



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council
 Wednesday, June 26, 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** – Regular Town Council Meeting of June 12, 2013 (3)
- (2) **Approval of Warrant List** – June 26, 2013 (24)
- (3) **Recommendation by Administrative Services Manager** - Approval of Investment Policy (37)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting Town Investment Policy (Resolution No. __)
- (4) **Recommendation by Administrative Services Manager** - Approval of 2013-2014 Appropriations Limit (42)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Determining and Establishing the Appropriations Limit for 2013-2014 (Resolution No. __)
- (5) **Recommendation by Administrative Services Officer** – 2013/2014 Woodside Highlands and Wayside II (45)
 Road Maintenance District Tax Assessments
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2012-13 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. __)
 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2013-14 Tax Roll and to Collect the Tax at the same time as the General County Taxes (Resolution No. __)

REGULAR AGENDA

PUBLIC HEARING

- (6) **PUBLIC HEARING** – Adoption of the Fiscal Year 2013-2014 Budget
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2013-2014 (Resolution No. __) (48)
- (7) **Recommendation by Town Clerk** – Calling of the 2013 Election and Giving Notice of an Election to Extend (97)
 The Current Reduction in the Utility Users Tax (Resolution No. __)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Calling and Giving Notice of the Holding of a General Municipal Election to be Held on November 5, 2013, for the Purpose of Electing Three Members to the Town Council (Resolution No. __)
 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Giving Notice of the Holding of a General Municipal Election to be Held on November 5, 2013, for the Purpose of Submitting to the Voters of the Town of Portola Valley a Ballot Measure Authorizing the Extension of the Reduction in the Utility Users Tax (Resolution No. __)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Request from the Nature & Science Committee** – Proposed Nature Center at the MROSD's Hawthorns Site (105)
- (9) **Recommendation by Town Manager** – Proposed Office Closures (109)
- (10) **Reports from Commission and Committee Liaisons** (110)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (11) **Town Council Weekly Digest** – June 13, 2013 (111)
- (12) **Town Council Weekly Digest** – June 21, 2013 (125)

ADJOURN TO CLOSED SESSION

- (13) **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 TOWN COUNCIL REGULAR MEETING NO. 861 JUNE 12, 2013

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

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

Absent: None

Others: Sharon Hanlon, Town Clerk
Nick Pegueros, Town Manager
Karen Kristiansson, Principal Planner
Brandi de Garneau, Sustainability and Special Projects Manager
Leigh Prince, Assistant Town Attorney

ORAL COMMUNICATIONS [7:31 p.m.]

Jeff Christina, 1500 Berger Drive, San Jose, speaking on behalf of GreenWaste Recovery, announced that a service is scheduled for July 4, 2013. He said residents overfilled the 20-yard bin they brought to Town for the May 4, 2013 cleanup; thanks to that success, next time they'll bring a 48-yard bin. He distributed business cards and invited everyone to tour GreenWaste's facilities to see the complex process that takes place after their materials hit the bin.

CONSENT AGENDA [7:33 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of May 29, 2013 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List: June 12, 2013 in the amount of \$410,128.59

By motion of Councilmember Aalfs, seconded by Councilmember Derwin, the Council approved the Consent Agenda with the following roll call vote:

Aye: Councilmembers Aalfs, Derwin, Driscoll; Vice Mayor Wengert, Mayor Richards

No: None

- (1) Approval of Minutes: Town Council Regular Meeting of May 29, 2013

Vice Mayor Wengert moved to approve the minutes of the May 29, 2013 Special Joint Meeting of the Town Council and Emergency Preparedness Committee, as amended. Seconded by Councilmember Aalfs, the motion carried 4-0-1. (Driscoll abstained)

REGULAR AGENDA

- (3) Public Hearing: Recommendation by Town Manager: Consideration of Amendment to Town's Master Fee Schedule [7:35 p.m.]
 - (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. 2595-2013)

Mr. Pegueros said the Town last undertook a comprehensive fee study in FY 2011-12, prepared by NBS Consultants. After the conclusion of that 12-month process, the current fee schedule was adopted in May 2012. Several changes are recommended:

- An across-the-board increase in all adopted fees based the Consumer Price Index (CPI) for the San Francisco region, to be used annually between comprehensive fee studies (which occur every seven to 10 years). This is recommended to ensure that Town fees don't fall behind as has occurred in the past. The current CPI of 2.4% will pass on a portion, but not all, of the projected increased personnel costs, which is the primary driver.
- Reinstating Planning and Building fees that were inadvertently omitted from the May 2012 update of the Master Fee Schedule:

Planning Fees: Zoning Permit Fee and Sign/Gate Application Fee to the ASCC

Building Fees: Planning Department Review of Building Plans Fee and Required Plan Check Fee for Other Projects

- New Administrative Fee for Electric Vehicle Charging Stations

Mr. Pegueros turned the discussion of this matter over to Ms. de Garmeaux, who said they are recommending a two-tier fee structure to offset costs associated with operating the EV stations when the grant expires in December 2013 and to discourage use of the charging stations as the primary source of energy for electric vehicles. The first hour of use would remain free, which would equate to approximately 39% of the charging sessions at the Town Center. After one hour of use, users would pay \$4.00 per hour.

Ms. de Garmeaux said staff also asks the Council to authorize the Town Manager to adjust the fee as necessary to ensure cost recovery and have the flexibility to adjust the fee to be competitive with surrounding Towns that also received grants and are also now looking at fees.

Mr. Pegueros added that EV charging station usage skyrocketed in January 2103. He reiterated that the purpose of the fee is to recover the Town's capital and operational costs within five years and to set aside funds to replace the stations as needed.

In response to Councilmember Derwin, Mr. Pegueros said staff's recommendation would be to make CPI adjustments annually and repeat the extensive and expensive in-depth fee studies every seven to 10 years. While personnel costs are projected to grow faster than CPI, he said, by approving a CPI-based adjustment, the Council wouldn't have the constant concern about overcharging for those services.

Also in response to Councilmember Derwin, Mr. Pegueros clarified that the \$120 fee for Plan Check is a catch-all fee for Building Department services that aren't explicitly described in the fee schedule, such as a shed. The \$140 Plan Check Fee is for Building Permits that require ASCC review.

Councilmember Derwin asked for clarification of the Sign/Gate Application Fee of \$660. Mr. Pegueros said it's for sign, such as an address sign erected on a property, or a gate. Councilmember Derwin asked if someone were to erect a small address sign, if they would be charged \$660. Mr. Pegueros said if it needed to go to the ASCC, yes, but if the application were for both a gate and a sign, the Town wouldn't charge the fee twice. He said the fee is based upon the number of hours the staff has historically spent reviewing, preparing the reports, etc. Mr. Pegueros said a number of inspections may be required to ensure adherence to ASCC conditions. Councilmember Derwin said it seems to be a disincentive to do the right thing, and she's concerned about some of these fees.

Vice Mayor Wengert asked how the proposed fees compare to those in surrounding communities, and whether other communities link increases to the CPI. Mr. Pegueros said other places he's worked use CPI adjustments in years where they didn't conduct in-depth fee studies, but community comparisons are difficult because fee schedule studies are complex and are not done frequently. He said the consultants engaged for the Town's last study recommended considering annual CPI adjustments. He doesn't know precisely how Portola Valley's fees stack up in comparison to other communities, he said, but would

investigate it if that's what the Council wants. Vice Mayor Wengert said the CPI link is a logical way to protect the Town from having expenses rise faster than revenue does.

Virginia Bacon, Golden Oak Drive, asked about the fee for shed applications, when it seems a permit isn't even needed for an 8x10-foot shed. Mr. Pegueros explained that fees fall into three categories:

- 1) Fees the Town identified as being solely for the benefit of the property owner, such as an addition to their house. In those instances, 100% of the cost to approve that project would be borne by the applicant.
- 2) Fees for projects that have both public and private benefit, where the cost recovery shouldn't be 100% because the general public is benefiting from this regulatory structure and the applicant should pay only a portion of the fee.
- 3) Fees of general public benefit, such as tree removal. We don't want to establish fees that would discourage individuals from tree removal because that is of general public benefit.

The fee Ms. Bacon asked about was one of those inadvertently omitted from the previous fee schedule, he said. If the Council wanted this particular fee re-examined, that can be done.

Councilmember Driscoll said that most of the time, he said, a shed is not a big deal, but they shouldn't be entirely exempt. He recalled a case in which a major complaint resulted from a shed being placed very close to an adjoining property, and the visual impact of that shed became quite contentious issue.

Kevin Webster, Westridge Drive, said regulations regarding size and setbacks are already in place that would cover sheds. He asked if there would be fees for temporary containers, for example, a 24-foot container that is 8 feet wide and 9 feet high. Mayor Richards said those were addressed under special circumstances. He said we're getting hung up on the shed issue and this is a really just a catch-all fee, not just for sheds. Mr. Webster said his understanding is that if it's over 120 square feet it goes under review.

Mr. Pegueros said this fee needs to be looked at in greater depth and asked that the Council hold that piece and he'll work with the Building Department to come back with a very specific recommendation.

Resident, Beth McClendon, asked why fees aren't priced on the basis of how many hours a project actually takes, so that as staff becomes more efficient, the price could decrease. Mr. Pegueros said that was the purpose of the periodic comprehensive fee study. Costs have increased since the 2012 study, he said, and will increase yearly. It generally takes six to nine months to do a fee study; Portola Valley's 2012 study took 12 months and cost upwards of \$25,000. He said no efficiencies have been developed since that study; but costs have increased.

Mr. Pegueros said he suspects that in seven years when they do another comprehensive fee review, there will likely be efficiencies that have been implemented, but producing new efficiencies year after year is rare.

Carter Warr, Willowbrook Drive, asked if these fees reflect the shift from a contract Town Planner to an in-house Town Planner. Mr. Pegueros said the flat fees as outlined in the fee schedule factor in base-level service for any process. Billable hours for consultants (both planners and attorneys) are additional. The recommendation is that for staff hours above and beyond the base level be charged at the staff rate. Because the contract Town Planner is in the \$200-per-hour range and staff is in the \$100-\$125 range, it would be a reduction, but the additional charges would still be there.

Councilmember Derwin asked why a \$1,000 deposit required on the Zoning Permit Fee. She said it seems high. Mr. Pegueros said deposits are charged because the costs vary significantly from application to application. The deposit, as recommended by the Planning Department for use on an as-needed basis, is to ensure coverage for complex projects. He said any excess fees are returned to the applicant.

Councilmember Derwin said she understands the rationale and it makes perfect sense, but if we are going to look at this again next year and still raise it 3%, she would not support it. When Mayor Richards asked why, she said she feels as if we are already overreaching. She would have to see evidence that it really made sense and that we're in line with other cities.

Vice Mayor Wengert said the annual increases would protect the Town in what is likely to be an inflationary cycle. She said given the increases we've seen to date in the cost structure at the Town level, and since we are a zero-cost-based system and we have to balance our budget, with revenues matching expenses, it would be difficult to fall behind when there are some very significant personnel and other costs that we will be facing down the road. After some discussion, Councilmember Derwin did not change her opinion.

Councilmember Driscoll moved to approve the Proposed Revised Master Fee Schedule with the exception of except for the Sign/Gate Fee and the Plan Check Fee for Other Projects (such as sheds).. Seconded by Vice Mayor Wengert, the motion carried 5-0.

(4) Report from Affordable Housing Ad Hoc Committee [7:53 p.m.]

Mayor Richards welcomed Committee members and thanked them for all their hard work. He said this was a great first step that will move the Town along to the 2013-14 planning cycle.

Mr. Toben said the Committee report acknowledges the Town's obligation to plan for its share of affordable housing under state law. The Committee believes the report provides useful guidance to the Council regarding priorities and policies to meet that obligation. He said the Committee endorsed the report unanimously with one abstention. In his experience of service to Town, Mr. Toben added, this is the most complex assignment a citizen group has ever been given with a product to be produced in three months' time. He said the Committee has done remarkable work and deserves our great appreciation for their efforts. He acknowledged the following people for providing essential ingredients to their report:

- Town Manager Nick Pegueros, for yeoman's work in preparing materials, compiling results, serving as the Committee's real-time editor, going way beyond the call of duty working on this project.
- Principal Planner Karen Kristiansson, for her extraordinary work providing technical expertise, developing a presentation that in a highly distilled way educated community members on the Town's legal requirements and the boundary conditions that pertain to the Housing Element. She was also responsible for the final organization of all the complex material in the Committee's final report.
- The Town Council, for giving over such scope and authority and a complicated policy dialogue of this magnitude to a group of citizens, to produce a set of recommendations for consideration. He said the Committee felt quite empowered with that charge, which resulted in a report that reflects genuine engagement on their part.

Ms. Hasko, who also thanked staff and Ms. Kristiansson for supporting their effort, going through an enormous amount of work to help the Committee be as productive as possible, said that she, Mr. Warr and Ms. Murphy would provide an overview of the report. Ms. Hasko said their presentation would additionally provide an overview and context for the report, details on the second-unit program, and additional comments on certain aspects of other programs.

Ms. Hasko said they appreciated the significance of the issue during their entire three-month period working together. They held six publicly noticed outreach meetings, followed by sub-committee meetings to analyze the results of those meetings. They met to draft and critique portions of the report, and reviewed hundreds of pages of information. Despite all of that, it seemed they could never give enough time to the topic or enough energy, so delaying submission of the report was seriously considered. In the end, they decided to meet the requested timeline and let the Council decide the appropriate follow-up.

Ms. Hasko the Committee was fortunate in getting a lot of community input in the meetings and public outreach efforts. They heard and appreciated constructive comments and well-articulated concerns. But because they did not hear from the entire community, she said the Committee encourages the Council, as it moves forward to define the Housing Element over the next several months, to make a deliberate public outreach effort to allow those who have not yet weighed in to do so.

As Ms. Hasko explained, one of the Committee's assignments was to create a Mission Statement, a concise articulation of what the Housing Element should achieve. The Recommended Mission Statement for Housing in Portola Valley is covered in the first section of the report. Two themes emerged in all of the meetings that the Committee felt were important to factor into the recommendation to the Council:

- Communication with housing authorities. She said they encourage the Town to continue efforts to educate housing authorities at all levels (state, regional and local) about how Portola Valley's unique situation affects its ability to provide housing (e.g., being in a seismically active area with challenging topography). She said these challenges should be factored in appropriately and well considered by those who set affordable housing requirements.
- Town's role in affordable housing programs. Ms. Hasko said the strong consensus throughout the Committee and public meetings was that the Town's role should be that of encouraging a market-based solution to provide affordable housing units. In general, she said people wanted to see the private sector encouraged and facilitated to create these units. She said if the Town finds opportunities for more direct involvement, such as perhaps directly subsidizing construction, the Committee encourages the Council to do that only after robust public discussion and enabling the public to understand and weigh in on the particular facts of the opportunity.

She said the Committee was also assigned to provide Overarching Criteria for the Provision of Housing in Portola Valley, which is covered in the report's second section. She said these criteria would look familiar because they derive in large part from values already articulated in many of the Town's policies and documents. These criteria focused on housing and offered more granular housing-related suggestions.

The bulk of the report, in the third section, is devoted to Recommendations for Specific Housing Programs, which prioritizes programs that are available for the Town to meet its Affordable Housing requirements. The programs, which are all defined in the report, include:

- Priority 1: Second Units
- Priority 2: Affiliated Multi-Family Housing
- Priority 3: Inclusionary Housing

The report also includes appendices addressed to each program. They are the Committee's attempt to collate and summarize feedback from the public and Committee members' suggestions. They are not a prioritized list or a list of items already determined to be feasible. The Committee offers these appendices as a starting point for the Council's efforts going forward to use in perhaps implementing any program that the Council decides to implement, and the Council would have to perform the feasibility study and prioritization – the Committee has not done that.

Unaffiliated Multi-Family Housing, another program derived from the current Housing Element, was not recommended in the priorities for meeting the Town's Affordable Housing requirement, but it is a program that was well discussed. Should the Town decide to pursue that as a means to achieve affordable housing requirements, the Committee attached as an appendix the comments they received.

Ms. Hasko said the appendices should be viewed as a tool for the Council moving forward, as a collection of ideas obtained from the community.

Ms. Murphy said that Second-Unit Program is the first on the list of recommendations because in terms of the people who the Committee heard from, it was overwhelmingly supported as the priority method to meet as many of the RHNA requirements as possible. She said that second units seemed to best allay the fears of people in Town when they hear about affordable housing, specifically the loss of local control and control over aesthetics, the two concerns that came up most often. She said second units would be dispersed throughout the Town and homeowners would have built-in aesthetic control.

To increase the number of second units, Ms. Murphy stated, the Town would have to be less restrictive in its rules about how and where second units can be built. Appendix A lists the many ideas (not prioritized) that were discussed on how to achieve this – some clever, some practical, some far out, she said.

She said the Town must find a way to assure that any support given to the creation of second units actually results in housing units that meet RHNA requirements in the moderate-income category that the Town's lacking, and that those units are actually used in that way. It is not appropriate for the Town funds to be spent underwriting units that merely become guest quarters or studios for property owners.

She said an integral part of the Committee's recommendation is the need for more public input as this work goes forward, at every step along the way. One of the first things the Committee had to accomplish was getting over the hurdle of residents being very unnerved about what they thought had gone on in the past and they didn't want that happening again.

Mr. Warr discussed Affiliated Housing and Inclusionary Housing, both of which may be made more effective and viable as sustainable ways to provide affordable housing if the Council concurs with the Committee's recommendations. Mr. Warr explained that the existing Affiliated Housing program provides housing on properties where the housing isn't the primary use – but that the housing can be used by employees or staff members. Currently the Housing Element considers The Sequoias, the Priory and the Stanford Wedge as places for that opportunity.

As the Committee went through this, Mr. Warr continued, members also sought other places – on properties such as commercial properties where there might be a way to provide some housing for employees, agricultural properties, and also on potentially an open-space property such as the Woods property, where the Midpeninsula Regional Open Space District (MROSD) is employing people in this earning category. He said MROSD is also looking for effective ways to use those historic buildings or other parts of the property. He said because it's about employees and staff, a key factor in the Overarching Criteria concerns provide housing for people who work in Portola Valley. He said the Town's efforts in regard to Affiliated Housing should help property owners see the opportunities and benefits, while supporting the complex process of approvals in construction. Some of these organizations consider even thinking about the process too complex and too divergent from their core goals. The Committee thought it would be very positive for the Town to commit funds and efforts to help make that happen.

The Inclusionary Housing is an existing program the Town has used in the past – the Blue Oaks experience is a part of that. The Committee felt the program needs adjustment because at this point, within the ordinance and the General Plan, provides land only and not necessarily housing. The Committee was clear that in Inclusionary Housing needs more teeth to work effectively.

The Committee recommends making Inclusionary Housing units look like the rest of the Town. The Overarching Criteria talk about dispersion and making sure the visual and behavioral parts of housing blend in with the Town's overall aesthetics.

Mr. Warr also discussed Unaffiliated Multi-Family Housing, which isn't associated with any institutions or single-family residences or anything else. The Committee made several important recommendations, he said, including that this should be a lower priority because there is no basis within the Zoning Ordinance or the General Plan and there are no sites available. This method would require vigorous, robust and very public review and discussion; identification of density, costs and infrastructure required; long-term ramifications. He said that in the broadest terms, Unaffiliated or Multi-Family Housing really needs to look like the rest of the Town. He said there should be nothing visually discernible to set it apart.

As Mr. Warr explained, the purpose of the Unaffiliated Multi-Family Housing should not be about increasing the population, but about housing the people who live and work in Town. It should be developed in a sustainable way, with market-based solutions that the Town supports in the form of encouragement rather than providing significant funds.

In closing, Mr. Warr said he's thankful that Mayor Richards convinced me to volunteer to serve on the Committee. He said he was very skeptical about the process and the short timeframe, and is really pleased about the Committee members and how well it worked. That said, he added, an enormous amount of work remains to be done. The "bin list" the Committee developed still has a lot of unanswered questions. There are ongoing efforts in the general recommendations about the regional coordination that he said he hopes the Council takes very seriously and very actively works with the other communities to define legislative ways to make refinements in the law that recognize differences among communities. The Committee doesn't want the Town to shirk the responsibility, but have the responsibility effectively attended to. Mr. Warr said he looks forward to continuing to watch this mature; the Committee's work is just the beginning of a process that will get stronger and more valuable as time goes on.

Councilmember Derwin asked what "internal second unit" (page 5) meant. Karen Kristiansson explained it was a second unit developed within the footprint of the existing house, for example, if someone walled off a couple of bedrooms, put a door on the outside, and added a kitchen and a bathroom.

Referring to the amnesty discussion, Councilmember Derwin asked why anyone would "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." Mr. Warr explained that many amnesty programs arouse fears that once a person enters into a discussion about a property, there's no way to back out. For example, perhaps due to some zoning change, an existing second unit may be on a parcel too small to allow second units. This is a way to give people a safe haven to start a discussion.

Mayor Richards opened the public hearing.

Katherine Terhune, Wyndham Drive, said tonight's presentation from the Ad Hoc Affordable Housing Committee is a landmark event resulting from countless hours of research, problem-solving, networking, authoring and editing. This draft, while viewed as a work-in-progress by a number of Committee members, still stands on its own as a clear, detailed report of the findings describing the approach the residents of the Town at large see as most desirable regarding the affordable housing mandate set by the state government.

She said that an article in today's *Almanac* refers to past divisiveness on this issue as if there were warring factions in the community, when in fact any sense of divisiveness has centered on issues of communication, process, transparency and involvement of all stakeholders. The same article states that residents at large united with the Nathhorst neighborhood to deflect a development they considered contrary to the Town vision – an example of unity rather than divisiveness. Ms. Terhune said we need that same spirit, and look forward to ongoing community dialogue and decision-making in concert with the Town government. This theme is noticeably woven throughout tonight's draft report by the gold thread in a tapestry.

The Council's receiving the Committee's draft tonight is significant, she continued, because it resembles a door opening with a welcome mat for the members of the community and Town government to work together going forward. We in Town are grateful the Committee was formed and brought together members from a variety of neighborhoods. The Committee and Subcommittees were assigned a massive task to accomplish in a very short timeframe. Working feverishly, she said, they rose to the occasion.

The fact that the Committee's report is a "draft" report and not a "final" report implies an ongoing open process that can be described as continuing if the Council concurs with the residents' recommendations, Ms. Terhune said. "What a healthy opportunity for Portola Valley," she said, noting that residents look forward to more notices in our mailboxes alerting us to key steps in this process. Affordable housing in

any community is an issue we all care about. Our Town is a unique environment. We all care for it deeply, and preserving the nature of our community, while embracing the diverse population – well, surveys show that we already do that quite well. There is a diverse population in our Town and it can be enhanced without compromising the vision of our origins – a rural community with scenic and usable outdoor opportunities, while maintaining the policy of low density when it comes to building on properties. Dispersed, not concentrated, affordable housing is a strong component of tonight’s draft, reflecting the viewpoints expressed repeatedly at the community meetings held throughout our Town.

As Ms. Terhune put it, the feeling that Regional Housing Needs Assessment (RHNA) numbers seem relentless as we project into the future came up repeatedly in the meetings. We need to continue doing what we do with integrity, to continue to do what’s right and not just take the path that looks easy. Referring to efforts to address affordable housing issues led by Assemblymember Rich Gordon, she said she hopes the Council will join the united effort on this front so that multiple and diverse Bay Area communities may be the key for dialogue with ABAG to demonstrate that their projections are not necessarily seen as gospel by other agencies seasoned in this same field. We need dialogue and community involvement at a local, county and state level, she said, adding that a grassroots voice fits Portola Valley’s vision far better than housing requirements imposed by outside agencies. In closing, Ms. Terhune thanked the Council for receiving the Committee’s draft in earnest and for their keen attention to this very important matter.

Bud Eisberg, Wyndham Drive, who served on the Committee, wanted to speak personally on “unfinished business” items – things the Committee should have discussed and never got to because of the compressed timeframe they had to work with:

- The economics of Affordable Housing in Portola Valley. Given our property values, high construction and infrastructure costs, what does it take financially to make a project work in this Town? That’s an important thing for the public and all of us to understand, he said.
- A survey of available sites, which must be updated in the next Housing Element. All Committee members were very interested in this, he said, but they just didn’t have enough time.

Even though a lot of people are ready to see the Committee end, Mr. Eisberg suggested consideration of an extension for a period of time to address these and maybe some other topics. He also echoed the appreciation expressed for the support of Mr. Pegueros and Ms. Kristiansson, as well as “our taskmaster, Steve Toben.” He said he left the first two meetings with a headache, but Mr. Toben offered us the flexibility to amend the agendas in the future and we were able to put it on track, and that was very important.

Karol Bondy, Saddleback Drive, asked how many affordable housing units were required to meet the goal. Mayor Richards said the Town’s allocation for the 2014-2022 planning cycle is 64 units.

Bob Bondy, Saddleback Drive, said that some people might interpret what the Committee characterizes as a “reasonable solution” as having Menlo Park, East Palo Alto, Redwood City, or somewhere else providing affordable housing. He said he’s been an advocate for keeping first responders close to home and mentioned a long time ago about offering units to firefighters because you want to have them close to an emergency. He said in an emergency, he’d also be uncomfortable about Public Works Director Howard Young living in Hayward. On the other side of the coin, Mr. Bondy added, we have neighbors around us who call themselves Portola Valley, who used to be Menlo Park, who benefited from our stewardship and big government and planning, and their property values went up. Webb Ranch, for one, considers itself Portola Valley. “Look at all the mailboxes in the driveway,” he said. “Why wouldn’t or couldn’t those being considered?” He also asked where the Town currently stands in terms of meeting its goal of 64 units of affordable housing,

Ms. Kristiansson explained that it’s a moving target, but based on projections she’s seen, she thinks we will fall a little bit short but not enough to result in any penalties. The shortfall is due in part to the fact that

the Priory's project, which would have added 11 units, has been delayed, and in part because second-unit numbers are a bit lower than anticipated.

Mr. Bondy asked whether any action is underway to mitigate the contamination found at the 900 Portola Road property that the Town had planned to purchase, or whether it would simply sit there and leach into the next door neighbor's yards. Mayor Richards said he understand that the owners are dealing with that with the County Health Department.

Bernie Bayuk, Paloma Road, said that 50 years ago Portola Valley was faced with a threat of about 500 houses on the mountain that defined Portola Valley. The residents didn't just relax and accept that this had to be. They were proactive. The Town has benefited from the slow density formulas for incorporation. With 60 or more houses laid on the Town every eight years now, over 50 years that's 360 houses mandated. That's not Portola Valley, he said. High density does not belong in Portola Valley. We need to put some energy into countering what we're calling mandates. We talk about those who work in the Town should be housed in the Town. It's a fantasy, he said. We're not a company town. Nobody lives where they work. Look at rush hour. If 50 years from now we want Portola Valley still open space and rural, we've got to convince those who do the mandates that towns are different, he said. Each town has a character and we need to show that to maintain our rural character, we've got to have recognized changes in these so-called mandates. For 50 years we've lived with an unwritten one house-one acre.

Mr. Bayuk asked the Council to consider some volunteers, as with the Ad Hoc Affordable Housing Committee, to create some actions we could take, maybe jointly with Atherton, to convince the state that exceptions and recognition has to be taken of these unique towns. We won't be unique in 50 years if we have to live with these mandates.

Ed Wells, Naranja Way, complimented Mr. Toben for the way he "can herd cats and write what is a very good Wikipedia" of things that bother us about affordable housing. Mr. Wells, who has supported second units for many years, recalled talking about them 10 or more years ago in connection with the Nathhorst Element. Second units are a good vehicle, he said, but some downsides have not been popular. Number one, the way in which you get the second unit is that you agree to the Town's right to give you rules. We have no particular rules relating to the type of ordinance that creates second units. We don't know; the Town has never published the rules in the 30 years since he got my second unit, he said. It's a two-page document which begs him to believe that the Town has the power to enforce rent control on people who have second units. Playing that out just a little bit more, he said, you can see that when we're fabricating the Housing Element, we're fabricating that the second unit – 750 or 1,500 square feet, whatever you want to call it – that creates a unit of affordable housing for someone who doesn't live here. The people who need affordable housing are not here and there are ways in which we can create affordable housing here. He said he has four of them in working process with papers to submit when the Town wants to get down to nuts and bolts.

Mr. Wells said that toward the end of the Ad Hoc Affordable Housing Committee's "very nice piece of work" is a plan to take money from the in-lieu fund. If you go back to the 1990 ordinance, Mr. Wells said, it is very specific about being intended only to create affordable housing units. He noted that money sat in that fund for 10 years and didn't move a penny. Now the Blue Oaks money is being eroded. He cautioned the Council to be very careful about this "cookie jar," because people will have their hands in it. Anybody who mentions affordable housing will feel they have a right to be paid out of that in lieu fund.

Mr. Wells said that he'd be glad to meet with finance staff on ways the Town can expedite, encourage and create affordable housing here in Portola Valley as an investment, and get your money back quickly so that you can keep using it to promote more affordable housing. We have models we can show you on how to do that. He said he knows the next step is to go back to the 2009 General Plan Housing Element, where you say you're going to hold a study session on second units, and that will give you a chance to understand what the mechanics of it are, what maybe the Town could put in writing that it would agree to give us, and then with that much behind us, we also ought to be thinking about when do we bring nuts and bolts ideas to either the Planning Commission or the Council and get in some real sharp-pencil discussions on it. In closing, said, "Thank you very much for all your hard work."

Ms. Bacon also thanked the Committee. “I know this is tough work trying to get something together and I really appreciate your work,” she said. According to Ms. Bacon, the term “second units” is a misnomer. If we look at Town policies, land use and building and all, there isn’t really a requirement for second units in and of itself. Actually a second unit is a form of an ancillary structure related to the development of a parcel. An ancillary structure might be a second unit, garage, art studio, bar or something else. It can be many different things. The Town’s 85% Rule expects a house to comprise 85% of the floor area ratio allocated to a parcel, with the remaining 15% allocated to ancillary structures.

Ms. Bacon said she hopes the Town will take a hard look at all of this when it does the Housing Element, because she’d like to get rid of the 85% Rule and look at the development potential of a property as a whole. She’d like to see it more as an overview that allows a certain amount of square footage. She’d also favor eliminating the basement rule, which excludes counting square footage basements. Over the last five years or so, she said that homes in Portola Valley are getting larger and larger, and one of the reasons is basements – which she knows, as a realtor, that buyers count even if the Town doesn’t.

She said she’d rather see the Housing Element address developmental potential for a parcel, whatever that is, so that homeowners really understand what they can and cannot do. She mentioned a house that was recently approved in her neighborhood, with floor area technically at 5,200 or 5,300 square feet, but with the basement, that house would have more than 8,000 square feet of living space. “That just doesn’t compute,” Ms. Bacon said. She said that if a floor area exceeds a certain number, part of that should be allocated in some fashion for affordable housing.

Ms. Bacon said that larger homes also create traffic, and unlike Mr. Bayuk, she believes the Town has an obligation to provide more housing for people who work in the Town. As a community, we are an employer of people, she said, and an extra large house requires more support services, more maintenance. Maybe some of the people who provide those services could live in the house. That could be an affordable housing unit.

We’ve got to control traffic, too, Ms. Bacon stated. Unlike Los Altos Hills and Woodside, Portola Valley doesn’t have a Park ‘n’ Ride by I-280. How do we get the parents to do more carpooling? Perhaps we could work with Stanford regarding the Marguerites, or with The Sequoias and the Priory about using some of their facilities to combine trips so we can eliminate some of the traffic.

Ms. Bacon also asked where Planned Unit Developments (PUDs) enter the affordable housing picture. She noted that only 25% of Portola Valley Ranch’s 205 acres belong to homeowners, 75% is open space. “Can we still afford that?” she asked. “How do people in Portola Valley Ranch feel about allocating some of that 75% of the 205 acres?”

In closing, Ms. Bacon said we must find ways to address these problems with the next Housing Element.

Phil Vincent, Portola Road, said he wanted to go back before square one. He cited an item from the *Palo Alto Post* that speaks of a committee of people from Menlo Park, Palo Alto, Atherton and Los Altos Hills commenting on state affordable housing requirements. Even before getting into the issue of whether we respond to state mandate, he asked where these mandates come from. Maybe they could be changed, he said. Projections that we’re going to have two million more people in the Bay Area over the next 20 or 30 years also can be questioned very easily, he said.

In terms of Inclusionary Housing, Mr. Vincent said he views Blue Oaks as a predictable fiasco. We, the people of Portola Valley, got the money out of it, but the whole idea that it would be accepted to have low-income housing there is an example of the great difficulty of enforcing the idea of inclusionary housing. In fact, he said he wondered what other developments we’d have in this Town where that could even come up. In terms of the so-called Unaffiliated Multi-Family Housing, he said we’ve been through that debate, which led to a referendum on the Nathhorst issue, and he thinks it would just create more divisiveness.

Mr. Vincent said he’s not unsympathetic with this issue of housing in our larger regions. I think it’s an interesting issue, certainly to me not only emotionally or politically, but intellectually, but it’s what we do to

address the issue. But, he added, he certainly has great sympathy with arguments that have been made that this is not necessarily the community for that, for a variety of reasons, and we do not have to accept some kind of state mandate as written in stone.

Ms. Bondy said she live in the Ranch and believes that some covenants, conditions and restrictions (CC&Rs) would have to be amended to accommodate affordable housing, and there's a very strong sense of community in the Ranch based upon the concept of open space, of which we are all very respectful and mindful of, surrounding ourselves with wildlife. She said the Ranch is a model community for many places around the United States, winning awards for preserving nature, trees, wildlife, all those things that make Portola Valley Ranch unique. That's one aspect in defense of leaving the Ranch, which most of us have small acreage to start with. It's not huge.

Ms. Bondy made a second point. She said she hadn't read the Committee's report, but she pointed out that the infrastructure in other communities such as Mountain View and Palo Alto that helps get people to work. That's why she believes there is so much growth and development in Mountain View along the railroad tracks, she said, so people can take mass transit to get to work. Portola Valley has no bus system and no commuter parking lots; it's "just simply not set up for that kind of environment." She asked whether the Committee's report addressed the issue of an environmental impact study on the infrastructure that exists in Portola Valley.

Monika Cheney, Goya Road, wanted to hear the Council's reaction to the list of recommendations the Committee put forth, considering they spent so much time and put so much effort into it. She asked about the Council's impressions, whether they have any concerns with the priorities or any other comments.

Mayor Richards closed the public hearing and took the matter back to the Council for discussion.

Councilmember Derwin said there was a lot of discussion about the articles in the *Post* about Rich Gordon's Housing Element Committee, of which she said she's a member. She said Assemblymember Gordon brought in representatives from every city in his District, which spans both San Mateo and Santa Clara Counties. He brought them together because he was getting a lot of pushback, mostly from Santa Clara, on RHNA numbers. Not so much from San Mateo County, she said, because we do it differently here. She said that in San Mateo County, we sit down together at a table and figure out our RHNA numbers, noting that Vice Mayor Wengert is part of that process.

As Councilmember Derwin explained, Portola Valley's RHNA number is 64 and our population is 4,448. She said Brisbane, which is more on the transit spine, has 4,379 people, and its RHNA number is 83 instead of 64. She said Daly City's number is 1,350. Redwood City's number is 2,789. San Mateo's number is 3,100. Woodside is 62, and the only reason it's that low is due to an arrangement with Redwood City for housing for some housing at Cañada College.

She said the communities together and came up with numbers that worked for all of them, recognizing that Portola Valley is in the hills and doesn't have the infrastructure and the transportation that, say, San Carlos has.

In Santa Clara County, Councilmember Derwin said, the cities don't work together that way and as a result, a lot of them are very unhappy. She said they went to the ABAG Appeals Board in an effort to get their numbers changed. She said Mr. Gordon brought everybody together to talk about it and the consensus was that it's not working. She said it's not working because we're not even building that much affordable housing. She said the group would meet again in July and hear from the former state Housing and Community Development (HCD) Director, who apparently feels the system is broken. She said if Mr. Gordon can come up with a legislative fix, he will work on a bill this fall and he will introduce it in January 2014.

Councilmember Derwin also said the big guiding document for the nine-county Bay Area Region is Plan Bay Area. She said they recognize areas such as Portola Valley as important for open-space conservation, which is why our RHNA numbers are going down while they're going up in all the cities are

along the transit corridor. She said she knows that people don't see it and are frustrated, but it is happening.

Councilmember Driscoll thanked all the members of the Committee for all the hard work and time spent on this very professional document. He thanked Mr. Toben for coordinating things. He said it was a great set of priorities and he was impressed.

Councilmember Aalfs thanked Mr. Toben and Committee members for the difficult task and said he appreciated all the effort they put into it. He said he looks at their work as a first round of what they need to think about when they start the Housing Element preparation upcoming for 2014. He said it's a good start, and he hopes we can follow it closely. It doesn't address everything set upon us by RHNA and the state, but it's a great statement of community values and where people stand. He said he is looking forward to more discussion.

Vice Mayor Wengert said the Committee rocked. She said the task was so complex, difficult, emotional and personal that she has a huge appreciation for the Committee's work. She knows that Mr. Toben was a central part of the success of allowing the Committee to morph. She said it's a great testament to the entire Committee that they were able to come together and come up with a very cogent and coherent document. She said for the Council it has been a difficult, long process and they are at the beginning. She says now they have a roadmap that will help the Council move forward in the two or three prongs. She said one of the first prongs they will be focusing on is the Housing Element, which is at the heart of all of this. As Councilmember Derwin had said, it's evolutionary and we are participating regionally, as vocal participants in what's been happening all along. She said the input they are getting, with this being the first start, in addition to the postcards, the website – it will be an open and very robust process, whatever ultimate goals they set for themselves in terms of priorities.

She said this is a terrific start and the Council obviously will look at the Committee's report further and analyzing it more. She said "there's a ton in here, and you guys did a yeoman's job." She said was quite stunned that there were actually additional meetings and the subcommittees had come up with a structure involving even more numbers of people in the community and creating a whole secondary schedule of meetings. She said that is an incredible sign of the community involvement and obviously the leadership of all the people involved, with their whole variety of backgrounds and opinions. She said if there's anything she took away from this exercise, it's that the communication part of any project or anything the Council does going forward is going to be at the top of their list.

Mayor Richards said the Committee's task was daunting from the beginning and the Committee did a fantastic job. He said the theme heard tonight is that clearly there is a lot more to be done. As the process evolves, he said part of it will go to the Planning Commission, which is working on the Housing Element. He said they certainly expect more public input all the way along.

He said he hopes that one of the main takeaways from this meeting tonight is that this group has been dedicated all along to keeping the Portola Valley of 50 years ago alive and protecting it. That's been their focus. As Councilmember Derwin had pointed out, Mayor Richards said, a lot of things go on outside of our direct view and Councilmember Derwin has put in an incredible amount of time regionally. He said Vice Mayor Wengert also has done a lot of work on the RHNA issues. He said it unfortunately may look like things are happening that aren't being shared, and he apologized if it looks that way, but it's never intentionally done that way. He said they will certainly try their utmost to make everyone aware of what's going on as this moves forward.

Councilmember Derwin said a comment at the Rich Gordon Housing Element Committee meeting was made by the Palo Alto mayor, who said it would be great if this was a bottom-up process, if the citizens got together and talked about what they see, what they would define as affordable housing within their own communities. She was able to say that's happening right now. She received an email today from Jeremy Dennis, the District Director for Rich Gordon, expressing how impressed he is with the work our Ad Hoc Affordable Housing Committee has done.

Mayor Richards asked the Council to ask the Town Planner to take the Committee's report as a starting point for the next Housing Element. Councilmember Derwin asked about extending the outreach by bringing the report to a wider segment of the community. Mayor Richards pointed out that would happen through the Planning Commission process and the ASCC process. Vice Mayor Wengert said that staff also is continuing to synthesize comments as they come in.

Councilmember Driscoll asked whether a PUD could be altered without the owners in the PUD approving a modification. Ms. Kristiansson/Prince said she didn't know exactly without reading the regulations, but she thought it was a process and not something they could just do.

Resident, Sue Crane, who was on the Council in 1990, when the first Housing Element was written, and it has such a different feeling now. She said it's enthralling for her to see the breadth that has come to us to look at this in a very different way that we did in 1990. She said they hadn't reached out to the community; everyone was fighting for their lives, and it was pretty scary. She said all these years have passed and tonight was a delight. She said it feels as though we're really making progress and it's not as personal as only "not in my backyard." She said she has a very good feeling about our community and how we're going to handle it.

Mayor Richards called a recess.

(5) Presentation by Town Manager: Review Proposed 2013-14 Budget and Set Public Hearing
[9:26 p.m.]

Mr. Pegueros noted that the proposed FY 2013-14 budget would cover the start the transition to more in-house Planning Department work, with the addition of Karen Kristiansson as Deputy Town Planner beginning July 1, 2013. Current Town Planner Tom Vlastic expects to retire in December 2014. Mr. Pegueros also pointed out that the proposed budget:

- Incorporates a robust capital improvement and special projects programs
- Results in an operating surplus of approximately \$53,000, while maintaining service levels with no significant change in employee compensation

Mr. Pegueros said one of the biggest indicators of an organization's financial health is the status of its fund balance. The Town shows a significant jump from the FY 2011-12 to the estimate for FY 2012-13 and it's projected to stay about the same for next year as part of the proposed budget. The "unassigned" bar on the chart is \$2.5 million, the amount the Council has at its discretion. The "assigned" bar, totaling \$600,000 is for five specific funds. He said the two largest in the assigned funds is about \$377,000, a set-aside the Town made several years ago for open-space acquisition, and the legal contingency of \$100,000.

He noted a slight increase in the assigned from 2012-13 and 2013-14, due to the creation of the pension contingency reserve. He reminded the Council that when the Town paid the pension reserve side fund, it drew approximately \$319,000 from the unassigned portion. This is kept aside in case of a shock in our pension rates.

In General Fund revenues, property tax is the largest. Property taxes were slightly higher in the current year due to the repayment of Proposition 1A loan the state had taken from local governments three years ago. We are expecting the money on June 30, 2013. For next year, we need to pay special attention to the revenue from property tax, as we are looking at a 3% increase, based on the Assessor's projections. Mr. Pegueros said the County recently put out a press release announcing that we should prepare for the loss of excess Educational Revenue Augmentation Fund (ERAF) money – from property taxes taken from public agencies to help fulfill the State's obligation to schools). Every year the County Assessor skims off what is required according to the state's formulas for ERAF, and then makes it distribution. San Mateo County happens to be one of the few Counties where the money for schools is less than what is actually pulled from the budget to comply. So each year the County Controller does a rolling three-year calculation

of that excess ERAF. It's technically an income tax refund. The County has put all cities in the County on notice that due to recent changes in how the ERAF pot is distributed, we can expect to lose approximately \$37,000 of excess ERAF. Mr. Pegueros said no substantive data has been provided that would allow us to actually forecast when that would factor into our stream; in the past two weeks we've been told both that it may and may not have a significant impact on next year's revenues. Those factors are included in the proposed budget. It is anticipated the ERAF will be eliminated gradually and not in one lump sum in FY 2014-15.

The Permits and User Fees were increased by CPI 2.4% and on the revenue side, because we are transitioning more review and project management in-house, there is an assumption that \$40,000 of in-house planning staff charge-backs. So rather than a project being billed through to Spangler & Associates, there would be work done by in-house staff and their time would be charged to the applicant.

On the Expenditures side, in general, the numbers, while increasing over the timeframe, are relatively steady.

As Mr. Pegueros explained, the Town's personnel costs encompass salary, pension and insurance. The number with the greatest variability tends to be salaries because it is based on actual staffing and there have been transitions over the last four years. In general, personnel costs are increasing. The proposed budget includes an increase in the salaries budget of \$58,000, approximately 5%. The bulk of that is due to filling vacancies. Upgrading the position of Planning Manager to Deputy Town Planner resulted in an incremental cost increase, he said, but it's clearly offset by some of the revenues that are anticipated. There is a general allowance for merit salary increases of \$25,000 for staff.

The pension number for FY 2013-14 is substantially unchanged from last year, Mr. Pegueros said. With implementation of a mandated two-tiered pension system, new hires receive a benefit of 2% at 62; the Town and the employee each pay 6.25% for that benefit. In contrast, for employees on board prior to January 2013, the Town pays both employer and employee contribution for a total of 17.28% of base pay.

We're seeing significant future increases in pension costs for all of our employees, Mr. Pegueros continued, but more significantly these numbers reflect costs for our classic employees. CalPERS has announced its intention to change several of its assumptions, such as life expectancy, mortality and investment return, and those changes – which haven't yet been articulated – are expected to increase our pension costs 2% to 4% of payroll. This is on top of the 17%. PERS is also planning to implement a new funding model in FY 2015-16 that would require all of its members to have fully-funded pensions, with 100% of the assets necessary to pay the obligations. That is expected to increase PERS costs an additional 4% and 5%. We expect these funding requirements to be implemented over a four-year period, so by 2020, he said, we will be paying considerably more.

CalPERS, for the first time, has provided a valuation of our unfunded pension liability, Mr. Pegueros said. Prior to this year we have been part of a pool. When we went into the pool, we lost our individual assets and liabilities. The changes have required CalPERS to break out the liability by individual members, so that individual organizations can figure out what they're on the hook for. The most recent valuation available is as of June 30, 2011. Based on that valuation, the Town has an unfunded pension liability of a little more than \$1 million, which means that we're 75% funded. The goal of the new funding policy's estimate of 2% to 5% of payroll is to bring the funding ratio up to 100%.

Some of the good news is that the Town wisely began the Pension Contingency Reserve last year and at the end of this budget year we'll have \$100,000. Mr. Pegueros said that may seem like a drop in the bucket, but it's more than most agencies have set aside for their pension obligations. The Finance Committee had recommended that the Council consider designating \$1 million of our fund balance to pension liability. At some point, if PERS and its projections are correct, our designated fund balance for pension liabilities would go to zero, because their goal is to bring us to 100% funded. So the \$1.055 should go down to zero at some point in the future, probably not for 10 to 15 years, but any designated monies would decrease assuming their models are correct.

The proposed budget includes a 10.7% hike for medical/dental/vision insurance costs, which may be low, but we won't know the actual premium adjustments until July 2013, after which Mr. Pegueros said he'd come back to the Council to discuss this in more detail. To implement all of the mandates in the Affordable Care Act, there will be an immediate 6% increase in January 2014. Some media reports project increases as high as 25% next year.

Of particular concern, Mr. Pegueros said, is the imposition of an excise tax for Cadillac plans, which are plans valued over a certain dollar amount. At the rate that premiums are increasing, he said by the time we get to 2018, he has reason to believe that the plans the Town offers its employees will be considered Cadillac plans. The excise tax is 40%. Whether CalPERS is successful in developing options that aren't considered Cadillac plans remains to be seen, but it's something we need to be aware about.

Also on the Expenditures side, Mr. Pegueros noted that Town Center costs are increasing significantly from prior year and current year, as are Services and Supplies. Starting with FY 2013-14, the budget recommends \$3,000 to provide the Public Works Director with an auto allowance, intended to compensate the employee for use of his or her own vehicle as opposed to the Town purchasing and maintaining a vehicle for that employee's use. Currently the Town Manager and the Building Official are the only employees who receive an auto allowance and, in exchange, we are not entitled to mileage reimbursement. All other employees are provided mileage reimbursement, provided they submit their mileage reimbursement requests.

The biggest structural change in the budget is the retirement of Skip Struthers and what we're going to do with the workload that he was assigned. Approximately 60 to 80% of Mr. Struthers' workload was janitorial at the Town Center. That drew from the resources available for trail maintenance, etc. Mr. Pegueros recommended the Council consider outsourcing janitorial service, because the need for those services at the Town Center increases almost every other month, with growing use of the facilities and the associated frequency of cleaning and restocking supplies. He also noted that outsourcing janitorial services would help us better monitor the costs involved in maintaining Town Hall, the Library and the Community Hall. Another benefit of this approach, Mr. Pegueros said, would be the ability to have the Library pay for its costs of janitorial service out of donor city funds, so while the budget would increase \$50,000 for janitorial, \$16,000 of it would be recaptured.

Mr. Pegueros reported "some really good news," a savings of \$20,000 in Workers' Comp insurance thanks to Ms. Nerdaahl for staying on top of it. As he told the Council earlier this year, he explained, we received some surprising information from our carrier that we didn't have insurance because they didn't send us a bill. There was no lapse in coverage, but there were a series of customer service issues. Coupled with significant rate increases, that gave us the motivation to shop the market for rates. Because we were asking questions and because the prospective insurer was asking for information, we were surprised by a gift of a 50% reduction in premiums from our current provider. That clearly could change, it could be a one-time carrot to keep us from leaving, but that is a savings of \$20,000, he said.

Unfortunately, our Workers' Comp insurance is only half of the story, he said. Our liability insurance is increasing 30%, or \$10,000. The issue there is slightly different. We're a member of the ABAG Risk Pool (the so-called ABAG Plan), which is a group of about 22 public agencies around the Bay Area. The plan has enjoyed very healthy reserves over the last several years, he said, but as a consequence of two claims, the reserves are now being held in reserve for claim. And the unrestricted reserves for future claims is \$7 million, which below the minimum threshold that the board had adopted. One accident where someone is physically injured requires putting \$5 million in reserve. Almost every agency in the pool is experiencing a 30% increase to rebuild reserves.

There is a planned \$40,000 reduction in the Town Planner's services related to special projects. Ms. Kristiansson brings to us a wealth of knowledge and the ability to do projects that would normally be farmed out. We don't quite know what will be in store for us, he told the Council, but they well know that Ms. Kristiansson is our expert on the Housing Element, and rather than having a consultant to do that project next year, she would potentially carry the ball for that.

The proposed budget also includes \$35,000 to investigate water-efficiency improvements. A number of ideas are on the table, and we've sent soil samples to a lab to find an optimal mixture of compost we can use to replace the fertilizers we use. Mr. Young is also looking at reusing the cistern being used for storage, as well as the possibility of providing well water to irrigate Town fields. He said if we were to do something significant involving the cistern or wells, we would need a significant amount of money.

Councilmember Driscoll noted that with the Town expecting to spend \$66,000 on water this year, the \$35,000 toward more efficient water use makes him suspect we may well get some of that back in lower water bills.

Mr. Pegueros said the proposed budget also contains \$13,500 to upgrade the website content management system, the standard \$30,000 contingency for unanticipated expenses and \$14,000 for the November 2013 election.

On the Capital Improvements side, he said:

- Our street surfacing program is healthy. About half of those funds, or \$225,000, are federal funds – from the OneBayArea Grant (OBAG) Program – and to be eligible for those funds, the Town must have a certified Housing Element.
- Ford Field renovation is underway, while we'll get about 25% of the project done this year, the bulk of it will be done in FY 2013-14.
- Some Crowder (C-1) Trail improvements had been planned for in this year's budget, with Stanford paying \$100,000, but that project was deferred so it's moved to next year.
- Federal reimbursement is expected for the \$300,000 in storm damage repairs to Alpine Road.
- The Library has requested \$35,000 in lighting improvements, which would come from donor city funds.
- An old truck will be replaced.
- The AM emergency radio station project will be completed.

The public hearing will be scheduled for the June 26, 2013 Town Council meeting, when the Council also will consider approval of the budget. Mr. Pegueros said he anticipates getting back to the Council on July 24, 2013, to talk about health-care premiums.

Vice Mayor Wengert questioned including proceeds from the sale of Blue Oaks lots under "Service Charges" in the FY 2013-14 Total Revenues Budget Summary (page 4). Mr. Pegueros said he didn't have the opportunity to do it this year, but changing several things about which accounts are charged and credited for various items would be a priority for him in the coming fiscal year. He said the Blue Oaks proceeds come under Miscellaneous Service Charges (page 13). For the current year, he noted, the Miscellaneous category also includes the \$75,000 settlement related to the Redberry Ridge tree clearing.

Noting the decrease in the Town Publications budget (Services & Supplies) from \$14,600 for FY 2012-13 to \$2,800 for FY 2013-14, Councilmember Derwin asked whether we are officially moving from a printed newsletter to postcards. Mr. Pegueros said the newsletter has been expensive, and rather than hire an outside editor as provided for in the budget, the recommendation is to move away from the biannual newsletter to more frequent posts. He said a proposal on how that would work will be prepared in July 2013 for Council feedback.

Councilmember Derwin also inquired about \$90,000 in the Capital Budget for Springdown Improvements Phase 1.

Vice Mayor Wengert noted that a 50% increase of employer contributions to CalPERS that would be phased in over a four-year period beginning in July 2016 warrants looking carefully at alternatives, because that would be unsustainable. In terms of managing this issue, Mr. Pegueros said that although people have become somewhat desensitized to the problem because PERS forecasts have changed so much over the last decade, some communities are beginning to look at alternatives. There are alternatives, he noted, but they aren't inexpensive. He said that he suspects that Portola Valley is one of the last cities in San Mateo County that pays 100% of the PERS costs; in Woodside is shifting 2% of PERS costs to employees beginning July 1, 2013, as is Atherton and Los Altos Hills.

Councilmember Driscoll complimented Mr. Pegueros. He found that in reading this budget, we were doing all the right things, and it was explained well. He said it actually continued a process that his predecessor (retired Town Manager Angela Howard) also had done very well. Councilmember Derwin said she liked the graphs.

(6) Recommendation by Town Manager: Not-for-Profit Agency Funding Requests [10:16 p.m.]

Mr. Pegueros recommended that the Town not exceed the FY 2013-14 budget allocation of \$10,000 for nonprofits. Last year, the Town gave \$11,000 to nonprofits, with the extra \$1,000 to fill a last-minute request from HIP Housing.

Requests for the next fiscal year totaled \$14,135, he said. The largest award requested for FY 2013-14 is for the San Francisquito Watershed Project (\$5,200 – the same as it received this year), which would provide for a partnership with Acterra to maintain our creeks. Even acknowledging the Town's relationship with Acterra, Vice Mayor Wengert said that she might shave that amount because it's so much larger than any of the others. Mr. Pegueros noted that the Town does not pay into the Joint Powers Authority (JPA) from which the San Francisquito Watershed Project draws the majority of its funding.

Councilmember Driscoll asked whether Jobs for Youth Workforce Development, which requested \$570 for FY 2013-14, had been a recipient in the past. Mr. Pegueros said no, but the organization's activities do have some benefit for Portola Valley residents. Councilmember Driscoll said that the Peninsula Conflict Resolution Center (PCRC), which requested \$1,365 for FY 2013-14 and received \$1,300 this year, has also benefited the Town on occasion.

Vice Mayor Wengert suggested splitting \$5,700 between Sustainable San Mateo County, which received \$3,000 this year and requested \$4,000 next year) and the San Francisquito Watershed Project – maybe \$3,000 to the latter and \$2,700 to Sustainable San Mateo County. She also suggested \$1,300 for PCRC for FY 2013-14, \$500 for Joint Venture Silicon Valley (the same as FY 2012-2013) and \$2,500 for HIP Housing (\$1,500 more than in FY 2012-13).

Other Councilmembers concurred.

Vice Mayor Wengert moved to provide a total of \$10,000 in not-for-profit agency funding for FY 2013-14, distributed as follows:

San Francisquito Watershed Project	\$ 3,000
Sustainable San Mateo County	2,700
Peninsula Conflict Resolution Center	1,300
Joint Venture Silicon Valley	500

Seconded by Councilmember Aalfs, the motion carried 5-0.

Thanking the Council for the Town's support, Laura Fanucchi of HIP Housing, said that over the past year the organization has seen about an 18% increase in the number of clients who are applying for their Home Sharing Program. On June 1, 2013, she received an AARP bulletin with an article called "Home Sweet Home" that was all about home sharing, especially for women aged 50 and up. More than 4 million such women in the U.S. share housing, she said. If there is any way HIP Housing can assist, she offered

the organization's assistance in the Town's affordable-housing initiatives, and indicated that some of their clients may be interested in secondary units in Portola Valley, particularly if they can have discounted rent in exchange for providing some services.

(7) Report from Town Manager: FY 2013-14 Appropriations Limit Calculation [10:28 p.m.]

One of the final aspects of the budget preparation process, Mr. Pegueros continued, is calculating the appropriations limit for the upcoming fiscal year. Appropriations limit legislation, which dates back to 1978, was amended in 1998, he explained, through two different propositions. Consequently, revenues an entity can collect are limited by two factors – changes in inflation and population – primarily to ensure that governments don't continually increase taxes and expenditures unchecked.

This is a particularly relevant issue to Portola Valley due to our Utility User's Tax (UUT), Mr. Pegueros said. He explained that calculations historically suggested that the Town's revenues in any one year would exceed the appropriations limit, so the Town had to ask the voters for an override. The currently authorized override ends June 3, 2014.

He said that he and Administrative Services Manager Stacie Nerdahl made every effort to understand how all the pieces fit together. In this review, Mr. Pegueros said, they found that the Town had included revenues it should not have, which his staff report of June 12, 2013, addresses, in three major categories:

1. According to Article XIIB the California Constitution, exclusions should be made to revenues – in essence, deductions – for taxes that are not subject to the limit. For Portola Valley, this is important with respect to proceeds of revenues collected for the UUT for open space. Historically, he said the Town hasn't recorded that revenue as proceeds from tax that's subject to the appropriations limit, but that revenue is clearly for the acquisition or improvement of land for the preservation of open space. Those are capital expenses, and per Article XIIB, capital expenses are not subject to the appropriations limit. Accordingly, a total of \$245,000 of revenue was inaccurately included in that limit in prior years, which was easy to miss because we didn't do anything with that money; we just accrued it for future use. However, there's a provision that monies put into a capital reserve are excluded from the appropriations limit as well. That's one big adjustment, he said.
2. Measure A funds, which the Town receives for roadway capital improvements, have been overstated by \$230,000.
3. Another \$111,000 in revenues from restricted taxes and grants should have been excluded from the appropriations limit, including a public safety sales tax of \$11,000 and a Citizens Options for Public Safety/Supplemental Law Enforcement Services Account (COPS/SLESA) grant of \$100,000.

Mr. Pegueros said the California Constitution also allows for the exemption of federal mandates from the appropriations limit – Social Security, Medicare, unemployment insurance, the Affordable Care Act and some other items – which the Town also erroneously included in revenues subject to the limit.

In short, Mr. Pegueros said, the total overstatement of revenues amounts to about \$587,000, so the Town is actually under the appropriations limit. Furthermore, projections suggest that we'll remain under the limit, reaching \$378,000 under in FY 2018-19. While the Town has required voter approval of an appropriations limit override in the past because projections exceeded the limit, such an override is not necessary beginning as early as FY 2013-14.

In response to Councilmember Derwin, he explained that in 2009, voters approved three measures, two of which were related to the appropriations limit and one was to extend the temporary reduction of the UUT from 5.5% to 4.5%. After the UUT was originally enacted in 1992, Ms. Prince added, voters were asked to reduce it once from 6.5% to 5.5%, where it remained until 2006, when the voters were asked to drop it to 4.5% for four years.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(8) Reports from Commission and Committee Liaisons [10:40 p.m.]

Vice Mayor Wengert:

(a) Bicycle, Pedestrian & Traffic Safety (BP&TS) Committee

Committee members spent considerable time reviewing the Sheriff's Reports for March and April 2013 at their June 5, 2013 meeting, and also discussed:

- The bike lane study, with a possible presentation to the Council in August 2013
- Signage to discourage parking on Portola Road around Windy Hill
- A possible recommendation to Town Council to study traffic control measures in the Corte Madera neighborhood, with study funding available from Safe Routes to Schools
- Moving the crosswalk at Alpine Hills for improved safety and visibility

(b) SFO Airport/Community Roundtable

The Roundtable met on June 5, 2013, and Vice Chair Wengert reported that Chair Jeff Gee (Redwood City Councilmember) continues to do a great job. She also said that Tina Nguyen, who lives on Alhambra Court, and Jim Lyons of Woodside are spearheading a regional citizens' action group to try to make the Federal Aviation Administration (FAA) more responsive. Ms. Nguyen showed Roundtable members a document indicating how many flights that came in under 8,000 feet over a 24-hour period.

(c) Trails and Paths Committee

At the June 11, 2013 Trails and Paths Committee meeting, members discussed:

- The Committee's June 22 Community Hike, a 4.5-mile outing that will begin at Portola Vineyards on Los Trancos Road
- Scoring driveways; Committee Member Joe Coleman volunteered to reach out to individual homeowners to encourage them to score their driveways to improve safety for horses.
- Removing some eucalyptus trees on Portola Road; ASCC Chair Danna Breen and Conservation Committee Chair Judith Murphy favored removal, but Trails and Paths Committee Vice Chair Susan Gold didn't think it was a good idea, nor did former Committee Chair Lynne Davis. Ms. Breen later said she would prefer to leave the large ones for the trail. They plan a follow-up meeting to discuss some vegetative and screening clearing closer to Windy Hill to open up some spots.

Councilmember Derwin:

(d) San Mateo County Library Joint Powers Authority (JPA)

Meeting on June 3, 2013, the Library JPA Governing Board:

- Elected officers; Councilmember Derwin will be serving as Chair for one more year
- Adopted the budget of \$34.5 million

- Discussed new services, including:
 - High-speed broadband connectivity for heavier-use libraries starting in June 2013, the program eventually will be in all the libraries
 - Nook e-readers in all the libraries, with the pilot program at East Palo Alto and Millbrae
 - Wireless printing from customers' laptops

Councilmember Derwin also reported that San Mateo Supervisor Carole Groom's children's book club had six children graduating – and got their parents reading as well.

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

She attended a Resource Management and Climate Protection (RMCP) Committee Adaptation Workshop in Redwood Shores where they discussed a wide range of related topics, from wildfires to death from heatstroke.

(f) Architectural and Site Control Commission (ASCC)

Agenda items at the ASCC's June 10, 2013 meeting included:

- Continued review of a site development permit application for a home on Larguita Lane
- Modification to previous approval of a site development permit on Westridge Drive
- Architectural Review for house additions on Arapahoe Court
- A review for conformity with its Conditional Use Permit (CUP) X7D-13 for the Alpine Hills Swim & Tennis Club's plans for an upper tennis court terrace and arbor

David Ross said he'd be comfortable if this application stay with staff and not come before the ASCC because there's a threshold of 400 square feet. However, Planning Commissioner Nate McKitterick, who was in attendance, pointed out that although in an area such as Westridge it might not be a big deal, in small neighborhoods even additions smaller than 400 square feet might be appropriate for ASCC review because they can have a significant impact on those neighborhoods. Mr. Vlasic will develop a list of criteria.

Ms. Breen also reported that the tree restoration job Redberry Ridge is proceeding very well.

Mayor Richards:

(g) Nature and Science Committee

He attended the Committee-sponsored Flight Night event on May 31, 2013, and said it was quite well-attended, with eight to 10 planes flying at once.

WRITTEN COMMUNICATIONS [10:58 p.m.]

- (9) Town Council May 31, 2013 Weekly Digest – None.
- (10) Town Council June 7, 2013 Weekly Digest – None.

ADJOURN TO CLOSED SESSION [Removed from agenda]

(11) Public Employee Performance Evaluation:

Government Code Section 54957

Title – Town Manager

ADJOURNMENT: 11:00 pm

Mayor

Town Clerk

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ALMANAC	May Advertising	14279	06/26/2013	
			06/26/2013	
450 CAMBRIDGE AVE	0048		06/26/2013	0.00
PALO ALTO	BOA	47725	06/26/2013	0.00
CA 94306	23988			638.00

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

Check No.	47725	Total:	638.00
Total for	ALMANAC		638.00

PATT BAENEN-TAPSCOTT	Reimb, Bike to Work Day	14280	06/26/2013	
			06/26/2013	
1148 LOS TRANCOS ROAD	1211		06/26/2013	0.00
PORTOLA VALLEY	BOA	47726	06/26/2013	0.00
CA 94028				50.47

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4143	BicyclePedTraffic Committee	50.47	0.00

Check No.	47726	Total:	50.47
Total for	PATT BAENEN-TAPSCOTT		50.47

BW CONSTRUCTION	Woodside H'Lands Debris Box	14329	06/26/2013	
			06/26/2013	
110 RUSSELL AVE	930		06/26/2013	0.00
PORTOLA VALLEY	BOA	47727	06/26/2013	0.00
CA 94028	1773			900.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	900.00	0.00

Check No.	47727	Total:	900.00
Total for	BW CONSTRUCTION		900.00

CALIFORNIA WATER SERVICE CO	4/13 - 5/13 Statement	14281	06/26/2013	
			06/26/2013	
3525 ALAMEDA DE LAS PULGAS	0011		06/26/2013	0.00
MENLO PARK	BOA	47728	06/26/2013	0.00
CA 94025844				8,661.50

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	8,661.50	0.00

Check No.	47728	Total:	8,661.50
Total for	CALIFORNIA WATER SERVICE CC		8,661.50

CAREFUL CLEAN	Solar Panel Cleaning	14282	06/26/2013	
		00006128	06/26/2013	
1914 SPRING STREET	1083		06/26/2013	0.00
REDWOOD CITY	BOA	47729	06/26/2013	0.00
CA 94063	2013-117			1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
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State/Province Zip/Postal	Invoice Number			Check Amount

05-66-4341	Community Hall	500.00	500.00	
25-66-4340	Building Maint Equip & Supp	500.00	500.00	

Check No.	47729	Total:	1,000.00
Total for	CAREFUL CLEAN		1,000.00

CITY OF REDWOOD CITY (IT)

May IT Support		14283	06/26/2013	
			06/26/2013	
P.O. BOX 3629	586		06/26/2013	0.00
REDWOOD CITY	BOA	47730	06/26/2013	0.00
CA 94064	BR29741			1,867.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	1,867.00	0.00

Check No.	47730	Total:	1,867.00
Total for	CITY OF REDWOOD CITY (IT)		1,867.00

CLEANSTREET

May Street/Litter Clean-up		14284	06/26/2013	
			06/26/2013	
1937 W. 169TH STREET	0034		06/26/2013	0.00
GARDENA	BOA	47731	06/26/2013	0.00
CA 90247-5254	70988			1,425.55

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

Check No.	47731	Total:	1,425.55
Total for	CLEANSTREET		1,425.55

COPYMAT

Postcards/Posters		14285	06/26/2013	
			06/26/2013	
1918 EL CAMINO REAL	0046		06/26/2013	0.00
REDWOOD CITY	BOA	47732	06/26/2013	0.00
CA 94063-2113	64915, 64966, 64982			428.81

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	373.87	0.00
05-64-4335	Sustainability	54.94	0.00

Check No.	47732	Total:	428.81
Total for	COPYMAT		428.81

COTTON SHIRES & ASSOC. INC.

May Applicant Charges		14286	06/26/2013	
			06/26/2013	
330 VILLAGE LANE	0047		06/26/2013	0.00
LOS GATOS	BOA	47733	06/26/2013	0.00
CA 95030-7218				9,335.14

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	9,335.14	0.00

Check No.	47733	Total:	9,335.14
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State/Province Zip/Postal	Invoice Number			Check Amount

Total for COTTON SHIRES & ASSOC. INC. 9,335.14

RENEE COURINGTON	Reimbursement, Town Picnic	14287	06/26/2013	
			06/26/2013	
3 CREEK PARK DRIVE	565		06/26/2013	0.00
PORTOLA VALLEY	BOA	47734	06/26/2013	0.00
CA 94028				170.55

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	170.55	0.00

Check No. 47734 Total: 170.55

Total for RENEE COURINGTON 170.55

CSG CONSULTANTS INC	May Inspection Services	14288	06/26/2013	
			06/26/2013	
1700 S. AMPHLETT BLVD	622		06/26/2013	0.00
SAN MATEO	BOA	47735	06/26/2013	0.00
CA 94402	024513			1,560.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	1,560.00	0.00

Check No. 47735 Total: 1,560.00

Total for CSG CONSULTANTS INC 1,560.00

CULLIGAN	June Statement	14289	06/26/2013	
			06/26/2013	
P. O. BOX 5277	0250		06/26/2013	0.00
CAROL STREAM	BOA	47736	06/26/2013	0.00
IL 60197-5277				40.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	40.00	0.00

Check No. 47736 Total: 40.00

Total for CULLIGAN 40.00

BRANDI DEGARMEUX	Reimbursement, Misc Expenses	14290	06/26/2013	
			06/26/2013	
17 LAUSSAT STREET	614		06/26/2013	0.00
SAN FRANCISCO	BOA	47737	06/26/2013	0.00
CA 94102				491.02

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	103.44	0.00
05-64-4326	Education & Training	217.47	0.00
05-64-4335	Sustainability	170.11	0.00

Check No. 47737 Total: 491.02

Total for BRANDI DEGARMEUX 491.02

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State/Province Zip/Postal	Invoice Number			Check Amount

GARY FITZER	Reimbursement, Work Boots	14291	06/26/2013	
			06/26/2013	
765 PORTOLA ROAD	447		06/26/2013	0.00
PORTOLA VALLEY	BOA	47738	06/26/2013	0.00
CA 94028				87.19

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	87.19	0.00

Check No.	47738	Total:	87.19
Total for	GARY FITZER		87.19

THOMAS FOGARTY	Town Picnic, Taste of PV	14320	06/26/2013	
			06/26/2013	
3270 ALPINE ROAD	756		06/26/2013	0.00
PORTOLA VALLEY	BOA	47739	06/26/2013	0.00
CA 94028	63542			130.80

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	130.80	0.00

Check No.	47739	Total:	130.80
Total for	THOMAS FOGARTY		130.80

JEANNETTE FOWLER	Reimb, Archival Supplies	14292	06/26/2013	
			06/26/2013	
10 OHLONE	0300		06/26/2013	0.00
PORTOLA VALLEY	BOA	47740	06/26/2013	0.00
CA 94028				33.45

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	33.45	0.00

Check No.	47740	Total:	33.45
Total for	JEANNETTE FOWLER		33.45

FREEWHEEL BREWING CO.	Town Picnic, Taste of PV	14330	06/26/2013	
			06/26/2013	
3736 FLORENCE STREET	1601		06/26/2013	0.00
REDWOOD CITY	BOA	47741	06/26/2013	0.00
CA 94063	1003			65.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	65.00	0.00

Check No.	47741	Total:	65.00
Total for	FREEWHEEL BREWING CO.		65.00

PAIGE FULKERSON	Reimb, Concert Series/Picnic	14294	06/26/2013	
			06/26/2013	
121 CRESCENT AVENUE	712		06/26/2013	0.00
PORTOLA VALLEY	BOA	47742	06/26/2013	0.00
CA 94028				339.15

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	111.50	0.00

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

05-52-4150	Cultural Arts Committee	227.65	0.00	
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Check No.	47742	Total:	339.15
Total for	PAIGE FULKERSON		339.15

TORE GILLBRAND	Reimb, Picnic/Taste of PV	14295	06/26/2013	
			06/26/2013	
1215 LOS TRANCOS ROAD	1094		06/26/2013	0.00
PORTOLA VALLEY	BOA	47743	06/26/2013	0.00
CA 94028				50.85

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	50.85	0.00

Check No.	47743	Total:	50.85
Total for	TORE GILLBRAND		50.85

GO NATIVE INC	ROW Mowing	14296	06/26/2013	
			06/26/2013	
P.O. BOX 370103	632		06/26/2013	0.00
MONTARA	BOA	47744	06/26/2013	0.00
CA 94037	2540			12,160.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	12,160.00	0.00

Check No.	47744	Total:	12,160.00
Total for	GO NATIVE INC		12,160.00

HALF MOON BAY GRADING & PAVING	CIP Street Surfacing	14297	06/26/2013	
			06/26/2013	
1780 HIGGINS CANYON ROAD	0350		06/26/2013	0.00
HALF MOON BAY	BOA	47745	06/26/2013	0.00
CA 94019				184,957.74

GL Number	Description	Invoice Amount	Amount Relieved
22-68-4530	CIP12/13 Street Resurface	25,000.00	0.00
60-68-4530	CIP12/13 Street Resurface	159,957.74	0.00

Check No.	47745	Total:	184,957.74
Total for	HALF MOON BAY GRADING & PAV		184,957.74

HORIZON	Rodent Cntrl/Replacement Heads	14298	06/26/2013	
			06/26/2013	
P.O. BOX 52758	0289		06/26/2013	0.00
PHOENIX	BOA	47746	06/26/2013	0.00
AZ 85072-2758	1N131095			312.66

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	312.66	0.00

Check No.	47746	Total:	312.66
Total for	HORIZON		312.66

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
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State/Province Zip/Postal	Invoice Number			Check Amount

J.W. ENTERPRISES	Portable Lavs, 6/13 - 7/10	14300	06/26/2013	
			06/26/2013	
1689 MORSE AVE	829		06/26/2013	0.00
VENTURA	BOA	47747	06/26/2013	0.00
CA 93003	168680			289.94

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

Check No.	47747	Total:	289.94
Total for	J.W. ENTERPRISES		289.94

JORGENSON SIEGEL MCCLURE & FLEGEL	May Statement	14299	06/26/2013	
			06/26/2013	
1100 ALMA STREET	0089		06/26/2013	0.00
MENLO PARK	BOA	47748	06/26/2013	0.00
CA 94025				15,221.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	10,924.00	0.00
96-54-4186	Attorney - Charges to Appls	4,297.50	0.00

Check No.	47748	Total:	15,221.50
Total for	JORGENSON SIEGEL MCCLURE &		15,221.50

KEYSTONE OFFICE PRODUCTS CORP	Fireproof File Cabinet	14301	06/26/2013	
		00006120	06/26/2013	
1965 KNIGHTSBRIDGE ROAD	0221		06/26/2013	0.00
DANVILLE	BOA	47749	06/26/2013	0.00
IN 46122	11350480			1,724.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	1,724.00	1,599.00

Check No.	47749	Total:	1,724.00
Total for	KEYSTONE OFFICE PRODUCTS C		1,724.00

KUTZMANN & ASSOCIATES	May Plan Check	14302	06/26/2013	
			06/26/2013	
39355 CALIFORNIA STREET	0090		06/26/2013	0.00
FREMONT	BOA	47750	06/26/2013	0.00
CA 94538				16,700.24

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	16,700.24	0.00

Check No.	47750	Total:	16,700.24
Total for	KUTZMANN & ASSOCIATES		16,700.24

DALE LACHTMAN	Reimb, Bike to Work Day	14306	06/26/2013	
			06/26/2013	
175 WILLOWBROOK	1218		06/26/2013	0.00
PORTOLA VALLEY	BOA	47751	06/26/2013	0.00
CA 94028				45.34

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

05-52-4143	BicyclePedTraffic Committee	45.34	0.00	
		Check No. 47751	Total:	45.34
		Total for	DALE LACHTMAN	45.34

NANCY LUND	Reimb, Archival Equipment	14304	06/26/2013	
240 GOLDEN HILLS	0241		06/26/2013	0.00
PORTOLA VALLEY	BOA	47752	06/26/2013	0.00
CA 94028				21.70

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4154	Historic Resources Committee	21.70	0.00	
		Check No. 47752	Total:	21.70
		Total for	NANCY LUND	21.70

NICHOLS CONSULTING ENGG	2012/13 Resurfacing Project	14303	06/26/2013	
1885 S. ARLINGTON AVE	0183		06/26/2013	0.00
RENO	BOA	47753	06/26/2013	0.00
NV 89509	424132002R			6,450.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4503	CIPStreetDesignFutureFY	6,450.00	0.00	
		Check No. 47753	Total:	6,450.00
		Total for	NICHOLS CONSULTING ENGG	6,450.00

NOLTE ASSOCIATES, INC	Radar Speed Survey	14305	06/26/2013	
P.O. BOX 93243	0104	00006111	06/26/2013	0.00
LAS VEGAS	BOA	47754	06/26/2013	0.00
NV 89193-3243	13060050			726.00

GL Number	Description	Invoice Amount	Amount Relieved	
20-54-4192	Engineer Services	726.00	700.00	
		Check No. 47754	Total:	726.00
		Total for	NOLTE ASSOCIATES, INC	726.00

PLATINUM FACILITY SERVICES	June 2013 Janitorial Svcs	14307	06/26/2013	
1530 OAKLAND RD., #150	402		06/26/2013	0.00
SAN JOSE	BOA	47755	06/26/2013	0.00
CA 95112	13359			2,793.06

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4341	Community Hall	722.01	0.00	
05-66-4344	Janitorial Services	1,293.20	0.00	
25-66-4340	Building Maint Equip & Supp	777.85	0.00	
		Check No. 47755	Total:	2,793.06
		Total for	PLATINUM FACILITY SERVICES	2,793.06

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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

PORTOLA VINEYARDS	Town Picnic, "Taste of PV"	14308	06/26/2013	
			06/26/2013	
850 LOS TRANCOS ROAD	1067		06/26/2013	0.00
PORTOLA VALLEY	BOA	47756	06/26/2013	0.00
CA 94028	1318			110.75

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	110.75	0.00

Check No.	47756	Total:	110.75
Total for	PORTOLA VINEYARDS		110.75

CRAWFORD PRATT	Refund Deposit	14309	06/26/2013	
			06/26/2013	
PO BOX 578	1066		06/26/2013	0.00
LOS ALTOS	BOA	47757	06/26/2013	0.00
CA 94023				576.82

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	576.82	0.00

Check No.	47757	Total:	576.82
Total for	CRAWFORD PRATT		576.82

MIKE RAYFIELD	Refund C&D Deposit	14312	06/26/2013	
			06/26/2013	
55 ADAIR LANE	1150		06/26/2013	0.00
PORTOLA VALLEY	BOA	47758	06/26/2013	0.00
CA 94028				1,000.00

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

Check No.	47758	Total:	1,000.00
Total for	MIKE RAYFIELD		1,000.00

REGIONAL GOVERNMENT SERVICES	May Svcs, Bowerman/Padovan Screening Charges	14310	06/26/2013	
			06/26/2013	
P.O. BOX 1350	1165		06/26/2013	0.00
CARMEL VALLEY	BOA	47759	06/26/2013	0.00
CA 93924	3411			7,613.43

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	7,613.43	0.00

REGIONAL GOVERNMENT SERVICES	Recruitment Consulting Svcs	14311	06/26/2013	
		00006118	06/26/2013	
P.O. BOX 1350	1165		06/26/2013	0.00
CARMEL VALLEY	BOA	47759	06/26/2013	0.00
CA 93924	3411			300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	300.00	700.00

Check No.	47759	Total:	7,913.43
Total for	REGIONAL GOVERNMENT SERVIC		7,913.43

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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

RON RAMIES AUTOMOTIVE, INC.	May Fuel Statement	14313	06/26/2013	
			06/26/2013	
115 PORTOLA ROAD	422		06/26/2013	0.00
PORTOLA VALLEY	BOA	47760	06/26/2013	0.00
CA 94028				624.94

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	624.94	0.00

Check No.	47760	Total:	624.94
Total for	RON RAMIES AUTOMOTIVE, INC.		624.94

SAN MATEO CO INF SERVICES	May M/W	14314	06/26/2013	
			06/26/2013	
455 COUNTY CENTER, 3RD FLOOR	0307		06/26/2013	0.00
REDWOOD CITY	BOA	47761	06/26/2013	0.00
CA 94063	1YPV11305			76.00

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

Check No.	47761	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SHELTON ROOFING	Refund Deposit	14315	06/26/2013	
			06/26/2013	
1988 LEGHORN ST., #C	0309		06/26/2013	0.00
MOUNTAIN VIEW	BOA	47762	06/26/2013	0.00
CA 94043				1,000.00

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

Check No.	47762	Total:	1,000.00
Total for	SHELTON ROOFING		1,000.00

STAPLES	May Statement	14317	06/26/2013	
			06/26/2013	
STAPLES CREDIT PLAN	430		06/26/2013	0.00
DES MOINES	BOA	47763	06/26/2013	0.00
IA 50368-9020				788.87

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	788.87	0.00

Check No.	47763	Total:	788.87
Total for	STAPLES		788.87

STATE CONTROLLER'S OFFICE	Processing Fee, PV Rev 12/13	14318	06/26/2013	
			06/26/2013	
DEPARTMENTAL ACCTG OFC	0218		06/26/2013	0.00
SACRAMENTO	BOA	47764	06/26/2013	0.00
CA 94250-5877				100.00

GL Number	Description	Invoice Amount	Amount Relieved
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TOWN OF PORTOLA VALLEY

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

05-54-4180	Accounting & Auditing	100.00	0.00	
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Check No.	47764	Total:	100.00
Total for	STATE CONTROLLER'S OFFICE		100.00

LORI STUCKY	Refund Deposit	14319	06/26/2013	
			06/26/2013	
675 MONTE ROSA DR. #821	1065		06/26/2013	0.00
MENLO PARK	BOA	47765	06/26/2013	0.00
CA 94025				100.00

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

Check No.	47765	Total:	100.00
Total for	LORI STUCKY		100.00

TOWN OF WOODSIDE	Earth Day 2013	14321	06/26/2013	
		00006127	06/26/2013	
P.O. BOX 620005	541		06/26/2013	0.00
WOODSIDE	BOA	47766	06/26/2013	0.00
CA 94062	001			1,692.42

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	1,692.42	1,692.42

Check No.	47766	Total:	1,692.42
Total for	TOWN OF WOODSIDE		1,692.42

TOWNSEND MGMT, INC	Drainage/Resurf Inspect Svcs	14322	06/26/2013	
	May Applicant Charges		06/26/2013	
P.O. BOX 24442	609		06/26/2013	0.00
SAN FRANCISCO	BOA	47767	06/26/2013	0.00
CA 94124				15,770.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4530	CIP12/13 Street Resurface	14,250.00	0.00
20-60-4260	Public Road Surface & Drainage	190.00	0.00
96-54-4194	Engineer - Charges to Appls	1,330.00	0.00

Check No.	47767	Total:	15,770.00
Total for	TOWNSEND MGMT, INC		15,770.00

TREE SPECIALIST INC	Emergency Tree Removal	14323	06/26/2013	
			06/26/2013	
1198 NEVADA AVE	839		06/26/2013	0.00
SAN JOSE	BOA	47768	06/26/2013	0.00
CA 95125				800.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	800.00	0.00

Check No.	47768	Total:	800.00
Total for	TREE SPECIALIST INC		800.00

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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

TURF & INDUSTRIAL EQUIPMENT CO	Mower Replacement Parts	14324	06/26/2013	
			06/26/2013	
2715 LAFAYETTE STREET	513		06/26/2013	0.00
SANTA CLARA	BOA	47769	06/26/2013	0.00
CA 95050	IV01781			84.99

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	84.99	0.00

Check No.	47769	Total:	84.99
Total for	TURF & INDUSTRIAL EQUIPMENT		84.99

TWIN PALMS VINEYARD	Town Picnic, Taste of PV	14325	06/26/2013	
			06/26/2013	
C/O ROBERT LARSON	1063		06/26/2013	0.00
SAN MATEO	BOA	47770	06/26/2013	0.00
CA 94401	0140			391.50

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	391.50	0.00

Check No.	47770	Total:	391.50
Total for	TWIN PALMS VINEYARD		391.50

LANCE VAUGHN	Reimbursement, Town Picnic	14326	06/26/2013	
			06/26/2013	
119 GROVELAND STREET	1062		06/26/2013	0.00
PORTOLA VALLEY	BOA	47771	06/26/2013	0.00
CA 94028				89.31

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	89.31	0.00

Check No.	47771	Total:	89.31
Total for	LANCE VAUGHN		89.31

VISION INTERNET PROVIDERS INC	Website Maintenance	14327	06/26/2013	
			06/26/2013	
P.O. BOX 251588	827		06/26/2013	0.00
LOS ANGELES	BOA	47772	06/26/2013	0.00
CA 90025	24545			517.85

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	517.85	0.00

Check No.	47772	Total:	517.85
Total for	VISION INTERNET PROVIDERS IN		517.85

KEI WORRY	Refund Facility Deposit	14328	06/26/2013	
			06/26/2013	
555 BRYANT ST. #489	1061		06/26/2013	0.00
PALO ALTO	BOA	47773	06/26/2013	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.	47773	Total:	100.00
Total for	KEI WORRY		100.00

Total Invoices: 50

Grand Total:	300,413.54
Less Credit Memos:	0.00
Net Total:	300,413.54
Less Hand Check Total:	0.00
Outstanding Invoice Total:	300,413.54

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
June 26, 2013

Claims totaling \$300,413.54 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: Stacie Nerdahl, Administrative Services Manager

DATE: June 26, 2013

RE: Investment Policy

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution reaffirming its acceptance of the Town's Investment Policy.

BACKGROUND

Per State law and California Debt and Investment Advisory Commission (CDIAC) requirements, it is necessary for the Council to review and accept the Town's Investment Policy on an annual basis. Initially adopted by the Council on December 10, 2003, this policy was last revised on June 27, 2012. No additional revisions have been made.

ATTACHMENT

1. Resolution of the Town Council Adopting Investment Policy

APPROVED – Nick Pegueros, Town Manager *N.P.*

RESOLUTION NO. _____-2013

**RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF PORTOLA VALLEY
ADOPTING TOWN INVESTMENT POLICY**

WHEREAS, the Town Council of the Town of Portola Valley ("Town") has adopted the attached Investment Policy on June 27, 2012;

WHEREAS, the Town desires to reaffirm its acceptance of the Investment Policy in its entirety as the official investment policy of the Town;

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

The Town hereby approves and accepts the Investment Policy as the official Investment Policy of the Town.

PASSED AND ADOPTED this 26thth day of June, 2013.

By: _____
Mayor

ATTEST:

Town Clerk



Town of Portola Valley Investment Policy

Originally Adopted: December 10, 2003

Revised: June 27, 2012

1.0 MISSION STATEMENT

It is the policy of the Town of Portola Valley to invest public funds in a manner which will provide the maximum security with best investment returns, while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

2.0 SCOPE

This investment policy applies to all financial assets of the Town of Portola Valley. These funds are audited annually and accounted for in the Financial Statements. Funds include the General Fund, Special Revenue and Restricted Funds, Trust Funds and any other Town Funds or funds held for the exclusive benefit of the Town of Portola Valley and under the direction of Town of Portola Valley officials.

2.1 Pooling of Funds Except for cash in certain restricted funds, the Town will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

3.0 OBJECTIVES

In order of priority, the primary objectives of the investment activities shall be:

- 3.1 Safety** Safety of the principal is the foremost objective of the investment program. Investments of the Town shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- 3.2 Liquidity** The investment portfolio will remain sufficiently liquid to enable the Town of Portola Valley to meet all operating requirements that might be reasonably anticipated.
- 3.3 Total Return** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

4.0 STANDARDS OF CARE

- 4.1 Prudence** Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence and discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used shall be the “prudent investor” standard (California Government Code 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.
- 4.2 Delegation of Authority** Authority to manage the investment program is derived from California Government Code (CGC) 53600/1, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish procedures and operate the investment program consistent with this investment policy. Procedures may include, but not be limited to, references to: safekeeping, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.
- 4.3 Ethics and Conflict of Interest** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

5.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Treasurer may select any financial institution/broker/dealer selected by credit worthiness that is authorized to provide investment services in the State of California. For broker/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission and the National Association of Securities Dealers.

6.0 **AUTHORIZED INVESTMENTS**

6.1 Investment Types The Town of Portola Valley is empowered by CGC 53601 et seq. to invest in the following:

- Local Agency Investment Fund (LAIF), a special fund of the State Treasury in which local agencies are allowed to pool their funds for investment purposes up to a maximum of \$40 million. LAIF will have its own investment policy that will differ from the Town.
- United States Treasury Bills, Notes and Bonds, or mutual funds or exchange traded funds holding 80% or more of its total investments in these security types.
- Pools and other investment structures incorporating investments permitted in CGC 53601 and 53635, such as Local Government Investment Pools sponsored by Counties and Joint Powers Authorities. These entities may have their own investment policy that will differ from that of the Town.
- Negotiable Certificates of Deposit issued by federally or state chartered banks or associations. No more than 30% of surplus funds can be invested in certificates of deposit.

Investment in derivatives of the above instruments shall require authorization by the Town Council. Any concentrated equity or bond holding (including any private note held by the Town), however obtained, must be sold and converted into approved investments as quickly as practicable, considering market liquidity and trading restrictions on such securities.

6.2 Collateralization All certificates of deposit must be collateralized by U.S. Treasury obligations held by a third party with whom the Town has a current written custodial agreement. The Treasurer may waive this requirement up to the amount already insured by federal or state deposit insurance (FDIC).

7.0 **APPROVAL AND REVISION**

The Investment Policy shall be adopted by resolution of the Town of Portola Valley. The Policy will be reviewed as part of the annual budget process with any amendments to be approved by the Council.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Manager

DATE: June 26, 2013

RE: **2013-2014 Appropriations Limit**

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution determining and establishing the Town's 2013-2014 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.

After applying the corrections to the calculation of the Appropriations Limit and the Town's revenues subject to the limit (outlined in the Town Manager's staff report dated June 12, 2013), it was determined that the 2013-14 Appropriations Limit does not require the voter-approved overriding adjustment of the Utility Users Tax as in prior years.

The Town's Appropriations Limit for 2013-2014 is \$2,862,303. This is \$115,447 greater than the Town's appropriations of \$2,746,856 that are subject to limitation (please see worksheets #4 and #6 of Exhibit A).

ATTACHMENTS

1. Resolution Determining and Establishing the Appropriations Limit for 2013-14 with Exhibit A of Worksheets Calculating Limit

APPROVED – Nick Pegueros, Town Manager *N.P.*

RESOLUTION No. _____-2013

**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF PORTOLA VALLEY
DETERMINING AND ESTABLISHING THE
APPROPRIATIONS LIMIT FOR 2013-2014**

WHEREAS, the calculation of the Appropriations Limit for the Fiscal Year 2013-2014 has been completed by the Administrative Services Manager; and

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

NOW, THEREFORE, be it resolved that the Town Council of the Town of Portola Valley Appropriations Limit for Fiscal Year 2013-2014 is determined to be \$2,862,303.

REGULARLY PASSED AND ADOPTED this 26th day of June 2013.

Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Manager

DATE: June 26, 2013

RE: **2013-14 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments**

RECOMMENDATION:

It is recommended that the Town Council adopt the attached resolutions authorizing the San Mateo County Controller to apply charges to the 2013-2014 tax roll for the two road maintenance districts, and authorizing the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

BACKGROUND:

In July 1997, the Town Council, acting as the Governing Boards for the Woodside Highlands and Wayside II Road Maintenance Districts, adopted Ordinances 1997-300 and 1997-301 respectively, imposing special taxes for private road maintenance on each improved parcel in the Districts. In November 1997, more than two-thirds of the voters within each district approved Measure C (Woodside Highlands) and Measure D (Wayside II), enacting the taxes. In June 2012, more than two-thirds of the voters within Wayside II approved Measure V, increasing their district's special tax.

On an annual basis, the San Mateo County Controller's Office requires the submittal of updated assessment information and resolutions authorizing the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected. The attached resolutions authorize this tax collection.

ATTACHMENTS:

1. Resolution for the Woodside Highlands Road Maintenance District
2. Resolution for the Wayside II Road Maintenance District

APPROVED: Nick Pegueros, Town Manager *N.P.*

ATTACHMENT #1

RESOLUTION NO. _____ 2013

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AUTHORIZING THE SAN MATEO COUNTY CONTROLLER TO APPLY THE SPECIAL TAX FOR THE WOODSIDE HIGHLANDS ROAD MAINTENANCE DISTRICT TO THE 2013-2014 TAX ROLL AND TO COLLECT THE TAX AT THE SAME TIME AS GENERAL COUNTY TAXES

WHEREAS, at its June 25, 1997 meeting, the Portola Valley Town Council, acting as the Governing Board for the Woodside Highlands Road Maintenance District, adopted Ordinance No. 1997-300, imposing a special tax for private road maintenance; and

WHEREAS, in November 1997, more than two-thirds of the voters within the Woodside Highlands Road Maintenance District approved Measure C on the ballot enacting the special tax; and

WHEREAS, each improved parcel within the Woodside Highlands Road Maintenance District is required to remit \$250 annually; and

WHEREAS, Ordinance No. 1997-300 has not been amended and none of the parcels have been modified over the past year.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Portola Valley that:

1. The Town of Portola Valley authorizes the San Mateo County Controller to apply the charges to the 2013-2014 tax roll in accordance with documents supplied by the Woodside Highlands Road Maintenance District; and
2. The Town of Portola Valley authorizes the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

PASSED AND ADOPTED this 26th day of June, 2013.

By: _____
Mayor

ATTEST:

Town Clerk

RESOLUTION NO. _____-2013**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AUTHORIZING THE SAN MATEO COUNTY CONTROLLER TO APPLY THE SPECIAL TAX FOR THE WAYSIDE II ROAD MAINTENANCE DISTRICT TO THE 2013-2014 TAX ROLL AND TO COLLECT THE TAX AT THE SAME TIME AS GENERAL COUNTY TAXES**

WHEREAS, at its July 9, 1997 meeting, the Portola Valley Town Council, acting as the Governing Board for the Wayside II Road Maintenance District, adopted Ordinance No. 1997-301, imposing a special tax for private road maintenance; and

WHEREAS, in November 1997, more than two-thirds of the voters within the Wayside II Road Maintenance District approved Measure D on the ballot enacting the special tax; and

WHEREAS, in June 2012, more than two-thirds of the voters within the District approved Measure V on the ballot increasing the special tax;

WHEREAS, each improved parcel within the Wayside II Road Maintenance District is required to remit \$950 annually; and

WHEREAS, Ordinance No. 1997-301 has not been amended and none of the parcels have been modified over the past year.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Portola Valley that:

1. The Town of Portola Valley authorizes the San Mateo County Controller to apply the charges to the 2013-2014 tax roll in accordance with documents supplied by the Wayside II Road Maintenance District; and
2. The Town of Portola Valley authorizes the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

PASSED AND ADOPTED this 26th day of June, 2013.

By: _____
Mayor

ATTEST:

Town Clerk

#6

PUBLIC HEARING – FY 2013-2014 Budget

RESOLUTION NO. ____-2013

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF PORTOLA VALLEY ADOPTING THE OPERATING
AND CAPITAL BUDGETS FOR FISCAL YEAR 2013-2014**

WHEREAS, the Town Manager has reviewed and analyzed the Town's finances and has projected revenues and expenditures for Fiscal Year 2013-14;

WHEREAS, the Town Manager presented her proposed budget to the Town's Finance Committee and Council for review and consideration; and

WHEREAS, the Town Council conducted a noticed public hearing to review the proposed operating and capital budget;

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

1. To adopt the Town's Fiscal Year 2013-14 operating and capital budgets, overall reflecting the following:
 - a. Projected revenues: **\$6,216,052**
 - b. Projected expenditures & transfers: **\$6,178,615**
2. The budget shall be effective July 1, 2013.
3. The amount of the 2013-2014 Fiscal Year operating and capital budget for each account area of the budget may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of the California Government Code Sections 37208 and 37209.
4. The Town Manager shall periodically report to the Town Council the amount and classification of revenues received and expenditures made.
5. A copy of the adopted budget shall be kept on file with the Town Clerk of the Town of Portola Valley, as the official budget of the Town of Portola Valley for the 2013-2014 Fiscal Year.

REGULARLY PASSED AND ADOPTED this 26th day of June 2013.

Mayor

ATTEST

Clerk

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 26, 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>				
\$6,216,052	4%	\$6,178,615	6%	\$37,437
<i>General Fund Budget</i>				
Operating \$4,192,836		Operating \$3,951,870		
Capital <u>100,000</u>		Capital 373,445		
		Transfers <u>67,753</u>		
Total \$4,292,836	-6%	\$4,393,068	-1.6%	(\$100,232)

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.

- *Town Center Facilities:* A decrease has been budgeted due to an anticipated reduction in the quantity of annual allowed private parties of the Community Hall. Staff will be presenting recommended revisions to the facility's usage policies at the July 24 Council meeting.

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				2013-14 Proposed compared to 2012-13 Budget		2013-14 Proposed compared to 2012-13 Est. Actual	
Compensation Item	2012-13 Adopted Budget	2012-13 Est. Actual	2013-14 Proposed	\$ 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

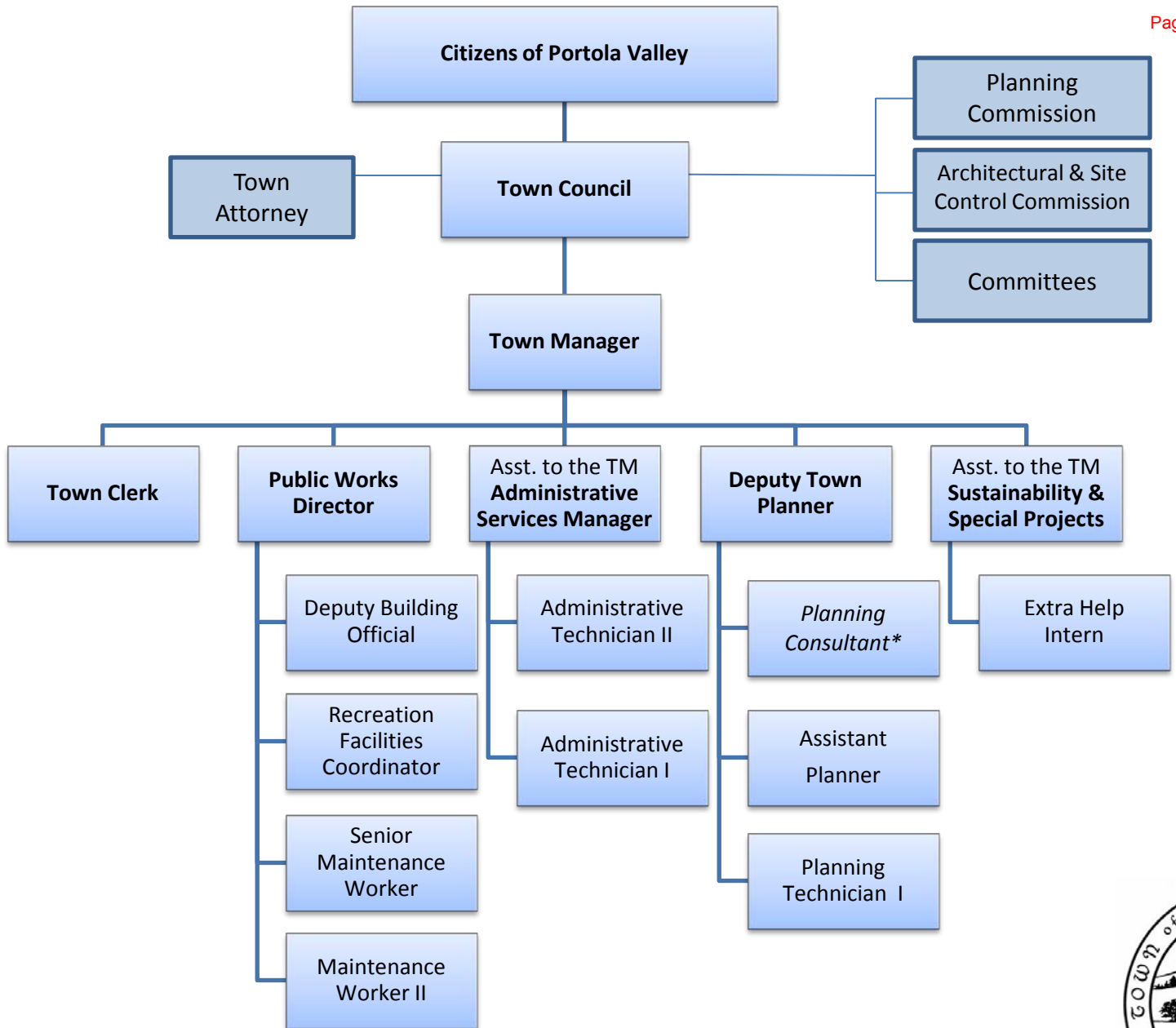
This budget would not be possible without the valued involvement and contribution of Town staff, consultants, and committees. Special recognition, however, is due to the Town's volunteers whose countless hours of involvement on committees and organizing events and programs help to keep operating costs 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	\$ 191,600															191,600
Interest	\$ 25,000															25,000
Utility Users' Taxes	\$ 553,554				245,934											799,488
Revs. Sub-Totals	\$ 4,192,836	\$ 100,000	\$ 462,600	\$ 11,780	\$ 250,934	\$ 142,247	\$ 105,655	\$ -	\$ 100,000	\$ -	\$ -	\$ 300,000	\$ 230,000	\$ -	\$ 320,000	\$ 6,216,052
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	240,966	-273,445	0	-18,220	160,234	-17,753	40,655	-58,000	-8,000	0	0	0	0	-29,000	0	37,437
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)	\$ 32,825	\$ (133,057)	\$ -	\$ (18,220)	\$ 160,234	\$ -	\$ 40,655	\$ (58,000)	\$ (8,000)	\$ -	\$ -	\$ -	\$ -	\$ (29,000)	\$ -	\$ (12,563)

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	4,292,836	4,325,315	(67,753)	2,528,038
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	\$ 4,292,836	\$ 4,325,315	\$ (17,753)	\$ 3,111,075
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	\$ 6,216,052	\$ 6,178,615	\$ -	\$ 10,291,597

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			

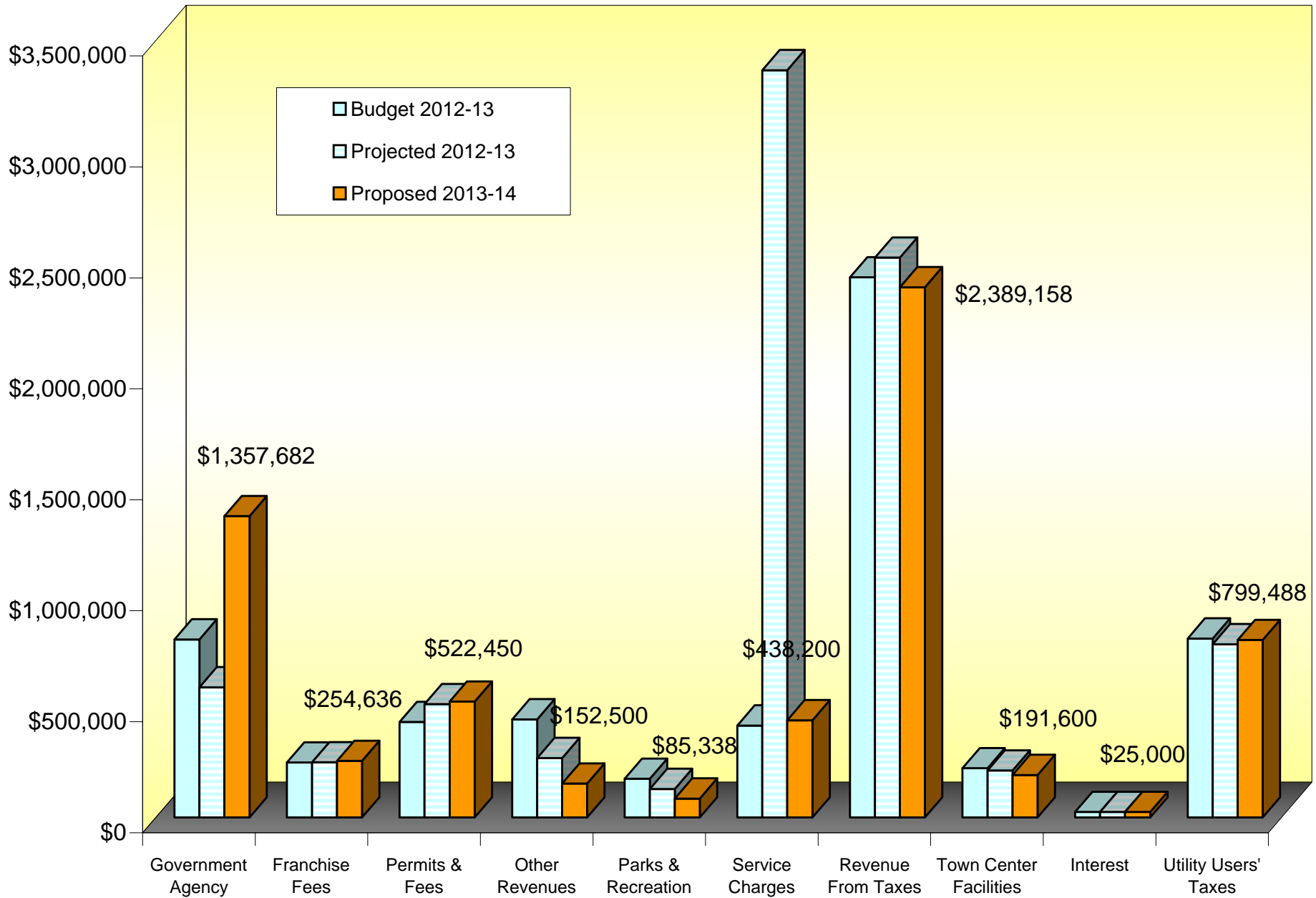
TOWN OF PORTOLA VALLEY

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	191,600	(19,900)	(13.68)	(9.41)
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	6,216,052	(2,433,721)	4%	-28%



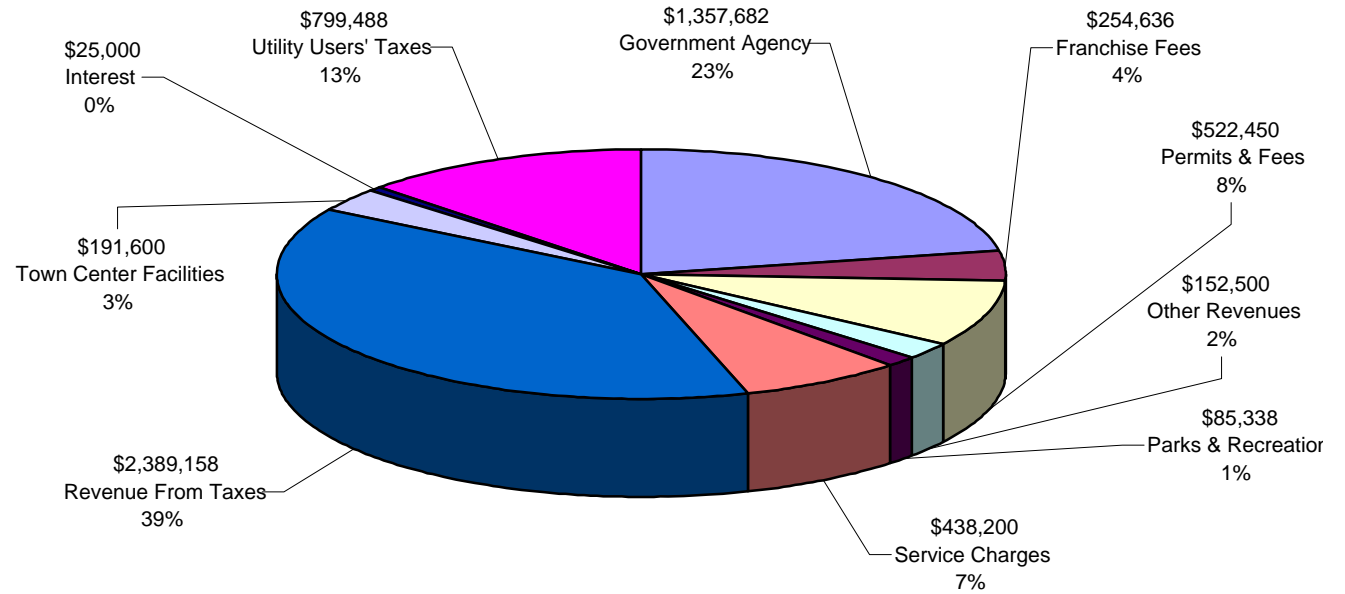
2012-13 Budget/Projected Rev. vs 2013-14 Proposed Revenue



2013-14 REVENUE BUDGET by TOTAL and GENERAL FUND

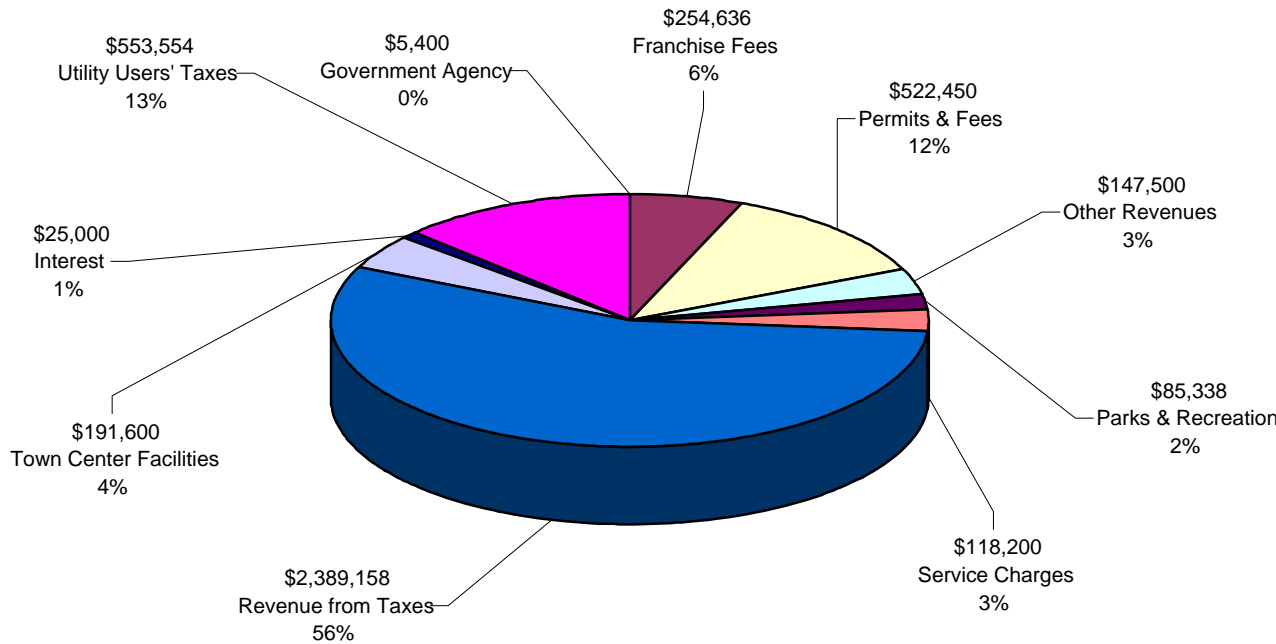
2013-14 Total Revenue Total: \$6,216,052

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	\$191,600
Interest	\$25,000
Utility Users' Taxes	\$799,488



2013-14 General Fund Revenue Total: \$4,292,836

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	\$191,600
Interest	\$25,000
Utility Users' Taxes	\$553,554

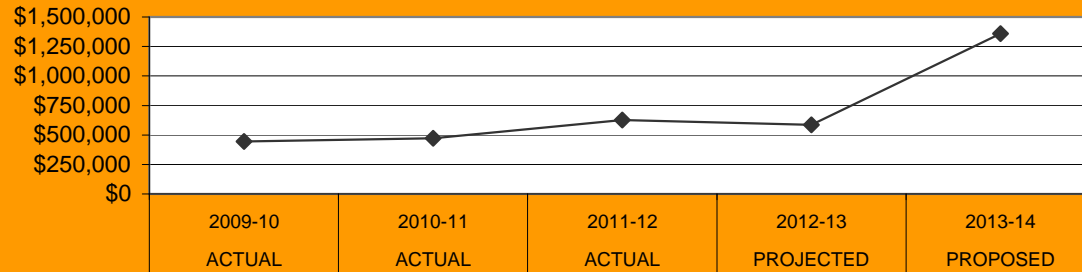


TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



Government Agency

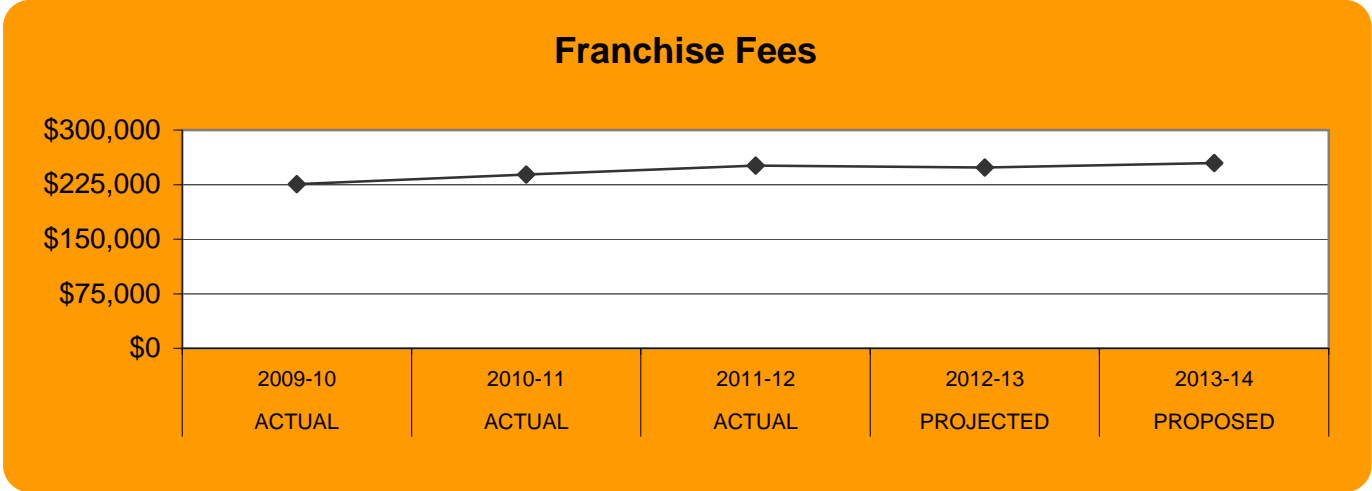
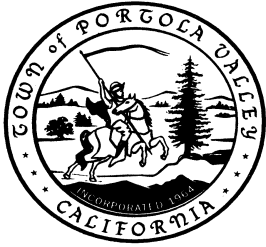


Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	PROPOSED 2013-14	ACCOUNT CODE
1 Motor Vehicle <i>VLF funding was diverted by State legislation in 2011/12 to support the continuation of COPS funding.</i>	13,740	21,502	2,338	0	2,422	0	05-10-3001
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

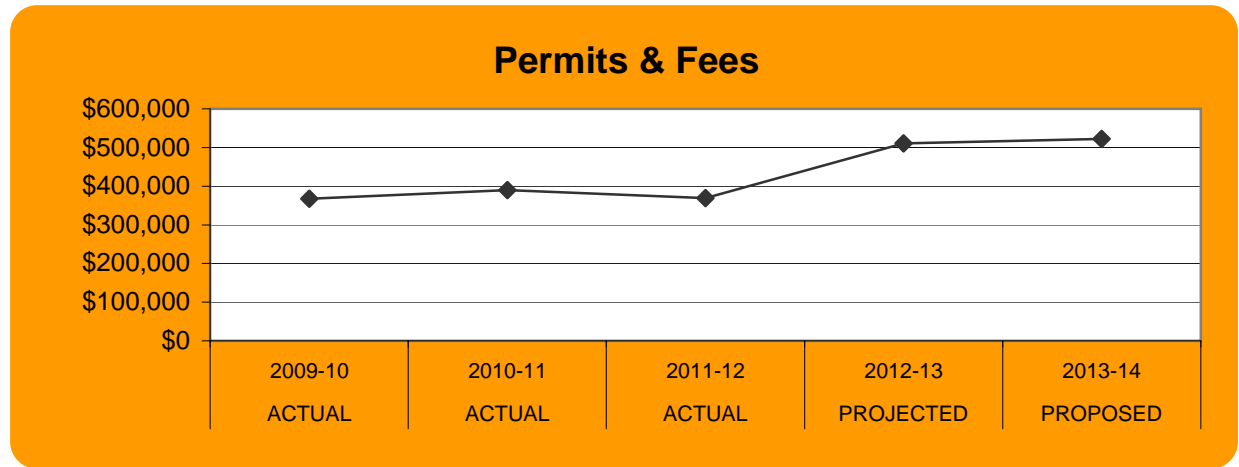
2013-14 BUDGET WORKSHEET



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

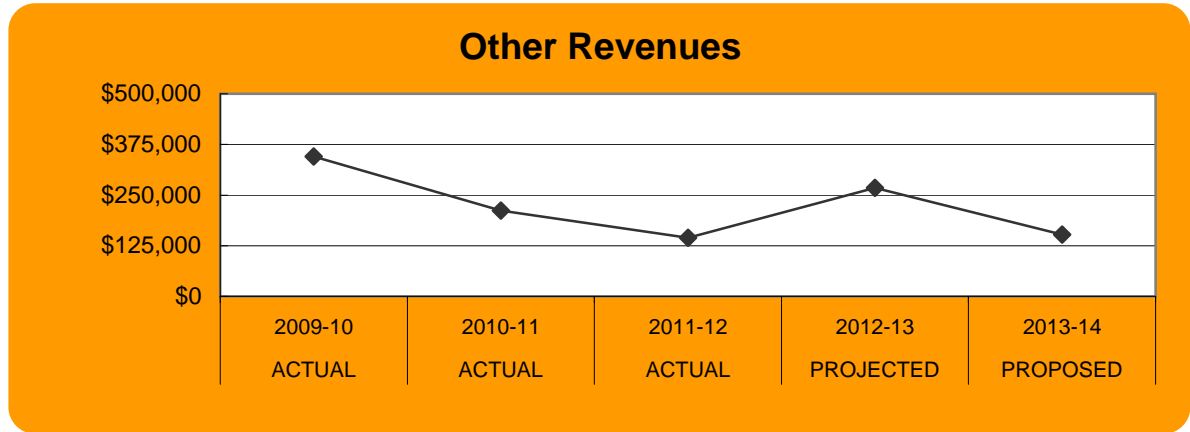
2013-14 BUDGET WORKSHEET



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



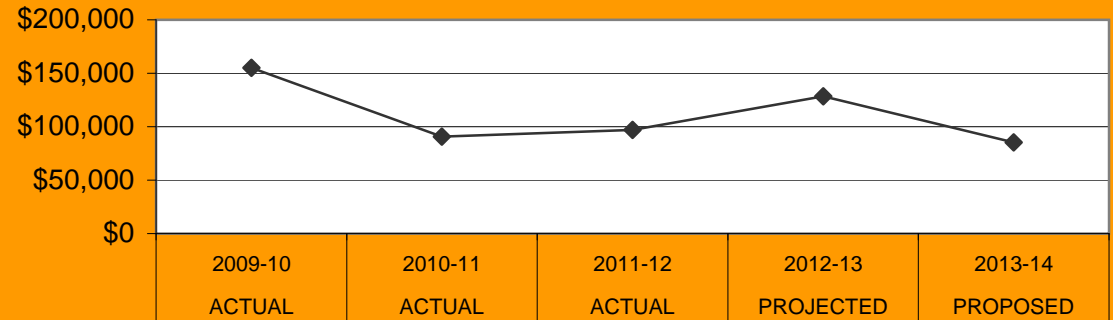
Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	PROPOSED 2013-14	ACCOUNT CODE
1 Fines and Forfeitures	15,942	18,226	10,663	11,850	11,968	12,000	05-16-3082
Town's portion of traffic and parking citations.							
Historic Museum	38	0	0	0	100	0	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



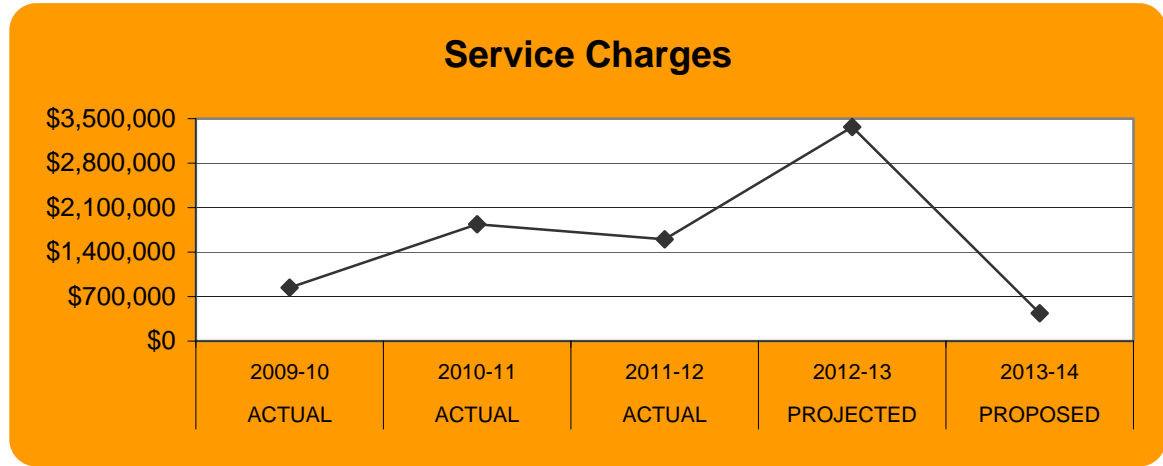
Parks & Recreation



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

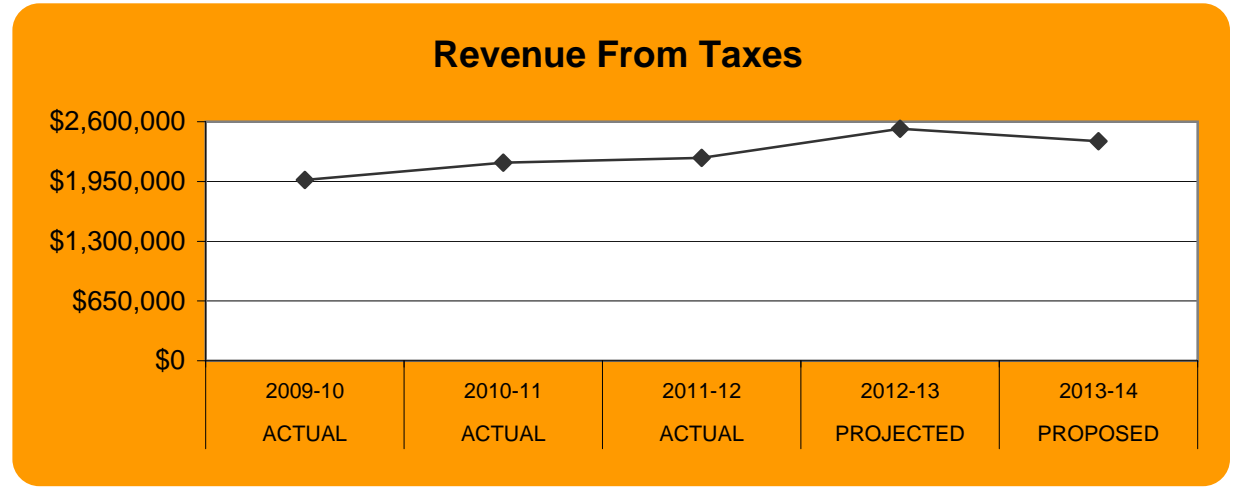


Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	PROPOSED 2013-14	ACCOUNT CODE
1 Zoning and Planning Permits	1,240	1,800	1,550	1,000	920	1,000	05-20-3120
Fee for permits required for commercial use changes.							
2 Variances	0	0	890	1,000	2,340	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 Sale of Blue Oaks Parcels	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

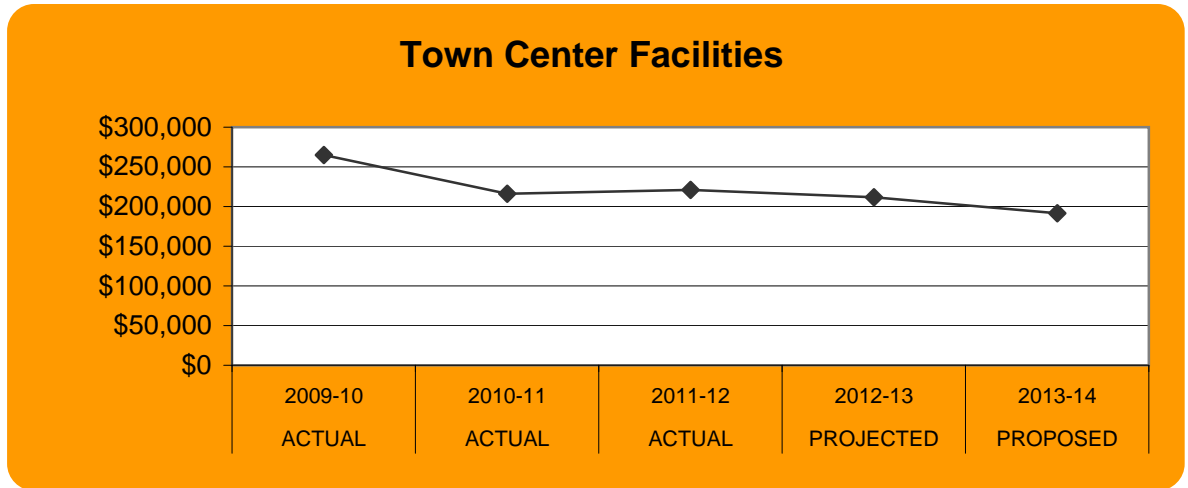
2013-14 BUDGET WORKSHEET



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

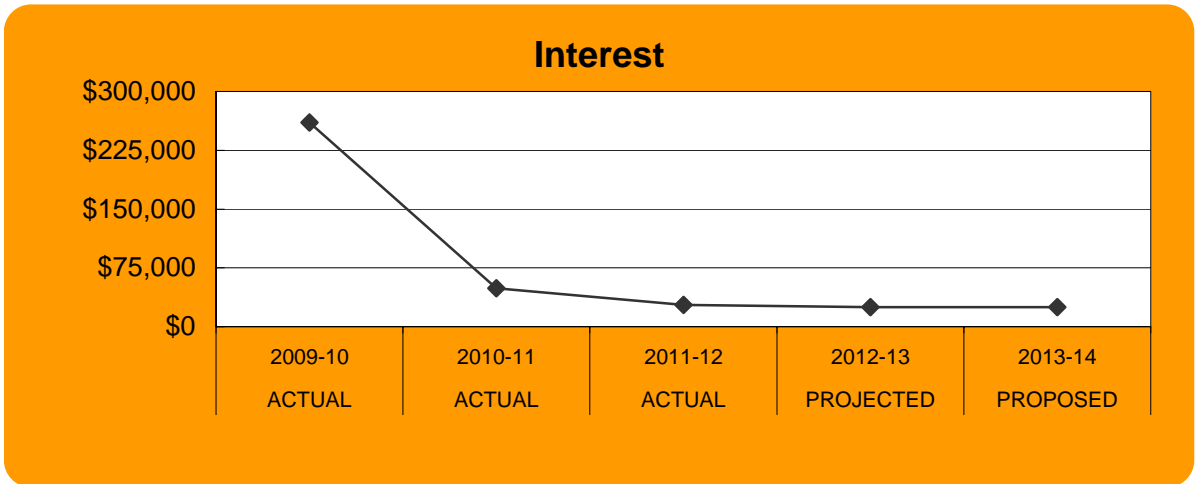
2013-14 BUDGET WORKSHEET



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	21,600	05-24-3184
	Facilities are available for private use 12 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	191,600	

TOWN of PORTOLA VALLEY

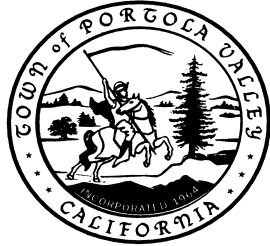
2013-14 BUDGET WORKSHEET



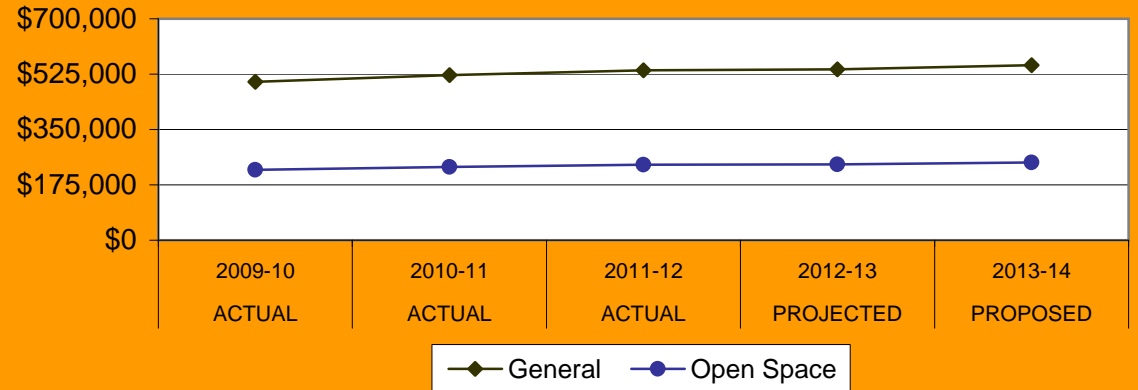
Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	PROPOSED 2013-14	ACCOUNT CODE
1 Interest	145,293	16,962	9,885	25,000	24,800	25,000	05-26-3200
The Town's reserves are invested in the State Local Agency Investment Fund, with an average effective 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



Utility Users Tax



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			

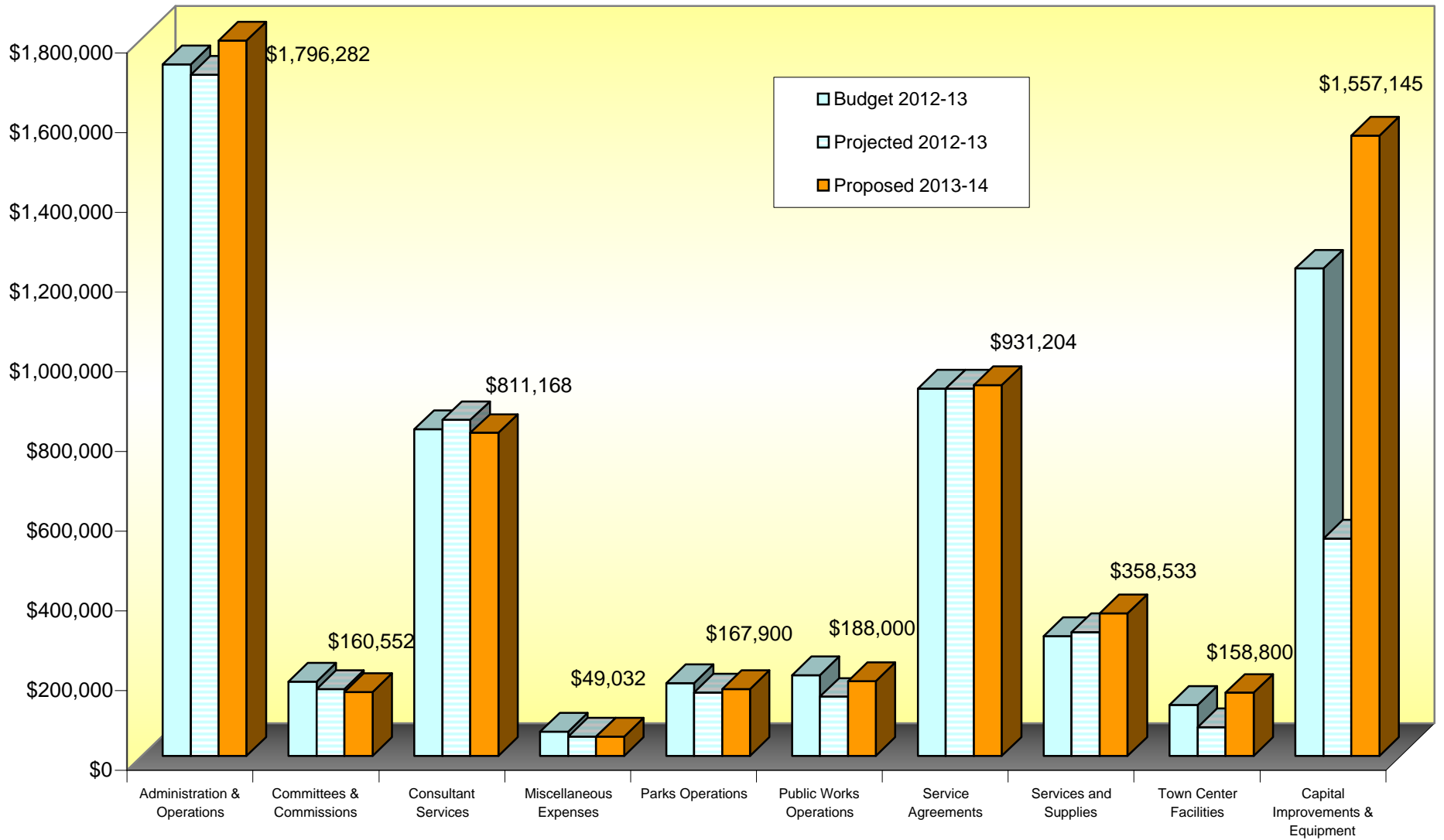
TOWN OF PORTOLA VALLEY

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%

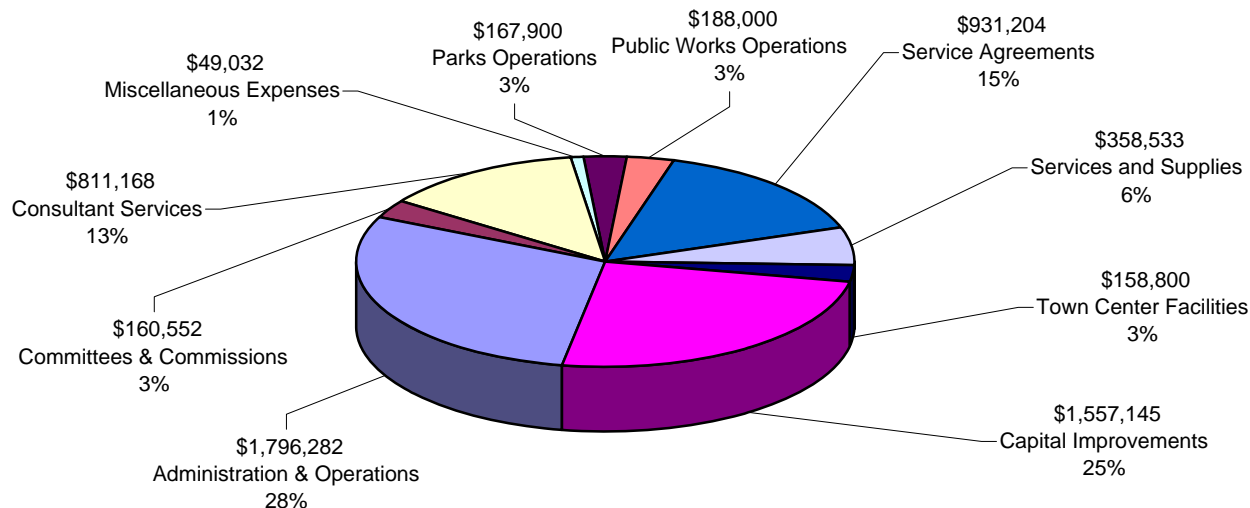
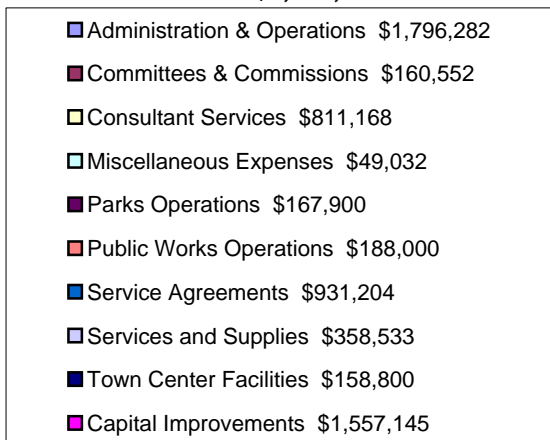


2012-13 Budget/Projected Exps. vs 2013-14 Proposed Expenditures

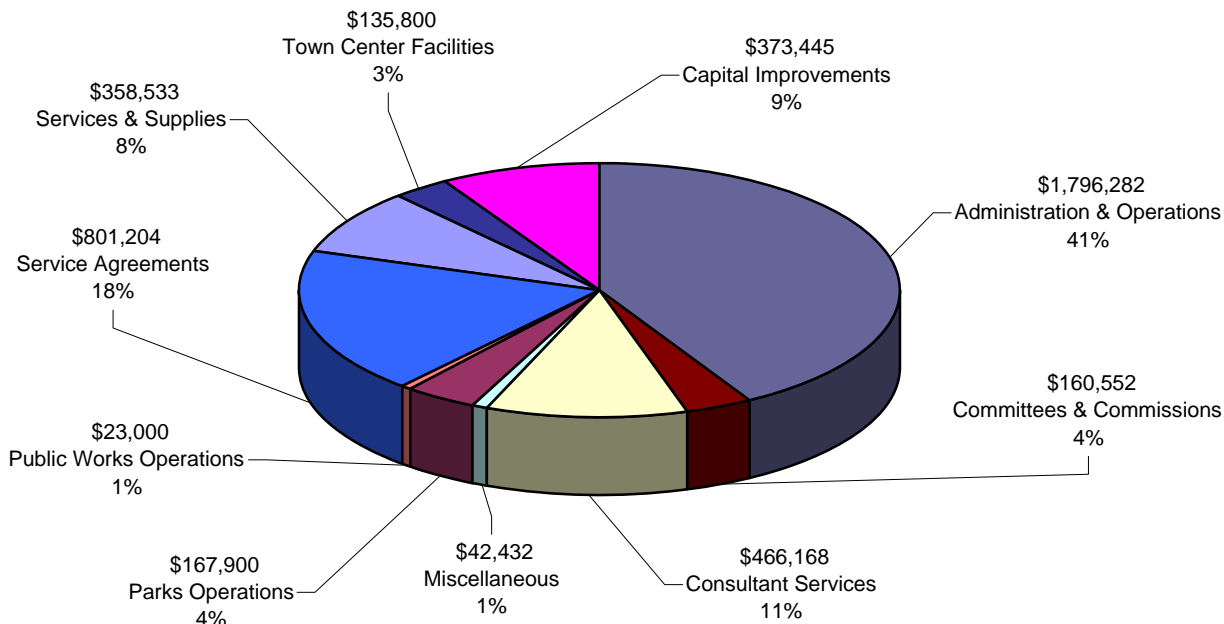


2012-13 EXPENDITURES BUDGET by TOTAL and GENERAL FUND

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



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

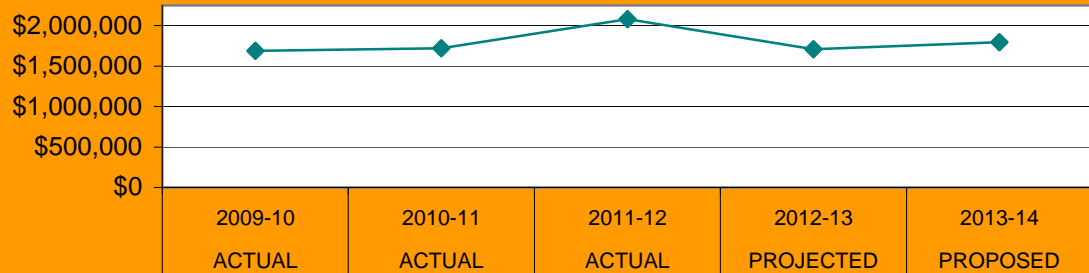


TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



Administration and Operations



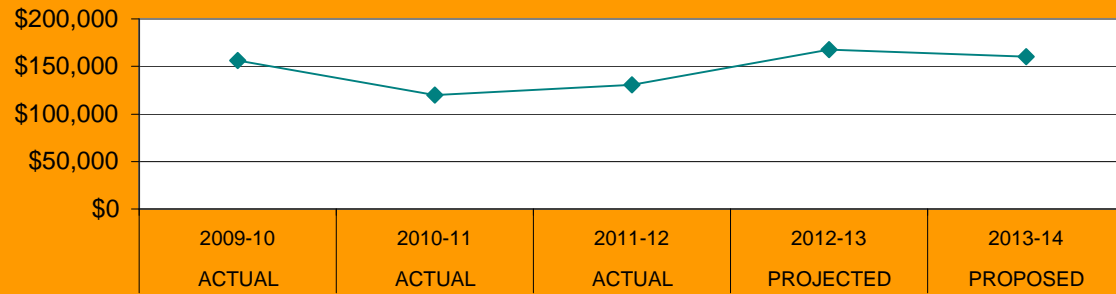
Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	PROPOSED 2013-14	ACCOUNT CODES
1 Permanent Full-Time Staff (14)							
Administration/Finance (5) <i>(p/t admin converted to f/t as of 7/1/12)</i>	371,469	382,932	372,743	332,073	390,138	441,048	
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



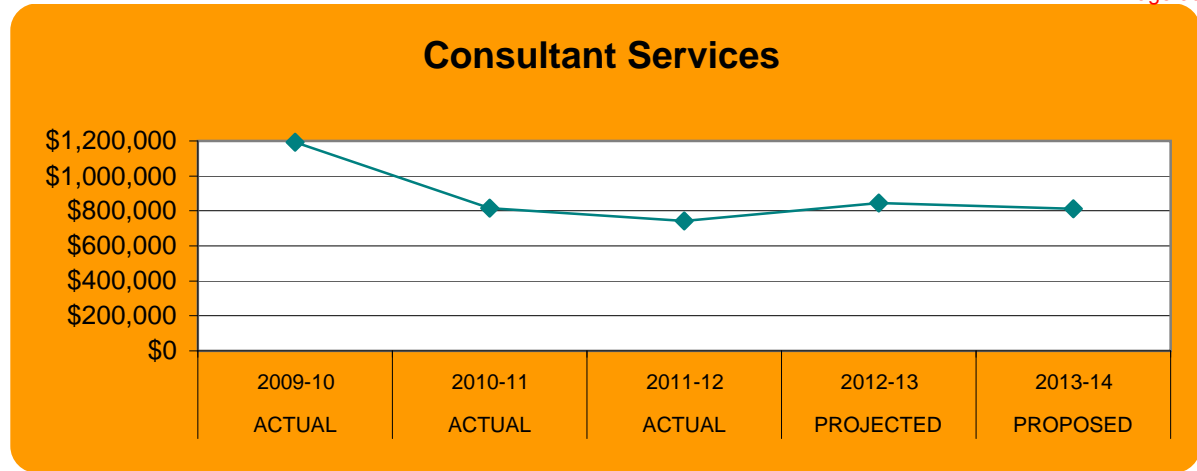
Committees and Commissions



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

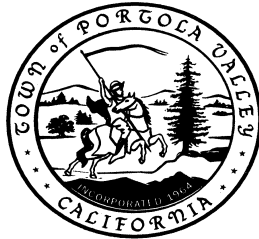


Account Description/Activity		ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	PROPOSED 2013-14	ACCOUNT CODES
1	Accounting and Auditing	22,323	22,794	23,025	23,645	23,350	24,168	05-54-4180
	Preparation of the Town's annual audit and other accounting services. Expenditures for Community Hall audit is located at Town Center Facilities.							
2	Town Attorney	101,796	65,129	93,029	70,000	90,000	90,000	05-54-4182
	Town Attorney is appointed by the Town Council to provide legal advice to the Town Council, committees, and staff.							
3	Town Attorney - Charges to Applicants	373,956	37,011	12,943	20,000	17,000	20,000	96-54-4186
	Charges to applicants for legal reviews of applications. Paid through the applicant deposit system.							
4	Transcription Services	17,761	17,663	15,514	18,000	25,875	26,000	05-54-4188
	Cost to transcribe the proceedings of the Town Council and Planning Commission meetings.							
5	Town Geologist	13,971	6,242	0	16,000	3,000	15,000	05-54-4189
	The Town Geologist is retained to provide geology reviews and to provide advice to the Town Council and staff.							
6	Town Geologist - Charges to Applicants	94,325	72,192	59,060	75,000	77,000	75,000	96-54-4190
	Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system.							

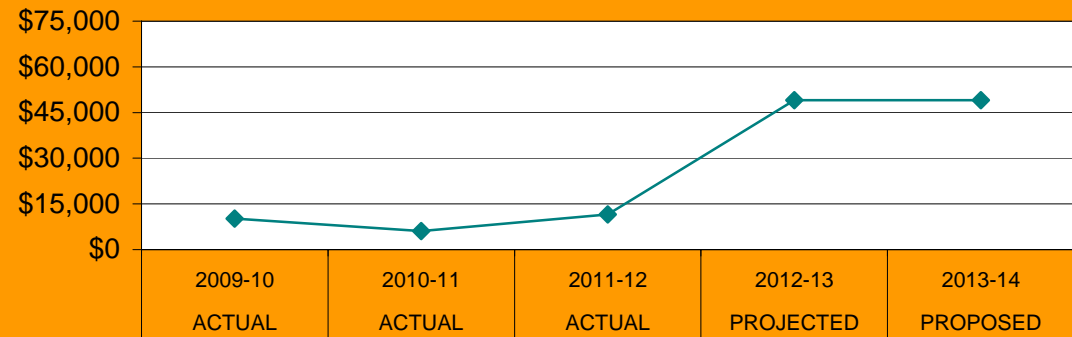
Account Description/Activity		ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	PROPOSED 2013-14	ACCOUNT CODES
7	Engineer Services This provides backup to the Town Engineer (e.g., traffic analysis, surveying, NPDES). Also includes cost of traffic study at Corte Madera.	7,620	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



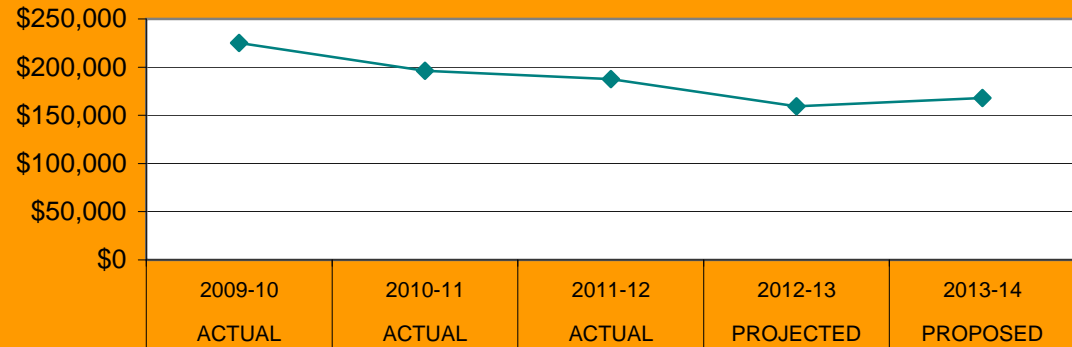
Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	PROPOSED 2013-14	ACCOUNT CODE
1 Contingency Contingency funding provides for unexpected funding needs; cannot be spent without Town Council authorization. (It is advisable for the Town to have funds 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



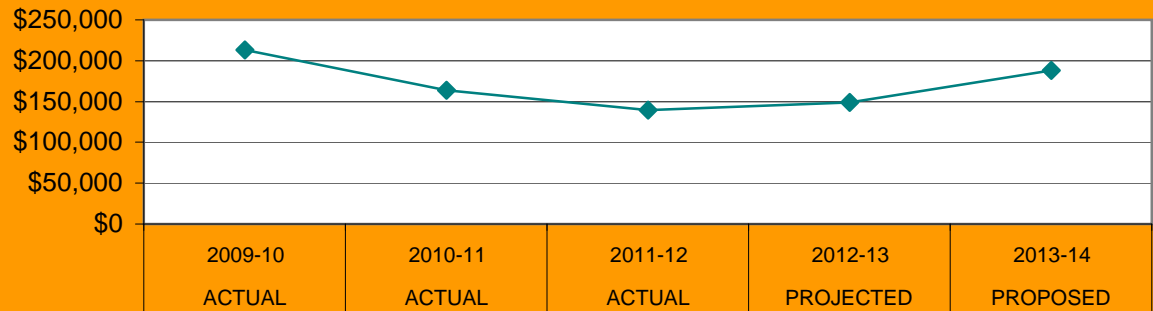
Account Description/Activity	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	PROPOSED 2013-14	ACCOUNT CODES
1 Parks and Fields Maintenance	64,211	53,184	48,518	45,050	24,000	32,000	05-58-4240
Maintenance cost for all Town-owned playing fields and parks.							
2 Portable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

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



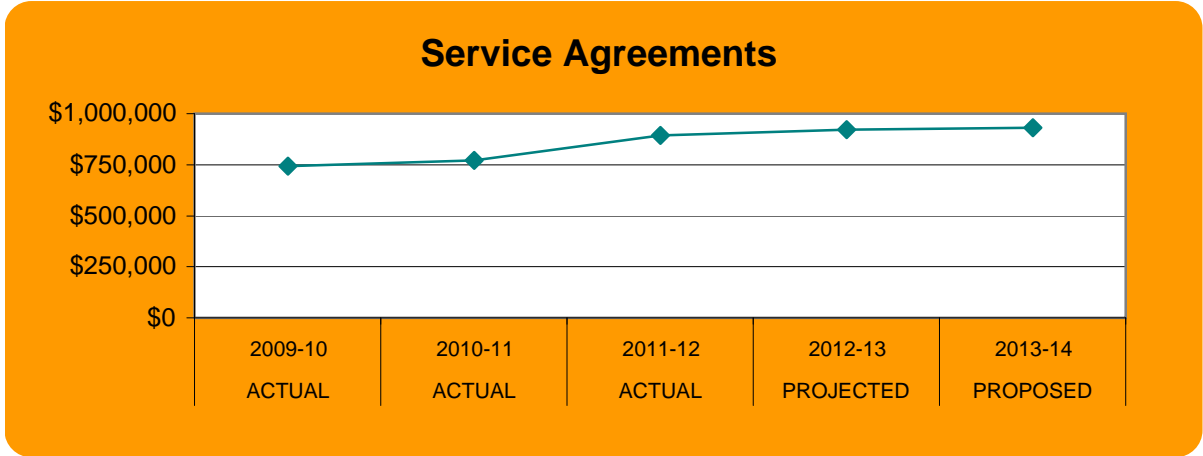
Public Works Operations



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.							
Sudden Oak Death Spraying in Right of Way	750	0	0				
Included in ROW Tree Trimming budget							
Sub-Total	212,922	163,896	139,538	202,730	148,730	188,000	

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



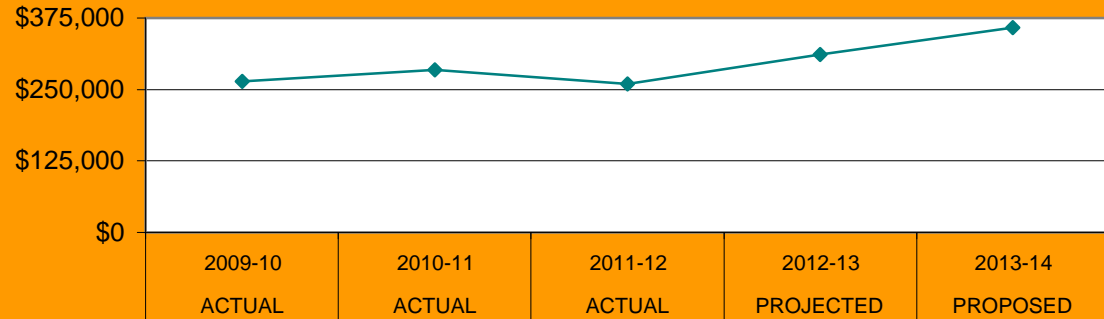
Account Description/Activity		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	ACCOUNT
		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	CODES
1	Animal Control	27,338	32,321	35,919	36,099	36,099	28,712	05-62-4280
	Animal Control services are provided by the Peninsula Humane Society through a contract with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

TOWN of PORTOLA VALLEY

2013-14 BUDGET WORKSHEET



Services & Supplies



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

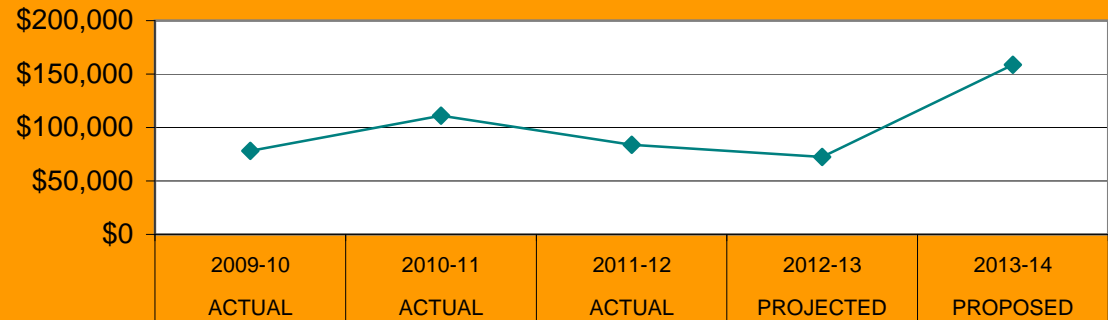
Account Description/Activity		ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	PROJECTED 2012-13	PROPOSED 2013-14	ACCOUNT CODES
8	Equipment Service Contracts	11,305	9,633	13,301	12,200	12,000	14,000	05-64-4314
	Maintenance agreements for GIS/financial software, postal meter and other servicing 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: Sharon Hanlon, Town Clerk

DATE: June 26, 2013

RE: **November 2013 General Municipal Election**

RECOMMENDATION

Town staff recommends that the Town Council adopt the resolution, Attachment A, ordering and calling for an election for the purpose of electing three members of the Town Council on November 5, 2013 and adopt the resolution, Attachment B, for the purpose of submitting a ballot measure to the voters authorizing the extension of the reduction in the Utility Users Tax.

DISCUSSION

The Town Council must adopt a resolution ordering and calling for a General Municipal Election to be held on November 5, 2013. The residents of the Town of Portola Valley will decide three four-year terms for the Town Council. The incumbents whose offices are about to expire are as follows:

Maryann Moise Derwin
Edward C. "Ted" Driscoll
John Richards

Nomination papers can be filed with the Town Clerk commencing on July 15, 2013 and ending at 5:00 p.m. on August 9, 2013. However, if the incumbents do not file by this date the voters shall have until 5:00 p.m. on August 14, 2013 to nominate candidates. Upon adoption of this resolution, the Town Clerk will publish notice of the municipal election per the California Election Code.

In 2006, the voters approved a reduction in the Utility Users Tax ("UUT") levied on telephone, gas, water and electricity from 5.5 percent to 4.5 percent until June 30, 2010. In 2009, the voters approved a measure to maintain the reduction for another four years. On June 30, 2014, the UUT will revert to 5.5 percent. The attached resolution will present a measure to the voters to maintain the reduction for another four years until June 20, 2018.

Attachments:

- A. Resolution of the Town Council of the Town of Portola Valley Calling and Giving Notice of the Holding of a General Municipal Election to be Held on November 5, 2013 for the Purpose of Electing Three Members of the Town Council
- B. Resolution of the Town Council of the Town of Portola Valley Giving Notice of the Holding of a General Municipal Election to be Held on November 5, 2013 for the Purpose of Submitting to the Voters of the Town of Portola Valley a Ballot Measure Authorizing the Extension of the Reduction in Utility Users Tax

Approved: Nick Pegueros, Town Manager *N.P.*

Attachment A**RESOLUTION NO. _____ - 2013****RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2013 FOR THE PURPOSE OF ELECTING THREE MEMBERS OF THE TOWN COUNCIL**

WHEREAS, pursuant to Part 3 (commencing with Section 10400) of Division 10 of the Elections Code, a local election may be either completely or partially consolidated with a statewide election; and

WHEREAS, the Town of Portola Valley will be conducting a general municipal election to be held on Tuesday November 5, 2013 for the purpose of electing three members of the Town Council, which election is consolidated with the statewide general election.

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

1. Date of Election – Offices to be Filled. A general municipal election is hereby called and ordered to be held in the Town of Portola Valley, State of California, on Tuesday, November 5, 2013 for the purpose of electing eligible persons to hold certain elective offices, the terms of the incumbents of which are about to expire. They are as follows:

A member of the Town Council to fill the office now held by MARYANN MOISE DERWIN for a term of four years.

A member of the Town Council to fill the office now held by EDWARD "TED" C. DRISCOLL for a term of four years.

A member of the Town Council to fill the office now held by JOHN RICHARDS for a term of four years.

2. Registration to Close October 21, 2013. Registration for said election shall close on October 21, 2013. No person registered after that date will be entitled to vote at the election.

3. Procuring and Filing Nomination Papers. Nomination papers may be procured from the Town Clerk no earlier than July 15, 2013 and shall be filed with the Town Clerk no later than 5:00 p.m. on August 9, 2013. However, if nomination papers of any incumbent elective officer of the Town are not filed by 5:00 p.m. on August 9th (the 88th day before the election) the voters shall have until 5:00 p.m. on August 14th (the 83rd

day before the election) to nominate candidates other than the incumbent for the elective office.

4. Town Clerk’s Duties. The Town Clerk shall procure or cause to be procured all supplies and perform all duties as may be necessary to properly and lawfully aid in the conduct of the election.

5. Consolidation – Request and Consent. Request is hereby made, consent is hereby given and it is ordered that the general election shall be consolidated with any election or elections to be held on the same day, in the same territory, or in territory that is in part the same, pursuant to the applicable provisions of the Elections Code.

6. Precincts – Polling Places – Canvass. The election precincts, polling places, and officers of election shall be established, designated, and appointed by the appropriate officials of the County of San Mateo, and the Board of Supervisors of the County of San Mateo is hereby authorized, pursuant to Section 10411 of the Elections Code, to canvass the returns of the election in accordance with provisions of Division 10 of the Code.

7. Services of County Clerk. The Board of Supervisors of the County of San Mateo is hereby requested to permit the County Clerk of the County to render services relating to the conduct of the election and this Council shall, and does hereby, accept the terms and conditions of the performance of the election services by the County Clerk and further agrees to make the payments therefore as may be set forth in a billing to the Town from the County Clerk prescribing the amount due for costs incurred from the rendering of the services.

8. Posting and Publication of Notice of Election. The Town Clerk shall cause copies of Notice of General Election to be posted in three public places in the Town of Portola Valley and shall cause a copy of the Notice to be published once in The Almanac, a newspaper of general circulation in the Town, under the following heading:

“NOTICE OF GENERAL MUNICIPAL ELECTION”

Notice of Election shall be given as required by applicable provisions of the Elections Code of the State of California.

PASSED AND ADOPTED this 26th day of June, 2013.

By: _____
Mayor

ATTEST:

Town Clerk

Attachment B

RESOLUTION NO. _____ - 2013

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2013, FOR THE PURPOSE OF SUBMITTING TO THE VOTERS OF THE TOWN OF PORTOLA VALLEY A BALLOT MEASURE AUTHORIZING THE EXTENSION OF THE REDUCTION IN THE UTILITY USERS TAX

WHEREAS, the Town of Portola Valley ("Town") called and will be conducting a general municipal election to be held on Tuesday, November 5, 2013;

WHEREAS, in 2006, the voters of the Town voted to temporarily reduce the Utility Users Tax ("UUT") levied on telephone, gas, water and electricity, set forth in Chapter 3.32 of the Portola Valley Municipal Code, from 5.5 percent to 4.5 percent until June 30, 2010;

WHEREAS, in 2009, the voters of the Town voted to extend the temporary reduction in the UUT for another four years until June 30, 2014;

WHEREAS, it was anticipated in 2009 that on June 30, 2014, the UUT would revert back to 5.5 percent; and

WHEREAS, the Town desires to submit to the voters of the Town a ballot measure to authorize the extension of the reduced 4.5 percent UUT for another four years.

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

1. A general municipal election is hereby ordered to be held in the Town of Portola Valley, State of California, on Tuesday, November 5, 2013, for the purpose of submitting to the qualified voters of the Town the following ballot measure, sponsored by the Town Council pursuant to Section 9222 of the Elections Code:

Do the people of the Town of Portola Valley adopt an ordinance that continues the reduced 4.5 percent Utility Users Tax levied on telephone, gas, water and electricity, set forth in Chapter 3.32 of the Portola Valley Municipal Code, for a period of four years from July 1, 2014 through June 30, 2018?	YES
	NO

2. If, at the election, the ballot measure set forth in Section 1 above is approved by the voters, Chapter 3.32 [Telephone, Gas, Water and Electricity Users' Tax] of the Portola Valley Municipal Code shall be amended as set forth in the ordinance attached hereto as Exhibit A. Pursuant to Election Code Section 9223, the Town Clerk of the Town of Portola Valley shall cause the attached ordinance to be printed and shall make a copy of the ordinance for any voter upon request.
3. Pursuant to Elections Code Section 10400, the general municipal election is hereby ordered consolidated with the election conducted by the County of San Mateo, which will be held on Tuesday, November 5, 2013. The elections hereby consolidated shall be held in all respects as if there were only one election, and only one form of ballot shall be used.
4. Pursuant to Elections Code Section 10403, the Town Council hereby requests the Board of Supervisors of the County of San Mateo to make available the services of the Registrar of Voters for the purpose of providing the usual services necessary to conduct a consolidated municipal election, including the provision of elections supplies and voters= pamphlets. The Town Council recognizes that additional costs may be incurred by the County by reason of these services and agrees to reimburse the County for these costs.
5. The election on this measure shall be held, voting precincts designated, ballots printed, polls opened and closed, ballots counted and returned, returns canvassed, the returns made, and a result ascertained and determined, and all other proceedings conducted in connection with the election, under the regulations of the Registrar of Voters of the County of San Mateo, in accordance with the provisions of the law governing municipal elections in general law cities.
6. Ballots for said election shall be provided in the form and to the number provided by law. On said ballots, in addition to any other printed matter which may be required by law, two voting spaces shall be set off to the right of the ballot measure, in the manner provided by law, one having the word "YES" printed before it and the other having the word "NO" printed before it.
7. Direct arguments for and against the measure shall not exceed 300 words, shall be filed with the Town Clerk no later than 5:00 p.m. on Friday, August 16, 2013, and shall otherwise be in accordance with Section 9280 et. seq. of the Elections Code.
8. The Town Attorney shall be directed to provide an impartial analysis of this measure in accordance with Elections Code Section 9280 and to submit that to the Town Clerk for transmittal to the Registrar of Voters no later than 5:00 p.m. on Monday, August 26, 2013.
9. Rebuttal arguments are permitted in accordance with Sections 9220 and 9285 of the Elections Code. Rebuttal arguments shall not exceed 250 words and shall be filed with the Town Clerk no later than 5:00 p.m. on Monday, August 26, 2013.

10. The Town Clerk is authorized, instructed and directed to procure and furnish any and all official ballots, notices, printed matter and all supplies and equipment that may be necessary in order to properly and lawfully conduct the election. Specifically, at least one week prior to the election, the Town Clerk shall cause copies of a Notice of General Municipal Election to be posted in three public places in the Town of Portola Valley and shall cause a copy of the Notice to be published once in the Almanac, a newspaper of general circulation.

11. If, at the election, a majority of the votes cast on the measure are in favor of the measure, then the measure shall be deemed to have been accepted and approved by the voters upon the date that the vote is declared by the Town Council and shall go into effect 10 days after that date, pursuant to Section 9217 of the Elections Code.

PASSED AND ADOPTED this 26th day of June 2013.

By: _____
Mayor

ATTEST:

Town Clerk

Exhibit A**ORIDINANCE NO. 2013-_____****ORDINANCE OF THE TOWN OF PORTOLA VALLEY AMENDING SECTION 3.32.075 [REDUCTION IN GENERAL TAX] OF CHAPTER 3.32 [TELEPHONE, GAS, WATER AND ELECTRICITY USERS TAX] OF TITLE 3 [REVENUE AND FINANCE] OF THE PORTOLA VALLEY MUNICIPAL CODE**

WHEREAS, the citizens of the Town of Portola Valley wish to maintain the reduced 4.5 percent Utility User Tax imposed on all users of telecommunications, gas, water and electricity for an additional four years.

NOW, THEREFORE, the citizens of the Town of Portola Valley do **ORDAIN** as follows:

1. Amendment of Code. Section 3.32.075 [Reduction in General Tax] of Chapter 3.32 [Telephone, Gas, Water and Electricity Users' Tax] of Title 3 [Revenue and Finance] of the Portola Valley Municipal Code is hereby amended to read as follows:

3.32.075 Reduction in General Tax

The five and one-half percent taxes imposed on telephone users set forth in Section 3.32.040, electricity users set forth in Section 3.32.050, gas users set forth in Section 3.32.060, and water users set forth in Section 3.32.070 are each reduced to four and one-half percent for a period of four years from July 1, 2014 through June 30, 2018.

2. Environmental Review. This ordinance is not a project for the purpose of the California Environmental Quality Act.

3. Effective Date; Posting. The effective date of this ordinance shall be 10 days after the date the Town Council declares the results of the election at which the ballot measure regarding this ordinance is adopted by a majority vote of the electors voting on the measure.

Effective Date:

**Nature and Science Committee Report to Portola Valley Town Council
June 12, 2013**

From our February 14, 2013 minutes:

Present at the meeting were committee members Andy Browne, Treena Joi Diehl, Paul Heiple, Andrew Pierce, Jan Robb, and Yvonne Tryce; Councilman Jeff Aalfs; and guests Steve Dunne and Bonnie Crater.

Planning:

Yvonne reported on the progress with the Hawthorns plans. As we requested, Paul sent her the 'Friends of Edgewood' agreements following our last meeting, and Yvonne adapted them into proposed plans with MPROSD for the Hawthorns, which she asked Andrew to look over. She also talked with their office, and it was recommended that we start discussion with the administrators and board members. Before those discussions, Yvonne wants to have more definitive information about available local backing for our proposal to develop a nature center on the site. Therefore, she developed a simple form for committee members to obtain that information about community support. Committee members will contact interested members of the community regarding their support, whether financial or hands-on.

Action Items:

It was moved by Andrew and seconded by Treena and unanimously approved that we proceed with the proposed plan to obtain support for having a nature center at the MPROSD's Hawthorns site.

From our April 11, 2013 minutes:

Present at the meeting were committee members Andy Browne, Treena Joi Diehl, Leslie Field, Paul Heiple, and Yvonne Tryce; and guest Steve Dunne.

Planning:

Yvonne reported on the progress with the Hawthorns plans. She has obtained about 30 signatures from folks who would support having a nature center at the Hawthorns. Treena would like to develop a write-up and circulate it on PV Forum or through the schools. Yvonne would like to move on the project, but felt this might be premature. Treena will develop a write-up for our review.

From our Special Meeting - April 29, 2013 minutes:

Present at the meeting were committee members Andy Browne, Leslie Field, Paul Heiple, Andrew Pierce, and Yvonne Tryce; and Town Council Member, Jeff Aalfs.

Oral Communications:

Yvonne reported that she had just received an e-mail from Nick saying that the Town Council May 8, 2013 agenda would be filled with discussion on the turf for the Priory fields. Therefore, we will need to delay our proposed meeting with the Town Council until June 12.

Planning:

Paul reported that he is involved with the Mid-Peninsula Regional Open Space District committee to “Imagine the Future”. He said they have a website that we should get on to indicate our hopes for the Hawthorns property. He said that selling the property has been discussed as one option. In Nick’s e-mail he said that he has told the executive director of MROSD that the town continues to be interested in a collaborative at the property. We will continue to garner support from our friends and neighbors on an individual basis.

Paul emphasized that MROSD is especially interested in having close-in preserves to provide interactive experiences for urban folk and that the creek and the variety of habitats are real bonuses. However, the buildings will need significant work done to be brought up to code.

Jeff encouraged us to contact Nick as soon as possible to submit materials for the June 12 Council meeting. He said that John Richards is the Council liaison to the MROSD

Action Items:

Leslie moved and Andy seconded the motion that we take our proposal for a nature center at the Hawthorns to the Town Council for approval. The motion passed unanimously.

PROPOSAL FOR NATURE CENTER IN PORTOLA VALLEY AT HAWTHORNE

Location:

The initial idea was to have the Woodcutter's Cottage moved to the front of the Windy Hill parking area. However, the proximity to the San Andreas Fault makes it highly unlikely that the Town Council would give approval for the site. Therefore, we are suggesting that the Nature Center be located on the Hawthorn site now owned by the Mid-peninsula Regional Open Space District which is also centrally located in town and within easy walking distance of Corte Madera School and The Sequoias retirement center. A Portola Valley location for a nature center is almost ideal. It is close enough to populated areas to be feasible for cash-strapped schools to afford the transportation costs. It is where people from the peninsula already come to view nature, although there is currently no place for them to learn about the nature they are seeing. And we have a town of people dedicated to protecting the natural environment.

Structures:

There are at least two possible options. One would be to move the reconstructed historic Woodcutters' Cottage to the site. Another would be to utilize one of the existing structures, preferably the Carriage House, on the property for a nature center, or possibly a combination of building uses.

The small Woodcutters' Cottage has rustic charm but is now in very bad shape. However, Carter Warr has offered his services as an architect and Bill Stronck has offered his services, as a contractor with experience restoring historic structures, to reconstruct the cottage using as much of the original structure as possible in the construction. The Whites, who own the structure on their property, have offered financial assistance in deconstructing and moving the building.

If an existing building on the site is used, ideally, it would be left in as nearly original condition as possible with only changes that would be required for public safety. Additional small buildings on the site might also be used. While a stuffed vulture might be suspended from the high ceilings of the Carriage House and stuffed woodpeckers fastened to pillars, rock specimens and an earthquake display might be exhibited in the Woodcutters Cottage or in a smaller on site building. Or the upper floor of the Carriage House or a smaller building might house our extensive natural history library of books and magazines and provide tables and chairs for research or enjoyment of the materials. The possibilities are almost limitless.

Resources:

The resources that we have to offer include our natural history archives of stuffed and frozen birds, reptiles, and rodents, as well as nests, feathers, insects and their homes, bones, and plant specimens. Of special note are a stuffed river otter and a bobcat.

Our extensive rock and fossil collection would also be available. I say “we” because, although I personally hold the permits through the California Department of Fish and Game and the U.S. Department of the Interior Fish and Wildlife Service for these materials that I have acquired, so many Portola Valley people have contributed to the collection that in my mind it belongs to the whole town.

Another resource we have to offer is people. The town has a number of very knowledgeable residents who already serve the area as docents for Jasper Ridge or Edgewood. We have a significant number of people in town who have science backgrounds and would love to share their expertise with others. Their ranks include a number of current and former USGS staff members. And most of our committee would be interested in serving as docents for a nature center. Being close to town, the availability of docents would be significantly better than in a remote location. Having taught nature and science classes in town for many years, I have a library of lesson plans and hands-on activities, so I or others could provide classes for young students or adults.

Costs:

The initial costs would be minimal for installing the existing materials in a structure. We have sectional glass fronted display cases and a large glass display case as well as open wood display cases and bookcases. In addition, we have sturdy rock storage cases with removable drawers. We also have posters and exhibits for wall displays. The major costs would be in making the buildings structurally safe for visitors and this would have to be done regardless of the use to which the buildings are put.

Ongoing costs for building maintenance and utilities would again be required regardless of usage. Maintenance of the archives we have found to be low. If we keep live animals, there are some small costs for food and bedding. We already have a number of aquaria and terraria for housing live specimens.

By using volunteer docents, the cost for staffing can be kept very low. Any cost that is involved with training docents is an expense that MROSD is already covering.

My preference would be to make as much of our collection as possible available for viewing and study. There is no need for elaborate structures or display facilities. Keeping it simple would be more in keeping with the Portola Valley location. If appropriate, there are local artists who could draw murals or illustrations for specific exhibits or dioramas.

Finally, Portola Valley is a town that has shown it will finance environmental projects such as Sausal Creek or the purchase of open space. Therefore, I feel that cost will probably not be an issue if the proposal is approved.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: June 26, 2013

RE: **Town Hall Closures**

RECOMMENDATION

The recommendation is that the Town Council consider approval of the recommendation to close Town Hall on Friday, July 5th and Tuesday, October 29th.

DISCUSSION

Town Hall closure on Friday, July 5th - With Independence Day falling on Thursday, a number of staff members have requested vacation time on Friday, July 5th. Due to minimum staffing levels, however, several vacation requests have been denied. Given that the services required by Town residents are typically minimal during the week of July 4th the recommendation is to close Town Hall on Friday, July 5th. If approved by the Town Council, staff members wishing to be paid for July 5th will use accrued paid time off (PTO), which will reduce the Town's compensated absence liability. If a staff member would prefer to take the day off and not use accrued PTO, s/he can opt to take the day as unpaid leave, which will result in some budgetary savings.

Team Building Day on October 29th - Town staff will participate in a series of team building exercises on Tuesday, October 29th. This team building event was originally intended to occur in Spring 2013 but due to significant staff transitions related to retirements and new hires, the event was deferred until Fall 2013. To allow all staff members to attend, the recommendation is that the Council authorize the closure of Town Hall for staff team building on October 29th.

#10

There are no written materials for this agenda item.

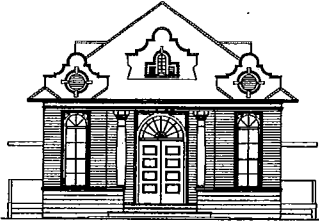
TOWN COUNCIL WEEKLY DIGEST

Thursday – June 13, 2013

1. Agenda (Action) – ASCC – Monday, June 10, 2013
2. Agenda – Sustainability Committee – Monday, June 17, 2013
3. Agenda – Parks & Recreation Committee – Monday, June 17, 2013
4. Agenda – Planning Commission – Wednesday, June 19, 2013
5. Issued Building Permit Activity: May 2013
6. Month End Financial Report – May 2013
7. Farmers' Market – Portola Valley Town Center – Thursday's 3 – 7 p.m. (additional parking at Christ Church)
8. Letter from Pedro Gonzalez, Mayor, South San Francisco – Letter of interest for seat on ABAG Board
9. Memo from Nick Pegueros, Town Manager re: Weekly Update – June 13, 2013

Attached Separates (Council Only)

1. Bay Area Monitor – June/July 2013



**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**

ACTION

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Hughes, Koch, Ross (**All present. Also present: Tom Vlasic Town Planner; Carol Borck Assistant Planner; Maryann Derwin Town Council Liaison; Nate McKitterick Planning Commission Liaison**)

3. Oral Communications: **none.**

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

4. Old Business:

- a. Continued Architectural Review for Residential Redevelopment and Site Development Permit X9H-652, 25 Larguita Lane, Shostak **Project approved subject to conditions to be met to the satisfaction of a designated member and ASCC subcommittee. Support of site development permit forwarded to Planning Commission for public hearing 6/19/13.**
- b. Modifications to Previous Approval, Follow-up Review and Site Development Permit X9H-654, 357 Westridge Drive, Deem **Project approved subject to conditions to be met to the satisfaction of planning staff prior to building permit issuance.**

5. New Business:

- a. Architectural Review for House Additions, 20 Arapahoe Court, Hamel **Project approved subject to conditions to be met to the satisfaction of planning staff prior to building permit issuance.**
- 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 **Project approved as submitted.**

6. Commission and Staff Reports

**Breen/Vlasic provided update on 18 Redberry restoration and next steps
Breen announced 6/11/13 Trails meeting to discuss removal of vegetation at corner frontage of Town's open space parcel at Spring Down
McKitterick commented on need for staff guidelines on project referrals to
ASCC**

7. Approval of Minutes: May 29, 2013 **Approved as submitted.**

8. Adjournment 8:43 p.m.

*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol 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.

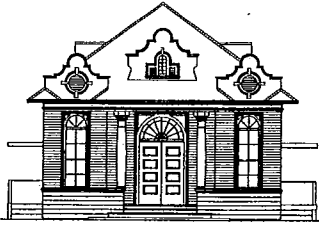
PUBLIC HEARINGS

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
Sustainability Committee Meeting
Monday, June 17, 2013 3:30PM
Town Hall, Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Welcome New Member Steve Marra
4. Approval of Minutes from May 20, 2013
5. Update on Programs/Projects/Outreach
 - a. Budget
 - b. Energy Upgrade Portola Valley
 - c. Speaker Series
 - d. Catalog Choice
 - e. Light Bulb Kit
 - f. Farmers' Market
6. Climate Action Plan Introduction, Review & Discussion
7. Next Steps, Next Meeting Date & Reminders
 - a. Next Meeting on July 15, 2013
8. Announcements
 - a. Farmers' Market Every Thursday from 3 - 7
9. Adjournment



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, June 17, 2013 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: May 20, 2013 (*5 minutes*)
4. Reports from Staff and Council (*5 minutes*)
5. Zots to Tots Review (*5 minutes*)
6. Parks and Rec role in Town Picnic planning (*15 minutes*)
7. Parks and Rec Committee membership (*15 minutes*)
8. Schedule of Parks and Rec meetings (*10 minutes*)
9. Discussion of possible Skateboard ramp plan (*10 minutes*)
10. Ford Field Renovation Update (*10 minutes*)
11. Adjournment

Next meeting: July 22, 2013



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, June 19, 2013 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

AGENDA

Call to Order, Roll Call

Commissioners McIntosh, McKitterick, Targ, Chairperson Von Feldt, and Vice-Chairperson Gilbert

Oral Communications

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

Regular Agenda

1. *Public Hearing:* Site Development Permit X9H-652, for New Residential development, 25 Larguita, Shostak
2. Study Session – Draft Portola Road Corridor Plan

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: May 15, 2013

Adjournment:

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

Planning Commission Agenda
June 19, 2013
Page Two

PUBLIC HEARINGS

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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 13, 2013

CheyAnne Brown
Planning Technician

Town of Portola Valley

Issued Building Permit Activity: May 2013

	Permits This Month	Permits FY 12-13 To Date	Total Valuation This Month	Total Valuation FY 12-13 To Date	Application Fees Collected This Month	Application Fees FY 12-13 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 12-13 To Date	Total Fees Collected FY 12-13	Total Fees Collected FY 11-12
New Residence	0	7	0	9,406,987	0.00	36,146.00	0.00	40,993.46	77,139.46	53,447.13
Commercial/Other	0	1	0	68,032	0.00	1,505.00	0.00	509.44	2,014.44	320.92
Additions	1	23	15,000	3,436,625	1,265.00	40,279.91	360.00	19,913.46	60,193.37	56,993.18
Second Units	0	4	0	674,000	0.00	7,777.00	0.00	4,560.00	12,337.00	15,276.47
Remodels	6	42	619,950	3,742,068	6,837.00	45,057.25	600.00	11,530.27	56,587.52	50,479.60
Pools	0	0	0	0	0.00	0.00	0.00	0.00	0.00	19,190.61
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	1	4	5,000	300,500	425.00	2,826.25	240.00	1,519.44	4,345.69	688.61
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	0	4	0	0	0.00	1,054.00	0.00	88.00	1,142.00	500.00
Other	11	139	283,151	4,645,943	4,675.50	58,066.10	447.00	6,687.95	64,754.05	56,484.24
	19	224	923,101	22,274,155	13,202.50	192,711.51	1,647.00	85,802.02	278,513.53	253,380.76
Electrical	11	125	0	0	1,053.88	25,561.33	0.00	0.00	25,561.33	8,759.73
Plumbing	6	88	0	0	711.88	24,449.91	0.00	0.00	24,449.91	8,275.21
Mechanical	4	59	0	0	96.00	16,633.01	0.00	0.00	16,633.01	5,477.40
Total Permits	40	496	923,101	22,274,155	15,064.26	259,355.76	1,647.00	85,802.02	345,157.78	275,893.10



MONTH END FINANCIAL REPORT

FOR THE MONTH OF: May 2013

C A S H	Bank of America	\$228,806.56
	Local Agency Investment Fund (0.245%)	\$10,618,920.27
H	Total Cash	\$10,847,726.83

F U N D S	05 General Fund	\$2,864,410.72
	08 Grants	9,960.96
	10 Safety Tax	18,521.30
	15 Open Space	3,546,532.08
	20 Gas Tax	(1,763.94)
	22 Measure M	(16,253.47)
	25 Library Fund	482,065.67
	30 Public Safety/COPS	(29,339.63)
	40 Park in Lieu	6,240.65
	45 Inclusion In Lieu	2,880,006.08
	50 Storm Damage	(3,991.33)
	60 Measure A	199,774.40
	65 Road Fees	138,824.94
	75 Crescent M.D.	86,966.37
	80 PVR M.D.	13,852.37
	85 Wayside I M.D.	5,737.11
	86 Wayside II M.D.	(53,914.56)
	90 Woodside Highlands M.D.	146,200.38
	95 Arrowhead Mdws M.D.	(1,799.67)
	96 Customer Deposits	555,696.40
	Total Fund Balance	\$10,847,726.83

A C T I V I T Y R E C E I P	Beginning Cash Balance:	\$10,615,244.59
	Revenues for Month:	608,283.87
	Total Revenues for Month:	\$608,283.87
	Warrant List 5/08/2013	(\$144,417.37)
	Warrant List 5/22/2013	(138,846.54)
	Payroll	(91,725.13)
	Total Expenses for Month:	(\$374,989.04)
	Total JE's and Void Checks:	(\$812.59)

Ending Cash Balance	\$10,847,726.83
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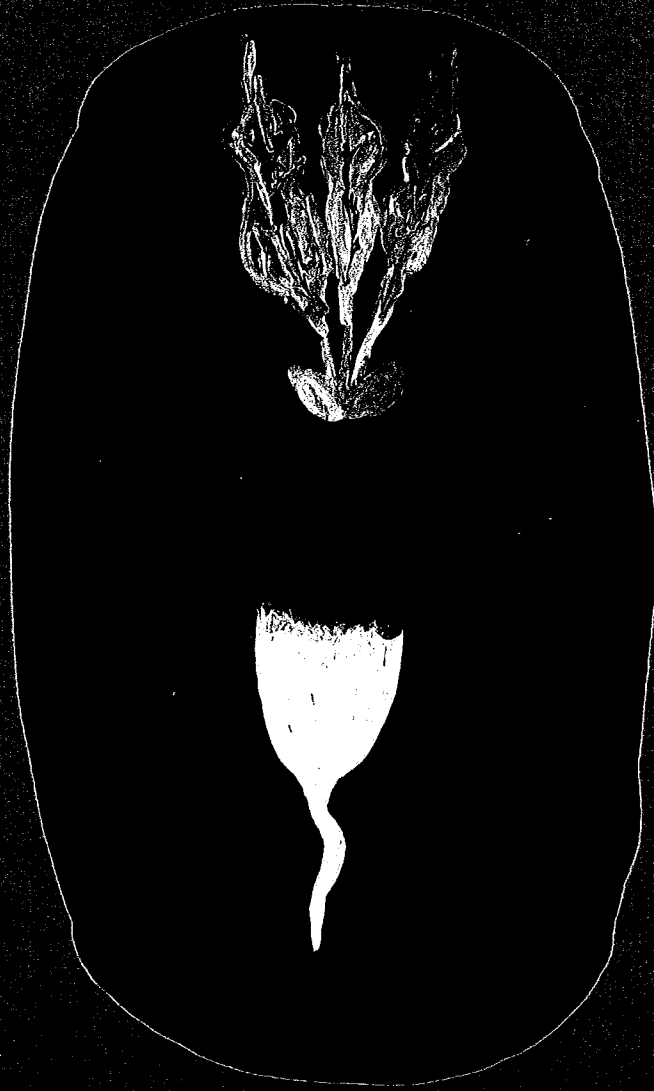
FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund:	76.92%
<i>Adopted Town Policy is 60%.</i>	
Days of Running Liquidity of Spendable General Fund:	281
<i>GASB recommends no less than 90 days</i>	

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

FARMERS' MARKET

Page 120



Portola Valley Town Center • Thursdays 3 - 7 pm
parking at Christ Church

CITY COUNCIL 2013



PEDRO GONZALEZ, MAYOR
KARYL MATSUMOTO, MAYOR PRO TEM
MARK ADDIEGO, COUNCILMEMBER
RICHARD A. GARBARINO, COUNCILMEMBER
PRADEEP GUPTA, COUNCILMEMBER

BARRY M. NAGEL, CITY MANAGER

OFFICE OF THE MAYOR

June 10, 2013

Dear San Mateo County Mayors and Council Members:

Please accept this letter of interest for the seat on the ABAG Executive Board recently vacated by Sepi Richardson.

I currently serve as the Executive Representative to ABAG and take it upon myself to attend as many meetings as possible so that I keep abreast of ongoing activities. I would like to continue to be a part of the ABAG Committee by filling the vacant Executive Board seat and playing a role in its mission to serve the Cities of San Mateo County.

In addition to my previous experience within ABAG, my other City Council experience includes:

- South San Francisco Councilmember since 2000, Mayor in 2003, 2008 and 2013
- Liaison on Oyster Point Advisory and Community Preservation Task Force
- Representative on the San Francisco Bay Area Water Emergency Transportation Authority (WETA) and San Mateo County Water Transit Advocates (WTA)
- Subcommittee member of the Downtown Area Redevelopment and City Facilities Naming
- Housing Endowment and Regional Trust (HEART)
- Housing our People Effectively (HOPE)
- Resource Management and Climate Protection Task Force (RMCP)

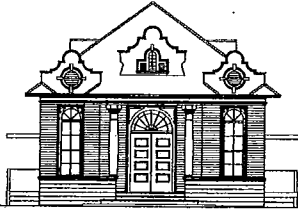
I am aware of the important role ABAG plays in our region and look forward to supporting its ongoing efforts.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Pedro Gonzalez".

Pedro Gonzalez, Mayor
City of South San Francisco



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: June 13, 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 14, 2013.

1. **18 Redberry Update** – Attached please find a summary of the site visit of 18 Redberry that occurred last Friday.
2. **Meeting with MROSD regarding Tree Removal** – Staff met with MROSD staff to discuss the possibility of removing trees from MROSD's section of the meadow preserve adjacent to the Windy Hill parking lot. MROSD was supportive of a measured plan to open up views of the western hillside if the Town paid for the trimming and selective removal. Staff is working with various Town committees as well as engaging the impacted neighbors to assess support for the work that MROSD will permit.
3. **Concert Series and Town Picnic on 6/20** – Town Center will be bustling with activity on June 20th with the 2nd farmers' market and the first of three summer concert series sponsored by the Cultural Arts Committee. In addition to the concert which begins at 6:30, the CAC will host an "art walk" in the Redwood Courtyard, with a slide show in the Community Hall that will display Shelly Breiner's photos of PV and a display of artwork from the local schools. Additionally, as with prior years, the concert series will have two food trucks on-site to accommodate demand from concert-goers.
4. **Employee Wellness Program** – Eight staff members have chosen to participate in an inaugural employee wellness challenge which encourages walking a minimum of 10,000 steps daily (est. 4 - 5 miles) over the course of 100 days to reach 1,000,000 steps. With the first two weeks of the challenge completed, nearly all the participants are maintaining the necessary steps to reach the target, and are also reporting that family members and friends are joining them for walks. Two subsequent 100-day challenges are also being planned.

Nick Pegueros

From: Tom Vlasic <vlasic@spangleassociates.com>
Sent: Monday, June 10, 2013 10:42 AM
To: David Douglass; John Wandke; Nick Pegueros; Howard Young; pvlily@aol.com Breen; Judith Murphy
Cc: Leigh Prince; Joy D. Elliott
Subject: 18 Redberry Restoration Status Inspection June 7, 2013

Good Morning,

This is to confirm the findings from our site meeting last Friday on the status of compliance with the ASCC approved restoration plan for the subject Blue Oaks property. The meeting was attended by the following:

David Douglass
Nannette LaShay
John Wandke
Nick Pegueros
Howard Young
Danna Breen
Judith Murphy
Tom Vlasic

John Wandke presented the status of the plans noting that all planting had been completed, but that two of the tree planted Madrones had not survived the transplanting process. This was noted as a common situation with Madrones that are transplanted. It was also noted that some plant selections were modified based on plant availability and that the location of the two west side Quercus Agrifolia, 24" box oaks, had been adjusted slightly for better growing conditions. It was also noted that the temporary irrigation system was in place and that the onsite system was fed by a metered line from the hydrant at the cul-de-sac bulb.

The following conclusions were reached:

1. The planting is appropriate as installed and maintained at this time. Young confirmed that at this point the erosion control measures remain in place and are fine. There will be a public works inspection in October to ensure that the measures are ready for the wet season and to identify the need for any adjustments.
2. John Wandke will for the record provide a list to the town of the plant materials actually used. Again, though, it was agreed that the plant materials as installed and now maintained meet the requirements of the ASCC approved plan. It was noted that a full ASCC follow-up site check would be scheduled for late October, as required by conditions of plan approval, to check the status of planting and to prepare a report to the council on a recommendation for when the town should allow house plan review to proceed.
3. In the fall/early winter replacement planting for the two Madrones that have not survived should take place, but not sooner as the probability for survival would be low. Rana Creek will attempt to find a source for the replacement madrones that would allow for a higher chance of survival. If, however, if such a source is not found, then an alternative oak could be selected, to the satisfaction of a designated ASCC member. Further, if an acceptable source for the replacement madrones is located and they are installed but don't survive, then the next replacement planting should be with an alternative oak, again with the tree selection to the satisfaction of a designated ASCC member.

Thank you all for your participation in the meeting and to the property owners and Rana Creek for the commitment to the restoration efforts now being made.

Regards,
Tom Vlastic
Town Planner

TOWN COUNCIL WEEKLY DIGEST

Friday – June 21, 2013

1. Agenda (Action) – Town Council – Wednesday, June 12, 2013
2. Agenda – ASCC – Monday, June 24, 2013
3. Agenda – Conservation Committee – Tuesday, June 25, 2013
4. Agenda – Nature & Science Committee (Special) – Thursday, June 27, 2013
5. San Mateo County Poet Laureate – Nomination & Application period – June 8 through July 31, 2013
6. Email from Tina Nguyen, resident of Portola Valley to Bert Ganoung, Manager Aircraft Noise Abatement – Requested Spreadsheet of Flight Statistics
7. Memo from Nick Pegueros, Town Manager re: Weekly Update – June 21, 2013

Attached Separates (Council Only)

1. Council of Cities Dinner Meeting – June 28, 2013
2. City Selection Committee Meeting- Final City Selection Committee Agenda packet – June 28, 2013
3. Mosquito and Vector Control – May 2013



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

ACTION AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

All Present

ORAL COMMUNICATIONS

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

Jeff Cristina, with GreenWaste, invited Council to tour the GreenWaste facility and announced that there will be garbage pick-up on July 4th

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

Approved as Amended 4-0-1, Councilmember Driscoll abstained

(2) **Approval of Warrant List** – June 12, 2013

Approved 5-0

REGULAR AGENDA

PUBLIC HEARING

(3) **PUBLIC HEARING – Recommendation by Town Manager** – Consideration of Amendment to Town's Master Fee Schedule

- (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. 2595-2013)

Council Approved, 5-0, Amended Master Fee Schedule, eliminating sign/gate application to ASCC and fee per plan check required

(4) **Report from Affordable Housing Ad Hoc Committee** –

Council accepted recommendations by Committee with the report to be forwarded to the planning staff for review

(5) **Presentation by Town Manager** – Review Proposed 2013/2014 Budget and Set Public Hearing

Approved 5-0 Public Hearing is set for June 26, 2013

(6) **Recommendation by Town Manager** – Not-for-Profit Agency Funding Requests

Approved as Amended 5-0

(7) **Report from Town Manager** – 2013-14 Appropriations Limit Calculation

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(8) Reports from Commission and Committee Liaisons

There are no written materials for this item.

Vice Mayor Wengert – Bicycle, Pedestrian and Traffic Safety Committee discussed bike lane study, sheriff's report, signage at Windy Hill, traffic control study at Corte Madera and as part of the 2014 repaving project will again review crosswalk at Alpine Hills. Local activists starting a regional group "Citizens Action Group" unhappy with the lack of progress from the FAA on aircraft noise in the Woodside VOR. Trails & Paths Committee discussed community hike scheduled for June 22nd and a committee member will assist residents with scoring their driveways.

Councilmember Aalfs – None

Councilmember Driscoll – None

Councilmember Maryann Derwin – Library JPA elected officers, adopted the budget of \$34.5 million and held discussion on ERAF. "after a pilot program in a few libraries in the jpa, high speed broadband connectivity and e-readers will come to all the libraries in the system."

The June 10 ASCC continued review of a house on Larguita, and an architectural review of a house on Arapahoe. Commissioner Breen reported newly planted vegetation on Redberry is looking good.

Mayor Richards - None

WRITTEN COMMUNICATIONS

(9) Town Council Weekly Digest – May 31, 2013 - None

(10) Town Council Weekly Digest – June 7, 2013 - None

ADJOURN TO CLOSED SESSION –

CLOSED SESSION ITEM REMOVED FROM THE AGENDA

(11) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code Section 54957

Title – Town Manager

REPORT OUT OF CLOSED SESSION

ADJOURNMENT: 11:00

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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AVAILABILITY OF INFORMATION

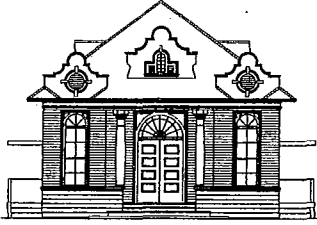
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SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, June 24, 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. New Business:
 - a. Architectural Review for Residential Addition and Remodeling, 45 Prado Court, Setlur
 - b. Architectural Review for Residential Addition and Remodeling, 155 Portola Road, Christie
 5. a. Commission and Staff Reports
 6. Approval of Minutes: June 10, 2013
 7. Adjournment
-

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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Date: June 21, 2013

CheyAnne Brown
Planning Technician



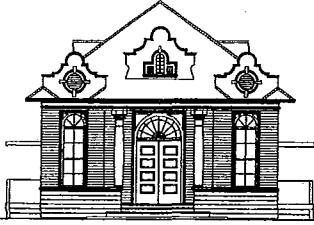
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TOWN OF PORTOLA VALLEY
Conservation Committee
Tuesday, June 25, 2013 - 7:45 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes - May 28, 2013
4. A. Site Permits
 - NEW - 140 Pinon (ASCC 7/22?)
 - 5 Naranja (ASCC 8/12)
 - 468 Westridge
- B. Tree Permits - None
5. Old Business
 - A. Wildlife incentive garden program - DeStabler
 - B. Native Plant Garden at Town Center
 - C. Update Town Open Space parcel management/owners Shady Trail
 - D. Tip of the month - Plunder
 - E. Weeding checklist/creek maintenance /traffic - Heiple
 - F. Final native plant lists for town website and ASCC - recommended, discourages, invasive, dry, deer
 - G. Committee cooperation ASCC/Trails/Open Space
 - H. Our website?
 - I. PV Post electronic - next deadline fall
 - J. Intern?
 - K. BROOM PULL - choose exact date
 - L. Opening views along scenic corridor
6. New Business
 - A. Water conservation focus to synergize with sustainability
 - B. Weed eradication workshop
 - C. Responsible yard maintenance
 - D. Noise ordinance
7. Action Plan
8. Announcements
9. Adjournment

4



Town of Portola Valley
Special Nature and Science Committee Meeting
Thursday, June 27, 2013 – 5:00 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

SPECIAL 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. Discussion about possible uses of the Hawthorns property and process to proceed towards implementing usage
4. Budget Report:
Update report
5. Action Items:
Re-allocate program funds as needed
Recommendation regarding Hawthorns
Dates for upcoming programs
Membership
6. Adjournment:
Next regular meeting, August 8, 2013 at 4:00 p.m.

SAN MATEO COUNTY POET LAUREATE



NOMINATION & APPLICATION INSTRUCTIONS

Nomination Period Opens: June 8, 2013

Nomination Deadline: July 31, 2013, at 5:00 p.m.

On April 23, 2013, The San Mateo County Board of Supervisors approved the establishment of the honorary post of San Mateo County Poet Laureate to elevate poetry into the consciousness of San Mateo County residents and to help celebrate the literary arts.

The Poet Laureate will be an honorary two-year position. During that term, the Poet Laureate will act as ambassador and advocate for poetry, literature and the arts. It is expected that the Poet Laureate will contribute to San Mateo County's poetry and literary legacy through public readings and participation in civic events. The Poet Laureate also will propose and lead a community project.

ELIGIBILITY CRITERIA FOR THE SAN MATEO COUNTY POET LAUREATE

- ∞ The Poet Laureate must be 18 years or older.
- ∞ The Poet Laureate will be available to serve a two-year term, commencing in October 2013.
- ∞ The Poet Laureate will be a San Mateo County resident of at least three years who has been published or recognized for poetry and literary contributions. The number and quality of published works will be taken into account in our selection process.
- ∞ The Poet Laureate will have demonstrated a commitment to and passion for poetry and embraces the opportunity to engage in community service to make poetry more accessible and available.
- ∞ The Poet Laureate must have a willingness to serve as an ambassador for San Mateo County and to engage the citizens of San Mateo County in poetry at public events through public readings, workshops, visiting schools and other means.
- ∞ The Poet Laureate must be available to travel throughout San Mateo County.

RESPONSIBILITIES OF THE SAN MATEO COUNTY POET LAUREATE

- ∞ The Poet Laureate will represent San Mateo County and the art of poetry through outreach activities related to poetry.
- ∞ The Poet Laureate will present appropriate works at a minimum of four selected County-sponsored events during each year, including events involving schools and youth.
- ∞ The Poet Laureate will write a commemorative poem about San Mateo County or its environs.
- ∞ The Poet Laureate will open the San Mateo County Board of Supervisors meetings with a poem every quarter.

Both nominations and self-nominations will be considered for the honorary post of San Mateo County Poet Laureate. Please submit the following information, along with supporting documents. The deadline for receipt of the nomination form and documents is by 5:00 p.m. on July 31, 2013.

NOMINEE INFORMATION

Name _____

Mailing Address _____

Cell# _____ Work# _____ Home# _____

Email _____

Website _____

Signature _____ Date _____

NOMINATOR INFORMATION

Name _____

Organization _____

Cell# _____ Work# _____ Home# _____

Email _____

Website _____

Signature _____ Date _____

NOMINATING STATEMENTS

Please respond to the questions below and include additional pages as needed.

1. Write 2-3 paragraphs on why you/nominee should be San Mateo County's first Poet Laureate.
2. How would you/nominee contribute and participate as San Mateo County's Poet Laureate based on the position description and the mission and goals of the program?
3. Please describe your/nominee's demonstrated accomplishments and appreciation of San Mateo County in regards to its culturally diverse community.
4. Please describe your/nominee's understanding of and appreciation for San Mateo County's cultural, political, economic and geographical diversity, and how you might describe this in poetic form.
5. Please estimate the amount of time you/nominee think will be needed to serve as Poet Laureate.

ACCOMPANYING DOCUMENTS

ONLY for the Poet Laureate nominee to fill out – if you are nominating a candidate, they will be contacted by the committee upon receipt of the nomination form to provide these materials. Please submit the following with your nomination form:

- ☞ A current resume of professional activities and achievements, including significant awards and training, selected exhibitions, performances, presentations and/or publications.
- ☞ Poets must provide a list of publications indicating a minimum of five published.
- ☞ Include a submission list of up to 10 pages of poetry and include on each page the title of the poem and your name.

CHECKLIST FOR SUBMISSIONS

- _____ Nomination Form with signature verifying eligibility
- _____ Nominating Statements
- _____ Resume
- _____ Bibliography of publications
- _____ Submission of Poems

Nominations are due on July 31, 2013, at 5:00 p.m. with *no exceptions*.

Nominations may be submitted either by mail *or* by email.

Send to: San Mateo County Poet Laureate Advisory Committee
c/o Marci Dragun
San Mateo County Board of Supervisors
400 County Center
Redwood City, CA 94063
Or email to: mdragun@smcgov.org

For questions, please call Marci Dragun at (650) 599-1021.

Nick Pegueros

From: Tina Nguyen <tnps2008@gmail.com>
Sent: Wednesday, June 19, 2013 11:25 PM
To: Bert Ganoung
Cc: apierce@pierceshearer.com; nheinen@mac.com; sgegaregian@yahoo.com; marilynwalter@gmail.com; jan_schachter@sbcglobal.net; jane.crossley.bourne@gmail.com; jel1293@yahoo.com; marvelousmaryjane@gmail.com; shirleymivy@gmail.com; lwlane1@aol.com; hermantje@aol.com; nate.mckitterick@dlapiper.com; olivierpieron@gmail.com; Victor Schachter; p_schnabel@sbcglobal.net; candyberg@sbcglobal.net; bruce@crestlineprop.com; Frank Rothschild; Nick Pegueros; Ann Wengert; John Richards; jgee@redwoodcity.org; Karen.Chapman@mail.house.gov
Subject: Commercial Aircraft Noise over Portola Valley
Attachments: PV Airplane Noise Data for 5.27+6.17+6.18.13.xlsx; Extremely Low Flying Planes over PV.pptx

Dear Bert,

As you requested, I have attached to this email the Excel Spreadsheet with the data that I had presented at the Roundtable meeting on June 5. The town of Portola Valley was bombarded with loud airplanes on Memorial Day and the data I gathered in Spreadsheets 1 and 2 show the following:

- 163 flights flew over Portola Valley at less than 9,000 feet within a 24 hr. period on May 27 (Memorial Day). Of these flights, 142 flights (78%) were those arriving into SFO from just about every airport in the world and domestically including Dubai, London, Paris, Munich, Frankfurt, Sydney, Hong Kong, Boston, Austin, Phoenix, and central and southern California cities to name a few. Twenty-one flights over flew Portola Valley on arrival into San Jose.
- 11 of the SFO-bound flights made a loop over Portola Valley twice which the FAA and your office describe as vector trafficking.
- The flights over Portola Valley came as a constant stream, often times at 1 to 3 minute intervals so that there was not a pause between the noise events.
- Excluding 1 am to 7 am, which is when air traffic is the lowest throughout the Bay Area, the average number of flights per hour over Portola Valley was 10.
- Average altitude of flights arriving into SFO via Portola Valley was only 6,027 ft. above sea level (these SFO arriving flights were as low as 3990 ft. above sea level). Many Portola Valley residents live on a hill or mountain with canyons where the noise is amplified.
- In contrast, the average altitude of flights destined for San Jose airport was 9368 ft., 3600 ft. higher than the average SFO-bound flights.

- There were 11 flights over Portola Valley bound for SFO between midnight and 1 AM with an average altitude of only 6000 ft. None of these flights is shown on the Noise Abatement Office's report for flights over the Woodside VOR between 10:30 pm and 6:30 am. That report, which is available on the NAO website, states that it shows "the flight number and altitude for each aircraft that uses the Woodside VOR on approach" to SFO between those nighttime hours. This is not true. The NAO report only shows flights on oceanic arrival into SFO. Therefore, these flights are not reflected on the data published by the NAO.
- The data does not include flights departing from SFO and OAK, which fly over Portola Valley 3-6 timeshour but do not generate as much noise as the low-altitude arriving flights.

The heavy air traffic over Portola Valley on Memorial Day is not an infrequent occurrence. In fact, we have been besieged by commercial airplanes flying into SFO for the past several consecutive days. The data gathered in Spreadsheets 3 to 6 for June 17 and June 18 show the following:

- June 18: 13 flights per hour on average over Portola Valley from 7 pm to 1:45 am with 18 flights between 11 pm-midnight, 18 flights between midnight - 1 am, and 10 flights with a 45 minute window from 1 am - 1:45 am. Average altitude of SFO arriving flights via Portola Valley was 5,878 feet (range from 4042 to 7799 ft.) above sea level.
- June 17: 12 flights per hour on average over Portola Valley from 7 pm to 12:15 am with 10 flights between 10 pm-11 pm and 10 flights between 11 pm-midnight. Average altitude of SFO arriving flights via Portola Valley was 5,847 feet (range from 4052 ft. to 7021 ft.) above sea level.

The PowerPoint slides attached show screen captures of low flying commercial airplanes, including the flight numbers, altitude above sea level, type of plane, and destination into SFO. The averages that I calculated above can mask the noise impact on the ground of low flying aircraft and these screen shots show specific examples of flights even lower than 4,000 feet over Portola Valley.

I am limited in the time I can spend gathering data, otherwise I would have done so for June 16th and 19th and include a 24 hour period for all 4 days since there's constant air traffic in the morning hours as well. Gathering this data has involved a great deal of work by me and it is a shame that this information is not more easily available from the Noise Abatement Office, which should have complete records of all flights and altitudes over Portola Valley. I am providing this information to the NAO because the resulting aircraft noise is significantly impacting my sleep and my overall quality of life. I cannot enjoy basic activities such as being outdoors to garden or having a focused thought or conversation because of the constant, loud noise intrusion.

I am copying this email to Portola Valley residents who share my deep concern for the worsening airplane noise situation. Many of the residents cc:ed have lived in Portola Valley for

20+ years and can attest to the shifting flight patterns and invasive aircraft noise, which has forced Portola Valley residents to shoulder the burden of the increasing number of low altitude flights into SFO. Between 33-60% of all SFO arriving flights are routed through Portola Valley on the days I have collected data and at very low altitudes. There's no denying that Portola Valley has a major problem when it comes to air traffic.

I would be happy to meet to discuss the data further and can be reached at this email address or my cell phone (310)-497-3565.

Sincerely,

Tina Nguyen
@45 Alhambra Ct, Portola Valley, CA 94028
Cell phone # (310)-497-3565

On Wed, Jun 12, 2013 at 6:07 PM, Bert Ganoung <Bert.Ganoung@flysfo.com> wrote:

Hello Tina,

I was curious if I might receive a copy of your spreadsheet that I requested at our Roundtable meeting on June 5, 2013.

Thank you,

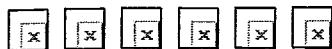
Bert

Bert Ganoung SFO

Manager | Aircraft Noise Abatement

San Francisco International Airport | P.O. Box 8097 | San Francisco 94128

Tel [+1.650-821-5100](tel:+16508215100) | www.flysfo.com | www.flyquietsfo.com

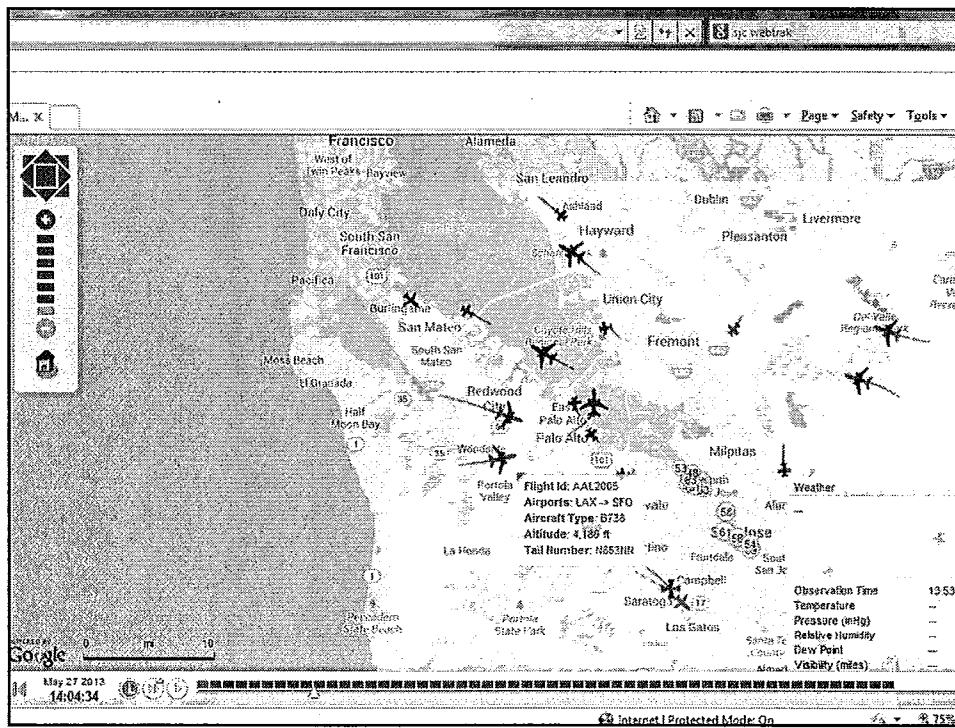
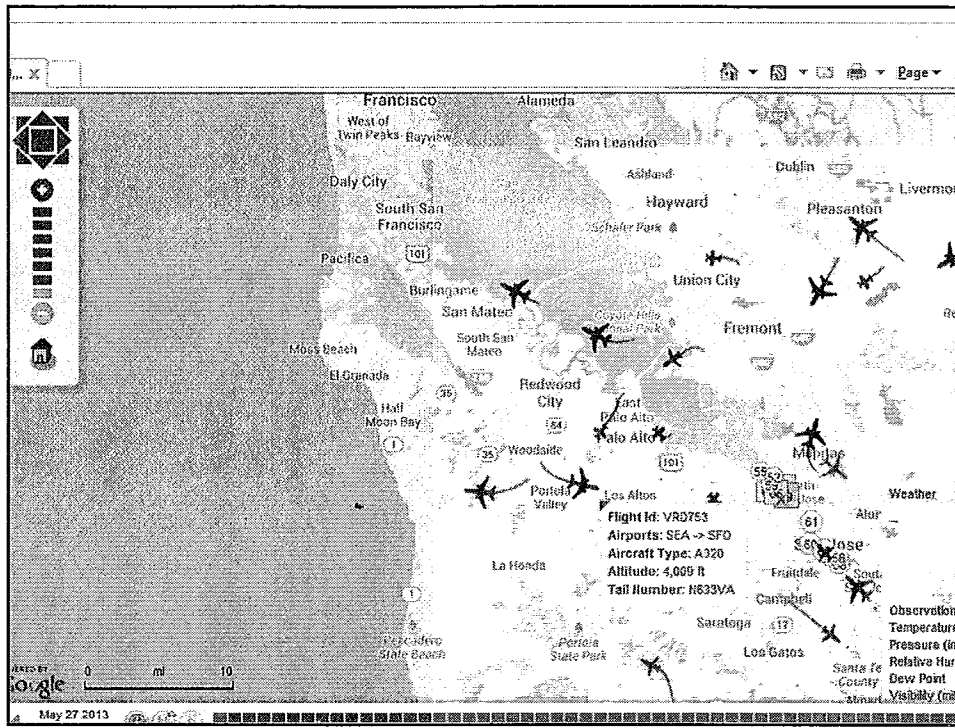


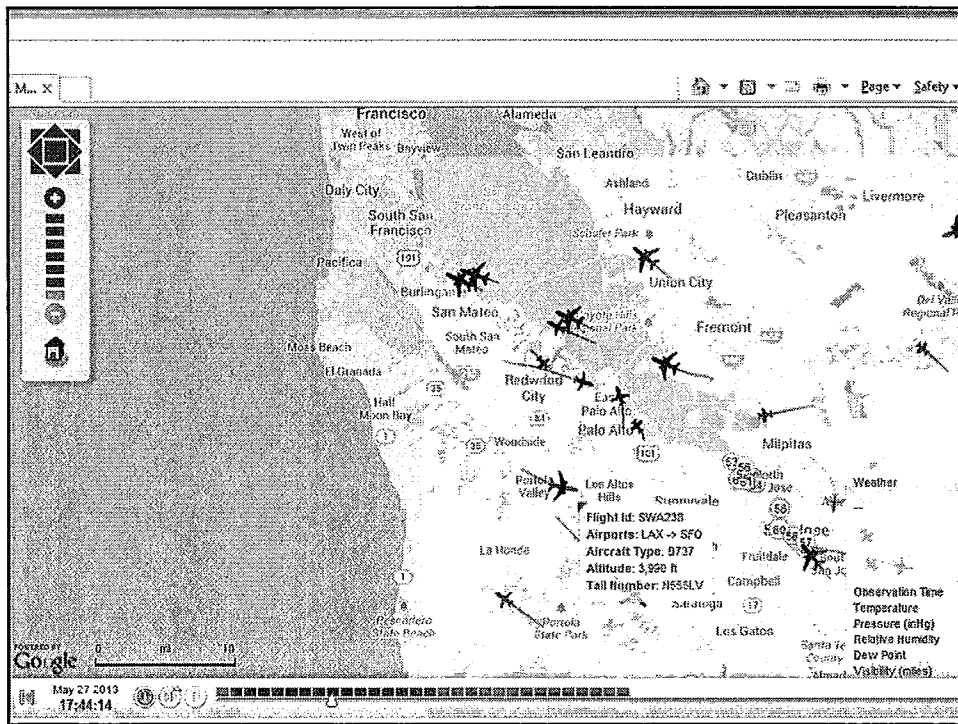
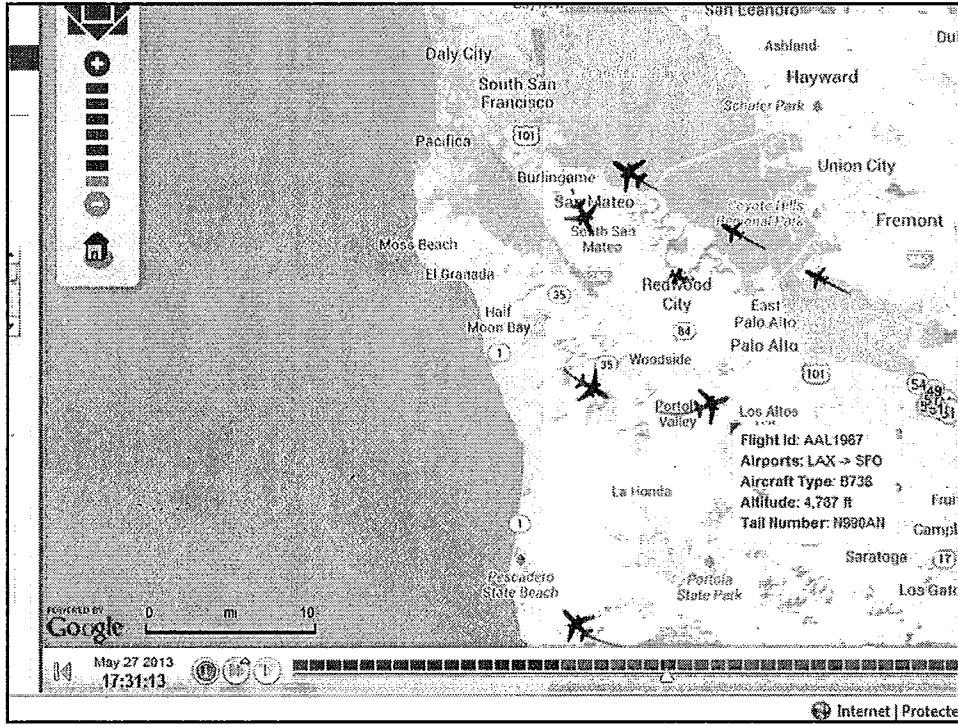
Tuesday June 18 from 7 PM to 12:15 AM - SFO Flights over Portola Valley

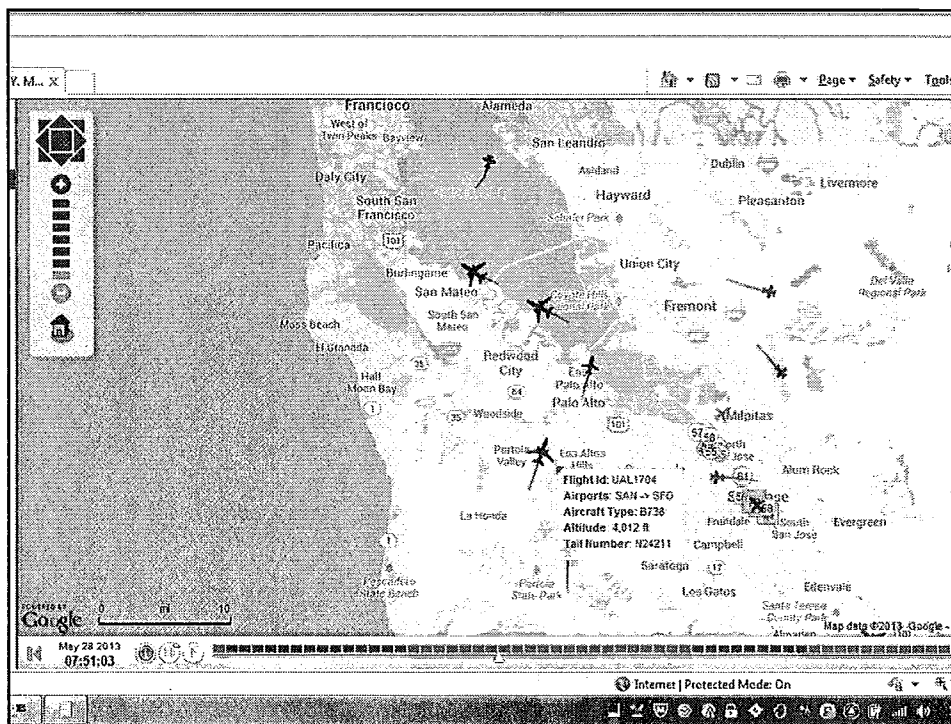
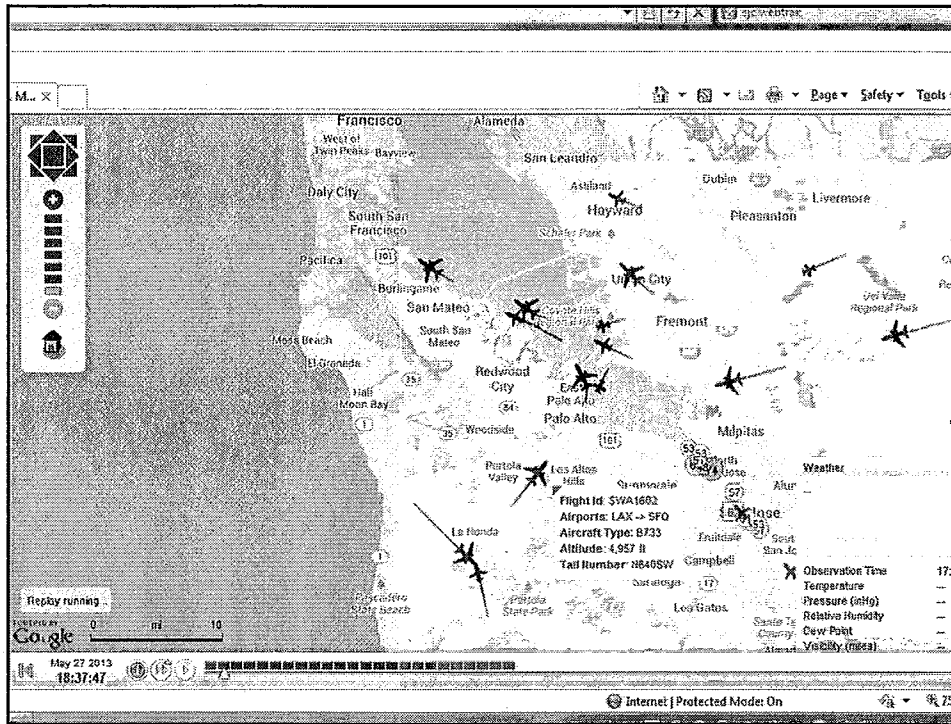
Time	Flight #	Altitude (ft) above Sea level	Aircraft Type	Departing City	Arriving Airport
19:06	ASA231	5194	ASA231	Los Ca	Boston, Mexico SFO
19:08	UAL12	6037	UAL12	Washington D.C.	SFO
19:13	SKW6352	6099	CRJ2	Boise, ID	SFO
19:16	N585VC	6027	H25B	Belize City, Belize	SFO
19:19	AFR080	6030	B772	Paris, France	SFO
19:23	DLH458	5961	A346	Munich, Germany	SFO
19:30	SKW6441	6,017	CRJ2	Salt Lake City, UT	SFO
19:35	EVA28	6024	B77W	Taipei, Taiwan	SFO
19:40	VRD755	6020	A320	Seattle, WA	SFO
19:44	SIA2	5240	B77W	Hong Kong, China	SFO
19:51	CAL004	6020	B744	Taipei, Taiwan	SFO
20:03	UAL644	6178	B752	Washington D.C.	SFO
20:07	SKW6206	6014	CRJ7	Phoenix, AZ	SFO
20:33	ASA229	5915	B739	Puerto Vallarta, Mexi	SFO
20:36	N414UA	5500	A320		SFO
20:41	UAL927	6024	B744	Frankfurt, Germany	SFO
20:45	SKW5528	5830	CRJ2	Reno, NV	SFO
20:52	UAL362	7799	B752	Lihue, HI	SFO
20:55	UAL1722	6457	B739	Kona, HI	SFO
20:58	SKW6347	6034	B77W	Austin, TX	SFO
20:57	UAL6141	6047	B738	Austin, TX	SFO
21:04	UAL1025	6024	B738	Washington D.C.	SFO
21:07	DAL1775	6060	B763	Atlanta, GA	SFO
21:21	CPA872	6030	B77W	Hong Kong, China	SFO
21:24	ASA302	6030	B734B	Seattle, WA	SFO
21:25	SKW5418	5938	E120	San Luis Obispo, CA	SFO
21:30	VRD963	6030	A320	San Diego, CA	SFO
21:34	JBU1436	6030	A320	Long Beach, CA	SFO
21:40	SKW6432	6030	CRJ7	Orange County, CA	SFO
21:42	N36LG	6037	GLEX	Honolulu, HI	SFO
21:52	UAL301	5928	A319	Orange County, CA	SFO
21:58	HAL12	6040	A332	Honolulu, HI	SFO
22:06	VRD941	6050	A320	Los Angeles, CA	SFO
22:15	UAL305	6027	A319	New Orleans, CA	SFO
22:21	SWA413	6050	B737	Orange County, CA	SFO
22:26	UAL384	6027	A320	San Diego, CA	SFO
22:30	AAL1807	6040	B738	Los Angeles, CA	SFO
22:36	ACA564	6050	E190	Vancouver, Canada	SFO
22:40	UAL718	6050	A320	Mexico City, Mexico	SFO
22:49	UAL1670	6050	B739	St Louis, MO	SFO
22:56	AAL1559	6050	B738	Los Angeles, CA	SFO
23:02	UAL673	5341	A319	Orange County, CA	SFO
23:06	DAL1381	5394	B752	Salt Lake City, UT	SFO
23:13	UAL508	5994	A320	Seattle, WA	SFO
23:19	AMX664	6033	B737	Mexico City, Mexico	SFO

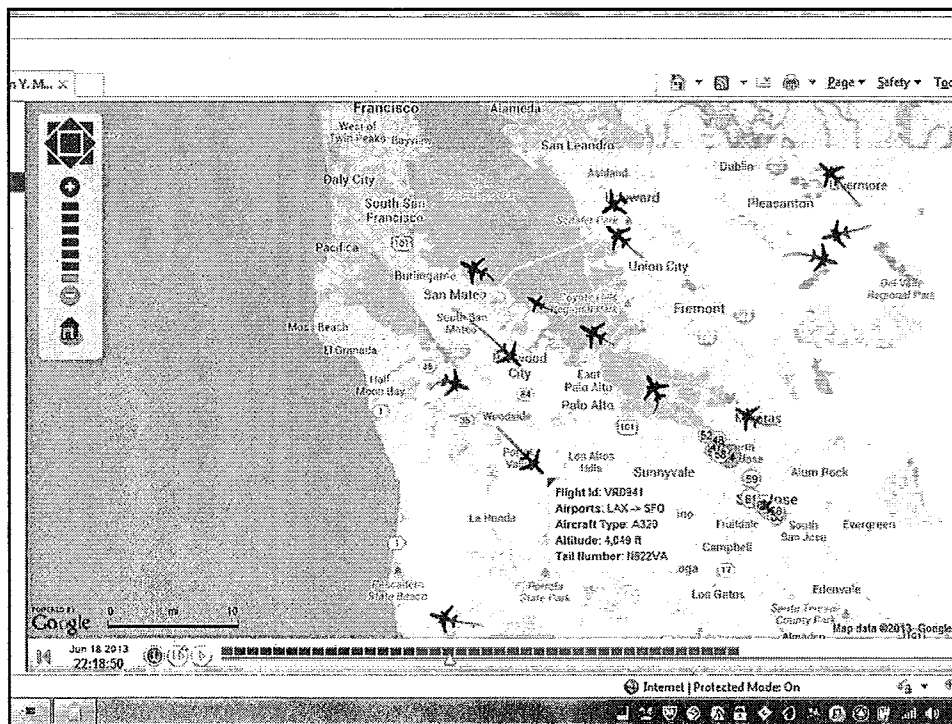
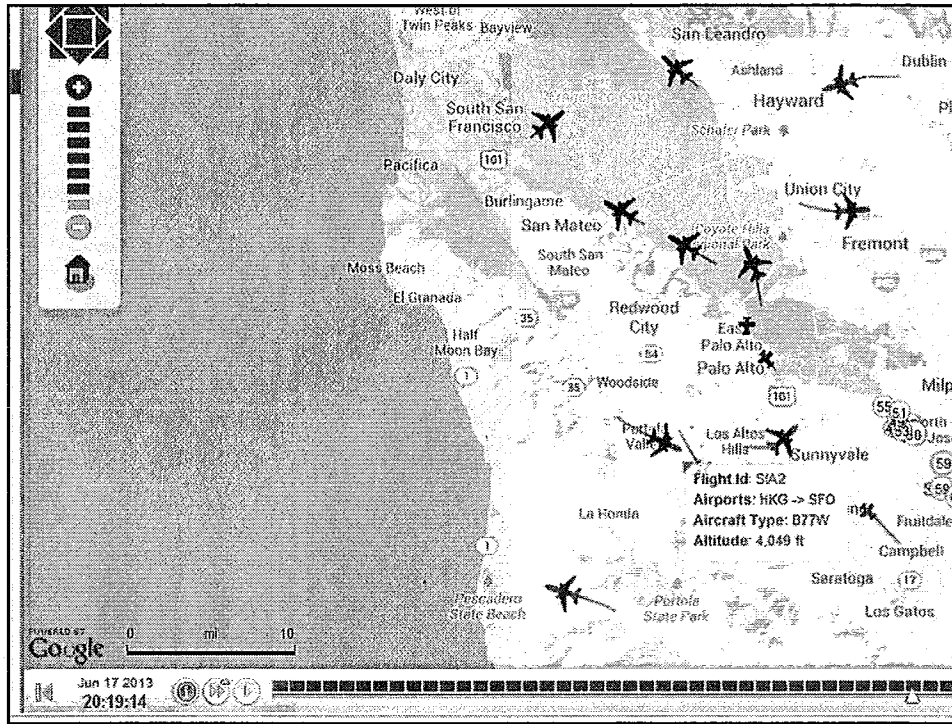
23:23 SWA151	5961 B737	Orange County, CA	SFO
23:27 SKW4802	6024 CRJ7	Los Angeles, CA	SFO
23:32 UAL1178	5646 B738	Houston, TX	SFO
23:35 UAL271	5673 B752	Los Angeles, CA	SFO
23:40 VRD945	6175 A320	Los Angeles, CA	SFO
23:43 AWE463	4042 A321	Charlotte, NC	SFO
23:47 SKW5448	6047 CRJ2	Redmond, OR	SFO
23:50 AAL2004	5928 B752	Miami, FL	SFO
23:55 SWA235	5623 B737	San Diego, CA	SFO
23:57 N417UA	5522 A320		SFO
23:58 TAI560	5233 A320	San Salvador, El Sava	SFO
0:04 SKW6390	5919 A320	Rogue, OR	SFO
0:05 SKW6267	6040 CRJ2	Seattle, WA	SFO
0:12 SKW6252	6030 CRJ2	Eugene, OR	SFO
0:16 UAL1178	6010 B738	Houston, TX	SFO
0:19 TAI560	6050 A320	San Salvador, El Sava	SFO
0:25 SWA3042	5630 B737	San Diego, CA	SFO
0:29 SKW6354	4659 CRJ2	Reno, NV	SFO
0:37 JBU1513	5249 A320	Austin, TX	SFO
0:40 SKW6293	5938 E120	Eureka, CA	SFO
0:43 ACA564	6306 E190	Vancouver, Canada	SFO
0:45 DAL1381	6348 B752	Salt Lake City, UT	SFO
0:49 VRD211	5010 A320	Chicago, IL/OAK	SFO
0:51 SWA3856	5249 B737	Phoenix, AZ	SFO
0:58 AA2004L	6050 B752	Miami, FL	SFO
1:00 SKW6294	6260 E120	Rogue, OR	SFO
1:03 SKW6426	6050 CRJ2	Seattle, WA	SFO
1:11 JBU637	4961 A320	Boston/OAK	SFO
1:13 UAL636	5646 A319	Orange County, CA/S	SFO
1:16 UAL1240	6024 B739	Los Angeles, CA	SFO
1:19 UAL543	6050 A319	Philadelphia/SJC	SFO
1:22 KAL213	6050 B748	Los Angeles, CA	SFO
1:24 WJA1776	5988 B737	Vancouver, Canada/S	SFO
1:25 VRD947	5846 A320	Los Angeles, CA	SFO
1:42 SWA102	5246 B737	Los Angeles, CA	SFO

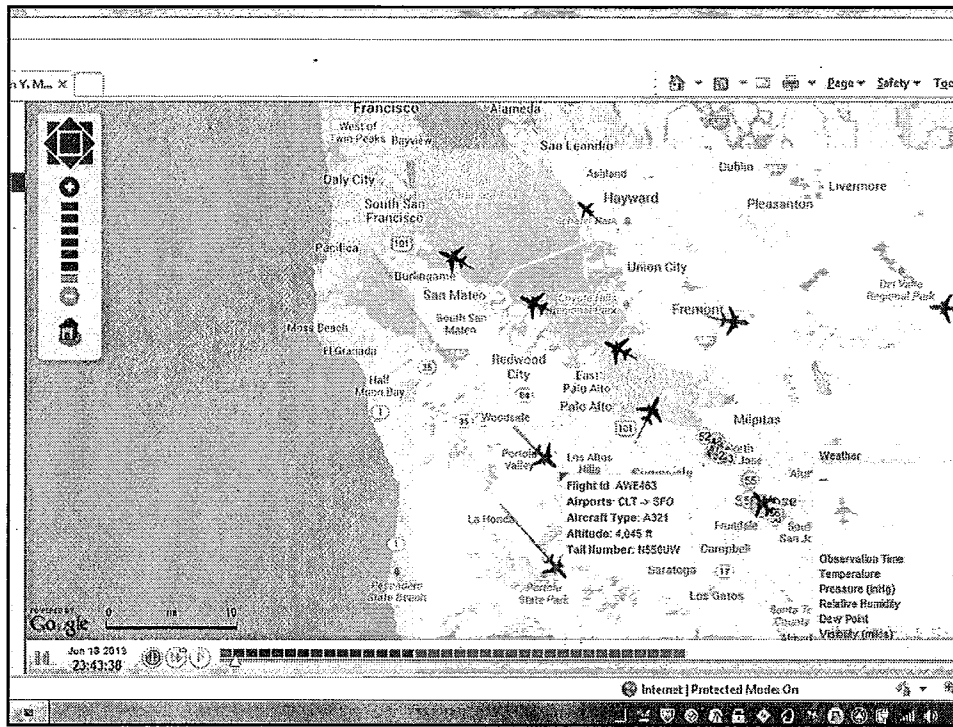
Average altitude over PV (SFO Arriving Flights)	5878.5375
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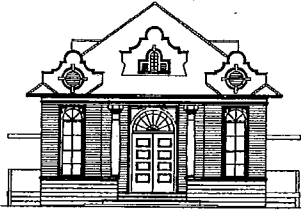












MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: June 21, 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 21, 2013.

- 1. CalPERS Proposed Health Premium Increase** – CalPERS released their proposed January 1, 2014 rate increases this week. Kaiser HMO premiums are proposed to increase 11.08% to \$8,913 per year for employee only coverage and \$23,173 for employee plus two/more dependents. The proposed increase for the least expensive plan overall, PERS Select PPO, is 35.78% or \$7,934 for employee only, \$20,639 for employee plus two/more dependents. Notable additions to the proposal include expansion of the HMO offerings from three plans to six. The increase required approval and will be finalized in the next several weeks.
- 2. County's New Calculation of the Property Tax Administration Fee** – The joint effort by a number of San Mateo County cities regarding the County's calculation of property tax administration fees (PTAF) reached a major milestone, with the County announcing which agencies were over/undercharged for the six-year period beginning in 2006. The Town is one of the few cities that were undercharged according to the County's calculations, and we can therefore expect to lose \$14,176 over the next six years to repay the County. A special meeting with the County is planned to get a better handle on these new calculations and determine if the calculations will impact other property tax revenues.
- 3. ABAG-PLAN Board Meeting** – I attended the board meeting for our insurance risk pool (ABAG-PLAN) this week where the Board wrestled with policy decisions on how to manage increased claims severity. The risk pool overall is experiencing fewer claims but several small claims are much larger than has historically been experienced by the pool. This has resulted in an overall increase in premiums of 20%, with many cities (including PV) experiencing a 30% increase. The Board reappointed me to serve as chair of the Board's finance committee and to serve on the Board's executive committee.