



TOWN OF PORTOLA VALLEY

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7:30 PM – Special Town Council Meeting

Wednesday, June 20, 2012

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

SPECIAL 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.

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 May 23, 2012 (3)
- (2) **Approval of Minutes** – Special Town Council Meeting of May 30, 2012 (14)
- (3) **Ratification of Warrant List** – June 13, 2012 (19)
- (4) **Recommendation by Acting Administrative Services Director** – Alpine Beer Garden Lease Renewal (31)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving a Lease with Alpine Beer Garden, Inc. (Resolution No. __)

REGULAR AGENDA

PUBLIC HEARING

- (5) **PUBLIC HEARING** – Proposed Amendments to Site Development and Zoning Ordinances to Adjust Permit Appeals Periods and Time Limits (50)
 - (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Title 15 [Buildings and Construction] and Title 18 [Zoning] of the Portola Valley Municipal Code to Adjust Permit Appeals Periods and Time Limits (Ordinance __)
- (6) **Presentation by Town Manager** – Review Proposed 2012/13 Budget (61)
- (7) **Recommendation by Town Manager** – Authorization to Pay Off CalPERS Side Fund (106)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing Payment to the California Public Employee Retirement System in the Amount of \$319,066 to Pay Off the Town of Portola Valley's Side Fund Liability (Resolution __)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Appointment by Mayor** – Request for Appointment of member to the Parks & Recreation Committee (124)
- (9) **Reports from Commission and Committee Liaisons** (127)

There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (10) **Town Council Weekly Digest** – May 25, 2012 (128)
- (11) **Town Council Weekly Digest** – June 1, 2012 (142)
- (12) **Town Council Weekly Digest** – June 8, 2012 (151)
- (13) **Town Council Weekly Digest** – June 15, 2012 (170)

CLOSED SESSION

(14) **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Government Code Section 54956.9(b)

Significant Exposure to Litigation: one case

(15) **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Government Code Section 54956.8

Properties: 900 Portola Road and Town-owned lots in Blue Oaks subdivision

Town negotiators: Town Attorney and Councilmember Wengert

Negotiating parties: Geoff and Colleen Tate

Under negotiation: price and terms of payment

REPORT OUT OF CLOSED SESSION

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

TOWN COUNCIL MEETING NO. 840 MAY 23, 2012

Mayor Derwin called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. 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
Leigh Prince, Town Attorney Representative

ORAL COMMUNICATIONS

Fred Krefetz, 846 Portola Road, drew the Council's attention to an issue relating to the culvert beneath Portola Road near his property. He said its design is known to be deficient in high water runoff situations, when the water flows from the culvert inlet over the roadway and floods his property. He said Public Works Director Howard Young claims to be unaware of any problems with the culvert, although the situation has been "known for well over a decade" and the Town has imposed a storm drainage easement with respect to a subdivision that has been tentatively approved.

Mr. Krefetz indicated that Town Attorney Sandy Sloan informed him that neither she nor Town Planner Tom Vlasic would meet with him unless he pays for their time, despite the fact that the meeting has nothing to do with the subdivision project. He said he wants to understand the Town's plans with respect to this issue, the property damage caused by the flooding and the potential harm to tenants, guests and others on the property.

Mayor Derwin said because the item isn't on the agenda, the Council couldn't discuss it now, but she will follow up personally.

- (1) Presentation: Portola Valley Ranch Fire Risk Management Committee – process to become a Firewise Community [7:35 p.m.]

David Rock advised the Council that since forming a task force in 2009, Portola Valley Ranch residents have spent considerable time and expended concerted effort that resulted in a Firewise Community designation. He introduced PVR Fire Risk Management Committee Chair Dudley Carlson as well as members Rita Rubinfeld and Susan Hine.

Ms. Carlson told the story of a neighbor's move to the Ranch on a hot July day in 1981, when PVR was still a new development with a few clumps of old oak trees but mostly cow pasture where the landscaping had not yet begun to mature. As this neighbor rode in the moving van to the top of Horseshoe Bend, looking over the rolling hills she saw flames rising from homes at the other end of Arastradero Road. The mover asked, "Lady, are you sure you want to live here?" Today, Ms. Carlson said, this neighbor's home and most of the others in Portola Valley Ranch are surrounded by vegetation and trees up to 50 feet tall.

As Ms. Carlson explained, residents' efforts to improve fire safety and awareness of the dangers started after a series of summers and big fires in Southern California in 2006-2009. When the State began re-drawing maps of high-risk fire areas, Portola Valley followed suit. PVR residents followed the process closely, she said, because they'd learned a great deal about emergency preparedness. Previously, she added, residents had been concerned about preparation for an earthquake, but determined that with fire, it wasn't a question of "if" but "when" a fire such as that in Santa Barbara, Big Sur and Santa Cruz would occur here.

Quoting from an Associated Press story at the time of the Santa Barbara fire in 2009, Ms. Carlson said, “Firefighters say if residents of the hillside homes ringing Santa Barbara hadn’t been aggressive in clearing brush and fire-prone plants from their property, hundreds of homes – not just 31 – could have been lost.” She said she and other Ranch residents looked around at the 200 homes on fairly steep hills surrounded by gullies, open space and woods, and decided something had to be done right away.

Starting as a discussion group within PVR’s Emergency Committee, the task force morphed into a task force that became an ad hoc committee and then a standing committee. Ms. Carlson said members talked to people in Town offices, consultants and contractors before deciding to hire a consultant because they lacked some of the specific expertise they felt was needed. They chose Carol Rice from Wildland Resource Management Inc., who spent considerable time helping committee members learn about fire behavior and which plantings are safer or more dangerous than others.

After Ms. Rice had written a report describing how residents could go about improving fire safety on their properties, volunteers went out to homeowners to talk about creating defensible spaces. That approach didn’t work particularly well, because despite what volunteers told homeowners, Ms. Carlson said that what residents heard was to cut down the trees and clear everything within 30 feet of their homes.

The committee developed a new approach, pointing out that fuel reduction is easy:

- Get rid of what’s dead.
- Reduce leaf litter to two inches.
- Mow grass to two inches in season.
- Eliminate fuel ladders – i.e., grass coming to shrubs under low-hanging branches near a building or tree canopy.
- Create a space of about five feet between structures and plantings – “We learned that nuance was important,” Ms. Carlson said.
- Remove anything beneath a house that’s flammable.

People began to respond to that approach, she said. Volunteers worked on demonstration properties, visited property owners who wanted to see them, and conducted community and neighborhood meetings; within a year, 20 to 30 households had created appropriate defensible spaces around their homes. She said that PVR has the good fortune to have a homeowners’ association (HOA) that holds meetings, that residents enjoy a sense of community and open communication channels. Over the past five years, Ms. Carlson said, two-thirds of the homeowners have become involved in this effort.

Three years into the process, she said, the committee was ready to try to apply for recognition as a Firewise Community. An educational initiative of the National Fire Protection Association, the Firewise Community program was created to help people learn to live with the possibility of fire and to work together as neighbors to reduce the risk of property destruction and loss of life. Primary funders include the U.S. Department of Agriculture Forest Service, the U.S. Department of the Interior, and the National Association of State Foresters.

Maintaining Firewise Community status requires annual renewal, Ms. Carlson explained, and now the group is trying to take what has been a voluntary process, with guidelines that have been compressed into a two-page checklist for contractors, and institutionalize it as part of Ranch procedure that all homeowners must follow – and follow up on each year. She said the committee believes it has developed a good model, but members are keenly aware that one-third of The Ranch’s homeowners haven’t joined the effort yet.

She identified two primary challenges among those not yet on board. It's hard to persuade people to clear brush and foliage when their motivation for moving to The Ranch was the desire to live in wildland, in the midst of nature, she said. They also object to the idea of destroying wildlife habitat in the process of creating defensible space. When it comes to finding the perfect balance of living in a wildland/urban interface, she said, there are no easy solutions. If wood rats build a nest up against a house or beneath a deck, that house is likely to burn if a fire comes. If the nest is 30 feet away, it's far less of a problem.

The other challenge Ms. Carlson is a desire for privacy. She said that some people prefer to be invisible and surround themselves by as much vegetation as possible. They don't want anybody to tell them what they should do on their property.

Ms. Carlson said the committee wants Portola Valley to share the information it has gathered and challenge other communities within the Town to follow suit. Members of the PVR committee are willing to reach out to other homeowners' groups, neighborhood associations and clusters of neighbors who are interested. Ms. Carlson said they've learned that a town is too large an entity and too formal for it to be an effective Firewise Community. The process works neighborhood by neighborhood, with the recognition that if one home catches fire, others in the neighborhood are in jeopardy. If Los Trancos Woods catches fire, spark showers will hit Portola Valley Ranch. She said she hopes Ranch residents have done enough in the way of fuel reduction and defensible space creation to survive that, but in a stiff wind, sparks could cover the Town, and every bit of defensible space makes everyone a little bit safer.

She said her group offers itself as a neighbor-to-neighbor resource if others who are interested can be identified. She also said it would be great if the Town Center would consider viewing itself as a neighborhood that could become a Firewise Community as another model, a project for garden clubs and something residents could learn from and/or contribute to – because the Firewise Community has also proven to be a great community-building exercise among neighbors.

To explain the process of submitting The Ranch's application to become a Firewise Community, Ms. Carlson introduced Ms. Rubinfeld as the one who reorganized The Ranch's jumble of Firewise information.

Ms. Rubinfeld said the application the NFPA uses is easy enough to compile if you've done a fair amount of work ahead of time. It requires:

- Having a fire board established in the community.
- Obtaining an outside risk assessment by a consultant.
- Providing a plan that the HOA is planning to implement in the community.
- Observing a Firewise Day each year; for The Ranch, the first year's event consisted of presentations and property visits to two residences, one of which had completed remedial work and one where it had not been done.
- Submitting evidence of having spent a certain amount per year in the community; for The Ranch, it was easy to achieve, she said. With roughly 500 residents, the committee showed having spent \$2 per person on Firewise expenditures. The money can be calculated in dollars or people's time or a combination of both. The first year, she said, The Ranch came up with \$51,000 -- \$50,000 more than needed, and that excluded hundreds of volunteer hours.

As part of the process of preparing for the application, Ms. Rubinfeld called a number of different types of communities – in Southern California, Marin County and Sea Ranch. She said the Firewise organization is good at helping identify the people to contact, who were all delighted to take part. Ms. Rubinfeld said that becoming a Firewise Community was probably easier for The Ranch than those other communities

because PVR is homogenous community and it was easy to prove the required expenditures. Those issues can be challenging for other communities, she said.

With about 10 hours worth of upfront work behind her, Ms. Rubenfeld said she completed the Firewise Community application in about 40 hours, but noted that she probably went overboard in organizing all of the documents. The Ranch ever put out in a coherent form to submitting, because she didn't know how stringent the review process would be.

After initial approval, Ms. Rubenfeld said that annual renewals are simpler. Every year, a Firewise Community simply has to show that it continued to have a Firewise Board, held a Firewise Day for the community, and spent at least the \$2 per resident. For the second Firewise Day, Ms. Carlson galvanized the community with videos that captured residents' attention – including one of the Oakland Hills fire. The committee was asked to be more aggressive in its efforts to involve additional homeowners, so they're moving toward mandatory compliance. That shift resulted from listening to homeowners who stood up to say, "Hey, we've done our work, but if everybody else in the community doesn't do theirs, we're vulnerable."

Mr. Rock added several points:

- Woodside Fire Protection District officials, with whom the committee had also worked, came to The Ranch with their largest fire truck for Firewise Day.
- Mitigation measures helped residents maintain their homeowners' insurance.
- The Ranch is the only Firewise Community from the South Bay all the way to Marin County.

Noting that she'd been well aware of The Ranch's work, Mayor Derwin said it's been very inspirational and agreed it's important to get the message out into the community.

Councilmember Driscoll suggested the committee investigate the question of how creating clearance space between buildings and tree canopies intersects with the Town's Heritage Tree Ordinance to ensure that following Firewise Community recommendations doesn't put residents in violation of the ordinance.

Ms. Rubenfeld said she had not thought of the Heritage Tree issue before and would look into it, but in terms of street paving operations, the Fire District had indicated that the Town requires trees to be trimmed back to provide curbside clearance for delivery trucks and other vehicles. Due to the frequency with which vehicles and equipment sparks start fires, Ms. Rubenfeld pointed out that The Ranch's pointed guidelines also include trimming above curbs.

CONSENT AGENDA [8:01 p.m.]

- (2) Approval of Minutes: Regular Town Council Meeting of May 9, 2012 [*removed from Consent Agenda*]
- (3) Ratification of Warrant List: May 23, 2012 in the amount of \$272,977.90
- (4) Recommendation by Town Manager: Adopt a Resolution naming authorized officers, Morgan Stanley Smith Barney, to sell donated stock
 - (a) Resolution of the Town Council of the Town of Portola Valley Authorizing the Sale of Stock (Resolution No. 2552-2012)

By motion of Councilmember Driscoll, seconded by Councilmember Aalfs, the Council approved Items 3-4 on the Consent Agenda with the following roll call vote:

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

No: None

REGULAR AGENDA [8:02 p.m.]

(2) Approval of Minutes: Regular Town Council Meeting of May 9, 2012

Councilmember Driscoll moved to approve the minutes, as amended, of the Regular Town Council Meeting of May 9, 2012. Seconded by Councilmember Aalfs, the motion carried 5-0.

(5) Recommendation by Interim Assistant Town Manager: Adoption of Resolutions approving agreements between the County of San Mateo and the Town of Portola Valley for Basic and Supplemental Law Enforcement Services [8:03 p.m.]

- (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 2012-2013 through Fiscal Year 2014-2015 between the Town of Portola Valley and the County of San Mateo (Resolution No. 2553-2012)
- (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 2012-2013 through Fiscal Year 2014-2015 Between the Town of Portola Valley and the County of San Mateo (Resolution No. 2554-2012)

Ms. Powell said the Town partnered with Woodside to convey a strong message to the San Mateo County Sheriff's Office that escalating cost of its services is a serious concern, suggesting a 5% annual cap on increases. She said the Sheriff's Office responded well, with a 3% increase on the basic contract and an average of 3.63% on the supplemental services. She also pointed out that the supplemental agreement includes a provision for renegotiation if State COPS funding doesn't come through.

In response to Vice Mayor Richards's question about handling fines and forfeitures (Provision 13 of the basic agreement), Mr. Pegueros said County remittances to the Town go into the General Fund.

Vice Mayor Richards asked about "Assigned Personnel" (Exhibit. A, Services, No. 2A) indicating six positions when he counted only five. Mayor Derwin had the same question. Ms. Powell noted that night/peak period patrols included two teams so should be counted twice. Mr. Pegueros added that the detective listed for Investigations was separate from the deputies counted in the Patrol positions.

Councilmember Wengert and Vice Mayor Richards asked whether the supplemental agreement could be canceled if State funding is not available. Ms. Powell said the Town could decide what to do under those circumstances.

In response to Mayor Derwin's question about whether the Town has received feedback about patrol coverage being insufficient. Ms. Powell said she didn't think so, and the Sheriff's Office has been good about providing extra coverage for special events. Referring to the Supplemental Services agreement, Mayor Derwin also asked whether the Town has ever incurred Special Patrol Service Costs (Exhibit A, No. 5). Ms. Powell provided an example of such services.

In response to Councilmember Driscoll, Ms. Powell said the last Sheriff's Department contract provided for average annual increases of 10% -- which is what led to the strong message this year that such large increases were unsustainable.

Councilmember Wengert moved approval of the agreement for Basic and Supplemental Law Enforcement services between the Town and San Mateo County of San Mateo for FY 2012-2013—

FY 2014-2015 (Resolution Nos. 2553-2012 and 2554-2012). Seconded by Vice Mayor Richards, the motion carried 5-0.

In response to an observation from Councilmember Driscoll, Mr. Pegueros indicated a preference for using his initials rather than his full name to avoid potential problems with unauthorized parties copying his electronic signature.

(6) Public Hearing – Recommendation by Interim Assistant Town Manager: Setting new Fee Schedule for Administrative, Building, Public Works/Engineering and Planning Departments [8:14 p.m.]

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley approving a new Fee Schedule for Administrative, Building, Public Works/Engineering and Planning Departments (Resolution No. 2555-2012)

Ms. Powell noted that due to the time and expense involved in studying and updating fees, the Town hasn't modified its fee schedule since 2001. As a result, current fees and actual costs of providing services aren't in alignment. To avoid this situation going forward, the resolution includes provision for annual fee increases based on changes in the Consumer Price Index (CPI).

In general, Ms. Powell said, she and other staff members involved in fee evaluation examined all fees relating specifically to Town staff work. Deposits the Town collects to recover costs of the Town Planner and Town Geologist also are under review, but will be addressed separately at another time. She recapped the changes:

Administrative fees:

- Photocopies: Flat per-page charge of \$0.25 in accordance with Government Code Section 6253.
- CD duplication: \$10 for each CD copied (the Town no longer uses audiotapes for recordings).

Building fees:

- Commercial projects: The resolution reflects a proposed change to a methodology that would move cost recovery to a deposit-based system whereby projects would be charged initially only for inspection and plan check services provided by Town staff or consultants. The Building Official would notify the contractor if additional deposits would be assessed to recover actual costs.
- Residential projects: The methodology for inspection fees would change to a flat fee based on construction type and square footage; the Building Official and the contractor would discuss the number of inspections needed. For plan checks, additional deposits would be collected to recover actual costs beyond the valuation-based estimate.
- Permit applications: The fee for new construction permits would be higher than for standalone permits (e.g. electrical, mechanical, plumbing) to reflect the differing amounts of staff time needed for intake and processing).

Public Works and Engineering:

- Fee and deposit increases are being proposed to achieve 100% recovery of costs associated with services provided by the Public Works Director and/or contract inspectors. The Town doesn't process many of these fees, which relate primarily to encroachments into the Town's right of way.

Planning Department – three categories of cost recovery have been identified:

- Private benefit: Proposed fees would achieve 75% cost recovery for services that primarily benefit the property owner and place a considerable time demand on staff (e.g., subdivisions).
- Private/public benefit: Proposed fees would achieve 50% cost recovery for services that generally provide equal benefits to the property owner and the community (e.g., architectural review).
- Public benefit: Proposed fees would achieve cost recovery between 8% and 45% to encourage compliance with Town codes, regulations and policies for low-cost projects of broad interest to the community (e.g., tree removal permits).

Ms. Powell indicated that implementation of these proposals – which would take effect on July 1, 2012 – would increase revenues by about \$131,000 annually.

Councilmember Wengert asked whether architects, builders, etc. had provided any input about the magnitude of the changes proposed. Vice Mayor Richards (an architect) said there are so many variables that it's hard to draw parallels among communities. He considers the proposed fee structure much fairer than the current one. Mr. Pegueros said it's hard to argue with the notion of paying for services provided in contrast to a percentage of the project costs.

Councilmember Driscoll indicated that as the Town tries to achieve greater cost recovery, it's important to continue to emphasize efficiency on the part of Town staff. He said the Town has a moral obligation to try to keep the fees reasonable. Councilmember Driscoll appreciated the idea of a built-in CPI adjustment. Vice Mayor Richards agreed, but pointed out that regular reviews also are appropriate going forward.

Mayor Derwin opened the public hearing. With no one coming forward, she closed the public hearing.

Councilmember Driscoll complimented everyone who worked on the new fee schedule.

Vice Mayor Richards moved to adopt the Resolution approving a New Fee Schedule for Administrative, Building, Public Works/Engineering and Planning Departments (Resolution No. 2555-2012). Seconded by Councilmember Aalfs, the motion carried 5-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(7) Reports from Commission and Committee Liaisons [8:26 p.m.]

Councilmember Aalfs:

(a) Architectural and Site Control Commission (ASCC)

The ASCC reviewed a few minor residential additions at its May 14, 2012 meeting.

(b) Portola Road Corridor Plan Task Force

The Task Force met for the first time on May 15, 2012, and had a good discussion about priorities to cover in a draft plan.

Councilmember Driscoll:

(c) Cable & Utilities Undergrounding Committee

The Committee met on May 10, 2012. After two years worth of work, Councilmember Driscoll reported, Committee members are frustrated because they thought they'd identified a section for undergrounding and were in line for the PG&E Rule 20A funds to

support it, but all now seems to be on hold because the committee apparently had been misinformed about being qualified.

Councilmember Wengert:

(d) Parks and Recreation Committee

On the agenda at the May 21, 2012 meeting:

- Bill Pickering talked about softball, and now that the trees are down the league wants to extend the field and make it more spherical. Staff has identified a potential grant of \$21,500. A grading estimate from the Public Works Director comes to \$10,000. Netting would increase the cost beyond the \$21,500. The Committee decided the top priorities would be to move the fence and upgrade the field. Mr. Pegueros reported that Mr. Young is confident the project can get underway on July 11, 2012 if it can get on the Town Council agenda before that; otherwise it will go into September 2012.
- The Ford Field renovation discussion basically covered the same territory that was covered in the last Town Council meeting. The fundraising group remains highly motivated, "firing on all cylinders."
- Jane Wilson is heading this year's Zots to Tots race.

Vice Mayor Richards:

(e) Emergency Preparedness Committee

Meeting on May 10, 2012, the Committee:

- Conducted a debriefing on the April 19, 2012 Wildfire Evacuation Exercise.
- Reviewed the Emergency Broadcast Radio project, discussing plans to request approval for purchasing an AM radio and possible antenna locations. (Mr. Pegueros pointed out that the radio also is highly operable without a fixed antenna, because it is portable and can be moved to different locations.)

(f) Cultural Arts Committee

Meeting on May 10, 2012, members of the Cultural Arts Committee discussed:

- Plans for the Town Picnic.
- Art projects for children.
- A possible photo exhibit.
- Problems with broken tiles on the fence at the Children's Playground.
- Its budget.

(g) Conservation Committee

The Conservation Committee met on May 22, 2012, discussing:

- Oak trees on the Wick property that Committee members can't evaluate because they can't get close enough to them.
- The emergence of an invasive, Euphorbia – also called egg-leaf spurge.

Mayor Derwin:

(g) (C/CAG) City/County Association of Governments

Among discussion items at C/CAG's May 10, 2012 Board meeting:

- Measure M, the Vehicle License Fee (VLF) tax. Mayor Derwin indicated that the Town receives about \$535,000 monthly, which Mr. Pegueros said is being used for street resurfacing.
- The Safe Routes to School Program, which has \$15,000 available per city.
- A letter to be written to the California High Speed Rail Authority, the most controversial item on the agenda. Originally, Mayor Derwin explained, the letter was meant to support a revised California high-speed rail business plan, but in the end, C/CAG supported (by a 9-8 vote) the blended two-track system with electrification, positive train control and no investment.

(h) (RMCP) Resource Management and Climate Protection Committee

The Resource Management Climate Protection meeting, held on May 11, 2012, included:

- A presentation by the Bay Area Air Quality Management District (BAAQMD) and a lively discussion of electric vehicle (EV) readiness planning. Mayor Derwin reported that apparently some stations can charge vehicles to 80% of capacity in 15 minutes.
- A PG&E presentation on time-varying pricing (peak and off-peak) and outreach to small- and medium-sized business in San Mateo County. Mayor Derwin reported that apparently the old flat rate for commercial customers will end soon.
- An update on the Regionally Integrated Climate Action Planning Suite (RICAPS).

Mayor Derwin attended the 2012 Indicators for a Sustainable San Mateo County Launch & Lunch on May 21, 2012. A panel discussion moderated by San Mateo County Supervisor Dave Pine featured San Mateo County Health Care System Chief Jean Fraser, San Mateo Police Chief Susan Manheimer and Sequoia Healthcare District CEO Lee Michelson.

WRITTEN COMMUNICATIONS [8:49 p.m.]

(8) Town Council May 11, 2012 Weekly Digest

- (a) #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 – April 30, 2012

Councilmember Driscoll said he was surprised by what he read in this letter. Councilmember Wengert described the situation as politically charged and Mayor Derwin called it messy, but pointed out that communities can't be forced to build larger libraries if they don't want them.

- (b) #2 – Letter from Judith Murphy, Chair of the Conservation Committee, to the Town Council with a request for additional maintenance service for weed abatement – May 4, 2012

Vice Mayor Richards said Conservation Committee members worry that they can't keep up with weeds and invasives. Councilmember Driscoll said although the rainy season is the best time for broom-pulling, rain postponed the Committee's planned pull. The delay hampered turnout, but those who showed up spent a full Saturday pulling broom and some even went out on their own afterwards to do more. When Committee members asked Councilmember Driscoll why Public Works doesn't keep the Town's right-of-way clear of invasives, he explained budget limitations affect how much Mr. Young can accomplish and suggested writing a letter asking the Council to consider increasing the Public Works budget for this purpose.

Mr. Pegueros said Mr. Young estimates a trial program for contracted regular maintenance would run about \$15,000. Although Mr. Pegueros said he's still trying to balance the budget for FY 2012-2013, when the time gets closer he will be prepared to make a recommendation to cover some of that cost, but it may not be the full amount.

Councilmember Wengert observed that the problem involves two factors converging – increasing amounts of invasives and fewer people to deal with them. Councilmember Driscoll said more prominence on the Town website and/or in the newsletter might be helpful. He also suggested a program whereby the Town might offer to buy cleared thistle and broom by the pound, which would prompt residents to help clear it. Councilmembers discussed the idea, indicating it could be something similar to what was done with creek cleanup, and could involve youth groups working on community service or fundraising.

- (c) #3 – League of California Cities with information regarding the designation of Voting Delegates and Alternates – May 3, 2012

Mr. Pegueros said the League of California Cities annual conference in San Diego is scheduled for September 5-7, 2012. If someone on the Council wants to represent Portola Valley, he said he'd prepare a resolution to appoint him/her as a voting delegate. Mayor Derwin said that she will consider attending.

- (9) Town Council May 18, 2012 Weekly Digest

- (a) #7 – Memo from Brandi de Garreaux, Sustainability Coordinator, re: Supporting a Sustainable Food System – April 10, 2012 (Council Separates included a related item, a San Mateo County Food System Alliance document entitled *Producing, Distributing & Consuming Healthy Local Food: Ingredients for a Sustainable Food System*, dated May 18, 2012)

Councilmember Driscoll expressed interest in the idea of a Farmers' Market that Ms. de Garreaux raised in her memo. Mayor Derwin indicated that Planning/Building Services Advisor Leslie Lambert has been in discussions with Laura Stec about possibly doing this on Thursday evenings when the Mobile Gourmet food trucks come to Christ Episcopal Church. A chef and Portola Valley resident, Ms. Stec is Corporate Chef for Pescadero Foods, as well as an author, public speaker and green-cuisine consultant. In response to a question from Councilmember Driscoll, Mayor Derwin suggested waiting to see how this develops before getting a committee involved. Councilmember Driscoll also suggested encouraging Roberts Market to be involved in any Farmers' Market effort.

Mr. Pegueros indicated that The Priory apparently produces a considerable amount of the food served in its cafeteria.

- (b) #8 – Memo from Barbara Powell, Interim Assistant Town Manager, re: Task Group concerning Town’s Website Policy – May 18, 2012

Mayor Derwin and Councilmember Wengert agreed to participate in task group discussions along with Ms. de Garneau Mr. Pegueros, Ms. Sloan and Administrative Services Officer Stacie Nerdahl.

- (c) #9 – Memo from Nick Pegueros, Town Manager, re: League of California Cities Update on State Budget – May 18, 2012

Councilmember Driscoll said he appreciated the update.

- (d) #12 – Memo from Nick Pegueros, Town Manager, re: MROSD Preliminary Use and Management Plan Amendment for the Hawthorns (Wood Trust) Property – May 18, 2012

In response to Mayor Derwin, Mr. Pegueros indicated that the Midpeninsula Regional Open Space District approached Town staff requesting involvement in any discussions concerning the Hawthorns property. At this time, he said, the MROSD is considering the proposal included in the Digest. If this proposal moves forward, he asked the Council to designate a point person to interface with the MROSD. Councilmember Driscoll, who indicated that the discussion should be on the Council agenda, agreed to be the Council’s representative in the interim.

Councilmember Wengert said the Trails and Paths Committee has had a longstanding request to be involved in Hawthorns property discussions as well, inasmuch as members are interested in the possibility of an easement across that property.

ADJOURNMENT [9:03 p.m.]

Mayor

Town Clerk

PORTOLA VALLEY TOWN COUNCIL SPECIAL JOINT MEETING WITH WOODSIDE TOWN COUNCIL,
NO. 841, MAY 30, 2012

Mayor Derwin called the meeting to order at 7:41 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Portola Valley Councilmembers Jeff Aalfs and Ted Driscoll; Vice Mayor John Richards; Mayor Maryann Derwin

Woodside Councilmembers David Burow, Deborah Gordon, Peter Mason; Ron Romines and Thomas Shanahan; Mayor David Tanner

Absent: Councilmembers Ann Wengert (Portola Valley) and Anne Kasten (Woodside)

Others: Nick Pegueros, Town Manager
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

REGULAR AGENDA [8:02 p.m.]

Welcoming the Woodside representatives present, Mayor Derwin explained that it's been a recent Portola Valley Town Council tradition to devote the fifth Wednesday of applicable months to emergency preparedness. She said she and Mayor Tanner had talked for several years about having a joint meeting, and it took new Woodside Fire Protection District Fire Chief Dan Ghorso and the Firewise Committee to ultimately make it happen. The Firewise Committee is a collaborative effort between the Fire Protection District, the Town of Woodside and the Town of Portola Valley to raise awareness of the dangers of wildland fires in our wildland/urban interface communities. In the spirit of the idea that regionalism may after all be a good thing and knowing that sharing wisdom, ideas and services between neighboring jurisdictions is simultaneously smart, prudent, enjoyable and community-building, Mayor Derwin said she looks forward to future joint meetings.

(1) Presentation: Overview of CERPP [7:34 p.m.]

Representing CERPP – the Citizens Emergency Response Preparedness Program – were John Carnes, Stephanie Truitt and Gaylyne Mann. Dr. Mark Campbell founded the organization in 1997, and it remains true to its two main objectives – encouraging preparedness and well-rehearsed disaster response, so that resources, plans and trained people are in place and ready to assist after a disaster. The Fire Protection District, with three stations and about 13 firefighters on duty at any given time, is not equipped to deal with a disaster on its own.

Mr. Carnes said he worked with Dr. Campbell and an umbrella group of a number of neighborhoods in CERPP's early days. Ms. Mann, working in the Fire Protection District, served as CERPP's first emergency preparedness coordinator, key contact and organizer. Ms. Truitt's focus has been on post-disaster animal welfare.

As part of many organizations involved in disaster preparedness and response, Mr. Carnes explained that CERPP coordinates with the towns of Woodside and Portola Valley, the Fire Protection District, the Sheriff's Office, the School Districts and various volunteer groups. With so many players involved, he said it can be a struggle making sure everyone knows what everyone else is doing and that their plans mesh.

If a disaster hits, each of CERPP's 25 divisions – individual communities of volunteers within the Fire Protection District – will act independently, responding to needs within their own neighborhoods and

reporting to their town's Emergency Operations Center (EOC) with emergency needs (if 9-1-1 is unavailable), status updates, damage assessments, resource requests, etc. At the same time, the organization's animal-rescue volunteers will be working through the Fire District on first aid, evacuation, sheltering, etc.

CERPP has neither a central command nor a hierarchical organizational structure. Each CERPP division has a leadership team whose members serve as point people for neighbors within the division and for the Fire Protection District. The divisions are equipped with emergency medical supplies and a radio communications system to facilitate inter-division communication and contact with their EOCs. Each of the elementary schools also has a radio tie-in to this system. Within the divisions, more than 100 tactical radios are also deployed among CERPP members to facilitate communication with one another.

Acknowledging that the quality of radio communication in some areas is inadequate, Mr. Carnes said some divisions are using repeater systems, and others, such as one in the Old La Honda Road area, are looking into that.

In addition to the divisions, CERPP has nine disaster depots that consist of 40-foot shipping containers holding supplies for logistics and sheltering (e.g., cots, blankets, towels, diapers, water-luggers). More than 150 medical kits also have been distributed throughout the district to support the community volunteers in administering first aid at first-responder level – approximately 40 hours of Red Cross or American Heart Association first-aid training. CERPP volunteers also maintain the organization's physical infrastructure and keep its supply inventory replenished and up-to-date.

Mr. Carnes said CERPP does a considerable amount of training and exercise work, including two citizen-based disaster drills almost every year, one earthquake-oriented and one fire-oriented, because the responses to the two types of disasters differ. CERPP also conducts classes on disaster-preparedness, use of radios, search and rescue, disaster management, CPR, first aid, etc. The most elaborate is citizens' emergency-response training, which is based on a standardized curriculum endorsed by FEMA. Since launching this program in 2008, CERPP has trained more than 200 Portola Valley and Woodside residents. The organization's first-ever advanced CERPP class is scheduled for this fall.

Ms. Truitt explained that after Hurricane Katrina, she and Ms. Mann discussed developing a program that has since become a state mandate that calls for community emergency plans with provisions for animal evacuation. Included under the CERPP umbrella, the program that emerged in December of 2006 is called DART, for Disaster Animal Rescue Team. Its work includes plans to bring both large and small animals – including horses, cattle, llamas, peacocks, dogs, cats, etc. – to a safe place where residents can retrieve them. DART also is called upon for occasional rescues of large animals that get stuck in the mud, fall into pools, etc. Through this service, residents also have access to low-cost microchipping, and DART is in the process of building its own regional database to help reunite animals and their rightful owners without relying solely on a national network, which may well be impossible to query in the event of a disaster.

Fay Brophy, Emerald Hills, said she's interested in learning more about how the animal rescue program works, but doesn't know where to find information about it. The San Mateo County Sheriff's Office doesn't even have information on the program, she said. Ms. Truitt said she's had several meetings with Casey Terribilini, co-leader of the Sheriff's Office Mounted Search and Rescue (SAR) Unit. She said she also receives rescue calls from the Fire Protection District and through the San Mateo County Horsemen's Association. Acknowledging that it's been difficult to get the word out, she said she's open to suggestions to increasing awareness.

Mr. Carnes indicated that in addition to working to improve its web and social media presence, CERPP tries to get its message out via emails. Committed to step up marketing efforts and do a better job of recruiting new volunteers, CERPP has engaged the services of a marketing consultant – Linda Popky, President of Leverage2Market Associates, who had worked with CERPP previously. The organization is shifting to a new tag line, "Be Ready Today."

CERPP's two major challenges lie in getting the word out and getting volunteers in. As Mr. Carnes explained, CERPP is especially struggling in terms of maintaining the corps of leadership-level volunteers who oversee day-to-day operations. This is why, he said, CERPP has missed some of its twice-yearly disaster drills, and hasn't been able to keep up with its quarterly radio-check program. He said existing volunteers need to be re-engaged and new ones recruited. In the meantime, he pointed out, both Portola Valley and Woodside have new Town Managers, and the Fire Protection District has a new Fire Chief.

One of the Councilmembers asked what the Town Councils can do to support CERPP. They can:

- Bring new people in to division leadership roles. In their capacity as Councilmembers, Mr. Carnes said Councilmembers know people – people who are interested in the community and would be good in CERPP division leadership roles. He said he'd prepare a list of which divisions need help for the Councilmembers' reference. CERPP's founder "knew everybody," Mr. Carnes said, so he had no trouble assembling 25 leaders. Over time, the corps of leaders he marshaled has eroded.
- As a Town Council, continuously broadcast the message that community-based emergency preparedness and response is critical. Portola Valley and Woodside aren't communities with big fire departments standing by to respond to a disaster.
- Participate in CERPP training, drills, exercises and classes, not only to know CERPP better but to better understand what to expect of CERPP volunteers – and in some cases, to be eligible for FEMA assistance.
- Sponsor joint and individual drills on a regular basis, including on weekends from time to time.

In terms of who's responsible for what, Mr. Carnes explained that cities and towns hold legal responsibility for declaring disasters, coordinating disaster response and preparing documentation required by state and federal governments for reimbursement of expenditures or funds to repair public infrastructure damage. The division of responsibilities in terms of disaster response in places such as Portola Valley and Woodside is more complicated than in cities that "own" their police and fire departments. In Woodside and Portola Valley, law enforcement services are contracted, and a special district has been set up for fire protection, so the reporting relationships aren't clear-cut.

Mr. Carnes estimated that even if only 5% to 10% of residents were well-prepared to respond in the event of a disaster, when disaster strikes plenty of others would come forward to help them. At this time, in response to a question from Mayor Derwin, he said that maybe 150 of 6,000 households participate in CERPP, except in certain areas such as Portola Valley Ranch, where the participation rate is about 25%.

He also said that Portola Valley and Woodside need to be prepared to be self-sufficient for a longer period of time than communities that are likely to suffer far more extensive damage in the event of an earthquake, because state and federal resources will go first to areas in greatest need. In the case of a wildfire, more resources would be available, because the mutual-aid system for firefighting is strong one at both county and state levels.

Speaking to preparedness for the two different types of disasters, an audience member pointed out an area in which residents could use help. For example, she said if she wants to replace a skylight, she knows a plastic skylight could melt in a fire and a heavy glass skylight could kill if it crashes down in an earthquake, but she doesn't know which option would make the most sense. She said it's important for staff to advise residents about the pros and cons of various solutions.

As a CERPP volunteer, she credited Mr. Carnes, Ms. Truitt and Ms. Mann as the core group from whom she's learned almost everything she knows about disaster preparedness and response. She said they're excellent teachers who make learning what to do and how to do it interesting, fun and engaging. From them, she said she also learned the importance of thinking ahead and understanding that preparedness is the residents' responsibility – not CERPP's, not the Fire Protection District's, not the towns'.

On behalf of both Councils, Woodside Councilmember Romines applauded Mr. Carnes, Ms. Truitt and Ms. Mann for the countless hours they've volunteered for many years to keep CERPP going, and wanted them to know that their efforts are appreciated.

(2) Presentation: Overview of April 2012 Wildland Fire Evacuation Exercise [8:33 p.m.]

Fire Chief Dan Ghiorso said that resuming what had been the practice in the 1990s, this year the Fire Protection District invited firefighters from throughout the county – Redwood City, San Carlos, Belmont, San Mateo, Foster City, Millbrae and San Bruno – to participate in its wildland fire training. It was held the week of April 9-13, 2012, with a final drill involving the Portola Valley EOC on April 19, 2012. Incident commanders plus approximately 50 to 60 engine companies trained during that timeframe, he said.

The scenario was a large wildland fire in hot, windy conditions. Mr. Ghiorso said Ms. Powell did a great job controlling and running the EOC that day. Because Redwood City is in joint training with the Woodside Fire Protection District, Redwood City Fire Department Training Chief Dave Pucci and Emergency Preparedness Coordinator Christy Adoni were among personnel on hand to help. With the EOC set up early for the drill, it was much more proactive than reactive. Mr. Ghiorso said that going forward, if there's any question whether a situation warrants setting up the EOC, set it up. "Instead of asking that question, just start acting," he said. "Open it up. You can always shut it down in half an hour or so if there's nothing going on."

Both in the EOC and out in the field, Mr. Ghiorso said the event was extremely successful, from the initial stages on, although the planned evacuation didn't work out as envisioned. It takes hours, not minutes, to move people with their pets. He said the Fire District requests evacuations, but managing and coordinating them are responsibilities of the Town and the Sheriff's Office. In a real situation, he said, the Town probably would not want to bring people to Town Center; Menlo Park's Sharon Heights Country Club would be a much better alternative – provided arrangements have been made in advance.

Mr. Ghiorso advised that it's important to provide for staff rotation in the EOC in the event of a prolonged or extended operation, which means training additional personnel. It's also important to have – and inform – designated and trained Public Information Officers (PIOs), so that information given to the media is accurate and timely.

Sharing information from Cal Fire about the upcoming fire season, Mr. Ghiorso said that starting in mid-June, the combination of below-average rainfall, vegetation drier than usual due to recent strong winds, and a record low snowpack in the Sierra will make this a busy season in terms of fuel-driven wildland fires. Once these fires get burning, they grow due to the fuel on the ground. Year-to-date as of April 30, 2012, 818 wildland fires have been reported; during the same period last year, there were only 313. The five-year average is 634.

In terms of firefighting resources, Mr. Ghiorso discussed both personnel and equipment. For instance, he said it's a big plus that Santa Cruz and San Mateo County Cal Fire units remain intact, but next year's firefighting force is likely to dwindle as a result of losing more prison firefighting hand crews. He also pointed out that three of the Woodside Fire Protection District engine companies, equipped to fight both structural and wildland fires, carry 250 gallons more water than comparable units. The Fire District also has a 3,200-gallon water tender.

The Fire Protection District has prepared time-coded high-fire danger signs that will be distributed to the CERPP divisions within the next month or so, Mr. Ghiorso said. Those who have the signs warning of red-flag conditions will receive emails or text messages about when signs should go up and come down. Mr. Ghiorso emphasized the importance of the signs not only being put out when circumstances warrant, but also taken down in a timely manner so that people can trust the information the signs relay.

He said the Fire Protection District's website also will post information about what it means when there's a high-fire danger or red-flag condition. For example, it's not a good time to fire up the lawnmower or weed-

whacker at 2:00 p.m. on a hot, dry, windy afternoon, because a spark from hitting a pebble could flare up into a wildfire a matter of moments.

ADJOURNMENT [9:05 p.m.]

Mayor

Town Clerk

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

ACCURATE MAILINGS, INC	Blues & BBQ Solicitation Lette	13169	06/13/2012	
			06/13/2012	
215 O'NEIL AVENUE	1228		06/13/2012	0.00
BELMONT	BOA	46675	06/13/2012	0.00
CA 94002	37075			1,528.29

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4146	Community Events Committee	1,528.29	0.00

Check No.	46675	Total:	1,528.29
Total for	ACCURATE MAILINGS, INC		1,528.29

ANIMAL DAMAGE MGMT INC	May Pest Control	13170	06/13/2012	
			06/13/2012	
16170 VINEYARD BLVD. #150	804		06/13/2012	0.00
MORGAN HILL	BOA	46676	06/13/2012	0.00
CA 95037	59696			310.00

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

Check No.	46676	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

JENNIFER ARENDS	Refund Litter Deposit	13154	06/13/2012	
			06/13/2012	
	1223		06/13/2012	0.00
	BOA	46677	06/13/2012	0.00
				100.00

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

Check No.	46677	Total:	100.00
Total for	JENNIFER ARENDS		100.00

AT&T (2)	May M/W	13178	06/13/2012	
			06/13/2012	
P.O. BOX 5025	877		06/13/2012	0.00
CAROL STREAM	BOA	46678	06/13/2012	0.00
IL 60197-5025				63.81

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

Check No.	46678	Total:	63.81
Total for	AT&T (2)		63.81

BANK OF AMERICA	May Statement	13172	06/13/2012	
Bank Card Center			06/13/2012	
P.O. BOX 53155	0022		06/13/2012	0.00
PHOENIX	BOA	46679	06/13/2012	0.00
AZ 85072-3155				800.39

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

05-52-4165	Sustainability Committee	5.52	0.00	
05-52-4166	Teen Committee	146.00	0.00	
05-64-4308	Office Supplies	76.18	0.00	
05-64-4311	Internet Service & Web Hosting	9.99	0.00	
05-64-4335	Sustainability	252.48	0.00	
05-64-4336	Miscellaneous	310.22	0.00	

Check No.	46679	Total:	800.39
Total for	BANK OF AMERICA		800.39

BAY 101 ROOFING	Refund C&D Deposit	13176	06/13/2012	
			06/13/2012	
P.O. BOX 925	593		06/13/2012	0.00
ALVISO	BOA	46680	06/13/2012	0.00
CA 95002				1,000.00

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

Check No.	46680	Total:	1,000.00
Total for	BAY 101 ROOFING		1,000.00

BILL HAMILTON ROOFING	Refund C&D Deposit	13142	06/13/2012	
			06/13/2012	
740 CAMDEN AVENUE #E	1219		06/13/2012	0.00
CAMPBELL	BOA	46681	06/13/2012	0.00
CA 95008				1,000.00

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

Check No.	46681	Total:	1,000.00
Total for	BILL HAMILTON ROOFING		1,000.00

JULIE BLOCKER	Refund Litter Deposit	13155	06/13/2012	
			06/13/2012	
	1224		06/13/2012	0.00
	BOA	46682	06/13/2012	0.00
				100.00

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

Check No.	46682	Total:	100.00
Total for	JULIE BLOCKER		100.00

TERESA BOWERMAN	5/14-6/2, EPConsult/Gen Office	13196	06/13/2012	
			06/13/2012	
P.O. BOX 814	1020		06/13/2012	0.00
EL GRANADA	BOA	46683	06/13/2012	0.00
CA 94018	7 - 11			3,266.69

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4214	Miscellaneous Consultants	1,632.96	0.00	
05-64-4333	Fire Prevention	1,633.73	0.00	

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

Check No.	46683	Total:	3,266.69
Total for	TERESA BOWERMAN		3,266.69

SHELDON BREINER	Reimb, Protective Tile Case	13174	06/13/2012	
45 BUCKEYE	0018		06/13/2012	0.00
PORTOLA VALLEY	BOA	46684	06/13/2012	0.00
CA 94028				233.12

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	233.12	0.00

Check No.	46684	Total:	233.12
Total for	SHELDON BREINER		233.12

CAL WATER SERVICE CO	Statement, 4/13 - 5/11	13164	06/13/2012	
3351 EL CAMINO REAL	0035		06/13/2012	0.00
ATHERTON	BOA	46685	06/13/2012	0.00
CA 94027				3,328.66

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	3,328.66	0.00

Check No.	46685	Total:	3,328.66
Total for	CAL WATER SERVICE CO		3,328.66

CARDUCCI & ASSOCIATES INC	Ford Field Renovation	13191	06/13/2012	
555 BEACH STREET, FOURTH FLOOR	0344	5990	06/13/2012	0.00
SAN FRANCISCO	BOA	46686	06/13/2012	0.00
CA 94133	7402			3,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	3,000.00	0.00

CARDUCCI & ASSOCIATES INC	Ford Field Struct Eng Design	13192	06/13/2012	
555 BEACH STREET, FOURTH FLOOR	0344		06/13/2012	0.00
SAN FRANCISCO	BOA	46686	06/13/2012	0.00
CA 94133	7399			6,200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	6,200.00	0.00

Check No.	46686	Total:	9,200.00
Total for	CARDUCCI & ASSOCIATES INC		9,200.00

GARY CARPENTER	PV Concert Series Band Perform	13195	06/13/2012	
360 8TH AVENUE	1163		06/13/2012	0.00
SANTA CRUZ	BOA	46687	06/13/2012	0.00
CA 95062				700.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	700.00	0.00

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

Check No.	46687	Total:	700.00
Total for	GARY CARPENTER		700.00

MONIKA CHARETTE	Refund, Grove Litter Deposit	13175	06/13/2012	
			06/13/2012	
1765 HOLLY AVENUE	1229		06/13/2012	0.00
MENLO PARK	BOA	46688	06/13/2012	0.00
CA 94025				100.00

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

Check No.	46688	Total:	100.00
Total for	MONIKA CHARETTE		100.00

CITY OF BRISBANE	Dinner Mtg, Derwin	13187	06/13/2012	
			06/13/2012	
50 PARK PLACE	0330		06/13/2012	0.00
BRISBANE	BOA	46689	06/13/2012	0.00
CA 94005-1310				45.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	45.00	0.00

Check No.	46689	Total:	45.00
Total for	CITY OF BRISBANE		45.00

COMCAST	WiFi, 5/21 - 6/20	13161	06/13/2012	
			06/13/2012	
P.O. BOX 34744	0045		06/13/2012	0.00
SEATTLE	BOA	46690	06/13/2012	0.00
WA 98124-1744				72.48

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	72.48	0.00

Check No.	46690	Total:	72.48
Total for	COMCAST		72.48

COTTON SHIRES & ASSOC. INC.	May Applicant Charges	13145	06/13/2012	
			06/13/2012	
330 VILLAGE LANE	0047		06/13/2012	0.00
LOS GATOS	BOA	46691	06/13/2012	0.00
CA 95030-7218				8,717.65

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geoloqist - Charges to Appls	8,717.65	0.00

Check No.	46691	Total:	8,717.65
Total for	COTTON SHIRES & ASSOC. INC.		8,717.65

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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

CULLIGAN	May Statement	13159	06/13/2012	
			06/13/2012	
P. O. BOX 5277	0250		06/13/2012	0.00
CAROL STREAM	BOA	46692	06/13/2012	0.00
IL 60197-5277	09458527			156.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	58.00	0.00
05-64-4336	Miscellaneous	98.00	0.00

Check No.	46692	Total:	156.00
Total for	CULLIGAN		156.00

JULIA DILLINGHAM	PV Post Newsletter, Spring2012	13181	06/13/2012	
		6016	06/13/2012	
P.O. BOX 620175	748		06/13/2012	0.00
WOODSIDE	BOA	46693	06/13/2012	0.00
CA 94062				6,000.00

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

Check No.	46693	Total:	6,000.00
Total for	JULIA DILLINGHAM		6,000.00

SHARON DRISCOLL	Reimb Teen Comm Events	13144	06/13/2012	
			06/13/2012	
11 SKYLINE DRIVE	0125		06/13/2012	0.00
WOODSIDE	BOA	46694	06/13/2012	0.00
CA 94062				291.50

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4166	Teen Committee	291.50	0.00

Check No.	46694	Total:	291.50
Total for	SHARON DRISCOLL		291.50

RACHEL DUCLOS	Refund Litter Deposit	13153	06/13/2012	
			06/13/2012	
260 DEDALERA DRIVE	1222		06/13/2012	0.00
PORTOLA VALLEY	BOA	46695	06/13/2012	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.	46695	Total:	100.00
Total for	RACHEL DUCLOS		100.00

PAIGE FULKERSON	Reimb PV Summer Concert Series	13182	06/13/2012	
			06/13/2012	
121 CRESCENT AVENUE	712		06/13/2012	0.00
PORTOLA VALLEY	BOA	46696	06/13/2012	0.00
CA 94028				189.06

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

05-52-4150	Cultural Arts Committee	189.06	0.00	
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Check No.	46696	Total:	189.06
Total for	PAIGE FULKERSON		189.06

GO NATIVE INC	TC Landscape Maint. April	13190	06/13/2012	
P.O. BOX 370103	632		06/13/2012	
MONTARA	BOA	46697	06/13/2012	0.00
CA 94037	2351			0.00
				3,040.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	3,040.00	0.00

Check No.	46697	Total:	3,040.00
Total for	GO NATIVE INC		3,040.00

HIGHWAY TECHNOLOGIES, INC	Replace Damaged Library Sign	13193	06/13/2012	
33946 TREASURY CENTER	0067		06/13/2012	0.00
CHICAGO	BOA	46698	06/13/2012	0.00
IL 60694-6300	65104011-001			67.16

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	67.16	0.00

Check No.	46698	Total:	67.16
Total for	HIGHWAY TECHNOLOGIES, INC		67.16

HILLYARD, INC	Janitorial Supplies	13171	06/13/2012	
P.O. BOX 874338	531	6026	06/13/2012	
KANSAS CITY	BOA	46699	06/13/2012	0.00
MO 64187-4338	600230930			0.00
				2,749.13

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	2,749.13	0.00

HILLYARD, INC	Janitorial Supplies	13177	06/13/2012	
P.O. BOX 874338	531		06/13/2012	
KANSAS CITY	BOA	46699	06/13/2012	0.00
MO 64187-4338	600243732			0.00
				126.48

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	126.48	0.00

Check No.	46699	Total:	2,875.61
Total for	HILLYARD, INC		2,875.61

JAMES ILLICH	Refund C&D Deposit	13151	06/13/2012	
	1226		06/13/2012	
	BOA	46700	06/13/2012	0.00
				0.00
				10,000.00

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

96-54-4205	C&D Deposit		10,000.00	0.00
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Check No.	46700	Total:	10,000.00
Total for	JAMES ILLICH		10,000.00

J.W. ENTERPRISES	Portable Lavs, 5/17 - 6/13	13146	06/13/2012	
1689 MORSE AVE	829		06/13/2012	0.00
VENTURA	BOA	46701	06/13/2012	0.00
CA 93003	161976			235.32

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	235.32	0.00

Check No.	46701	Total:	235.32
Total for	J.W. ENTERPRISES		235.32

NICHOLS CONSULTING ENGG	2011-12 Street Resurf Design	13189	06/13/2012	
1885 S. ARLINGTON AVE	0183		06/13/2012	0.00
RENO	BOA	46702	06/13/2012	0.00
NV 89509	3			1,820.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	1,820.00	0.00

Check No.	46702	Total:	1,820.00
Total for	NICHOLS CONSULTING ENGG		1,820.00

KEITH ORCHARD	Refund Building Permit Fees	13147	06/13/2012	
141 SANTA MARIA	1220		06/13/2012	0.00
PORTOLA VALLEY	BOA	46703	06/13/2012	0.00
CA 94028				2,192.07

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	2,192.07	0.00

Check No.	46703	Total:	2,192.07
Total for	KEITH ORCHARD		2,192.07

JENNIFER PARKER	Refund Litter Deposit	13152	06/13/2012	
1330 CLOUD AVENUE	1221		06/13/2012	0.00
MENLO PARK	BOA	46704	06/13/2012	0.00
CA 94025				100.00

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

Check No.	46704	Total:	100.00
Total for	JENNIFER PARKER		100.00

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
ELIZABETH POGGI	Refund Litter Deposit	13156	06/13/2012	
			06/13/2012	
	1225		06/13/2012	0.00
	BOA	46705	06/13/2012	0.00
				100.00

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

Check No.	46705	Total:	100.00
Total for	ELIZABETH POGGI		100.00

PORTOLA VALLEY HARDWARE	May Statement	13173	06/13/2012	
			06/13/2012	
112 PORTOLA VALLEY ROAD	0114		06/13/2012	0.00
PORTOLA VALLEY	BOA	46706	06/13/2012	0.00
CA 94028				1,037.22

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	181.11	0.00
05-64-4333	Fire Prevention	394.44	0.00
05-64-4335	Sustainability	14.45	0.00
20-60-4260	Public Road Surface & Drainage	447.22	0.00

Check No.	46706	Total:	1,037.22
Total for	PORTOLA VALLEY HARDWARE		1,037.22

SAN MATEO SHERIFF	FY 11-12, 4th Qtr. Enforcement	13150	06/13/2012	
OFFICE OF EMERGENCY SERVICES			06/13/2012	
400 COUNTY CENTER	0119		06/13/2012	0.00
REDWOOD CITY	BOA	46707	06/13/2012	0.00
CA 94063-0978	9192			209,575.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4282	San Mateo County Sheriff's Ofc	149,536.25	0.00
05-62-4284	COPS Addl Traffic Patrols	30,155.00	0.00
10-62-4284	COPS Addl Traffic Patrols	29,883.75	0.00

Check No.	46707	Total:	209,575.00
Total for	SAN MATEO SHERIFF		209,575.00

YOUNG SOHN	Deposit Refund	13162	06/13/2012	
			06/13/2012	
15 COALMINE VIEW	1227		06/13/2012	0.00
PORTOLA VALLEY	BOA	46708	06/13/2012	0.00
CA 94028				767.30

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	767.30	0.00

Check No.	46708	Total:	767.30
Total for	YOUNG SOHN		767.30

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

STAPLES	April Statement	13158	06/13/2012	
			06/13/2012	
STAPLES CREDIT PLAN	430		06/13/2012	0.00
DES MOINES	BOA	46709	06/13/2012	0.00
IA 50368-9020				720.33

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	720.33	0.00

Check No.	46709	Total:	720.33
Total for	STAPLES		720.33

STATE COMP INSURANCE FUND	May Premium	13163	06/13/2012	
			06/13/2012	
PO BOX 7980	0122		06/13/2012	0.00
SAN FRANCISCO	BOA	46710	06/13/2012	0.00
CA 94120-7854				2,547.42

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

Check No.	46710	Total:	2,547.42
Total for	STATE COMP INSURANCE FUND		2,547.42

STATE CONTROLLER'S OFFICE	Processing Fee, PV Rev11/12	13168	06/13/2012	
			06/13/2012	
DEPARTMENTAL ACCTG OFC	0218		06/13/2012	0.00
SACRAMENTO	BOA	46711	06/13/2012	0.00
CA 94250-5877				100.00

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

Check No.	46711	Total:	100.00
Total for	STATE CONTROLLER'S OFFICE		100.00

BARBARA TEMPLETON	April/May Transcription	13157	06/13/2012	
			06/13/2012	
304 MELVEN COURT	369		06/13/2012	0.00
SAN LEANDRO	BOA	46712	06/13/2012	0.00
CA 94577-2011	699			2,115.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	2,115.00	0.00

BARBARA TEMPLETON	5/23/12 Transcription	13167	06/13/2012	
			06/13/2012	
304 MELVEN COURT	369		06/13/2012	0.00
SAN LEANDRO	BOA	46712	06/13/2012	0.00
CA 94577-2011	702R			427.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	427.50	0.00

Check No.	46712	Total:	2,542.50
Total for	BARBARA TEMPLETON		2,542.50

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

TOWNSEND MGMT, INC	Contractor Svcs, DPW inspec	13148	06/13/2012	
			06/13/2012	
P.O. BOX 24442	609		06/13/2012	0.00
SAN FRANCISCO	BOA	46713	06/13/2012	0.00
CA 94124	200064-04-12			190.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	190.00	0.00

TOWNSEND MGMT, INC	2011-PW01 Resurfacing Project	13188	06/13/2012	
			06/13/2012	
P.O. BOX 24442	609		06/13/2012	0.00
SAN FRANCISCO	BOA	46713	06/13/2012	0.00
CA 94124	200103-04-12			300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4529	CIP11/12 Street Resurface	300.00	0.00

Check No.	46713	Total:	490.00
Total for	TOWNSEND MGMT, INC		490.00

U.S. BANK EQUIPMENT FINANCE	June Copier Lease	13184	06/13/2012	
			06/13/2012	
P.O. BOX 790448	472		06/13/2012	0.00
ST. LOUIS	BOA	46714	06/13/2012	0.00
MO 63179-0448	204468490			420.81

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

Check No.	46714	Total:	420.81
Total for	U.S. BANK EQUIPMENT FINANCE		420.81

THOMAS URIDEL	Deposit Refund, Facility Renta	13183	06/13/2012	
			06/13/2012	
1111 LOS TRANCOS ROAD	1230		06/13/2012	0.00
PORTOLA VALLEY	BOA	46715	06/13/2012	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

Check No.	46715	Total:	1,000.00
Total for	THOMAS URIDEL		1,000.00

VERIZON WIRELESS	May Cellular	13185	06/13/2012	
			06/13/2012	
P.O. BOX 9622	0131		06/13/2012	0.00
MISSION HILLS	BOA	46716	06/13/2012	0.00
CA 91346-9622	1087555760			271.66

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	271.66	0.00

Check No.	46716	Total:	271.66
Total for	VERIZON WIRELESS		271.66

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

VISION INTERNET PROVIDERS INC	Monthly Web Host, 3/1 - 5/31	13166	06/13/2012	
			06/13/2012	
P.O. BOX 251588	827		06/13/2012	0.00
LOS ANGELES	BOA	46717	06/13/2012	0.00
CA 90025				635.70

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	635.70	0.00

Check No.	46717	Total:	635.70
Total for	VISION INTERNET PROVIDERS IN		635.70

WEMORPH INC	Stationery, Business Cards	13149	06/13/2012	
			06/13/2012	
904 INDUSTRIAL AVENUE	1360		06/13/2012	0.00
PALO ALTO	BOA	46718	06/13/2012	0.00
CA 94303	11427			223.90

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	223.90	0.00

Check No.	46718	Total:	223.90
Total for	WEMORPH INC		223.90

JANE WILSON	Reimb Zots to Tots Race 2012	13186	06/13/2012	
			06/13/2012	
557 CRESTA VISTA LANE	1162		06/13/2012	0.00
PORTOLA VALLEY	BOA	46719	06/13/2012	0.00
CA 94028	215397			106.94

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	106.94	0.00

Check No.	46719	Total:	106.94
Total for	JANE WILSON		106.94

WOODSIDE FIRE PROTECTION DISTR	2012 Chipper Program	13194	06/13/2012	
		6034	06/13/2012	
3111 WOODSIDE ROAD	709		06/13/2012	0.00
WOODSIDE	BOA	46720	06/13/2012	0.00
CA 94062				18,110.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	18,110.00	0.00

Check No.	46720	Total:	18,110.00
Total for	WOODSIDE FIRE PROTECTION DI		18,110.00

Total Invoices:	50	Grand Total:	296,281.59
		Less Credit Memos:	0.00
		Net Total:	296,281.59
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	296,281.59

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
June 13, 2012

Claims totaling \$296,281.59 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 Council

FROM: Leigh Prince, Town Attorney's Office
Nick Pegueros, Town Manager

DATE: June 20, 2012

RE: **Adoption of a Resolution Approving Lease with the Alpine Beer Garden, Inc.**

Recommendation:

Adopt the attached Resolution (Attachment "A") approving a two-year lease (Attachment "B") with the Alpine Beer Garden, Inc., ". . .conditioned upon the Tenant applying for a CUP (Conditional use Permit) renewal within 45 days of execution of the Lease and obtaining the CUP renewal on or before July 1, 2013".

Issue Statement/Discussion:

Since at least November 12, 1969 (paper documents in Town's possession), the Alpine Beer Garden, Inc. has leased a small Town-owned parcel of land adjacent to its facility at 3915 Alpine Road for the purposes of vehicle parking, garden and picnic areas. The term of the current lease is from July 1, 2010 to June 30, 2012.

The existing CUP for the property was approved by the Planning Commission in 1982 and needs to be updated. Town Planner Tom Vlasic and planning staff will be working with the property owner to update the CUP.

The lease includes a provision for an annual increase based upon the U.S. Bureau of Labor Statistics' Consumer Price Index for the San Francisco Bay Region.

Attachments:

- A. Resolution
- B. Lease

"Attachment A"

RESOLUTION NO. _____-2012

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
PORTOLA VALLEY APPROVING A LEASE WITH
ALPINE BEER GARDEN, INC.**

WHEREAS, the Town of Portola Valley and the Alpine Beer Garden, Inc. entered into a Lease on July 1, 2010, which expires on June 30, 2012.

WHEREAS, both parties desire to continue the Lease for a two-year period beginning July 1, 2012 and extending through June 30, 2014, subject to the Alpine Beer Garden, Inc. applying for a Conditional Use Permit (CUP) renewal within 45 days of execution of the Lease and successfully obtaining the CUP renewal on or before July 1, 2013.

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

1. The Town Council of the Town of Portola Valley has reviewed the Lease.
2. Public interest and convenience require the Town of Portola Valley to enter into the Lease.
3. The Town of Portola Valley hereby approves the Lease and the Mayor is hereby authorized on behalf of the Town to execute the Lease between the Town of Portola Valley and Alpine Beer Garden, Inc.

PASSED AND ADOPTED this 20th day of June, 2012.

By: _____
MaryAnn Moise Derwin, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

"Attachment B"

LEASE

THIS LEASE ("Lease") is made and executed on the ___ day of _____, 2012, by and between the TOWN OF PORTOLA VALLEY, a municipal corporation, ("Town") and ALPINE BEER GARDEN, INC. ("Tenant").

WHEREAS, the Town and Tenant wish to lease the premises ("Premises") described below on the terms and conditions set forth below.

NOW, THEREFORE, the parties agree as follows:

1. **PREMISES.** The Premises consists of land in the Town of Portola Valley, County of San Mateo, State of California, which is shown as the portion of Parcel B labeled "PARKING LOT" on Exhibit A.

2. **TERM.** The term of this Lease shall be for a period of two years commencing on July 1, 2012, and ending on June 30, 2014.

3. **MONTHLY RENT.**

3.1 During the first year of this Lease, Tenant shall pay to Town an annual base rent of Five Thousand Seven Hundred Dollars (\$5,700) due and payable on or before the 1st day of each month as follows:

3.1.1 The sum of Six Hundred Seventy-Seven Dollars (\$677) per month for the months of March, April, May, June, July, August, September and October; and

3.1.2 The sum of Seventy-One Dollars (\$71) per month for the months of November, December, January and February.

This staggered payment schedule shall continue throughout the term of this Lease.

3.2 The annual base rent for each year of the Lease, and the proportionate monthly payments, shall be increased each year on the anniversary date of this Lease by multiplying the rent for the previous year by the Consumer Price Index on or before February 1. For the purpose of this Lease the Consumer Price Index shall be the Consumer Price Index for All Urban Consumers for the San Francisco-Oakland Metropolitan Area.

4. **CONDITIONAL USE PERMIT.** Tenant shall at all times comply with the Conditional Use Permit ("CUP") for the premises issued by the Town, attached as Exhibit B, and any update, renewal or amendment thereto. Any noncompliance with the CUP by Tenant shall be deemed a default for purposes of this Lease. This Lease is

expressly conditioned upon the Tenant applying for a CUP renewal within 45 days of execution of the Lease and obtaining the CUP renewal on or before July 1, 2013.

5. USE OF PREMISES. Tenant shall use the Premises only for vehicle parking, garden and picnic areas, landscaping and other such purposes as may be permitted or required by the CUP and as permitted by the Grant Deed from the trustees of the Rossotti Trust to the Town of Portola Valley, recorded April 16, 1982, in the Official Records of San Mateo County, State of California, as document Number 82030372, and attached as Exhibit C. Tenant agrees to conduct its activities on the Premises in compliance with all present and future valid state, federal and municipal laws applicable to Tenant's operations, including any conditional use permits or other permits granted by the Town.

6. IMPROVEMENTS, MAINTENANCE & REPAIR. Tenant has installed at its own expense various improvements on the Premises including gravel paving, parking bumpers and lines, garden and picnic areas, and landscaping. Such improvements shall be maintained and repaired at Tenant's sole expense. Tenant shall promptly pay and discharge or bond against all claims for work or labor done, supplies and materials furnished, or services rendered at the request of Town, and will keep the Premises free and clear of all mechanic's and materialmen's liens.

7. HOLDING OVER BY TENANT. If Tenant remains in possession of the Premises after the expiration of the term of this Lease without executing a new lease, then such holding over shall be construed as a tenancy from month-to-month subject to all of the applicable conditions, provisions, and terms of this Lease.

8. POSSESSORY INTEREST TAX, ASSESSMENTS, LIENS & OTHER TAXES. This Lease may create a possessory interest subject to property tax and Tenant agrees to pay for any such tax. Tenant shall pay in full, satisfy and discharge as they become due, all assessments, liens and other taxes incurred by virtue of Tenant's leasehold interest in the Premises, or said liens, assessments and taxes shall be prorated to the date of termination as taxes would be prorated.

9. INSURANCE. Tenant shall maintain insurance in the amount of One Million Dollars (\$1,000,000) combined single limit per claim for bodily injury and property damage. Tenant shall cause Town, its officers, agents, employees, and volunteers to be included as additional insureds under said policies, and upon request of Town, Tenant shall furnish the Town a Certificate of Insurance, which shall be in accordance with this section and approved by the Town Attorney, and which shall provide that Town receive 30 days prior written notice of cancellation, change in scope, or modification in coverage of any such policy. If the Town, its officers, agents, volunteers, and employees have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

10. INDEMNIFICATION AND HOLD HARMLESS. In addition to the insurance coverage, Tenant hereby waives any and all claims against Town for damages or

injuries from any cause arising at any time from Tenant's occupancy of the Premises. Tenant agrees to indemnify and hold Town harmless from any damage or injury.

11. ASSIGNMENT AND SUBLEASE. Tenant shall not assign this Lease, or any interest therein, and shall not sublet the Premises or any part thereof, or any right or privilege related to the Premises, without the prior written consent of the Town. Consent by the Town to one assignment, subletting, occupation, or use by another shall not be deemed to be consent to any assignment, subletting, occupation or use by another. Any such assignment or subletting without the Town's prior written consent shall be void and, at the option of the Town, shall terminate this Lease.

12. UTILITIES. In the event that Tenant requires services or utilities furnished by a public utility, or public entity, Tenant agrees to take the service in its own name and pay any and all utility charges incurred for such services.

13. RESERVED RIGHTS FOR TRAIL PURPOSES. Town reserves, at no present or future cost to Town, rights of use for public equestrian and hiking trail purposes over, upon, and across a portion of the Premises comprising a strip approximately 15 feet in width adjacent to Alpine Road and approximately 354 feet in length, as generally depicted on Exhibit A and labeled "15' Easement", and as provided for in the CUP.

14. RESERVED RIGHTS FOR ACCESS AND PUBLIC PARKING PURPOSES. Town reserves, at no present or future cost to Town, non-exclusive rights of access to the lands adjoining the Premises to the west over, upon, and across that portion of the Premises to be used for vehicle parking purposes, and further reserves non-exclusive use of such portion of the Premises for public parking purposes when not in conflict with Tenant's use. Town further reserves, at no present or future cost to Town, all necessary and reasonable rights of access from that portion of Parcel B not leased by Tenant across the Premises and across adjacent lands of the Tenant so as to give and protect for the Town any and all of its recorded or retained access rights, easements and rights-of-way to and from Alpine Road an/or Arastradero Road.

15. RIGHT OF ENTRY FOR REPAIR/MAINTENANCE OF WATER PIPES. Town reserves the right to enter the Premises for repair and maintenance of water pipes which presently serve the lands of the Town to the west of the Premises. In the event that Tenant damages these water pipes, the damage shall be repaired at Tenant's sole expenses within 48 hours following notice from the Town that damage has occurred. In the event damage is not timely repaired, Town may repair the damage and charge the costs to Tenant to be paid within 30 days of the invoice date.

16. HAZARDOUS MATERIALS. For the purposes of this Lease, the term "Hazardous Material" shall mean any substance or material which has been designated hazardous or toxic by any federal, state, county, municipal, or other governmental agency or determined by such agency to be capable of endangering or posing a risk of injury to, or adverse effect on, the health or safety of persons, the environment, or

property, including without limitation those substances or materials described in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq. Tenant shall not use or store any Hazardous Materials in, on, or about the Premises except in compliance with all applicable federal, state, and local laws, statutes, ordinances, and governmental regulations, and the highest standards prevailing in the industry for storage and use of any such Hazardous Materials, nor allow any Hazardous Materials to be brought in the Premises, except to use in the ordinary course of Tenant's business, and then only after written notice to Town of the Hazardous Materials to be used by Tenant. Tenant shall not cause or permit the escape, release, or disposal of any Hazardous Materials in the Premises. If any governmental agency or the beneficiary of any deed of trust against the Premises requires any testing of the Premises to ascertain whether any Hazardous Materials have been released in, on, or about the Premises, Tenant shall reimburse Town, within 30 days of the invoice date, for the cost of any such inspection if the inspection, together with any other evidence obtained by Town, shows that the presence of such Hazardous Materials was caused by Tenant, its agents, employees, contractors or invitees. In addition, Tenant shall, at the Town's request, execute affidavits, representations, or other documents concerning Tenant's best knowledge and belief regarding the presence of any Hazardous Materials on the Premises. Tenant shall indemnify, defend, and hold harmless Town from any liability, cost, or expense, including reasonable attorneys' fees, arising from the use, storage, release or disposal of any Hazardous Materials in, on, or about the Premises by Tenant, its agents, employees, contractors, or invitees. The provisions of this section shall survive the expiration or earlier termination of this Lease.

17. ATTORNEYS' FEES. In any legal action brought by either party to enforce the terms of this Lease, the prevailing party is entitled to all costs incurred in connection with such an action, including reasonable attorneys' fees.

18. NOTICES. Any notice to be given hereunder must be in writing and shall be given by certified mail, return receipt requested, prepaid and addressed to the parties hereto as follows:

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

Tenant: Alpine Beer Garden, Inc.
Amelia M. Alexander
3915 Alpine Road
Portola Valley, CA 94028

Notice shall be deemed to have been communicated on the earlier of actual receipt or 48 hours after deposit in the U. S. mail.

19. TERMINATION BY TOWN OR TENANT. If Town terminates or revokes Tenant's CUP, then Tenant may, at its option, terminate the Lease upon the effective date of the termination or revocation of the CUP provided that Tenant meets all of its obligations of the Lease up to the effective date of termination. Town or Tenant shall have the right to terminate this Lease by written notice to the other party for any default or breach of any term or condition of this Lease by the other party; provided, however, the non-defaulting and non-breaching party must first deliver written notice to the other party of any such default or breach, and such breach or default must continue to exist for more than three days after the delivery of such notice. Either party may terminate this Lease without cause by delivering 60 days written notice to the other party of such termination.

20. ENTIRE AGREEMENT. Upon execution of this Lease by both parties, the prior Agreement of Lease executed June 9, 2004, and all amendments and documents relating thereto are rescinded, declared to be of no force or effect and are superseded by this Lease. This Lease contains all of the agreements of the parties and cannot be amended or modified except by written agreement.

21. NO WAIVER. Waiver by either party of a breach of any covenant of this Lease will not be construed to be a continuing waiver of any subsequent breach. Town's receipt of rent with knowledge of Tenant's violation of a covenant does not waive Town's right to enforce any covenant of this Lease. No waiver by either party of a provision of this Lease will be considered to have been made unless expressed in writing and signed by all parties.

22. BINDING ON SUCCESSORS. The terms and conditions of this Lease, subject to the provisions as to assignment set forth in Section 11, shall apply to and be binding upon the parties' successors in interest.

IN WITNESS WHEREOF, the parties hereto have executed this Lease on the day and year first above written.

TENANT:

TOWN:

ALPINE BEER GARDEN, INC.

TOWN OF PORTOLA VALLEY

By: Amelia M. Alexander
Amelia M. Alexander
Its: President *molly*

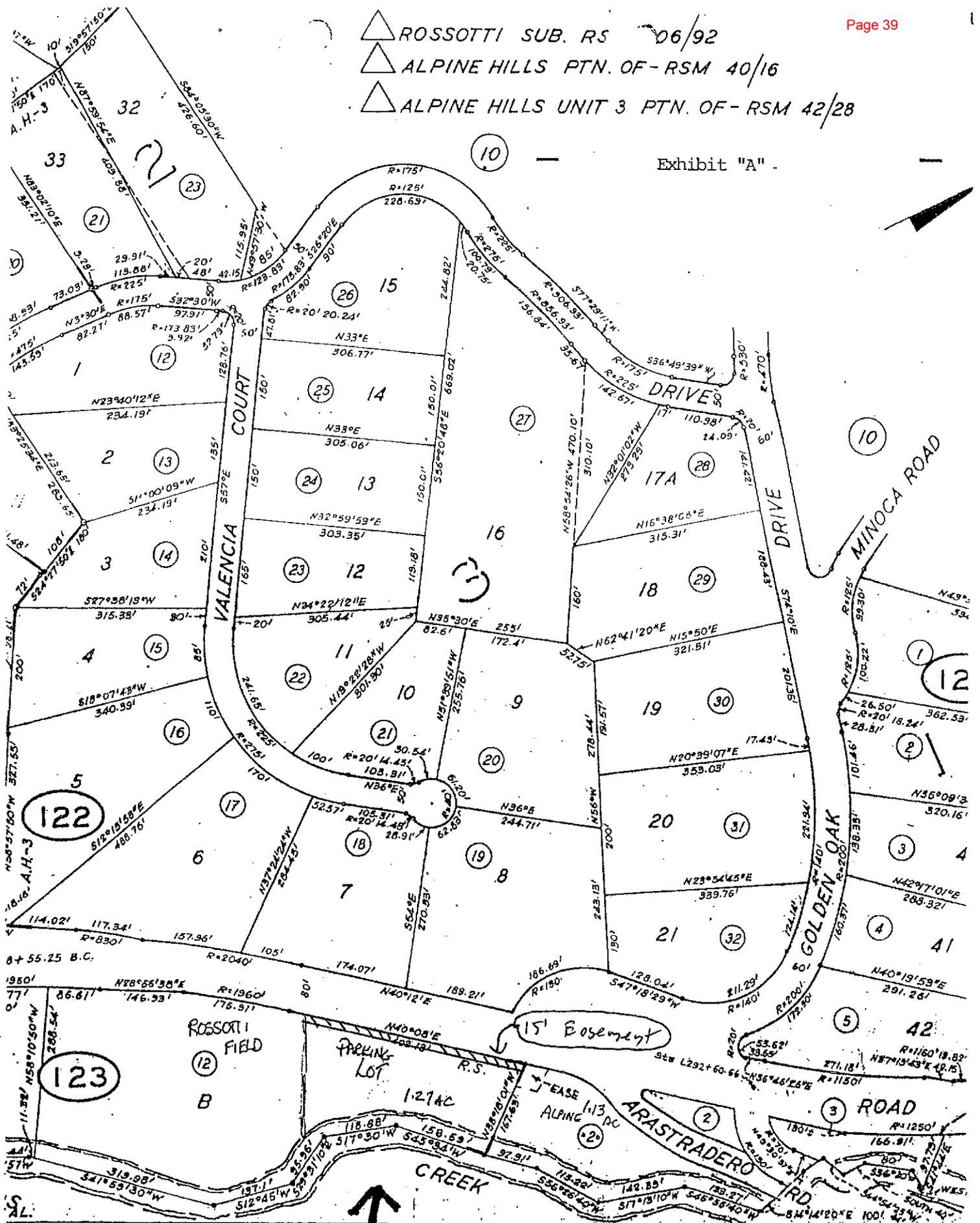
By: _____
Maryann Moise Derwin
Its: Mayor

ATTEST:

Town Clerk

- △ ROSSOTTI SUB. RS 06/92
- △ ALPINE HILLS PTN. OF - RSM 40/16
- △ ALPINE HILLS UNIT 3 PTN. OF - RSM 42/28

Exhibit "A"



079-123-120

RESOLUTION NO. 1982-232

A RESOLUTION OF THE PLANNING COMMISSION OF THE
TOWN OF PORTOLA VALLEY MAKING DETERMINATION ON
ENVIRONMENTAL IMPACT, AUTHORIZING CATEGORICAL
EXEMPTION AND DIRECTING FILING OF NOTICE
OF EXEMPTION AND GRANTING CONDITIONAL
USE PERMIT TO ALPINE BEER GARDEN
USE PERMIT APPLICATION X7D-34

RESOLVED, by the Planning Commission of the Town of Portola Valley, California, that

WHEREAS, application has been made on behalf of Tin Can Alley, Inc., a California corporation, by John Alexander and Don Horther for renewal of a lapsed conditional use permit under Section 6935.10 of the Zoning Ordinance comprising a permit to grant conforming status and to allow reinstatement of a previously granted use permit which had lapsed by its own limitations on Assessor's Parcel Nos. 079-123-020 and 079-125-010, which proposed use is a conditional use, within the O-A zoning district in which the parcels are located;

WHEREAS, this Commission caused notice to be given of a public hearing to be held on June 16, 1982;

WHEREAS, evidence as to the environmental impact of the proposed use permit was submitted to the Commission as a part of the staff report which indicated that the proposed use would be consistent with the designation of the property on the General Plan and that the proposed use which might, in some circumstances, have a significant effect on the environment, did not in the particular application appear so to do and recommended findings to the Commission which would permit the Commission to authorize making of a categorical exemption for the project as existing facility pursuant to Class 4.6 A of the Town guidelines and 15101 of the State guidelines to be attached to the notice of exemption following action by the Planning Commission; and

WHEREAS, this Commission has heard and considered the evidence and facts presented, which evidence and facts included a study of the requirements of the zoning regulations of the Town;

NOW, THEREFORE, IT IS FOUND, DETERMINED and ORDERED, as follows:

1. That the use of the property in accordance with the use permit authorized herein is consistent with the General Plan and that the impact on the environment of the proposed method of use will not be substantial and that the Commission does hereby find and determine that in this particular instance there would not be a significant effect in the environment from the continued use and concurs in and makes the findings contained in the staff report and does hereby determine, authorize and direct the preparation of a categorical exemption for the continued use of the lands covered by the application for the conditional use permit as requested in said application and hereby authorizes and directs the filing of a notice of exemption, with a copy of the preliminary environmental assessment attached, following adoption of this resolution.

2. That the use is properly located in relation to the community as a whole and to land uses and transportation and services facilities in the vicinity.

3. That the site for the use is adequate in size and shape to accommodate the use and that all yards, open spaces, walls and fences, parking, loading, landscaping, and such other features as may be required by the zoning ordinance or are, in the opinion of the Commission, needed to assure that the uses will be reasonably compatible with land uses normally permitted in the surrounding area have been, or will be, provided.

4. That the site for the use will be served by streets and highways of adequate width and pavement type to carry the quantity and kind of traffic generated by the use.

5. That the use will not adversely affect the abutting property or the permitted use thereof.

6. That the use, subject to the conditions imposed herein, will comply with the regulations and conditions, specified in the zoning

ordinance for such use, and permit is hereby granted for the use of said properties for the continued operation of the Alpine Beer Garden.

7. That a conditional use permit for the continued operation of the Alpine Beer Garden in accordance with the previously approved site plan "Parking Layout & Landscaping of Alpine Beer Gardens" as revised December 2, 1978, and signed by the Town Planner on December 11, 1978, subject to the following conditions:

- a. The maximum seating capacity shall not exceed 337 persons, comprised of space for 63 persons inside and 274 persons outside. The maximum number of persons on the site shall not exceed 337 at any one time.
- b. The uses permitted shall be limited to:
 1. Serving of hamburgers, sandwiches, beer and soft drinks and related miscellaneous food items.
 2. Picnicing..
 3. Accessory and amusement devices in the front 360 sq. ft. area in the restaurant building.
- c. Food and beverages shall be consumed only within the restaurant and in the area designated on the site plan as "Beer Garden Picnic Area".
- d. The hours of operation shall be limited to 11:00 a.m. to 1:00 a.m. on weekdays and Saturdays and to 11:00 a.m. to 6:00 p.m. or dusk on Sundays, whichever is later.
- e. There shall be no amplified music or other amplified sound which in the opinion of the Planning Commission is loud enough to be objectionable to surrounding residents.
- f. The permit is limited to the improvements, including landscaping, shown on the site plan dated December 2, 1978, signed by Town Planner on December 11, 1978, entitled "Parking Layout and Landscaping of Alpine Beer Gardens" and such building plans as may be approved by the Architectural and Site Control Commission in accordance with the site plan. Minor deviations from the December 2, 1978 plan may be permitted with concurrence by the Architectural and Site Control Commission and Town Planner. All improvements shown on the site plan shall be completed pursuant to the "schedule of work to be done on the site plan" unless otherwise stipulated in conditions (a) through (w).

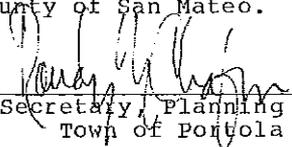
Any changes permitted shall insure a continued informal quality to the site.

- g. The buildings and site shall at all times comply with the requirements of the Health Officer, Town Engineer, Building Inspector, and Fire Chief. The main structure (bar and restaurant) shall be preserved in its present historical state and style to the maximum extent possible. In particular, the interior and exterior walls shall remain as is. The shed attached to the southwest side of the building shall be removed and may be replaced with an addition of the same or lesser floor area and in an architectural style compatible with the main structure.
- h. All lighting and signs shall be satisfactory to the Architectural and Site Control Commission.
- i. An easement shall be dedicated as necessary to accommodate the riding trail shown along the Alpine road frontage of the subject site. The riding trail shall be installed within said easement and to standards shown on the site plan by the applicants to the satisfaction of the Town Engineer.
- j. All easements across the property shall be accommodated within the site plan.
- k. Parking shall be provided for 126 cars in the areas surfaced with crushed rock or gravel as shown on the site plan. In addition, space shall be provided for tethering of a minimum of 22 horses as shown on the site plan.
- l. The existing residence may remain, but if ever destroyed to more than 50% of its appraised value, shall not be rebuilt but may be replaced with a building not exceeding 1,500 square feet to serve as a residence for the caretaker plus storage for the restaurant in a location conforming with required yards and subject to Planning Commission approval.
- m. The applicant shall provide deputy sheriffs to handle parking on the property for periods of peak customer loads. If possible, deputies shall be uniformed.
- n. The use permit shall be issued for a ten year period from the effective date of the permit, at the end of which time it may be extended at the option of the Town. The permit shall be subject to review by the Planning Commission in re compliance with the terms of the permit and applicable provisions of the zoning ordinance at the discretion of the Planning Commission.
- o. The applicant shall maintain the property in a neat and clean manner at all times. He shall in addition see that the abutting and nearby portions of adjoining Los Trancos Creek, public roads and public properties are maintained free from litter.

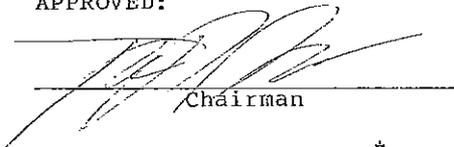
- p. If all or any portion of the main structure should be destroyed, and if rebuilt, shall be rebuilt so as to be a replica of the prior structure.
- q. The emergency access shown on the site plan shall be improved to the satisfaction of the Fire District. This access shall be used only in emergencies.
- r. Prior to installation of plantings along Alpine road, the location of plants shall be approved by the Chairman of the ASCC and Conservation Committee.
- s. If the right to use the parcel currently leased from the Town is ever lost, the seating capacity of the use will be modified within 30 days to be consistent with the zoning ordinance standards to the satisfaction of the Town Planner unless a longer period is approved by the Planning Commission.
- t. Recommendations of the Town Engineer, Traffic Committee and Conservation Committee.
- u. Traffic signs on site shall be subject to review by Architectural and Site Control Commission and the Traffic Committee.
- v. The applicant shall complete the modifications called for below within six months of the effective date of the permit:
 - 1. Revise the site plan to provide a 12' wide entrance from the parking lot to the soccer field for use by maintenance vehicles.
 - 2. Replace the broken horse tethers in the north and south tethering areas.
 - 3. Revise the north parking lot to conform with the site plan to the satisfaction of the ASCC.
 - 4. Plant the areas between the east parking lot and the creek according to a landscape plan approved by the conservation committee.
 - 5. Replace the dead tree at the northeast corner of the main building with a tree to the satisfaction of the conservation committee.
 - 6. Paint the required wording for the emergency entrance at Alpine Road on the pavement as stipulated on the site plan.
 - 7. Improve the definition of the horse crossing of the entrance road to satisfaction of the trails committee.
- w. Install the improvements called for in the site plan for the southwestern portion of the parking area according to the time schedule set forth on the site plan with the schedule to start from the effective date of this permit.

8. That the Secretary of the Planning Commission shall cause the formal conditional use permit to be issued to the applicant. Said conditional use permit shall become effective on the thirty-first day following the date of adoption of this Resolution unless the issuance of said permit shall have been appealed or the Town Council shall have determined, from a review of the decision, to set the matter for public hearing.

9. That copies of this Resolution be transmitted to the applicant, to the Town Clerk of the Town of Portola Valley and to the Building Inspector; and, within thirty days of the effective date of this Resolution, or in the event of modification hereof by the Town Council, the effective date of such modification, the Secretary of the Planning Commission shall transmit a copy of this Resolution and/or the resolution of the Town Council providing for any modification hereof to the Office of the Assessor of the County of San Mateo.


Secretary, Planning Commission
Town of Portola Valley

APPROVED:


Chairman

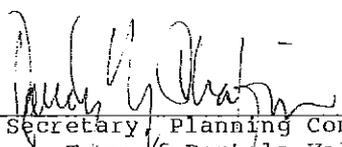
* * * * *

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Commission of the Town of Portola Valley at a meeting thereof held on the 16th day of June, 1982, by the following vote of the members thereof:

AYES, and in favor thereof, Members: Eastman, James, Merk, Stanford, Weaver

NOES, Members: None

ABSENT, Members: None


Secretary, Planning Commission
Town of Portola Valley

Order No. 282450-MP
Escrow No.
Loan No.

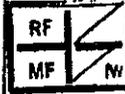
82030372

RECORDED AT REQUEST OF

FIRST AMERICAN TITLE INSURANCE CO
SAN MATEO COUNTY TITLE DIVISION

APR 16 9 15 AM '82

HARVIN JUDICH, RECORDER
SAN MATEO COUNTY
OFFICIAL RECORDS



SPACE ABOVE THIS LINE FOR RECORDER'S USE

WHEN RECORDED MAIL TO:

Town of Portola Valley
765 Portola Road
Portola Valley, CA 94025

MAIL TAX STATEMENTS TO:

Same as above

DOCUMENTARY TRANSFER TAX \$ NONE

X. Computed on the consideration or value of property conveyed; OR
..... Computed on the consideration or value less liens or encumbrances
remaining at time of sale.

Signature of Declarant or Agent determining tax - Firm Name

First American Title Insurance Company

GRANT DEED

Governmental entity acquiring title.
Tax exempt effective November 10, 1980

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

TERESA R. BELTRAMO and MARGARET BELTRAMO as Co-Trustees under that certain Declaration of Trust, dated August 5, 1976 hereby GRANT(S) to

THE TOWN OF PORTOLA VALLEY, a Municipal Corporation

the real property in the ~~County of~~ Town of Portola Valley
County of San Mateo State of California, described as

See Exhibit "A" attached hereto for description of the lands being conveyed subject to the terms and conditions contained in Exhibit "B" attached hereto

82030372

Dated March 22, 1982

STATES OF CALIFORNIA
COUNTY OF
San Mateo

Teresa R. Beltramo, co-trustee
TERESA R. BELTRAMO, Co-Trustee
Margaret Beltramo, co-trustee
MARGARET BELTRAMO, Co-Trustee

On March 24, 1982

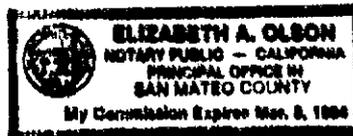
before me, the undersigned, a Notary Public in and for said State, personally appeared
Teresa K. Beltramo and
Margaret Beltramo

known to me to be the person in whose name is set subscribed to the within instrument and acknowledged that they executed the same.

WITNESS my hand and official seal.

Signature

Elizabeth A. Olson



1542 El Camino Real, Menlo Park, CA 94025

(This area for official notarial seal)

RECORDER'S OFFICE SAN MATEO COUNTY

EXHIBIT "B"

"This conveyance is made and accepted upon the express condition subsequent that the real property hereby conveyed shall for all times be used only for parking, recreational or open space purposes. The phrase 'open space purposes' shall not be construed to include residential uses. In the event of a breach of the foregoing condition subsequent, or in the event that the then owner declares its intention to use the real property or any part thereof, for a non-permitted use by written notice delivered in person to grantor, the real property shall revert to the grantor, his heirs, successors or assigns (hereinafter collectively called 'Grantor') who shall have the right of re-entry upon the real property. Provided, however, as a condition precedent to exercising such right of re-entry, the Grantor shall pay the purchase price paid by the above-named Grantee to the then owner, and a written notice specifying the nature of the non-permitted use claimed by Grantor to be a breach of this restriction shall be delivered to owner, and owner shall have a period of one hundred twenty (120) days following such notice to terminate said non-permitted use as specified in said notice. Said right of re-entry shall be on the following additional terms and conditions:

Within ninety (90) days after Grantor receives actual notice of breach or intended breach, it shall have the option to give the foregoing written notice to owner of its intention to re-enter the property by delivering written notice to owner. Failure to so notify owner of the intention to re-enter the property shall constitute a waiver for all time of Grantor's right to re-enter. Thereafter, owner shall be free to use said property at any time without regard to this provision. If Grantor elects to re-enter the property in the time prescribed herein, Grantor shall pay the entire purchase price in cash within ninety (90) days after the end of the one hundred twenty-day period (120) within which owner fails to terminate the non-permitted use. Any escrow costs, recording costs, title insurance premium costs, transfer taxes and other charges shall be paid by Grantor in closing such sale.

RECORDER'S OFFICE SAN MATEO COUNTY

82030372

FOR VALUABLE CONSIDERATION, receipt of which is acknowledged, including the execution of that certain Agreement of Lease dated April 28, 1982, by and between the TOWN OF PORTOLA VALLEY, as Lessor, and ALPINE BEER GARDEN, INC., a California corporation, as Lessee, the undersigned, jointly and severally, unconditionally guarantee and promise to pay to or perform for Lessor, its successors and assigns, any and all obligations of Lessee under such Lease entered into between Lessor and Lessee. If default shall at any time be made or suffered by Lessee in the prompt and timely payment of the rent or other sums to be paid thereunder, or in the performance of any other covenant or condition contained therein, at the times and in the manner provided therein, the undersigned, for themselves, their heirs, successors and assigns, jointly and severally, agree upon demand to pay said rent, or any other sums that Lessee may be liable for thereunder, together with all damages that may arise in consequence of the nonperformance by Lessee of any of said covenants and conditions, and fully to perform and carry out all other covenants and conditions of such Lease on the part of Lessee to be performed. The "obligations" of Lessee secured hereby are intended to be construed in the most comprehensive sense and shall include all obligations of Lessee under such Lease, whether to pay or deposit money or perform some other act, whether due or not due, absolute or contingent, liquidated or unliquidated, and whether Lessee may be liable individually or jointly with others, and whether recovery upon such obligations of Lessee may be or hereafter becomes barred by any statute of limitations or be or hereafter become otherwise unenforceable.

The undersigned hereby waive: (a) demand, protest, notice of protest, notice of Lessee's default, notice of nonpayment or nonperformance, notice of acceptance hereof and default hereunder; (b) the right, if any, to the benefit of, or to direct the application of, any security hypothecated to Lessor or its successors or assigns until all obligations of Lessee to Lessor, howsoever arising, shall have been paid or performed; and (c) the right to require Lessor, or its successors or assigns, to proceed against Lessee, any other guarantor, or any security, or insurance, or to pursue any other remedy in Lessor's power. Lessor may proceed against the undersigned directly and independently of Lessee, and other persons, and each other. No modification, amendment, extension or renewal of, nor any waiver or excuse of any default under, such Lease, nor the termination of the Lease in whole or in part, nor the death, disability or incapacity of the undersigned, or any of them, shall release any of the undersigned, the undersigned hereby consenting thereto and waiving notice of any such transaction or event.

undersigned hereunder, (a) take and hold other security for the performance of such Lease or for the payment of this Guaranty Agreement; (b) exchange, enforce, waive or release any such security; or (c) release or substitute any one or more endorsers or guarantors, and Lessor may, without notice to the undersigned, assign this guaranty agreement in whole or in part. Page 49

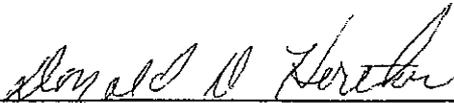
Any married man or woman who signs this guaranty agreement agrees that recourse may be had against his or her separate property for all his or her obligations hereunder.

The undersigned agree to pay reasonable attorney's fees and all other costs and expenses incurred by the Lessor or its successors or assigns in the enforcement of this guaranty agreement.

It is the intention of each of the undersigned that this shall constitute a CONTINUING GUARANTY of the obligations of the Lessee under such Lease between Lessor and Lessee.

Dated: 6-8-, 1982.

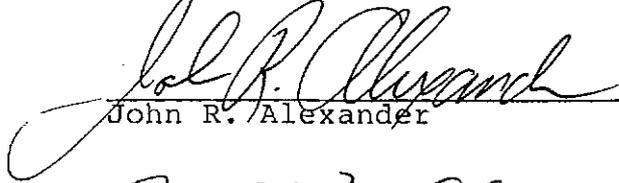
"GUARANTORS"



Donald B. Horther



Elaine Horther



John R. Alexander



Amelia M. Alexander

Address: 3915 Alpine Road
Portola Valley,
California 94025



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council

FROM: Tom Vlastic, Town Planner
Karen Kristiansson, Principal Planner

DATE: May 10, 2012

RE: Public Hearing on Proposed Amendments to Zoning and Site Development Ordinance Permit Appeals Periods and Time Limits

Action before the Town Council

At its June 20, 2012 meeting, the town council will be conducting a public hearing on proposed changes to the zoning and site development ordinance permit appeals periods and time limits. These proposed amendments are set forth in Attachment A. The town council should receive the staff report on the proposed ordinance amendments and public input and, if determined appropriate after discussion, adopt the ordinance amendments.

Background

In the last fiscal year, two appeals were filed on planning decisions and one was withdrawn. During review of the appeals and discussion of the appeal process with the town attorney, some issues were identified with the town's current appeal procedures and time periods associated with the procedures. These matters were considered by staff, including the town manager, and it was agreed that the current appeal provisions should be reviewed and revised as appropriate as soon as possible. This work is included as part of the 2011-12 planning program under the approved budget item identified as "Review and Update of Zoning Ordinance."

The proposed ordinance amendments were presented to the ASCC for information and comment at a regular ASCC meeting on March 26, 2012. The ASCC found the changes acceptable (minutes available online). The planning commission held a study session to consider the proposed ordinance amendments on March 21 and held a public hearing for formal consideration on April 18. Minutes of both meetings are available online. At those meetings, the commission suggested several additional changes to the ordinances in order to clarify and standardize the language. These changes have been incorporated into the amendments shown in Attachment A. At its April 18 meeting, the planning commission

passed Resolution No. 002-2012 (attached) recommending that the town council adopt these zoning and site development ordinance amendments.

Appeal Periods

The town currently has two appeal periods. For a site development permit, an architectural review approval, or a zoning permit, the appeal period is 15 days after the determination. For a variance or a conditional use permit, however, the appeal period is 30 days after the applicant receives the notice of the decision. The long appeal period delays the effective date of the decision and adds uncertainty to the process. Another issue is that Portola Valley's conditional use permit and variance appeal period starts on the "date of the receipt of the notice of the decision." This means that if a notice of a decision is not sent immediately by messenger or certified mail, the appeal period could be longer, or the time when the appeal period starts could be unclear. To bring more certainty to the process and to bring the town's regulations more in line with the common practice in the area, these appeal periods should be shortened and should start as of the date of the decision.

For another perspective and to get a sense of the common practice in the area, town staff surveyed five other jurisdictions: Woodside, Atherton, Hillsborough, Los Altos Hills, and Menlo Park. The results are summarized in the following table.

Town	Action	Appeal Period
Portola Valley	Site Development Permit Architectural Review Zoning Permit	15 days from the determination
Portola Valley	Variance Conditional Use Permit	30 days from receipt of notice of decision
Atherton	Any action under zoning code	10 days from decision
Woodside	Any action under zoning code	10 days from decision
Hillsborough	Architectural & Design Review	15 days from meeting
Menlo Park	Any Planning Commission action	15 days from action
Los Altos Hills	Any Staff Committee action	10 days from action
Los Altos Hills	Any Planning Commission action	23 days from action

Portola Valley's 30-day appeal period for conditional use permits and variances is substantially longer than any other jurisdiction surveyed.

Either 10 days or 15 days would be appropriate for the appeal period. Because the town already uses a 15 day appeal period for site development permits, architectural review approvals and zoning permits, the simplest approach would be change the appeal period for variances and conditional use permits to 15 days as well. In our opinion, the 15 day period is reasonable and provides a fair opportunity for anyone impacted by a decision to consider and file an appeal. Therefore, the proposed zoning ordinance changes provide for a consistent 15 day appeal period from the date of the decision. The current and proposed appeal periods for the different types of permits are summarized in the table below.

Permit Type	Current Appeals Period	Proposed Appeals Period
Site Development Permit	15 days from the decision	15 days from the decision
Architectural Review	15 days from the decision	15 days from the decision
Zoning Permit	15 days from the decision	15 days from the decision
Variance	30 days from receipt of notice of decision	15 days from the decision
Conditional Use Permit	30 days from receipt of notice of decision	15 days from the decision

Time Limits

The proposed amendments to permit time limits would extend the time limit for variances, create a time limit for fence permits, and also provide that site development permits, variances and fence permits that are issued together with an architectural review would be further extended to have the same time limit as the architectural review. Each of these changes are discussed below. The time limit for exercising a conditional use permit is one year unless a different time frame is specifically identified by the planning commission in the conditional use permit approval. We believe that these provisions for exercising a conditional use permit are still reasonable and see no need for change.

Variances

Currently, regulations provide that a variance must be exercised in 180 days, unless otherwise established in the actions granting the variance. Given the effort to secure a variance approval and the permits for architectural review and building associated with any variance project, we believe a variance approval should be valid for at least one year. In cases where a variance approval is associated with an architectural review approval, the time period to exercise the variance should be the two years associated with architectural review approvals.

Site development permits, variances and fence permits that are issued together with an architectural review

A number of applicants in Portola Valley need a site development permit, a variance or a fence permit as well as an architectural review for a single project. The different time limits for these can be problematic. When grading is needed for a house, for example, town policy requires that the grading permit not be issued before the building permit is issued for the house. As a result, work under the site development permit that is associated with a new house may not be allowed to start within 180 days, if more time than that is needed to finalize house plans and obtain a building permit.

In practice, particularly during the current recessionary period, the town already often extends permits linked to architectural review actions when the permits have not been exercised during permits' time period. To simplify this type of situation and avoid confusion and unnecessary burdens on applicants/property owners, we recommend that larger site development permits, variances and fence permits that are issued together with an architectural review be further extended to have the same time limit as the architectural review. For site development permits where an architectural review action is not involved, such as grading of 50 to 100 cubic feet, the 180 days still appears appropriate, especially

since the Public Works Director can extend the permit life pursuant to provisions in the current ordinance.

Finally, there is no time limit on a fence permit under current regulations. Because conditions on and around a property can change over time, however, a time limit for fence permits is recommended. As for variances, a one year time limit appears appropriate for fence permits, unless the fence permit is issued as part of an architectural review approval. In that case, the two year time limit for the architectural review approval should control.

The table below summarizes the current and proposed permit time limits.

Permit Type	Current Time Limit	Proposed Time Limit
Site Development Permit	180 days for start of work; one year for completion. Public Works Director can extend.	180 days for start of work; one year for completion. Public Works Director can extend. Permits issued in conjunction with an Architectural Review would have a two year time limit.
Architectural Review	Two years to pull building permit. No extensions.	Two years to pull building permit. No extensions.
Variance	180 days.	One year. Permits issued in conjunction with an Architectural Review would have a two year time limit.
Conditional Use Permit	One year.	One year.
Fence permit	Not specified.	One year. Permits issued in conjunction with an Architectural Review would have a two year time limit.

The attached draft ordinance amendments show these recommended changes.

Language clarifications

Based on planning commission comments at the study session and public hearing, some additional changes were made to the proposed ordinance amendments as presented in Attachment A. These changes are listed below:

- In Section 18.34.150, the wording in Subsection A was clarified and the word “unexercised” was added to Section 18.34.150.C (formerly B).
- Information about appeals for fence permits in Subsection 18.43.080.A were pulled out to create Subsections 1 and 2, and appeals periods of 15 days were added.
- The wording at the end of Section 18.70.080 concerning appeals was clarified.
- Section 18.72.200 was simplified by removing the reference to issuance of a conditional use permit. Since the town does not formally “issue” a conditional use permit but the permit simply takes effect after the appeals period has passed, this also reflects actual practice in the town. In addition, language was added about the effective date to clarify that the use permit would not become effective if an appeal were filed.

Town Attorney Review and Compliance with California Environmental Quality Act

The above recommendations and attached draft ordinance amendment language have been reviewed by town attorney, and she supports the proposals. In addition, we have considered the proposed ordinance amendments and evaluated them with the town attorney in light of the requirements of the California Environmental Quality Act (CEQA). The amendments only impact appeal and permit life time limits and do not in any way change the requirements for specific land use proposals to conform to town land use plans, standards or regulations. Further, the changes make the town's ordinance more internally consistent. Because it "can be seen with certainty that there is no possibility" that the proposed changes "may have a significant effect on the environment," this project is exempt from CEQA (CEQA Guidelines Section 15061(b)(3)).

Recommendation for Action

Unless information from the June 20, 2012 public hearing leads to other determinations, we and the town attorney recommend town council adoption of the ordinance amendments.

**ORDINANCE NO. 2012-
ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF
PORTOLA VALLEY AMENDING TITLE 15 [BUILDINGS AND
CONSTRUCTION] AND TITLE 18 [ZONING] OF THE PORTOLA
VALLEY MUNICIPAL CODE TO ADJUST PERMIT APPEALS
PERIODS AND TIME LIMITS**

WHEREAS, the Town desires to amend Title 15 [Buildings and Construction] and Title 18 [Zoning] of the Portola Valley Municipal Code to adjust permit appeals periods and time limits; and

WHEREAS, the Planning Commission considered these amendments at a study session on March 21, 2012; and

WHEREAS, the Planning Commission held a duly noticed public hearing on these amendments on April 18, 2012; and

WHEREAS, after due consideration of the amendments, public comments, and the staff report, the Planning Commission found that the proposed amendments are in general conformity with the general plan, and that public necessity, convenience and general welfare require the proposed amendments; and

WHEREAS, the Planning Commission recommended that the Town Council adopt the proposed ordinance amendments; and

WHEREAS, the Town Council held a duly noticed public hearing to consider the municipal code amendments on June 20, 2012; and

WHEREAS, at its meeting of June 20, 2012, the Town Council carefully considered the proposed amendments, comments made at the public hearing, and the staff report; and

WHEREAS, the proposed amendments are administrative in nature, do not change the requirements for specific land use proposals to conform to town land use plans, standards or regulations, and it can be seen with certainty that there is no possibility that these amendments could have a significant effect on the environment;

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

1. Amendment of Code. Certain sections of Title 15 [Buildings and Construction] and Title 18 [Zoning] of the Portola Valley Municipal Code are hereby amended to read as is shown in Attachment A.
2. Environmental Review. Because it “can be seen with certainty that there is

no possibility” that the proposed changes could have a significant impact on the environment, this project is exempt from CEQA (CEQA Guidelines Section 15061(b)(3)).

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

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

Town Clerk

Town Attorney

Attachment A: Recommended Municipal Code Text Amendments

Chapter 15.12 Site Development and Tree Protection

15.12.390 – Expiration of permit.

- A. ~~Every~~ A site development permit shall expire by limitation and become null and void if the work authorized by such permit has not been commenced within one hundred eighty days, or is not completed within one year from date of issue. ;
- B. Exceptions:
1. ~~except, that~~ The town engineer may, if the permit holder presents satisfactory evidence that unusual difficulties have prevented work being started or completed within the specified time limits, grant a reasonable extension of time if written application is made before the expiration date of the permit.
 2. Where a single project requires both a site development permit and an architectural review approval from the ASCC, and those permits are considered and issued together, the site development permit shall have the same expiration period as the architectural review approval.

Zoning Ordinance Amendments

Chapter 18.34 Administration

18.34.150 – Unexercised variance—Expiration—Renewal.

- A. A variance granted by the board of adjustment or council becomes null and void if not exercised within the time specified under Section 18.68.120, or if no date is specified, within one ~~year~~ hundred eighty days following the date on which the variance becomes effective, ~~unless:~~ A variance is exercised when:
1. The use has commenced; or
 2. A building permit has been issued by the building inspector and construction started and diligently pursued toward completion on the site which was the subject of the variance; or
 3. A certificate of occupancy has been issued by the building inspector for the site or the structure which was the subject of the variance.
- B. Where a single project requires both a variance and an architectural review approval from the ASCC, and those permits are considered and issued together, the variance shall have the same expiration period as the architectural review approval.
- ~~C.~~ B. An unexercised variance may be renewed for an additional period of one ~~year~~ hundred eighty days provided that prior to its expiration an application for renewal of the variance is filed with the board of adjustment. The board of adjustment may grant or deny an application for renewal of a variance.

Chapter 18.43 Fences

18.43.080 – Fence permits and administration

- A. Fence permits are required for construction of all fences built within required yards, except as otherwise specified in this section. Fence permit applications shall be made on a form provided by the town planning staff and shall be accompanied by plans demonstrating the design and materials of the proposed fence, the location of the proposed fence and any associated landscaping. A fee shall be paid to cover the cost of review by town planning staff, or on referral, by the town planner. Prior to approving a

fence permit, town planning staff shall give written notice to owners of adjoining properties of the permit application. Prior to acting on a permit, town planning staff shall review the proposed design and location in the field, review the plans for conformance with the zoning ordinance and design guidelines, and consider comments from owner(s) of adjoining properties. Town planning staff may take action on a permit or refer it to the ASCC. Written notification shall be given to owner(s) of adjoining properties at least six days prior to action by town planning staff or the ASCC.

1. Any town planning staff decision may be appealed within 15 days of the decision by an applicant or an owner of adjacent property to the ASCC.
 2. Any ASCC decision may be appealed within 15 days of the decision by the applicant or an owner of adjacent property to the board of adjustment.
- B. Fences within required yards that are no more than two feet in height, and no more than twenty feet in total length shall be exempt from this section but shall meet all other provisions of this chapter except Section 18.43.040 regarding opacity.
- C. The ASCC shall have the authority to review existing fences and fence permit applications under the following conditions:
1. Upon referral from town planning staff, pursuant to Section 18.43.080.A.
 2. When acting on architectural review and site development permits, the ASCC shall consider and may require modifications to existing fencing on a property if the ASCC determines that there is a substantial modification to an existing residence or the site improvements of the property. If, in these situations, the ASCC determines that the existing fencing is not in conformity with current fencing standards, the ASCC may require conformity with the fencing regulations. In requiring conformity, the ASCC shall make the finding that the modified or replacement fencing will not result in an adverse effect on neighboring properties and reasonably adheres to the purposes of this chapter.
 3. When a fence permit application demonstrates that the proposed fence cannot conform to the regulations given the conditions on the parcel, the ASCC may grant relief from the fence regulations. In making such determination, the ASCC shall as much as reasonably possible ensure the proposed fence achieves the purpose and principles of this chapter set forth in Section 18.43.010.
 4. When a fence permit application is submitted for a proposed fence in the Mountainous-Residential (M-R) or Open-Area (O-A) zoning districts, the ASCC shall, with input from the Conservation Committee, make a determination of compliance based on the purposes of this chapter and the fence design guidelines adopted by the town council.
- D. When a portion of a fence exceeding twenty-five percent of the total length of fencing within required yards on a property is damaged or voluntarily removed, any replacement fencing of that portion shall conform to the fence regulations pursuant to a fence permit.
- E. A fence permit becomes null and void if not exercised within one year following the date the fence permit is approved, except:
1. Where a single project requires both a fence permit and an architectural review approval from the ASCC, and those permits are considered and issued together, the fence permit shall have the same expiration period as the architectural review approval.

Chapter 18.70 Board of Adjustment**18.70.080 – Findings and decisions—Effective date—Appeal or review by council**

The board of adjustment shall act within fourteen days after the conclusion of the public hearing. Action shall be by resolution which shall set forth the findings of the board of adjustment and any recommended conditions and any specific findings or recommendations specified under the chapter of this title dealing with the specific action. Any action shall be by a majority of all voting members. The decision of the board of adjustment is final on the ~~thirty first~~ fifteenth day at the close of business hours following the date of decision of the board of adjustment, unless the town council elects to review the decision or unless an appeal is filed ~~taken to the council~~.

Chapter 18.72 Conditional Use Permits**18.72.200 – Issuance of conditional use permit—Effective date**

~~Immediately following planning commission approval of a conditional use permit application, the secretary of the planning commission shall cause a formal conditional use permit to be issued to the applicant.—~~The conditional use permit shall become effective on the ~~thirty first~~ fifteenth day at the close of business hours following the date on which the permit is approved unless an appeal is filed.

Chapter 18.78 Appeals to and Review by Town Council**18.78.022 – Appeal to be filed when**

Within ~~thirty~~ fifteen days from the date ~~of the receipt of the notice~~ of the decision which is to be appealed, a written notice of appeal, specifying the grounds of appeal, must be filed with the agency from whom the appeal is made and with the clerk of the council.

RESOLUTION NO. 002-2012

**RESOLUTION OF THE PLANNING COMMISSION OF THE
TOWN OF PORTOLA VALLEY
RECOMMENDING ADOPTION OF
ZONING AND SITE DEVELOPMENT ORDINANCE AMENDMENTS
TO ADJUST PERMIT APPEAL PERIODS AND TIME LIMITS**

WHEREAS, on March 21, 2012, the Planning Commission studied the issues related to permit appeal periods and time limits as presented and evaluated in the January 20, 2012 report from the town planner, and

WHEREAS, on April 18, 2012, the Planning Commission held a duly noticed public hearing considering the January 20, 2012 report and additional data as presented in the March 27, 2012 report from the town planner on the draft zoning and site development ordinance amendments, and also considered all information presented during the public hearing, and

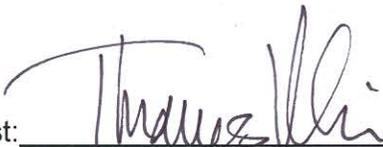
WHEREAS, the proposed zoning and site development ordinance amendments set forth in Attachment A hereto are in general conformance with the general plan, and

WHEREAS, the proposed changes to the permit appeal periods and time limits will make the town's development processes and ordinance provisions internally consistent and more certain without changing the requirements for conformity to town land use plans and standards, and

WHEREAS, because the proposed zoning and site development ordinance amendments would not affect the development potential or future uses of land and are procedural, it can be seen with certainty that these amendments would not have a significant environmental impact, and therefore approval of these zoning and site development ordinance amendments is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA guidelines.

NOW, THEREFORE, be it resolved that the Planning Commission of the Town of Portola Valley finds that the public necessity, convenience and general welfare require the adoption of the proposed zoning and site development ordinance amendments and recommends that the Town Council find the proposed zoning and site development ordinance amendments exempt from CEQA and adopt the proposed ordinance amendments, as set forth in Attachment A.

PASSED AND ADOPTED at the regular meeting of the Planning Commission of the Town of Portola Valley on April 18, 2012.

Attest: 
Tom Vlasic, Town Planner

By: 
Alex Von Feldt, Chairperson

TOWN OF PORTOLA VALLEY



PROPOSED BUDGET FOR THE FISCAL YEAR 2012 - 2013

TOWN OF PORTOLA VALLEY

PROPOSED OPERATING & CAPITAL BUDGETS

FISCAL YEAR 2012-13

Presented to:

Mayor Maryann Moise Derwin
Vice Mayor John Richards
Councilmember Jeff Aalfs
Councilmember Ted Driscoll
Councilmember Ann Wengert

Prepared by:

Nick Pegueros, Town Manager
Stacie Nerdahl, Acting Administrative Services Director

June 2012



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
 Stacie Nerdahl, Acting Administrative Services Director
DATE: June 20, 2012
RE: **Proposed 2012-13 Town Budget**

We are pleased to propose a balanced Town budget for the fiscal year beginning July 1, 2012. As with prior years, the Town's revenues remain strong and the expenditure plan has been crafted to live within our means. The goal of this budget document is to provide the community with a high-level overview of how taxes and fees will be spent in fiscal year 2012-13.

Summary of 2012-13 Proposed Budget				
Revenues	+/- PFY	Expenditures & Transfers	+/- PFY	Surplus/(Deficit)
<i>All Funds' Budgets</i>				
\$5,998,896	-10%	\$5,952,636	-12%	\$46,260
<i>General Fund Budget</i>				
\$4,588,589		Exp \$3,966,701		
		CIP 520,500		
		Transfers <u>97,000</u>		
(Total) \$4,588,589	19%	(Total) \$4,584,201	19%	\$4,388

Revenue Assumptions and Discussion:

While the *Revenues Budget Summary* on page 4 indicates an overall 10% decrease in revenues over the 2011-12 budget, this percentage is due to the prior year's revenues related to the \$1.5 million C-1 Trail project.

- *Government Agency:* Revenues are budgeted to remain flat with the exception of a one-time infusion of \$232,000 of Park Bond grant funds for the Ford Field project.
- *Permits & Fees:* Building permit revenues continue to rebound from an all-time low in 2008-09, and are projected to increase \$65,038 or 18% over the prior year budget in part due to fee adjustments approved in May 2012.
- *Service Charges:* Revenues are budgeted to remain flat adjusting for the \$1,500,000 spike in 2011-12 budgeted revenues from Stanford for the C-1 trail project.
- *Revenue from Taxes:* Property tax revenues are projected to increase 4.5% over current year estimated actual revenues.
 - **Property taxes**, the Town's single largest revenue source, are projected to increase 4.5% or \$81,450 over current year projected actual revenues. This assumption is in line with prior years, although it is important to note that the San Mateo County Assessor's Office reports that Portola Valley's assessed values are 5.7% higher than previous year as of June 12, 2012. The Town also anticipates repayment of the Proposition 1A loan from the State of California (\$137,000) on or before June 30, 2013.
 - Projected **sales tax** revenues for the 2011-12 fiscal year are projected to be markedly higher, with receipts \$23,000 (or 15.8%) higher than the adopted budget. For the 2012-13 fiscal year, sales tax is projected to increase by 3% or \$5,000. Staff obtained a complimentary analysis of the Town's sales tax revenue from HdL Companies to arrive at these estimates.

Expenditure Assumptions & Discussion:

The 12% overall decrease in expenditures over the 2011-12 fiscal year is due to the prior year's impact of the self-funded C-1 Trail.

- *Administration:* This category reflects an overall increase of 3.5% increase over 2011-12, driven in part by a significant increase in insurance costs.
 - Total **employee compensation** in 2012-13 is proposed to increase by \$62,009 (or 3.6%) when compared to the 2011-12 budget. Of the increase, medical, dental and vision costs are projected to increase \$40,590 (or 21%) over prior year budget due to a larger number of employees receiving dependent coverage, and a projected 9% premium increase beginning January 1, 2013. Salaries are proposed to increase a total of \$6,142, which includes an allowance for merit salary increases based on individual employee performance, offset by savings from the reorganization of Administration staff

discussed below. Workers' Compensation insurance and unemployment claims increased \$15,000 over the prior year budget. Finally, CalPERS pension costs continue their upward trend, increasing \$11,640 (or 4.7%) over prior year.

**Town of Portola Valley
Employee Compensation**

Compensation Item	2011-12 Adopted Budget	2011-12 Est. Actual	2012-13 Proposed	2012-13 Proposed compared to 2011-12 Budget		2012-13 Proposed compared to 2011- 12 Est. Actual*	
				\$ Change	% Change	\$ Change	% Change
Base salaries	\$ 1,210,366	\$ 1,154,561	\$ 1,216,508	\$ 6,142	0.5%	\$ 61,947	5.4%
CalPERS pension	245,091	233,134	254,672	9,581	3.9%	21,538	9.2%
Social Security & Medicare	85,869	82,170	86,569	700	0.8%	4,399	5.4%
Medical, dental, vision insurances	193,068	198,995	233,658	40,590	21.0%	34,663	17.4%
Auto allowance	5,004	5,170	6,000	996	19.9%	830	16.1%
Overtime & vacation sell back	28,000	39,846	17,000	(11,000)	-39.3%	(22,846)	-57.3%
Subtotal direct compensation	1,767,398	1,713,876	1,814,407	47,009	2.7%	100,531	5.9%
Workers' Comp/Unemployment	25,000	40,839	40,000	15,000	60.0%	(839)	-2.1%
Total Employee Compensation	\$ 1,792,398	\$ 1,754,715	\$ 1,854,407	\$ 62,009	3.5%	\$ 99,692	5.7%

*Note that 2011-12 Est. Actual is low due to vacancies in the Assistant Town Manager and Planning Department Manager positions.

- The proposed budget includes a **reorganization of the Administration staff** that merges the managerial duties of Assistant Town Manager and the Administrative Services Officer to the newly created classification of Administrative Services Director. To facilitate this change, some of the Administrative Services Officer's duties will transition to a new full-time Accounting Assistant. The reorganization maintains the number of authorized full-time employees but results in greater efficiency and a savings of an estimated \$24,000 in employee compensation.
- **Committees & Commissions:** The return of **Blues & Barbeque** has increased both the revenue and expenditure budgets for 2012-13. The event is budgeted to cost \$35,000 and generate revenue of \$85,000, and as with prior years, the revenue net of expenditures will be transferred from the General Fund to the Open Space Fund. If revenue and expense for this event come in at budget, the transfer would be \$50,000.

- *Miscellaneous Expenses:* This category includes an emergency contingency of \$30,000 and the expense side of a \$20,000 risk management grant from the Town's insurer, ABAG-PLAN, to reduce the Town's exposure to liability claims.
- *Public Works Operations:* The 2012-13 budget for Public Works Operations is \$35,730 higher than prior year, reflecting the addition of \$20,000 from Stanford University for biological monitoring and landscape maintenance of the Dwight Crowder (C-1) trail. The landscape maintenance will, in part, include a three-year pilot **invasive weed removal** program to identify a cost-effective and sustainable approach that can be applied to other parts of the Town. An additional \$18,000 is necessary to provide for an update to the **Pavement Management System** which occurs approximately every two years and is partially paid for with a grant from the Metropolitan Transportation Commission.
- *Service Agreements:* 2012-13 will be the first year of a 3-year agreement with the San Mateo County Sheriff's Office for **law enforcement services** in the Town. The basic and supplemental law enforcement services agreements were jointly negotiated with the Town of Woodside and resulted in an annual increase of 3%, a considerable savings compared to prior year increases. One item to note is that the General Fund is now contributing \$151,868 above the \$100,000 COPS grant for supplemental law enforcement services. This demand on the General Fund underscores the necessity of the Utility Users' Tax renewal in November 2013.
- *Capital Improvements:* Total capital improvements are budgeted at \$1,223,705 with the following projects:
 - The **Ford Field Renovation Project** is included in this budget at a total cost of \$540,000. The project is fully funded through a combination of State Park Bond monies of \$232,000, \$100,000 from the Alpine Little League, \$100,000 from the Sand Hill Foundation, and \$108,000 in private donations. As of May 31, 2012, the total amount of private donations and pledges received was \$36,000. Assuming the additional \$72,000 in private donations is not received, the Alpine Little League and the Town would split the shortfall equally.
 - The annual **street resurfacing program** will ratchet back in 2012-13 to \$368,000. This decrease is the result of significant investment in the Town's roadways over the past decade. The 2012-13 program will focus primarily on slurry seals rather than asphalt overlays of main arterials. The program is largely funded by anticipated Measure A and Measure M revenues plus \$143,000 of fund balance from the Road Impact Fee.
 - Work on the Dwight Crowder (C-1) trail will continue in 2012-13 with \$100,000 from Stanford University to provide for renovation of an existing trail from Ford Field to Town limits at Ladera and other miscellaneous improvements.

- Capital Equipment: Total capital equipment purchases are budgeted at \$67,500. Along with a microphone system for the Historic Schoolhouse, the following items are also included:
 - Public Works is requesting a **replacement tractor** that is dedicated to park and field maintenance. The hydraulic system on the existing unit has failed and repairs are cost prohibitive. The existing unit is 32 years old and has reached the end of its useful life.
 - The Emergency Preparedness Committee has recommended the purchase of a portable **Emergency Radio Transmitter** which will allow for the Town to broadcast information in the event of an emergency to an estimated 80% of Portola Valley residents. All residents will need is an AM receiver. This technology will reduce reliance on telephone and cable lines which are at high risk of failure in the event of a natural disaster. The Committee is currently developing a recommendation for a permanent antenna located at Town Center to reach maximum broadcast area; however, the transmitter is portable and can be used anywhere in Town. The \$30,000 required to fund this equipment purchase is proposed to come from monies received by the Town in the early 2000's for the purpose of purchasing public safety equipment.

Recognition

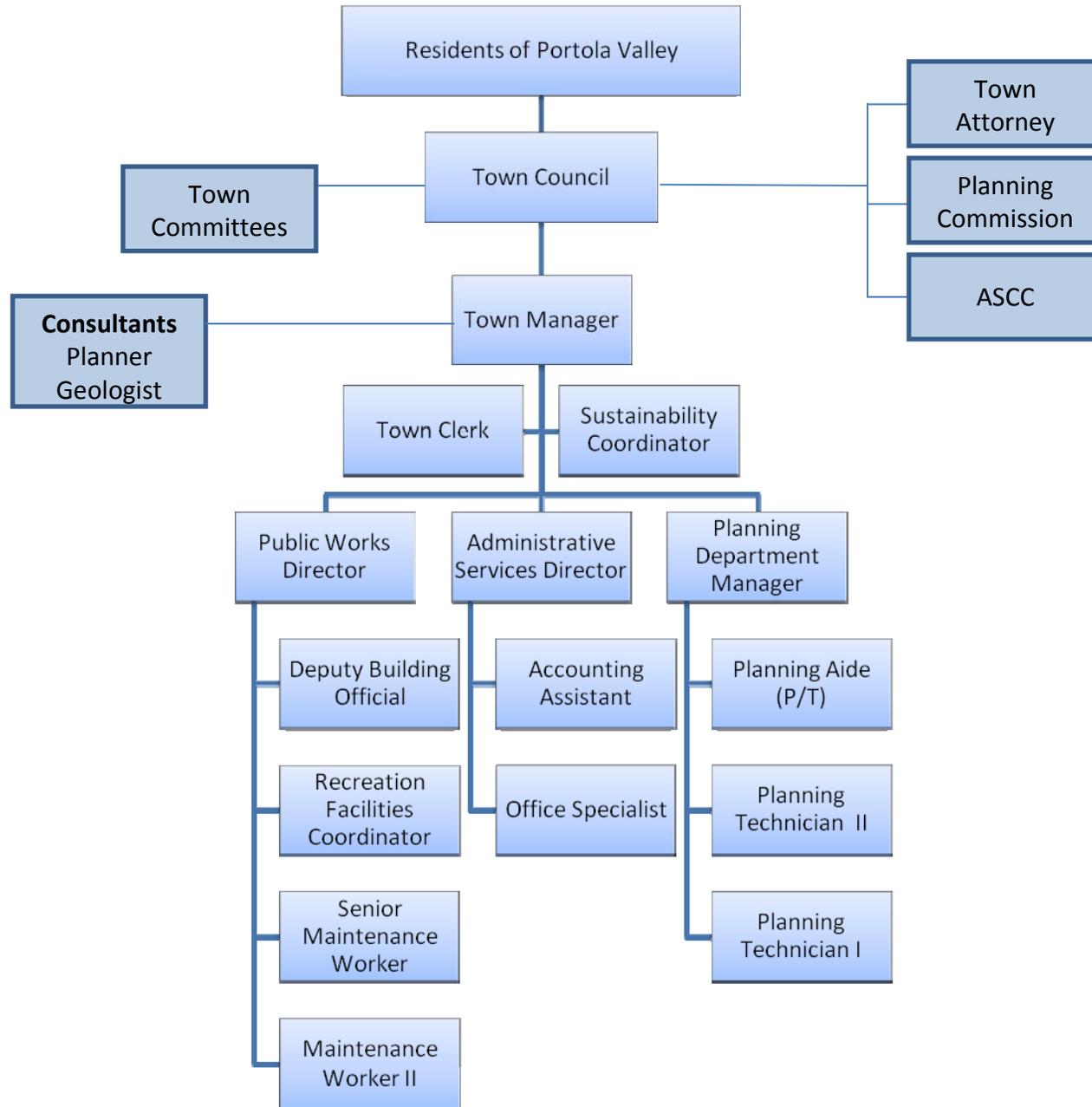
This budget would not be possible without the valued involvement and contribution of Town staff, consultants, and committees. Special recognition, however, is due to the Town's volunteers whose countless hours of involvement on committees and organizing events and programs help to keep operating costs down while making Portola Valley an amazing place to live.

Finance Committee Action By unanimous vote at its June 5th meeting, the Finance Committee recommended that the proposed 2012-13 budget be presented to the Town Council for consideration.

Town Council Action

Recommendation

Attachments
Organization Chart
Fund Descriptions





Town of Portola Valley

Fund Descriptions

5	General Fund	The Town's operating fund; all general operating revenues and expenditures are processed through it.
8	Grants	Used to record all revenues and expenditures related to county, State, and Federal grants.
10	Safety Tax	A half-cent State sales tax revenue designated exclusively for local agency public safety services. (Sec. 35 of Art. XIII of Cal Const)
15	Open Space	Used solely for the acquisition and maintenance of open space land parcels in Town.
20	Gas Tax	For maintenance and repairs to streets.
22	Measure M	County-generated vehicle registration revenue to be used for local streets and roads for congestion mitigation and water pollution prevention programs.
25	Library Fund	Library service revenue from San Mateo County Library JPA to be spent on library related activities as mutually agreed by the JPA and Town Council.
30	COPS – Public Safety	Citizens' Options for Public Safety: a supplemental State law enforcement fund for special law and traffic enforcement.
40	Park-in-Lieu	Subdivision developer's fee that can only be used for parks or recreational purposes.
45	Inclusionary-in-Lieu	A subdivision developer's fee, payable by fee or land, that can only be used for affordable housing.
60	Measure A Funds	A half percent County sales tax revenue designated for the improvement of local transportation, including streets and roads.
65	Road Impact Fee	Recovers the cost of repairs from building permit applicants to Town roads due to wear and tear from construction vehicles (suspended 2010).
75	Crescent M.D.	Maintenance District Funds
80	PVR M.D.	
85	Wayside I M.D.	
86	Wayside II M.D.	
90	Woodside H'lands M.D.	
95	Arrowhead M'dows M.D.	
96	Customer Deposits	Deposit fund for customer fees to pay for consulting costs associated with individual building projects. Any remaining deposit amounts are refunded to customer when project is completed.

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2012-13 Revenues and Expenses by Governmental Fund

	Fund 5	Fund 8	Fund 10	Fund 15	Fund 20	Fund 22	Fund 25	Fund 30	Fund 60	Fund 65	Fund 96	TOTALS
Revenues	GENERAL FUND	GRANTS	PUBLIC SAFETY	OPEN SPACE	TRANSPORTATION	MEASURE M	LIBRARY	C O P S	MEASURE A	ROAD FEES	CASE REVIEWS	
Government Agency	\$ 5,000	\$ 252,000	\$ 11,679		\$ 127,977	\$ 75,000		\$ 100,000	\$ 230,720			\$ 802,376
Franchise Fees	\$ 247,452											247,452
Permits & Fees	\$ 430,268											430,268
Other Revenues	\$ 437,350			5,000								442,350
Parks & Recreation	\$ 174,310											174,310
Service Charges	\$ 54,501										360,000	414,501
Revenue from Taxes	\$ 2,434,150											2,434,150
Town Center Facilities	\$ 221,960											221,960
Interest	\$ 25,000											25,000
Utility Users' Taxes	\$ 558,598			247,931								806,529
Revs. Sub-Totals	\$ 4,588,589	\$ 252,000	\$ 11,679	\$ 252,931	\$ 127,977	\$ 75,000	\$ -	\$ 100,000	\$ 230,720	\$ -	\$ 360,000	\$ 5,998,896
Expenditures												
Administration & Operations	\$ 1,854,407											\$ 1,854,407
Committees & Commissions	\$ 186,649											186,649
Consultant Services	\$ 435,445				25,000						360,000	820,445
Miscellaneous	\$ 41,591	20,000										61,591
Parks Operations	\$ 182,950											182,950
Public Works Operations	\$ 23,000				179,730							202,730
Service Agreements	\$ 822,497							100,000				922,497
Services & Supplies	\$ 301,321											301,321
Town Center Facilities	\$ 118,841						10,000					128,841
Exp. Sub-Totals	\$ 3,966,701	\$ 20,000	\$ -	\$ -	\$ 204,730	\$ 75,000	\$ 10,000	\$ 100,000	\$ -	\$ -	\$ 360,000	\$ 4,661,431
Capital Improvements												
Street Resurface 12/13						25,000			200,000	143,000		\$ 368,000
Street Design / Inspections	75,000											75,000
Springdown Imp, Ph 1				90,705								90,705
Storm Drain Imps						50,000						50,000
Ford Field	308,000	232,000										540,000
C-1 Trail Enhancements	100,000											100,000
Equipment	37,500							30,000				67,500
Capital Improvements	\$ 520,500	\$ 232,000	\$ -	\$ 90,705	\$ -	\$ 75,000	\$ -	\$ 30,000	\$ 200,000	\$ 143,000	\$ -	1,291,205
Revenue - Expenses	621,888	232,000	11,679	252,931	-76,753	75,000	-10,000	0	230,720	0	0	1,337,465
Revenue - (Exp+CIP)	101,388	0	11,679	162,226	-76,753	0	-10,000	-30,000	30,720	-143,000	0	46,260
Interfund Transfers												
General Fund to Transportation	(47,000)				47,000							-
Measure A to Transportation					30,000				(30,000)			-
General Fund to Open Space (B&B)	(50,000)			50,000								-
Transfers	\$ (97,000)	\$ -	\$ -	\$ 50,000	\$ 77,000	\$ -	\$ -	\$ -	\$ (30,000)	\$ -	\$ -	\$ -
Net Change in Fund Balance (Revenue - Exp - CIP + Transfers)	\$ 4,388	\$ -	\$ 11,679	\$ 212,226	\$ 247	\$ -	\$ (10,000)	\$ (30,000)	\$ 720	\$ (143,000)	\$ -	\$ 46,260

Town of Portola Valley 2012-13 Fund Activity Summary

FUND	7/1/2012 ESTIMATED BALANCE	2012-2013 ESTIMATED REVENUES	2012-2013 ESTIMATED EXPENDITURES	2012-13 TRANSFERS IN(OUT)	6/30/2013 PROJECTED BALANCE
General Purpose Funds					
General Fund Unrestricted	2,272,678	4,588,589	4,487,201	(97,000)	2,277,066
Historic Museum Designation	2,879				2,879
Loss Designation	100,000				100,000
Open Space Acquisition Desig.	377,499				377,499
Children's Theater Designation	2,659				2,659
Sub-Total	\$ 2,755,715	\$ 4,588,589	\$ 4,487,201	\$ (97,000)	\$ 2,760,103
Restricted Funds					
Bonds and Grants (8)	0	252,000	252,000		0
Public Safety (10)	7,921	11,679	0		19,600
Open Space (15)	3,288,503	252,931	90,705	50,000	3,500,729
Transportation/Public Works (20)	0	127,977	204,730	77,000	247
Measure M (22)	0	75,000	75,000		0
Library Fund (25)	412,117	0	10,000		402,117
Public Safety/COPS (30)	36,764	100,000	130,000		6,764
Park In Lieu (40)	6,191	0	0		6,191
Inclusionary In Lieu (45)	158,033	0	0		158,033
Measure A (60)	0	230,720	200,000	(30,000)	720
Road Fee Fund (65)	202,885	0	143,000		59,885
Applicant Deposits (96)	632,540	360,000	360,000		632,540
Sub-Total	\$ 4,744,954	\$ 1,410,307	\$ 1,465,435	97,000	4,786,826
Grand Total	\$ 7,500,669	\$ 5,998,896	\$ 5,952,636	\$ -	\$ 7,546,929

REVENUES

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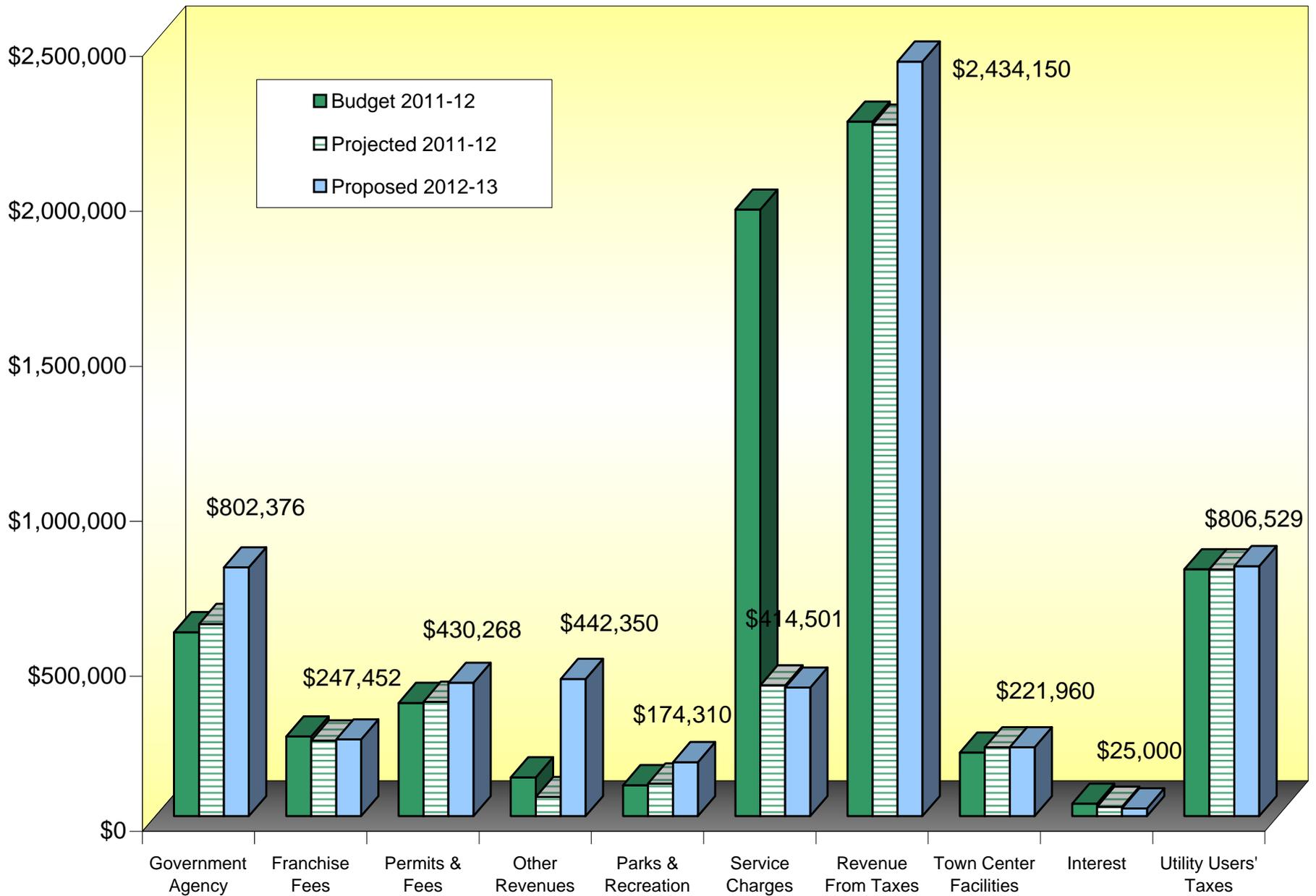
TOWN OF PORTOLA VALLEY

2012-2013 Total Revenues Budget Summary

Revenues	2011-12 Adopted Budget	2011-12 Projected at Year End	2012-13 Proposed Budget	%/Change per Adopted 11/12 Budget	%/Change per Projected Year End
Government Agency	593,078	620,016	802,376	35.29	29.41
Franchise Fees	257,095	244,276	247,452	(3.75)	1.30
Permits & Fees	365,230	369,070	430,268	17.81	16.58
Other Revenues	125,000	61,580	442,350	253.88	618.33
Parks & Recreation	100,070	105,139	174,310	74.19	65.79
Service Charges	1,956,820	421,440	414,501	(78.82)	(1.65)
Revenue From Taxes	2,240,756	2,231,105	2,434,150	8.63	9.10
Town Center Facilities	205,000	221,960	221,960	8.27	-
Interest	40,000	30,000	25,000	(37.50)	(16.67)
Utility Users' Taxes	796,530	796,180	806,529	1.26	1.30
Grand Total	6,679,579	5,100,766	5,998,896	-10%	18%



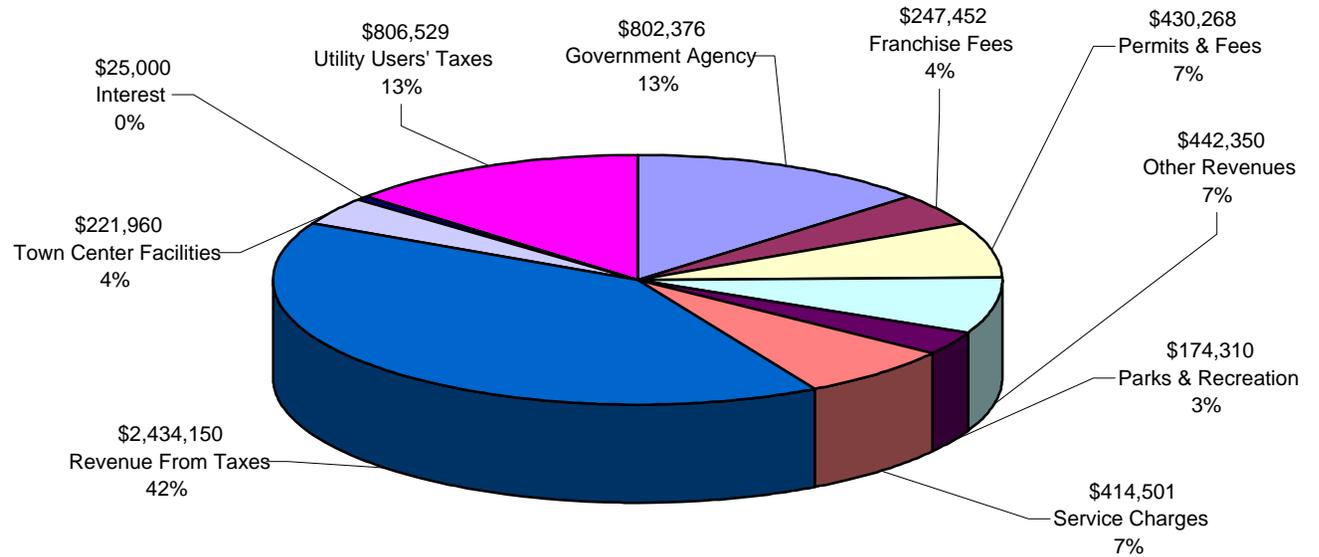
2011-12 Budget/Projected Rev. vs 2012-13 Proposed Revenue



2012-13 REVENUE BUDGET by TOTAL and GENERAL FUND

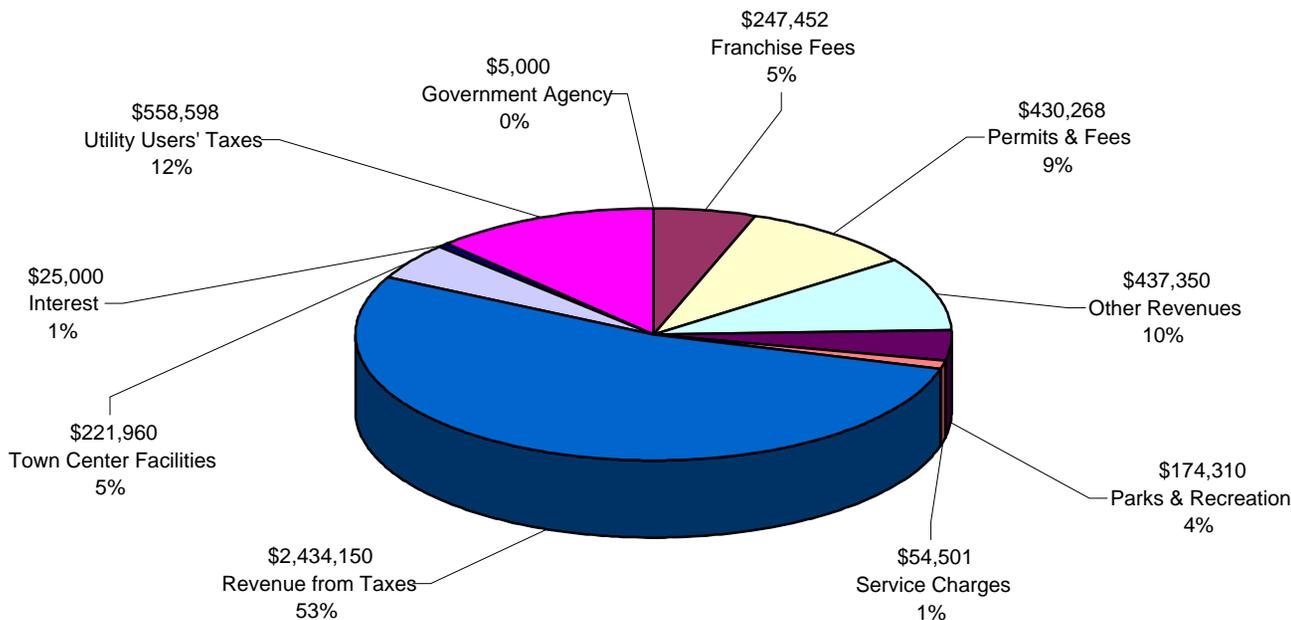
2012-13 Total Revenue Total: \$5,998,896

Government Agency	\$802,376
Franchise Fees	\$247,452
Permits & Fees	\$430,268
Other Revenues	\$442,350
Parks & Recreation	\$174,310
Service Charges	\$414,501
Revenue From Taxes	\$2,434,150
Town Center Facilities	\$221,960
Interest	\$25,000
Utility Users' Taxes	\$806,529



2012-13 General Fund Revenue Total: \$4,588,589

Government Agency	\$5,000
Franchise Fees	\$247,452
Permits & Fees	\$430,268
Other Revenues	\$437,350
Parks & Recreation	\$174,310
Service Charges	\$54,501
Revenue from Taxes	\$2,434,150
Town Center Facilities	\$221,960
Interest	\$25,000
Utility Users' Taxes	\$558,598

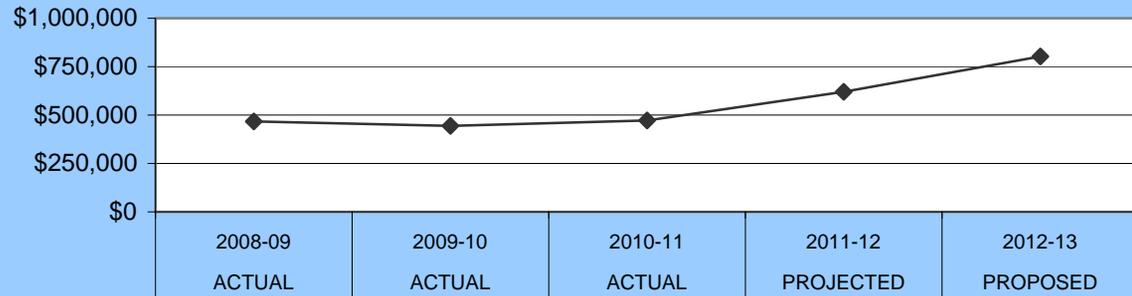


TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Government Agency



Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODE
1 Motor Vehicle <i>VLF funding was diverted by State legislation in 2011/12 to support the continuation of COPS funding.</i>	15,788	13,740	21,502	14,500	2,338	0	05-10-3001
2 Measure A Sales Tax Half percent sales tax restricted for transportation uses. State is predicting a 4% increase.	193,750	189,937	207,820	234,400	224,000	230,720	60-10-3002
3 Proposition 172 Funds - Public Safety Sales Tax Half-cent sales tax restricted for public safety issues.	10,170	9,742	10,308	11,170	11,230	11,679	10-10-3004
4 Public Safety COPS Grant Annual state allotment which can only be used for public safety.	93,957	101,083	98,307	100,000	100,000	100,000	30-10-3006
5 State Gas Tax Pooled Statewide and reallocated based upon population and other factors. Town's allocation represents a small portion of this State revenue source, most of which stays in Sacramento.	104,531	82,413	77,457	81,150	77,078	76,689	20-10-3008 20-10-3010 20-10-3012 20- 10-3014
6 Homeowners' Property Tax Relief (HOPTR)	5,198	5,235	5,387	5,000	5,367	5,000	05-10-3016
State Mandated Costs Reimbursements <i>State reimbursements totalling \$42,800 filed for 2-4 years' legislated municipal expenses.</i>	5,028	-	-	0	0	0	5-10-3017
7 Proposition 42 Funds Traffic Congestion Relief funds expired, Prop 42 funding replaces.	39,316	42,376	39,941	52,355	49,826	51,288	20-10-3015

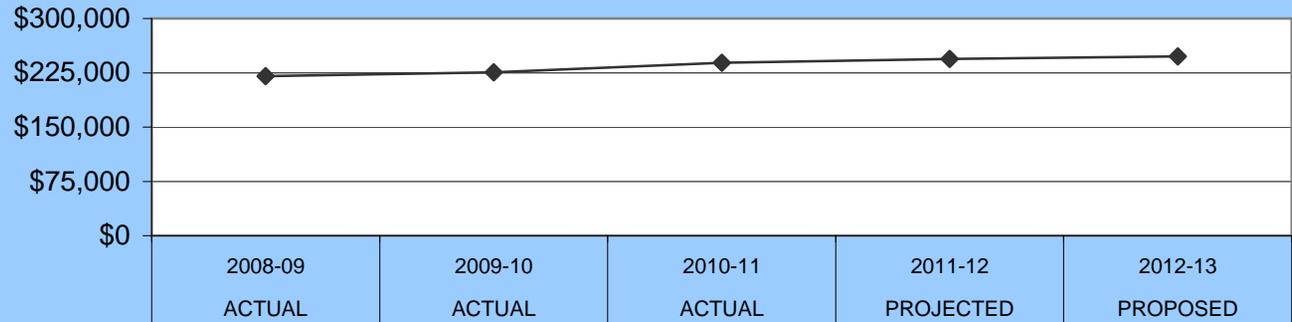
Account Description/Activity		ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODE
8	Measure M				82,521	99,008	75,000	22-10-3019
	This new revenue is derived from an additional vehicle registration fee for San Mateo County residents and is to be used for improvements to local streets and roads. Funds are disbursed on a reimbursement basis in the following fiscal year.							
9	Miscellaneous Grants							
	<i>County of San Mateo Energy Upgrade Grant</i>			11,982	11,982	11,982	0	08-10-3027
	ABAG-PLAN Risk Management Grant					39,187	20,000	08-10-3029
	2000 Park Bond Act - provides funds for park/rec construction and renovation.						220,000	08-10-3030
	Roberti-Z'berg Grant - provides funds for parks/rec purposes, including development and renovation.						12,000	08-10-3032
	Sub-Total	467,737	444,526	472,704	593,078	620,016	802,376	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



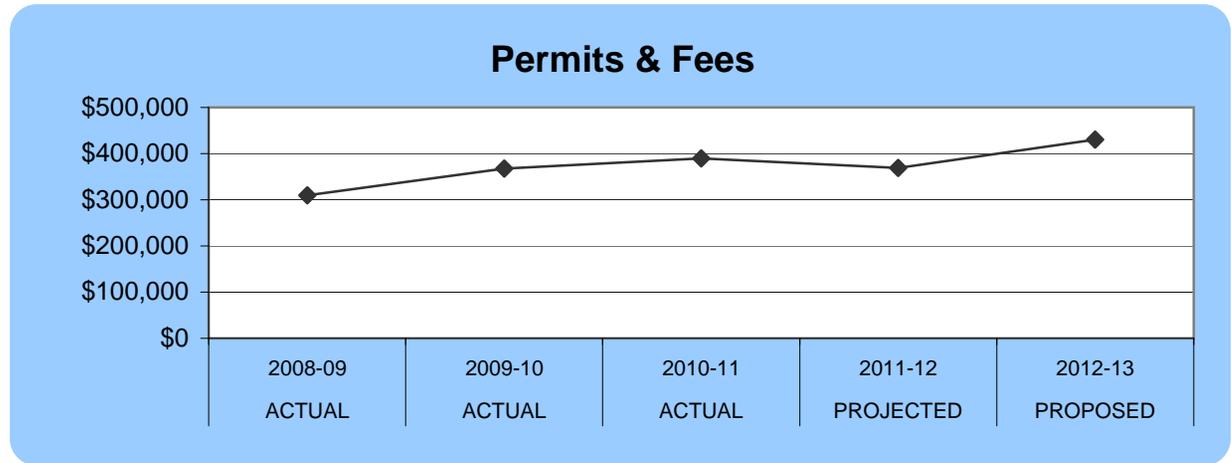
Franchise Fees



Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODE
1 PG&E Franchise fee for PG&E regulated by the State through a Town franchise ordinance.	84,160	78,886	84,156	86,681	80,600	81,648	05-12-3040
2 California Water Company Fees based upon 1% of total water revenues generated by Cal-Water in the Town.	24,070	25,279	24,674	38,615	32,076	32,493	05-12-3042
3 Greenwaste Recovery Company Franchise fees based upon 7.7% of total revenues generated by GWR within the Town. Fourth year of 10-year agreement.	54,741	58,323	63,299	64,622	64,600	65,440	05-12-3044
4 Comcast and AT&T Cable Services Franchise fees based upon 5% of total revenues generated by Comcast Cable Services within the Town. Includes \$450/mo PEG fees.	57,419	63,010	66,719	67,177	67,000	67,871	05-12-3046
Sub-Total	220,390	225,498	238,848	257,095	244,276	247,452	

TOWN of PORTOLA VALLEY

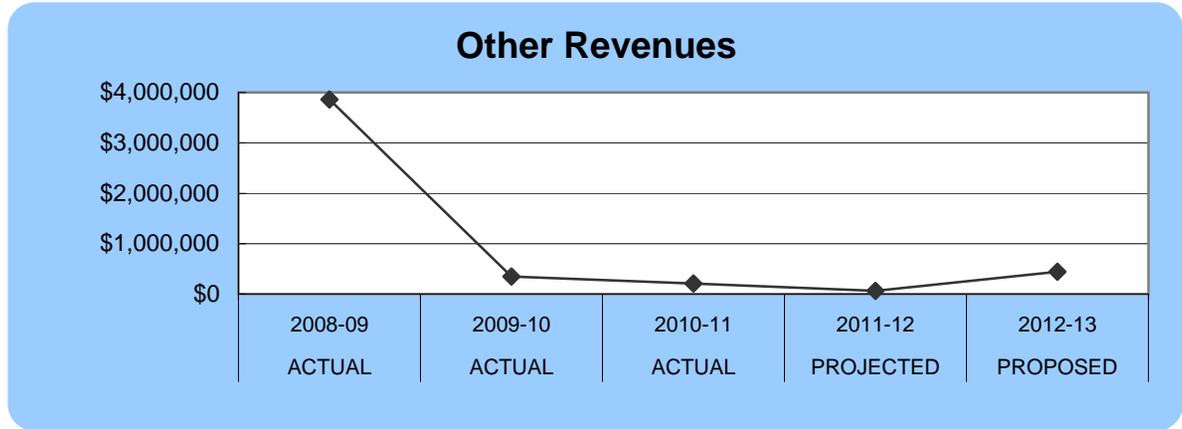
2012-13 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODE
1 Building Permits/Plan Check Fees Issued for all building construction within the Town.	260,018	315,268	341,144	315,000	324,000	365,560	05-14-3060 <i>Plan Check</i>
2 Site Development Permits Filing fee for permits required to prepare a private property site as a result of property improvements or construction.	25,150	24,010	23,220	25,000	12,000	13,608	05-14-3062
3 Encroachment Permits Filing fee for permits required to conduct work in public right-of-way.	7,590	7,380	6,750	6,000	10,800	10,800	05-14-3064
4 Conditional Use Permits Permits required for a special use on private property.	700	1,690	1,740	1,600	1,270	15,000	05-14-3066
5 Building Permit Review/Planning Fee Building permit fee for review of building permits for ASCC/Planning compliance.	4,266	4,760	4,100	4,500	5,000	5,000	05-14-3068
6 Horsekeeping Permits Permits required to keep horses on private property. There are currently 191 permitted horses.	2,700	3,525	3,385	3,630	3,300	3,300	05-14-3070
7 Construction & Demolition Fee Fee to offset cost of implementing C&D Ordinance.	9,100	10,850	9,625	9,500	12,700	17,000	05-14-3072
Sub-Total	309,524	367,483	389,964	365,230	369,070	430,268	

TOWN of PORTOLA VALLEY

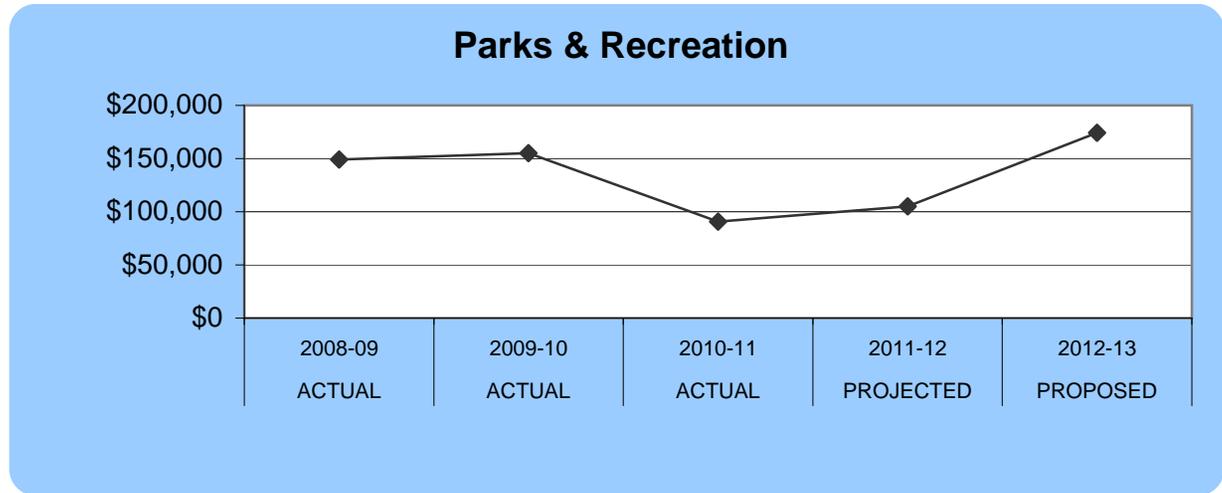
2012-13 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODE
1 Fines and Forfeitures Town's portion of traffic and parking citations.	11,206	15,942	18,226	10,000	11,850	11,850	05-16-3082
Historic Museum Contributions received for the Historic Restoration including sale of Portola Valley Primer.	0	38	0		0	0	05-16-3084
2 Misc Contribs - received for designated projects	2,950	3,818	2,062	3,000	500	500	05-16-3086
Sausal Creek Contribs - for daylighting project	371,721	180	2,627				05-16-3091
3 Alpine Road/C-1 Trail Contributions						120,000	05-16-3086
4 Ford Field Contributions				0	21,000	287,000	05
5 Open Space Contributions towards the Town's Open Space funds.	13,124	3,230	109,230	5,000	9,000	5,000	15-16-3090
Lease from 725 Portola Road Revenue derived from leaseback of both parcels of Springdown Equestrian Center. Lease was discontinued in November 2008.	25,106	0	0	0	0	0	05-16-3094
Library Fund Donor city revenue from SMC Library JPA.	125,489	265,000	16,853	90,000	0	0	25-16-3092
Portola Valley Community Fund (PVCF) Revenue received from PVCF fundraising, final pledge received in 2010/11.	3,311,050	35,000	45,000	0	0	0	
6 PG&E Solar Rebate Temporary rebate related to installation of Town Center panels. Program to end in 2014.		22,217	17,325	17,000	19,230	18,000	05-16-3083
Sub-Total	3,860,646	345,425	211,323	125,000	61,580	442,350	

TOWN of PORTOLA VALLEY

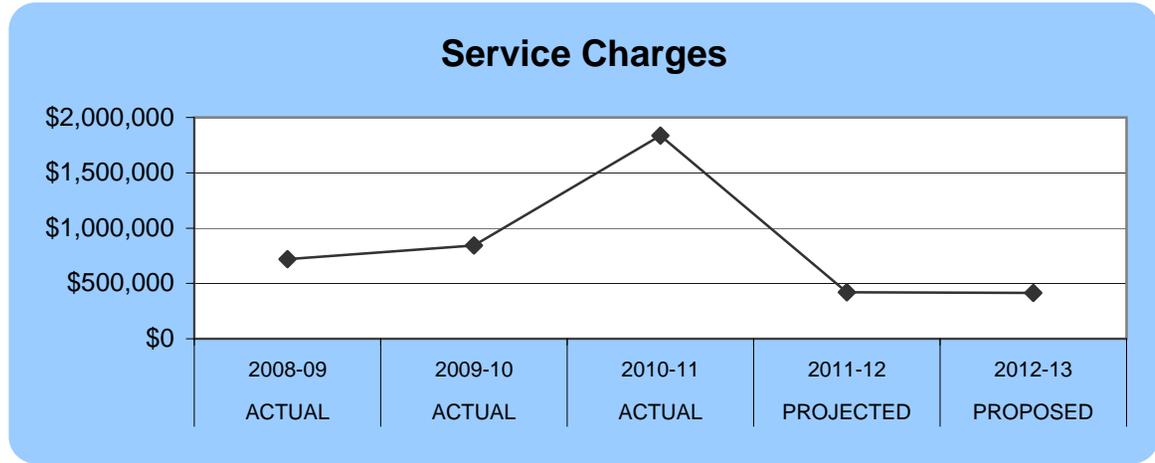
2012-13 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT NUMBER
1 Lease Income - Parks	9,771	9,885	7,903	7,470	6,739	7,610	05-18-3100
Lease of Town property for private uses (Alpine Inn Parking Lot and Ladera Oaks).							
2 Sports League Field Use	20,945	39,573	63,335	52,600	59,000	60,000	05-18-3102
Use fees charged to organized sports leagues for the use of Town fields. New fees adopted in 2009/10.							
3 Annual Community Events							
Town Picnic	1,514	1,210	0	0	1,200	1,200	05-18-3104
Blues & Barbecue (suspended for two years). Revenue anticipated due to 2012 event.	102,618	85,889	0	20,000	20,000	85,000	05-18-3106
4 Field Activity Fees	12,895	18,061	17,586	19,000	17,200	19,000	05-18-3112
Revenue stream stemming from activities of Adult Soccer.							
5 Teen Committee	1,274	379	1,993	1,000	1,000	1,500	05-18-3114
Revenue from teen events and dances.							
Sub-Total	149,018	154,997	90,817	100,070	105,139	174,310	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET

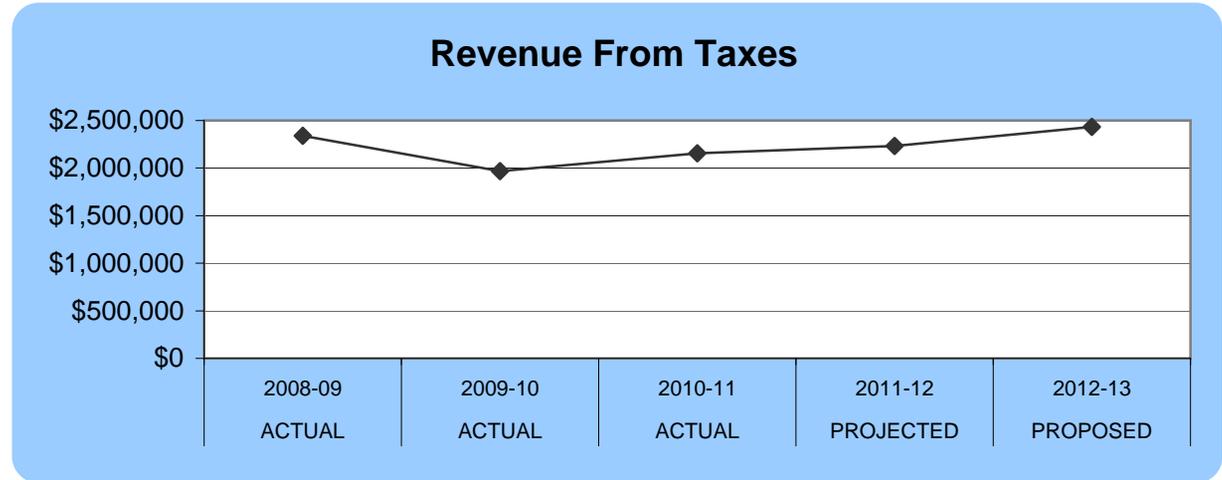


Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODE
1 Zoning and Planning Permits	-10	1,240	1,800	500	1,500	1,000	05-20-3120
Fee for permits required for commercial use changes.							
2 Variances	890	0	0	1,700	890	1,000	05-20-3122
Filing fee required for consideration of variance requests.							
3 Subdivision Fees	560	1,240	1,070	620	740	500	05-20-3124
Filing fee required to process a subdivision.							
4 Residential Data Reports	5,700	9,000	7,300	7,000	7,300	7,300	05-20-3126
Filing fee required for a property status report.							
5 Architectural Review Fees	20,850	24,840	17,840	15,000	18,870	21,701	05-20-3132
Filing fee for consideration of improvements to private property.							
Construction Traffic Road Fee	179,086	156,336	0	0	0	0	65-20-3134
Fee collection suspended in 2010. Town is using over \$143k in 2012/13 for street repairs.							
6 Geology Fees	3,740	5,660	5,090	4,000	5,290	5,000	05-20-3136
Filing fee for review by Town Geologist for private property improvements, when deemed necessary.							

Account Description/Activity		ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODE
7	Town Engineer Fees Charges to applicant for Town Engineer's review of plans for improvements to private property.	3,080	3,520	2,750	3,000	2,850	3,000	05-20-3138
8	Planning Services - Charges to Applicants Charges to applicants for Planning Consultant's review of applications.				250,000		225,000	96-20-3140
9	Geological Services - Charges to Applicants Charges to applicants for Geological Consultant's review of applications.				90,000		75,000	96-20-3140
						375,000		
10	Engineering Services - Charges to Applicants Charges to applicants for Engineering Consultant's review of applications.				35,000		40,000	96-20-3140
11	Attorney Services - Charges to Applicants Charges to applicants for legal review of private applications.				30,000		20,000	96-20-3140
	Misc. Consultants - Charges to Applicants	472,426	525,169	461,918				96-20-3140
	C-1 Stanford Trail - Charges for Applicant		61,600	1,324,032	1,500,000	0	0	96-20-3140
12	Miscellaneous	31,883	54,780	14,654	20,000	9,000	15,000	05-20-3154
	Sub-Total	718,205	843,385	1,836,454	1,956,820	421,440	414,501	

TOWN of PORTOLA VALLEY

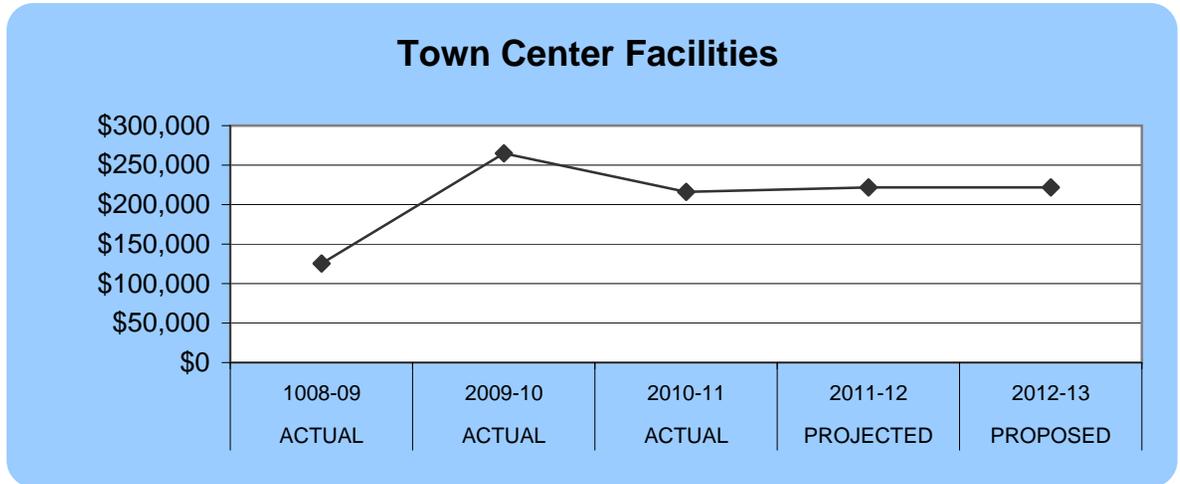
2012-13 BUDGET WORKSHEET



Account Description/Activity		ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODE
1	Property Taxes - Secured Town receives 7% of collected property tax revenues from the County, and a 4.5% growth rate is projected. State diverted \$137K in 09/10, to be returned to Town by 6/30/13.	1,957,068	1,643,622	1,793,543	1,879,956	1,810,000	2,028,450	05-22-3160
2	Property Taxes - Unsecured Non-property fixed assets (boats, airplanes, capital equipment, etc).	46,813	48,438	44,117	45,000	46,765	47,700	05-22-3162
3	Sales & Use Tax State projects an increase of 3% in sales tax.	175,925	97,825	135,485	146,000	169,000	174,000	05-22-3164
4	Business License Tax	101,500	87,890	93,460	100,000	94,000	94,000	05-22-3166
5	Real Property Transfer Tax Transaction tax charged when private property transfers.	46,660	79,351	78,113	61,800	100,000	80,000	05-22-3168
6	Miscellaneous Other Taxes	10,029	9,866	9,946	8,000	11,340	10,000	05-22-3170
Sub-Total		2,337,995	1,966,992	2,154,665	2,240,756	2,231,105	2,434,150	

TOWN of PORTOLA VALLEY

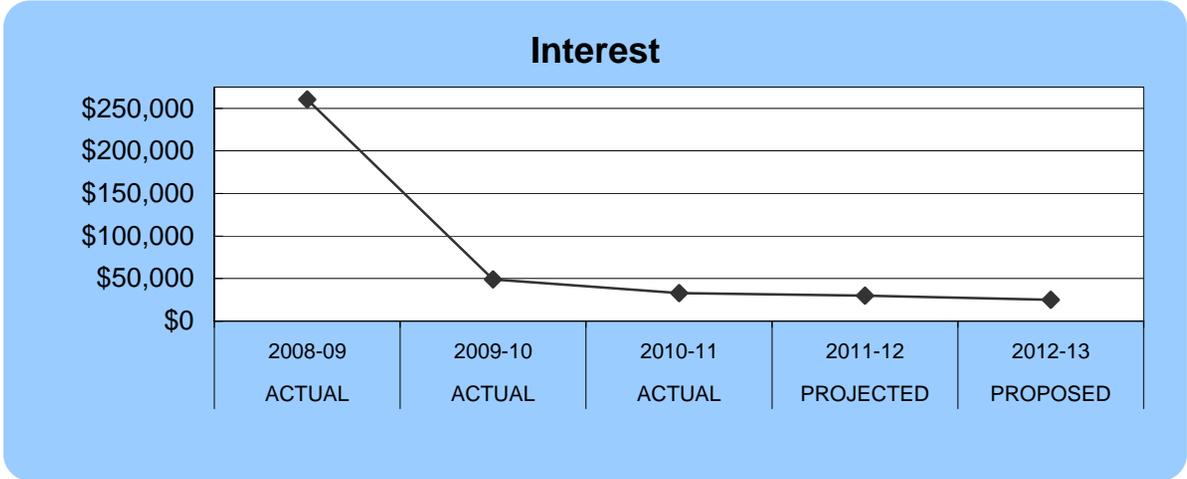
2012-13 BUDGET WORKSHEET



Account Description/Activity		ACTUAL 1008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODE
1	Community Hall / Activity Room Rentals	20,335	69,139	40,940	36,000	48,720	48,720	05-24-3184
	Facilities are available for private use no more than 24 times per calendar year.							
2	Parking Lot & Field Rentals	3,429	5,137	5,537	5,000	9,000	9,000	05-24-3188
	Short term rentals of the Town Center parking lot for private parties and events.							
3	Class Fees	101,601	190,488	169,757	164,000	164,240	164,240	05-24-3190
	Four activity rooms available. This revenue is offset by instructor fees, see page 28.							
Sub-Total		125,365	264,764	216,234	205,000	221,960	221,960	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



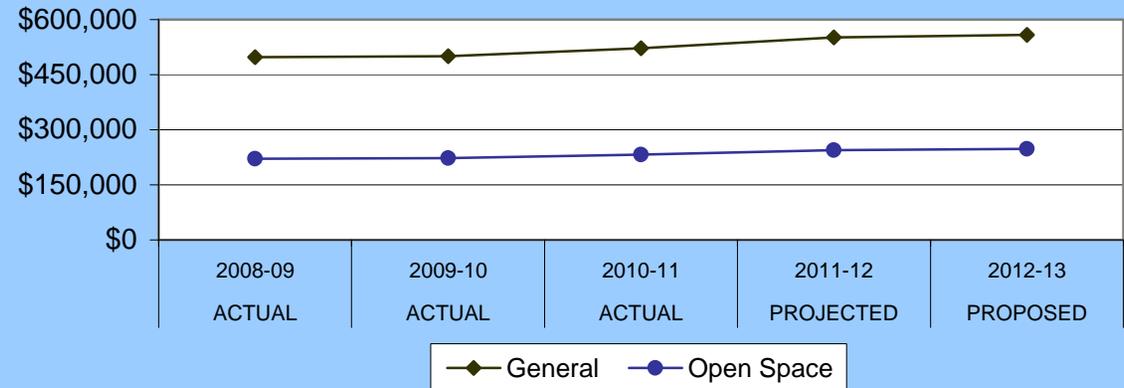
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 20101-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODE
1 Interest	145,293	16,962	10,917	40,000	30,000	25,000	05-26-3200
The Town's reserves are invested in the State Local Agency Investment Fund, currently accruing approximately .38% interest.							
<i>Interest - Restricted</i>	115,288	31,922	21,945				
Sub-Total	260,581	48,884	32,862	40,000	30,000	25,000	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Utility Users Tax



Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODES
1 General Purpose Use							
2006 election lowered to 4.5%. The UUT revenue can only be used for Council-designated expenditures.							
Electricity and Gas	362,738	366,801	372,369	395,520	366,780	371,548	05-28-3220
Telephone	26,637	26,705	25,965	28,840	25,185	25,512	05-28-3222
Water	108,344	107,178	123,617	126,690	159,465	161,538	05-28-3224
<i>Sub-Total</i>	497,718	500,684	521,951	551,050	551,430	558,598	
2 Open Space Use							
2% applied to total utility revenues generated by Town residents and businesses. Use restricted for the preservation and purchase of open space. Originally approved by the voters in November 1997.							
Electricity and Gas	161,220	162,997	165,496	176,130	162,685	164,800	15-28-3220
Telephone	13,545	11,898	11,539	13,091	11,190	11,335	15-28-3222
Water	46,444	47,635	54,942	56,259	70,875	71,796	15-28-3224
<i>Sub-Total</i>	221,209	222,530	231,977	245,480	244,750	247,931	
Sub-Total	718,927	723,214	753,928	796,530	796,180	806,529	

EXPENDITURES

Administration & Operations	23	Litter Cleanup	
Permanent, Part-time and Temporary Staff		Tools and Equipment	
Benefits		Street Signs & Striping	
Committees & Commissions	24	Trails Surface Rehabilitation	
Bicycle, Pedestrian & Traffic Safety		Storm Damage/Emergency Repairs	
Architectural and Site Control Commission		Service Agreements	30
Cable & Utilities Undergrounding		Animal Control	
Conservation		San Mateo County Sheriff's Office, COPS	
Community Events		Emergency Services Council JPA	
Cultural Arts		NPDES – Stormwater Program	
Emergency Preparedness		Services & Supplies	31
Historic Resources		Codification	
Open Space Acquisition Advisory		Elections	
Parks & Recreation		Liability Insurance	
Planning Commission		Office Supplies	
Science & Nature		Town Publications	
Sustainability		Web Site Hosting & Spam Filtering	
Teen		Office Equipment – Maintenance & Repairs	
Consultant Services	25	Equipment Services Contracts	
Accounting & Auditing		Postage	
Town Attorney		Telephones	
Transcription		Advertising	
Geologist		Dues	
Engineer		Education & Training	
Planner		Mileage Reimbursement	
Plan Check		Utilities	
Miscellaneous Consultants		Fire Prevention / Wood Chipping	
Miscellaneous	27	Vehicle Maintenance	
Contingency		Miscellaneous	
Community Services		Sustainability Series	
H.E.A.R.T. JPA		Town Center Facilities	33
Parks & Recreation Operations	28	Building Maintenance Equipment & Supplies	
Parks & Fields Maintenance		Landscape Supplies & Services	
Portable Lavatories		Janitorial Services	
Special Events Insurance		Mechanical Systems Maintenance/Repair	
Instructors		Repairs/Vandalism	
Public Works Operations	29	Property Insurance	
Public Road Surface & Drainage		Capital Improvements Program	34
Street Sweeping and ROW Maintenance			
ROW Tree Trimming			

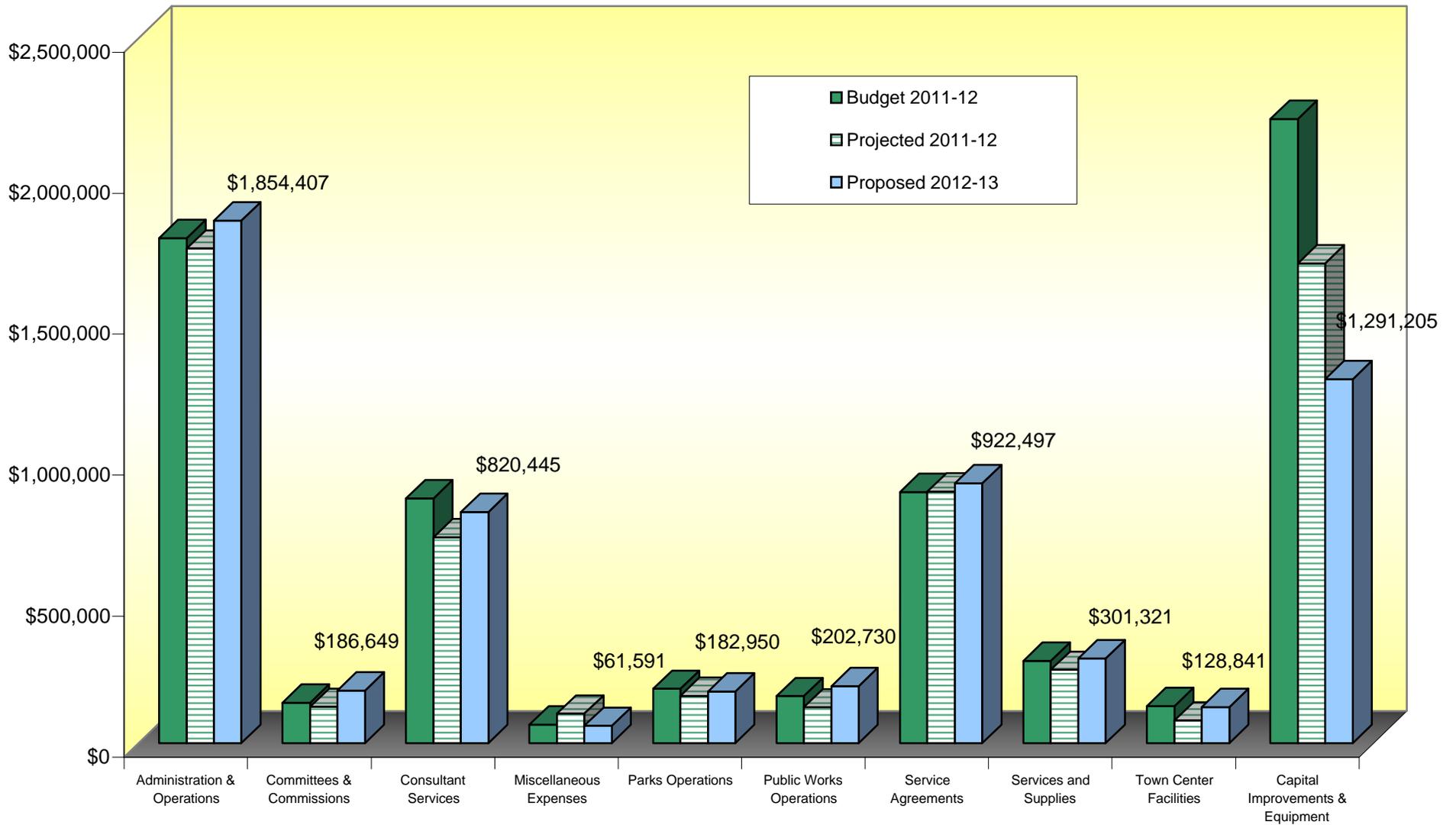
TOWN OF PORTOLA VALLEY

2012-2013 Total Expenditures Budget Summary

Expenditures	2011-12 Adopted Budget	2011-12 Projected at Year End	2012-13 Adopted Budget	%/Change per Adopted 11/12 Budget	%/Change per Projected Year End
Administration & Operations	1,792,397	1,754,715	1,854,407	3.46	5.68
Committees & Commissions	143,232	128,983	186,649	30.31	44.71
Consultant Services	868,721	730,575	820,445	(5.56)	12.30
Miscellaneous Expenses	65,555	104,742	61,591	(6.05)	(41.20)
Parks Operations	193,070	167,948	182,950	(5.24)	8.93
Public Works Operations	167,000	127,456	202,730	21.40	59.06
Service Agreements	891,473	892,465	922,497	3.48	3.37
Services and Supplies	291,987	260,397	301,321	3.20	15.72
Town Center Facilities	131,630	80,714	128,841	(2.12)	59.63
Subtotal	4,545,065	4,247,994	4,661,431	2.56	9.73
Capital Improvement Program					
Programs	2,215,001	1,702,131	1,223,705	(44.75)	(28.11)
Equipment	0	0	67,500	-	-
Subtotal	2,215,001	1,702,131	1,291,205	(41.71)	(24.14)
Grand Total	6,760,066	5,950,125	5,952,636	-12%	0%



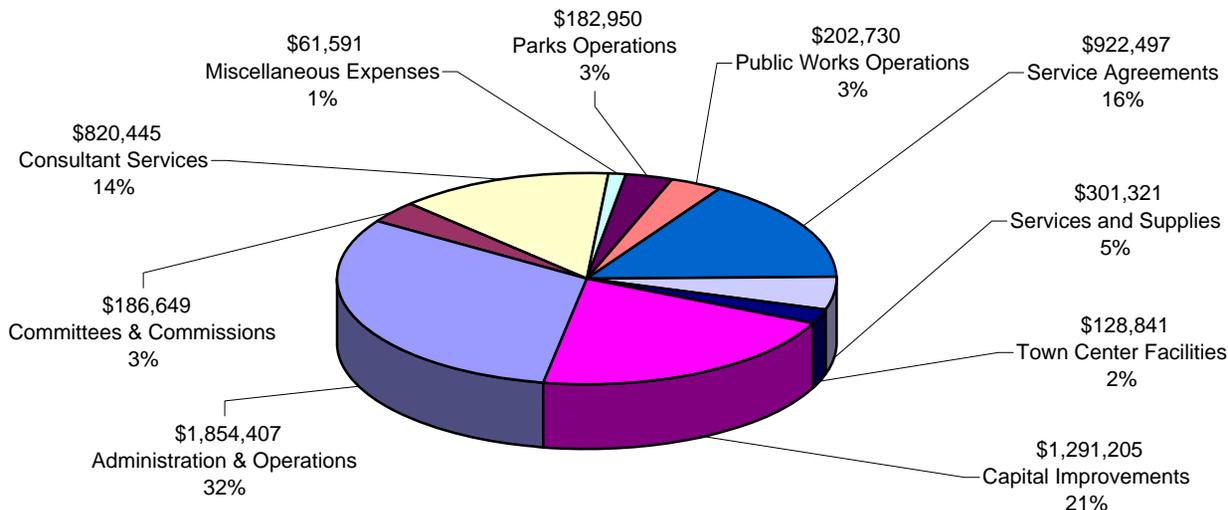
2011-12 Budget/Projected Exps. vs 2012-12 Proposed Expenditures



2012-13 EXPENDITURES BUDGET by TOTAL and GENERAL FUND

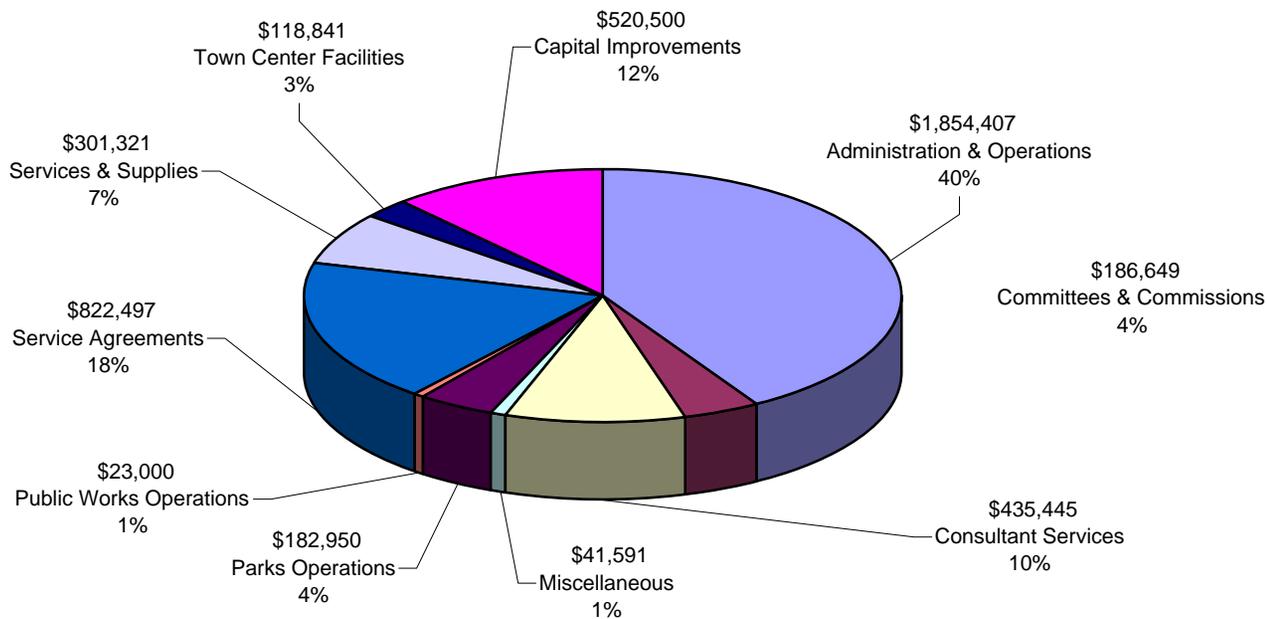
2012-13 Total Expenditures Total: \$5,952,636

Administration & Operations	\$1,854,407
Committees & Commissions	\$186,649
Consultant Services	\$820,445
Miscellaneous Expenses	\$61,591
Parks Operations	\$182,950
Public Works Operations	\$202,730
Service Agreements	\$922,497
Services and Supplies	\$301,321
Town Center Facilities	\$128,841
Capital Improvements	\$1,291,205



2012-13 General Fund Expenditures Total: \$4,487,201

Administration & Operations	\$1,854,407
Committees & Commissions	\$186,649
Consultant Services	\$435,445
Miscellaneous	\$41,591
Parks Operations	\$182,950
Public Works Operations	\$23,000
Service Agreements	\$822,497
Services & Supplies	\$301,321
Town Center Facilities	\$118,841
Capital Improvements	\$520,500

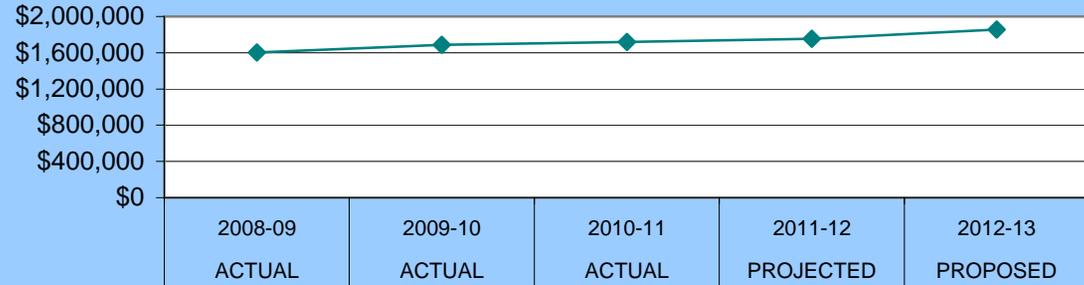


TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Administration and Operations



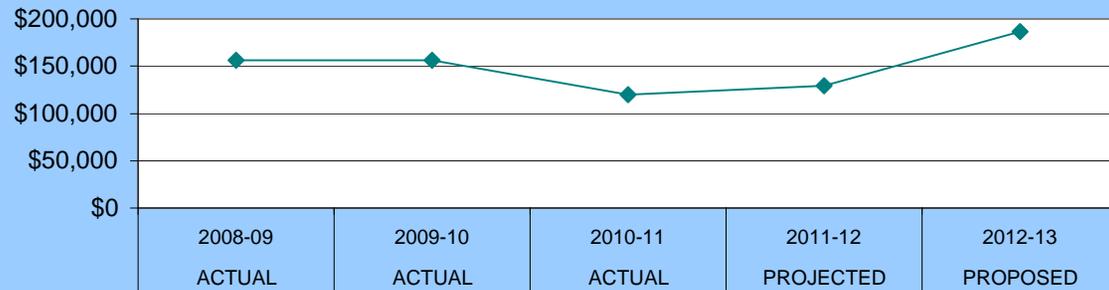
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODES
1 Permanent Full-Time Staff (13)							
Administration/Finance (4)	361,713	371,469	382,932	392,178	375,030	332,073	
Planning/Building (6)	476,112	501,284	514,632	525,999	438,855	544,894	
Maintenance (3)	174,788	174,708	181,201	183,384	182,716	187,092	
2 Permanent Part-Time Staff (3)							
Administrative (2)	97,379	96,295	98,366	100,806	154,653	144,465	05-50-4040
Horsekeeping (1)	1,079	-	484	499	499	484	05-50-4044
3 Temporary Staff							
Building Inspection (3 weeks)	4,680	22,386	6,708	7,500	2,808	7,500	05-50-4062
4 Benefits							
Retirement - PERS	223,695	222,739	232,385	245,091	233,134	254,672	05-50-4080
Retirement - Social Security	64,318	65,945	67,871	68,427	65,364	69,038	05-50-4082
Medicare	16,242	16,682	17,148	17,442	16,806	17,531	05-50-4084
Health Insurance/Retiree Service Charges	152,699	179,329	189,434	193,068	198,995	233,658	05-50-4086
Unemployment/Workers' Compensation	22,698	30,436	24,139	25,000	40,839	40,000	05-50-4092
Automobile Allowance	5,004	4,754	5,004	5,004	5,170	6,000	05-50-4096
Overtime	3,458	170	-	2,000	0	2,000	05-50-4100
5 Vacation Sell Back		1,310	0	26,000	39,846	15,000	
Sub-Total	1,603,865	1,687,507	1,720,304	1,792,397	1,754,715	1,854,407	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Committees and Commissions



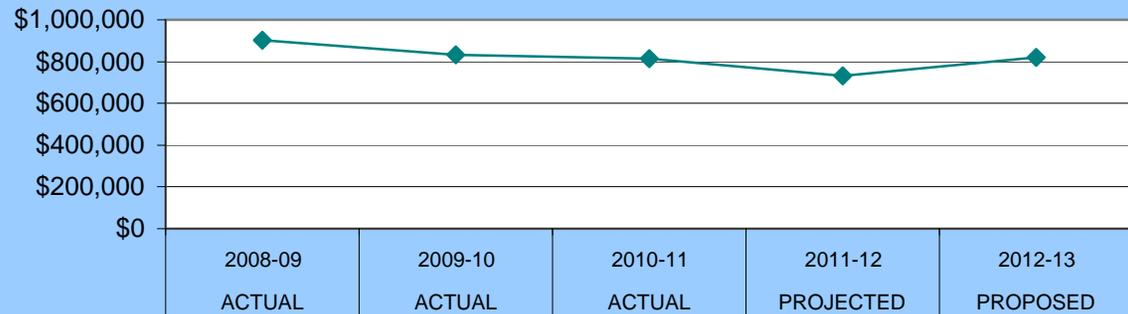
Account Description/Activity		ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODES
1	ASCC	26,820	26,820	27,600	28,368	28,368	29,077	05-52-4140
	Town Planner retainer for Architectural and Site Control Commission meetings.							
2	Bicycle, Pedestrian & Traffic Safety (new)				0	0	4,200	
3	Cable & Utilities Undergrounding	2,000	500	1,500	500	0	500	05-52-4142
4	Conservation	0	413	677	1,690	0	3,200	05-52-4144
5	Community Events							
	Blues & Barbecue	33,818	36,817	-	3,500	2,000	35,000	05-52-4146
	Town Picnic	13,742	16,013	-	10,000	8,000	12,000	05-52-4147
	Holiday Party			10,176	10,000	10,000	10,000	05-52-4147
	PVSD 150-Year Celebration				3,750	3,750	0	05-52-4146
6	Cultural Arts		2,018	2,501	5,050	1,400	5,050	05-52-4150
	Holiday Fair, Music Series, Art Show							
7	Emergency Preparedness	12,433	2,497	3,762	5,000	2,271	2,380	05-52-4152
	Includes cost of microwave line to County and emergency supplies.							
8	Historic Resources	3,437	2,094	2,381	1,350	0	2,600	05-52-4154
	Requesting new file cabinets for Heritage Room							
9	Open Space Acquisition Advisory -update brochure	0	3,637	-			1,000	05-52-4156
10	Parks & Recreation							
	Zots to Tots Run	1,926	-	2,339	2,000	2,000	3,000	05-52-4158
	Adult Sports Leagues	8,012	10,773	11,630	8,000	11,000	11,000	05-52-4160
11	Planning	53,568	53,568	55,176	56,724	56,724	58,142	05-52-4162
	Town Planner retainer for Commission/Council mtgs.							
12	Science & Nature	70	500	147	900	825	1,000	05-52-4163
13	Sustainability				4,900	2,500	7,000	05-52-4165
14	Teen	338	250	1,896	1,500	145	1,500	05-52-4166
	<i>Ad Hoc Sausal Creek Committee</i>	0	0					05-52-4168
Sub-Total		156,165	155,900	119,784	143,232	128,983	186,649	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Consultant Services



Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODES
1 Accounting and Auditing Preparation of the Town's annual audit and other accounting services. Expenditures for Community Hall audit is located at Town Center Facilities.	41,054	22,323	22,794	23,150	22,925	23,645	05-54-4180
2 Town Attorney Town Attorney is appointed by the Town Council to provide legal advice to the Town Council, committees, and staff.	70,667	101,796	65,129	70,000	70,000	70,000	05-54-4182
3 Town Attorney - Charges to Applicants Charges to applicants for legal reviews of applications. Paid through the applicant deposit system.	2,925	12,111	37,011	30,000	17,000	20,000	96-54-4186
4 Transcription Services Cost to transcribe the proceedings of the Town Council and Planning Commission meetings.	16,080	17,761	17,663	21,000	16,300	18,000	05-54-4188
5 Town Geologist The Town Geologist is retained to provide geology reviews and to provide advice to the Town Council and staff.	16,634	13,971	6,242	10,000	2,000	16,000	05-54-4189
6 Town Geologist - Charges to Applicants Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system.	95,511	94,325	72,192	90,000	59,000	75,000	96-54-4190

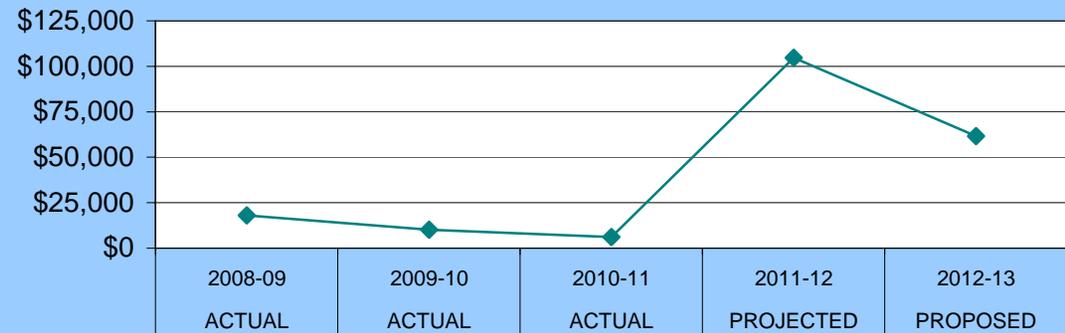
Account Description/Activity		ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODES
7	Engineer Services	360	7,620	2,435	8,000	2,000	25,000	20-54-4192
	This provides backup to the Town Engineer (e.g., traffic analysis, surveying, NPDES). Speed survey conducted as required by California Vehicle Code.							
8	Engineer - Charge to Applicants	50,728	36,709	27,354	35,000	50,600	40,000	96-54-4194
	Charges to applicants for engineering consultant review of applications. Public Works inspections paid through applicant deposit system.							
9	Planner	203,000	169,212	184,731	180,000	160,000	180,000	05-54-4196
	The Town Planner is retained to oversee all planning and land use issues within the Town and works on Town Council and Planning Commission authorized projects on a fee-for-service basis. The Planner is retained for services to the Planning Commission (\$58,124 annually) and the Architectural and Site Control Commission (\$28,654 annually). These line items can be found in the Committees & Commissions budget.							
	<i>Assistance on Town Center Design</i>	7,573						5-54-4197
10	Planner - Charge to Applicants	218,506	242,922	250,480	250,000	203,000	225,000	96-54-4198
	Charges to applicants for planning consultant reviews of applications. Paid through applicant deposit system.							
11	Plan Check	64,606	69,950	71,726	65,000	50,000	50,000	05-54-4200
	Services provided to review plans submitted by applicants for consistency with conditions and codes.							
12	Miscellaneous Consultants							
	<i>Consultant for Bldg Permit & Related Fees Study</i>			8,640	21,000	21,840	0	05-54-4209
	Peelle - Scanning & Indexing Town Documents				6,000	4,100	10,000	05-54-4208
	Lynx Tech - GIS Training, Updates, Completion of General Plan Diagrams	5,465	12,933	2,327	1,000	130	1,800	05-54-4208
	Waste Management Consultants - Includes annual report to CIWMB.	6,030	1,000	360	1,000	680	1,000	05-54-4212
	Website and IT Consulting & Training Services	70,512	19,022	21,946	22,571	18,000	25,000	05-54-4216
	<i>Parks & Rec Committee - Requested design consultant for Ford Field infrastructure.</i>	6,859						05-54-4210
	<i>Emergency Preparedness Community Outreach</i>	2,324						
	Miscellaneous Consultants	23,049	10,122	23,601	35,000	33,000	40,000	05-54-4214
	Sub-Total	901,882	831,777	814,629	868,721	730,575	820,445	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Miscellaneous Expenses



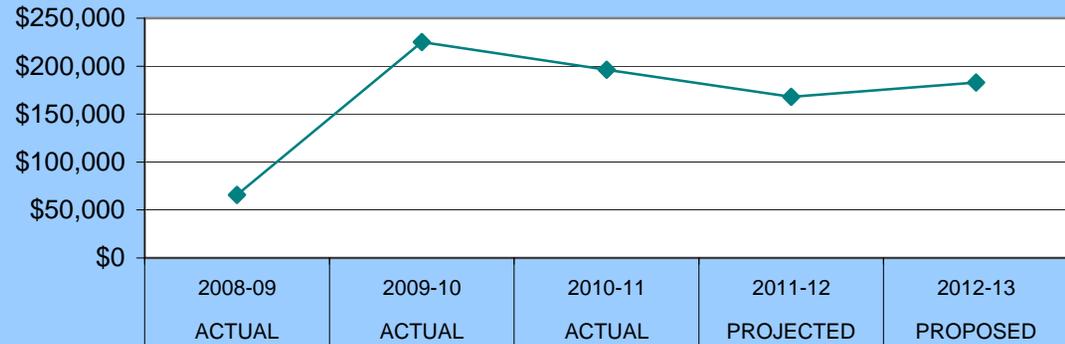
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODE
1 Contingency Contingency funding provides for unexpected funding needs; cannot be spent without Town Council authorization. (It is advisable for the Town to have funds budgeted for unexpected expenses, the alternative being transferral of funds within the budget.)				30,000	30,000	30,000	05-56-4220
2 Community Services Funds the Town Council appropriates to non-profit community organizations and agencies.	13,300	8,300	4,300	10,000	10,000	10,000	05-56-4222
3 H.E.A.R.T. JPA For participation in endowment to create a regional approach to affordable housing.	1,841	1,841	1,841	1,591	1,591	1,591	05-56-4223
Sausal Creek Fundraising Council approved a total of \$22,000 during 2007/08 for this new expense. To be paid from Friends of Sausal Creek revenue.	2,826	0		0			
4 Energy Upgrade California Grant				23,964	23,964	0	08-64-4335
5 Risk Management Programs (grant funded)				0	39,187	20,000	08-56-4221
Sub-Total	17,967	10,141	6,141	65,555	104,742	61,591	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Parks & Recreation Operations



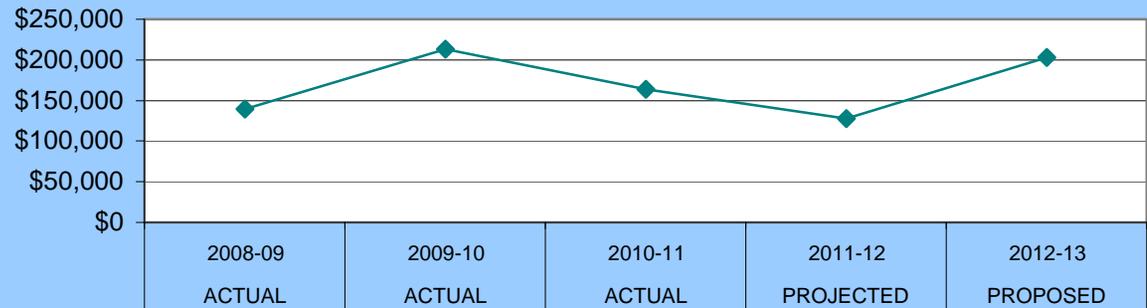
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODES
1 Parks and Fields Maintenance Maintenance cost for all Town-owned playing fields and parks.	60,960	64,211	53,184	53,970	29,267	45,050	05-58-4240
2 Portable Lavatories Portables at both Rossotti and Ford playing fields.	2,382	2,590	2,869	2,900	2,951	2,900	05-58-4244
3 Special Event Insurance Insurance to cover classes held at Town Center.	2,467	6,266	5,517	5,000	5,000	5,000	05-58-4338
4 Instructors Percentage of fees (80%) remitted to instructors from classroom revenues.	79,774	151,970	134,515	131,200	130,730	130,000	05-58-4246
Sub-Total	65,809	225,037	196,084	193,070	167,948	182,950	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Public Works Operations



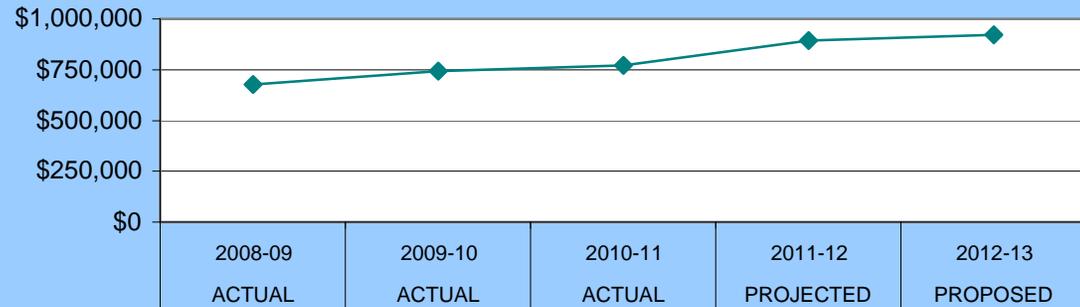
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODES
1 Public Road Surface & Drainage Maintenance	22,271	68,829	35,454	40,000	20,000	50,000	20-60-4260
2 Street Sweeping	31,410	18,425	21,187	20,000	18,425	20,000	20-60-4262
3 Right of Way Tree Trimming & Mowing	26,686	15,300	25,393	25,000	25,000	25,000	20-60-4264
4 Public Right of Way Litter Clean-up Program	9,731	9,731	9,731	9,000	9,731	9,730	20-60-4266
5 Tools and Equipment	3,569	2,108	2,470	3,000	2,300	3,000	05-60-4267
Includes safety garments, hand tools, and small mowers.							
6 Street Signs, Striping, Crosswalk Maintenance	14,528	1,554	14,660	15,000	13,000	15,000	20-60-4268
7 Trail Surface Rehabilitation	26,475	31,410	38,819	35,000	34,000	40,000	20-60-4270
8 C-1 Trail Biological Monitor/Maintenance						20,000	05-60-4268
9 Storm Damage/Emergency Repairs	5,019	64,815	16,182	20,000	5,000	20,000	20-60-4271
Non-disaster related storm damage.							
<i>Sudden Oak Death Spraying in Right of Way</i>	0	750	0				
<i>Included in ROW Tree Trimming budget</i>							
Sub-Total	139,689	212,922	163,896	167,000	127,456	202,730	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Service Agreements



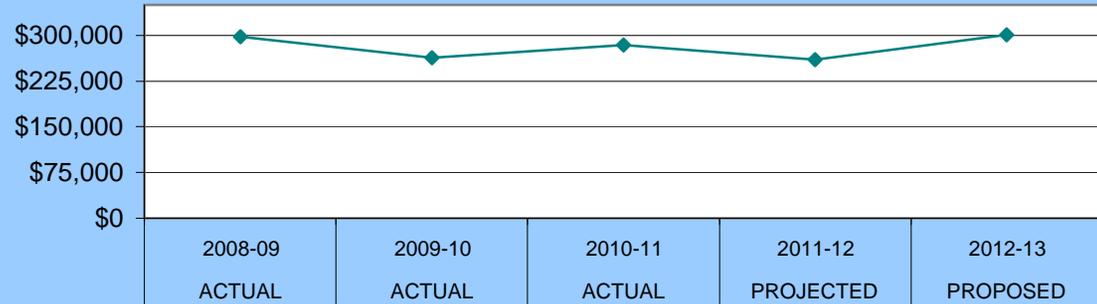
Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODES
1 Animal Control Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo County.	27,013	27,338	32,321	35,923	35,919	36,099	05-62-4280
2 San Mateo County Sheriff's Office Contract law enforcement through San Mateo County. This is the first year of a renegotiated three-year agreement.	449,623	498,601	546,189	598,145	598,145	616,229	05-62-4282
3 Additional Traffic Patrols Portion of program to be funded by General Fund.	90,000	99,135	100,000	100,000	100,000	100,000	30-62-4284
<i>Portion of program to be funded by Public Safety Fund.</i>	95,050	85,865	65,000	30,155	30,155	151,868	05-62-4284
		13,270	10,308	110,000	110,000	0	10-62-4284
4 Emergency Services Council JPA	12,653	12,968	13,250	13,250	13,394	13,400	05-62-4286
5 NPDES Stormwater Program Cost of county-wide stormwater discharge permit as mandated by Federal and State legislation.	4,149	4,698	3,600	4,000	4,852	4,901	05-62-4288
Sub-Total	678,488	741,875	770,668	891,473	892,465	922,497	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Services & Supplies



Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODES
1 Codification Annual codification of the Town's ordinances.	2,569	0	2,668	0	0	5,000	05-64-4300
2 Elections Bi-annual Town elections. Funds used to pay County to administer Town elections.	0	15,070	0	10,000	0	0	05-64-4302
3 Liability Insurance/Bonds Town's liability insurance, automobile insurance and officials' bonding. ABAG has increased liability cap from \$10 to \$15 million.	32,121	33,325	30,993	34,000	34,873	35,601	05-64-4304
4 Office Supplies Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible.	16,808	14,778	16,940	15,000	12,000	15,000	05-64-4308
5 Town Publications Production costs for two digital newsletters per year and eight postcards.	24,405	21,663	17,256	14,600	13,000	14,600	05-64-4310
6 Web Site Hosting & Spam Filtering Includes offsite hosting of Municipal Code, security certificate for website, website hosting, and spam filtering services.	3,630	3,817	4,399	7,240	7,274	3,500	05-64-4311
7 Office Equipment - Maintenance & Repairs Includes copier lease; replacement main hub for server room; new projector; 2 new computers and repairs.	28,794	17,405	25,458	15,152	9,850	12,200	05-64-4312

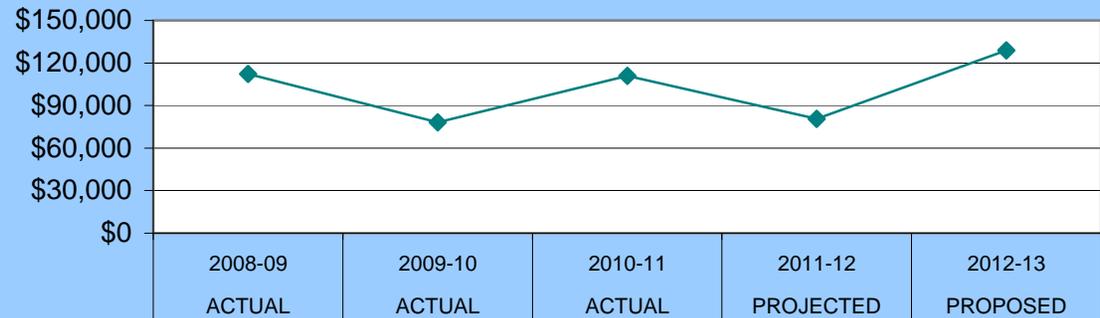
Account Description/Activity		ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODES
8	Equipment Service Contracts	26,594	11,305	9,633	10,500	13,300	12,200	05-64-4314
	Maintenance agreements for GIS/financial software, postal meter and other servicing as needed.							
9	Postage	12,180	10,985	9,895	10,000	5,500	8,000	05-64-4316
10	Telephones and Wi-Fi Internet	7,458	6,592	7,107	8,000	7,100	7,500	05-64-4318
	Includes land lines, cell phones, and wi-fi service.							
11	Advertising	10,753	5,958	5,301	6,000	6,100	6,000	05-64-4320
	Legal notices and advertisements.							
12	Dues	21,200	21,609	21,783	24,000	22,000	24,000	05-64-4322
13	Education & Training - Staff	5,469	2,031	3,127	4,800	1,800	5,000	05-64-4326
14	Education & Training - Council, Commissions, & Committees	2,071	1,111	1,671	3,000	1,800	2,000	05-64-4327
15	Mileage Reimbursement (2012 rate is 0.555/mile)	3,325	3,036	2,047	3,500	2,000	3,000	05-64-4328
16	Utilities	54,358	48,982	54,257	52,000	63,000	64,000	05-64-4330
	PG&E and water expenses for Town Center buildings and fields.							
17	Fire Prevention/Wood Chipping	13,953	20,137	34,090	40,000	27,000	40,000	05-64-4333
	Woodside Fire Protection District fire prevention/wood chipping. Includes 2 extra chipping days in October for high risk areas.							
18	Vehicle Maintenance	11,060	11,293	10,454	11,000	11,600	12,500	05-64-4334
	Includes yearly service of all vehicles and fuel costs.							
19	Miscellaneous	20,554	9,084	17,206	15,000	15,000	15,000	05-64-4336
20	Bank Fees (includes fees for ADP Payroll Processing)		4,337	2,737	3,000	5,200	7,000	05-64-4337
21	Sustainability Series		1,217	6,776	5,195	2,000	9,220	05-64-4335
	Sub-Total	297,305	263,735	283,797	291,987	260,397	301,321	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Town Center Facilities



Account Description/Activity	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	PROJECTED 2011-12	PROPOSED 2012-13	ACCOUNT CODES
1 Building Maintenance Equipment & Supplies	18,790	13,950	19,675	23,000	19,000	20,000	05-66-4340
2 Community Hall		9,800	21,406	21,130	10,000	20,000	05-66-4341
Includes maintenance costs, deep cleaning and annual usage audit.							
3 Landscape Supplies and Services	19,013	26,334	32,816	35,000	16,000	35,000	05-66-4342
Includes care of native plantings and trees.							
4 Janitorial Services	5,240	7,105	8,891	10,000	10,000	17,000	05-66-4344
5 Mechanical Systems Maintenance/Repairs	30,983	19,313	21,876	26,000	17,200	20,000	05-66-4346
Includes maintenance of electrical, photovoltaic, & dashboard.							
6 Library General Maintenance				10,000	3,204	10,000	25-66-4340
7 Repairs/Vandalism	170	137	936	1,000	0	1,000	05-66-4348
8 Property Insurance	1,281	1,446	5,380	5,500	5,310	5,841	05-66-4350
Temporary Facilities & Units							
Village Square lease for temp classes, July 2008	6,184						5-66-4354
Lavs (per OSHA requirements) at TC during construction.	13,766						5-66-4355
Purchase and setup of temporary storage units (4). Includes containers, shelving and electrical installation.							5-66-4356
Town Hall Move	9,860						
Window Coverings (as needed)	6,893						
Sub-Total	112,181	78,085	110,979	131,630	80,714	128,841	

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



Capital Improvements: Programs		ACCOUNT	APPROVED	PROJECTED	PROPOSED
Account Description/Activity		CODE	2011-12	2011-12	2012-13
1	Annual Street Resurfacing Program				
	Construction	22-68-4529	62,521	62,521	25,000
		60-68-4529	234,400	234,400	200,000
		65-68-4529	203,080	142,750	143,000
2	2012/13 Street Resurfacing - Testing & Inspections	05-68-4529	30,000	30,000	35,000
	2013/14 Street Resurfacing Program - Design	05-68-4503	35,000	45,000	40,000
3	Springdown Open Space Improvement	15	75,000	10,000	90,705
4	Storm Drain Inventory/Repairs				
	Replacement and repairs	5-68-4413	55,000	50,460	0
		22-68-4413	20,000	20,000	50,000
5	C-1 Trail (Stanford University)	96-00-4528	1,500,000	1,095,000	
6	Ford Field Renovation	05-68-****			308,000
		08-68-****			232,000
7	Alpine Road/ C-1 Trail Enhancements	05-68-****			100,000
	<i>Schoolhouse Paint/Front Entry Modifications</i>	5-68-4415	15,500	12,000	
	Sub-Total		2,215,001	1,702,131	1,223,705

TOWN of PORTOLA VALLEY

2012-13 BUDGET WORKSHEET



5-70-4477

Capital Improvements: Equipment		ADOPTED	PROJECTED	PROPOSED
Account Description/Activity		2011-12	2011-12	2012-13
	Replacement Truck F-150 Eco-Boost 4x4			0
	Replacement Tractor for Park/Fields			29,000
	Portable Emergency Radio Transmitter			30,000
	Microphone System for Schoolhouse			8,500
	Sub-Total	0	0	67,500



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager *Nick Pegueros*

DATE: June 20, 2012

RE: CalPERS Side Fund Payoff

Recommendation

Authorize Town staff to issue payment to California Public Employees' Retirement System (CalPERS) in the amount of \$319,066 to pay off the Town's pension Side Fund liability.

Background

In 2003, to address a number of factors that adversely impact small employers' pension costs, CalPERS required all employers with fewer than 100 employees to join risk pools. Entering into the risk pools, CalPERS required employers to have assets equal to their actuarial pension liability as of June 30, 2003. As of June 30, 2003, the Town's assets with CalPERS were less than the actuarial pension liability.

Rather than requiring agencies to make a sizeable one-time payment to fully fund as of June 30, 2003, CalPERS allowed agencies to amortize the liability over 15 years by establishing what is called a "Side Fund" liability. The Side Fund is an off-balance sheet liability of the local agency (not CalPERS) and carries an interest rate equal to the CalPERS assumed rate of return. The assumed rate of return on investments has historically been 7.75%; however, the assumption was recently decreased to 7.5%.

Annual debt service on the Side Fund is incorporated into the pension cost calculated as a percentage of payroll. For 2012-13, the Side Fund debt service will cost a projected \$52,655, or 4.357%, if applied to the proposed budgeted payroll. Agencies may pay off the Side Fund liability to reduce ongoing pension costs, but payoffs must be received by CalPERS no later than June 30th of each year.

Discussion

As of June 30, 2012, the amount required to pay off the Side Fund liability is \$319,066 (see attachment #1). Funding this liability by June 30, 2012 will reduce pension costs for the next seven years by approximately 4.3% of payroll (or more than \$52,000 per year) and requires a budget amendment to use unassigned fund balance from the General Fund. By fully funding the liability now, the Town has the potential to save approximately \$100,000 in Side Fund interest expense over the next seven years.

The interest rate charged by CalPERS is 7.5% on the Side Fund liability. To the extent that the Town's rate of return on investments is less than 7.5%, it would be to the Town's advantage to pay off this liability. The Town currently earns 0.38% on its pooled cash. There are two risks that may result from paying off the Side Fund:

- **Investment income.** The Town's return on its investments is likely to increase over the next 10 years from the current 0.38%, and if the return on investments exceeds 7.5%, the decision to pay off the liability could prove disadvantageous. While no one is capable of accurately predicting investment yields, it is reasonable to assume that yields on investment classes allowed under the Town's investment policy are unlikely to approach 7.5% in the near future.
- **Opportunity cost.** Paying off the Side Fund will reduce unrestricted General Fund reserves by approximately 12%. The payment will therefore reduce cash available for other Town needs, which could present lost opportunity costs. With no known sizable demands on the Town's funds, the General Fund's unrestricted fund balance is sufficient to meet the Town's known operating and capital needs.

Staff introduced the possibility of paying off the CalPERS Side Fund as part of the proposed budget presentation to the Town's Finance Committee on June 5, 2012. Upon consideration of the costs associated with carrying the Side Fund liability, the Finance Committee supports the recommendation to pay off the liability.

It is important to note that, as part of a risk pool, the Town also shares in the risk pool's collective unfunded pension liability. Paying off the Side Fund liability has no impact on the Town's obligations to the risk pool's unfunded pension liability. According to the June 30, 2010 actuarial valuation date (see attachment #2), the Town's share of the risk pool's unfunded pension liability is estimated at \$558,000.

A further recommendation is to commit the \$53,000 savings each year to the creation of a Pension Contingency Reserve with the goal of funding the reserve at an amount equal to the Town's estimated share of the risk pool's unfunded pension liability (\$558,000). The reserve funds would only be used in the event of changes in pension accounting that would require the Town to record a share of the risk pool's unfunded pension liability on our financial statements. Alternatively, while unlikely,

the reserve would also protect the Town in the event CalPERS changes its rules and requires catch-up payment(s) to fund risk pool unfunded liabilities.

Fiscal Impact

The Town's minimum fund balance policy requires a minimum unrestricted fund balance equal to 60% of budgeted General Fund operating expenditures. The 2011-12 adopted General Fund expenditure budget totaled \$3,724,101, 60% of which is \$2,234,461. After the Side Fund payoff, the estimated fund balance as of June 30, 2012 is \$2,436,649, or 65% of budgeted expenditures in the General Fund.

Attachments

1. CalPERS Lump Sum Payment Amount (June 13, 2012)
2. CalPERS Annual Valuation Report as of June 30, 2010 for the Town of Portola Valley
3. Resolution



California Public Employees' Retirement System
Actuarial Office
 P.O. Box 942709
 Sacramento, CA 94229-2709
 TTY: (916) 795-3240
 (888) 225-7377 phone · (916) 795-2744 fax
www.calpers.ca.gov

June 13, 2012

CalPERS ID: 7325167619
 Employer Name: TOWN OF PORTOLA VALLEY
 Rate Plan: MISCELLANEOUS PLAN

Re: Lump Sum Payment to reduce 2012-2013 pooled employer contribution rate

Dear Requestor:

As requested, 2012-2013 employer contribution rate information on your lump sum payment follows.

If you are aware of others interested in this information (i.e. payroll staff, county court employees, port districts, etc.), please inform them.

The information is based on the most recent annual valuation and assumes payment *by June 30, 2012* and no further contractual or financing changes taking effect before June 30, 2013. The Side Fund resulting from risk pooling valued at **\$319,066** (including any adjustments due to plan amendments, vouchers, golden handshakes, etc.) as of June 30, 2012, will be reduced or eliminated by a lump sum payment in the amount of **\$319,066**. Any later adjustments due to plan amendments, vouchers, golden handshakes, or financing changes could increase or reestablish a negative side fund.

The change in your 2012/2013 employer contribution rate after you make the proposed lump sum payment, is displayed in the "Change to Total Employer Rate" line below.

Valuation as of June 30, 2010	Pre-Payment	Post-Payment
Projected 6/30/12 Side Fund (SF)	(\$319,066)	
Proposed Lump Sum Pmt by 6/30/12	\$319,066	
Revised projected 6/30/2012 SF		\$0
2012-2013 Employer Contribution Rate		
Risk Pool's Net Employer Normal Cost	7.720%	7.720%
Risk Pool's Payment on Amortization Bases	1.996%	1.996%
Surcharges for Class 1 Benefits	0.000%	0.000%
Phase out of Normal Cost Difference	0.000%	0.000%
Amortization of Side Fund	4.357%	0.000%
Total Employer Contribution Rate	14.073%	9.716%
Amortization Period	7 years	n/a
Change to 12/13 Total Employer Contribution Rate		(4.357%)

To initiate this change, the enclosed Lump Sum Payment Request must be completed and returned to the Fiscal Services Division with a wire transfer or a check by June 30, 2012. A copy should be sent to us.

If you have questions, please call (888) CalPERS (225-7377).

DAVID DU BOIS, FSA
 Senior Pension Actuary, CalPERS



California Public Employees' Retirement System
Actuarial Office
 P.O. Box 942701
 Sacramento, CA 94229-2701
 TTY: (916) 795-3240
 (888) 225-7377 phone • (916) 795-2744 fax
www.calpers.ca.gov

October 2011

MISCELLANEOUS PLAN OF THE TOWN OF PORTOLA VALLEY (EMPLOYER # 1490)
Annual Valuation Report as of June 30, 2010

Dear Employer,

Enclosed please find a copy of the June 30, 2010 actuarial valuation report of your pension plan. Since your plan had less than 100 active members in at least one valuation since June 30, 2003, it is required to participate in a risk pool. The following valuation report has been separated into two Sections:

- Section 1 contains specific information for your plan, including the development of your pooled employer contribution rate, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to your plan, as of June 30, 2010.

This report contains important actuarial information about your pension plan at CalPERS. Your CalPERS staff actuary is available to discuss the actuarial report with you.

Changes Since the Prior Valuation

A temporary modification to our method of determining the actuarial value of assets and amortizing gains and losses was implemented for the valuations as of June 30, 2009 through June 30, 2011. The effect of those modifications continue in this valuation.

There may also be changes specific to your plan such as contract amendments and funding changes.

Future Contribution Rates

The exhibit below displays the required employer contribution rate and Superfunded status for 2012/2013 along with an estimate of the contribution rate and Superfunded status for 2013/2014. The estimated rate for 2013/2014 is based on a projection of the most recent information we have available, including an estimate of the investment return for fiscal 2010/2011, namely 20.0%. See Section 2 Appendix E, "Investment Return Sensitivity Analysis", for increase in 2014/2015 rate projections under a variety of investment return scenarios for the Risk Pool's portion of your rate. Please disregard any projections that we may have provided to you in the past.

Fiscal Year	Employer Contribution Rate	Superfunded?
2012/2013	14.073%	No
2013/2014	14.3% (projected)	No

Member contributions (whether paid by the employer or the employee) are in addition to the above rates.

MISCELLANEOUS PLAN OF THE TOWN OF PORTOLA VALLEY (EMPLOYER # 1490)

October 2011

Page 2

The estimate for 2013/2014 assumes that there are no amendments and no liability gains or losses (such as larger than expected pay increases, more retirements than expected, etc.). **This is a very important assumption because these gains and losses do occur and can have a significant effect on your contribution rate.** Even for the largest plans, such gains and losses can impact the employer's contribution rate by one or two percent or even more in some less common instances. These gains and losses cannot be predicted in advance so the projected employer contribution rate for 2013/2014 is just an estimate. Your actual rate for 2013/2014 will be provided in next year's report.

If you have questions, please call (888) CalPERS (225-7377). In the interest of allowing us to give every public agency their result, we ask that, if at all possible, you wait until after October 31 to contact us with questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Alan Milligan".

ALAN MILLIGAN, MAAA, FCA, FSA, FCIA
Chief Actuary



**Actuarial Valuation
as of June 30, 2010**

**The MISCELLANEOUS PLAN
of the
TOWN OF PORTOLA VALLEY
(Employer# 1490)**

**Required Contributions
For Fiscal Year
July 1, 2012 - June 30, 2013**

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SECTION 2 – RISK POOL ACTUARIAL VALUATION INFORMATION

Section 1

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

**Plan Specific Information for
The MISCELLANEOUS PLAN
of the TOWN OF PORTOLA VALLEY
(Employer # 1490)
(Rate Plan # 1606)**

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SECTION 1 – PLAN SPECIFIC INFORMATION FOR THE MISCELLANEOUS PLAN OF THE TOWN OF PORTOLA VALLEY

Actuarial Certification

Section 1 of this report is based on the member and financial data as of June 30, 2010 provided by your agency and contained in our records, and the benefit provisions under your contract with CalPERS. Section 2 of this report is based on the member and financial data as of June 30, 2010 provided by employers participating in the risk pool and contained in our records, and benefit provisions under the CalPERS contracts for those agencies participating in the risk pool.

As set forth in Section 2 of this report, the Pool Actuary has certified that, in her opinion, the valuation of the Risk Pool containing your MISCELLANEOUS PLAN has been performed in accordance with generally accepted actuarial principles consistent with standards of practice prescribed by the Actuarial Standards Board, and that the assumptions and methods are internally consistent and reasonable for the Risk Pool, as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.

Having relied upon the information set forth in Section 2 of this report and based on the census and benefit provision information for your plan, it is my opinion as your Plan Actuary that the Side Fund as of June 30, 2010 and employer contribution rate as of July 1, 2012, have been properly and accurately determined in accordance with the principles and standards stated above.

The undersigned is an actuary for CalPERS and a member of both the American Academy of Actuaries and Society of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.



DAVID DU BOIS, FSA
Senior Pension Actuary, CalPERS
Plan Actuary

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SECTION 1 – PLAN SPECIFIC INFORMATION FOR THE MISCELLANEOUS PLAN OF THE TOWN OF PORTOLA VALLEY

Purpose of Section 1

Section 1 of this report was prepared by the Plan Actuary in order to:

- Certify that the actuarially required employer contribution rate of the MISCELLANEOUS PLAN of the TOWN OF PORTOLA VALLEY for the fiscal year July 1, 2012 through June 30, 2013 is 14.073%;
- Set forth the plan's Employer Side Fund as of June 30, 2010;
- Provide pension information as of June 30, 2010 to be used in financial reports subject to Governmental Accounting Standards Board (GASB) Statement Number 27.

This section was prepared in order to provide actuarial information as of June 30, 2010 to the CalPERS Board of Administration and other interested parties

The use of this report for any other purposes may be inappropriate. In particular, this report does not contain information applicable to termination or alternative benefit costs. The employer should contact their actuary before disseminating any portion of this report for any reason that is not explicitly described above.

Required Employer Contributions

	Fiscal Year 2011/2012	Fiscal Year 2012/2013
Employer Contribution Required (in Projected Dollars)		
Risk Pool's Net Employer Normal Cost	\$ 92,597	\$ 94,942
Risk Pool's Payment on Amortization Bases	22,354	24,547
Surcharge for Class 1 Benefits		
None	0	0
Phase out of Normal Cost Difference	0	0
Amortization of Side Fund	51,892	53,579
Total Employer Contribution	\$ 166,843	\$ 173,068
Annual Lump Sum Prepayment Option*	\$ 160,731	\$ 166,728
Projected Payroll for the Contribution Fiscal Year	\$ 1,205,057	\$ 1,229,823
Employer Contribution Required (Percentage of Payroll)		
Risk Pool's Net Employer Normal Cost	7.684%	7.720%
Risk Pool's Payment on Amortization Bases	1.855%	1.996%
Surcharge for Class 1 Benefits		
None	0.000%	0.000%
Phase out of Normal Cost Difference	0.000%	0.000%
Amortization of Side Fund	4.306%	4.357%
Total Employer Contribution	13.845%	14.073%

Appendix C of Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

Risk pooling was implemented as of June 30, 2003. The normal cost difference was scheduled to be phased out over a five year period. The phase out of normal cost difference began at 100% for the first year, and was incrementally reduced by 20% of the original normal cost difference for each subsequent year.

*Payment must be received by CalPERS before the first payroll of the new fiscal year and after June 30.

SECTION 1 – PLAN SPECIFIC INFORMATION FOR THE MISCELLANEOUS PLAN OF THE TOWN OF PORTOLA VALLEY

Projected Contributions

The rate shown below is an estimate for the employer contribution for Fiscal Year 2013/2014. The estimated rate is based on a projection of the most recent information we have available, including an estimate of the investment return for fiscal year 2010/2011, namely 20.0%:

Projected Employer Contribution Rate: 14.3%

The estimate also assumes that there are no liability gains or losses among the plans in your risk pool, that your plan has no new amendments in the next year, and that your plan's and your risk pool's payrolls both increase exactly 3.25% in the 2010/2011 fiscal year. Therefore, the projected employer contribution rate for 2013/2014 is just an estimate. Your actual rate for 2013/2014 will be provided in next year's report.

Rate Volatility

Your plan's employer contribution rate will inevitably fluctuate, for many reasons. However, the biggest fluctuations are generally due to changes in the side fund rate resulting from unexpected changes in payroll. The following figure shows how much *your* 2013/2014 rate would change for each 1% deviation between our 3.25% payroll growth assumption and your actual 2010/2011 payroll growth.

POTENTIAL 2013/2014 RATE IMPACT FROM 2010/2011 PAYROLL DEVIATION

% Rate Change per 1% Deviation from Assumed 3.25% Payroll Growth: (0.042%)

Examples: To see how your employer contribution rate might be affected by unexpected payroll change, suppose the following:

- The % Rate Change per 1% Deviation figure given above is -0.400%
- Your plan's payroll increased 10% in 2010/2011 (6.75% more than our 3.25% assumption).

Then your 2013/2014 rate would decrease $-0.400\% \times (10 - 3.25) = -2.70\%$ from that cause alone.

Or conversely, using the same % Rate Change per 1% Deviation figure given above, suppose your plan's payroll remained the same in 2010/2011 (3.25% less than our 3.25% assumption).

Then your 2013/2014 rate would increase $-0.400\% \times (0 - 3.25) = 1.3\%$ from that cause alone.

Note that if your plan had a negative side fund, an unexpected payroll increase would spread the payback of the negative side fund over a bigger payroll, which would decrease your plan's side fund percentage rate and the total employer contribution rate. On the other hand, if your plan had a positive side fund, an unexpected payroll increase would spread the payback of the positive side fund over a larger payroll, which would increase your plan's side fund percentage rate and the total employer contribution rate. In either case, the Side Fund dollar amount would not change.

Employer Side Fund

At the time of joining a risk pool, a side fund was created to account for the difference between the funded status of the pool and the funded status of your plan. The side fund for your plan as of the June 30, 2010 valuation is shown in the following table.

Your side fund will be credited, on an annual basis, with the actuarial investment return assumption. This assumption is currently 7.75%. A positive side fund will cause your required employer contribution rate to

SECTION 1 – PLAN SPECIFIC INFORMATION FOR THE MISCELLANEOUS PLAN OF THE TOWN OF PORTOLA VALLEY

be reduced by the Amortization of Side Fund shown above in Required Employer Contributions. A negative side fund will cause your required employer contribution rate to be increased by the Amortization of Side Fund. In the absence of subsequent contract amendments or funding changes, the side fund will disappear at the end of the amortization period shown below.

Employer Side Fund Reconciliation

	June 30, 2009	June 30, 2010
Side Fund as of valuation date*	\$ (389,940)	\$ (369,632)
Adjustments	0	0
Side Fund Payment	48,677	50,259
Side Fund one year later	\$ (369,632)	\$ (346,108)
Adjustments	0	0
Side Fund Payment	50,259	51,892
Side Fund two years later	\$ (346,108)	\$ (319,066)
Amortization Period	8	7
Side Fund Payment during last year	\$ 51,892	\$ 53,579

* If your agency employed vouchers in fiscal year 2009/2010 to pay employee contributions, the June 30, 2010 Side Fund amount has been adjusted by a like amount without any further adjustment to the Side Fund's amortization period. Similarly, the Side Fund has been adjusted for the increase in liability from any recently adopted Class 1 or Class 2 contract amendments. Also, the Side Fund may be adjusted or eliminated due to recent lump sum payments. Contract amendments and lump sum payments may result in an adjustment to the Side Fund amortization period.

Superfunded Status

	June 30, 2009	June 30, 2010
Is the plan Superfunded?	No	No
[Yes if Assets exceed PVB, No otherwise]		

Summary of Participant Data

The table below shows a summary of your plan's member data upon which this valuation is based:

	June 30, 2009	June 30, 2010
Projected Payroll for Contribution Purposes	\$ 1,205,057	\$ 1,229,823
Number of Members		
Active	14	14
Transferred	8	7
Separated	2	2
Retired	8	9

SECTION 1 – PLAN SPECIFIC INFORMATION FOR THE MISCELLANEOUS PLAN OF THE TOWN OF PORTOLA VALLEY

List of Class 1 Benefit Provisions

- None

Information for Compliance with GASB Statement No. 27 for Cost-Sharing Multiple-Employer Defined Benefit Plan

Your plan is part of the Miscellaneous 2% at 55 Risk Pool, a cost-sharing multiple-employer defined benefit plan. Under GASB 27, an employer should recognize annual pension expenditures/expense equal to its contractually required contributions to the plan. Pension liabilities and assets result from the difference between contributions required and contributions made. The contractually required contribution for the period July 1, 2012 to June 30, 2013 has been determined by an actuarial valuation of the plan as of June 30, 2010. Your contribution rate for the indicated period is 14.073% of payroll. In order to calculate the dollar value of the contractually required contributions for inclusion in financial statements prepared as of June 30, 2013, this contribution rate, as modified by any subsequent financing changes or contract amendments for the year, would be multiplied by the payroll of covered employees that was actually paid during the period July 1, 2012 to June 30, 2013. However, if this contribution is fully prepaid in a lump sum, then the dollar value of contractually required contributions is equal to the lump sum prepayment. The employer and the employer's auditor are responsible for determining the contractually required contributions. Further, the required contributions in dollars and the percentage of that amount contributed for the current year and each of the two preceding years is to be disclosed under GASB 27.

A summary of principal assumptions and methods used to determine the contractually required contributions is shown below for the cost-sharing multiple-employer defined benefit plan.

Valuation Date	June 30, 2010
Actuarial Cost Method	Entry Age Normal Cost Method
Amortization Method	Level Percent of Payroll
Average Remaining Period	18 Years as of the Valuation Date
Asset Valuation Method	15 Year Smoothed Market
Actuarial Assumptions	
Investment Rate of Return	7.75% (net of administrative expenses)
Projected Salary Increases	3.55% to 14.45% depending on Age, Service, and type of employment
Inflation	3.00%
Payroll Growth	3.25%
Individual Salary Growth	A merit scale varying by duration of employment coupled with an assumed annual inflation growth of 3.00% and an annual production growth of 0.25%.

Complete information on assumptions and methods is provided in Appendix A of Section 2 of the report. Appendix B of Section 2 of the report contains a description of benefits included in the Risk Pool Actuarial Valuation.

A Schedule of Funding for the Risk Pool's actuarial value of assets, accrued liability, their relationship, and the relationship of the unfunded liability (UL) to payroll for the risk pool(s) to which your plan belongs can be found in Section 2 of the report.

SECTION 1 – PLAN SPECIFIC INFORMATION FOR THE MISCELLANEOUS PLAN OF THE TOWN OF PORTOLA VALLEY

Summary of Major Benefit Options

Shown below is a summary of the major optional benefits for which your agency has contracted. A description of principal standard and optional plan provisions is in Appendix B within Section 2 of this report.

Benefit Provision	Coverage Group	
	70001	70002*
Benefit Formula Social Security Coverage Full/Modified	2.0% @ 55 yes modified	2.0% @ 60 no full
Final Average Compensation Period	36 mos.	36 mos.
Sick Leave Credit	yes	yes
Non-Industrial Disability	standard	standard
Industrial Disability	no	no
Pre-Retirement Death Benefits	yes	yes
Optional Settlement 2W	no	no
1959 Survivor Benefit Level	no	no
Special	no	no
Alternate (firefighters)	no	no
Post-Retirement Death Benefits		
Lump Sum	\$500	\$500
Survivor Allowance (PRSA)	no	no
COLA	2%	2%
Employee Contributions		
Contractual employer paid	no	no
Contractual Employee Cost sharing	0%	0%

* Inactive Coverage Group

RESOLUTION NO. _____-2012

**RESOLUTION OF THE TOWN OF PORTOLA VALLEY AUTHORIZING
PAYMENT TO THE CALIFORNIA PUBLIC EMPLOYEE RETIREMENT SYSTEM
IN THE AMOUNT OF \$319,066 TO PAY OFF THE
TOWN OF PORTOLA VALLEY’S SIDE FUND LIABILITY**

WHEREAS, the Town of Portola Valley (“Town”) has contracted with the California Public Employees’ Retirement System (“CalPERS”) to provide retirement benefits to eligible Town employees; and

WHEREAS, CalPERS allows contracting agencies to make lump sum payments to reduce their Side Fund liability; and

WHEREAS, the Town now desires to make a lump sum payment to CalPERS on or before June 30, 2012 to reduce future pension costs;

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

1. Authorize a budget amendment to the Town’s adopted 2011-12 budget to increase the budget for account code 05-50-4080 by \$319,066, and
2. Authorize the Town Treasurer to issue payment to the California Public Employees’ Retirement System in the amount of \$319,066 to pay off the Town’s Side Fund Liability on or before June 30, 2012.
3. As set out in the staff report, public interest and convenience require the Town to issue the payment referenced in Paragraph 2.

PASSED AND ADOPTED this 20th day of June, 2012.

By: _____
Mayor

ATTEST:

Town Clerk



Town of Portola Valley
Parks & Recreation Committee
June 11, 2012

To the Mayor and Town Council,

I recommend the Council approve the application of Simone LaValle to join the Parks & Recreation Committee. Simone is very active in the community including being the club administrator for the Alpine Strikers youth soccer club. She's a school teacher and is transitioning to sports management.

Simone plays in the adult coed soccer league so I've gotten to know her well. She's always a willing volunteer helping manage the league including communicating rain out days, planning the end of season barbecue, etc. She's a joy to work with.

The Parks and Rec Committee unanimously approved her application.

Regards,
Jon Myers

Sharon Hanlon

Subject: FW: Application to Serve on Committee - Parks & Rec / Lavalle

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

From: webmaster@portolavalley.net [<mailto:webmaster@portolavalley.net>]

Sent: Sunday, April 15, 2012 4:27 PM

To: Sharon Hanlon

Subject: Application to Serve on Committee - Parks & Rec / Lavalle

Submission information

Submitter DB ID : 1531
Submitter's language : Default language
Time to take the survey : 16 min. , 47 sec.
Submission recorded on : 4/15/2012 4:26:50 PM

Survey answers

Full Name:*
Simone LaValle

Name of Committee I'm Interested in Serving On:
(Please note that only the committees currently seeking volunteers are listed.) Cable & Utilities Undergrounding Committee

- Community Events Committee
- Emergency Preparedness Committee
- Parks & Recreation Committee
- Sustainability Committee
- Trails & Paths

Email Address:*
simone.lavalle@gmail.com

Address (include city/zip):*
Gambetta Lane, Portola Valley 94028

Number of years in Portola Valley:*
5

Home Telephone Number:*
n/a

Cellular Telephone Number:

Other Telephone Number:
n/a

Preferred Telephone Contact Number
Home
Cell
Other

I prefer to receive Town communications via:
E-Mail (recommended)
U.S. Mail

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee:*

Jon Myers and Craig Brandman have approached me about joining the Parks & Recreation committee. I have been actively involved in the local kids' recreational sports programs as coordinator/coach. I understand that field/gym space is crucial to run these programs and I would welcome the opportunity to assist the town by serving on this committee.

I am an elementary teacher by training and in the process of changing my career to sports management. Even though not an expert in Parks & Recs, I feel confident that my management and research skills will support the many aspects this committee assists the town with.

I am currently the club administrator of our local soccer club, Alpine Strikers. We have enjoyed the good conditions of our grass fields and I would welcome the opportunity to give back to the town.

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe:*

not that I can think of.

#9

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – May 25, 2012

-
- ☐ 1. Action Agenda – Town Council – May 23, 2012
 - ☐ 2. Agenda – ASCC / Special Meeting – May 29, 2012
 - ☐ 3. Website posting – Dwight Crowder: A Portola Valley Visionary
 - ☐ 4. Email from Davena Gentry, High Energy Homes Marketing/Outreach Associate: Portola Valley Wins Acterra High Energy Homes Town Challenge – May 22, 2012
 - ☐ 5. Memo from Leslie Lambert, Building/Planning Services Advisor - Update on Gourmet Food Truck Activity at Christ Church – May 25, 2012
 - ☐ 6. Memo from Sharon Hanlon, Town Clerk: Sheriff's Memo, June 2012
 - ☐ 7. Memo from Sharon Hanlon, Town Clerk: Monthly Meeting Schedule, June 2012
 - ☐ 8. Notice that Portola Valley Town Hall will be closed Monday, May 28, 2012 in recognition of Memorial Day

Attached Separates (Council Only)

- ☐ 1. League of California Cities Peninsula Division – Dinner Meeting regarding Pension Reform, June 28, 2012
- ☐ 2. Bay Daily News Article – DA: Schools' architect did private job for official – May 19, 2012
- ☐ 3. Council of Cities Dinner Meeting – Building your presence with Facebook – May 22, 2012
- ☐ 4. Midpeninsula Regional Open Space District's Views – Summer 2012
- ☐ 5. San Mateo County Mosquito and Vector Control District – Annual Report 2011
- ☐ 6. Comcast California – March / April 2012
- ☐ 7. Invitation to the 78th Annual San Mateo County Fair Anniversary Celebration on Monday, June 11, 2012
- ☐ 8. San Mateo County Fair – Promotional Post Cards
- ☐ 9. Invitation to BAYMEC 28th Annual Dinner – September 22, 2012
- ☐ 10. Invitation to San Mateo County Central Labor Council 33rd Annual COPE Banquet – July, 27, 2012



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting
 Wednesday, May 23, 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.

Fred Krefetz, 846 Portola Road, requested that the Town meet with him to discuss the Town's culvert and a flood easement on his property.

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

Attending representatives from the Portola Valley Ranch Fire Risk Management Committee included Chair David Rock, Susan Hine, Rita Rubinfeld and Dudley Carlson. The Committee reviewed its formation and the five step application and renewal process to become a Firewise Community. The Council was asked to invite other Town communities to follow suit and suggested the Town Center become a Firewise 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

Approved as Amended 5-0

- (3) **Approval of Warrant List** – May 23, 2012

- (4) **Recommendation by Town Manager** – Adopt a Resolution naming Authorized Officers, Morgan Stanley Smith Barney, to Sell Donated Stock

- (a) Resolution of the Town Council of the Town of Portola Valley Authorizing the Sale of Stock (Resolution No.2552-2012)

Approved 5-0

REGULAR AGENDA

- (5) **Recommendation by Interim Assistant Town Manager** - Adoption of Resolutions Approving Agreements 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. 2553-2012)

- (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.2554-2012)

Basic and Supplemental Agreements - Approved 5-0

PUBLIC HEARING

- (6) **PUBLIC HEARING – Recommendation by Interim Assistant Town Manager** - Setting New Administration, 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.2555-2012)

Approved 5-0**COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS****(7) Reports from Commission and Committee Liaisons**

There are no written materials for this item.

Councilmember Aalfs – ASCC reviewed a few small additions and continued discussion on the Portola Road Corridor Plan.

Councilmember Driscoll – Cable Committee reported that PG&E's Rule 20A undergrounding policy has changed therefore putting a halt to the committees current undergrounding project.

Councilmember Wengert – Parks & Recreation Committee noted that because trees have now been removed they would like to see the extension of the existing Town Center softball field completed. Public Works Director will look into a grant that may be available. The Committee is still working hard on the Ford Field Fundraising Project. Jane Wilson is heading this year's Zots to Tots race.

Vice Mayor Richards – Emergency Preparedness Committee reviewed the April 19 Wildfire Evacuation Exercise. The Committee will request the purchase of an AM Broadcast Radio. Cultural Arts Committee is working on the Town Picnic and is concerned with broken tiles at the Children's Playground. Conservation Committee discussed oak trees on the Wick property and discovered a new invasive plant in town.

Mayor Derwin – C/CAG discussed Measure M, the Vehicle License Fee (VLF) tax that the town uses on street resurfacing. The Resource Management Climate Protection meeting held lively discussion of EV readiness. PG&E made a presentation noting that the peak on and off period rates for commercial businesses will soon go away. Mayor Derwin attended the 2012 Indicators for a Sustainable San Mateo County Launch & Lunch.

WRITTEN COMMUNICATIONS**(8) Town Council Weekly Digest – May 11, 2012**

#2 – The Conservation Committee lacks manpower to keep up with weeds and invasive plants. The Council Agreed to support funding in '12-'13 FY budget to hire a contractor; amount to be determined.

#3 – Mayor Derwin will follow up with staff if she decides to attend.

(9) Town Council Weekly Digest – May 18, 2012

#7 – Councilmember Driscoll agrees with the idea of a Farmers Market. He suggested combining with Thursday Food Trucks and invite Roberts participate by offering produce in front of their store.

#8 – Mayor Derwin and Councilmember Wengert will attend task group discussions.

#12 – Councilmember Driscoll will be representative; will return to Council when appropriate.

ADJOURNMENT: 9:03 pm**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.



TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Tuesday, May 29, 2012
 7:30 PM – Special ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

7:30 PM - SPECIAL 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. New Business:
 - a. Site Development Permit X9H-638, 900 Portola Road (Former Al's Nursery Site), Tate
 - b. Architectural Review – Carport Enclosure, Portola Valley Ranch PUD Property, 2 Horseshoe Bend, Schink
 - c. Architectural Review For House Additions, 208 Echo Lane, Kahna
5. Continued Discussion – Portola Road Corridor Plan, Progress of Taskforce Work and ASCC Input to Taskforce
6. Approval of Minutes: May 14, 2012
7. Adjournment

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: May 25, 2012

CheyAnne Brown
Planning Technician

Town News

Dwight Crowder: A Portola Valley Visionary

Posted Date: 5/24/2012

On Saturday, June 9th at 9:15 a.m. at Ford Field, the Town of Portola Valley will hold a ceremony to reopen the newly renovated Dwight Crowder Memorial Trail.

For decades the Trail has hugged the Portola Valley town boundary in a narrow strip of land between Alpine Road and Los Trancos Creek. It begins at the Town border at Ladera Oaks and ends near Portola Road, two miles away.

Trail Renovation Partnership:

The trail is also referred to as the "C-1", a construction term used as major repairs and upgrades have been underway. The renovations to the trail were made possible through a partnership between Stanford University and the Town of Portola Valley. Stanford generously granted the Town \$2 million toward the project, which includes:

- Creek bank stabilization;
- Trail realignment to create a gently meandering path; and
- Landscaping with native plants and grass seed.

A Little History:

The Trail was named for Dwight Crowder, a geologist and the first chair of the Portola Valley Conservation Committee. Shortly after the Town's incorporation in 1964, Mr. Crowder had a very active involvement with the Town Council through his memos and reports on a breadth of topics including open space zoning, landscaping with natives, retention of natural views, standards for building and maintaining trails, creekside protection, and outdoor classrooms in schools, among others.

Early on, Dwight recognized the dangers of building on landslide-prone ground in a major earthquake fault zone. He foresaw the need for mapping and creating carefully constructed ordinances in earthquake country, and was the first to speak of the need for engineering and geologic studies, geologic maps, and restricted development on steep slopes. It was his vision and persistence that provided the impetus for building safely in the San Andreas Fault valley. In subsequent years, Portola Valley's pioneering studies of how to develop land in unstable earthquake country have become known throughout the world.



Dwight died as the innocent victim of a traffic accident on Portola Road in 1970, but his legacy lives on in the core values town residents hold today. Take a walk along the newly refurbished trail, enjoy the ambiance, and give a thought to the man whose name it bears and to the power of one person to make a difference.

Brandi de Garmeaux

From: Davena Gentry [davenag@acterra.org]
Sent: Tuesday, May 22, 2012 4:00 PM
To: Maryann Derwin; John Richards; Jeff Aalfs; Ted Driscoll; Ann Wengert; Angela Howard; Brandi de Garmeaux
Subject: Thanks for participating in the High Energy Homes Town Challenge! Portola Valley Wins!
Attachments: thermometers - all cities 30April12.pdf

Good Afternoon,

Last November Acterra launched a friendly "Town Challenge" competition among the five towns of Atherton, Los Altos Hills, Monte Sereno, Portola Valley, and Woodside. The competition aimed to encourage more resident participation in Acterra's High Energy Homes program and challenge the communities to meet the goal set by the California Energy Commission in providing funds to complete 1,000 audits among the five towns.

Since then, we've had a substantial increase in participation. Now that registration for the High Energy Homes program has closed, we'd like to announce the results of the Town Challenge.

As you'll see in the five thermometers below, Portola Valley placed first, with a total of 71 residents utilizing the online software to reduce their homes' energy usage. They utilized 47% of the 150 slots available for their residents — a good job!

Los Altos Hills came in a close second, with 69 residents signing up, and achieving 25% participation out of 280 possible households.

Atherton placed third with a total of 42 residents, attaining an 18% sign-up rate from its 240 household goal. Fourth place goes to Woodside with 36 residents, achieving 20% of the 180 household goal.

While we recognize that participation rates were not as high as we initially hoped, everyone is to be commended for their participation and support of the High Energy Homes program. While we only achieved about 25% of the hoped for sign-ups, we achieved an estimated 86% of our energy savings goal — and results from the final month of savings data are not yet in. Overall, participants saved an estimated 19,716 kWatt hours/year, or \$370 annually in their PG&E bills.

We will be completing our formal report to the California Energy Commission in mid-June with the complete results of this program, and we will send you a copy as well when it is complete.

Thank you very much for your support over the past year.

Sincerely,

Debbie Mytels

Davena Gentry

Associate Director, Acterra

High Energy Homes Marketing/Outreach Associate



Acterra

3921 East Bayshore Road
Palo Alto, CA 94303-4303
Phone: 650-962-9876 ext. 305
www.acterra.org

Acterra brings people together to create local solutions for a healthy planet. We are a 501(c)3.
Visit www.acterra.org/donate to learn more or donate.

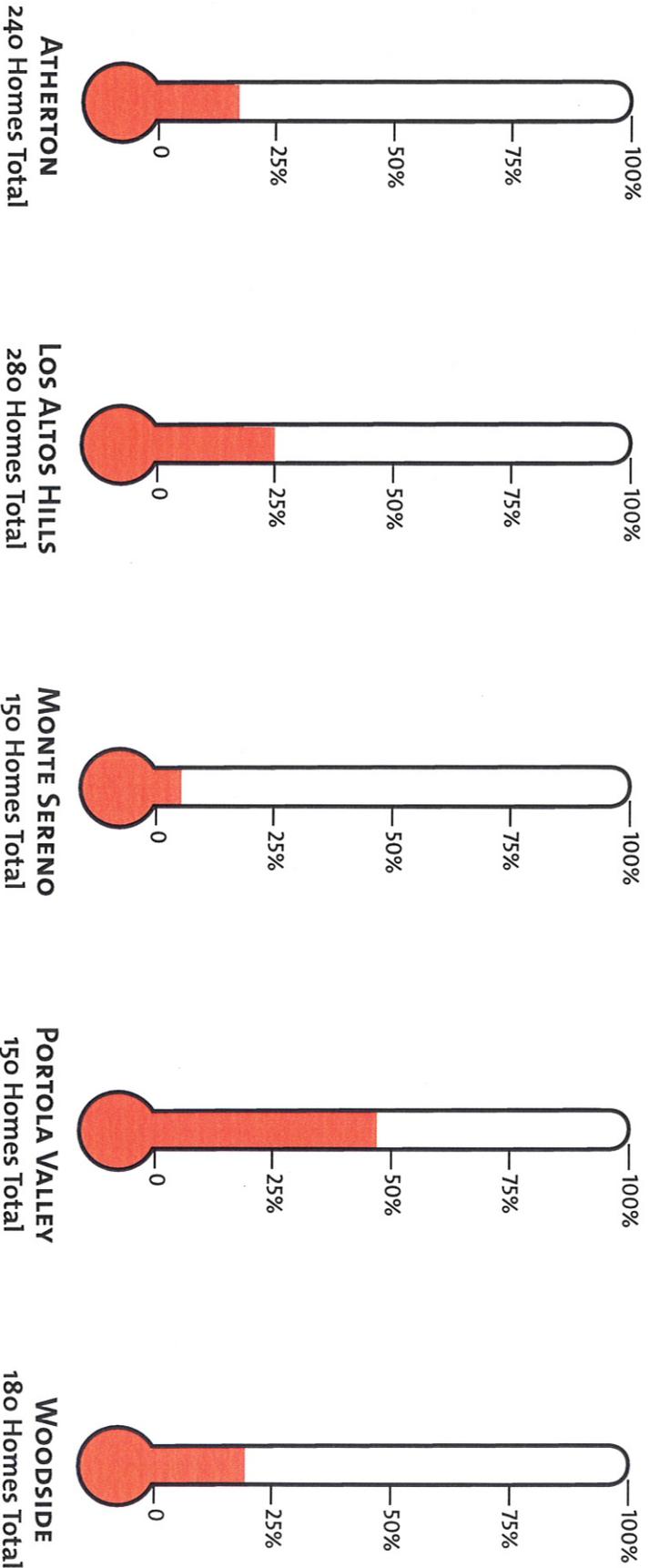
[Find us on Facebook!](#)

High Energy Homes

Free Online Audits Completed by Residents

Town Challenge: Which Town Will Achieve its Goal First?

Numbers as of April 30, 2012



ACTION FOR A
HEALTHY PLANET

3921 East Baysshore Road, Palo Alto, CA 94303
650.962.9876 www.acterra.org



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Nick Pegueros, Town Manager

FROM: Leslie Lambert, Building/Planning Services Advisor

DATE: May 25, 2012

RE: Gourmet Food Truck Activity at Christ Church

In response to the questions received at the May 23rd Town Council meeting, the following provides a brief update on the gourmet food truck activity at Christ Church, located at 815 Portola Road.

Background: Christ Church began the weekly gourmet food truck gathering as a community building activity. The event is organized for Christ Church by a Town resident with close ties to Christ Church preschool who is also a co-owner of the company that manages the food trucks, The Mobile Gourmet <http://the-mobile-gourmet.com/wordpress/>. Christ Church has indicated that this community building event is currently intended to be weekly, on Thursday nights, through August.

Licenses & Permits: Christ Church was granted a use permit in 1972 for the church use that existed prior to Town incorporation. The use permit does not specifically articulate the range of church uses permitted. Approved site plans show the church assembly building, parish hall, classrooms, office and "parlor". Neither the Town's General Plan nor Zoning Ordinance includes a definition of "church" or "religious institution". The General Plan does call for churches to serve the Town and its residents.

The co-owner of The Mobile Gourmet, as a Town resident, maintains a valid business license with the Town of Portola Valley. The Mobile Gourmet ensures that all food trucks attending the Christ Church gathering maintain the requisite permits from the San Mateo County Health Department.

Next steps: Staff will meet with Christ Church as to their intentions regarding the duration and scope of the gourmet food truck event and a follow-up report will be provided to the Town Council. If the Church intends to continue the gourmet food truck event beyond August 2012, then staff would begin the data collection process necessary to seek a Conditional Use Permit amendment, which would provide the Town the opportunity to review and define in more detail those related accessory uses that are necessary to the operation or enjoyment of a lawful conditional use or appropriate, incidental and subordinate to the church use.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: San Mateo County Sheriff's Department
FROM: Sharon Hanlon
DATE: May 24, 2012
SUBJ: Town Center Reservations for June 2012

Following is the current schedule of events for the Town Center and surrounding area for June 2012.

June 5: Presidential Primary Election / Historic Schoolhouse / 7:00 am – 8:00 pm

June 9: Zots to Tots & Town Picnic / Town Center / 10:00 am – 2:30 pm

June 10: American Diabetes Bike Event / Portola & Alpine / 6:00 am – 2:00 pm

Town of Portola Valley

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

JUNE 2012 MEETING SCHEDULE

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

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

~~Wednesday, June 13, 2012 – CANCELLED~~

Wednesday, June 20, 2012 – **SPECIAL MEETING**

Wednesday, June 27, 2012

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

Council Liaison – Jeff Aalfs (for months April, June & June)

Wednesday, June 6, 2012

~~Wednesday, June 20, 2012 – CANCELLED~~

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

Council Liaison – Jeff Aalfs

Monday, June 11, 2012

Monday, June 25, 2012

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE (Meets 1st Wednesday of every month)

Council Liaison – Ted Driscoll

Wednesday, June 6, 2012 – 8:15 AM

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

Council Liaison – John Richards

COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

As needed

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

Council Liaison – Ted Driscoll

Tuesday, June 26, 2012

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

Council Liaison – John Richards

Thursday, June 14, 2012 at 1:00 PM

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

Conference Room at Town Hall

Council Liaison – John Richards

Thursday, June 14, 2012

FINANCE COMMITTEE

Council Liaison – Jeff Aalfs
As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Ted Driscoll
As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

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

Council Liaison – Jeff Aalfs
Thursday, June 14, 2012

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Jeff Aalfs
Tuesday, June 12 – 7:30 PM

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

Council Liaison – Ann Wengert
Monday, June 18, 2012

PUBLIC WORKS COMMITTEE

Council Liaison – Ted Driscoll
As announced

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

Council Liaison – Maryann Derwin
Monday, June 18, 2012

TEEN COMMITTEE

Council Liaison – Jeff Aalfs
As announced

TRAILS & PATHS COMMITTEE – 8:15 AM (2nd Tuesday of each month, or as needed)

Council Liaison – Ann Wengert
Tuesday, June 12, 2012 – 8:15 AM



PORTOLA VALLEY TOWN HALL

WILL BE CLOSED

Monday, May 28, 2012
In observance of Memorial Day



In Case of Emergency: Sheriff's Office: 911

TOWN COUNCIL WEEKLY DIGEST

Friday – June 1, 2012

-
- ☐ 1. Agenda – Community Events Committee Meeting – June 4, 2012
 - ☐ 2. Agenda – Finance Committee Meeting – June 5, 2012
 - ☐ 3. Agenda – Bicycle, Pedestrian and Traffic Safety Committee – June 6, 2012
 - ☐ 4. Agenda – Planning Commission Meeting – June 6, 2012
 - ☐ 5. Action Agenda – ASCC – May 29, 2012
 - ☐ 6. Action Agenda – Town Council – May 30, 2012

Attached Separates (Council Only)

- ☐ 1. Notice of Preparation of an EIR for the San Mateo County Mosquito and Vector Control District – June 19, 2012
- ☐ 2. Announcement of a Memorial Service for retired Councilmember from San Mateo, John Lee – June 3, 2012



Town of Portola Valley
COMMUNITY EVENTS COMMITTEE
Monday June 4, 2012 – 9:00 AM
Community Hall / Alder Room
765 Portola Road
Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Roll Call
3. Open Forum / Oral Communications
4. Approval of Minutes from Meeting of April 17, 2012 (minutes were unavailable at time of agenda packet distribution – will be a hand out at the meeting)
5. Discussion, Planning, Task Delegation, etc., for Town Picnic – June 9th
6. Discussion, Planning, Task Delegation, etc., for Blues & BBQ – Sept 16th
7. Adjourn

***Committee members *please* confirm attendance (yes or no) to Karen, Mobley at kspmobley@gmail.com or (650) 529-1211.**



TOWN OF PORTOLA VALLEY
Finance Committee
Tuesday, June 5, 2012 – 5:30 PM
Town Hall Conference Room
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communication
3. Approve minutes from February 6, 2012 meeting
4. New Business
 - Proposed Budget for 2012-13
 - Review Investment Policy
5. Adjournment



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee
Wednesday, June 6, 2012 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to Order
2. Oral Communications
3. Approve Minutes from May 2, 2012 meeting
4. Roadways Recommendation
5. SRTS Recommendation
6. Subcommittee Reports
7. Kate & Steve Summer Camp at Ormondale
8. Town Picnic Status
9. Traffic Skills 101 and LCI training
10. Adjournment



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, June 6, 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. *Preliminary* review of an application for an amendment to Conditional Use Permit (CUP) X7D-30 for a parcel merger, expanded athletic field and track with artificial turf infill at 302 Portola Road, The Priory School
2. Zoning Ordinance Update Project: Approach and Request for Subcommittee

Commission, Staff, Committee Reports and Recommendations

1. Portola Road Corridor Taskforce Update

Approval of Minutes: May 16, 2012

Adjournment

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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Planning Commission Agenda
June 6, 2012
Page Two

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

PUBLIC HEARINGS

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

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

Date: June 1, 2012

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Tuesday, May 29, 2012
7:30 PM – Special ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

ACTION

7:30 PM - SPECIAL AGENDA*

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Hughes, Koch, Warr (**Koch absent. Also present: Tom Vlasic Town Planner; CheyAnne Brown Planning Technician; Jeff Aalfs Town Council Liaison; Alex Von Feldt 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. New Business:
 - a. Site Development Permit X9H-638, 900 Portola Road (Former Al's Nursery Site), Tate **Project approved subject to conditions listed in staff report.**
 - b. Architectural Review – Carport Enclosure, Portola Valley Ranch PUD Property, 2 Horseshoe Bend, Schink **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member regarding vegetation thinning prior to building execution.**
 - c. Architectural Review For House Additions, 208 Echo Lane, Kahnna **Project approved subject to conditions to be met to the satisfaction Planning Staff prior to building permit issuance.**
5. Continued Discussion – Portola Road Corridor Plan, Progress of Taskforce Work and ASCC Input to Taskforce **Vlasic and Breen shared comments and concerns from first taskforce meeting. Commission discussed and gave input for Breen to share at next meeting on June 6th.**
6. Approval of Minutes: May 14, 2012 **Approved with corrections.**
7. Adjournment **8:23 p.m.**

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: May 25, 2012

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY Page 150

7:30 PM – Special Joint Meeting of the Portola Valley
and Woodside Town Councils
Wednesday, May 30, 2012
Community Hall at Town Center
765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:41 PM – CALL TO ORDER AND ROLL CALL

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

Councilmember Burow, Councilmember Gordon, Councilmember Kasten, Councilmember Mason, Councilmember Romines, Councilmember Shanahan and Mayor Tanner

Absent: Councilmember Wengert and Councilmember Kasten

ORAL COMMUNICATIONS

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

None

REGULAR AGENDA

(1) **PRESENTATION** – Overview of CERPP

John Carnes, Stephanie Truitt and Gaylynn Mann presented on behalf of CERPP. Mr. Carnes stated that the two main objectives of CERPP (Citizens Emergency Response Preparedness) are preparedness and citizens' response. There are 25 communities (divisions) within CERPP, each having their own division leader. Mr. Carnes discussed the many levels of CERPP training that is available. CERPP continues to struggle with retention and recruiting volunteers. Some divisions are strong while others have little or no participation. Councilmembers were asked to help recruit and get the word out about the importance of emergency preparedness in the event of an earthquake and/or wildfire. CERPP requested to have High Fire Danger signs available at each division, with a point person responsible to post and remove the sign in a timely manner so that residents don't become complacent and lose the significance of a real threat.

(2) **PRESENTATION** – Overview of the April 19th Wildland Fire Evacuation Exercise

Fire Chief Dan Ghiorso gave an overview of the wild land fire exercise that took place at the Portola Valley EOC on April 19, 2012. He thought the exercise was extremely successful. A few points were; 1) The Town must be prepared if an evacuation request comes in. We must have in place a location to relocate the public; 2) At the onset of an emergency; it's so chaotic out in the field that information coming into the EOC may take up to 20 to 30 minutes; 3) The importance of having a plan in place to rotate personnel working in the EOC; and 4) The importance of a PIO officer and having set times to address the press.

ADJOURNMENT: 9:05 pm

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.

TOWN COUNCIL WEEKLY DIGEST

Friday – June 8, 2012

- 1. Agenda – ASCC – Monday, June 11, 2012
- 2. Agenda – Trails & Paths Committee – Tuesday, June 12, 2012
- 3. Agenda – Open Space Committee Meeting – Tuesday, June 12, 2012
- 4. Agenda – Emergency Preparedness Committee – Thursday, June 14, 2012
- 5. Agenda – Cultural Arts Committee – Thursday, June 14, 2012
- 6. Agenda – Nature & Science Committee – Thursday, June 14, 2012
- 7. Action Agenda – Planning Commission – Wednesday, June 6, 2012
- 8. Month End Financial Report – May 2012
- 9. Memo from Public Works Director Howard Young to the Town Council – Bid Opening Results for the Ford Field Renovation Project
- 10. Memo from Town Manager Nick Pegueros to Fire Chief Dan Ghiorso – High Fire Danger Signage – June 4, 2012
- 11. Memo from Town Manager Nick Pegueros to Town Staff – Required Emergency Preparedness Training – June 4, 2012

Attached Separates (Council Only)

- 1. Indicators for a Sustainable San Mateo County Sixteenth Annual Report – May 2012
- 2. The League of California Cities "Western City" – June 2012
- 3. Invitation to San Mateo County Central Labor Council – June 2012
- 4. Greenbelt Alliance – At Risk 2012: The Bay Area Greenbelt
- 5. The League of Women Voters – Bay Area Monitor – June/July 2012
- 6. Council of Cities Dinner Meeting – Working Together in these Difficult Economic Times – June 22, 2012



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, June 11, 2012
Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

FIELD MEETING*

4:00 p.m., 274 Corte Madera Field session for *preliminary* consideration of architectural review plans for residential redevelopment of a Brookside Park area property. (ASCC review to continue at Regular Meeting)

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 Changes To Original Exterior Lighting Plan, 120 Golden Hills Drive, Rubin
5. New Business:
 - a. Preliminary Review, Architectural Review For Residential Redevelopment, 274 Corte Madera Road, Byrne/Dickerson
6. Report On Portola Road Corridor Plan, Progress of Taskforce Work And Next Steps
7. Approval of Minutes: May 29, 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

Architectural & Site Control Commission
June 11, 2012 Agenda
Page Two

property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

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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: June 8, 2012

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, June 12, 2012 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from May 8, 2012
4. Financial Review
5. Old Business
 - a) Report on Town Picnic and Dwight Crowder Memorial Path Rededication
 - b) Discussion of Updating Signage Regarding Leashes for Dogs on certain trails
6. New Business
 - a) Trail Work – May 2012
 - b) Discussion of Portola Rd. Corridor Plan Task Force Notes and Issues
 - c) Fall Volunteer Day or Hike
7. Other Business
8. Adjournment

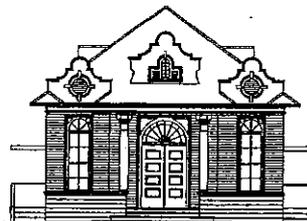
Enclosures:

Minutes from Regular Meeting of May 8, 2012

Financial Review

Trail Work and Map for May 2012

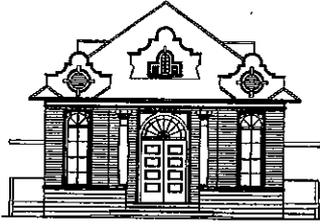
Portola Road Corridor Task Force Notes from May 15, 2012



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Tuesday, June 12, 2012, 7:30 pm
Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028**

AGENDA

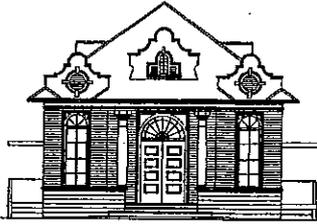
1. Call to Order
2. Oral Communications
3. Approval of minutes from April 3, 2012 meeting
4. Discuss suggestions for new committee members
5. Portola Road Corridor Update
6. Springdown land update
7. Property updates
8. Definition for Open Space Fund
9. Direction for use of Open Space Land
10. Monitoring Plan
11. Nature Trail
12. Determine a date to visit one of the "Open Spaces" as a committee
13. Adjournment



TOWN OF PORTOLA VALLEY
Meeting of the
Emergency Preparedness Committee
Thursday, June 14, 2012 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to order
2. Oral communications
3. Review and approve minutes of May meeting
4. Update on Emergency Broadcast (AM) Radio project
5. Discussion and proposal on Medical component of EPC
6. Discussion on "5th Wednesday" agendas and scheduling with Town Council
7. Subcommittee reports
8. Review of goals
9. Other business
10. Adjourn promptly at 9AM



TOWN OF PORTOLA VALLEY
Cultural Arts Committee
Thursday, June 14, 2012 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications (topics for future meetings)
3. Approval of May 10, 2012 minutes
4. Old Business:
 - a) Review of the Town Picnic participation
 - b) Review of expenditures to complete the 2011-2012 budget
 - c) Music in the park series - Paige
 - d) Blues & BBQ - Sue
 - e) Art Tour
 - f) Budget for 2012-2013
 - g) Art Show at the Priory
5. New Business:
 - a) Selection of new Chairman of Cultural Arts Committee
6. Adjournment

➔ To ensure a quorum will be met please contact Sue Chaput or Marie Margolin if you are unable to attend this meeting.



Town of Portola Valley
Nature and Science Committee Meeting
Thursday, June 14, 2012 – 4:00 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)
3. Minutes of April 12, 2012 meetings
4. Reports:
 - George Comstock – Flight Night
 - Yvonne – Astronomical events
 - Nancy Lund – Trip into the Hawthorns
 - Tick gathering/Lyme testing event and results
5. Planning:
 - Andrew – Star Party
 - Paul and Treena – Geology Day
 - Proposed Suggestions for future programs
6. Budget: Expense submittals for Flight Night (required reimbursement form attached)
7. Action Items:
 - Budget updates
 - Program proposals including setting dates
8. Publicity: PV Post on Town website
9. Other reports including Sub-Committee/Liaison Reports:
 - Sustainability Committee
 - Conservation Committee (broom pull on The Hawthorns)
 - Sudden Oak Death Study Group
10. Adjournment:
 - Next meeting date: August 9, 2012



**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, June 6, 2012 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)**

**ACTION
AGENDA**

Call to Order, Roll Call

Commissioners Gilbert, McIntosh, McKitterick, Chairperson Von Feldt, and Vice-Chairperson Zaffaroni (**McIntosh absent. Also present: Tom Vlasic Town Planner; Karen Kristiansson Principal Planner; Carol Borck Planning Technician; Jeff Aalfs Town Council Liaison**)

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. *Preliminary* review of an application for an amendment to Conditional Use Permit (CUP) X7D-30 for a parcel merger, expanded athletic field and track with artificial turf infill at 302 Portola Road, The Priory School **Commission received public comment, discussed the proposal, and provided feedback on the proposal and need for additional information on artificial turf and drainage.**
2. Zoning Ordinance Update Project: Approach and Request for Subcommittee **Kristiansson explained task of reorganization and language adjustments of the Zoning Ordinance. Commission felt this should be conducted by full commission, rather than a subcommittee.**

Commission, Staff, Committee Reports and Recommendations

1. Portola Road Corridor Taskforce Update **McKitterick provided update on Taskforce's work on refining recommendations concerning general policies for trails, road use, views/foilage, etc. Expects report for the Commission at July 18 meeting.**

Other

Von Feldt asked Vlasic for clarification over recent memo regarding Spring Ridge condition concerning fencing.

McKitterick expressed concern over recently installed fencing at property on upper Wayside Road. Asked for staff to provide information on how it was approved and to provide photos for the Commission.

Approval of Minutes: May 16, 2012 **Approved as submitted. (4-0)**

Adjournment 9:02 p.m.

ASSISTANCE FOR PERSONS WITH DISABILITIES

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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: June 1, 2012

CheyAnne Brown
Planning Technician



MONTH END FINANCIAL REPORT

FOR THE MONTH OF: May 2012

C A S H	Bank of America	\$40,799.74
	Local Agency Investment Fund (0.367%)	\$7,539,132.76
	Total Cash	\$7,579,932.50
<hr/>		
F U N D S	05 General Fund	\$2,655,734.87
	08 Grants	18,371.52
	10 Safety Tax	36,167.02
	15 Open Space	3,244,872.10
	20 Gas Tax	42,834.17
	22 Measure M	(82,500.00)
	25 Library Fund	413,476.56
	30 Public Safety/COPS	45,027.60
	40 Park in Lieu	6,219.87
	45 Inclusion In Lieu	158,750.97
	60 Measure A	35,797.82
	65 Road Fees	305,212.77
	75 Crescent M.D.	79,231.24
	80 PVR M.D.	13,626.15
	85 Wayside I M.D.	5,718.00
	86 Wayside II M.D.	(86,541.16)
	90 Woodside Highlands M.D.	170,598.06
	95 Arrowhead Mdws M.D.	(1,799.67)
	96 Customer Deposits	519,134.61
	Total Fund Balance	\$7,579,932.50
<hr/>		
A C T I V I T Y R E C A P	Beginning Cash Balance:	\$7,768,772.85
	Revenues for Month:	357,255.40
	Total Revenues for Month:	\$357,255.40
	Warrant List 5/09/2012	(\$117,069.61)
	Warrant List 5/23/2012	(272,977.90)
	Payroll	(155,249.84)
	Total Expenses for Month:	(\$545,297.35)
	Total JE's and Void Checks:	(\$798.40)
	Ending Cash Balance	\$7,579,932.50

FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund:	71.31%
<i>Adopted Town Policy is 60%</i>	
Days of Running Liquidity of Spendable General Fund:	260
<i>GASB recommends no less than 90 days</i>	

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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: June 8, 2012

RE: Ford Field Renovation Project #PW2011-02 – Public Bid Opening Results

Bids for the above referenced project were properly advertised, opened, and read aloud at 1:00 P.M. on June 7, 2012 by the Town Clerk and Public Works Director.

The Town received 4 bids:

- | | |
|--------------------------------------|--------------|
| 1) Andreini Brothers, Inc. | \$879,727.00 |
| 2) Robert A. Bothman, Inc. | \$663,839.00 |
| 3) Jensen Corporation | \$619,000.00 |
| 4) Suarez & Munoz Construction, Inc. | \$587,500.00 |

Landscape Architect's construction estimate with contingency: \$481,443.00

The lowest bid received exceeds the construction estimate by the Town's consultant landscape architect Carducci and Associates. Because bids exceeded the anticipated project construction expenses, staff is in the process of analyzing the bids and potential options. Once this process is complete, staff will inform the Town Council of the available and recommended options.

The anticipated total project expenses which were presented to the Town Council on May 9, 2012 were \$587,994.00. This figure included all design, construction, contingency, inspection, hard, soft, and expended costs to date. The current low bid would cause the project cost to exceed the anticipated total project expense.

cc: Jon Myers, Park and Recreation Committee



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Fire Chief Dan Ghorso
FROM: Nick Pegueros, Town Manager
DATE: June 4, 2012
RE: High Fire Danger/Red Flag Day signs

At the joint Woodside – Portola Valley Town Council meeting on May 30, 2012, you requested consideration of proposed “High Fire Danger/Red Flag Day” signs that would be placed in key locations around the Woodside Fire Protection District (District) to alert residents and visitors of dangerous fire conditions. Staff has reviewed Chapter 18.40 of the Town’s Municipal Code (attached) and determined that the proposed signs are permitted under Section 18.40.030.A – “Trespass and warning signs and signals;” and Section 18.40.030.D.2 – “Notices posted by any public officer in performance of a public duty or any person in giving any legal notice.”

As a permitted sign, the District is not required to make an application for a sign permit in accordance with Section 18.40.070. Further, the signs will provide a warning to the general public of a critical safety issue and therefore may be placed in the public right-of-way without first securing an encroachment permit in accordance with Section 18.40.050.G. However, once the location of each sign in Portola Valley has been determined, please notify the Town’s Public Works Director to ensure that the sign placement does not impede traffic flow, sight distance, pedestrian/biker safety, etc.

The signs should comply with General Requirements as outlined in Section 18.40.050. The signs will only be displayed at the request of the District during local high fire danger warnings and promptly removed when the warning has been lifted. Per our email correspondence, the District anticipates providing one sign to each of the CERPP

divisions and a banner sized sign to the Towns of Woodside and Portola Valley for display as each town thinks best. The District will also place a banner sized sign at each of the Fire Stations. The signs will be approximately 18"x24" and the banners will be about 4'x6'.

It is important to note that the purpose of the High Fire Danger/Red Flag Day signs is to alert residents of dangerous conditions so that they can modify certain behaviors to avoid accidentally starting a fire. The signs should grab the attention of the public and be placed in highly visible locations. Given that this is the first year of this coordinated program, staff recommends that the program's effectiveness and opportunities for improvement are evaluated in Spring 2013.

cc: Mayor and Members of the Town Council
Public Works Director

Portola Valley, California, Code of Ordinances >> TITLE 18 - ZONING >> CHAPTER 18.40 - SIGNS >>

CHAPTER 18.40 - SIGNS

Sections:

- 18.40.010 - Purpose.
- 18.40.020 - Compliance with regulations.
- 18.40.030 - Permitted signs—All districts.
- 18.40.040 - Permitted signs—C-C, A-P and O-A districts.
- 18.40.041 - Motor vehicle fuel price signs.
- 18.40.050 - General requirements.
- 18.40.060 - Nonconforming signs—Removal.
- 18.40.070 - Application for sign permit—Determination—Appeal.
- 18.40.080 - Violation—Notification—Penalty.

18.40.010 - Purpose.

The purposes of this chapter shall be as follows:

- A. To authorize and regulate identification and directional signs accessory to uses permitted by the zoning ordinance;
- B. To maintain and improve the visual qualities of the town;
- C. To minimize hazards to motorists and pedestrians on public roads.

(Ord. 1967-80 § 1 (6304.1), 1967)

18.40.020 - Compliance with regulations.

All signs shall comply with the regulations of this chapter in addition to such other requirements as may be imposed in connection with the granting of a variance or conditional use permit or as may be required by other ordinances of the town.

(Ord. 1967-80 § 1 (6304), 1967)

18.40.030 - Permitted signs—All districts.

Signs permitted in all districts shall be as follows:

- A. Trespass and warning signs and signals;
- B. Highway and traffic markers and street name signs;
- C. Signs used by public utilities for the safety, welfare, or convenience of the public;
- D. The following public notices:
 - 1. Official notices issued by any court or public body or officer,
 - 2. Notices posted by any public officer in performance of a public duty or by any person in giving any legal notice;
- E. One sign of ten square feet maximum size may be placed on each commercial or institutional construction project and shall be removed upon completion of the project;
- F.

Construction signs may be placed on residential construction projects provided the total area of signs on any one residential construction project does not exceed ten square feet and provided the signs are removed upon completion or sale of the house.

- G. One real estate sign not exceeding four square feet in area may be placed on each piece of property that is for sale;
- H. Personal name plates not exceeding one square foot in area;
- I. Commemorative symbols, memorial plaques, and historical tablets, placed by historical societies;
- J. Flags, emblems, insignias, and posters of any nation, state, international organization, political subdivision or other governmental agency; and unilluminated, nonverbal religious symbols attached to a building which is a place of religious worship;
- K. Signs designating entrances, exits or conditions of use of parking areas provided no single sign shall exceed eight square feet in area;
- L. Roadside signs for special local events by community or nonprofit organizations limited to periods not exceeding two weeks;
- M. Directional signs for public or semi-public uses.

(Ord. 1967-80 § 1 (6304.2 (A)), 1967)

18.40.040 - Permitted signs—C-C, A-P and O-A districts.

Signs permitted in C-C, A-P and O-A districts shall be as follows:

- A. Each business, profession, or service is allowed on the same parcel with the establishment two permanent identification signs which direct attention exclusively to that business, profession or service and the goods or services offered.
- B. The maximum total size of permanent identification signs shall be one-half square foot of sign area per one lineal foot of the building frontage, or twenty-four square feet maximum for the two signs combined.
- C. Each business may have one additional sign of one square foot maximum size to describe hours of operation.
- D. A sign relating to a group of establishments, as in a shopping center, may be up to fifty percent greater than the allowed area for a single business, profession or service.
- E. A sign shall not face the side line of any adjoining lot in any R district when such sign is within twenty-five feet of the side line.

(Ord. 1976-149 § 3, 1976; Ord. 1967-80 § 1 (6304.2 (B)), 1967)

18.40.041 - Motor vehicle fuel price signs.

The following shall pertain to control of motor vehicle fuel price signs:

- A. The scenic corridor areas comprised of all properties abutting Portola Road, along its entire length, and Alpine Road, along its entire length, are hereby made exempt from the provisions of Section 13531 of the California Business and Professions Code. If, however, fuel price information is included on a sign, then the area for fuel price information may be excluded from the sign area limitations of this chapter; provided, however, that the fuel price information area shall not exceed the minimum standards for such signage provided for in the California Business and Professions Code.
- B. The planning commission shall have the power to establish, as a condition of the use permit for any facility that sells motor fuel to be located in areas identified in

subsection A., above, appropriate requirements concerning motor vehicle fuel price signs to be viewed from the adjacent roadway.

- C. All signs containing fuel price information shall be subject to review and approval by the architectural and site control commission either pursuant to a condition of a use permit established by the planning commission or the sign permit requirements of this chapter. In considering any fuel pricing sign proposal, the architectural and site control commission is hereby authorized to reduce the permitted area for other non-fuel price signage below the area limits of this chapter if it finds such a reduction is appropriate to achieve the purposes and objectives of this chapter. The architectural and site control commission is also hereby authorized to require stricter limitations for fuel price sign area if it determines smaller characters than the minimum provided for in the California Business and Professions Code can reasonably be viewed from the adjacent roadway.

(Ord. 2009-379 § 2, 2009)

18.40.050 - General requirements.

- A. All signs must be appropriate for a rural environment, must harmonize with their surroundings in design and color, and be continually maintained to ensure an attractive appearance.
- B. No signs shall flash, move or change light intensity.
- C. No freestanding signs shall exceed sixteen feet in height.
- D. No sign attached to a structure shall exceed the height of the peak of the roof.
- E. Every sign shall be constructed and maintained to meet legally required clearances from communication and electrical facilities, including but not limited to clearances specified in General Order 95 of the Public Utilities Commission of the state of California.
- F. All temporary signs, excluding displays inside buildings which are visible from outside, must be placed in specific approved sign display locations. These locations shall have a maximum area of one-half the allowable permanent sign area and must be approved by the architectural and site control commission. All temporary signs must be dated and those remaining longer than two months shall constitute a violation of the provisions of this title.
- G. ~~No sign other than a temporary directional or warning sign shall be placed in the public right-of-way without first securing an encroachment permit.~~
- H. All signs shall comply with applicable provisions of the building code.
- I. No internally illuminated sign shall exceed one square foot in area.
- J. No free standing sign shall be internally illuminated.
- K. No internally illuminated sign shall be placed perpendicular to a public road from which it is visible.
- L. Illuminated signs shall be illuminated with no more than the minimum intensity necessary to permit the public to discern their information.
- M. No sign shall be illuminated outside the hours of operation of the facility to which it is accessory.
- N. In the meaning of this section, "illuminated" includes reflectorized.
- O. No illuminated overhanging signs visible from outside the premises shall be permitted.

(Ord. 1976-149 § 4, 1976; Ord. 1967-80 § 1 (6304 3), 1967)

18.40.060 - Nonconforming signs—Removal.

- A. All temporary nonconforming signs must be removed within two months.

- B. All permanent nonconforming signs must be removed or brought into conformance with this title within two years.

(Ord. 1967-80 § 1 (6304.4), 1967)

18.40.070 - Application for sign permit—Determination—Appeal.

The design and placement of all signs, except those enumerated in subsections A through J of Section 18.40.030, must be submitted to the architectural and site control commission for approval prior to the installation, construction or erection of any such signs. The applicant, or any interested property owner, aggrieved by a determination of the architectural and site control commission, may appeal to the board of adjustment within ten days from the date of such determination in accordance with the provisions of Chapter 18.66

(Ord. 1967-80 § 1 (6304.5), 1967)

18.40.080 - Violation—Notification—Penalty.

Violators of the provisions of this chapter shall be notified of such violation by the architectural and site control commission, in writing, which notification shall state the time within which any unauthorized or illegal sign shall be removed, which may be within seven days. In the event such signs are not removed within the time fixed in the written notice, the violator shall be subject to the penalties provided in this title.

(Ord. 1967-80 § 1 (6304.6), 1967)



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Staff
FROM: Nick Pegueros, Town Manager
DATE: June 4, 2012
RE: Required Emergency Preparedness Training

The *Post-Katrina Emergency Management Reform Act of 2006* mandates that public agencies implement a training program for all employees required to serve in the Emergency Operations Center (EOC). If an agency fails to comply with the mandate, the Federal Emergency Management Agency (FEMA) may deny claims for federal monies in the event of an emergency or disaster. FEMA has developed the Independent Study Program website to provide 24-7 access to the required training. All employees are required to complete the following web-based training:

IS-100.b	<u>Introduction to the Incident Command System (ICS)</u>
-or- IS-100.PWb	Public Works employees should complete <u>IS-100.PWb</u>
IS-200.b	<u>ICS for Single Resources and Initial Action Incidents</u>
IS-700.a	<u>National Incident Management System, An Introduction</u>

Please allow up to 2 hours of undivided attention to complete each training module. Upon completion of each module you will receive a certificate that should be forwarded to Stacie Nerdahl for inclusion in the Town's emergency preparedness training records and your personnel file. You may take the course at home and be compensated for that time but you must obtain pre-approval from your supervisor.

All training should be completed as soon as possible but no later than August 17, 2012.

TOWN COUNCIL WEEKLY DIGEST

Friday – June 15, 2012

- ☐ 1. Agenda – Sustainability Committee – Monday, June 18, 2012
- ☐ 2. Agenda – Parks & Recreation Committee – Monday, June 18, 2012
- ☐ 3. Agenda – Open Space Committee – Tuesday, June 19, 2012
- ☐ 4. Action Agenda – ASCC – June 11, 2012
- ☐ 5. Meeting Cancellation – Planning Commission – June 20, 2012
- ☐ 5. Meeting Cancellation – Planning Commission – June 20, 2012
- ☐ 6. E-mail to Sharon Hanlon from Deirdre Clark regarding her resignation from the Cultural Arts Committee – June 13, 2011
- ☐ 7. Memo from Public Works Director, Howard Young and Acting Administrative Services Director, Stacie Nerdahl re: – Improvements to Town Center Softball Field – June 15, 2012
- ☐ 8. Memo from Town Manager, Nick Pegueros re: – Weekly Update – June 15, 2012

Attached Separates (Council Only)

- ☐ 1. Letter from Board of Supervisors Candidate, Warren Slocum re: - Request for Support for the Open Seat on the San Mateo County Board of Supervisors – June 12, 2012



TOWN OF PORTOLA VALLEY
Sustainability Committee Meeting
Monday, June 18, 2012 4:00 PM
Town Hall, Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Approval of Minutes from April 9, 2012
4. Update on Programs
 - a. Acterra High Energy Home Program
 - b. Energy Upgrade Portola Valley
 - c. Green Towns SunShares
 - d. Tuesday Harvest Speaker Series
5. Review of Potential Measures for Climate Action Plan
6. Review of Final Budget Items for 2011-12
7. Next Steps, Next Meeting Date & Reminders
 - a. Next Meeting on Monday, July 16th
8. Announcements
9. Adjournment by 6:00 p.m.



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, June 18, 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: May 21, 2012 (*5 minutes*)
4. Reports from Staff and Council (*5 minutes*)
5. Ford Field Renovation Fundraising Update (*30 minutes*)
6. Town Center Softball Field Improvements (*15 minutes*)
7. Zots to Tots Review (*15 minutes*)
8. Adjournment

Next meeting: July 16, 2012



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Tuesday, June 19, 2012, 5:00 pm
→ Town Hall Parking Lot at Town Center / Field trip
765 Portola Road, Portola Valley, CA 94028**

AGENDA

Field trip to the Herb Dengler trail

1. Call to Order
2. Oral Communications
3. Review the Conservation Easement Monitoring Report
4. Review and approve the definition of the Open Space Fund
5. Adjournment



TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Monday, June 11, 2012
Field Meeting (time and place as listed herein)
 7:30 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION

FIELD MEETING*

4:00 p.m., 274 Corte Madera Field session for *preliminary* consideration of architectural review plans for residential redevelopment of a Brookside Park area property. (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:31 p.m.
2. Roll Call: Breen, Clark, Hughes, Koch, Warr (**Hughes absent. Also present: Tom Vlasic Town Planner; CheyAnne Brown Planning Technician; Jeff Aalfs Town Council 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 Changes To Original Exterior Lighting Plan, 120 Golden Hills Drive, Rubin **Applicant representative provided overview and public comment was received. ASCC discussed and site meetings at both applicant address and neighboring properties will be scheduled. Review continued to 6/25/12 meeting.**
5. New Business:
 - a. Preliminary Review, Architectural Review For Residential Redevelopment, 274 Corte Madera Road, Byrne/Dickerson **ASCC offered comment, heard further applicant comment and provided feedback to project team. Review continued to 6/25/12 meeting.**
6. Report On Portola Road Corridor Plan, Progress of Taskforce Work And Next Steps
ASCC discussed and provided further comment on Taskforce meeting summary. Report to be taken to Planning Commission 07/18/12.
7. Approval of Minutes: May 29, 2012 **Approved as submitted.**
8. Adjournment **8:53 p.m.**

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: June 8, 2012

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: CheyAnne Brown, Planning Technician

DATE: June 15, 2012

RE: Cancellation of Planning Commission Meeting

The Regular Meeting of the Planning Commission scheduled for Wednesday, June 20, 2012 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, July 18, 2012 at 7:30 p.m.

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

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

Date: June 15, 2012

CheyAnne Brown
Planning Technician

From: deirdre clark [dcdesignz@sbcglobal.net]
Sent: Wednesday, June 13, 2012 9:05 PM
To: Sharon Hanlon
Subject: CAC committee

Hello Sharon,

I am submitting my resignation as a voting committee member of the Cultural Arts Committee. I do intend to be an active member of the organization though.

Thank you,
Deirdre Clark



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Council

FROM: Howard Young, Public Works Director
Stacie Nerdahl, Acting Administrative Services Director

DATE: June 15, 2012

RE: Improvements to Town Center Softball Field

Staff has entered into an agreement with Jensen Landscape Company to provide services relating to extending the outfield line at the Town Center softball field, resulting in a full 230' center field. The original configuration did not allow for a full 230' center field due to trees (which have since been removed due to safety concerns).

Scope of work will include relocating an existing path, demolition, grading, sod installation, and new irrigation. When completed, these improvements will provide better slopes for footing and will extend the shortened center outfield to match left and right field. Attached to this memorandum please find a diagram depicting the current and extended outfield lines.

This improvement project is scheduled to take place June 18-22. The total cost is \$15,385; sufficient funds are available in the 2011-12 Parks & Fields budget.

Attachment:
▪ Exhibit A



To see all the details that are visible on the screen, use the "Print" link next to the map.



Map data ©2012 Google

EXHIBIT A



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: June 15, 2012
RE: Weekly Update

The purpose of this update is to provide a summary update on items of interest for the week ended June 15, 2012.

1. **Leslie Lambert's Retirement** – Leslie has provided notice that she will retire from the Town effective July 20, 2012. Leslie recently suffered a complication in her inspiring recovery from her tragic fall nearly 18 months ago. Leslie's 20+ years of service to the Town will be celebrated in a fitting fashion once she's ready.
2. **Ford Field Renovation** – As mentioned in last week's digest, the project bids came in significantly higher than estimated. Public Works Director Howard Young continues his detailed analysis of the bid details to identify opportunities to reduce costs. The analysis is proving more difficult than originally expected and will delay the development of a staff recommendation to the Council to the July 25th meeting. One option on the table is to reject all bids and issue a new call for bids later in the year when business is slower for landscape contractors.
3. **Interim Planning Department Manager** – I have selected Regional Government Services, a joint powers authority that provides consulting and staffing services to local government, to fill the position of Interim Planning Department Manager. RGS will assign Steve Padovan to the Town beginning July 9th. Steve possesses over 15 years of planning, code enforcement, and project management experience. A full recruitment for Planning Department Manager is anticipated in November.

4. **Emergency Preparedness Coordination** – Sharon Hanlon has been assigned to coordinate the Town's emergency preparedness activities. Sharon will serve as the staff liaison to the EPC and will work with CERPP and Firewise to continue the efforts begun recently to improve our readiness in the event of a natural disaster.

5. **Process Automation** – In an effort to improve staff efficiency through a broader application of technology, staff completed the project to automate purchase orders and began the process of outsourcing payroll. Purchase orders were previously typed on NCR forms and kept in paper copy with no integration into the Town's accounting software, Fund Balance. With a minor upgrade to Fund Balance, purchase orders are now generated by the software thereby improving internal and budgetary controls. Staff has now begun the transition to ADP for payroll processing. ADP's processing and tax services will significantly reduce the time required by staff to manage payroll for our small workforce.

6. **CalPERS Announces Medical Premium Increases** – CalPERS approved an overall 9.6% increase in medical premiums beginning January 1, 2013. HMO's will increase an average of 8.7% and PPO's will increase an average 13.9%. The budget that is included in the packet for June 20th includes an assumption that medical premiums will increase 9% for 2013. The Finance Committee will meet in late July to identify potential areas of savings for employee benefits.