



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, May 23, 2012

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

- (1) **PRESENTATION** – Portola Valley Ranch Fire Risk Management Committee – Process to become a Firewise (3) Community

CONSENT AGENDA

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

- (2) **Approval of Minutes** – Regular Town Council Meeting of May 9, 2012 (5)
- (3) **Approval of Warrant List** – May 23, 2012 (11)
- (4) **Recommendation by Town Manager** – Adopt a Resolution naming Authorized Officers, Morgan Stanley Smith (24) Barney, to Sell Donated Stock
- (a) Resolution of the Town Council of the Town of Portola Valley Authorizing the Sale of Stock (Resolution No. __)

REGULAR AGENDA

- (5) **Recommendation by Interim Assistant Town Manager** - Adoption of Resolutions Approving Agreements (26) Between the County of San Mateo and the Town of Portola Valley for Basic and Supplemental Law Enforcement Services
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving an Agreement for Basic Law Enforcement Services for Fiscal Year 2012-13 through Fiscal Year 2014-15 Between the Town of Portola Valley and the County of San Mateo (Resolution No. __)
- (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving an Agreement for Supplemental Law Enforcement Services, for Fiscal Year 2012-13 through Fiscal Year 2014-15 Between the Town of Portola Valley and the County of San Mateo (Resolution No. __)

PUBLIC HEARING

- (6) **PUBLIC HEARING – Recommendation by Interim Assistant Town Manager** - Setting New Administration, (52) Planning, Building and Public Works Department Fee Schedule
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving a New Fee Schedule for its Administrative, Building, Public Works/Engineering and Planning Departments (Resolution No. __)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (7) **Reports from Commission and Committee Liaisons** (91)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (8) **Town Council Weekly Digest** – May 11, 2012 (92)
- (9) **Town Council Weekly Digest** – May 18, 2012 (107)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

#1

There are no written materials for this agenda item.

TOWN COUNCIL MEETING NO. 840 MAY 9, 2012

Mayor Derwin called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. She announced that the Closed Session on tonight's agenda was cancelled and will be put back on the agenda in six months' time. She welcomed new Town Manager Nick Pegueros.

Ms. Hanlon called the roll.

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

Absent: None

Others: Nick Pegueros, Town Manager
Barbara Powell, Interim Assistant Town Manager
Sharon Hanlon, Town Clerk
Howard Young, Public Works Director
Sandy Sloan, Town Attorney

ORAL COMMUNICATIONS

None

CONSENT AGENDA [7:32 p.m.]

- (1) Approval of Minutes: Regular Town Council Meeting of April 25, 2012 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List: May 9, 2012 in the amount of \$113,798.45
- (3) Recommendation by Town Attorney: Authorize Mayor to sign Third Addendum to Agreement between the County of San Mateo and the Town of Portola Valley to Toll Statutes of Limitations for Claims Regarding Property Tax

By motion of Vice Mayor Richards, seconded by Councilmember Driscoll, the Council approved Items 2-3 on the Consent Agenda with the following roll call vote:

Aye: Councilmember Aalfs, Driscoll, Wengert, Vice Mayor Richards, Mayor Derwin

No: None

REGULAR AGENDA [7:33 p.m.]

- (1) Approval of Minutes: Regular Town Council Meeting of April 25, 2012

Councilmember Driscoll moved to approve the minutes, as amended, of the Regular Town Council Meeting of April 25, 2012. Seconded by Councilmember Wengert, the motion carried 5-0.

- (4) Recommendation by Town Clerk: Purchase of Sound System for the Historic Schoolhouse [7:33 p.m.]

Ms. Hanlon explained that this recommendation came about in the interest of producing more clearly audible recordings of the meetings and better amplification for the audience. The system she's recommending consists of two small speakers that would be placed on either side of the back wall, a small recording system installed beneath the dais, eight gooseneck microphones – one for each

Councilmember and three for staff members to share – and a handheld microphone for use as needed during presentations and audience speakers. Wiring would feed through grommet holes that would be installed, and training would be provided. AV-integrators has additional local customers in Atherton, Palo Alto, Los Altos Hills, Redwood City, as well as Our Lady of the Wayside church in Portola Valley. Having accompanied AV-integrators representative Dave Fabian to see the church system, she noted that the speakers were barely noticeable and the sound was great.

In response to Councilmember Aalfs, Mr. Fabian showed a sample speaker of about the same size that would be installed. It would be white, and he suggested mounting it on a ball joint for directional flexibility. He said that each microphone has push-to-talk mode or voice-activation options.

In response to Vice Mayor Richards, Mr. Fabian said that although audio quality improves when the person speaking is close to the microphone, the microphones can pick up a voice when the speaker is leaning back in his/her chair. In a test with Ms. Hanlon at the church, he said he was about 24-30 inches away from the microphone and she heard him clearly.

Councilmember Wengert asked how long such a system would be expected to last. He said that today's technology is such that equipment is much lighter-weight and runs much cooler than in years past, and the old equipment typically lasted 15 years. The system being replaced in Atherton dates to the late 1960s or early 1970s, he said.

Ms. Hanlon pointed out that when the dais must be moved, as it is for the December fair, the installation would accommodate disconnecting it in three sections. In response to Councilmember Wengert, Mr. Fabian said that staff should have no trouble dismantling it on those occasions rather than calling for a technician to do so. All of the connections are keyed so there's only one way to plug them in.

Councilmember Aalfs asked about wireless microphones. Mr. Fabian said there's one handheld wireless in the proposal, but multiple channels of wireless would be cost-prohibitive.

Councilmember Driscoll expressed a concern about having valuable electronics in a room that's not particularly secure. Councilmember Aalfs also said he's somewhat concerned about burglary. Mr. Fabian said the recording equipment rack could be bolted in place beneath the dais, but pointed out that in terms of potential theft, the church is more vulnerable and its system has been in place for 10 to 15 years.

In response to Commissioner Driscoll, Ms. Hanlon said she assumed that the Council and Planning Commission would use the equipment for all of their meetings in the Historic Schoolhouse.

In response to Mayor Derwin, Mr. Fabian said he could break out the costs of the microphones.

Councilmember Driscoll said that he's concerned that with microphones at the dais; it might give the audience the perception that Councilmembers are somehow different, and detract from the "people talking to people" meeting hall atmosphere.

Mr. Fabian clarified that push-to-talk microphones wouldn't rule out two people speaking at once; all of the microphones would be live simultaneously.

Councilmember Wengert moved to approve acquisition of the sound system with voice-activated microphones. Seconded by Councilmember Aalfs, the motion carried 5-0.

- (5) Recommendation by Interim Assistant Town Manager and Public Works Director: Update on Community Fundraising Effort and Adoption of a Resolution Approving Plans and Specifications – Ford Field Renovation Project #2011-PW02 (Resolution No. 2551-2012) [7:49 p.m.]

Ms. Powell said that they've been monitoring the fundraising and tweaking the construction schedule in the hope of providing more time for the fundraising effort. She said Parks and Recreation Committee Chair Jon Myers has been doing yeoman's work to spur the fundraising.

Mr. Myers said the biggest change since the Council discussed this item at its April 25, 2012 meeting is that the Little League has formally committed to a contribution of \$100,000 plus agreeing to split the difference with the Town if the fundraising comes up short.

In discussing the Little League's letter, he explained that the Little League put a \$40,000 cap on the total it would match with the Town, but the fundraising effort to date makes that a moot point. In addition, the Little League wants:

- First priority after the Town and the schools for field use for a 10-year period; the same as current policy but with a timeframe included.
- User fees that increase by no more than 10% per year; at this time, the Little League pays about \$12,000 annually in user fees.
- The Town to evaluate the tree near first base for safety and liability purposes.

Ms. Powell said that ultimately the Town should prepare a brief donation agreement that formally sets out the Town's response to the Little League's expectations. Mr. Myers said that he would also confirm the timing of the Little League's contribution.

Councilmember Driscoll said that as far as field-use fees are concerned, he'd be happy with increases that merely keep up with the Consumer Price Index. The use fees are calculated to cover at least half of the Town costs.

In addition to the \$50,000 increase in the Little League's commitment, Mr. Myers said that community donations so far total \$18,150 plus a check for \$10,000 that's pending and a Little League fundraising event over the May 5-6, 2012 weekend that raised approximately \$4,000-\$5,000. He and Councilmembers discussed potential alternative strategies for bridging the now-reduced gap in the funding for the renovation.

Councilmember Wengert asked how long Mr. Myers thought fundraising momentum would continue. He said the major period would span the next two months, but after that, the Little League may be motivated to earmark contributions from its ongoing fundraising program to the Ford Field renovation project.

In response to Councilmember Aalfs, Ms. Powell suggested that a new arborist report probably would be appropriate to address the issue of tree safety. Alpine/West Menlo Little League board member Lindsay Bowen, who also serves on the Parks and Recreation Committee, concurred. Mr. Myers agreed that with major renovation underway and the last review of the tree several years ago, the timing would be appropriate in any case. Councilmember Wengert also agreed that it's a reasonable request.

Councilmember Driscoll suggested that this also may be an appropriate time to deal with the issue of approximately \$75,000 in funds that remain on the Town books from fundraising for the Town Center. Ms. Sloan said she didn't think there was any restriction on any particular use of those funds, but it's probably a good idea to check with the donors. Councilmember Wengert said if it works out it would be a win-win situation.

Mr. Bowen said that it may get convoluted when trying to figure out what amount is left to match.

Councilmember Driscoll, indicating that he's ready to move forward, thanked the Little League for its generosity. Councilmember Wengert agreed, adding that enough potential funding sources have been identified to give her confidence that the Public Works Director should get the go-ahead on bids so that the construction window doesn't become problematic. Vice Mayor Richards, too, said that he feels much more comfortable with the proposal, particularly in light of Councilmember Driscoll's suggestion about the additional funding potential. Mayor Derwin said that she was impressed by the work of Mr. Myers and his committee.

Councilmember Aalfs moved to adopt Resolution No. 2551-2012, approving plans and specifications for the Ford Field Renovation Project #2011-PW02 and acceptance of sealed bids. Seconded by Vice Mayor Driscoll, the motion carried 5-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(6) Appointment of Portola Valley Police Commissioner: Gary Nielsen [8:17 p.m.]

Noting that previous Police Commissioner Ed Davis is no longer able to serve, Mayor Derwin said that Gary Nielsen indicated his willingness to assume those responsibilities.

Councilmember Driscoll moved concurrence with the Mayor's appointment of Mr. Nielsen as Police Commissioner. Seconded by Councilmember Wengert, the motion carried 5-0.

Mr. Nielsen acknowledged Mr. Davis for his service as Police Commissioner.

(7) Appointment by Mayor: Members to the Portola Road Corridor Task Force [8:19 p.m.]

Mr. Pegueros presented the proposed nine-member Portola Road Corridor Plan Task Force:

- Dana Breen, ASCC
- Leslie Latham, Bicycle, Pedestrian and Traffic Committee
- Judith Murphy, Conservation Committee
- Gary Nielson, Open Space Acquisition Advisory Committee
- Nate McKitterick, Planning Commission
- Judith Hasko, Trails and Paths Committee
- Howard Young (Public Works Director), staff liaison
- Jeff Aalfs, Town Council liaison
- Karen Kristiansson, Principal Planner

Councilmember Driscoll moved concurrence with the Mayor's appointment of Task Force members proposed. Seconded by Vice Mayor Richards, the motion carried 5-0.

Mr. Pegueros said the Task Force would meet for the first time on May 15, 2012.

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

Councilmember Aalfs:

(a) Sustainability Committee

Councilmember Aalfs said that he's been volunteering with Sustainable Silicon Valley, which has its annual Water, Energy, Smart Technology (WEST) summit scheduled for May 24, 2012. The topic is regional resilience. He will forward an invitation to Councilmembers via the Weekly Digest.

Councilmember Driscoll:

Councilmember Driscoll said that he and Vice Mayor Richards have agreed to trade liaison assignments due to conflicting meeting times with two of Vice Mayor Richards' assignments. Councilmember Driscoll would take over as liaison to the Cable & Utilities Undergrounding Committee, while Vice Mayor Richards would pick up the Conservation Committee.

(b) Bicycle, Pedestrian and Traffic Safety Committee

Councilmember Driscoll said that he'd attend another Closed Session meeting of the Silicon Valley Bicycle Coalition on May 11, 2012. The group will discuss roadway safety in San Mateo and Santa Clara Counties.

He reported that the Bicycle, Pedestrian and Traffic Safety Committee is very active and engaged, and he hears from Chair Steve Marra regularly. Mayor Derwin commented that the Committee was great at the Earth Fair festivities. Councilmember Driscoll said that after the Fair, the group went on a "team-building" ride.

Councilmember Wengert:

(c) Parks and Recreation Committee

Councilmember Wengert said that Mr. Pegueros, Ms. Powell, Mr. Young and she met to preview the status of the Ford Field renovation project on tonight's agenda.

(d) Trails and Paths Committee

Meeting on May 8, 2012, the Committee discussed:

- Pros and cons of pre-emergent herbicide spraying.
- FY 2012-2013 budget request (with no major overhauls anticipated).
- The Town Picnic on June 9, 2012.
- Updating the Committee's web page.
- Signage about having dogs leashed.
- Dwight Crowder (C1) Trail coordination going forward; Mr. Young said it should probably be within the purview of the Public Works Department.

Councilmember Wengert said it's a very focused and effective group.

Mayor Derwin:

(e) Firewise Committee

The group discussed the special joint meeting of Portola Valley and Woodside Town Councils to be held on May 30, 2012. It will be a Fifth Wednesday Emergency Preparedness Meeting that's scheduled to include:

- Citizens Emergency Response Preparedness Program (CERPP) presentation.
- Sign-ups for the San Mateo County Alert System.
- Presentation of sample "go bags" that will be available for sale to residents at the Town Picnic.
- Evacuation map and plans.
- A discussion about ensuring consistent signage in both Woodside and Portola Valley.

Woodside Fire Protection District Fire Chief Dan Ghiorso asked CERPP to join the Firewise Committee meetings, Mayor Derwin said, and the chipper program is underway. The next Firewise Committee meeting is scheduled for May 24, 2012, which is also the date of a San Mateo County earthquake exercise.

(f) Council of Cities

The Council of Cities met in Hillsborough with speakers from the FBI's San Francisco Division and the U.S. Secret Service's San Francisco Field Office.

(g) Library JPA Governing Board

Among issues discussed by the Library JPA Governing Board at its meeting on May 7, 2012 were:

- Appointment to the Redevelopment Oversight Boards.
- The need to dip into reserves to balance the budget for FY 2012-2013 and eliminate the deficit by 2015.
- Appropriations of Donor City funds, which would force the more affluent districts within the JPA – including Atherton, Woodside and Portola Valley – to provide more than their fair share of funds. As Mayor Derwin explained, the plan going forward would retain any excess funded by property taxes in these communities in a trust rather than sending the overage to the communities.

(h) Housing Endowment and Regional Trust (HEART) of San Mateo County

Mayor Derwin attended a HEART Association luncheon held on May 7, 2012. The speaker was Facebook VP of People, Lori Goler, with a presentation entitled "A World of New Connections."

(i) Muslim Outreach Program

Mayor Derwin reported attending noonday prayers as part of an outreach program designed to bring educational and community leaders into the Muslim community to better understand the Muslim culture. She also provided dates of future events.

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

WRITTEN COMMUNICATIONS [8:38 p.m.]

(9) Town Council April 27, 2012 Weekly Digest – None

(10) Town Council May 4, 2012 Weekly Digest – None

CLOSED SESSION [canceled]

(11) Public Employee Performance Evaluation

Government Code Section 54957
Title: Town Manager

ADJOURNMENT [8:40 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/23/2012

Date: 05/17/2012

Time: 11:01 am

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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

MIKE AGOFF	Spring 2012 Instructor Fees	13104	05/23/2012	
			05/23/2012	
2341 KEHOE AVENUE	0016		05/23/2012	0.00
SAN MATEO	BOA	46592	05/23/2012	0.00
CA 94403				288.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	288.00	0.00

Check No.	46592	Total:	288.00
Total for	MIKE AGOFF		288.00

ALMANAC	April Advertising	13087	05/23/2012	
			05/23/2012	
450 CAMBRIDGE AVE	0048		05/23/2012	0.00
PALO ALTO	BOA	46593	05/23/2012	0.00
CA 94306	13899			276.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	276.00	0.00

Check No.	46593	Total:	276.00
Total for	ALMANAC		276.00

ARC	CIP Road Project Plan Copies	13088	05/23/2012	
			05/23/2012	
P.O. BOX 192224	0112		05/23/2012	0.00
SAN FRANCISCO	BOA	46594	05/23/2012	0.00
CA 94119-2224	535182			37.84

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4529	CIP11/12 Street Resurface	37.84	0.00

Check No.	46594	Total:	37.84
Total for	ARC		37.84

AT&T	April Statement	13105	05/23/2012	
			05/23/2012	
P.O. BOX 9011	441		05/23/2012	0.00
CAROL STREAM	BOA	46595	05/23/2012	0.00
IL 60197-9011				250.11

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	250.11	0.00

Check No.	46595	Total:	250.11
Total for	AT&T		250.11

BACKYARD CARNIVALS	Town Picnic 2012, rentals	13089	05/23/2012	
			05/23/2012	
3381 VINCENT ROAD	834		05/23/2012	0.00
PLEASANT HILL	BOA	46596	05/23/2012	0.00
CA 94523	3041			255.81

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

05/23/2012

Date: 05/17/2012

Time: 11:01 am

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TOWN OF PORTOLA VALLEY

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

05-52-4147	Picnic/Holiday Party	255.81	0.00	
BACKYARD CARNIVALS	Town Picnic Rentals, balance	13090	05/23/2012	
		6021	05/23/2012	
3381 VINCENT ROAD	834		05/23/2012	0.00
PLEASANT HILL	BOA	46596	05/23/2012	0.00
CA 94523	3312			1,912.50

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4147	Picnic/Holiday Party	1,912.50	0.00	

Check No.	46596	Total:	2,168.31
Total for	BACKYARD CARNIVALS		2,168.31

PATT BAENEN	Reimb. PV Bike Safety Banner	13106	05/23/2012	
			05/23/2012	
1148 LOS TRANCOS ROAD	1211		05/23/2012	0.00
PORTOLA VALLEY	BOA	46597	05/23/2012	0.00
CA 94028				75.76

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	75.76	0.00	

Check No.	46597	Total:	75.76
Total for	PATT BAENEN		75.76

BAYSCAPE LANDSCAPE MGMT	Irrigation Rep, TC Softball	13107	05/23/2012	
			05/23/2012	
P.O. BOX 880	949		05/23/2012	0.00
ALVISO	BOA	46598	05/23/2012	0.00
CA 95002	386986			1,409.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	1,409.00	0.00	

Check No.	46598	Total:	1,409.00
Total for	BAYSCAPE LANDSCAPE MGMT		1,409.00

FOSTER BEIGLER	Reimb Nat/Sci Comm Banners	13091	05/23/2012	
			05/23/2012	
P. O. BOX 620633	691		05/23/2012	0.00
WOODSIDE	BOA	46599	05/23/2012	0.00
CA 94062				115.95

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4163	Science & Nature	115.95	0.00	

Check No.	46599	Total:	115.95
Total for	FOSTER BEIGLER		115.95

TERESA BOWERMAN	Emer Prep Consult, 4/30 - 5/4	13092	05/23/2012	
			05/23/2012	
P.O. BOX 814	1020		05/23/2012	0.00
EL GRANADA	BOA	46600	05/23/2012	0.00
CA 94018	5			378.00

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

05/23/2012

Date: 05/17/2012

Time: 11:01 am

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
05-64-4333	Fire Prevention	378.00	0.00	
TERESA BOWERMAN	Emerg Prep Consult, 5/7-5/12	13108	05/23/2012	
			05/23/2012	
P.O. BOX 814	1020		05/23/2012	0.00
EL GRANADA	BOA	46600	05/23/2012	0.00
CA 94018	6			907.28

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	907.28	0.00

Check No.	46600	Total:	1,285.28
Total for	TERESA BOWERMAN		1,285.28

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
CALIFORNIA ROOFING	Refund C&D Deposit	13109	05/23/2012	
			05/23/2012	
1595 S.10TH STREET	1212		05/23/2012	0.00
SAN JOSE	BOA	46601	05/23/2012	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.	46601	Total:	1,000.00
Total for	CALIFORNIA ROOFING		1,000.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CITY OF REDWOOD CITY	April IT Support	13093	05/23/2012	
			05/23/2012	
P.O. BOX 3629	586		05/23/2012	0.00
REDWOOD CITY	BOA	46602	05/23/2012	0.00
CA 94064-3629	BR27202			1,831.05

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

Check No.	46602	Total:	1,831.05
Total for	CITY OF REDWOOD CITY		1,831.05

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
CLEANSTREET	April Street/Litter Clean-up	13126	05/23/2012	
			05/23/2012	
1937 W. 169TH STREET	0034		05/23/2012	0.00
GARDENA	BOA	46603	05/23/2012	0.00
CA 90247-5254	67351			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.	46603	Total:	1,425.55
Total for	CLEANSTREET		1,425.55

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
COTTON SHIRES & ASSOC. INC.	April Statement	13124	05/23/2012	
			05/23/2012	
330 VILLAGE LANE	0047		05/23/2012	0.00
LOS GATOS	BOA	46604	05/23/2012	0.00
CA 95030-7218	54705			1,341.25

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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

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	1,341.25	0.00

Check No.	46604	Total:	1,341.25
Total for	COTTON SHIRES & ASSOC. INC.		1,341.25

AMY DEBENEDICTIS	Spring Instructor Fees	13111	05/23/2012	
			05/23/2012	
819 LAUREL AVENUE	2130		05/23/2012	0.00
MENLO PARK	BOA	46605	05/23/2012	0.00
CA 94025				940.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	940.00	0.00

Check No.	46605	Total:	940.00
Total for	AMY DEBENEDICTIS		940.00

BRANDI DEGARMEUX	Reimb, Energy Conference	13094	05/23/2012	
			05/23/2012	
17 LAUSSAT STREET	614		05/23/2012	0.00
SAN FRANCISCO	BOA	46606	05/23/2012	0.00
CA 94102				308.14

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	308.14	0.00

BRANDI DEGARMEUX	Reimb, Earth Day Fair 2012	13095	05/23/2012	
			05/23/2012	
17 LAUSSAT STREET	614		05/23/2012	0.00
SAN FRANCISCO	BOA	46606	05/23/2012	0.00
CA 94102				285.19

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	285.19	0.00

BRANDI DEGARMEUX	Reimb, Sus Prog Expenses	13096	05/23/2012	
			05/23/2012	
17 LAUSSAT STREET	614		05/23/2012	0.00
SAN FRANCISCO	BOA	46606	05/23/2012	0.00
CA 94102				103.72

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	103.72	0.00

BRANDI DEGARMEUX	Reimb, Sus Com Prog Expenses	13097	05/23/2012	
			05/23/2012	
17 LAUSSAT STREET	614		05/23/2012	0.00
SAN FRANCISCO	BOA	46606	05/23/2012	0.00
CA 94102				432.87

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4165	Sustainability Committee	432.87	0.00

Check No.	46606	Total:	1,129.92
Total for	BRANDI DEGARMEUX		1,129.92

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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

DELL MARKETING L.P.	Computer, Pegueros	13112	05/23/2012	
c/o DELL USA L.P.			05/23/2012	
P.O. BOX 910916	0194		05/23/2012	0.00
PASADENA	BOA	46607	05/23/2012	0.00
CA 91110-0916	XFR672X74			1,511.44

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	1,511.44	0.00

Check No.	46607	Total:	1,511.44
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Total for	DELL MARKETING L.P.	1,511.44
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RENATA DIONELLO	Refund Class Registration Fees	13113	05/23/2012	
			05/23/2012	
180 CHEROKEE WAY	1213		05/23/2012	0.00
PORTOLA VALLEY	BOA	46608	05/23/2012	0.00
CA 94028				370.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	370.00	0.00

Check No.	46608	Total:	370.00
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Total for	RENATA DIONELLO	370.00
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EMPLOYMENT DEV'T DEPT	Unemplmt, McDougall 1Q-12	13114	05/23/2012	
			05/23/2012	
PO BOX 826846	0062		05/23/2012	0.00
SACRAMENTO	BOA	46609	05/23/2012	0.00
CA 94246-0001	L0450615040			4,950.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4092	Unemployment Insurance	4,950.00	0.00

Check No.	46609	Total:	4,950.00
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Total for	EMPLOYMENT DEV'T DEPT	4,950.00
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G. BORTOLOTTO COMPANY	2011/12 St Surf Proj #2011PW01	13127	05/23/2012	
			05/23/2012	
580 BRAGATO ROAD	0025		05/23/2012	0.00
SAN CARLOS	BOA	46610	05/23/2012	0.00
CA 94070	3998			191,482.04

GL Number	Description	Invoice Amount	Amount Relieved
22-68-4529	CIP11/12 Street Resurface	62,500.00	0.00
60-68-4529	CIP11/12 Street Resurface	128,982.04	0.00

Check No.	46610	Total:	191,482.04
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Total for	G. BORTOLOTTO COMPANY	191,482.04
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DENISE GILBERT	Alder Room Deposit Refund	13115	05/23/2012	
			05/23/2012	
5 WOODFERN	1214		05/23/2012	0.00
PORTOLA VALLEY	BOA	46611	05/23/2012	0.00
CA 94028				250.00

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

05-56-4226	Facility Deposit Refunds		250.00	0.00
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Check No.	46611	Total:	250.00
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Total for	DENISE GILBERT		250.00
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JEANNIE GOLDMAN	Spring Instructor Fees	13116	05/23/2012	
741 MANZANITA ROAD	706		05/23/2012	0.00
WOODSIDE	BOA	46612	05/23/2012	0.00
CA 94062				12,894.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	12,894.00	0.00

Check No.	46612	Total:	12,894.00
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Total for	JEANNIE GOLDMAN		12,894.00
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TREENA JOI	Reimb, Earth Day craft supp	13099	05/23/2012	
4575 ALPINE ROAD	1210		05/23/2012	0.00
PORTOLA VALLEY	BOA	46613	05/23/2012	0.00
CA 94028				85.25

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	85.25	0.00

Check No.	46613	Total:	85.25
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Total for	TREENA JOI		85.25
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JORGENSON SIEGEL MCCLURE & FLEGEL	April Statement	13117	05/23/2012	
1100 ALMA STREET	0089		05/23/2012	0.00
MENLO PARK	BOA	46614	05/23/2012	0.00
CA 94025				5,828.14

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	5,187.16	0.00
96-54-4186	Attorney - Charges to Appls	640.98	0.00

Check No.	46614	Total:	5,828.14
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Total for	JORGENSON SIEGEL MCCLURE &		5,828.14
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KUTZMANN & ASSOCIATES	April Plan Check	13100	05/23/2012	
39355 CALIFORNIA STREET	0090		05/23/2012	0.00
FREMONT	BOA	46615	05/23/2012	0.00
CA 94538				2,338.13

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	2,338.13	0.00

Check No.	46615	Total:	2,338.13
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Total for	KUTZMANN & ASSOCIATES		2,338.13
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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

PATTY MCLUCAS	Spring Instructor Fees	13118	05/23/2012	
			05/23/2012	
143 LOS TRANCOS CIRCLE	690		05/23/2012	0.00
PORTOLA VALLEY	BOA	46616	05/23/2012	0.00
CA 94028				720.00

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

Check No.	46616	Total:	720.00
Total for	PATTY MCLUCAS		720.00

MY PONY PARTY & PETTING ZOO	Town Picnic Petting Zoo	13128	05/23/2012	
		6028	05/23/2012	
P.O. BOX 48	1217		05/23/2012	0.00
COULTERVILLE	BOA	46617	05/23/2012	0.00
CA 95311	2012091			650.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4146	Community Events Committee	650.00	0.00

Check No.	46617	Total:	650.00
Total for	MY PONY PARTY & PETTING ZOO		650.00

JON MYERS	Reimb, PV Adult Soccer	13101	05/23/2012	
			05/23/2012	
4540 ALPINE ROAD	900		05/23/2012	0.00
PORTOLA VALLEY	BOA	46618	05/23/2012	0.00
CA 94028				2,400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4160	Parks & Rec Adult Sports	2,400.00	0.00

Check No.	46618	Total:	2,400.00
Total for	JON MYERS		2,400.00

NBS, INC	Fee Study, Final Pmt.	13102	05/23/2012	
			05/23/2012	
32605 TEMECULA PARKWAY	0341		05/23/2012	0.00
TEMECULA	BOA	46619	05/23/2012	0.00
CA 92592	41200058			1,182.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4209	Permit & Fees Study	1,182.50	0.00

Check No.	46619	Total:	1,182.50
Total for	NBS, INC		1,182.50

NOLTE ASSOCIATES INC.	April Applicant Charges	13125	05/23/2012	
			05/23/2012	
P.O. BOX 93243	0104		05/23/2012	0.00
LAS VEGAS	BOA	46620	05/23/2012	0.00
NV 89193-3243	12050033			1,386.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,386.00	0.00

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

Check No.	46620	Total:	1,386.00
Total for	NOLTE ASSOCIATES INC.		1,386.00

PACIFIC THERX	Refund Litter Deposit	13119	05/23/2012	
			05/23/2012	
108 PORTOLA ROAD	1215		05/23/2012	0.00
PORTOLA VALLEY	BOA	46621	05/23/2012	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.	46621	Total:	100.00
Total for	PACIFIC THERX		100.00

PERS HEALTH	June Medical Premium	13141	05/23/2012	
			05/23/2012	
VIA EFT	0108		05/23/2012	0.00
	BOA	46622	05/23/2012	0.00
				15,730.29

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	15,730.29	0.00

Check No.	46622	Total:	15,730.29
Total for	PERS HEALTH		15,730.29

PETTY CASH	Petty Cash Reimbursement	13123	05/23/2012	
			05/23/2012	
765 PORTOLA ROAD	993		05/23/2012	0.00
PORTOLA VALLEY	BOA	46623	05/23/2012	0.00
CA 94028				1,256.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	50.00	0.00
05-64-4328	Mileage Reimbursement	506.87	0.00
05-64-4336	Miscellaneous	600.70	0.00
05-66-4340	Building Maint Equip & Supp	98.64	0.00

Check No.	46623	Total:	1,256.21
Total for	PETTY CASH		1,256.21

RAINBOW ROOFING	C&D Deposit Refund	13129	05/23/2012	
			05/23/2012	
1205 VALOTA ROAD	1216		05/23/2012	0.00
REDWOOD CITY	BOA	46624	05/23/2012	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.	46624	Total:	1,000.00
Total for	RAINBOW ROOFING		1,000.00

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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

RON RAMIES AUTOMOTIVE, INC.	April Statement	13120	05/23/2012	
			05/23/2012	
115 PORTOLA ROAD	422		05/23/2012	0.00
PORTOLA VALLEY	BOA	46625	05/23/2012	0.00
CA 94028	38257			954.61

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	954.61	0.00

Check No.	46625	Total:	954.61
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Total for	RON RAMIES AUTOMOTIVE, INC.	954.61
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ROTO-ROOTER PLUMBERS	Sewer Line Repair, TC	13121	05/23/2012	
			05/23/2012	
5672 COLLECTION CENTER DR	360		05/23/2012	0.00
CHICAGO	BOA	46626	05/23/2012	0.00
IL 60693	19316661427			224.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	224.00	0.00

Check No.	46626	Total:	224.00
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Total for	ROTO-ROOTER PLUMBERS	224.00
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SAN MATEO CO INF SERVICES	April M/W	13122	05/23/2012	
			05/23/2012	
455 COUNTY CENTER, 3RD FLOOR	0307		05/23/2012	0.00
REDWOOD CITY	BOA	46627	05/23/2012	0.00
CA 94063	1YPV11204			76.00

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

Check No.	46627	Total:	76.00
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Total for	SAN MATEO CO INF SERVICES	76.00
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SHARP BUSINESS SYSTEMS	April Copies	13130	05/23/2012	
			05/23/2012	
DEPT. LA 21510	0199		05/23/2012	0.00
PASADENA	BOA	46628	05/23/2012	0.00
CA 91185-1510	C736943-541			19.56

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	19.56	0.00

Check No.	46628	Total:	19.56
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Total for	SHARP BUSINESS SYSTEMS	19.56
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CONNIE STACK	Spring Instructor Fees	13131	05/23/2012	
			05/23/2012	
10127 LAMPLIGHTER SQUARE	648		05/23/2012	0.00
CUPERTINO	BOA	46629	05/23/2012	0.00
CA 95014				1,416.00

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

05-58-4246	Instructors & Class Refunds		1,416.00	0.00
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Check No.	46629	Total:	1,416.00
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Total for	CONNIE STACK		1,416.00
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THEONA STEFANIS	Refund Class Registration Fees	13132	05/23/2012	
			05/23/2012	
271 DEDALERA DRIVE	1218		05/23/2012	0.00
PORTOLA VALLEY	BOA	46630	05/23/2012	0.00
CA 94028				60.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	60.00	0.00

Check No.	46630	Total:	60.00
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Total for	THEONA STEFANIS		60.00
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TOTLCOM, INC.	Labor, Remote Prog	13133	05/23/2012	
			05/23/2012	
65 HANGAR WAY	349		05/23/2012	0.00
WATSONVILLE	BOA	46631	05/23/2012	0.00
CA 95076	208160			75.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	75.00	0.00

Check No.	46631	Total:	75.00
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Total for	TOTLCOM, INC.		75.00
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U.S. BANK EQUIPMENT FINANCE	May Copier Lease	13134	05/23/2012	
			05/23/2012	
P.O. BOX 790448	472		05/23/2012	0.00
ST. LOUIS	BOA	46632	05/23/2012	0.00
MO 63179-0448	202550570			420.81

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

Check No.	46632	Total:	420.81
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Total for	U.S. BANK EQUIPMENT FINANCE		420.81
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US POSTAL SERVICE	Replenish Postal Meter	13135	05/23/2012	
		6020	05/23/2012	
U.S. POSTAL SERVICE CMRS-FP	0127		05/23/2012	0.00
LOS ANGELES	BOA	46633	05/23/2012	0.00
CA 90096-4707				3,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	3,000.00	0.00

Check No.	46633	Total:	3,000.00
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Total for	US POSTAL SERVICE		3,000.00
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
US POSTMASTER	Replenish Bulk Mail Acct.	13136	05/23/2012	
		6023	05/23/2012	
3855 BOHANNON DRIVE	0287		05/23/2012	0.00
MENLO PARK	BOA	46634	05/23/2012	0.00
CA 94025				1,500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	1,500.00	0.00

Check No.	46634	Total:	1,500.00
Total for	US POSTMASTER		1,500.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
VERIZON WIRELESS	April Cellular	13137	05/23/2012	
			05/23/2012	
P.O. BOX 9622	0131		05/23/2012	0.00
MISSION HILLS	BOA	46635	05/23/2012	0.00
CA 91346-9622	1078684454			270.80

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	270.80	0.00

Check No.	46635	Total:	270.80
Total for	VERIZON WIRELESS		270.80

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
KATHY WADDELL	Spring Instructor Fees	13138	05/23/2012	
			05/23/2012	
460 CERVANTES ROAD	1354		05/23/2012	0.00
PORTOLA VALLEY	BOA	46636	05/23/2012	0.00
CA 94028				3,884.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	3,884.00	0.00

Check No.	46636	Total:	3,884.00
Total for	KATHY WADDELL		3,884.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
WOLFPACK INSURANCE	June Dental/Vision	13140	05/23/2012	
			05/23/2012	
SMALL BUSINESS BENEFIT PLAN	0132		05/23/2012	0.00
BELMONT	BOA	46637	05/23/2012	0.00
CA 94402				2,369.10

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,369.10	0.00

Check No.	46637	Total:	2,369.10
Total for	WOLFPACK INSURANCE		2,369.10

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
WOODLAND SCHOOL	Refund Deposit, Comm Hall	13139	05/23/2012	
			05/23/2012	
360 LA CUESTA DRIVE	0280		05/23/2012	0.00
PORTOLA VALLEY	BOA	46638	05/23/2012	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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/23/2012

Date: 05/17/2012

Time: 11:01 am

Page: 12

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.	46638	Total:	1,000.00
Total for	WOODLAND SCHOOL		1,000.00

Total Invoices:	52	Grand Total:	272,977.90
		Less Credit Memos:	0.00
		Net Total:	272,977.90
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	272,977.90

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
May 23, 2012

Claims totaling \$272,977.90 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 _____

Nick Pegueros, 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: Nick Pegueros, Town Manager

DATE: May 23, 2012

RE: Adoption of a Resolution Authorizing the Sale of Stock

Recommendation:

Adopt the attached resolution authorizing Morgan Stanley Smith Barney to sell all the stock in Camac Energy that the Town currently holds and directing the Mayor and/or Town Manager to execute all documents necessary to effect such sales.

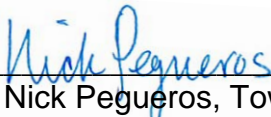
Discussion:

The Town received a donation of 100,000 shares of restricted Camac Energy stock in 2007 as part of the fundraising campaign to build the Town Center. From time to time, the Town receives donations in the form of stock and the standard practice is to sell the shares upon receipt to minimize exposure to market volatility.

The restriction on the Camac Energy stock has been lifted and all shares may be sold. Staff recommends authorizing the Town's financial advisor, Morgan Stanley Smith Barney, to execute the sale of all shares held by the Town in the next six months. When all shares have been sold, Town staff will provide a report to the Town Council on the net proceeds. The Finance committee endorses the sale of the stock in a manner recommended by the Town's financial advisor.

Fiscal Impact:

As of May 17, 2012, Camac Energy closed at \$0.7163 per share. If sold at \$0.7163 per share, the Town would record a paper loss of \$11,370 compared to the market value recorded on the June 30, 2011 financial statements.

Approved: 
Nick Pegueros, Town Manager

Attachments
Attachment "A" – Resolution

RESOLUTION NO. _____

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AUTHORIZING THE SALE OF STOCK

WHEREAS, several years ago the Town received a gift of Camac Energy stock and the Town Council now believes it is prudent to sell this stock;

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

1. The Town Council hereby authorizes Morgan Stanley Smith Barney ("MSSB") to sell all the stock in Camac Energy that the Town currently holds; the timing of the sales shall be determined by MSSB, as long as all such stock is sold within the next six (6) months.
2. The Mayor and/or Town Manager are hereby directed to execute all documents necessary to effect such sales and shall report back to the Town Council once all such stock has been sold.

PASSED AND ADOPTED this ____ day of _____, 2012.

By: _____
Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Barbara Powell, Interim Assistant Town Manager

DATE: May 23, 2012

RE: **Adoption of Resolutions Approving Agreements Between the County of San Mateo and the Town of Portola Valley for Basic and Supplemental Law Enforcement Services**

Recommendation

It is recommended that the Town Council adopt the attached Resolutions: (Attachment "A" and "B"):

1. Approving an Agreement for Basic Law Enforcement Services between the County of San Mateo and the Town of Portola Valley (Attachment "C"); and
2. Approving an Agreement for Supplemental Law Enforcement Services between the County of San Mateo and the Town of Portola Valley (Attachment "D").

Background

Historically, the Town has contracted with the San Mateo County Sheriff's Office for Basic and Supplemental Law Enforcement Services. The current agreements expire on June 30, 2012. New agreements with a term of July 1, 2012 to June 30, 2015 have been prepared by the County and reviewed by the Town Manager and Town Attorney.

Prior to preparation of the agreements, staff from the Towns of Woodside and Portola Valley met jointly with representatives from the Sheriff's Office, including Sheriff Munks. Staff from the Towns conveyed to the Sheriff's Office that there were two main considerations that the Towns desired to see reflected in new agreements:

1. Cost containment over time, ideally representing annual cost increases no greater than five percent (5%) over the prior year; and

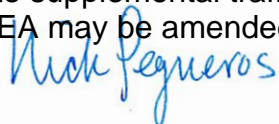
2. Creative staffing solutions in order to retain a high level of service, while meeting the cost containment goal.

The Sheriff's Office diligently worked to meet both goals, resulting in the same level of service, with an average annual cost increase for the Basic Law Enforcement Contract of 3%, and an average annual cost increase for the Supplemental Law Enforcement Agreement of 3.63%.

Supplemental Law Enforcement Agreement (SLEA) and State Funding:

Since 2001, the Town has received \$100,000 from the State through the Supplemental Law Enforcement Services Account. This appropriation, together with additional Town funds, has paid for the Town's SLEA program. Under Section 7.C. of the SLEA, in the event the Town does not receive this supplemental State funding:

1. The Town and Sheriff's Office will meet to decide upon a course of action, with the Sheriff's Office providing cost and service options to reduce or eliminate supplemental traffic deputy service; and
2. The SLEA may be amended by mutual written agreement of the parties.



Approved: _____
Nick Pegueros, Town Manager

Attachments:

- A. Resolution – Basic Law Enforcement Agreement
- B. Resolution – Supplemental Law Enforcement Agreement
- C. Basic Law Enforcement Agreement
- D. Supplemental Law Enforcement Agreement

Attachment "A"

RESOLUTION NO. _____-2012

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING AN AGREEMENT
FOR BASIC LAW ENFORCEMENT SERVICES
FOR FISCAL YEAR 2012-13 THROUGH FISCAL YEAR 2014-15
BETWEEN THE TOWN OF PORTOLA VALLEY AND
THE COUNTY OF SAN MATEO**

WHEREAS, the Town Council of the Town of Portola Valley has read and considered the Agreement for Basic Law Enforcement Services for fiscal year 2012-13 through fiscal year 2014-15 (Agreement) between the Town and the County of San Mateo.

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

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

PASSED AND ADOPTED this 23rd day of May, 2012.

By: _____
Maryann Moise Derwin, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

Attachment "B"

RESOLUTION NO. _____-2012

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING AN AGREEMENT
FOR SUPPLEMENTAL LAW ENFORCEMENT SERVICES
FOR FISCAL YEAR 2012-13 THROUGH FISCAL YEAR 2014-15
BETWEEN THE TOWN OF PORTOLA VALLEY AND
THE COUNTY OF SAN MATEO**

WHEREAS, the Town Council of the Town of Portola Valley has read and considered the Agreement for Supplemental Law Enforcement Services for fiscal year 2012-13 through fiscal year 2014-15 (Agreement) between the Town and the County of San Mateo; and

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

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

PASSED AND ADOPTED this 23rd day of May, 2012.

By: _____
Maryann Moise Derwin, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

A G R E E M E N T

- **BASIC LAW ENFORCEMENT SERVICES** -

BETWEEN THE COUNTY OF SAN MATEO AND THE TOWN OF PORTOLA VALLEY

THIS AGREEMENT, entered into on the ____ day of _____, 2012, by and between the **TOWN OF PORTOLA VALLEY**, a general law city in the County of San Mateo, State of California, hereinafter referred to as "Town" and the **COUNTY OF SAN MATEO**, a political subdivision of the State of California, hereinafter referred to as "County."

WITNESSETH

WHEREAS, pursuant to Government Code §§51300, County may contract with Town for the performance of town functions by the appropriate officers and employees of County; and

WHEREAS, Town is desirous of having the County provide law enforcement services through the Sheriff's Office and County Public Safety Communications, as hereinafter set forth, for and on behalf of Town, within the territorial limits of said Town, and the County is willing to perform such services:

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

1. EXHIBITS AND ATTACHMENTS.

The following exhibits and attachments are included hereto and incorporated by reference herein:

- Exhibit A - Services
- Exhibit B - Payments & Rates

2. SERVICES TO BE PERFORMED BY COUNTY.

In consideration of the payments set forth herein and in Exhibit "B," County shall provide law enforcement services, including law enforcement dispatch services to Town. Said services are described in Exhibit A.

3. PAYMENTS.

In consideration of the services provided by County, Town shall make payments to County based on the rates and in the manner specified in Exhibit "B." In no event shall the Town's fiscal obligation to County under this Agreement exceed **ONE MILLION NINE HUNDRED FOUR THOUSAND SEVEN HUNDRED TWO DOLLARS AND NO CENTS (\$1,904,702.00)**, which amount shall be exclusive of Booking Fees, Jail Access Fees or Forensic Laboratory Fees.

4. **TERM.**

This Agreement shall be in full force and effect from **JULY 1, 2012 TO JUNE 30, 2015**. If approval of this Agreement should be delayed past the commencement date due to extenuating circumstances, the Agreement shall be considered retroactive to July 1, 2012 for purposes of costs, charges, and payments by Town.

By mutual agreement of both parties, this Agreement may be extended for an additional three (3) years for an agreed upon compensation, through approval of an Amendment by the Town Council and the County Board of Supervisors.

To this end, Town shall notify County no later than January 1, 2015, of its intent to extend this Agreement and the parties shall thereafter negotiate the terms of such extension, including the level of compensation, in an effort to reach agreement before the expiration of this Agreement.

5. **RELATIONSHIP OF PARTIES**

Both parties agree and understand that the work/services performed under this Agreement are performed as an independent contractor, and that neither party's employees acquire any of the rights, privileges, powers, or advantages of the other party's employees. No pension rights of Town or County employees will be affected by this Agreement.

6. **HOLD HARMLESS.**

- A. Town shall indemnify and hold harmless County from and against all actions which in any way arise out of, result from, or are connected in any way with Town's negligent or intentional acts in performing services under this agreement, except any action which arises solely and exclusively out of the negligent or intentional acts of County.
- B. County shall indemnify and hold harmless Town from and against any and all actions which in any way arise out of, result from, or are connected in any way with the County's negligent or intentional acts in performing services under this agreement, except any action which arises solely and exclusively out of the negligent or intentional acts of Town.
- C. If an action arises out of the concurrent negligence of Town and County, then liability for any damage in that action shall be apportioned between Town and County in accordance with the California law of comparative negligence.
- D. As used in this section, "County" means the County, its officers, agents, employees and servants.
- E. As used in this section, "Town" means the Town, its officers, agents, employees and servants.
- F. As used in this section, "actions" means actions, claims, suits, demands, and liability of every name, kind, and description brought for, or on account of injuries to or death of any person, including Town and County, or damage to property of any kind whatsoever and to whomsoever belonging.
- G. The duty of Town and County to indemnify and hold harmless as set forth herein shall include the duty to defend as set forth in Civil Code Section 2778.

7. **INSURANCE.**

Both parties shall maintain sufficient insurance, self-insurance or a combination thereof to comply with the following requirements, and, if requested, each party shall furnish the other party with certificates of insurance evidencing the required coverage. Thirty (30) days' notice must be given, in writing, to the Sheriff's Office and County of any pending change in the limits of liability or of any cancellation or modification of the policy.

- A. Worker's Compensation and Employer's Liability Insurance. Both parties shall have in effect during the entire life of this Agreement Worker's Compensation and Employer's Liability Insurance, or an acceptable program of self-insurance providing full statutory coverage. In signing this Agreement, parties certify, as required by Section 1861 of the California Labor Code, that they are aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and parties will comply with such provisions before commencing the performance of the work of this Agreement.
- B. Liability Insurance. Town and County shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Town's and County's operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified on the following page.

Such insurance shall include:

- 1) Comprehensive General Liability\$5,000,000
- 2) Motor Vehicle Liability Insurance\$5,000,000

8. **NON-DISCRIMINATION AND OTHER REQUIREMENTS.**

- A. Section 504. Town and County shall comply with § 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, which provide that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement, and that reasonable and legally-specified accommodations will be made to serve individuals with disabilities.
- B. General Non-discrimination. No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this Agreement.
- C. Equal Employment Opportunity. Town and County shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Town's and County's equal employment policies shall be made available to either party upon request.

- D. Violation of Non-discrimination Provisions. Intentional violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and may result in termination of this Agreement, at the discretion of County, and /or legal action to recover from Town any Court-imposed damages incurred by County as a result of Town's violation(s). To effectuate the provisions of this section, the County Manager may request authorization to examine Town's employment records with respect to compliance with this paragraph, and Town shall not unduly withhold authorization.
- E. Filing of Discrimination Complaints - Notification. Town shall report to the County Manager the filing by any person in any Court of California or regional Federal jurisdiction, any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations, as relates directly to services provided by County to Town under this Agreement, within 30 days of such filing, provided that within such 30 days such entity has not notified Town that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Town shall provide County with a copy of their response to the Complaint when filed.
- F. Compliance with Equal Benefits Ordinance. With respect to the provision of employee benefits, Town shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- G. Other Statutory Compliance. Town shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5 (a), which is incorporated herein as if fully, set forth. All services to be performed pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended.
- H. Compliance with Contractor Employee Jury Service Ordinance. Town shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the Town, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the Town or that the Town deduct from the employees regular pay the fees received for jury service.

9. **RETENTION OF RECORDS.**

Each party agrees to provide to the other party, to any federal or state department having monitoring or reviewing authority, to County's or Town's authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit records and documents necessary to determine compliance with relevant federal, state, and local statutes, rules, and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

Town and County shall maintain and preserve all financial records relating to this Agreement for a period of four (4) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.

10. MERGER CLAUSE.

This Agreement, including the Exhibits hereto constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties

11. CONTROLLING LAW.

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California.

12. NOTICES.

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United State mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed to:

In the case of COUNTY, to:

San Mateo County Sheriff's Office
ATTN: Sheriff
400 County Center
Redwood City, CA 94063

In the case of TOWN, to:

Town of Portola Valley
ATTN: Town Manager
765 Portola Road
Portola Valley, CA 94028

13. FINES AND FORFEITURES.

Town shall be entitled to the total fines and forfeitures to which Town would otherwise be entitled pursuant to subparagraph (d) of paragraph (1) of Section 1463 of the Penal Code upon conviction or upon the forfeiture of bail following arrests made by the Sheriff or a Deputy Sheriff of the County for the commission of a misdemeanor within the territorial limits of Town.

14. PENSION RIGHTS.

There are now no employees of Town who perform the law enforcement services to be performed by employees of the County as herein provided, and there are no pension rights of any employee of Town to be provided for by virtue of this Agreement.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

*A Political Sub-division of the
State of California*

By: _____
President, Board of Supervisors

Date: _____

ATTEST:

By: _____
Clerk of Said Board

TOWN OF PORTOLA VALLEY

By: _____
Maryann Moise Derwin, Mayor

Date: _____

ATTEST:

By: _____
Sharon Hanlon, Town Clerk

EXHIBIT A – SERVICES

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND THE TOWN OF PORTOLA VALLEY

In consideration of the payments set forth in Exhibit B, County shall provide Town with the following services:

1. DESCRIPTION OF LAW ENFORCEMENT SERVICES PROVIDED BY COUNTY.

County shall provide law enforcement services, including law enforcement dispatch services, to Town. Except as otherwise hereinafter specifically set forth, such services shall only encompass duties and functions of the type coming within the jurisdiction of, and customarily rendered by the Sheriff's Office or by County Public Safety Communications.

The parties agree that the County may provide a greater level of service as is appropriate and necessary to respond to emergent law enforcement circumstances and situations, and that this determination shall be at the sole discretion of the County Sheriff.

The incorporated limits of Town may be part of a portion of a larger Sheriff's beat, the boundaries of said beat or beats to be determined by the Sheriff. Notification of Town shall be made by the Sheriff prior to any change in beat structure of the patrol servicing Town. Should Town desire to receive any service from the Sheriff not specifically listed above, it shall so notify Sheriff in writing.

For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, communication facilities, and supplies necessary to maintain the level of service to be rendered hereunder.

A. BASIC SERVICES.

- 1) Township-wide patrol services on a 24 hour, seven-days a week basis.
- 2) Public Safety Dispatch 24 hour, seven-days a week.
- 3) Basic traffic and bicycle law enforcement.
- 4) Parking enforcement and citation processing services.
- 5) Special security details (*i.e., bicycle and running events, 4th of July Parade, Presidential visits, Noon-time Riders bicycle group travel monitoring & enforcement, rodeos, King's Mountain Arts Fair, farmers markets, etc.*)
- 6) Crime reports, investigation, surveillance and apprehension and arrest of suspects.
- 7) Transportation of suspects to County jail.
- 8) Presentations and participation at various Town meetings and neighborhood groups.
- 9) Crime prevention activities.
- 10) Quarterly statistical reports.

B. SPECIAL / ADDITIONAL SERVICES.

- 1) K-9 Deputy available for special services.
- 2) The Sheriff's Office will designate personnel during an emergency to assist the Town in managing the emergency situation.
- 3) School Resource Officer assigned to local schools.
 - D.A.R.E. Programs.
 - Sober Graduations.
 - Government classes.

- Counseling.
 - Other courses available.
- 4) Special investigative services.
 - Narcotics Task Force (NTF).
 - Vehicle Theft Task Force (VTTF).
 - *The Sheriff will provide these services on behalf of the Town, and the payments made to the County under this agreement include compensation for NTF and VTTF services. Therefore, the Town will not be a signatory to any other agreements for NTF or VTTF services.*
- 5) Search and rescue services.
- 6) Emergency Service Bureau services.
 - Short-term traffic control (parades, community and special events.)
 - Presidential visits/events.
 - Bomb Squad.
 - Hostage negotiations / SWAT.
- 7) Press Releases and media support.

2. SELECTION / SUPERVISION OF PERSONNEL.

The selection, control, and supervision of the personnel providing the services mentioned herein shall be exercised solely by the Sheriff and/or his designee.

Permanent replacement of vacant positions assigned under this Agreement shall be provided by the Sheriff within 30 days in accordance with established Sheriff’s Office Standards of Practice.

The Sheriff and/or Sheriff’s designee shall notify Town of changes in the personnel who provide the law enforcement service mentioned herein. If Town is not satisfied with the performance of Sheriff’s personnel assigned to this Agreement, Town may notify Sheriff. Sheriff shall evaluate Town’s concerns and consider making personnel changes as may be appropriate.

The Sheriff and/or Sheriff’s designee agree to work collaboratively with Town in assignment of and changes in personnel. Personnel assignments will be reviewed with Town for approval, except in the event of emergency response situations.

A. ASSIGNED PERSONNEL.

PATROL = 6 POSITIONS TOTAL / 5 vehicles	
24 x 7 coverage <i>(joint area coverage for Towns of Woodside, Portola Valley, and unincorporated area)</i>	
Day Shift (Team 1):	1 deputy / 1 vehicle
Day Shift (Team 2):	1 deputy / 1 vehicle
Nights & Peak Periods (Teams 3 & 4):	2 deputies / 2 vehicles
INVESTIGATIONS:	1 detective / 1 vehicle

3. REPORTS.

The Sheriff's representative shall report periodically to the Town Council and/or Town Safety Committee, at the Town Manager's discretion, all violations of law within its borders coming to his attention. The Sheriff shall also provide quarterly statistical reports to the Town.

4. UNIFORMS & INSIGNIA.

The sworn personnel performing such law enforcement services as herein provided shall be in the prescribed uniform of the San Mateo County Sheriff's Office during the performance of their duties. Similarly, patrol vehicles used by officers assigned to provision of services under this Agreement shall bear the markings and insignia of the Sheriff's Office. If the Town should desire any customization of uniforms or insignia relative to services provided, the Town shall notify Sheriff of same, and the Sheriff in his sole discretion may decide whether it is feasible and agreeable to do so. In that case, the cost of modification to uniforms and/or insignia shall be borne by the Town.

5. SUPPLEMENTAL LAW ENFORCEMENT SERVICES - SLESA FUNDING.

Supplemental law enforcement services funded by the State's Supplemental Law Enforcement Services Account (formerly referred to as State COPS) are defined and covered under a separate Agreement between Town and County, and are not part of this Agreement.

6. SPECIAL PATROL SERVICE COSTS.

If Town so requests, the Sheriff may assign deputies at times other than the deputies' work shift for a specific police patrol. If the Sheriff does so assign deputies, Town will reimburse County at the prevailing overtime rate paid to deputies, and shall reimburse County for each mile traveled by a patrol vehicle at the then County established rate. Any such payments will be in addition to those set forth in Exhibit B of this agreement.

Overtime will include time for the specific police patrol plus any overtime required to attend court hearings relating to the specific police patrol. If a deputy so assigned to special patrol is called off this patrol to respond to other Sheriff's business, the mileage and personnel costs of this time away from the special patrol will not be billed to Town. All amounts paid by Town pursuant to this paragraph are over and above the amount stated in Section 3 of this agreement.

7. TOWN OBLIGATIONS.

Town shall furnish at its own cost and expense all necessary office space, furniture and furnishings, office supplies, janitorial service, telephone, light, water and other utilities, in order for the Sheriff to maintain a small substation office in the Town Center. It is expressly further understood that such quarters may be used by the Sheriff or the County of San Mateo in connection with the performance of duties in territory outside of Town, and adjacent thereto, provided, however, that the performance of such outside duties shall not be at any additional cost to Town.

Notwithstanding the foregoing, it is agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of Town, the same shall be supplied by said Town at its own cost and expense.

EXHIBIT B – PAYMENTS & RATES

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND THE TOWN OF PORTOLA VALLEY

In consideration of the services described in Exhibit A, Town shall pay County based on the following fee schedule (these rates do not include Special Patrol Costs, described in Section 6 of Exhibit A):

1. CHARGES FOR SERVICES.

Town agrees to pay County for service as calculated based on the formulas set forth herein.

	FY 2012-13	FY 2013-14	FY 2014-15	TOTALS
Basic Law Enforcement	\$574,184	\$591,410	\$609,152	\$1,774,746
Dispatch Services	\$42,045	\$43,306	\$44,605	\$129,956
TOTALS	\$616,229	\$634,716	\$653,757	\$1,904,702

2. PAYMENTS.

Total Fiscal Year Payments below are a combined total of Section 1 above, to be paid quarterly.

Due on or before:	FY 2012-13	FY 2013-14	FY 2014-15
September 30, 2012	\$154,057.25	\$158,679	\$163,439.25
December 31, 2012	\$154,057.25	\$158,679	\$163,439.25
March 31, 2013	\$154,057.25	\$158,679	\$163,439.25
June 30, 2013	\$154,057.25	\$158,679	\$163,439.25
TOTAL:	\$616,229	\$634,716	\$653,757

3. INVOICING / BILLING.

A. INVOICING.

On a quarterly basis in accordance with Section 2 above, Sheriff's Office Fiscal Services shall submit to Town an invoice at the end of the third month of each quarter.

Questions regarding invoicing shall be directed to the Sheriff's Office Fiscal Services Manager at (650) 363-1842 or mailed to:

San Mateo County Sheriff's Office
Fiscal Services Bureau Manager
400 County Center
Redwood City, CA 94063

B. PAYMENT DUE.

Payment from Town shall be made to County by the end of said month, or within 30 days of receipt of invoice in event of a billing delay.

C. PAYMENT DISTRIBUTION.

The Sheriff's Office Fiscal Services Bureau shall be responsible for internal distribution of payments received from Town between the Sheriff and County Public Safety Communications.

4. BOOKING / FORENSIC LABORATORY FEES.

If at any future date during the Agreement period, it is determined by the County that Town will be responsible for reimbursement of Booking Fees or Forensic Laboratory Fees to the County, Town will be billed and responsible for payment of the prevailing rates for such services to County. Any said costs will be in addition to payments specified in Sections 1 and 2 above.

AGREEMENT

- SUPPLEMENTAL LAW ENFORCEMENT SERVICES -

BETWEEN THE COUNTY OF SAN MATEO AND
THE TOWN OF PORTOLA VALLEY

THIS AGREEMENT, entered into on the ____ day of _____, 2012, by and between the **TOWN OF PORTOLA VALLEY**, a general law city in the County of San Mateo, State of California, hereinafter referred to as "Town" and the **COUNTY OF SAN MATEO**, a political subdivision of the State of California, hereinafter referred to as "County."

WITNESSETH

***WHEREAS**, pursuant to Government Code §51300, County may contract with Town for the performance of town functions by the appropriate officers and employees of County; and*

***WHEREAS**, Town is desirous of having the County provide law enforcement services through the Sheriff's Office and County Public Safety Communications, as hereinafter set forth, for and on behalf of Town, within the territorial limits of said Town, and the County is willing to perform such services:*

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

1. EXHIBITS AND ATTACHMENTS.

The following exhibits and attachments are included hereto and incorporated by reference herein:

- Exhibit A - Services
- Exhibit B - Payments & Rates

2. SERVICES TO BE PERFORMED BY COUNTY.

In consideration of the payments set forth herein and in Exhibit "B," County shall provide law enforcement services, including law enforcement dispatch services to Town. Said services are described in Exhibit A.

3. PAYMENTS.

In consideration of the services provided by County, Town shall make payments to County based on the rates and in the manner specified in Exhibit "B." In no event shall the Town's total fiscal obligation to County under this Agreement exceed **SEVEN HUNDRED SEVENTY-EIGHT THOUSAND FOUR HUNDRED NINETY-SEVEN DOLLARS AND NO CENTS (\$778,497.00)**, which amount shall be exclusive of Booking Fees, Jail Access Fees or Forensic Laboratory Fees.

4. **TERM.**

This Agreement shall be in full force and effect from **JULY 1, 2012 TO JUNE 30, 2015**. If approval of this Agreement should be delayed past the commencement date due to extenuating circumstances, the Agreement shall be considered retroactive to July 1, 2012 for purposes of costs, charges, and payments by Town.

By mutual agreement of both parties, this Agreement may be extended for an additional three (3) years for an agreed upon compensation, through approval of an Amendment by the Town Council and the County Board of Supervisors.

To this end, Town shall notify County no later than January 1, 2015, of its intent to extend this Agreement and the parties shall thereafter negotiate the terms of such extension, including the level of compensation, in an effort to reach agreement before the expiration of this Agreement.

5. **RELATIONSHIP OF PARTIES**

Both parties agree and understand that the work/services performed under this Agreement are performed as an independent contractor, and that neither party's employees acquire any of the rights, privileges, powers, or advantages of the other party's employees. No pension rights of Town or County employees will be affected by this Agreement.

6. **HOLD HARMLESS.**

- A. Town shall indemnify and hold harmless County from and against all actions which in any way arise out of, result from, or are connected in any way with Town's negligent or intentional acts in performing services under this agreement, except any action which arises solely and exclusively out of the negligent or intentional acts of County.
- B. County shall indemnify and hold harmless Town from and against any and all actions which in any way arise out of, result from, or are connected in any way with the County's negligent or intentional acts in performing services under this agreement, except any action which arises solely and exclusively out of the negligent or intentional acts of Town.
- C. If an action arises out of the concurrent negligence of Town and County, then liability for any damage in that action shall be apportioned between Town and County in accordance with the California law of comparative negligence.
- D. As used in this section, "County" means the County, its officers, agents, employees and servants.
- E. As used in this section, "Town" means the Town, its officers, agents, employees and servants.
- F. As used in this section, "actions" means actions, claims, suits, demands, and liability of every name, kind, and description brought for, or on account of injuries to or death of any person, including Town and County, or damage to property of any kind whatsoever and to whomsoever belonging.
- G. The duty of Town and County to indemnify and hold harmless as set forth herein shall include the duty to defend as set forth in Civil Code Section 2778.

7. **INSURANCE.**

Both parties shall maintain sufficient insurance, self-insurance or a combination thereof to comply with the following requirements, and, if requested, each party shall furnish the other party with certificates of insurance evidencing the required coverage. Thirty (30) days' notice must be given, in writing, to the Sheriff's Office and County of any pending change in the limits of liability or of any cancellation or modification of the policy.

- A. Worker's Compensation and Employer's Liability Insurance. Both parties shall have in effect during the entire life of this Agreement Worker's Compensation and Employer's Liability Insurance, or an acceptable program of self-insurance providing full statutory coverage. In signing this Agreement, parties certify, as required by Section 1861 of the California Labor Code, that they are aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and parties will comply with such provisions before commencing the performance of the work of this Agreement.
- B. Liability Insurance. Town and County shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Town's and County's operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified on the following page.

Such insurance shall include:

- 1) Comprehensive General Liability\$5,000,000
- 2) Motor Vehicle Liability Insurance\$5,000,000

8. **NON-DISCRIMINATION AND OTHER REQUIREMENTS.**

- A. Section 504. Town and County shall comply with § 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, which provide that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement, and that reasonable and legally-specified accommodations will be made to serve individuals with disabilities.
- B. General Non-discrimination. No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this Agreement.
- C. Equal Employment Opportunity. Town and County shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Town's and County's equal employment policies shall be made available to either party upon request.

- D. Violation of Non-discrimination Provisions. Intentional violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and may result in termination of this Agreement, at the discretion of County, and /or legal action to recover from Town any Court-imposed damages incurred by County as a result of Town's violation(s). To effectuate the provisions of this section, the County Manager may request authorization to examine Town's employment records with respect to compliance with this paragraph, and Town shall not unduly withhold authorization.
- E. Filing of Discrimination Complaints - Notification. Town shall report to the County Manager the filing by any person in any Court of California or regional Federal jurisdiction, any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations, as relates directly to services provided by County to Town under this Agreement, within 30 days of such filing, provided that within such 30 days such entity has not notified Town that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Town shall provide County with a copy of their response to the Complaint when filed.
- F. Compliance with Equal Benefits Ordinance. With respect to the provision of employee benefits, Town shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- G. Other Statutory Compliance. Town shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5 (a), which is incorporated herein as if fully, set forth. All services to be performed pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended.
- H. Compliance with Contractor Employee Jury Service Ordinance. Town shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the Town, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the Town or that the Town deduct from the employees regular pay the fees received for jury service.

9. **RETENTION OF RECORDS.**

Each party agrees to provide to the other party, to any federal or state department having monitoring or reviewing authority, to County's or Town's authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit records and documents necessary to determine compliance with relevant federal, state, and local statutes, rules, and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

Town and County shall maintain and preserve all financial records relating to this Agreement for a period of four (4) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.

10. MERGER CLAUSE.

This Agreement, including the Exhibits hereto constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties

11. CONTROLLING LAW.

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California.

12. NOTICES.

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United State mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed to:

In the case of COUNTY, to:

San Mateo County Sheriff's Office
ATTN: Sheriff
400 County Center
Redwood City, CA 94063

In the case of TOWN, to:

Town of Portola Valley
ATTN: Town Manager
765 Portola Road
Portola Valley, CA 94028

13. FINES AND FORFEITURES.

Town shall be entitled to the total fines and forfeitures to which Town would otherwise be entitled pursuant to subparagraph (d) of paragraph (1) of Section 1463 of the Penal Code upon conviction or upon the forfeiture of bail following arrests made by the Sheriff or a Deputy Sheriff of the County for the commission of a misdemeanor within the territorial limits of Town.

14. PENSION RIGHTS.

There are now no employees of Town who perform the law enforcement services to be performed by employees of the County as herein provided, and there are no pension rights of any employee of Town to be provided for by virtue of this Agreement.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

*A Political Sub-division of the
State of California*

By: _____
President, Board of Supervisors

Date: _____

ATTEST:

By: _____
Clerk of Said Board

TOWN OF PORTOLA VALLEY

By: _____
Maryann Moise Derwin, Mayor

Date: _____

ATTEST:

By: _____
Sharon Hanlon, Town Clerk

EXHIBIT A – SERVICES

- SUPPLEMENTAL LAW ENFORCEMENT SERVICES -

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND THE TOWN OF PORTOLA VALLEY

In consideration of the payments set forth in Exhibit B, County shall provide Town with the following services:

1. DESCRIPTION OF SUPPLEMENTAL LAW ENFORCEMENT SERVICES PROVIDED BY COUNTY.

Pursuant to Government Code Section 30061, the State of California annually determines the level of appropriation and distribution of same to local jurisdictions, for the Supplemental Law Enforcement Services Account (SLESA), formerly referred to as State COPS. Statutorily, these funds must be expended for additional law enforcement services.

Through SLESA funding, County shall provide Town supplemental traffic enforcement services. Supplemental traffic enforcement services shall be shared evenly and exclusively between the Town of Portola Valley and the Town of Woodside.

A. BASIC SERVICES.

The assigned deputies will provide traffic enforcement and emergency response services, working within the boundaries of both towns at all times, unless temporarily responding to a Priority One dispatch call to aid other deputies working in the general area. Except as otherwise hereinafter specifically set forth, such services shall only encompass duties and functions of the type coming within the jurisdiction of, and customarily rendered by the Sheriff's Office or by County Public Safety Communications.

For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, communication facilities, and supplies necessary to maintain the level of service to be rendered hereunder.

B. SPECIAL SERVICES.

- 1) Pro-active traffic and bicycle law enforcement.
- 2) Radar and radar trailer deployment.
- 3) Parking and related code enforcement.
- 4) Other traffic-related activities.

2. SELECTION / SUPERVISION OF PERSONNEL.

- A. The selection, control, and supervision of the personnel providing the services mentioned herein shall be exercised solely by the Sheriff and/or his designee.

Permanent replacement of vacant positions assigned under this Agreement shall be provided by the Sheriff within 30 days in accordance with established Sheriff's Office Standards of Practice.

The Sheriff and/or Sheriff's designee shall notify Town of changes in the personnel who provide the law enforcement service mentioned herein. If Town is not satisfied with the performance of Sheriff's personnel assigned to this Agreement, Town may notify Sheriff. Sheriff shall evaluate Town's concerns and consider making personnel changes as may be appropriate.

The Sheriff and/or Sheriff’s designee agree to work collaboratively with Town in assignment of and changes in personnel. Personnel assignments will be reviewed with Town for approval, except in the event of emergency response situations.

B. ASSIGNED PERSONNEL.

PATROL - 2 POSITIONS		
<i>(joint area coverage for Towns of Woodside, Portola Valley, and unincorporated area)</i>		
Day Shift:	2 deputies	1 vehicle

3. REPORTS.

The Sheriff’s representative shall report periodically to the Town Council and/or Town Safety Committee, at the Town Manager’s discretion, all violations of law within its borders coming to his attention. The Sheriff shall also provide quarterly statistical reports to the Town.

4. UNIFORMS & INSIGNIA.

The sworn personnel performing such law enforcement services as herein provided shall be in the prescribed uniform of the San Mateo County Sheriff’s Office during the performance of their duties. Similarly, patrol vehicles used by officers assigned to provision of services under this Agreement shall bear the markings and insignia of the Sheriff’s Office. If the Town should desire any customization of uniforms or insignia relative to services provided, the Town shall notify Sheriff of same, and the Sheriff in his sole discretion may decide whether it is feasible and agreeable to do so. In that case, the cost of modification to uniforms and/or insignia shall be borne by the Town.

5. SPECIAL PATROL SERVICE COSTS.

If Town so requests, the Sheriff may assign deputies at times other than the deputies' work shift for a specific police patrol. If the Sheriff does so assign deputies, Town will reimburse County at the prevailing overtime rate paid to deputies, and shall reimburse County for each mile traveled by a patrol vehicle at the then County established rate. Any such payments will be in addition to those set forth in Exhibit B of this agreement.

Overtime will include time for the specific police patrol plus any overtime required to attend court hearings relating to the specific police patrol. If a deputy so assigned to special patrol is called off this patrol to respond to other Sheriff's business, the mileage and personnel costs of this time away from the special patrol will not be billed to Town. All amounts paid by Town pursuant to this paragraph are over and above the amount stated in Section 3 of this agreement.

6. TOWN OBLIGATIONS.

Town shall furnish at its own cost and expense all necessary office space, furniture and furnishings, office supplies, janitorial service, telephone, light, water and other utilities, in order for the Sheriff to maintain a small substation office in the Town Center. It is expressly further understood that such quarters may be used by the Sheriff or the County of San Mateo in connection with the performance of duties in territory outside of Town, and adjacent thereto, provided, however, that the performance of such outside duties shall not be at any additional cost to Town.

Notwithstanding the foregoing, it is agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of Town, the same shall be supplied by said Town at its own cost and expense.

7. SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT (SLESA).

- A. Since 2001, the Town of Portola Valley has received an appropriation of \$100,000 from the State COPS Fund (now referred to as SLESA) and elects to apply these funds and a lesser amount of supplemental Town funds towards the cost of supplemental day-shift traffic patrol service.
- B. The Town shall undertake and be responsible for all legislative and fiscal activities required under SLESA, which include but are not necessarily limited to Town Council adoption of the required annual Resolution; as well as annual fiscal reporting to the County Controller's Office by the due date specified by that office; and any additional programmatic reporting to the State or to the County as may be required regarding the use of funds, and benefits of services provided thereto.
- C. Future Year SLESA Funding & Service Reduction Options.

As set forth in this exhibit, in the event SLESA funding, which is annually appropriated by the Legislature, should in a future fiscal year be proposed by the Governor to be reduced below the current \$100,000 per Town, or be eliminated altogether, the Town and the Sheriff's Office shall meet prior to the adoption of the State budget and decide upon a course of action for the upcoming fiscal year. The Sheriff shall provide the Town with cost and service options for either reducing the supplemental traffic deputy service or eliminating it altogether, based on the level of reduction in SLESA funding; available Town funding; and the Town Council's desire. This Agreement, and the related modified charges to Town for SLESA traffic services, may then be amended by the mutual decision of both parties. Said amendment may be authorized in the form of a written Amendment to this Agreement, approved and signed by the Sheriff and the Town Manager.

EXHIBIT B – PAYMENTS & RATES

- SUPPLEMENTAL LAW ENFORCEMENT SERVICES -

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND THE TOWN OF PORTOLA VALLEY

In consideration of the services described in Exhibit A, Town shall pay County based on the following fee schedule (these rates do not include Special Patrol Costs, described in Section 6 of Exhibit A):

1. **SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT (SLESA).**

Currently, both the Town of Woodside and the Town of Portola Valley receive SLESA funding, which is used for supplemental law enforcement services:

- A. Woodside - \$100,000.00
- B. Portola Valley - \$100,000.00

2. **CHARGES FOR SUPPLEMENTAL LAW ENFORCEMENT SERVICES.**

Charges for supplemental services, as defined in Exhibit A, are inclusive of both State SLESA and supplemental Town funding.

	FY 2012-13	FY 2013-14	FY 2014-15	TOTAL
Supplemental Law Enforcement Services	\$251,868	\$259,424	\$267,206	\$778,497

3. **PAYMENTS.**

Total Fiscal Year Payments below are a combined total of Section 1 above, to be paid quarterly.

Due on or before:	FY 2012-13	FY 2013-14	FY 2014-15
September 30, 2012	\$62,967	\$64,856	\$66,801.50
December 31, 2012	\$62,967	\$64,856	\$66,801.50
March 31, 2013	\$62,967	\$64,856	\$66,801.50
June 30, 2013	\$62,967	\$64,856	\$66,801.50
TOTAL:	\$251,868	\$259,424	\$267,206

4. **INVOICING / BILLING.**

A. **INVOICING.**

On a quarterly basis in accordance with Section 2 above, Sheriff's Office Fiscal Services shall submit to Town an invoice at the end of the third month of each quarter.

Questions regarding invoicing shall be directed to the Sheriff's Office Fiscal Services Manager at (650) 363-1842 or mailed to:

San Mateo County Sheriff's Office
Fiscal Services Bureau Manager
400 County Center
Redwood City, CA 94063

B. PAYMENT DUE.

Payment from Town shall be made to County by the end of said month, or within 30 days of receipt of invoice in event of a billing delay.

C. PAYMENT DISTRIBUTION.

The Sheriff's Office Fiscal Services Bureau shall be responsible for internal distribution of payments received from Town between the Sheriff and County Public Safety Communications.

5. BOOKING / FORENSIC LABORATORY FEES.

If at any future date during the Agreement period, it is determined by the County that Town will be responsible for reimbursement of Booking Fees or Forensic Laboratory Fees to the County, Town will be billed and responsible for payment of the prevailing rates for such services to County. Any said costs will be in addition to payments specified in Sections 1 and 2 above.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Barbara Powell, Interim Assistant Town Manager

DATE: May 23, 2012

RE: Adoption of a Resolution Approving a new Fee Schedule for the Town of Portola Valley's Administrative, Building, Public Works/ Engineering and Planning Departments

Acknowledgements: Almost every Town staff member worked on aspects of this project in order to bring a finalized product to the Council. Special thanks and kudos go to:

Carol Borck, Planning Technician II
CheyAnne Brown, Planning Technician I
Brandi de Garneau, Sustainability & Resource Efficiency Coordinator
Gary Fitzer, Building Official
Angela Howard, (former) Town Manager
Leslie Lambert, Building and Planning Services Advisor
Tony Macias, Recreational Facilities Coordinator
Stacie Nerdahl, Administrative Services Officer
Nick Pegueros, Town Manager
Cindy Rodas, Office Assistant
Sandy Sloan, Town Attorney
Tom Vlastic, Town Planner
Howard Young, Public Works Director

Recommendation:

Hold a public hearing to review proposed fee changes, provide direction to staff and adopt a resolution (*Attachment "A"*) establishing a new Fee Schedule for the Town of Portola Valley's Administrative, Building, Public Works/Engineering and Planning Departments.

Background:

The Town last undertook a comprehensive fee study in January 2001. On February 14, 2001, the Town Council adopted Resolution 1879-2001, setting a new Planning, Building and Public Works/Engineering Department Fee Schedule. On February 27, 2001, the Town Council adopted Resolution 1976-2002, revising the Fee Schedule to include a flat-rate inspection fee of fifty dollars (\$50.00) for the installation of photovoltaic solar systems. Until recently, the Town had not undertaken a comprehensive review and update to its fee schedule. As a consequence, many of the fees are out of date, resulting in a greater reliance on general tax dollars to support a number of services that benefit individual property owners.

At its March 28, 2012 meeting, the Town Council held a study session at which it:

1. Received a presentation from Nicole Kissam, Director of Financial Consulting with NBS Consultants, about a fee study related to the Town's Building, Planning and Public Works Departments, and posed questions about the fee study and receive additional information from Ms. Kissam; and
2. Appointed Vice Mayor Richards and Council member Aalfs to work with staff in reviewing proposed cost recovery levels and associated fees, and to return to a subsequent Council meeting with a proposed revised fee schedule.

On April 11th, Howard Young, Gary Fitzer and Barbara Powell met with Vice Mayor Richards and Council member Aalfs to review proposed fee changes for the Building and Public Works/Engineering Departments. On April 13th, Tom Vlasic, Leslie Lambert, Carol Borck and Barbara Powell met with Vice Mayor Richards (Council member Aalfs was not available) to review proposed fee changes for the Planning Department fees.

Proposition 26:

With the passage of Proposition 26 on November 26, 2010, new fees must fall under one of seven exemptions to ensure the new charges meet the definition of a legitimate fee rather than a tax. These exemptions are provided as *Attachment "G"*.

The proposed changes to the Fee Schedule have been reviewed to ensure they comply with Proposition 26. All proposed fee changes fall within one or more of the exceptions listed above.

Overview:

Attachment “B” is a proposed Fee Schedule that lists fees for services directly provided by staff. Deposits collected to recover the costs incurred to provide highly specialized services by outside consultants (e.g. Planner, Geologist) are not included on the proposed Fee Schedule and will be addressed in a separate staff report at a later Council meeting.

Annual Cost of Living Adjustment – The Town infrequently undertakes a fee study to review its fees. As a consequence, the last fee study was performed over 10 years ago. In order to keep fees in line with costs of service delivery, the attached Resolution provides for an annual fee adjustment by the Town Manager on July 1st of every year by the percentage increase or decrease in the Consumer Price Index – All Items Index (San Francisco-Oakland-San Jose) calculated by comparing the change in February year-over-year.

Administrative – These include fees for copying, building rentals and sports users. Staff is proposing the following changes to Administrative copying fees; all other Administrative fees have remained the same:

Current Fee	Proposed Fee
\$.25 per page for copying completed by the public; \$.50 per page for copying completed by Town Staff	\$.25 per page for copying, regardless of who performs the copying, in accordance with Government Code Section 6253
\$5.00 per tape for duplication of tape recordings by the public; \$10.00 per tape for duplication of tapes completed by Town staff	\$10.00 fee for duplication of CD recordings (the Town no longer records its meetings on tapes)

Building – These include fees for plan check and inspection of commercial and residential construction. *Attachment “C”* provides a comparison between current Building fees/current cost recovery rates and proposed Building fees/proposed cost recovery rates. Staff is proposing a change in the methodology used to calculate fees for some services because the current methodology relies on building valuation estimates provided by the applicant which often results in the collection of insufficient fees to cover costs. The proposed methodology moves cost recovery for some building services to a deposit based system whereby the project is charged only for services provided by Town staff or consultants. If additional inspections are needed, the Building Official will notify the contractor and an additional deposit will be assessed.

Current Methodology	Proposed Methodology
<i>Commercial Inspection</i> – Fee based on estimated project valuation provided by the builder or builder’s representative	<i>Commercial Inspection</i> – Initial deposit based on estimated project valuation provided by the builder or builder’s representative; additional deposit may be assessed to cover actual cost of inspections
<i>Residential Inspection</i> – Fee based on estimated project valuation provided by the builder or builder’s representative	<i>Residential Inspection</i> – Flat fee based upon the characteristics of the building project plus its square footage
Current Methodology	Proposed Methodology
<i>Commercial Plan Check</i> – 65% of the fees collected for inspection and permitting	<i>Commercial Plan Check</i> – Initial deposit based on estimated project valuation provided by the builder or builder’s representative; additional deposit may be assessed to cover actual cost of plan check
<i>New Residence Plan Check</i> – 65% of the fees collected for inspection and permitting	<i>New Residence Plan Check</i> – Initial deposit based on estimated project valuation provided by the builder or builder’s representative; additional deposit may be assessed to cover actual cost of plan check
<i>Other Construction Plan Check</i> (e.g. Additions, Detached Units, Remodels, etc.) – 65% of the fees collected for inspection and permitting	<i>Other Construction Plan Check</i> – Flat fee based upon the characteristics of the building project plus its square footage
<i>Electrical, Mechanical and Plumbing Permits</i> – Flat fees	<i>Electrical, Mechanical and Plumbing Permits</i> – Flat fees at 50% or 100% cost recovery, based on task group recommendation

Staff is also proposing a change in how permit application fees are assessed:

Current Fee	Proposed Fee
<i>Permit Application Fee</i> – Same Fee assessed for all permits	<i>Permit Application Fee</i> – Fee for new construction permits is higher (reflecting more time for intake & processing) than for stand-alone permits (e.g. electrical, mechanical, plumbing)

Public Works/Engineering – These fees relate to encroachments into the Town’s right of way. All fees and deposits have been increased to achieve 100% recovery of costs associated with services provided. *Attachment “D”* provides a comparison between current Public Works/ Engineering fees/current cost recovery rates and proposed Public Works/Engineering fees/proposed cost recovery rates.

Planning – These fees relate to active permit applications, land use issues and appeals. Staff is recommending three categories of cost recovery:

1. *Private benefit* - Fees that will achieve 75% cost recovery for services that primarily provide benefit to the property owner, and place a considerable time demand on staff. Example: Subdivisions
2. *Private & public benefit* - Fees that will achieve 50% cost recovery for services that generally provide an equal benefit to the property owner (private) and to the community (public). Example: Architectural Review
3. *Public benefit* - Fees that will achieve less than 50% cost recovery (range from 8% to 45%) to encourage compliance with the Town’s codes, regulations, and policies for low cost projects of broad interest to the community. Example: Tree Removal Permit

Attachment “E” provides a comparison between current Planning fees/current cost recovery rates and proposed Planning fees/proposed cost recovery rates.

Fiscal Impact:

Based on the estimated volume of activity used in the NBS Cost of Service Study, the total increase to revenues is projected to be \$131,000 per year. Of course volume will fluctuate year-over-year and the actual revenue will differ from the projections. The recommended fee increase for Building and Engineering services to achieve 100% cost recovery is projected to result in a 29% increase in related revenues or \$89,000 per year (*Cost of Service Study*, page 2 – Attachment “F”).

The recommended fee increases for Planning will vary by the three categories of cost recovery identified above. Overall, however, the recommended changes to Planning service fees will result in cost recovery of 65% thereby increasing revenues an estimated \$42,000 per year.

Approved: 
Nick Pegueros, Town Manager

Attachments

- Attachment "A" – Resolution
- Attachment "B" -- Proposed Fee Schedule
- Attachment "C" – Building Fees – Comparison of Current & Proposed Fees
- Attachment "D" – Engineering Fees – Comparison of Current & Proposed Fees
- Attachment "E" – Planning Fees – Comparison of Current & Proposed Fees
- Attachment "F" – Cost of Service Study, Page 2
- Attachment "G" – Proposition 26 Exceptions

Attachment "A"
RESOLUTION NO. _____-2012

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA
VALLEY APPROVING A NEW FEE SCHEDULE FOR ITS
ADMINISTRATIVE, BUILDING, PUBLIC WORKS/ENGINEERING
AND PLANNING DEPARTMENTS**

WHEREAS, the Town entered into an Agreement with NBS Financial to undertake a study of its Building, Public Works/Engineering and Planning Department fees; and

WHEREAS, at the same time, the Town undertook a review of its Administrative fees related to copying of documents and compact discs, facility rentals and recreational uses; and

WHEREAS, as a consequence of the study by NBS Financial, the Town desires to increase some of its Building, Public Works/Engineering and Planning Department fees in order to align these fees with the true cost of providing services; and

WHEREAS, the Town also desires to modify two of its copying-related fees in order to reflect current technology and current practice; and

WHEREAS, the Town has reviewed the proposed fees in relation to State of California Proposition 26 and has determined that the fees meet the definition of a legitimate fee rather than a tax; and

WHEREAS, the Town last undertook a study of its fees more than ten years ago, and desires to keep its fees current, without having to undertake an annual fee study;

WHEREAS, Municipal Code Section 18.34.040 [Fees for applications—Collection] of Chapter 18.34 [Administration] of Title 18 [Zoning] authorizes the Town Council to establish, by resolution, the amounts of fees for applications and permits under the Zoning Ordinance and may, from time to time modify the resolution; and

WHEREAS, on May 9 and May 16, 2012, the Town Clerk published notices in a newspaper of local distribution concerning the Town Council's intention to hold a Public hearing to consider adoption of a new fee schedule and all documentation supporting the proposed fee schedule was made available to the public, beginning on Friday, May 11, 2012.

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

Section 1. The fees set forth in the attached fee schedule (Exhibit "A") are hereby established pursuant to the Town of Portola Valley Municipal Code and shall be paid to or collected by the Town for each of the applications, permits, extensions, renewals, services or other matters enumerated therein. No application shall be deemed filed or complete until all required fees have been paid in full to the Town.

Section 2. Resolutions 1879-2001 and 1976-2002 are hereby repealed in their entirety, it being the intent of the Town Council that the fee schedule adopted by this resolution shall supersede all prior schedules pertaining to the same subject matter.

Section 3. Annual Adjustment. The fees and charges set forth in Exhibit "A" shall be adjusted by the Town Manager on July 1st of every year by the percentage increase or decrease in the Consumer Price Index – All Items Index (San Francisco-Oakland-San Jose). The calculation will be based upon the index from February of the prior year to the index for February of the current year.

Section 4. This resolution shall become effective on July 1, 2012, and shall be applicable to all fees and deposits listed on Exhibit "A" which are payable to the City from and after the effective date hereof.

PASSED AND ADOPTED this 23rd day of May, 2012.

By: _____
MaryAnn Moise Derwin, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

Attachment "B"

TOWN OF PORTOLA VALLEY

Proposed Fee Schedule



May 23, 2012

ADMINISTRATIVE FEES & PERMITS

Banner/Sign Fee	\$25
Business License	
a) Fixed place of business within Portola Valley	\$100
i) Employee Fee 30+ hours week	\$20 each/per year
ii) Employee Fee 15-30 hours week	\$10 each/per year
b) Not Fixed place of business	
i) General Contractor (3 or more subcontractors)	\$400
ii) General Contractor (less than 3 subcontractors)	\$100
iii) Subcontractor	\$100
iv) General License/Home Occupation	\$100
Classes	
a) Town registration fees	20% of fees received Non-sports instruction -- \$50
b) Insurance (if supplied by the Town)	Sports instruction - \$100
Copying Fees	
a) Compact Disc (CD) copying	\$10/CD
b) Paper Documents	\$.25/page
Facility Rental Fees/Deposits	
a) Community Hall (8:00 a.m. to midnight)	
i) Resident Fee	\$1,800/day
ii) Non-resident Fee	\$2,800/day
iii) Deposit	\$1,000
b) Community Hall – Memorial Service	
i) Current/Past Resident Only	\$1,000/day
ii) Deposit	\$500
c) Community Hall – Local Non-profit within Town limits)	
i) No Fundraiser	No charge
ii) No Fundraiser - Deposit	\$1,000
iii) Fundraiser	\$900
iv) Fundraiser – Deposit	\$1,000

d) Alder or Buckeye Room minimum rental = 2 hour meetings; 4-hour parties	
i). Resident Fee	\$100/hour
ii). Non-resident Fee	\$150 per hour
iii). Deposit	\$250
e) Kitchen (must rent with room)	
i) Rented with Community Hall	No charge
ii) Rented with Alder or Buckeye Room -- Resident	\$100/event
iii) Rented with Alder or Buckeye Room – non-resident	\$125/event
iv) Deposit	\$100
f) Redwood Grove (Weddings only)	
i) Resident Fee	\$150 per event
ii) Non-Resident Fee	\$200 per event
iii) Deposit	\$100
 Horse Permit	
a) New	\$50/horse/year
b) Renewal – Residential	\$15/horse/year
c) Renewal – Commercial	\$20/horse/year
 Sport User Fees	
a) Town Fields	
i) Town Sponsored; Schools (Town Council; Town Committees; PV School District; Woodside Priory)	No Fees/No Deposit
ii) Local Organized Youth Leagues (Alpine/West Menlo Little League; AYSO; Kidz Love Soccer)	\$40/person/season
iii) Local Organized Youth Clubs (Alpine Strikers; CYSO)	\$60/person/season
iv) Local Organized Adult Leagues (PV Adult Soccer League; PV Softball)	\$60/person/season
v) Local Organized Adult Clubs (PV Soccer Club)	\$90/person/season
vi) Deposit for ii. through v. above	\$500
b) Private Parties, Picnics, Pick-up Games	
i) Local Informal Groups	\$3/person/use
ii) Non-Local Informal Groups	\$4.50/person/use
iii) Deposit	50 or fewer - \$100; >50 - \$500
c) Commercial Use (clinics and classes)	15% of gross revenue Deposit: \$500 \$3/person/use
d) Picnic Spaces (next to Little Peoples' Park – Town Center)	Deposit: \$100
e) Ford Field Parking Lot	

\$100
Deposit: \$100

PLANNING FEES & PERMITS

Pre-Application Meeting	\$575
Architectural Review	
a) New Residence	\$1,115
b) Guest House/Addition	\$660
c) Amendment	\$330
Site Development Permit	
a) 50-100 Cubic Yards	\$1,045
b) 101-1,000 Cubic Yards	\$2,225
c) Greater than 1,000 Cubic Yards	\$2,830
Conditional Use Permit	
a) Standard	\$3,960
b) Planned Unit Development	\$5,940
c) Amendment	\$1,980
Variance	\$2,340
Lot Line Adjustment	\$1,600
Geology Review	
a) Building Permit	\$250
b) Map Modification	\$990
c) Deviation	\$870
Subdivision Preliminary Map	\$3,040
Subdivision - Tentative Map	\$4,640
Subdivision - Final Map	\$1,330
Map Time Extension	\$370
Tentative Map Amendment	\$740

Final Map Revision	\$740
Certificate of Compliance	\$1,540
Environmental - Initial Assessment	\$330
Environmental - Negative Declaration	\$990
General Plan Amendment	\$3,300
Zoning Ordinance Amendment	\$1,650
Fence Permit	
a) Horse Fence	\$100
b) All Other Fences	\$225
Tree Removal Permit	\$70
Residential Data Report	\$100
Allowed Floor Area Calculation	\$100
Temporary Occupancy Permit	\$1,230
Appeal	\$5,130
Photovoltaic System	\$50
Temporary Gas or Electrical	\$500 deposit
Plan Review/Revisions	Per hour as billed

BUILDING FEES & PERMITS

Construction & Demolition Recycling

\$175 or \$350

Commercial

Commercial without Interior Improvements

a) Less than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

Deposit based on valuation

b) Greater than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

Deposit based on valuation

Commercial with Interior Improvements

a) Less than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

Deposit based on valuation

b) Greater than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

Deposit based on valuation

Commercial Tenant Improvements

a) Less than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

\$840

b) Greater than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

\$1,440

NOTE: An initial deposit would be assessed based on valuation. If the deposit is insufficient to fully cover cost of services, an additional amount would be collected.

Commercial Repair

a) Less than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

\$480

b) Greater than 1,000 square feet

i) Plan Check

Deposit based on valuation

ii) Inspection

\$960

Commercial Barn/Stable

i) Plan Check

Deposit based on valuation

ii) Inspection

\$960

Residential

Custom Residence Without Basement

a) 5,000 square Feet or Less

i) Plan Check

Deposit based on valuation

ii) Inspection

\$3,000

b) Greater than 5,000 Square Feet

i) Plan Check

Deposit based on valuation

ii) Inspection

\$3,600

Custom Residence With Basement

a) 5,000 square Feet or Less

i) Plan Check

Deposit based on valuation

ii) Inspection

\$4,200

b) Greater than 5,000 Square Feet

i) Plan Check

Deposit based on valuation

ii) Inspection

\$4,800

Addition

a) 500 Square Feet or Less

i) Plan Check

\$360

ii) Inspection

\$1,200

b) 501-1,000 Square Feet

i) Plan Check

\$720

ii) Inspection

\$1,680

c) Greater than 1,000 Square Feet

i) Plan Check

Deposit based on valuation

ii) Inspection

\$2,160

Detached Second Unit

a) 750 Square Feet or Less	
i) Plan Check	\$960
ii) Inspection	\$1,680
 b) Accessory Building (e.g. Cabana)	
i) Plan Check	\$720
ii) Inspection	\$960

Detached Unit (Other)

a) Garage/Workshop - 1,000 Square Feet or Less	
i) Plan Check	\$720
ii) Inspection	\$840
 b) Carport	
i) Plan Check	\$480
ii) Inspection	\$600
 c) Barn/Stable	
i) Plan Check	\$720
ii) Inspection	\$600

Bathroom Remodel

a) Bathroom with Structural	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$960
 b) Bathroom without Structural	
i) Plan Check	\$120
ii) Inspection	\$720

Kitchen Remodel

a) Kitchen with Structural	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$960
 b) Kitchen without Structural	
i) Plan Check	\$120
ii) Inspection	\$720

Minor Repair (e.g. Deck)

a) Without Plan Check	
i) Inspection	\$240

b) With Plan Check	
i) Plan Check	\$120
ii) Inspection	\$360
Remodel with Structural	
a) 0-500 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$960
b) 501-1,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,200
c) 1001-1,500 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,440
d) 1,501-2,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$1,920
e) 2,001 - 3,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	2,160
f) 3,001-4,000 Square Feet	
i) Plan Check	Deposit based on valuation
ii) Inspection	\$2,400
Remodel without Structural	
a) 0-500 Square Feet	
i) Plan Check	\$240
ii) Inspection	\$720
b) 501-1,000 Square Feet	
i) Plan Check	\$480
ii) Inspection	\$960
c) 1001-1,500 Square Feet	
i) Plan Check	\$720
ii) Inspection	\$1,200
d) 1,501-2,000 Square Feet	
i) Plan Check	\$840
ii) Inspection	\$1,440

Remodel without Structural (Cont.)

e) 2,001-3,000 Square Feet	
i) Plan Check	\$960
ii) Inspection	\$1,680
f) 3,001-4,000 Square Feet	
i) Plan Check	\$1,080
ii) Inspection	\$1,920

Mobile Home Installation

a) With Foundation	
i) Plan Check	\$360
ii) Inspection	\$360
b) Without Foundation	
i) Plan Check	\$120
ii) Inspection	\$240

Foundation Repair

a) 35 Linear Feet or Less	
i) Plan Check	\$240
ii) Inspection	\$360
b) Greater Than 35 Linear Feet	
i) Plan Check	\$480
ii) Inspection	\$600

Stucco/Siding

a) 500 Square Feet or Less	
i) Plan Check	\$120
ii) Inspection	\$240
b) 501-1,000 Square Feet	
i) Plan Check	\$120
ii) Inspection	\$360
c) Greater than 1,000 Square Feet	
i) Plan Check	\$240
ii) Inspection	\$480

Re-Roofing

a) 1,000 Square Feet or Less	
i) Plan Check	\$87
ii) Inspection	\$360

Re-Roofing (Cont.)

b) 1,001-3,000 Square Feet

- i) Plan Check \$87
- ii) Inspection \$360

c) Greater than 3,000 Square Feet

- i) Plan Check \$87
- ii) Inspection \$600

Doors and Windows

a) Five or Less

- i) Plan Check \$120
- ii) Inspection \$240

b) More than Five

- i) Plan Check \$120
- ii) Inspection \$360

Swimming Pool (In Ground)

- i) Plan Check \$720
- ii) Inspection \$600

Spa

a) In Ground

- i) Plan Check \$360
- ii) Inspection \$480

b) Above Ground (Prefabricated)

- i) Plan Check \$240
- ii) Inspection \$360

Demolition

- i) Plan Check \$44
- ii) Inspection \$240

Retaining Wall

a) Four Feet High or Less

- i) Plan Check \$87
- ii) Inspection \$360

b) Greater than Four Feet High

- i) Plan Check \$175
- ii) Inspection \$600

**ELECTRICAL, MECHANICAL AND PLUMBING PERMITS
(ASSOCIATED WITH NEW CONSTRUCTION PERMITS)**

Permit Application Fee (applies to all permits)

a) For Initial Permit	\$65
b) For Each Additional Permit	\$29

Plumbing	\$0.44 per s.f.
Mechanical	\$0.39 per s.f.
Electrical	\$0.44 per s.f.

**ELECTRICAL, MECHANICAL AND PLUMBING PERMITS
(STAND-ALONE)**

Permit Application Fee (stand-alone projects)

a) For Initial Permit	\$24
b) For Each Additional Permit	\$24

Water Heater Permit Fee	\$44
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PER UNIT FEES -- ELECTRICAL

Temporary Power Pole	\$88
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Electrical Service

a) 100-400 Amps	\$175
b) Greater than 400 Amps	\$264

Subpanel	\$44
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Electrical Associated with a Pool/Spa	\$175
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Generator	\$175
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Per Unit Fees -- Mechanical

Furnace	\$44
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Condenser (Evaporative Cooler)	\$44
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Boiler	\$44
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Exhaust Hood (Fan)

(Commercial or Heat Recovery Ventilator)	\$87
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PER UNIT FEES -- PLUMBING

Water Service	\$87
Backflow Device	\$44
Water Piping	\$87
Sewer Line	\$87
Drain-Waste Vent (1-5 Fixtures)	\$87
Gas Piping (1-5 Outlets)	\$87
Earthquake Shut-off Valve	\$44
Pool/Spa Plumbing	\$175

ITEMS NOT LISTED IN THIS SCHEDULE

Reinspection Fee	\$87
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Strong Motion Instrumentation & Seismic Hazard Mapping Fee

a) Residential	
i) Valuation over \$5,000	.0001 x valuation
ii) Valuation under \$5,000	\$0.50
b) Commercial	
i) Valuation over \$2,381	.00021 x valuation
ii) Valuation under	\$0.50

California Building Standards Commission Fee

a) Every \$25,000 or fraction thereof	\$1 per \$25,000 valuation
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**PUBLIC WORKS ENGINEERING
& PERMIT FEES**

Driveway Connection to Street

a) Application	\$226
b) Plan Review	\$75
c) Inspection	
Town Staff	[a) Actual cost with
Contract Engineer	\$500-\$1,000
Contract Inspector	initial deposit

Utilities

Regular Utility Maintenance Connect / Disconnect

a) Application	\$226
b) Plan Review	\$75
c) Inspection	
Town Staff	[a) Actual cost with
Contract Engineer	\$500-\$1,000
Contract Inspector	initial deposit

Utility Main / Capital Project

a) Application	\$226
b) Plan Review	[a) Actual cost with
	\$95-\$2,500
	initial deposit
c) Inspection	
Town Staff	[a) Actual cost with
Contract Engineer	\$500-\$2,000
Contract Inspector	initial deposit

Other projects including without limitation:

Right-of-way, landscaping, fences, and investigations

a) Application	\$226
b) Plan Review	\$75
c) Inspection	
Town Staff	[a) Actual cost with
Contract Engineer	\$95-\$1,000
Contract Inspector	initial deposit

Additional Plan Review or Inspection - Hourly

Town Staff	\$150
Contract Engineer	\$176
Contract Inspector	\$95

Clean up or Repair to Town Property

At Cost

[a] Actual deposit amount will be determined by Town Staff on anticipated number of plan reviews / inspections required and project timeline.

Projects Not Listed on Fee Schedule

For services requested of Town Staff for which no fee is listed in this Master Fee Schedule, or for projects of size and complexity not typically encountered by the Town, the Town Manager or his/her designee shall determine the appropriate fee based on the hourly rates for staff time involved in the service or activity.

TOWN OF PORTOLA VALLEY
 Current and Proposed
 Building Fees

	Activity	Current Fee	Current Cost Recovery Rate	Proposed Fee	Proposed Cost Recovery Rate
Commercial					
1	Commercial without Interior Improvements				
	a) Less than 1,000 square feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	Deposit based on valuation	100%
	b) Greater than 1,000 square feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	Deposit based on valuation	100%
2	Commercial with Interior Improvements				
	a) Less than 1,000 square feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	Deposit based on valuation	100%
	b) Greater than 1,000 square feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	Deposit based on valuation	100%
3	Commercial Tenant Improvements				
	a) Less than 1,000 square feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	\$840	100%
	b) Greater than 1,000 square feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	\$1,440	100%

NOTE: An initial deposit would be assessed based on valuation. If the deposit is insufficient to fully cover cost of services, an amount would be collected.

TOWN OF PORTOLA VALLEY
 Current and Proposed
 Building Fees

	Activity	Current Fee	Current Cost Recovery Rate	Proposed Fee	Proposed Cost Recovery Rate
	Commercial Repair				
	a) Less than 1,000 square feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	\$480	100%
	b) Greater than 1,000 square feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	\$960	100%
	5 Commercial Barn/Stable				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	\$960	100%
	Residential				
	6 Custom Residence Without Basement				
	a) 5,000 square Feet or Less				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	\$3,000	100%
	b) Greater than 5,000 Square Feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	\$3,600	100%
	7 Custom Residence With Basement				
	a) 5,000 square Feet or Less				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	\$4,200	100%
	b) Greater than 5,000 Square Feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	\$4,800	100%

TOWN OF PORTOLA VALLEY
Current and Proposed
Building Fees

	Activity	Current Fee	Current Cost Recovery Rate	Proposed Fee	Proposed Cost Recovery Rate
8 Addition					
a) 500 Square Feet or Less					
i) Plan Check	Fee based on valuation	varies		\$360	100%
ii) Inspection	Fee based on valuation	varies		\$1,200	100%
b) 501-1,000 Square Feet					
i) Plan Check	Fee based on valuation	varies		\$720	100%
ii) Inspection	Fee based on valuation	varies		\$1,680	100%
c) Greater than 1,000 Square Feet					
i) Plan Check	Fee based on valuation	varies		Deposit based on valuation	100%
ii) Inspection	Fee based on valuation	varies		\$2,160	100%
9 Detached Second Unit					
a) 750 Square Feet or Less					
i) Plan Check	Fee based on valuation	varies		\$960	100%
ii) Inspection	Fee based on valuation	varies		\$1,680	100%
b) Accessory Building (e.g. Cabana)					
i) Plan Check	Fee based on valuation	varies		\$720	100%
ii) Inspection	Fee based on valuation	varies		\$960	100%
10 Detached Unit (Other)					
a) Garage/Workshop - 1,000 Square Feet or Less					
i) Plan Check	Fee based on valuation	varies		\$720	100%
ii) Inspection	Fee based on valuation	varies		\$840	100%
b) Carport					
i) Plan Check	Fee based on valuation	varies		\$480	100%
ii) Inspection	Fee based on valuation	varies		\$600	100%

TOWN OF PORTOLA VALLEY
 Current and Proposed
 Building Fees

	Activity	Current Fee	Current Cost Recovery Rate	Proposed Fee	Proposed Cost Recovery Rate
10 Detached Unit (Other) -- Cont.	c) Barn/Stable				
	i) Plan Check	Fee based on valuation	varies	\$720	100%
	ii) Inspection	Fee based on valuation	varies	\$600	100%
11 Bathroom Remodel	a) Bathroom with Structural				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation \$960	100%
	ii) Inspection	Fee based on valuation	varies		100%
	b) Bathroom without Structural				
	i) Plan Check	Fee based on valuation	varies	\$120	100%
	ii) Inspection	Fee based on valuation	varies	\$720	100%
12 Kitchen Remodel	a) Kitchen with Structural				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation \$960	100%
	ii) Inspection	Fee based on valuation	varies		100%
	b) Kitchen without Structural				
	i) Plan Check	Fee based on valuation	varies	\$120	100%
	ii) Inspection	Fee based on valuation	varies	\$720	100%
13 Minor Repair (e.g. Deck)	a) Without Plan Check				
	i) Inspection	Fee based on valuation	varies	\$240	100%
	b) With Plan Check				
	i) Plan Check	Fee based on valuation	varies	\$120	100%
	ii) Inspection	Fee based on valuation	varies	\$360	100%

TOWN OF PORTOLA VALLEY
 Current and Proposed
 Building Fees

	Activity	Current Fee	Current Cost Recovery Rate	Proposed Fee	Proposed Cost Recovery Rate
14	Remodel with Structural				
	a) 0-500 Square Feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	\$960	100%
	b) 501-1,000 Square Feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	\$1,200	100%
	c) 1001-1,500 Square Feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	\$1,440	100%
	d) 1,501-2,000 Square Feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	\$1,920	100%
	e) 2,001 - 3,000 Square Feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	2,160	100%
	f) 3,001-4,000 Square Feet				
	i) Plan Check	Fee based on valuation	varies	Deposit based on valuation	100%
	ii) Inspection	Fee based on valuation	varies	\$2,400	100%

TOWN OF PORTOLA VALLEY
 Current and Proposed
 Building Fees

	Activity	Current Fee	Current Cost Recovery Rate	Proposed Fee	Proposed Cost Recovery Rate
15 Remodel without Structural	a) 0-500 Square Feet				
	i) Plan Check	Fee based on valuation	varies	\$240	100%
	ii) Inspection	Fee based on valuation	varies	\$720	100%
	b) 501-1,000 Square Feet				
	i) Plan Check	Fee based on valuation	varies	\$480	100%
	ii) Inspection	Fee based on valuation	varies	\$960	100%
	c) 1001-1,500 Square Feet				
	i) Plan Check	Fee based on valuation	varies	\$720	100%
	ii) Inspection	Fee based on valuation	varies	\$1,200	100%
	d) 1,501-2,000 Square Feet				
	i) Plan Check	Fee based on valuation	varies	\$840	100%
	ii) Inspection	Fee based on valuation	varies	\$1,440	100%
	e) 2,001-3,000 Square Feet				
	i) Plan Check	Fee based on valuation	varies	\$960	100%
ii) Inspection	Fee based on valuation	varies	\$1,680	100%	
f) 3,001-4,000 Square Feet					
i) Plan Check	Fee based on valuation	varies	\$1,080	100%	
ii) Inspection	Fee based on valuation	varies	\$1,920	100%	
16 Mobile Home Installation	a) With Foundation				
	i) Plan Check	Fee based on valuation	varies	\$360	100%
	ii) Inspection	Fee based on valuation	varies	\$360	100%
	b) Without Foundation				
	i) Plan Check	Fee based on valuation	varies	\$120	100%
	ii) Inspection	Fee based on valuation	varies	\$240	100%

TOWN OF PORTOLA VALLEY
 Current and Proposed
 Building Fees

	Activity	Current Fee	Current Cost Recovery Rate	Proposed Fee	Proposed Cost Recovery Rate
17 Foundation Repair	a) 35 Linear Feet or Less				
	i) Plan Check	Fee based on valuation	varies	\$240	100%
	ii) Inspection	Fee based on valuation	varies	\$360	100%
	b) Greater Than 35 Linear Feet				
	i) Plan Check	Fee based on valuation	varies	\$480	100%
	ii) Inspection	Fee based on valuation	varies	\$600	100%
18 Stucco/Siding	a) 500 Square Feet or Less				
	i) Plan Check	Fee based on valuation	varies	\$120	100%
	ii) Inspection	Fee based on valuation	varies	\$240	100%
	b) 501-1,000 Square Feet				
	i) Plan Check	Fee based on valuation	varies	\$120	100%
	ii) Inspection	Fee based on valuation	varies	\$360	100%
	c) Greater than 1,000 Square Feet				
	i) Plan Check	Fee based on valuation	varies	\$240	100%
	ii) Inspection	Fee based on valuation	varies	\$480	100%
19 Re-Roofing	a) 1,000 Squire Feet or Less				
	i) Plan Check	Fee based on valuation	varies	\$87	100%
	ii) Inspection	Fee based on valuation	varies	\$360	100%
	b) 1,001-3,000 Square Feet				
	i) Plan Check	Fee based on valuation	varies	\$87	100%
	ii) Inspection	Fee based on valuation	varies	\$360	100%

TOWN OF PORTOLA VALLEY
 Current and Proposed
 Building Fees

	Activity	Current Fee	Current Cost Recovery Rate	Proposed Fee	Proposed Cost Recovery Rate
19 Re-Roofing (cont.)	c) Greater than 3,000 Square Feet				
	i) Plan Check	Fee based on valuation	varies	\$87	100%
	ii) Inspection	Fee based on valuation	varies	\$600	100%
20 Doors and Windows	a) Five or Less				
	i) Plan Check	Fee based on valuation	varies	\$120	100%
	ii) Inspection	Fee based on valuation	varies	\$240	100%
	b) More than Five				
	i) Plan Check	Fee based on valuation	varies	\$120	100%
	ii) Inspection	Fee based on valuation	varies	\$360	100%
21 Swimming Pool (In Ground)	i) Plan Check	Fee based on valuation	varies	\$720	100%
	ii) Inspection	Fee based on valuation	varies	\$600	100%
22 Spa	a) In Ground				
	i) Plan Check	Fee based on valuation	varies	\$360	100%
	ii) Inspection	Fee based on valuation	varies	\$480	100%
	b) Above Ground (Prefabricated)				
	i) Plan Check	Fee based on valuation	varies	\$240	100%
	ii) Inspection	Fee based on valuation	varies	\$360	100%
23 Demolition	i) Plan Check	Fee based on valuation	varies	\$44	100%
	ii) Inspection	Fee based on valuation	varies	\$240	100%

TOWN OF PORTOLA VALLEY
 Current and Proposed
 Building Fees

	Activity	Current Fee	Current Cost Recovery Rate	Proposed Fee	Proposed Cost Recovery Rate
24	Retaining Wall				
	a) Four Feet High or Less				
	i) Plan Check	Fee based on valuation	varies	\$87	100%
	ii) Inspection	Fee based on valuation	varies	\$360	100%
	b) Greater than Four Feet High				
	i) Plan Check	Fee based on valuation	varies	\$175	100%
	ii) Inspection	Fee based on valuation	varies	\$600	100%
	Electrical, Mechanical and Plumbing Permits (Associated with New Construction Permits)				
1	Permit Application Fee				
	a) For Initial Permit	\$24	18%	\$65	50%
	b) For Each Additional Permit	\$24	82%	\$29	100%
1	Plumbing	\$0.050 per s.f.	11%	\$0.44 per s.f.	100%
2	Mechanical	\$0.050 per s.f.	13%	\$0.39 per s.f.	100%
3	Electrical	\$0.056 per s.f.	13%	\$0.44 per s.f.	100%
	Electrical, Mechanical and Plumbing Permits (Stand-Alone)				
1	Permit Application Fee (stand-alone projects)				
	a) For Initial Permit	\$24	18%	\$24	18%
	b) For Each Additional Permit	\$24	82%	\$24	82%
1	Water Heater Permit Fee	\$12	14%	\$44	46%
	Per Unit Fees				
	Electrical				
1	Temporary Power Pole	\$24	27%	\$88	100%
2	Electrical Service				
	a) 100-400 Amps	\$63	36%	\$175	100%
	b) Greater than 400 Amps	\$124	47%	\$264	100%
3	Subpanel	\$24	27%	\$44	50%
4	Electrical Associated with a Pool/Spa	\$50	14%	\$175	50%
5	Generator	\$25	14%	\$175	100%

TOWN OF PORTOLA VALLEY
 Current and Proposed
 Building Fees

	Activity	Current Fee	Current Cost Recovery Rate	Proposed Fee	Proposed Cost Recovery Rate
	<i>Per Unit Fees</i>				
	<i>Mechanical</i>				
1	Furnace	\$15	17%	\$44	50%
2	Condensor (Evaporative Cooler)	\$11	13%	\$44	50%
3	Boiler	\$27	31%	\$44	50%
3	Exhaust Hood (Fan) (Commercial or Heat Recovery Ventilator)	\$11	6%	\$87	50%
	<i>Per Unit Fees</i>				
	<i>Plumbing</i>				
1	Water Service	\$12	7%	\$87	50%
2	Backflow Device	\$15	17%	\$44	50%
3	Water Piping	\$12	7%	\$87	50%
4	Sewer Line	\$25	14%	\$87	50%
5	Drain-Waste Vent (1-5 Fixtures)	\$10	6%	\$87	50%
6	Gas Piping (1-5 Outlets)	\$6	3%	\$87	50%
7	Earthquake Shut-off Valve	\$10	11%	\$44	50%
8	Pool/Spa Plumbing	\$61	17%	\$175	50%
	<i>Items Not Listed in This Schedule</i>				
1	Reinspection Fee	\$11	13%	\$87	100%

	Activity	Footnote	Current Fee	Current Cost Recovery Rate	Proposed Fee	Proposed Cost Recovery Rate
1	Driveway Connection to Street		\$180 (included above)	60%	\$226 \$75	100% 100%
	a) Application					
	b) Plan Review					
	c) Inspection					
	Town Staff	[a]	Actual cost with	63%	Actual cost with	100%
	Contract Engineer	[a]	\$300-\$1,000	100%	\$500-\$1,000	100%
	Contract Inspector	[a]	initial deposit	100%	initial deposit	100%
Utilities						
2	Regular Utility Maintenance Connect / Disconnect		\$180 (included above)	60%	\$226 \$75	100% 100%
	a) Application					
	b) Plan Review					
	c) Inspection					
	Town Staff	[a]	Actual cost with	63%	Actual cost with	100%
	Contract Engineer	[a]	\$300-\$1,000	100%	\$500-\$1,000	100%
	Contract Inspector	[a]	initial deposit	100%	initial deposit	100%
3	Utility Main / Capital Project		\$180 (included above)	48%	\$226	100%
	a) Application					
	b) Plan Review					
	c) Inspection					
	Town Staff	[a]	Actual cost with	63%	Actual cost with	100%
	Contract Engineer	[a]	\$300-\$1,000	100%	\$500-\$2,000	100%
	Contract Inspector	[a]	initial deposit	100%	initial deposit	100%
4	Other projects including without limitation: Right-of-way, landscaping, fences, and investigations		\$180 (included above)	60%	\$226 \$75	100% 100%
	a) Application					
	b) Plan Review					
	c) Inspection					
	Town Staff	[a]	Actual cost with	63%	Actual cost with	100%
	Contract Engineer	[a]	\$300-\$1,000	100%	\$95-\$1,000	100%
	Contract Inspector	[a]	initial deposit	100%	initial deposit	100%
5	Additional Plan Review or Inspection - Hourly					
	Town Staff	[a]	\$110	63%	\$150	100%
	Contract Engineer	[a]	\$176	100%	\$176	100%
	Contract Inspector	[a]	\$95	100%	\$95	100%

[a] Actual deposit amount will be determined by Town Staff on anticipated number of plan reviews / inspections required and project timeline.

TOWN OF PORTOLA VALLEY
Current and Proposed
Planning Fees

	Description	Current Fee	Current Cost Recovery Rate	Proposed Fee	Proposed Cost Recovery Rate
1	Pre-Application Meeting	\$280	24%	\$575	50%
2	Architectural Review				
	a) New Residence	\$910	41%	\$1,115	50%
	b) Guest House/Addition	\$580-\$910	68%-106%	\$660	50%
	c) Amendment	\$200	30%	\$330	50%
3	Site Development Permit				
	a) 50-100 Cubic Yards	\$1,240	89%	\$1,045	75%
	b) 101-1,000 Cubic Yards	\$1,760	59%	\$2,225	75%
	c) Greater than 1,000 Cubic Yards	\$2,300	61%	\$2,830	75%
4	Conditional Use Permit				
	a) Standard	\$420	8%	\$3,960	75%
	b) Planned Unit Development	\$900	11%	\$5,940	75%
	c) Amendment	\$140	4%	\$1,980	50%
5	Variance	\$890	29%	\$2,340	75%
6	Lot Line Adjustment	\$620	29%	\$1,600	75%

TOWN OF PORTOLA VALLEY
Current and Proposed
Planning Fees

	Activity	Current Fee	Current Cost Recovery Rate	Proposed Fee	Proposed Cost Recovery Rate
7	Geology Review				
	a) Building Permit	\$170	34%	\$250	50%
	b) Map Modification	\$560	28%	\$990	50%
	c) Deviation	\$560	48%	\$870	75%
8	Subdivision Preliminary Map	\$980	24%	\$3,040	75%
9	Subdivision - Tentative Map	\$1,070	17%	\$4,640	75%
10	Subdivision - Final Map	\$300	17%	\$1,330	75%
11	Map Time Extension	\$140	28%	\$370	75%
12	Tentative Map Amendment	\$440	44%	\$740	75%
13	Final Map Revision	\$230	21%	\$740	75%
14	Certificate of Compliance	\$110	5%	\$1,540	75%
15	Environmental - Initial Assessment	\$50	8%	\$330	50%
16	Environmental - Negative Declaration	\$50	3%	\$990	50%
17	General Plan Amendment	\$190	3%	\$3,300	50%
18	Zoning Ordinance Amendment	\$400	12%	\$1,650	50%
19	Fence Permit				
	a) Horse Fence	\$100	8%	\$100	8%
	b) All Other Fences	\$225	17%	\$225	17%

TOWN OF PORTOLA VALLEY
 Current and Proposed
 Planning Fees

	Activity	Current Fee	Current Cost Recovery Rate	Proposed Fee	Proposed Cost Recovery Rate
20	Tree Removal Permit	\$70	11%	\$70	11%
21	Residential Data Report	\$100	91%	\$100	91%
22	Allowed Floor Area Calculation	\$100	45%	\$100	45%
23	Temporary Occupancy Permit	\$600	37%	\$1,230	75%
24	Appeal	\$890	13%	\$5,130	75%

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)
Planning	\$ 82,000	\$ 240,000	\$ (158,000)
Building	303,000	387,000	(84,000)
Public Works Engineering	\$ 7,000	12,000	(5,000)
Total	\$ 392,000	\$ 639,000	\$ (247,000)

Figures in the table above have been rounded to the nearest thousand dollar increment, for ease of discussion and reporting purposes. Overall, the Town is recovering approximately 61% of user and regulatory fee related services, as shown by department or division studied in the following table:

Department / Division	Current Cost Recovery Percentage
Planning	34%
Building	78%
Public Works Engineering	58%
Total	61%

Depending on the local fee setting environment, there are a number of reasons user and regulatory fees may not result in adoption at 100% of eligible full cost recovery amounts established through a Cost of Service Study. Determining a targeted level of cost recovery, either at or below eligible thresholds, is not an analytical exercise. Instead, targets reflect agency-specific judgments linked to a variety of factors, such as existing Town policies, agency-wide or departmental revenue objectives, economic goals, community values, market conditions, level of demand, and others. A general means of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question. Consult Section 2 of this report for further discussion.

NBS worked together with Town staff to establish an initial set of benchmark fee actions, suggesting fee amounts either at or below eligible thresholds. The table below provides a summary level snapshot of their initial recommendations, as compared to the full cost recovery amounts shown in the preceding summary tables:

Department / Division	Amount of Cost Recovered per Initial Benchmark Fee Actions	Benchmark Cost Recovery Percentage	Estimated Fee Revenue from Benchmark Recommendations
Planning	\$ 121,000	50%	\$ 39,000
Building	345,000	89%	42,000
Public Works Engineering	12,000	100%	5,000
Total	\$ 478,000	75%	\$ 86,000

For a detailed discussion of Staff's initial benchmark considerations, consult the Town's staff report.

Report Format

This report accomplishes the following objectives:

- Documents the analytical methods and data sources used throughout the study

Attachment "G"

Proposition 26 – Exceptions

1. *Special Benefit or Privilege Exception* – fees which provide a special benefit or directly grant the person paying the fee some privilege. Examples including **planning permits** and noise permits.
2. *Government Service or Product Exception* – fees imposed for a specific service or product provided to the person paying the fee. Examples include **park and recreation classes**.
3. *Licenses and Permits Exceptions* – fees imposed for issuing licenses and permits, and the costs of administering enforcement of licenses and permits. Examples include health and safety permits, **building permits** and background checks.
4. *Local Government Property Exception* – fees charged for the use of/entry to local government property. Examples include **facility rentals**, equipment rental fees, and park fees.
5. *Fines and Penalties Exception* – fines and penalties imposed for violation of the law. Examples include parking fines, code enforcement fines, and late penalties.
6. *Property Development Exception* – fees imposed as a condition of property development. Examples are development impact fees, **grading permits**, and development mitigation fees.
7. *Proposition 218 Exception* – property assessment and property-related fees that are already subject to the approval requirements of Proposition 218. Examples include water and sewer rates and special district assessments.

#7

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – May 11, 2012

-
- ☐ 1. Letter from Jerry Carlson, resident of Atherton, to Anne-Marie Despain, Director of Library Services with concern of policy issues relating to the County Library System
 - ☐ 2. Letter from Judith Murphy, Chair of the Conservation Committee to the Town Council with a request for additional maintenance service for weed growth
 - ☐ 3. League of California Cities with information regarding the Designation of Voting Delegates and Alternates – May 3, 2012
 - ☐ 4. Issued Building Permit Activity: April 2012
 - ☐ 5. Sustainable Silicon Valley Invitation to Water, Energy, Smart Technology (WEST) Summit 2012
 - ☐ 6. Agenda – ASCC – May 14, 2012
 - ☐ 7. Agenda – Planning Commission – May 16, 2012
 - ☐ 8. Action Agenda – Town Council – May 9, 2012

Attached Separates (Council Only)

- ☐ 1. Our Lady of the Wayside Church – Invitation to 100 year anniversary – May 13, 2012
- ☐ 2. First 5 San Mateo County – Community Investments – December 2011
- ☐ 3. SLAC National Accelerator Laboratory – Invitation to Lecture by Bill Schlotter – May 22, 2012
- ☐ 4. Labor Council – May, 2012
- ☐ 5. Western City Magazine – May, 2012
- ☐ 6. Bay-Delta Science Conference – 7th Biennial – October 16-18, 2012
- ☐ 7. HIP Housing – 40th Anniversary Luncheon Event – June 15, 2012
- ☐ 8. Planned Parenthood Advocates Mar Monte – Invitation to Voices for Change – June 9, 2012

Jerry Carlson
95 Mt. Vernon Lane
Atherton, CA 94027

April 30, 2012

Ms Anne-Marie Despain
 Director of Library Services
 San Mateo County Library
 125 Lessingia Court
 San Mateo, CA 94402



Dear Anne Marie,

Re: County Library System Policies

There are a couple of fundamental policy issues pertaining to the County Library System that are of concern to me.

1. How was the determination to assign unincorporated areas to be serviced by a member city library rather than paying access fees to a non member city that is closer and already has a facility that can serve these areas?

The assignment of four unincorporated areas to the Atherton Service Area has resulted in your library core model sizing the facility to over 11,000 square feet to accommodate the additional 9,000 persons over and above Atherton's 6,900 residents. All the funding for the entire facility is expected to be paid out of Atherton's Donor Fund. Taxes from the unincorporated parcels go into an account out of which is paid access fees to Redwood City and Daley City libraries.

This issue apparently hasn't been raised in the past but is a critical one for Atherton as it is addressing what size the library needs to be. Residents have only been told that "the experts" have pegged the number and if the community wants more than the core library services for community events, etc. library will have to be even larger. The General Agreement states this concerning serving the unincorporated areas:

"Unincorporated area residents are currently served at libraries located in and maintained by City members and operated by the Library JPA or by a City itself. Since the County does not have a discrete library branch it has been the practice of the Governing Board to allocate Library property tax monies collected in the unincorporated areas to fund access agreements with Redwood City and Daly City and to insure minimum service levels at all San Mateo County Library branches."

The County's telling Atherton that it needs to build a structure over twice the size needed for persons living within the Town seems 'unfair' and taking advantage of the


accumulated Donor Funds collected from local taxes. Is there an appeal process that can address this issue? Perhaps, the Governing Board needs to review the current arrangements for all county areas to ensure they are being handled as equitably as possible on an overall basis. Has there ever been a discussion with Menlo Park in recognition that its library serves most of the persons in the four areas?

2. The second policy issue is not allowing a Donor City to provide funding directly to school libraries to build their collections and to institute innovative programs apart from the use of County staff. Atherton has 9 school libraries, including one college, two high schools and six elementary/middle schools (three districts). The County has assigned staff to put on programs and worked with the schools in various ways. What I would like to suggest is allowing more flexibility for a Donor City to work directly with specific school administrations, within the town boundaries to help determine where investments could be made that would provide the greatest leverage in helping to raise the reading levels and test scores of the pupils.

In the case of Selby Lane School, an investment in parent education in ways to motivate and help their children's reading ability to help them become more successful students and encourage them to seek meaningful careers is much more exciting than putting Donor Funds into 'bricks and mortar'. Being able to provide each child with a electronic reader device, books and additional tutoring might help overcome the lure of becoming a gang member and give the child a real sense of purpose and pride.

We may be in an unique situation in terms of our Donor Fund which means to me we have an additional obligation to use it wisely. I believe we can best meet any regional 'obligations' best by looking to invest where the greatest social good can be achieved. Building a grand regional library in our park, in my opinion doesn't meet that standard. Please contact me if you have any questions. raljer@ix.netcom.com

Sincerely,


Jerry Carlson, Resident

Pam Friscella (Chair)
Maryann Dervin – Portola Valley (Vice Chair)
Kathy McKeithen – Atherton
Dave Warden – Belmont
Terry O'Connell – Brisbane
Laura Martinez – East Palo Alto
Marina Fraser – Half Moon Bay
Marge Colapietro – Milbrae
Pete DeJaernatt – Pacifica
Matt Grocott - San Carlos
Anne Kasten – Woodside
Carole Groom – San Mateo County

MEMORANDUM May 4, 2012

TO: PORTOLA VALLEY TOWN COUNCIL



FROM: CONSERVATION COMMITTEE, Judith
Murphy, Chair

Our committee is concerned that weed growth – especially of invasives like Broom and Thistle – is getting out of control along the public right-of-way throughout the town.

We attempt to help with both our own labor and organizing events such as the annual Broom Pull, but we do not begin to have the manpower to eradicate these invasives.

We respectfully request that the Council fund an additional person in Maintenance so adequate work on eradication can be done on an ongoing basis. The problem gets worse with each passing year and it will be increasingly expensive to correct if action is not taken now.

Thank you,

Council Action Advised by August 3, 2012

May 3, 2012



TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 5 - 7, San Diego**

The League's 2012 Annual Conference is scheduled for September 5 - 7 in San Diego. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, September 7, at the San Diego Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

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

Please complete the attached Voting Delegate form and return it to the League's office no later than Wednesday, August 15, 2012. This will allow us time to establish voting delegate/alternates' records prior to the conference.

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

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

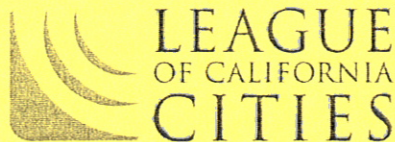
-over-



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

Annual Conference Voting Procedures 2012 Annual Conference

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



CITY: _____

2012 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Wednesday, August 15, 2012. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

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

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

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

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

Name: _____ E-mail _____

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

Date: _____

Please complete and return by Wednesday, August 15th, to:

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

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

Town of Portola Valley

Issued Building Permit Activity: April 2012

	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	1	2	2,128,000	3,458,000	9,725.95	16,539.20	6,321.87	10,750.48	27,289.68	91,568.84
Commercial/Other	0	2	0	7,100	0.00	194.50	0.00	126.42	320.92	0.00
Additions	2	19	763,672	3,547,497	4,612.25	26,152.20	2,997.96	16,998.95	43,151.15	38,860.02
Second Units	1	5	0	780,000	0.00	6,010.50	0.00	3,906.83	9,917.33	12,929.33
Remodels	6	39	280,019	3,244,512	3,530.00	30,800.00	1,941.73	19,540.35	50,340.35	44,675.04
Pools	2	10	152,200	927,800	1,804.75	9,227.85	1,332.09	6,157.12	15,384.97	12,808.91
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	0	2	0	28,000	0.00	474.50	0.00	190.61	665.11	252.81
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	0	5	0	0	0.00	500.00	0.00	0.00	500.00	700.00
Other	13	135	276,220	3,518,914	2,478.75	36,990.61	326.62	11,747.03	48,737.64	56,871.85
	25	219	3,600,111	15,511,823	22,151.70	126,889.36	12,920.27	69,417.79	196,307.15	258,666.80
Electrical	17	111	0	0	1,236.73	7,057.39	0.00	0.00	7,057.39	6,773.05
Plumbing	13	94	0	0	1,092.75	6,929.96	0.00	0.00	6,929.96	6,470.80
Mechanical	8	57	0	0	761.75	4,222.15	0.00	0.00	4,222.15	4,976.60
Total Permits	63	481	3,600,111	15,511,823	25,242.93	145,098.86	12,920.27	69,417.79	214,516.65	276,887.25

4



Water, Energy, Smart Technology (WEST) Summit 2012

Climate Volatility, Global Trade and Regional Resiliency

May 24, 2012, 8:00 A.M. – 6:30 P.M.

Santa Clara University

Climate volatility is placing new risks and costs on our global economy which are largely unaccounted for. There is a clear need for innovative regional resiliency.

The 2012 WEST Summit will examine the problems, innovative solutions and implementation strategies necessary to catalyze change to deal with climate volatility. We will explore entrepreneurial ways to grow jobs and regional prosperity while enhancing our collective planetary life-support systems.

Benefits to Participants: The 2012 WEST Summit brings together thought leaders, innovators and entrepreneurs from business, government, utilities, universities and NGOs to explore regional solutions to the impacts of climate change. Participants connect with 300 leaders and decision makers in Silicon Valley from over 130 SSV partners and will gain from:

- Understanding the risks and costs of climate change to your business and the region.
- Discovering solutions to increase resiliency and reduce risk.
- Collaborating on implementation strategies with peers, leaders and decision makers.
- Learn how to bring your solutions for sustainability to scale.

Speakers Include:



Hon. Dave Jones,
California State
Insurance
Commissioner



Nancy Parmer,
UPS



Hon. Hiroshi Inomata,
Consul General of
Japan,
San Francisco



Lindene Patton,
Zurich Financial
Services



Gordon Feller,
Cisco Systems



Pavithra Mehta,
Author & Filmmaker



Randy Hayes,
Foundation Earth



Cristina Milesi,
NASA Ames
Research Center



Peter Graf,
SAP



Zoe McMahon,
HP



AGENDA:

- 8:00 am** Registration
- 8:30 am** Welcome & Wake-up Call
Pricing Climate Risk
Supply Chain
- 12:45 pm** Inspirational Keynote
- 1:45 pm** Regional Resilience
Leadership and Vision
- 5:00 pm** Call to Action
- 5:30 pm** RECEPTION

For Program and Ticket Information:

<http://www.sustainablesv.org/content/west-summit>

To register as an attendee:

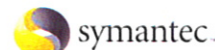
www.westsummit2012.eventbrite.com

Event Sponsors

<http://westsummit2012sponsors.eventbrite.com/>



Santa Clara Valley
Water District



Community/Media Partners





**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, May 14, 2012
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

7:30 PM - REGULAR AGENDA*

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

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.
4. Old Business:
 - a. Architectural Review For Garage/Accessory Structure Addition, 110 Willowbrook Drive, Morgan
5. New Business:
 - a. Architectural Review – House Additions And Site Improvements, Conformity With Creek Setback Provisions, And One-Time Floor Area Increase Allowance, 135 Willowbrook Drive, Dyson
 - b. Architectural Review For House Additions, 50 Paso Del Arroyo, Jordan
6. Continued Discussion – Portola Road Corridor Plan, Process and Background Report
7. Approval of Minutes: April 23, 2012
8. Adjournment

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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PUBLIC HEARINGS

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

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

Date: May 11, 2012

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, May 16, 2012 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

AGENDA

Call to Order, Roll Call

Commissioners Gilbert, McIntosh, McKitterick, Chairperson Von Feldt, 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:* Request for Modifications to Town's Geologic and Movement Potential Maps, Assessors Parcels 076-192-130 & 076-380-110, Wayside Road, Frenz

Commission, Staff, Committee Reports and Recommendations

1. Report on first Portola Road Corridor Taskforce Meeting scheduled for May 15, 2012

Approval of Minutes: May 2, 2012

Adjournment

ASSISTANCE FOR PERSONS WITH DISABILITIES

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AVAILABILITY OF INFORMATION

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Planning Commission Agenda
May 16, 2012
Page Two

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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: May 11, 2012

CheyAnne Brown
Planning Technician



7:30 PM – Regular Town Council Meeting
Wednesday, May 9, 2012
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

Councilmember Aalfs, Mayor Derwin, Councilmember Driscoll, Vice Mayor Richards, 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.

None

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 April 25, 2012

Approved as Amended 5-0

- (2) **Approval of Warrant List** – May 9, 2012

- (3) **Recommendation by Town Attorney** – Authorize Mayor to sign Third Addendum to Agreement Between the County of San Mateo and the Town of Portola Valley to Toll Statutes of Limitations for Claims Regarding Property Tax Administration Fees

Approved 5-0

REGULAR AGENDA

- (4) **Recommendation by Town Clerk** – Purchase of Sound System for the Historic Schoolhouse

Approved as Amended to include voice activated microphones. System will be installed following adoption of the 2012-2013 FY Budget. 5-0

- (5) **Recommendation by Interim Assistant Town Manager and Public Works Director** – Update on Community Fundraising Effort and Adoption of a Resolution Approving Plans and Specification – Ford Field Renovation Project #2011-PW02

(a) Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the Ford Field Renovation Project #2011-PW02 (Resolution No. 2551-2012)

Council Approved release of bid packages and Resolution approving plans and specification for the Ford Field Project and acceptance of sealed bids. APPROVED 5-0

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (6) **Appointment of Portola Valley Police Commissioner** – Gary Nielsen

There are no written materials for this item.

The Mayor, with Council concurrence, appointed Gary Nielsen as Portola Valley Police Commissioner

- (7) **Appointment by Mayor** – Members to the Portola Road Corridor Task Force

Council approved membership and changes as proposed 5-0

- (8) **Reports from Commission and Committee Liaisons**

There are no written materials for this item.

Councilmember Aalfs – will forward by way of the Council Digest, an invitation to the Sustainable Silicon Valley Water, Energy, Smart Technology (WEST) Summit 2012 scheduled for May 24, 2012

Councilmember Driscoll – announced that due to a scheduling problem he will now be the liaison for the Cable Committee and Vice Mayor Richards will be the liaison to the Conservation Committee. The Silicon Valley Bicycle Coalition Closed Session addressing roadway safety in San Mateo and Santa Clara Counties is meeting again on Friday, May 11. Councilmember Driscoll will attend.

Councilmember Wengert – Trails and Paths Committee discussed the pros and cons of pre emergent, committee budget, town picnic, committee website page, signage re: dogs on leash and C1 trail coordination.

Vice Mayor Richards - None

Mayor Derwin – Firewise Committee discussed the special joint meeting of Portola Valley and Woodside Town Councils on May 30th, CERPP presentation for the May 30 special meeting, sign up with San Mateo County Alert System, prepare sample “go bags” to make available at the town picnic and evacuation map and plans in progress. Fire Chief Ghiorso asked CERPP to join the Firewise Committee meetings, and the chipper program has begun. Next Firewise Committee meeting is scheduled for May 24 at 4:00 p.m. Council of Cities was held in the Town of Hillsborough with speakers from the FBI and Secret Service. The Library JPA discussed appointment to the Redevelopment Oversight Board, the necessity to use their reserves to close the large deficit and appropriations of Donor City funds. Mayor Derwin attended a HEART Association luncheon held on May 7th.

WRITTEN COMMUNICATIONS

(9) **Town Council Weekly Digest** – April 27, 2012

None

(10) **Town Council Weekly Digest** – May 4, 2012

None

CLOSED SESSION

(11) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Government Code Section 54957

Title: Town Manager

REPORT OUT OF CLOSED SESSION

Mayor pulled Closed Session item and will bring back to the Council in six months.

ADJOURNMENT: 8:40 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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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

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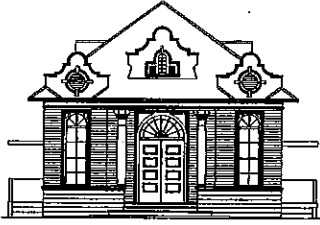
TOWN COUNCIL WEEKLY DIGEST

Friday – May 18, 2012

-
- ☐ 1. Action Agenda – ASCC – May 14, 2012
 - ☐ 2. Action Agenda – Planning Commission – May 16, 2012
 - ☐ 3. Agenda – Parks & Recreation Committee – May 21, 2012
 - ☐ 4. Agenda – Conservation Committee – May 22, 2012
 - ☐ 5. Agenda – Teen Committee – May 24, 2012
 - ☐ 6. Meeting Cancellation – Sustainability Committee – May 21, 2012
 - ☐ 7. Memo from Brandi de Garneau, Sustainability Coordinator re: Supporting a Sustainable Food System (Attachment #1 below in Council Separates)
 - ☐ 8. Memo from Barbara Powell, Interim Assistant Town Manager re: Task Group Concerning Town's Website Policy – May 18, 2012
 - ☐ 9. Memo from Nick Pegueros, Town Manager re: League of California Cities' Update on State Budget – May 18, 2012
 - ☐ 10. Memo from Nick Pegueros, Town Manager re: Interim Staffing Plan – May 18, 2012
 - ☐ 11. Memo from Nick Pegueros, Town Manager re: PG&E Rule 20A Allocation Notification – May 18, 2012 (with attachment from PG&E)
 - ☐ 12. Memo from Nick Pegueros, Town Manager re: MROSD Preliminary Use and Management Plan Amendment for the Hawthorns (Wood Trust) Property – May 18, 2012

Attached Separates (Council Only)

- ☐ 1. "Producing, Distributing & Consuming Healthy Local Food" – San Mateo County Food System Alliance – April 10, 2012
- ☐ 2. "Service Matters" – Association of Bay Area Governments – May-June 2012
- ☐ 3. "2012 Indicators Report Launch & Lunch" – Sustainable San Mateo County – May 21, 2012
- ☐ 4. Letter from Debbie Mendelson, Chairperson – Sudden oak Death Committee – Invitation to Training Session – June 2, 2012 (already posted on Town website)
- ☐ 5. Peninsula Division, League of California Cities, Quarterly Dinner – June 28, 2012
- ☐ 6. "One: Innovation Through Philanthropy" – Silicon Valley Community Foundation – Spring 2012"
- ☐ 7. "New Rules: The Changing Role of Government" – Silicon Valley Community Foundation 2012 Regional meeting – October 2, 2012



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, May 14, 2012
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

ACTION

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:31. p.m.
2. Roll Call: Breen, Clark, Hughes, Koch, Warr (**All present. Also present: Tom Vlasic Town Planner; CheyAnne Brown Planning Technician; Jeff Aalfs Town Council Liaison; Chip McIntosh 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. Architectural Review For Garage/Accessory Structure Addition, 110 Willowbrook Drive, Morgan **Project approved subject to conditions listed in staff report. Landscaping plan to meet the satisfaction of a designated ASCC member.**

5. New Business:

- a. Architectural Review – House Additions And Site Improvements, Conformity With Creek Setback Provisions, And One-Time Floor Area Increase Allowance, 135 Willowbrook Drive, Dyson **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member prior to building permit issuance.**

- b. Architectural Review For House Additions, 50 Paso Del Arroyo, Jordan **Project approved as submitted.**

6. Continued Discussion – Portola Road Corridor Plan, Process and Background Report
Commission continued discussion regarding corridor and provided comment. Breen to attend first taskforce meeting 05/15/12.

7. Approval of Minutes: April 23, 2012 **Approved as submitted.**

8. 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

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Date: May 11, 2012

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
 765 Portola Road, Portola Valley, CA 94028
 Wednesday, May 16, 2012 – 7:30 p.m.
 Council Chambers (Historic Schoolhouse)

ACTION
AGENDA

Call to Order, Roll Call 7:32 p.m.

Commissioners Gilbert, McIntosh, McKitterick, Chairperson Von Feldt, and Vice-Chairperson Zaffaroni **(All present. Also present: Tom Vlasic Town Planner; Carol Borck Planning Technician; Ted Sayre Town Geologist)**

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:*** Request for Modifications to Town's Geologic and Movement Potential Maps, Assessors Parcels 076-192-130 & 076-380-110, Wayside Road, Frenz **Sayre presented background of study and methodology of investigation, received questions from Commission on scope of change and implications for development in the area. Map Modification approved as proposed. (5-0)**

Commission, Staff, Committee Reports and Recommendations

1. Report on first Portola Road Corridor Taskforce Meeting scheduled for May 15, 2012 **McKitterick shared focal points of taskforce, asked for Commission input – “Aspirational Plan” is desired.**
2. **Vlasic informed Commission that Woodside Priory CUP amendment will be on the 6/6/12 agenda for preliminary discussion only**

Approval of Minutes: May 2, 2012 **Approved as corrected (4-0-1)**

Adjournment 8:37 p.m.

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Date: May 11, 2012

CheyAnne Brown
Planning Technician



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, May 21, 2012 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: April 16, 2012 (*5 minutes*)
4. Reports from Staff and Council (*5 minutes*)
5. Ford Field Renovation Fundraising Update (*45 minutes*)
6. Town Center Softball Field Improvements (*15 minutes*)
7. Zots to Tots (*15 minutes*)
8. Adjournment

Next meeting: June 18, 2012



TOWN OF PORTOLA VALLEY
Conservation Committee
Tuesday, May 22, 2012 - 8:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes - April 24, 2012
4. A. Site Permits
 - NoneB. Tree Permits
 - 330/340 Golden Hills
5. Old Business
 - A. Update Town Open Space parcel management/owners - Kearney Blue Oaks
 - B. Tip of the month - MP
 - C. Portola Road view shed task force - JM
 - D. Wildlife incentive garden program - MdS
 - E. Cooperative projects with other committees - Trails Committee JM / Open Space JB / ASCC JB
 - F. Earth Day 4/28 brief report
 - G. Budget - line item for crew? \$1500
6. New Business
 - A. Grand Opening Crowder Trail
 - B. Meeting time
7. Action Plan
8. Announcements
9. Adjournment



TOWN OF PORTOLA VALLEY
Teen Committee Meeting
Thursday, May 24, 2012 - 5:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order. Welcome.
2. Oral Communications
3. Approval of minutes from April meeting
4. Finances: discuss money raised at dance – request donation to open space? Other needs for the upcoming year?
5. Review of Movie Night. How did it go? Plan another Other teen gatherings – perhaps targeted to high school age: pizzas in the park on Friday nights? Alpine Hills swim night? Katheryn said she'd be happy to open up the library one night a month for teens...discuss
6. June dance? Sharon to report on dates
7. Zots to Tots requests our help! Sharon to report
8. Blues & BBQ: date (check) in Sept – They may have a few games more targeted to teens – we may be asked to do more than serve soft drinks and petting zoo?
9. Bill and Jean Lane Civic Involvement Project. Most of members have attended 3 Council meetings. We will plan to go to a court over the summer. Other ideas? Fyi – <http://www.icivics.org/> is a new site set up with former Supreme Court Justice Sandra O'Connor's support to encourage middle school students to learn about government. We can perhaps play with this – and then can think if there are ways we might use it for our project?
10. Outreach for CM members: Katherine to speak to leadership at CM, Sharon to put in Tuesday Post – need 6 & 7 graders and a parent to help.
11. Next meeting – schedule: Can someone take on scheduling meetings? Meet outside – buy pizza? Outreach for younger members?
12. Adjournment. Those interested in attending the Town Council meeting as a requirement of the Bill and Jean Lane Civic Involvement Project go to Historic Schoolhouse



Sustainability Committee
Notice of Cancellation
Monday, May 21, 2012

SUSTAINABILITY COMMITTEE MEETING

NOTICE OF CANCELLATION

Monday, May 21, 2012

The Sustainability Committee meeting regularly scheduled for Monday, May 21, 2012 has been cancelled. The next regularly scheduled meeting of the Sustainability Committee will be held on Monday, June 18, 2012.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garmeaux, Sustainability Coordinator

DATE: May 18, 2012

RE: Supporting a Sustainable Food System

The Town recently received a letter from San Mateo County regarding the San Mateo County Food System Alliance (Food Alliance). The attached document from the Food Alliance, *Producing, Distributing, and Consuming Healthy Local Food: Ingredients for a Sustainable Food System*, outlines potential land use and local policies that help build a sustainable food system.

Over the last year, staff has observed a growing interest in the local food movement including the potential establishment of a local farmer's market, mobile food vending (Food Trucks), harvest sharing and community-supported agriculture programs.

The Council may consider supporting the land use and local policies outlined by the Food Alliance when relevant issues arise. In addition, staff recommends that these potential policies are considered in the development of the Climate Action Plan as part of our greenhouse gas emissions reduction strategy.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Town Council
FROM: Barbara Powell, Interim Assistant Town Administrator
DATE: May 18, 2012
RE: Task Group Concerning Town's Website Policy

Staff was going to provide a report to the Council at your May 23, 2012 meeting concerning recommendations about the Town's Website Policy. However, after drafting an initial report, and having further internal discussions, we realized a more expanded discussion would be helpful before bringing recommendations to you for your consideration.

Therefore, staff is now recommending that the Council appoint a task group with two Council members, Sandy Sloan, Nick Pegueros, Stacie Nerdahl and Brandi de Garreaux. Following the task group discussions, staff would schedule consideration of recommended revisions to the Town's Website Policy at the soonest possible Council meeting.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: May 18, 2012
RE: League of California Cities' Update on State Budget

Attached please find the League of California Cities' analysis of the Governor's May revision of the proposed State budget.

At this time, there is no known threat to Town finances included in the proposed State budget. Given the size of the deficit, however, it is reasonable to consider the possibility that the State will encounter cash flow challenges in the coming fiscal year that delay disbursements to local agencies. Accordingly, staff is closely monitoring any possibility of remittance delays to the following Town revenues anticipated in 2012-13:

1. \$232,212 Park Bond funds. The Park Bond monies have conceptually been earmarked for the Ford Field renovation and the 2012-13 Town budget will recommend formal appropriation of these funds should the project move forward.
2. \$145,000 (est.) Prop1A Loan Repayment. In 2009, the State suspended local government's constitution protection from raids by the State to help balance its own fiscal affairs and "borrowed" property taxes from most local governments. The State is required to repay the "loan" by June 30, 2013.
3. \$100,000 COPS grant. Last minute legislation in June 2011 resulted in a revenue swap that reestablished funding for the COPS grant for 2011-12 and 2012-13.

Note: The League's article has been reformatted for ease of reading.

Governor Issues May Revise, New Deficit Projection of \$15.7 Billion

Remaining Redevelopment Housing and Other Funds Proposed to Be Dispersed

League of California Cities

May 14, 2012

Gov. Jerry Brown released his revised FY 2012-13 Budget today, reflecting an increased deficit of \$15.7 billion, up from his January projection of \$9.2 billion. The budget shortfall is attributed to overly optimistic revenue forecasts, increased Proposition 98 spending and federal court rulings blocking several budget cuts.

The May Revise proposes to close the budget deficit with further cuts to health and safety programs, while protecting funding for education pending the outcome of the Governor's November tax measure.

As with the Governor's January budget, other than issues associated with redevelopment dissolution, the May Revise contains no proposed shifts of city funds. The \$1.9 billion in property tax borrowed from local agencies in 2009 remains scheduled for repayment, and there is no proposed shift of local shares of Highway User's Taxes (HUTA). Local property tax borrowing and local HUTA allocations are now protected by Proposition 22.

For the League's initial January budget analysis, please read "Technical Glitch' Forces Early Release of Gov. Jerry Brown's FY 2012-13 State Budget Proposal."

Redevelopment

The Governor's May Revise lowers the estimate of ongoing benefit from redevelopment dissolution by attempting to harvest "one-time" benefits from redevelopment cash reserves, including housing set-asides. In his proposed May budget, the Governor revised the estimates of the revenues the state expects to collect from the dissolution of redevelopment agencies in two ways:

- *Reduced Annual Base Payments to Schools (and Cities) From Redevelopment Dissolution.* The Governor's budget lowered by \$170 million the amount the state estimates it will receive from the dissolution of redevelopment agencies in the current (2011-12) fiscal year. It originally estimated \$1.04 billion. It now

estimates \$880 million. The \$880 million represents 58 percent of the total amount of tax increment DOF expects to be distributed through the tax system (i.e., \$1.52 billion) as a result of the dissolution of redevelopment agencies. The League estimates that statewide cities could receive approximately \$227 million, or 15 percent of the \$1.52 billion, but the funds will be distributed to cities in proportion to their relative property tax shares in former redevelopment project areas.

- *One-Time Harvest of Redevelopment Reserves, Including Housing Funds.* Increased by \$1.4 billion in FY 2012-13 and \$600 million in FY 2013-14 (\$2 billion total) the estimate of one-time payments to schools (benefitting the State General Fund) from former redevelopment agency cash reserves, including affordable housing set-aside funds. (This does not include the proceeds of the sale of real estate assets by successor agencies). As with the annual payments above, the League estimates that statewide cities would receive approximately 15 percent of the total amount of available reserves estimated by DOF (\$3.45 billion) — or approximately \$515 million statewide of one-time revenues, depending on a city's proportionate property tax share in former redevelopment project areas. The Governor's proposal mentions the need for legislation providing a "framework" for successor agencies to transfer cash assets."

Details have not yet been revealed regarding how the state developed an estimate that supports 58 percent of the property tax being allocated for schools, and the legislative reaction to the proposed sweep of all remaining RDA-affordable housing funds.

Public Safety

Realignment

The Governor continues to bank on the successful passage of his ballot measure to provide constitutional protection for the current 1.0625 percent of the sales tax revenues funding the 2011 Public Safety Realignment. The state projects sales tax revenue and Vehicle License Fee (VLF) revenues allocated for realignment will grow from \$5.8 billion in FY 2012-12 to \$6.8 billion in FY 2014-15. While these revenues create an on-going funding stream, they do not currently have any protection against future borrowing, diversion, or reduction. The Governor's tax measure, however, contains additional protections for these revenues.

New Grant for Police Departments

Last year's realignment legislation created the Board of State and Community Corrections that will be established on July 1, 2012. This board assumes many of the

duties previously under the Corrections Standard Authority to align best practices and maximize resources between state and local corrections.

Notable changes reflected in the May Revise for local assistance include:

- Grants for Police Departments: \$20 million in non-competitive grants for city police departments to mitigate impacts of realignment. Distribution formula to be developed in trailer bill language and will reflect population and crime data in the given jurisdiction.
- Local Jail Construction Financing Program: \$500 million in additional lease bond revenue for local jail facilities, adding to current \$1.2 billion Local Jail Construction Financing Program.

Substance abuse treatment programs, social services, and mental health programs receive increased funding, providing a continuum of care for local realignment programs. These augmentations are significant because they increase “base level” funding for the “rolling base” and future year allocations.

Prison Population and Management

The 2011 Public Safety Realignment has diverted significant population away from state facilities and towards county jails. This, in combination with numerous other incarceration practices, has reduced the prison population by more than 12,000 since the federal court ordered prison population reduction last year. Correlated changes to internal CDCR practices and prisoner management are as follows.

Department of Juvenile Justice

The May Revise changes the Governor’s January budget by retaining the Department of Juvenile Justice (DJJ) to house the more serious and violent juvenile offenders. The May Revise reflects the declining juvenile offender population and implements a new fee-based structure and other adjustments to the DJJ population for savings of over \$24.8 million. This includes:

- Ending state juvenile parole as of January 2013, not 2014;
- Charging counties \$24,000 per juvenile inmate committed to the DJJ by a juvenile court;
- Reducing the age jurisdiction of DJJ from 25 to 23 years old; and
- Reducing administrative staff at CDCR headquarters and DJJ facilities.

State Adult Corrections

In adult corrections the May Revision seeks to implement the "Future of California Corrections" Blueprint released in late April, which will achieve \$1 billion in savings in FY 2012-13 and \$1.5 billion in FY 2015-16. In addition to reducing federal oversight and role in health care, the primary components include:

- Updating the inmate classification system that will enable the department to reassess inmate classification for security levels, shifting 17,000 to less costly housing with greater access to rehabilitative programs;
- Returning 10,000 out-of-state inmates to California facilities;
- Restructuring rehabilitation programs to improve access and appropriateness of rehabilitation programs through centralized "hubs" and in-facility options;
- Standardizing staffing levels to reflect current custody and non-custody position requirements to manage reduced population needs.
- Eliminating nearly half of the previously authorized "AB 900" Reentry Facility lease bond authority;
 - Closing or replacing current facilities, including repurposing all-female or juvenile facilities and medical facilities to increase capacity; and
 - Increased fiscal oversight and accountability through the Department of Finance State Audits and Evaluations that will monitor and provide reports on progress of CDCR budget reduction efforts.

Other Public Safety Funding

DNA Identification Fund

- The previously anticipated \$10 million reduction to the DNA Identification Fund is replaced by an increase to the current penalty assessment by \$1 dollar for every \$10 base fine. The Fund provides critical public safety work for smaller police departments that do not have the resources or facilities to conduct their own forensic research. This area has been volatile in the last several budget cycles.

Restructuring and Reorganizing State Government

The Governor officially presented the Legislature with his reorganization proposal on May 3. The plan will become effective if the Legislature does not reject it within 60 days. In late March, the Governor sent his plan to the Little Hoover Commission, officially setting in motion the process for implementation. The Commission is expected to

submit its findings and recommendations for the reorganization plan to the Legislature around May 22.

In addition to the official reorganization proposal, the May Revise proposes to eliminate an additional 22 boards, commissions, and advisory groups. League staff will report on these eliminations when a list becomes available. The Governor's Administration has also identified 700 legislative reports for elimination, 375 of which need legislative action and 325 of which do not need legislative action.

Transportation

The May Revise proposes to shift gas excise tax (HUTA) revenues dedicated to Off-Highway Vehicle programs totaling \$184 million in FY 2011-12 and \$128.2 million in future years from transportation-related special funds to the General Fund. These funds do not go to cities and do not share the same constitutional protections as HUTA revenues dedicated to local governments.

The proposal also increases CalTrans staff levels in some areas, and decreases CalTrans staff levels in others. These staff level modifications reflect decreased workload due to the expiration of American Recovery and Reinvestment Act (ARRA) funds and increased workload associated with the High-Speed Rail program.

Employee Relations

No significant changes have been made since the Governor's original budget proposal in January for Workforce Investment Act Funding, labor and workforce development funding, or Unemployment Insurance.

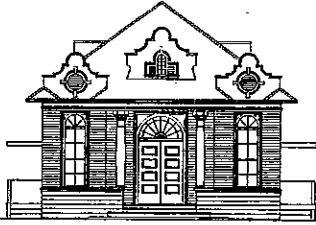
Proposed Changes to State Workforce

- To achieve savings, the administration will reduce its reliance on use of external state contracts and transfer information technology oversight and personal services (e.g., janitorial services) to state employees where appropriate.
- The administration will eliminate non-essential retired annuitants and temporary employees.
- Permanently eliminate an additional 11,000 vacant positions, bringing the total to 30,000.
- Proposed savings of \$839.1 million in employee compensation, the equivalent of a 5 percent reduction in employee pay. The savings will be achieved through bargaining with state employees to implement a four-day, 38-hour workweek for the majority of the state employees. By bargaining these changes the Governor

hopes to avoid furloughs and layoffs. Additionally, seek savings through bargaining changes to health coverage for employees and retirees. Health costs alone for the state are expected to increase by 10 percent in the coming year.

Next Steps

Legislators now have updated information from the Governor upon which to reconvene budget discussions. The California State Constitution requires the Legislature to send a budget to the Governor by June 15 and subsequently requires the Governor to sign the budget by July 1.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: May 18, 2012
RE: Interim Staffing Plan

The Council may be aware that Interim Assistant Town Manager Barbara Powell's engagement with the Town is about to end with her last day being Friday, June 1st. While I have only worked with Barbara for three weeks, her excellent service to the Town is evident in the numerous special projects she has spearheaded and brought to fruition over the past nine months. Town staff and I wish her the best in her future endeavors.

With Barbara's departure and the vacant Planning Department Manager position, the Town's senior management team is dangerously thin. Rather than launching two recruitments and/or making a hasty hiring decision, I am proceeding with the following interim staffing plan to minimize the impact of these vacancies on Town operations:

1. For the Assistant Town Manager vacancy, I have appointed Administrative Services Officer Stacie Nerdahl to serve as Acting Administrative Services Director (ASD). Stacie will transition into her new role over the next two weeks while Barbara is available onsite. She will have a greater role in preparing staff reports, assisting with human resource matters, and managing the numerous special projects traditionally assigned to the Assistant Town Manager. To backfill for Stacie, Office Assistant Cindy Rodas has been appointed Acting Accounting Assistant. A temporary clerical employee will be retained to provide front counter support to allow Cindy the back-office time required to focus on her new assignment. Both Stacie and Cindy will remain in their acting assignments until a permanent ASD is appointed or either request to return to their original positions.
2. For the Planning Department Manager vacancy, I have decided to pursue the appointment of an Interim Planning Department Manager. The Planning Department Manager recruitment that began earlier this year identified two finalists. After meeting with the finalists and discussing their candidacy with the Town Planner and former Town Manager, I was not comfortable making such an important hiring decision given my limited understanding of the organization's needs. I have decided to cancel the Planning Department Manager recruitment notwithstanding my continuing need for the support of a Planning Department Manager. A new recruitment is not feasible given other transitions in my

Memo to Mayor and Members of the Council

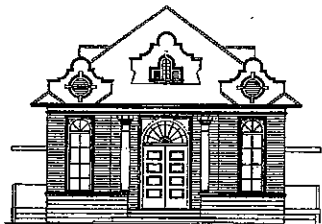
Page 2 of 2

May 18, 2012

management team therefore I will pursue the appointment of an Interim Planning Department Manager. Over the next several weeks I will work to identify potential candidates who possess supervisory experience in a community similar to ours and a willingness to commit to an interim assignment of up to 6 months.

The plan as outlined above achieves the primary goal of stabilizing the senior management team in light of two vacancies and also allows the time necessary for me to more fully understand the organization's needs and conduct comprehensive recruitments to fill the positions.

I would like to take this opportunity to formally acknowledge the Town staff for their excellent work during a challenging 17-month period. In particular, I would like to recognize the planning team (Carol Borck, CheyAnne Brown, Brandi de Garmeaux, Leslie Lambert, and Spangle & Associates) for continuing to provide exemplary customer service and respond to the needs and concerns of Town residents under extraordinary circumstances.



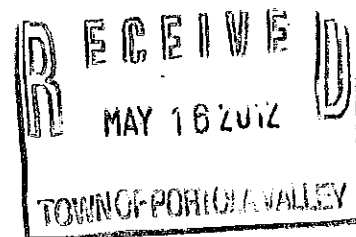
MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: May 18, 2012
RE: PG&E Rule 20A Allocation Notification

Attached, please find the Town's 2012 Rule 20A Allocation and Work Credit Status notification. Also attached is a brief overview of PG&E's electric undergrounding program which includes Rule 20A, a tariff imposed on ratepayers to finance undergrounding projects.

Staff and the Cable & Utilities Undergrounding Committee are currently working with PG&E to develop a project eligible for Rule 20A funds.



May 15, 2012

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

Subject: 2012 Rule 20A Allocation & Work Credit Status

Dear Town Manager,

The purpose of this letter is to update you on your community's Rule 20A Electric Underground Work Credit Balance. The table below shows your Rule 20A Work Credit Balance as of April 1, 2012. This balance reflects closed projects and amounts committed for projects with an underground conversion resolution adopted prior to April 1, 2012.

<u>Work Credit Status</u>	
Account Balance as of 01/01/2011	\$393,595
Projects Closed (1/1/11 through 12/31/11)	\$ 0
Account Balance as of 12/31/2011	\$393,595
2012 Allocation	\$15,345
Adjustment	\$ 0
Account Balance as of 04/01/2012	\$408,940
Committed Amounts	\$ 0
Adjusted Balance as of 04/01/2012	<u>\$408,940</u>

Expressed in dollars, the amounts listed above represent the value of work credits that apply only to qualified, public interest underground conversion projects pursuant to Rule 20A.

As with all major capital projects, when your community passes a resolution approving an underground district, it is categorized with other Rule 20A projects in the queue. At a company level, the actual budget and resources to do this work is prioritized with all other PG&E work. PG&E's first priority is maintaining overall electric system reliability to serve our customers. For example, customer service reliability projects receive higher priority and include repairing damaged lines and poles caused by storms, upgrading the electric capacity of the system, and connecting new customers. This means that while your underground project is important, we may not immediately be able to begin work after you have passed a resolution. For this reason, advance project planning is important. Also, Rule 20A underground conversion projects are complex, involving coordination with the community, PG&E, and other utilities, and includes complicated engineering to ensure that existing overhead systems remain operable until the moment of cut-over. Again, advance planning with the community and all affected utilities is critical to success.

PG&E values its partnership with your community and we look forward to developing a plan that works for both of us. If you have any questions regarding your Rule 20A Work Credit Status, or if your community wants to discuss pending Rule 20A projects or potential future projects, please contact Donna Pontrello, your Rule 20A Program Liaison, at (707) 775-7378.

Sincerely,

SINDY MIKKELSEN
Principal Program Manager - Rule 20A Program

cc: Public Works Director

Electric Undergrounding Program

PG&E places underground each year approximately 30 miles of overhead electric facilities, within its service area. This work is done under provisions of the company's Rule 20A, an electric tariff filed with the California Public Utilities Commission.

Projects performed under Rule 20A are nominated by a city, county or municipal agency and discussed with Pacific Gas and Electric Company, as well as other utilities. The costs for undergrounding under Rule 20A are recovered through electric rates after the project is completed.

Rule 20 also includes sections B and C. Sections A, B and C are determined by the type of area to be undergrounded and by who pays for the work.

Rule 20A

Rule 20A projects are typically in areas of a community that are used most by the general public. These projects are also paid for by customers through future electric rates. To view current projects in queue, see [Rule 20A Project Status \(Rev Q1 2012\)](#) (PDF, 69 KB).

To qualify, the governing body of a city or county must, among other things, determine, after consultation with Pacific Gas and Electric Company, and after holding public hearings on the subject, that undergrounding is in the general public interest for one or more of the following reasons:

Undergrounding will avoid or eliminate an unusually heavy concentration of overhead electric facilities.

The street or road or right-of-way is extensively used by the general public and carries a heavy volume of pedestrian or vehicular traffic.

The street, road or right-of-way adjoins or passes through a civic area or public recreation area or an area of unusual scenic interest to the general public.

The street or road or right-of-way is considered an arterial street or major collector as defined in the Governor's Office of Planning and Research General Plan Guidelines.

Rule 20B

Rule 20B projects are usually done with larger developments. The majority of the costs are paid for by the developer or applicant.

Undergrounding under Rule 20B is available for circumstances where the area to be undergrounded does not fit the Rule 20A criteria, but still involves both sides of the street for at least 600 feet. Under Rule 20B, the applicant is responsible for the installation of the conduit, substructures and boxes. The applicant then pays for the cost to complete installation of the underground electric system, less a credit for an equivalent overhead system, plus the ITCC (tax), if applicable.

Rule 20C

Rule 20C projects are usually smaller projects involving a few property owners and the costs are almost entirely borne by the applicants.

Undergrounding under the provisions of Rule 20C is available where neither Rule 20A nor Rule 20B applies. Under Rule 20C, the applicant pays for the entire cost of the electric undergrounding, less a credit for salvage.

Rule 20 Process Flow

A cross-functional team that includes representatives from Pacific Gas and Electric Company, the phone and cable companies, local governments and the community at-large oversees Rule 20A projects. Projects are accomplished by:

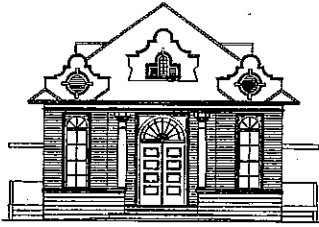
- Identifying and reviewing potential projects
- Developing preliminary costs for the projects
- Refining associated boundaries and costs
- Coordinating the schedules of other public works projects
- Developing final project plans
- Passing a municipal underground resolution
- Developing an underground design
- Converting service panels for underground use
- Starting construction

- Installing underground services
- Completing all street work
- Removing existing poles from the project area

Contact Us

Pacific Gas and Electric Company
Electric Undergrounding
77 Beale Street, Mail Code H16B
P.O. Box 770000
San Francisco, CA 94177-0001

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MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: May 18, 2012

RE: MROSD Preliminary Use and Management Plan Amendment for the Hawthorns (Woods Trust) property

The Midpeninsula Regional Open Space District Board of Directors will consider the attached agenda item at their meeting on May 23, 2012.

If MROSD Board directs District staff to engage the Town in discussion on the future of the Hawthorns property, and considering that the Council's next meeting is on June 20th, staff recommends that the Council designate a Councilmember to work with Town staff on this matter with the District.



Midpeninsula Regional
Open Space District

R-12-46
Meeting 12-15
May 23, 2012

AGENDA ITEM 6

AGENDA ITEM

Adopt a Preliminary Use and Management Plan Amendment for the Hawthorns (Woods Trust) property addition to Windy Hill Open Space Preserve; Adopt an Interim Capital Improvement and Expenditure Plan; and Approve a Categorical Exemption in Accordance with the California Environmental Quality Act

GENERAL MANAGER'S RECOMMENDATIONS

1. Determine that the recommended actions are categorically exempt from the California Environmental Quality Act (CEQA) as set out in this report.
2. Adopt the Preliminary Use and Management Plan Amendment contained in this report and name the property as the Hawthorns Area of Windy Hill Open Space Preserve.
3. Adopt the Interim Capital Improvement and Expenditure Plan for the Hawthorns (Woods Trust) Fund.

SUMMARY

Midpeninsula Regional Open Space District (District) is proposing to amend the Preliminary Use and Management Plan (U&M Plan) and establish a Capital Improvement and Expenditure Plan (CIP) for the former the Hawthorns (Woods Trust) property (located at 4411 Alpine Road and 800 Los Trancos Road, Portola Valley, California, San Mateo County Assessor's Parcel Numbers 079-080-050, -080, and -090). The Hawthorns property was gifted to the District in 2011 and made part of Windy Hill Open Space Preserve (Preserve). The proposed U&M Plan Amendment includes surveys to evaluate the land and associated historic structures; the preparation of reports documenting conditions and providing recommendations and estimates for future work; and minor urgent work required to adequately safeguard the land and structures. A description of the Hawthorns (Woods Trust) property, the proposed Preliminary U&M Plan Amendment, an Interim CIP, the environmental review, and a description of the financial considerations are all included in this Board report.

DISCUSSION

Property Description

The 78.71-acre Hawthorns (Woods Trust) property is located in the Town of Portola Valley between Alpine and Los Trancos Roads, and was one of the last private islands of open space remaining in the area. The property had the potential for the development of up to 22 private estates.

It has been the intention of the Woods Family Trust to preserve the land as public open space in perpetuity. To this effect, in 2005, the Woods Family Trust donated a Conservation Easement over the entire Hawthorns property to Peninsula Open Space Trust. In 2006, the District's Board of Directors approved acceptance of the property as a gift following the former owner's death. On November 10, 2011, the Hawthorns property was transferred to the District and is currently the largest land gift from an individual private property owner ever received by the District, valued at almost \$11 million. In addition, the property was transferred to the District with an approximately \$2 million endowment to be used towards its stewardship.

The property's grassy hilltops and ridges afford panoramic views of Portola Valley, the southern San Francisco peninsula, and the Santa Cruz Mountains. The property is highly visible from surrounding neighborhoods, parks, and open space lands. Named for a Hawthorn hedge that many years ago lined the property boundary along Alpine Road, the property's grasslands, oak woodlands and evergreen forests provide a rich, diverse landscape for wildlife. Wildlife corridors to the south and east connect this habitat to vast areas of surrounding natural lands. Los Trancos Creek flows year-round, meandering along the eastern edge of the property. This creek corridor supports a diverse community of plants and wildlife, including spawning habitat for the threatened steelhead trout.

The property was originally developed as a summer estate by a prominent San Francisco family in the late 1880s, and many of the original buildings remain. Most of the historic structures are now in fair to poor condition. Orchards and vineyards were farmed on the estate, and parts of an olive orchard remain. Later, horses and hogs were kept on the property. Please refer to the April 26, 2006 report (R-06-53) for further property description detail.

Prior to the District's assumption of ownership, all vehicles, personal property, and most debris were removed. Staff has been working to secure and stabilize the property since the District assumed ownership. Staff provided a FYI to the Board on March 12, 2012 that describes this security and stabilization work.

USE AND MANAGEMENT

On April 26, 2006, the District Board adopted a Preliminary U&M Plan, and approved a Categorical Exemption in accordance with CEQA (see Report R-06-53). As originally contemplated in 2006, the first parcel, comprised of the vacant 36.64-acre portion of the property, would have been transferred to the District initially; the second parcel, which contains the residential structures, was to be given to the Woods' son in a life estate, coming to the

District at much later date following the son's passing. The Preliminary U&M Plan that was approved by the Board in 2006 as part of the gift acceptance only addressed the first parcel.

In 2009, the son's life estate was unexpectedly disclaimed, and the second parcel with the structures was distributed to the District at the same time as the first parcel, which occurred in November 2011. The objective of the proposed Preliminary U&M Plan Amendment, as described in this Board report, is to establish preliminary management direction for the entire property, including the second parcel that contains the historic residences and structures.

The Historic Building Complex is comprised of five major structures:

Original Homestead House, circa late 1880s - original home; one of the earliest structures built prior to construction of the mansion. One level with finished attic space; raised wood foundation. The house is thought to have become the cookhouse after the mansion was built. It is in very poor condition. The roof and eaves are deteriorated and barn-owls are believed to be nesting in the roof/attic area. Included within the homestead area, is an old outdoor fireplace, which likely was the cook stove for the property.

Barn, circa late 1880s – Believed to be the oldest structure on site. It is in very poor condition. Barn owls are believed to be nesting inside. The walls and roof are substantially compromised.

Mansion, circa 1890s - Two-story home with large finished attic space and ample basement. This structure likely experienced numerous additions and remodels over the years. It is in relatively moderate condition despite current infestation of roof rats and bees, and the cumulative impact of roof leaks. There is exterior deterioration of wood siding and eaves.

Coachman's House, Circa 1890s – Single-level wood structure in very poor condition.

Carriage House, Circa 1920-30 – Garage building with concrete floor, wood siding on interior and exterior, and small attic apartment above. It is in moderate condition.

The historic residence, nearby grounds, and historic vegetation (hawthorns and olives) are listed in the Town of Portola Valley General Plan Historic Element. The Town's Historic Element makes a strong policy statement for the continued preservation of the town's historic environment. In this case, the designated treatment is a "Historic Resource Listed for Further Consideration". According to the General Plan, this category is intended for those resources where available data (at the time of General Plan preparation) is not sufficient to allow for a conclusive determination on the appropriateness of preserving the historic resource. As a result, the District would need to conduct a historic assessment and seek the Town's determination of the appropriate resource classification for the structures, nearby grounds, and vegetation prior to pursuing any exterior modification or structure removal. Concurrent with such determination, the General Plan Historic Resource element should be modified as appropriate.

As delineated in the Board FYI dated March 12, 2012, shortly after the property was transferred to the District, staff immediately began to address impacts related to vandalism on site. As a part of that effort, supplemental security guards were employed and the mansion and carriage house

were sealed up to prevent further vandalism. Prior to performing work on any of the structures, hazardous materials surveys were completed, samples taken and analyzed and reports issued documenting the type and location of hazardous materials within the structures. Also, prior to sealing structures, bat surveys were completed, and measures devised to safeguard the current roosting location.

The District's approach to cultural resources, such as the historic building complex on the Hawthorns property, is dependent on grant assistance, public-private partnerships, and outside assistance to support the evaluation, long-term management, and restoration (refer to the District's *Basic Policy* and *Policies Regarding Improvements on District Lands*).

The stewardship endowment that was part of the larger property gift is expected to be sufficient for the initial evaluation and management. However, this endowment is unlikely to fund a long-term, full building and site restoration effort. For this reason, the proposed Preliminary Use and Management Plan Amendment includes site security, immediate stabilization, "mothballing", and evaluation measures, to protect the historic resources and allow time for the District to begin the process of forming long-term partnerships that will enable a more extensive restoration effort and long-term management. "Mothballing" refers to the process of closing a building and protecting it from weather and vandalism, until such time as funds are available to fully restore a building for use. In the near term, the District will complete assessments to determine the historical and cultural significance of the structures, and if deemed significant, be responsible for their protection while special funding, grants, or partnerships are identified to cover the costs of further restoration, maintenance, and operation.

Although the majority of the former owner's personal property, vehicles, and debris were removed before the transfer of the land, miscellaneous trailers, tires, drums, debris, and household hazardous waste are still present on the property. Staff will remove these items and will complete a Phase II environmental site assessment and hazardous materials assessment to determine the presence of any contaminants or hazardous materials.

The former owner annually mowed around the perimeter of the property to maintain a firebreak between the grasslands and neighboring properties. Staff will continue to maintain the perimeter mowing, but more extensive defensible space treatments have been prescribed by the Woodside Fire Marshall around the Historic Building Complex along Los Trancos Road, at the 4411 Alpine Road residence, and at the property line. Special care will need to be taken with all heritage trees.

Site security is a main concern as this property is located close to the urban corridor. The Mansion and Carriage House are currently fenced and secured (see Historic Building Complex section). Even so, the property has been trespassed and vandalized. The District is augmenting normal patrol with additional daily patrols by Woodside Private Patrol. However, trespassers continue to enter the mansion. When there is on-site presence along with possible video surveillance of the Historical Building Complex, expenses for patrol by the Woodside Private Patrol will either be eliminated or substantially reduced.

The 1950s era house located at 4411 Alpine Road is an excellent location for a District employee or caretaker to provide on-site presence. The house has not been consistently inhabited since 2006. Even though regular maintenance did not occur, the house is in reasonable repair with the exception of the windows, flooring in the bedroom section of the house, heating system, and bathrooms.

Outreach to the Town, as well as local community groups, residents and neighbors is one of the most important components of the Preliminary U&M Plan Amendment. This outreach will focus on developing contacts and building relationships to identify potential partners to fund the future historic complex development, renovations, and improvements.

Use and Management Committee Review

The proposed Preliminary U&M Plan Amendment described in this Board report was presented to the Board's Use and Management Committee at a meeting held on June 14, 2011. Twelve members of public were in attendance. Several written communications were also received as a result of this meeting (see attached). The Committee reviewed and accepted the proposed Preliminary U&M Plan amendment for the Hawthorns property.

Following the Committee meeting, staff's attention turned to the property transaction, which required considerable diligence until the close of escrow in November, 2011. Since then, staff workload and competing priorities postponed the return of this amendment to the full Board for consideration until this time.

Since close of escrow, as work to secure the property proceeded, new information about the structure conditions was developed. Modifications to the wording of the proposed Preliminary U&M Plan Amendment as presented to the Committee were made to address this new information. Performance standards for cultural and natural resource work were also inserted. These changes did not alter the essence or overall direction of the Plan that was reviewed by the Committee.

Preliminary Use and Management Plan Amendment (Next Steps)

The original Preliminary Use and Management Plan adopted by the District Board on April 26, 2006 is provided below. Proposed amendments to address changed circumstances since that time are shown in *bold italic* and ~~strikeout~~ text. The Amended Preliminary Use and Management Plan would maintain the property in its current condition, with minimal physical changes anticipated. If changes to land use or the physical environment are proposed in the future, these actions would be subject to further environmental review and public input.

- Public Access: Closed to public use. ~~; following conveyance of Parcel 2 to the District and prior to taking ownership of Parcel 1, owners and occupants of Parcel 1 will have recreational access to roads and trails on Parcel 2. Allow Docent-led hikes.~~
- Patrol: Routinely patrol the property. Supplement District staff patrols with regular private security company visits until District employee or private caretaker is in residence at 4411 Alpine Road.

Roads and Trails:	<u>Maintain existing roads and trails. Implement routine road maintenance and minor erosion and sediment control measures, as needed, in accordance with District standards and practices.</u>
<u>Signs and Site Security:</u>	<u>Install or repair Preserve boundary signs and gates, where appropriate. Maintain perimeter fences and gates and install new perimeter fencing, where needed, to close gaps. Maintain interior security fencing around historic structures to prevent trespass. Establish regular District on-site presence and contract with private security patrol until District employee or private caretaker is in residence at 4411 Alpine Road. Implement additional security measures, as needed, to secure key historic structures if fencing alone is insufficient to deter trespass (including but not limited to motion-sensor triggered flood lights, cameras and/or alarm systems).</u>
<u>Structures and Improvements:</u>	<p>Main residence and garage apartment will be evaluated for potential residential use; estate home, adjacent garage, and nearby silo will be maintained in current condition and evaluated for historical and cultural significance; smaller ancillary structures in a state of disrepair will be removed.</p> <p><u>Secure the historic mansion and surrounding structures and improvements against trespass and vandalism to protect historic integrity. Retain all structures in the 800 Los Trancos Road historic building complex to allow determination of historic significance. Complete roof repairs to extent possible; install new roof, if required, to prevent damage to building interiors.</u></p> <p><u>All work in the 800 Los Trancos Road building complex shall be conducted in a manner that is consistent with the <i>Secretary of the Interior's Standards for the Treatment of Historic Properties, with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings</i> (Weeks and Grimmer, 1995).</u></p> <p><u>Assess the historic significance and evaluate the condition of structures, other improvements, nearby grounds and vegetation. Measure and prepare plans and elevations for each structure. Identify appropriate stabilization steps to reduce the rate of deterioration of any historically significant structures, in order to "mothball" such structures. Prepare a Feasibility Report assessing issues and concept-level recommendations for addressing the structural integrity of each building, code compliance issues, and infrastructure considerations (water, sewer, electric, gas). Return to the District Board with the results of the historical studies, a stabilization and potential mothballing plan, and concept-level budget for review and approval prior to implementation.</u></p> <p><u>Evaluate long-term cultural resource management alternatives for the 800 Los Trancos Road building complex. Gauge public interest in preserving</u></p>

historically significant structures, and seek partnerships for both the restoration and long-term preservation and management of the historic resources.

Establish an employee or private caretaker residence at the 4411 Alpine Road house. Maintain and repair the residence for habitability, including provision of heating, lead and asbestos abatement, partial flooring replacement, minor bathroom upgrades, minor roof repairs, and window replacement.

Demolish and remove the dilapidated sheds surrounding the 4411 Alpine Road residence. Prior to removal, assess the structures for occupation by special status species, such as bats and nesting birds, and coordinate with the conservation easement holder. Coordinate demolition with results of the environmental remediation plan for contaminated soil areas (refer to Site Safety, below). Obtain Town of Portola Valley permits, if required.

Cleanup ~~Vehicles will be removed by the District after the District acquires title as set forth above (i.e., Parcel 1 will be acquired upon the death of the current owner and a specified heir of the current owner; Parcel 2 upon the death of the current owner).~~

Wildfire Fuel Management: Prepare and implement a plan for wildfire fuel reduction and defensible space safety measures in accordance with Woodside Fire Marshal prescription, while at the same time avoiding detrimental impacts to historical and natural resources. Conduct current District-wide fuel management practices, including a continuation of discing or mowing of fuel breaks.

Collaborate with Town of Portola Valley to develop an approach that satisfies the intent of Town's Tree Ordinance while meeting the wildfire fuel management goals.

Name: Name the property as the Hawthorns Area of an addition to Windy Hill Open Space Preserve

Dedication: Indicate your intention to dedicate the property as public open space. Withhold dedication, to allow exploration of partnership opportunities or other disposition and management alternatives for the Los Trancos Road historic building complex.

Site Safety Inspection: Preliminary site safety inspection has been conducted and ~~two~~ certain areas of the property ~~within Parcel 1~~ have been identified as potentially having minor amounts of contaminated soils; these areas include the olive orchard and a field lying east of the estate home where large numbers of vehicles were once stored; both areas will be investigated further upon transfer to the

District and, if contamination is present and found in levels that exceed current State regulatory guidelines, these areas will be secured, and a specific remediation plan developed and implemented.

Remove any remaining household hazardous waste, debris, boats, and trailers. Properly remove or abandon any unused septic or fuel tanks.

Complete a Phase II environmental site assessment and hazardous materials assessment to determine the presence of any contaminants or hazardous materials, including but not limited to contaminated soil, asbestos, polychlorinated biphenyls (PCBs), and lead paint. Evaluate and address health and safety considerations before allowing interested parties to tour the site and the interior of structures. Include consideration of short-term measures to remove and control resident animal pests and, to the extent possible, prevent further re-entry.

Resource
Management:

Inventory natural resources and conduct interim invasive plant management activities consistent with the District's policies and practices. Such activities shall be subject to further CEQA review.

Removal of mature, scenic, healthy trees shall be avoided. A fifty (50) foot riparian buffer zone from the banks of Los Trancos Creek shall be maintained, where tree trimming is permitted, but all tree and understory vegetation removal is avoided. If removal of mature, healthy, scenic trees or riparian zone vegetation removal is proposed in the future, case-by-case analysis and subsequent environmental review, if needed, shall be performed prior to starting work.

A nesting bird survey shall be completed before any tree trimming and removal that occurs during bird nesting season (between February 1 and July 31). If nesting birds are present, work shall be postponed until the birds are no longer occupying the nest. A certified arborist shall be consulted to ensure appropriate trimming and removal practices are implemented for the species, size, and location of the affected trees. Coordinate with the conservation easement holder before tree removal.

Conservation
Easement:

Use and manage the property consistent with the Conservation Easement held by the Peninsula Open Space Trust (POST). Coordinate with POST regarding any proposed physical alterations to the property prior to implementation, so that they may assess consistency with easement provisions.

Subsequent
Planning

Beginning in FY2012-13, hire consultant team (including architects with expertise in historic resources), to prepare the various plans as described above. Integrate these plans into a Comprehensive Use and Management Plan for the property that addresses the medium-term management of the

potentially historically-significant features found on the property, as well as overall resource management needs. Study the feasibility of providing additional public access and connecting to existing public trail networks as part of a subsequent planning process that will involve stakeholder participation, public review and input. Perform appropriate subsequent environmental review under the California Environmental Quality Act (CEQA), if required.

Prepare a subsequent capital improvement and expenditure plan for building stabilization and mothballing implementation, and any other anticipated outlay of the Hawthorns Funds over the following three to five years.

INTERIM CAPITAL IMPROVEMENT AND EXPENDITURE PLAN

Following the transfer of the property to the District in November 2011, staff from Real Property, Operations, and Planning formed a core team to develop an Interim Capital Improvement and Expenditure Plan (Interim CIP) for the Hawthorns Area of the Preserve. The Interim CIP provides the funding basis for staff to implement the proposed Preliminary U&M Plan Amendment during FY2012-13. The Preliminary U&M Plan Amendment calls for the development of a subsequent three to five year CIP.

The goal of the Interim CIP is to identify and prioritize work required to address immediately needed components of the Preliminary U&M Plan Amendment, so that this work does not need to be delayed during the preparation of the subsequent CIP. The Interim CIP identifies the cost of the work to address immediate management requirements and stem further deterioration or impacts on resources from vandalism or fire. In addition, it estimates the cost of surveys, assessments and studies required to develop a comprehensive and well-informed subsequent CIP for the Hawthorns Area.

The Interim CIP work is broken out into three distinct areas: (1) the Overall Management, which addresses overall maintenance, operations, and natural resource concerns; (2) 4411 Alpine Road, which is the 1950's era home that will provide onsite presence; and (3) the Historic Building Complex at 800 Los Trancos Road, which includes several structures of cultural relevance.

The Interim CIP also serves as a budget for completion of the most immediately needed work. It is anticipated that implementation of the Interim CIP would occur in FY2012-13 and would thereafter be added to the regular District-wide budget process. The budget estimate for execution of the Interim CIP is as follows:

Overall Management	\$106,200
4411 Alpine Road	\$103,500
Historic Building Complex	\$467,000
TOTAL	\$676,700

Overall Management

The Interim CIP for Overall Management includes the following Preliminary U&M Plan Amendment components:

- Phase II Environmental Site Assessment
- Site cleanup and debris removal
- Overall Site Security – once an onsite presence is established by locating either a District employee or caretaker at the 4411 Alpine Road House, this cost will be reduced or eliminated altogether.
- Implementation of defensible space measures required by the Woodside Fire Marshall.

The anticipated budget range to complete the Overall Management Interim CIP:

• Environmental assessment and site cleanup	\$31,000
• Overall Site Security	\$39,200
• Defensible space	\$15,000
• Utilities, Taxes	\$11,000
• Contingency	<u>\$10,000</u>
	Total: \$106,200

4411 Alpine Road House

The Interim CIP for the Alpine Road House includes the following Preliminary U&M Plan Amendment components:

- Hazardous Materials Assessment (lead and asbestos)
- Abatement of hazardous materials
- Alpine Road House habitability improvements
- Removal of dilapidated carports

The anticipated Interim CIP budget range for the 4411 Alpine Road House:

Hazardous Materials Remediation and Abatement	\$16,000
Habitability improvements	\$62,500
Removal of dilapidated carports	\$5,000
Contingency	<u>\$20,000</u>
	Total: \$103,500

Historic Building Complex

The Interim CIP for the Historic Building Complex includes the following Preliminary U&M Plan Amendment components:

- Stabilization - Implementing structure stabilization to prevent further deterioration of the historic structures, including:

- Sealing up historic structures against vandalism
- Bee hive removal and rodent control
- Electrical upgrades to accommodate security system
- Engaging professional consultant team to prepare a historic resource assessment, mothballing plans, and future improvement feasibility report
- Mothballing – Implement phased mothballing to preserve historic resource

The anticipated budget range to complete the Interim CIP for the Historic Building Complex:

● Structure Stabilization	\$262,000
● Mothballing	<u>\$205,000</u>
	Total: \$467,000

STAFFING CONSIDERATIONS

Overall management of the Hawthorns Area will be led by the Operations Department Skyline Field Office, with assistance from the Real Property Department. The staff for this work have already been allocated since the time the District first assumed ownership. Property management tasks for the 4411 Alpine Road House will be performed by the Real Property Department.

Future planning, partnership development, and implementation tasks at the Historic Building Complex will be led by the Planning Department. Because of the need for architectural expertise, Planning will lead this multi-year effort as project manager. The District anticipates the need to allocate approximately 30% of a Planner III's time to manage this project. Support from other departments, including Real Property to explore partnership possibilities, Operations to understand the day-to-day management issues and constraints, and Public Affairs to assist with public outreach, will be needed to effectively manage the project.

The Administration Department would assist the Operations, Planning, and Real Property with annual action planning, budgeting and financial management. Subsequent use and management planning and capital improvement planning, led by the Planning Department, will require the assistance of all departments.

BUDGET CONSIDERATIONS

The property gift donor's estate plan specified, in essence, that the trustees distribute the Portola Valley property and any remaining monetary assets to the District. The purpose of the \$2 million monetary asset is to pay for District costs and expenses associated with the Hawthorn property and improvements thereon. \$2,018,445 was transferred for this purpose (refer to report R-11-75 dated July 13, 2011).

The table below indicates total funds available to date, the Proposed Interim CIP and the remaining Hawthorns Fund:

Hawthorns Fund Original Deposit	\$2,018,445
Interest	\$ 3,268
Total Funds available	\$2,021,713
FY2011-12 Expenses	\$ 50,672
FY2012-13 proposed Interim CIP Expenses	\$ 676,700
Remaining Hawthorn Fund	\$1,285,341

CEQA COMPLIANCE

Project Description

The proposed project consists of adopting and implementing the Preliminary Use and Management Plan Amendment, and the Interim Capital Improvement and Expenditure Plan. Under these plans, the property would be closed to the public (except for infrequent docent-led hikes) until a future, long-term plan is completed. Security patrols would continue. Routine road maintenance and minor erosion control repairs would occur on the existing unpaved road system. Small signs, gates, and fencing would be installed or existing fences and gates repaired.

Wildfire fuel reduction and defensible space safety measures would be implemented, including potential discing or mowing of fuel breaks, removal of trees, and trimming of trees under the guidance of a certified arborist and biologist for defensible space purposes. Tree and understory vegetation removal within 50-feet of Los Trancos Creek would be avoided.

Further investigation of the minor amounts of potentially contaminated soils would occur, and if needed, a remediation plan would be prepared and implemented, subject to CEQA review. The unused septic tank would be properly abandoned, and the fuel tank would be removed. The remaining household hazardous waste, debris, boats and trailers would also be removed.

Maintenance and repair of the 4411 Alpine Road Residence would occur, including lead and asbestos abatement, window replacement, partial flooring replacement, minor bathroom upgrades, heating system replacement, and minor roof repairs. The dilapidated sheds adjacent to the Alpine Road Residence would be demolished, following a species assessment and after obtaining any required Town permits. Following these improvements the Alpine Road Residence would be rented.

The windows and doors in the Historic Building Complex would be blocked to prevent vandalism and trespass. Additional security measures, such as motion-sensor flood lights, cameras or alarm systems (including new electrical utility connections), would be installed, if needed, in the Historic Building Complex. Roof leaks on the mansion would be patched, or a new roof installed to prevent weather damage to building interiors. A historic assessment would be prepared to evaluate the historic significance and conditions of the Historic Building Complex. Building stabilization and potential mothballing plans would be developed.

No decisions would be made at this time about future changes to use, management, improvements or historic building modifications for the property. Ultimately, a future long-term plan for the Hawthorns Area of Windy Hill Open Space Preserve will be prepared, which would be subject to further public input and subsequent environmental review. The outcome of this future decision-making process is speculative at this time.

CEQA Determination

The District concludes that this project will not have a significant effect on the environment. On the whole, it is categorically exempt from CEQA (California Environmental Quality Act), because the various portions of the project are specifically exempt under Article 19, Sections 15262, 15301, 15304, 15330, 15331, and 15061(b)(3) of the CEQA Guidelines as follows:

Section 15262 exempts a project involving only feasibility or planning studies for possible future actions, which the agency has not approved, adopted, or funded. Certain portions of the project constitute activities that are consistent with Section 15262. The project call for further planning studies, such as a historic conditions assessment, Phase II environmental site assessment, and subsequent use and management planning. No decisions are being at this time about future physical changes to use, management or improvements on the property that may result from these studies.

Section 15301 exempts operation, repair, restoration, maintenance, permitting, leasing, licensing or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. Certain portions of the project consist of activities that are consistent with Section 15301. The Preliminary Use and Management Plan Amendment specifies that the property will be operated and maintained in the current, primarily natural condition and there will be no expansion of use. The property will be closed to the public with the exception of infrequent docent hikes; minor signs and rustic fences will be installed; and remaining debris will be removed. The existing 4411 Alpine Road residence will be repaired and leased.

Section 15304 exempts minor public or private alterations in the condition of land, water, or vegetation that do not involve removal of healthy, mature, scenic trees except for forestry and agricultural purposes. Certain portions of the project consist of activities that are consistent with Section 15304. The project may result in minor grading to maintain the integrity of the existing unpaved road system, consistent with District standards. The project also calls for wildfire fuel management activities, including trimming and removal of trees and brush on the property in locations prescribed by the Woodside Fire Marshal, most likely adjacent roads, within 100 feet of structures, and along the property line. The Preliminary Use and Management Plan Amendment avoids removal of mature, scenic, healthy trees, and avoids tree or understory vegetation removal within a riparian buffer extending a minimum of 50 feet from the banks of Los Trancos Creek, although tree trimming for wildfire defensible space purposes may occur in this buffer. The Plan Amendment also requires nesting bird surveys if trimming and removal is proposed to occur during nesting season.

Section 15330 consists of any minor cleanup actions taken to prevent, minimize, stabilize, mitigate, or eliminate the release or threat of release of a hazardous waste or substance, which are small or medium removal actions costing \$1 million or less. Certain portions of the project consist of activities that are consistent with Section 15330. The District will clean up small household waste debris located on property, and remove and properly dispose of the unused above ground fuel tank on the property. The District will also test for and remove asbestos-containing or lead-based material prior to leasing the 4411 Alpine Road residence.

Section 15331 exempts projects consisting of maintenance, repair, stabilization, rehabilitation, or reconstruction of historical resources in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties (Secretary's Standards). Certain portions of the project consist of activities that are consistent with Section 15331. The windows and doors in the Historic Building Complex would be blocked, additional security measures would be installed, and roof leaks on the mansion would be patched, or a new roof installed. The Preliminary U&M Amendment requires that the implementation of any work in the Historic Building Complex be consistent with the Secretary's Standard.

The project is also exempt under Section 15061(b)(3), as there is no possibility the actions may have a significant effect on the environment.

Overall, this entire proposed project is categorically exempt from CEQA under these six sections.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. Notice was provided to neighbors and the Town of Portola Valley, as well as persons previously expressing interest in the Hawthorns property including attendees at the 2011 U&M committee meeting. No additional notice is required.

NEXT STEPS

The Hawthorns Area of the Preserve will be managed consistent with the Preliminary Use and Management Plan Amendment. Once habitability repairs are complete, the 4411 Alpine Road residence will be rented and integrated into the District's Property Management Program. The Operations Department will continue to patrol and maintain the Hawthorns Area as part of Windy Hill Open Space Preserve. The Interim CIP will serve as the Fiscal Year 2012-13 budget for the expenditure of the Hawthorns Fund. Subsequent budgeting will occur as part of the District's annual process.

Attachments:

1. Map
2. Communications received before and after U&M Committee meeting

Responsible Department Manager:

Mike Williams, Real Property Manager



Prepared by:

Sandy Sommer, Senior Real Property Planner

Gina Coony, Planner III

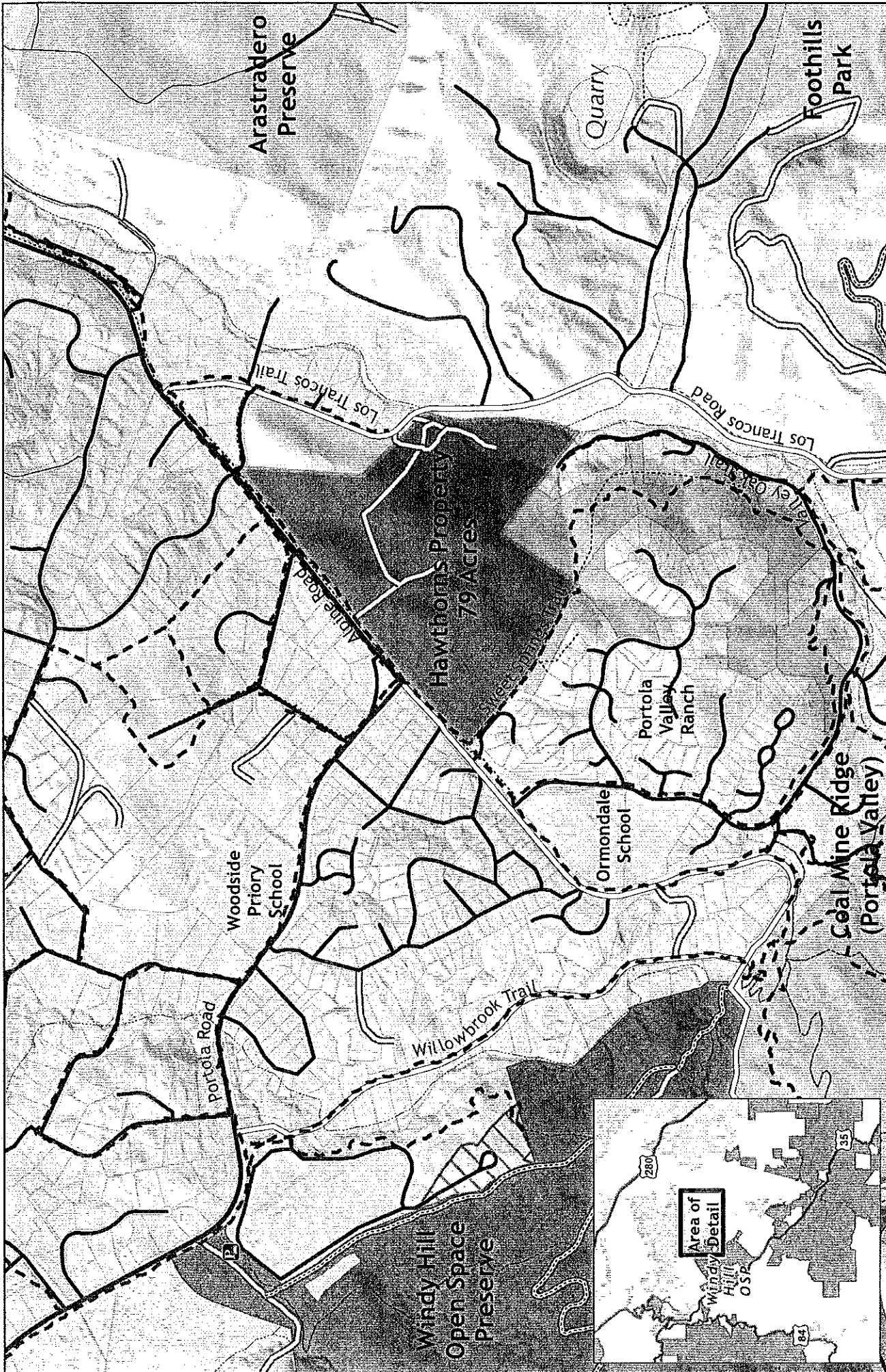
Elaina Cuzick, Real Property Specialist

Graphics prepared by:

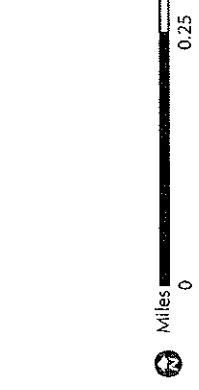
Erica Simmons, former Planner I

Contact person:







Sandy Sommer, Senior Real Property Planner



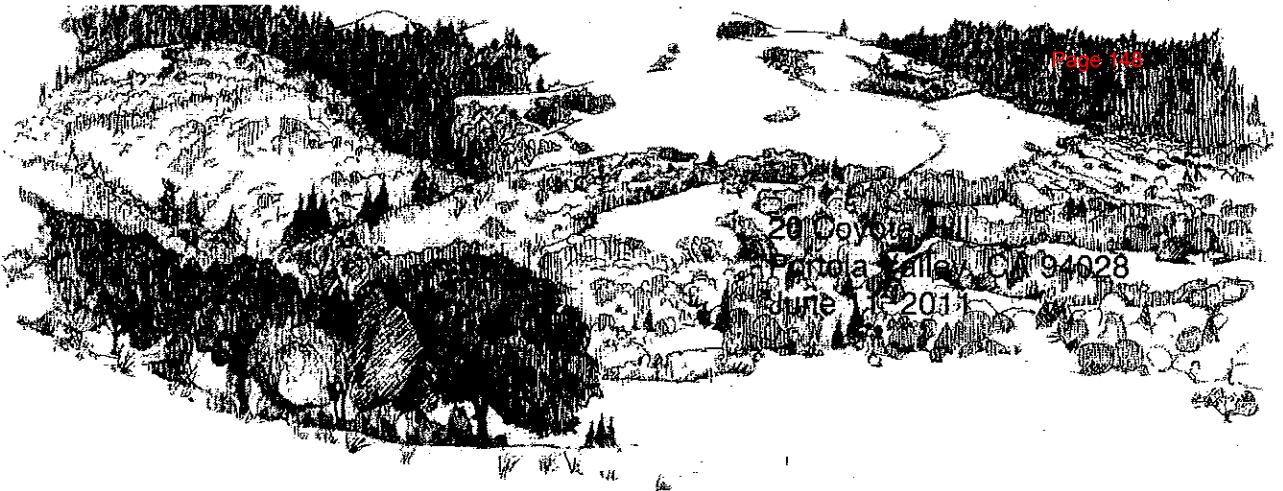
Midpeninsula Regional
Open Space District
(MROSD)
March, 2011



ATTACHMENT 1

- ### Hawthorns Property Location
-  Hawthorns Property
 -  MROSD Preserves
 -  Other Protected Open Space or Park Lands
 -  Land Trust and Private Open Space
 -  Existing Portola Valley Trail
 -  Private Property

While the District strives to use the best available digital data, this data does not represent a legal survey and is merely a graphic illustration of geographic features.



ATTACHMENT 2

MROSD
330 Distel Circle
Los Altos, CA 94022

Winy Hill, Portola Valley

Re: Hawthorns Property Plan

Dear Committee Members:

Please consider the following points in planning trail systems for this property:

1. Portola Valley Ranch has a "residents only" trail connection to the Town's Sweet Spring Trail from Pomponio street. To avoid conflict with residents who live very close to this private trail, try to align any connection from Hawthorns to the Sweet Spring Trail away from this private trail.
2. There is a residence abutting Hawthorn property at the end of Valley Oak which should be avoided by not having trails too close to the property line.

I am personally delighted to have MROSD as my neighbor, and look forward to enjoying your new trails.

Best Wishes,

Marilyn J. Walter
(Former San Mateo Co. Trails Committee, Town of Portola Valley Trail and Conservation Committee, Portola Valley Ranch Trail Committee, Open Space Monitor for POST and MROSD!)

Enc: Map

December 21, 2011

Restoring the Agricultural Heritage of the Hawthorns Estate

A Collaboration with Portola Vineyards

Our Rich Agricultural History

The Hawthorns Estate is a testament to the agricultural heritage of the foothills of the Santa Cruz Mountains. Years ago, these soils were home to orchards, vineyards, cattle and pigs.

As the Open Space District works with the Town of Portola Valley to restore the historic residences on the Estate, we hope it will consider restoring the historic olive orchard as well.

The Hawthorns Property is detached from the Windy Hill Open Space Preserve, and not quite large enough for extensive hiking trails. Perhaps this property would best be used for engaging the community with local history and local agriculture.

Portola Vineyards has been interested in expanding to include olive production and would be interested in farming the olive orchard and producing olive oil for sale to mid-Peninsula residents. We would also be interested in talking with the Open Space District about the possibility of planting several acres of vineyard on the Hawthorns Estate.

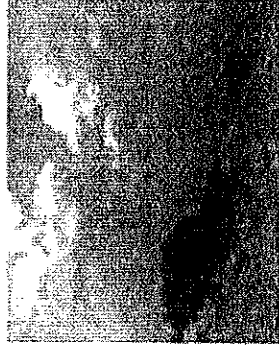
Portola Vineyards: A Community Supported Winery

Located adjacent to the eastern edge of the Hawthorns property, Portola Vineyards provides the immediate community with outstanding, sustainably produced wines. Since 2005, we have been making award-winning pinot noir from our certified organic estate vineyard. But our goal is not to create cult wines. Rather, we strive to bring our community together in the beauty of the foothills; to provide our neighbors with a wine from a vineyard around the corner; and to invite Peninsula residents to engage with local agriculture by participating in the grape growing and winemaking.

We use sustainable agricultural practices that improve rather than degrade the land. Our estate vineyard is certified organic by CCOF and is irrigated only one or two days out of the year. The winery utilizes 20kW of photovoltaic panels to produce more energy than it consumes. All wastewater is recycled on premises; the winery contributes nothing to the municipal wastewater flow. We share our land with bobcats, rabbits, gophers, chickens, and many species of insects and birds.

Please see the attached brochure for our "community-supported winery."

Debbie Lehmann
Portola Vineyards
850 Los Trancos Road
Portola Valley, CA 94028
Debbie@portolavineyards.com
www.portolavineyards.com



At Portola Vineyards, we believe in the power of place

At our estate mist-winery in Fortola Valley, we craft exquisite Pinot Noir that reflects the terroir of the Palo Alto foothills. Sitting at an elevation of 540 feet, our vineyard enjoys the region's nearby coastal fog, abundant sun, and cool, dry nights.

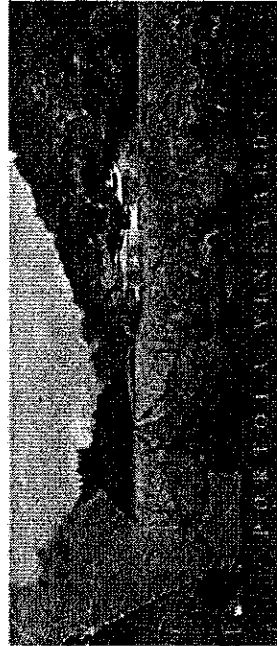
The resulting wines have won numerous awards, including the 2010 Indy International Wine Competition's Double Gold, an honor awarded to only two Pinot Noirs. Our wines are a true testament to our home on the Peninsula, and we are delighted to share them with members of our community.



Summer Golden Hills, oil by Alice Well from the Stanford dish walk

A wine from the foothills, a wine for the foothills

As an artisan micro-winery growing certified organic grapes, we pride ourselves on being part of the local food movement. You might be familiar with the concept of Community Supported Agriculture, in which members of a local farm receive a box of the freshest vegetables every week. We've decided to take that model a step further.



Join our Community Supported Winery

As a CSW member, you'll receive a 20% discount for committing to buy three bottles of wine, four times per year. You'll pick up your wine shares at quarterly events here at the winery, such as a winter barrel tasting, a summer *pizza and pinot* dinner from our wood-fired oven, and our harvest and crush. We'll invite you to participate in the viticulture, and learn about the winemaking process.

Becoming a Community Supporter expresses your interest in local food and sustainable organic agriculture

To become a member, visit www.portolavineyards.com

Above all, we seek to create connections — to allow you to know your vintner by name, to work the vines that produce your wine, and to come together with neighbors in the beauty of the foothills.

Mike Williams

From: Tom Vlastic User [vlasic@spangleassociates.com]
Sent: Monday, June 13, 2011 3:53 PM
To: Mike Williams
Cc: Angela Howard
Subject: Amendments to Preliminary Use and Management Plan for Woods Property

Hi Mike,

Thank you for taking the time today to discuss the proposed amendments to the subject preliminary use and management plan that are on the District Board's June 14th agenda. As I understand it, the amendments focus on securing the Hawthorn House, without any major changes, on an interim basis and pursuing basic improvements to the upper house so that it is livable for a district ranger. You will also be seeking use of Woodside Patrol for site security.

These items are consistent with what we discussed at our April 20th meeting. At this point, due to other meeting conflicts, the town would not have a formal representative at tomorrow's meeting. Nonetheless, as we discussed, we do look forward to working closely with you and other district representatives as work proceeds on long-term plans for district use of the property. As you confirmed today, once the district takes formal ownership of the property from the trustee, the district will forward a letter to the town advising of the transfer of ownership and the next steps in the process for developing a long-term use plan.

Thank you again for reviewing the 6/14 meeting details with me and I look forward to working with you as your planning process for the property proceeds.

Regards,
Tom Vlastic
Portola Valley Town Planner

6/14/2011

TOWN of PORTOLA VALLEY

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

FEB 17 2010

February 15, 2010

Mr. Mike Williams
Real Properties Manager
Midpeninsula Regional Open Space District
330 Distel Circle
Los Altos, CA 94022

Re: Woods Property, 800 Los Trancos Road

Dear Mr. Williams,

On the advise of MROSD Board Member Larry Hassett, I am contacting you regarding the status of the Woods property. As you know the Woods property is a very important piece of property within the Town of Portola Valley. As we both have a mutual interest in the property, we thought it would be beneficial to us to better understand the current and future uses of the property.

We believe there are some Portola Valley residents that may be making direct contact with MROSD about the property, these residents are not official representatives of the Town. We ask that all discussions be handled through you and the Town staff.

By copy of this letter, we request that you keep the Town staff informed as you being to evaluate the property and begin the planning process as you envision the future uses at the Woods property.

Thank you and we look forward to hearing from you. You can reach me at (650) 851-1700, extension 212 or llambert@portolavalley.net.

Sincerely,


Leslie A. Lambert
Planning Manager

cc: Angela Howard, Town Manager
Steve Abbors, General Manager MORSD
Zachery Bernstein, Wells Fargo Bank

RECEIVED

JUN 30 2011

MIDPENINSULA REGIONAL OPEN
SPACE DISTRICT

Yvonne Tryce
90 Joaquin Road
Portola Valley, CA 94028
June 25, 2011

Sandy Sommer
Mid-Peninsula Regional Open Space District
330 Distel Circle, Los Altos, CA 94022

Dear Sandy,

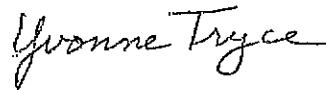
I enjoyed talking with you at the June 14 meeting of the Use and Management Committee at the District offices. In response to your inquiry, I am enclosing information about the resources of the Portola Valley Nature Center. I am also enclosing a letter written to Larry Hassett which I have updated to refer to the now District-owned Hawthorns site rather than the Windy Hill parking area which lies on the San Andreas Fault thus precluding construction on the site.

I have also enclosed a listing of many of the natural artifacts which would be available. The Town would also love to find a suitable local home for them.

As to the purposes of a nature center/interpretive center, I feel it should be open as much as possible and Portola Valley has a number of very knowledgeable volunteers who would be interested in helping staff the center. The center could serve as a resource to schools, scout and other youth groups, nature lovers, and folks who are simply curious and want to learn more about the local environment. It could provide a center along the lines of the Daniels Nature Center, but in a more readily accessible area; so that it should attract a wider section of the population as visitors and give schools on limited travel budgets an opportunity closer to home. I teach classes in the Town Center; and I, or others, could teach small classes. In my classes I usually focused on the earth sciences in the fall, physical sciences in the winter, and life sciences in the spring. But there is really no limit to the topics that could be covered at any time of the year. The high meadows of the Hawthorns would also be a wonderful site for our annual Star Party where volunteers bring telescopes and viewers enjoy learning about the night sky.

In looking at the map of the parcel on your website, I must note that the school adjacent to the Portola Valley Ranch is Corte Madera School, not Ormondale School. Ormondale is off Westridge on the other side of Alpine Road. This could confuse folks as to the actual location of your new open space.

I really appreciate your consideration of this proposal. As Chair of the Nature and Science Committee of the Town, I can say that we are all extremely enthusiastic about the possibilities for this site. Please keep me posted as meetings are held and new information is obtained. Thank you very much for your support.



Yvonne Tryce, Chair
Town of Portola Valley
Nature and Science Committee

Regional
OpenSpace

Midpeninsula Regional Open Space District

July 27, 2011

Yvonne Tryce
 Portola Valley Nature and Science Committee
 90 Joaquin Road
 Portola Valley, CA 94028

GENERAL MANAGER
 Stephen E. Abbors

BOARD OF DIRECTORS
 Pete Siemens
 Yoriko Klshimoto
 Jed Cyr
 Curt Riffle
 Nonette Hanko
 Larry Hassett
 Cecily Harris

Re: Portola Valley Nature Center Proposal, Hawthorns Property addition to Windy Hill Open Space Preserve

Dear Ms. Tryce,

Thank you very much for sending information to the Midpeninsula Regional Open Space District (District) about the resources of the proposed Portola Valley Nature Center. The District generally shares your interest in environmental education and will retain this information for future conversations.

As I explained in June at the Use and Management Committee meeting for the upcoming Hawthorns property addition to Windy Hill Open Space Preserve, the District typically maintains new properties in their current condition, with minimal physical changes, pending subsequent completion of planning, community input and environmental review. At the Hawthorns, this effort will include assessing the historical significance and evaluating the condition of structures and other improvements.

Be assured that we will continue to notify you and other interested members of the community as we proceed with planning for the future use and management of the Hawthorns property, once it is transferred to the District. We greatly appreciate your interest in the Hawthorns property since long term stewardship of the property's natural and historic resources will most certainly need substantial community support and assistance.

Sincerely,

Sandra Sommer, AICP
 Senior Real Property Planner

cc: Larry Hassett, Steve Abbors, Mike Williams, MROSD

To: Larry Hassett, Director for Ward 6, Midpeninsula Regional Open Space District
From: Yvonne Tryce, 90 Joaquin Road, Portola Valley, CA 94028

Proposal for Nature Center in Portola Valley

Location:

I propose locating a Nature Center on the Hawthorne site of the Windy Hill Preserve in Portola Valley. It might be located in the existing barn that is on the site or on a piece of land that would have adequate space for a small cottage (see "Structure" below) to house the Nature Center. It would also be within walking distance for both of the Portola Valley School District schools. But a parking area large enough to accommodate buses would be needed for more distant school districts.

Furnishings:

For quite a few years, I had a Nature Center in the Portola Valley Town Center and, over time, acquired furnishings to display exhibits. Therefore, I have four glass-fronted metal cases, two tall open wood display cases, a large glass display case, several bookcases, and four low display tables that could be used. In addition, there is a two-tiered rock case obtained from the USGS that holds about a dozen drawers of rocks. Unfortunately, the Town had to tear down the old Town Center which straddled the San Andreas Fault and build a smaller facility which the staff feels can no longer house the Nature Center we once had in the Town.

Contents:

I have an extensive number of specimens of plant and animal life including many birds, nests, and feathers; mammals, including a stuffed river otter, deer hide and antlers, bobcat, and study mounts of rodents; pressed plant specimens, cones, acorns, and bark; insects and their homes including the nests of bees and wasps; seashells and various forms of sea life; and an assortment of rocks including quite a few fossils. Specimens are all registered with the California Department of Fish and Game and the U.S. Department of the Interior Fish and Wildlife Service under my name and the Town's sponsorship.

Structure:

The "woodcutters' cottage" is located on a piece of private land along Portola Road, about a quarter mile from the parking lot for Windy Hill. The building has historic significance and rustic charm. The owners offered it to the Town of Portola Valley which had hoped to move and preserve it, but the rectangular 22 foot by 24 foot structure may be in too poor condition to move. One option might be to construct a basic copy of the building utilizing any significant portions of the original building that can be easily salvaged, such as doors and windows. The cottage has three simple rooms plus a larger back room with plumbing. The building also has a 6 foot wide covered entrance with a low railing. The owners would be very cooperative in order to have it developed as a nature center, a use with which they strongly agree and would financially expedite dismantling and moving. Local resident, Bill Stronk has agreed to manage the rehabilitation of the building pro bono, and local architect, Carter Warr has offered his services. Others have indicated interest in helping finance the reconstruction to preserve this piece of local history.

Plantings:

The Hawthorne site has a wide variety of existing native plants which would be highlighted by having an interpretive center from which tours could emanate. In addition, I live in Portola Valley further up Los Trancos Road on property that crosses the ridge where we have about fifty varieties of local native plants that I would happily share.

Signage:

I still have two carved wood "Portola Valley Nature Center" signs that could be placed on the doors. In addition, it would be nice to have a free-standing sign such as they have at the Daniels Nature Center up on Skyline to place out by the entrance.

Arranging and Decorating:

I have studied art and have a number of friends who are also artists. Rather than having a carpet mural such as they have at Daniels, I would suggest painted murals on the interior walls with perhaps a variety of cloud types painted on the ceilings. I envision display areas for birds, insects, mammals, and reptiles. In addition, a geology area would be especially appropriate for a town that transacts the San Andreas, and a suitable reading/study area with plant specimens, books, magazines, and a large class table would provide for instruction in nature and science.

Research and Study:

Thanks to donations from the Friends of the Portola Valley Library and others, we have an extensive number of science reading and reference books, a full collection of National Geographic magazines, and numerous other science magazines. It would be nice to have a reading room where seniors or students could benefit from the rich resource materials.

Activities for Children:

Hands-on activities would be provided. I have an electric match-up board that can be used to make connections. In addition, I have a large number of hands-on activities that could be made available. I am still teaching after-school science classes for young children at the Town Center.

Outside Support:

The Town's Nature and Science Committee, Conservation Committee, and Trails and Paths Committee would be local resources supportive of and possibly assisting with the project. Since almost all of the needs of a nature center are covered with the above described resources, the only major funds the Open Space District would need to spend would be those used to make the barn habitable and/or to move the woodcutters' cottage to the Windy Hill parking area or to construct a very simple copy of it there. Additional funding would be needed for chairs, desk, and adult size tables.

Rationale:

I feel that it is important for people to have a deeper understanding of the natural world around them. In particular, Portola Valley has been blessed with a beautiful, relatively untouched landscape that invites visitors. The more people understand the importance of these wild areas and how sensitive they are, the more they will take actions to preserve them. Therefore, I think that having a nature center will benefit the public and the lands that the Regional Open Space District is attempting to preserve for future generations.

BIRDS FROZEN OR ON DISPLAY AT THE PORTOLA VALLEY NATURE CENTER AS OF 12/31/03

Common Name	Scientific Name	Sex	No.	Location obtained	Found by	Donor	Date salvaged	Date to PV Nature Center	Disposition
Acorn Woodpecker	Melanerpes formicivorus		1	Palo Alto, CA Santa Clara Co	Yvonne Tryce		9/17/1998	same	Freezer
Acorn Woodpecker	Melanerpes formicivorus	M	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce		10/7/2003		Freezer
California Quail	Lophortyx californicus	F	1	San Mateo, CA San Mateo Co.	Yvonne Tryce				Freezer
California Quail	Lophortyx californicus	M	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce	Yvonne Tryce			Stuffed and mounted
California Quail (juvenile)	Lophortyx californicus	M	1	Portola Vy, CA San Mateo Co.	Richard Merk	Richard Merk	7/29/03		
Cedar Waxwing	Bombycilla cedrorum		1	Portola Vy, CA San Mateo Co.	Yvonne Tryce		3/8/1999	same	Freezer
Cedar Waxwing	Bombycilla cedrorum		1	Portola Vy, CA San Mateo Co.	Yvonne Tryce				Freezer
Cedar Waxwing	Bombycilla cedrorum		1	Portola Vy, CA San Mateo Co.	Yvonne Tryce				Freezer
Cedar Waxwing	Bombycilla cedrorum		1	Portola Vy, CA San Mateo Co.	Yvonne Tryce	Yvonne Tryce			Stuffed and mounted
Chestnut-backed Chickadee	Parus rufescens		1	Portola Vy, CA San Mateo Co.	Yvonne Tryce		2/27/2002	same	Freezer
Chestnut-backed Chickadee	Parus rufescens		1	Portola Vy, CA San Mateo Co.	Yvonne Tryce				Freezer

BIRDS FROZEN OR ON DISPLAY AT THE PORTOLA VALLEY NATURE CENTER AS OF 12/31/03

Golden Crowned Kinglet	Regulus satrapa	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce				Freezer
Hermit Thrush	Hyllocicha guttata	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce	1/11/1999	same		Freezer
Hermit Thrush	Hyllocicha guttata	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce	10/16/2001	same		Freezer
Hermit Thrush	Hyllocicha guttata	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce	10/13/2002	same		Freezer
Hermit Thrush	Hyllocicha guttata	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce				Freezer
Hermit Thrush	Hyllocicha guttata	2	Portola Vy, CA San Mateo Co.	Yvonne Tryce				Freezer
House Finch	Carpodacus mexicanus	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce				Freezer
Hummingbird Anna's	Calypte anna	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce	3/11/1999			Freezer
Hummingbird Anna's	Calypte anna	1	Santa Clara, CA Santa Clara Co	Anne Hubble	2003			Freezer
Hummingbird rufous	Selasphorus rufus	1	Portola Vy, CA San Mateo Co.	Brad Peyton	2003			Freezer
Hummingbird Anna's	Calypte anna	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce				Freezer
Hummingbird rufous	Selasphorus rufus	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce				Freezer
Lewis Woodpecker	Asyndesmus lewis	1	Northern California	Andrew Browne	1970's			Mounted by Andrew Browne
Mourning Doves	Zenaidura macroura	3	Portola Vy, CA San Mateo Co.	Yvonne Tryce				Freezer

BIRD COLLECTIONS DONATED TO THE PORTOLA VALLEY NATURE CENTER BY LOCAL SCIENCE TEACHERS

COMMON NAME	SCIENTIFIC NAME	SEX	NO.	WHERE FOUND	DONATED BY	DATE OF SALVAGE	DATE TO PVNC	STATUS
American Goldfinch	<i>Spinus tristis</i>		1	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne
Audubon Warbler	<i>Dendroica auduboni</i>	F	1	By Janet Canning in Mountain View, CA Santa Clara Co.	DeStaebler	1/14/1981	11/7/2003	Study mount by Andrew Browne
Bird eggs	unidentified		26		DeStaebler	1975 or before	11/7/2003	In lined cedar box
Brewer's Blackbird	<i>Euphagus cyanocephalus</i>	M	1	Portola Valley, CA San Mateo Co.	Marge DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne
Brewer's Blackbird	<i>Euphagus cyanocephalus</i>	F	1	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne
Brown Creeper	<i>Certhia familiaris</i>		1	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne
Brown Towhee	<i>Pipilo crissalis</i>		1	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne
Bush-tit	<i>Psaltriparus minimus</i>		1	Portola Valley, CA San Mateo Co.	DeStaebler	1/27/1975	11/7/2003	Study mount by Andrew Browne
California Condor	<i>Gymnogyps californianus</i>		1		Andrew Browne	About 1955	1/26/2003	Single feather
California Thrasher	<i>Toxostoma redivivum</i>		1	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne
Canada Goose	<i>Branta canadensis</i>		1	Oregon	DeStaebler	1975 or before	11/7/2003	Head and breast mounts by Andrew Browne
Cedar Waxwing	<i>Bombcilla cedrorum</i>	F	1	Los Altos, CA Santa Clara Co., by Mike Davis	DeStaebler	4/3/75	11/7/2003	Study mount by Andrew Browne

BIRDS FROZEN OR ON DISPLAY AT THE PORTOLA VALLEY NATURE CENTER AS OF 12/31/03

Northern Oriole - Bullocks	Icterus bullockii	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce			Freezer
Oregon Junco	Junco oreganus	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce	10/27/2002		Freezer
Oregon Junco	Junco oreganus	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce			Freezer
Oregon Junco	Junco oreganus	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce			Freezer
Pine Siskin	Spinus pinus	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce			Freezer
Red-shafted Flicker	Colaptes cafer	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce			Freezer
Rufous-sided Towhee	Pipilo erythro-phthalmus	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce	9/1/2001		Freezer
Rufous-sided Towhee	Pipilo erythro-phthalmus	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce			Freezer
Scrub Jay	Aphelocoma coerulescens	1	Portola Vy, CA San Mateo Co.	Andrew Browne	1970's		Mounted by Andrew Browne
Turkey Vulture	Cathartes aura	1	Portola Vy, CA San Mateo Co.	Andrew Browne	About 1990		Mounted by Andrew Browne
Wilson's Warbler	Wilsonia pusilla	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce			Freezer
Yellow-bellied Sapsucker	Sphyrapicus varius	1	Portola Vy, CA San Mateo Co.	Yvonne Tryce	10/27/2002		Freezer

BIRD COLLECTIONS DONATED TO THE PORTOLA VALLEY NATURE CENTER BY LOCAL SCIENCE TEACHERS

Pheasant	Phasianus		n/a		DeStaebler		11/7/2003	Assorted feathers
Pygmy Owl	Glaucidium gnoma		1	Tahoe Keys, El Dorado Co.	DeStaebler	1/4/1976	11/7/2003	DeStaebler
Red Breasted Nuthatch	Sitta canadensis		1	By Jill Harrel at South Shore, CA El Dorado Co.	DeStaebler	11/9/1975	11/7/2003	Study mount by Andrew Browne
Red Breasted Sapsucker	Sphyrapicus varius		1	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne
Ring-necked Pheasant	Phasianus		1		DeStaebler	1982	11/7/2003	Pair of wings, tail, and pair of feet
Ring-necked Pheasant	Phasianus colchicus		1		DeStaebler		11/7/2003	Pair of wings, tail, breast, head, feet
Robin	Turdus migratorius	F	1	Los Altos, CA Santa Clara Co.	DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne
Robin	Turdus migratorius	F	1	By Tim Wells, Los Altos Hills, CA Santa Clara Co.	DeStaebler	2/4/1980	11/7/2003	Study mount by Andrew Browne
Rufous Hummingbird	Selasphorus rufus		1	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Wing by Andrew Browne
Sharp Shinned Hawk	Accipiter velox		1		DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne
Shorebird			1		DeStaebler	1975 or before	11/7/2003	Pair of webbed feet
Shorebird			1		DeStaebler	1975 or before	11/7/2003	2 non-webbed feet
Song Sparrow	Melospiza melodia		1	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne

BIRD COLLECTIONS DONATED TO THE PORTOLA VALLEY NATURE CENTER BY LOCAL SCIENCE TEACHERS

Common Name	Scientific Name	Sex	No.	Location obtained	Donor	Date salvaged	Date to PV Nature Center	Disposition
Galapagos penguin			1	Died in a zoo	DeStaebler	1975 or before	11/7/2003	wing
Golden Crowned Sparrow	Zonotrichia atricapilla		1	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne
Golden Crowned Sparrow	Zonotrichia atricapilla		1	Los Altos Hills, CA Santa Clara Co.	DeStaebler	3/11/1975	11/7/2003	Study mount by Andrew Browne
Golden Eagle	Aquila chrysaetos		1	unknown	DeStaebler	1975 or before	11/7/2003	Portion of wing
House Finch (Linnet)	Carpodacus mexicanus		1	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne
Hummingbird	Unable to determine		1		DeStaebler		11/7/2003	Tongue apparatus
Kestrel (Sparrow Hawk)	Falco sparverius		1	Saline Valley, CA Inyo Co. (desert)	DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne
Lesser Nighthawk	Chordeiles (minor)		1	Lone Pine, CA	DeStaebler	1975 or before	11/7/2003	
Long Billed Dowitcher	Limnodromus scolopaceus	F	1	By P. McCabe at Palo Alto Baylands, CA Santa Clara Co.	DeStaebler	4/9/1975	11/7/2003	Study mount by Andrew Browne
Marbled Godwit	Limosa fedoa		1	California	DeStaebler	1975 or before	11/7/2003	Head mount by Andrew Browne
Mourning Dove	Zenaidura macroura	M	1	Menlo Park, CA San Mateo Co.	DeStaebler	9/22/1983	11/7/2003	Study mount by Andrew Browne
Oregon Junco	Junco oreganus		1	Ormondale School, Portola Valley, San Mateo Co.	DeStaebler	1984	11/7/2003	Study mount by Andrew Browne

MAMMAL SPECIMENS AT THE PORTOLA VALLEY NATURE CENTER

Common Name	Scientific Name	Sex	No.	Location obtained	Donor	Date salvaged	Date Received/deposited	Disposition
Bat (body 5 cm.)	Miotis	M	1	Great Falls, Inyo Co., CA by Andrew Browne	Marge DeStaebler	6/25/75	11/7/2003	Dried in cedar box
Bat (body 5 cm.)	Miotis		1	Great Falls, Inyo Co., CA by Andrew Browne	DeStaebler	1975 or before	11/7/2003	Dried in cedar box
Black Rat (Roof Rat)	Rattus rattus		1	Los Altos Santa Clara Co., CA	DeStaebler	1975 or before	11/7/2003	Study hide by Andrew Browne
Black-tailed Deer, Mule Deer	Odocoileus hemi-onus columbianus		1	Portola Valley, CA San Mateo Co. By Andrew Browne	DeStaebler	1975 or before	11/7/2003	Study hide by Andrew Browne
Brush rabbit	Sylvilagus bachmani	F	1	Portola Valley, CA San Mateo Co. By Andrew Browne	Marge DeStaebler	3/2/1975	11/7/2003	Study hide by Andrew Browne
Deer Mouse	Peromyscus maniculatus		1	Portola Valley San Mateo Co., CA	DeStaebler	1975 or before	11/7/2003	Study hide by Andrew Browne
Deer Mouse	Peromyscus maniculatus	M	1	Great Falls, CA Inyo Co. by Andrew Browne	DeStaebler	1975 or before	11/7/2003	Study hide by Andrew Browne
Desert Wood Rat	Neotoma lepida		1	Great Falls Canyon, Inyo Co., CA	DeStaebler	1/24/75	11/7/2003	Study hide by Andrew Browne
Dusky-footed Wood Rat	Neotoma fuscipes		1	Near Porterville, CA By Andrew Browne	DeStaebler	1975 or before	11/7/2003	Study hide by Andrew Browne
Dusky-footed Wood Rat	Neotoma fuscipes		2	Portola Valley San Mateo Co., CA	DeStaebler	1975 or before	11/7/2003	Study hide by Andrew Browne
Dusky-footed Wood Rat	Neotoma fuscipes		1	Portola Valley, San Mateo Co., CA	DeStaebler	1975 or before	11/7/2003	Study hide by Andrew Browne
Hairy Bat (body 12 cm.)	Lasiurus cinereus		1	unknown	DeStaebler	1975 or before	11/7/2003	Dried in cedar box

BIRD COLLECTIONS DONATED TO THE PORTOLA VALLEY NATURE CENTER BY LOCAL SCIENCE TEACHERS

Unknown bird	Black and brown		1		DeStaebler	1975 or before	11/7/2003	Large breast hide
Western Flycatcher			1	Woodside, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne
Willet	Catoptrophorus semipalmatus		1	California	DeStaebler	1975 or before	11/7/2003	Head mount by Andrew Browne
Yellow Warbler	Dendroica petechia	F	1	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Study mount by Andrew Browne

BONES FROM THE DESTAEBLER and STROSHEIM COLLECTIONS

Common Name	Scientific Name	Sex	No.	Location obtained	Donor	Date salvaged	Date to PV Nature Center	Body Part
Sheep			2		DeStaebler		11/7/2003	Skull and jawbone
Sheep			5	Her family's sheep ranch	Ruth Strosheim	1930's	Teacher retirement	Skulls and other
Horse			1		DeStaebler		11/7/2003	skull
Cow			1		DeStaebler		11/7/2003	skull
Boar (wild pig)			1		DeStaebler		11/2003	Jaw bone
Unknown (cow?)					DeStaebler		11/7/2003	Jaw, scapula, leg bone, vertebra, coccyx
Rodents			2		DeStaebler		11/7/2003	skulls
Raccoon			1		DeStaebler		11/7/2003	skull
Wood rats			2		DeStaebler		11/7/2003	skulls
Turtle (carnivore)			1		DeStaebler		11/7/2003	carapace
snake			1		DeStaebler		11/7/2003	jaw
(herbivore -- deer?)			1		DeStaebler		11/7/2003	skeleton
marmot			1		DeStaebler		11/7/2003	Skull and jawbone
Carnivore (cat?)			2		DeStaebler		11/7/2003	jaw
Horse					DeStaebler		11/7/2003	skulls
Sea Lion			1		DeStaebler		11/7/2003	2 teeth
Shorebird								skull
Shorebird			1		DeStaebler		11/7/2003	skull
Shorebird			1		DeStaebler		11/7/2003	Backbone, leg
			1		DeStaebler		11/7/2003	humerus

MAMMAL SPECIMENS AT THE PORTOLA VALLEY NATURE CENTER

Kangaroo Rat	Dipodomys		1	Great Falls Inyo Co., CA	DeStaebler	6/25/75	11/7/2003	Study hide by Andrew Browne
Kangaroo Rat	Dipodomys deserti		1	Sand dunes, Saline Valley, Inyo Co., CA	DeStaebler	1975 or before	11/7/2003	Study hide by Andrew Browne
Meadow Mouse	Microtus Californicus		1	Palo Alto tidal flats Santa Clara Co., CA	DeStaebler	1975 or before	11/7/2003	Killed by hawk, dried
Meadow Mouse	Microtus Californicus		1	Los Altos Santa Clara Co., CA	DeStaebler	1974	11/7/2003	Study hide by Andrew Browne
Mouse (?)			1	Los Altos Hills by Vicky Martin Santa Clara Co., CA	Marge DeStaebler	10/10/74	11/7/2003	Study hide by Andrew Browne
Pocket Gopher	Thomomys bottae		1	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Study hide by Andrew Browne
Pocket Gopher (immature)	Thomomys bottae		1	MVHS, Mt. View, Santa Clara Co., CA By Robert Cole	DeStaebler	5/18/82	11/7/2003	Study hide by Andrew Browne
Porcupine & 18 quills	Erethizon dorsatum		1	Pine Crest, CA	DeStaebler	1975 or before	11/7/2003	Study hide by Andrew Browne
River Otter	Lutra canadensis		1	unknown	Anonymous delivery	unknown	12/3/2003	Nicely stuffed and mounted specimen
Rodent (?)		F	1	Eagle Borax Works Death Valley, CA	DeStaebler	4/4/71	11/7/2003	Study hide by Andrew Browne
Shrew-mole	Neurotrichus gibbsi		2	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/2003	Study hide by Andrew Browne
Sonoma Chipmunk	Eutamias sonomae		1	Los Altos Hills Santa Clara Co., CA	DeStaebler	1/28/75	11/7/2003	Study hide by Andrew Browne
Striped Skunk	Mephitis mephitis		1	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Study hide by Andrew Browne
Tree Squirrel	Sciurus		1	Portola Valley, CA San Mateo Co.	DeStaebler	1975 or before	11/7/2003	Tail

Rock Inventory (not comprehensive)

Igneous rocks:

(Extrusive)

Pumice
Obsidian
Gabbros
Basalt
Scoria

(Intrusive)

Granite
Diorite,

Sedimentary rocks:

Shale (mudstone)
Sandstone
Limestone
Halite
Breccia
Conglomerate
Coal

Metamorphic rocks:

Slate
Quartzite
Marble
Gneiss
Schist
Serpentine

Rock forming minerals:

Mica
Feldspar
Silicates
Carbonates
Sulfates
Oxides
Sulfides

Ores:

Magnetite
Silver ore
Azurite
Copper
Pyrite

Crystals:

Quartz
Topaz
Amethyst

Other:

Jasper
Stalactites
Desert Roses
Geodes

Fossils:

Petrified wood
Trilobites
Dinosaur bone
Crinoids

CONE SPECIMENS FROM WIDE AREA

Grey Needle Pine (formerly known as Digger Pine)

Pinus sabiniana

Sugar Pine (also known at Western Yellow Pine or Bull Pine)

Pinus lambertiana

Monterey Pine

Pinus radiata

Pacific Ponderosa Pine

Pinus ponderosa

Bristlecone Pine

Pinus longaeva or *balfouriana*.

Coast Redwood

Sequoia sempervirens

Big Tree

Sequoia gigantea

Dawn Redwood

Metasequoia glyptostroboides

Coastal Douglas Fir

Pseudotsuga menziesii

Sitka Spruce

Picea sitchensis

Deodora Cedar

Cedrus deodora

Monterey Cypress

Cypress macrocarus

