emission factors. See Note 1 below.

## Natural Gas Emissions Factor

Usage Year		
2005	11.70	lbs CO2 per therm
2006	11.70	lbs CO2 per therm
2007	11.70	lbs CO2 per therm
2008	11.70	lbs CO2 per therm
2009	11.70	lbs CO2 per therm
2010	11.70	lbs CO2 per therm

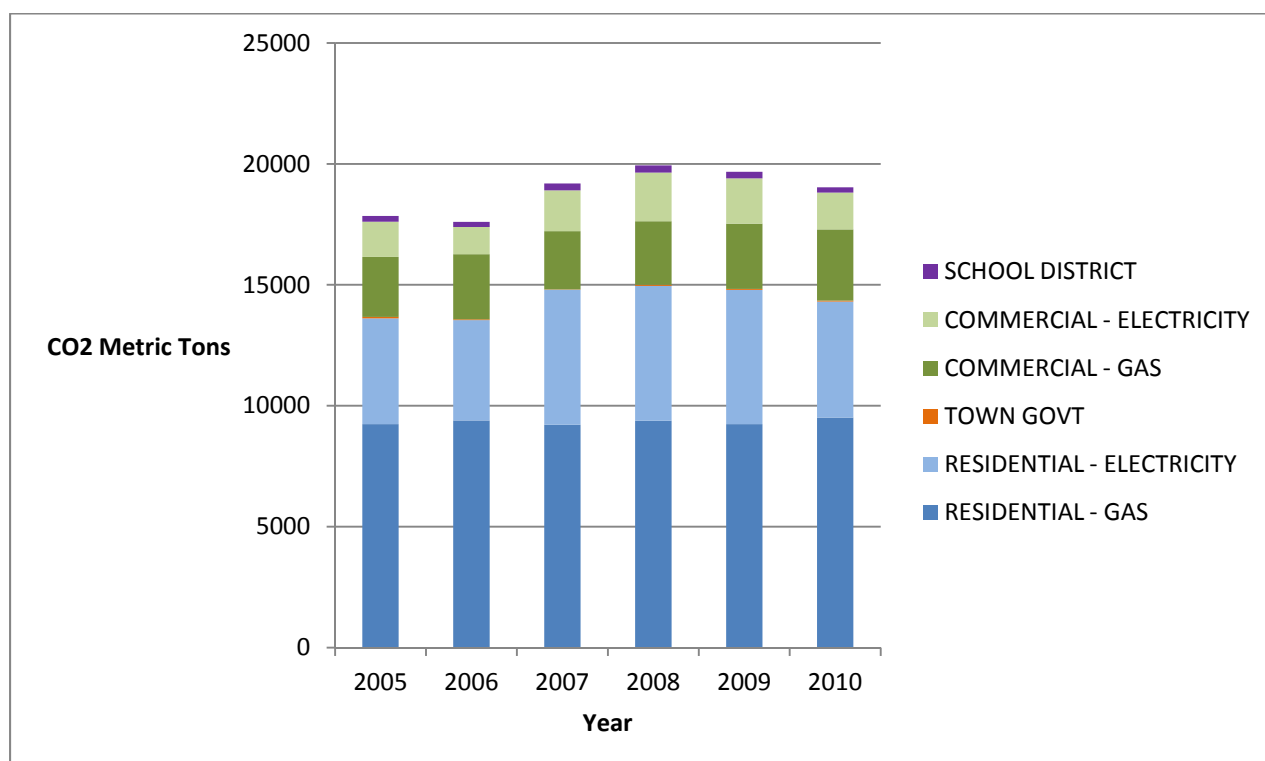
Note 1: PG&E's 2010 emission factor will be available in late December 2011. As the CPUC GHG Calculator does not include a 2011 emission factor, we recommend using the "current" emission factor for 2011. These factors will be reviewed and updated annually.

### Attachment 4

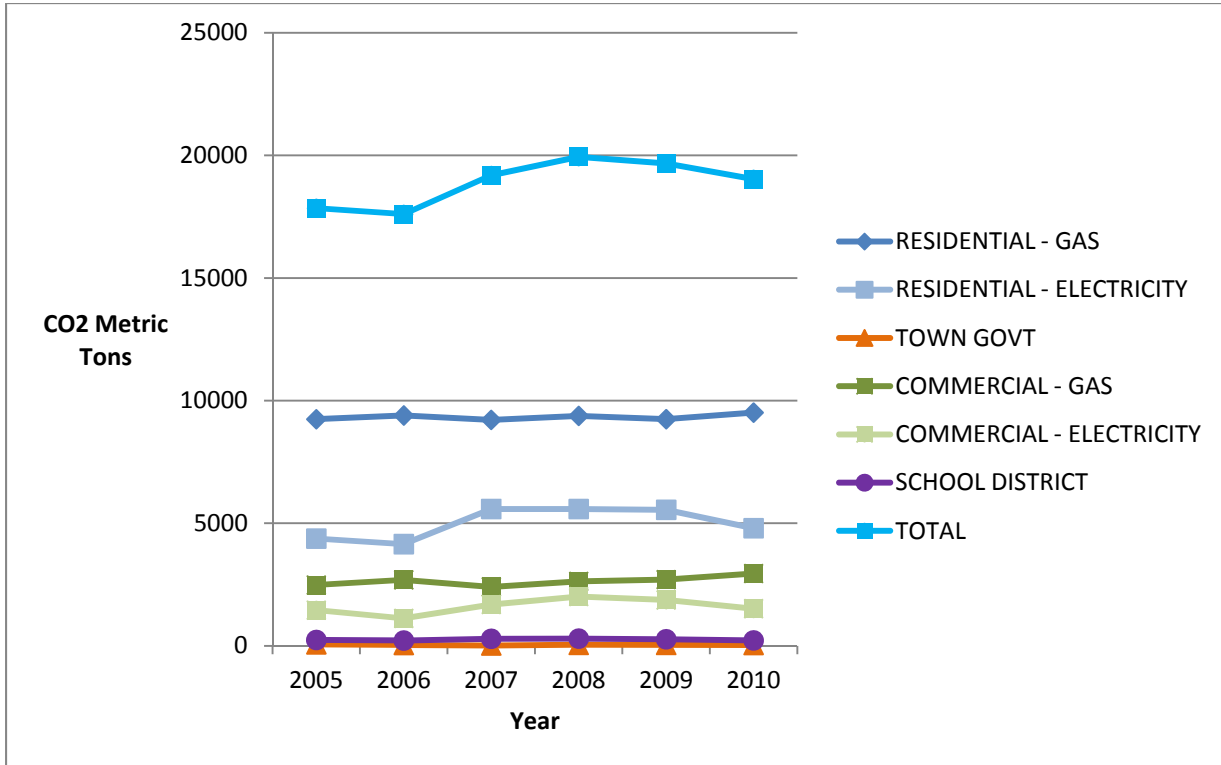
## Emissions from Electricity & Natural Gas (CO2 metric tons) – Summary Table

	2005	2006	2007	2008	2009	2010	% Change 2005 to 2010	
RESIDENTIAL - GAS	9241	9394	9216	9377	9243	9511	2.92%	↑
RESIDENTIAL - ELECTRICITY	4373	4148	5582	5579	5547	4798	9.72%	↑
TOWN GOVT	59	35	16	44	39	36	-38.98%	↓
COMMERCIAL - GAS	2482	2691	2404	2632	2703	2949	18.82%	↑
COMMERCIAL - ELECTRICITY	1456	1121	1686	2010	1871	1517	4.19%	↑
SCHOOL DISTRICT	240	216	287	295	268	221	-7.92%	↓
<b>TOTAL</b>	<b>17851</b>	<b>17605</b>	<b>19191</b>	<b>19937</b>	<b>19671</b>	<b>19032</b>	<b>6.62%</b>	<b>↑</b>

## Emissions from Electricity & Natural Gas (CO2 metric tons) - Summary Graphs



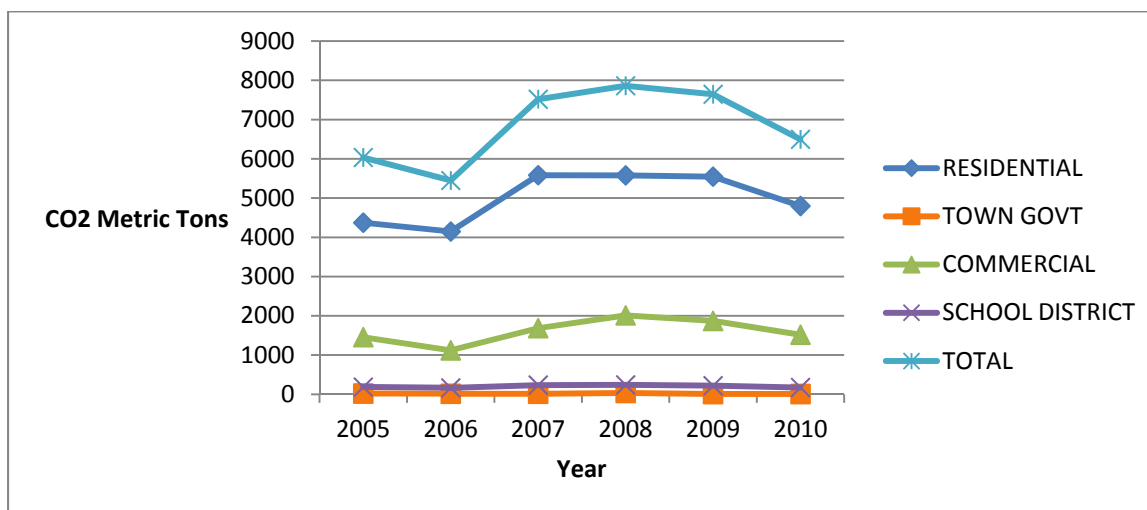
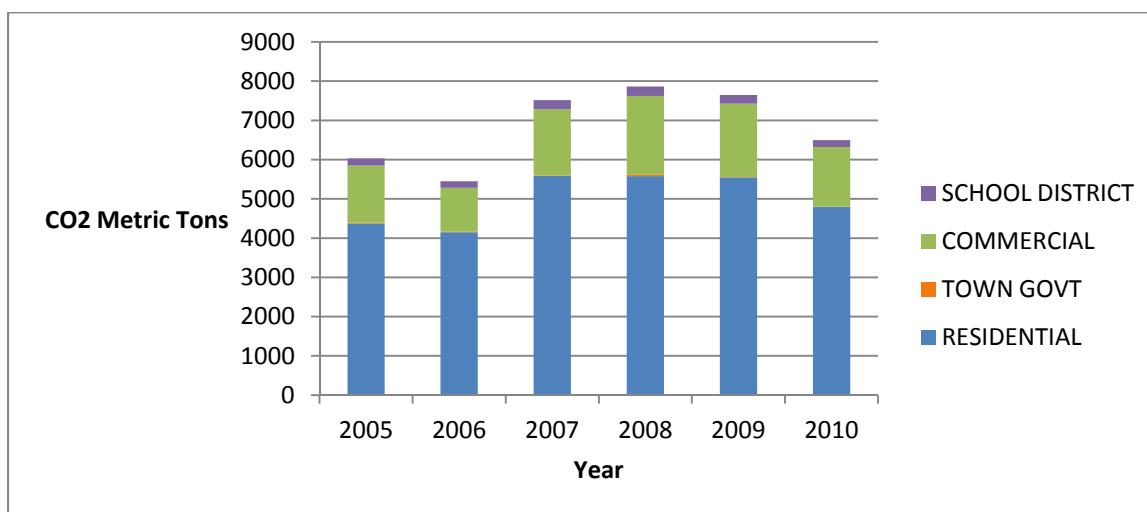
### Emissions from Electricity & Natural Gas (CO2 metric tons) - Summary Graphs



### Emissions from Electricity (CO2 metric tons) – Summary Table

	2005	2006	2007	2008	2009	2010	% Change 2005 to 2010	
RESIDENTIAL	4373	4148	5582	5579	5547	4798	9.72%	↑
TOWN GOVT	20	14	15	33	8	8	-60.00%	↓
COMMERCIAL	1456	1121	1686	2010	1871	1517	4.19%	↑
SCHOOL DISTRICT	185	165	235	240	219	174	-5.95%	↓
<b>TOTAL</b>	<b>6034</b>	<b>5448</b>	<b>7518</b>	<b>7862</b>	<b>7645</b>	<b>6497</b>	<b>7.67%</b>	<b>↑</b>

### Emissions from Electricity (CO2 metric tons) – Summary Graphs

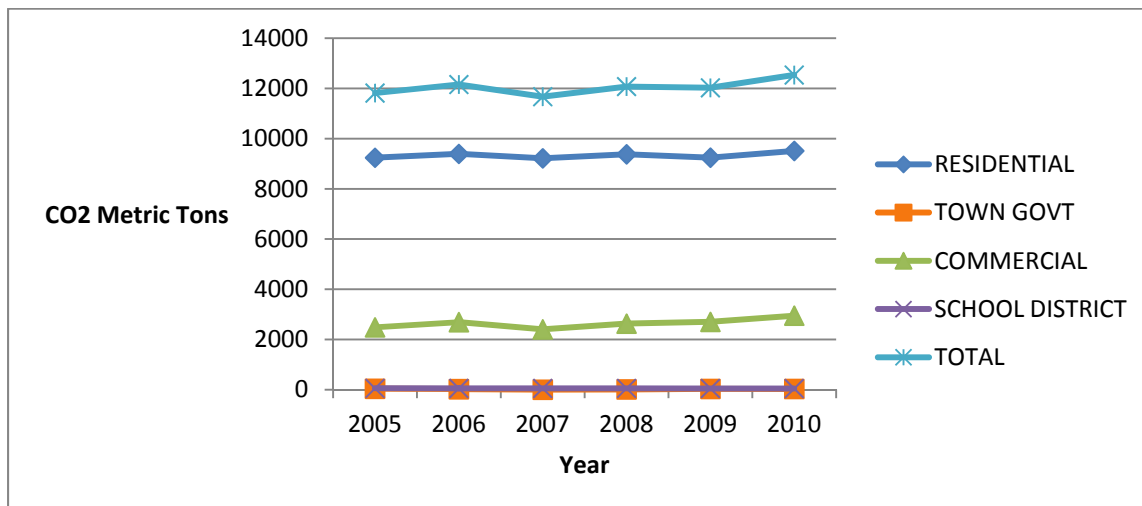
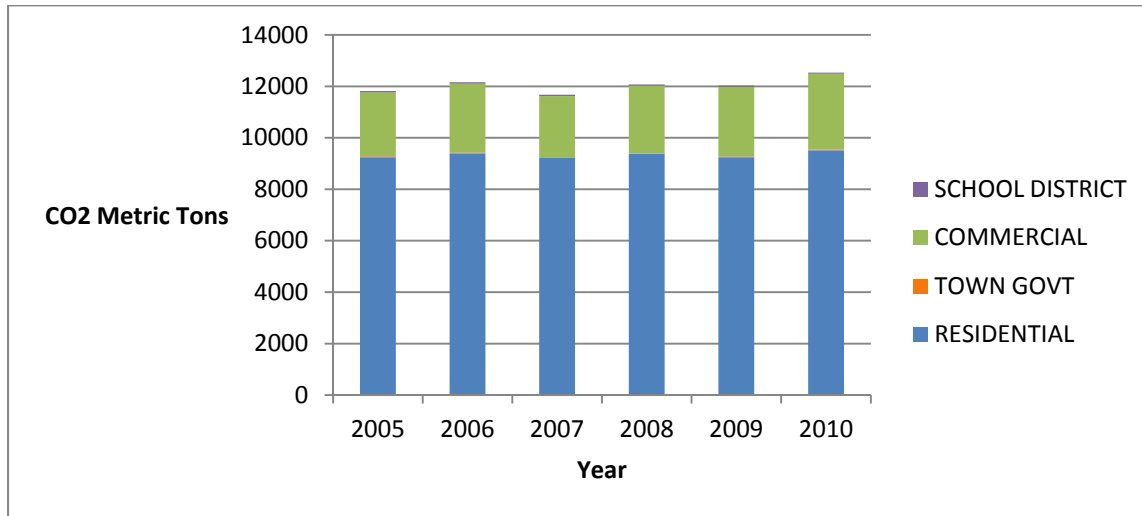




### Emissions from Natural Gas (CO2 metric tons) – Summary Table

	2005	2006	2007	2008	2009	2010	% Change 2005 to 2010	
RESIDENTIAL	9241	9394	9216	9377	9243	9511	2.92%	↑
TOWN GOVT	39	21	1	11	31	28	-28.21%	↓
COMMERCIAL	2482	2691	2404	2632	2703	2949	18.82%	↑
SCHOOL DISTRICT	55	51	52	55	49	47	-14.55%	↓
<b>TOTAL</b>	<b>11817</b>	<b>12157</b>	<b>11673</b>	<b>12075</b>	<b>12026</b>	<b>12535</b>	<b>6.08%</b>	<b>↑</b>

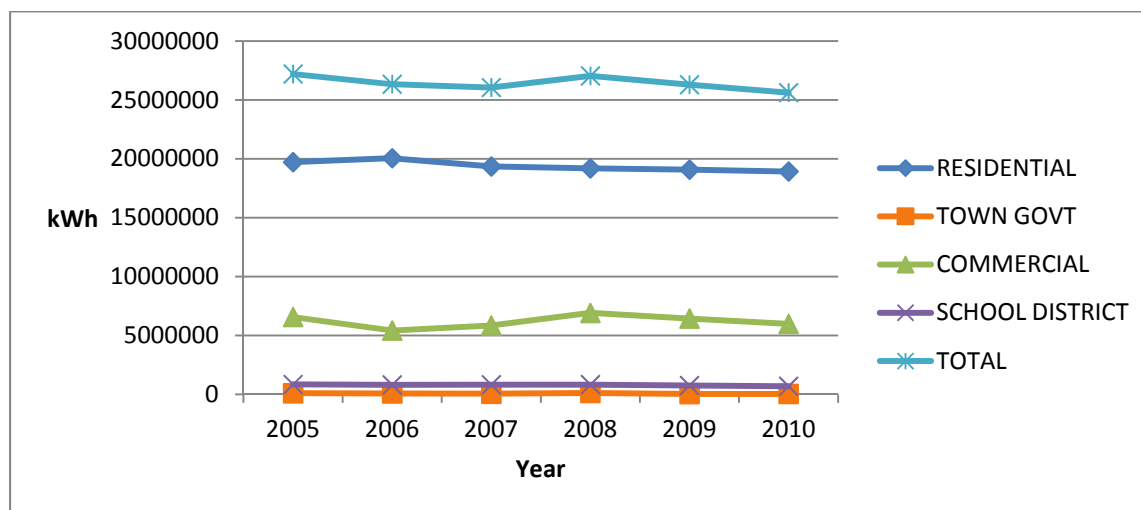
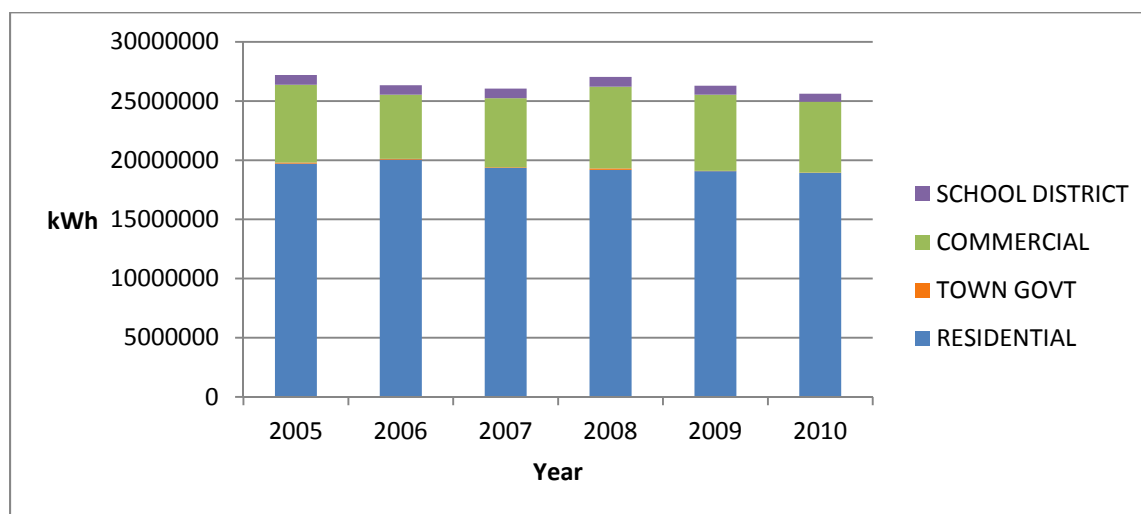
### Emissions from Natural Gas (CO2 metric tons) – Summary Graphs



### Electricity Use (Kilowatt Hours - kWh) – Summary Table

	2005	2006	2007	2008	2009	2010	% Change 2005 to 2010	
<b>RESIDENTIAL</b>	19713341	20052372	19347602	19187958	19079345	18924211	-4.00%	↓
<b>TOWN GOVT</b>	90714	68206	51200	114957	26190	30992	-65.84%	↓
<b>COMMERCIAL</b>	6565890	5417773	5843235	6914250	6434020	5981273	-8.90%	↓
<b>SCHOOL DISTRICT</b>	835482	798336	813390	824591	751806	685342	-17.97%	↓
<b>TOTAL</b>	27205427	26336687	26055427	27041756	26291361	25621818	-5.82%	↓

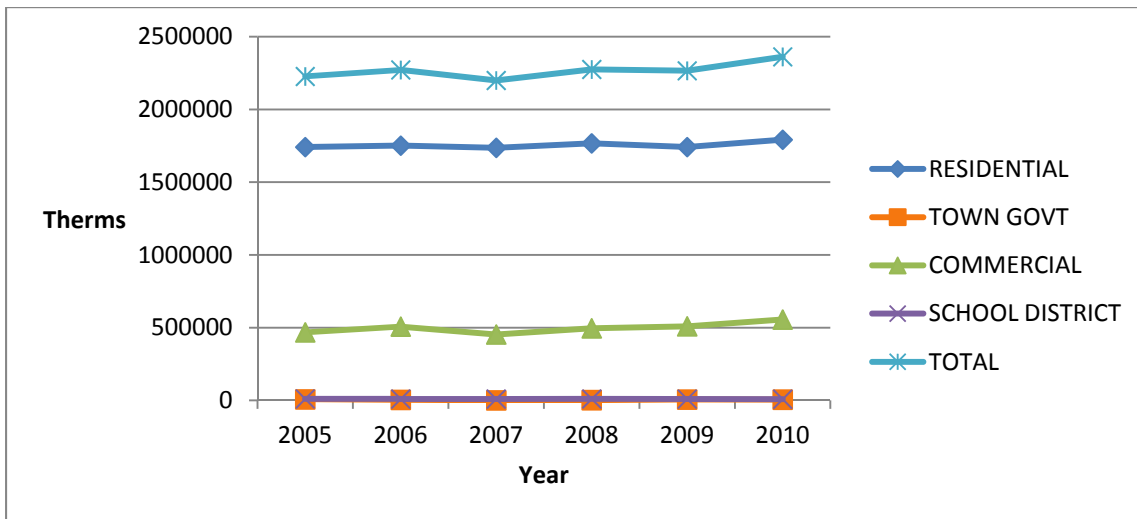
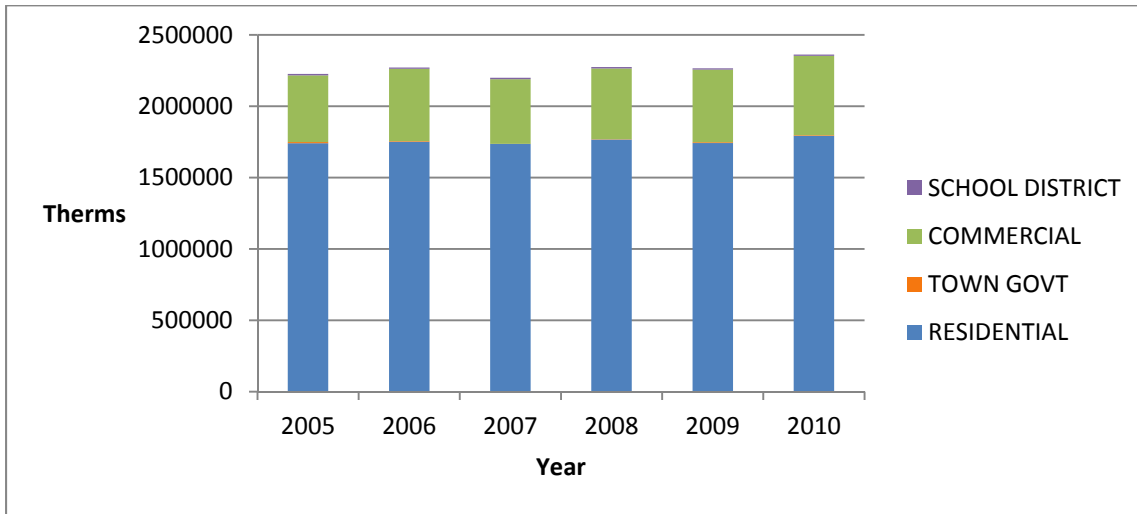
### Electricity Use (Kilowatt Hours - kWh) – Summary Graphs



### Nature Gas Use (Therms) – Summary Table

	2005	2006	2007	2008	2009	2010	% Change 2005 to 2010	
<b>RESIDENTIAL</b>	1741267	1751330	1736456	1766977	1741465	1792116	<b>2.92%</b>	↑
<b>TOWN GOVT</b>	7313	3912	177	2005	5820	5254	<b>-28.16%</b>	↓
<b>COMMERCIAL</b>	467755	506970	453035	495852	509347	555692	<b>18.80%</b>	↑
<b>SCHOOL DISTRICT</b>	10421	9572	9886	10270	9229	8848	<b>-15.09%</b>	↓
<b>TOTAL</b>	2226756	2271784	2199554	2275104	2265861	2361910	<b>6.07%</b>	↑

### Nature Gas Use (Therms) – Summary Graphs



## Attachment 5

## Emissions Target Tracking – Government Operations

Sector	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE
	STATE OF CA is using for 1990: 15% below 2005*	BASED ON STATE ESTIMATE: 5% below 2005*	Actual from GHG Inventory	AB32 TARGET: 2000 levels by 2010	2010 - updated data for Buildings & Facilities	Mayor's CPA TARGET: 7% below 1990 by 2012	AB32 TARGET: 1990 levels by 2020	AB32 TARGET: 80% below 1990 levels by 2050
	1990	2000	2005	2010	2010	2012	2020	2050
Employee Commute	63	70	74	70	74	58	63	13
Buildings and Facilities	50	56	59	56	36	47	50	10
Vehicle Fleet	15	17	18	17	18	14	15	3
Wastewater	5	6	6	6	6	5	5	1
Government-Generated Solid Waste	3	3	3	3	3	2	3	1
Water Transport	0.05	0.06	0.06	0.057	0.06	0.05	0.05	0.01
Public Lighting	0.003	0.003	0.003	0.003	0.003	0.002	0.003	0.001
<b>TOTAL</b>	<b>136</b>	<b>152</b>	<b>160</b>	<b>152</b>	<b>137</b>	<b>127</b>	<b>136</b>	<b>27</b>

All units are in metric tons CO<sub>2</sub>e, except 2010 updated emissions.

\*data for 1990 not available from PG&E; data for 2000 from PG&E not reliable as they changed their system in 2003

## Emissions Target Tracking – Community Scale

Sector	ESTIMATE STATE OF CA is using for 1990: 15% below 2005*	BASED ON STATE ESTIMATE: 5% below 2005*	<b>Actual from GHG Inventory</b>	AB32 TARGET: 2000 levels by 2010	<b>2010 - updated data for Residential &amp; Commercial</b>	Mayor's CPA TARGET: 7% below 1990 by 2012	AB32 TARGET: 1990 levels by 2020	AB32 TARGET: 80% below 1990 levels by 2050
	<b>1990</b>	<b>2000</b>	<b>2005</b>	<b>2010</b>	<b>2010</b>	<b>2012</b>	<b>2020</b>	<b>2050</b>
Residential	11662	13034	13720	13034	<b>14309</b>	10846	11662	2332
Commercial**	3635	4062	4276	4062	<b>4723</b>	3380	3635	727
Transportation-Local Roads	10948	12236	12880	12236	12880	10182	10948	2190
Transportation-State Highways	139	155	163	155	163	129	139	28
Transportation-Off-Road Equipment	1199	1340	1411	1340	1411	1115	1199	240
Generated Waste	477	533	561	533	561	443	477	95
Agriculture	169	189	199	189	199	157	169	34
<b>TOTAL</b>	<b>28229</b>	<b>31550</b>	<b>33210</b>	<b>31550</b>	<b>34246</b>	<b>26253</b>	<b>28229</b>	<b>5646</b>

All units are in metric tons CO<sub>2</sub>e, except  
2010 updated emissions.

\*data for 1990 not available from PG&E; data for 2000 from PG&E not reliable as they changed their system in 2003

\*\*Includes ghg emissions from Government Operations (160 metric tons CO<sub>2</sub>e = 0.48% of total)



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Barbara Powell, Interim Assistant Town Manager

**DATE:** December 14, 2011

**RE:** **Request by Portola Valley Women's Club for Recognition as "Community/Neighborhood Sponsored Local Group"**

### Recommendation

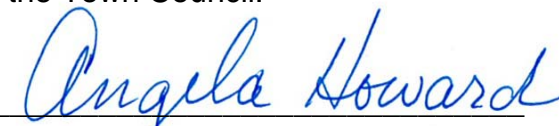
It is recommended that the Town Council approve the request by the Portola Valley Women's Club for recognition as a "Community/Neighborhood Sponsored Local Group".

### Issue Statement/Discussion

Recently, Marianne Plunder, Secretary of the Portola Valley Women's Club, asked staff whether it would be possible for the group to utilize the Community Hall and/or Activity Rooms for its planned quarterly events, annual party and other, informal events. Staff referred to the attached Use/Rental Policies and Procedures for these rooms and indicated to Ms. Plunder that if formally recognized by the Town Council as a "Community/Neighborhood Sponsored Local Group", the Women's Club would be eligible to use the rooms, with the requirement of a deposit and insurance certificate/hold harmless agreement.

As you can see from her attached e-mail, Ms. Plunder has provided some additional information about the Women's Club and the Club's request to be formally recognized by the Town Council.

Approved:

  
Angela Howard, Town Manager

### Attachments:

- A. Community Hall & Activity Rooms Use/Rental Policies and Procedures, Pg. 1
- B. November 16, 2011 e-mail from Marianne Plunder

**TOWN OF PORTOLA VALLEY**  
**Community Hall and Activity Rooms**  
**Use/Rental Policies and Procedures**

**Reservations**

The Town of Portola Valley makes its Community Hall, Activity Rooms and kitchen available for use by Portola Valley residents 21 years of age or older. Portola Valley residency is defined as those residents who live within the legal Town Limits of Portola Valley. Non residents may be eligible to use the facilities provided they are sponsored by a Portola Valley resident. Sponsors assume responsibility in the event of damage to the facility that is not covered by the deposit.

To make a reservation to use the Town's facilities, the user must visit Town Hall during normal Town business hours:

Monday – Friday    8:00 a.m. – 1:00 p.m. and 3:00 p.m. – 5:00 p.m.

Priority	User Type	Can Schedule	Fees	Deposit	Insurance
1	Town of Portola Valley & Committees	Anytime	No	No	No
2	Public Agencies (e.g. Woodside Fire; CERPP; Library JPA; PV School District; Woodside Priory)	12 months prior	No	No	Ins. Cert. & Hold Harmless
3	Community/Neighborhood Sponsored Local Groups (e.g. 4-H; PTA; AYSO; Little League; PV Garden Club; Children's Theater; Westridge Garden Club; Local Homeowners' Associations.)	12 months prior	No	Yes	Ins. Cert. & Hold Harmless
4	Local Non-profits (e.g. Windmill School; Blood Drive; Our Lady of the Wayside Church; Christ Church; Valley Presbyterian Church)	12 months prior	Free Event-No Fee  Fundraiser 50% fee	Yes	Ins. Cert. & Hold Harmless
5	Special Events – Local Residents (e.g. Private parties)	12 months prior	Yes	Yes	Special Event Insurance
6	Special Events – Non-local Residents with local resident sponsor	9 months prior	Yes	Yes	Special Event Insurance

**From:** marianne plunder [mailto:mplunder@finemech.com]  
**Sent:** Wednesday, November 16, 2011 9:32 AM  
**To:** Sharon Hanlon  
**Subject:** For TC Meeting Dec 14 / Agenda item

Hi Sharon,

Let me know if this is sufficient. We plan to be there if TC has any questions.

M.

**To: Town Council**  
**Fr.: Marianne Plunder, Secretary Portola Valley Women's Club**

The PVWC is respectfully asking to be recognized by Town Council .

Below pls. find a short introduction of who we are.

Best regards,  
Marianne Plunder

\*\*\*\*\*

Portola Valley Women's Club – Founded in June 2011

The Portola Valley Women's Club's goal is to be a community support group for all women in our area.

We plan formal quarterly events including an annual party, as well as smaller informal events between club members outside the quarterly schedule.

The Portola Valley Community Hall would be the ideal location for the club's formal quarterly events; events will be educational and social in nature.

All members should live in Portola Valley or in close proximity. This is to promote closeness within the community and to form local bonds around common interests.

Club membership is free/no dues.

The Portola Valley Women's Club Board:

Dale Lachtman	President
Marianne Plunder	Secretary
Crystal Ciancutti	Chief Technical Officer
Jennifer Hammer	Social Chair & Newsletter
Sharon Reich	Town Activity Liaison

Current membership: 114 members





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** December 14, 2011

**RE:** Amendment to the Adopted Charter and Approval of Appointments to the Bicycle, Pedestrian and Traffic Safety Committee

At its September 14, 2011 meeting, the Council adopted the proposed charter for the newly formed Bicycle, Pedestrian & Traffic Safety Committee. Staff then opened an application process for membership to the committee. Staff received an overwhelming nineteen interested applicants. All nineteen candidates were then interviewed by Mayor Driscoll and Councilmember Wengert.

Following a thoughtful interview process Mayor Driscoll and Councilmember Wengert are recommending that the following individuals be appointed to the Bicycle, Pedestrian and Traffic Safety Committee.

Pat Baenen-Tapscott  
 Chris Buja  
 Mark Foster  
 Edward Holland  
 Dale Lachtman  
 Leslie Latham  
 Shandon Lloyd  
 Steve Marra  
 Pedro Ruiz  
 Kevin Welch  
 Erin Whalen

The current Bicycle, Pedestrian and Traffic Safety Committee charter reads "no more than 9 members". Because there are eleven proposed committee members, the current charter should be amended to read "no more than 11".

### Recommendation

It is recommended that the Council approve the charter change and concur with the Mayor's appointments to the committee.

Approved:

Angela Howard

Attachments: Current Bicycle, Pedestrian and Traffic Safety Committee charter

## Bicycle, Pedestrian & Traffic Safety Committee

### OBJECTIVES

To foster a community for all users of the public roads. To advise the Town in ways and means for safer conditions regarding motor vehicles, bicycles, pedestrians and road conditions. To encourage proper traffic enforcement. To encourage safe and enjoyable bicycling in Portola Valley as a means of transportation and recreation.

### DUTIES AND FUNCTIONS

1. Respond to and meet with citizens who have expressed their concerns over traffic safety.
2. Recommend to the Council policies that improve traffic safety in Town.
3. Inform and advise the Town Staff, Town Council, Commissions and Committees on traffic and bicycling matters.
4. Evaluate General Plan Policies relating to bicycle, pedestrian and traffic safety and to make recommendations for changes in and/or implementation of these policies.
5. Promote and support local programs for bicycle, pedestrian, and traffic safety, such as the coalition for the "Safe Routes to School" program.
6. Promote safety through public education. Educate children and the general public in State law pertaining to bicycling and traffic safety practices.
7. Make recommendations for signage that improves safety.
8. Coordinate regional planning of Town bicycling facilities and programs with surrounding communities and San Mateo County.

### RESPONSIBLE TO:

The Town Council

### COORDINATION:

Police Commissioner  
Public Works Director  
Sheriff's Office

### MEMBERSHIP

No more than ~~nine~~ eleven members, each appointed for one-year terms by the Mayor with Council concurrence. Rotating Chair and Vice Chair selected by Committee.

### MEETINGS

Regular meetings are to be held on the first Thursday of each month. **(To be decided by members after they are appointed.)**

Subject: FW: For Town Council

Thursday, November 22nd, 2011:

To: Members of the Town Council, Portola Valley  
From: Jeannette Fowler, acting chair, CAC Committee

Dear Council Members:

This note is to advise you that Linda Olson submitted her application online to become a member of the Cultural Arts Committee. The town has received her application. Subsequently she was voted on and approved by the current membership. We feel she will be a valuable asset to our committee and welcome her .

We formally request the Town Council to appoint her as a new member of the Cultural Arts Committee.

Respectfully,

Jeannette Fowler  
Member CAC  
Acting Chair

## Submission information

-----  
Submitter DB ID : 1182  
Submitter's language : Default language  
Time to take the survey : 7 min. , 31 sec.  
Submission recorded on : 7/18/2011 8:49:04 AM

## Survey answers

-----  
Full Name:\*  
Linda Olson

Name of Committee I'm Interested in Serving On:  
(Please note that only the committees currently seeking volunteers are listed.)

Community Events Committee        []  
Cultural Arts Committee            [x]  
Emergency Preparedness Committee []  
Parks & Recreation Committee       []  
Traffic Committee                   []

Email Address:\*  
linda@lolsonassociates.com

Address (include city/zip):\*

Number of years in Portola Valley:\*  
21

Home Telephone Number:\*

Cellular Telephone Number:  
Not answered

Other Telephone Number:  
Not answered

Preferred Telephone Contact Number  
Home [x]  
Cell []  
Other []

I prefer to receive Town communications via:  
E-Mail (recommended) [x]  
U.S. Mail                    []

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee:\*

I'm interested in "giving back" to the community I enjoy living in. I was a history major in college and have always been interested in the arts. My husband and I belong to the deYoung and are subscribers to the SF Ballet.

I worked in Human Resources, specifically training and development. Page 253  
facilitated many meetings and did executive coaching.

Thank you for your consideration

Do you have any personal or financial interest that could be perceived  
by  
others as a conflict of interest relative to your service on the  
committee? If  
so, please describe:  
no

#11

There are no written materials for this agenda item.

## **Open Space Acquisition Advisory Committee, November 14, 2011**

Walter Moore, president of the Peninsula Open Space Trust, attended the meeting and made a good presentation on POST's program for monitoring conservation easements. The conversation related to the committee's plans for monitoring easements in Portola Valley. At the present time, the only conservation easement we have is on the Lane property. As much as the presentation itself, I appreciated the opportunity for the committee and POST to interact.

The committee also discussed the opposition that had arisen -- mostly from the Trails Committee -- to the Dengler Nature Trail proposal from the Open Space Committee. Ron Walter, chair of the Open Space Committee, had been the prime mover for the nature trail. Based on the opposition, Ron has withdrawn the proposal for the nature trail on behalf of the committee. Several committee members expressed great disappointment that the proposal had been derailed after so much work had gone into developing the plan.

Ron Walter also indicated that he would be stepping down from the committee in 2012. The other members of the committee agreed to re-up.

## **Parks and Recreation Committee, November 21, 2011**

Most of the meeting focused on plans for refurbishing Ford Field. The Town appears to be back on track for the receipt for state bond money in reimbursement for reconstruction of the field. The total cost of the project (including contingencies) is estimated to be \$500,000, and the amount of the state bond money for which the Town is eligible is \$230,000. Mark Lockareff, a former member of the committee and a longtime Little League coach, attended and offered to help with major donor fundraising. Little League appears likely to make a sizeable contribution to the project. A few potential donors will be approached shortly, and a public fundraising campaign will also be developed for implementation next year.

## **Airport/Community Roundtable, December 7, 2011**

The A/CRT held a special meeting on December 7. The purpose of the meeting was to prepare a response to the highly critical report issued by the San Mateo County Grand Jury last summer. The Roundtable was not required as a body to respond to the report, but at the September meeting, a majority of Roundtable members agreed to submit a response. The A/CRT staff prepared a document that disputed many of the findings of the Grand Jury. The City of Brisbane submitted an alternative response that agreed with most of the findings. I sided with Brisbane. With the battle lines drawn, the conversation took a remarkable turn after an hour or so when the representative from South San Francisco declared that it would be impossible to reach consensus on a report, and that we should let the individual communities' responses stand on their own. This was followed by an eloquent statement from Supervisor Dave Pine (who is a new member of the Roundtable) that the Roundtable needed to acknowledge its failures and restore its standing with communities affected by noise. Several other members of the Roundtable then expressed contrition for the Roundtable's deficiencies and pledged a new commitment to San Mateo County residents. One North County representative even expressed sympathy for the concerns of Portola Valley residents. It was an astonishing moment for me to witness after eight years of experiencing disinterest and occasionally hostility from the Roundtable leadership, staff, Noise Abatement Office, and FAA. The current leader of the Roundtable will likely be unseated next year. The change of attitude within the Roundtable could mean a new opening for Portola Valley.

On a related note, the Town needs to decide whether to proceed to obtain an analysis of noise data collected by the Noise Abatement Office at our request. This information could be useful to upcoming discussions with the FAA to be brokered by Anna Eshoo. The one proposal we have from a Southern California aviation noise consultant is for \$8,000, which seems pricey to me. Angie has told me that this would have to come out of contingencies this year. I would suggest that we counter propose \$5,000. The Council should decide this question soon.

We have heard nothing back from Eshoo since the letter went out a month ago.

## **Emergency Preparedness Committee, December 8, 2011**

Most of the discussion centered on the development of an emergency broadcasting capability for Portola Valley. A subcommittee consisting Derry Kabcenell, Ray Rothrock and Chris Raanes field examined six different options and focused down on one: an AM system similar to what you encounter when you're driving into Yosemite National Park. A continuous loop of information -- easily updated -- would be provided. The broadcast would be perpetual to preserve the frequency. At times other than in emergencies, the loop might include announcements of First Aid training, etc. Licensed operators are not required. The team did a field test with an AM transmitter on October 29, and the coverage appears workable. The cost for the system is non-trivial -- about \$25,000. The committee voted to take \$500 out of its budget to obtain a professional engineering study that would come up with a broadcasting frequency and assess power levels required for optimal coverage. If this all pans out, the committee would propose the purchase of this system in the FY 13 budget and installation sometime after July 1, 2012, subject to the Council's approval. I strongly endorse the Council's procurement of this system.

One downbeat note: Derry has decided not to renew his membership in the committee next year. No one offered to succeed Chris Raanes as chair. He is in his second year.



## **TOWN COUNCIL WEEKLY DIGEST**

Friday – November 11, 2011

- 
- 1. E-mail from Malcolm Smith regarding Update on Saltworks Proposal – November 4, 2011
  - 2. Notice that Portola Valley Town Hall will be closed on November 24 & 25, 2011 for the Thanksgiving Holiday
  - 3. Notice of Cancellation of Planning Commission Meeting scheduled for Wednesday, November 16, 2011
  - 4. Agenda – Regular ASCC Meeting – Monday, November 14, 2011
  - 5. Agenda – Open Space Acquisition Advisory Committee Meeting – Monday, November 14, 2011
  - 6. Action Agenda – Regular Town Council Meeting – Wednesday, November 9, 2011

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

- 1. Invitation to attend the Reorganization of the San Mateo City Council on Monday, December 5, 2011
- 2. Invitation to attend an evening of Holiday Cheer at Cantor Arts Center, Stanford University on Wednesday, December 7, 2011
- 3. Invitation to attend HIP Housing's 2011 Holiday Celebration on Thursday, December 8, 2011
- 4. Invitation to attend San Mateo Council of Cities Business Meeting on Friday, November 18, 2011
- 5. 2011/2012 San Mateo County/Silicon Valley Convention & Visitors Bureau's Official Visitors Guide and Map
- 6. Comcast California – September 2011
- 7. Western City – November 2011

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**Subject:** Update on Saltworks Proposal

**From:** MGR-Malcolm Smith [<mailto:malcolm.smith@REDWOODCITY.ORG>]

**Sent:** Friday, November 04, 2011 11:14 AM

**To:** [MGR-SALTWORKS-EXTERNAL@LISTSERV.REDWOODCITY.ORG](mailto:MGR-SALTWORKS-EXTERNAL@LISTSERV.REDWOODCITY.ORG)

**Subject:** Update on Saltworks Proposal

Good morning –

Redwood City was informed earlier today that DMB Associates, the applicant for the proposed Saltworks development, intends to engage in a continuing internal review and evaluation of their submitted proposal, in light of the volume of comments and feedback received during the initial scoping process. As more information and any revisions to the proposal are made available by the applicant, the City will carry on its analysis of the application.

Following the applicant's continuing review and evaluation, the City anticipates a second scoping period, including a revised Notice of Preparation and related project description. As you know, the scoping process provides an opportunity for the community and other stakeholders to provide comments to the official record as to what they feel should be included in the proposal's Environmental Impact Report (EIR). During the first scoping period, hundreds of thoughtful and valuable comments were received. The resulting Scoping Report (available online) was released in August, 2011, summarizing the concerns and issues raised regarding the scope and content of the EIR, the range of alternatives, environmental issues, and mitigation measures to be analyzed in the EIR.

The City of Redwood City remains committed to an open and transparent review of the proposed Saltworks Project application. This commitment includes keeping the community informed, facilitating participation in the process, and supporting the community's understanding of the Project. The environmental review process established by CEQA is a critical component of the City's review of the project and supports the City's commitment to a robust program of community involvement. The City will not make a decision regarding the Saltworks project application until the environmental review process has been completed and the EIR has been certified.

The City will continue to update its Saltworks website with more details about the application process, required studies, and schedule for the review process. For more information about the proposed Saltworks project, visit: [www.redwoodcity.org/saltworks](http://www.redwoodcity.org/saltworks).

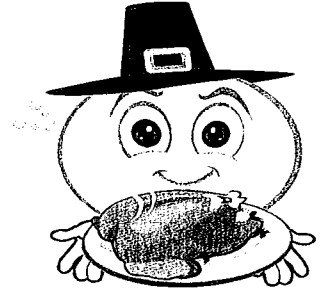
Thank you,

~malcolm

Malcolm Smith  
Public Communications Manager  
City of Redwood City, California

~  
Office: 650.780.7305  
Cell: 408.472.8536  
Fax: 650.780.7225  
Email: [malcolm.smith@redwoodcity.org](mailto:malcolm.smith@redwoodcity.org)  
Web: [www.redwoodcity.org](http://www.redwoodcity.org)  
Twitter: [www.twitter.com/redwoodcity](http://www.twitter.com/redwoodcity)  
Street: 1017 Middlefield Road  
Redwood City, CA 94063

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**PORTOLA VALLEY  
TOWN HALL  
WILL BE CLOSED**

**Thursday, November 24 &  
Friday, November 25, 2011**

**For the Thanksgiving Holiday**



**In Case of Emergency: Sheriff's Office: 911**



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Planning Commission

**FROM:** CheyAnne Brown, Planning Technician

**DATE:** November 11, 2011

**RE:** Cancellation of Planning Commission Meeting

The Regular Meeting of the Planning Commission scheduled for Wednesday, November 16, 2011 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, December 7, 2011 at 7:30 p.m.

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

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

Date: November 11, 2011

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, November 14, 2011  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

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**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 – Proposed Additions and Remodeling, Addition of Attached Garage and Other Site Improvements, “Lauriston”-“Willowbrook Farm,” Superintendent’s House and Office, 451 Portola Road, Naify *Continued to November 28, 2011 meeting*
  - b. Follow-up Review - Architectural Review, Proposed Residential Additions and Remodeling, 80 Golden Oak Drive, Liu/Chen
  - c. Follow-up Review - Architectural Review for Residential Additions and Remodeling and Site Development Permit X9H-627, 220 Golden Hills Drive, Pidwell
5. Approval of Minutes: October 24, 2011 and November 1, 2011
6. Adjournment

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\*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.

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**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).

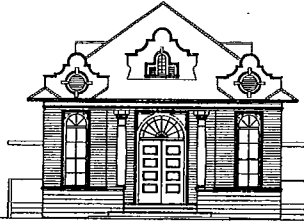
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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: November 11, 2011

CheyAnne Brown  
Planning Technician

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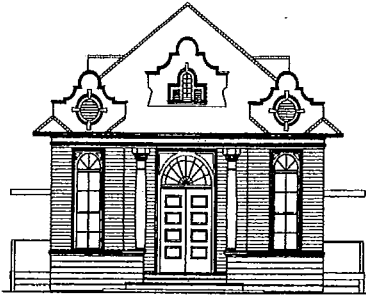


**Town of Portola Valley  
Open Space Acquisition Advisory Committee  
Monday, November 14, 2011, 7:30 pm  
Conference Room at Town Hall  
765 Portola Road, Portola Valley, CA 94028**

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## **AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of minutes from June 6, 2011 meeting
4. Walter Moore of the Peninsula Open Space Trust will present an overview and specific examples of Conservation Easements
5. Conservation Easement monitoring document - Gary
6. Spring Down update – Gary and Ron
7. Nature Trail – Ron
8. Open Space maintenance funding – Charlene
9. 2012 Committee member appointments
10. Adjournment



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting  
 Wednesday, November 9, 2011  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## ACTION AGENDA

### 7:30 PM – CALL TO ORDER AND ROLL CALL

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

**All Present**

### 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.

**Resident Vic Schachter spoke in support of draft letter (item 12 of this council packet) to Anna Eshoo with regards to Aircraft Overflight**

### CONSENT AGENDA (7:31 pm)

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

- (1) **Approval of Minutes** – Regular Town Council Meeting of October 26, 2011

**Approved as Amended 5-0**

- (2) **Approval of Warrant List** – November 9, 2011

- (3) **Recommendation by Mayor** – Town Manager Employment Agreement

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of Amendment No. 10 to the Town Manager Employment Agreement Between the Town of Portola Valley and Angela Howard (Resolution No. 2534-2011)

- (4) **Recommendation by Interim Assistant Town Manager** – Resolution Concerning Citizens' Option for Public Safety (COPS) Funding 2011-2012.

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Continuing the Supplemental Law Enforcement Services Fund through Citizens Options for Public Safety Program and Maintaining a Separate Budget Account for 2011-2012 Fiscal Year (Resolution No. 2535-2011)

- (5) **Recommendation by Interim Assistant Town Manager** – a Resolution Denying the Claim of Jane A. Hetrick

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Denying the Claim of Jane A. Hetrick (Resolution No. 2536-2011)

- (6) **Recommendation by Town Planner** - Second Reading of Proposed Wireless Communications Facilities Ordinance

- (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 18.41 [Wireless Communications Facilities] to Title 18 [Zoning] of the Portola Valley Municipal Code and Repealing and Amending Related Sections in Title 18 [Zoning] for Conformity (Ordinance No. 2011-393)

- (7) **Recommendation by Town Manager** – Second Reading of Ordinance Repealing Chapter 10.08 [Administration] Of Title 10 [Vehicles and Traffic] of the Portola Valley Municipal Code

- (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Repealing Chapter 10.08 [Administration] of Title 10 [Vehicles and Traffic] of the Portola Valley Municipal Code (Ordinance No. 2011-394)

- (8) **Recommendation by Public Works Director** – Approve Contract with County of San Mateo for Continued National Pollution Discharge Elimination System (NPDES) Inspection Program for Commercial and Industrial Facilities



- (a) Adopt a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of the Agreement Between Town of Portola Valley and County of San Mateo for Stormwater Inspection and Follow Up Services (Resolution No. 2537-2011)

**Items 2 – 8 Approved 5-0**

**REGULAR AGENDA** (7:35 pm)

- (9) **Recommendation by Town Manager** – Heather Renschler of Ralph Andersen and Associates with Proposed Town Manager Recruitment Brochure

**Brochure Approved as Amended 5-0**

- (10) **Recommendation by Interim Assistant Town Manager** – Authorize the Town Attorney to Prepare Deed Restrictions for Ford Field and authorize the Town Manager to sign new Grant Contracts and Deed Restrictions on behalf of the Town (7:42 pm)

**Council directed Town Attorney to prepare Deed Restrictions for Ford Field 5-0. Because of State's economic instability and volatility of grant monies it was agreed that Little League be given a fundraising deadline**

**COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

- (11) **Discussion and Council Action** - Request for Emergency Preparedness Consultant to assist in the Town's Emergency Preparedness (8:03 pm)

**Approved 5-0**

- (12) **Discussion and Council Action** – Proposed Letter to Congresswoman Anna Eshoo regarding Aircraft Overflights (8:10 pm)

**Approved 5-0**

- (13) **Reports from Commission and Committee Liaisons** (8:25 pm)  
*There are no written materials for this item.*

**Vice Mayor Derwin – Library JPA answered questions regarding internal positions and revision to Building / Planning policy increasing funds for cities library renovations from 25K to 50K. The Community Events Committee did not have a quorum therefore unable to vote on new applicant**

**Councilmember Richards – There was a special ASCC field visit to look at the C1 trail landscaping where it was decided to reduce the number of plantings and to hydro seed only**

**Councilmember Wengert - The Planning Commission meeting of 11/2 approved request for deviation from resolution 2506-2010 for the Santa Maria project. The Priory gave its annual report where enrollment numbers, number of large events and parking, conformance of BMR's and turf was discussed. The Bicycle, Pedestrian and Traffic Safety Committee has drawn 19 applicants. The Finance Committee reviewed financial statements. One member was unable to attend the meeting so the investment policy will be agendized at a later meeting.**

**Councilmember Toben – No Reports**

**Mayor Driscoll – Trails Committee voiced concern over the possibility of renaming of the C1 trail**

**WRITTEN COMMUNICATIONS** (8:37pm)

- (14) **Town Council Weekly Digest** – October 28, 2011

None

- (15) **Town Council Weekly Digest** – November 4, 2011

#1 – Portola Valley is leading the charge on this

#2 – Town Manager clarified that the Council had not made a decision on a name change for the C1 Trail (also known as Dwight Crowder Trail)

#4 - Council agreed there be no donation at this time

**ADJOURNMENT** 8:45 pm

# TOWN COUNCIL WEEKLY DIGEST

Friday – November 18, 2011

- 
- ☐ 1. Letter to San Mateo County Mayors from Carol L. Klatt requesting endorsement for her reappointment to the Bay Area Quality Management District Board – November 15, 2011
  - ☐ 2. E-mail from Marge Colapietro announcing which SMC Committee/Commission seats will become available beginning on January 1, 2012.
  - ☐ 3. Notice of Cancellation of the Sustainability Committee Meeting scheduled for Monday, November 21, 2011
  - ☐ 4. Notice of Cancellation of the Portola Valley Town Council Meeting scheduled for Wednesday, November 23, 2011
  - ☐ 5. Agenda – Parks & Recreation Committee Meeting – Monday, November 21, 2011
  - ☐ 6. Agenda – Conservation Committee Meeting – Tuesday, November 22, 2011
  - ☐ 7. Action Agenda – Regular ASCC Meeting – Monday, November 14, 2011

### Attached Separates (Council Only)

- ☐ 1. Invitation to attend South San Francisco's City Council Reorganization Ceremony on Monday, December 5, 2011
- ☐ 2. Invitation to attend the Swearing in of the Redwood City Council Members on Monday, December 5, 2011
- ☐ 3. Invitation to attend Menlo Park's City Council Reorganization on Tuesday, December 6, 2011
- ☐ 4. Invitation to attend the Reorganization of the Colma City Council on Tuesday, December 6, 2011
- ☐ 5. Brochure announcing the Career Opportunity of Town Manager for the Town of Portola Valley
- ☐ 6. ABAG's "Service Matters" – November/December, 2011
- ☐ 7. "MTC Report" – Fall 2011
- ☐ 8. "HIP Housing Happenings" – Fall 2011
- ☐ 9. San Mateo County Mosquito and Vector Control's "Entomology Report" – October, 2011
- ☐ 10. Microsoft's "Catalyst"



**OFFICE OF THE MAYOR**  
**CITY OF DALY CITY**

333 - 90<sup>TH</sup> STREET  
DALY CITY, CA 94015-1895  
(650) 991-8125

November 15, 2011

Dear San Mateo County Mayors,

I am writing to once again request your endorsement for my reappointment to the Bay Area Air Quality Management District (BAAQMD) Board as the City Representative for San Mateo County. I have served on the Board for the last six years.

During my tenure on the BAAQMD Board I have advocated effectively for San Mateo County interests, particularly regarding regional air quality issues and in the policy development of programs to increase public awareness about the need for positive air quality choices. I have been an active participant since my appointment to the BAAQMD and currently serve on the Stationary; Mobile Source; Public Outreach; Personnel and Legislative Committees. I believe that experienced and consistent representation has been beneficial and I remain committed to serving the cities in San Mateo County to the best of my ability. I welcome the opportunity to discuss any issues which are of concern to your City Council and that you would like to see addressed by the Air Quality Management Board.

Your consideration and support of my appointment at the City Selection Committee meeting on December 16 is sincerely appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Carol L. Klatt". The signature is written in dark ink and is positioned above the printed name.

Carol L. Klatt  
Mayor

CLK/rp

Sharon Hanlon

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**From:** Marge Colapietro [<mailto:marge4millbrae@att.net>]  
**Sent:** Sunday, November 13, 2011 9:06 PM  
**Subject:** SMC City Selection Committee Preliminary Announcement  
Honorable Mayor and Councilmembers,

It is the time of year to announce which SMC Committee/Commission seats will become available beginning on January 1, 2012. The indicated seats all expire as of midnight on December 31, 2011.

If any of you would like to apply for a specific board, you will need to submit your "Letter of Interest" directly to Rebecca Romero, City Selection Secretary. **Rebecca will be emailing the complete details to everyone on Friday - November 18th. PLEASE READ ALL INSTRUCTIONS VERY CAREFULLY AND BE SURE TO COMPLY WITH THE DEADLINE DATES SHE INDICATES. If you need any clarifications please contact Rebecca directly via the email address shown on her instructions.**

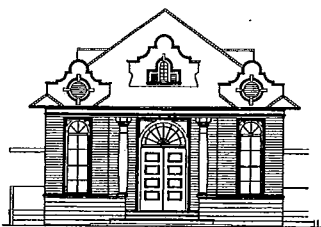
\*\*\* Please plan accordingly if you need to schedule the items for a City Council Agenda prior to our election meeting on December 16, 2011 in Town of Colma.

SMC City Selection Committee Elections are:

1. Bay Area Air Quality Management District  
One seat w/b available that will represent all Cities  
Currently held by Carol Klatt, Daly City
2. Domestic Violence Council  
Two seats w/b available that will represent all Cities  
One seat is for the Representative - currently held by Richard Garbarino of SSF  
One seat is for the Alternate - currently held by Pedro Gonzales of SSF
3. San Mateo County Transportation Authority (SMCTA) Board  
One seat w/b available that will represent Cities-At-Large  
Currently held by John Lee of San Mateo
4. San Mateo County Transportation Authority (SMCTA) Board  
One seat w/b available that will represent **Northern Cities**  
Cities eligible to nominate: Brisbane, Colma, Daly City, Pacifica, San Bruno and South San Francisco - currently held by James Vreeland, Jr., Pacifica
5. Election of the SMC City Selection Committee Chairperson  
Currently held by Marge Colapietro, Millbrae
6. Election of the SMC City Selection Committee Vice Chairperson  
Currently held by Maryann Moise, Portola Valley

In addition to the above elections, the SMC "Council of Cities" will need to elect a Secretary-Treasurer  
Currently held by Kelly Fergusson

Cordially,  
Marge Colapietro  
Vice Mayor, City of Millbrae  
Chairwoman, San Mateo County:  
City Selection Committee and  
Council of Cities



Sustainability Committee  
Notice of Cancellation  
Monday, November 21, 2011

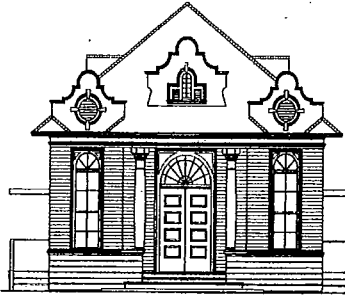
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# **SUSTAINABILITY COMMITTEE MEETING**

## **NOTICE OF CANCELLATION**

**Monday, November 21, 2011**

The Sustainability Committee meeting regularly scheduled for Monday, November 21, 2011 has been cancelled. The next meeting is scheduled for December 12, 2011.



TOWN OF PORTOLA VALLEY  
7:30 PM – Regular Town Council Meeting  
Wednesday, November 23, 2011  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

Page 270

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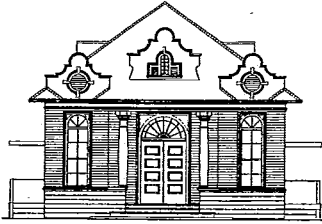
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## **NOTICE OF MEETING CANCELLATION**

### **PORTOLA VALLEY TOWN COUNCIL MEETING REGULARLY SCHEDULED FOR Wednesday, November 23, 2011**

Notice is hereby given that the Portola Valley Town Council meeting regularly scheduled for Wednesday, November 23, 2011 has been cancelled.

The next regular meeting of the Portola Valley Town Council is scheduled for Wednesday, December 14, 2011 at 7:30 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



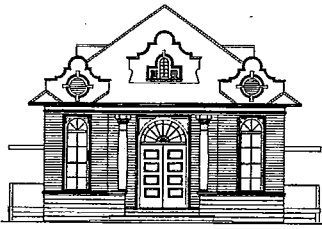
**Town of Portola Valley  
*Parks & Recreation Committee Meeting*  
Monday, November 21, 2011 – 7:30 pm  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications (*5 minutes*)  
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: October 17, 2011 (*5 minutes*)
4. Reports from Staff and Council (*5 minutes*)
5. Formal review and recommendation to the Town Council concerning the Ford Field design (*75 minutes*)
6. Adjournment

Next meeting: January 26, 2011



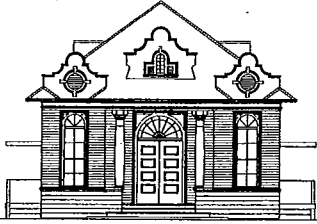
**TOWN OF PORTOLA VALLEY**  
**Conservation Committee**  
**Tuesday, Nov 22 2011 - 8:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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## **AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes - 9/20/11 and 10/25/11
4. A. Site Permits  
B. Tree Permits
5. Old Business
  - A. Native plant Garden at Town Center
  - B. Update Town Open Space parcel management/owners:  
Oct focus parcel: Blue Oaks (Kearney/Heiple)
  - C. Tip of the month
  - D. Weeding checklist/ creek maintenance/creek traffic
  - E. Portola Road view shed  
Mid Penn permission
  - F. Subcommittee - Wildlife incentive garden program
  - G. Final native plant list for town website site and ASCC
6. New Business
  - H. Invasive plant initiative
  - I. Boiler plate / clearing land / CC reports to town
  - J. C1 TRail
7. Announcements
8. Adjournment





**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, November 14, 2011  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

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**ACTION**

**7:30 PM - REGULAR AGENDA\***

1. Call to Order: 7:30 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr (**All present. Also present: Tom Vlasic Town Planner; John Richards Town Council Liaison; Carol Borck Planning Technician**)
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 – Proposed Additions and Remodeling, Addition of Attached Garage and Other Site Improvements, “Lauriston”-“Willowbrook Farm,” Superintendent’s House and Office, 451 Portola Road, Naify *Continued to November 28, 2011 meeting* **Continued to 11/28/11**
  - b. Follow-up Review - Architectural Review, Proposed Residential Additions and Remodeling, 80 Golden Oak Drive, Liu/Chen **Follow-up approved subject to conditions to be met to the satisfaction of a designated ASCC member prior to building permit issuance.**
  - c. Follow-up Review - Architectural Review for Residential Additions and Remodeling and Site Development Permit X9H-627, 220 Golden Hills Drive, Pidwell **Follow-up approved subject to conditions to be met to the satisfaction of a designated ASCC member prior to building permit issuance.**
5. Approval of Minutes: October 24, 2011 and November 1, 2011 **Minutes approved as correct and submitted, respectively.**
6. Adjournment **8:51 p.m.**

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\*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.

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Architectural & Site Control Commission  
November 14, 2011 Agenda  
Page Two

**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.

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#### **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).

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

Date: November 11, 2011

CheyAnne Brown  
Planning Technician

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# **TOWN COUNCIL WEEKLY DIGEST**

Wednesday – November 23, 2011

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- ☐ 1. Town Center Reservations for December 2011
- ☐ 2. December 2011 Meeting Schedule
- ☐ 3. Agenda – Regular ASCC Meeting – Monday, November 28, 2011

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

- ☐ 1. Invitation to attend the Swearing in of Burlingame's City Council Members on Monday, December 5, 2011
- ☐ 2. Invitation to attend the Swearing in of Foster City Council Members on Monday, December 5, 2011
- ☐ 3. SLAC Public Lecture "Chasing Super Bugs with Smarter Drug Design", November 29, 2011, 7:30 p.m.
- ☐ 4. Federal Technology Center "GovLink Review", December 2011/January 2012
- ☐ 5. Comcast California Newsletter, October 2011



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** San Mateo County Sheriff's Department  
**FROM:** Sharon Hanlon  
**DATE:** November 22, 2011  
**SUBJ:** Town Center Reservations for December 2011

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

December 2: Volunteer Appreciation Holiday Party / Community Hall / 6:00 am – 10:00 pm

December 3: Holiday Arts & Craft Fair / Historic Schoolhouse / 10:00 am – 4:00 pm

December 9: Teen Dance / Community Hall / 7:00 – 10:00 pm

December 26 through January 2: Town Hall Closed for Christmas and New Year Holidays

# Town of Portola Valley

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

## DECEMBER 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 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)

Wednesday, December 14, 2011

Wednesday, December 28, 2011 – **Meeting Cancelled**

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

Council Liaison – Ann Wengert

Wednesday, December 7, 2011

Wednesday, December 21, 2011 – **Meeting Cancelled**

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

Council Liaison – John Richards

Monday, December 12, 2011

Monday, December 26, 2011 – **Meeting Cancelled**

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE

Council Liaison – Ted Driscoll

First Committee meeting tentatively scheduled for Thursday, January 5, 2012

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

Council Liaison – John Richards

COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

As announced

CONSERVATION COMMITTEE – 8:00 PM (Meets 4<sup>th</sup> Tuesday)

Council Liaison – John Richards

Tuesday, December 27, 2011 – **Meeting Cancelled**

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

Council Liaison – Maryann Derwin

Thursday, December 8, 2011 at 1:00 PM – **Meeting Cancelled**

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

Conference Room at Town Hall

Council Liaison – Steve Toben

Thursday, December 8, 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 2<sup>nd</sup> Thursday) alternate even numbered months

Council Liaison – Ann Wengert

Thursday, December 8, 2011

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Steve Toben

As announced

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 3<sup>rd</sup> Monday)

Council Liaison – Steve Toben

Monday, December 19, 2011 – **Meeting Cancelled**

PUBLIC WORKS COMMITTEE

Council Liaison – Ann Wengert

As announced

SUSTAINABILITY COMMITTEE – 4:00 PM (Meets 3<sup>rd</sup> Monday)

Council Liaison – Maryann Derwin

Monday, December 19, 2011

TEEN COMMITTEE

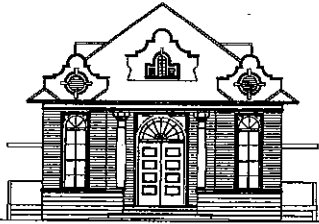
Council Liaison – Maryann Derwin

As announced

TRAILS & PATHS COMMITTEE – 8:15 AM (2<sup>nd</sup> Tuesday of each month, or as needed)

Council Liaison – Ted Driscoll

Tuesday, December 13, 2011 – 8:15 AM



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, November 28, 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., 205 Cervantes Rd Field session for preliminary consideration of new residence and site improvements.

**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 New Driveway Entry Gate and Fencing, 4 Grove Court, Howe
  - b. Continued Architectural Review – Proposed Additions and Remodeling, Addition of Attached Garage and Other Site Improvements, "Lauriston"-“Willowbrook Farm,” Superintendent’s House and Office, 451 Portola Road, Naify
5. New Business:
  - a. Preliminary Architectural Review for Residential Redevelopment, 205 Cervantes Road, Kodukula
6. Approval of Minutes: November 14, 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.

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#### **PUBLIC HEARINGS**

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

Date: November 22, 2011

CheyAnne Brown  
Planning Technician

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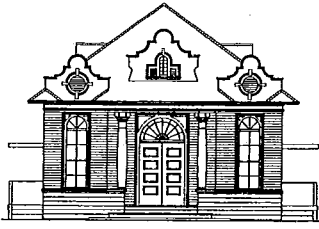
## **TOWN COUNCIL WEEKLY DIGEST**

Friday – December 2, 2011

- 
- ☐ 1. Memorandum to Town Council from Angela Howard regarding Annual Orientation Meeting for Advisory Commissions and Committees – December 14, 2011
  - ☐ 2. Month End Financial Report for the Month of November, 2011
  - ☐ 3. San Mateo County Library Press Release “Food for Fines”
  - ☐ 4. Cancellation Notice for the Cultural Arts Committee meeting scheduled for Thursday, December 8, 2011
  - ☐ 5. Agenda – Regular Planning Commission Meeting – Wednesday, December 7, 2011
  - ☐ 6. Agenda – Emergency Preparedness Committee Meeting – Thursday, December 8, 2011
  - ☐ 7. Agenda – Nature and Science Committee Meeting – Thursday, December 8, 2011
  - ☐ 8. Action Agenda – ASCC Field Meeting – Monday, November 28, 2011

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

- ☐ 1. Invitation to attend Brisbane’s City Council Reorganization on Monday, December 5, 2011
- ☐ 2. Invitation to attend Belmont’s City Council Reorganization on Tuesday, December 13, 2011



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Angela Howard, Town Manager

**DATE:** December 14, 2011

**RE:** Annual Orientation Meeting for Advisory Commissions and Committees

When the Advisory Committee Polices & Procedures Handbook was approved by the Council an important new component was an annual orientation meeting for chairs, vice chairs, new committee members and any other volunteers who might have an interest.

Last year's initial meeting was facilitated by council members Ann Wengert and Maryann Derwin, Town Clerk Sharon Hanlon, and myself, and we had a very informative and positive meeting. The meeting provided an opportunity to review:

- the committee handbook
- the application process
- the roles of committees, chairs, and council liaisons
- compliance with the Brown Act
- how to properly run a meeting
- the budget process, including how to "spend" allocated funds.

In short, this initial meeting was very well-received, with the participants agreeing that the information was very helpful. However, we were concerned with the low attendance. As Council liaisons, I am asking you to please strongly encourage your committee and commission members to attend the 2012 meeting, which will be held in late February. All chairs (especially new chairs), vice chairs, and new committee members should be asked to attend the meeting. Of course, all other committee members are also invited.

Town Clerk Sharon Hanlon will be scheduling the meeting as soon as the new committees are appointed in January, 2012. If you have questions, please contact either Sharon or myself. Thank you in advance for your assistance in the matter.



# MONTH END FINANCIAL REPORT

FOR THE MONTH OF: November 2011

C A S H	Bank of America	\$	65,344.13
	Local Agency Investment Fund (0.385%)	\$	7,165,032.37
	<b>Total Cash</b>	<b>\$</b>	<b>7,230,376.50</b>
F U N D S	05 General Fund	\$	2,058,895.14
	08 Grants	\$	22,265.16
	10 Safety Tax	\$	110,378.34
	15 Open Space	\$	3,123,169.71
	20 Gas Tax	\$	10,569.46
	22 Measure M	\$	(20,000.00)
	25 Library Fund	\$	415,403.88
	30 Public Safety/COPS	\$	16,175.47
	40 Park in Lieu	\$	6,206.79
	45 Inclusion In Lieu	\$	158,417.14
	60 Measure A	\$	49,177.83
	65 Road Fees	\$	346,063.72
	75 Crescent M.D.	\$	72,825.11
	80 PVR M.D.	\$	13,189.48
	85 Wayside I M.D.	\$	5,705.97
	86 Wayside II M.D.	\$	(107,959.81)
	90 Woodside Highlands M.D.	\$	129,956.91
95 Arrowhead Mdws M.D.	\$	(1,799.67)	
96 Customer Deposits	\$	821,735.87	
	<b>Total Fund Balance</b>	<b>\$</b>	<b>7,230,376.50</b>
A C T I V I T Y  R E C E I V E	Beginning Cash Balance:	\$	7,253,215.09
	Revenues for Month:	\$	331,286.79
	<b>Total Revenues for Month:</b>	<b>\$</b>	<b>331,286.79</b>
	Warrant List 11/9/11	\$	(158,172.12)
	Warrant List 11/23/11	\$	(78,701.45)
	Payroll	\$	(116,898.49)
	<b>Total Expenses for Month:</b>	<b>\$</b>	<b>(353,772.06)</b>
	<b>Total JE's and Void Checks:</b>	<b>\$</b>	<b>(353.32)</b>
	<b>Ending Cash Balance</b>	<b>\$</b>	<b>7,230,376.50</b>

## FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund:	55.29%
<i>Adopted Town Policy is 60%</i>	
Days of Running Liquidity of Spendable General Fund:	202
<i>GASB recommends no less than 90 days</i>	

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.

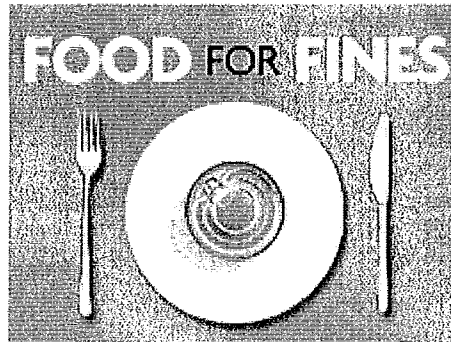


SAN MATEO COUNTY LIBRARY  
Connect. Discover. Evolve.

PRESS RELEASE

FOR IMMEDIATE RELEASE

Anne-Marie Despain, Director of Library Services  
P: (650) 312-5245 F: (650) 312-5382  
despain@smcl.org



### ANNOUNCEMENT

#### *San Mateo County Library's Food for Fines Program*

San Mateo, CA – Have an overdue book or DVD from the library? Now's your chance to clear your fine and help others by donating food to those in need during the month of December in the Library's "Food for Fines" program.

Customers can take any amount of nonperishable boxed or canned food to any of the San Mateo County Library's 12 branches, or Redwood City Library's four branches during business hours, and library fines and fees will be waived. All collected food is donated to the Second Harvest Food Bank.

Building on the success of last year's "Food For Fines" program, San Mateo County Library and the Redwood City Library collected a total of 30,759 pounds of food and cleared fines for 4,401 library users. Second Harvest Food Bank has said that 25 pounds of food will feed a family for a week. With over thirty thousand pounds of food collected, 1000 families were fed for one week each.

"There is a growing need for feeding the hungry in San Mateo County" said San Mateo County Supervisor Carole Groom. Further, "This is a wonderful opportunity to provide food for those in need in our community, while clearing up fines and resuming greater use of our outstanding library system." She also encourages everyone in the community – whether or not they owe fines—to donate food at the library to help people in need this holiday season.

Each year, Second Harvest Food Bank distributes more than 45.5 million pounds of nutritious food to low-income people in Santa Clara and San Mateo counties. Most are children and seniors. The millions of pounds of food are provided free to 326 local nonprofit agencies at more than 700 sites, including pantries, soup kitchens, shelters, and after-school programs.

Food for Fines is a collaboration between the San Mateo County Board of Supervisors, San Mateo County Library, Redwood City Library, and Second Harvest Food Bank. This community food drive presents a great opportunity for

residents to give back to the community and take advantage of the great materials and programs the Library offers such as downloadable audiobooks, computers classes, music, movies, and storytime.

###

The San Mateo County Library is a Joint Powers Authority (JPA) that comprises the cities of Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, Pacifica, Portola Valley, San Carlos, Woodside, and the unincorporated areas of San Mateo County. The 12 branches, one bookmobile and website (smcl.org) provide innovative, dynamic library services designed to connect diverse communities with opportunities for individual growth and enrichment.

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San Mateo County Library  
125 Lessingia Court  
San Mateo, CA 94402  
P: (650) 312-5258  
F: (650) 312-5382



**Town of Portola Valley  
Cultural Arts Committee Meeting  
Notice of Cancellation  
Thursday, December 8, 2011**

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**MEETING CANCELLATION NOTICE**

The regularly scheduled meeting of the Cultural Arts Committee for Thursday, December 8, 2011 at 8:15 a.m. has been cancelled.

The next regularly scheduled meeting of the Cultural Arts Committee is Thursday, January 12, 2012.



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, December 7, 2011 – 7:30 p.m.  
Council Chambers (Historic Schoolhouse)

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**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.

Regular Agenda

1. *Public Hearing*: Review of Revised Conditional Use Permit (CUP) Application X7D-169, Request to Permit Additional Floor Area and Impervious Surface Area on 229-acre parcel, 555 Portola Road, Spring Ridge LLC (Neely/Myers)

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: November 2, 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.

Planning Commission Agenda  
December 7, 2011  
Page Two

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

### **PUBLIC HEARINGS**

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

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

Date: December 2, 2011

CheyAnne Brown  
Planning Technician

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## TOWN OF PORTOLA VALLEY

### Meeting of the

### Emergency Preparedness Committee

Thursday, December 8, 2011 - 8:00 AM

EOC / Community Hall

765 Portola Road, Portola Valley, CA 94028

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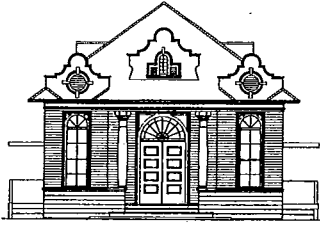
### AGENDA

1. Call to order
2. Oral communications
3. Review and approve minutes of October meeting
4. Membership roster for 2012
5. Elect Chair for EPC 2012
6. Discuss emergency alert proposal
7. Discuss CERPP relationship and develop action items
8. Discuss outcome of consultant recruiting
9. Subcommittee reports
10. Other business
11. Adjourn promptly at 9AM

**Town of Portola Valley**  
**Nature and Science Committee**  
**Thursday, December 8, 2011 – 4:00 p.m.**  
**Historic School House at Town Center**  
**765 Portola Road, Portola Valley, CA**

**REGULAR MEETING AGENDA**

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)
3. Minutes of October 13, 2011 meetings
4. Reports:
  - George Comstock – Radio-controlled flights
  - Yvonne –Nature Center progress
5. Planning:
  - Proposed roster of committee members for 2012
  - Suggestions for future programs
  - Status of Flight Night plans
  - Star Party
  - Geology Day
  - Other suggestions
6. Budget: Review updated budget
7. Action Items:
  - Budget updates
  - Program proposals including setting dates
8. Publicity: PV Post on Town website
9. Other reports including Sub-Committee/Liaison Reports:
  - Climate Protection Task Force
  - Conservation Committee
  - Sudden Oak Death Study Group
10. Adjournment:
  - Next meeting: February 9, 2011 at 4:00 p.m.



TOWN OF PORTOLA VALLEY  
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
 Monday, November 28, 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., 205 Cervantes Rd Field session for preliminary consideration of new residence and site improvements.

7:30 PM - REGULAR AGENDA\*

1. Call to Order: 7:30 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr (**All present. Also present: Tom Vlasic 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. Follow-up Review - Architectural Review for New Driveway Entry Gate and Fencing, 4 Grove Court, Howe **Follow-up approved subject to conditions to be met to the satisfaction of a designated ASCC member and Planning staff prior to building permit issuance.**
  - b. Continued Architectural Review – Proposed Additions and Remodeling, Addition of Attached Garage and Other Site Improvements, “Lauriston”-“Willowbrook Farm,” Superintendent’s House and Office, 451 Portola Road, Naify **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member, Conservation Committee, and Planning staff prior to building permit issuance.**
5. New Business:
  - a. Preliminary Architectural Review for Residential Redevelopment, 205 Cervantes Road, Kodukula **ASCC provided comments to project team, continued review to 12/12/11 meeting.**
6. Approval of Minutes: November 14, 2011 **Approved as submitted.**
7. Adjournment 9:15 p.m.

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\*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.

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**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.

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#### **ASSISTANCE FOR PERSONS WITH DISABILITIES**

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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).

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

Date: November 22, 2011

CheyAnne Brown  
Planning Technician

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## TOWN COUNCIL WEEKLY DIGEST

Friday – December 9, 2011

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- ☐ 1. Memorandum to Town Council from Steve Toben regarding Communication with Residents – December 5, 2011 (3 pages)
- ☐ 2. Memorandum to Town Council from Howard Young regarding Memorial and Dedication Plaques Installed – December 9, 2011
- ☐ 3. E-mail to Town Council from Virginia Bacon regarding Adding Multimedia to Town Website – December 5, 2011
- ☐ 4. Memorandum to Town Council from Michael Bray regarding Setting Dates for 2012 Events – December 8, 2011
- ☐ 5. E-mail to Mayor Driscoll from Charlie Andre regarding Plastic Bag Bans – December 3, 2011
- ☐ 6. E-mail to Town Council from Becky Romero regarding Update on HEART seats – December 2, 2011
- ☐ 7. E-mail from Jessica Lonergan regarding Press Release: ANNUAL CAMPAIGN HELPS Woodside-Portola Valley FIRE DEPARTMENT Foundation Seeks Growing Community Support for All-Risk Emergency Response – December 8, 2011 (5 pages)
- ☐ 8. E-mail from Marge Colapietro regarding SMC Council of Cities Dinner/Meeting with attachments – December 16, 2011 (19 pages)
- ☐ 9. Notice that Portola Valley Town Hall will be closed Monday, December 26, 2011 through Monday, January 2, 2012 for the Holiday Season
- ☐ 10. Issued Building Permit Activity: November 2011
- ☐ 11. Press Release from Bob Gay regarding San Mateo County Mosquito and Vector Control District – December 5, 2011 (3 pages)
- ☐ 12. Notice of Brisbane's City Council Reorganization
- ☐ 13. Notice of Burlingame's City Council Reorganization
- ☐ 14. E-mail regarding Colma's City Council Reorganization
- ☐ 15. Notice of East Palo Alto's City Council Reorganization
- ☐ 16. Notice of Foster City's City Council Reorganization
- ☐ 17. Notice of Menlo Park's City Council Reorganization
- ☐ 18. Notice of Millbrae's City Council Reorganization

- 19. Notice of Redwood City's City Council Reorganization
- 20. Notice of San Mateo's City Council Reorganization
- 21. Agenda – Special Sustainability Committee Meeting – Monday, December 12, 2011
- 22. Agenda – Regular ASCC Meeting – Monday, December 12, 2011
- 23. Agenda – Trails and Paths Committee Meeting – Tuesday, December 13, 2011
- 24. Agenda – Community Events Committee Meeting – Tuesday, December 13, 2011
- 25. Action Agenda – Regular Planning Commission Meeting – Wednesday, December 7, 2011

**Attached Separates (Council Only)**

- 1. Reminder: Local Elected Officials' Opinions about sharing local government services
- 2. Christmas Card from California Water
- 3. Invitation to attend Millbrae's City Council Reorganization on Tuesday, December 13, 2011
- 4. Invitation to Daly City's Reorganization of the City Council on Monday, December 12, 2011
- 5. Information regarding "Innovators: SAMCEDA 2012 Awards of Excellence" on Friday, March 23, 2012
- 6. "Labor" – December 2011
- 7. Midpeninsula Regional Open Space District's "Regional Open Space" – Winter 2011-2012
- 8. League of California Cities' "Western City" – December 2011

**TOWN OF PORTOLA VALLEY****MEMORANDUM**

To: Town Council

From: Steve Toben

Re: Communication with Residents

Date: December 5, 2011

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I would like to offer a few thoughts for the Council's consideration regarding communication with residents. These thoughts are prompted by the latest issue of the Portola Valley Post and other recent occasions involving Town communication (or non-communication) with residents. Part of my impetus in writing stems from a belief that residents are often unaware of the good work performed by the town staff. Another part of my motivation relates to opportunities for building social capital among residents and Town officials that is part and parcel of any resilient community.

The recent issue of the Portola Valley Post is beautifully done. Its articles and photographs convey many of the qualities that make Portola Valley such a great place to live. The Post is an expression of our town ethos; it helps draw us together as 1,800 disparate households. I am concerned, however, that the Post's distribution online may limit its reach. I would be interested to learn the number of page visits to the Post after the recent announcement of its availability on the Town website, as well as the number of downloads. My hunch is that in its electronic form, the Post probably did not reach nearly as many residents as it did in years past when it was distributed in hard copy. While I have been an advocate for increased reliance on electronic media for communication, in this case I think that hard copy distribution of the Post might be a better vehicle for circulating this publication. Providing the PV Post the old-fashioned way via the US Postal Service might cause it to stand out from the blizzard of unsolicited information we all receive mostly through electronic media. I realize that reverting to hard copy distribution of the Post would entail expense to the Town, but I would argue that the benefit is worth the cost.

I also think that the Post could do more to highlight the work of town staff. I think that many residents do not fully appreciate the different functions carried out by the staff. Residents circulate mostly during morning, evening and weekend hours when the staff is not on duty. In my opinion, each issue of the Post should include a feature on a member of the town staff, including photographs. In fact, photos may be more important than articles. Think of a shot of Scott clearing trails on Coal Mine Ridge, or Tony hard at work servicing the irrigation system, or Howard in his hard hat on a culvert job, or Leslie conferring with the applicants for a house remodel. These images make the work of the Town staff real and personal. I am all in favor of government that keeps a low profile, but I also believe that residents need to understand the value they get

from the town staff. Needless to say, this public awareness can be helpful when it's time to ask our citizens to consider the utility users tax to pay for essential services.

Another instance that prompts my reflections is the recent circulation of a memo from staff describing the new wireless communications facilities ordinance (attached). The memo is long and dense with a description of the process the Town went through to develop the ordinance. The memo places most of the emphasis on the limited authority available to the Town to regulate cell towers. In one place the memo states that "the Town's hands are tied." In my opinion, the memo's emphasis on the constraints facing the Town overshadows such forceful provisions in the ordinance as the prohibition of cell towers on any parcel developed with a residence, which is never mentioned. I believe that a shorter, punchier memo with less description of process and more description of the new provisions designed to protect residents would have been more effective.

There is also an issue in my mind about instances where the Town has not responded promptly to citizen concerns. For example, there was a recent spate of postings on the PV Forum about door to door solicitors who were selling meat. In years past when we've had similar cases, there has been a quick response from town staff reminding residents of our solicitation ordinance. For whatever reason, there was no response this time around.

My suggestion would be that a member of the staff -- probably the deputy town manager -- be assigned the responsibility to act as the director of communications for the Town. Janet McDougall was good at this, but since her departure, this function has not been carried out. The director of communications would be responsible for monitoring the PV Forum and delegating to other staff members responsibility for responding to Forum postings as appropriate. The communications director would also have the responsibility to edit and proofread the staff's copy before it went out on the Forum. On issues of widespread concern, I would recommend that the director of communications run items past the mayor or a designated member of the Council before sending them out. Oftentimes Council members have a useful grasp on the political nuances of a situation. Another benefit of naming a communications director is to be ready for the aftermath of natural disaster, when communications are vitally important.

I dimly recall that the Town Council has a policy about Council member communications with the public. My recollection of that policy is that it does not conflict with the idea of creating a communications director.

Most public institutions, and certainly every major corporation, have personnel assigned to communications. There is a great deal of art and skill that goes into good communications, and I think the Town should aspire to a high standard. While Portola Valley is a small town, getting communications right is an important task.

Thank you for allowing me to share these thoughts.



## Wireless Communication Facilities Ordinance

On November 9, 2011, the Town of Portola Valley Town Council unanimously adopted Ordinance No. 2011-393 to include a New Chapter 18.41 to the Town's Zoning Ordinance regarding Wireless Communication Facilities.

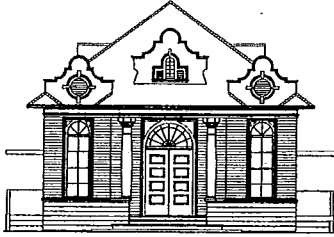
Based on the experience with the T-Mobile application for an antenna at the water tank site on Peak Lane and other cellular applications, the Town became acutely aware of the limits placed on local governments relative to regulation and control of new wireless facilities. The Town Council appointed a Wireless Taskforce consisting of Mayor Ted Driscoll, Planning Commissioner Denise Gilbert, ASCC Chairman Jeff Aalfs, Cable & Undergrounding Committee member Ken Levine, Community Representative Marty Tenenbaum, Town Planner Tom Vlastic and Assistant Town Attorney Leigh Prince. Over several months, the Taskforce developed new policies, guidelines and regulations for control of placement of wireless facilities in the Town. The Taskforce recommended that the ordinance clearly outline what the community and wireless carriers might expect when new applications come in. The main thrust is to put the burden on the carrier to file a complete application that will go through a peer-review process. The ordinance doesn't prohibit consideration of wireless facilities within any zoning district, but it does provide guidance in regards to the Town's preferences. The ordinance directs new wireless facilities to locations and settings with minimal potential for aesthetic impacts and intrusiveness. Further, emphasized the desire technologies that would have the least potential for visual impacts, again within the limits of the FCC provisions.

On May 11, 2011, the Council was in support of the proposals from the Wireless Taskforce and referred the proposed ordinance to the Planning Commission to start the public review process. This process started with the June 15<sup>th</sup> joint session of the Planning Commission and Architectural & Site Control Commission. The Planning Commission conducted formal public hearings on September 7<sup>th</sup> and September 21<sup>st</sup>.

Upon final review by the Town Council of the new Ordinance on October 26 and November 9, 2011, it was determined that the proposed Ordinance is one of the most impressive pieces of new legislation in years and was described as a set of regulations that is "highly protective." The Town has moved aggressively in responding to residents' concerns over wireless facilities that have come to light in the past year. Council members concurred with this consideration, despite the fact that the Town's hands are tied to a certain extent by Federal legislation; it provides an opportunity for the Town to fully evaluate the potential effects of any proposed wireless installation.

We should all be proud and thankful to all involved for their hard work and dedication to formulate an Ordinance that meets the needs of the community.

If you have any questions or would like additional information, please contact Leslie Lambert, Planning Manager at 650) 851-1700, extension 212 or [llambert@portolavalley.net](mailto:llambert@portolavalley.net)



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Mayor and Members of the Town Council  
**FROM:** Howard Young, Public Works Director  
**DATE:** December 9, 2011  
**RE:** **Memorial and Dedication Plaque's installed**

The following requested and Council approved dedication plaques have been installed:

1. Naming of the central path at Town Center "Bill and Jean LANE" as suggested by Town resident Thomas Buckholtz.  
  
1 - 6"x6" engraved wood plaque mounted to existing wood bollard at northern entrance to central path.
2. "Bill Lane" memorial equestrian hitching rack at Town Center as requested and donated by Woodside Area Horse Owners Association (WHOA). The Town will send a "Thank You" letter to WHOA.  
  
1 - 7"x12" engraved wood plaque mounted to wood hitching rack bollard located under oak tree near Town Hall.

Please contact me if you have questions.

---

**From:** Virginia Bacon [mailto:vcbacon@yahoo.com]  
**Sent:** Monday, December 05, 2011 10:04 PM  
**To:** Ann Wengert; Ted Driscoll; Maryann Derwin; John Richards; Jeff Aalfs; Steve Toben  
**Cc:** Nancy Lund; julia Dillingham  
**Subject:** Adding Multimedia to Town Website

Hi, Ann, Ted, Maryann, John, Jeff and Steve

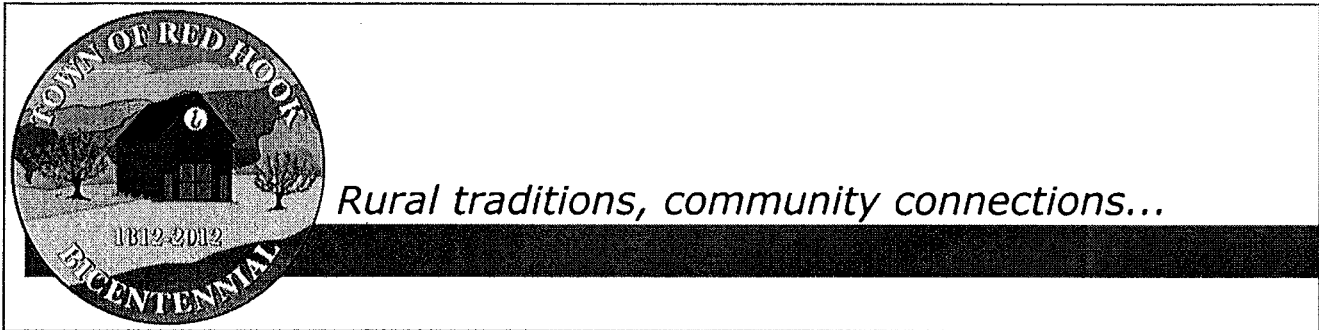
You might enjoy taking a look at this website about RedHook, New York's Bicentennial, especially the video about how residents feel about their Town.

<http://www.redhook200.org/>

Multimedia and interactive PDFs add interest and provide exciting new communication and educational opportunities.

I hope you will consider how we can use multimedia on the Town's website and Newsletters and take whatever steps are needed to accomplish their use.

Thank you.  
Virginia Bacon



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- [Events](#)
- [How to Help](#)
- [Contact Us](#)
- [Visit Red Hook Historical Society](#)

## “Hooked on Red Hook!”

The Historical Society is proud to present “Hooked on Red Hook!”, the first in a series of living history interviews conducted for the upcoming 2012 Red Hook Bicentennial. The interviews took place on Hardscrabble Day, September 24, 2011, at the historic Elmendorph Inn, on North Broadway in the Village of Red Hook. The Society is particularly grateful to independent television producer and editor Amy Murray for volunteering her time, talent and creativity to make “Hooked on Red Hook!” a compelling testimonial to why Red Hook is so special. Go to **Red Hook Speaks** for this and other shows.



## A good time was had by all!



Red Hook Town Supervisor Sue Crane (right) joins Bicentennial Volunteer Sue Mora at the Committee's Hardscrabble Day booth, in front of the Village Building.

To the delight of hundreds of people lining South and North Broadway, two huge, beautiful Belgian draft horses “clopped, clopped” up Broadway, pulling the Red Hook 2012 Bicentennial Celebration's big red Dutch barn float at the head of the annual Hardscrabble Day.

Next year's big Bicentennial birthday bash was off to a great start.

Clipping lightly along next was the most elegant surrey-with-the-fringe-on-top Red Hook has seen since the Tin Lizzie began to displace Old Dobbin a century ago. Then came: the kids — lots of them; the cars — some old, some small, some new and blue; and the fire trucks — red and big, bigger than barns!

## Memorandum

To: Portola Valley Town Council  
From: Michael Bray, Chair, Community Events Committee  
Re: Setting dates for 2012 events  
Date: December 8<sup>th</sup>, 2011

The Community Events Committee, with guidance from Town staff, has set these dates for our 2012 events.

We would normally ask permission from the Council before declaring our dates, but due to numerous potential conflicts and rental events already on the books, we were forced to make the decisions on the town picnic and Blues & BBQ ourselves.

### Town Picnic

Saturday, June 9<sup>th</sup>

The annual town picnic is traditionally held the Saturday before the last day of school for PVSD. This year the CMS graduation comes on June 8<sup>th</sup>, but we have a plan to share the facilities and storage as necessary and make both events work.

### Blues and BBQ

Sunday, September 16<sup>th</sup>

There is no firm tradition on date selection, just a Sunday after Labor Day but not too late in the month. We try to not conflict with the Peninsula Open Space Trust fundraiser held about the same time each year.

### Volunteer Appreciation Party

Friday, November 30<sup>th</sup>, or December 7 or 14<sup>th</sup>

Traditionally held on a Friday evening as early as possible after Thanksgiving to avoid conflict with other holiday festivities.

Please advise if there is a preference on the date for the volunteer appreciation party, and we shall reserve the appropriate facilities.

**Michele Arana**

---

**From:** Angela Howard  
**Sent:** Monday, December 05, 2011 8:44 AM  
**To:** Michele Arana  
**Subject:** FW: Blastic Bag Bans

See below.

---

**From:** Ted Driscoll [<mailto:Ted@Claremontcreek.com>]  
**Sent:** Saturday, December 03, 2011 5:40 PM  
**To:** Angela Howard  
**Subject:** Fwd: Blastic Bag Bans

For digest

Begin forwarded message:

**From:** "Charles Andre (2015)" <[charlesandre@sfhs.com](mailto:charlesandre@sfhs.com)>  
**Subject:** **Blastic Bag Bans**  
**Date:** November 29, 2011 3:02:07 PM PST  
**To:** "[tdriscoll@portolavalley.net](mailto:tdriscoll@portolavalley.net)" <[tdriscoll@portolavalley.net](mailto:tdriscoll@portolavalley.net)>

Mr. Driscoll,

I'm a resident of Woodside and I went Corte Madera in Portola Valley. I'm writing you about steps we should take to reducing our carbon footprint. One of the ways we can do this is by banning paper bags at stores such as our local Robert's Market. We should do this because it will limit the amount of plastic bags used in Portola Valley which would help as right now the average human used 150 plastic bags every year. If Portola Valley stops offering plastic bags at our supermarkets, we will significantly lower the amount of plastic bags used by Portola Valley residents. One reason that plastic bags are bad is that they don't decompose well at all, and they may not decompose before 500 years has gone by. Another reason for my strong opinion is that animals every year are choking on plastic bags and dying. This will mess up food chains and lead to disruption in our ecosystem. Lastly, I think that Portola Valley needs to ban plastic bags because each year, 500 billion to 1 trillion plastic bags are used. I think that if we do our part, other towns will follow, and in the end our planet will be better off.

Thank you for your time,  
Charlie Andre

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**From:** Rebecca Romero [rxromero@smcgov.org]  
**Sent:** Friday, December 02, 2011 4:17 PM  
**Subject:** Update on HEART Seats...

Good Afternoon Honorable Mayors and Council Members:


I received a letter today from Mark Moulton, Executive Director, HEART, stating the following:

***"The seats held by Councilmember Randy Royce of San Carlos and Councilmember Dan Quigg of Millbrae will become vacant in December 2011. The HEART Board President, Supervisor Rose Jacobs Gibson has approved leaving the seats vacant until February and seat the two new members who are elected by the City Selection Committee at the March meeting."***

I informed Mr. Moulton that the City Selection Committee could also have these two seats and the two of Councilmember Elizabeth Lewis of Atherton and Councilmember Jack Matthews of San Mateo on their February agenda if the new Chairperson makes that decision.

**The first HEART Board meeting for 2012 is scheduled for March 28th.**

Thank you,  
Becky Romero  
City Selection Secretary  
[RXRomero@co.sanmateo.ca.us](mailto:RXRomero@co.sanmateo.ca.us)  
(650) 363-1802 Direct  
(650) 363-1916 Fax

 Save Paper. Think Before You Print.



**From:** TownCenter  
**Attachments:** WPVFPF annual campaign PR 2011.pdf; Sample for BOD.pdf

**From:** Jessica Lonergan [<mailto:Jessica@SPURprojects.com>]  
**Sent:** Thursday, December 08, 2011 1:50 PM  
**To:** Jessica Lonergan  
**Subject:** Press Release: ANNUAL CAMPAIGN HELPS Woodside-Portola Valley FIRE DEPARTMENT Foundation Seeks Growing Community Support for All-Risk Emergency Response

Thank you for supporting our local fire department over the past year by sharing the news of our fundraising efforts and the 1st Alarm Chili Cook Off. Because of your public relations efforts, the word has spread quickly and the community has generously shown their appreciation for our **Woodside-Portola Valley Fire Protection** team - resulting in \$100,000 towards new equipment for the district. We hope this dedication will continue to thrive in 2012.

Attached is the press release for our **2011 Annual Fundraising Campaign**. The attached two-page (front and back) mailing will drop with donation envelope to fire district residents next week. Plus, brochures will be out at various commercial establishments in Woodside and Portola Valley.

Thank you for your continued advocacy and promotion of the Woodside-Protola Valley Fire Foundation.

Jessica Lonergan

[jessica@spurprojects.com](mailto:jessica@spurprojects.com)  
650.400.7166

\*\*\*\*\*

FOR IMMEDIATE RELEASE

**ANNUAL CAMPAIGN HELPS FIRE DEPARTMENT Foundation Seeks Growing Community Support for All-Risk Emergency Response**  
WOODSIDE, Calif. – December 8, 2011 – The Woodside-Portola Valley Fire Protection Foundation launched its second annual campaign to supplement the budget of the Woodside Fire Protection District (WFPD). In 2011, contributions to the foundation have funded \$100,000 of equipment for the fire district.

Funding for an emergency rescue vehicle for off-road incidents in parks and on trails and for up-to-date CPR instructional materials are two of the foundation's most recent steps. Earlier in the year, the foundation assisted in funding a chipper truck to enhance the district's fire prevention program and other equipment for vehicle accident and large animal rescue.

"Thanks to the residents' contributions, we're able to respond even more effectively and safely," said Chief Dan Ghorso of the Woodside Fire Protection District. "Our crews are very grateful for the community's generosity."

Following on the heels of the foundation's "1st Alarm Chili Cook-off and BBQ" in September, 2011, the annual campaign mass mailing reaches out to all members of the fire district. Contributions can be made by mail or online at [www.FireDistrictFoundation.org](http://www.FireDistrictFoundation.org).

Serving 32 square miles, the Woodside Fire Protection District (WFPD) serves the Town of Woodside, the Town of Portola Valley, and the areas of Emerald Hills, Ladera, Los Trancos, Skyline and Vista Verde in San Mateo County.

Established in 2009, the Woodside-Portola Valley Fire Protection Foundation ([www.FireDistrictFoundation.org](http://www.FireDistrictFoundation.org)) works to augment the budget of the Fire District for up-to-date equipment, facilities, fire prevention and training.

The Foundation is a 501(c)(3) non-profit corporation. Contact information: 650.851.1594 or [info@FireDistrictFoundation.org](mailto:info@FireDistrictFoundation.org).



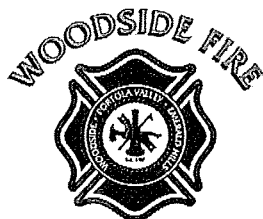
**For More Information Press Contact:**

Jessica Loneragan, Board Member

Woodside-Portola Valley Fire Prevention Foundation

650.400.7166

[Jessica@SpurProjects.com](mailto:Jessica@SpurProjects.com)



## FOUNDATION

SERVING WOODSIDE,  
PORTOLA VALLEY,  
EMERALD HILLS, LADERA,  
LOS TRANCOS, SKYLINE  
AND VISTA VERDE

FOR IMMEDIATE RELEASE

### ANNUAL CAMPAIGN HELPS FIRE DEPARTMENT

#### Foundation Seeks Growing Community Support for All-Risk Emergency Response

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For More Information

**Press Contact:**

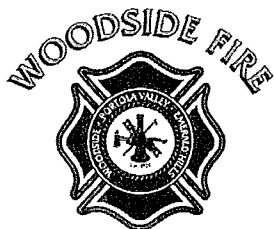
Jessica Lonergan, Board Member  
Woodside-Portola Valley Fire Prevention Foundation  
650.400.7166  
[Jessica@SpurProjects.com](mailto:Jessica@SpurProjects.com)

#### WOODSIDE-PORTOLA VALLEY FIRE PROTECTION FOUNDATION

3111 Woodside Road, Woodside, CA 94062 | Tel 650.851.1594 Fax 650.851.3960

[www.FireDistrictFoundation.org](http://www.FireDistrictFoundation.org) | [info@FireDistrictFoundation.org](mailto:info@FireDistrictFoundation.org)

501(c)(3) #27-0815321



**FOUNDATION**

SERVING WOODSIDE,  
PORTOLA VALLEY,  
EMERALD HILLS, LADERA,  
LOS TRANCOS, SKYLINE  
AND VISTA VERDE

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RON ROMINES

**HONORARY MEMBER**

AMB. L.W. "BILL" LANE, JR.  
2010-1919

December, 2011

Dear Residents of the Fire District,

Last year for the first time, we asked you to help our Fire District. Your response was swift and generous. Thanks to you, our foundation allocated \$100,000 to the Woodside Fire Protection District (WFPD) toward the purchase of needed equipment in 2011.

With your contributions WFPD:

- Improved the fire prevention program with the purchase of a chipper truck.
- Augmented recovery capability of trapped occupants in vehicle accidents with a set of mechanical cutters/spreaders ("jaws of life").
- Increased rescue ability and firefighter safety with addition of heavy-duty ropes and related equipment for large animal rescue.
- Improved response and recovery in off-road rescues in parks and on trails with the purchase of an all-terrain emergency response rescue vehicle.

Updated CPR manikins and instructional materials for residents and WFPD crews. Through the fire district's grant-writing program, which works in concert with the foundation's fundraising efforts, WFPD:

- Increased survival chances in cardiac-arrest patients by equipping its engines and ambulance with state-of-the-art automated CPR systems.
- Improved response with a specialized firefighting vehicle featuring a compressed foam system and thermal imaging cameras for identifying hot spots in structure fires.

Enhanced heavy rescue and extrication operations with the addition of a rescue airbag lifting kit capable of lifting in excess of 81 tons.

Your contributions for up-to-date equipment, facilities, fire prevention and training directly benefit your neighbors, your friends, your family.

Please help by giving generously again this year. Help support WFPD in delivering the most advanced and efficient all-risk emergency response. Donate today via the enclosed envelope or on our website [www.FireDistrictFoundation.org](http://www.FireDistrictFoundation.org).

With sincere thanks,

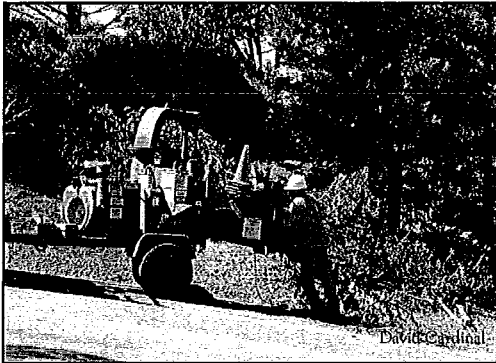
Board of Directors  
Woodside-Portola Valley Fire Protection Foundation

PS How important are your contributions? Turn the page for a few examples.

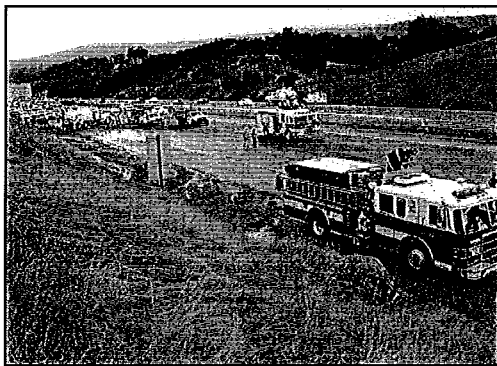
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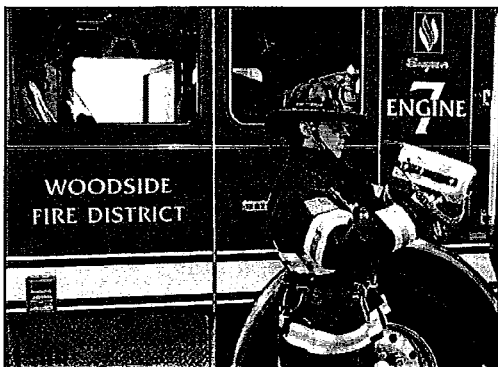
*From fire prevention...*



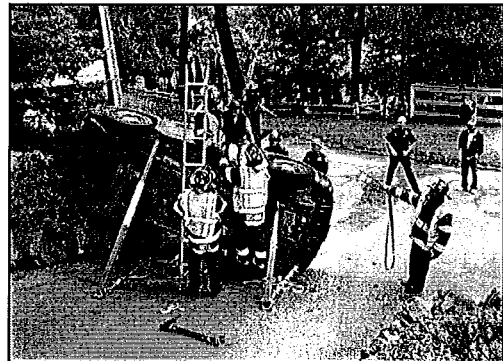
*To hazardous materials containment...*



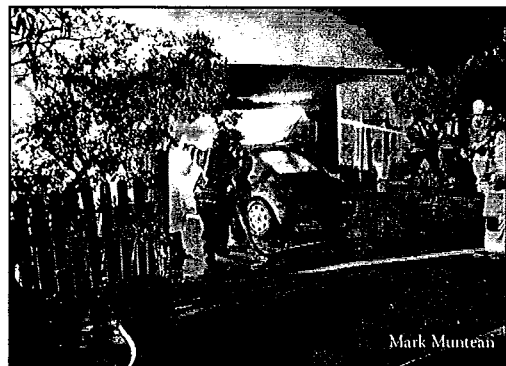
*Aided by state-of-the-art equipment...*



*To vehicle rescue...*



*To structure fire response...*



*Your contributions help WFPD  
deliver all-risk emergency response.*

*Thank you for your support!*

---

**Subject:** FW: SMC Council of Cities Meeting - Dec. 16 - Colma  
**Attachments:** SMC Council Cities Announcement Agenda 12 16 11.doc; SMC CC Business Mtg Agenda for 12 16 2011.doc; SMC 2011 Colma Flier and Directions.doc

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**From:** Marge Colapietro [<mailto:marge4millbrae@att.net>]  
**Subject:** SMC Council of Cities Meeting - Dec. 16 - Colma

Recipients, please forward the below email cover page and 3 attachments to addressees as noted. The December 16 meeting of SMC Council of Cities/ City Selection Committee will include, in part, elections to County/Regional Boards -- **PLEASE BE SURE THAT YOUR MAYOR, OR MAYOR'S "PROXY" IS IN ATTENDANCE. PLEASE BE SURE THAT MAYOR'S "PROXY" FORM IS CURRENT AND RECEIVED BY REBECCA ROMERO PRIOR TO VOTING AT 12/16/11 MTG.**

---

Dear Mayor's, Councilmembers, County Supervisors and City Managers,

The Invitation, Meeting Agenda, Town of Colma Flier (with Announcements, Requests, Map and Directions) are attached. Please be sure to carefully read all attachments.

Rebecca Romero, City Selection Committee Staff Secretary will be emailing the "City Selection Committee" Agenda/Minutes/Regional Election information to your respective City Clerk for distribution to you on Dec. 7th -- please prepare for the meeting accordingly. PLEASE ARRIVE ON-TIME SO THAT THE CITY SELECTION COMMITTEE MEETING CAN BEGIN PROMPTLY AT 6:15 PM!

The Town Council and Firefighters are again planning a nice evening for us and will be ready to welcome all of us to their Fire House. With Firefighters at work in the kitchen, we know the dinner will be perfect for the family of Public Officials!

See you all on the 16th!

*Marge*

Marge Colapietro  
Vice Mayor, City of Millbrae  
Chairwoman, San Mateo County:  
Council of Cities and  
City Selection Committee  
Telephone: (650) 692-3195  
Email: [Marge4Millbrae@att.net](mailto:Marge4Millbrae@att.net)



**Meeting Announcement & Agenda – Posted Dec. 1, 2011**  
**For Friday, 12/16/2011**

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

**Location**  
**Colma Fire House**  
 50 Reiner Street  
 Colma, CA 94014  
**(650) 755-5681 (if help is needed)**  
**Directions Attached**

**SCHEDULE CHANGE-ELECTION NITE!**  
 5:45pm Social  
 6:15pm City Selection Committee Meeting  
 6:45pm Council of Cities Meeting  
 7:30pm Dinner  
 9:00pm Adjourn

Please contact Chairwoman Marge Colapietro if you wish to bring up an item for group discussion or give a committee report:  
 Email: [Marge4Millbrae@att.net](mailto:Marge4Millbrae@att.net) Phone: (650) 692-3195

**Family Style Dinner**  
**\$ 40.00 per person**  
 RSVP before 12:00 Noon – Monday, December 12, 2011  
 Caitlin Corley at (650) 997-8311 or [ccorley@colma.ca.gov](mailto:ccorley@colma.ca.gov)

**PLEASE NOTE: CHECKS MUST BE MADE PAYABLE TO:**  
**"COLMA FIREMEN'S SOCIAL CLUB"**

MAIL CHECK TO:  
 Caitlin Corley  
 Town of Colma  
 1198 El Camino Real  
 Colma, CA 94014

Thank you for your prompt processing of payment for this event.  
 All payments for dinner expected on or before event date, unless other arrangements have been made.

***Questions or need more information? Please call 650-997-8311***



## Happy Holidays!

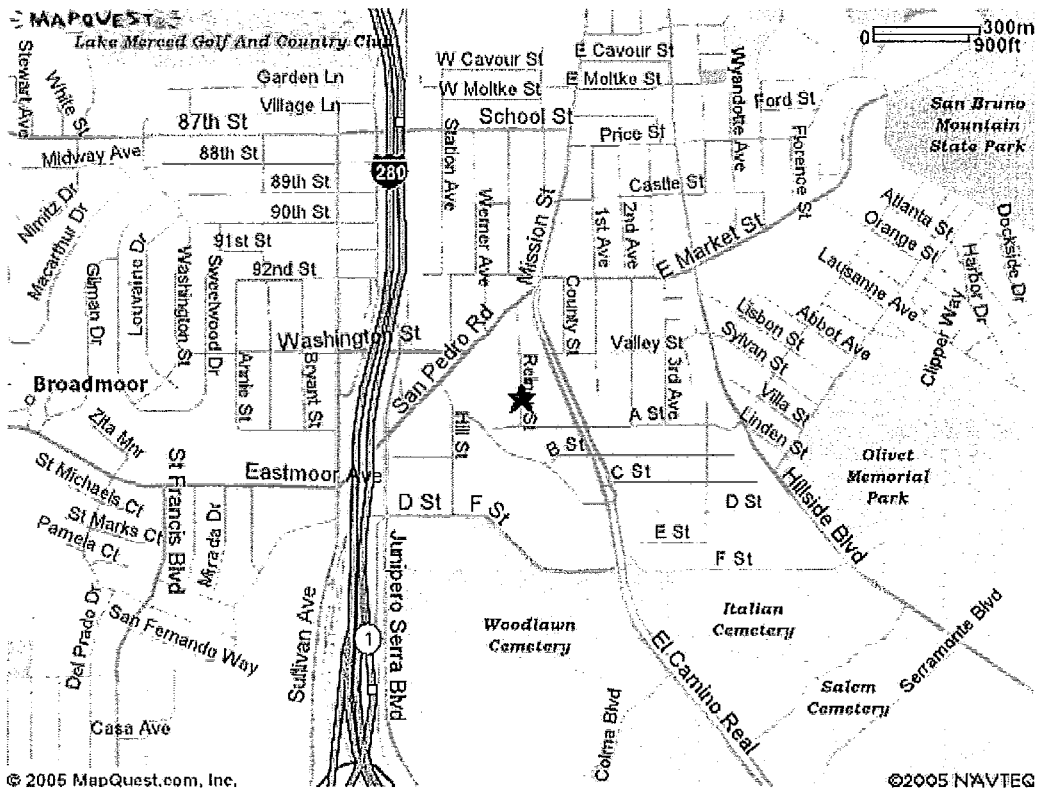
Once again, the Town of Colma is pleased to host the San Mateo Council of Cities Dinner Meeting. As in previous years, the Colma Fire Protection District firefighters will prepare and serve a delicious, family style meal!

**During the Holiday Season, and especially this year, food pantries are seeing an increased demand from families in need. Please help San Mateo County families by bringing a non perishable food item or two with you to the December 16th Council of Cities dinner meeting.**

For your convenience a list of most needed items has been provided by the North Peninsula Food Pantry and Dining Center of Daly City:

- **Gift Cards** from Lucky, Safeway or Trader Joe's allow families to purchase fresh fruits, vegetables, milk, etc.
- **Meals:** ready-to-eat (13-15 oz cans) includes chili, pasta entrees, hash, soup, etc.
- **Protein:** peanut butter, canned meat, tuna, etc.
- **Beverages:** plastic containers only, 100% fruit juice is preferred

**Thank you, and remember, whatever you can do to help will be deeply appreciated.**



Directions: Please CARPOOL if possible and please leave yourself enough time to find parking. From I 280 heading North: Take Exit 47 toward Eastmoore Ave. Turn left onto Junipero Serra Blvd. Make a slight right onto San Pedro Road. Take the second right onto Reiner Street. Colma Fire Station will be on your right.



## **Business Mtg. Agenda - Friday, Dec. 16, 2011 - Posted 12/01/11**

**Town of Colma Fire House – 50 Reiner Street, Colma, CA 94014**

### **6:15PM – City Selection Committee Meeting**

- ◆ Call to Order/ Roll Call/ Approval of Minutes of June 24, 2011/  
Elections/ Presentation/ Adjourn

### **6:45PM – Council of Cities Business Meeting**

- ◆ Call to Order
- ◆ Roll Call and Introduction of Councilmembers and Guests
- ◆ Welcome by Host Mayor
- ◆ Approval of Minutes of Previous Meeting 11/18/2011 and Treasurer's Report
- ◆ San Mateo County Board of Supervisor's Report
- ◆ Other Committee Reports
- ◆ Old Business – Council of Cities Website
- ◆ New Business – Election of 2012 Council of Cities Secretary/Treasurer  
Correspondence from Congresswoman Anna Eshoo  
Presentations
- ◆ Announcements: Please see Maryann Derwin to sign-up for hosting the  
2012 Council of Cities Dinner Meetings–priority to cities who didn't host in 2011
- ◆ Next Meeting Date/Location: Friday, January 27, 2012 – Host City T/B/A
- ◆ Dinner
- ◆ Adjourn



# SAN MATEO COUNTY CITY SELECTION COMMITTEE

*Marge Colapietro, Chairperson  
Maryann Moise Derwin, Vice Chairperson*

*Rebecca Romero, Secretary  
400 County Center  
Redwood City, 94063  
650-363-1802*

TO: MAYORS OF SAN MATEO COUNTY  
FROM: REBECCA ROMERO, SECRETARY  
SUBJECT: MEETING OF THE CITY SELECTION COMMITTEE  
DATE: DECEMBER 7, 2011

Vice Mayor, Marge Colapietro, Chairperson of the San Mateo County City Selection Committee, has called for a meeting of the Committee at 6:15 p.m. on December 16, 2011, at the Colma Fire Station, 50 Reiner Street, Colma, 94014.

*Please arrive on time.*

## AGENDA

- 1) Roll Call
- 2) Approval of the Minutes of June 24, 2011
- 3) Selection of a Council Member to serve on the Bay Area Air Quality Management District (BAAQM) representing Cities for a term of 2 years beginning January 1, 2012
  - i. Council Member, Carol Klatt, Daly City, is seeking reappointment*
- 4) Selection of a Council Member to serve on the Domestic Violence Council representing Cities for a term of 4 years (maximum of 3 terms) beginning January 1, 2012
- 5) Selection of a Council Member to serve on the Domestic Violence Council as an Alternate for a term of 4 years (maximum of 3 terms) beginning January 1, 2012
- 6) Selection of a Council Members to serve on the San Mateo County Transportation Authority (SMCTA) Board representing Cities-At-Large for a term of 2 years beginning January 1, 2012
  - i. Mayor, Naomi Patridge, Half Moon Bay, is seeking appointment*
  - ii. Council Member, Kelly Fergusson, Menlo Park, is seeking appointment*
  - iii. Council Member, David Lim, San Mateo, is seeking appointment*
- 7) Selection of one Council Members to serve on the San Mateo County Transportation Authority (SMCTA) Board representing Cities Northern (*Cities eligible to nominate: Brisbane, Colma, Daly City, Pacifica, San Bruno, and South San Francisco*) for a term of 2 years beginning January 1, 2012
  - i. Mayor, Helen Fiscaro, Colma, is seeking appointment*
  - ii. Council Member, Sepi Richardson, Brisbane, is seeking appointment*
  - iii. Council Member, Len Stone, Pacifica, is seeking appointment*

- 8) Election of a Chairperson to the City Selection Committee for 2012  
**(Note: Candidates must be a current Mayor or Council Member)**

*i. Vice Mayor, Maryann Moise Derwin, Portola Valley is seeking appointment*

- 9) Election of a Vice Chairperson to the City Selection Committee for 2012  
**(Note: Candidates must be a current Mayor or Council Member)**

- 10) Oral Communications

*(Any subject not on the agenda may be presented at this time. These topics cannot be acted upon or discussed, but may be agendaized for a later meeting date.)*

If you have any questions or require additional information, contact Rebecca Romero at (650) 363-1802.

# SAN MATEO COUNTY CITY SELECTION COMMITTEE

*Marge Colapietro, Chair  
Maryann Derwin, Vice Chair*

*Rebecca Romero, Secretary  
400 County Center  
Redwood City, 94063  
650-363-1802*

TO: MAYORS OF SAN MATEO COUNTY  
FROM: REBECCA ROMERO, SECRETARY  
SUBJECT: MEETING OF THE CITY SELECTION COMMITTEE  
DATE: JUNE 27, 2011

Vice Mayor, Marge Colapietro, Chairperson of the San Mateo County City Selection Committee, called a meeting of the Committee to order at 6:04 p.m. on June 24, 2011, at VAL's Restaurant, 2468 Junipero Serra Boulevard, Daly City, CA 94014.

## DRAFT MINUTES

- 1) Roll Call - The following cities were present: Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside
- 2) Approval of the Minutes of January 28, 2011

**Motion: South San Francisco / Second: Pacifica**

- 3) Selection of two Council Members to serve on the Executive Board of the Association of Bay Area Governments (ABAG) representing Cities for a term of 2 years beginning June 30, 2011

**Motion to close nominations: Daly City / Second: Millbrae**

<b>Council Member, Sepi Richardson, Brisbane</b>	<b>Motion: Brisbane</b>	<b>Second: Pacifica</b>	Reappointed
<b>Vice Mayor, Richard Garbarino, South San Francisco</b>	<b>Motion: Brisbane</b>	<b>Second: Pacifica</b>	Reappointed

- 4) Selection of two Council Members to serve as Alternate Members of the Association of Bay Area Governments (ABAG) representing Cities for a term of 2 years beginning June 30, 2011

**Motion to close nominations: Brisbane / Second: Pacifica**

<b>Council Member, Pedro Gonzalez, South San Francisco</b>	<b>Motion: Brisbane</b>	<b>Second: So. San Francisco</b>	Reappointed
<b>Council Member, Nadia Holoher, Millbrae</b>	<b>Motion: Brisbane</b>	<b>Second: Pacifica</b>	Appointed

- 5) Selection of a Council Member to serve as an Alternate City Member on the San Mateo Local Agency Formation Commission (LAFCo) for the term ending the first Monday in May 2015

**Motion to close nominations: San Mateo / Second: Millbrae**

<b>Vice Mayor, Richard Garbarino, South San Francisco</b>	<b>Motion: San Mateo</b>	<b>Second: Millbrae</b>	<b>Reappointed</b>
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- 6) Selection of a Council Member to serve on the San Mateo County Transit District (SamTrans), representing Southern Judicial Cities (*Eligible cities: Atherton, East Palo Alto, Menlo Park, Portola Valley, Redwood City, San Carlos and Woodside*) to fulfill the remainder of the term ending December 31, 2012 (replacing Omar Ahmad)

<b>Mayor, Carlos Romero, East Palo Alto</b>	<b>Vice Mayor, Kirsten Keith, Menlo Park</b>	<b>Council Member, Jeff Gee, Redwood City</b>
		<b>Appointed</b>
<b><u>Voting Results #1:</u></b>	<b><u>Voting Results #1:</u></b>	<b><u>Voting Results #1:</u></b>
<b>Belmont</b>	<b>Brisbane</b>	<b>Atherton</b>
<b>East Palo Alto</b>	<b>Burlingame</b>	<b>Colma</b>
<b>Half Moon Bay</b>	<b>Daly City</b>	<b>Redwood City</b>
<b>Hillsborough</b>	<b>Foster City</b>	<b>San Bruno</b>
<b>Millbrae</b>	<b>Menlo Park</b>	<b>San Carlos</b>
<b>Portola Valley</b>	<b>Pacifica</b>	<b>San Mateo</b>
	<b>South San Francisco</b>	<b>Woodside</b>
<b><u>Voting Results #2:</u></b>	<b><u>Voting Results #2:</u></b>	<b><u>Voting Results #2:</u></b>
<b>Belmont</b>	<b>Brisbane</b>	<b>Atherton</b>
<b>East Palo Alto</b>	<b>Burlingame</b>	<b>Colma</b>
<b>Half Moon Bay</b>	<b>Daly City</b>	<b>Redwood City</b>
<b>Hillsborough</b>	<b>Foster City</b>	<b>San Bruno</b>
<b>Millbrae</b>	<b>Menlo Park</b>	<b>San Carlos</b>
<b>Pacifica</b>		<b>San Mateo</b>
<b>Portola Valley</b>		<b>South San Francisco</b>
		<b>Woodside</b>
<b><u>Voting Results #3:</u></b>	<b><u>Voting Results #3:</u></b>	<b><u>Voting Results #3:</u></b>
<b>Belmont</b>	<b>Brisbane</b>	<b>Atherton</b>
<b>East Palo Alto</b>	<b>Daly City</b>	<b>Burlingame</b>
<b>Hillsborough</b>	<b>Menlo Park</b>	<b>Colma</b>
<b>Millbrae</b>	<b>Pacifica</b>	<b>Foster City</b>
<b>Portola Valley</b>		<b>Half Moon Bay</b>
		<b>Redwood City</b>
		<b>San Bruno</b>
		<b>San Carlos</b>
		<b>San Mateo</b>
		<b>South San Francisco</b>
		<b>Woodside</b>

- 7) Selection of a Council Member to serve on the Peninsula Corridor Joint Powers Board (Caltrain), to fulfill the position (replacing Omar Ahmad)

<b>Vice Mayor, Jerry Deal, Burlingame</b>	<b>Council Member, Jeff Gee, Redwood City</b>
Appointed	
Atherton	Colma
Belmont	Daly City
Brisbane	East Palo Alto
Burlingame	Half Moon Bay
Foster City	Millbrae
Hillsborough	Redwood City
Menlo Park	San Bruno
Pacifica	San Carlos
Portola Valley	Woodside
San Mateo	
South San Francisco	

- 8) Oral Communications – None

The meeting was adjourned at 6:55 p.m.



**OFFICE OF THE MAYOR  
CITY OF DALY CITY**

333 - 90<sup>TH</sup> STREET  
DALY CITY, CA 94015-1895  
(650) 991-8125

November 15, 2011

Dear San Mateo County Mayors,

I am writing to once again request your endorsement for my reappointment to the Bay Area Air Quality Management District (BAAQMD) Board as the City Representative for San Mateo County. I have served on the Board for the last six years.

During my tenure on the BAAQMD Board I have advocated effectively for San Mateo County interests, particularly regarding regional air quality issues and in the policy development of programs to increase public awareness about the need for positive air quality choices. I have been an active participant since my appointment to the BAAQMD and currently serve on the Stationary; Mobile Source; Public Outreach; Personnel and Legislative Committees. I believe that experienced and consistent representation has been beneficial and I remain committed to serving the cities in San Mateo County to the best of my ability. I welcome the opportunity to discuss any issues which are of concern to your City Council and that you would like to see addressed by the Air Quality Management Board.

Your consideration and support of my appointment at the City Selection Committee meeting on December 16 is sincerely appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Carol L. Klatt".

Carol L. Klatt  
Mayor

CLK/rp

City of Half Moon Bay



501 Main Street  
Half Moon Bay, CA 94019  
650-726-8271

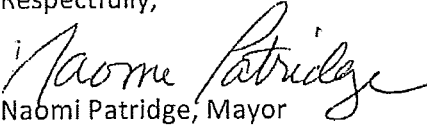
November 17, 2011

Rebecca Romero  
Agenda Administrator  
County Manager's Office  
400 County Center, 1<sup>st</sup> Floor  
Redwood City, CA 94063

Dear Rebecca,

The purpose of this letter is to inform you that I am seeking appointment to the Transportation Authority as the city-at-large representative. Attached is a copy of my letter on interest to the cities.

Respectfully,

  
Naomi Patridge, Mayor  
City of Half Moon Bay

Attachment

City of Half Moon Bay



501 Main Street  
Half Moon Bay, CA 94019  
650-726-8271

November 17, 2011

Dear San Mateo County Mayors:

My name is Naomi Patridge and I am presently Mayor of the City of Half Moon Bay. The purpose of this letter is to ask for your support and vote for my appointment as an at-large member of the San Mateo County Transportation Authority. San Mateo Council Member John Lee is not applying as he will be leaving the Council.

The Council of Cities Selection Committee will be appointing the member to the Transportation Authority and I am asking for your vote. The vote will take place on December 16<sup>th</sup>, 2011 in Colma at 6:00 p.m.

I served on the Transportation Authority two terms from 1996 to 1997 and from 1999-2001. I find regional transportation issues challenging and interesting. I believe that the Authority needs to work collaboratively to meet the needs and interest of all the cities. I would work to advance the projects and programs of the Measure A Expenditure Plan.

As a member of the Transportation Authority, I would work to represent all the cities. Thank you for your consideration. Please feel free to contact me at 650-726-2512 or email me at [naomip@sbcglobal.net](mailto:naomip@sbcglobal.net).

Respectfully,

A handwritten signature in cursive script that reads "Naomi Patridge".

Naomi Patridge, Mayor  
City of Half Moon Bay



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

December 5, 2011

**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

Dear Colleague:

I'm interested in serving you as the Cities-At-Large representative on the San Mateo County Transportation Authority (TA) Board. I write today to seek your support for my candidacy.

I have made a point of getting a guided tour of almost every city and town in San Mateo County at one point or another from that city or town's mayor, so that my service to you in a regional capacity can be as effective as possible. As a TA board member, I will actively seek your input and keep you informed of opportunities to improve your community.

I have been an active supporter of the TA's efforts. Earlier this year I attended and spoke at the ribbon cutting of the Freeway 101 widening project, offering my thanks and support on behalf of my city and the region to the TA in bringing this project to fruition. I am very proud of the TA's infrastructure efforts on the coastside, and of its funding support of shuttle and ferry services. However, I believe that we need to do more to enhance east-west connections in our county, while continuing to strengthen north-south ones.

I have been active in discussions related to Caltrain's future, and in ensuring that high speed rail, as contemplated on the peninsula, is respectful of each city's individual character and needs. To me, *regional* mobility is the highest priority. That's why I joined the rest of my council in endorsing the Simitian-Eshoo-Gordon proposal for a blended HSR/Caltrain system on the peninsula, which I see as a win-win for all, if mindfully executed.

Alternative transportation modes are critical to our overall future transportation portfolio. As mayor, I founded Menlo Park's Green Ribbon Citizens' Committee, which in turn created the annual and now-regional "Drive Less Challenge."

I have served our region in a number of infrastructure-related capacities:

- Dumbarton Rail Committee, 2011 to present
- Bay Area Water Supply and Conservation Agency (BAWSCA), 2005 to present
- City/County Association of Governments (C/CAG), 2007-2010; Alternate, 2005-2006

While a high-level policy perspective is paramount, my civil engineering and clean energy projects professional background will add breadth to the make-up of the board. My Bachelor's degree is in Land Use Planning, my civil engineering Master's degree is in Infrastructure Planning and Management, and my Ph.D. topic was how to build high-quality industrial facilities. (All of my degrees are from Stanford University.)

Today's TA board is weighted to representation of larger cities, and cities more to the north part of the county. Coming from a mid-size city, I am sensitive to meeting the needs of small and medium-size cities, in addition to the larger ones.

My public service record shows I have the drive and commitment to get things done. I will listen to your needs and value your ideas. It would be an honor to serve you, and I hope for support.

Please feel free to contact me at (650) 207-9334 or [kifergusson@menlopark.org](mailto:kifergusson@menlopark.org) to share your thoughts.

Sincerely,

Kelly Fergusson  
Councilwoman and former Mayor, Menlo Park

OFFICE OF THE CITY COUNCIL



330 West 20<sup>th</sup> Avenue  
San Mateo, CA 94403-1388  
Telephone (650) 522-7048  
FAX: (650) 522-7041  
www.cityofsanmateo.org

December 5, 2012

City Council Members  
San Mateo County

**Re: SAN MATEO COUNTY TRANSPORTATION AUTHORITY (SMCTA) BOARD**

Dear Colleagues,

I am writing to seek your support for the Cities-At-Large seat on the San Mateo County Transportation Authority (SMCTA) Board currently held by John Lee.

My interest in serving on the SMCTA Board is driven by a desire to help improve transit and relieve traffic congestion in our County for everyone.

Since being elected to the San Mateo City Council in 2009, I have worked to address transportation issues both locally and regionally. I have shown the ability to work collaboratively with fellow city and county representatives and agencies. Some highlights of my work include:

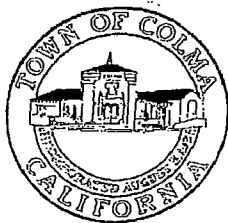
- Passage of a Bicycle Master Plan, and on-going work on a Pedestrian Master Plan for the City of San Mateo;
- Working with regional partners to help keep funding available for local Caltrain stations;
- Outreach to High Speed Rail directors and staff in concert with local and regional leaders to address areas of global concern to San Mateo County.

In my work, I have come to value the expertise and experience of fellow Councilmembers from across San Mateo County. I have learned that the best solutions to issues are most often arrived at by working collaboratively and with an open mind. When elected as your representative to the SMCTA, I will continue to seek your input and expertise to make the best decisions for our entire County.

I have can be reached on my cell phone at (415) 290-4044 if you would like to meet me for coffee to further discuss my candidacy. Thank you for your consideration, and I look forward to working on transportation issues for the benefit of our entire County.

Sincerely,

David Lim  
San Mateo City Council



TOWN OF COLMA

1198 El Camino Real • Colma, California • 94014-3212  
Tel 650-997-8300 • Fax 650-997-8308

December 5, 2011

City Council

Helen Fisicaro  
Mayor

Raquel Gonzalez  
Vice Mayor

Joanne F. del Rosario  
Council Member

Joseph Silva  
Council Member

Diana Colvin  
Council Member

City Treasurer

Laura Walsh

City Officials

Laura Allen  
City Manager

Robert L. Lotti  
Chief of Police

Roger Peters  
City Attorney

Cyrus Kianpour  
Acting City Engineer

Brad Donohue  
Acting Public  
Works Director

Michael Laughlin, AICP  
Acting City Planner

Brian Dossey  
Director of Recreation  
Services

Lori Burns  
Human Resources Manager

Honorable Mayors and Designees:

San Mateo County Transportation Authority (SMCTA)

I am writing to express my interest in being appointed to the North County Transportation Authority seat.

The Transportation Authority works to improve transit and relieve traffic congestion. I have spent a great deal of my efforts working on solutions to mitigate housing issues affecting the residents of our county. As there is a direct correlation between housing and transportation, if appointed, I will bring additional expertise that will complement the seated Authority Board Members.

Some of my previous and current appointments include:

- Member – Housing and Community Development Commission of San Mateo County
- Chair – HIP Housing Board of Directors
- Chair – Colma Creek Flood Control District Committee
- Housing and Endowment and Regional Trust Committee
- Chair – Council of Cities
- Chair – North County Council of Cities

I understand the needs of the community and am able to work with the present-day fiscal challenges that create added barriers to sometimes simple solutions. Effective leadership not only includes the ability to problem-solve it requires that the decision made today will make for a better tomorrow. I am committed to making that happen.

Thank you for your consideration and, hopefully, your support.

Sincerely,

Helen Fisicaro



## CITY OF BRISBANE

50 Park Place  
 Brisbane, California 94005-1310  
 (415) 508-2100  
 Fax (415) 467-4989

December 5, 2011

Honorable Mayors & Mayors' Designee;

The purpose of this letter is to ask for your support and your vote for my appointment to the Transportation Authority (TA) Board representing the Northern Cities in the San Mateo County.

The TA is extremely important in our area due to the fact that tremendous development planning is underway, both in our San Mateo County and adjacent San Francisco County. Transportation is a major component of all these expansions and our cities are in the midst of all these developments. My understanding and knowledge of transportation issues in our county, my familiarity with all these development plans, and complexities of the public transportation, well equip me to serve on the TA Board.

My past experience includes serving as a member of the CalTrain Advisory Committee; Congestion Management Program and Environmental Quality Committee; and Traffic Congestion Alliance Board.

Great strides have been made in improving public transportation in our County. At the same time, a lot is yet to be done. I believe in order to have a sustainable and efficient public transportation system, we must continually address the issues of stable sources of funding, frequency, affordability, time saving, cost effectiveness, and safety concerns. In our transportation plans, we must address the needs of all riders including seniors and those who live in remote and hillside areas in the north and south, as well as of transportation needs from east and west geographical areas.

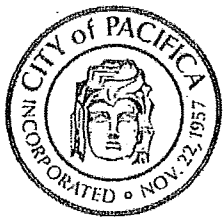
As I have demonstrated in the past, I shall continue to fully commit myself to successfully serve on this Board and leave a lasting legacy of advancing public transportation in our County.

Thank you for your consideration. Please feel free to contact me at (415) 999-9937 or e-mail to [sepirichardson@gmail.com](mailto:sepirichardson@gmail.com).

Respectfully,

Sepi Richardson  
 Council Member

Cc: Rebecca Romero City Selection Committee  
 County Board of Supervisors  
 Sam Trans Chief Executive Officer, Mike Scanlon  
 Sam Trans Special Assistant to CEO Mark Simmons  
 Chair, Council of Cities



Scenic Pacifica

CITY HALL

170 Santa Maria Avenue • Pacifica, California 94044-2506

www.cityofpacifica.org

MAYOR  
Mary Ann Nihart

MAYOR PRO TEM  
Peter DeJarnatt

COUNCIL  
Sue Digre  
James M. Vreeland, Jr.  
Len Stone

CITY MANAGER'S OFFICE  
TEL. (650) 738-7301  
FAX (650) 359-6038

CITY ATTORNEY  
TEL. (650) 738-7409  
FAX (650) 359-8947

CITY CLERK  
TEL. (650) 738-7307  
FAX (650) 359-6038

CITY COUNCIL  
TEL. (650) 738-7301  
FAX (650) 359-6038

FINANCE  
TEL. (650) 738-7392  
FAX (650) 738-7411

FIRE ADMINISTRATION  
TEL. (650) 991-8138  
FAX (650) 991-8090

HUMAN RESOURCES  
TEL. (650) 738-7303  
FAX (650) 359-6038

PARKS, BEACHES &  
RECREATION  
TEL. (650) 738-7381  
FAX (650) 738-2165

PLANNING  
TEL. (650) 738-7341  
FAX (650) 359-5807

- Building  
TEL. (650) 738-7344
- Code Enforcement  
TEL. (650) 738-7341

POLICE DEPARTMENT  
TEL. (650) 738-7314  
FAX (650) 355-1172

PUBLIC WORKS  
TEL. (650) 738-3760  
FAX (650) 738-9747

- Engineering  
TEL. (650) 738-3767  
FAX (650) 738-3003
- Field Services  
TEL. (650) 738-3760  
FAX (650) 738-9747

December 5, 2011

Rebecca Romero  
County Manager's Office  
400 County Center 1<sup>st</sup> Floor  
Redwood City, CA 94063

Rebecca,

The purpose of this letter is to notify you that I am seeking appointment to the San Mateo Transportation Authority at the North County representative. Attached is my letter of interest.

Best regards,

Len Stone  
Councilmember, City of Pacifica



Scenic Pacifica

CITY HALL

170 Santa Maria Avenue • Pacifica, California 94044-2506

www.cityofpacifica.org

MAYOR  
Mary Ann Nihart

MAYOR PRO TEM  
Peter DeJarnatt

COUNCIL  
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Len Stone

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FAX (650) 738-3003
  - Field Services  
TEL. (650) 738-3760  
FAX (650) 738-9747

December 5, 2011

Dear San Mateo County Mayors and Council members:

My name is Len Stone and I am a member of the Pacifica City Council. I am writing this to ask for your support and vote for my appointment to the San Mateo County Transportation Authority representing the North County.

As a member of the Transportation Authority I will provide North County a strong voice. I will also work to ensure the County's best interests are met in a fair and equitable way.

I enjoy working on regional transportation issues and collaborating with different agencies. Currently I represent the City of Pacifica on the Devil's Slide task force.

Thank you for your consideration. Please feel free to email or call me with any questions [lenstonepacific@gmail.com](mailto:lenstonepacific@gmail.com) or 650-355-5700.

Best regards,

Len Stone  
Councilmember, City of Pacifica

# TOWN of PORTOLA VALLEY

December 5, 2011

Dear Honorable San Mateo County Mayors and Council members,

I am writing to apply for the position of SMC Council of Cities/City Selection Committee Chair, the election to be held at the Council of Cities meeting in Colma on Friday, December 16.

For the past year I have served as Vice Chair of this body, and the year before as Secretary/Treasurer. Thus I'm familiar with the processes and procedures necessary to plan and execute eleven dinner meetings a year, each hosted by a different city or town in the county. My intent, if elected as chair, would be to manage the program unobtrusively, run the meetings efficiently and help you plan engaging speakers on relevant topics to make sure that our time is well spent.

Other background in case you don't know me: I'm currently half way into my second term on the Portola Valley Town Council currently serving as Vice Mayor where my current focus is on an ambitious, multi-pronged residential energy upgrade program to convince our high energy-using residents to make their homes more energy efficient and landscapes more water conserving. Too, I serve on the board of the San Mateo County Library JPA and C/CAG, as well as the Resource Management Climate Protection Committee, a subset of C/CAG.

I live with three large dogs and one recalcitrant 19-year old in a house that has been through several iterations of energy efficient improvements and a property with a landscape that I am slowly converting to local native plants.

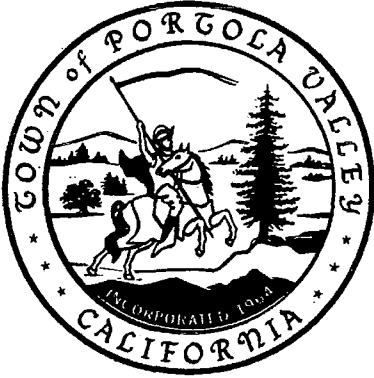
Thank you for considering me for the position of SMC City Selection Committee/Council of Cities Chair and I hope that I can count on your vote on Friday, December 16 at the Colma Fire Station.

Sincerely,



Maryann Moise Derwin  
Vice Mayor, Town of Portola Valley  
Vice Chair, SMC Council of Cities





*In recognition of the Holiday Season*

**PORTOLA VALLEY  
TOWN HALL  
WILL BE CLOSED**

*Monday, December 26<sup>th</sup>, 2011  
through Monday, January 2<sup>nd</sup>, 2012*

*We will return to our regular business hours on  
Tuesday, January 3<sup>rd</sup>, 2012.*

*In Case of Emergency: Sheriff's Office: 911*

Issued Building Permit Activity: November 2011

	Permits This Month	Permits FY 11-12 To Date	Total Valuation This Month	Total Valuation FY 11-12 To Date	Application Fees Collected This Month	Application Fees FY 11-12 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 11-12 To Date	Total Fees Collected FY 11-12	Total Fees Collected FY 10-11
New Residence	0	1	0	1,330,000	0.00	6,813.25	0.00	4,428.61	11,241.86	48,779.38
Commercial/Other	1	1	3,100	3,100	97.25	97.25	63.21	63.21	160.46	0.00
Additions	1	9	24,500	1,640,745	391.25	12,584.35	254.31	8,179.84	20,764.19	24,733.86
Second Units	0	4	0	780,000	0.00	6,010.50	0.00	3,906.83	9,917.33	9,691.12
Remodels	4	22	105,000	2,079,493	1,300.25	18,239.95	845.16	11,729.07	29,969.02	23,246.79
Pools	0	6	0	673,600	0.00	6,220.10	0.00	4,043.08	10,263.18	9,987.41
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	0	1	0	10,000	0.00	181.25	0.00	0.00	181.25	252.81
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	2	3	0	0	200.00	300.00	0.00	0.00	300.00	500.00
Other	14	88	434,721	2,307,007	3,717.60	24,252.85	1,070.29	7,542.64	31,795.49	28,169.94
	22	135	567,321	8,823,945	5,706.35	74,699.50	2,232.97	39,893.28	114,592.78	145,361.31
Electrical	7	59	0	0	182.50	3,837.44	0.00	0.00	3,837.44	3,803.32
Plumbing	3	46	0	0	372.00	3,620.15	0.00	0.00	3,620.15	3,566.80
Mechanical	0	30	0	0	0.00	2,268.15	0.00	0.00	2,268.15	2,531.05
<b>Total Permits</b>	<b>32</b>	<b>270</b>	<b>567,321</b>	<b>8,823,945</b>	<b>6,260.85</b>	<b>84,425.24</b>	<b>2,232.97</b>	<b>39,893.28</b>	<b>124,318.52</b>	<b>155,262.48</b>

**Michele Arana**

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**From:** Angela Howard  
**Sent:** Thursday, December 08, 2011 2:18 PM  
**To:** Michele Arana  
**Subject:** FW: San Mateo County Mosquito and Vector Control District - Press Release

For the digest.

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**From:** Bob Gay [mailto:rgay@SMCMAD.ORG]  
**Sent:** Thursday, December 08, 2011 1:21 PM  
**To:** jdobbie@ci.atherton.ca.us; jdanielson@ci.atherton.ca.us; tdellasanta@ci.atherton.ca.us; CityCouncil@belmont.gov; cmanager@belmont.gov; cfeierbach@belmont.gov; bologoff@ci.brisbane.ca.us; cholstine@ci.brisbane.ca.us; wricks@ci.brisbane.ca.us; jdeal@burlingame.org; jnantell@burlingame.org; CityManager@dalcycity.org; cityclerk@dalcycity.org; cromero@cityofepa.org; mwarren@cityofepa.org; akiesel@fostercity.org; manager@fostercity.org; naomip@hmbcity.com; lsnideman@hmbcity.com; TKasten@hillsborough.net; MBernardo@HILLSBOROUGH.NET; grojas@menlopark.org; MRoberts@menlopark.org; city.council@menlopark.org; dquigg@ci.millbrae.ca.us; mraines@ci.millbrae.ca.us; nihartm@ci.pacifica.ca.us; rhodess@ci.pacifica.ca.us; o'connellk@ci.pacifica.ca.us; Ted Driscoll; Angela Howard; aaguirre@redwoodcity.org; jira@redwoodcity.org; mail@redwoodcity.org; dlacroix@redwoodcity.org; jruane-web@sanbruno.ca.gov; cjackson-web1@sanbruno.ca.gov; cgroom@smcgov.org; aklein@cityofsancarlos.org; jmaltbie@cityofsancarlos.org; citymanager@cityofsanmateo.org; Council@ssf.net; barry.nagel@ssf.net; sgeorge@woodsidetown.org; council.members@woodsidetown.org; dhorsley@smcgov.org; RoseJG@smcgov.org; atissier@smcgov.org; dpine@smcgov.org; dburruto@smcgov.org; cmo\_webmaster@co.sanmateo.ca.us; treasmaster@co.sanmateo.ca.us; 'Esther Garibay (egaribay@co.sanmateo.ca.us)'; Brandt Grotte (bgrotte@cityofsanmateo.org)  
**Cc:** Aimee Armsby; portorgoltz@yahoo.com  
**Subject:** San Mateo County Mosquito and Vector Control District - Press Release

**County Supervisors/City Managers and Mayors/County Treasurer,**

The following **press release** was submitted to the media outlets on Monday, December 5, 2011:

San Mateo County MVCD is the victim of embezzlement.

The General Manager of the San Mateo County Mosquito and Vector Control District, Robert Gay, reports that the District has been the apparent victim of theft, fraud, forgery and embezzlement by two former District employees, who carried out the criminal acts during their employment.

District Manager Gay reported to the Board of Trustees that a forensic audit of District financial data has revealed a complex and sophisticated method of misuse and theft of District funds and property believed to total more than \$647,000. The vast majority of the loss occurred within the last fiscal year.

The scheme was uncovered when a member of the Board of Trustees raised concerns about certain reported expenditures within the District's pesticide account. When Mr. Gay's request for explanation resulted in unsatisfactory responses from the staff members responsible for District finances, Mr. Gay promptly arranged to have an outside CPA firm conduct an audit.

Immediately upon suspicion that wrongdoing may have occurred, Mr. Gay reported the matter to the San Mateo County District Attorney Office, which launched a criminal investigation. The District has been cooperating with District Attorney Investigators throughout the investigation. On completion of their investigation, the DA will file criminal charges.

One of the apparent perpetrators was terminated by the District, and another voluntarily resigned prior to the discovery of her involvement. Any other employees determined to have had knowledge of the wrongdoing and failed to report it, or knowingly benefitted from the wrongdoing, will also face discipline.

In consultation with recommendations of the forensic audit team, the District implemented additional fiscal safeguards, including policies and procedures to further bolster transparency and accountability for all financial transactions.

The District is actively pursuing recovery of the lost funds, including expenses incurred in the recovery of the assets, through available insurance coverage. The District is also planning to seek restitution from the perpetrators through civil suit and the anticipated criminal prosecution.

Public employees who engage in financial wrongdoing such as the acts perpetrated against San Mateo County MVCD are responsible for a monumental betrayal of public trust. The District will take all appropriate actions to ensure that the wrongdoers are held accountable to the fullest extent of the law, and to recover the funds stolen.

The media outlets were notified on Monday to direct their questions to Robert Gay, District Manager at 650-344-8592. Questions related to the criminal investigation or prosecution were to be directed to the District Attorney's Office at 650-363-4636.

---

Currently:

1. The District has been cooperating with the District Attorney Investigators and we anticipate criminal charges will be filed.
2. We believe the apparent perpetrators, both in the Finance Department acted in collusion. One has been terminated and the other resigned when an audit was scheduled. Any other employees found to have knowledge of the wrongdoing and failed to report will face discipline.
3. The District has recently hired two new employees in the Finance Department. Both went through extensive criminal and credit back-ground investigations by ADP Screening and Selection Services.
4. The District engaged Jeff Ira from C.G. Uhlenberg to provide a special team of auditors to perform a forensic audit for supporting the District Attorney Investigators criminal case.
5. The District also engaged Jeff Ira's auditors to perform a complete rework

of the District financial records for Fiscal Year 2010-11 and provided financial staff until the new employees were hired.

6. The District has filed a claim under an insurance policy for loss due to theft by an employee and is seeking complete reimbursement for the loss.
7. The District Manager, along with the auditors and the newly hired Finance Director, have restructured the District's Internal Controls and have provided the District's Board of Trustees reports on new internal controls implemented. (attached document)

The District is shocked at being the victim of employees who have brazenly betrayed the public trust.

Robert B. Gay  
District Manager  
San Mateo County MVCD  
1351 Rollins Road  
Burlingame, CA 94010  
650 344-8592  
650 918-8640 cell

# *The City of Brisbane*

## NOTIFICATION OF CITY COUNCIL REORGANIZATION

At a Regular Meeting of the City Council, held on December 5, 2011,  
the Brisbane City Council reorganized as follows:

NAME	TERM ENDS
<i>Clifford R. Lentz</i> , Mayor (Mayor term ends 12/2012)	12/2013
<i>Raymond C. Miller</i> , Mayor Pro Tem (Vice Mayor term ends 12/2012)	12/2015
<i>W. Clarke Conway</i> , Councilmember	12/2013
<i>Terry O'Connell</i> , Councilmember	12/2015
<i>A. Sepi Richardson</i> , Councilmember	12/2013

Sheri Marie Spediacci  
Brisbane City Clerk



# CITY OF BURLINGAME

Office of the City Clerk

501 Primrose Road Burlingame CA 94010-3997

(650) 558-7203 Fax: (650) 342-8386

[mkearney@burlingame.org](mailto:mkearney@burlingame.org)

## CITY OF BURLINGAME

### ELECTED OFFICIALS

At a Regular Meeting of the City Council held on December 5, 2011 the Burlingame City Council was seated as follows:

<u>NAME</u>	<u>TERM ENDS</u>
Jerry Deal, Mayor	November 2015
Ann Keighran, Vice Mayor	November 2013
Michael Brownrigg, Council Member	November 2013
Cathy Baylock, Council Member	November 2013
Terry Nagel, Council Member	November 2015
Mary Ellen Kearney, City Clerk	November 2013

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**From:** Caitlin Corley [ccorley@colma.ca.gov]  
**Sent:** Wednesday, December 07, 2011 2:53 PM  
**To:** Carol Bonner - San Bruno; East Palo Alto Clerk; Foster City Clerk; Hillsborough; K. Annette Hipona - Daly City; Kathy O'Connell Pacifica; Krista Martinelli - SSF; Margaret Roberts - Menlo Park; Mary Ellen Kearney - Burlingame; Millbrae; Redwood City; San Carlos; San Mateo; Sharon Hanlon; Sheri Spedacci - Brisbane; Siobhan Smith - Half Moon Bay; Terri Cook - Belmont; Theresa DellaSanta - Atherton; Woodside  
**Subject:** Colma City Council Reorganization  
**Attachments:** Notice and Roster 2011.pdf

At a special meeting, held on Tuesday, December 6 2011 the Town of Colma City Council reorganized as follows:

Raquel "Rae" Gonzalez  
Mayor

Joanne F. del Rosario  
Vice Mayor

Joseph Silva  
Council Member

Diana Colvin  
Council Member

Helen Fisicaro  
Council Member

Please see the attached Notice and Roster for more information.

**Caitlin Corley**  
**Administrative Technician III**  
**Town of Colma**  
**1198 El Camino Real**  
**Colma, Ca 94014**  
**650.997.8311**





December 7, 2011

**CITY OF EAST PALO ALTO**  
**NOTIFICATION OF CITY COUNCIL REORGANIZATION**

At a Regular Meeting of the City Council, held on December 6, 2011, the City of East Palo Alto City Council reorganized as follows:

<u>NAME</u>	<u>COUNCIL TERM ENDS</u>
Laura Martinez, Mayor	11/2012
Ruben Abrica, Vice Mayor	11/2014
A. Peter Evans, Councilmember	11/2012
Carlos Romero, Councilmember	11/2012
David E. Woods, Councilmember	11/2014

Minette Warren  
Deputy City Clerk  
Office of the City Clerk

City of East Palo Alto  
2415 University Avenue  
East Palo Alto, CA 94303  
(650)853-3100



**NOTICE OF CITY COUNCIL REORGANIZATION**

On December 5, 2011, the City Council of the City of Foster City, California reorganized as follows:

**Mayor Art Kiesel**

Council term expires December 2015; akiesel@fostercity.org

**Vice Mayor Pam Frisella**

Council term expires December 2013; pfrisella@fostercity.org

**Councilmember Charlie Bronitsky**

Council term expires December 2013; cbronitsky@fostercity.org

**Councilmember Steve Okamoto**

Council term expires December 2015; sokamoto@fostercity.org

**Councilmember Herb Perez**

Council term expires December 2015; hperez@fostercity.org

***Doris L. Palmer, CMC***

City Clerk



December 6, 2011

## CITY OF MENLO PARK

### NOTIFICATION OF CITY COUNCIL REORGANIZATION

At a Regular Meeting of the City Council, held on December 6, 2011, the Menlo Park City Council reorganized as follows:

<u>NAME</u>	<u>TERM ENDS</u>
Kirsten Keith, Mayor (Mayor term ends 12/2012)	11/2014
Peter Ohtaki, Mayor Pro Tem (Vice Mayor term ends 12/2012)	11/2014
Richard Cline, Councilmember	11/2014
Andy Cohen, Councilmember	11/2012
Kelly Fergusson, Councilmember	11/2012

Margaret S. Roberts, MMC  
Menlo Park City Clerk



*The City of Millbrae  
Cordially Invites You to the  
Reorganization of the City Council  
and the Administration of Oaths of Office*

*Mayor Marge Colapietro*

*Vice Mayor Gina Papan*

*Councilmember Nadia V. Holober*

*Councilmember Wayne J. Lee*

*Councilmember Robert G. Gottschalk*

*Farewell to Outgoing Mayor Daniel F. Quigg and  
Councilmember Paul Seto*

*Tuesday, December 13, 2011*

*7:00 p.m.*

*Millbrae Council Chamber*

*621 Magnolia Avenue*

*Reception Following  
David J. Chetcuti Community Room  
450 Poplar Avenue*

Office of the City Clerk



1017 Middlefield Road  
P.O. Box 391  
Redwood City, California 94064-0391  
Telephone (650) 780-7220  
FAX (650) 261-9102

**NOTICE OF REORGANIZATION OF CITY COUNCIL**

December 6, 2011

At the December 5, 2011 City Council meeting, the City Council of Redwood City reorganized as follows:

<b><u>NAME:</u></b>	<b><u>TERM ENDS:</u></b>
<b>Mayor Alicia C. Aguirre</b> (Mayor term ends 11/13)	<b>November 2015</b>
<b>Vice Mayor Jeffrey Gee</b> (Vice Mayor term ends 11/13)	<b>November 2013</b>
<b>Council Member Ian Bain</b>	<b>November 2015</b>
<b>Council Member Rosanne Foust</b>	<b>November 2015</b>
<b>Council Member Jeff Ira</b>	<b>November 2013</b>
<b>Council Member Barbara Pierce</b>	<b>November 2015</b>
<b>Council Member John Seybert</b>	<b>November 2013</b>

Silvia Vonderlinden  
City Clerk

- c: San Mateo County Cities
- County Board of Supervisors
- Legislators
- Assessor-County Clerk Recorder
- Regional Agencies
- Redwood City School District
- City Departments - City of Redwood

Enclosure: Council photo

OFFICE OF THE CITY CLERK

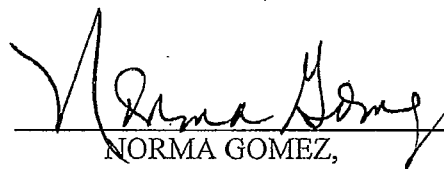


330 West 20th Avenue  
San Mateo, California 94403-1388  
Telephone: (650) 522-7040  
FAX: (650) 522-7041  
TDD: (650) 522-7047  
www.cityofsanmateo.org

December 6, 2011

At its regular meeting of December 5, 2011, the San Mateo City Council reorganized as follows:

BRANDT GROTTÉ, MAYOR  
DAVID LIM, DEPUTY MAYOR  
\* MAUREEN FRESCHET, COUNCIL MEMBER  
\*\* JACK MATTHEWS, COUNCIL MEMBER  
ROBERT ROSS, COUNCIL MEMBER

  
NORMA GOMEZ,  
CITY CLERK

cc: San Mateo County Chief Elections Officer & Assessor-County Clerk-Recorder  
San Mateo County Board of Supervisors  
San Mateo County Cities  
Regional Agencies  
League of California Cities  
Local Assembly, Senatorial and Congressional Offices  
Department Heads

\* Newly Elected  
\*\* Re-elected

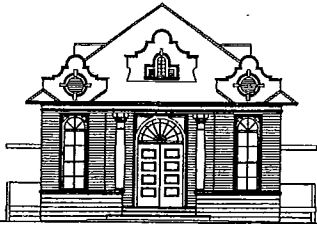


**TOWN OF PORTOLA VALLEY**  
**Special Sustainability Committee Meeting**  
**Monday, December 12, 2011 – 4:00 PM**  
**Community Hall – Buckeye Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

1. Call To Order
2. Oral Communications
3. Approval of Minutes from October 17, 2011
4. Review of New Committee Member Applications
5. Update on Programs
  - a. Acterra High Energy Homes
  - b. Energy Upgrade Portola Valley
  - c. Green Towns SunShares
  - d. Tuesday Harvest Speaker Series
6. BECC Conference & Thoughts on Program Direction
7. Committee Mission for 2012
8. Review of Projects
  - a. Smart Strip Guide
  - b. Did You Consider Flyers
  - c. Home Energy Detective Kit
  - d. Profile Postcards
  - e. Home Energy Diaries Video
9. Next Steps, Next Meeting Date & Reminders
  - a. January 12, 2012
10. Announcements
11. Adjournment by 5:30 p.m.



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, December 12, 2011  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

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**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 Review, Architectural Review for Residential Redevelopment, 205 Cervantes Road, Kodukula
5. New Business:
  - a. Architectural Review for House Additions, Remodeling and New Detached Garage with Guest Unit, 30 Antonio Court, Murray
6. Approval of Minutes: November 28, 2011
7. Adjournment

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\*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.

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**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.

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**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).

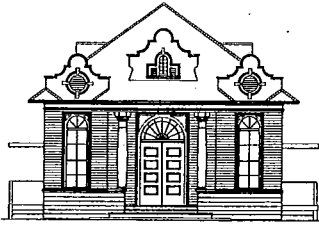
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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: December 9, 2011

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY**  
***Trails and Paths Committee***  
**Tuesday, December 13, 2011 - 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes – October 11 regular and October 25, 2011 special meetings
4. Financial Review
5. Old Business
  - a) Alpine Rd. / C1 Path Update - Ribbon Cutting
  - b) Trail Assignments
6. New Business
  - a) Trail Work – October and November
  - b) Alpine C-1 Trail, Possible Bench Placement
  - c) Community Hike
  - d) Weather-Related Trail Closures
  - e) Committee Appointments - 2012
7. Other Business
8. Adjournment

Enclosures:

Minutes of October 11 & 25, 2011

Financial Review

Trail Work and Map for October and November



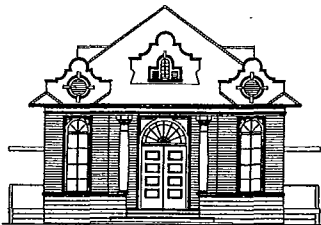
Town of Portola Valley  
COMMUNITY EVENTS COMMITTEE  
Tuesday, December 13, 2011 – 5:00 PM  
Historic Schoolhouse  
765 Portola Road  
Portola Valley, CA 94028

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## AGENDA

1. Call To Order
2. Roll Call
3. Oral Communications
4. Approval of Meeting Minutes from the May 3, 2011
5. Approval of Meeting Minutes from May 24, 2011
6. Recap of 2011 Events
  - i. Town Picnic – June 4<sup>th</sup> 2011
  - ii. PVSD 150 Celebration – October 2<sup>nd</sup> 2011
  - iii. Volunteer Appreciation Party – December 2<sup>nd</sup> 2011
7. Dates for 2012 Events
  - i. June 9<sup>th</sup> – Town Picnic
  - ii. Sept 16<sup>th</sup> – Blues & BBQ
  - iii. Dec? – Volunteer Appreciation Party
8. Applications to join CEC
9. Committee Appointments for 2012
10. Adjournment

**\*Committee members *please* confirm attendance (yes or no) to Chair, Michael Bray at [michael@braycentral.com](mailto:michael@braycentral.com) or (650) 851-9495.**



**TOWN OF PORTOLA VALLEY  
REGULAR PLANNING COMMISSION MEETING**  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, December 7, 2011 – 7:30 p.m.  
Council Chambers (Historic Schoolhouse)

**ACTION**  
**AGENDA**

Call to Order, Roll Call 7:33 p.m.

Commissioners Gilbert, McIntosh, Von Feldt, Chairperson McKitterick, and Vice-Chairperson Zaffaroni **(All present. Also present: Tom Vlasic Town Planner; Ann Wengert Town Council Liaison, Sandy Sloan Town Attorney, CheyAnne Brown Planning Technician)**

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.

Regular Agenda

1. *Public Hearing*: Review of Revised Conditional Use Permit (CUP) Application X7D-169, Request to Permit Additional Floor Area and Impervious Surface Area on 229-acre parcel, 555 Portola Road, Spring Ridge LLC (Neely/Myers) **Commission discussed, received public comment and clarification from applicant and staff. Review continued to January 18, 2012 meeting.**

Commission, Staff, Committee Reports and Recommendations

**None**

Approval of Minutes: November 2, 2011 **Approved with corrections.**

Adjournment 10:24 p.m.

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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

**AVAILABILITY OF INFORMATION**

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

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

**PUBLIC HEARINGS**

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

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

Date: December 2, 2011

CheyAnne Brown  
Planning Technician

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