



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council
 Wednesday, June 12, 2013
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

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** – Special Town Council Meeting of May 29, 2013 (3)
- (2) **Approval of Warrant List** – June 12, 2013 (11)

REGULAR AGENDA

PUBLIC HEARING

- (3) **PUBLIC HEARING – Recommendation by Town Manager** – Consideration of Amendment to Town's Master Fee Schedule (27)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving a Revised Fee Schedule for its Administrative, Building, Public Works/Engineering and Planning Departments (Resolution No. __)
- (4) **Report from Affordable Housing Ad Hoc Committee** (63)
- (5) **Presentation by Town Manager** – Review Proposed 2013/2014 Budget and Set Public Hearing (78)
- (6) **Recommendation by Town Manager** – Not-for-Profit Agency Funding Requests (125)
- (7) **Report from Town Manager** – 2013-14 Appropriations Limit Calculation (156)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Reports from Commission and Committee Liaisons** (161)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (9) **Town Council Weekly Digest** – May 31, 2013 (162)
- (10) **Town Council Weekly Digest** – June 7, 2013 (181)

ADJOURN TO CLOSED SESSION

- (11) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
 Government Code Section 54957
 Title – Town Manager

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).

PORTOLA VALLEY SPECIAL JOINT MEETING OF THE TOWN COUNCIL AND THE EMERGENCY PREPAREDNESS COMMITTEE, MAY 29, 2013

Mayor Richards called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Mr. Pegueros called the roll.

Town Council

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

Absent: Councilmember Ted Driscoll

Emergency Preparedness Committee

Present: Members John Boice, David Howes, Diana Koin, Anne Kopf-Sill, Chris Raines and Stuart Young; Secretary Budd Trapp; Vice Chair Craig Taylor and Chair Ray Rothrock

Absent: Member Chris Raanes

Others: Nick Pegueros, Town Manager
Brandi de Garneau, Sustainability and Special Projects Manager
Stacie Nerdahl, Administrative Services Manager
Sandy Sloan, Town Attorney

ORAL COMMUNICATIONS - None

CONSENT AGENDA

- (1) Approval of Minutes: Town Council Regular Meeting of May 8, 2013 [removed from Consent Agenda]
- (2) Ratification of Warrant List: May 22, 2013 in the amount of \$138,846.54.
- (3) Proclamation of the Mayor: Honoring John "Skip" Struthers on his Retirement and Thirty-Three Years of Dedicated Service to the Town of Portola Valley. [removed from Consent Agenda]
- (4) Recommendation by Sustainability and Special Projects Manager: Approve the Required Next Steps to Implement the Eight-Week Trial Period of a Farmers' Market. [removed from Consent Agenda]
- (5) Recommendation by Town Attorney: Response to the San Mateo County Grand Jury re: "Water Recycling – An Important Component of Wise Water Management." [removed from Consent Agenda]

By motion of Vice Mayor Wengert, seconded by Councilmember Aalfs, the Council approved Consent Agenda Item 2 with the following roll call vote:

Aye: Councilmembers Aalfs and Derwin, Vice Mayor Wengert, Mayor Richards.

No: None

- (1) Approval of Minutes: Town Council Regular Meeting of May 8, 2013

Councilmember Aalfs moved to approve the minutes of the May 8, 2013 Town Council regular meeting, as amended. Seconded by Councilmember Derwin, the motion carried 4-0.

- (3) Proclamation of the Mayor: Honoring John “Skip” Struthers on his Retirement and 33 Years of Dedicated Service to the Town of Portola Valley

Mr. Struthers was unfortunately unable to attend the meeting. Councilmember Derwin commented on how well the proclamation captured Mr. Struthers’ spirit. Mayor Richards read the proclamation.

Councilmember Derwin moved to approve the Proclamation of the Mayor. Seconded by Vice Mayor Wengert, the motion carried 4-0.

- (4) Recommendation by Sustainability and Special Projects Manager: Approve the Required Next Steps to Implement the Eight-Week Trial Period of a Farmers’ Market

Councilmember Derwin thanked Ms. de Garmeaux, Brook Coffee, and Laura Stec for their hard work to bring Farmers’ Market to fruition. She said she hopes it will become a gem in Town and that the neighbors will come to embrace it.

Mayor Richards said Condition 5.b – “no amplified sound of any kind shall be used” – will make it tough to have anybody play any instrument. Ms. Sloan said that sentence could be stricken at the Council’s direction. After some discussion, Councilmembers agreed to add language such as “amplified sound shall be allowed at Maggie Foard’s discretion, provided it does not disturb adjoining property owners.” (Ms. Foard had been selected to operate the Farmers’ Market for the trial period.)

Councilmember Aalfs moved to approve the License Agreement with Maggie Foard to Manage an Eight-Week Farmers’ Market Trial Period (Resolution No. 2593-2013, as amended), the Limited Use Parking Agreement with Christ Episcopal Church (Resolution No. 2594-2013), and the Notice of Exemption. Seconded by Councilmember Derwin, the motion carried 4-0.

- (5) Recommendation by Town Attorney: Response to the San Mateo County Grand Jury, “Water Recycling – An Important Component of Wise Water Management”

In response to Councilmember Derwin, Mr. Pegueros said they would discuss the possibility of constructing a recycled water system with CalWater and West Bay Sanitary District. Councilmember Derwin also asked whether the Town encourages gray water recycling systems in new home construction. Mayor Richards said he thought that came under the jurisdiction of the San Mateo County Environmental Health Department but agreed that the Town should encourage it.

Councilmember Derwin moved to approve the Grand Jury report recommendation. Seconded by Vice Mayor Wengert, the motion carried 4-0.

REGULAR AGENDA

- (6) Recommendation by Emergency Preparedness Committee: Emergency AM Radio Installation and Policy

Ann Kopf-Sill said they had purchased an AM Radio, which is currently portable, operational, and ready to be up and running shortly after an emergency. She said in December 2012, the Council instructed the EPC to find a permanent location. She said she would report on the status of that effort, offer a policy suggestion and propose marketing strategies.

She said the EPC evaluated locations and costs for a permanent antenna installation. The station is licensed under Traveler’s Information Service (TIS), with 1680 as the call station number. A recorded message can be uploaded to the radio via a USB stick. Simple instructions will be provided so many people would be able to upload messages, including standard messages that provide general information and can be changed as often as necessary.

Criteria the Committee considered in evaluating potential permanent antenna locations included:

1. Performance to cover the largest portion of homes
2. Safety and health concerns near the antenna
3. Minimal radio frequency interference with existing electronics and telephones
4. Appearance and fit to Portola Valley surroundings
5. Operational ease and access to the equipment
6. Ease of maintenance, installation and cleanliness of operating area or room
7. Survivability in an earthquake and other emergencies
8. Availability of emergency power
9. Compliance with FCC Part 90, the governing regulations

The EPC considered a dozen possible locations, including:

- Town maintenance shed
- Sheriff's building south of Town Hall
- Woodside Fire Protection District Station 8 (Alpine and Portola Roads)
- Town Center roof
- The Priory
- Corte Madera School
- California Water tank on Peak Lane
- Sequoia residences
- A private residence in Portola Valley
- Christ Church (next door to Town Center)
- Near Town Center, mounted on a light standard or standalone pole
- Replaced existing flag pole with embedded AM antenna

At any of the locations, antenna mounting hardware and grounding would cost \$6,000, electrical work \$1,000 and miscellaneous hardware is \$1,000. Trenching would run \$30 to \$50 per square foot, plus \$3 for additional materials and work. Ann Kopf-Sill provided examples of a range of potential Installation costs at some of these locations:

- Maintenance shed, \$28,000 (has the longest trench)
- Sheriff's building, \$19,000
- Christ Church, \$14,000
- West edge of Town Hall, \$8,000

The ASCC met with the Committee on May 13. The preferred location for the antenna's best performance would be in a large, wide open field that is preferably a little damp. At first they recommended the Sheriff's building; but when Public Works Director Howard Young subsequently verified it had no suitable conduit, they recommended their second choice, the other corner of the Town Hall building.

Thus, Ann Kopf-Sill said, the EPC recommends the antenna be located at the west side of the Town Hall parking lot. With ASCC's input, they recommend a freestanding pole, hinged at the ground for maintenance. They tested the portable equipment at that position with Committee Members driving around while listening to the broadcast. They reported that the broadcast was audible in almost all locations in Portola Valley.

Additionally, the suggested permanent location is the least expensive, is completely on Town property, and complies with all FCC regulations. It would operate 24 hours a day, 7 days a week, with always-on confirmation. The 24/7 operation also maintains control of the frequency so that neighboring towns don't see it as unused and available.

The Emergency Preparedness Committee recommends the following Town Policy:

The Town has installed an AM radio (1680) as an additional communication tool intended to provide reliable information that is critical to the safety of Portola Valley residents, particularly in the event of an emergency. It has battery backup power and most residents have battery-operated AM radios in their homes and cars. This is a communication tool that is more likely than other modes to be functional in a widespread disaster such as an earthquake.

During an emergency, the Director of Emergency Services will have sole discretion over the messages to be distributed on the AM radio. During nonemergency times, the Town Manager will direct the messages to be broadcast. It should be noted that this radio was licensed under the Travelers' Information Stations (TIS) and is subject to the FCC Part 90 rules governing those licenses. It is the intent of the Town of Portola Valley to limit the use of this system to public safety purposes.

The Committee believes the usefulness of the new service is proportional to the number of residents who know about it, remember it, and recall the 1680 frequency. The plan for marketing and promotion includes a note on the website, a postcard mailing with refrigerator magnets, road banners, local media announcements, and banner at Ford Field and Town Center. The EPC recommended keeping the banners up for about two weeks each April. Once the radio is up and broadcasting full time, the EPC plans a marketing blitz to get all the promotional pieces out, The Committee would like an Emergency Preparedness table set up, with the radio tower operational, at the Town Picnic, and allow residents to record messages they can listen to on their own radios.

The banners cost \$300 each. The postcard/magnet costs \$2,000 to mail to all residents of Portola Valley.

Ann Kopf-Sill said the first priority during an emergency is to communicate. She said many Portola Valley residents would be willing to help in an emergency and we need this great tool to communicate what to do, where to go, and to advise volunteers where the most help is needed. She pointed out that all other modes of communication have serious issues in an emergency situation. Portola Valley would be the first among the neighboring communities to have the emergency AM radio station. It would provide a significant improvement in Portola Valley capabilities. The Committee thanked the Council, ASCC, staff, Mr. Young, and all the citizens for all their support.

Vice Mayor Wengert asked if the tower would blend in or would stand out. Ann Kopf-Sill said she wouldn't notice it but she's not a designer or architect. It is not visible from the road. The ASCC was satisfied with the proposed location.

Councilmember Aalfs asked whether the signal spilled over into Woodside significantly and if that would ever be an issue. Mr. Rothrock said it would only be an issue if Woodside were to obtain a TIS license on the same frequency; Sunnyvale has one. Mr. Rothrock said the Federal Communications Commission regulates the TIS.

Ann Kopf-Sill said she'd investigated what other towns broadcast and it ranged from complete silence except in emergency situations to full-time personnel providing broadcasts of daily events.

Vice Mayor Wengert asked how frequently there would be broadcasts in a non-emergency setting. Mr. Rothrock said everyone on the Committee had an opportunity to record a message related to emergency preparedness – "Have you changed your batteries in your flashlights lately?" "Do you know where your first aid kit is?" Recordings can be made to USB sticks and loaded onto the machine. Set up to broadcast in a continuous loop, the messages would change automatically.

Vice Mayor Wengert said the primary usage we all think about is earthquake. She asked if the EPC had thought about an application in the event of wildfires. Mr. Rothrock said it takes literally a few seconds to change the message to address any emergency. Ann Kopf-Sill explained that there would be a quick card with easy instructions so that anyone, subject to the person in charge, could upload a message. Mayor Richards pointed out that this would be a great tool for the Fire Department to get messages out.

Vice Mayor Wengert moved to approve the EPC's proposed radio broadcast antenna location and emergency radio policy. Seconded by Councilmember Aalfs, the motion carried 4-0.

(7) Recommendation by Town Manager: Approval of Mid-Year Budget Amendment [8:12 p.m.]

Mr. Pegueros presented the summary budget amendment, indicating requested changes to three funds:

- General Fund: Moving \$15,474 from Miscellaneous Expenses to Services and Supplies, resulting in a net zero change to the General Fund expenditure budget
- Inclusionary-in-Lieu: Providing a budget for receipt of proceeds from the sale of the Blue Oaks Lots

Mr. Pegueros asked whether the Council wanted to add a restriction to the Blue Oaks funds from a financial statement perspective. He said it is possible that when this is recorded in Fund 45, it could be restricted within the inclusionary-in-lieu fund per Council direction and be used for that purpose only. If the Council wanted further restrictions, he said staff could come back with a recommendation for proposed language for Council consideration.

Vice Mayor Wengert suggested that, from an accounting standpoint, consideration be given to formally segregate the Blue Oaks proceeds because they came with a commitment for eight units.

Councilmember Aalfs pointed out that any alternative uses for any of the funds – such as to encourage building more second units – would come back to the Council in any case. Vice Mayor Wengert agreed and requested that the Council deferred any decision on the financial statement restrictions until after the Ad Hoc Committee on Affordable Housing delivers their report to the Council.

- Storm Damage: The amendment provides a budget for the December 2012 storm damage to Alpine Road. Federal reimbursement is expected. The bulk of this project would occur in the next fiscal year and the next fiscal year's budget will include a request of \$300,000 for storm damage repair.

Mr. Pegueros asked if the Council wished to add an allowance for uncollectible reimbursements should the federal reimbursement fail to come through, and he said it's not likely to be 100% in any case. He said the reimbursement request includes staff time that otherwise would have been borne by the General Fund, so if the federal government only grants 80% of the request, the shortfall would mostly be the staff time portion.

Vice Mayor Wengert asked if Mr. Pegueros recommended having an allowance for uncollectible reimbursements. Mr. Pegueros said we don't yet know the cost of the project, so he'd advise against putting aside the full \$300,000. He suggested waiting until after some good estimates are available in December 2013 to determine an amount. The recommendation would be to commit undesignated Fund balance to this specific project, which would make it unavailable for any other purpose unless the Council were to change its mind.

Vice Mayor Wengert moved to approve the budget amendments. Seconded by Councilmember Derwin, the motion carried 4-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(8) Appointment by Mayor: Request for Appointment of Member to the Sustainability Committee

Vice Mayor Wengert moved to approve the Mayor's Appointment of Stephen Marra to the Sustainability Committee. Seconded by Councilmember Aalfs, the motion carried 4-0.

(9) Reports from Commission and Committee Liaisons

Councilmember Derwin:

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

The May 9, 2013, C/CAG Board Meeting included a presentation by the Peninsula Traffic Congestion Relief Alliance, which provides programs in San Mateo County to get people out of their cars. Councilmember Derwin suggested the Bicycle, Pedestrian and Traffic Safety (BP&TS) Committee be aware that this Alliance grants funds for bicycle improvement plans such as bike racks. She said Portola Valley is one of only three cities in the County without a seat on the Alliance Board, and is unlikely to get a much-needed shuttle program – perhaps running between Ladera and the CalTrain station – without representation.

The C/CAG Board also discussed:

- The Countywide Funding Initiative for the stormwater compliance activities. There will be legislation so that C/CAG can be a sponsoring agency; options include a special tax, a parcel tax, and a Proposition 218 special assessment.
- The San Mateo County Priority Development Areas (PDAs), which provide incentives to cities to put housing on the transit corridor. In addition to housing, services, business, infrastructure and transportation are also needed.
- The San Mateo County Green Business Program's request for all cities to provide funds. Portola Valley had objected because the fee structure did not take into consideration the Town's small number of businesses. She said they agreed to look at that and bring it back again.

It was also announced that the Town's C/CAG Member fee would increase 5% for fiscal year 2014-2015.

(b) Sustainable San Mateo County

She attended the Indicators for a Sustainability San Mateo County lunch on May 21, 2013. Portola Valley is among the sponsors of the annual Indicators for a Sustainable San Mateo County Report, which Councilmember Derwin finds one of the most useful documents in the County. It includes statistics that range from economic mobility to school funding to third-grade language arts proficiency, all broken down by region and demographics. This indicator report is now available for download online.

She said the report focuses on one indicator each year, and this year the indicator is equity. She said according to the statistics, the gap between rich and poor has grown substantially. Councilmember Derwin said she was particularly impressed by Dr. Charles Varner, the Associate Director of the Stanford Center for Poverty and Inequality. Wages aren't keeping pace with housing costs, she explained, and it comes back to people being unable to afford to live near where they work. She said there was a lot of discussion about the effects of commuting from Tracy, for example, not only in terms of vehicles on the road, but how it affects families and their quality of life.

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

Councilmember Derwin attended the Board Meeting on May 22, 2013. She reported that HEART is trying to launch an "Opening More Doors" plan. They want to build 10% more homes in the County, which requires raising a substantial amount of money. They are now talking to a consultant regarding a fundraising campaign to raise \$200 million in 10 years. The consultant's fee would be \$130,000 and they would fundraise for their own fee from foundations.

Councilmember Derwin indicated that she has a relative who works for one of the consultants and may want to recuse herself from these discussions in the future.

(d) Poet Laureate Selection Committee

At its second meeting, Councilmember Derwin reported that the Committee worked on the application/nomination paperwork. The application period will run June 8 through June 30, 2013.

(e) Portola Valley 50th Anniversary

Councilmember Derwin said that she and Mayor Richards spoke with Danna Breen and Cindie White about the Town's 50th Anniversary Party in 2014. They have a lot of creative ideas and are very enthusiastic. Many people from various committees have expressed interest in participating, including Karen Mobley, who was active in Blues & BBQ.

Councilmember Aalfs:

(f) Open Space Acquisition Advisory Committee

Nona Chiariello, who works at Jasper Ridge, was welcomed as a new member at the Open Space Acquisition Advisory Committee's May 14, 2013 meeting. The Committee discussed a review the definition of "open space."

(g) Finance Committee

The Finance Committee reviewed the FY 2013-2014 budget at its May 28, 2013 meeting, and Ms. Nerdahl and Mr. Pegueros will provide a report at the next meeting. Councilmember Aalfs and the Finance Committee congratulated them on their excellent, entrepreneurial approach to the Town's finances.

Mayor Richards:

(h) Emergency Preparedness Committee

EPC members discussed the material covered in tonight's presentation at their May 9, 2013 meeting.

(i) Cultural Arts Committee

Members of the Cultural Arts Committee, who met on May 9, 2013, discussed efforts to find a location for the 2013 holiday fair and possible use of flag-type banners on posts for their events.

(j) Conservation Committee

Meeting on May 28, 2013, the Conservation Committee discussed how to deal with the fact that many people pull broom throughout the year, pile it up, and then ask the Town's maintenance people to pick it up. It's problematic from the standpoint of Public Works' time, plus the fact that the piles of broom also contain other materials.

The Committee also discussed how to deal with the issue of coyotes and small animals.

Vice Mayor Wengert:

(k) Bicycle, Pedestrian, & Traffic Safety Committee (BPTS)

Vice Mayor Wengert reported that the larger signs by Windy Hill to discourage parking on Portola Road seem to be working well. Mayor Richards disagreed, saying last weekend he saw vehicles parked right next to the signs; one vehicle had even knocked a sign over. It is not posted “no parking” so vehicles cannot be ticketed, which has not been recommended at this point.

WRITTEN COMMUNICATIONS

(10) Town Council May 10, 2013 Weekly Digest

(a) #9 – League of California Cities re: Designation of Voting Delegate and Alternates for Annual Conference – September 18-20, 2013

Councilmember Derwin said she wouldn't be able to attend this year. Vice Mayor Wengert said she could go, but will wait to see the agenda before making a commitment.

(11) Town Council May 17, 2013 Weekly Digest – None

(12) Town Council May 24, 2013 Weekly Digest – None

ADJOURNMENT [9:15 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

06/12/13

Date: 06/06/2013

Time: 4:11 pm

Page: 1

TOWN OF PORTOLA VALLEY

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

| | | | | |
|------------------|------------------------------|-------|------------|--------|
| AMIGO'S GRILL | Appetizers, 2012 Blues & BBQ | 14211 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 3130 ALPINE ROAD | 999 | | 06/12/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 47663 | 06/12/2013 | 0.00 |
| CA 94028 | | | | 500.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-52-4146 | Community Events Committee | 500.00 | 0.00 |

| | | | |
|-----------|---------------|--------|--------|
| Check No. | 47663 | Total: | 500.00 |
| Total for | AMIGO'S GRILL | | 500.00 |

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|------------------------------|----------------|-------|------------|-------|
| ASSOCIATED BUSINESS MACHINES | Postage Labels | 14212 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 1552 BEACH STREET | 0017 | | 06/12/2013 | 0.00 |
| EMERYVILLE | BOA | 47664 | 06/12/2013 | 0.00 |
| CA 94608 | 2130776 | | | 65.36 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 65.36 | 0.00 |

| | | | |
|-----------|-----------------------------|--------|-------|
| Check No. | 47664 | Total: | 65.36 |
| Total for | ASSOCIATED BUSINESS MACHINI | | 65.36 |

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|---------------|----------------|-------|------------|-------|
| AT&T (2) | June Microwave | 14243 | 06/12/2013 | |
| | | | 06/12/2013 | |
| P.O. BOX 5025 | 877 | | 06/12/2013 | 0.00 |
| CAROL STREAM | BOA | 47665 | 06/12/2013 | 0.00 |
| IL 60197-5025 | | | | 64.39 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-52-4152 | Emerq Preparedness Committee | 64.39 | 0.00 |

| | | | |
|-----------|----------|--------|-------|
| Check No. | 47665 | Total: | 64.39 |
| Total for | AT&T (2) | | 64.39 |

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|------------------|---------------|-------|------------|----------|
| BANK OF AMERICA | May Statement | 14258 | 06/12/2013 | |
| | | | 06/12/2013 | |
| Bank Card Center | | | 06/12/2013 | |
| P.O. BOX 53155 | 0022 | | 06/12/2013 | 0.00 |
| PHOENIX | BOA | 47666 | 06/12/2013 | 0.00 |
| AZ 85072-3155 | | | | 2,023.15 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-52-4147 | Picnic/Holiday Party | 504.58 | 0.00 |
| 05-52-4165 | Sustainability Committee | 1.12 | 0.00 |
| 05-64-4308 | Office Supplies | 54.65 | 0.00 |
| 05-64-4311 | Internet Service & Web Hosting | 9.99 | 0.00 |
| 05-64-4314 | Equipment Services Contracts | 179.00 | 0.00 |
| 05-64-4320 | Advertising | 216.71 | 0.00 |
| 05-64-4326 | Education & Training | 500.00 | 0.00 |
| 05-64-4336 | Miscellaneous | 557.10 | 0.00 |

| | | | |
|-----------|-----------------|--------|----------|
| Check No. | 47666 | Total: | 2,023.15 |
| Total for | BANK OF AMERICA | | 2,023.15 |

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

06/12/13

Date: 06/06/2013

Time: 4:11 pm

Page: 2

TOWN OF PORTOLA VALLEY

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

| | | | | |
|---------------------------|-------------------------------|-------|------------|----------|
| BAY AREA PAVING CO., INC. | Woodside H'Lands, Road Repave | 14213 | 06/12/2013 | |
| | | | 06/12/2013 | |
| P.O. BOX 6339 | 567 | | 06/12/2013 | 0.00 |
| SAN MATEO | BOA | 47667 | 06/12/2013 | 0.00 |
| CA 94403 | C49-251 | | | 6,200.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------|----------------|-----------------|
| 90-00-4375 | General Expenses | 6,200.00 | 0.00 |

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|-----------|---------------------------|--------|----------|
| Check No. | 47667 | Total: | 6,200.00 |
| Total for | BAY AREA PAVING CO., INC. | | 6,200.00 |

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|-------------------------|--------------------|----------|------------|--------|
| BAYSCAPE LANDSCAPE MGMT | Irrigation Repairs | 14214 | 06/12/2013 | |
| | | 00006113 | 06/12/2013 | |
| P.O. BOX 880 | 949 | | 06/12/2013 | 0.00 |
| ALVISO | BOA | 47668 | 06/12/2013 | 0.00 |
| CA 95002 | 389966 | | | 715.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 715.00 | 715.00 |

| | | | | |
|-------------------------|------------------------------|-------|------------|--------|
| BAYSCAPE LANDSCAPE MGMT | Irrigation Repairs, Rossotti | 14215 | 06/12/2013 | |
| | | | 06/12/2013 | |
| P.O. BOX 880 | 949 | | 06/12/2013 | 0.00 |
| ALVISO | BOA | 47668 | 06/12/2013 | 0.00 |
| CA 95002 | 390021 | | | 396.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 396.00 | 0.00 |

| | | | |
|-----------|-------------------------|--------|----------|
| Check No. | 47668 | Total: | 1,111.00 |
| Total for | BAYSCAPE LANDSCAPE MGMT | | 1,111.00 |

| | | | | |
|-----------------|------------------------------|-------|------------|----------|
| BW CONSTRUCTION | Woodside H'Lands, Road Maint | 14216 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 110 RUSSELL AVE | 930 | | 06/12/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 47669 | 06/12/2013 | 0.00 |
| CA 94028 | 1771, 1772 | | | 6,642.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------|----------------|-----------------|
| 90-00-4375 | General Expenses | 6,642.00 | 0.00 |

| | | | |
|-----------|-----------------|--------|----------|
| Check No. | 47669 | Total: | 6,642.00 |
| Total for | BW CONSTRUCTION | | 6,642.00 |

| | | | | |
|-------------------------|------------------------|-------|------------|--------|
| CA CITY MGMT FOUNDATION | FY 2013-14 Member Dues | 14278 | 06/12/2013 | |
| | | | 06/12/2013 | |
| P.O. BOX 4220 | 1069 | | 06/12/2013 | 0.00 |
| OCEANSIDE | BOA | 47670 | 06/12/2013 | 0.00 |
| CA 92052 | | | | 400.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4322 | Dues | 400.00 | 0.00 |

| | | | |
|-----------|-------------------------|--------|--------|
| Check No. | 47670 | Total: | 400.00 |
| Total for | CA CITY MGMT FOUNDATION | | 400.00 |

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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 |

| | | | | |
|-----------------------------|----------------|-------|------------|-----------|
| CALPERS | May Retirement | 14217 | 06/12/2013 | |
| FISCAL SERVICES DIVISION | | | 06/12/2013 | |
| ATTN: RETIREMENT PROG ACCTG | 0107 | | 06/12/2013 | 0.00 |
| SACRAMENTO | BOA | 47671 | 06/12/2013 | 0.00 |
| CA 94229-2703 | | | | 14,246.37 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-50-4080 | Retirement - PERS | 14,246.37 | 0.00 |

| | | | |
|-----------|---------|--------|-----------|
| Check No. | 47671 | Total: | 14,246.37 |
| Total for | CALPERS | | 14,246.37 |

| | | | | |
|--------------------------------|-------------------------------|-------|------------|--------|
| CARDUCCI & ASSOCIATES INC | Ford Field Pre-Const 3/1-5/24 | 14263 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 555 BEACH STREET, FOURTH FLOOR | 0344 | | 06/12/2013 | 0.00 |
| SAN FRANCISCO | BOA | 47672 | 06/12/2013 | 0.00 |
| CA 94133 | 7782 | | | 964.87 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-68-4531 | Ford Field Renovation | 964.87 | 0.00 |

| | | | |
|-----------|---------------------------|--------|--------|
| Check No. | 47672 | Total: | 964.87 |
| Total for | CARDUCCI & ASSOCIATES INC | | 964.87 |

| | | | | |
|------------------------|--------------------------------|-------|------------|----------|
| CASEY CONSTRUCTION INC | Water Pipe Repair, 765 Port Rd | 14264 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 620 HANDLEY TRAIL | 2021 | | 06/12/2013 | 0.00 |
| EMERALD HILLS | BOA | 47673 | 06/12/2013 | 0.00 |
| CA 94062 | 05-581 | | | 1,870.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 20-60-4260 | Public Road Surface & Drainage | 1,870.00 | 0.00 |

| | | | |
|-----------|------------------------|--------|----------|
| Check No. | 47673 | Total: | 1,870.00 |
| Total for | CASEY CONSTRUCTION INC | | 1,870.00 |

| | | | | |
|----------------------|--------------------------------|-------|------------|----------|
| CLEANSTREET | April & Qtly Street/Litter Cln | 14265 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 1937 W. 169TH STREET | 0034 | | 06/12/2013 | 0.00 |
| GARDENA | BOA | 47674 | 06/12/2013 | 0.00 |
| CA 90247-5254 | 70708 | | | 4,187.76 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------|----------------|-----------------|
| 20-60-4262 | Street Sweeping | 614.65 | 0.00 |
| 20-60-4262 | Street Sweeping | 2,762.21 | 0.00 |
| 20-60-4266 | Litter Clean Up Program | 810.90 | 0.00 |

| | | | |
|-----------|-------------|--------|----------|
| Check No. | 47674 | Total: | 4,187.76 |
| Total for | CLEANSTREET | | 4,187.76 |

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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 |

| | | | | |
|---------------------|--------------------|-------|------------|-----------|
| COMCAST CORPORATION | UUT Refund (4Q-12) | 14244 | 06/12/2013 | |
| Attn: Rashi Karpf | | | 06/12/2013 | |
| ONE COMCAST CENTER | 410 | | 06/12/2013 | 0.00 |
| PHILADELPHIA | BOA | 47676 | 06/12/2013 | 0.00 |
| PA 19103 | | | | 25,673.35 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-28-3222 | UUT - Telephone | 17,773.86 | 0.00 |
| 15-28-3222 | UUT - Telephone | 7,899.49 | 0.00 |

| | | | |
|-----------|---------------------|--------|-----------|
| Check No. | 47676 | Total: | 25,673.35 |
| Total for | COMCAST CORPORATION | | 25,673.35 |

| | | | | |
|----------------|-------------------|-------|------------|-------|
| COMCAST | WiFi, 5/21 - 6/20 | 14218 | 06/12/2013 | |
| | | | 06/12/2013 | |
| P.O. BOX 34744 | 0045 | | 06/12/2013 | 0.00 |
| SEATTLE | BOA | 47675 | 06/12/2013 | 0.00 |
| WA 98124-1744 | | | | 75.70 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4318 | Telephones | 75.70 | 0.00 |

| | | | |
|-----------|---------|--------|-------|
| Check No. | 47675 | Total: | 75.70 |
| Total for | COMCAST | | 75.70 |

| | | | | |
|---------------------|-----------------------------|-------|------------|--------|
| COPYMAT | Postcards/Design Guidelines | 14245 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 1918 EL CAMINO REAL | 0046 | | 06/12/2013 | 0.00 |
| REDWOOD CITY | BOA | 47677 | 06/12/2013 | 0.00 |
| CA 94063-2113 | 64928/64914 | | | 259.42 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 114.45 | 0.00 |
| 05-64-4310 | Town Publications | 144.97 | 0.00 |

| | | | |
|-----------|---------|--------|--------|
| Check No. | 47677 | Total: | 259.42 |
| Total for | COPYMAT | | 259.42 |

| | | | | |
|--------------------|-----------------------|-------|------------|--------|
| RENEE COURINGTON | Reimb for Town Picnic | 14246 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 3 CREEK PARK DRIVE | 565 | | 06/12/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 47678 | 06/12/2013 | 0.00 |
| CA 94028 | | | | 123.13 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------|----------------|-----------------|
| 05-52-4147 | Picnic/Holiday Party | 123.13 | 0.00 |

| | | | |
|-----------|------------------|--------|--------|
| Check No. | 47678 | Total: | 123.13 |
| Total for | RENEE COURINGTON | | 123.13 |

| | | | | |
|-------------------|---------------------------|-------|------------|--------|
| BRANDI DEGARMEUX | Reim Lambert Ret'mt Party | 14274 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 17 LAUSSAT STREET | 614 | | 06/12/2013 | 0.00 |
| SAN FRANCISCO | BOA | 47679 | 06/12/2013 | 0.00 |
| CA 94102 | | | | 338.56 |

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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 |

| GL Number | Description | Invoice Amount | Amount Relieved | |
|-------------------|---------------------------|----------------|-----------------|--------|
| 05-64-4336 | Miscellaneous | 338.56 | 0.00 | |
| BRANDI DEGARMEUX | Reim for Wellness Program | 14275 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 17 LAUSSAT STREET | 614 | | 06/12/2013 | 0.00 |
| SAN FRANCISCO | BOA | 47679 | 06/12/2013 | 0.00 |
| CA 94102 | | | | 884.91 |

| GL Number | Description | Invoice Amount | Amount Relieved | |
|------------|---------------|----------------|-----------------|--|
| 05-64-4336 | Miscellaneous | 884.91 | 0.00 | |

| | | | |
|-----------|------------------|--------|----------|
| Check No. | 47679 | Total: | 1,223.47 |
| Total for | BRANDI DEGARMEUX | | 1,223.47 |

| | | | | |
|------------------|---------------------------|----------|------------|----------|
| JULIA DILLINGHAM | Spring PV Post Newsletter | 14219 | 06/12/2013 | |
| | | 00006101 | 06/12/2013 | |
| P.O. BOX 620175 | 748 | | 06/12/2013 | 0.00 |
| WOODSIDE | BOA | 47680 | 06/12/2013 | 0.00 |
| CA 94062 | | | | 6,000.00 |

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

| | | | |
|-----------|------------------|--------|----------|
| Check No. | 47680 | Total: | 6,000.00 |
| Total for | JULIA DILLINGHAM | | 6,000.00 |

| | | | | |
|--------------------|----------------------------|----------|------------|--------|
| H&H DEVELOPMENT | Town Hall Window Treatment | 14221 | 06/12/2013 | |
| | | 00006117 | 06/12/2013 | |
| 5266 BORNEO CIRCLE | 845 | | 06/12/2013 | 0.00 |
| SAN JOSE | BOA | 47681 | 06/12/2013 | 0.00 |
| CA 95123 | | | | 627.49 |

| GL Number | Description | Invoice Amount | Amount Relieved | |
|------------|-----------------------------|----------------|-----------------|--|
| 05-66-4340 | Building Maint Equip & Supp | 627.49 | 627.49 | |

| | | | |
|-----------|-----------------|--------|--------|
| Check No. | 47681 | Total: | 627.49 |
| Total for | H&H DEVELOPMENT | | 627.49 |

| | | | | |
|--------------------------------|-----------------------------|-------|------------|--------|
| HINDERLITER, DE LLAMAS & ASSOC | Contract Svcs, 2nd Qtr 2013 | 14222 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 1340 VALLEY VISTA DRIVE | 1128 | | 06/12/2013 | 0.00 |
| DIAMOND BAR | BOA | 47682 | 06/12/2013 | 0.00 |
| CA 91765 | 0020788-IN | | | 750.00 |

| GL Number | Description | Invoice Amount | Amount Relieved | |
|------------|---------------------------|----------------|-----------------|--|
| 05-54-4214 | Miscellaneous Consultants | 750.00 | 0.00 | |

| | | | |
|-----------|--------------------------------|--------|--------|
| Check No. | 47682 | Total: | 750.00 |
| Total for | HINDERLITER, DE LLAMAS & ASSOC | | 750.00 |

| | | | | |
|----------------|-----------------------------|-------|------------|--------|
| HORIZON | Field Supplies/Flag Markers | 14247 | 06/12/2013 | |
| | | | 06/12/2013 | |
| P.O. BOX 52758 | 0289 | | 06/12/2013 | 0.00 |
| PHOENIX | BOA | 47683 | 06/12/2013 | 0.00 |
| AZ 85072-2758 | 1N130101 | | | 130.21 |

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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 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 130.21 | 0.00 |

| | | | |
|-----------|---------|--------|--------|
| Check No. | 47683 | Total: | 130.21 |
| Total for | HORIZON | | 130.21 |

| | | | | |
|-------------------------|--------------------------|-------|------------|--------|
| DAVE HOWES | Reimb for Light Test Kit | 14266 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 18 PORTOLA GREEN CIRCLE | 700 | | 06/12/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 47684 | 06/12/2013 | 0.00 |
| CA 94028 | | | | 331.51 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-52-4165 | Sustainability Committee | 331.51 | 0.00 |

| | | | |
|-----------|------------|--------|--------|
| Check No. | 47684 | Total: | 331.51 |
| Total for | DAVE HOWES | | 331.51 |

| | | | | |
|----------------|----------------|-------|------------|----------|
| ERIK HUGHES | Refund Deposit | 14220 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 514 2ND AVENUE | 1075 | | 06/12/2013 | 0.00 |
| REDWOOD CITY | BOA | 47685 | 06/12/2013 | 0.00 |
| CA 94063 | | | | 3,700.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 96-54-4205 | C&D Deposit | 3,700.00 | 0.00 |

| | | | |
|-----------|-------------|--------|----------|
| Check No. | 47685 | Total: | 3,700.00 |
| Total for | ERIK HUGHES | | 3,700.00 |

| | | | | |
|--------------------------------|-------------------|-------|------------|--------|
| ICMA | May Deferred Comp | 14223 | 06/12/2013 | |
| VANTAGE POINT TFER AGTS-304617 | | | 06/12/2013 | |
| C/O M&T BANK | 0084 | | 06/12/2013 | 0.00 |
| BALTIMORE | BOA | 47686 | 06/12/2013 | 0.00 |
| MD 21264-4553 | | | | 500.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-00-2557 | Defer Comp | 500.00 | 0.00 |

| | | | |
|-----------|-------|--------|--------|
| Check No. | 47686 | Total: | 500.00 |
| Total for | ICMA | | 500.00 |

| | | | | |
|----------------------|-------------------------|-------|------------|----------|
| INTEGRAL GROUP, INC. | Library Lighting Design | 14257 | 06/12/2013 | |
| | 3/16 - 4/19 | | 06/12/2013 | |
| 427 - 13TH STREET | 1369 | | 06/12/2013 | 0.00 |
| OAKLAND | BOA | 47687 | 06/12/2013 | 0.00 |
| CA 94612 | 413173 | | | 2,400.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 25-66-4340 | Building Maint Equip & Supp | 2,400.00 | 0.00 |

| | | | |
|-----------|----------------------|--------|----------|
| Check No. | 47687 | Total: | 2,400.00 |
| Total for | INTEGRAL GROUP, INC. | | 2,400.00 |

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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 |

| | | | | |
|------------------|----------------------------|-------|------------|--------|
| J.W. ENTERPRISES | Portable Lavs, 5/16 - 6/12 | 14248 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 1689 MORSE AVE | 829 | | 06/12/2013 | 0.00 |
| VENTURA | BOA | 47688 | 06/12/2013 | 0.00 |
| CA 93003 | 168135 | | | 289.94 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-58-4244 | Portable Lavatories | 289.94 | 0.00 |

| | | | |
|-----------|------------------|--------|--------|
| Check No. | 47688 | Total: | 289.94 |
| Total for | J.W. ENTERPRISES | | 289.94 |

| | | | | |
|-----------------------------------|-----------------|-------|------------|-----------|
| JORGENSON SIEGEL MCCLURE & FLEGEL | April Statement | 14224 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 1100 ALMA STREET | 0089 | | 06/12/2013 | 0.00 |
| MENLO PARK | BOA | 47689 | 06/12/2013 | 0.00 |
| CA 94025 | | | | 24,426.60 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-54-4182 | Town Attorney | 16,017.60 | 0.00 |
| 96-54-4186 | Attorney - Charges to Appls | 8,409.00 | 0.00 |

| | | | |
|-----------|----------------------------|--------|-----------|
| Check No. | 47689 | Total: | 24,426.60 |
| Total for | JORGENSON SIEGEL MCCLURE & | | 24,426.60 |

| | | | | |
|-------------------|----------------|-------|------------|--------|
| IAN KROES | Deposit Refund | 14225 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 1779 CARLETON CT. | 1074 | | 06/12/2013 | 0.00 |
| REDWOOD CITY | BOA | 47690 | 06/12/2013 | 0.00 |
| CA 94061 | | | | 100.00 |

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

| | | | |
|-----------|-----------|--------|--------|
| Check No. | 47690 | Total: | 100.00 |
| Total for | IAN KROES | | 100.00 |

| | | | | |
|-----------------|----------------|-------|------------|----------|
| WILLIAM LAUTNER | Refund Deposit | 14228 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 30 POSSUM LANE | 347 | | 06/12/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 47691 | 06/12/2013 | 0.00 |
| CA 94028 | | | | 3,063.50 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 3,063.50 | 0.00 |

| | | | |
|-----------|-----------------|--------|----------|
| Check No. | 47691 | Total: | 3,063.50 |
| Total for | WILLIAM LAUTNER | | 3,063.50 |

| | | | | |
|-------------------|---------------------------|-------|------------|-------|
| SIMONE LAVALLE | Picnic Reimb - Wristbands | 14249 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 117 GAMBETTA LANE | 425 | | 06/12/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 47692 | 06/12/2013 | 0.00 |
| CA 94028 | | | | 18.95 |

| 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 |

| | | | | |
|------------|----------------------|-------|------|--|
| 05-52-4147 | Picnic/Holiday Party | 18.95 | 0.00 | |
|------------|----------------------|-------|------|--|

| | | | |
|-----------|----------------|--------|-------|
| Check No. | 47692 | Total: | 18.95 |
| Total for | SIMONE LAVALLE | | 18.95 |

| | | | | |
|---------------------------|-----------------------------|-------|------------|--------|
| LYNCH ELECTRIC & SONS INC | Repairs to Plug/Christy Box | 14262 | 06/12/2013 | |
| 1160 INDUSTRIAL ROAD, #18 | 1365 | | 06/12/2013 | 0.00 |
| SAN CARLOS | BOA | 47693 | 06/12/2013 | 0.00 |
| CA 94070 | 2013.127 | | | 230.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-66-4346 | Mechanical Sys Maint & Repair | 230.00 | 0.00 |

| | | | |
|-----------|---------------------------|--------|--------|
| Check No. | 47693 | Total: | 230.00 |
| Total for | LYNCH ELECTRIC & SONS INC | | 230.00 |

| | | | | |
|-------------------------|------------------------------|-------|------------|----------|
| M. BRIGHT PAINTING INC. | Community Hall Walls Painted | 14267 | 06/12/2013 | |
| 2072 KINGS LANE | 530 | | 06/12/2013 | 0.00 |
| SAN MATEO | BOA | 47694 | 06/12/2013 | 0.00 |
| CA 94402 | 2211 | | | 2,810.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------|----------------|-----------------|
| 05-66-4341 | Community Hall | 2,810.00 | 0.00 |

| | | | |
|-----------|-------------------------|--------|----------|
| Check No. | 47694 | Total: | 2,810.00 |
| Total for | M. BRIGHT PAINTING INC. | | 2,810.00 |

| | | | | |
|--------------------|----------------|-------|------------|----------|
| TIM MCADAM | Refund Deposit | 14227 | 06/12/2013 | |
| 133 STONEGATE ROAD | 1104 | | 06/12/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 47695 | 06/12/2013 | 0.00 |
| CA 94028 | | | | 3,327.50 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 3,327.50 | 0.00 |

| | | | |
|-----------|------------|--------|----------|
| Check No. | 47695 | Total: | 3,327.50 |
| Total for | TIM MCADAM | | 3,327.50 |

| | | | | |
|-----------------------|--------------------|-------|------------|----------|
| METAL ROOFING SYSTEMS | Refund C&D Deposit | 14229 | 06/12/2013 | |
| PO BOX 787 | 1073 | | 06/12/2013 | 0.00 |
| FORESTVILLE | BOA | 47696 | 06/12/2013 | 0.00 |
| CA 95436 | | | | 1,000.00 |

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

| | | | |
|-----------|-----------------------|--------|----------|
| Check No. | 47696 | Total: | 1,000.00 |
| Total for | METAL ROOFING SYSTEMS | | 1,000.00 |

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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 |

| | | | | |
|------------------|----------------|-------|------------|----------|
| SCOTT MOBLEY | Refund Deposit | 14230 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 9 APPLEWOOD LANE | 1149 | | 06/12/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 47697 | 06/12/2013 | 0.00 |
| CA 94028 | | | | 1,350.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-56-4226 | Facility Deposit Refunds | 1,350.00 | 0.00 |

| | | | |
|-----------|--------------|--------|----------|
| Check No. | 47697 | Total: | 1,350.00 |
| Total for | SCOTT MOBLEY | | 1,350.00 |

| | | | | |
|------------------|----------------|-------|------------|----------|
| ROBIN MURRAY | Refund Deposit | 14226 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 30 ANTONIO COURT | 1098 | | 06/12/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 47698 | 06/12/2013 | 0.00 |
| CA 94028 | | | | 3,487.07 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 3,487.07 | 0.00 |

| | | | |
|-----------|--------------|--------|----------|
| Check No. | 47698 | Total: | 3,487.07 |
| Total for | ROBIN MURRAY | | 3,487.07 |

| | | | | |
|------------------|----------------------|-------|------------|----------|
| JON MYERS | Reimbursement, PVASL | 14231 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 4540 ALPINE ROAD | 900 | | 06/12/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 47699 | 06/12/2013 | 0.00 |
| CA 94028 | | | | 2,490.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-52-4160 | Parks & Rec Adult Sports | 2,490.00 | 0.00 |

| | | | |
|-----------|-----------|--------|----------|
| Check No. | 47699 | Total: | 2,490.00 |
| Total for | JON MYERS | | 2,490.00 |

| | | | | |
|-----------------------|--------------|-------|------------|----------|
| NOLTE ASSOCIATES, INC | Speed Survey | 14268 | 06/12/2013 | |
| | | | 06/12/2013 | |
| P.O. BOX 93243 | 0104 | | 06/12/2013 | 0.00 |
| LAS VEGAS | BOA | 47700 | 06/12/2013 | 0.00 |
| NV 89193-3243 | 13010367Rev1 | | | 2,970.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 20-54-4192 | Engineer Services | 2,970.00 | 0.00 |

| | | | |
|-----------|-----------------------|--------|----------|
| Check No. | 47700 | Total: | 2,970.00 |
| Total for | NOLTE ASSOCIATES, INC | | 2,970.00 |

| | | | | |
|-----------------|------------------------------|----------|------------|--------|
| NUTMEG KITCHENS | Deposit-Catering Town Picnic | 14277 | 06/12/2013 | |
| | | 00006125 | 06/12/2013 | |
| | 1356 | | 06/12/2013 | 0.00 |
| | BOA | 47661 | 06/12/2013 | 0.00 |
| | 105 | | | 700.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------|----------------|-----------------|
| 05-52-4147 | Picnic/Holiday Party | 700.00 | 700.00 |

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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 |

| | | | |
|-----------|-----------------|--------|----------|
| Check No. | 47661 | Total: | 700.00 H |
| Total for | NUTMEG KITCHENS | | 700.00 |

| | | | | |
|-----------------|------------------------|-------|------------|----------|
| O. NELSON & SON | Trails & Storm Cleanup | 14269 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 3355 TRIPP ROAD | 634 | | 06/12/2013 | 0.00 |
| WOODSIDE | BOA | 47701 | 06/12/2013 | 0.00 |
| CA 94062 | 153 | | | 3,650.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 20-60-4270 | Trail Surface Rehabilitation | 1,470.00 | 0.00 |
| 20-60-4271 | Storm Damage | 2,180.00 | 0.00 |

| | | | |
|-----------|-----------------|--------|----------|
| Check No. | 47701 | Total: | 3,650.00 |
| Total for | O. NELSON & SON | | 3,650.00 |

| | | | | |
|--------------------------|--------------------------------|----------|------------|--------|
| PENINSULA BACKFLOW (DBA) | Backflow Testing/Certification | 14232 | 06/12/2013 | |
| Chris S. Staggs-Richards | | 00006119 | 06/12/2013 | |
| 51 BROADWAY | 383 | | 06/12/2013 | 0.00 |
| REDWOOD CITY | BOA | 47702 | 06/12/2013 | 0.00 |
| CA 94063 | 0425013-7 | | | 630.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 630.00 | 630.00 |

| | | | |
|-----------|--------------------------|--------|--------|
| Check No. | 47702 | Total: | 630.00 |
| Total for | PENINSULA BACKFLOW (DBA) | | 630.00 |

| | | | | |
|---------------|----------------|-------|------------|--------|
| PG&E | May Statements | 14233 | 06/12/2013 | |
| | | | 06/12/2013 | |
| BOX 997300 | 0109 | | 06/12/2013 | 0.00 |
| SACRAMENTO | BOA | 47703 | 06/12/2013 | 0.00 |
| CA 95899-7300 | | | | 370.24 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4330 | Utilities | 370.24 | 0.00 |

| | | | |
|-----------|-------|--------|--------|
| Check No. | 47703 | Total: | 370.24 |
| Total for | PG&E | | 370.24 |

| | | | | |
|-------------------------|---------------|-------|------------|--------|
| PORTOLA VALLEY HARDWARE | May Statement | 14250 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 112 PORTOLA VALLEY ROAD | 0114 | | 06/12/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 47704 | 06/12/2013 | 0.00 |
| CA 94028 | | | | 414.01 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 235.33 | 0.00 |
| 05-64-4335 | Sustainability | 27.18 | 0.00 |
| 05-66-4340 | Building Maint Equip & Supp | 151.50 | 0.00 |

| | | | |
|-----------|-------------------------|--------|--------|
| Check No. | 47704 | Total: | 414.01 |
| Total for | PORTOLA VALLEY HARDWARE | | 414.01 |

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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 |

| | | | | |
|--------------------|-------------------------|-------|------------|----------|
| VINCENT PREISING | Refund CH Fees/Deposits | 14251 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 10485 BYRNE AVENUE | 454 | | 06/12/2013 | 0.00 |
| CUPERTINO | BOA | 47705 | 06/12/2013 | 0.00 |
| CA 95014 | | | | 4,241.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-56-4226 | Facility Deposit Refunds | 3,000.00 | 0.00 |
| 05-56-4226 | Facility Deposit Refunds | 1,100.00 | 0.00 |
| 05-56-4226 | Facility Deposit Refunds | 141.00 | 0.00 |

| | | | |
|-----------|------------------|--------|----------|
| Check No. | 47705 | Total: | 4,241.00 |
| Total for | VINCENT PREISING | | 4,241.00 |

| | | | | |
|------------------------------|-----------------------------|-------|------------|--------|
| REGIONAL GOVERNMENT SERVICES | Emp Screening, Kristiansson | 14234 | 06/12/2013 | |
| | | | 06/12/2013 | |
| P.O. BOX 1350 | 1165 | | 06/12/2013 | 0.00 |
| CARMEL VALLEY | BOA | 47706 | 06/12/2013 | 0.00 |
| CA 93924 | 3373 | | | 167.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------------|----------------|-----------------|
| 05-54-4214 | Miscellaneous Consultants | 167.00 | 0.00 |

| | | | |
|-----------|----------------------------|--------|--------|
| Check No. | 47706 | Total: | 167.00 |
| Total for | REGIONAL GOVERNMENT SERVIC | | 167.00 |

| | | | | |
|-------------------------|------------------------------|-------|------------|----------|
| REPUBLIC ITS, INC | Repairs to Lighted Crosswalk | 14270 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 371 BEL MARIN KEYS BLVD | 940 | | 06/12/2013 | 0.00 |
| NOVATO | BOA | 47707 | 06/12/2013 | 0.00 |
| CA 94949-5699 | RI-136122 | | | 1,716.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 20-60-4260 | Public Road Surface & Drainage | 1,716.00 | 0.00 |

| | | | |
|-----------|-------------------|--------|----------|
| Check No. | 47707 | Total: | 1,716.00 |
| Total for | REPUBLIC ITS, INC | | 1,716.00 |

| | | | | |
|-----------------------|-----------------------|-------|------------|--------|
| NAOMI HILLER REYNOLDS | Spring Instructor Fee | 14273 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 44 EL REY ROAD | 1234 | | 06/12/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 47708 | 06/12/2013 | 0.00 |
| CA 94028 | | | | 336.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 336.00 | 0.00 |

| | | | |
|-----------|-----------------------|--------|--------|
| Check No. | 47708 | Total: | 336.00 |
| Total for | NAOMI HILLER REYNOLDS | | 336.00 |

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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 |

| | | | | |
|-----------------|---------------------------|-------|------------|--------|
| KARI RUST | Reimbursement, Bike Rodeo | 14235 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 311 GROVE DRIVE | 1072 | | 06/12/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 47709 | 06/12/2013 | 0.00 |
| CA 94028 | | | | 305.56 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-52-4143 | BicyclePedTraffic Committee | 305.56 | 0.00 |

| | | | |
|-----------|-----------|--------|--------|
| Check No. | 47709 | Total: | 305.56 |
| Total for | KARI RUST | | 305.56 |

| | | | | |
|------------------------------|-----------|-------|------------|-------|
| SAN MATEO CO INF SERVICES | April M/W | 14237 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 455 COUNTY CENTER, 3RD FLOOR | 0307 | | 06/12/2013 | 0.00 |
| REDWOOD CITY | BOA | 47710 | 06/12/2013 | 0.00 |
| CA 94063 | 1YPV11304 | | | 76.00 |

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

| | | | |
|-----------|---------------------------|--------|-------|
| Check No. | 47710 | Total: | 76.00 |
| Total for | SAN MATEO CO INF SERVICES | | 76.00 |

| | | | | |
|------------------------------|--------------------------------|-------|------------|------------|
| SAN MATEO SHERIFF | 4th Qtr Law Enforcement FY1213 | 14236 | 06/12/2013 | |
| OFFICE OF EMERGENCY SERVICES | | | 06/12/2013 | |
| 400 COUNTY CENTER | 0119 | | 06/12/2013 | 0.00 |
| REDWOOD CITY | BOA | 47711 | 06/12/2013 | 0.00 |
| CA 94063-0978 | 9504 | | | 217,024.25 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-62-4282 | San Mateo County Sheriff's Ofc | 154,057.25 | 0.00 |
| 05-62-4284 | COPS Addl Traffic Patrols | 62,967.00 | 0.00 |

| | | | |
|-----------|-------------------|--------|------------|
| Check No. | 47711 | Total: | 217,024.25 |
| Total for | SAN MATEO SHERIFF | | 217,024.25 |

| | | | | |
|------------------------|-----------------|-------|------------|-------|
| SHARP BUSINESS SYSTEMS | Copes, May 2013 | 14252 | 06/12/2013 | |
| | | | 06/12/2013 | |
| DEPT. LA 21510 | 0199 | | 06/12/2013 | 0.00 |
| PASADENA | BOA | 47712 | 06/12/2013 | 0.00 |
| CA 91185-1510 | 1719856 | | | 50.47 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 50.47 | 0.00 |

| | | | |
|-----------|------------------------|--------|-------|
| Check No. | 47712 | Total: | 50.47 |
| Total for | SHARP BUSINESS SYSTEMS | | 50.47 |

| | | | | |
|------------------------|-------------------------|-------|------------|--------|
| TRACY SHEDROFF | Refund Facility Deposit | 14238 | 06/12/2013 | |
| | Void orig #47178, MIA | | 06/12/2013 | |
| 101 ALMA STREET, #1005 | 1124 | | 06/12/2013 | 0.00 |
| PALO ALTO | BOA | 47713 | 06/12/2013 | 0.00 |
| CA 94301 | | | | 100.00 |

| 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 |

| | | | | |
|------------|--------------------------|--|--------|------|
| 05-56-4226 | Facility Deposit Refunds | | 100.00 | 0.00 |
|------------|--------------------------|--|--------|------|

| | | | |
|-----------|----------------|--------|--------|
| Check No. | 47713 | Total: | 100.00 |
| Total for | TRACY SHEDROFF | | 100.00 |

| | | | | |
|-----------------------|--------------------------------|-------|------------|--------|
| BONNIE SIBLEY | Wdside H'Lands, ROW Tree Remov | 14239 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 59 SANTA MARIA AVENUE | 1071 | | 06/12/2013 | 0.00 |
| PORTOLA VALLEY | BOA | 47714 | 06/12/2013 | 0.00 |
| CA 94028 | | | | 275.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------|----------------|-----------------|
| 90-00-4375 | General Expenses | 275.00 | 0.00 |

| | | | |
|-----------|---------------|--------|--------|
| Check No. | 47714 | Total: | 275.00 |
| Total for | BONNIE SIBLEY | | 275.00 |

| | | | | |
|---------------|--------------------------------|----------|------------|--------|
| RICK SIGMAN | Performance, PV Summer Concert | 14240 | 06/12/2013 | |
| | | 00006115 | 06/12/2013 | |
| P.O. BOX 8042 | 1081 | | 06/12/2013 | 0.00 |
| SAN JOSE | BOA | 47715 | 06/12/2013 | 0.00 |
| CA 95155 | | | | 800.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------|----------------|-----------------|
| 05-52-4150 | Cultural Arts Committee | 800.00 | 800.00 |

| | | | |
|-----------|-------------|--------|--------|
| Check No. | 47715 | Total: | 800.00 |
| Total for | RICK SIGMAN | | 800.00 |

| | | | | |
|----------------------|-----------------------|-------|------------|-----------|
| SPANGLE & ASSOCIATES | 4/19 - 5/23 Statement | 14260 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 770 MENLO AVENUE | 0121 | | 06/12/2013 | 0.00 |
| MENLO PARK | BOA | 47716 | 06/12/2013 | 0.00 |
| CA 94025-4736 | | | | 39,683.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-52-4140 | ASCC | 2,414.00 | 0.00 |
| 05-52-4162 | Planning Committee | 4,826.00 | 0.00 |
| 05-54-4196 | Planner | 16,738.00 | 0.00 |
| 96-54-4198 | Planner - Charges to Appls | 15,705.00 | 0.00 |

| | | | | |
|----------------------|------------------------------|----------|------------|----------|
| SPANGLE & ASSOCIATES | Planning Consultant Services | 14276 | 06/12/2013 | |
| | | 00006103 | 06/12/2013 | |
| 770 MENLO AVENUE | 0121 | | 06/12/2013 | 0.00 |
| MENLO PARK | BOA | 47716 | 06/12/2013 | 0.00 |
| CA 94025-4736 | | | | 5,000.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 45-00-4376 | Affordable Housing Gen'l | 5,000.00 | 5,000.00 |

| | | | |
|-----------|----------------------|--------|-----------|
| Check No. | 47716 | Total: | 44,683.00 |
| Total for | SPANGLE & ASSOCIATES | | 44,683.00 |

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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 |

| | | | | |
|------------------------|-------------------------------|-------|------------|--------|
| SPARTAN ENGINEERING | Repairs, Fire Panel Town Hall | 14261 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 510 PARROTT STREET, #6 | 0095 | | 06/12/2013 | 0.00 |
| SAN JOSE | BOA | 47717 | 06/12/2013 | 0.00 |
| CA 95112 | 22960 | | | 265.69 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-66-4346 | Mechanical Sys Maint & Repair | 265.69 | 0.00 |

| | | | |
|-----------|---------------------|--------|--------|
| Check No. | 47717 | Total: | 265.69 |
| Total for | SPARTAN ENGINEERING | | 265.69 |

| | | | | |
|---------------------|-----------------|-------|------------|--------|
| STAPLES | April Statement | 14242 | 06/12/2013 | |
| | | | 06/12/2013 | |
| STAPLES CREDIT PLAN | 430 | | 06/12/2013 | 0.00 |
| DES MOINES | BOA | 47718 | 06/12/2013 | 0.00 |
| IA 50368-9020 | | | | 409.65 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-52-4165 | Sustainability Committee | 81.74 | 0.00 |
| 05-64-4308 | Office Supplies | 327.91 | 0.00 |

| | | | |
|-----------|---------|--------|--------|
| Check No. | 47718 | Total: | 409.65 |
| Total for | STAPLES | | 409.65 |

| | | | | |
|---------------------------|--------------|-------|------------|----------|
| STATE COMP INSURANCE FUND | June Premium | 14253 | 06/12/2013 | |
| | | | 06/12/2013 | |
| PO BOX 748170 | 0122 | | 06/12/2013 | 0.00 |
| LOS ANGELES | BOA | 47719 | 06/12/2013 | 0.00 |
| CA 90074-8170 | | | | 3,226.67 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-50-4094 | Worker's Compensation | 3,226.67 | 0.00 |

| | | | |
|-----------|---------------------------|--------|----------|
| Check No. | 47719 | Total: | 3,226.67 |
| Total for | STATE COMP INSURANCE FUND | | 3,226.67 |

| | | | | |
|-------------------|-------------------------|-------|------------|----------|
| BARBARA TEMPLETON | April/May Transcription | 14254 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 304 MELVEN COURT | 369 | | 06/12/2013 | 0.00 |
| SAN LEANDRO | BOA | 47720 | 06/12/2013 | 0.00 |
| CA 94577-2011 | 744 | | | 4,162.50 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------------|----------------|-----------------|
| 05-54-4188 | Transcription Services | 4,162.50 | 0.00 |

| | | | |
|-----------|-------------------|--------|----------|
| Check No. | 47720 | Total: | 4,162.50 |
| Total for | BARBARA TEMPLETON | | 4,162.50 |

| | | | | |
|---------------|------------------------------|-------|------------|-------|
| TOTLCOM, INC. | VM Programming Staff Updates | 14255 | 06/12/2013 | |
| | | | 06/12/2013 | |
| 65 HANGAR WAY | 349 | | 06/12/2013 | 0.00 |
| WATSONVILLE | BOA | 47721 | 06/12/2013 | 0.00 |
| CA 95076 | 215479 | | | 75.00 |

| 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 |

| | | | | |
|------------|-------------------------------|-------|------|--|
| 05-66-4346 | Mechanical Sys Maint & Repair | 75.00 | 0.00 | |
|------------|-------------------------------|-------|------|--|

| | | | |
|------------------|---------------|--------|-------|
| Check No. | 47721 | Total: | 75.00 |
| <u>Total for</u> | TOTLCOM, INC. | | 75.00 |

| | | | | |
|-----------------------------|-------------------|-------|------------|--------|
| U.S. BANK EQUIPMENT FINANCE | June Copier Lease | 14271 | 06/12/2013 | |
| | | | 06/12/2013 | |
| P.O. BOX 790448 | 472 | | 06/12/2013 | 0.00 |
| ST. LOUIS | BOA | 47722 | 06/12/2013 | 0.00 |
| MO 63179-0448 | 229653910 | | | 436.32 |

| | | | | |
|------------|------------------|----------------|-----------------|--|
| GL Number | Description | Invoice Amount | Amount Relieved | |
| 05-64-4312 | Office Equipment | 436.32 | 0.00 | |

| | | | |
|------------------|-----------------------------|--------|--------|
| Check No. | 47722 | Total: | 436.32 |
| <u>Total for</u> | U.S. BANK EQUIPMENT FINANCE | | 436.32 |

| | | | | |
|------------------|--------------|-------|------------|--------|
| VERIZON WIRELESS | May Cellular | 14272 | 06/12/2013 | |
| | | | 06/12/2013 | |
| P.O. BOX 660108 | 0131 | | 06/12/2013 | 0.00 |
| DALLAS | BOA | 47723 | 06/12/2013 | 0.00 |
| TX 75266-0108 | | | | 181.49 |

| | | | | |
|------------|-------------|----------------|-----------------|--|
| GL Number | Description | Invoice Amount | Amount Relieved | |
| 05-64-4318 | Telephones | 181.49 | 0.00 | |

| | | | |
|------------------|------------------|--------|--------|
| Check No. | 47723 | Total: | 181.49 |
| <u>Total for</u> | VERIZON WIRELESS | | 181.49 |

| | | | | |
|-------------------------------|-----------------|-------|------------|--------|
| VISION INTERNET PROVIDERS INC | May Web Hosting | 14256 | 06/12/2013 | |
| | | | 06/12/2013 | |
| P.O. BOX 251588 | 827 | | 06/12/2013 | 0.00 |
| LOS ANGELES | BOA | 47724 | 06/12/2013 | 0.00 |
| CA 90025 | 24741 | | | 200.00 |

| | | | | |
|------------|--------------------------------|----------------|-----------------|--|
| GL Number | Description | Invoice Amount | Amount Relieved | |
| 05-64-4311 | Internet Service & Web Hosting | 200.00 | 0.00 | |

| | | | |
|------------------|------------------------------|--------|--------|
| Check No. | 47724 | Total: | 200.00 |
| <u>Total for</u> | VISION INTERNET PROVIDERS IN | | 200.00 |

| | | | |
|-----------------|----|----------------------------|------------|
| Total Invoices: | 66 | Grand Total: | 410,128.59 |
| | | Less Credit Memos: | 0.00 |
| | | Net Total: | 410,128.59 |
| | | Less Hand Check Total: | 700.00 |
| | | Outstanding Invoice Total: | 409,428.59 |

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
June 12, 2013

Claims totaling \$410,128.59 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 Town Council

FROM: Nick Pegueros, Town Manager
Brandi de Garmeaux, Sustainability & Special Projects Manager

DATE: June 12, 2013

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

RECOMMENDATION

Hold a public hearing to review proposed fee changes, provide direction to staff and adopt a resolution establishing a new Fee Schedule for the Town of Portola Valley's Administrative, Building, Public Works/Engineering and Planning Departments, as attached hereto as Attachment 1.

BACKGROUND

The Town last undertook a comprehensive fee study in 2011-12 with an in-depth analysis of the Town's services and fees charged for those services. The study was prepared by NBS Consultants in coordination with Town staff and required over six months to complete. On May 23, 2012, the Town Council adopted Resolution No. 2555-2012 setting a new Planning, Building and Public Works/Engineering Department Fee Schedule.

DISCUSSION

The proposed resolution provides for two distinct changes to the adopted Fee Schedule. The first change is an across the board increase to all adopted fees by the "Consumer Price Index – All Urban Consumers" (CPI) for the San Francisco region. Annual CPI adjustments are recommended between comprehensive fee studies, which are conducted every 7 to 10 years. This CPI adjustment of +2.4% would pass on a portion, but not all, of the increased labor costs that are the primary driver of costs to provide services. The reason to pass on a portion of the increased personnel costs is to protect against inadvertently increasing the fees faster than actual costs increase. The projected budget increase in personnel costs for 2013-14 is +3.4%. It is important to note that the personnel costs are estimates based on a

number of factors and may or may not materialize. In an effort to keep the fees rounded to the nearest increment of \$5, staff used its discretion to round up or down as necessary.

The second change provided for in the resolution is to insert fees that were not included in the previous update. Of these fees, the only “new” fee is a proposed fee for service for using the electric vehicle charging stations. Three other fees are recommended to be added to the fee schedule but these fees reflect fees that were inadvertently left out of the May 2012 update of the Master Fee Schedule. These additions are described below and note the page number on the proposed Master Fee Schedule (Exhibit A to Attachment 1) where the fee has been inserted. One clarification to the Town’s copy fee is to replace the word “page” to “copy”. The application of this fee has historically provided for a charge only for paper (a page/piece of paper) and ignores the cost incurred to print a double-sided copy. This minor correction will result in clearer application of this fee.

New Administrative Fee: Electric Vehicle (EV) Charging Station Fee (p. 11)

In March 2012, the Town installed two electric vehicle (EV) charging stations (each with two charging ports) at the Town Center. At that time, staff recommended to the Town Council that the Town study the use of the stations before determining whether or not a fee should be charged. After analyzing the use of the charging stations over the past year and reviewing the terms of the grant, staff has determined the following:

- Use of EV charging stations (and associated power) has increased as the number of electric vehicles entering the market has increased.
- The warranty for the charging stations ends on December 31, 2013 at which time the Town will be responsible for all maintenance, repairs and upgrades.
- The free subscription (awarded with the grant) for the “service plan” that operates the software for the charging stations ends on December 31, 2013 at which time the Town will be required to pay the service plan fees to Coulomb Technologies/ChargePoint to continue operating the charging stations.

Staff recommends that the Town Council implement a tiered hourly fee for use of the EV charging stations. This fee structure has three primary purposes:

1. To recover the operating costs incurred by the Town (i.e., electricity, maintenance/repairs, service plan).
2. To cover the cost of replacing and/or upgrading equipment in approximately five years or as necessary.
3. To discourage EV owners from using the stations at the Town Center as their primary charging station and/or leaving their car in the designated parking spot after the car is fully charged.

Proposed Tiered Fee Structure

Coulomb Technologies' network billing (ChargePoint) allows agencies to configure each station's pay-per-use features to establish parking service rates that vary by time of day, hours of use and/or customer type. Up to two fee structures are allowed per station. All fees are collected automatically and transferred into the Town's account. Staff recommends the following two-tiered fee structure.

| Tier | Number of Hours | Fee for Service |
|------|-----------------|-----------------|
| 1 | 0 - 1 hour | Free |
| 2 | 1 - 24 hours | \$4.00 per hour |

Staff recommends that funds in excess of the operation costs be set aside to provide for future capital costs related to the EV charging stations (e.g., new and or upgraded stations). Staff also recommends that Town employees are exempt from the fee to encourage reduction of the Town's greenhouse gas emissions associated with the "Employee Commute" (46% of total government operations emissions). At this time no Town employee makes use of the charging stations, so this exemption may be an incentive for employees to use an EV for their commute.

The Town will alert users to the charging rate via a scrolling message on the face of the charger. The fee structure will also be displayed on the ChargePoint website where users search for and find information about a particular EV charging station.

Staff recommends that the Council authorize the Town Manager to set and adjust the pay-per-use fee structure from a range of \$0 - \$10 per hour for use of the EV charging stations. Rates and revenues will be monitored and adjusted to ensure cost recovery status is achieved.

Analysis for Proposed Pay-Per-Use Fee Structure

Costs

- *Electricity*: the Town is charged Time-of-Use rates for electricity. The average electricity rate as of May 2013 is \$0.29 per kWh (Source: <http://www.pge.com/tariffs/electric.shtml>).
- *Maintenance and Repairs*: the EV charging stations typically have one or two incidents per year at an estimated cost of \$700 per incident. In the last year, repairs were made on one of the station's ports.
- *Equipment Replacement*: in the next five years, the Town will likely need to replace and/or upgrade one or more of the EV charging stations. The current estimate for replacing a dual-port Level II station is \$6,700. According to Coulomb/ChargePoint, the replacement cost for a dual-port station is expected to remain flat or reduce over the next five years.
- *Service Plan*: an annual plan is required to operate the software through the ChargePoint network. This charge is \$230 per port and the Town has four ports. Total cost per year is \$920.
- *Session Authorization & Session Processing Fees*: ChargePoint charges a flat fee of \$0.40 per session plus 5% of the session fees for each charging session that results in a fee paid. This fee will be prorated and included in the cost per hour.

Station Use

Staff analyzed the EV charging station use over the last year including electricity consumed, time per session and unique sessions. In the last 365 days, the total station use for all four ports was 1,645.5 hours and there were 662 individual charging sessions. Outlined below in Figure 1 is a breakdown of the costs used to develop the \$4.00 per hour fee for service to use the EV charging stations. In addition, Figure 2 shows the daily and accumulated energy use over the last 365 days (in kWh). Figure 3 and Figure 4 show the number of sessions per session length.

Figure 1 – Proposed Fee Cost Breakdown

| | Operation Costs | Hours of Use | Cost Per Hour |
|--|-----------------|--------------|---------------|
| Service Plan | \$920.00 | | |
| Maintenance & Repairs | \$1,500.00 | | |
| Subtotal | \$2,420.00 | 1,645.5 | \$1.47 |
| Equipment Replacement (over 5 years) | \$13,500 | 8,227.5 | \$1.64 |
| Session Fees (prorated per hour) | | | \$0.41 |
| Electricity (per kWh) | | | \$0.29 |
| Minimum Fee to Cover Costs (per hour) | | | \$3.81 |

Figure 2 – Town Center Energy Consumption, past 365 days

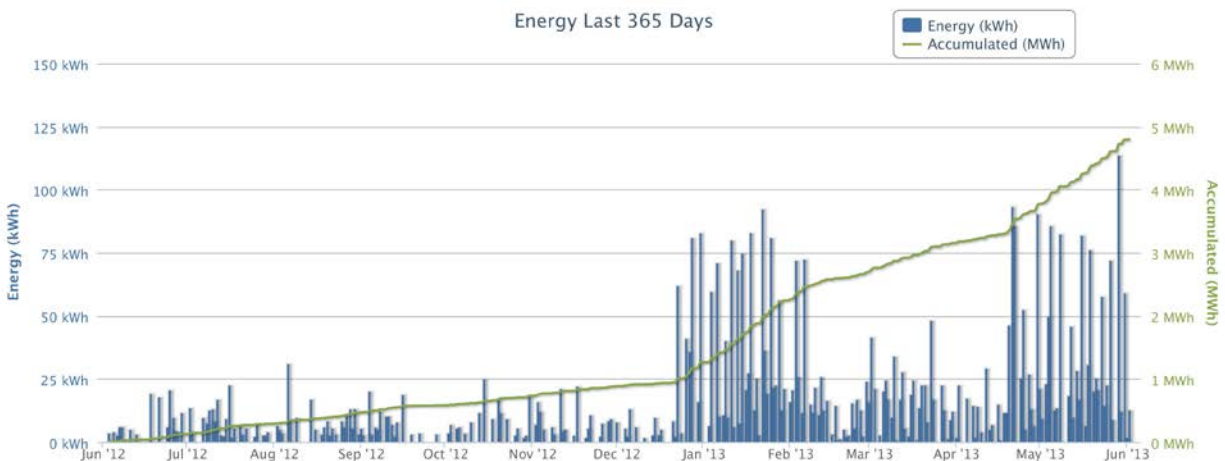


Figure 3 – Session Length Histogram, past 365 days

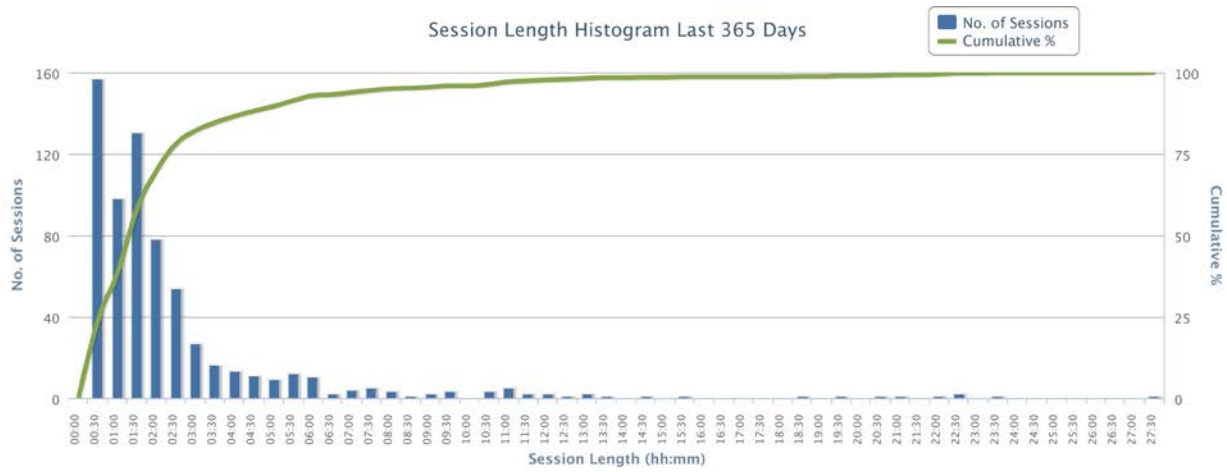
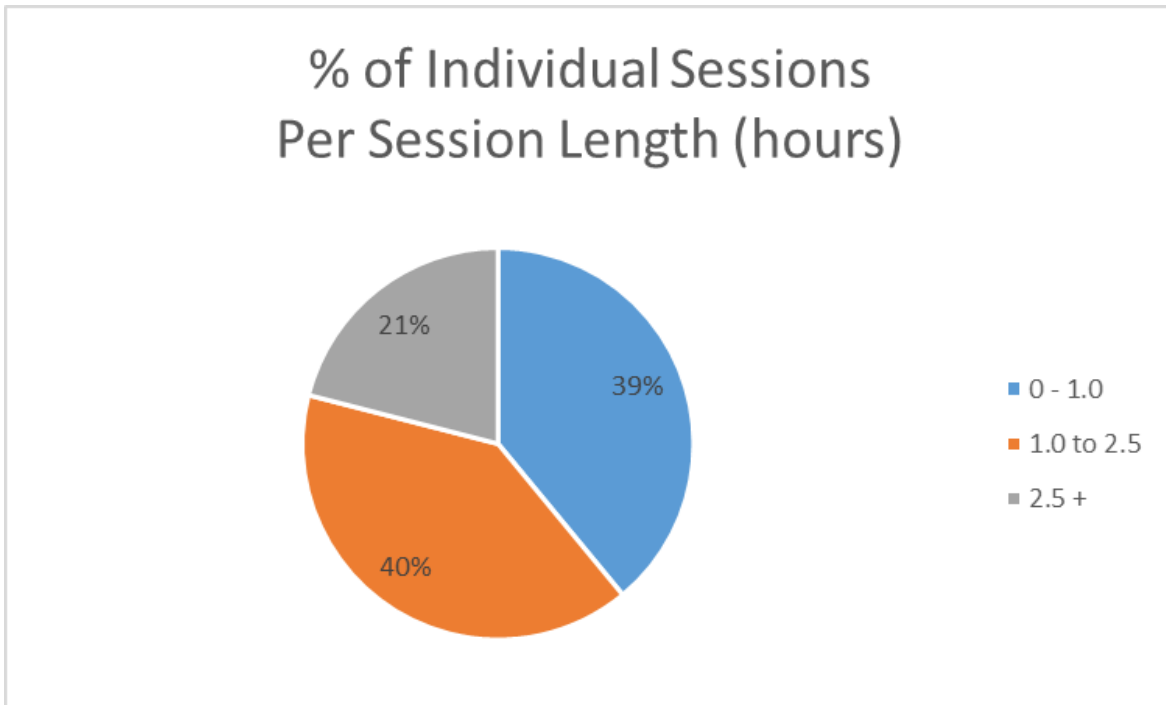


Figure 4 – Distribution of Individual Session by Number of Hours



New Planning Fees (p. 14)

The fee schedule adopted in May 2012 omitted a fee for zoning permits that was included in the previous Master Fee Schedule and it recommended that this fee be reinstated. Additionally, there is one new fee proposed to offset the costs associated with processing an application for a sign/gate.

1. Zoning Permit (p. 14) - This fee applies when a new business would like to locate in a vacant business site. This recovers the costs associated with confirming that the new business use is consistent with zoning regulations applicable to the proposed site.
2. Sign/Gate Application to the ASCC (p. 14) – This is a new fee for sign or gate applications to the ASCC to offset the costs incurred for staff to write the necessary report and hold the required public hearing. The base fee of \$310 is based on the average amount of time staff spends on each application. However, with these types of applications typically experiencing a number of site visits/inspections, the recommendation is also to allow staff to collect a deposit that can be charged against for follow-up inspections. As with all other deposits, any funds remaining in the account upon the permit signoff are returned to the applicant.

New Building Fees (p. 15)

The fee schedule adopted in May 2012 omitted a fee for in-house Planning Department review of building permits that require ASCC review. This fee was included in the previous Master Fee Schedule and it recommended that this fee be reinstated. Additionally, there is one new fee proposed to offset the costs associated with required plan checks for other projects.

1. Planning Department Review of Building Plans (p. 15) – This fee provides cost recovery for in-house Planning Department review of building plans that require ASCC review. This additional review is typically required for larger permits.
2. Required Plan Check Fee for Other Projects (p. 23) – This new fee provides for a catch all plan check fee for plans that were not specifically listed in the schedule. Examples might include plan checks for small accessory structures like a shed.

FISCAL IMPACT

The CPI adjustment to fees and proposed new fees for planning and building are anticipated to generate approximately \$11,000 in revenue. The new fee for use of the EV Charging station is anticipated to recover the annual operating and equipment replacement costs of \$6,269.

ATTACHMENTS

1. Resolution Approving a Revised Fee Schedule for the Town's Administrative, Building, Public Works/Engineering, and Planning Departments
 - a. Exhibit A - Proposed Master Fee Schedule
2. Consumer Price Index – All Urban Consumers, Bureau of Labor Statistics

RESOLUTION NO. _____-2013

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

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

WHEREAS, Resolution 2555-2012 was adopted on May 23, 2012 and provided for a new master fee schedule; and

WHEREAS, Resolution 2555-2012 provides the fees and charges set forth in Exhibit A shall be adjusted annually on July 1st of every year by the percentage increase or decrease in the Consumer Price Index – All Items Index (San Francisco-Oakland-San Jose). The calculation will be based upon the index from February of the prior year to the index for February of the current year; and

WHEREAS, the percentage change in the Consumer Price Index – All Items Index (San Francisco-Oakland-San Jose), from February of the 2012 to the index for February of 2013, is +2.44%; and

WHEREAS, the Town also desires to adopt certain new fees to offset the cost of providing services to the community; and

WHEREAS, the Town also desires to reinstate fees that were omitted from the 2012 update; and

WHEREAS, the proposed fees are not a tax pursuant to State of California Proposition 26; and

WHEREAS, on May 29 and June 5, 2013, the Town Clerk published notices in a newspaper of local distribution concerning the Town Council's intention to hold a public hearing to consider adoption of a new fee schedule and all documentation supporting the proposed fee schedule was made available to the public, beginning on Friday, May 31, 2013.

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

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

Section 2. Resolution 2555-2012 is hereby repealed in its entirety, it being the intent of the Town Council that the fee schedule adopted by this resolution shall supersede all prior schedules pertaining to the same subject matter.

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

Section 4. This resolution shall become effective on 60 days from adoption, and shall be applicable to all fees and deposits listed on Exhibit A which are payable to the Town from and after the effective date hereof.

PASSED AND ADOPTED this 12th day of June, 2013.

By: _____
John Richards, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

TOWN OF PORTOLA VALLEY

~~Adopted~~ Proposed Fee Schedule



May 23, 2012
Update June 12, 2013

Town of Portola Valley

Adopted-Proposed Fee Schedule

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a) Every \$25,000 or fraction thereof..... 23

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ADMINISTRATIVE FEES & PERMITS

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

| | |
|---|----------------------------------|
| iii) Fundraiser | \$900 |
| iv) Fundraiser – Deposit | \$1,000 |
| d) Alder or Buckeye Room minimum rental = 2 hour meetings; 4-hour parties | |
| i). Resident Fee | \$100/hour |
| ii). Non-resident Fee | \$150 per hour |
| iii). Deposit | \$250 |
| e) Kitchen (must rent with room) | |
| i) Rented with Community Hall | No charge |
| ii) Rented with Alder or Buckeye Room -- Resident | \$100/event |
| iii) Rented with Alder or Buckeye Room – non-resident | \$125/event |
| iv) Deposit | \$100 |
| f) Redwood Grove (Weddings only) | |
| i) Resident Fee | \$150 per event |
| ii) Non-Resident Fee | \$200 per event |
| iii) Deposit | \$100 |
| Horse Permit | |
| a) New | \$50/horse/year |
| b) Renewal – Residential | \$15/horse/year |
| c) Renewal – Commercial | \$20/horse/year |
| Sport User Fees | |
| a) Town Fields | |
| i) Town Sponsored; Schools (Town Council; Town Committees; PV School District; Woodside Priory) | No Fees/No Deposit |
| ii) Local Organized Youth Leagues (Alpine/West Menlo Little League; AYSO; Kidz Love Soccer) | \$40/person/season |
| iii) Local Organized Youth Clubs (Alpine Strikers; CYSO) | \$60/person/season |
| iv) Local Organized Adult Leagues (PV Adult Soccer League; PV Softball) | \$60/person/season |
| v) Local Organized Adult Clubs (PV Soccer Club) | \$90/person/season |
| vi) Deposit for ii. through v. above | \$500 |
| b) Private Parties, Picnics, Pick-up Games | |
| i) Local Informal Groups | \$3/person/use |
| ii) Non-Local Informal Groups | \$4.50/person/use |
| iii) Deposit | 50 or fewer - \$100; >50 - \$500 |
| c) Commercial Use (clinics and classes) | |
| | 15% of gross revenue |
| | Deposit: \$500 |
| d) Picnic Spaces (next to Little Peoples' Park – Town Center) | |
| | \$3/person/use |
| | Deposit: \$100 |
| e) Ford Field Parking Lot | |
| | \$100 |
| | Deposit: \$100 |

PLANNING FEES & PERMITS

| | |
|---|---------------------|
| Pre-Application Meeting | <u>\$575-590</u> |
| Architectural Review | |
| a) New Residence | <u>\$1,1151,140</u> |
| b) Guest House/Addition | <u>\$660-675</u> |
| c) Amendment | <u>\$330-340</u> |
| Site Development Permit | |
| a) 50-100 Cubic Yards | <u>\$1,0451,070</u> |
| b) 101-1,000 Cubic Yards | <u>\$2,2252,280</u> |
| c) Greater than 1,000 Cubic Yards | <u>\$2,8302,890</u> |
| Conditional Use Permit | |
| a) Standard | <u>\$3,9604,055</u> |
| b) Planned Unit Development | <u>\$5,9406,085</u> |
| c) Amendment | <u>\$1,9802,030</u> |
| Variance | <u>\$2,3402,400</u> |
| Lot Line Adjustment | <u>\$1,6001,640</u> |
| Geology Review | |
| a) Building Permit | <u>\$250-255</u> |
| b) Map Modification | <u>\$990-1,015</u> |
| c) Deviation | <u>\$870-890</u> |
| Subdivision Preliminary Map | <u>\$3,0403,115</u> |
| Subdivision - Tentative Map | <u>\$4,6404,750</u> |
| Subdivision - Final Map | <u>\$1,3301,360</u> |
| Map Time Extension | <u>\$370-380</u> |
| Tentative Map Amendment | <u>\$740-760</u> |
| Final Map Revision | <u>\$740-760</u> |
| Certificate of Compliance | <u>\$1,5401,575</u> |
| Environmental - Initial Assessment | <u>\$330-340</u> |

| | |
|--------------------------------------|---|
| Environmental - Negative Declaration | \$990 <u>1,015</u> |
| General Plan Amendment | \$3,300 <u>3,380</u> |
| Zoning Ordinance Amendment | \$1,650 <u>1,690</u> |
| Fence Permit | |
| a) Horse Fence | \$100 <u>105</u> |
| b) All Other Fences | \$225 <u>230</u> |
| Tree Removal Permit | \$70 |
| Residential Data Report | \$100 <u>105</u> |
| Allowed Floor Area Calculation | \$100 <u>105</u> |
| Temporary Occupancy Permit | \$1,230 <u>1,260</u> |
| Appeal | \$5,130 <u>5,250</u> |
| Photovoltaic System | \$50 |
| Temporary Gas or Electrical | \$500 deposit |
| Plan Review/Revisions | Per hour as billed |
| <u>Zoning Permit Fee</u> | <u>\$310 plus</u> <u>\$1,000 deposit</u> |
| <u>Sign/Gate Application to ASCC</u> | <u>\$660 plus</u> <u>\$500 deposit</u> |

BUILDING FEES & PERMITS

| | |
|---|---|
| Construction & Demolition Recycling | \$175-180 or \$350360 |
| <u>Planning Department Plan Check Fee for Building Permits Requiring ASCC review</u> | <u>\$140</u> |
| | |
| Commercial | |
| Commercial without Interior Improvements | |
| a) Less than 1,000 square feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | Deposit based on valuation |
| b) Greater than 1,000 square feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | Deposit based on valuation |
| | |
| Commercial with Interior Improvements | |
| a) Less than 1,000 square feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | Deposit based on valuation |
| b) Greater than 1,000 square feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | Deposit based on valuation |
| | |
| Commercial Tenant Improvements | |
| a) Less than 1,000 square feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$840-860 |
| b) Greater than 1,000 square feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$1,4401,475 |
| NOTE: An initial deposit would be assessed based on valuation. If the deposit is insufficient to fully cover cost of services, an additional amount would be collected. | |
| | |
| Commercial Repair | |
| a) Less than 1,000 square feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$480-490 |

| | |
|--|---------------------------------|
| b) Greater than 1,000 square feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$960 <u>985</u> |
| Commercial Barn/Stable | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$960 <u>985</u> |
| Residential | |
| Custom Residence Without Basement | |
| a) 5,000 square Feet or Less | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$3,000 <u>3,075</u> |
| b) Greater than 5,000 Square Feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$3,600 <u>3,685</u> |
| Custom Residence With Basement | |
| a) 5,000 square Feet or Less | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$4,200 <u>4,300</u> |
| b) Greater than 5,000 Square Feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$4,800 <u>4,300</u> |
| Addition | |
| a) 500 Square Feet or Less | |
| i) Plan Check | \$360 <u>370</u> |
| ii) Inspection | \$1,200 <u>1,230</u> |
| b) 501-1,000 Square Feet | |
| i) Plan Check | \$720 <u>735</u> |
| ii) Inspection | \$1,680 <u>1,720</u> |
| c) Greater than 1,000 Square Feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$2,160 <u>2,215</u> |
| Detached Second Unit | |
| a) 750 Square Feet or Less | |
| i) Plan Check | \$960 <u>985</u> |
| ii) Inspection | \$1,680 <u>1,720</u> |

| | | |
|--|--|----------------------------|
| | | |
| | b) Accessory Building (e.g. Cabana) | |
| | i) Plan Check | \$720-735 |
| | ii) Inspection | \$960-985 |
| | Detached Unit (Other) | |
| | a) Garage/Workshop - 1,000 Square Feet or Less | |
| | i) Plan Check | \$720-735 |
| | ii) Inspection | \$840-860 |
| | b) Carport | |
| | i) Plan Check | \$480-490 |
| | ii) Inspection | \$600-615 |
| | c) Barn/Stable | |
| | i) Plan Check | \$720-735 |
| | ii) Inspection | \$600-615 |
| | Bathroom Remodel | |
| | a) Bathroom with Structural | |
| | i) Plan Check | Deposit based on valuation |
| | ii) Inspection | \$960-985 |
| | b) Bathroom without Structural | |
| | i) Plan Check | \$420-425 |
| | ii) Inspection | \$720-735 |
| | Kitchen Remodel | |
| | a) Kitchen with Structural | |
| | i) Plan Check | Deposit based on valuation |
| | ii) Inspection | \$960-985 |
| | b) Kitchen without Structural | |
| | i) Plan Check | \$420-425 |
| | ii) Inspection | \$720-735 |
| | Minor Repair (e.g. Deck) | |
| | a) Without Plan Check | |
| | i) Inspection | \$240-245 |
| | b) With Plan Check | |
| | i) Plan Check | \$420-425 |
| | ii) Inspection | \$360-370 |

Remodel with Structural

| | |
|------------------------------|---------------------------------|
| a) 0-500 Square Feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$960 <u>985</u> |
| b) 501-1,000 Square Feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$1,200 <u>1,230</u> |
| c) 1001-1,500 Square Feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$1,440 <u>1,475</u> |
| d) 1,501-2,000 Square Feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$1,920 <u>1,965</u> |
| e) 2,001 - 3,000 Square Feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | 2,160 <u>2,215</u> |
| f) 3,001-4,000 Square Feet | |
| i) Plan Check | Deposit based on valuation |
| ii) Inspection | \$2,400 <u>2,460</u> |

Remodel without Structural

| | |
|----------------------------|---------------------------------|
| a) 0-500 Square Feet | |
| i) Plan Check | \$240 <u>245</u> |
| ii) Inspection | \$720 <u>735</u> |
| b) 501-1,000 Square Feet | |
| i) Plan Check | \$480 <u>490</u> |
| ii) Inspection | \$960 <u>985</u> |
| c) 1001-1,500 Square Feet | |
| i) Plan Check | \$720 <u>735</u> |
| ii) Inspection | \$1,200 <u>1,230</u> |
| d) 1,501-2,000 Square Feet | |
| i) Plan Check | \$840 <u>860</u> |
| ii) Inspection | \$1,440 <u>1,475</u> |
| e) 2,001-3,000 Square Feet | |
| i) Plan Check | \$960 <u>985</u> |
| ii) Inspection | \$1,680 <u>1,720</u> |

Remodel without Structural (Cont.)

f) 3,001-4,000 Square Feet

i) Plan Check

~~\$1,080~~1,105

ii) Inspection

~~\$1,920~~1,965**Mobile Home Installation**

a) With Foundation

i) Plan Check

~~\$360~~370

ii) Inspection

~~\$360~~370

b) Without Foundation

i) Plan Check

~~\$120~~125

ii) Inspection

~~\$240~~245**Foundation Repair**

a) 35 Linear Feet or Less

i) Plan Check

~~\$240~~245

ii) Inspection

~~\$360~~370

b) Greater Than 35 Linear Feet

i) Plan Check

~~\$480~~490

ii) Inspection

~~\$600~~615**Stucco/Siding**

a) 500 Square Feet or Less

i) Plan Check

~~\$120~~125

ii) Inspection

~~\$240~~245

b) 501-1,000 Square Feet

i) Plan Check

~~\$120~~125

ii) Inspection

~~\$360~~370

c) Greater than 1,000 Square Feet

i) Plan Check

~~\$240~~245

ii) Inspection

~~\$480~~490**Re-Roofing**

a) 1,000 Square Feet or Less

i) Plan Check

~~\$87~~90

ii) Inspection

~~\$360~~370

b) 1,001-3,000 Square Feet

i) Plan Check

~~\$87~~90

ii) Inspection

~~\$360~~370

Re-Roofing (Cont.)

c) Greater than 3,000 Square Feet

| | |
|----------------|----------------------|
| i) Plan Check | \$87-90 |
| ii) Inspection | \$600-615 |

Doors and Windows

a) Five or Less

| | |
|----------------|----------------------|
| i) Plan Check | \$120-125 |
| ii) Inspection | \$240-245 |

b) More than Five

| | |
|----------------|----------------------|
| i) Plan Check | \$120-125 |
| ii) Inspection | \$360-370 |

Swimming Pool (In Ground)

| | |
|----------------|----------------------|
| i) Plan Check | \$720-735 |
| ii) Inspection | \$600-615 |

Spa

a) In Ground

| | |
|----------------|----------------------|
| i) Plan Check | \$360-370 |
| ii) Inspection | \$480-490 |

b) Above Ground (Prefabricated)

| | |
|----------------|----------------------|
| i) Plan Check | \$240-245 |
| ii) Inspection | \$360-270 |

Demolition

| | |
|----------------|----------------------|
| i) Plan Check | \$44-45 |
| ii) Inspection | \$240-245 |

Retaining Wall

a) Four Feet High or Less

| | |
|----------------|----------------------|
| i) Plan Check | \$87-90 |
| ii) Inspection | \$360-370 |

b) Greater than Four Feet High

| | |
|----------------|----------------------|
| i) Plan Check | \$175-180 |
| ii) Inspection | \$600-615 |

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

Permit Application Fee (applies to all permits)

| | |
|-------------------------------|--------------------------------|
| a) For Initial Permit | \$65 |
| b) For Each Additional Permit | \$29-30 |
| Plumbing | \$0. 44-45 per s.f. |
| Mechanical | \$0. 39-40 per s.f. |
| Electrical | \$0. 44-45 per s.f. |

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

Permit Application Fee (stand-alone projects)

| | |
|-------------------------------|--------------------|
| a) For Initial Permit | \$24-25 |
| b) For Each Additional Permit | \$24-25 |

| | |
|--------------------------------|------|
| Water Heater Permit Fee | \$40 |
|--------------------------------|------|

PER UNIT FEES -- ELECTRICAL

| | |
|-----------------------------|--------------------|
| Temporary Power Pole | \$88-90 |
|-----------------------------|--------------------|

Electrical Service

| | |
|--------------------------|----------------------|
| a) 100-400 Amps | \$175-180 |
| b) Greater than 400 Amps | \$264-270 |

| | |
|-----------------|--------------------|
| Subpanel | \$44-45 |
|-----------------|--------------------|

| | |
|--|----------------------|
| Electrical Associated with a Pool/Spa | \$175-180 |
|--|----------------------|

| | |
|------------------|----------------------|
| Generator | \$175-180 |
|------------------|----------------------|

Per Unit Fees -- Mechanical

| | |
|----------------|--------------------|
| Furnace | \$44-45 |
|----------------|--------------------|

| | |
|---------------------------------------|--------------------|
| Condensor (Evaporative Cooler) | \$44-45 |
|---------------------------------------|--------------------|

| | |
|---------------|--------------------|
| Boiler | \$44-45 |
|---------------|--------------------|

Exhaust Hood (Fan)

| | |
|---|--------------------|
| (Commercial or Heat Recovery Ventilator) | \$87-90 |
|---|--------------------|

PER UNIT FEES -- PLUMBING

| | |
|--|----------------------|
| Water Service | \$87-90 |
| Backflow Device | \$44-45 |
| Water Piping | \$87-90 |
| Sewer Line | \$87-90 |
| Drain-Waste Vent (1-5 Fixtures) | \$87-90 |
| Gas Piping (1-5 Outlets) | \$87-90 |
| Earthquake Shut-off Valve | \$44-45 |
| Pool/Spa Plumbing | \$175-180 |
| | |

ITEMS NOT LISTED IN THIS SCHEDULE

Fee Per Inspection Required

~~\$44-45~~

Fee Per Plan Check Required, not listed above

\$120

Strong Motion Instrumentation & Seismic Hazard Mapping Fee

a) Residential

i) Valuation over \$5,000

.0001 x valuation

ii) Valuation under \$5,000

\$0.50

b) Commercial

i) Valuation over \$2,381

.00021 x valuation

ii) Valuation under

\$0.50

California Building Standards Commission Fee

a) Every \$25,000 or fraction thereof

\$1 per \$25,000 valuation

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| |
|---|
| PUBLIC WORKS ENGINEERING & PERMIT FEES |
|---|

Driveway Connection to Street

| | | | |
|--|--------------------|------------------|----------------------|
| | a) Application | | \$226-230 |
| | b) Plan Review | | \$75 |
| | c) Inspection | | |
| | Town Staff | Actual cost with | |
| | Contract Engineer | \$500-\$1,000 | |
| | Contract Inspector | initial deposit | |

Utilities**Regular Utility Maintenance Connect / Disconnect**

| | | | |
|--|--------------------|------------------|----------------------|
| | a) Application | | \$226-230 |
| | b) Plan Review | | \$75 |
| | c) Inspection | | |
| | Town Staff | Actual cost with | |
| | Contract Engineer | \$500-\$1,000 | |
| | Contract Inspector | initial deposit | |

Utility Main / Capital Project

| | | | |
|--|--------------------|------------------|----------------------|
| | a) Application | | \$226-230 |
| | b) Plan Review | Actual cost with | \$95-\$2,500 |
| | | initial deposit | |
| | c) Inspection | | |
| | Town Staff | Actual cost with | |
| | Contract Engineer | \$500-\$2,000 | |
| | Contract Inspector | initial deposit | |

Other projects including without limitation:**Right-of-way, landscaping, fences, and investigations**

| | | | |
|--|--------------------|------------------|---------------------|
| | a) Application | | \$226-30 |
| | b) Plan Review | | \$75 |
| | c) Inspection | | |
| | Town Staff | Actual cost with | |
| | Contract Engineer | \$95-\$1,000 | |
| | Contract Inspector | initial deposit | |

Additional Plan Review or Inspection - Hourly

| | | | |
|--|--------------------|--|------------------------------|
| | Town Staff | | \$150 Actual cost |
| | Contract Engineer | | \$176-180 |
| | Contract Inspector | | \$95 |

Clean up or Repair to Town Property

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

~~At-Actual~~ Cost

Projects/Services Not Listed on Fee Schedule

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

Hourly rates for Town staff shall be calculated based on the employee's fully burdened cost which includes salary and all benefit costs.

Bureau of Labor Statistics

**Consumer Price Index - All Urban Consumers
Original Data Value**

Series Id: CUURA422SA0
Not Seasonally Adjusted
Area: San Francisco-Oakland-San Jose, CA
Item: All items
Base Period: 1982-84=100
Years: 2003 to 2013

| Year | Feb |
|-------------|------------|
| 2003 | 197.7 |
| 2004 | 198.1 |
| 2005 | 201.2 |
| 2006 | 207.1 |
| 2007 | 213.688 |
| 2008 | 219.612 |
| 2009 | 222.166 |
| 2010 | 226.145 |
| 2011 | 229.981 |
| 2012 | 236.880 |
| 2013 | 242.677 |



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: June 12, 2013

RE: Report from the Ad Hoc Committee on Affordable Housing

RECOMMENDATION

That the Town Council receive a presentation and the attached written report from the Ad Hoc Committee on Affordable Housing and then direct staff to:

1. Identify the report's key policy issues that will require Town Council and Planning Commission direction; and
2. Prepare suggestions for public engagement and outreach for the 2014 Housing Element update process; and
3. Schedule a joint study session between the Town Council and Planning Commission in September to discuss the policy issues and public engagement and outreach suggestions.

BACKGROUND

In February, the Town Council adopted a charter for an Ad Hoc Committee on Affordable Housing and appointed ten members of the community who represented a broad spectrum of neighborhoods. The Committee charter provided for the following three duties and functions:

1. Consider the need for affordable housing in town and the Town's obligations under State law.
2. Articulate a mission statement for the provision of affordable housing that addresses all programs identified in the certified Portola Valley General Plan Housing Element. Additional programs could be proposed.
3. Define and prioritize the criteria to be used for evaluating potential affordable housing programs and sites.

The Committee held six full committee meetings which were led by non-voting committee chair Steve Toben and supported by town staff.

To gain public input, the Committee held five community-wide meetings, which were coordinated and hosted by three Committee members. Based on the sign-in sheets for the meetings, there were a total of 50 unique participants, with some members of the community attending multiple meetings. Of those 50, it should be noted that 21 attended the community meeting at the Sequoias. It is also noteworthy that 6 teen committee members attended the community meeting at Alpine Hills Swim and Tennis Club. An executive summary of the input received at the community meetings is provided as Attachment 1. The Committee considered the input received from the community as documented in this executive summary when preparing its recommendation. This document should be reviewed in conjunction with the report from the Committee.

DISCUSSION

The draft report from the Ad Hoc Committee on Affordable Housing is attached hereto as Attachment 2. The report provides the Town Council with a recommended mission statement that is intended to help guide the town's future housing policy and program development. Following the mission statement are two general recommendations from the Committee on issues that the Committee feels are important, although they are outside of the scope of the Committee charter.

The report then suggests six overarching criteria for the provision of housing in Portola Valley. Next, the report provides recommendations for three specific housing programs that the Committee has identified as priorities. Finally, the report includes recommendations relative to an "Unaffiliated Multi-Family Housing" program, should one be developed.

The report also includes appendices which document ideas for encouraging the programs discussed in the body of the report. These ideas include those mentioned at community meetings as well as those suggested by members of the committee. It is important to note that the Committee has not analyzed these ideas and they do not represent recommendations from the Committee. Instead, these are simply presented as ideas the town can consider when moving forward with the programs.

FISCAL IMPACT

The Committee received clerical support from town staff to prepare meeting agenda packets and provide for webpage management and public outreach. The value of town staff time provided to support the Committee conservatively totals approximately \$6,000. Town personnel costs are fixed so the time devoted to this project resulted in other projects being deferred rather than additional expenditures. An additional \$2,800 was expended preparing the meeting minutes for five of the six meetings.

The Committee also received technical guidance from the town planner's office at a cost of approximately \$22,000. \$7,000 of the town planner fees was paid for out of the Inclusionary Housing Fund. The balance was charged against the \$180,000 approved budget for special projects in the town planner's office. The special projects budget includes a line item for the Housing Element update and the hours spent on this project will benefit the Housing Element update process. However, similar to the impact on town staff, the town planner's office deferred work on other projects to address requests from the Committee.

The numbers above do not include the value of the time dedicated by the 10 volunteers who participated in the six, 2-hour long committee meeting but also a number of hours working on subcommittees.

ATTACHMENTS

1. Executive Summary of Community Meetings on Affordable Housing Held March and April 2013
2. Report to the Town Council from the Portola Valley Ad-Hoc Committee on Affordable Housing dated May 28, 2013

Executive Summary of Community Meetings on Affordable Housing Held March and April 2013

The town has been responding to California's legal mandate that cities update their Housing Elements. The Housing Element needs to plan for a specified number of new housing units, including affordable housing. An Ad Hoc Committee on Affordable Housing was appointed by the Town Council to (1) consider the need for affordable housing in the town and the town's obligations under state law, (2) articulate a mission statement for the provision of affordable housing, and (3) define and prioritize criteria to be used for evaluating potential programs and sites.

A subcommittee engaged residents in discussions leading to the drafting of the next Housing Element. To take advantage of the broad and deep knowledge base among residents, the subcommittee held five community meetings between March 26 and April 8, 2013. Town Manager Nick Pegueros and planner Karen Kristiansson began the meetings with an explanation of the state mandate, regional housing allocations, and Portola Valley's housing numbers. The meetings attempted to clarify and document the values, concerns, and opinions that could serve as the basis for the town when making decisions, setting policy, and choosing the best options for affordable housing.

COMMON QUESTIONS

A number of questions were asked repeatedly at the meetings. These questions included:

- Does the town really need to comply with state housing mandates? What are the penalties of non-compliance? Would it be better for the town to fight the state?
- Will acceptance of the RHNA numbers lead to high density development? How can we avoid having the government dictate to us occupancy, management, or transportation?
- What are the legal requirements relating to the funds from the sale of the Blue Oaks lots?
- Can the Blue Oaks money be used to provide scattered housing rather than eight units all in one place?
- What is the town doing to promote second units? Why doesn't the town do more?
- What sites has the town considered for affordable housing? Is there a plain, easy to read map of the sites?

Many of these questions are addressed on the town's webpage of Questions and Answers on Affordable Housing www.portolavalley.net/affordablehousing and staff responded to questions at the meetings as well.

Executive Summary of Community Meetings on Affordable Housing Held March and April 2013

MAIN THEMES

The meetings solicited broad input and revealed a range of understanding of the topic. There are strong and divergent opinions on the complex issue of affordable housing.

Themes that repeatedly arose:

- **Trust**: An unfortunate level of distrust with past and current town council members and other decision makers in the way that affordable housing issues have been handled was expressed. Are residents hearing “all sides?”
- **Information**: Do we have enough? Should we hire outside experts? Residents need and want much more education on basic details.
- **Local Control**: Almost unanimous desire for local control of who could live in the units if built; diversity of opinion on how difficult this would be to achieve.
- **Density**: High-density development is not appropriate in Portola Valley.
- **Design**: Should be appropriate to Portola Valley.
- **Dialogue**: Needed, among residents and with town officials. A charette-like series of workshops was suggested.

MAIN CONCERNS ABOUT AFFORDABLE HOUSING

Density

The first of two main concerns was increased density in the town. There was strong support for maintaining the rural character of the town and protecting its scenic corridors, which are also its main transportation corridors. If units using Blue Oaks money are constructed, they should preferably not be all in one location.

Local Control

The second of two main concerns was outside government control versus local control. Residents expressed fear of possible consequences related to poor management of housing complexes. Suggestions were made for looking into private/local control by creating a non-profit organization or a private association.

MAIN HOPES FOR AFFORDABLE HOUSING

Second Units

There were repeated statements that as much as possible, the town’s obligations should be met with second units. There were many suggestions as to how to facilitate this, including revising town regulations, making the permit process easier, educating homeowners, and offering financial incentives.

**Executive Summary of Community Meetings on Affordable Housing
Held March and April 2013**

Housing for Seniors, Employees & Others

At some of the meetings, residents said that there should be some housing in town that would be affordable to seniors, those who experience a life change, and people who work in town and serve town residents. Control over occupancy of affordable housing was raised as an issue.

MOVING FORWARD

As the discussion process continues, the Ad Hoc Committee should consider additional means of acquiring broader community input. Residents were assured that the process was ongoing, that they would be given additional opportunities to provide input, and that careful consideration and debate over solutions would take place in the future.

Report to the Town Council
From the Portola Valley Ad-Hoc Committee on Affordable Housing
May 28, 2013

Recommended Mission Statement for Housing in Portola Valley

The Town of Portola Valley will plan for and encourage the provision of housing for a diverse population. Such housing should be distributed throughout the community rather than be concentrated. The town's housing should maintain and enhance the rural character and natural beauty of the town's residential neighborhoods, scenic corridors, and open spaces. All housing should be designed and located to minimize impacts on wildlife and be subservient to the environment.

General Recommendations to the Town Council

Ongoing Regional and Statewide Coordination

The committee's first recommendation is that the town should continue to coordinate with other communities, especially other small, low-density towns, on a regional and statewide level to work with the State, HCD, ABAG, C/CAG, and other relevant governing bodies to ensure that RHNA assignments and mandatory requirements over time are fair. As part of this process, the town should work to secure legislative refinements to recognize that supplying regional open space and recreational resources limits available development opportunities and housing capacity, as do the physical constraints of unstable geology, steep topography, regional open space preserves, and areas of high wild fire danger. Housing needs should be defined in a way that recognizes the special cultural and historic planning conditions that communities like Portola Valley have adopted as guiding principles.

Town Housing Funds

Town housing funds should be spent to meet the town's housing goals and implement the programs in the housing element and should be allocated in a manner reflecting the priorities below. Any project on which town housing funds are spent should comply with the five overarching criteria presented below. In addition, the Ad-Hoc Housing Committee recommends that town funds should only be used to purchase land or pay for construction of housing after a rigorous open and public process that includes adequate notice, identification of the property and disclosure of the financial viability, and proposed density of the project, before entering into a contract.

Overarching Criteria for the Provision of Housing in Portola Valley

1. The rural character and natural beauty of the town must be protected.
2. Visual impacts of housing should be minimized. Housing will have similar setbacks, mass, and height as neighboring homes, and be subservient to the natural environment, as is required by the town's design guidelines.
3. The cumulative impact of additional housing over time must have minimal discernible effect on the capacity of infrastructure, safety, geology, views, open space, public facilities and services.

4. Local control should be maintained over zoning, diversified housing locations and design.
5. The fiscal impact of new housing on the Town should be minimized.

Recommendations for Specific Housing Programs

Priority 1: Second Units

1. Second units are smaller dwelling units that have their own kitchen and bathroom facilities as well as a separate entrance from the exterior, and which are located on a property which has a main house.
2. The goal is to achieve as much as possible of the town's RHNA obligations through the second unit program.
3. The town should encourage more second units. Through the community meetings and its own research, the committee has identified a number of possible ways to do this. These are listed in Appendix A, "Ideas for Increasing Second Unit Production." The town should look at the feasibility of these options and the number of new units that each could encourage in order to determine which should be included in the next revision of the housing element.

Priority 2: Affiliated Housing

1. Affiliated housing refers to housing that is located on a property which is primarily used for a purpose other than housing, and that provides housing for staff and employees of the entity having the primary use of the property.
2. Affiliated housing, including multi-family housing, may be appropriately provided on institutional properties in town, including the Priory, the Sequoias, the Stanford Wedge and other institutional properties that may become available in the future.
3. Some affiliated housing, possibly including multi-family housing, may be appropriate on some commercial properties, perhaps on a second floor or at the back of the property.
4. Some affiliated housing for agricultural uses, possibly including multi-family housing, may be appropriate on some larger parcels, if the housing is designed in a way that preserves the open rural character of the land.
5. As part of the next housing element update process, the town should identify potential sites for affiliated housing and actions to encourage the production of affiliated housing as appropriate. The committee has identified some possible ways to do this, which are listed in Appendix B, "Ideas for Encouraging Affiliated Housing."

Priority 3: Inclusionary Housing

1. Inclusionary housing refers to below market rate housing that is created as part of new subdivisions in town.
2. The town should revise its inclusionary housing program to require subdivision developers to build the affordable housing units rather than simply providing land. To balance this requirement, the Town should provide incentives such as reduced requirements and reduced approval and permit costs.
3. The town should require that affordable housing units be built before or at the same time as market rate units.
4. Inclusionary housing should be distributed rather than concentrated to integrate the units within the development.

Recommendations for Unaffiliated Multi-family Housing

The Ad-Hoc Affordable Housing Committee recommends that the town attempt to meet its housing needs using the three priority programs discussed in the previous section of this report. If, however, the town allows unaffiliated multi-family housing, the committee would recommend the following:

1. Unaffiliated multi-family housing refers to housing types such as small lot developments, duplexes, townhomes and the like which are the primary use of a property and which are intended principally to house people who live or work in Portola Valley.
2. To the greatest extent possible, unaffiliated multi-family housing should be provided by the private market rather than with significant public subsidies. The town could, however, assist with planning and zoning changes, reduced town application and permit fees, and expedited processes.
3. Unaffiliated multi-family housing should be distributed rather than concentrated in a few major developments, unless a site can be found that would avoid visual and other impacts.
4. The town should only increase density if the resulting project would comply with the five overarching criteria, the increased density would be necessary in order to make the housing development financially viable, and after a rigorous open and public process. If a development requires a zoning or General Plan revision, the amendment should be considered as part of a community process that prioritizes compatibility with surrounding land uses.
5. Proximity to Alpine Road or Portola Road and community-serving businesses is desirable, but visual impacts need to be considered, and preserving scenic values along the scenic corridors may supersede the desire to locate multi-family housing near the town's arterials.
6. Creative options should be encouraged to enable non-public financing of appropriate unaffiliated multi-family housing, including voluntary housing funds (e.g., Lane family's past support for teacher housing).

7. To make it financially viable to build affordable units for households with moderate incomes or below, it may be necessary to allow unaffiliated multi-family housing for households with a mix of income levels. However, at least 15% of units should be required to be provided for households at moderate incomes or below.
8. The committee has identified options for encouraging unaffiliated multifamily housing, which are listed in Appendix C. The town should consider these options if the town wishes to encourage unaffiliated multifamily housing.

Appendix A: Ideas for Increasing Second Unit Production *

Size

1. Expand the maximum size for second units from 750 square feet to between 1,000 and 1,500 square feet in order to provide housing that appeals more to those eligible for moderate-income housing.
2. Make allowed second unit sizes proportional to individual adjusted parcel areas.

Standards

1. Modify existing zoning and policy guidelines to liberalize elements in town housing policies that impede the production of second units. These could include removing the prohibition on separate utility meters and/or separate mailboxes or changes to the parking requirements for second units.
2. Consider relaxation of setback requirements for second units where doing so will not impact neighbors or the town's scenic corridors.
3. Consider encouraging owners of tear-downs to build rental affordable housing units.

Lot Sizes & Locations

1. Allow second units to be built on all legal residential parcels that have remaining adjusted maximum floor area.
2. In consultation with the applicable HOAs, consider amending existing PUDs to allow second units on parcels where existing limitations disallow second unit production.
3. Reduce minimum lot sizes for adding second units, to allow second units on parcels of less than 1 acre, even if such units have a smaller square footage to reflect smaller parcel size.

Number of Second Units per Lot

1. Allow two second units on some parcels in town, when the second units can be provided within the allowed adjusted maximum floor area and a deed restriction is used to require that at least one second unit be rented at an affordable rate to a household with a moderate income or below. The town should explore whether a minimum parcel size should be established for this program.

Permitting/Processing and Fees

1. Additional relaxation of permitting requirements to reduce costs to owners, especially for second units that are developed within the footprint of an existing home ("internal" second units)
2. Streamline and shorten the approval processes for second units.

* These ideas were identified at community meetings and through the committee's research. This is not an exhaustive list. The ideas have not been prioritized or assessed by the committee but provide some possibilities to consider in order to increase second unit production. Additional input from the community will be necessary.

3. Reduce or waive building and planning fees for second units and/or conversion of other buildings on properties to conforming second units. It is not clear how these fee waivers/reductions could be subsidized.
4. Develop preapproved designs or prototype floorplans for second units to remove the need for ASCC review.
5. Pre-approve certain prebuilt second units to remove the need for ASCC review.
6. Waive building fees if owner will guarantee use for affordable housing for 10 years or so.

Incentives

1. Explore other economic/tax incentives for second unit construction.

Information

1. Update the Town website to allow easier connection with the second unit ordinance and the housing element, and encourage rentals by indicating the benefits of having local employees and community officials, educators and firefighters live locally.
2. Update the Town's second unit manual as needed to provide information on aging in place in a second unit, and providing guidance on conversion of existing structures into second units.
3. Conduct an educational and awareness campaign on second units, including holding meetings at the Town center to educate homeowners on second unit policies and procedures, distributing information where local bulletins are posted, and posting information on sites such as PV Forum.

Amnesty

1. Conduct another amnesty program, allowing homeowners to avoid fees and penalties for nonconforming units. Portola Valley's amnesty program in the early 1990's produced 38 second units but it is not clear how many more would be available after a new amnesty program, or whether and to what extent these units could be relied upon for compliance with state requirements.
2. To encourage folks to volunteer their new, existing or soon-to-be-updated second unit, consider hiring a third-party independent building inspector (or appropriately qualified person) to confidentially inspect second units to assess if they "meet code" and, if not, explain what it would take to bring them up to code.
3. Allow people to ask questions and get information on second unit amnesty questions anonymously in order to encourage residents to bring non-permitted second units into compliance.

Miscellaneous

1. Consider providing information on the town website about options such as the "Tiny House Company" for options of 100-150 square foot second units, BluHomes, prefab green construction that looks like some of the new homes built in town, and pocket neighborhood/cottage communities like Ross Chapin units in Seattle.
2. Develop a list of homeowners who are interested in providing second unit affordable housing for rental.

3. Develop a list of eligible individuals interested in purchasing or renting an affordable unit to establish the true demand for units and the size demanded.
4. Can the town have a contractual relationship with people who say that they have a second unit and make it available as an affordable rental (deed restrictions)?
5. Consider allowing duplexes.

Appendix B: Ideas for Encouraging Affiliated Housing*

1. Relaxing permitting requirements to reduce costs to owners, especially for affiliated multi-family units that are developed within the footprint of an existing structure (“internal” units)
2. Paying for planning and consultant efforts to identify appropriate land, geologic conditions, infrastructure assessment, unit densities, and permit and CEQA approval process support.
3. Subsidizing application, design, engineering, and approval costs.
4. Coordinating and facilitating funding of infrastructure support to housing sites. Exceptional costs for infrastructure improvements are an impediment to diversified housing development.
5. The town could provide information to employers in town about mechanisms they could use to affordably house employees, such as sustainable hiring, rental housing assistance, downpayment assistance, first-time homebuyer education, financial planning, and on-site housing. In addition, the town could coordinate efforts among the various employers in town.
6. A cooperative arrangement with MROSD on the former Woods property might be pursued to provide both affiliated and unaffiliated units. The next housing element could include such a plan.

* These ideas were identified at community meetings and through the committee's research. This is not an exhaustive list. The ideas have not been prioritized or assessed by the committee but provide some possibilities to consider in order to encourage the production of affiliated housing. Additional input from the community will be necessary.

Appendix C: Ideas for Encouraging Unaffiliated Multi-Family Housing*

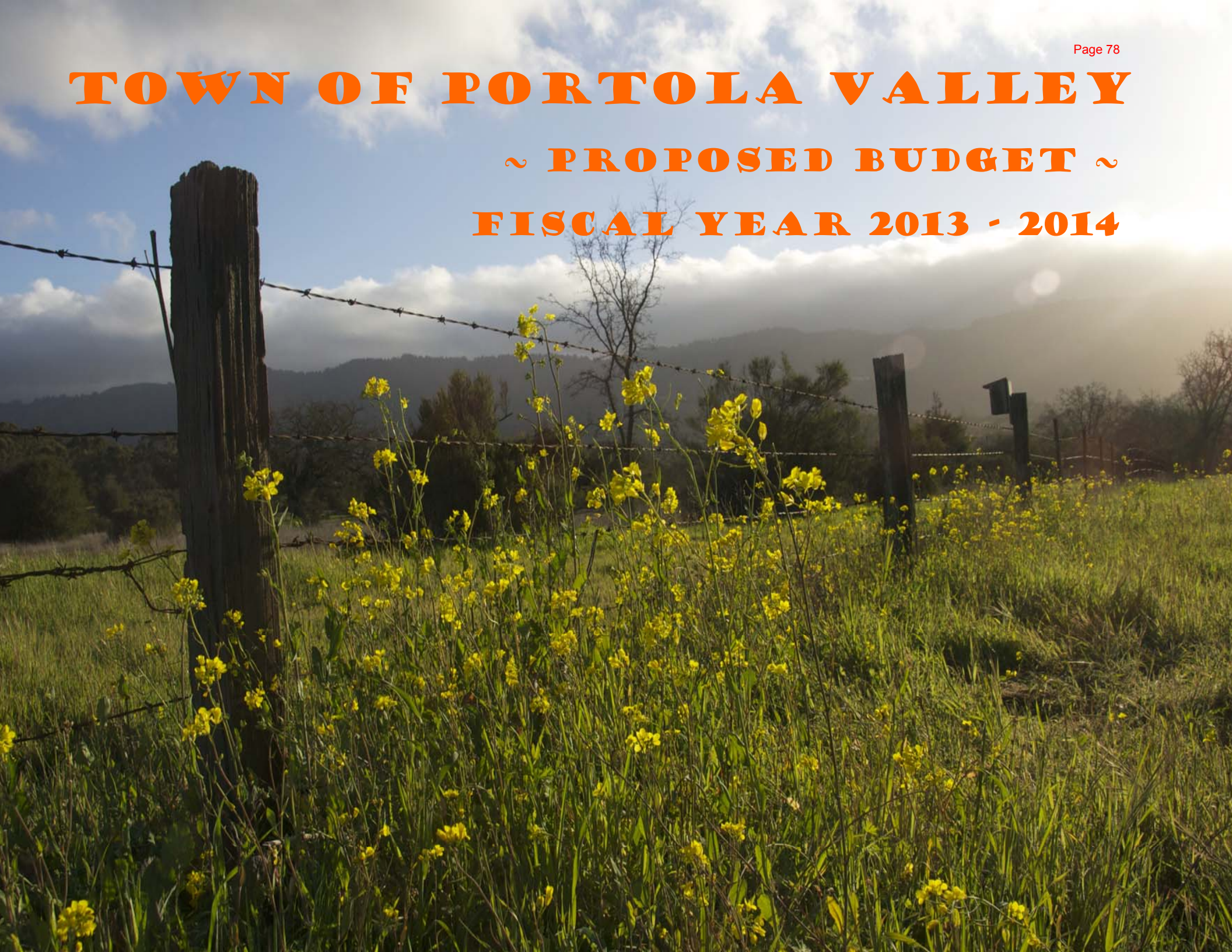
1. Additional relaxation of permitting requirements to reduce costs to owners, especially for multi-family units that are developed within the footprint of an existing structure (“internal” multi-family units)
2. Provide planning and consultant efforts to identify appropriate land, unit densities, and permit and CEQA approval process support.
3. Reduce application, design, engineering, and approval costs.
4. Coordinate and facilitate funding of infrastructure support to housing sites by helping property owners and developers in negotiations with infrastructure providers. The town could also consider floating a bond or developing another financing mechanism to provide infrastructure in cases where costs are very high. Exceptional costs for infrastructure improvements are an impediment to diversified housing development.

* These ideas were identified at community meetings and through the committee's research. This is not an exhaustive list. The ideas have not been prioritized or assessed by the committee but provide some possibilities to consider if the town wishes to encourage unaffiliated multifamily housing. Additional input from the community will be necessary.

TOWN OF PORTOLA VALLEY

~ PROPOSED BUDGET ~

FISCAL YEAR 2013 - 2014



TOWN OF PORTOLA VALLEY

PROPOSED OPERATING & CAPITAL BUDGETS

FISCAL YEAR 2013-14

Presented to:

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

Prepared by:

Nick Pegueros, Town Manager
Stacie Nerdahl, Administrative Services Manager

June 2013



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
 Stacie Nerdahl, Administrative Services Manager
DATE: June 12, 2013
RE: **Proposed 2013-14 Town Budget**

We are pleased to present the Town budget for the fiscal year beginning July 1, 2013. This year’s budget is balanced with the exception of limited use of fund balance due to the Ford Field project, where revenue collections spanned three fiscal years. 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 2013-14.

| Summary of 2013-14 Adopted Budget | | | | |
|--|----------------|-------------------------------------|----------------|--------------------------|
| Revenues | +/- PFY | Expenditures & Transfers | +/- PFY | Surplus/(Deficit) |
| <i>All Funds' Budgets</i> | | | | |
| \$6,236,452 | 4% | \$6,178,615 | 6% | \$57,837 |
| <i>General Fund Budget</i> | | | | |
| Operating \$4,213,236 | | Operating \$3,951,870 | | |
| Capital <u>100,000</u> | | Capital 373,445 | | |
| | | Transfers <u>67,753</u> | | |
| Total \$4,313,236 | -6% | \$4,393,068 | -1.6% | (\$79,832) |

Revenue Assumptions and Discussion:

The *Revenues Budget Summary* on page 4 indicates an overall 4% increase in revenues over the 2012-13 adopted budget. When comparing the proposed 2013-14 budget to 2012-13 projected revenues, it is important to note that the 2012-13 numbers include nearly \$2.8 million from the sale of the Blue Oaks lots (recorded under the Service Charges category).

- *Government Agency:* Revenues in total are proposed to increase \$771,173 over projected revenues for 2012-13. This increase is attributed to the expected receipt of grant revenues and contributions for the capital improvement program, namely the street resurfacing program, the Ford Field renovation program, and emergency aid for the Upper Alpine storm damage repair project.
- *Permits & Fees:* Building permit revenues continue to rebound from a low in 2008-09, and are projected to maintain their current levels in 2012-13. Additionally, the budget assumes a 2.4% increase due to a proposed inflation adjustment to the fees.
- *Service Charges:* Revenues are budgeted to remain flat, with the exception of the \$2,790,096 spike in 2012-13 from the sale of the Blue Oaks lots. With the new Deputy Town Planner, the proposed budget estimates \$40,000 in staff time charged to the project applicants. This revenue offsets increases in costs associated with the reorganization of staff in the Planning Department.
- *Revenue from Taxes:* Total revenue from taxes is projected to decrease 1.9% from prior year estimated actual revenues. This decrease is due to the spike in 2012-13 in property taxes resulting from the \$139,000 repayment of the Proposition 1A loan.
 - **Property taxes**, the Town's single largest revenue source, are projected to increase 3% (or \$51,500) over the prior year projected revenues as adjusted for the Prop 1A loan repayment. Going forward, the County has advised that local agencies should prepare for the loss of Excess ERAF revenue. The funds totaled \$137,000 in 2012-13 and appear to be secure in 2013-14; however, they may start declining as early as 2014-15 and disappear entirely over time.
 - **Sales tax** revenues for the 2012-13 fiscal year are projected to decrease from the current year's estimated revenue by 5% (or \$9,000) to \$172,000. This budget was provided by the Town's sales tax consultant, HdL, and reflects the loss of one-time payments from extraordinary events (such as an auction purchase).
 - **Real property transfer tax** revenues rose sharply in 2012-13 when compared to prior years, exceeding the adopted budget by \$58,800. This revenue is a sign that more properties are changing ownership. However, due to the unpredictable nature of this revenue source, the proposed budget assumes that less than half of the spike will recur in 2013-14.

Expenditure Assumptions & Discussion:

The proposed operating expenditures increase 1.7% compared to the adopted 2012-13 budget. The increase is attributed to a number of factors that are discussed below.

- *Administration:* Overall the proposed Administration budget increases \$59,794, or 3.4%, when compared to prior year budget. Staffing in 2012-13 was in a state of flux, with two vacancies backfilled with contract staff. Both of those vacancies have been filled and both salaries and benefits are expected to be closer to budget in 2013-14 than in recent years which experienced significant transition in staffing at Town Hall. The following chart provides a comparative overview of employee compensation costs. A more detailed explanation of the increases follows the chart.

**Town of Portola Valley
Employee Compensation**

| Compensation Item | 2012-13 Adopted Budget | 2012-13 Est. Actual | 2013-14 Proposed | 2013-14 Proposed compared to 2012-13 Budget | | 2013-14 Proposed compared to 2012-13 Est. Actual | |
|------------------------------------|---------------------------|------------------------|---------------------|---|-------------|--|-------------|
| | | | | \$ Change | % Change | \$ Change | % Change |
| Base salaries | \$ 1,167,696 | \$ 1,203,453 | \$ 1,226,517 | \$ 58,821 | 5.0% | \$ 23,064 | 1.9% |
| CalPERS pension | 193,857 | 171,530 | 192,271 | (1,586) | -0.8% | 20,741 | 12.1% |
| Social Security & Medicare | 82,835 | 77,764 | 87,850 | 5,015 | 6.1% | 10,086 | 13.0% |
| Medical, dental, vision insurances | 229,100 | 209,114 | 253,644 | 24,544 | 10.7% | 44,530 | 21.3% |
| Auto allowance | 6,000 | 6,000 | 9,000 | 3,000 | 50.0% | 3,000 | 50.0% |
| Overtime & vacation sell back | 17,000 | 2,000 | 7,000 | (10,000) | -58.8% | 5,000 | 250.0% |
| Subtotal direct compensation | 1,696,488 | 1,669,861 | 1,776,282 | 79,794 | 4.7% | 106,421 | 6.4% |
| Workers' Comp/Unemployment | 40,000 | 41,981 | 20,000 | (20,000) | -50.0% | (21,981) | -52.4% |
| Total Employee Compensation | \$ 1,736,488 | \$ 1,711,842 | \$ 1,796,282 | \$ 59,794 | 3.4% | \$ 84,440 | 4.9% |

Base salaries – Base salaries are projected to increase \$58,821 or 5.0% when compared to the adopted budget for 2012-13. Of this increase, \$33,725 results from the hiring of previously vacant positions at levels higher than budgeted, the most significant of which was the upgrade of the Planning Manager to the Deputy Town Planner position. An additional \$25,096 provides a 3% allowance for salary increases. Keeping with the Town's past practice the salary increases are not automatic and will be based on merit.

CalPERS Pension – The budget for pension costs shows a net decrease in 2013-14 due to reduced pension benefits for new hires. Two new hires and one projected new hire are required to participate in a less generous pension program

resulting from the Public Employees' Pension Reform Act of 2012 (PEPRA). PEPRA will save the Town an estimated \$18,000 in 2013-14. Those savings, however, are offset by the increase in CalPERS costs for the legacy Town employees, mostly attributed to salary increases. For legacy employees, the Town currently pays the employee contribution of 7% plus the employer's contribution of 10.282%. While the employee contribution is fixed, the employer's contribution is variable. In April CalPERS announced that changes to their assumptions and accounting practices will increase employer contributions up to 50% and be phased in over a four-year period to begin on July 1, 2016. This considerable increase warrants serious consideration of the sustainability of the Town's pension program for legacy employees. One option to consider would be to cap the Town's total contribution rate, both employer and employee contributions, at the 2013-14 level which is 17.282% for legacy employees. In future years, the Town could require the employees to pay increased costs as imposed by CalPERS. In other words, if the Town's total contribution rate increases from 17.282% to 18.282%, the employee would be responsible for the increase of 1%. If implemented, this measure will introduce greater stability to planning future budgets while slowly beginning the cost sharing with employees that are becoming the standard in most public agencies.

Pension Contingency Reserve – In June 2012, the Town paid off its \$319,066 known unfunded pension liability referred to as the CalPERS Side Fund. The side fund liability was charged an interest rate of 7.5% per year. With the Town's investment income at less than 0.50%, the payoff was a prudent use of accumulated reserves. As part of the payoff, the Town's ongoing pension contributions decreased by \$50,000 per year. At the time of payoff, the Council authorized staff to create a Pension Contingency Reserve fund using the \$50,000 annual savings starting in 2012-13. The recommendation is to continue funding the Pension Contingency in 2013-14 with an additional deposit of \$50,000 from the operating surplus. It is important to note that CalPERS' most recent actuarial showed that the Town's pension liabilities were 75.2% funded, which indicates an unfunded pension liability of \$1,055,442 based on the most recent market value of assets on June 30, 2011. This liability is expected to grow as CalPERS adjusts its accounting policies, modifies key demographic assumptions, and decreases its assumed rate of return on investments (currently 7.5%). To the best of staff's knowledge, this liability cannot be paid off similar to how the side fund was treated in 2012.

Medical, dental, vision insurances – No single benefit cost has increased more than medical insurance. In April 2013, the Town adopted a cafeteria plan that is designed to encourage employees with insurance available from another source to opt-out of Town paid medical coverage in exchange for an opt-out in-lieu payment. For example, an employee who is eligible to receive family coverage from the Town at an annual cost of \$20,861 would receive \$9,600 if he/she opts out of the Town's medical benefit and provides proof of coverage from another source. At this point it is unknown how many employees will take advantage of this new option. Nonetheless, additional cost containment measures are necessary. The budget assumes a 10% increase in the cost of medical premiums.

Auto Allowance – Currently the Town provides an auto allowance of \$3,000 per year to both the Town Manager and Deputy Building Official. The purpose of the allowance is to avoid the capital and maintenance costs of a town fleet which would normally be used in the course of town business. The Public Works Director frequently uses his personal vehicle to conduct regular town business and rather than providing a vehicle to the Public Works Director, the more cost-effective

option would be to provide him with an annual auto allowance. The recommended allowance is \$3,000, and as it is not considered “pensionable” wage it has no impact on retirement costs or the employee’s retirement benefit.

Workers’ Compensation Insurance – The Town’s workers’ compensation insurer had increased rates significantly over the past several years and Town staff was actively looking at alternative insurers to reduce the costs. However, the premium quote received for the 2013-14 fiscal year offered several welcome discounts based on the Town’s length of service with the carrier and few claims filed, with a net reduction of over 50% to the 2012-13 paid premiums.

- *Committees & Commissions:* Overall the proposed budget for Committees & Commissions will decrease due to the suspension of Blues & BBQ. The same decrease in volunteer support that required the cancellation of Blues & BBQ will also require Town staff to take a much larger role in organizing the holiday party. The budget for the holiday party is proposed to increase to \$2,000 over prior year budget to allow for party planning support from a contractor. The **Emergency Preparedness Committee** has also increased its budget by over \$7,500 to provide for banners, Emergency AM radio magnets, and emergency preparedness training.
- *Consultant Services:* The proposed budget for consultant services will remain flat over the prior year budget due largely to the transition of the Town Planner services to the new in-house Deputy Town Planner. The savings is estimated at \$40,000 for the General Fund. Those savings, however, are offset by an increase in the Town Attorney’s budget to \$90,000 from \$70,000. The increase is due to the new Town Manager requesting research on various items of importance to the Town; however, every effort will be made to keep those requests to a minimum. Additionally, the proposed budget includes \$35,000 to provide for a **water use efficiency study and improvements** to investigate alternatives to promote more sustainable field management practices.
- *Service Agreements:* 2013-14 will be the second 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 \$129,424 above the \$100,000 COPS grant for Additional Traffic Patrol services. This demand on the General Fund is funded with revenues received from the Utility Users’ Tax. An additional \$30,000 towards supplemental law enforcement services is being funded by the Public Safety Fund’s fund balance; future budgets will continue to apply this fund’s annual revenue (est. \$12,000) toward this cost.
- *Services & Supplies:* The proposed budget for services and supplies will increase \$48,795 due to a number of factors. The Town anticipates an **election** in November 2014 which is projected to cost \$14,000 based on estimates provided by the County Elections Office. **Liability insurance** is projected to increase \$10,680 compared to prior budget due to heavy losses experienced by the risk pool and the need to increase the pool’s reserves. The **website’s content management system** will receive an upgrade costing \$13,500 in 2013-14 that will provide for greater ease of use and

new tools that will be used to push more information to those interested in Town affairs. The final area of note is the **utilities** section where the budget now details the cost of water for the Town fields. With water rates continuing to rise, it is apparent that water efficiency measures could benefit the Town's budget.

- *Town Center Facilities:* The budget proposes **outsourcing janitorial services** for Town Center at a cost of \$50,000 to achieve two major goals. First, outsourcing janitorial is a cost-effective alternative to increasing the number of in-house staff while providing a scalable service to meet the varied needs of the Library and Community Hall facilities. Second, while janitorial services have historically been provided by the Town's public works maintenance crew, the increased popularity of Town Center (and corresponding increase to janitorial needs) has drawn the crew away from street, parks, and trail maintenance. The Library will pay for their share of the services (\$16,000) using donor city funds.
- *Capital Improvements:* Total capital improvements are budgeted at \$1,514,145 with the following projects:
 - The annual **street resurfacing program** will increase to \$558,000 with a considerable boost from federal grant funds (OBAG) in the amount of \$224,000.
 - The **Springdown open space improvement** project budgeted in 2012-13 did not move forward due to competing demands on staff resources and complications with regulatory agencies. The recommendation is to budget the project in 2013-14 at \$90,700. The project will make improvements to the natural water features on the property to create a vernal pool. This project is a continuation of the Town's acquisition of the open space using Open Space Acquisition Fund monies.
 - The **Ford Field renovation project** which started in May 2013 will continue into 2013-14 with the remaining 75% of construction being completed. Of the \$512,578 construction and contingency budget for this project, the Town's contribution is expected to total \$8,683, assuming the entire contingency is used. The Town Council provided direction to staff that the proceeds from the sale of the Cagan stock donation will be used to fund the gap. To fund the balance of the project costs the Town will use private donations of \$59,000 and \$100,000 from the Alpine Little League (both of which have already been received). State Park Bond monies will contribute \$232,214 on a reimbursement basis and the Sand Hill Foundation's \$100,000 contribution is anticipated in the next several weeks.
 - Work on the **Crowder Trail improvements** (C-1) trail planned for 2012-13 was delayed due to competing demands on staff resources. This project is budgeted for 2013-14 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.

- Storm damage repairs to **Upper Alpine Road** from the December 2012 winter storms will begin in 2013-14. This project was included in the Governor's disaster declaration and has received the green light to proceed with the promise of federal emergency management funds to offset the repair cost estimated at \$300,000.
- The Library donor city funds will be used for a \$35,000 **lighting improvement project** at the Library. This project was initiated by the library staff who noted that the current lighting creates shadows that make it difficult for patrons to find books in the stacks.
- Capital Equipment: Total capital equipment purchases are budgeted at \$41,000, including the following items:
 - The budget includes a \$35,000 **replacement truck** for the maintenance crew. All of the Town's trucks are over 12 years old and frequently require maintenance and repairs. The recommendation is to fund the purchase of a new Ford F-150 with "eco-boost" technology. In addition to reducing maintenance costs in the near-term, the new vehicle will be more fuel-efficient.
 - The Emergency Preparedness Committee will continue its **emergency AM radio** project in 2013-14 with the installation of a permanent antenna at Town Center. The new appropriations request of \$8,000 is possible with savings from the current year's authorization to purchase the Emergency AM radio transmitter and portable antenna.

Recognition

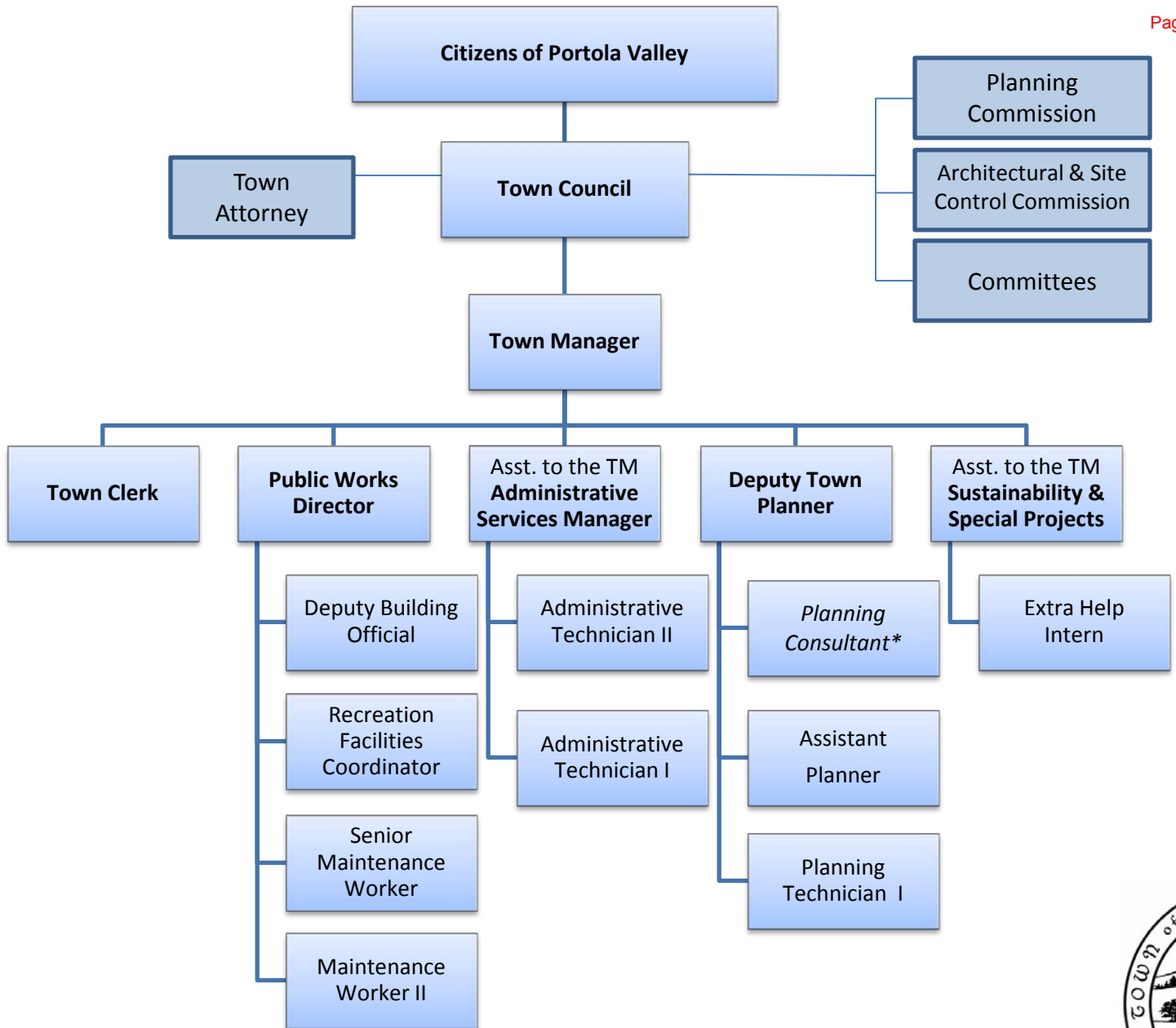
This budget would not be possible without the valued involvement and contribution of Town staff, consultants, and committees. Special recognition, however, is due to the Town's volunteers whose countless hours of involvement on committees and organizing events and programs help to keep operating costs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

Finance Committee Action By unanimous vote at its May 28th meeting, the Finance Committee recommended that the proposed 2013-14 budget be presented to the Town Council for consideration.

Town Council Action At its June 12th meeting, the Town Council scheduled a Public Hearing for the Proposed Budget for June 26, 2013.

Recommendation Upon completion of the Public Hearing on June 26, 2013, the Town Council adopted the attached resolution approving the Proposed 2013-14 Operating and Capital Budget for the Town of Portola Valley.

*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 for acquisition and support of open space 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. |
| 50 | Storm Damage | Initially created during the 1998-99 Alpine Road slide repairs, this fund is used as necessary to track federal or state-reimbursed storm-related road repairs. |
| 60 | Measure A Funds | A half-cent 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. Collection of these fees was suspended by the Council in 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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2013-14 Revenues and Expenses by Governmental Fund

| Revenues | Fund 5 | | Fund 8 | Fund 10 | Fund 15 | Fund 20 | Fund 22 | Fund 25 | Fund 30 | Fund 40 | Fund 45 | Fund 50 | Fund 60 | Fund 65 | Fund 96 | TOTALS |
|---|---------------------|---------------------|-------------------|--------------------|-------------------|-------------------|-------------------|--------------------|-------------------|--------------|----------------------|-------------------|-------------------|--------------------|-------------------|---------------------|
| | OPERATING | CAPITAL IMPRS | GRANTS | PUBLIC SAFETY | OPEN SPACE | TRANSPORTATION | MEASURE MCCCAG | LIBRARY | C O P S | Park-in-Lieu | Inclusionary-in-Lieu | Storm Damage | MEASURE A | ROAD FEES | CASE REVIEWS | |
| Government Agency | \$ 5,400 | | \$ 462,600 | \$ 11,780 | | \$ 142,247 | \$ 105,655 | | \$ 100,000 | | | \$ 300,000 | \$ 230,000 | | | \$ 1,357,682 |
| Franchise Fees | \$ 254,636 | | | | | | | | | | | | | | | 254,636 |
| Permits & Fees | \$ 522,450 | | | | | | | | | | | | | | | 522,450 |
| Other Revenues | \$ 47,500 | 100,000 | | | 5,000 | | | | | | | | | | | 152,500 |
| Parks & Recreation | \$ 85,338 | | | | | | | | | | | | | | | 85,338 |
| Service Charges | \$ 118,200 | | | | | | | | | | | | | | 320,000 | 438,200 |
| Revenue from Taxes | \$ 2,389,158 | | | | | | | | | | | | | | | 2,389,158 |
| Town Center Facilities | \$ 212,000 | | | | | | | | | | | | | | | 212,000 |
| Interest | \$ 25,000 | | | | | | | | | | | | | | | 25,000 |
| Utility Users' Taxes | \$ 553,554 | | | | 245,934 | | | | | | | | | | | 799,488 |
| Revs. Sub-Totals | \$ 4,213,236 | \$ 100,000 | \$ 462,600 | \$ 11,780 | \$ 250,934 | \$ 142,247 | \$ 105,655 | \$ - | \$ 100,000 | \$ - | \$ - | \$ 300,000 | \$ 230,000 | \$ - | \$ 320,000 | \$ 6,236,452 |
| Expenditures | | | | | | | | | | | | | | | | |
| Administration & Operations | \$ 1,796,282 | | | | | | | | | | | | | | | \$ 1,796,282 |
| Committees & Commissions | \$ 160,552 | | | | | | | | | | | | | | | 160,552 |
| Consultant Services | \$ 466,168 | | | | | 25,000 | | | | | | | | | 320,000 | 811,168 |
| Miscellaneous | \$ 42,432 | | 6,600 | | | | | | | | | | | | | 49,032 |
| Parks Operations | \$ 167,900 | | | | | | | | | | | | | | | 167,900 |
| Public Works Operations | \$ 23,000 | | | | | 135,000 | 30,000 | | | | | | | | | 188,000 |
| Service Agreements | \$ 801,204 | | | 30,000 | | | | | 100,000 | | | | | | | 931,204 |
| Services & Supplies | \$ 358,533 | | | | | | | | | | | | | | | 358,533 |
| Town Center Facilities | \$ 135,800 | | | | | | | 23,000 | | | | | | | | 158,800 |
| Exp. Sub-Totals | \$ 3,951,870 | | \$ 6,600 | \$ 30,000 | \$ - | \$ 160,000 | \$ 30,000 | \$ 23,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 320,000 | \$ 4,621,470 |
| Capital Improvements | | | | | | | | | | | | | | | | |
| Street Resurface 13/14 | | | | | | | | | | | | | 230,000 | | | \$ 230,000 |
| Street Design / Inspections | | 75,000 | | | | | | | | | | | | | | 75,000 |
| Springdown Imp, Ph 1 | | | | | 90,700 | | | | | | | | | | | 90,700 |
| Storm Drain Imps | | | | | | | 35,000 | | | | | | | | | 35,000 |
| Ford Field | | 163,445 | 232,000 | | | | | | | | | | | | | 395,445 |
| C-1 Trail Enhancements | | 100,000 | | | | | | | | | | | | | | 100,000 |
| Alpine Road Storm Repairs | | | | | | | | | | | | 300,000 | | | | 300,000 |
| OBAG Road Improvements | | | 224,000 | | | | | | | | | | | 29,000 | | 253,000 |
| Library Lighting Improvements | | | | | | | | 35,000 | | | | | | | | 35,000 |
| Capital Equipment | | 35,000 | | | | | | | 8,000 | | | | | | | 43,000 |
| Capital Improvements | \$ 373,445 | \$ 456,000 | \$ - | \$ 90,700 | \$ - | \$ 35,000 | \$ 35,000 | \$ 8,000 | \$ - | \$ - | \$ - | \$ 300,000 | \$ 230,000 | \$ 29,000 | \$ - | 1,557,145 |
| Revs Less Exps/Cap Imps | 261,366 | -273,445 | 0 | -18,220 | 160,234 | -17,753 | 40,655 | -58,000 | -8,000 | 0 | 0 | 0 | 0 | -29,000 | 0 | 57,837 |
| Interfund Transfers | | | | | | | | | | | | | | | | |
| General Fund to Transportation | (17,753) | | | | | 17,753 | | | | | | | | | | - |
| General Fund Capital Transfer | (140,388) | 140,388 | | | | | | | | | | | | | | - |
| General Fund Pension Reserve | (50,000) | | | | | | | | | | | | | | | (50,000) |
| Transfers | (208,141) | 140,388 | \$ - | \$ - | \$ - | \$ 17,753 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | (50,000) |
| Net Change in Fund Balance (Revenue - Exp - CIP + Transfers) | \$ 53,225 | \$ (133,057) | \$ - | \$ (18,220) | \$ 160,234 | \$ - | \$ 40,655 | \$ (58,000) | \$ (8,000) | \$ - | \$ - | \$ - | \$ - | \$ (29,000) | \$ - | \$ 7,837 |

Town of Portola Valley 2013-14 Fund Activity Summary

| FUND | 7/1/2013 ESTIMATED BALANCE | 2013-14 ESTIMATED REVENUES | 2013-14 ESTIMATED EXPENDITURES | 2013-14 TRANSFERS IN(OUT) | 6/30/2014 PROJECTED BALANCE |
|----------------------------------|----------------------------------|----------------------------------|--------------------------------------|---------------------------------|-----------------------------------|
| General Purpose Funds | | | | | |
| General Fund Unassigned | 2,628,270 | 4,313,236 | 4,325,315 | (67,753) | 2,548,438 |
| Historic Museum Assigned | 2,879 | | | | 2,879 |
| Legal Contingency Assigned | 100,000 | | | | 100,000 |
| Open Space Acqu. Assigned | 377,499 | | | | 377,499 |
| Children's Theater Assigned | 2,659 | | | | 2,659 |
| Pension Reserve Assigned | 50,000 | | | 50,000 | 100,000 |
| Sub-Total - 3,161,307 | \$ 3,161,307 | \$ 4,313,236 | \$ 4,325,315 | \$ (17,753) | \$ 3,131,475 |
| Restricted Funds | | | | | |
| Bonds and Grants (8) | 9,961 | 462,600 | 462,600 | | 9,961 |
| Public Safety (10) | 20,733 | 11,780 | 30,000 | | 2,513 |
| Open Space (15) | 3,543,637 | 250,934 | 90,700 | | 3,703,871 |
| Transportation/Public Works (20) | 0 | 142,247 | 160,000 | 17,753 | 0 |
| Measure M (22) | -293 | 105,655 | 65,000 | | 40,362 |
| Library Fund (25) | 480,908 | 0 | 58,000 | | 422,908 |
| Public Safety/COPS (30) | 26,117 | 100,000 | 108,000 | | 18,117 |
| Park In Lieu (40) | 6,226 | 0 | 0 | | 6,226 |
| Inclusionary In Lieu (45) | 2,877,084 | 0 | 0 | | 2,877,084 |
| Storm Damage (50) | 0 | 300,000 | 300,000 | | 0 |
| Measure A (60) | 0 | 230,000 | 230,000 | | 0 |
| Road Fee Fund (65) | 43,480 | 0 | 29,000 | | 14,480 |
| Applicant Deposits (96) | 85,000 | 320,000 | 320,000 | | 85,000 |
| Sub-Total | \$ 7,092,853 | \$ 1,923,216 | \$ 1,853,300 | 17,753 | 7,180,522 |
| Grand Total | \$ 10,254,160 | \$ 6,236,452 | \$ 6,178,615 | \$ - | \$ 10,311,997 |

REVENUES

| | | | |
|---------------------------------|----|-------------------------------------|----|
| Government Agency | 7 | Parks & Recreation | 12 |
| Motor Vehicle Fees | | Lease Income – Parks | |
| Measure A Sales Tax | | Sports League Field Use | |
| Proposition 172 Funds | | Annual Community Events | |
| COPS | | Field Activity Fees | |
| State Gas Tax | | Teen Committee | |
| HOPTR | | Service Charges | 13 |
| Prop 42 Funds | | Zoning & Planning Permits | |
| Measure M | | Variances | |
| C/CAG | | Subdivision Fees | |
| CalTrans Emergency Relief | | Residential Data Reports | |
| Miscellaneous Grants | | Architectural Review | |
| Franchise Fees | 9 | Geology/Engineer Fees | |
| PG&E | | Applicant Charges | |
| California Water | | Miscellaneous Revenues | |
| Greenwaste Recovery | | Revenue from Taxes | 15 |
| Comcast Cable | | Property Taxes, Secured & Unsecured | |
| Permits & Fees | 10 | Sales & Use Tax | |
| Building Permit/Plan Check | | Business License Tax | |
| Site Development | | Real Property Transfer Tax | |
| Encroachment | | Miscellaneous Other Taxes | |
| Conditional Use | | Town Center Facilities | 16 |
| Building Permit Review/Planning | | Community Hall & Room Rentals | |
| Horsekeeping | | Parking Lot & Field Rentals | |
| Construction & Demolition | | Class Fees | |
| Other Revenues | 11 | Interest | 17 |
| Fines & Forfeitures | | Utility Users' Taxes | 18 |
| Miscellaneous Contributions | | General Purpose Use (4.5%) | |
| Alpine C-1 Maintenance | | Open Space Use (2%) | |
| Open Space | | | |
| PG&E Solar Rebate | | | |

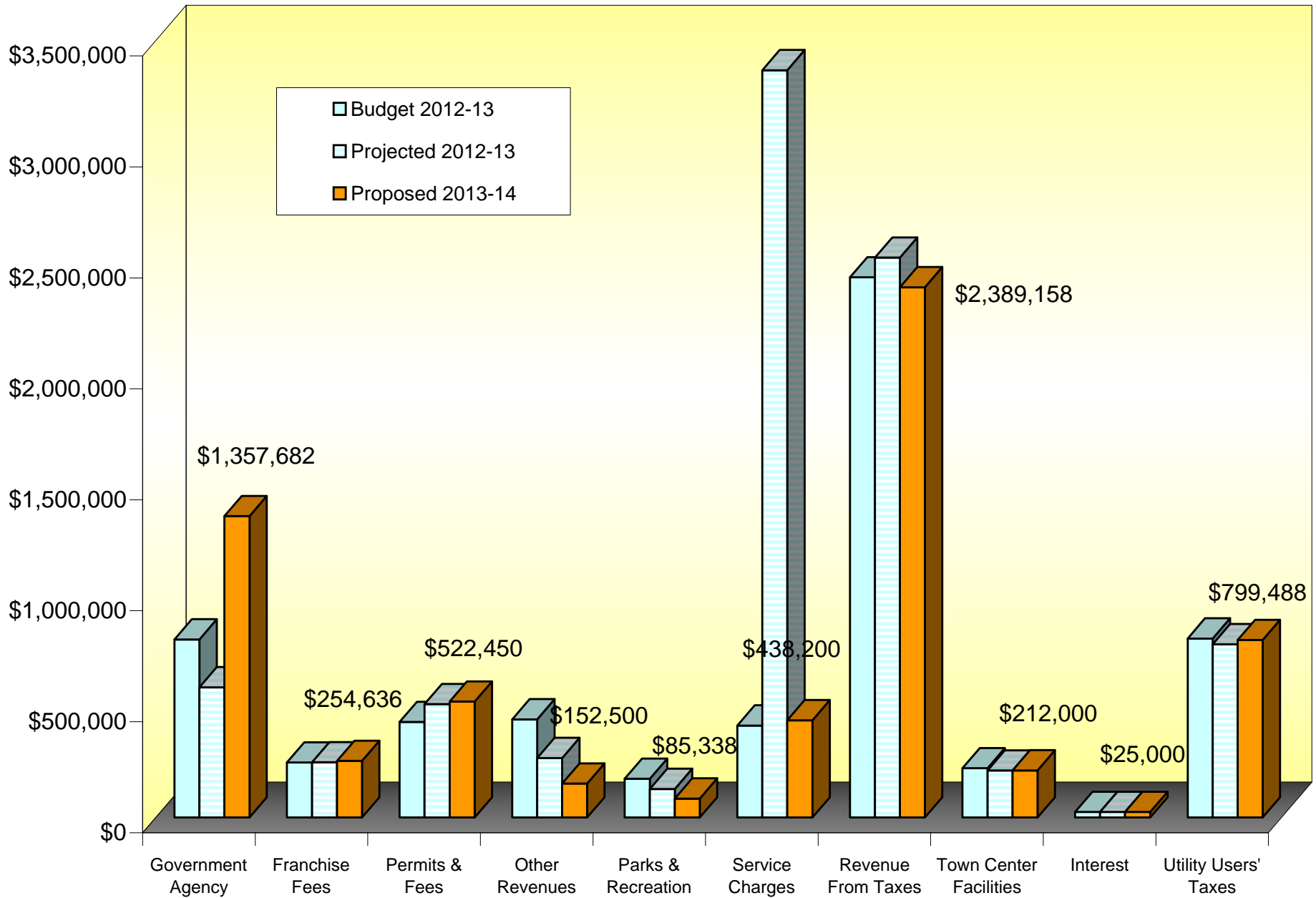
TOWN OF PORTOLA VALLEY

2013-2014 Total Revenues Budget Summary

| Revenues | 2012-13 Adopted Budget | 2012-13 Projected at Year End | 2013-14 Proposed Budget | \$/ Change per Projected Year End | %/ Change per Adopted 12/13 Budget | %/ Change per Projected Year End |
|------------------------|------------------------------|-------------------------------------|-------------------------------|---|--|--|
| Government Agency | 802,376 | 586,509 | 1,357,682 | 771,173 | 69.21 | 131.49 |
| Franchise Fees | 247,452 | 248,668 | 254,636 | 5,968 | 2.90 | 2.40 |
| Permits & Fees | 430,268 | 511,000 | 522,450 | 11,450 | 21.42 | 2.24 |
| Other Revenues | 442,350 | 268,020 | 152,500 | (115,520) | (65.53) | (43.10) |
| Parks & Recreation | 174,310 | 128,565 | 85,338 | (43,227) | (51.04) | (33.62) |
| Service Charges | 414,501 | 3,367,411 | 438,200 | (2,929,211) | 5.72 | (86.99) |
| Revenue From Taxes | 2,434,150 | 2,522,550 | 2,389,158 | (133,393) | (1.85) | (5.29) |
| Town Center Facilities | 221,960 | 211,500 | 212,000 | 500 | (4.49) | 0.24 |
| Interest | 25,000 | 24,800 | 25,000 | 200 | - | 0.81 |
| Utility Users' Taxes | 806,529 | 780,750 | 799,488 | 18,738 | (0.87) | 2.40 |
| Grand Total | 5,998,896 | 8,649,773 | 6,236,452 | (2,413,321) | 4% | -28% |



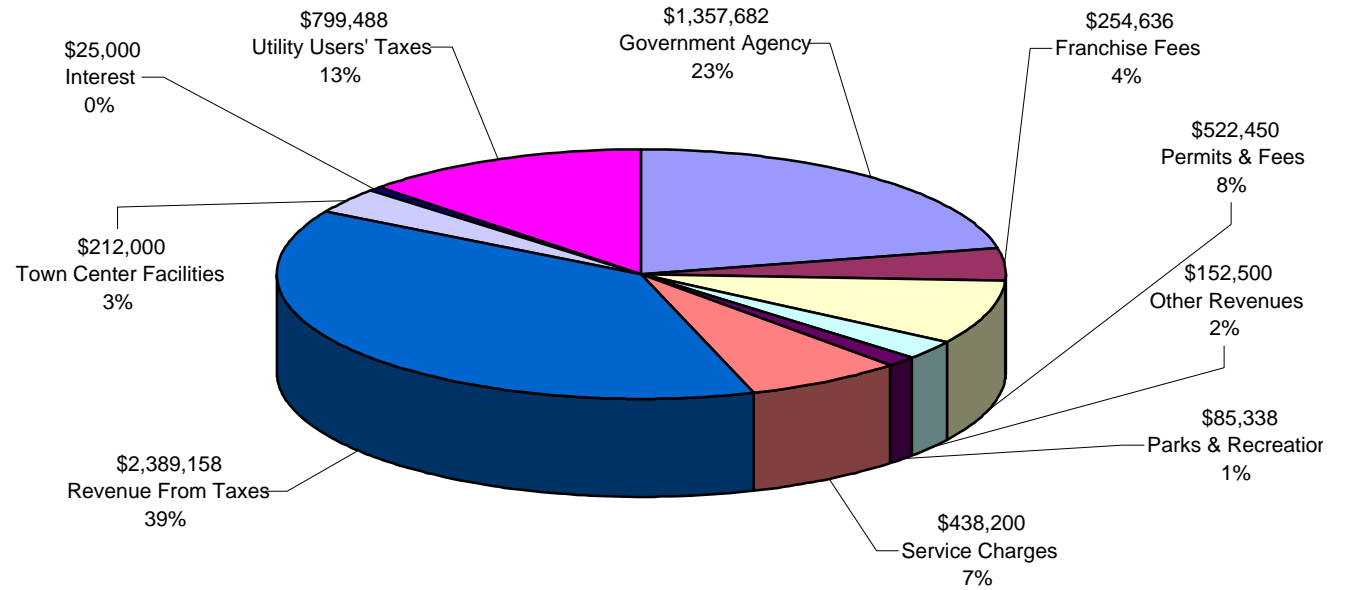
2012-13 Budget/Projected Rev. vs 2013-14 Proposed Revenue



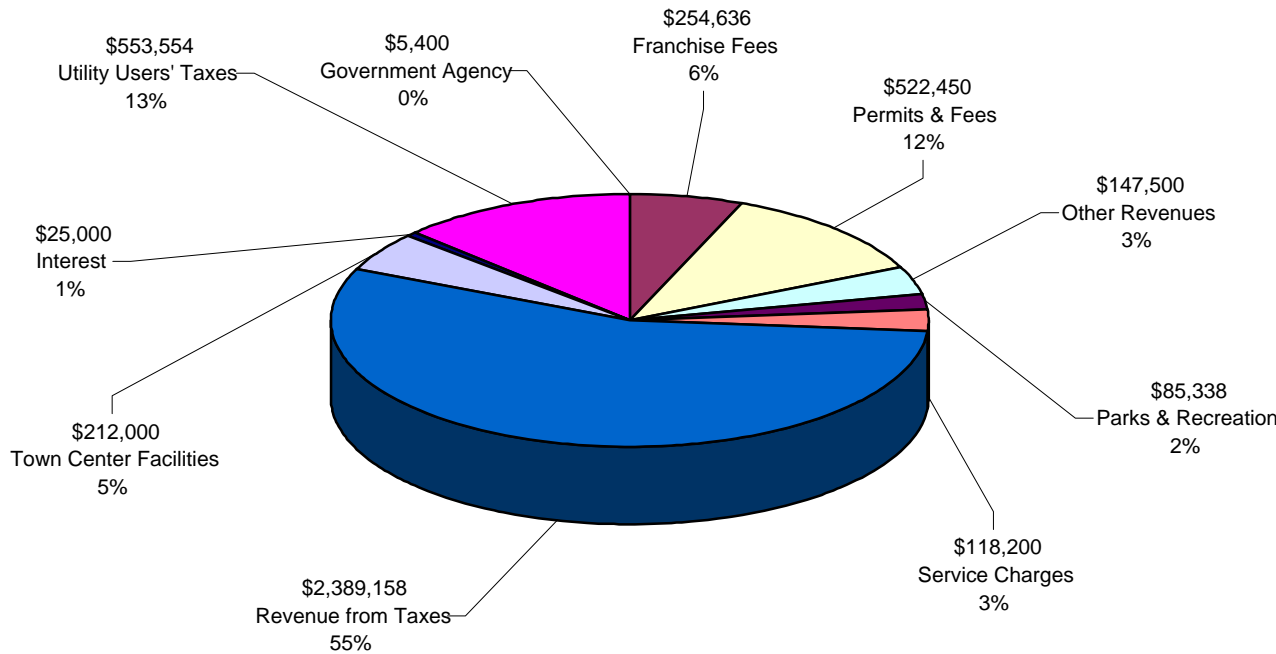
2013-14 REVENUE BUDGET by TOTAL and GENERAL FUND

2013-14 Total Revenue Total: \$6,236,452

| | |
|------------------------|-------------|
| Government Agency | \$1,357,682 |
| Franchise Fees | \$254,636 |
| Permits & Fees | \$522,450 |
| Other Revenues | \$152,500 |
| Parks & Recreation | \$85,338 |
| Service Charges | \$438,200 |
| Revenue From Taxes | \$2,389,158 |
| Town Center Facilities | \$212,000 |
| Interest | \$25,000 |
| Utility Users' Taxes | \$799,488 |



2013-14 General Fund Revenue Total: \$4,313,236



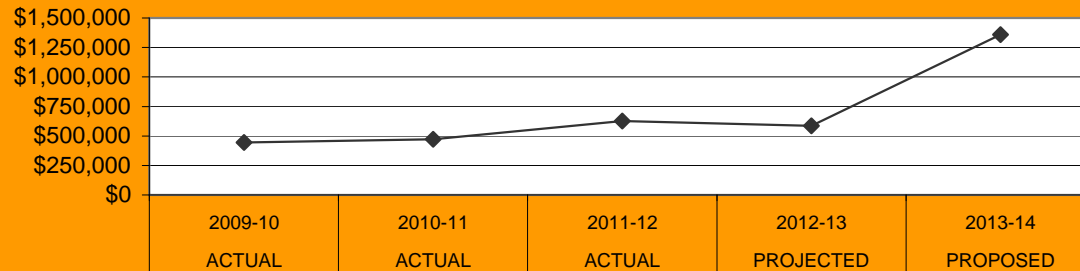
| | |
|------------------------|-------------|
| Government Agency | \$5,400 |
| Franchise Fees | \$254,636 |
| Permits & Fees | \$522,450 |
| Other Revenues | \$147,500 |
| Parks & Recreation | \$85,338 |
| Service Charges | \$118,200 |
| Revenue from Taxes | \$2,389,158 |
| Town Center Facilities | \$212,000 |
| Interest | \$25,000 |
| Utility Users' Taxes | \$553,554 |

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



Government Agency

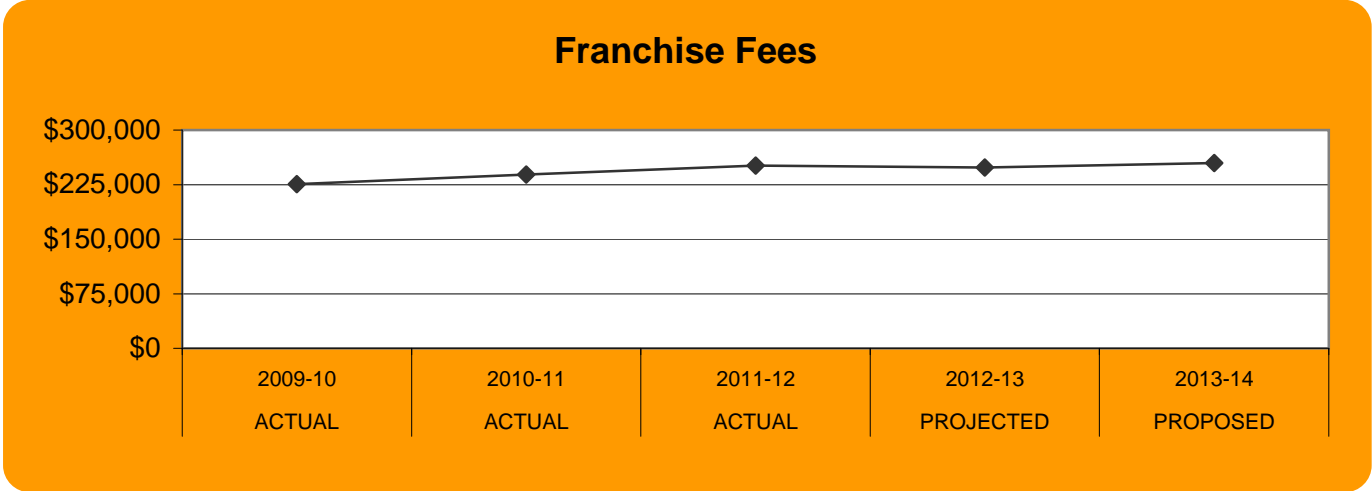


| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODE |
|---|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|--|
| 1 Motor Vehicle <i>VLF funding was diverted by State legislation in 2011/12 to support the continuation of COPS funding.</i> | 13,740 | 21,502 | 2,338 | 0 | 2,422 | 0 | 05-10-3001 |
| 2 Measure A Sales Tax Half percent sales tax restricted for transportation uses. Revenue estimates of -5% for 2013-14 provided by HdL tax consultants. | 189,937 | 207,820 | 225,655 | 230,720 | 240,640 | 230,000 | 60-10-3002 |
| 3 Proposition 172 Funds - Public Safety Sales Tax Half-cent sales tax restricted for public safety issues. Revenue estimates of -5% for 2013-14 provided by HdL tax consultants. | 9,742 | 10,308 | 11,304 | 11,679 | 12,400 | 11,780 | 10-10-3004 |
| 4 Public Safety COPS Grant Annual state allotment which can only be used for public safety. | 101,083 | 98,307 | 109,389 | 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. | 82,413 | 77,457 | 83,138 | 76,689 | 74,970 | 75,369 | 20-10-3008 20-10-3010 20-10-3012 20-10-3014 |
| 6 Homeowners' Property Tax Relief (HOPTR) State Mandated Costs Reimbursements <i>State reimbursements totalling \$42,800 filed for 2-4 years' legislated municipal expenses.</i> | 5,235 | 5,387 | 5,367 | 5,000 | 5,416 | 5,400 | 05-10-3016 5-10-3017 |
| 7 Proposition 42 Funds Traffic Congestion Relief funds expired, Prop 42 funding replaces. | 42,376 | 39,941 | 56,141 | 51,288 | 47,851 | 66,878 | 20-10-3015 |

| Account Description/Activity | | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODE |
|------------------------------|--|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|-----------------|
| 8 | Measure M 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. | | | 82,207 | 75,000 | 75,000 | 75,000 | 22-10-3019 |
| 9 | Supplemental C/CAG Program: Transportation | | | | 0 | 21,210 | | 22-10-???? |
| 10 | Supplemental C/CAG Program: Trash Reduction | | | | | | 30,655 | 22-10-???? |
| 11 | CalTrans Emergency Relief (Upper Alpine Rd) Reimbursement (100%) to repair storm damage from December 2012 to be provided by federal and state agencies. | | | | | | 300,000 | 50-10-**** |
| 12 | Miscellaneous Grants | | | | | | | |
| | <i>County of San Mateo Energy Upgrade Grant</i> | | 11,982 | 21,982 | | | | 08-10-3027 |
| | ABAG-PLAN Risk Management Grant | | | 29,000 | 20,000 | 6,600 | 6,600 | 08-10-3029 |
| | 2000 Park Bond Act - provides funds for park/rec construction and renovation. | | | | 220,000 | 0 | 220,000 | 08-10-3030 |
| | Roberti-Z'berg Grant - provides funds for parks/rec purposes, including development and renovation. | | | | 12,000 | 0 | 12,000 | 08-10-3032 |
| | OBAG Federal Aid Grant for Road Improvement | | | | | | 224,000 | 08-10-**** |
| | Sub-Total | 444,526 | 472,704 | 626,520 | 802,376 | 586,509 | 1,357,682 | |

TOWN of PORTOLA VALLEY

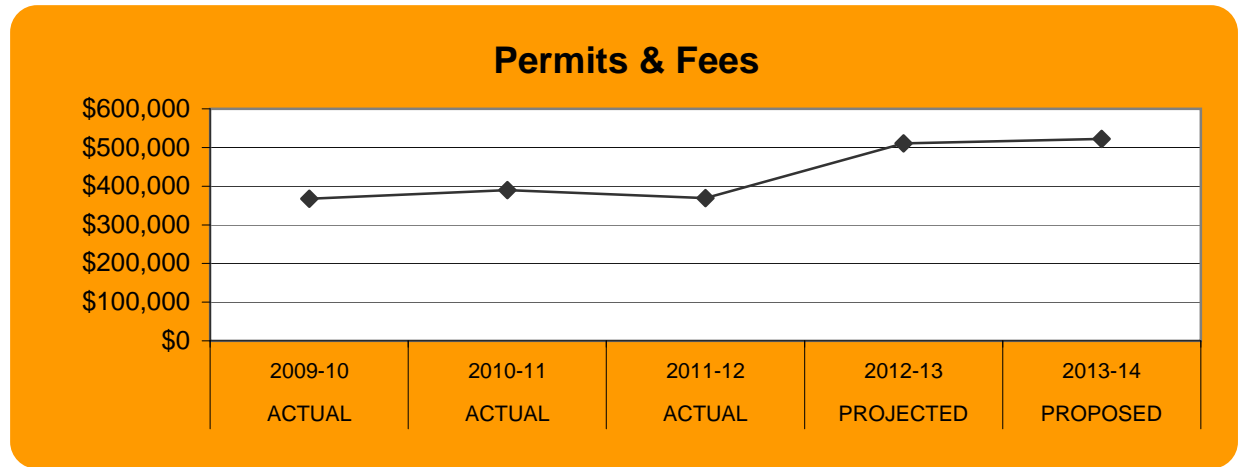
2013-14 BUDGET WORKSHEET



| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODE |
|---|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|-----------------|
| 1 PG&E Franchise fee for PG&E regulated by the State through a Town franchise ordinance. | 78,886 | 84,156 | 80,560 | 81,648 | 75,486 | 77,298 | 05-12-3040 |
| 2 California Water Company Fees based upon 1% of total water revenues generated by Cal-Water in the Town. | 25,279 | 24,674 | 31,450 | 32,493 | 35,742 | 36,600 | 05-12-3042 |
| 3 Greenwaste Recovery Company Franchise fees based upon 7.7% of total revenues generated by GWR within the Town. Fifth year of 10-year agreement. | 58,323 | 63,299 | 65,364 | 65,440 | 65,440 | 67,011 | 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. | 63,010 | 66,719 | 73,886 | 67,871 | 72,000 | 73,728 | 05-12-3046 |
| Sub-Total | 225,498 | 238,848 | 251,260 | 247,452 | 248,668 | 254,636 | |

TOWN of PORTOLA VALLEY

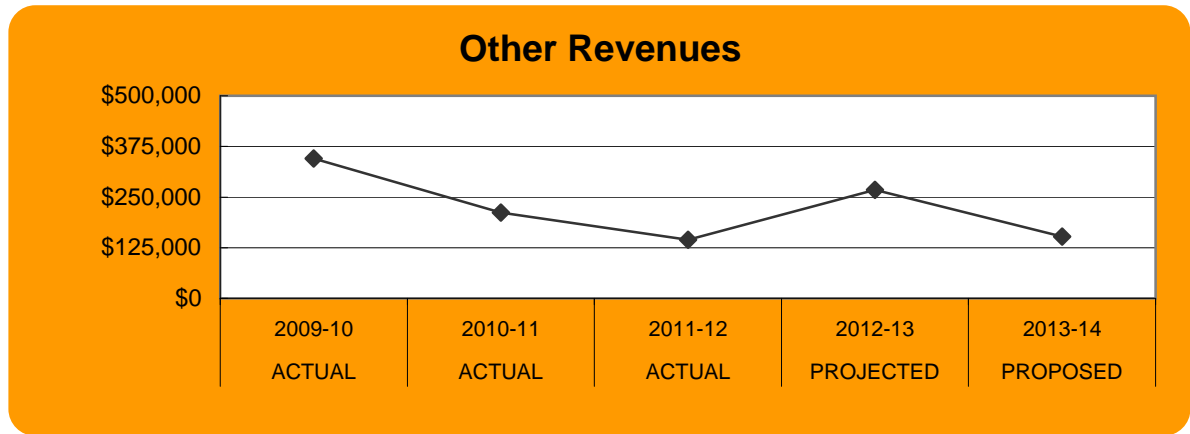
2013-14 BUDGET WORKSHEET



| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODE |
|---|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|---------------------------------|
| 1 Bldg Permits/Plan Check & Inspection Fees Issued for all building construction within the Town. | 315,268 | 341,144 | 325,280 | 365,560 | 443,000 | 454,075 | 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. | 24,010 | 23,220 | 12,370 | 13,608 | 36,000 | 36,900 | 05-14-3062 |
| 4 Encroachment Permits Filing fee for permits required to conduct work in public right-of-way. | 7,380 | 6,750 | 9,720 | 10,800 | 6,700 | 6,700 | 05-14-3064 |
| 5 Conditional Use Permits Permits required for a special use on private property. | 1,690 | 1,740 | 1,620 | 15,000 | 7,300 | 7,300 | 05-14-3066 |
| 6 Building Permit Review/Planning Fee Building permit fee for review of building permits for ASCC/Planning compliance. | 4,760 | 4,100 | 4,724 | 5,000 | 4,500 | 4,500 | 05-14-3068 |
| 7 Horsekeeping Permits Permits required to keep horses on private property. There are currently 185 permitted horses. | 3,525 | 3,385 | 3,330 | 3,300 | 3,300 | 2,775 | 05-14-3070 |
| 8 Construction & Demolition Fee Fee to offset cost of implementing C&D Ordinance. | 10,850 | 9,625 | 12,250 | 17,000 | 10,200 | 10,200 | 05-14-3072 |
| Sub-Total | 367,483 | 389,964 | 369,294 | 430,268 | 511,000 | 522,450 | |

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



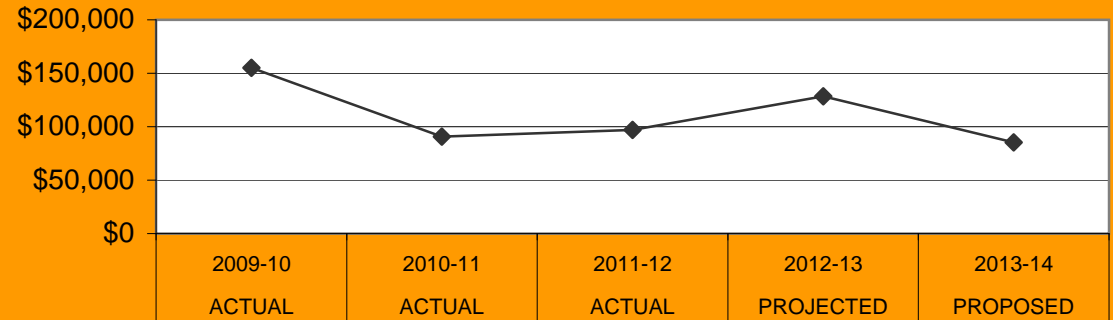
| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODE |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|-----------------|
| 1 Fines and Forfeitures | 15,942 | 18,226 | 10,663 | 11,850 | 11,968 | 12,000 | 05-16-3082 |
| Town's portion of traffic and parking citations. | | | | | | | |
| Historic Museum | 38 | 0 | 0 | 0 | 100 | 0 | 05-16-3084 |
| Contributions received for the Historic Restoration including sale of Portola Valley Primer. | | | | | | | |
| 2 Misc Contribs - received for designated projects | 3,818 | 2,062 | 446 | 500 | 0 | 500 | 05-16-3086 |
| Sausal Creek Contribs - for daylighting project | 180 | 2,627 | 0 | | | | 05-16-3091 |
| 3 Alpine Road/C-1 Trail Contributions | | | | 120,000 | 0 | 120,000 | 05-16-3086 |
| 4 Ford Field Contributions | | | 29,940 | 287,000 | 233,057 | 0 | 05 |
| 5 Open Space | 3,230 | 109,230 | 9,894 | 5,000 | 5,975 | 5,000 | 15-16-3090 |
| Contributions towards the Town's Open Space funds. | | | | | | | |
| Library Fund | 265,000 | 16,853 | 69,967 | 0 | 0 | 0 | 25-16-3092 |
| Effective 2012-13, donor city revenue funds are now held by the county. | | | | | | | |
| Portola Valley Community Fund (PVCF) | 35,000 | 45,000 | 0 | 0 | 0 | 0 | |
| Revenue received from PVCF fundraising, final pledge received in 2010/11. | | | | | | | |
| 6 PG&E Solar Rebate | 22,217 | 17,325 | 23,404 | 18,000 | 16,920 | 15,000 | 05-16-3083 |
| Temporary rebate related to installation of Town Center panels. Program to end in 2014. | | | | | | | |
| Sub-Total | 345,425 | 211,323 | 144,314 | 442,350 | 268,020 | 152,500 | |

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



Parks & Recreation



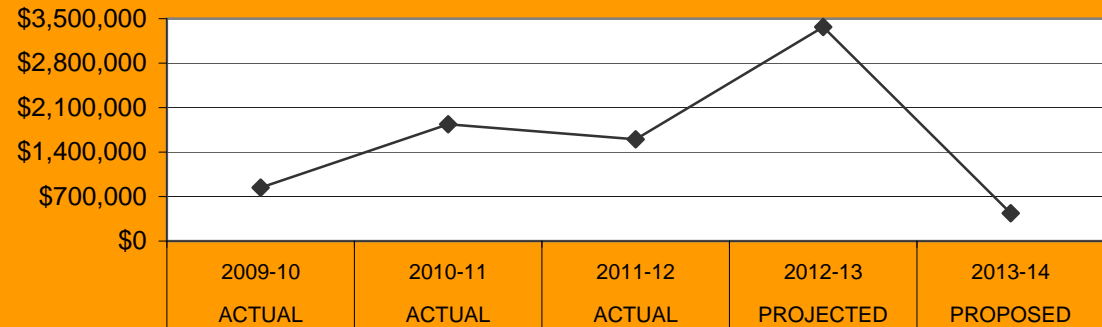
| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT NUMBER |
|---|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|-------------------|
| 1 Lease Income - Parks | 9,885 | 7,903 | 6,739 | 7,610 | 7,610 | 7,838 | 05-18-3100 |
| Lease of Town property for private uses (Alpine Inn Parking Lot and Ladera Oaks). | | | | | | | |
| 2 Sports League Field Use | 39,573 | 63,335 | 55,678 | 60,000 | 57,500 | 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 | 1,210 | 0 | 950 | 1,200 | 1,200 | 1,000 | 05-18-3104 |
| Blues & Barbecue (suspended in 2013) | 85,889 | 0 | 15,838 | 85,000 | 45,805 | 0 | 05-18-3106 |
| 4 Field Activity Fees | 18,061 | 17,586 | 17,055 | 19,000 | 15,000 | 15,000 | 05-18-3112 |
| Revenue stream stemming from activities of Adult | | | | | | | |
| 5 Teen Committee | 379 | 1,993 | 679 | 1,500 | 1,450 | 1,500 | 05-18-3114 |
| Revenue from teen events and dances. | | | | | | | |
| Sub-Total | 154,997 | 90,817 | 96,939 | 174,310 | 128,565 | 85,338 | |

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



Service Charges

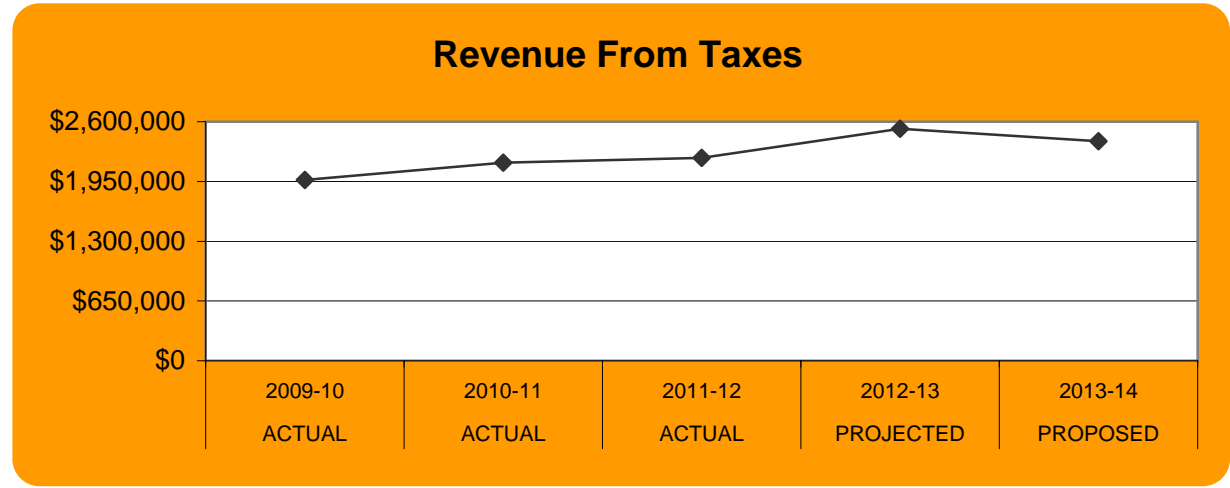
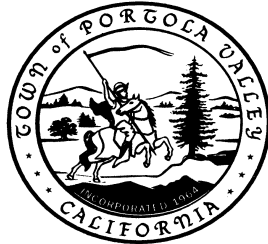


| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODE |
|---|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|-----------------|
| 1 Zoning and Planning Permits | 1,240 | 1,800 | 1,550 | 1,000 | 920 | 1,000 | 05-20-3120 |
| Fee for permits required for commercial use changes. | | | | | | | |
| 2 Variances | 0 | 0 | 890 | 1,000 | 2,340 | 2,300 | 05-20-3122 |
| Filing fee required for consideration of variance requests. | | | | | | | |
| 3 Subdivision Fees | 1,240 | 1,070 | 1,240 | 500 | 1,600 | 1,000 | 05-20-3124 |
| Filing fee required to process a subdivision. | | | | | | | |
| 4 Residential Data Reports | 9,000 | 7,300 | 7,400 | 7,300 | 8,200 | 8,000 | 05-20-3126 |
| Filing fee required for a property status report. | | | | | | | |
| 5 Pre-Application Meeting Fee | | | | 0 | 7,300 | 7,300 | 05-20-3127 |
| | | | | | | | |
| 6 Architectural Review Fees | 24,840 | 17,840 | 20,470 | 21,701 | 29,850 | 30,000 | 05-20-3132 |
| Filing fee for consideration of improvements to private property. | | | | | | | |
| Construction Traffic Road Fee | 156,336 | | | | | | 65-20-3134 |
| Fee collection suspended in 2010. | | | | | | | |
| 7 Geology Fees | 5,660 | 5,090 | 5,540 | 5,000 | 4,505 | 5,000 | 05-20-3136 |
| Filing fee for review by Town Geologist for private property improvements, when deemed necessary. | | | | | | | |

| Account Description/Activity | | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODE |
|------------------------------|---|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|-----------------|
| 8 | Town Engineer Fees Charges to applicant for Town Engineer's review of plans for improvements to private property. | 3,520 | 2,750 | 3,000 | 3,000 | 3,600 | 3,600 | 05-20-3138 |
| 9 | Town Planning Fees Charges to applicants for Planning staff's review of applications. | | | | | | 40,000 | 05-20-3139 |
| | Planning Services - Charges to Applicants Charges to applicants for Planning Consultant's review of applications. | | | | 225,000 | | 185,000 | 96-20-3140 |
| 10 | Geological Services - Charges to Applicants Charges to applicants for Geological Consultant's review of applications. | | | | 75,000 | 425,000 | 75,000 | 96-20-3140 |
| 11 | Engineering Services - Charges to Applicants Charges to applicants for Engineering Consultant's review of applications. | | | | 40,000 | | 40,000 | 96-20-3140 |
| 12 | Attorney Services - Charges to Applicants Charges to applicants for legal review of private applications. | | | | 20,000 | | 20,000 | 96-20-3140 |
| | Misc. Consultants - Charges to Applicants | 525,169 | 461,918 | 437,938 | | | | 96-20-3140 |
| | C-1 Stanford Trail - Charges for Applicant | 61,600 | 1,324,032 | 1,094,937 | | | | 96-20-3140 |
| 13 | Miscellaneous <i>Sale of Blue Oaks Parcels</i> | 54,780 | 14,654 | 28,415 | 15,000 | 94,000 | 20,000 | 05-20-3154 |
| | | | | | | 2,790,096 | | 45-00-3375 |
| | Sub-Total | 843,385 | 1,836,454 | 1,601,380 | 414,501 | 3,367,411 | 438,200 | |

TOWN of PORTOLA VALLEY

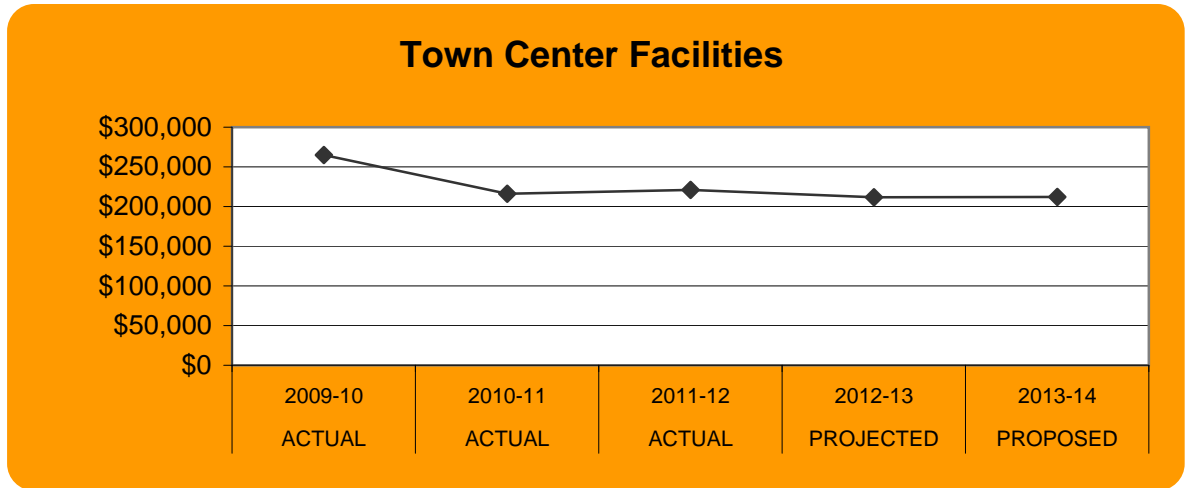
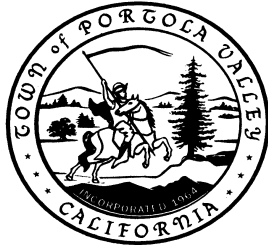
2013-14 BUDGET WORKSHEET



| Account Description/Activity | | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODE |
|------------------------------|---|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|-----------------|
| 1 | Property Taxes - Secured | 1,643,622 | 1,793,543 | 1,836,997 | 2,028,450 | 2,058,250 | 1,972,718 | 05-22-3160 |
| | Town receives 7% of collected property tax revenues from the County, and a 3% growth rate is projected. | | | | | | | |
| 2 | Property Taxes - Unsecured | 48,438 | 44,117 | 46,850 | 47,700 | 48,000 | 49,440 | 05-22-3162 |
| | Non-property fixed assets (boats, airplanes, capital equipment, etc). | | | | | | | |
| 3 | Sales & Use Tax | 97,825 | 135,485 | 166,885 | 174,000 | 181,000 | 172,000 | 05-22-3164 |
| | Revenue estimates of -5% for 2013-14 provided by HdL tax consultants. | | | | | | | |
| 4 | Business License Tax | 87,890 | 93,460 | 74,100 | 94,000 | 84,500 | 85,000 | 05-22-3166 |
| 5 | Real Property Transfer Tax | 79,351 | 78,113 | 72,044 | 80,000 | 138,800 | 100,000 | 05-22-3168 |
| | Transaction tax charged when private property transfers. | | | | | | | |
| 6 | Miscellaneous Other Taxes | 9,866 | 9,946 | 10,790 | 10,000 | 12,000 | 10,000 | 05-22-3170 |
| | | | | | | | | |
| | Sub-Total | 1,966,992 | 2,154,665 | 2,207,666 | 2,434,150 | 2,522,550 | 2,389,158 | |

TOWN of PORTOLA VALLEY

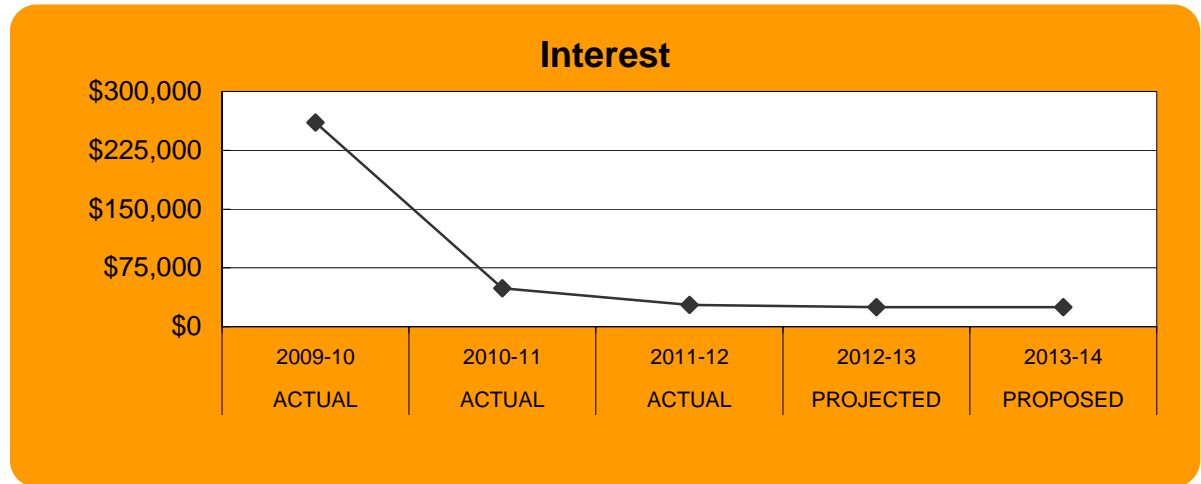
2013-14 BUDGET WORKSHEET



| Account Description/Activity | | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODE |
|------------------------------|--|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|-----------------|
| 1 | Community Hall / Activity Room Rentals | 69,139 | 40,940 | 44,392 | 48,720 | 41,300 | 42,000 | 05-24-3184 |
| | Facilities are available for private use no more than 24 times per calendar year. | | | | | | | |
| 2 | Parking Lot & Field Rentals | 5,137 | 5,537 | 9,397 | 9,000 | 11,500 | 10,000 | 05-24-3188 |
| | Short term rentals of the Town Center parking lot for private parties and events. | | | | | | | |
| 3 | Class Fees | 190,488 | 169,757 | 167,051 | 164,240 | 158,700 | 160,000 | 05-24-3190 |
| | Four activity rooms available. This revenue is offset by instructor fees, see page 28. | | | | | | | |
| Sub-Total | | 264,764 | 216,234 | 220,840 | 221,960 | 211,500 | 212,000 | |

TOWN of PORTOLA VALLEY

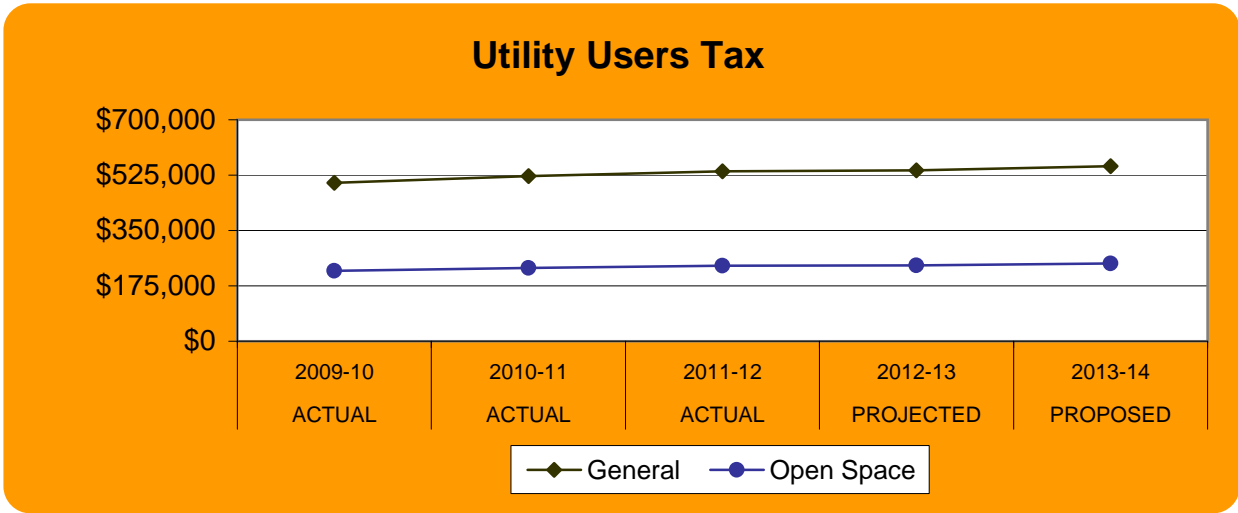
2013-14 BUDGET WORKSHEET



| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODE |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|-----------------|
| 1 Interest | 145,293 | 16,962 | 9,885 | 25,000 | 24,800 | 25,000 | 05-26-3200 |
| The Town's reserves are invested in the State Local Agency Investment Fund, with an average effective yield for the month of April 2013 of 0.264%. | | | | | | | |
| <i>Interest - Restricted</i> | 115,288 | 31,922 | 17,924 | | | | |
| Allocated quarterly based on average cash balances. | | | | | | | |
| Sub-Total | 260,581 | 48,884 | 27,809 | 25,000 | 24,800 | 25,000 | |

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | 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 | 366,801 | 372,369 | 357,442 | 371,548 | 345,500 | 353,792 | 05-28-3220 |
| Telephone | 26,705 | 25,965 | 22,056 | 25,512 | 21,080 | 21,586 | 05-28-3222 |
| Water | 107,178 | 123,617 | 157,390 | 161,538 | 174,000 | 178,176 | 05-28-3224 |
| <i>Sub-Total</i> | 500,684 | 521,951 | 536,888 | 558,598 | 540,580 | 553,554 | |
| 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 | 162,997 | 165,496 | 158,815 | 164,800 | 153,500 | 157,184 | 15-28-3220 |
| Telephone | 11,898 | 11,539 | 9,930 | 11,335 | 9,370 | 9,595 | 15-28-3222 |
| Water | 47,635 | 54,942 | 69,952 | 71,796 | 77,300 | 79,155 | 15-28-3224 |
| <i>Sub-Total</i> | 222,530 | 231,977 | 238,697 | 247,931 | 240,170 | 245,934 | |
| Sub-Total | 723,214 | 753,928 | 775,585 | 806,529 | 780,750 | 799,488 | |

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 | |
| Architectural and Site Control Commission | | Storm Damage/Emergency Repairs | |
| Bicycle, Pedestrian & Traffic Safety | | 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 and Wi-Fi | |
| 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 | | Bank Fees | |
| H.E.A.R.T. JPA | | Sustainability Series | |
| Parks & Recreation Operations | 28 | Town Center Facilities | 33 |
| Parks & Fields Maintenance | | Building Maintenance Equipment & Supplies | |
| Portable Lavatories | | Landscape Supplies & Services | |
| Special Events Insurance | | Janitorial Services | |
| Instructors | | Mechanical Systems Maintenance/Repair | |
| Public Works Operations | 29 | Repairs/Vandalism | |
| Public Road Surface & Drainage | | Property Insurance | |
| Street Sweeping and ROW Maintenance | | Capital Improvements Program | 34 |
| ROW Tree Trimming | | | |

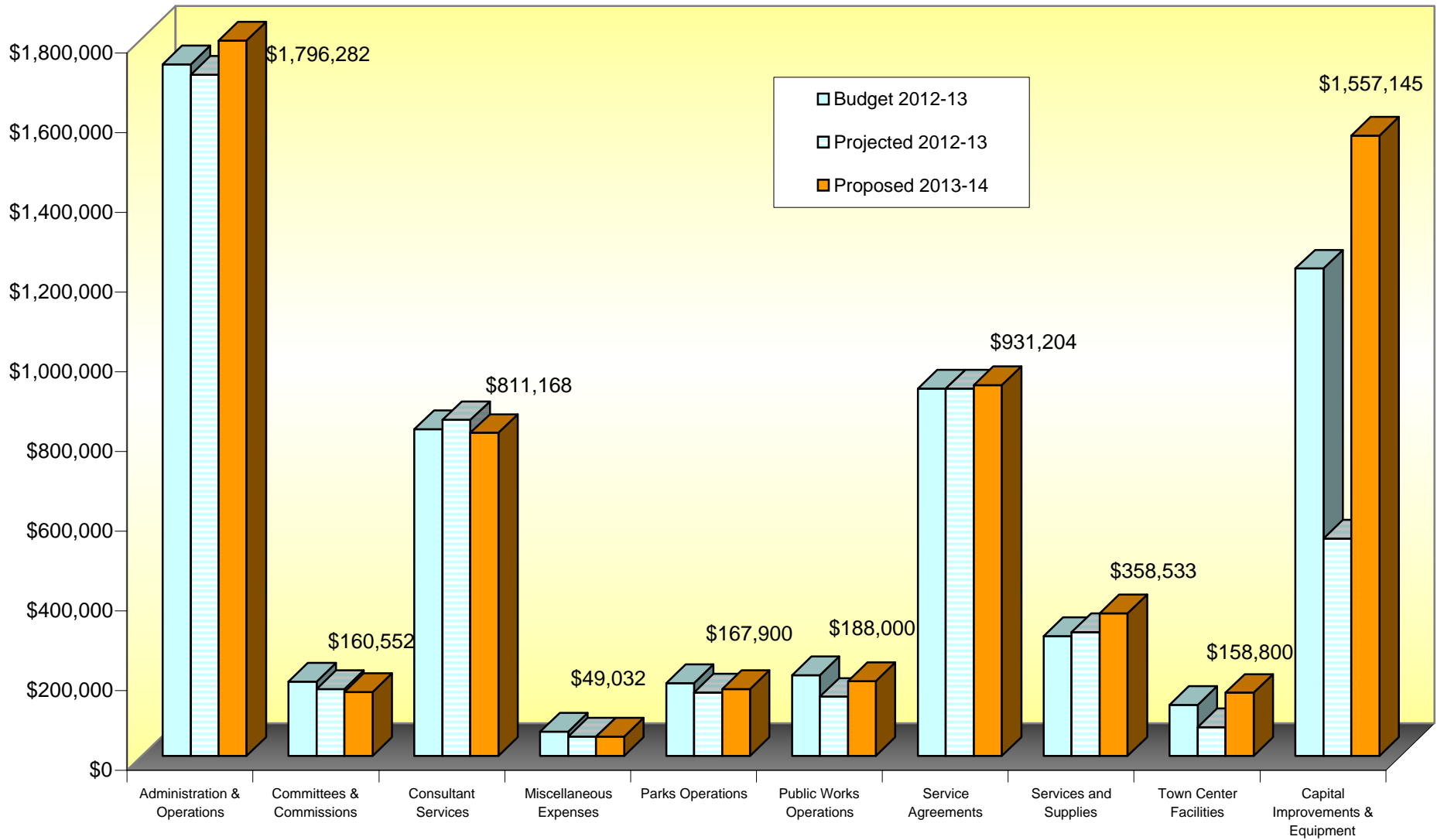
TOWN OF PORTOLA VALLEY

2013-2014 Total Expenditures Budget Summary

| Expenditures | 2012-13 Adopted Budget | 2012-13 Projected at Year End | 2013-14 Proposed Budget | \$/ Change per Projected Year End | %/Change per Adopted 12/13 Budget | %/Change per Projected Year End |
|------------------------------------|------------------------------|-------------------------------------|-------------------------------|---|---|---------------------------------------|
| Administration & Operations | 1,736,488 | 1,710,042 | 1,796,282 | 86,240 | 3.44 | 5.04 |
| Committees & Commissions | 186,649 | 167,778 | 160,552 | -7,226 | (13.98) | (4.31) |
| Consultant Services | 820,445 | 843,539 | 811,168 | -32,371 | (1.13) | (3.84) |
| Miscellaneous Expenses | 61,591 | 49,032 | 49,032 | 0 | (20.39) | - |
| Parks Operations | 182,950 | 159,425 | 167,900 | 8,475 | (8.23) | 5.32 |
| Public Works Operations | 202,730 | 148,730 | 188,000 | 39,270 | (7.27) | 26.40 |
| Service Agreements | 922,497 | 922,376 | 931,204 | 8,828 | 0.94 | 0.96 |
| Services and Supplies | 301,321 | 311,264 | 358,533 | 47,269 | 18.99 | 15.19 |
| Town Center Facilities | 128,841 | 72,511 | 158,800 | 86,289 | 23.25 | 119.00 |
| Subtotal | 4,543,512 | 4,384,697 | 4,621,470 | 236,773 | 1.72 | 5.40 |
| Capital Improvement Program | | | | | | |
| Programs | 1,223,705 | 546,000 | 1,514,145 | 968,145 | 23.73 | 177.32 |
| Equipment | 67,500 | 51,551 | 43,000 | -8,551 | (36.30) | (16.59) |
| Subtotal | 1,291,205 | 597,551 | 1,557,145 | 959,594 | 20.60 | 160.59 |
| Grand Total | 5,834,717 | 4,982,248 | 6,178,615 | 1,196,368 | 6% | 24% |



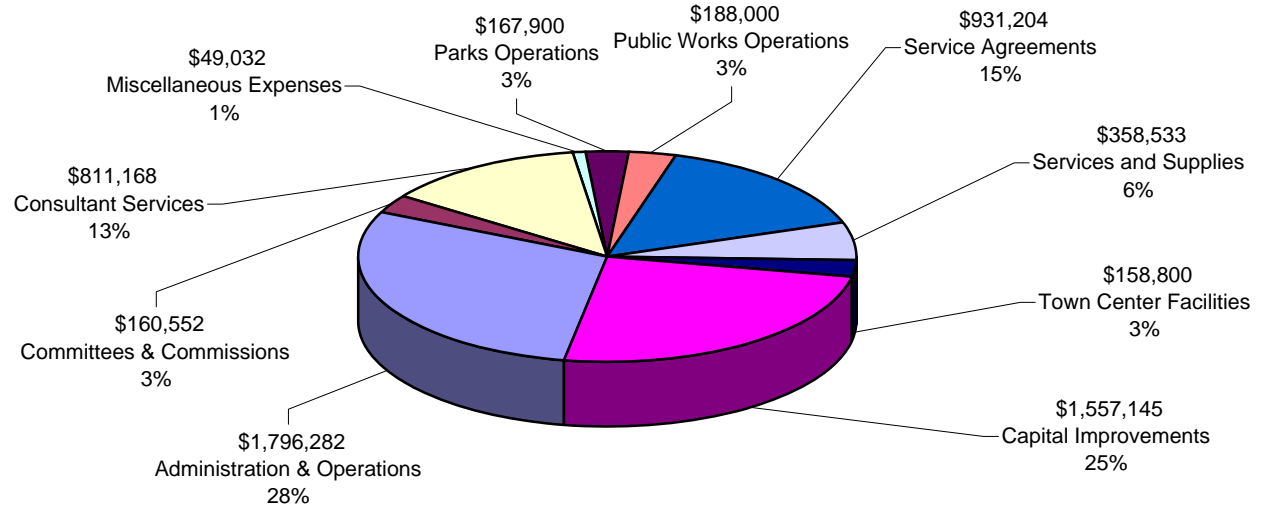
2012-13 Budget/Projected Exps. vs 2013-14 Proposed Expenditures



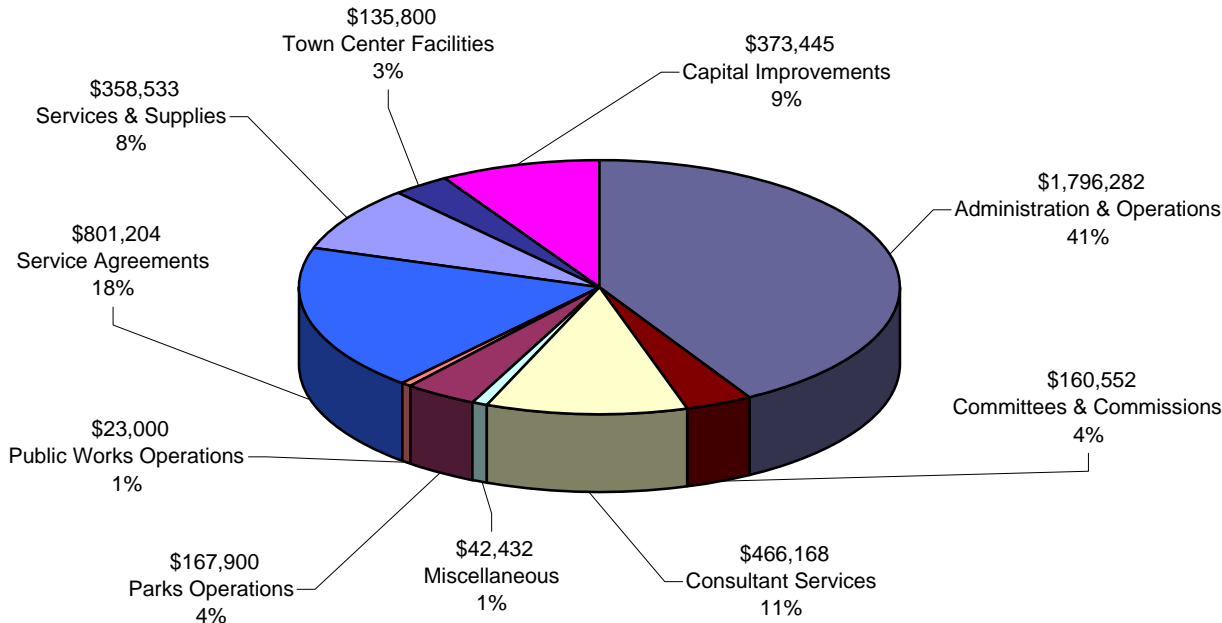
2012-13 EXPENDITURES BUDGET by TOTAL and GENERAL FUND

2013-14 Total Expenditures Total: \$6,178,615

| | |
|-----------------------------|-------------|
| Administration & Operations | \$1,796,282 |
| Committees & Commissions | \$160,552 |
| Consultant Services | \$811,168 |
| Miscellaneous Expenses | \$49,032 |
| Parks Operations | \$167,900 |
| Public Works Operations | \$188,000 |
| Service Agreements | \$931,204 |
| Services and Supplies | \$358,533 |
| Town Center Facilities | \$158,800 |
| Capital Improvements | \$1,557,145 |



2013-14 General Fund Expenditures Total: \$4,325,315



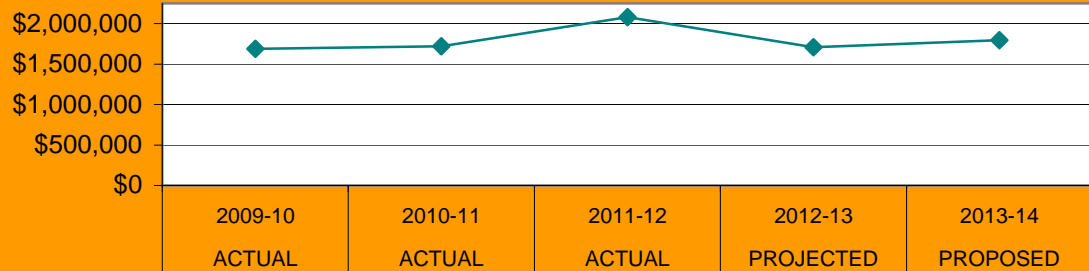
| | |
|-----------------------------|-------------|
| Administration & Operations | \$1,796,282 |
| Committees & Commissions | \$160,552 |
| Consultant Services | \$466,168 |
| Miscellaneous | \$42,432 |
| Parks Operations | \$167,900 |
| Public Works Operations | \$23,000 |
| Service Agreements | \$801,204 |
| Services & Supplies | \$358,533 |
| Town Center Facilities | \$135,800 |
| Capital Improvements | \$373,445 |

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



Administration and Operations



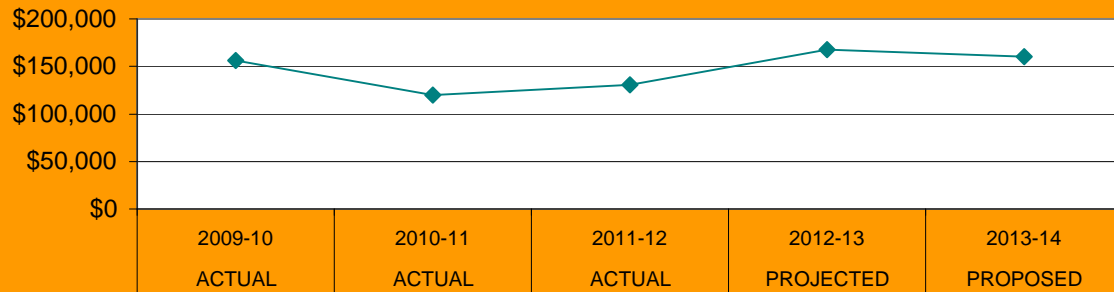
| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODES |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|------------------|
| 1 Permanent Full-Time Staff (14) | | | | | | | |
| Administration/Finance (5) <i>(p/t admin converted to f/t as of 7/1/12)</i> | 371,469 | 382,932 | 372,743 | 332,073 | 390,138 | 441,048 | |
| Planning/Building/Public Wks/Sustain (6) | 501,284 | 514,632 | 493,917 | 544,894 | 458,552 | 601,090 | |
| Maintenance (3) | 174,708 | 181,201 | 182,727 | 187,092 | 187,919 | 176,378 | |
| 2 Permanent Part-Time Staff (1) | | | | | | | |
| Administrative (0) <i>(to full-time as of 7/1/12)</i> | 96,295 | 98,366 | 107,175 | 95,652 | 0 | 0 | 05-50-4040 |
| Horsekeeping (1) | - | 484 | 341 | 484 | 330 | 500 | 05-50-4044 |
| 3 Temporary Staff | | | | | | | |
| Building Inspection (Contractor - 3 weeks) | 22,386 | 6,708 | 3,003 | 7,500 | 6,514 | 7,500 | 05-50-4062 |
| Temporary Planning/Admin Staff - backfill for permanent full-time staff (RGS) | | | | | 160,000 | | |
| 4 Benefits | | | | | | | |
| Retirement - PERS (2011-12 includes payoff of PERS Side Fund (\$319,066)) | 222,739 | 232,385 | 544,521 | 193,857 | 171,530 | 192,271 | 05-50-4080 |
| Retirement - Social Security | 65,945 | 67,871 | 67,703 | 66,012 | 62,527 | 70,044 | 05-50-4082 |
| Medicare | 16,682 | 17,148 | 17,353 | 16,823 | 15,237 | 17,806 | 05-50-4084 |
| Health Insurance/Retiree Service Charges | 179,329 | 189,434 | 198,901 | 229,100 | 209,114 | 251,144 | 05-50-4086 |
| Unemployment/Workers' Compensation | 30,436 | 24,139 | 45,523 | 40,000 | 40,181 | 20,000 | 05-50-4092 |
| Cafeteria Plan Management | | | | | | 2,500 | |
| Automobile Allowance | 4,754 | 5,004 | 5,170 | 6,000 | 6,000 | 9,000 | 05-50-4096 |
| Overtime | 170 | - | - | 2,000 | 2,000 | 2,000 | 05-50-4100 |
| 5 Vacation Sell Back | 1,310 | 0 | 40,369 | 15,000 | 0 | 5,000 | |
| Sub-Total | 1,687,507 | 1,720,304 | 2,079,446 | 1,736,488 | 1,710,042 | 1,796,282 | |

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



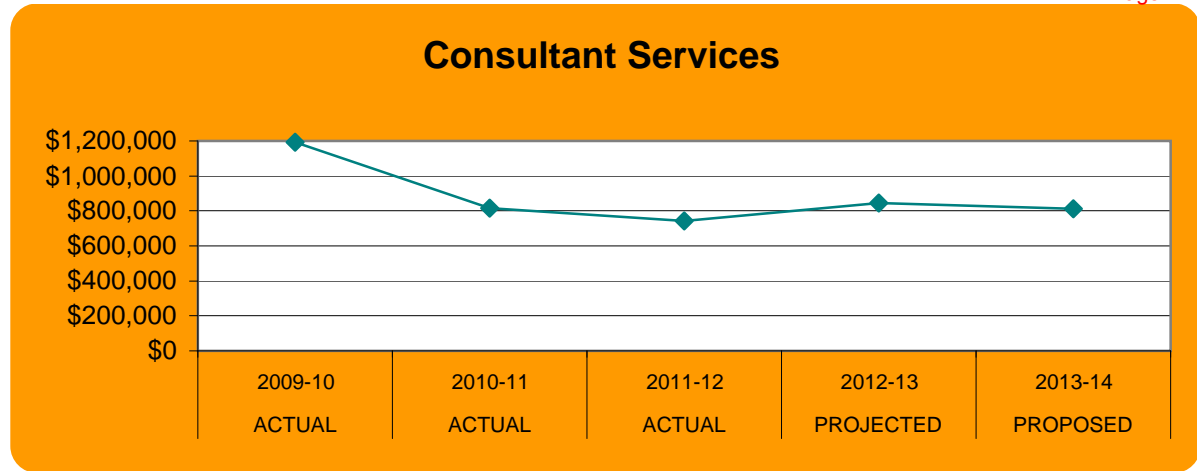
Committees and Commissions



| Account Description/Activity | | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODES |
|------------------------------|---|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|------------------|
| 1 | ASCC | 26,820 | 27,600 | 28,368 | 29,077 | 28,968 | 29,692 | 05-52-4140 |
| | Town Planner retainer for Architectural and Site Control Commission meetings. | | | | | | | |
| 2 | Bicycle, Pedestrian & Traffic Safety | | | | 4,200 | 2,000 | 3,700 | 05-52-4143 |
| 3 | Cable & Utilities Undergrounding | 500 | 1,500 | - | 500 | 0 | 500 | 05-52-4142 |
| 4 | Conservation | 413 | 677 | 70 | 3,200 | 1,158 | 1,000 | 05-52-4144 |
| 5 | Community Events | | | | | | | |
| | Blues & Barbecue (suspended in 2013) | 36,817 | - | 5,136 | 35,000 | 34,426 | 5,000 | 05-52-4146 |
| | Town Picnic | 16,013 | 10,176 | 17,301 | 12,000 | 10,000 | 10,000 | 05-52-4147 |
| | Holiday Party | | | | 10,000 | 7,934 | 12,000 | 05-52-4147 |
| 6 | Cultural Arts | 2,018 | 2,501 | 3,300 | 5,050 | 5,000 | 5,000 | 05-52-4150 |
| | Holiday Fair, Music Series, Art Show | | | | | | | |
| 7 | Emergency Preparedness | 2,497 | 3,762 | 2,720 | 2,380 | 2,350 | 10,000 | 05-52-4152 |
| | Includes cost of microwave line to County and emergency supplies. | | | | | | | |
| 8 | Historic Resources | 2,094 | 2,381 | 63 | 2,600 | 0 | 2,500 | 05-52-4154 |
| | Requesting new file cabinets for Heritage Room | | | | | | | |
| 9 | Open Space Acquisition Advisory -update brochure | 3,637 | - | - | 1,000 | 0 | 0 | 05-52-4156 |
| 10 | Parks & Recreation | | | | | | | |
| | Zots to Tots Run | - | 2,339 | 3,047 | 3,000 | 3,000 | 3,000 | 05-52-4158 |
| | Adult Sports Leagues | 10,773 | 11,630 | 8,879 | 11,000 | 6,378 | 9,000 | 05-52-4160 |
| 11 | Planning | 53,568 | 55,176 | 56,724 | 58,142 | 57,912 | 59,360 | 05-52-4162 |
| | Town Planner retainer for Commission/Council mtgs. | | | | | | | |
| 12 | Science & Nature | 500 | 147 | 812 | 1,000 | 227 | 1,000 | 05-52-4163 |
| 13 | Sustainability | | | 4,098 | 7,000 | 7,000 | 7,300 | 05-52-4165 |
| 14 | Teen | 250 | 1,896 | 438 | 1,500 | 1,425 | 1,500 | 05-52-4166 |
| | Sub-Total | 155,900 | 119,784 | 130,956 | 186,649 | 167,778 | 160,552 | |

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | 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. | 22,323 | 22,794 | 23,025 | 23,645 | 23,350 | 24,168 | 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. | 101,796 | 65,129 | 93,029 | 70,000 | 90,000 | 90,000 | 05-54-4182 |
| 3 Town Attorney - Charges to Applicants Charges to applicants for legal reviews of applications. Paid through the applicant deposit system. | 373,956 | 37,011 | 12,943 | 20,000 | 17,000 | 20,000 | 96-54-4186 |
| 4 Transcription Services Cost to transcribe the proceedings of the Town Council and Planning Commission meetings. | 17,761 | 17,663 | 15,514 | 18,000 | 25,875 | 26,000 | 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. | 13,971 | 6,242 | 0 | 16,000 | 3,000 | 15,000 | 05-54-4189 |
| 6 Town Geologist - Charges to Applicants Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system. | 94,325 | 72,192 | 59,060 | 75,000 | 77,000 | 75,000 | 96-54-4190 |

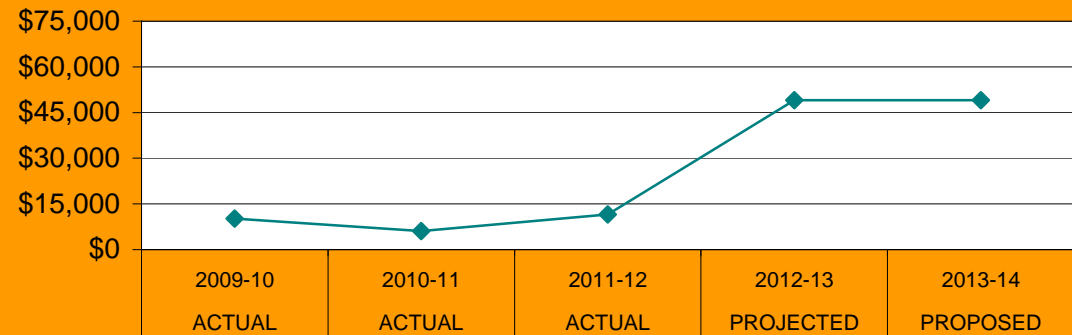
| Account Description/Activity | | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODES |
|------------------------------|---|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|------------------|
| 7 | Engineer Services This provides backup to the Town Engineer (e.g., traffic analysis, surveying, NPDES). Also includes cost of traffic study at Corte Madera. | 7,620 | 2,435 | 550 | 25,000 | 12,000 | 25,000 | 20-54-4192 |
| 8 | Engineer - Charge to Applicants Charges to applicants for engineering consultant review of applications. Public Works inspections paid through applicant deposit system. | 36,709 | 27,354 | 43,299 | 40,000 | 21,000 | 40,000 | 96-54-4194 |
| 9 | Planner 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 (\$59,360 annually) and the Architectural and Site Control Commission (\$29,692 annually). These line items can be found in the Committees & Commissions budget. | 169,212 | 184,731 | 152,290 | 180,000 | 180,000 | 140,000 | 05-54-4196 |
| 10 | Planner - Charge to Applicants Charges to applicants for planning consultant reviews of applications. Paid through applicant deposit system. | 242,922 | 250,480 | 206,734 | 225,000 | 225,000 | 185,000 | 96-54-4198 |
| 11 | Plan Check Services provided to review plans submitted by applicants for consistency with conditions and codes. | 69,950 | 71,726 | 53,092 | 50,000 | 60,000 | 60,000 | 05-54-4200 |
| 12 | Miscellaneous Consultants | | | | | | | |
| | <i>Consultant for Bldg Permit & Related Fees Study</i> | | 8,640 | 21,840 | 0 | | | 05-54-4209 |
| | Peelle - Scanning & Indexing Town Documents | | | | 10,000 | 2,900 | 10,000 | 05-54-4208 |
| | Lynx Tech - GIS Training, Updates, Completion of General Plan Diagrams | 12,933 | 2,327 | 4,155 | 1,800 | 0 | | 05-54-4208 |
| | Waste Management Consultants - Includes annual report to CIWMB. | 1,000 | 360 | 680 | 1,000 | 500 | 1,000 | 05-54-4212 |
| | Website/IT Consulting & Training Services | 19,022 | 21,946 | 21,973 | 25,000 | 19,000 | 25,000 | 05-54-4216 |
| | Water Use/Efficiency Study & Improvements | | | | | | 35,000 | 05-54-4214 |
| | Miscellaneous Consultants | 10,122 | 23,601 | 32,892 | 40,000 | 15,000 | 40,000 | 05-54-4214 |
| | <i>Legal & Planning Consultants - Aff Hsg/Blue Oaks</i> | | | | | 71,914 | | 45-00-4376 |
| | Sub-Total | 1,193,622 | 814,629 | 741,075 | 820,445 | 843,539 | 811,168 | |

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



Miscellaneous Expenses



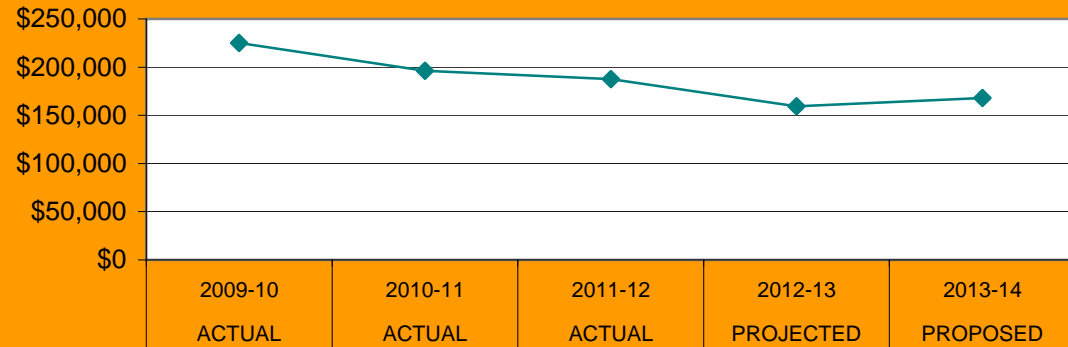
| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODE |
|---|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|-----------------|
| 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. | 8,300 | 4,300 | 10,000 | 10,000 | 11,000 | 11,000 | 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 | 1,591 | 1,591 | 1,432 | 1,432 | 05-56-4223 |
| 4 Risk Management Programs (grant funded) | | | | 20,000 | 6,600 | 6,600 | 08-56-4221 |
| Sub-Total | 10,141 | 6,141 | 11,591 | 61,591 | 49,032 | 49,032 | |

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



Parks & Recreation Operations



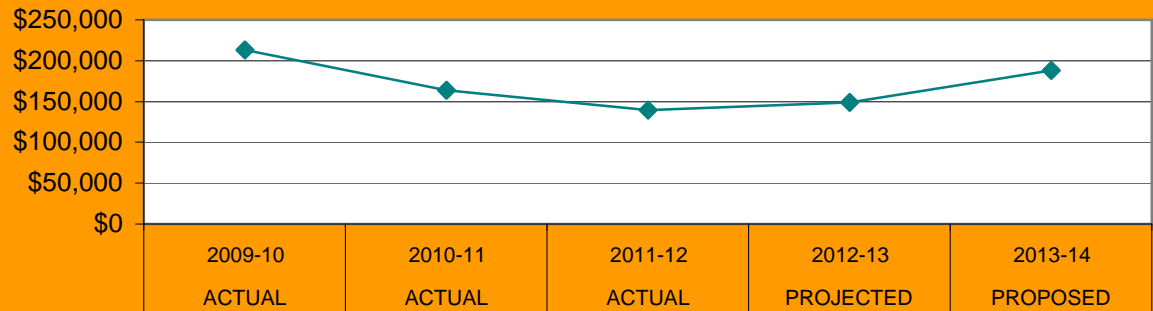
| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODES |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|------------------|
| 1 Parks and Fields Maintenance Maintenance cost for all Town-owned playing fields and parks. | 64,211 | 53,184 | 48,518 | 45,050 | 24,000 | 32,000 | 05-58-4240 |
| 2 Portable Lavatories Portables at both Rossotti and Ford playing fields. | 2,590 | 2,869 | 3,187 | 2,900 | 2,825 | 2,900 | 05-58-4244 |
| 3 Special Event Insurance Insurance to cover classes held at Town Center. | 6,266 | 5,517 | 2,824 | 5,000 | 4,600 | 5,000 | 05-58-4338 |
| 4 Instructors Percentage of fees (80%) remitted to instructors from classroom revenues. | 151,970 | 134,515 | 132,943 | 130,000 | 128,000 | 128,000 | 05-58-4246 |
| Sub-Total | 225,037 | 196,084 | 187,471 | 182,950 | 159,425 | 167,900 | |

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



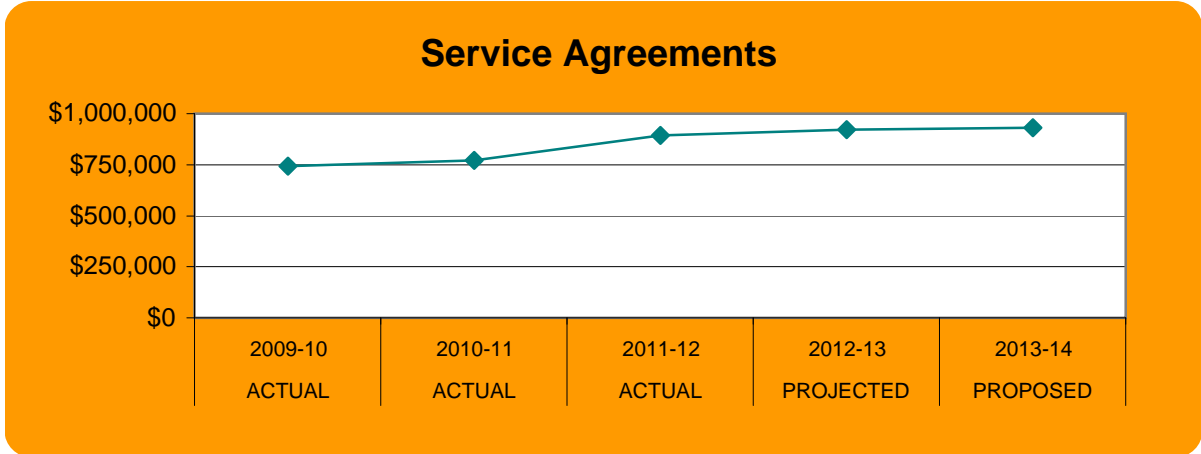
Public Works Operations



| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODES |
|---|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|------------------|
| 1 Public Road Surface & Drainage Maintenance | 68,829 | 35,454 | 30,783 | 50,000 | 21,000 | 35,000 | 20-60-4260 |
| 2 Street Sweeping | 18,425 | 21,187 | 18,425 | 20,000 | 20,000 | 20,000 | 22-60-4262 |
| 3 Right of Way Tree Trimming & Mowing | 15,300 | 25,393 | 30,975 | 25,000 | 25,000 | 25,000 | 20-60-4264 |
| 4 Public Right of Way Litter Clean-up Program | 9,731 | 9,731 | 9,731 | 9,730 | 9,730 | 10,000 | 22-60-4266 |
| 5 Tools and Equipment | 2,108 | 2,470 | 1,796 | 3,000 | 2,000 | 3,000 | 05-60-4267 |
| Includes safety garments, hand tools, and small mowers. | | | | | | | |
| 6 Street Signs, Striping, Crosswalk Maintenance | 1,554 | 14,660 | 8,031 | 15,000 | 2,000 | 15,000 | 20-60-4268 |
| 7 Trail Surface Rehabilitation | 31,410 | 38,819 | 33,297 | 40,000 | 26,000 | 40,000 | 20-60-4270 |
| 8 C-1 Trail Biological Monitor/Maintenance | | | | 20,000 | 13,000 | 20,000 | 05-60-4272 |
| 9 Storm Damage/Emergency Repairs | 64,815 | 16,182 | 6,500 | 20,000 | 30,000 | 20,000 | 20-60-4271 |
| Non-disaster related storm damage. | | | | | | | |
| <i>Sudden Oak Death Spraying in Right of Way</i> | 750 | 0 | 0 | | | | |
| <i>Included in ROW Tree Trimming budget</i> | | | | | | | |
| Sub-Total | 212,922 | 163,896 | 139,538 | 202,730 | 148,730 | 188,000 | |

TOWN of PORTOLA VALLEY

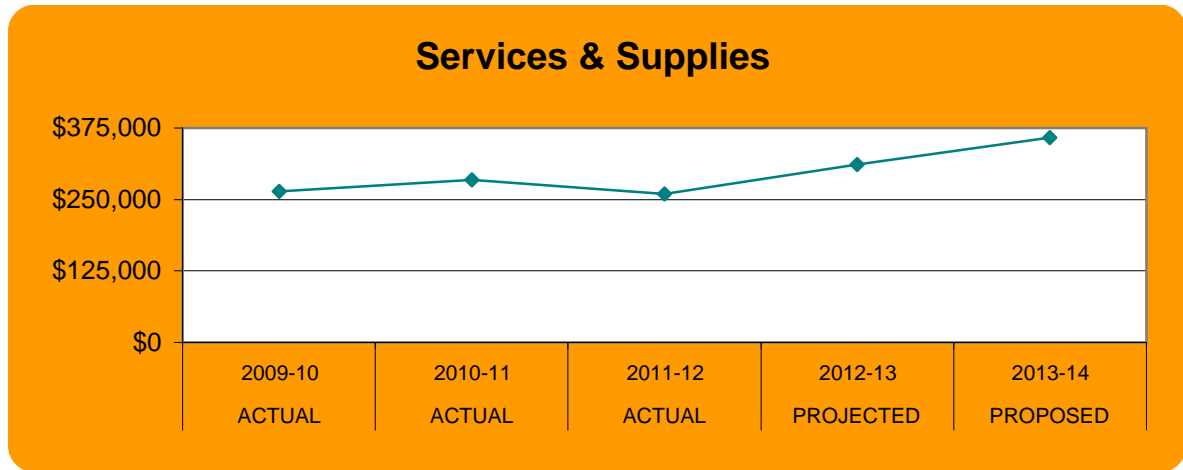
2013-14 BUDGET WORKSHEET



| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODES |
|---|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|------------------|
| 1 Animal Control Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo County. | 27,338 | 32,321 | 35,919 | 36,099 | 36,099 | 28,712 | 05-62-4280 |
| 2 San Mateo County Sheriff's Office Contract law enforcement through San Mateo County. This is the second year of a three-year agreement. | 498,601 | 546,189 | 598,145 | 616,229 | 616,229 | 624,716 | 05-62-4282 |
| 3 Additional Traffic Patrols Portion of program to be funded by General Fund. | 99,135 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 30-62-4284 |
| Portion of program to be funded by Public Safety Fund. | 85,865 | 65,000 | 30,155 | 151,868 | 151,868 | 129,424 | 05-62-4284 |
| | 13,270 | 10,308 | 110,000 | 0 | 0 | 30,000 | 10-62-4284 |
| 4 Emergency Services Council JPA | 12,968 | 13,250 | 13,394 | 13,400 | 13,328 | 13,500 | 05-62-4286 |
| 5 NPDES Stormwater Program Cost of county-wide stormwater discharge permit as mandated by Federal and State legislation. | 4,698 | 3,600 | 4,852 | 4,901 | 4,852 | 4,852 | 05-62-4288 |
| Sub-Total | 741,875 | 770,668 | 892,465 | 922,497 | 922,376 | 931,204 | |

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODES |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|------------------|
| 1 Codification Annual codification of the Town's ordinances. | 0 | 2,668 | 0 | 5,000 | 4,624 | 0 | 05-64-4300 |
| 2 Elections Bi-annual Town elections. Funds used to pay County to administer Town elections. | 15,070 | 0 | 0 | 0 | 51 | 14,000 | 05-64-4302 |
| 3 Liability Insurance/Bonds Town's liability insurance, automobile insurance and officials' bonding. ABAG has increased liability cap from \$10 to \$15 million. | 33,325 | 30,993 | 34,873 | 35,601 | 42,075 | 54,698 | 05-64-4304 |
| 4 Office Supplies Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible. | 14,778 | 16,940 | 12,504 | 15,000 | 14,000 | 15,000 | 05-64-4308 |
| 5 Town Publications Production costs for postcards | 21,663 | 17,256 | 12,409 | 14,600 | 13,000 | 2,800 | 05-64-4310 |
| 6 Web Site & Spam Filtering Includes offsite hosting of Municipal Code, security certificate for website, website hosting, and spam filtering services. Also includes upgraded Content Management System in 2013-14. | 3,817 | 4,399 | 7,309 | 3,500 | 4,000 | 21,000 | 05-64-4311 |
| 7 Office Equipment - Maintenance & Repairs Includes copier lease; computers and repairs. | 17,405 | 25,458 | 11,852 | 12,200 | 11,325 | 11,000 | 05-64-4312 |

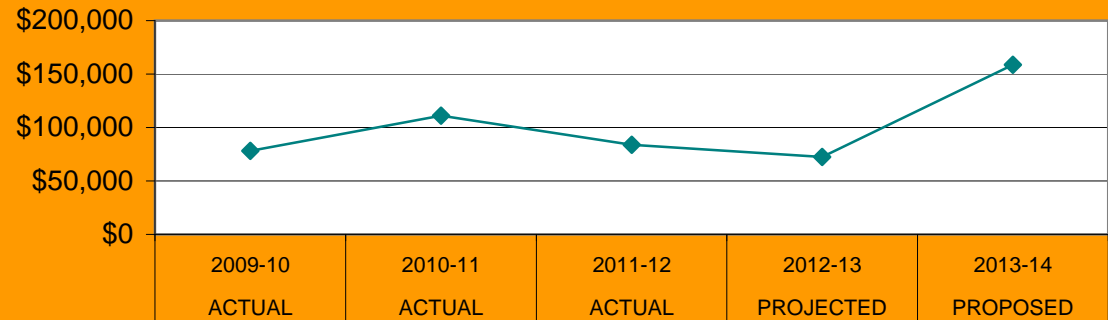
| Account Description/Activity | | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODES |
|------------------------------|---|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|------------------|
| 8 | Equipment Service Contracts | 11,305 | 9,633 | 13,301 | 12,200 | 12,000 | 14,000 | 05-64-4314 |
| | Maintenance agreements for GIS/financial software, postal meter and other servicing as needed. | | | | | | | |
| 9 | Postage | 10,985 | 9,895 | 4,819 | 8,000 | 4,200 | 6,000 | 05-64-4316 |
| 10 | Telephones and Wi-Fi Internet | 6,592 | 7,107 | 7,088 | 7,500 | 4,320 | 6,500 | 05-64-4318 |
| | Includes land lines, cell phones, and wi-fi service. | | | | | | | |
| 11 | Advertising | 5,958 | 5,301 | 6,334 | 6,000 | 7,500 | 8,000 | 05-64-4320 |
| | Legal notices and advertisements. | | | | | | | |
| 12 | Dues | 21,609 | 21,783 | 20,511 | 24,000 | 22,000 | 24,500 | 05-64-4322 |
| 13 | Education & Training - Staff | 2,031 | 3,127 | 2,408 | 5,000 | 4,572 | 10,000 | 05-64-4326 |
| 14 | Education & Training - Council, Commissions, & Committees | 1,111 | 1,671 | 1,681 | 2,000 | 2,027 | 2,200 | 05-64-4327 |
| 15 | Mileage Reimbursement (2013 rate is 0.555/mile) | 3,036 | 2,047 | 1,794 | 3,000 | 1,800 | 3,000 | 05-64-4328 |
| 16 | Utilities | | | | | | | |
| | PG&E and water expenses for Town Center buildings and fields. | | | | | | | |
| | PG&E | 48,982 | 54,257 | 66,005 | 64,000 | 9,540 | 10,000 | |
| | Cal-Water Recreational (Fields & Triangle Park) | | | | | 63,440 | 66,600 | 05-64-4330 |
| | Cal-Water Non-Recreational | | | | | 3,000 | 3,200 | |
| 17 | Fire Prevention/Wood Chipping | 20,137 | 34,090 | 29,259 | 40,000 | 40,000 | 40,000 | 05-64-4333 |
| | Woodside Fire Protection District fire prevention/wood chipping. Includes annual renewal fee for Rapid Notify Contract. | | | | | | | |
| 18 | Vehicle Maintenance | 11,293 | 10,454 | 11,783 | 12,500 | 13,356 | 12,500 | 05-64-4334 |
| | Includes yearly service of all vehicles and fuel costs. | | | | | | | |
| 19 | Miscellaneous | 9,084 | 17,206 | 6,432 | 15,000 | 19,000 | 15,000 | 05-64-4336 |
| 20 | Bank Fees (includes fees for ADP Payroll Processing) | 4,337 | 2,737 | 4,845 | 7,000 | 8,434 | 9,000 | 05-64-4337 |
| 21 | Sustainability Series | 1,217 | 6,776 | 4,563 | 9,220 | 7,000 | 9,535 | 05-64-4335 |
| | Sub-Total | 263,735 | 283,797 | 259,769 | 301,321 | 311,264 | 358,533 | |

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



Town Center Facilities



| Account Description/Activity | ACTUAL 2009-10 | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2012-13 | PROJECTED 2012-13 | PROPOSED 2013-14 | ACCOUNT CODES |
|---|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|------------------|
| 1 Building Maintenance Equipment & Supplies | 13,950 | 19,675 | 18,469 | 20,000 | 7,000 | 15,000 | 05-66-4340 |
| 2 Community Hall | 9,800 | 21,406 | 10,911 | 20,000 | 17,500 | 25,000 | 05-66-4341 |
| Includes post-event janitorial, maintenance costs, deep cleaning and annual usage audit. | | | | | | | |
| 3 Landscape Supplies and Services | 26,334 | 32,816 | 21,204 | 35,000 | 20,000 | 35,000 | 05-66-4342 |
| Includes care of native plantings and trees. | | | | | | | |
| 4 Janitorial Services - Town Center buildings | 7,105 | 8,891 | 9,229 | 17,000 | 2,000 | 34,000 | 05-66-4344 |
| 5 Janitorial Services - Library | | | | | | 16,000 | 25-66-4344 |
| 6 Mechanical Systems Maintenance/Repairs | 19,313 | 21,876 | 15,543 | 20,000 | 17,500 | 20,000 | 05-66-4346 |
| Includes maintenance of electrical, photovoltaic, & dashboard. | | | | | | | |
| 7 Library General Maintenance | | | 3,204 | 10,000 | 2,930 | 7,000 | 25-66-4340 |
| 8 Repairs/Vandalism | 137 | 936 | 0 | 1,000 | 0 | 1,000 | 05-66-4348 |
| 9 Property Insurance | 1,446 | 5,380 | 5,310 | 5,841 | 5,581 | 5,800 | 05-66-4350 |
| Sub-Total | 78,085 | 110,979 | 83,870 | 128,841 | 72,511 | 158,800 | |

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



| Capital Improvements: Programs | | ACCOUNT | APPROVED | PROJECTED | PROPOSED |
|--------------------------------|--|------------|------------------|----------------|------------------|
| Account Description/Activity | | CODE | 2012-13 | 2012-13 | 2013-14 |
| 1 | Annual Street Resurfacing Program | | | | |
| | Construction | 22-68-4530 | 25,000 | 50,000 | 0 |
| | | 60-68-4530 | 200,000 | 200,000 | 230,000 |
| | | 65-68-4530 | 143,000 | 95,000 | |
| 2 | Annual Street Resurfacing - Testing & Inspections | 05-68-4530 | 35,000 | 35,000 | 40,000 |
| 3 | Annual Street Resurfacing - Future Year Design | 05-68-4503 | 40,000 | 40,000 | 35,000 |
| 3 | Springdown Open Space Improvement | 15-68-4414 | 90,705 | 1,000 | 90,700 |
| 4 | Storm Drain Inventory/Repairs | | | | |
| | Replacement and repairs | 22-68-4413 | 50,000 | 25,000 | 35,000 |
| 5 | Ford Field Renovation | 05-68-4531 | 308,000 | 100,000 | 163,445 |
| | | 08-68-4531 | 232,000 | 0 | 232,000 |
| 6 | Crowder Trail Improvements (Stanford) | 05-68-4532 | 100,000 | 0 | 100,000 |
| 7 | Upper Alpine (Funded by CalTrans Emergency Relief) | 50-68-**** | | | 300,000 |
| 8 | OBAG Road Improvements (Funded by Federal Grant) | 08-68-**** | | | 224,000 |
| | OBAG Required Local Match for Project | 65-68-**** | | | 29,000 |
| 9 | Lighting Improvements for Library | 25-68-**** | | | 35,000 |
| | Sub-Total | | 1,223,705 | 546,000 | 1,514,145 |



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: June 12, 2013

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

RECOMMENDATION

It is recommended that the Town Council approve funding for not-for-profit agencies providing services benefiting the Town, its residents, or the larger Peninsula community, in an amount not to exceed \$10,000.

DISCUSSION

Annually, the Town receives requests from a number of not-for-profit agencies. The Town Council reviews these funding requests and determines the allocation amount that each agency will receive.

For fiscal year 2012/13 the Council made the following allocations:

| | |
|--------------------------------------|-----------------|
| Joint Venture Silicon Valley | \$500 |
| Peninsula Conflict Resolution Center | 1,300 |
| San Francisquito Watershed Project | 5,200 |
| Sustainable San Mateo County | 3,000 |
| HIP Housing | <u>1,000</u> |
| TOTAL | \$11,000 |

The Town has received the following requests for fiscal year 2013/14 funding:

| | |
|--------------------------------------|-----------------|
| HIP Housing | \$2,500 |
| Jobs for Youth Workforce Development | 570 |
| Joint Venture Silicon Valley | 500 |
| Peninsula Conflict Resolution Center | 1,365 |
| San Francisquito Watershed Project | 5,200 |
| Sustainable San Mateo County | <u>4,000</u> |
| TOTAL | \$14,135 |

After discussion, please let me know if you would like to include any of these agency requests, or others, in the proposed 2013/14 budget.

Attached Proposals:

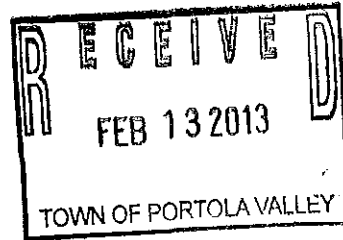
1. HIP Housing
2. Jobs for Youth Workforce Development
3. Joint Venture Silicon Valley
4. Peninsula Conflict Resolution Center
5. San Francisquito Watershed Project
6. Sustainable San Mateo County



HIPhousing

February 13, 2013

Mr. Nick Pegueros
Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA94028



Dear Mr. Pegueros,

On behalf of HIP Housing, I respectfully request a grant of \$2,500 from the Town of Portola Valley, to help the organization to continue to provide creative, affordable, housing solutions to the residents of San Mateo County. By matching those with space in their homes, with those who need an affordable place to live, HIP Housing's Home Sharing Program turns existing housing stock into new affordable housing. It's a win-win for low-income people who work, or live in San Mateo County – it's fast, immediate and does not require new building.

HIP Housing provides a vital lifeline and housing services to the residents of all 20 cities in San Mateo County. This is why we are asking each town and city to contribute a minimum of \$5,000 to create a "fair share" approach to solving the affordable housing crisis. Our goal is that every town and city who benefits from HIP Housing's programs will actively participate in funding them. It is our hope that Portola Valley contributes a minimum amount of \$2,500 towards this "fair share" approach to housing.

For the residents of the Town of Portola Valley, HIP Housing's Home Sharing Program has proven itself to be a valuable resource, and is cited many times in the town's 2009-2014 Housing Element Update. The program is also included in the town's "Programs, Quantified Objectives & Action Plan", which was "designed to meet the town's housing needs and implement the town's housing goals". We witness and address the acute need for affordable housing for many of our county's residents every day. I would be happy to make an informational presentation to the Town Council and/or the Ad-Hoc Committee on Affordable Housing regarding HIP Housing's programs.

I know that the next fiscal year will present many challenges, and our dedicated Board and staff are ready to meet them head on. It is my sincere hope that the Town of Portola Valley will be by HIP Housing's side again in 2013-2014, as we continue to provide affordable housing to people in need. I thank you for your past support, and for your kind consideration of this funding request.

Sincerely,

Kate Comfort Harr
Executive Director

Cc: Steve Padovan, Interim Planning Department Manager

Human Investment Project
364 South Railroad Avenue
San Mateo, CA 94401

p 650 348-6660
f 650 348-0284
www.HIPhousing.org

A Place to Call Home

- Home Sharing
- Self-Sufficiency
- Property Development

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Clarice Veloso
Development Director
Norma Quiroz
Accounting Director

**HIP Housing
(Human Investment Project)**

**Funding Proposal to the Town of Portola Valley
Fiscal Year 2013-2014**

Request for Funding

Thank you for reviewing HIP Housing's proposal for fiscal year 2013-2014. HIP Housing respectfully requests \$2,500 in support from the Town of Portola Valley, with the goal to provide creative affordable housing solutions for those who choose to live or work in their township.

HIP Housing hopes the Town of Portola Valley will join the other 17 cities in the County of San Mateo that provide funding support for HIP Housing. This support strengthens each individual city, as well as the County as a whole.

With the elimination of Redevelopment agencies, HIP Housing faces a significant gap in funding in 2013-2014. To partly alleviate this funding gap, the State requirement that each city accommodate its "fair share" of the local housing need provides a collaborative way that HIP Housing and the each city in the County can meet the need for affordable housing. We are asking each town and city to contribute a minimum of \$2,500 to create a "fair share" approach to housing, so that together we can provide a home to individuals and families at all income levels.

Critical Need for Affordable Housing Programs

The uncertainty surrounding today's economy continues to negatively impact low-income individuals and families throughout San Mateo County. San Mateo County is the second most expensive place in the country to live, second only to New York and tied with San Francisco. The average monthly rent for a one-bedroom apartment in San Mateo County is \$1,925, an increase of 14.9% since last year (Source: San Mateo County Housing Indicators September 2012). These high rents mean finding an affordable place to live is out of reach for low-income individuals and families, seniors on fixed income, or persons with disabilities. HIP Housing's programs are often a low-income person's only realistic, workable solution.

HIP Housing - 40 Years of Serving the Community

Since 1972, we have provided creative affordable housing solutions throughout San Mateo County, helping 16,000 people to find housing. Annually, we provide 2,200 people with housing and field 3,000 calls for housing referrals. We accomplish this through three programs: Home Sharing, Self-Sufficiency, and Property Development.

HIP Housing Programs:

1. **Home Sharing Program:** Home sharing matches those who have room in their home or apartment with those who need a place to live. The average rent for a seeker in a Home Sharing arrangement is only \$607. From seniors aging in place on a fixed income, to low paid home health aides and service personnel, everyone benefits from our successful home sharing arrangements.

This program enables residents to stay connected with each other, and remain living and working in their community. In fiscal year 2011-2012, countywide the Home Sharing Program interviewed 1,945 persons. Of those interviewed, 97% were low-income, 30% were seniors, 40% were persons with disabilities and 80% were homeless or at-risk of homelessness.

Continued

**HIP Housing Funding Proposal
Town of Portola Valley
February 2013**

There were an additional 3,172 calls received during the year from persons inquiring about HIP Housing's programs or how to apply for affordable/subsidized housing. This number represents a 14% increase from the previous fiscal year. These persons received information that helped them establish a plan to address their affordable housing needs.

During FY 11-12, 311 persons were placed in shared housing arrangements and there were an additional 360 households matched in previous fiscal years who were still sharing housing together. Before joining the program, home sharing clients spent on average 48% of their income on housing costs while after finding a housemate, they were able to reduce their amount of income spent on housing to 30%.

The foreclosure crisis has also resulted in inquires from homeowners, as home sharing provides struggling homeowners with the extra income they need to be able to keep their home. Residents, often seniors, can also apply for a "service-exchange", in which the more able-bodied housemate helps with light housekeeping in exchange for reduced or no rent. Service-exchanges enable seniors to remain independent in their home.

2. **Self Sufficiency Program:** This program enables low-income families to transition to self-reliance by providing housing subsidies, case management, connection to education and job training, and other resources. Families benefit from monthly Life Skills Workshops, on topics such as budgeting, career coaching and family nutrition.

In 2011-2012, countywide the Program provided housing and case-management services to 75 families. Evaluations of the success of the Self-Sufficiency Program report the program is incredibly successful in helping families become self-reliant. Attached to this letter is a flyer with the story of three graduates of the program who have become homeowners.

3. **Property Development:** HIP Housing owns 13 below market rate rental properties in five cities throughout San Mateo County for a total of 212 units of affordable housing. With the help of professional property managers, HIP Housing is able to directly house 450 people in our properties.

Impact on Portola

For residents of Portola Valley, HIP Housing's Home Sharing Program is a valuable resource, as it helps people who are integral to the community, such as teachers and service workers, be able to live and work in San Mateo County. With housing costs so high, people who work in retail, domestic workers, and home health aids are forced to move, or commute long hours, unless they have affordable housing options.

Most importantly, HIP Housing programs address the goals of the Town of Portola Valley's 2009-2014 Housing Element. The Home Sharing Program is cited in Housing Element Update adopted by the Portola Valley Town Council in December 2009:

Section 2410: "The town has encouraged residents to participate in the Human Investment Project shared housing program for many years. This program matches people looking for housing with people who wish to rent rooms in houses they own."

Section 2415c: "Because of the relatively high number of older residents living in town who may have homes larger than they need, this program seems like a good match for our town. The town will continue this program and will work with HIP Housing to provide information about the program to residents."

Continued

**HIP Housing Funding Proposal
Town of Portola Valley
February 2013**

Section 2493 a and b: “The town’s planning department will continue to work with HIP Housing to publicize its services in the town. Participation in this program is likely to continue at the same rate.”

The Town’s Housing Element also sites that the senior population has risen from 14 percent in 1980 to 21 percent in 2008, and senior citizens comprise the majority of lower income households in the town. A survey of the town’s largest employees reveals that most of the people who teach the town’s children, work for town government, and provide services for the town’s seniors citizens cannot afford to live in Portola Valley. HIP Housing’s Home Sharing Program will help provide affordable housing services to the town’s low-income seniors, teachers and government staff as well as help provide a portion of the town’s share of affordable housing as mandated by the Regional Housing Needs Allocation (RHNA).

Outreach to the Community

HIP Housing conducts extensive outreach to educate the community about its programs:

- ◆ Participation on committees such as Housing Leadership Council, Older Adults Multicultural Committee, Daly City Peninsula Partnership and the Redwood City Interagency Forum.
- ◆ Attendance at events/faires to distribute materials: Senior Health faires, Foreclosure Prevention workshops, San Mateo County New Employee welcomes, County Health faires, Chamber Business Expo, Homeless and Veterans Connect events, County Fair – Senior Day, Bi National Resource Fair, Pacifica Resource Center event, Silicon Valley Positive Aging Forum.
- ◆ Presentations conducted: South San Francisco, Daly City and Redwood City City Councils, Board of Supervisors, Redwood City Housing and Human Concerns Committee, City of San Mateo Community Relations Aging & Adult Services Casework team, First Step for Families Homeless Shelter, Redwood City Senior Affairs Commission, Safe Harbor shelter, International Association of Administrative Professionals, Rebuilding Together Peninsula Homeowner orientations, Maple Street Support Team, Menlo Park Senior Center, Housing Leadership Day, Commission on Aging, San Carlos Adult Community Center, Senior Roundtable, Twin Pines Senior, Human Services Agency, United Way 211, Adolescent Long Term Foster Care and Peninsula Educational Organization.
- ◆ Fairs attended included: Redwood City Interagency Forum, Sequoia Hospital Homecoming Project, San Mateo County Employee Health fair, Homeless Connect, Broadmoor Presbyterian Church Resource Fair, Foster City Senior Health Fair and Seniors on the Move.
- ◆ Public Service Announcements sent quarterly to local radio and television stations. Some radio stations also placed information on their website about HIP Housing’s programs.
- ◆ Each month a flyer about HIP Housing’s available housing opportunities is emailed to over 1,500 nonprofit organizations, churches and religious affiliates, libraries, Housing Staff, School Districts, small businesses, Homeowner Associations, San Mateo County employees, Senior Centers, City Clerks and other local organizations.
- ◆ Articles about the Home Sharing Program and HIP Housing were published in the San Mateo County Times, The Unruly Mob, The Daily Journal, Community Information Newsletter, and the San Francisco Chronicle.

Continued

**HIP Housing Funding Proposal
Town of Portola Valley
February 2013**

- ◆ Inservices were held and information to: PG&E Energy Partners, Family Service Agency, Community Action Agency, PIA, Housing Outreach Team, Clara Mateo/Inn Vision.
- ◆ Mailings were sent during the year to churches & religious organizations, Homeowner Associations, downtown businesses, Senior Centers, and Libraries.

Conclusion:

We urge the Town of Portola Valley to join the other cities in San Mateo County to support HIP Housing's programs. Together we can provide more housing options, which will strengthen both Portola Valley and the County of San Mateo. Attached are flyers on the Home Sharing Program and Self-Sufficiency Programs, and a list of cities that have supported HIP Housing to provide the town with more information.

HIP Housing's programs were created to prevent homelessness, and help low-income individuals and families break through the barriers that hold them back, and move forward towards a confident and self-reliant future. In order for the Town of Portola Valley to maintain a strong and vibrant community, its residents must have access to the kind of affordable housing programs that will directly address their individual needs.

With the support of the Town of Portola Valley, HIP Housing will answer this need for stable, permanent, affordable housing, providing direct assistance through our programs to the residents of Portola Valley. We are grateful to the Town of Portola Valley for its past support of our programs, and we thank you in advance for your kind consideration of this funding request.

Continued

**HIP Housing Funding Proposal
Town of Portola Valley
February 2013**

| HIP Housing (Human Investment Project) | |
|--|-----------|
| Town of Portola Valley Projected Budget | |
| (July 1, 2013 - June 30, 2014) | |
| Salaries | |
| Direct services - 85% | \$1,290 |
| Administration - 15% | |
| Benefits & Payroll Taxes | 357 |
| Insurance | 159 |
| Audit/Accounting | 89 |
| Rent/Maintenance | 309 |
| Travel/Car/Telephone | 102 |
| Postage/brochures/printing | 52 |
| Outreach | 9 |
| Office Supplies | 45 |
| Computer/Equipment/Maintance | 88 |
| Total Requested | \$2,500 |
| | |
| | |
| Total Home Sharing Budget Projected 2012/2013: | \$513,515 |
| | |
| <i>Town of Portola Valley Request Percentage of Total:</i> | <i>4%</i> |

Self-Sufficiency Program

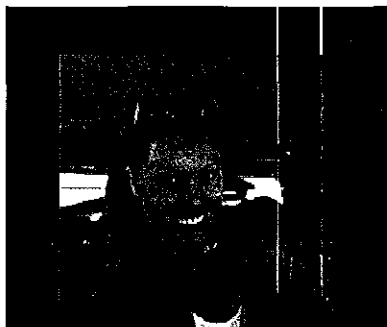
"A place to call home of their own..."

Three clients become first time homebuyers



Unable to keep up with the housing costs in San Mateo County, Eyrus and her family became homeless. After entering a family shelter in August 2006, they were accepted to the Self-Sufficiency Program. During her time in the Self-Sufficiency Program, Eyrus completed the Computer Applications & Office Skills at JobTrain and went on to pursue Medical Administrative Assistant training. She then obtained a job as a Medical Administrative Assistant at Stanford University and became a full-time permanent employee in January 2008.

In 2009 Eyrus applied & was accepted to Habitat for Humanity to be a potential homeowner. She put in 500 "sweat equity" hours with the help of family, friends, and HIP Housing Staff as one of the qualifications for the purchase of the home. In May, 2010, she became the owner of her very first 3 Bedroom home located in East Palo Alto.



When Chelsea was accepted to HIP Housing's Self-Sufficiency Program in 2008, she was working as a waitress part-time. She started community college to complete her AA in Interdisciplinary Studies, with a long term goal of becoming a Nurse. With the help of HIP Housing, she opened an Individual Development Account (IDA) to save money towards Nursing school. In November 2010, she applied to purchase a one bedroom condo in San Mateo and was able to use the money she saved in the IDA program towards the down payment on the condo!

In December 2010, after excelling in all her classes, she completed her AA degree. Then in March 2011, she closed the deal on the condo and was accepted to the BA Nursing program at SF State to start in fall 2011! Chelsea and her 5 year old daughter are now happy homeowners and Chelsea has a wonderful career in nursing ahead of her.



Regina came to the US at the age of 13 to live with her mother. Regina "rebelled" in the US because she felt she didn't have a childhood, as she was the caretaker of her younger siblings, and worked and cleaned for her extended family. At the age of 15, she ran away, became pregnant and got married. Regina eventually divorced in 2008.

Regina was determined to get back on her feet and obtain affordable housing for herself and her children, so she applied, and was accepted, into the Self-Sufficiency Program in August 2008. Regina had been working as an interior landscaper for 5 years, and started pursuing a degree in Human Services. Regina worked hard in school and her job, and paid down her debt with consistency. In 2011, she applied for a 3 bedroom condo in Redwood City through Habitat for Humanity and was approved! Regina and her family received the keys to their home this Fall.

HIP Housing's Main Office
364 South Railroad Avenue
San Mateo, CA 94401
Tel: 650-348-6660
Fax: 650-348-0284
www.hiphousing.org



Home Sharing

Meeting Your Housing Needs

How would you like a housing solution that reduces your living expenses?

Home Sharing is a living arrangement in which two or more unrelated people share a home or apartment. And with today's economic challenges, Home Sharing can provide a means to meet the housing needs of people from all walks of life.

"(Home) sharing offers an alternative to the pressures often associated with housing expenses, both parties reap numerous benefits:

- Save money
- Added security
- Increase independence
- Reduce financial worry
- Share utility costs
- Provide mutual assistance

"I'm getting my financial situation turned around little by little by not having a big housing expense."

Why Home Share?

There are a variety of reasons for pursuing a home sharing arrangement. By alleviating the pressures often associated with housing expenses, both parties reap numerous benefits:

- Save money
- Added security
- Increase independence
- Reduce financial worry
- Share utility costs
- Provide mutual assistance

How Does Home Sharing Work?

A home provider has an extra room(s) or separate unit available to a home seeker who is looking for a place to live. HIP Housing can facilitate two types of home sharing arrangements, the majority of which are Rent Exchanges:

Rent Exchange: A home provider matches with a home seeker who pays rent

Service Exchange: A home provider matches with a home seeker who exchanges services in lieu of or for reduced rent

Why Use HIP Housing?

HIP Housing is a nonprofit organization that has, since 1972, provided free home sharing services in San Mateo County. We personally and professionally dedicate our time, tools, expertise and bilingual services to helping people find alternative housing solutions.

Contact us today to make an appointment with one of our housing coordinators.

We're here to help! Call 650-348-6660



Dear Town Administrator Nick Pegueros,

The Jobs for Youth staff and volunteers would like to invite you to our 31st Annual Awards Fundraising Breakfast on May 23 at 7:30am at the Foster City Crowne Plaza Hotel. We thank you for your continued support in assisting us with providing employment services to the youth in San Mateo County.

Last year, we served over 2,000 youth and placed 296 of them in jobs and internships throughout the county. This year we held three youth resource/job fairs through out San Mateo County inviting partners, colleges, and employers to the event. With that effort, 407 youth were served at those events. In addition, we continued to partner with Kaiser, Palo Alto Medical Foundation, Metropolitan Transportation Commission, San Francisco Airport, and the County of San Mateo to coordinate unsubsidized summer internships. Last year, 19 students were gifted \$1,000 scholarships, and one outstanding student received \$2000 through the Al Tegliia Jobs for Youth Endowment Fund. This fund was created to provide college and vocational scholarships for program participants.

Jobs for Youth is a unique program designed to serve all youths ages 14 to 21-years-old regardless of income or socio-economic background at **no cost to them or employers**. They learn to master job applications, prepare for interviews, create resumes, and are provided with job and/or internship leads. Program participants are also offered bus passes, work and interview clothing. We have offices in three locations to serve youth countywide: Redwood City, Daly City, and San Mateo.

Ongoing support from cities, schools, businesses, and civic organizations, like yours, provide youth in our communities a chance for success. **We kindly request a contribution of \$570 from the Town of Portola Valley or an amount agreeable to you and the city council members. All contributions go directly to youth services.** If you would like more information, please call the program coordinator, Ruby Tomas, 650-301-8492.

Sincerely,

Don Horsley
Jobs for Youth Honorary Chairperson
President, San Mateo County Board of Supervisors

Ron Kahn
Jobs for Youth Chairman
Better Homes and Garden Realty

GROWING OUR FUTURE WORKFORCE

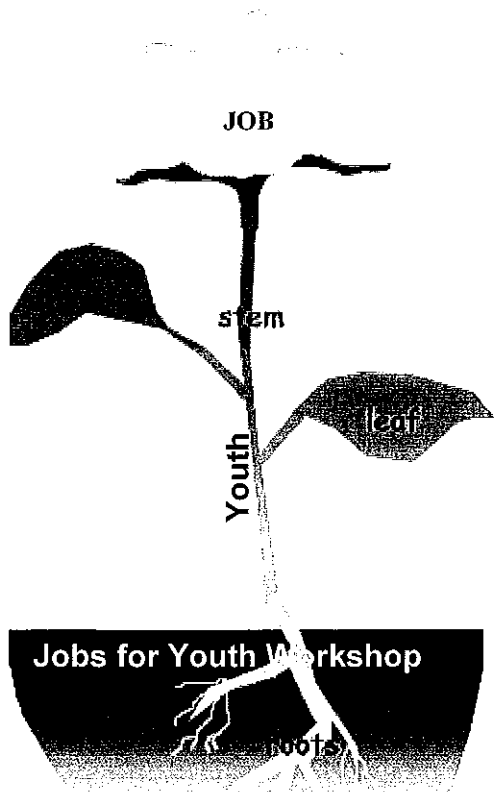
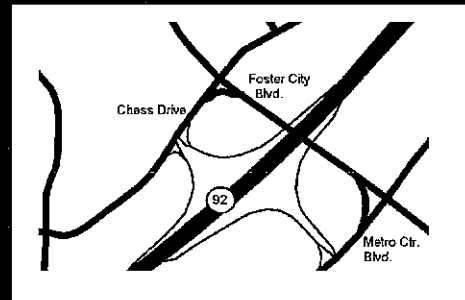
YOU ARE COORDIALLY INVITED TO ATTEND THE

Jobs for Youth 31st Annual Fundraising Breakfast

ON THURSDAY, MAY 23, 2013
7:30—9:00 A.M.

Breakfast Promptly Served at 7:30 A.M.

FOSTER CITY CROWNE PLAZA HOTEL
1221 CHESS DRIVE, FOSTER CITY CALIFORNIA



**ALL PROCEEDS GO DIRECTLY
TO YOUTH
SERVICE AND SCHOLARSHIPS**

**\$45 PER PERSON
OR
\$400 PER TABLE OF 10**

FOR RESERVATIONS

Debra Bonnets
Phone: (650) 302-3374
Email: dbonnet@cityofsanmateo.org

FOR JOB INFORMATION

Debra City & County Job
Phone: (650) 302-3374
Email: dbonnet@cityofsanmateo.org

JOBS FOR YOUTH HONORARY CHAIR PERSON

*Supervisor Don Horsley
President Board of Supervisors, San Mateo County*

JOBS FOR YOUTH CHAIRMAN

*Ron Kahn
Better Homes and Gardens Real Estate*

SPECIAL BUSINESS RECOGNITION

AL TEGLIA JOB FOR YOUTH ENDOWMENT FUND

Youth Scholarship Recipients

10TH ANNUAL MARY LOUISE PASKEVICH AWARD

*Gloria Vanderhorst
San Mateo County Human Services Agency*



| CITIES | 2009-2010 | | | 2010-2011 | | | 2011-2012 | | |
|---------------------------------------|--------------|------------|------------|--------------|------------|------------|--------------|------------|-----------|
| | PARTICIPANTS | PLACEMENTS | % | PARTICIPANTS | PLACEMENTS | % | PARTICIPANTS | PLACEMENTS | % |
| ATHERTON | 0 | 0 | 0% | 10 | 3 | 30% | 30 | 3 | 10% |
| BELMONT | 18 | 7 | 39% | 54 | 9 | 17% | 25 | 6 | 4% |
| BRISBANE | 6 | 0 | 0% | 7 | 1 | 14% | 6 | 2 | 3% |
| BURLINGAME | 36 | 1 | 3% | 45 | 2 | 4% | 29 | 7 | 4% |
| COLMA | 8 | 0 | 0% | 13 | 2 | 15% | 8 | 3 | 3% |
| DALY CITY | 620 | 25 | 4% | 625 | 39 | 6% | 347 | 47 | 7% |
| EAST PALO ALTO | 141 | 69 | 49% | 211 | 62 | 29% | 149 | 13 | 11% |
| EL GRANADA | 1 | 0 | 0% | 2 | 1 | 50% | 8 | 1 | 8% |
| EMERALD HILLS | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% |
| FOSTER CITY | 29 | 1 | 3% | 42 | 0 | 0% | 87 | 10 | 9% |
| HALF MOON BAY | 22 | 8 | 36% | 14 | 6 | 43% | 33 | 6 | 6% |
| HILLSBOROUGH | 3 | 1 | 33% | 6 | 1 | 17% | 6 | 0 | 0% |
| LA HONDA | 7 | 6 | 86% | 0 | 0 | 0% | 0 | 0 | 0% |
| LOMA MAR | 2 | 1 | 50% | 0 | 0 | 0% | 0 | 0 | 0% |
| MENLO PARK | 38 | 14 | 37% | 111 | 25 | 23% | 114 | 17 | 7% |
| MILLBRAE | 64 | 8 | 13% | 100 | 6 | 6% | 62 | 10 | 6% |
| MONTARA | 3 | 1 | 33% | 1 | 1 | 100% | 1 | 0 | 0% |
| MOSS BEACH | 3 | 1 | 33% | 2 | 1 | 50% | 4 | 0 | 0% |
| PACIFICA | 82 | 3 | 4% | 114 | 13 | 11% | 83 | 19 | 4% |
| PESCADERO | 12 | 9 | 75% | 0 | 0 | 0% | 0 | 0 | 0% |
| PORTOLA VALLEY | 2 | 2 | 100% | 7 | 5 | 71% | 16 | 5 | 3% |
| REDWOOD CITY | 227 | 104 | 46% | 526 | 186 | 35% | 399 | 50 | 8% |
| SAN BRUNO | 225 | 14 | 6% | 123 | 15 | 12% | 111 | 8 | 14% |
| SAN CARLOS | 17 | 6 | 35% | 70 | 11 | 16% | 44 | 6 | 7% |
| SAN GREGORIO | 0 | 0 | 0% | 0 | 0 | 0% | 1 | 0 | 0% |
| SAN MATEO | 304 | 45 | 15% | 347 | 43 | 12% | 410 | 54 | 8% |
| SOUTH SAN FRANCISCO | 244 | 15 | 6% | 226 | 24 | 11% | 175 | 27 | 6% |
| WOODSIDE | 7 | 6 | 86% | 9 | 5 | 56% | 7 | 2 | 4% |
| *COUNTIES OUTSIDE OF SAN MATEO COUNTY | 82 | 7 | 9% | 29 | 2 | 7% | 0 | 0 | 0% |
| GRAND TOTAL | 2203 | 354 | 16% | 2694 | 463 | 17% | 2155 | 296 | 7% |

“Like us” on Facebook

PeninsulaWorks-Daly City

271 92nd St.
Daly City, CA 94015
650-301-8434
(Fax) 650-757-3224

Human Services Agency-

Redwood City

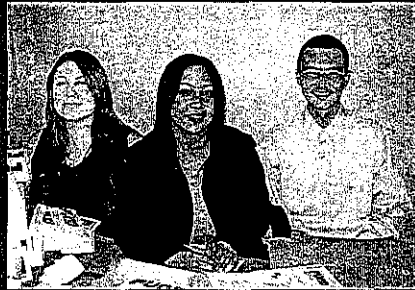
2500 Middlefield Rd.
Redwood City, CA 94063
650-599-3827
(Fax) 650-367-1335

San Mateo Adult School

(No Jobs for Youth representative on-site)
789 East Poplar Ave.
San Mateo, CA 94401
650-301-8434
(Fax) 650-757-3224

To request a presentation at your site, please contact a Jobs for Youth specialist nearest you.

Funded and sponsored by the San Mateo County Human Services Agency, the cities of San Mateo County, PeninsulaWorks, private businesses and individuals. In addition, monetary donations are received from the Jobs for Youth Annual Fundraising breakfast in May.



Mission Statement

To provide youth with employment services that will assist them in gaining the necessary job skills to be successful in their employment goals.

JOBS FOR YOUTH



SAN MATEO COUNTY WORKFORCE DEVELOPMENT

Connecting
our youth to the
business community.



What is Jobs for Youth?

Jobs for Youth is a program designed to help young people develop their job search skills.

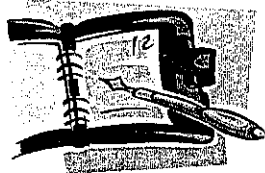
Who can apply & how much does it cost?

Youth between the ages of 14-21 and who live in San Mateo County can apply to the program. There are no income eligibility requirements to join this program.

How can Jobs for Youth help me?

Jobs for Youth offers:

- 1) Job placement assistance (job referrals)
- 2) One-on-one job counseling
- 3) Job preparation workshops:
 - Mastering the job application forms
 - Interviewing skills
 - Resume writing assistance
 - Job search web sites for teens



How do I apply?

Application Procedures:



All interested youth must call their nearest location to sign up for a job preparation workshop (see reverse side for contact information).

Internship Opportunities

Jobs for Youth offers paid and non-paid student internship opportunities on a year-round basis. Student internship opportunities are located at the Jobs for Youth offices.

(see reverse side for contact information).

Interview Clothing

The program can assist active participants with interview attire. For more information, please contact a Jobs for Youth Specialist at your nearest location (see reverse side for contact information).

Al Teglia Jobs for Youth Endowment Fund Scholarships



The Al Teglia Jobs for Youth Endowment Fund is a component of the Jobs for Youth program which provides vocational and educational scholarships. Scholarship awardees are recognized at the Jobs for Youth Annual Fundraising Breakfast in May. Scholarship applications begin in December. To apply, please contact a Jobs for Youth Specialist nearest you.

Donation information

The Al Teglia Jobs for Youth Endowment Fund has no overhead costs. Every dollar donated goes directly to a youth scholarship. Contributions are tax deductible. **To donate, please make checks payable to "Al Teglia Jobs for Youth Endowment Fund."** Donations can be mailed to 271 92nd Street, Daly City, CA 94015.

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Hon. Chuck Reed, Co-Chair
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Sobrato Development Companies

Gautam Srivastava
LSI Corporation

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Building & Construction Trades Council

Linda Thor
Foot Hill De-Anza Community College District

Mark Walker
Applied Materials

Linda Williams
Planned Parenthood Mar Monte

Patricia Williams
Merrill Lynch / Bank of America

Daniel Yost
Omick, Herrington & Sutcliffe, LLP

5 April 2013

Mr. Nick Pegueros
Town Manager
Town of Portola Valley
765 Portola Valley Road
Portola Valley, California 94028

Dear Mr. Pegueros:

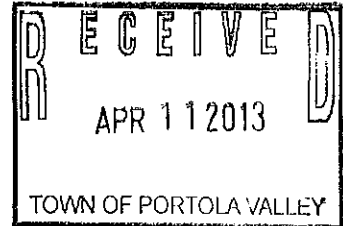
I am writing to thank you for your past support for Joint Venture Silicon Valley and to request your participation for the coming fiscal year. 30 of our region's jurisdictions and joint powers authorities invested in our core operations for the current year and 19 cities, counties, and economic development corporations participate in our economic development alliance.

As an organization devoted to the region, Joint Venture devotes its resources to programs that are advantageous to Silicon Valley as a whole and that emphasize collaboration amongst, and shared benefits for, local government. Our initiatives continue to grow and evolve with input from all of our stakeholders. The current portfolio includes:

Public Sector Climate Task Force: The Task Force supports and augments local agency staff in sustainability and operational roles to share resources, identify common concerns and solutions, and learn from the best. Recent programs include: 15 cities and counties producing government operations emissions inventories in 2013 and 20 agencies currently participating in a group-procurement for alternative energy.

Silicon Valley Economic Development Alliance: The Silicon Valley EDA is comprised of cities and counties focused on achieving individual and regional economic development goals while maximizing scarce resources through professional development, best practices, and common tools. The EDA hosts a popular broker breakfast series throughout the year to highlight development opportunities in member jurisdictions.

Climate Prosperity: Originally launched in 2009, this program marries interest in greenhouse gas reductions and the adoption of emerging technologies. In 2012 a strategic planning effort led to the development of a Smart Energy Enterprise Development Zone (SEEDZ) which will deploy a portfolio of smart energy elements. We see SEEDZ becoming a showcase for the nation, showing the strength of community-based approaches to energy efficiency and reliability.



Wireless Communication: For several years running, we have led collaboration between the wireless industry, cities, businesses and residents working to improve the wireless infrastructure in Silicon Valley and eliminate dead spots. The consortium builds on existing relationships with municipal governments to extend Silicon Valley's wireless data & communications infrastructure.

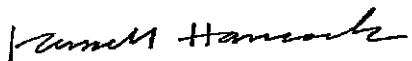
In appreciation for your support and in recognition of the fiscal constraints you face, we have kept the requested contribution from each city constant for several years, while adding to the programs we offer and providing other advantages, such as complimentary seats at the State of the Valley conference.

Here is a list of those jurisdictions that participated with us in the most recent fiscal year:

| | | |
|--|-----------------------|-----------------------------|
| City/County Association of Governments, San Mateo County | City of Morgan Hill | City of South San Francisco |
| City of Burlingame | City of Mountain View | City of Sunnyvale |
| City of Cupertino | City of Newark | County of San Mateo |
| City of East Palo Alto | City of Pacifica | County of Santa Clara |
| City of Foster City | City of Palo Alto | Rethink Waste |
| City of Fremont | City of Redwood City | Town of Colma |
| City of Gilroy | City of San Carlos | Town of Los Altos Hills |
| City of Half Moon Bay | City of San Jose | Town of Los Gatos |
| City of Los Altos | City of Santa Clara | Town of Portola Valley |
| City of Menlo Park | City of Santa Cruz | |
| | City of Saratoga | |

Participation in Joint Venture brings our cities the opportunity to share in projects and activities that tap into the power of collaboration, reduce individual costs, and increase value for our members. We hope you will continue to participate and take advantage of those opportunities.

Sincerely,



Russell Hancock
President & CEO

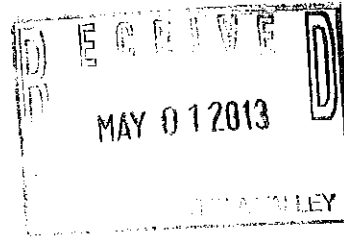
Copy: Brandi de Garmeaux

Attachment: Invoice



April 29, 2013

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



Dear Mr. Pegueros,

We know that our cities are faced with budget challenges that require hard choices. We hope that you continue to see the value of PCRC's services, and that you will make the choice to continue to contract with us. Last year, we asked for a 5% COLA increase. **We are not asking for an additional increase, this year.**

When state, county and city services are being reduced or restructured, PCRC is needed in the community more than ever. **PCRC's services alleviate the costs of lawsuits, police responses, and many types of calls for city services** such as code enforcement and planning. We help relieve the burden on your already strained resources.

A few examples:

- A neighborhood dispute can lead to multiple complaints to city staff and elected officials. A referral to PCRC can help create resolution and no more calls to city hall.
- PCRC has trained over 100 public employees in facilitative leadership skills. 90% said that the information was applicable to their work. These staff will be more able to manage situations before they become HR problems.
- PCRC facilitators helped a city gather input about community priorities that will inform the City Council's budgeting process.

I believe that PCRC's services truly make a difference in our community, and I've seen it first hand. Working hand-in-hand with local government, we are making our neighborhoods safer, stronger and more resilient. I hope you will continue to be PCRC's partner. **A 2012-2013 proposed contract is enclosed. Please let me know if you will renew by June 1, 2012.**

Please feel free to contact me with any questions.

Best regards,


Michelle Vilchez
Executive Director



Peninsula Conflict Resolution Center
Empowering people. Building relationships. Reducing violence.

Agreement for the Provision of Community Mediation Services

The Peninsula Conflict Resolution Center (PCRC), a 501(c)(3) public benefit corporation, wishes to provide conflict resolution services for the **Town of Portola Valley(City)**.

The Peninsula Conflict Resolution Center is an independent contractor, organized in accordance with the laws of California and is capable of performing the conflict resolution services described in this agreement.

PCRC and Portola Valley agree as follows:

1. **SERVICES.** The PCRC shall provide the services described in Exhibit A, attached to and made a part of this agreement.
2. **FUNDING.** Funding by the City shall be in advance and shall be \$1365. PCRC shall provide documentation to specify how the funds requested shall be spent, including such details as the City deems appropriate. Additional documentation may be requested by the City.
3. **CONTRACT TERM.** This contract shall commence on July 1, 2013 and shall terminate on June 30, 2014 unless terminated before that time, as described in Paragraph 6 of this agreement.
4. **PROGRAM REPORTS.** A performance report shall be submitted to the City on a quarterly basis. This report shall include a description of all program activity related to this contract for the particular quarter.
5. **BREACH OF CONTRACT.** The City reserves the right to waive any and all breaches of this contract, any such waiver shall not be deemed a waiver of all previous or subsequent breaches. In the event the City chooses to waive a particular breach of this contract, it may condition said waiver on payment by PCRC of actual damages occasioned by such breach of contract. PCRC shall make every effort to resolve the breach quickly and amicably.
6. **TERMINATION.** In the event the PCRC is unable to fulfill its responsibilities under this contract for any reason whatsoever, including circumstances beyond its control, the City may terminate this contract. Either party to this agreement may terminate this contract without cause by giving 10 days written notice to the other party. If the contract is terminated, PCRC shall return a prorated amount of funding to the City.
7. **INTEREST OF PUBLIC OFFICIALS.** No members, officer or employee or agents of the City, no member of the City Council, and no other public official exercising any function or responsibility with respect to this program during his/her tenure, shall have any interest, direct or indirect, in this contract or a related subcontract or the proceeds thereof.

- 8. **RELATIONSHIP OF PARTIES.** It is expressly understood that PCRC is an independent contractor and that no agency, employee or other relationship is intended to be or is established by this contract.
- 9. **INSPECTION OF PROGRAM.** It is understood that periodic review of PCRC's program may be necessary and the right to do so is reserved by the City.
- 10. **ASSIGNABILITY.** PCRC shall not assign in this agreement and shall not transfer any interest in the same, without the prior written consent of the City.
- 11. **HOLD HARMLESS AND INSURANCE.** PCRC agrees (1) to hold harmless and indemnify the City and its officers and employees from and against any and all claims, loss, liability, damage and expense arising from performance of this contract, including claims, loss, liability, damage and expense caused or claimed to be caused by passive negligence of the City or its officers or employees. (2) to defend (City), its officers or employees there-against; provided however that this provision does not apply to claims, loss, liability, damage or expense arising from (a) the sole negligence or willful misconduct of (City) or (b) the active negligence of (City).

General liability and automobile liability insurance shall provide the following minimum benefits: (1) general liability, including comprehensive form, personal injury, broad form property damage, contractual and premises/operation in limits of \$1,000,000. aggregate, bodily injury and property damage combined; (2) automobile liability in limits of \$1,000,000, bodily injury and property damage combined. Additionally, workers compensation insurance in at least the minimum statutory amounts shall be maintained. All liability insurance policies shall specify (City), its elective and appointed boards, commissions, officers, agents and employees as additional insureds. A certificate of insurance shall be provided to (City) prior to performance pursuant to this contract. It shall include policy endorsement verifying City's additional insured status. Further, any changes in insurance, required herein must be approved in writing by the City Attorney's Office.

12. **NONDISCRIMINATION.**

General: No person shall, on the basis of race, color, national origin, religious affiliation or non affiliation, marital status, medical condition, sex, age, handicap, sexual orientation or political affiliation be excluded from participation in, be denied the benefits or be subjected to discrimination, under this agreement.

Employment: PCRC shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluation and management relations, for all employees under this agreement. PCRC's personnel policies shall be made available to the City upon request.

13. **PROJECT REPRESENTATION.** PCRC and the City hereby designate the following agents to act as project representatives and receive all notices in the matters dealing with the performance of work, under this agreement.

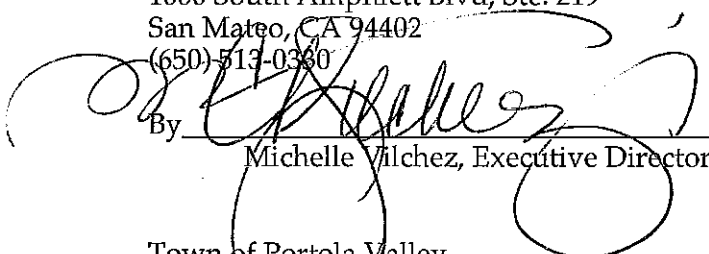
PCRC: Michelle Vilchez, Executive Director

CITY: Nick Pegueros, Town Manager

- 14. **DISPUTE RESOLUTION.** In the event that differences relating to this contract, or to the relationship between the contracting parties, should arise during the term of this agreement, both parties will pursue resolution using an interest-based, non-adversarial approach and utilizing the services of a neutral third party mediator if direct negotiations are not successful.
- 15. **ADDITIONAL PROVISIONS.** Additional provisions, if any, are contained in Exhibit A, attached to this document.

In witness thereof, this agreement has been duly executed by the parties named above.

PENINSULA CONFLICT RESOLUTION CENTER
1660 South Amphlett Blvd, Ste. 219
San Mateo, CA 94402
(650) 513-0380

By  Date 9/29/13
Michelle Vilchez, Executive Director

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

By _____ Date _____

EXHIBIT "A"

I. **What PCRC will provide**

Services to be provided to the Town of Portola Valley through this contract are described below.

A. **Information Services**

All of the services in this category are unlimited and free of charge.

- 1) **Information and Referral:** A resource person is available by telephone, to assist residents who have specific questions relating to a conflict. Through this conversation the resident may clarify issues of concern, be given specific information about common practices related to their issue of concern and receive a referral to an appropriate agency/resource.
- 2) **Information and Assistance:** A resource person assists the concerned caller to de-escalate feelings, clarify issues and underlying needs, develop possible solution options, and begin to design an approach to dispute resolution.
- 3) **Promotion of Use of Conflict Resolution Services:** PCRC staff and volunteers will make presentations and develop press releases and media coverage. PCRC will provide brochures and other printed materials to be kept in public areas where community members are likely to seek resource information.

B. **Mediation Services for Individuals**

Some services in this category have a modest fee (see below).

- 1) **One Party Assistance:** A resource person assists a party to a dispute to think through a conflict situation, including clarifying issues and interests of involved parties, exploring approaches to dealing with the situation and solution options and assisting with the selection of an approach to resolution.
- 2) **Conciliation:** Conciliation is the resolution of a conflict through the intervention of a neutral third party, without the disputing parties coming together in a face-to-face mediation. A case development process, involving contacts with both/all involved parties, is initiated and during that process, a resolution of concerns is achieved, to the satisfaction of the involved parties.
- 3) **Mediation:** Mediation through PCRC involves a face-to-face meeting between disputing parties. With the assistance of a panel of trained volunteer mediators, parties work through a non-adversarial problem solving process and attempt to develop a mutually acceptable resolution to the issues of concern. There is a two-fold focus: development of a satisfying and durable agreement and, when appropriate, the preservation of an effective relationship. If a mediation is scheduled, each party is asked to pay \$30.

Through this contract, the City is subsidizing the provision of private mediation services to those who reside or work in the City. These services assist with conflict situations between *individuals*. The types of conflicts may include: landlord/tenant disputes, issues between two neighbors (either owners or renters), consumer disputes, roommate problems, conflicts between friends, plus some domestic or family issues.

PCRC also provides mediation services in more complex situations that involve multiple parties and/or multiple issues. For example: workplace disputes; intra- or extra-organizational conflicts, multi-neighbor disputes or public controversies. See C. Additional Conflict Resolution Services.

C. Additional Conflict Resolution Services

If the City, residents or local organizations use the services described below, this contract provides a 10% discount off of PCRC's standard fee schedule (available upon request).

- 1) **Training:** PCRC offers orientations to city staff about the mediation program and its services as part of the basic contract. In addition, PCRC can train groups in theory and practice of interest-based conflict management, negotiation, communication, and facilitation skills. Training sessions are tailored to the particular needs of the group and have proven useful to city departments heads, front-line staff, commission members, workplace teams, community service providers as well as other groups.
- 2) **Conflict Assessment/Consultation:** PCRC can assist cities, as well as local community organizations and other groups, to assess specific conflict situations, analyze concerns of stakeholders and develop strategies for pro-active and interest based conflict resolution. The conflict assessment process usually involves PCRC contacting stakeholders to gather input and provide information about conflict resolution options. An assessment report can be prepared and provided to the client.
- 3) **Mediation Services for Complex Situations:** PCRC's staff and volunteers provide the same high quality of mediation services in multi-party, multi-issue, complex disputes as we do for individual disputes. This requires a more advanced level of mediation training and experience and more a more intensive preparation process.

Examples of complex mediation situations include: workplace conflict between supervisor and supervisee; workplace issues affecting a whole team; a neighborhood issue involving multiple households; a public controversy in which the City or other institution is involved.

- 4) **Conflict Resolution System Design:** PCRC assists organizations in building internal conflict resolution capacity, i.e. the development of policies and procedures for interest-based dispute prevention and early resolution. This service is tailored to the unique needs of the individual group, but is based on recognized and proven design principles.
- 5) **Design and facilitation of Community Forums, Public Conversations, Dialogues:** Through its Community Engagement and Facilitation Programs, PCRC has developed expertise in managing public discussions. Working with local representatives, PCRC assists with the design and facilitation for a wide variety of group sessions in which members of the public are encouraged to participate in dialogue about issues that affect the health and well-being of the community.
- 6) **Facilitation for Committees, Departments, Councils:** PCRC will assist with the design and facilitation of all types of meetings for elected, appointed and civic groups.

- D. **Administration of a Community Mediation Program:** In collaboration with the contracting city, PCRC will administer a mediation program responsive to the needs of the community. PCRC may solicit input from city staff about unique areas of concern to a city and appropriate approaches to program implementation, improvement and promotion.
- E. **Recruitment and training of community volunteers:** PCRC will develop and maintain a pool of trained volunteer mediators, case developers and facilitators to serve the conflict resolution needs of the community. These residents of local communities will become skillful in the interest-based approach to conflict resolution. PCRC volunteers complete a minimum of 25 hours of training, according to regulations that govern programs receiving support from the California Dispute Resolution Trust Fund.

PCRC also offers on-going skill development opportunities to volunteers to improve and enhance their conflict resolution skills. These volunteer will also serve as ambassadors in the community, promoting the ideas of interest-based conflict resolution.

II. What the Town of Portola Valley will provide:

- A. Funding in the amount of \$1365 for Fiscal Year 2013-14. This fee is full payment for the services defined above. Payments will be made upon receipt of invoice.
- B. Support for the program from city officers and staff members, demonstrated through public statements, publicity, and referrals through city departments.
- C. At least one article or ad placed in a city run publication to promote the use of PCRC services among residents and businesses in the city. A PCRC staff person is available to work with a city contact person to develop this material.
- D. Assistance in scheduling appointments for PCRC representatives to make outreach presentations to groups of city staff, civic organizations and other relevant groups.
- E. No cost use of city-controlled public meeting space, as needed and as available, for training sessions, meetings and mediations. This use will be subject to the existing rules and regulations that govern the use of these spaces.

III. Agreement by both parties, *in concept*:

Both PCRC and the City recognize that this is an ongoing program. If the Community Mediation Program meets the terms of this agreement to the City's satisfaction, and in the absence of unexpected financial constraints, it is expected that the City will consider funding the Community Mediation Program, on an annual basis, as negotiated between the two parties.



Acterra
Action for a Healthy Planet
3921 East Bayshore Road
Palo Alto ca 94303-4303

tel 650.962.9876
fax 650.962.8234
www.Acterra.org
info@Acterra.org

April 11, 2013

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

Subject: FY 2013-14 San Francisquito Watershed Project Budget

Dear Mr. Pegueros,

Please find attached our proposed budget for the San Francisquito Watershed Project for FY2013-14. Portola Valley is home to three tributaries of San Francisquito Creek, and we currently have two active restoration sites on Sausal and Los Trancos Creeks as well as historical restoration sites on Corte Madera Creek. We have made a lot of progress at these sites and volunteers continue to be enthusiastic about participating in habitat restoration work in Portola Valley.

In 2012-13, we will have had approximately 100 volunteers pitch in over six workdays on Sausal Creek and one workday on Los Trancos Creek. We planted over 200 native plants, removed invasive weeds, conducted basic water quality tests, pruned willow trees and carried out minor channel maintenance at the Sausal Creek/Town Center site. At the Los Trancos Creek site by Rossotti's Field, volunteers participated in our annual removal of invasive French broom.

Volunteers learn about local ecology and watershed health. Groups that have participated (or are scheduled to participate in April/May) include the Youth Community Service summer program, Ladera Church, Palo Alto Housing Corp., Corte Madera School, San Jose State University students from a water resources class, a group of Mormon missionaries, and various community members.

Next year, we hope to continue this work at the Sausal Creek and Los Trancos Creek sites with your support. A more detailed work plan and budget is attached. Our financial request for this year is the same as FY12-13.

Thank you for your consideration and past support of these important programs. We look forward to working with you and community members again next year.

Sincerely,

Junko Bryant
Watershed Program Coordinator

**San Francisquito Watershed Project FY13-14
Scope of Work and Budget**

July 1, 2013 — June 30, 2014

Project Planning and Administration

Acterra will work with Town of Portola Valley staff to confirm specific plans for on-site work.

Restoration and Volunteer Involvement

Acterra will run 4-6 workdays hosting an anticipated 75-100 volunteers at Portola Valley sites. Activities will include the following:

- Sausal Creek (Town Center site): Install 200+ locally native plants to infill areas requiring additional cover, remove invasive weeds, and prune existing plants as needed.
- Los Trancos Creek (by Rossotti's Field): Hold annual French broom removal workday.
- Provide ad-hoc restoration/educational opportunities along creeks within Portola Valley.

Community Education & Outreach

One of the major goals of Acterra's work is to provide hands-on educational opportunities for community members, particularly youth.

- Incorporate educational information during orientation and during the work itself, as volunteers discover various plants and insects on the ground.
- Conduct water quality testing/benthic macroinvertebrate surveys to assess creek health and provide youth an opportunity to learn about water chemistry and water quality.
- Include Portola Valley site updates as appropriate in Acterra's quarterly San Francisquito Watershed and other e-newsletters; maintain San Francisquito Creek Watershed information page on Acterra's website.

Annual Budget

| Task | Budget Request | Match* |
|--|-------------------|----------------|
| Volunteer restoration workdays & education programs | \$4,000 | \$5,000 |
| Materials- replacement tools, gloves, water quality test kits, etc.: | -- | \$400 |
| Native plants (from Acterra Nursery): | \$1,100 | |
| Volunteer appreciation-refreshments, etc.: | \$100 | |
| Total budget: | \$5,200 | \$5,400 |

**Match from estimated volunteer hours contributed and use of Acterra tools and water quality test kits funded through other grants.*



**Sustainable
San Mateo County**
Economy. Equity. Environment.

Dedicated to the long-term health and vitality of our region

(650) 638-2323 • Fax: (650) 361-1395

177 Bovet Road, Sixth Floor, San Mateo, CA 94402

Email: advocate@sustainablesanmateo.org

Web: www.sustainablesanmateo.org

Founders April 29, 2013

MARCIA PAGELS

RUTH PETERSON

Nick Pegueros, Town Manager
Portola Valley
765 Portola Rd.
Portola Valley, CA 94028

BOARD OF DIRECTORS

CHAIR

WILLIAM SCHULTE

VICE CHAIR

WALTER RUZZO

SECRETARY

BETH BHATNAGAR

TREASURER

THOMAS ROUNDS

JASON BADE

DAVID CRABBE

GLADWYN D'SOUZA

ROSALYN KOO

MICHAEL PACELLI

AFSOON SHAHRDAR

PATRICK WOOLIEVER

ADVISORY COUNCIL

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RICHARD GORDON

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ANNE HINCKLE

DAVID HINCKLE

ARTHUR LLOYD

THERESA LYNGSO

DOUG MCGLASHAN

RICKI MCGLASHAN

CLEM MOLONY

MARK MOULTON

Executive Director

ADRIENNE ETHERTON

Project Coordinator

Indicators Report

TANJA SREBOTNJAK

Dear Mr. Pegueros,

Every year, we ask all the cities, the county and the community college district to support the annual **Indicators for a Sustainable San Mateo County Report** on the basis that fact-based knowledge is required for government officials to make informed policy decisions (*what gets measured gets managed*). If your city were to compile this document on your own, it would cost many thousands of dollars in consultant's fees, but with Sustainable San Mateo County you get the full benefits of an expensive consultant at a fraction of the cost. Many elected and appointed officials have told us of its value and usefulness in helping them do their job, including **State Senator Jerry Hill**:

"Sustainable San Mateo County serves as the county's environmental conscience. The Indicators Report is a measure of our progress towards sustainability as well as our need to conserve resources and reduce our environmental footprint. The annual report also serves as a guide and, keeping the Brundtland Commission's definition of sustainable development in mind, helps us determine whether we are meeting the needs of the present without compromising the ability of future generations to enjoy our region's unparalleled natural resources."

In 2012 we made a number of improvements to increase the utility and value of the report:

- **Adding a separate, full color 8-page Executive Summary of the Report**
- **At a Glance summary matrices for the Cities and the County**
- **GIS (Geographic Information System) maps**
- **Featured local initiatives and resources to help turn Indicators into action**
- **Organizing Indicators by the "3 Es—Economy, Equity, Environment" to highlight the relationships between measures and improved references to connected indicators**

In 2013 we're going even further to improve the convenience and decrease our use of natural resources by **printing only the full-color Executive Summary and putting our efforts into an improved web presence for the report**. In addition to the **downloadable PDF**, the Sustainable San Mateo County website will host the report in a **searchable, mobile-friendly format with full-color charts and graphs and live links** to referenced initiatives, organizations, and resources.

We'd like to thank all the cities and the county who supported us for the 2013 Report. All sponsors will be listed on the back cover of the Executive Summary as well as prominently on all 2013 Indicators web pages. Continuing financial support is essential for maintaining our proud tradition of publishing the Indicators Report annually as a service to our community. Enclosed is a formal proposal for funding the Report and an invoice to assist with streamlining the process.

We look forward to hearing from you.

Sincerely,

Adrienne Etherton, Executive Director



**Sustainable
San Mateo County**
Economy. Equity. Environment.

April 29, 2013

Nick Pegueros, Town Manager
Portola Valley
765 Portola Rd.
Portola Valley, CA 94028

| | |
|--|--|
| <p>Request for Support Portola Valley <i>Indicators for a Sustainable San Mateo County, 2014 Report Card</i> Amount Requested: \$4,000.00</p> | <p>Sustainable San Mateo County 177 Bovet Road, 6th Floor San Mateo, CA 94402 Contact: Adrienne Etherton, Executive Director Ph: 650-638-2323 Email: adrienne@sustainablesanmateo.org</p> |
|--|--|

SSMC is requesting \$4,000 from Portola Valley to support research and production of the 2014 Indicators for a Sustainable San Mateo County Report. Your financial support will also aid our online website (www.sustainablesanmateo.org) which hosts and compliments the Indicators Report.

The Indicators Report is SSMC's core program. **The annual Report includes over 40 indicators of the County's quality of life** such as economic trends, community health, unemployment, poverty, land use, transportation, housing affordability, education funding, water quality, and others. The Report compiles many interdependent issues into a **single source for decision-makers** and citizens to monitor progress toward or away from sustainability in any given area.

Benefits to Your Organization

1. The Indicators Report is the **only comprehensive report** in San Mateo County that evaluates the health of the county and its cities in terms of sustainability.
2. The online report and printed summary document **provide a means for city officials to make educated decisions** when considering sustainable policies – what gets measured, gets managed.
3. The report's Executive Summary is **distributed throughout the county** to governments, chambers, businesses, SAMCAR, SAMCEDA, libraries, citizens and others. In addition to downloadable PDF versions of all past and current reports, the 2013 and later versions will also include a mobile-friendly searchable online version at www.sustainablesanmateo.org.
4. **A report from all the peninsula cities and the county is included**, featuring a basic profile and allowing each city or town to highlight their sustainability efforts. New **"At a Glance" matrices provide quick data references** and comparisons to other jurisdictions and **GIS (Geographic Information Systems) maps provide spatial representations** of key data.

5. The report summary and online content are **great resources for local businesses and business groups** to distribute to their clientele. Real estate agents, recruiters, and other business people use the Indicators Report to show why San Mateo County and its cities and towns are great places to live and work.
6. In addition to working with all the individual cities to gather data for the Report, **data is provided by many partner agencies and organizations** including BAWSCA, County Department of Health, Housing Leadership Council, SamTrans, Child Care Coordinating Council, and the Workforce Investment Board. This collaboration keeps the Report both timely and relevant, creates unity of message, and assures the accuracy of the data.

All donated funds for the Indicator Report will support:

1. The contract Project Coordinator and Assistant for the Indicators Report who research and write large portions of the report and coordinate the numerous volunteers who participate as researchers, writers, graphic designers, editors and expert reviewers.
2. Online Indicators, including preparing and posting the report on the sustainablesanmateo.org website and in PDF format.
3. Printing and mailing the summary report.
4. Publicity for the report, including a Launch event and presentations to groups all over the county.
5. Administrative support associated with the Indicators Report, Summary, website and outreach.

Organizational Overview

SSMC is a non-profit, 501(c)3 public benefit corporation staffed primarily by volunteers who participate in our committees and serve on our Board of Directors, and who help research, write, edit, and layout our Indicators Report. SSMC's mission is to stimulate community action on economic, environmental and social issues by providing accurate, timely and empowering information.



**Sustainable
San Mateo County**
Economy. Equity. Environment

INVOICE

April 29, 2013

Nick Pegueros, Town Manager
765 Portola Rd.
Portola Valley, CA 94028

| | |
|---|-------------------|
| Contribution for the Publication of: <i>Indicators for a Sustainable San Mateo County, 2014 Report Card:</i> | \$4,000.00 |
|---|-------------------|

Thank You

Sustainable San Mateo County (SSMC) is a 501(c)(3) California public benefit corporation. Contributions are tax deductible. SSMC's federal tax identification number is 48-1265207.

Please make your check payable to *Sustainable San Mateo County* and send to:
Sustainable San Mateo County
177 Bovet Road, 6th Floor
San Mateo, CA 94402



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: June 12, 2013

RE: **2013-14 Appropriations Limit Calculation**

RECOMMENDATION

It is recommended that the Town Council receive staff's report on the calculation of the Appropriations Limit which corrects previous overstatements of revenues subject to the Appropriations Limit.

BACKGROUND

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

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

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

experienced a significant increase in tax base through new and extensive development, which would outstrip increases in inflation or population.

DISCUSSION

Town staff computes the Appropriations Limit for the upcoming year as part of its budget preparation process. It is standard practice for staff to use prior year calculations as the template for new calculations. In the 2013-14 calculation of the Appropriations Limit, staff took a fresh look at the calculation and found that the Town's calculations have historically overstated the revenues that are subject to the Limit. When this overstatement is corrected in the 2013-14 calculation of the Limit, the Town is projected to be under the Limit, and is not in danger of exceeding its Limit in subsequent years.

The calculation for 2013-14 properly excludes revenues that are not subject to the Limit as provided for in Article XIII B of the California State constitution. Three different overstatements were found in prior year calculations. Those overstatements are detailed below:

Capital Outlay Funds

As detailed below, revenues subject to the Limit were overstated by \$475,000 for monies that are dedicated to capital outlay either in the current period or in future periods. Capital outlay funds are explicitly exempt from the Limit. The overstated revenues include:

1. UUT revenue for open space of \$245,000 – The intent of this revenue is to acquire and improve land for preservation as open space. In any one year, the open space UUT is insufficient to provide for the acquisition of land in Portola Valley. Therefore, the funds are put into a reserve for future use. Given that the sole intent of these funds is to eventually purchase a capital asset (land) and possibly make improvements to that land for preservation as open space, this revenue is exempt from the Limit as a reserve for future capital outlay.
2. Measure A revenue of \$230,000 – The purpose of this revenue is to provide for roadway capital improvements and the Town generally expends these funds as part of the annual roadway improvement program. This revenue is therefore exempt from the Limit on the basis that it is either used for qualified capital outlay in the current period or reserved for future capital outlay.

Restricted Taxes and Grants

As detailed below, revenues subject to the Limit were overstated by \$111,000 for monies that are provided by the State to offer a higher level of local service. These are not subject to the Limit because the funds are fully restricted to a specific purpose. The overstated revenues include:

1. Public safety sales tax of \$11,000 – This revenue has historically been included in the calculation as subject to the Limit incorrectly. The nature of this revenue is restricted to enhancing public safety services and restricted revenues are exempt from the Limit.
2. COPS/SLESA grant of \$100,000 – This grant has historically been classified as a tax subject to the Limit incorrectly.

Federal Mandate Appropriations

The Town's appropriations for compliance with federal mandates such as Social Security, Medicare, unemployment insurance, increased postage rates, the Fair Labor Standards Act, and the Affordable Care Act, etc., should be treated as a reduction to the taxes subject to the Limit. Historically, the Town has not made this reduction to the taxes subject to the Limit which, for 2013-14, are projected to total \$92,000. This oversight has resulted in the Town overstating the revenues subject to the Limit.

2013-14 Appropriations Limit

The attached worksheet demonstrates the amount that the Town is under the Limit starting in 2013-14 and projected through 2018-19. As demonstrated in the calculation, the Town's total revenue subject to the Limit is lower than the Limit by \$114,000. The divergence between the Limit and the revenues subject to the Limit is projected to grow over time due to the following factors:

1. The Annual Adjustment Factor, which is a combination of inflation and change in population, is projected to increase annually by 5%. This projection is low if the economy goes into a phase of inflation or the population of San Mateo County grows in response to the improved economy. For 2013-14 the adjustment factor is 6.27%.
2. State raids on local coffers continue to be a concern with the Town anticipating the loss of \$137,000 in Excess ERAF funds as a result of recent changes in how the ERAF pool is allocated. This loss has been factored into the projections starting in 2014-15 with the loss of \$30,000 and increasing to a total annual loss of \$137,000 in 2017-18. However, the Town may see this revenue loss begin as early as 2013-14.
3. Property tax revenue is unlikely to grow at the 6% annual growth rate assumed in the attached worksheets. For projection purposes the growth rate of the Town's largest revenue was set at a rate higher than the annual adjustment factor for the Limit in an effort to provide conservative projections. The risk, of course, is that the increase in property taxes will sufficiently exceed the annual adjustment factor for the Limit over multiple years. However, it is important to remember that Proposition 13 limits the annual

across-the-board increase in property taxes to 2%. Any growth above 2% is the result of reassessed properties due to a change in ownership or properties with substantial building improvements, namely a major remodel. While it is conceivable that property taxes could grow at a rate greater than 6% in one year, it is unlikely that such a high growth rate would be sustained over several consecutive years. Therefore, for each year that the property taxes grow less than 6%, the divergence between the Limit and the revenues subject to the Limit will grow.

4. The true impact of the Affordable Care Act is unknown at this time and cost may be considerably higher than those factored into the projections. To the extent that the federally mandated costs exceed projections, the divergence between the Limit and the revenues subject to the Limit will grow.
5. Sales tax revenues have fluctuated dramatically over the past five years ranging from \$93,000 to \$174,000 with the average being \$140,000 per year. The projections assume strong sales tax revenue base \$172,000 and annual growth of 5%. Given the Town's limited sales tax bases the 5% assumption is aggressive.
6. Property transfer taxes have fluctuated dramatically over the past several years ranging from \$40,000 to \$100,000 with an average being \$70,000 per year. With a recovery in the real estate market, the projections assume a 50% increase in this revenue beginning in 2014-15 and remaining steady through the projected years. However, given the fluctuation in this revenue historically, future budgets are unlikely to include such an aggressive projection.

In summary, the updated calculations of the Appropriations Limit include a correction of overstated revenues on a prospective basis beginning in 2013-14. Based on the calculations for 2013-14, the Town's revenues subject to the Limit will not exceed the Limit. To that end, while the Town has required voter approval of an Appropriations Limit override for prior budget years because the Town projected exceeding its limit, such an override is not necessary beginning as early as 2013-14.

ATTACHMENTS

1. Appropriations Limit Calculation worksheet

| | 2013-14 Proposed Budget | 2014-15 Projected | 2015-16 Projected | 2016-17 Projected | 2017-18 Projected | 2018-19 Projected |
|--|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| I. Calculation of Appropriations Limit (Limit) | | | | | | |
| A. Prior fiscal year Limit (unadjusted by voter approved override) | \$ 2,693,414 | \$ 2,862,178 | \$ 3,005,287 | \$ 3,155,551 | \$ 3,313,329 | \$ 3,478,995 |
| B. Annual Change Factors | | | | | | |
| 1 Cost of living adjustment factors | | | | | | |
| California Per Capita Personal Income factor (CPCPI) | 1.0512 | | | | | |
| 2 Population adjustment factors (Pop) | 1.0109 | | | | | |
| * C. Authorized Adjustment Factor (AAF) | 1.0627 | 1.0500 | 1.0500 | 1.0500 | 1.0500 | 1.0500 |
| CPCPI * Pop | | | | | | |
| D. Fiscal year Limit, as adjusted by the AAF | \$ 2,862,178 | \$ 3,005,287 | \$ 3,155,551 | \$ 3,313,329 | \$ 3,478,995 | \$ 3,652,945 |
| Prior year limit * AAF | | | | | | |
| II. Estimated Tax Proceeds Subject to the Limit | | | | | | |
| A. Property taxes | | | | | | |
| * 1 Current secured & unsecured | \$ 2,022,158 | \$ 2,098,267 | \$ 2,193,164 | \$ 2,295,253 | \$ 2,379,969 | \$ 2,522,767 |
| 2 Homeowner's property tax exemption backfill | 5,400 | 5,500 | 5,500 | 5,600 | 5,600 | 5,700 |
| 3 Subtotal all property taxes | 2,027,558 | 2,103,767 | 2,198,664 | 2,300,853 | 2,385,569 | 2,528,467 |
| B. Other taxes | | | | | | |
| * 1 General purpose utility users tax (UUT) | 553,554 | 567,393 | 581,578 | 596,117 | 611,020 | 626,296 |
| 2 General sales taxes | 172,000 | 175,000 | 183,750 | 192,938 | 202,584 | 212,714 |
| 3 Business taxes | 85,000 | 90,000 | 95,000 | 95,000 | 95,000 | 95,000 |
| 4 Property transfer taxes | 100,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| 5 Motor vehicle in lieu | - | - | - | - | - | - |
| 6 Subtotal all other taxes | 910,554 | 982,393 | 1,010,328 | 1,034,055 | 1,058,604 | 1,084,009 |
| C. Revenues previously reported as subject to the Limit but exempt | | | | | | |
| 1 Open space fund UUT, dedicated to open space capital outlay | 245,934 | 250,853 | 255,870 | 260,987 | 266,207 | 271,531 |
| 2 Measure A sales tax dedicated to roadway capital improvements | 230,000 | 234,600 | 239,292 | 244,078 | 248,959 | 253,939 |
| 3 Public Safety sales tax restricted to public safety (Prop 172) | 11,780 | 12,016 | 12,256 | 12,501 | 12,751 | 13,006 |
| 4 COPS/SLESA grant restricted to public safety | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| 5 Subtotal other revenues exempt from the Limit | 587,714 | 597,468 | 607,418 | 617,566 | 627,917 | 638,476 |
| D. Total estimated tax proceeds | 3,525,826 | 3,683,629 | 3,816,409 | 3,952,474 | 4,072,090 | 4,250,951 |
| * E. Adjustments to tax proceeds subject to the Limit | | | | | | |
| 1 Revenues exempt from the Limit, see section I.C. | (587,714) | (597,468) | (607,418) | (617,566) | (627,917) | (638,476) |
| 2 General capital outlay funded by taxes | (110,000) | (100,000) | (100,000) | (100,000) | (100,000) | (100,000) |
| * 3 Federal mandates (SocSec, Medicare, FLSA O/T, ACA) | (92,256) | (106,292) | (109,480) | (112,765) | (183,948) | (255,232) |
| 5 Interest earned from taxes | 12,000 | 13,000 | 14,000 | 15,000 | 16,000 | 17,000 |
| 5 Subtotal all adjustments | (777,970) | (790,760) | (802,898) | (815,331) | (895,865) | (976,708) |
| F. Adjusted estimated tax proceeds subject to the Limit | \$ 2,747,856 | \$ 2,892,869 | \$ 3,013,511 | \$ 3,137,143 | \$ 3,176,225 | \$ 3,274,244 |
| Amount Over/(Under) the Limit | \$ (114,322) | \$ (112,418) | \$ (142,040) | \$ (176,186) | \$ (302,770) | \$ (378,701) |

Notes:

I.C. - Between 1979-80 and 2012-13, the Median AAF = 1.0557; the Average AAF = 1.0516

II.A.1 - Assumes gradual loss of Excess ERAF beginning in 2014-15 and going to \$0 in 2017-18; 6% annual projected growth; 2012-13 budget adjusted by Prop 1A loan that was budgeted in 2009-10 and should have been recorded as a receivable.

II.B.1 - Assumes no increase of general purpose UUT in 2014-15 and 2.5% annual growth each projected year

II.E - Based on a reevaluation of the town's past calculations, the items listed in this category more completely represent the allowed adjustments to tax proceeds subject to the Limit per Section 13b of the California State Constitution.

II.E.3 - Adds the Affordable Care Act as a federal mandate - dependent care coverage extended to 26 years old for 18 months; assumed 6% increase in premiums beginning in 2014 as est. by CalPERS to implement ACA; assumes ACA 40% excise tax hitting CalPERS medical plans on 1/1/18

#8

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – May 31, 2013

1. Agenda (Action) – ASCC – Wednesday, May 29, 2013
2. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, June 5, 2013
3. Monthly Meeting Schedule for June 2013
3. Town Center Reservations for June 2013
4. Invitation – Climate Adaptation Planning for San Mateo County – June 4, 2013
5. Email from Ellie Ferrari – Thanking Council for decision on The Priory Field
6. Memo from Nick Pegueros, Town Manager re: Weekly Update – May 31, 2013

Attached Separates (Council Only)

1. Invitation to Apply - C/CAG Committee Vacancies for Elected Officials



TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Wednesday, May 29, 2013
Special Joint Field Meeting (time and place as listed herein)
 7:30 PM – Special ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION

SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING*

4:00 p.m. 25 Larguita Lane, Afternoon session for preliminary consideration of plans for residential redevelopment of a 2.5-acre Westridge Subdivision property. (ASCC review to continue at Regular Meeting) **Vlasic presented summary of proposed project and grading, noting areas of specific concern. Project team provided further information/details concerning proposals as Commissioners were led through the site. Planning Commissioners provided comments and ASCC Commissioners held comment for evening meeting.**

7:30 PM - SPECIAL AGENDA*

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Hughes, Koch, Ross (**Ross absent. Also present: Tom Vlasic Town Planner; Karen Kristiansson Principal Planner; Carol Borck Assistant Planner**)
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. Continuing Review, Architectural Review and Site Development Permit X9H-653 for Residential Redevelopment, 308 Canyon Drive, Lenderking **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member prior to building permit issuance.**
5. New Business:
 - a. Preliminary Architectural Review for New Residence with Detached Garage/Guest House Accessory Structure and Horse-Keeping Facilities, and Site Development Permit X9H-652, 25 Larguita Lane, Shostak **ASCC discussed project and provided comments and suggestions to the project team. Review continued to 6/10/13 meeting.**
 - b. Architectural Review for Residential Additions and Remodeling, 140 Corte Madera Road, Lee **Project approved subject to conditions to be met to the full ASCC prior to building permit issuance.**

6. a. Review of Draft Portola Road Corridor Plan
Kristiansson explained the draft plan was being circulated and comments would be forwarded to the Planning Commission. ASCC provided questions and comments.
- b. Commission and Staff Reports
**Clark posed questions concerning 154 Wayside building project
Breen discussed current work on 451 Portola plantings and 230 Shawnee landscape plan deferral**
7. Approval of Minutes: May 13, 2013 **Approved as corrected.**
8. Adjournment **9:30 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 Assistant Planner 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.

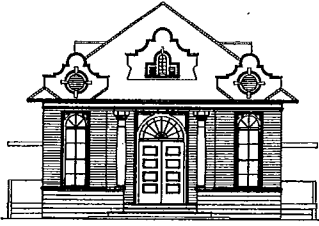
PUBLIC HEARINGS

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 24, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee
Wednesday, June 5, 2013 – 8:15 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Roll Call
3. Oral Communications
4. Approve Minutes from May 2013 meeting
5. Sheriff's Report (March & April reports)
6. Public Works Report
 - a. Schedule of paving / striping plan for summer
 - b. Speed Survey
 - c. PV Ranch striping
 - d. Striping of crosswalk in Hardware Store parking lot
 - e. Update on bike lane study
 - f. Windy Hill update
 - g. Tree trimming
7. Recommendation to Town Council
 - a. Vote on presenting a recommendation to Town Council to study traffic control measures within the Corte Madera neighborhood
8. Crosswalk at Alpine Hills
 - a. Vote on proposal to ask for a study to move crosswalk for improved safety and visibility
9. Vegetation and general maintenance
 - a. Vote to add this as a regular agenda item for review & actions with Public Works
10. Approval of Bike to Work Day expenses
 - a. Vote on expenses submitted by committee members
11. Public Outreach/ Education/ Communication
 - a. Vote on a monthly "Broadcast" posting on PV Forum, Next-door, Women's Forum etc.
12. Time and Date for July meeting
13. Adjournment

Town of Portola Valley

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

JUNE 2013 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 12, 2013

Wednesday, June 26, 2013

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

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

Wednesday, June 5, 2013 - **CANCELLED**

Wednesday, June 19, 2013

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

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

Monday, June 10, 2013

Monday, June 24, 2013

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE – 8:15 AM (Meets 1st Wednesday of every month)

Council Liaison – Ann Wengert

Wednesday, June 5, 2013

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

Council Liaison – Ted Driscoll

COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

As announced

CONSERVATION COMMITTEE – 7:45 PM (Meets 4th Tuesday)

Council Liaison – John Richards

Tuesday, June 25, 2013

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

Council Liaison – John Richards

Thursday, June 13, 2013

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

Conference Room at Town Hall

Council Liaison – John Richards

Thursday, June 13, 2013

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
As announced

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

Council Liaison – Jeff Aalfs
Thursday, June 13, 2013

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Jeff Aalfs

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

Council Liaison – Ann Wengert
Monday, June 17, 2013

PUBLIC WORKS COMMITTEE

Council Liaison – Ted Driscoll
As announced

SUSTAINABILITY COMMITTEE – 3:30 PM (Meets 3rd Monday)

Council Liaison – Maryann Derwin
Monday, June 17, 2013

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 11, 2013 – 8:15 AM



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: San Mateo County Sheriff's Department
FROM: Sharon Hanlon
DATE: May 31, 2013
SUBJ: Town Center Reservations for June 2013

Following is the current schedule of events for the Town Center and surrounding area for June 2013.

June 2: Western Wheelers Bike Event / Alpine & Portola / 9:30 am – 4:30 pm

June 8: Zots to Tots & Town Picnic / Town Center / 10:00 am – 2:30 pm

June 9: American Diabetes Bike Event / Portola & Alpine / 6:00 am – 2:00 pm



Climate Adaptation Planning for San Mateo County

The local-regional connection

Join the conversation! Come learn the latest about climate adaptation planning and how various agencies have started discussing how to collaboratively tackle the impacts. Rising seas, water availability, increased fire danger, and extreme heat are moving to the top of state and regional planning efforts.

At this interactive workshop, local governments in San Mateo County will have a chance to provide input to quickly developing regional strategies.

Tuesday, June 4 1pm-4pm
Sobrato Center for Nonprofits
350 Twin Dolphin Drive, Redwood City ([map](#))

Who should attend? Elected officials; city managers; and city and county staff responsible for sustainability, planning, community development, parks, public works, and public health; and other regional stakeholders

Presentations

The latest on predicted impacts - David Ackerly, UC Berkeley

Proposed changes to general plan guidelines - Michael McCormick,
Governor's Office of Planning and Research

Regional collaboration efforts underway- Bruce Riordan, Joint Policy Committee

Developing a climate adaptation plan - Matt Seubert, County of San Mateo

Please RSVP [online](#)

Presented in partnership with:



From: Ellie Ferrari [elliemferrari@yahoo.com]
Sent: Friday, May 24, 2013 11:11 AM
To: TownCenter
Subject: Synthetic Grass at Woodside Priory

Thank you for resisting the pressure in certain quarters and supporting the town's general plan which promotes maintaining our rural environment here in Portola Valley. Synthetic grass along the scenic corridor is the antithesis of that.

Respectfully,

Ellie Ferrari



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: May 31, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended May 31, 2013.

1. **Flight Night today** – Just a reminder that Flight Night starts at 6PM and will continue to about 10PM. The event is organized by a group of radio control model plane enthusiasts and is not actively managed by a member of the Nature & Science Committee. This lack of involvement by the committee begs the question if this is truly a town-sponsored event; this should be considered prior to next year's event being scheduled.
2. **Affordable Housing Ad Hoc Committee final meeting** – The ad hoc committee held its final meeting this week and approved a draft report to the Town Council (attached). The committee will provide a report to the Town Council on June 12th. Following the committee's report, staff will have a recommendation to the Town Council with regard to next steps.
3. **Presidential Visit on June 6th** – The President plans to attend a fundraiser at a home on Los Trancos Road in Palo Alto on June 6th. Given the location of the event, the San Mateo County Sheriff's Office will be coordinating closure of Alpine Road prior to the President's arrival and upon his departure. Town staff has not been directly involved in this matter and the Sheriff's Office is making the necessary arrangements as requested by the Secret Service.

Report to the Town Council
From the Portola Valley Ad-Hoc Committee on Affordable Housing
May 28, 2013

Recommended Mission Statement for Housing in Portola Valley

The Town of Portola Valley will plan for and encourage the provision of housing for a diverse population. Such housing should be distributed throughout the community rather than be concentrated. The town's housing should maintain and enhance the rural character and natural beauty of the town's residential neighborhoods, scenic corridors, and open spaces. All housing should be designed and located to minimize impacts on wildlife and be subservient to the environment.

General Recommendations to the Town Council

Ongoing Regional and Statewide Coordination

The committee's first recommendation is that the town should continue to coordinate with other communities, especially other small, low-density towns, on a regional and statewide level to work with the State, HCD, ABAG, C/CAG, and other relevant governing bodies to ensure that RHNA assignments and mandatory requirements over time are fair. As part of this process, the town should work to secure legislative refinements to recognize that supplying regional open space and recreational resources limits available development opportunities and housing capacity, as do the physical constraints of unstable geology, steep topography, regional open space preserves, and areas of high wild fire danger. Housing needs should be defined in a way that recognizes the special cultural and historic planning conditions that communities like Portola Valley have adopted as guiding principles.

Town Housing Funds

Town housing funds should be spent to meet the town's housing goals and implement the programs in the housing element and should be allocated in a manner reflecting the priorities below. Any project on which town housing funds are spent should comply with the five overarching criteria presented below. In addition, the Ad-Hoc Housing Committee recommends that town funds should only be used to purchase land or pay for construction of housing after a rigorous open and public process that includes adequate notice, identification of the property and disclosure of the financial viability, and proposed density of the project before entering into a contract.

Overarching Criteria for the Provision of Housing in Portola Valley

1. The rural character and natural beauty of the town must be protected.
2. Visual impacts of housing should be minimized. Housing will have similar setbacks, mass, and height as neighboring homes, and be subservient to the natural environment, as is required by the town's design guidelines.
3. The cumulative impact of additional housing over time must have minimal discernible effect on the capacity of infrastructure, safety, geology, views, open space, public facilities and services.

Portola Valley Ad Hoc Committee on Affordable Housing
Report to the Town Council
May 28, 2013 Draft

4. Local control should be maintained over zoning, diversified housing locations and design.
5. The fiscal impact of new housing on the Town should be minimized.

Recommendations for Specific Housing Programs

Priority 1: Second Units

1. Second units are smaller dwelling units that have their own kitchen and bathroom facilities as well as a separate entrance from the exterior, and which are located on a property which has a main house.
2. The goal is to achieve as much as possible of the town's RHNA obligations through the second unit program.
3. The town should encourage more second units. Through the community meetings and its own research, the committee has identified a number of possible ways to do this. These are listed in Appendix A, "Ideas for Increasing Second Unit Production." The town should look at the feasibility of these options and the number of new units that each could encourage in order to determine which should be included in the next revision of the housing element.

Priority 2: Affiliated Housing

1. Affiliated housing refers to housing that is located on a property which is primarily used for a purpose other than housing, and that provides housing for staff and employees of the entity having the primary use of the property.
2. Affiliated housing, including multi-family housing, may be appropriately provided on institutional properties in town, including the Priory, the Sequoias, the Stanford Wedge and other institutional properties that may become available in the future.
3. Some affiliated housing, possibly including multi-family housing, may be appropriate on some commercial properties, perhaps on a second floor or at the back of the property.
4. Some affiliated housing for agricultural uses, possibly including multi-family housing, may be appropriate on some larger parcels, if the housing is designed in a way that preserves the open rural character of the land.
5. As part of the next housing element update process, the town should identify potential sites for affiliated housing and actions to encourage the production of affiliated housing as appropriate. The committee has identified some possible ways to do this, which are listed in Appendix B, "Ideas for Encouraging Affiliated Housing."

Portola Valley Ad Hoc Committee on Affordable Housing
 Report to the Town Council
 May 28, 2013 Draft

Priority 3: Inclusionary Housing

1. Inclusionary housing refers to below market rate housing that is created as part of new subdivisions in town.
2. The town should revise its inclusionary housing program to require subdivision developers to build the affordable housing units rather than simply providing land. To balance this requirement, the Town should provide incentives such as reduced requirements and reduced approval and permit costs.
3. The town should require that affordable housing units be built before or at the same time as market rate units.
4. Inclusionary housing should be distributed rather than concentrated to integrate the units within the development.

Recommendations for Unaffiliated Multi-family Housing

The Ad-Hoc Affordable Housing Committee recommends that the town attempt to meet its housing needs using the three priority programs discussed in the previous section of this report. If, however, the town allows unaffiliated multi-family housing, the committee would recommend the following:

1. Unaffiliated multi-family housing refers to housing types such as small lot developments, duplexes, townhomes and the like which are the primary use of a property and which are intended principally to house people who live or work in Portola Valley.
2. To the greatest extent possible, unaffiliated multi-family housing should be provided by the private market rather than with significant public subsidies. The town could, however, assist with planning and zoning changes, reduced town application and permit fees, and expedited processes.
3. Unaffiliated multi-family housing should be distributed rather than concentrated in a few major developments, unless a site can be found that would avoid visual and other impacts.
4. The town should only increase density if the resulting project would comply with the five overarching criteria, the increased density would be necessary in order to make the housing development financially viable, and after a rigorous open and public process. If a development requires a zoning or General Plan revision, the amendment should be considered as part of a community process that prioritizes compatibility with surrounding land uses.
5. Proximity to Alpine Road or Portola Road and community-serving businesses is desirable, but visual impacts need to be considered, and preserving scenic values along the scenic corridors may supersede the desire to locate multifamily housing near the town's arterials.
6. Creative options should be encouraged to enable non-public financing of appropriate unaffiliated multi-family housing, including voluntary housing funds (e.g., Lane family's past support for teacher housing).

Portola Valley Ad Hoc Committee on Affordable Housing
Report to the Town Council
May 28, 2013 Draft

7. To make it financially viable to build affordable units for households with moderate incomes or below, it may be necessary to allow unaffiliated multi-family housing for households with a mix of income levels. However, at least 15% of units should be required to be provided for households at moderate incomes or below.
8. The committee has identified options for encouraging unaffiliated multifamily housing, which are listed in Appendix C. The town should consider these options if the town wishes to encourage unaffiliated multifamily housing.

Appendix A: Ideas for Increasing Second Unit Production*

Size

1. Expand the maximum size for second units from 750 square feet to between 1,000 and 1,500 square feet in order to provide housing that appeals more to those eligible for moderate-income housing.
2. Make allowed second unit sizes proportional to individual adjusted parcel areas.

Standards

1. Modify existing zoning and policy guidelines to liberalize elements in town housing policies that impede the production of second units. These could include removing the prohibition on separate utility meters and/or separate mailboxes or changes to the parking requirements for second units.
2. Consider relaxation of setback requirements for second units where doing so will not impact neighbors or the town's scenic corridors.
3. Consider encouraging owners of tear-downs to build rental affordable housing units.

Lot Sizes & Locations

1. Allow second units to be built on all legal residential parcels that have remaining adjusted maximum floor area.
2. In consultation with the applicable HOAs, consider amending existing PUDs to allow second units on parcels where existing limitations disallow second unit production.
3. Reduce minimum lot sizes for adding second units, to allow second units on parcels of less than 1 acre, even if such units have a smaller square footage to reflect smaller parcel size.

Number of Second Units per Lot

1. Allow two second units on some parcels in town, when the second units can be provided within the allowed adjusted maximum floor area and a deed restriction is used to require that at least one second unit be rented at an affordable rate to a household with a moderate income or below. The town should explore whether a minimum parcel size should be established for this program.

Permitting/Processing and Fees

1. Additional relaxation of permitting requirements to reduce costs to owners, especially for second units that are developed within the footprint of an existing home ("internal" second units)
2. Streamline and shorten the approval processes for second units.

* These ideas were identified at community meetings and through the committee's research. This is not an exhaustive list. The ideas have not been prioritized or assessed by the committee but provide some possibilities to consider in order to increase second unit production.

3. Reduce or waive building and planning fees for second units and/or conversion of other buildings on properties to conforming second units. It is not clear how these fee waivers/reductions could be subsidized.
4. Develop preapproved designs or prototype floorplans for second units to remove the need for ASCC review.
5. Pre-approve certain prebuilt second units to remove the need for ASCC review.
6. Waive building fees if owner will guarantee use for affordable housing for 10 years or so.

Incentives

1. Explore other economic/tax incentives for second unit construction.

Information

1. Update the Town website to allow easier connection with the second unit ordinance and the housing element, and encourage rentals by indicating the benefits of having local employees and community officials, educators and firefighters live locally.
2. Update the Town's second unit manual as needed to provide information on aging in place in a second unit, and providing guidance on conversion of existing structures into second units.
3. Conduct an educational and awareness campaign on second units, including holding meetings at the Town center to educate homeowners on second unit policies and procedures, distributing information where local bulletins are posted, and posting information on sites such as PV Forum.

Amnesty

1. Conduct another amnesty program, allowing homeowners to avoid fees and penalties for nonconforming units. Portola Valley's amnesty program in the early 1990's produced 38 second units but it is not clear how many more would be available after a new amnesty program, or whether and to what extent these units could be relied upon for compliance with state requirements.
2. To encourage folks to volunteer their new, existing or soon-to-be-updated second unit, consider hiring a third-party independent building inspector (or appropriately qualified person) to confidentially inspect second units to assess if they "meet code" and, if not, explain what it would take to bring them up to code.
3. Allow people to ask questions and get information on second unit amnesty questions anonymously in order to encourage residents to bring non-permitted second units into compliance.

Miscellaneous

1. Consider providing information on the town website about options such as the "Tiny House Company" for options of 100-150 square feet second units, BluHomes, prefab green construction that looks like some of the new homes built in town, and pocket neighborhood/cottage communities like Ross Chapin units in Seattle.
2. Develop a list of homeowners who are interested in providing second unit affordable housing for rental.

3. Develop a list of eligible individuals interested in purchasing or renting an affordable unit to establish the true demand for units and the size demanded.
4. Can the town have a contractual relationship with people who say that they have a second unit and make it available as an affordable rental (deed restrictions)?
5. Consider allowing duplexes.

Appendix B: Ideas for Encouraging Affiliated Housing*

1. Relaxing permitting requirements to reduce costs to owners, especially for affiliated multi-family units that are developed within the footprint of an existing structure (“internal” units)
2. Paying for planning and consultant efforts to identify appropriate land, geologic conditions, infrastructure assessment, unit densities, and permit and CEQA approval process support.
3. Subsidizing application, design, engineering, and approval costs.
4. Coordinating and facilitating funding of infrastructure support to housing sites. Exceptional costs for infrastructure improvements are an impediment to diversified housing development.
5. The town could provide information to employers in town about mechanisms they could use to affordably house employees, such as sustainable hiring, rental housing assistance, downpayment assistance, first-time homebuyer education, financial planning, and on-site housing. In addition, the town could coordinate efforts among the various employers in town.
6. A cooperative arrangement with MROSD on the former Woods property might be pursued to provide both affiliated and unaffiliated units. The next housing element could include such a plan.

* This list of ideas has not been prioritized or assessed by the committee but is offered as a starting place for the town to consider ways to encourage the production of affiliated housing.

Appendix C: Ideas for Encouraging Unaffiliated Multi-Family Housing*

1. Additional relaxation of permitting requirements to reduce costs to owners, especially for multi-family units that are developed within the footprint of an existing structure ("internal" multi-family units)
2. Provide planning and consultant efforts to identify appropriate land, unit densities, and permit and CEQA approval process support.
3. Reduce application, design, engineering, and approval costs.
4. Coordinate and facilitate funding of infrastructure support to housing sites by helping property owners and developers in negotiations with infrastructure providers. The town could also consider floating a bond or developing another financing mechanism to provide infrastructure in cases where costs are very high. Exceptional costs for infrastructure improvements are an impediment to diversified housing development.

* This list of ideas has not been prioritized or assessed by the committee but is offered as a starting place if the town wishes to encourage unaffiliated multifamily housing.

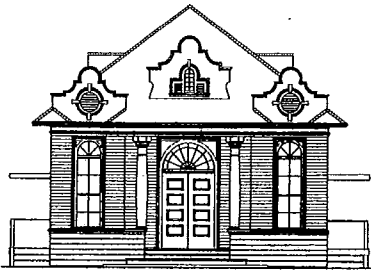
TOWN COUNCIL WEEKLY DIGEST

Friday – June 7, 2013

1. Agenda (Action) – Joint Special Town Council / Emergency Preparedness Committee – Wednesday, May 29, 2013
2. Agenda – Teen Committee – Sunday, June 9, 2013
3. Agenda – ASCC – Monday, June 10, 2013
4. Agenda – Trails and Paths Committee – Tuesday, June 11, 2013
5. Agenda – Emergency Preparedness Committee – Thursday, June 13, 2013
6. Agenda – Cultural Arts Committee – Thursday, June 13, 2013
7. Agenda – Nature and Science Committee – Thursday, June 13, 2013
8. Email from Becky Romero, City Selection Committee re: Letters of Interest for open seats with ABAG and LAFCo that will be voted on at the June 28th City Selection Committee meeting June 4, 2013
9. Invitation from League of California Cities to attend the Bay Delta Conservation Plan – June 27, 2013
10. Memo from Nick Pegueros, Town Manager re: Weekly Update – June 7, 2013

Attached Separates (Council Only)

1. Indicators for a Sustainable San Mateo County – Annual Summary Report – 2013
2. Western City Magazine – June 2013
3. Labor Publication – June 2013, Volume 75, Number 6



TOWN OF PORTOLA VALLEY

7:30 PM – Special Joint Meeting of the Town Council
and the Emergency Preparedness Committee
Wednesday, May 29, 2013
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

SPECIAL JOINT MEETING ACTION AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

Councilmember Driscoll absent

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 8, 2013

Approved as Amended 4-0

- (2) **Approval of Warrant List** – May 22, 2013

- (3) **Proclamation of the Mayor** - Honoring John. "Skip" Struthers on his Retirement and Thirty-Three years of Dedicated Service to the Town of Portola Valley

- (4) **Recommendation by Sustainability and Special Projects Manager** – Approve the Required Next Steps to Implement the Eight-Week Trial Period of a Farmer's Market

(1) License Agreement with Farmers' Market Organizer to Manage an Eight-Week Trial Period

(2) Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and Maggie Foard (#2593-2013)

(3) Agreement with Christ Church for Limited Use Parking

(4) Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and Christ Church (#2594-2013)

(5) Notice of Exemption

- (5) **Recommendation by Town Attorney** – Response to the San Mateo County Grand Jury - re: "Water Recycling – An Important Component of Wise Water Management"

Items 2, 3, 4 & 5 Approved 4-0

REGULAR AGENDA

- (6) **Recommendation by Emergency Preparedness Committee** – Emergency AM Radio Installation and Policy

Approved 4-0

- (7) **Recommendation by Town Manager** – Approval of Mid-year Budget Amendment

Approved 4-0

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Appointment by Mayor** – Request for Appointment of Member to the Sustainability Committee

Approved 4-0

(9) Reports from Commission and Committee Liaisons

There are no written materials for this item.

Councilmember Derwin – C/CAG presentation by Peninsula Traffic Congestion Relief Alliance. Grant funds are available for bicycle improvement, bike racks, etc. Councilmember Derwin posed the question as to whether the council should send a representative to argue in favor of a shuttle at Peninsula Traffic Congestion Relief Alliance, also the Priority Development Areas (PDA) is looking to cities to build more housing around transportation. C/CAG member fees will increase 5% in 2014/15.

Indicators for Sustainability County lunch – Indicators report is now available online. Equity is the focus subject this year. The gap between rich and poor is growing resulting in not only workers unable to afford to live in the bay area but it is also affecting the quality of family life.

HEART – “Opening More Doors” plan wants to build 10% more homes in the county. They are talking with a consultant to raise \$200 million in ten years for this project.

Poet Lauriat Advisory Group – Formation of the nomination paper work is complete. Application period will be open from June 8 through June 30.

50th Anniversary – Danna Breen & Cindie White are organizing a group of residents to begin working on this celebration.

Councilmember Aalfs – Open Space Committee welcomed new member and is reviewing the definition of “Open Space”.

The Finance Committee reviewed the 2013/14 budget.

Mayor Richards - Emergency Preparedness Committee – Discussed presentation for tonight’s meeting.

Cultural Arts Committee is looking for a new location to hold the Holiday Fair. Looking at different signage for events.

Conservation Committee discussed discarded broom pull and possible coyote control issue for small animals.

Vice Mayor Wengert – Bicycle, Pedestrian & Traffic Safety Committee - Signs at Windy Hill parking lot are helping slightly.

WRITTEN COMMUNICATIONS

(10) Town Council Weekly Digest – May 10, 2013
#9 – Councilmember Derwin is unable to attend

(11) Town Council Weekly Digest – May 17, 2013

(12) Town Council Weekly Digest – May 24, 2013

ADJOURNMENT: 9:15 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*****Teen Committee Meeting*****Sunday, June 9, 2013 - 5:00 PM****Picnic tables adjacent to the Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028****AGENDA**

1. Call to Order.
2. Oral Communications
3. Approval of minutes from April meeting
4. Dance on Friday, April 12 – Review, feedback
5. More social events? Town Picnic participation? Movie Night?
6. Budget – will find out what we've got
7. Bill and Jean Lane Civic Involvement Project. Agreed that we will schedule the Jan. meeting to coincide with a Town Council meeting on below market rate housing.
fyi – <http://www.icivics.org> is a new site set up with former Supreme Court Justice Sandra O'Connor's support to encourage middle school students to learn about government. We can perhaps play with this – and then can think if there are ways we might use it for our project?
8. Outreach for CM members: Katherine to speak to leadership at CM, Sharon to put in Tuesday Post – need 6 & 7 graders and a parent to help
9. New members: vote if applications in
10. Adjournment



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, June 10, 2013
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

7:30 PM - REGULAR AGENDA*

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

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

4. Old Business:
 - a. Continued Architectural Review for Residential Redevelopment and Site Development Permit X9H-652, 25 Larguita Lane, Shostak
 - b. Modifications to Previous Approval, Follow-up Review and Site Development Permit X9H-654, 357 Westridge Drive, Deem
5. New Business:
 - a. Architectural Review for House Additions, 20 Arapahoe Court, Hamel
 - b. Review for Conformity with Conditional Use Permit (CUP) X7D-13 – Plans for Upper Tennis Court Terrace and Arbor Addition, 4139 Alpine Road, Alpine Hills Swim & Tennis Club
6. Commission and Staff Reports
7. Approval of Minutes: May 29, 2013
8. Adjournment

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner 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.

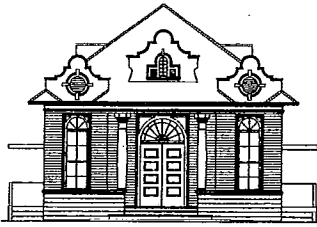
PUBLIC HEARINGS

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 7, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, June 11, 2013 - 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 14, 2013
4. Financial Review and Trail Work
5. Old Business
 - a) Community Hike: June 22nd
 - b) Discussion of Driveway Scoring Process
6. New Business
 - a) Vegetation and Tree Management Proposed by Conservation Committee along Portola Road Trail at Springdown
 - b) Discussion of Draft Portola Corridor Plan
 - c) Discussion of Signage Regarding Bicycles on Alpine Road Trail
7. Other Business
8. Adjournment

Enclosures:

Minutes from Regular Meeting of May 14, 2013
Financial Review
Trail work and map – May 2013
Draft Portola Corridor Plan
Copy of Community Hike Announcement



TOWN OF PORTOLA VALLEY
Meeting of the
Emergency Preparedness Committee
Thursday, June 13, 2013 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to order
Members: John Boice, Dave Howes, Diana Koin, Anne Kopf-Sill, Ray Rothrock/ Chair, Craig Taylor, Bud Trapp, Stuart Young, and Chris Raanes
Guests: Nick Pegueros/Town Manager, John Richard/Town Council, Dan Ghirso, WFPD Chief, Tim Reed/Sheriff's Office
Absent:
2. Oral communications
3. Review minutes of May meeting
4. Review of Town Picnic activities – Lessons learned
5. Medical Report
 - a) Review activities of May 22 meeting with possible volunteers
 - b) Discuss the role of medical in an emergency, per the charter
 - c) Establish an outline plan
6. Review plan for portable EOC
7. Review and discuss implantation of TIS AM radio antenna
8. Other Business
9. Adjourn



TOWN OF PORTOLA VALLEY
Cultural Arts Committee
Thursday, June 13, 2013 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of May minutes
4. Old Business:
 - Summer Concert Series
 - Art walk for summer concerts
 - Holiday Faire
 - Art preservation projects
 - Art in Action projects
 - Publicity for events
 - PV Newsletter
 - Committee membership
 - Town Picnic participation
5. New Business:
6. Adjournment



Town of Portola Valley
Nature and Science Committee Meeting
Thursday, June 13, 2013 – 4:00 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

REGULAR MEETING AGENDA

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)
3. Minutes of April 11 (regular) and April 29 (special), 2013 meeting
4. Reports:
 - Flight Night – May 31
 - Town Picnic – June 8
 - Meeting with Town Council – June 12
 - Update on the Hawthorns support plans (bring sign-up sheets)
5. Planning:
 - Plan for approaching MPROSD
 - Star Party 2013 plans – Andrew – August 10
 - “Fun with Figures” – for zero and infinity
 - Next big science day – Birds or other
6. Budget Report:
7. Action Items:
 - Allocate program funds as needed
 - Recommendation regarding Hawthorns
 - Dates for upcoming programs
 - Membership
8. Publicity:
9. Other reports including Sub-Committee/Liaison Reports:
 - Climate Protection Task Force
 - Conservation Committee
 - Sudden Oak Death Study Group
10. Adjournment:
 - Next meeting date: August 8, 2013

Enclosure – Budget Worksheet

Subject: FW: Letters of Interest for the June 28th City Selection Committee Meeting...
Attachments: city_selection_June_2013_final.pdf; fact sheet_May31_2013.pdf

Importance: High

Hello Honorable Mayors & Councilmembers:

The following will be on the Friday, June 28th City Selection Committee meeting agenda;

ABAG - 4 Seats

1. Regular Board; representing Cities, currently held by Richard Garbarino, South San Francisco
2. Regular Board; representing Cities, currently held by Pedro Gonzalez, South San Francisco
3. Alternate; representing Cities, VACANT
4. Alternate; representing Cities, VACANT (was held by Nadia Holober, Millbrae)

LAFCo - 2 Seat (see attached sheet "City Selection June 2013" for vacancy history details)
1. Regular Board; representing Cities
2. Alternate; representing Cities, VACANT *Also attached is the latest version of the LAFCo Fact Sheet

If you are interested in any of the above positions, please submit your letter of interest to me no later than 3:00 p.m. on Thursday, June 20th. I will send out the final agenda packet before 5:00 p.m. that same day.

Letters should be on your city's letterhead and signed by you - they can be faxed or scanned (PDF) and emailed to me prior to the date noted above.

Please note there will be no meetings during the month of July.

Thank you,
Becky Romero
Secretary, City Selection Committee
rxromero@smcgov.org
(650) 363-1802 Direct
(650) 363-1916 Fax

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1683 • PHONE (650) 363-4224 • FAX (650) 363-4849

June 4, 2013

To: Rebecca Romero, Deputy Clerk/Secretary, City Selection Committee
County of San Mateo

From: Martha Poyatos, LAFCo Executive Officer

Re: City Selection Committee – LAFCo Vacant Positions

LAFCo has two regular City Council Member positions and one alternate City Council Member position that are appointed by the City Selection Committee. The following clarifies the vacancies and term expirations for LAFCo that require City Selection Committee appointment.

Regular City Member with Term Ending May 2014

In December of 2012 Sepi Richardson retired from the Brisbane City Council, vacating a LAFCo city member position that was set to expire in May 2014. At the February 2013 Council of Mayors meeting, the City Selection Committee appointed Vice Mayor Nadia Holober to that position. Sadly, Vice Mayor Holober passed away this past May. LAFCo requests that the City Selection Committee appoint a City Council Member to the term ending May 2014.

Regular City Member with Term Ending May 2017

In March of 2013, Council Member Naomi Patridge holding the term ending May 2013 announced that she would not seek reappointment to LAFCo. At the May Council of Mayors meeting, the City Selection Committee appointed Council Member Rich Garbarino to the term that now ends May 2017. No action is needed for this position.

Alternate City Member with Term Ending May 2015

The Alternate City Member position vacated by Council Member Rich Garbarino on his appointment to regular member is vacant and has a term ending May 2015. LAFCo requests that the City Selection Committee appoint an Alternate City Member to LAFCo for the term ending May 2015.

Attached is an updated fact sheet indicating vacancies and term expirations.

SAN MATEO LOCAL AGENCY FORMATION COMMISSION

455 County Center, 2nd Floor
Redwood City, California 94063

Martha Poyatos
Executive Officer
(650) 363-4224

PURPOSE

Created by the State legislature in 1963, the Local Agency Formation Commission (LAFCo) is a State-mandated, independent commission with countywide jurisdiction over changes in organization and boundaries of cities and special districts including annexations, detachments, incorporations and formations. As required by State law, LAFCo adopts a net operating budget, which is apportioned in thirds to the County of San Mateo, the 20 cities in the County and the 22 independent special districts. The Commission has responsibility in the following areas affecting local government in the county:

1. To discourage urban sprawl and encourage the orderly growth and development of local government agencies;
2. To prevent premature conversion of agricultural and open space lands;
3. To review and approve or disapprove proposals for changes in the boundaries and organization of the 20 cities, 22 independent special districts and 33 county-governed special districts plus incorporations of cities and formations of special districts;
4. To conduct municipal service reviews and establish and periodically update spheres of influence--future boundary, organization and service plans--for the county cities and special districts; and
5. To perform and assist in studies of local government agencies with the goal of improving efficiency and reducing costs of providing urban services.

THE COMMISSION

The Commission is made up of two members of the county Board of Supervisors, two members of city councils of the cities in the county, two board members of independent special districts in the county, a public member, and four alternate members (county, city, special district and public). The Commission contracts with the County of San Mateo for staff, facilities and legal counsel. The Executive Officer serves in the administrative capacity which includes staff review of each proposal, sphere of influence studies and assistance to local agencies and the public.

| <u>LAFCo Member</u> | | <u>Term</u> |
|---------------------|-----------------------------------|-------------|
| David Altscher | Special District Member | May, 2014 |
| Linda Craig | Public Member | May, 2014 |
| Don Horsley | Board of Supervisors, Chair | May, 2016 |
| Rich Garbarino | City Member | May, 2017 |
| Vacant | City Member | May, 2014 |
| Joseph Sheridan | Special District Member | May, 2016 |
| Adrienne Tissier | Board of Supervisors | May, 2016 |
| Warren Slocum | Alternate for Supervisors | May, 2016 |
| Vacant | Alternate for City Member | May, 2015 |
| Joshua Cosgrove | Alternate Special District Member | May, 2016 |
| Jayne Herman | Alternate for Public Member | May, 2014 |

COMMISSION MEETINGS:

1. LAFCo meetings are on the third Wednesday of odd-numbered months at 2:30 p.m. in the Board of Supervisors Chambers at the Hall of Justice in Redwood City. Extra meetings may be held as needed.
2. If an item of interest to you is on the agenda, the Chairman will call for comments from the audience when the item is ready for discussion from the floor. Please complete a speaker slip available just inside the door and give it to the Clerk to assist the Chairman in organizing the progress of the hearing.
3. When addressing the Commission, please proceed to the microphone and state your name and address for the Clerk.

For more information about San Mateo LAFCo: www.sanmateolafco.org

May 31, 2013



**PENINSULA DIVISION
MEMBER CITIES**

ATHERTON
BELMONT
BRISBANE
BURLINGAME
CAMPBELL
COLMA
CUPERTINO
DALY CITY
EAST PALO ALTO
FOSTER CITY
GILROY
HALF MOON BAY
HILLSBOROUGH
LOS ALTOS
LOS ALTOS HILLS
LOS GATOS
MENLO PARK
MILLBRAE
MILPITAS
MONTE SERENO
MORGAN HILL
MOUNTAIN VIEW
PACIFICA
PALO ALTO
PORTOLA VALLEY
REDWOOD CITY
SAN BRUNO
SAN CARLOS
SAN FRANCISCO
SAN JOSE
SAN MATEO
SANTA CLARA
SARATOGA
SOUTH SAN FRANCISCO
SUNNYVALE
WOODSIDE

DIVISION OFFICERS

PRESIDENT
RICH GARBARINO
COUNCILMEMBER
CITY OF SOUTH SAN FRANCISCO

VICE PRESIDENT
CHUCK PAGE
COUNCILMEMBER
CITY OF SARATOGA

SECRETARY/TREASURER
KIRSTEN KEITH
COUNCILMEMBER
CITY OF MENLO PARK

DIRECTOR
ART KIESEL
COUNCILMEMBER
CITY OF FOSTER CITY

PAST PRESIDENT
STEVE TATE
MAYOR
CITY OF MORGAN HILL

AT LARGE REPRESENTATIVES
MICHAEL BROWNRIGG
VICE MAYOR, BURLINGAME

NANCY SHEPHERD
VICE MAYOR, PALO ALTO

STAFF LIAISON
JESSICA STANFILL MULLIN
REGIONAL MANAGER
EMAIL: [JSTANFILL@CACITIES.ORG](mailto:jstanfill@cacities.org)

**League of California Cities
Peninsula Division
Dinner Meeting**

**Please Join the Peninsula Division for a Conversation
on the Bay Delta Conservation Plan presented by
Karla Nemeth, Bay Delta Conservation Plan
Project Director for the Natural Resources Agency**

**Thursday, June 27, 2013
Seaport Conference Center
459 Seaport Ct.
Redwood City, CA 94063
(650) 482-3500**

AGENDA

6:00 PM Social Mixer

6:30 PM Dinner - followed by Business Meeting and Program

- ❖ Welcome and Introductions, Rich Garbarino, President
- ❖ Treasurer's Report, Kirsten Keith
- ❖ Board Report – Art Kiesel, Director
- ❖ LCC Report – Jessica Stanfill Mullin, Regional Public Affairs Mgr.

Program: Presentation of the Bay Delta Conservation Plan

As one of Governor Brown's top priorities for the state of California, please join us for an important discussion on the proposed Bay Delta Conservation Plan. This timely presentation will focus on the details for the proposed plan to distribute water throughout the state as well as the potential impacts the plan may have on our region and communities. Given the significance and complexity of this massive water infrastructure project, this is one discussion you will not want to miss!

Join us for this informative program to learn about the Bay Delta Conservation Plan and its impact on our region.

Bring your Council colleagues, city managers, and city staff for this timely discussion.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: June 7, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended June 7, 2013.

1. **Town Picnic Tomorrow** – The annual picnic will be at Town Center tomorrow. In anticipation of hot weather, the Town will have a misting tent for picnic attendees seeking relief from the heat. Schedule of Activities:

9:00 a.m. Register for Zots to Tots
10:00 a.m. Race begins, good luck everyone!
10:30 a.m. Picnic begins ~ join the fun!
12:00 noon Live Music!
1:00 p.m. Local beer and wine tasting with appetizers
2:00 p.m. Bingo begins for ages 10 and up
3:00 p.m. Picnic ends

2. **Affordable Housing Postcard** – A postcard was mailed to all Town residents inviting them to review the Ad Hoc Affordable Housing Committee's report to the Town Council and offer comments in advance of the meeting. The report is included in the Council packet along with a transmittal memo from staff.
3. **Year End Public Works Projects** – As with previous years, Howard and his crew are busy with fiscal year-end public works projects including pothole repairs, tree removals, and field improvements.