



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council  
 Wednesday, April 9, 2014  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

### 7:30 PM – CALL TO ORDER AND ROLL CALL

Councilmember Derwin, Councilmember Hughes, Councilmember Richards, Vice Mayor Aalfs and Mayor Wengert

### ORAL COMMUNICATIONS

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

- (1) **PRESENTATION** – Lieutenant Tim Reid, San Mateo County Sheriff's Department - Update (3)

### CONSENT AGENDA

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

- (2) **Approval of Minutes** – Regular Town Council Meeting of March 26, 2014 (4)
- (3) **Approval of Warrant List** – April 9, 2014 (13)
- (4) **Recommendation by Administrative Services Officer** – Agreement with Maze & Associates for Auditing Services (25)
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement for Auditing Services Between the Town of Portola Valley and Maze & Associates Accountancy Corporation (Resolution No. \_\_)

### REGULAR AGENDA

- (5) **Discussion and Council Action** – Formal Response to the Aircraft Noise Issue (46)  
*There are no written materials for this item.*
- (6) **Recommendation by Town Manager** – Facility Use Rules (47)
- (7) **Recommendation by Town Manager** – Annual update to the Town's Fee Schedule (50)

### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Reports from Commission and Committee Liaisons** (119)  
*There are no written materials for this item.*

### WRITTEN COMMUNICATIONS

- (9) **Town Council Weekly Digest** – March 28, 2014 (120)
- (10) **Town Council Weekly Digest** – April 4, 2014 (161)

### ADJOURNMENT

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

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

#### **AVAILABILITY OF INFORMATION**

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

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

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

appropriate action.

**PUBLIC HEARINGS**

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

#1

There are no written materials for this agenda item.

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 876, MARCH 26, 2014

Mayor Wengert called the Town Council's regular meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Craig Hughes, Maryann Moise Derwin and John Richards; Vice Mayor Jeff Aalfs; Mayor Ann Wengert

Absent: None

Others: Nick Pegueros, Town Manager  
Stacie Nerdahl, Administrative Services Manager  
Brandi de Garneau, Sustainability and Special Projects Manager  
Howard Young, Public Works Director  
Leigh Prince, Town Attorney  
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

- (1) Ad Hoc Water Conservation Committee Task Force: Interviews and Appointments

Mayor Wengert welcomed Al Sill, inviting him to talk about what made him step forward to volunteer.

Mr. Sill said that during the 25 years he's lived in Portola Valley, he's come to realize how much the Town relies on volunteers. Now that he's retired and his children in college, he said he has the time and interest to volunteer. He said he's done some work on his landscaping over the past couple of years, taking advantage of the California Water Service Company high-efficiency sprinkler nozzle program.

Councilmember Richards said he's delighted when new people sign on to join the mix of Town volunteers. Councilmember Hughes and Vice Mayor Aalfs echoed the sentiment. Mayor Wengert said an ad hoc committee would be a perfect vehicle to test drive solutions to water conservation.

In response to Councilmember Derwin, Mr. Sill he's been an engineer and business person with experience working with small groups. She said the Ad Hoc Water Conservation Committee Task Force would look at both short- and long-term solutions for consumers, and also big solutions. She said that at a landscaping seminar Ms. de Garneau recently coordinated, a representative of Rana Creek, which works on systems that collect and reuse every drop of water in one way or another – and because that would be great for Portola Valley, it would be wonderful to have an engineer in the group. (Rana Creek is a renowned ecological design firm specializing in environmental planning, landscape architecture, habitat restoration and native plant propagation.)

Councilmember Richards moved to appoint Al Sill to the Ad-Hoc Water Conservation Committee Task Force. Seconded by Councilmember Derwin, the motion carried 5-0.

Mayor Wengert said that Ms. de Garneau is working on a first meeting for the group, with details available probably late this week.

CONSENT AGENDA [7:37 p.m.]

- (2) Approval of Minutes: Regular Town Council Meeting of March 12, 2014 [Removed from Consent Agenda]
- (3) Ratification of Warrant List: March 26, 2014 in the amount of \$75,866.90

- (4) Recommendation by Public Works Director: Adoption of a Resolution accepting as completed Ford Field Renovation Project #2011-PW02B [*Removed from Consent Agenda*]
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to accept as completed Ford Field Renovation Project #2011-PW02B and authorizing final payment to Jensen Corporation Landscape Contractors concerning such work and directing the Town Clerk to file a Notice of Completion (Resolution No. \_\_\_)

By motion of Councilmember Hughes, seconded by Councilmember Derwin, the Council approved Item\_3 on the Consent Agenda with the following roll call vote:

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

No: None.

- (2) Approval of Minutes: Regular Town Council Meeting of March 12, 2014

Councilmember Richards moved to approve the minutes of the Town Council meeting of March 12, 2014, as amended. Seconded by Councilmember Hughes, the motion carried 4-0-1 (Derwin abstained).

- (4) Recommendation by Public Works Director: Adoption of a Resolution accepting as completed Ford Field Renovation Project #2011-PW02B
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to accept as completed Ford Field Renovation Project #2011-PW02B and authorizing final payment to Jensen Corporation Landscape Contractors concerning such work and directing the Town Clerk to file a Notice of Completion (Resolution No. 2613-2014)

Vice Mayor Aalfs recognized Mr. Young's hard work on the Ford Field project, noting that although the final accounting isn't finished, he kept the cost under budget. Mayor Wengert, who has served as Council liaison to the Parks and Recreation Committee, agreed, commenting on Mr. Young's diligence, patience and professionalism as Ford Field designs "meandered left and right."

Councilmember Richards moved to adopt Resolution No. 2613-2014, accepting as completed Ford Field Renovation Project #2011-PW02B. Seconded by Vice Mayor Aalfs, the motion carried 5-0.

REGULAR AGENDA [7:39 p.m.]

- (5) Recommendation by Administrative Services Manager: Purchase of Sharp MX6240N Copier/Scanner
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley amending the capital equipment budget for FY 2013-2014 to purchase copier (Resolution No. 2614-2014)

When Mayor Wengert indicated this would be the first time the Town would buy rather than lease a copier, Ms. Nerdahl said that the last two copiers were on five-year leases, but purchasing one now seems to be a less-expensive option. The current copier is still functioning well, Mr. Pegueros added, but is currently near the end of its lease term. Mayor Wengert said that now the technology is no doubt better, and hopefully usage is lower than it was.

Councilmember Hughes moved to approve the copier/scanner purchase requested. Seconded by Councilmember Richards, the motion carried 5-0.

- (6) Recommendation by Public Works Director: FY 2013-2014 Annual Street Resurfacing Project No. 2013-PW02 [7:41p.m.]

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley approving plans and specifications and calling for bids for the 2013-2014 Street Resurfacing Project – Surface Seals No. 2013-PW02 (Resolution No. 2615-2014)

Mr. Young said that annual street resurfacing is historically part of the Town's capital improvement program. Public Works uses its Pavement Management System in conjunction with a visual inspection of all the streets to decide which to put on each year's agenda, and employs a surface seal program to prolong the life of decent pavement to avoid costly rehabilitation later. On this year's agenda are:

- Alpine Road from Portola Road to Paso Del Arroyo
- Cervantes Road from Peak Lane to the east side of Westridge Drive
- Portola Road from Alpine Road to Portola Green Circle
- Westridge Drive from Alpine Road to the east side of Cervantes Road

Mr. Young said \$230,000 is budgeted for this work, but the plan also includes basic repairs on Mapache Drive if the allotted amount covers them as well.

Mayor Wengert asked Mr. Young to elaborate on the repave-resurface-repair cycle, particularly as it applies to interior streets (i.e., other than Alpine Road and Portola Road). Mr. Young said that it depends on the street conditions, noting that Public Works has been especially active in resurfacing over the past decade. He said he tries to balance so that in one year, residents can readily see the project benefits, and the next year the focus turns to arterials and collectives.

Different streets receive different applications, he said, with surface seals or slurry seals applied on residential streets to help keep costs in line. Depending on traffic volume, a slurry seal may last eight years, while an overlay should last seven to eight years before it needs a slurry seal to extend its life. Mr. Young said guidelines for what treatments to use where correspond with the Metropolitan Transportation Commission (MTC) guidelines.

Councilmember Richards, noting that the work on Corte Madera Road isn't indicated in the package Mr. Young provided, asked about it. Mr. Young said it's part of a federally funded project on Alpine Road, and to ensure using the entire allotment of federal funds available, he added a bid alternate to that project to cover the Corte Madera Road work. Mr. Young said the slurry seal wouldn't be applied until the five homes being built on Corte Madera now are complete, because he doesn't want to apply the finishing coat to the road only to have it torn up by construction equipment utilities installations.

Councilmember Derwin moved to approve FY 2013-2014 Annual Street Resurfacing Project No. 2013-PW02. Seconded by Councilmember Richards, the motion carried 5-0.

- (7) Recommendation by Town Manager: Update of Planning Department staffing plan and request for FY 2013-2014 budget amendment for Supplemental Consultant and Staff Services [7:47p.m.]

Mr. Pegueros, following up on his March 12, 2014 update to the Council on the status of the Planning Department staff, said he's worked through many of the issues facing the department in preparing his request tonight. The request involves two main components, he said.

- First would be to increase the number of authorized staff (from three to four employees), if approved, Mr. Pegueros said recruitment of a Planning Director would proceed, but he anticipates a fairly lengthy process because the requisite skill set is quite unusual. With that process continuing for upwards of 12 months, he said some steps would be necessary to handle assignments on a temporary basis during the interim.

He recommended appointing an interim Town Planner, a staff position focused almost exclusively on current planning responsibilities. He proposed Deputy Town Planner Karen Kristiansson serving as interim Town Planner, a shift that in turn would require someone to take over daily department management. Mr. Pegueros said he is willing to fill that role.

- The final piece of the recommendation would be engaging several consultants to work on various pieces of the department's work.

The greatest impact of these changes would be on the FY 2014-2015 budget, Mr. Pegueros explained, but the cost of executing service contracts with consultants would require amendments to the FY 2013-2014 budget. He said they'd make every effort to save as much as possible, requesting \$75,000 to divide among two or three consultants for this year. (The \$70,000 figure in the staff report of March 26, 2014 is erroneous, he said. Also, the organization chart [Attachment 3] inadvertently omitted a maintenance worker position in the Public Works Department.)

Councilmember Hughes noted that Planning Director position information in the staff report described an office worker's position but did not address the more physically intensive activity of climbing around on job sites. Because of their extensive interaction with the staff, he inquired about feedback on the proposal from the Planning Commission and ASCC, and suggested their input on Planning Director issues might be valuable. Also, observing that the backup in Planning Department work has been building over the years, he was concerned that having three additional direct reports plus handling oversight of the consultants might overwhelm Mr. Pegueros. Mr. Pegueros said it would be similar to the situation when he started as Town Manager, and he hopes the Council eventually will approve engaging a consultant for special projects to help keep abreast of requests.

Vice Mayor Aalfs also expressed concern about the extra burden on Mr. Pegueros.

Councilmember Richards said Mr. Pegueros' proposal seems to present a reasonable opportunity to keep things on an even keel, and Councilmember Derwin said it's a thoughtful, forward-thinking solution. She asked Mr. Pegueros to elaborate on the special projects piece he mentioned. He said code enforcement is an example of work that he'd normally take on personally, and establishing a framework for traffic-calming measures would be another example.

Mayor Wengert pointed out that more growth opportunities in the special projects arena are likely as Ms. de Garmeaux and Ms. Nerdahl progress in their expanded new roles. She noted, too, that regional aspects affecting Town planning continue to increase, which in turn increases demands on staff. She said the sooner work begins on Mr. Pegueros' proposal, the better.

Speaking to the workload that had built up in prior years, Mr. Pegueros said the projects were dynamic and, like the Housing Element, often high-priority projects that took longer to complete than anticipated.

Councilmember Derwin moved to approve the Planning Department staffing plan and request for FY 2013-2014 budget amendment. Seconded by Councilmember Richards, the motion carried 5-0.

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

##### (8) Reports from Commission and Committee Liaisons [8:01 p.m.]

Councilmember Richards

##### (a) Cultural Arts Committee

Meeting on March 13, 2014, the Cultural Arts Committee discussed the "en plein air" project (i.e., painting done outdoors versus in a studio). Councilmember Richards expected publicizing the summer concert series to begin soon.

(b) Conservation Committee

Meeting on March 25, 2013, members of the Conservation Committee talked about:

- Updated plans for landscaping at 3 Grove Drive
- The backyard habitat program
- The revised native plant garden
- Drought and water issues
- Eucalyptus tree removal
- A very successful broom pull, with 17 adults participating plus Boy Scouts and ex-Scouts
- Welcome baskets for new residents as part of the Town's 50th Anniversary celebration
- A new member application from Maggie Conley
- The pros and cons of willow trees in creekbeds
- The controversial Shell station sign in Ladera (because of its impact on the Town's adjacent view corridor)
- Aggressive clearing on Trail Lane in Woodside

Councilmember Hughes

(c) Architectural and Site Control Commission (ASCC)

The main item on the meeting agenda for March 24, 2014 was a preliminary architectural review of the David L. Douglass/Nannette LaShay project at 18 Redberry Ridge, which includes a new house and guest house, and the site development permit. The review included discussion of Rana Creek's latest report on the remediation plan to restore vegetation that had been illegally cleared.

Councilmember Hughes described the proposed new home as spectacular, and noted that the owners went the extra mile in reaching out to neighbors within Blue Oaks and at Portola Valley Ranch about the project.

Councilmember Derwin

(d) Sustainability Committee

Councilmember Derwin said she explained to Sustainability Committee members that due to the creation of the Ad Hoc Water Conservation Committee Task Force, Ms. de Garreaux wouldn't be able to cover sustainability. She outlined three options:

1. Retain the Sustainability Committee as an advisory committee with the current structure (a staff member and Councilmember basically running the Committee) but meet less frequently (quarterly or every other month)



2. Start anew and operate the same way most of the Town's advisory committees do, develop a mission statement and charter, and have committee members plan, organize and run their own regular monthly meetings
3. Dissolve the Committee

Councilmember Derwin said all but one member in agreement, they chose Option 1, and will meet next in May. In the meantime, they'll review the charter to make it correspond with their expectations going forward.

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

The C/CAG March 13, 2014 agenda included presentations on Express Lanes implemented in the Bay Area. John Ristow, the Santa Clara Valley Transportation Authority's Chief Congestion Management Agency Officer, discussed the Silicon Valley Express Lanes Program, which uses High Occupancy Toll (HOT) lanes and invests money from the tolls collected for public transit. Stewart Ng, Deputy Director of the Alameda County Transportation Commission, made a presentation on Alameda County Express Lanes.

Councilmember Derwin also reported that:

- \$1.4 billion is expected to be available from the Cap and Trade carbon tax
- The Governor has proposed lowering the voter threshold for forming an Infrastructure Financing District (IFD) from two-thirds to 55% as well as expanding the types of projects that can be financed through an IFD
- AB 2516 would require state and local agencies responding to the anticipated rise in sea levels to contribute monthly reports to the Planning for Sea Level Rise Database, which would be maintained by the California Natural Resources Agency
- Water bonds are in the works for restoration, water storage, drought relief in the Central Valley and infrastructure for flood control
- C/CAG's Board approved establishment of an ad hoc committee to study the five-year Countywide Integrated Waste Management Plan (CIWMP) update
- On the stormwater compliance front, AB 418, enabling legislation that would affirm C/CAG's authority as a joint powers agency to propose a countywide special tax or property-related fee for approval by voters or property owners, passed the Senate, goes to committee April 2, 2014 and then on to the Assembly floor; upon two-thirds approval, it would go to Governor Brown, and if he signs it, the bill would go into effect immediately
- The C/CAG Board authorized a \$350,000 increase in construction management funding related to the Smart Corridor project, an incident management system that originated in the wake of a 39-hour shutdown of U.S. 101 following a truck rollover in 2006
- Pacifica Mayor MaryAnn Nihart and Menlo Park Councilmember Kirsten Keith were elected C/CAG Chair and Vice Chair, respectively

- Two new members were added to the Resource Management Climate Protection (RMCP) Committee: Atherton Vice Mayor Rick DeGolia and San Mateo County Supervisor Don Horsley
- PG&E needs to appoint a new representative to the C/CAG Board

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

Councilmember Derwin said the most interesting part of C/CAG's (RMCP) Committee meeting on March 19, 2014, was a presentation on Current Water Supply Conditions and Drought Messaging in San Mateo County. Adrienne Carr, Senior Water Resources Specialist for the Bay Area Water Supply and Conservation Agency (BAWSCA), followed up on an update she presented at RMCP Committee's February 2014 meeting.

Waterwise, we're tracking just above the worst year on record, which was 1977, Councilmember Derwin relayed. The snowpack is only 30% of average. Consumers responded to the January 31, 2014, call for a reduction of 10% in water usage with a 12% cutback. According to Councilmember Derwin, Ms. Carr said Hetch Hetchy was 60% full, with 100 billion gallons of water (as of March 19, 2014). Reservoirs at Lake Don Pedro, Lake Eleanor and Cherry Lake provide backup, but that water would have to be filtered. To build up Hetch Hetchy would take another 6.5 inches of rain.

The San Francisco Public Utilities Commission (SFPUC) is expected to make a final estimate of available water on April 15, 2014, and if the situation hasn't improved sufficiently, probably will institute mandatory emergency rationing. That would apply to all Hetch Hetchy customers, including CalWater and its customers.

Also generating discussion at the RMCP Committee meeting were presentations by:

- Susan Wright, Program Coordinator for the San Mateo County Energy Watch

Having primarily targeted residential users in the past, Energy Watch now wants to bring in specific commercial sectors – such as restaurants and offices – and help them identify ways to cut their energy usage.

- Kim Springer, Resource Conservation Programs Manager for the County's Recycle Works

The Governor's Office of Planning and Research (OPR) is updating the Environmental Goals and Policy Report (EGPR), which was originally released in 1978 as a 20-30 year perspective and statement of environmental goals and objectives for the state as a whole. The update is called "California @ 50 Million."

- San Mateo County Supervisor Dave Pine and Michael Barber, his Chief Legislative Aide and Budget Analyst

Supervisor Pine, who wants to create an ad hoc group to work on approaches to address sea-level rise challenges San Mateo County faces, is trying to determine who should be part of the group and what tasks they should take on.

(g) Silicon Valley Sustainable Landscape Summit

John Laird, Secretary of the California Natural Resources Agency and former Assemblymember from Santa Cruz County, delivered the keynote address at the Silicon Valley Sustainable Landscape Summit in Foster City on March 24, 2014. Councilmember

Derwin said Mr. Laird has done groundbreaking work on water-related issues, including setting up a number of water ordinances that various jurisdictions have adopted.

The Summit also featured a panel that included presentations by representatives of Oracle, Stanford, the City of Foster City and Rana Creek Design. Their big message, Councilmember Derwin said, was – as it is with energy – you must measure and monitor it in order to save water.

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

Its annual benefit luncheon, scheduled for May 7, 2014, at the South San Francisco Conference Center, dominated the discussion at the March 26, 2014 HEART meeting. Although she's working with East Palo Alto to fill her table at the fundraiser, Councilmember Derwin indicated that she'd like others on the Council to join them.

In a talk entitled "Entrepreneurs, Education & Empathy, keynote speaker Trip Hawkins – the Silicon Valley legend who founded Electronic Arts – will discuss new ways video games can teach children social and emotional learning skills like empathy, compassion and ethical decision-making, his own journey to contribute to his community in San Mateo County and his current startup, If You Can Company.

Also covered during the March 26, 2014 meeting were the Opening More Doors campaign, possible support from the Silicon Valley Community Foundation, and a retreat to discuss differences of opinion among various Board members.

Vice Mayor Aalfs

(i) Planning Commission

At their meeting on March 19, 2014, Planning Commissioners reviewed the same application that the ASCC did on March 24, 2014 – the Douglass/ LaShay project at 18 Redberry Ridge. He said the restoration seems to be going well, and the Planning Commission seems receptive to the design proposed.

(j) 50th Anniversary Committee

The Committee met at Mary Hufty's farm on March 16, 2014. Vice Mayor Aalfs said members continues to show a lot of enthusiasm and good participation, and were happy to hear the Town would pick up the dinner tab for the anniversary celebration in September 2014.

(k) Mayors for Meals

Standing in for Mayor Wengert, Vice Mayor Aalfs participated in this year's Mayors for Meals initiative on March 19, 2014, joining East Palo Alto Mayor Laura Martinez, Menlo Park Mayor Ray Mueller, Redwood City Mayor Jeffrey Gee, Woodside Mayor David Burow and Sequoia Healthcare District Director Kim Griffin, delivering meals to show support for our community's seniors. The event is organized by Peninsula Volunteers, which for 36 years has faithfully taken hot, fresh, nutritious meals to homebound seniors and disabled adults across South San Mateo County through its Meals on Wheels.

Mayor Wengert

(g) SFO Airport/Community Roundtable

Mayor Wengert said the draft Environmental Assessment (EA) of Northern California Optimization of Airspace and Procedures in the Metroplex (OAPM) was released March 24, 2014. The public hearing closest to Portola Valley is scheduled for April 17, 2014, in the San Mateo Library. Mayor Wengert criticized several aspects of the report as well as the format of the so-called public hearings that are planned. She said the format is “most interesting,” more of an “open house” with no presentations but Federal Aviation Administration (FAA) representatives sitting around answering questions posed by people who go up to them and ask. “Complete stone wall exercises,” she said.

Already, Mayor Wengert said, the report indicates that the NextGen procedures would create no significant noise exposure, and any discussion is likely to devolve into an argument about noise measures and their application. The FAA considers a Day/Night Average Level (DNL) of 65 dB or greater to be a significant impact under the National Environmental Policy Act (NEPA).

The NorCal OAPM includes routes serving the four major Northern California Airports (San Francisco, Oakland, San Jose and Sacramento) – but as Mayor Wengert said, the report obfuscates, providing no way to identify where tracks are located and using new terminology (e.g., she saw no reference to the Woodside VOR). Still, she said we’d have to “cut through all the non-information” and respond to the report.

She also noted that Roundtable members will review and discuss the EA, with the goal of providing comments, at its April 2, 2014, meeting.

WRITTEN COMMUNICATIONS [8:59 p.m.]

- (9) Town Council March 14, 2014 Weekly Digest – None
- (a) #9 – Email from resident Anne Hillman re: Illuminated sign located at the Shell gas station in Ladera. Councilmember Hughes said this is a Ladera issue.
- (10) Town Council March 21, 2014 Weekly Digest
- (a) None

ADJOURNMENT [9:03 p.m.]

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Mayor

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Town Clerk

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

APRIL 9, 2014

Date: 04/03/2014

Time: 8:32 am

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TOWN OF PORTOLA VALLEY

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

ANIMAL DAMAGE MGMT INC	Pest Control - March	15157	04/09/2014	
			04/09/2014	
16170 VINEYARD BLVD. #150	804		04/09/2014	0.00
MORGAN HILL	BOA	48523	04/09/2014	0.00
CA 95037	73734			295.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	172.50	0.00
05-66-4340	Building Maint Equip & Supp	122.50	0.00

Check No.	48523	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

ANTHONY RAINERI ROOFING	C&D Refund, 7 Sandstone	15160	04/09/2014	
			04/09/2014	
1655 FORMAN AVENUE	377		04/09/2014	0.00
SAN JOSE	BOA	48524	04/09/2014	0.00
CA 95124				1,000.00

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

Check No.	48524	Total:	1,000.00
Total for	ANTHONY RAINERI ROOFING		1,000.00

ARC	Blueprints, Golden Oak Litig'n	15124	04/09/2014	
	Paid by Litigants' Funds		04/09/2014	
P.O. BOX 192224	0112		04/09/2014	0.00
SAN FRANCISCO	BOA	48525	04/09/2014	0.00
CA 94119-2224	608720			742.26

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	742.26	0.00

Check No.	48525	Total:	742.26
Total for	ARC		742.26

BANK OF AMERICA	March Statement	15161	04/09/2014	
			04/09/2014	
Bank Card Center			04/09/2014	0.00
P.O. BOX 53155	0022		04/09/2014	0.00
PHOENIX	BOA	48526	04/09/2014	0.00
AZ 85072-3155				380.75

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	55.55	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4335	Sustainability	200.00	0.00
05-64-4336	Miscellaneous	115.21	0.00

Check No.	48526	Total:	380.75
Total for	BANK OF AMERICA		380.75

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

APRIL 9, 2014

Date: 04/03/2014

Time: 8:32 am

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TOWN OF PORTOLA VALLEY

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

ROSS BARDWELL	C&D Refund	15158	04/09/2014	
			04/09/2014	
35 VALENCIA	1156		04/09/2014	0.00
PORTOLA VALLEY	BOA	48527	04/09/2014	0.00
CA 94028				4,900.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	4,900.00	0.00

Check No.	48527	Total:	4,900.00
Total for	ROSS BARDWELL		4,900.00

BARTH, TOZER & DALY	Ref Rem Bal of Copying Costs	15125	04/09/2014	
	(210 Golden Oak Subpoena)		04/09/2014	
C/O TOM BARTH	0079		04/09/2014	0.00
SACRAMENTO	BOA	48528	04/09/2014	0.00
CA 95814				243.87

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	243.87	0.00

Check No.	48528	Total:	243.87
Total for	BARTH, TOZER & DALY		243.87

BAY 101 ROOFING	C&D Refund, 112 Brookside	15159	04/09/2014	
			04/09/2014	
P.O. BOX 925	593		04/09/2014	0.00
ALVISO	BOA	48529	04/09/2014	0.00
CA 95002				1,000.00

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

Check No.	48529	Total:	1,000.00
Total for	BAY 101 ROOFING		1,000.00

CAL WATER SERVICE CO	Statements for 2/15 - 3/17	15162	04/09/2014	
			04/09/2014	
P.O. BOX 940001	0035		04/09/2014	0.00
SAN JOSE	BOA	48530	04/09/2014	0.00
CA 95194-0001				1,544.16

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,544.16	0.00

Check No.	48530	Total:	1,544.16
Total for	CAL WATER SERVICE CO		1,544.16

CALPERS	March Retirement	15127	04/09/2014	
FISCAL SERVICES DIVISION			04/09/2014	
ATTN: RETIREMENT PROG ACCTG	0107		04/09/2014	0.00
SACRAMENTO	BOA	48531	04/09/2014	0.00
CA 94229-2703				15,676.93

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	630.20	0.00

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05-50-4080	Retirement - PERS	15,046.73	0.00	
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Check No.	48531	Total:	15,676.93
Total for	CALPERS		15,676.93

CARDUCCI & ASSOCIATES INC	Ford Field Constr Mgmt	15175	04/09/2014	
	11/01/13 - 01/31/14		04/09/2014	
555 BEACH STREET, FOURTH FLOOR	0344		04/09/2014	0.00
SAN FRANCISCO	BOA	48532	04/09/2014	0.00
CA 94133	8071			3,714.38

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4531	Ford Field Renovation	3,714.38	0.00	

Check No.	48532	Total:	3,714.38
Total for	CARDUCCI & ASSOCIATES INC		3,714.38

CULLIGAN	March Statement	15176	04/09/2014	
			04/09/2014	
1785 RUSSELL AVE	0250		04/09/2014	0.00
SANTA CLARA	BOA	48533	04/09/2014	0.00
IL 95054-2032	110587			41.20

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	41.20	0.00	

Check No.	48533	Total:	41.20
Total for	CULLIGAN		41.20

DIV OF THE STATE ARCHITECT	DSA Fee, Jan - Mar 2014	15167	04/09/2014	
			04/09/2014	
ATTN: SB 1186	1085		04/09/2014	0.00
SACRAMENTO	BOA	48534	04/09/2014	0.00
CA 95811				25.50

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4224	BSA/SMIP/DSA Fees	25.50	0.00	

Check No.	48534	Total:	25.50
Total for	DIV OF THE STATE ARCHITECT		25.50

SARA DONAHUE	Refund Deposit	15173	04/09/2014	
			04/09/2014	
123 PINON DRIVE	0391		04/09/2014	0.00
PORTOLA VALLEY	BOA	48535	04/09/2014	0.00
CA 94028				100.00

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

Check No.	48535	Total:	100.00
Total for	SARA DONAHUE		100.00

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EVERGREEN PRINTING SUPPLIES	Printer Toner	15165	04/09/2014	
			04/09/2014	
11301 W. OLYMPIC BLVD	0385		04/09/2014	0.00
WEST LOS ANGELES	BOA	48536	04/09/2014	0.00
CA 90064	39369			642.11

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	642.11	0.00

Check No.	48536	Total:	642.11
Total for	EVERGREEN PRINTING SUPPLIES		642.11

HAYLEY FEYEREISEN	Refund Deposit	15171	04/09/2014	
			04/09/2014	
2115 BELMONT AVENUE	0389		04/09/2014	0.00
SAN CARLOS	BOA	48537	04/09/2014	0.00
CA 94070				100.00

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

Check No.	48537	Total:	100.00
Total for	HAYLEY FEYEREISEN		100.00

GENTRY CONSTRUCTION	Gentry Construction	15169	04/09/2014	
			04/09/2014	
846 PORTOLA ROAD	0387		04/09/2014	0.00
PORTOLA VALLEY	BOA	48538	04/09/2014	0.00
CA 94028				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2561	Community Hall Deposits	1,000.00	0.00

Check No.	48538	Total:	1,000.00
Total for	GENTRY CONSTRUCTION		1,000.00

GEOLOGIC ASSOCIATES INC	Testing, Ford Field	15134	04/09/2014	
			04/09/2014	
DBA PACIFIC GEOTECHNICAL	737		04/09/2014	0.00
MORGAN HILL	BOA	48539	04/09/2014	0.00
CA 95037	139176			925.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	925.00	0.00

Check No.	48539	Total:	925.00
Total for	GEOLOGIC ASSOCIATES INC		925.00

MARSHA HOVEY LLC	Emerg Mgmt Svcs, March 2014	15166	04/09/2014	
			04/09/2014	
1035 APPIAN WAY	0381		04/09/2014	0.00
MORGAN HILL	BOA	48540	04/09/2014	0.00
CA 95037	PV-02			787.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	787.50	0.00



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Check No.	48540	Total:	787.50
Total for	MARSHA HOVEY LLC		787.50

ERIC HUGHES	Deposit Refund, 55 Stonegate	15128	04/09/2014	
			04/09/2014	
514 - 2ND AVENUE	385		04/09/2014	0.00
REDWOOD CITY	BOA	48541	04/09/2014	0.00
CA 94063				2,103.22

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,103.22	0.00

Check No.	48541	Total:	2,103.22
Total for	ERIC HUGHES		2,103.22

ICMA	March Deferred Compensation	15132	04/09/2014	
VANTAGE POINT TFER AGTS-304617			04/09/2014	
C/O M&T BANK	0084		04/09/2014	0.00
BALTIMORE	BOA	48542	04/09/2014	0.00
MD 21264-4553				800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	800.00	0.00

Check No.	48542	Total:	800.00
Total for	ICMA		800.00

J.W. ENTERPRISES	Portable Lavatories, 3/20-4/16	15133	04/09/2014	
			04/09/2014	
1689 MORSE AVE	829		04/09/2014	0.00
VENTURA	BOA	48543	04/09/2014	0.00
CA 93003	174421			235.44

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	235.44	0.00

Check No.	48543	Total:	235.44
Total for	J.W. ENTERPRISES		235.44

SHARON LEBHERZ	Deposit Refund	15130	04/09/2014	
			04/09/2014	
637 WESTRIDGE DRIVE	2018		04/09/2014	0.00
PORTOLA VALLEY	BOA	48544	04/09/2014	0.00
CA 94028				281.25

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	281.25	0.00

Check No.	48544	Total:	281.25
Total for	SHARON LEBHERZ		281.25

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MAZE & ASSOCIATES	Audit Services for 6/30/13	15174	04/09/2014	
			04/09/2014	
3478 BUSKIRK AVENUE	879		04/09/2014	0.00
PLEASANT HILL	BOA	48545	04/09/2014	0.00
CA 94523	7832			1,750.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	1,750.00	0.00

Check No.	48545	Total:	1,750.00
Total for	MAZE & ASSOCIATES		1,750.00

BETH MCCLENDON	Deposit Refund	15129	04/09/2014	
			04/09/2014	
30 COYOTE HILL	456		04/09/2014	0.00
PORTOLA VALLEY	BOA	48546	04/09/2014	0.00
CA 94028				397.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	397.50	0.00

Check No.	48546	Total:	397.50
Total for	BETH MCCLENDON		397.50

MCCOMAS CONSTRUCTION	Deposit Refund, 455 Cervantes	15131	04/09/2014	
			04/09/2014	
766 W. GREENWICH PLACE	459		04/09/2014	0.00
PALO ALTO	BOA	48547	04/09/2014	0.00
CA 94303				500.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	500.00	0.00

Check No.	48547	Total:	500.00
Total for	MCCOMAS CONSTRUCTION		500.00

NANCY MEYER	Deposit Refund	15168	04/09/2014	
			04/09/2014	
50 HAYFIELDS	0386		04/09/2014	0.00
PORTOLA VALLEY	BOA	48548	04/09/2014	0.00
CA 94028				250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2561	Community Hall Deposits	250.00	0.00

Check No.	48548	Total:	250.00
Total for	NANCY MEYER		250.00

PG&E	March Statements	15135	04/09/2014	
			04/09/2014	
BOX 997300	0109		04/09/2014	0.00
SACRAMENTO	BOA	48549	04/09/2014	0.00
CA 95899-7300				633.95

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	633.95	0.00

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Check No.	48549	Total:	633.95
Total for	PG&E		633.95

PLATINUM FACILITY SERVICES	March Janitorial	15163	04/09/2014	
1530 OAKLAND RD., #150	402		04/09/2014	0.00
SAN JOSE	BOA	48550	04/09/2014	0.00
CA 95112	16040			2,987.51

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	722.01	0.00
05-66-4344	Janitorial Services	1,487.65	0.00
25-66-4344	Janitorial Services	777.85	0.00

Check No.	48550	Total:	2,987.51
Total for	PLATINUM FACILITY SERVICES		2,987.51

PORTOLA VALLEY HARDWARE	Library Lighting Improvements	15142	04/09/2014	
112 PORTOLA VALLEY ROAD	0114	00006189	04/09/2014	0.00
PORTOLA VALLEY	BOA	48551	04/09/2014	0.00
CA 94028				637.65

GL Number	Description	Invoice Amount	Amount Relieved
25-68-4535	CIP13/14 Library Lighting Impr	637.65	647.65

PORTOLA VALLEY HARDWARE	March Statement	15143	04/09/2014	
112 PORTOLA VALLEY ROAD	0114		04/09/2014	0.00
PORTOLA VALLEY	BOA	48551	04/09/2014	0.00
CA 94028				-52.30

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	2.71	0.00
05-66-4340	Building Maint Equip & Supp	-222.23	0.00
20-60-4260	Public Road Surface & Drainage	167.22	0.00

Check No.	48551	Total:	585.35
Total for	PORTOLA VALLEY HARDWARE		585.35

TONY QUINN	Deposit Refund, 257 Mapache	15137	04/09/2014	
P.O. BOX 2325	1077		04/09/2014	0.00
MENLO PARK	BOA	48552	04/09/2014	0.00
CA 94026				500.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	500.00	0.00

Check No.	48552	Total:	500.00
Total for	TONY QUINN		500.00

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RMKB LAWYERS	Ref Bal of Copying Costs (210 Golden Oak Subpoena)	15126	04/09/2014	
C/O BROCK LYLE	2012		04/09/2014	0.00
REDWOOD CITY	BOA	48553	04/09/2014	0.00
CA 94063				5.87

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	5.87	0.00

Check No.	48553	Total:	5.87
Total for	RMKB LAWYERS		5.87

RON RAMIES AUTOMOTIVE, INC.	Tires for Mower Trailer	15138	04/09/2014	
115 PORTOLA ROAD	422		04/09/2014	0.00
PORTOLA VALLEY	BOA	48554	04/09/2014	0.00
CA 94028	44024			291.18

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	291.18	0.00

RON RAMIES AUTOMOTIVE, INC.	'01 Silverado, Air Pump Repair	15139	04/09/2014	
115 PORTOLA ROAD	422	00006181	04/09/2014	0.00
PORTOLA VALLEY	BOA	48554	04/09/2014	0.00
CA 94028	43646			1,060.35

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	1,060.35	1,060.35

RON RAMIES AUTOMOTIVE, INC.	Alternator Repair, '01 Chevy	15140	04/09/2014	
115 PORTOLA ROAD	422	00006185	04/09/2014	0.00
PORTOLA VALLEY	BOA	48554	04/09/2014	0.00
CA 94028	43862			543.12

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	543.12	543.12

RON RAMIES AUTOMOTIVE, INC.	'01 Chevy, Tires	15141	04/09/2014	
115 PORTOLA ROAD	422	00006187	04/09/2014	0.00
PORTOLA VALLEY	BOA	48554	04/09/2014	0.00
CA 94028	43862			863.70

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	863.70	839.89

Check No.	48554	Total:	2,758.35
Total for	RON RAMIES AUTOMOTIVE, INC.		2,758.35

ROTO-ROOTER PLUMBERS	Library/Town Hall Sewer Line	15144	04/09/2014	
5672 COLLECTION CENTER DR	360	00006182	04/09/2014	0.00
CHICAGO	BOA	48555	04/09/2014	0.00
IL 60693	19317727242			956.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	478.00	478.00
25-66-4346	Mechanical Sys Maint & Repair	478.00	478.00

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ROTO-ROOTER PLUMBERS	TC Restroom Repairs	15145	04/09/2014	
		00006179	04/09/2014	
5672 COLLECTION CENTER DR	360		04/09/2014	0.00
CHICAGO	BOA	48555	04/09/2014	0.00
IL 60693	19317740814			1,205.55

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	1,205.55	1,205.55

Check No.	48555	Total:	2,161.55
Total for	ROTO-ROOTER PLUMBERS		2,161.55

ANDY RUBIN	Deposit Refund	15146	04/09/2014	
			04/09/2014	
130 GOLDEN HILLS DRIVE	1076		04/09/2014	0.00
PORTOLA VALLEY	BOA	48556	04/09/2014	0.00
CA 94028				11,787.02

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	11,787.02	0.00

Check No.	48556	Total:	11,787.02
Total for	ANDY RUBIN		11,787.02

PAUL RUSSELL	Deposit/Event Refund (CX)	15147	04/09/2014	
			04/09/2014	
111 TAN OAK	1089		04/09/2014	0.00
PORTOLA VALLEY	BOA	48557	04/09/2014	0.00
CA 94028				175.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	175.00	0.00

Check No.	48557	Total:	175.00
Total for	PAUL RUSSELL		175.00

SHARP BUSINESS SYSTEMS	March Copies thru 3/20/14	15148	04/09/2014	
			04/09/2014	
DEPT. LA 21510	0199		04/09/2014	0.00
PASADENA	BOA	48558	04/09/2014	0.00
CA 91185-1510	0817502-541			42.82

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	42.82	0.00

Check No.	48558	Total:	42.82
Total for	SHARP BUSINESS SYSTEMS		42.82

SPANGLE & ASSOCIATES	2/21 - 3/19 Statement	15149	04/09/2014	
			04/09/2014	
770 MENLO AVENUE	0121		04/09/2014	0.00
MENLO PARK	BOA	48559	04/09/2014	0.00
CA 94025-4736				28,842.50

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4162	Planning Committee	6,500.00	0.00

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05-54-4196	Planner	9,900.00	0.00	
96-54-4198	Planner - Charges to Appls	12,442.50	0.00	

Check No.	48559	Total:	28,842.50
Total for	SPANGLE & ASSOCIATES		28,842.50

STATE COMP INSURANCE FUND	April W/C Premium	15150	04/09/2014	
			04/09/2014	
PO BOX 748170	0122		04/09/2014	0.00
LOS ANGELES	BOA	48560	04/09/2014	0.00
CA 90074-8170				1,652.67

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	1,652.67	0.00

Check No.	48560	Total:	1,652.67
Total for	STATE COMP INSURANCE FUND		1,652.67

TELEPATH	Radar Trailer Repairs	15151	04/09/2014	
Commercial Communication Equip		00006173	04/09/2014	
48810 KATO RD	1024		04/09/2014	0.00
FREMONT	BOA	48561	04/09/2014	0.00
CA 94538	250975			852.30

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	852.30	600.00

Check No.	48561	Total:	852.30
Total for	TELEPATH		852.30

THERMAL MECHANICAL, INC	Heat Repair, Library	15152	04/09/2014	
		00006183	04/09/2014	
425 ALDO AVENUE	955		04/09/2014	0.00
SANTA CLARA	BOA	48562	04/09/2014	0.00
CA 95054	58464			1,830.23

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4346	Mechanical Sys Maint & Repair	1,830.23	1,830.23

THERMAL MECHANICAL, INC	Heat Pump Repair, Maint Build	15153	04/09/2014	
		00006180	04/09/2014	
425 ALDO AVENUE	955		04/09/2014	0.00
SANTA CLARA	BOA	48562	04/09/2014	0.00
CA 95054	58463			651.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	651.00	651.00

Check No.	48562	Total:	2,481.23
Total for	THERMAL MECHANICAL, INC		2,481.23

TURF & INDUSTRIAL EQUIPMENT CO	Battery for Mower	15154	04/09/2014	
			04/09/2014	
2715 LAFAYETTE STREET	513		04/09/2014	0.00
SANTA CLARA	BOA	48563	04/09/2014	0.00
CA 95050	5536			83.61

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

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	83.61	0.00	
TURF & INDUSTRIAL EQUIPMENT CO	Mower Repairs	15155	04/09/2014	
		00006184	04/09/2014	
2715 LAFAYETTE STREET	513		04/09/2014	0.00
SANTA CLARA	BOA	48563	04/09/2014	0.00
CA 95050	20085			780.96
GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	780.96	780.96	

Check No.	48563	Total:	864.57
Total for	TURF & INDUSTRIAL EQUIPMENT		864.57

VISION INTERNET PROVIDERS INC	March Website Hosting	15156	04/09/2014	
			04/09/2014	
P.O. BOX 251588	827		04/09/2014	0.00
LOS ANGELES	BOA	48564	04/09/2014	0.00
CA 90025	26894			200.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4311	Internet Service & Web Hosting	200.00	0.00	

Check No.	48564	Total:	200.00
Total for	VISION INTERNET PROVIDERS IN		200.00

VRTEAM, INC	Refund, Business License Fees	15164	04/09/2014	
			04/09/2014	
3130 ALPINE ROAD, SUITE 288	0384		04/09/2014	0.00
PORTOLA VALLEY	BOA	48565	04/09/2014	0.00
CA 94028				101.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	101.00	0.00	

Check No.	48565	Total:	101.00
Total for	VRTEAM, INC		101.00

STACIA WELLS	Refund Deposit	15170	04/09/2014	
			04/09/2014	
5000 WOODSIDE ROAD	0388		04/09/2014	0.00
WOODSIDE, CA	BOA	48566	04/09/2014	0.00
CA 94062				100.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4226	Facility Deposit Refunds	100.00	0.00	

Check No.	48566	Total:	100.00
Total for	STACIA WELLS		100.00

JENNIFER ZANOCCO	Refund Deposit	15172	04/09/2014	
			04/09/2014	
65 VISTA VERDE WAY	0390		04/09/2014	0.00
PORTOLA VALLEY	BOA	48567	04/09/2014	0.00
CA 94028				100.00

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

APRIL 9, 2014

Date: 04/03/2014

Time: 8:32 am

Page: 12

TOWN OF PORTOLA VALLEY

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

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

Check No.	48567	Total:	100.00
Total for	JENNIFER ZANOCCO		100.00

Total Invoices:	52	Grand Total:	96,320.06
		Less Credit Memos:	-52.30
		Net Total:	96,267.76
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	96,267.76

Warrant Disbursement Journal

April 9, 2014

Claims totaling \$96,267.76 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:** April 9, 2014

**RE:** Consulting Agreement, Maze & Associates Accountancy Corporation

### RECOMMENDATION

It is recommended that the Town Council approve the attached resolution authorizing execution of the Agreement between the Town of Portola Valley and Maze & Associates Accountancy Corporation.

### BACKGROUND / DISCUSSION

The Town has been employing Maze & Associates Accountancy Corporation to provide auditing services, and Maze & Associates wish to continue as the Town's auditor under existing terms and conditions. Staff is satisfied with the service they have provided to the Town, and the attached resolution and agreement will continue their provision of auditing services to the Town for the fiscal year ending June 30, 2014. The current proposed agreement allows for a CPI-based increase of 3.3%, and the table below provides a historical reference on Maze's consulting costs for the past five years.

Audit Services for Fiscal Year Ending	Contract Expenditures	Percentage Increase
06/30/09	\$22,360	1.2
06/30/10	\$22,695	1.5
06/30/11	\$23,034	1.5
06/30/12	\$23,585	2.4
06/30/13	\$24,292	3.0

Along with audit review and preparation of the Town's annual financial statements, Maze also assists Town staff in the completion of other required financial reports, including Measure A compliance reports and the state's annual reports of financial transactions (both for the Town itself and four maintenance districts)

**FISCAL IMPACT**

Sufficient funds will be included in the adopted budget for 2014-15 for costs associated with this contract.

**ATTACHMENT**

1. Agreement between Town and Maze Associates
2. Resolution of the Town of Portola Valley Approving and Authorizing Execution of an Agreement for Auditing Services Between the Town of Portola Valley and Maze & Associates Accountancy Corporation

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

**AGREEMENT FOR  
AUDIT SERVICES**

THIS AGREEMENT is made and entered into this 9<sup>th</sup> day of April, 2014 by and between the Town of Portola Valley, a municipal corporation, ("Town") and Maze & Associates Accountancy Corporation ("Consultant").

**RECITALS**

A. The Town desires to retain the professional consulting services of Consultant as an independent contractor to provide auditing services to the Town, as described in more detail in Exhibit A.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants and conditions contained herein, the parties hereby agree as follows:

1. **SCOPE AND LEVEL OF SERVICES.** The nature, scope and level of the specific services to be performed by Consultant are as set forth in detail in Exhibit A attached hereto.

2. **TIME OF PERFORMANCE.** The services shall be performed on a timely, regular basis in accordance with the Report Finalization as noted in Exhibit A.

3. **STANDARD OF PERFORMANCE.** As a material inducement to the Town to enter into this Agreement, Consultant hereby represents and warrants that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement. Consultant shall perform all work to the highest professional standards and in a manner reasonably satisfactory to the Town. Consultant hereby covenants that it shall follow the highest professional standards in performing all services required hereunder and will perform the services to a standard of reasonable professional care.

4. **COMPLIANCE WITH LAW.** All services rendered hereunder by Consultant shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the Town, and any federal, state or local governmental agency having jurisdiction in effect at the time the service is rendered.

5. **TERM.** This Agreement is effective on the date set forth in the initial paragraph of this Agreement and shall remain in effect until the services required hereunder have been satisfactorily completed by Consultant, unless earlier terminated pursuant to Section 17, below.

6. COMPENSATION. The Town agrees to compensate Consultant for its services according to the fee schedule set forth in Exhibit A, to a maximum of \$25,093.

7. METHOD OF PAYMENT. Consultant shall invoice the Town for work performed after each task is completed as set forth in Exhibit A. Payments to Consultant by Town shall be made within thirty (30) days after receipt by Town of Consultant's itemized invoices, during the fiscal year ending June 30, 2015, in which the funding for this agreement shall be budgeted.

8. REPRESENTATIVE. Mark Wong is hereby designated as the representative of Consultant authorized to act on its behalf with respect to the services specified herein. It is expressly understood that the experience, knowledge, capability and reputation of Mark Wong were a substantial inducement for Town to enter into this Agreement. Therefore, Mark Wong shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. The representative may not be changed by Consultant without the express written approval of the Town.

9. INDEPENDENT CONTRACTOR. Consultant is, and shall at all times remain as to the Town, a wholly independent contractor and not an agent or employee of Town. Consultant shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Consultant receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Consultant shall not be eligible for benefits and shall receive no compensation from the Town except as expressly set forth in this Agreement. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the Town or otherwise act on behalf of the Town as an agent. Neither the Town, nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall at no time, or in any manner, represent that it or any of its agents or employees are in any manner employees of the Town. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold the Town harmless from any and all taxes, assessments, penalties, and interest asserted against the Town by reason of the independent contractor relationship created by this Agreement. Consultant shall fully comply with the worker's compensation law regarding Consultant and Consultant's employees. Consultant further agrees to indemnify and hold the Town harmless from any failure of Consultant to comply with applicable worker's compensation laws. The Town shall not have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to Town from Consultant as a result of Consultant's failure to promptly pay the Town any reimbursement or indemnification arising under this Section.

10. CONFIDENTIALITY. Consultant, in the course of its duties, may have access to financial, accounting, statistical and personal data of private individuals and employees of the Town. Consultant covenants that all data, documents, discussion, or other information developed and received by Consultant or provided for performance of

this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by the Town. The Town shall grant such authorization if disclosure is required by law. Upon request, all Town data shall be returned to the Town upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

11. OWNERSHIP OF MATERIAL. All final reports, documents, or other written materials developed or discovered by Consultant or any other person engaged directly or indirectly by Consultant in the performance of this Agreement shall be and remain the property of the Town without restriction or limitation upon its use or dissemination by the Town. Supporting documents or other written materials prepared by the Consultant or any other person engaged directly or indirectly by Consultant in the development of final products shall be made available to the Town at its request.

12. CONFLICT OF INTEREST. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Consultant shall avoid the appearance of having any interest which would conflict in any manner with the performance of its services pursuant to this Agreement. Consultant agrees not to accept any employment or representation during the term of this Agreement which is or may make Consultant "financially interested" (as provided in California Government Code Sections 1090 and 87100) in any decision made by the Town on any matter in connection with which Consultant has been retained pursuant to this Agreement. Nothing in this section shall, however, preclude Consultant from accepting other engagements with the Town.

13. ASSIGNABILITY; SUBCONTRACTING. The parties agree that the expertise and experience of Consultant are material considerations for this Agreement. Consultant shall not assign, transfer, or subcontract any interest in this Agreement, nor the performance of any of Consultant's obligations hereunder, without the prior written consent of the Town Council, and any attempt by Consultant to do so shall be void and of no effect and a breach of this Agreement.

14. INDEMNIFICATION.

14.1. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, employees agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Agreement due to the acts or omissions of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of such services shall not operate as a waiver of such right of indemnification.

14.2 With regard to Consultant's professional services, Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession, including without limitation adherence to all applicable safety standards. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, and employees from and against all liabilities, including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including, but not limited to, reasonable attorneys' fees, court costs and costs of alternative dispute resolution regardless of nature or type that arise out of, pertain to, or relate to the negligence, reckless, or willful misconduct of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of said services and duties by Town shall not operate as a waiver of such right of indemnification.

14.3 The Town does not and shall not waive any rights that they may possess against Consultant because of the acceptance by the Town or the deposit with the Town of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

15. INSURANCE REQUIREMENTS. Consultant agrees to have and maintain the policies set forth in Exhibit B entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the Town Attorney as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the Town Attorney. Consultant agrees to provide Town with a copy of said policies, certificates, and/or endorsements before work commences under this Agreement. A lapse in any required amount or type of insurance coverage during this Agreement shall be a breach of this Agreement.

16. SUSPENSION. The Town may, in writing, order Consultant to suspend all or any part of Consultant's services under this Agreement for the convenience of the Town, or for work stoppages beyond the control of the Town or the Consultant. Subject to the provisions of this Agreement relating to termination, a suspension of work does not void this Agreement. In the event that work is suspended for a period exceeding 120 days, the schedule and cost for completion of the work will be adjusted by mutual consent of the parties.

17. TERMINATION.

17.1 This Agreement may be terminated by either the Town or Consultant following five (5) days written notice of intention to terminate. In the event

the Agreement is terminated, Consultant shall be paid for any services properly performed to the last working day the Agreement is in effect. Consultant shall substantiate the final cost of services by an itemized, written statement submitted to the Town. The Town's right of termination shall be in addition to all other remedies available under law to the Town.

17.2 In the event of termination, Consultant shall deliver to the Town copies of all reports, documents, computer disks, and other work prepared by Consultant under this Agreement, if any. If Consultant's written work is contained on a hard computer disk, Consultant shall, in addition to providing a written copy of the information on the hard disk, immediately transfer all written work from the hard computer disk to a soft computer disk and deliver said soft computer disk to Town. Town shall not pay Consultant for services performed by Consultant through the last working day the Agreement is in effect unless and until Consultant has delivered the above described items to the Town.

18. CONSULTANT'S BOOKS AND RECORDS. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, supplies, materials, or equipment provided to Town for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement.

19. NON-WAIVER OF TERMS, RIGHTS AND REMEDIES. Waiver by either party of any breach or violation of any one or more terms or conditions of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. Acceptance by the Town of the performance of any work or services by Consultant shall not be deemed to be a waiver of any term or condition of this Agreement. In no event shall the Town's making of any payment to Consultant constitute or be construed as a waiver by the Town of any breach of this Agreement, or any default which may then exist on the part of Consultant, and the making of any such payment by the Town shall in no way impair or prejudice any right or remedy available to the Town with regard to such breach or default.

20. NOTICES. Any notices, bills, invoices, reports or other communications required or permitted to be given under this Agreement shall be given in writing by personal delivery, by facsimile transmission with verification of receipt or by U.S. mail, postage prepaid, and return receipt requested, addressed to the respective parties as follows:

To Town:

Town Manager  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028  
Fax: (650) 851-4677

To Consultant:

Mark Wong  
Maze & Associates  
3478 Buskirk Avenue, Ste 215  
Pleasant Hill, CA 94523  
Fax: (925) 930-0135

Notice shall be deemed communicated on the earlier of actual receipt or forty-eight (48) hours after deposit in the U.S. mail, the date of delivery shown on deliverer's receipt, or by acknowledgment of facsimile transmission.

21. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition. Consultant will take affirmative action to ensure that employees are treated without regard to race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition.

22. ATTORNEYS' FEES; VENUE. In the event that any party to this Agreement commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which the successful party may be entitled. The venue for any litigation shall be San Mateo County.

23. COOPERATION. In the event any claim or action is brought against the Town relating to Consultant's performance or services under this Agreement, Consultant shall render any reasonable assistance and cooperation which Town might require.

24. EXHIBITS, PRECEDENCE. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement.

25. PRIOR AGREEMENTS AND AMENDMENTS; ENTIRE AGREEMENT. This Agreement, and any other documents incorporated herein by specific reference, represent the entire and integrated agreement between the Town and Consultant. This Agreement supersedes all prior oral and written negotiations, representations or agreements. No prior oral or written understanding shall be of any force or effect with



respect to those matters covered hereunder. This Agreement may only be modified by a written amendment duly executed by the parties to this Agreement. Any amendment relating to compensation for Consultant shall be for only a not-to-exceed sum.

**IN WITNESS WHEREOF**, the Town and Consultant have executed this Agreement effective as of the date written above.

**TOWN:**

**CONSULTANT:**

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

By: Mark Wong

Name (printed): MARK WONG

Title: V.P. Audit

EIN 94-2590179

**ATTEST:**

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



March 13, 2014

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

Dear Nick:

We are pleased to confirm our understanding of the services we are to provide for the Town of Portola Valley for the year ended June 30, 2014. The services we have been engaged to provide are outlined below, but we are also available to provide additional services at your request:

- 1) Audit of the Basic Financial Statements, and assistance with the preparation of the Basic Financial Statements, and review of Management Discussion & Analysis.
- 2) Testing of compliance for Measure A and preparation of required reports.
- 3) Preparation of the Annual Report of Financial Transaction for the Town.
- 4) Preparation of the Annual Report of Financial Transaction for the 4 Special Districts.
- 5) Perform procedures and issue agreed upon procedures opinion to comply with Proposition 111 Appropriation Limit increment requirements.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

If the Town's financial statements are accompanied by supplementary information other than RSI, we will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

Other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information.

### **Audit Objective**

The objective of our audit is to express opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the accompanying supplementary information when considered in relation to the financial statements as a whole. Other accompanying information will not be audited by us and we will express no opinion on it. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified (unmodified), we will discuss the reasons with Town management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonaudit services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position of the Town's various activities, major funds, and the aggregate remaining fund information and changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. We understand that the Town will provide us with the Closing Checklist information required for our audit and that the Town is responsible for the accuracy and completeness of that information. You are also responsible for providing us with access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, additional information that we may request for the purpose of the audit, and unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Management is responsible for adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud or illegal acts could have a material effect on the financial statements. The Town is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting it received in communications from employees, former employees, regulators, or others. In addition, the Town is responsible for identifying and ensuring that it complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that: you are responsible for presentation of supplementary information in accordance with GAAP; that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the Town or to acts by management or employees acting on behalf of the Town.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of physical existence of inventories, and direct confirmation of cash, investments and certain other assets and liabilities by correspondence with selected customers, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill the Town for responding to this inquiry. At the conclusion of our audit we will also require certain written representations from management about the financial statements and related matters.

### **Audit Procedures - Internal Controls**

Our audit will include obtaining an understanding of the Town and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with certain provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

## **Agreed-Upon Procedures**

Our services to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the report either for the purpose for which the report had been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement. Because agreed-upon procedures do not constitute an examination, we will not express an opinion. In addition, we have no obligation to perform any procedures beyond those agreed to.

## **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

The audit documentation for this engagement is our property and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing oversight of direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Maze & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. We will retain audit documentation for seven years pursuant to state regulations.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We expect to begin our audit in April 2014 and to issue our reports no later than December 2014. The name of the engagement partner is Mark Wong who is responsible for supervising the engagement and signing the report.

Our fees for these services are billed based on our contract with the Town. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if the Town's account becomes thirty days or more overdue and may not be resumed until the Town's account is paid in full.

These fees are based on anticipated cooperation from Town personnel, the completion of schedules and data requested on our Checklists, and the assumption that there will be no unexpected increases in work scope, such as new debt issues, etc., or delays which are beyond our control, as discussed on the Fees Attachment to this letter. If significant additional time is necessary, we will discuss it with Town management and arrive at a new fee before we incur any additional costs.

We understand you will provide us with basic workspace sufficient to accommodate the audit team assigned to your audit. We understand the basic workspace will be equipped with a telephone and direct Internet access, preferably a temporary network outside of your network, a public IP address and a wired connection. We understand you will also provide us with access to a fax machine and read only access to your general ledger system.

*Government Auditing Standards* require that we provide the Town with a copy of our most recent external peer review report, and any subsequent peer review reports received during the period of the contract. Our most recent peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Town and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return the entire copy to us.

*Maze & Associates*

Maze & Associates

RESPONSE:

This letter correctly sets forth the understanding of the Town.

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

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

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

**Town of Portola Valley Engagement Letter  
Fees Attachment**

Our fees for the work described in the attached engagement letter will be as follows, unless they are adjusted for one or more of the items below.

Basic Financial Statements	\$19,758
Measure A	532
Controller's Report – Town	2,893
Controller's Report – 4 special districts	1,480
Proposition 111 Appropriation Limit	<u>430</u>
Total:	<u><u>\$25,093</u></u>

**2014 Fees** – Our recurring fees have been adjusted only for the change in the services component of the Bay Area Cost of Living Index for the San Francisco Bay Area of 3.3%, except as noted below:

**PDF Copies of Reports** – scanned copies of the above reports are available upon request at no charge. These scanned copies (300 dpi) are not high quality and the file sizes may be large, depending on the length of the report. **If you intend to post the CAFR to your website, we do not recommend using the scanned copies to do so.** If you would like a higher quality PDF file, we have listed three options below. Please contact us for more information on the specifics of these options. **Please contact us if you would like us to prepare one of the following three options** for your CAFR, or if you'd like a quote for the preparation of a file for another type of report. In addition, should you decide on one of the following options, please let us know at least a week in advance.

1. INDIVIDUAL PDF CAFR PAGES - \$200
2. WEB PDF CAFR - \$750
3. CAMERA READY PDF CAFR - \$1,000

**Additional Services** - The above fees are for audit and assurance services described in the accompanying engagement letter. They do not include fees for assisting with closing the books nor providing other accounting services. Should the Town require assistance beyond audit services we will provide an estimate before proceeding.

**Report Finalization** - Our fee is based on our understanding that all information and materials necessary to finalize all our reports will be provided to us before we complete our year-end fieldwork in your offices. In the case of financial statements, this includes all the materials and information required to print the financial statements. As in the past, we will provide final drafts of all our reports before we leave your offices. We will schedule a Final Changes Meeting with you for a date no more than two weeks after we complete our fieldwork. At that meeting, we will finalize all reports for printing. After that date, report changes you make and changes required because information was not received timely will be billed at our normal hourly rates.

**Post-Closing Client Adjusting Entries** - The first step in our year-end audit is the preparation of financial statement drafts from your final closing trial balance. That means any entries you make after handing us your closing trial balance must be handled as audit adjustments, or in extreme cases, by re-inputting the entire trial balance, even if the amounts are immaterial. If you make such entries and the amounts are in fact immaterial, we will bill you for the costs of the adjustments or re-input at our normal hourly rates.

**Recurring Audit Adjustments** - Each year we include the prior year's adjusting entries as new steps in our Closing Checklist, so that you can incorporate these entries in your closing. If we are required to continue to make these same adjustments as part of this year's audit, we will bill for this service at our normal hourly rates.

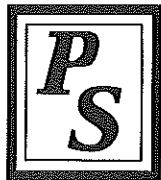
**CAFR Printing** - As a convenience, we can send your CAFR to a printer we use locally. We do not charge for delivering camera-ready print masters to any printer of your choice and delivering the CAFRs or BFS to you. However, we will bill you for any additional time spent on the CAFR printing at our normal hourly rates. This includes changes after the report goes to the printer, obtaining, reviewing and / or delivering printer's proofs, etc.

We can also help with CAFR design, including covers, tabs, dividers, color choices, binding, organization charts, maps, etc. We will estimate these costs for you before processing.

**Grant Programs Requiring Separate Audit** - Grant programs requiring separate audits represent a significant increase in work scope, and fees for these audits vary based on the grant requirements. If you wish us to determine and identify which programs are subject to audit, we will bill you for that time at our normal hourly rates.

**Changes in Town Personnel** - Our experience is that changes and /or reductions in Finance Department staff can have a pronounced impact on costs of performing the audit. If such changes occur, we will meet with you to assess their impact and arrive at a new fee before we begin the next phase of our work. However, we reserve the right to revisit this subject at the conclusion of the audit, based on your actual performance and our actual costs.





**POWELL & SPAFFORD, LLP**  
 CERTIFIED PUBLIC ACCOUNTANTS

Jessie C. Powell, CPA  
 Patrick D. Spafford, CPA

Licensed by the California Board of Accountancy  
 Member: American Institute of Certified Public Accountants

### System Review Report

To the Shareholders  
 Maze & Associates  
 and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Maze & Associates (the firm) in effect for the year ended May 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Maze & Associates in effect for the year ended May 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Maze & Associates has received a peer review rating of *pass*.

*Powell & Spafford, LLP*

October 5, 2011

## **EXHIBIT B**

### **(INSURANCE REQUIREMENTS)**

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to or interference with property which may arise from, or in connection with, the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

1. **MINIMUM SCOPE OF INSURANCE.** Coverage shall be at least as broad as:

1.1 Insurance Services Office (ISO) Form No. CG 0001 covering Commercial General Liability on an "occurrence" basis, including products-completed operations, personal injury and advertising injury.

1.2 Insurance Services Office Form (ISO) No. CA 0001 covering Automobile Liability, Code 1 (any auto), or if Consultant has no owned autos Code 8 (hired autos) and Code 9 (non-owned autos).

1.3 Workers' Compensation Insurance as required by the Labor Code of the State of California and Employer's Liability Insurance.

1.4 Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Architects' and Consultants' coverage is to be endorsed to include contractual liability.

2. **MINIMUM LIMITS OF INSURANCE.** Consultant shall maintain limits no less than:

2.1 **Commercial General Liability.** (Including products-completed operations, personal & advertising injury) One Million Dollars (\$1,000,000) per occurrence. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2.2 **Automobile Liability.** One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

2.3 **Workers' Compensation and Employer's Liability.** Workers' compensation insurance with Statutory Limits as required by the Labor Code of the State of California, and Employer's Liability Insurance with One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

2.4 **Errors and Omissions Liability.** One Million Dollars (\$1,000,000) per occurrence or claim, Two Million Dollars (\$2,000,000) aggregate.

3. DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to, and approved by, the Town. At the option of the Town, either: the Consultant shall purchase insurance to reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officials, employees, agents and contractors; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the Town. The Town may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4. OTHER INSURANCE PROVISIONS.

4.1 General Liability and Automobile Liability Coverages. The General Liability and Automobile Liability insurance policies required pursuant to Sections 1.1 and 1.2 shall contain or be endorsed contain the following provisions:

4.1.1 The Town, its officials, employees, agents, contractors and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by, or on behalf of, the Consultant including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Consultant on premises owned, leased or used by the Consultant. The coverage shall be at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 23 37 if later versions used.

4.1.2 The Consultant's insurance coverage is the primary insurance as respects the Town, its officials, employees, agents, contractors, and volunteers. Any insurance or self-insurance maintained by the Town, its officials, employees, agents, contractors, and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.1.3 The Insurance Company agrees to waive all rights of subrogation against the Town, its elected or appointed officers, officials, agents, and employees for losses paid under the terms of any policy which arise from work performed by the Town's insurer.

4.1.4 Coverage shall not be canceled by either party, except after thirty (30) days prior written notice (10 days for non-payment) by regular mail has been given to the Town.

4.1.5 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officials, employees, agents or contractors.

4.1.6 Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4.2 Worker's Compensation Insurance. The Worker's Compensation Policy required pursuant to Section 1.3 shall contain or be endorsed to contain the provisions set forth in subsections 4.1.3 and 4.1.4 above.

4.3 Acceptability of Insurers. All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Town.

4.3 Claims Made Policies. If any of the required policies provide claims-made coverage, the Town requires that coverage with a Retroactive Date prior to the contract effective date, or extended reporting period, be maintained by Consultant for a period of 5 years after completion of the contract.

5. VERIFICATION OF COVERAGE. Consultant shall furnish the Town with original certificates and amendatory endorsements affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Town before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Consultant's obligation to provide them. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

Proof of insurance shall be mailed to the following address:

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

6. SUBCONTRACTORS. Consultant shall include all subcontractors as insureds under its policies or shall require and verify that all subcontractors maintain insurance meeting all the requirements of this contract.

**RESOLUTION NO. \_\_\_\_\_-2014**

**RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING  
EXECUTION OF AN AGREEMENT FOR AUDITING SERVICES BETWEEN  
THE TOWN OF PORTOLA VALLEY  
AND MAZE & ASSOCIATES ACCOUNTANCY CORPORATION**

WHEREAS, the Town Council of the Town of Portola Valley has read and considered the Agreement for Audit Services (“Agreement”) between the Town and Maze & Associates Accountancy Corporation, and

WHEREAS, the Town has contracted for audit services with Maze & Associates for the past nine years and has been satisfied with their performance and desires to enter a new contract for auditing services for the fiscal year ended June 30, 2014.

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

1. Public interest and convenience require the Town of Portola Valley to extend the Agreement described above.
2. The Town of Portola Valley hereby approves the Agreement and the Mayor is hereby authorized on behalf of the Town to execute the Agreement between the Town of Portola Valley and Maze & Associates Accountancy Corporation.

PASSED AND ADOPTED this 9th day of April, 2014.

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

ATTEST:

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

#5

There are no written materials for this agenda item.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Nick Pegueros, Town Manager

**DATE:** February 9, 2014

**RE:** Facility Use Rules

### RECOMMENDATION

The recommendation is that the Town Council approve facility use rules that apply to all Town-owned facilities: buildings, fields, sports courts, and open space.

### BACKGROUND

With the approval of Ordinance No. 2014-402, the Town Council established Municipal Code Chapter 8.30 for a skate park that will soon be located on a portion of the Town Center all-sports court. In accordance with Section 8.30.040, "...any person using the skate park shall comply with the rules and regulations established by the Town for use of the all sports court." The purpose of this report is to receive Town Council approval of Town Facility Use Rules that would apply to all Town-owned facilities, including the skate park. These proposed policies are consistent with the current Council-adopted policies that are in place for those who reserve the Town fields, Community Hall and redwood groves.

### DISCUSSION

The Town does not currently have Town Council adopted rules and regulations for the all-sports court. In general the Town has not had a need for facility rules, but there have been isolated incidents where rules would have assisted staff in dealing with a difficult facility user. In one instance, a facility user was barbecuing on a high fire danger day in the redwood grove. On another occasion, a dog walker repeatedly brought more than a dozen dogs to Town Center and left them largely unattended to run the facility. In both examples, staff did not have Town Council-approved rules to back up requests that the users refrain from potentially hazardous activities.

The proposed Town Facility Use Rules are intended to protect Town property from damage and to protect the safety of all facility users. The rules would apply to all Town-owned facilities: buildings, fields, sports courts, and open space. Staff will rely on the Town Council-approved rules as a guide, not a hammer, when working with facility users who either cause a hazard or interfere with other users' enjoyment of Town-owned facilities.

### FISCAL IMPACT

There is no fiscal impact associated with this action.

### ATTACHMENT

1. Draft of Town Facility Use Rules



## TOWN OF PORTOLA VALLEY

### TOWN FACILITY USE RULES

DRAFT: April 9, 2014

The Town of Portola Valley's (Town) facilities are available for public use and, in order to protect those facilities from damage and to protect the safety of all facility users, the following rules govern all Town-owned facilities including buildings, fields, sports courts, and open space.

**Hours:** All Town fields, sports courts, and open space facilities are closed from sunset to sunrise unless authorized in advance by the Town for a special event. The Community Hall, Library, Town Hall, and Historic Schoolhouse shall maintain separate hours of operations as necessary to serve the public, but those hours do not extend to the adjacent outdoor spaces at Town Center.

**Parking:** Facility users must park in designated areas, respect "NO PARKING" signs, and refrain from blocking access to trails, gates, and driveways. Facility users are not allowed to park on adjacent private property or on the grassy areas under the oak trees at Ford Field and at the Town Center.

**Smoking & Outdoor Fires:** Cigarette smoking and outdoor fires are prohibited at all Town-owned facilities to comply with state laws regarding smoking and to protect against wild land fire.

**Alcohol:** Facility users are required to comply with all laws governing alcohol consumption while on Town-owned properties including prohibitions regarding under-age drinking and licensing requirements for events. No alcohol consumption is permitted in Town-owned parking lots.

**Weapons:** No weapons are allowed at Town-owned facilities except for those carried by duly sworn law enforcement personnel.

**Recreational Drugs:** No recreational drugs of any kind are allowed at Town-owned facilities.

**Dogs:** Dogs are not permitted on playing fields. In other areas, unleashed dogs are a safety issue for owners, their dogs, and other users of the Town facilities. Evidence of failure to control dogs or failure to properly dispose of their waste will result in removal of the dog(s) and owner from Town-owned facilities.

**Commercial Activities:** No commercial activity is allowed at Town-owned facilities unless approved in advance by the Town.

**Music:** No electronic amplified sound equipment may be used unless approved in advance by the Town.



**Camping or Loitering:** Camping and loitering at Town-owned facilities are prohibited.

**Disorderly Conduct:** Disorderly conduct by facility users is not permitted and may result in the removal of groups or individuals by the Town.

**Return to Original Condition:** Upon completion of use, facility users must return the facility back to the Town in a condition that is clean, safe and orderly.

**Garbage and Recycling:** Facility users are required to pick up and properly dispose of litter, debris, garbage and any other items resulting from the use of the facility (including parking lots) in containers provided. Every effort should be made to place recyclables in the proper containers.

**Playing Fields & Sports Courts:** Dogs, horses, motorized vehicles, bicycles, scooters, glass bottles or containers, and other activities or devices that will damage the fields or court surfaces are prohibited. Skate boards are only allowed in the designated area of the Town Center sports court. Users are not permitted to tamper with water clocks or valves.

**Field Closure:** Fields are not to be used if weather or playing conditions do not permit safe use, or if damage to the field will result. Permission to use fields is rescinded if a "FIELD CLOSED" sign is posted, even if use has been scheduled.

PLEASE NOTE: The Town has a "Field Condition Hotline" with recorded information about current conditions for each recreational field. Please call (650) 851-1700 and then dial 50 to be connected to the hotline.

**Private Property Rights:** Use of Town facilities must not interfere with the rights of private property owners adjacent to Town facilities.

**Remote Controlled Airborne Devices:** Radio controlled airborne devices are prohibited at all Town facilities, except as provided for under the Town's "Policy for Radio-Controlled Flying at Town Center."



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Nick Pegueros, Town Manager

**DATE:** April 9, 2013

**RE:** Annual Update to the Town's Fee Schedule

### RECOMMENDATION

It is recommended that the Town Council give staff direction on updating the Town's fee schedule to reflect an annual inflation adjustment of 2.4%. Town staff will prepare the subsequent staff report complete with any specific analysis requested by the Town Council and return to the Town Council with an amended fee schedule for consideration at a noticed public hearing.

### BACKGROUND

The Town last undertook a comprehensive fee study in 2011-12, with an in-depth analysis of the Town's services and fees charged for those services. The study was prepared by NBS Consultants in coordination with Town staff and required over six months to complete. On May 23, 2012, the Town Council adopted Resolution No. 2555-2012 which set a new Planning, Building and Public Works/Engineering Department Fee Schedule. In June 2013, the Town Council authorized an across-the-board inflation adjustment to fees of +2.4% that took effect in August 2013.

### DISCUSSION

In advance of requesting the Town Council's approval of an annual adjustment to the fee schedule, staff is seeking initial reactions and requests for specific analysis from the Town Council. As with last year, staff would prepare a proposed fee update that includes an across-the-board increase to all adopted fees by the "Consumer Price Index – All Urban Consumers" (CPI) for the San Francisco region. Annual CPI adjustments are recommended between comprehensive fee studies, which are conducted every 7 to 10 years. The change in the CPI from February 2013 to February 2014 was +2.4%.

The bulk of the Town's fees are derived from building permits, with the primary drivers of all fees being labor costs and the time required to perform a task. The labor costs for building services are projected to increase by more than 3.5% in 2014-15 when considering both salary and benefit increases. There are no indications that the time required to perform typical building tasks has changed since the NBS study was completed in 2012, therefore the only variable that should be considered in the annual update is the cost of labor.

At the same time that an increase is recommended, the Town is experiencing an unusually high volume of building permit activity. As of the February 2014 month-end financials, building permit revenues for 2013-14 are roughly 50% higher than prior year. If this level of activity continues, the Town may soon require supplemental building inspection from a third-party consultant to assist in-house staff. Considering the possibility that the Town will incur new costs if supplemental staff becomes necessary, an inflation adjustment is still recommended to keep up with the core NBS analysis.

To help gauge where Portola Valley's fees are in relation to neighboring jurisdictions, the following information was pulled from the Town of Los Altos Hills' 2013 fee study, which compares permit costs for a 5,000 square foot house across several cities:

City	Total Building Permit Fee	% Difference from PV
Los Altos	\$18,004	23%
Los Altos Hills	\$16,783	14%
Los Gatos	\$23,291	59%
Saratoga	\$14,948	2%
Woodside	\$18,398	25%
Portola Valley (current)	\$14,670	

Town staff is confident that the fee study conducted by NBS in 2012 was exhaustive and that the significant variations in costs demonstrated in the above table are likely due to operational issues unique to each city (such as staffing). The table does demonstrate that the Town's fees are reasonable compared to the "market" and that a CPI adjustment would not cause Portola Valley to suddenly have the highest fees in the region.

#### **FISCAL IMPACT**

The CPI adjustment to fees would likely generate less than \$25,000 in increased revenue.

#### **ATTACHMENTS**

1. NBS Cost of Service Study dated March 21, 2012
2. Consumer Price Index – All Urban Consumers, Bureau of Labor Statistics



**Town of Portola Valley**

**Cost of Service Study for Analyzing User and Regulatory Fees**

**March 21, 2012**

32605 Temecula Parkway, Suite 100  
Temecula, CA 92592  
Toll free: 800.434.8349 Fax: 951.296.1998

March 21, 2012

Ms. Angela Howard  
Town Manager  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

**Transmittal: DRAFT Cost of Service Study for Analyzing User Fees and Regulatory Fees**

Dear Ms. Howard:

NBS respectfully submits the enclosed report comprising our efforts to prepare a cost of service analysis of user fees and regulatory fees for the Town of Portola Valley.

We have shared in this document our summary of work products. Upon acceptance of this report by the Town Council, we will finalize and transfer our technical model to you for the Town's future use at its discretion. If we have omitted any area of importance you hoped we would address through this process, do not hesitate to communicate with us so that we fully meet the Town's needs.

We wish to extend our gratitude to you and the directors and representatives of each department studied for your contributions of time, knowledge, data, and insight, which have been invaluable through this process. We thank you for this opportunity to serve Portola Valley, and we welcome your continued interaction with us should you need any advice or assistance on this or another topic in the future.

Sincerely,



Nicole Kissam  
Director

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**Appendices**

**Cost of Service Analysis of the Development Services Fee Schedule**

Planning

Appendix A.1

Building

Appendix A.2

Public Works

Appendix A.3

**Comparative Fee Survey**

**Appendix B**

## Executive Summary

### Purpose

The purpose of this report is to describe the findings and recommendations of the study performed by NBS intended to update and establish user and regulatory fees for service for the Town of Portola Valley, California.

It is generally accepted in California that cities are granted the authority to impose these user fees and regulatory fees for services and activities they provide through provisions of the State Constitution. First, cities are granted the ability to perform broad activities related to their local policing power and other service authority as defined in Article XI, Sections 7 and 9. Second, cities are granted the ability to establish fees for service through the framework defined in Article XIII B, Section 8. Under this latter framework, a fee may not exceed the estimated reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity under the control of the individual/entity on which the fee is imposed. For example, the individual/entity requests service of the municipality or his or her actions specifically cause the municipality to perform additional activities. In this manner, the service or the underlying action causing the municipality to perform service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this study fall outside requirements that must otherwise be followed by the Town to impose taxes, special taxes, or fees imposed as incidences of property ownership.

The Town's chief purposes in conducting this study were to ensure that existing fees were calibrated to the costs of service and to provide an opportunity for the Town Council to optimize its revenue sources, provided that any increased cost recovery from user fees and regulatory fees would not conflict with broader Town goals and values.

### Outcomes

The cost of service study examined user and regulatory fees managed by the following Town departments and divisions:

- Building
- Planning
- Public Works

The cost of service analysis identified approximately \$639,000 eligible for recovery from fees examined as part of this study. The following table provides a breakdown of the Study's results by department or division studied:



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

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

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

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

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

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

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

## Report Format

This report accomplishes the following objectives:

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

- Presents analytical results regarding current levels of cost recovery achieved from user and regulatory fees
- Presents initial staff recommendations for fee additions, deletions, increases or decreases based on the outcome of this Study
- Provides a comparative survey of fees imposed by neighboring agencies for similar services

For ease of reference:

- Section 1 of the report outlines the foundation of the study and general approach.
- Sections 2 through 5 discuss the results of the cost of service analysis performed, segmented by category of fee and/or department. The analysis applied to each category/department falls into studies of: the fully-burdened hourly rate(s), the calculation of the costs of providing service, the cost recovery policies of each fee category, and the recommended fees for providing services.
- Section 6 provides the grand scope conclusions of the analysis provided in the preceding sections.
- Appendices to this report include detailed Cost of Service results for each department or division studied, and a comparison of fees imposed by neighboring agencies for similar services.

Once a Council study session on this report's material is conducted, the Town's subsequent staff reports will present a proposed Master Fee Schedule document for further fee setting actions.

## Section 1 – Introduction and Fundamentals

### Scope of Study

In 2011, the Town of Portola Valley initiated an externally prepared, independent, study of its user fees and regulatory fees. NBS was retained by the Town to conduct this effort. The following categories of fees were examined in this study:

- Planning Fees, including:
  - Development plan review
  - Zoning compliance
  - Conditional use permitting
- Building Fees, including building plan check and inspection for:
  - New construction
  - Mechanical, plumbing, and electrical permits
- Public Works Engineering Fees, including:
  - Encroachments in right-of-way, driveways, landscaping and others

The complete list of individual fees included in this study are displayed within the various Appendices to this report.

The fees examined in this study specifically excluded utility rates, development impact fees, facility fees, and special assessments, all of which fall under distinct analytical and procedural requirements different from the body of user/regulatory fees analyzed in this effort. Additionally, this study and the resultant master fee schedule excluded most of the fines and penalties that may be imposed by the Town for violations to its requirements or code. (The Town is not limited to the costs of service when imposing fines and penalties.)

### Methods of Analysis

There were three primary phases of analysis used throughout this Cost of Service Study:

- 1) Cost of service analysis
- 2) Cost recovery evaluation
- 3) Fee establishment

## Cost of Service Analysis

A cost of service analysis is a quantitative effort which compiles the full cost of providing governmental services and activities. There are two primary types of costs considered: direct and indirect costs. Direct costs are those which specifically relate to the activity in question, including the real-time provision of the service. Indirect costs are those which support the provision of services but cannot be directly or easily assigned to the activity in question. An example of a direct cost is the salary and benefit expense associated with an individual performing a service. In the same example, an indirect cost would include the expenses incurred to provide an office and equipment for that individual to perform his or her duties, including (but not exclusive to) the provision of the service in question.

Components of the full cost of service include direct labor costs, indirect labor costs, specific direct non-labor costs where applicable, allocated non-labor costs, and allocated organization-wide overhead. Definitions of these cost components are as follows:

- Labor costs – These are the salary/wage and benefits expenses for Town personnel specifically involved in the provision of services and activities to the public.
- Indirect labor costs – These are the salary/wage and benefits expenses for Town personnel supporting the provision of services and activities. This can include line supervision and departmental management, administrative support within a department, and staff involved in technical activities related to the direct services provided to the public.
- Specific direct non-labor costs – These are discrete expenses incurred by the Town due to a specific service or activity performed, such as contractor costs, third-party charges, and very specific materials used in the service or activity. (In most fee types, this component is not used, as it is very difficult to directly assign most non-labor costs at the activity level.)
- Allocated indirect non-labor costs – These are expenses other than labor for the departments involved in the provision of services. In most cases, these costs are allocated across all services provided by a department, rather than directly assigned to fee categories.
- Allocated indirect Townwide overhead – These are expenses, both labor and non-labor, related to the Town's agency-wide support services. Support services include general administrative services provided internally across the Town's departments by the Town Manager's Office, the Town Council, the Town Clerk, the Town Attorney, the Town's Human Resources personnel, and the Town's Finance personnel, as well as cost burdens for building use, vehicle maintenance and facilities maintenance. These support services departments provide functions to the direct providers of public service, such as human resources, payroll, financial management, information technology, and other similar business functions.

These cost components were expressed using annual (or annualized) figures, representing a twelve-month cycle of expenses incurred by the Town in the provision of all services and activities agency-wide.

Nearly all of the fees under review in this study require specific actions on the part of Town staff to provide the service or conduct the activity. Because labor is an underlying factor in these activities, the full cost of service was most appropriately expressed as a fully-burdened cost per available labor hour. This labor rate – expressed as an individual composite rate for each division responsible for providing the fee related services examined in this study – served as the basis for further quantifying the average full cost of providing individual services and activities.

To derive the fully-burdened labor rate for each department, two figures were required: the full costs of service and the number of hours available to perform those services. The full costs of service were quantified generally through the earlier steps described in this analysis. The number of hours was derived from a complete listing of all personnel employed by the Town and reflected in the labor expenses embedded in the full cost of service.

Each Town employee was assigned a full-time equivalent factor. An employee working full-time would have a factor of 1.0; an employee working exactly half-time would have a factor of 0.5. A full-time employee is paid for roughly 1,950 hours per year of regular time. Using this as an initial benchmark of labor time, each employee's full-time equivalent factor was applied to this amount of hours to generate the total number of regular paid hours in each department.

Next, each employee's annual paid leave hours were approximated. Paid leave included holidays, vacation, sick leave, and any other regular leave indicated in personnel data. Once quantified for the entire department, annual paid leave hours were removed from the total number of regular paid hours to generate the total number of available labor hours in each department. These available hours represent the amount of productive time during which services and activities can be performed.

The productive labor hours were then divided into the annual full costs of service to derive a composite fully burdened labor rate for each department/division. This schedule of composite labor rates by department/division was used in this fee study to quantify costs at an individual fee level. It should be noted, however, that the composite labor rates may also be used by the Town for other purposes when the need arises to calculate the full cost of general services. For nearly all services and activities in a governmental agency – not just those reflected in a fee schedule – labor time is the most accessible and reasonable underlying variable.

Once fully burdened labor rates were developed, they could be used at the individual fee level to estimate an average full cost of providing each service or activity. This step required the development of staff time estimates for the services and activities listed in the master fee schedule. The Town does not systematically track activity service time at a level of detail that could be used to provide estimated time required to perform an individual request for service. Consequently, interviews and questionnaires were used to develop the necessary data sets describing estimated labor time. In most cases, departments were asked to estimate the average amount of time (in minutes and hours) it would take to complete a typical occurrence of each service or activity considered. Every attempt was made to ensure that each department having a direct role in the provision of each service or activity provided a time estimate.

It should be noted that the development of these time estimates was not a one-step process: estimates received were carefully reviewed by both consultant and departmental management to assess the reasonableness of such estimates. Based on this review, some time estimates were reconsidered until

all parties were comfortable that they reasonably reflected average workload at the Town. Once finalized, the staff time estimates were then applied to the fully burdened labor rate for each department and functional division to yield an average full cost of the service or activity.

The average full cost of service was just that: an average cost at the individual fee level. The Town does not currently have the systems in place to impose fees for every service or activity based on the actual amount of time it takes to serve each individual. Moreover, such an approach is almost universally infeasible without significant – if not unreasonable – investments in costly technology. Much of the Town's fee schedule is composed of flat fees, which by definition, are linked to an average cost of service; thus, use of this average cost method was the predominant approach in proceeding toward a schedule of revised fees. Flat fee structures based on average costs of service are widely applied among other California municipalities, and it is a generally accepted approach. (Refer to the subsection below regarding "Fee Establishment" for further discussion.)

The above-described steps were used for each department to describe the costs of general services, including those activities related to an existing or newly considered fee.

For the regulatory activities conducted by Development Services personnel, some deviations in analytical methods were taken to provide supplemental information in defining the full costs of services. Before generating a fully-burdened labor rate, an interview and questionnaire process was conducted to determine annual workload across various functions of development services. The purpose of this effort was to reflect the magnitude of the development review process and the fact that many of the indirect activities conducted by these personnel – while not directly related to the act of reviewing, inspecting, and approving development or construction – are necessary components in providing complete and accurate regulation of those activities.

For example, Planning and Building personnel devote a portion of their annual time to training efforts that enhance their ability to effectively review proposed development, comply with Town and State mandates, and provide useful information to those seeking development related guidance. It can be argued reasonably that effort associated with industry specific training is in fact part of the process of development review, and its costs can be considered for cost recovery – in whole or in part – through fees. As another example, the Planning and Building divisions assist with the Town's code enforcement efforts: activities related to non-compliance with development, construction, and building regulation. It can be argued reasonably that those efforts – while related to development regulation – should not be considered for cost recovery from fees: that such efforts should either be funded by the public at large through General Fund resources or through the collection of penalties imposed on those in noncompliance with Town code.

From this functional expression of development review activities, two statistics were generated. First, the annual cost of development review – including supportive and indirect activities (i.e., not just direct permit review and issuance) – was quantified. This annual cost could be compared to annual fee revenues to provide a general comparison of the level of costs each broad fee area was recovering from applicants through their payment of fees. This also provided a general indication of the degree each broad area of fees would need to be increased across the board if full cost recovery was targeted by the Town.

Second, a fully burdened rate per hour of time spent on active development applications and projects was computed. This rate included a provision for costs associated with indirect activities that were determined to have a direct correlation to providing development regulation. This fully burdened hourly rate was different than those computed for other activities across other Town departments. Those other hourly rates encompassed the general activities of the departments. The fully burdened rates calculated through this supplemental process for the Development Services Department are applicable to services and activities within the sphere of Planning and Building development review.

### Cost Recovery Evaluation

Current levels of cost recovery from existing fee revenues were stated simply by comparing the existing fee for each service or activity – if a fee was imposed – to the average full cost of service quantified through this analysis. Cost recovery was expressed as a percentage of the full cost. A cost recovery rate of 0% means no costs are recovered from fee revenues. A rate of 100% means that the full cost of service is recovered from the fee. A rate between 0% and 100% indicated partial recovery of the full cost of service through fees. A rate greater than 100% means that the fee exceeded the full cost of service.

User fees and regulatory fees examined in this study should not exceed the full cost of service. In other words, the cost recovery rate achieved by a fee should not be greater than 100%. In most cases, imposing a fee above this threshold could require the consensus of the voters.

Determining the targeted level of cost recovery from a new or increased fee is not an analytical exercise. Instead, targets reflect agency-specific judgments linked to a variety of factors, such as existing Town policies, agency-wide or departmental revenue objectives, economic goals, community values, market conditions, level of demand, and others.

A general means of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question. To what degree does the public at large benefit from the service? To what degree does the individual or entity requesting, requiring, or causing the service benefit? When a service or activity completely benefits the public at large, it can be argued reasonably that there should be no cost recovery from fees (i.e., 0% cost recovery): that a truly public-benefit service is best funded by the general resources of the Town, such as General Fund revenues (e.g., taxes). Conversely, when a service or activity completely benefits an individual or entity, it can be argued reasonably that 100% of the cost should be recovered from fees collected from the individual or entity. An example of a completely private benefit service may be a request for exemption from a Town regulation or process.

Under this approach, it is often found that many governmental services and activities fall somewhere between these two extremes, which is to say that most activities have a mixed benefit. In the majority of those cases, the initial cost recovery level targeted may attempt to reflect that mixed public and private benefit. For example, an activity that seems to have a 40% private benefit and a 60% public benefit would yield a cost recovery target from fees of 40%. An example of a mixed benefit service may be the review and approval of private work that would affect the public right-of-way; the Town's involvement allows the private work to proceed while protecting the safety in and access to the area by the general public.

In some cases, a strict public-versus-private benefit judgment may not be sufficient to finalize a cost recovery target. Any of the following other factors and considerations may influence exclusively or supplement the public/private benefit of a service or activity:

- If optimizing revenue potential is an overriding goal, is it feasible to recover the full cost of service?
- Will increasing fees result in non-compliance or public safety problems?
- Are there desired behaviors or modifications to behaviors of the service population that could be helped or hindered through the degree of pricing for the activities?
- Could fee increases adversely affect Town goals, priorities, or values?

For specific subsets of Town fees, even more specific questions may influence ultimate cost recovery targets:

- Does current demand for services support a fee increase without adverse impact to the citizenry served or current revenue levels? (In other words, would fee increases have the unintended consequence of driving away the population served?)
- Is there a good policy basis for differentiating between type of users (e.g., residents and non-residents, residential and commercial, non-profit entities and business entities)?
- Are there broader Town objectives that inform a less than full cost recovery target from fees, such as economic development goals and local social values?

Because this element of the study is subjective –the consultant in charge of the analytical outcomes of this study has provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population – the Town departments – have considered appropriate initial benchmark cost recovery levels at or below that full cost.

NBS consultants worked together with Town staff to establish and apply initial benchmark cost recovery targets for each department studied. The benchmarks selected by Town staff are included in this draft final report solely as an example of a possible approach for targeting cost recovery levels specific to the Town of Portola Valley, and also as a demonstration of the potential revenue impacts associated with setting a benchmark recovery level.

### **Fee Establishment**

Once the full cost of service was established and cost recovery targets were set, fees were calculated. The fully-burdened hourly rate was applied to an average labor time estimate to generate the average full cost of service. If less than full cost recovery was targeted, this figure was then adjusted downward to match the intended level of cost recovery from the fee. In nearly all cases, once these few steps were complete, the proposed fee was complete. For the activities where estimating a consistent average was impossible – due to the highly variable nature of the service – use of fully-burdened hourly rates coupled



with time-tracking was suggested – or will continue - as the fee structure. In other words, the Town would impose a fee per hour of staff time, requiring some degree of time estimation or outright time-tracking at the case level.

Calculating fees during this study also included a range of other activities, described below:

- Addition to and deletion of fees imposed – The study process provided each division the opportunity to propose additions and deletions to their fee schedules, as well as rename, reorganize, and clarify fees imposed. Many such revisions were performed to better conform fees to current practices, as well as improve the calculation of fees owed by an individual, the application of said fees, and the collection of revenues. In other words, as staff is more knowledgeable and comfortable working with the fee schedule, the accuracy achieved in both imposing fees on users and collecting revenues for the Town is greater. Beyond this, some additions to the fee schedule were simply identification of existing services or activities performed by Town staff for which no fee was imposed.
- Revision to the structure of fees – In most cases, the current structure of fees was sustained; the level of the fee was simply recalibrated to match the costs of service and targeted cost recovery level. In several cases, however, the manner in which a fee is imposed on a user was changed. In the majority of cases in which this was done, the primary objective was to simplify the fee structure, or increase the likelihood that the full cost of service would be recovered by linking the fee structure more closely with the specific characteristics of individual applicants or the permitting process itself.

Proposed fees and the calculated increase or decrease from existing fees are shown in the Appendices of this report.

### Data Sources

The following data sources were used to support the cost of service analysis and fee establishment phases of this study:

- Adopted operating budgets for Fiscal Year 2011-12
- Fiscal Year 2011-12 payroll data for all full-time Town employees
- Prevailing fee schedules used by the Town
- Questionnaire and interview responses from employees, who assist in providing Planning and Building services, estimating annual time spent providing development review services
- Questionnaire and interview responses from each division studied estimating time required to perform individual activities or requests for service

The Town's proposed budget is a significant source of information affecting cost of service results. It should be noted that NBS did not conduct separate efforts to audit or validate the Town's financial management and budget practices, nor was cost information adjusted to reflect different levels of service or any specific, targeted performance benchmarks. This study has accepted the Town's budget as a

legislatively adopted directive describing the most appropriate and reasonable level of Town spending. Consultants accept the Town Council's deliberative process and ultimate acceptance of the budget plan and further assert that through that legislative process, the Town has yielded a reasonable expenditure plan, valid for use in setting cost-based fees.

### Comparative Fee Survey

Often policy makers request a comparison of their jurisdiction's fees to surrounding communities or similar scopes of operations. The purpose of a comparison is to provide a sense of the local market pricing for services, and to use that information to gauge the impact of recommendations for fee adjustments proposed by the consultant's report and staff recommendations.

Appendix B presents the results of the Comparative Fee Survey for the Town of Portola Valley. NBS worked with Town staff to choose appropriate comparative agencies: Atherton, Half Moon Bay, Menlo Park, Woodside.

This comparison to other agencies integrates Portola Valley's restructured fee schedule, and also adapts existing fee amounts to the new structure. The survey compares both average current fee amounts and initial staff recommended fee amounts to those of other surveyed agencies to provide information on how the Town compares.

Several considerations should be noted regarding the application of a comparative survey toward setting "prices" for services, whether at or below the full cost recovery level established by the outcome of this study:

- Comparative fee surveys do not provide information about the cost recovery policies or procedures inherent in each comparison agency.
- Comparative agencies may or may not base their fee amounts on the estimated and reasonable cost of providing services.
- A "market based" decision to price services at below the cost of service analysis results shown for the Town of Portola Valley, is the same as making a decision to subsidize that service.
- Fee structures and nomenclature for similar services do not typically agree across various agencies included in a comparative survey, making a true comparison of the average amount charged difficult.

## Section 2 – Planning Fees

### Organizational Analysis

Four Town employees spend significant portions of their time providing Planning services for the Town. The Town's Planning Manager is fully dedicated to providing Planning assistance to the Town and applicants for Planning review services. The Town's part-time Planning and Building Services Advisor shares its function between the Planning and Building divisions, and two full time Planning Technicians serve the Planning, Building, and Public Works Engineering divisions throughout the year. Additionally, the Town contracts with several providers for planning, legal, engineering, and geologic services that are required as part of the development approval process.

Fees incurred for use of contract service providers are passed through directly to the applicant at 100% of the cost of services rendered. Consequently, the organizational and service time analysis in this study focused primarily on the Town's in-house staff dedicated to providing Planning services.

NBS used questionnaire and interview responses with the Town's three in-house employees that assist in the Planning process, to define the major categories of activities and services provided by the Division. Expressed as a percentage of time, the Division generally spends its available work hours providing services as follows:

Distribution of Productive Time:	Total
General Administration and Management	30%
Certification and Training	2%
Long-Range Planning	14%
Code and Policy Development	3%
Code Enforcement and Compliance	16%
Public Information and Assistance	18%
Work Hours for Direct Activities and Services	18%

Descriptions of the categories are below:

- General Administration and Management – General office tasks, such as supervision, secretarial/reception work, and staff meetings.
- Certification and Training – Continuing education and maintenance of professional credentials.
- Long-Range Planning – Implementation, administration, and update of the Town's General Plan and related activities.
- Code and Policy Development – Development and/or updating of the Town's development related codes and policies.

- Code Enforcement and Compliance – Activities conducted to identify, investigate, and compel compliance from individuals/entities in violation of the Town's private development regulation code and policies.
- Public Information and Assistance - Response to inquiries from the public regarding planning activities and making available general information regarding planning topics.
- Direct Activities and Services – Work performed on active planning applications for which a user or regulatory fee is charged.

Overall, the Town's in-house Planning personnel spend 18% of their total annual productive hours providing Direct Current Planning Activities and Services, as defined in this study.

### Fully Burdened Hourly Rate Calculation

The following table summarizes the total cost of each activity identified in the Organizational Analysis, and calculates a fully-burdened hourly rate for fee-related services performed by Planning personnel.

Planning Cost Category / Activity	Division Subtotal	Percent Recoverable in Fees	Amount Recoverable in Fees	Fully-Burdened Hourly Rate
General Administration and Management	\$ 142,253	70%	\$ 100,285	\$ 138
Certification and Training	\$ 9,455	100%	\$ 9,455	\$ 13
Long-Range Planning	\$ 65,934	0%	\$ -	\$ -
Code and Policy Development	\$ 13,187	0%	\$ -	\$ -
Code Enforcement and Compliance	\$ 77,232	0%	\$ -	\$ -
Public Information and Assistance	\$ 88,228	50%	\$ 44,114	\$ 61
Direct Activities and Services	\$ 85,886	100%	\$ 85,886	\$ 118
<b>Total</b>	<b>\$ 482,176</b>	<b>n/a</b>	<b>\$ 239,740</b>	<b>\$ 330</b>
Direct Hours				726

Dollar amounts in the "Division Subtotal" column include all direct and indirect cost components of providing services, including labor, allocable operating expenses, department and divisional overhead costs, as well as Town-wide overhead costs (reference Section 1 of this document for further explanation of costing methodology). The "Percent Recoverable in Fees" identifies the portion of each cost category eligible for recovery in a fully burdened rate applicable to Direct Activities and Services. Percentages were determined based on consultant experience with similar agencies, legal parameters for user and

regulatory fees, as well as staff input regarding the nexus of each cost category to development review services.

Out of approximately \$482,000 in total Planning Division costs identified, this study allocates approximately \$240,000 (approximately 50%) to provision of Direct Activities and Services. The fully-burdened hourly rate applicable to fee related services for the Planning Division is \$330 per hour.

### User and Regulatory Fee Recoverable Services

The majority of Planning fees are composed of a flat, base fee collected to offset the expenses incurred by the Town's in-house staff. Additionally, a deposit is collected to offset the cost of the Town Planner and any other outside service providers used in the Planning application review process.

Attachment A to this report provides a list of all proposed fee categories and identifies the quantified estimated total cost of providing services for each individual fee activity studied.

The amounts listed in the "Cost of Service per Activity" column represent the total cost of providing each service identified by the study. The full cost of service represents the maximum fee amount allowed, at or beneath which, the Town must determine its policy position.

The Town contracts with several providers for planning, legal, engineering, and geologic services that are required as part of the development approval process, the cost of service analysis for each individual fee item in the Planning Division is presented from two perspectives:

1. Time and cost associated with "In-House" Town staff resources at calculated fully burdened hourly rates
2. Time and cost associated with the Town's "Planner Staff", at the contractor's existing hourly rate

Fees incurred for use of contract service providers are passed through directly to the applicant at 100% of the cost of services rendered. Consequently, time and resulting cost of service amounts shown for contracted staff in this section of the study are presented for the purpose of assisting the Town in setting appropriate deposit levels for those services.

"Town In-House Staff" time and costs listed in the "Cost of Service per Activity" column represent the total cost of providing each service identified by the study, and does not necessarily reflect staff's recommended fee (price) amount for each service/activity. Staff's initial proposals for recommended fee amounts are reflected in the "Recommended Fee" column of the Appendix, as well as in the Department's staff report, and should be equal to or less than the full cost of service quantified by this study.

The cost of service analysis identified varying levels of cost recovery in the Town's current planning fees. More than 90% of the Planning fees examined were identified as under-recovering at the flat, base fee level intended to offset the expenses incurred by the Town's in-house staff. Additionally, although the Town currently recovers 100% of the costs of any outside service providers, the initial deposit amounts of the majority of planning fees are proposed to increase in order to closer align the initial deposit collected to the final amount anticipated to be billed for Town Planner and other contract services.

NBS concludes that, on average, the Planning Division recovers approximately 34% of the total annual Town-wide costs associated with providing In-House user and regulatory fee related services studied. If all fees were implemented at 100% of their maximum amount allowed, approximately \$158,000 in additional revenue could be realized from fee payers. At the initial benchmark fee amounts considered by Town Staff, the Planning Division would recover approximately 50% of In-House staff costs, and an additional \$39,000 would be realized from fee payers.

### Non-Fee Recoverable Services

This study also identified costs associated with services that are not generally recoverable in user or regulatory fees for service:

Planning Cost Category / Activity	Non User Fee Recoverable Cost
General Administration and Management	\$ 41,968
Certification and Training	\$ -
Long-Range Planning	\$ 65,934
Code and Policy Development	\$ 13,187
Code Enforcement and Compliance	\$ 77,232
Public Information and Assistance	\$ 44,114
Direct Activities and Services	\$ -
<b>Total</b>	<b>\$ 242,435</b>

Out of approximately \$482,000 in total Planning Division costs identified, this study allocates approximately \$242,000 (approximately 50%) to provision of non-fee recoverable services. While descriptions of each cost category are available in the Organizational Analysis section for the Planning Division above, the following provides a summary rationale for exclusion of each category from user or regulatory fees:

- **General Administration and Management:** 34% of costs in identified to this category are allocated as indirect costs in support of other non-fee recoverable services.
- **Long Range Planning:** 100% of costs associated with Long Range Planning efforts are typically funded via General Fund resources. A portion of these costs are eligible for funding via a General Plan surcharge on top of building permits.
- **Code Enforcement and Compliance:** 100% of costs associated with Code Enforcement are typically funded through fines and penalties assessed to those who violate the local zoning and building codes.

- **Public Information and Assistance:** 50% of costs associated with this activity were considered “general government” functions of providing information which would not typically benefit an existing or future development project.

The services discussed in this section should not be expected to achieve cost recovery through user or regulatory fees for service, and are typically recovered from general funds or other funding sources.

## Section 3 – Building Fees

### Organizational Analysis

At the time of this analysis, four Town employees spent significant portions of their time providing Building services for the Town. The Deputy Building Official is fully dedicated to the Town's Building Plan Review and Inspection program. The Town's part-time Planning and Building Services Advisor shares its function between the Planning and Building divisions, and two full time Planning Technicians serve the Planning, Building, and Public Works Engineering divisions throughout the year. Additionally, the Town contracts with providers for plan review and, occasionally, inspection services.

NBS used questionnaire and interview responses with the Town's three in-house employees that assist in the building regulatory process to define the major categories of activities and services provided by the Division. Expressed as a percentage of time, the Division spends its available work hours providing services across the categories as shown in the table below:

	<b>Total</b>
Distribution of Productive Time:	
General Administration and Management	<b>10%</b>
General Town Activities and Training	<b>2%</b>
Certification and Training	<b>1%</b>
Code and Policy Development	<b>1%</b>
Code Enforcement and Compliance	<b>8%</b>
Public Information and Assistance	<b>18%</b>
Work Hours for Direct Activities and Services	<b>59%</b>

Descriptions of the categories are below:

- General Administration and Management – General office tasks, such as supervision, secretarial/reception work, and staff meetings.
- General Town Activities – Participation in Town-wide activities unrelated to development review services (e.g. providing support to the Town Manager or Clerk, front counter reception, event planning, etc.).
- Certification and Training – Continuing education and maintenance of professional credentials.
- Code and Policy Development – Development and/or updating of the Town's development related codes and policies.



- Code Enforcement and Compliance – Activities conducted to identify, investigate, and compel compliance from individuals/entities in violation of the Town's private development regulation code and policies.
- Public Information and Assistance - Response to inquiries from the public regarding building activities and making available general information regarding building topics. Typically, the provision of public information and assistance is not linked to a pending permit request.
- Direct Activities and Services – Work performed on active applications, such as plan review and inspection services.

Overall, the Town's in-house Building personnel spend 59% of their total annual productive hours providing Direct Plan Review and Inspection Activities and Services, as defined in this study.

### Fully Burdened Hourly Rate Calculation

The following table summarizes the total cost of each activity identified in the Organizational Analysis, and calculates a fully-burdened hourly rate for fee-related services performed by Building personnel.

Building Cost Category / Activity	Division Subtotal	Percent Recoverable in Fees	Amount Recoverable in Fees	Fully-Burdened Hourly Rate
General Administration and Management	\$ 44,973	90%	\$ 40,277	\$ 18
General Town Activities	\$ 7,937	0%	\$ -	\$ -
Certification and Training	\$ 6,453	100%	\$ 6,453	\$ 3
Code and Policy Development	\$ 6,050	100%	\$ 6,050	\$ 3
Code Enforcement and Compliance	\$ 32,508	0%	\$ -	\$ -
Public Information and Assistance	\$ 79,574	100%	\$ 79,574	\$ 36
Direct Activities and Services	\$ 254,786	100%	\$ 254,786	\$ 115
<b>Total</b>	<b>\$ 432,281</b>	<b>n/a</b>	<b>\$ 387,140</b>	<b>\$ 175</b>
Direct Hours				2,218

Dollar amounts in the "Division Subtotal" column include all direct and indirect cost components of providing services, including labor, allocable operating expenses, department and divisional overhead costs, as well as Town-wide overhead costs (reference Section 1 of this document for further explanation of costing methodology). The "Percent Recoverable in Fees" identifies the portion of each cost category eligible for recovery in a fully burdened rate applicable to Direct Activities and Services. Percentages were determined based on consultant experience with similar agencies, legal parameters for user and

regulatory fees, as well as staff input regarding the nexus of each cost category to development review services.

Out of approximately \$432,000 in total Building Division costs identified, this study allocates approximately \$387,000 (approximately 90%) to provision of Direct Activities and Services. The fully-burdened hourly rate applicable to fee related services for the Building Division is \$190 per hour.

### User and Regulatory Fee Recoverable Services

The Building Fees imposed by the Town can be generally categorized as fees for:

- New construction, remodel, and repair
- Mechanical, plumbing, and electrical permits

The outcomes of this Study propose significant restructuring of the fees for new construction, remodeling, and repair. Currently fees for these services are based on the builder supplied project valuation. The current fee methodology generally works as follows:

- The Town receives an estimated project value from the builder, or builder representative applying for permit.
- Using the valuation received the Town calculates a fee to recover the costs of inspection and permitting.
- The Town recovers a fee for plan review services equal to 65% of the fee collected for inspection and permitting.

Weaknesses in the current methodology occur when builders submit significantly different project valuations for development projects that may require fairly similar plan review and inspection efforts. Essentially, a higher project valuation will result in a higher fee collected, even though the plan review and inspection effort may not be greater. To mitigate the weakness in the current fee methodology, the Town's Building personnel proposes a new fee structure that sets flat fees based on the characteristics of the Building project (e.g. the same flat fee will be imposed for all new residential construction, with a basement, and a total square footage of more than 5,000). Similarly, the same flat fee will be imposed for all kitchen remodels that don't involve structural changes. The proposed fee methodology and fee collection categories are based on the field experience of Town Building staff. The staff has limited the number of service categories to those categories of service that involve distinct and unique levels of service.

The proposed refinement in fee structure is consistent with refinements being made by jurisdictions throughout the State. While many agencies still successfully use a valuation-based collection structure, many agencies are moving toward fee structures that function similar to that currently proposed by the Town. The belief is that this type of fee structure will result in fees that represent a clearer nexus between the service provided and the fee ultimately collected.

The fee structure for mechanical, plumbing, and electrical permit fees is proposed to remain unchanged, however significant under-recovery was identified in all fees examined in this category.

Attachment A to this report provides a list of all proposed fee categories and identifies the quantified estimated total cost of providing services for each individual fee activity studied.

The amounts listed in the “Cost of Service per Activity” column represent the total cost of providing each service identified by the study. The full cost of service represents the maximum fee amount allowed, at or beneath which, the Town must determine its policy position.

NBS concludes that, on average, the Building Division recovers approximately 78% of the total annual Town-wide costs associated with providing the user and regulatory fee related services studied. If all fees were implemented at 100% of their maximum amount allowed, approximately \$84,000 in additional revenue could be realized from fee payers. At the initial benchmark fee amounts considered by Town Staff, the Building Division would recover approximately 89% of In-House staff costs, and an additional \$42,000 would be realized from fee payers.

### Non-Fee Recoverable Services

This study also identified costs associated with services that are not generally recoverable in user or regulatory fees for service:

Building Cost Category / Activity	Non User Fee Recoverable Cost
General Administration and Management	\$ 4,696
General Town Activities	\$ 7,937
Certification and Training	\$ -
Code and Policy Development	\$ -
Code Enforcement and Compliance	\$ 32,508
Public Information and Assistance	\$ -
Direct Activities and Services	\$ -
<b>Total</b>	<b>\$ 45,142</b>

Out of approximately \$432,000 in total Building Division costs identified, this study allocates approximately \$45,000 (approximately 10%) to provision of non-fee recoverable services. While descriptions of each cost category are available in the Organizational Analysis section for the Planning Division above, the following provides a summary rationale for exclusion of each category from user or regulatory fees:

- **General Administration and Management:** 4% of costs in identified to this category are allocated as indirect costs in support of other non-fee recoverable services.

- **General Town Activities:** Participation in Town-wide activities unrelated to development review services (e.g. providing support to the Town Manager or Clerk, front counter reception, event planning, etc.). The estimated expenditures associated with this time are excluded from amounts recoverable from fee payers for Building services.
- **Code Enforcement and Compliance:** 100% of costs associated with Code Enforcement are typically funded through fines and penalties assessed to those who violate the State and local building codes.

The services discussed in this section should not be expected to achieve cost recovery through user or regulatory fees for service, and are typically recovered from general funds or other funding sources.

## Section 4 – Public Works Fees

### Organizational Analysis

At the time of this analysis, the majority of services provided by the Public Works Division were not fee related. The primary services performed by the division are maintenance of streets, parks, and facilities, and capital improvement/public infrastructure related projects. However, the Public Works Division does lead the Town's encroachment permit function. Typically, Town personnel provide encroachment permit application processing and plan review, and a contract inspector conducts any inspection efforts required in order to issue an encroachment permit. For highly technical encroachment requests, such as installation of a utility main in the public right-of-way, a contracted professional may also lead the plan review process.

After adjusting for typical hourly reductions for annual employee leave, the Public Works engineering functional division had 1,927 hours available to perform all work-related activities. Since the majority of services and activities performed under the engineering function are not fee related, only the per-unit costs associated with providing encroachment permit services are analyzed as recoverable from fees.

### Fully Burdened Hourly Rate Calculation

The table below summarizes the calculation of the fully-burdened hourly rate for fee-related services performed by the Town's Public Works personnel. The table illustrates the components of the hourly rate by cost type and activity.

Public Works Cost Component	Division Subtotal	Fully-Burdened Hourly Rate
Labor Costs	\$ 219,548	\$ 114
Non-Labor Costs	1,733	1
Townwide Overhead Costs	68,502	36
<b>Total</b>	<b>\$ 289,783</b>	<b>\$ 150</b>
Direct Hours		1,927

Many of the Town's fee related services are performed by contracted firms that charge hourly rates for services rendered. The rate charged per hour by contracted professionals may vary depending on the classification of employee and nature of services provided. At the time of this Study, hourly rates charged for contracted services performed are \$176 per hour for plan review/engineering services, and \$95 per

hour for inspection services. The fully-burdened hourly rate for the Town's in-house Engineering personnel is \$150 per hour, as shown above.

### **User and Regulatory Fee Recoverable Services**

Current encroachment permit fees are composed of a flat, base fee collected to offset the expenses incurred by the Town's in-house staff. Additionally, a deposit is collected to offset the cost of the contracted engineer and/or inspection services.

The cost of service analysis identified varying levels of cost recovery in the Town's current fees. All fees examined were identified as under-recovering at the flat, base fee level intended to offset the expenses incurred by the Town's in-house staff. Additionally, although the Town currently recovers 100% of the costs of any outside service providers, the initial deposit amounts of all Public Works Engineering fees are proposed to change to closer align the initial deposit collected to the final amount anticipated to be billed for contract engineer and/or inspection services.

Attachment A to this report provides a list of all proposed fee categories and identifies the quantified estimated total cost of providing services for each individual fee activity studied.

The amounts listed in the "Cost of Service per Activity" column represent the total cost of providing each service identified by the study. The full cost of service represents the maximum fee amount allowed, at or beneath which, the Town must determine its policy position.

NBS concludes that, on average, the Public Works Division recovers approximately 58% of the total annual Town-wide costs associated with providing the user and regulatory fee related services studied. If all fees were implemented at 100% of their maximum amount allowed, approximately \$5,000 in additional revenue could be realized from fee payers.

## Section 5 – Conclusion

Once a Council study session on this report's material is conducted, the Town's subsequent staff reports will present a proposed Master Fee Schedule document for further fee setting actions.

As discussed throughout this report, any proposed fee schedule includes calculation of full cost recovery fee amounts, intended to greatly improve the Town's recovery of costs incurred to provide individual services, as well as to adjust fees downward where fees charge exceed the average costs incurred.

Predicting the amount to which any adopted fee increases will affect Town revenues is difficult to quantify. For the near-term, the Town should not count on increased revenues to meet any specific expenditure plan. Experience with all fee adjustments should be gained first before revenue projections are revised. However, unless there is some significant, long-term change in activity levels at the Town, proposed fee amendments should – over time – enhance the Town's revenue capabilities, providing it the ability to stretch other resources further for the benefit of the public at large.

The Town's resulting Master Fee Schedule should become a living document but handled with care:

- A fundamental purpose of the fee schedule is to provide clarity and transparency to the public and to staff regarding fees imposed by the Town. Once adopted by the Council, the fee schedule is the final word on the amount and manner in which fees should be imposed by the departments. Old fee schedules should be superseded by the new master document. If the master document is found to be missing fees, those fees need eventually to be added to the master schedule and should not continue to exist outside the consolidated, master framework.
- The Town should consider adjusting these user fees and regulatory fees on an annual basis to keep pace at least with cost inflation. For all fees and charges, the Town could use a either Consumer Price Index adjustment or a percentage of Labor Cost increase, and that practice would be well applied to the new fee schedule. Conducting a comprehensive user fee study is not an annual requirement; it becomes worthwhile only over time as significant shifts in organization, local practices, legislative values, or legal requirements change. In NBS' experience, a comprehensive analysis such as this should be performed every three to five years. It should be noted that when an automatic adjustment is applied annually, the Town is free to use its discretion in applying the adjustment; not all fees need to be adjusted, especially when there are good policy reasons for an alternate course. The full cost of service is the Town's only limit in setting its fees.

As a final note in this study, it is worth acknowledging the path that fees in general have taken in California. The public demands ever more precise and equitable accounting of the basis for governmental fees and a greater say in when and how they are imposed. It is inevitable in the not too distant future that user fees and regulatory fees will demand an even greater level of analysis and supporting data to meet the public's evolving expectations. Technology systems will play an increased and significant role in an agency's ability to accomplish this. Continuous improvement and refinement of time tracking abilities will greatly enhance the Town's ability to set fees for service and identify unfunded activities in years to come.

## ***APPENDIX A.1***

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### ***Cost of Service Analysis – Planning Division***



TOWN OF PORTOLA VALLEY  
 PLANNING DIVISION  
 User Fee Study  
 Cost Estimation for Providing Activities and Services

Description	Unit	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
1 Pre-Application Meeting												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	2.75	\$ 330	\$ 908								
b) Average Time: Building Staff	each	0.75	\$ 175	\$ 131								
c) Average Time: Public Works Engineering Staff	each	0.75	\$ 150	\$ 113								
Total: Town In-House Staff		4.25		\$ 1,152	\$ 280	24%	\$ 576	50%	12	\$ 3,360	\$ 13,819	6,910
ii) Town Planner Staff												
a) Minimum Time	each	1.25	\$ 214	\$ 268								
b) Average Time	each	3.00	\$ 214	\$ 642	\$250 deposit	100%	Pass-through	100%	12	\$ 7,704	\$ 7,704	7,704

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 Cost Estimation for Providing Activities and Services

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		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
2 Architectural Review												
a) New Residence												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	6.75	\$ 330	\$ 2,228	\$ 910	41%	\$ 1,114	50%	6	\$ 5,460	\$ 13,371	6,685
ii) Town Planner Staff												
a) Minimum Time	each	22.00	\$ 214	\$ 4,708								
b) Average Time	each	38.00	\$ 214	\$ 8,132	\$2,500 deposit	100%	Pass-through	100%	6	\$ 48,792	\$ 48,792	48,792
b) Guest House / Addition												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	4.00	\$ 330	\$ 1,321	\$580 - \$910	68% - 106%	\$ 660	50%	19	\$ 11,020	\$ 25,091	12,545
ii) Town Planner Staff												
a) Minimum Time	each	6.00	\$ 214	\$ 1,284								
b) Average Time	each	9.00	\$ 214	\$ 1,926	\$1,500 deposit	100%	Pass-through	100%	19	\$ 36,594	\$ 36,594	36,594
iii) Town Attorney												
c) Amendment												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	2.00	\$ 330	\$ 660	\$ 200	30%	\$ 330	50%	1	\$ 200	\$ 660	330
ii) Town Planner Staff												
a) Minimum Time	each	2.00	\$ 214	\$ 428								
b) Average Time	each	4.00	\$ 214	\$ 856	\$ -	0%	Pass-through	100%	1	\$ 856	\$ 856	856

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 Cost Estimation for Providing Activities and Services

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		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
3 Site Development Permit												
a) 50-100 Cubic Yards												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	4.00	\$ 330	\$ 1,321								
b) Average Time: Public Works Engineering Staff	each	0.50	\$ 150	\$ 75								
Total: Town In-House Staff		4.50		\$ 1,396	\$ 1,240	89%	\$ 698	50%	5	\$ 6,200	\$ 6,979	3,489
ii) Town Planner Staff												
a) Minimum Time	each	0.00	\$ 214	\$ -								
b) Average Time	each	0.00	\$ 214	\$ -	\$2,000 deposit	100%	Pass-through	100%	5	\$ -	\$ -	-
b) 101-1,000 Cubic Yards												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	8.00	\$ 330	\$ 2,641								
b) Average Time: Building Staff	each	1.00	\$ 175	\$ 175								
c) Average Time: Public Works Engineering Staff	each	1.00	\$ 150	\$ 150								
Total: Town In-House Staff		10.00		\$ 2,966	\$ 1,760	59%	\$ 1,483	50%	5	\$ 8,800	\$ 14,830	7,415
ii) Town Planner Staff												
a) Minimum Time	each	7.00	\$ 214	\$ 1,498								
b) Average Time	each	12.00	\$ 214	\$ 2,568	\$3,000 deposit	100%	Pass-through	100%	5	\$ 12,840	\$ 12,840	12,840
c) Greater than 1,000 Cubic Yards												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	10.00	\$ 330	\$ 3,301								
b) Average Time: Building Staff	each	1.00	\$ 175	\$ 175								
c) Average Time: Public Works Engineering Staff	each	2.00	\$ 150	\$ 301								
Total: Town In-House Staff		13.00		\$ 3,777	\$ 2,300	61%	\$ 1,888	50%	3	\$ 6,900	\$ 11,330	5,665
ii) Town Planner Staff												
a) Minimum Time	each	12.00	\$ 214	\$ 2,568								
b) Average Time	each	20.00	\$ 214	\$ 4,280	\$4,000 deposit	100%	Pass-through	100%	3	\$ 12,840	\$ 12,840	12,840

TOWN OF PORTOLA VALLEY  
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Description	Unit	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
4 Conditional Use Permit												
a) Standard												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	16.00	\$ 330	\$ 5,282	\$ 420	8%	\$ 2,641	50%	2	\$ 840	\$ 10,564	5,282
ii) Town Planner Staff												
a) Minimum Time	each	24.00	\$ 214	\$ 5,136								
b) Average Time	each	40.00	\$ 214	\$ 8,560	\$7,500 deposit	100%	Pass-through	100%	2	\$ 17,120	\$ 17,120	17,120
b) Planned Unit Development												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	24.00	\$ 330	\$ 7,923	\$ 900	11%	\$ 3,962	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	30.00	\$ 214	\$ 6,420								
b) Average Time	each	60.00	\$ 214	\$ 12,840	\$7,500 deposit	100%	Pass-through	100%	-	\$ -	\$ -	-
c) Amendment												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	12.00	\$ 330	\$ 3,962	\$ 140	4%	\$ 1,981	50%	6	\$ 840	\$ 23,770	11,885
ii) Town Planner Staff												
a) Minimum Time	each	15.00	\$ 214	\$ 3,210								
b) Average Time	each	25.00	\$ 214	\$ 5,350	\$3,500 deposit	100%	Pass-through	100%	6	\$ 32,100	\$ 32,100	32,100

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Description	Unit	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
5 Variance												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	8.00	\$ 330	\$ 2,641								
b) Average Time: Building Staff	each	1.00	\$ 175	\$ 175								
c) Average Time: Public Works Engineering Staff	each	2.00	\$ 150	\$ 301								
Total: Town In-House Staff		11.00		\$ 3,116	\$ 890	29%	\$ 1,558	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	20.00	\$ 214	\$ 4,280								
b) Average Time	each	30.00	\$ 214	\$ 6,420	\$3,500 deposit	100%	Pass-through	100%	-	\$ -	\$ -	-
6 Lot Line Adjustment												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	6.00	\$ 330	\$ 1,981								
b) Average Time: Public Works Engineering Staff	each	1.00	\$ 150	\$ 150								
Total: Town In-House Staff		7.00		\$ 2,131	\$ 620	29%	\$ 1,066	50%	2	\$ 1,240	\$ 4,262	2,131
ii) Town Planner Staff												
a) Minimum Time	each	10.00	\$ 214	\$ 2,140								
b) Average Time	each	15.00	\$ 214	\$ 3,210	\$2,500 deposit	100%	Pass-through	100%	2	\$ 6,420	\$ 6,420	6,420
iii) Town Engineer							Pass-through	100%				
ii) Town Attorney							Pass-through	100%				

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Description	Unit	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
7 Geology Review												
a) Building Permit												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	1.00	\$ 330	\$ 330								
b) Average Time: Building Staff	each	1.00	\$ 175	\$ 175								
Total: Town In-House Staff		2.00		\$ 505	\$ 170	34%	\$ 252	50%	25	\$ 4,250	\$ 12,617	6,309
ii) Town Planner Staff												
a) Minimum Time	each	0.00	\$ 214	\$ -								
b) Average Time	each	0.00	\$ 214	\$ -	\$ -	n/a	Pass-through	100%	25	\$ -	\$ -	-
iii) Town Geologist												
Pass-through								100%				
b) Map Modification												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	6.00	\$ 330	\$ 1,981	\$ 560	28%	\$ 990	50%	2	\$ 1,120	\$ 3,962	1,981
ii) Town Planner Staff												
a) Minimum Time	each	1.00	\$ 214	\$ 214								
b) Average Time	each	2.50	\$ 214	\$ 535	\$ -	0%	Pass-through	100%	2	\$ 1,070	\$ 1,070	1,070
iii) Town Geologist												
Pass-through								100%				
c) Deviation												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	3.50	\$ 330	\$ 1,155	\$ 560	48%	\$ 578	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	4.00	\$ 214	\$ 856								
b) Average Time	each	6.00	\$ 214	\$ 1,284	\$ -	0%	Pass-through	100%	-	\$ -	\$ -	-
iii) Town Geologist												
Pass-through								100%				

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 Cost Estimation for Providing Activities and Services

Description	Unit	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
8 Subdivision - Preliminary Map												
a) 1 to 4 Lots												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	10.00	\$ 330	\$ 3,301								
b) Average Time: Public Works Engineering Staff	each	5.00	\$ 150	\$ 752								
Total: Town In-House Staff		15.00		\$ 4,053	\$ 980	24%	\$ 2,027	50%	1	\$ 980	\$ 4,053	2,027
ii) Town Planner Staff												
a) Minimum Time	each	16.00	\$ 214	\$ 3,424								
b) Average Time	each	40.00	\$ 214	\$ 8,560	\$7,500 deposit	100%	Pass-through	100%	1	\$ 8,560	\$ 8,560	8,560
iii) Town Engineer							Pass-through	100%				
iv) Town Geologist							Pass-through	100%				
b) More than 4 Lots												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	10.00	\$ 330	\$ 3,301								
b) Average Time: Public Works Engineering Staff	each	5.00	\$ 150	\$ 752								
Total: Town In-House Staff		15.00		\$ 4,053	\$ 980	24%	\$ 2,027	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	16.00	\$ 214	\$ 3,424								
b) Average Time	each	40.00	\$ 214	\$ 8,560	\$11,800 - \$30,000 deposit	100%	Pass-through	100%	-	\$ -	\$ -	-
iii) Town Engineer							Pass-through	100%				-
iv) Town Geologist							Pass-through	100%				-

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 Cost Estimation for Providing Activities and Services

Description	Unit	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
9 Subdivision - Tentative Map												
a) 1 to 4 Lots												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	16.00	\$ 330	\$ 5,282								
b) Average Time: Public Works Engineering Staff	each	6.00	\$ 150	\$ 902								
Total: Town In-House Staff		22.00		\$ 6,185	\$ 1,070	17%	\$ 3,092	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	40.00	\$ 214	\$ 8,560								
b) Average Time	each	80.00	\$ 214	\$ 17,120	\$7,500 deposit	100%	Pass-through	100%	-	\$ -	\$ -	-
iii) Town Engineer							Pass-through	100%				
iv) Town Geologist							Pass-through	100%				
b) More than 4 Lots												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	16.00	\$ 330	\$ 5,282								
b) Average Time: Public Works Engineering Staff	each	6.00	\$ 150	\$ 902								
Total: Town In-House Staff		22.00		\$ 6,185	\$ 1,070	17%	\$ 3,092	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	40.00	\$ 214	\$ 8,560								
b) Average Time	each	80.00	\$ 214	\$ 17,120	\$11,800 - \$30,000 deposit	100%	Pass-through	100%	-	\$ -	\$ -	-
iii) Town Engineer							Pass-through	100%				
iv) Town Geologist							Pass-through	100%				



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Description	Unit	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
10 Subdivision - Final Map												
a) 1 to 4 Lots												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	4.00	\$ 330	\$ 1,321								
b) Average Time: Public Works Engineering Staff	each	3.00	\$ 150	\$ 451								
Total: Town In-House Staff		7.00		\$ 1,772	\$ 300	17%	\$ 886	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	10.00	\$ 214	\$ 2,140								
b) Average Time	each	20.00	\$ 214	\$ 4,280	\$7,500 deposit	100%	Pass-through	100%	-	\$ -	\$ -	-
iii) Town Engineer												
Pass-through								100%				
iv) Town Geologist												
Pass-through								100%				
b) More than 4 Lots												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	4.00	\$ 330	\$ 1,321								
b) Average Time: Public Works Engineering Staff	each	3.00	\$ 150	\$ 451								
Total: Town In-House Staff		7.00		\$ 1,772	\$ 300	17%	\$ 886	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	10.00	\$ 214	\$ 2,140								
b) Average Time	each	20.00	\$ 214	\$ 4,280	\$11,800 - \$30,000 deposit	100%	Pass-through	100%	-	\$ -	\$ -	-
iii) Town Engineer												
Pass-through								100%				
iv) Town Geologist												
Pass-through								100%				

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 Cost Estimation for Providing Activities and Services

Description	Unit	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
11 Map Time Extension												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	1.50	\$ 330	\$ 495	\$ 140	28%	\$ 248	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	3.00	\$ 214	\$ 642	\$ -	0%	Pass-through	100%	-	\$ -	\$ -	-
b) Average Time	each	6.00	\$ 214	\$ 1,284	\$ -	0%	Pass-through	100%	-	\$ -	\$ -	-
12 Tentative Map Amendment												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	3.00	\$ 330	\$ 990	\$ 440	44%	\$ 495	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	6.00	\$ 214	\$ 1,284	\$ -	0%	Pass-through	100%	-	\$ -	\$ -	-
b) Average Time	each	12.00	\$ 214	\$ 2,568	\$ -	0%	Pass-through	100%	-	\$ -	\$ -	-
13 Final Map Revision												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	3.00	\$ 330	\$ 990	\$ 210	21%	\$ 495	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	2.00	\$ 214	\$ 428	\$ -	0%	Pass-through	100%	-	\$ -	\$ -	-
b) Average Time	each	5.00	\$ 214	\$ 1,070	\$ -	0%	Pass-through	100%	-	\$ -	\$ -	-

TOWN OF PORTOLA VALLEY  
 PLANNING DIVISION  
 User Fee Study  
 Cost Estimation for Providing Activities and Services

Description	Unit	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
14 Certificate of Compliance												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	6.00	\$ 330	\$ 1,981								
b) Average Time: Public Works Engineering Staff	each	0.50	\$ 150	\$ 75								
Total: Town In-House Staff		6.50		\$ 2,056	\$ 110	5%	\$ 1,028	50%	1	\$ 110	\$ 2,056	1,028
ii) Town Planner Staff												
a) Minimum Time	each	8.00	\$ 214	\$ 1,712								
b) Average Time	each	20.00	\$ 214	\$ 4,280	\$ -	0%	Pass-through	100%	1	\$ 4,280	\$ 4,280	4,280
15 Environmental - Initial Assessment												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	2.00	\$ 330	\$ 660	\$ 50	8%	\$ 330	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	2.00	\$ 214	\$ 428								
b) Average Time	each	4.00	\$ 214	\$ 856	\$ -	0%	Pass-through	100%	-	\$ -	\$ -	-
16 Environmental - Negative Declaration												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	6.00	\$ 330	\$ 1,981	\$ 50	3%	\$ 990	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	4.00	\$ 214	\$ 856								
b) Average Time	each	10.00	\$ 214	\$ 2,140	\$ -	0%	Pass-through	100%	-	\$ -	\$ -	-

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Description	Unit	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
17 General Plan Amendment												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	20.00	\$ 330	\$ 6,603	\$ 190	3%	\$ 3,301	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	10.00	\$ 214	\$ 2,140	\$ -	0%	Pass-through	100%	-	\$ -	\$ -	-
b) Average Time	each	50.00	\$ 214	\$ 10,700	\$ -	0%	Pass-through	100%	-	\$ -	\$ -	-
18 Zoning Ordinance Amendment												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	10.00	\$ 330	\$ 3,301	\$ 400	12%	\$ 1,651	50%	-	\$ -	\$ -	-
ii) Town Planner Staff												
a) Minimum Time	each	10.00	\$ 214	\$ 2,140	\$ -	0%	Pass-through	100%	-	\$ -	\$ -	-
b) Average Time	each	40.00	\$ 214	\$ 8,560	\$ -	0%	Pass-through	100%	-	\$ -	\$ -	-

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 Cost Estimation for Providing Activities and Services

Description	Unit	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
19 Fence Permit												
a) Horse Fence												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	4.00	\$ 330	\$ 1,321	\$ 100	8%	\$ 660	50%	6	\$ 600	\$ 7,923	3,962
ii) Town Planner Staff												
a) Minimum Time	each	0.00	\$ 214	\$ -								
b) Average Time	each	0.00	\$ 214	\$ -	\$ -	n/a	Pass-through	100%	6	\$ -	\$ -	-
b) All Other Fences												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	4.00	\$ 330	\$ 1,321	\$ 225	17%	\$ 660	50%	2	\$ 450	\$ 2,641	1,321
ii) Town Planner Staff												
a) Minimum Time	each	0.00	\$ 214	\$ -								
b) Average Time	each	8.00	\$ 214	\$ 1,712	\$ -	0%	Pass-through	100%	2	\$ 3,424	\$ 3,424	3,424
20 Tree Removal Permit												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	2.00	\$ 330	\$ 660	\$ 70	11%	\$ 330	50%	35	\$ 2,450	\$ 23,110	11,555
ii) Town Planner Staff												
a) Minimum Time	each	0.00	\$ 214	\$ -								
b) Average Time	each	0.00	\$ 214	\$ -	\$ -	n/a	n/a		35	\$ -	\$ -	-

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 Cost Estimation for Providing Activities and Services

Description	Unit	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
21 Residential Data Report												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	0.33	\$ 330	\$ 110	\$ 100	91%	\$ 100	50%	50	\$ 5,000	\$ 5,502	5,000
ii) Town Planner Staff												
a) Minimum Time	each	0.00	\$ 214	\$ -	\$ -	n/a	n/a		50	\$ -	\$ -	-
b) Average Time	each	0.00	\$ 214	\$ -	\$ -	n/a	n/a					
22 Allowed Floor Area Calculation												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	0.67	\$ 330	\$ 220	\$ 100	45%	\$ 110	50%	20	\$ 2,000	\$ 4,402	2,201
ii) Town Planner Staff												
a) Minimum Time	each	0.00	\$ 214	\$ -	\$ -	n/a	n/a		20	\$ -	\$ -	-
b) Average Time	each	0.00	\$ 214	\$ -	\$ -	n/a	n/a					
23 Temporary Occupancy Permit												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	3.00	\$ 330	\$ 990								
b) Average Time: Building Staff	each	2.00	\$ 175	\$ 349								
c) Average Time: Public Works Engineering Staff	each	2.00	\$ 150	\$ 301								
Total: Town In-House Staff		7.00		\$ 1,640	\$ 600	37%	\$ 820	50%	3	\$ 1,800	\$ 4,921	2,460
ii) Town Planner Staff												
a) Minimum Time	each	0.00	\$ 214	\$ -	\$ -	0%	Pass-through	100%	3	\$ 1,605	\$ 1,605	1,605
b) Average Time	each	2.50	\$ 214	\$ 535	\$ -							

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Description	Unit	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Fee = Full Cost of Service	Annual Estimated Revenues at Recommended Fee
24 Appeal												
i) Town In-House Staff												
a) Average Time: Planning Staff	each	16.00	\$ 330	\$ 5,282								
b) Average Time: Building Staff	each	2.00	\$ 175	\$ 349								
c) Average Time: Public Works Engineering Staff	each	8.00	\$ 150	\$ 1,203								
Total: Town In-House Staff		26.00		\$ 6,835	\$ 890	13%	\$ 3,417	50%	1	\$ 890	\$ 6,835	3,417
ii) Town Planner Staff												
a) Minimum Time	each	12.00	\$ 214	\$ 2,568								
b) Average Time	each	30.00	\$ 214	\$ 6,420	\$1,500 deposit	100%	Pass-through	100%	1	\$ 6,420	\$ 6,420	6,420

## ***APPENDIX A.2***

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### ***Cost of Service Analysis – Building Division***



		Activity Service Cost Analysis			Cost Recovery Analysis			
Description	Unit	Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage
<b>Commercial</b>								
1	Commercial Without Interior Improvements							
	a) Less than 1,000 Square Feet							
	i) Plan Check	each	\$ 175	\$ -	varies	varies	Deposit	100%
	ii) Inspection	each	\$ 175	\$ 1,200	varies	varies	Deposit	100%
	b) Greater than 1,000 Square Feet							
	i) Plan Check	each	\$ 175	\$ -	varies	varies	Deposit	100%
	ii) Inspection	each	\$ 175	\$ 1,800	varies	varies	Deposit	100%
2	Commercial With Interior Improvements							
	a) Less than 1,000 Square Feet							
	i) Plan Check	each	\$ 175	\$ -	varies	varies	Deposit	100%
	ii) Inspection	each	\$ 175	\$ 1,800	varies	varies	Deposit	100%
	b) Greater than 1,000 Square Feet							
	i) Plan Check	each	\$ 175	\$ -	varies	varies	Deposit	100%
	ii) Inspection	each	\$ 175	\$ 2,400	varies	varies	Deposit	100%
3	Commercial Tenant Improvements							
	a) Less than 1,000 Square Feet							
	i) Plan Check	each	\$ 175	\$ -	varies	varies	Deposit	100%
	ii) Inspection	each	\$ 175	\$ 840	varies	varies	\$ 840	100%
	b) Greater than 1,000 Square Feet							
	i) Plan Check	each	\$ 175	\$ -	varies	varies	Deposit	100%
	ii) Inspection	each	\$ 175	\$ 1,440	varies	varies	\$ 1,440	100%
4	Commercial Repair							
	a) Less than 1,000 Square Feet							

Description		Unit	Activity Service Cost Analysis			Cost Recovery Analysis				
			Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	
5	i) Plan Check	each		\$ 175	\$ -	varies	varies	Deposit	100%	
	ii) Inspection	each	2.75	\$ 175	\$ 480	varies	varies	\$ 480	100%	
	b) Greater than 1,000 Square Feet									
	i) Plan Check	each		\$ 175	\$ -	varies	varies	Deposit	100%	
	ii) Inspection	each	5.50	\$ 175	\$ 960	varies	varies	\$ 960	100%	
	Commercial Barn/Stable									
	i) Plan Check	each		\$ 175	\$ -	varies	varies	Deposit	100%	
	ii) Inspection	each	5.50	\$ 175	\$ 960	varies	varies	\$ 960	100%	
<b>Residential</b>										
6	Custom Residence Without Basement									
	a) 5,000 Square Feet or Less									
	i) Plan Check	each		\$ 175	\$ -	varies	varies	Deposit	100%	
	ii) Inspection	each	17.19	\$ 175	\$ 3,000	varies	varies	\$ 3,000	100%	
	b) Greater than 5,000 Square Feet									
	i) Plan Check	each		\$ 175	\$ -	varies	varies	Deposit	100%	
7	Custom Residence With Basement									
	a) 5,000 Square Feet or Less									
	i) Plan Check	each		\$ 175	\$ -	varies	varies	Deposit	100%	
	ii) Inspection	each	24.06	\$ 175	\$ 4,200	varies	varies	\$ 4,200	100%	
	b) Greater than 5,000 Square Feet									
	i) Plan Check	each		\$ 175	\$ -	varies	varies	Deposit	100%	
	ii) Inspection	each	27.50	\$ 175	\$ 4,800	varies	varies	\$ 4,800	100%	
	8 Addition									

		Activity Service Cost Analysis			Cost Recovery Analysis			
Description	Unit	Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage
a) 500 Square Feet or Less								
i) Plan Check	each	2.06	\$ 175	\$ 360	varies	varies	\$ 360	100%
ii) Inspection	each	6.88	\$ 175	\$ 1,200	varies	varies	\$ 1,200	100%
b) 501 - 1,000 Square Feet								
i) Plan Check	each	4.13	\$ 175	\$ 720	varies	varies	\$ 720	100%
ii) Inspection	each	9.63	\$ 175	\$ 1,680	varies	varies	\$ 1,680	100%
c) Greater than 1,000 Square Feet								
i) Plan Check	each		\$ 175	\$ -	varies	varies	Deposit	100%
ii) Inspection	each	12.38	\$ 175	\$ 2,160	varies	varies	\$ 2,160	100%
9 Detached Second Unit								
a) 750 Square Feet or Less								
i) Plan Check	each	5.50	\$ 175	\$ 960	varies	varies	\$ 960	100%
ii) Inspection	each	6.88	\$ 175	\$ 1,200	varies	varies	\$ 1,200	100%
b) Accessory Building (e.g. Cabana)								
i) Plan Check	each	4.13	\$ 175	\$ 720	varies	varies	\$ 720	100%
ii) Inspection	each	5.50	\$ 175	\$ 960	varies	varies	\$ 960	100%
10 Detached Unit (Other)								
a) Garage / Workshop - 1,000 Square Feet or Less								
i) Plan Check	each	4.13	\$ 175	\$ 720	varies	varies	\$ 720	100%
ii) Inspection	each	4.81	\$ 175	\$ 840	varies	varies	\$ 840	100%
b) Carport								
i) Plan Check	each	2.75	\$ 175	\$ 480	varies	varies	\$ 480	100%
ii) Inspection	each	3.44	\$ 175	\$ 600	varies	varies	\$ 600	100%

Description		Unit	Activity Service Cost Analysis			Cost Recovery Analysis			
			Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage
11	c) Barn/Stable								
	i) Plan Check	each	4.13	\$ 175	\$ 720	varies	varies	\$ 720	100%
	ii) Inspection	each	3.44	\$ 175	\$ 600	varies	varies	\$ 600	100%
	Bathroom Remodel								
	a) Bathroom With Structural								
	i) Plan Check	each	1.38	\$ 175	\$ 240	varies	varies	Deposit	100%
	ii) Inspection	each	5.50	\$ 175	\$ 960	varies	varies	\$ 960	100%
	b) Bathroom Without Structural								
	i) Plan Check	each	0.69	\$ 175	\$ 120	varies	varies	\$ 120	100%
	ii) Inspection	each	4.13	\$ 175	\$ 720	varies	varies	\$ 720	100%
12	Kitchen Remodel								
	a) Kitchen With Structural								
	i) Plan Check	each	1.38	\$ 175	\$ 240	varies	varies	Deposit	100%
	ii) Inspection	each	5.50	\$ 175	\$ 960	varies	varies	\$ 960	100%
	b) Kitchen Without Structural								
	i) Plan Check	each	0.69	\$ 175	\$ 120	varies	varies	\$ 120	100%
ii) Inspection	each	4.13	\$ 175	\$ 720	varies	varies	\$ 720	100%	
13	Minor Repair (e.g. Deck)								
	a) Without Plan Check								
	i) Plan Check	each	0.00	\$ 175	\$ -	varies	varies	n/a	n/a
	ii) Inspection	each	1.38	\$ 175	\$ 240	varies	varies	\$ 240	100%
	b) With Plan Check								
	i) Plan Check	each	0.69	\$ 175	\$ 120	varies	varies	\$ 120	100%
ii) Inspection	each	2.06	\$ 175	\$ 360	varies	varies	\$ 360	100%	

**TOWN OF PORTOLA VALLEY**  
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		Activity Service Cost Analysis				Cost Recovery Analysis			
Description	Unit	Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	
14	Remodel With Structural								
	a) 0 - 500 Square Feet								
	i) Plan Check	each	2.75	\$ 175	\$ 480	varies	varies	Deposit 100%	
	ii) Inspection	each	5.50	\$ 175	\$ 960	varies	\$ 960	100%	
	b) 501 - 1,000 Square Feet								
	i) Plan Check	each	4.13	\$ 175	\$ 720	varies	varies	Deposit 100%	
	ii) Inspection	each	6.88	\$ 175	\$ 1,200	varies	\$ 1,200	100%	
	c) 1,001 - 1,500 Square Feet								
	i) Plan Check	each	8.25	\$ 175	\$ 1,440	varies	varies	Deposit 100%	
	ii) Inspection	each	8.25	\$ 175	\$ 1,440	varies	\$ 1,440	100%	
	d) 1,501 - 2,000 Square Feet								
	i) Plan Check	each	11.00	\$ 175	\$ 1,920	varies	varies	Deposit 100%	
	ii) Inspection	each	11.00	\$ 175	\$ 1,920	varies	\$ 1,920	100%	
	e) 2,000 - 3,000 Square Feet								
	i) Plan Check	each	18.00	\$ 175	\$ 3,142	varies	varies	Deposit 100%	
	ii) Inspection	each	12.38	\$ 175	\$ 2,160	varies	\$ 2,160	100%	
	f) 3,000 - 4,000 Square Feet								
	i) Plan Check	each	18.00	\$ 175	\$ 3,142	varies	varies	Deposit 100%	
	ii) Inspection	each	13.75	\$ 175	\$ 2,400	varies	\$ 2,400	100%	
15	Remodel Without Structural								
	a) 0 - 500 Square Feet								
	i) Plan Check	each	1.38	\$ 175	\$ 240	varies	varies	\$ 240 100%	
	ii) Inspection	each	4.13	\$ 175	\$ 720	varies	\$ 720	100%	

Description		Unit	Activity Service Cost Analysis			Cost Recovery Analysis			
			Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage
	b) 501 - 1,000 Square Feet								
	i) Plan Check	each	2.75	\$ 175	\$ 480	varies	varies	\$ 480	100%
	ii) Inspection	each	5.50	\$ 175	\$ 960	varies	varies	\$ 960	100%
	c) 1,001 - 1,500 Square Feet								
	i) Plan Check	each	4.13	\$ 175	\$ 720	varies	varies	\$ 720	100%
	ii) Inspection	each	6.88	\$ 175	\$ 1,200	varies	varies	\$ 1,200	100%
	d) 1,501 - 2,000 Square Feet								
	i) Plan Check	each	4.81	\$ 175	\$ 840	varies	varies	\$ 840	100%
	ii) Inspection	each	8.25	\$ 175	\$ 1,440	varies	varies	\$ 1,440	100%
	e) 2,000 - 3,000 Square Feet								
	i) Plan Check	each	5.50	\$ 175	\$ 960	varies	varies	\$ 960	100%
	ii) Inspection	each	9.63	\$ 175	\$ 1,680	varies	varies	\$ 1,680	100%
	f) 3,000 - 4,000 Square Feet								
	i) Plan Check	each	6.19	\$ 175	\$ 1,080	varies	varies	\$ 1,080	100%
	ii) Inspection	each	11.00	\$ 175	\$ 1,920	varies	varies	\$ 1,920	100%
16	Mobile Home Installation								
	a) With Foundation								
	i) Plan Check	each	2.06	\$ 175	\$ 360	varies	varies	\$ 360	100%
	ii) Inspection	each	2.06	\$ 175	\$ 360	varies	varies	\$ 360	100%
	b) Without Foundation								
	i) Plan Check	each	0.69	\$ 175	\$ 120	varies	varies	\$ 120	100%
	ii) Inspection	each	1.38	\$ 175	\$ 240	varies	varies	\$ 240	100%
17	Foundation Repair								
	a) 35 Linear Feet or Less								

Description		Unit	Activity Service Cost Analysis			Cost Recovery Analysis			
			Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage
	i) Plan Check	each	1.38	\$ 175	\$ 240	varies	varies	\$ 240	100%
	ii) Inspection	each	2.06	\$ 175	\$ 360	varies	varies	\$ 360	100%
	b) Greater than 35 Linear Feet								
	i) Plan Check	each	2.75	\$ 175	\$ 480	varies	varies	\$ 480	100%
	ii) Inspection	each	3.44	\$ 175	\$ 600	varies	varies	\$ 600	100%
18	Stucco/Siding								
	a) 500 Square Feet or Less								
	i) Plan Check	each	0.69	\$ 175	\$ 120	varies	varies	\$ 120	100%
	ii) Inspection	each	1.38	\$ 175	\$ 240	varies	varies	\$ 240	100%
	b) 501 - 1,000 Square Feet								
	i) Plan Check	each	0.69	\$ 175	\$ 120	varies	varies	\$ 120	100%
	ii) Inspection	each	2.06	\$ 175	\$ 360	varies	varies	\$ 360	100%
	c) Greater than 1,000 Square Feet								
	i) Plan Check	each	1.38	\$ 175	\$ 240	varies	varies	\$ 240	100%
	ii) Inspection	each	2.75	\$ 175	\$ 480	varies	varies	\$ 480	100%
19	Re-Roofing								
	a) 1,000 Square Feet or Less								
	i) Plan Check	each	0.50	\$ 175	\$ 87	varies	varies	\$ 87	100%
	ii) Inspection	each	2.06	\$ 175	\$ 360	varies	varies	\$ 360	100%
	b) 1,001 - 3,000 Square Feet								
	i) Plan Check	each	0.50	\$ 175	\$ 87	varies	varies	\$ 87	100%
	ii) Inspection	each	2.06	\$ 175	\$ 360	varies	varies	\$ 360	100%
	c) Greater than 3,000 Square Feet								
	i) Plan Check	each	0.50	\$ 175	\$ 87	varies	varies	\$ 87	100%

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Description		Unit	Activity Service Cost Analysis			Cost Recovery Analysis			
			Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage
	ii) Inspection	each	3.44	\$ 175	\$ 600	varies	varies	\$ 600	100%
20	Doors and Windows								
	a) Five or Less								
	i) Plan Check	each	0.69	\$ 175	\$ 120	varies	varies	\$ 120	100%
	ii) Inspection	each	1.38	\$ 175	\$ 240	varies	varies	\$ 240	100%
	b) More than Five								
	i) Plan Check	each	0.69	\$ 175	\$ 120	varies	varies	\$ 120	100%
	ii) Inspection	each	2.06	\$ 175	\$ 360	varies	varies	\$ 360	100%
21	Swimming Pool (In-Ground)								
	i) Plan Check	each	4.13	\$ 175	\$ 720	varies	varies	\$ 720	100%
	ii) Inspection	each	3.44	\$ 175	\$ 600	varies	varies	\$ 600	100%
22	Spa								
	a) In-Ground								
	i) Plan Check	each	2.06	\$ 175	\$ 360	varies	varies	\$ 360	100%
	ii) Inspection	each	2.75	\$ 175	\$ 480	varies	varies	\$ 480	100%
	b) Above Ground (Prefabricated)								
	i) Plan Check	each	1.38	\$ 175	\$ 240	varies	varies	\$ 240	100%
	ii) Inspection	each	2.06	\$ 175	\$ 360	varies	varies	\$ 360	100%
23	Demolition								
	i) Plan Check	each	0.25	\$ 175	\$ 44	varies	varies	\$ 44	100%
	ii) Inspection	each	1.38	\$ 175	\$ 240	varies	varies	\$ 240	100%
24	Retaining Wall - Four Feet High or Less								
	i) Plan Check	each	0.50	\$ 175	\$ 87	varies	varies	\$ 87	100%



Description		Unit	Activity Service Cost Analysis			Cost Recovery Analysis			
			Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage
25	ii) Inspection	each	2.06	\$ 175	\$ 360	varies	varies	\$ 360	100%
	Retaining Wall - Greater than Four Feet High								
	i) Plan Check	each	1.00	\$ 175	\$ 175	varies	varies	\$ 175	100%
	ii) Inspection	each	3.44	\$ 175	\$ 600	varies	varies	\$ 600	100%

[a] Annual estimated revenues at current fee based on issued building permit activity for FY 2010/2011..

[b] Annual estimated revenues assuming 100% cost recovery based on FY 2010/2011 volume and average time estimates provided by Town staff multiplied by fully-burdened hourly rate.

**TOWN OF PORTOLA VALLEY**  
**BUILDING DIVISION**  
**User Fee Study**  
**Cost Estimation for Providing Activities and Services**

Description		Activity Service Cost Analysis			Cost Recovery Analysis				
		Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	
Unit									
<b>Electrical, Mechanical, and Plumbing Permits (Associated with New Construction Permits)</b>									
1	Plumbing	per s.f.	0.003	\$ 175	\$ 0.44	\$ 0.050	11%	\$ 0.44	100%
2	Mechanical	per s.f.	0.002	\$ 175	\$ 0.39	\$ 0.050	13%	\$ 0.39	100%
3	Electrical	per s.f.	0.003	\$ 175	\$ 0.44	\$ 0.056	13%	\$ 0.44	100%
<b>Electrical, Mechanical, and Plumbing Permits (Stand-Alone)</b>									
1	Water Heater Permit Fee	each	0.50	\$ 175	\$ 87	\$ 36	41%	\$ 44	50%
<b>All Other Electrical, Mechanical, and Plumbing Permits - (Stand-Alone)</b>									
<b>Permit Issuance Fee</b>									
2	Permit Issuance Fee (Applies to All Permits)								
	a) For Initial Permit	each	0.75	\$ 175	\$ 131	\$ 24	18%	\$ 65	50%
	b) For Each Additional Permit	each	0.17	\$ 175	\$ 29	\$ 24	82%	\$ 29	100%

**TOWN OF PORTOLA VALLEY**  
**BUILDING DIVISION**  
**User Fee Study**  
**Cost Estimation for Providing Activities and Services**

		Activity Service Cost Analysis			Cost Recovery Analysis				
Description	Unit	Estimated Minimum/Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Current Cost Recovery Percentage	Benchmark Fee Level	Benchmark Cost Recovery Percentage	
<b>Per Unit Fees [a]</b>									
<b>Electrical</b>									
3	Temporary Power Pole	each	0.50	\$ 175	\$ 87	\$ 24	27%	\$ 44	50%
4	Electrical Service								
	a) 100 - 400 Amps	each	1.00	\$ 175	\$ 175	\$ 63	36%	\$ 87	50%
	b) Greater than 400 Amps	each	1.50	\$ 175	\$ 262	\$ 124	47%	\$ 131	50%
5	Subpanel	each	0.50	\$ 175	\$ 87	\$ 24	27%	\$ 44	50%
6	Circuit	each	1.00	\$ 175	\$ 175	\$ 1	1%	\$ 87	50%
7	Electrical Associated With a Pool/Spa	each	2.00	\$ 175	\$ 349	\$ 50	14%	\$ 175	50%
8	Generator	each	1.00	\$ 175	\$ 175	\$ 25	14%	\$ 87	50%
<b>Mechanical</b>									
9	Furnace	each	0.50	\$ 175	\$ 87	\$ 15	17%	\$ 44	50%
10	Condensor (Evaporative Cooler)	each	0.50	\$ 175	\$ 87	\$ 11	13%	\$ 44	50%
11	Boiler	each	0.50	\$ 175	\$ 87	\$ 27	31%	\$ 44	50%
12	Exhaust Hood (Fan)	each	1.00	\$ 175	\$ 175	\$ 11	6%	\$ 87	50%

## ***APPENDIX A.3***

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### ***Cost of Service Analysis – Public Works***

**TOWN OF PORTOLA VALLEY  
PUBLIC WORKS  
User Fee Study  
Cost of Service Calculation for Engineering Fees**

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Division	Fully-Burdened Hourly Rate
Public Works, engineering/encroachment function	\$ 150

Activity		Estimated Labor Time Per Activity (hours)		Fully Burdened Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery Rate	Benchmark Cost Recovery Percentage	Benchmark Fee Level
<b>Driveway Connection to Street</b>										
1	Driveway Connection to Street									
	a) Application - base flat fee	1.50	X	\$150	=	\$226	\$180	60%	100%	\$226
	b) Plan Review - base flat fee	0.50	X	\$150	=	\$75				\$75
	c) Inspection - hourly									
	Town Staff	1.00	X	\$150	=	\$150	\$110	63%	100%	\$500 Initial Deposit
	Contract Engineer	[a] 1.00	X	\$176	=	\$176	Actual Cost, \$500 -	100%	100%	
	Contract Inspector	[a] 1.00	X	\$95	=	\$95	\$1,000 deposit	100%	100%	
<b>Utility</b>										
2	Regular Maintenance/Connect/Disconnect									
	a) Application - base flat fee	1.50	X	\$150	=	\$226	\$180	60%	100%	\$226
	b) Plan Review - base flat fee	0.50	X	\$150	=	\$75				\$75
	c) Inspection - hourly									
	Town Staff	1.00	X	\$150	=	\$150	\$110	63%	100%	\$95 - \$1000 Initial Deposit
	Contract Engineer	[a] 1.00	X	\$176	=	\$176	Actual Cost, \$500 -	100%	100%	
	Contract Inspector	[a] 1.00	X	\$95	=	\$95	\$1,000 deposit	100%	100%	

**TOWN OF PORTOLA VALLEY  
PUBLIC WORKS  
User Fee Study  
Cost of Service Calculation for Engineering Fees**

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Input cells in blue font; formula based cells in black font

Division	Fully-Burdened Hourly Rate
Public Works, engineering/encroachment function	\$ 150

Activity		Estimated Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery Rate	Benchmark Cost Recovery Percentage	Benchmark Fee Level
3	Main / Capital Project							
	a) Application - base flat fee	1.50 X	\$150 =	\$226	\$180	48%	100%	\$226
	b) Plan Review - base flat fee	1.00 X	\$150 =	\$150			100%	\$500 - \$2500 Initial Deposit
	c) Inspection - hourly							
	Town Staff	1.00 X	\$150 =	\$150	\$110	63%	100%	
	Contract Engineer	[a] 1.00 X	\$176 =	\$176	Actual Cost, \$500 -	100%	100%	\$95 - \$1000
	Contract Inspector	[a] 1.00 X	\$95 =	\$95	\$1,000 deposit	100%	100%	Initial Deposit
	<b>Right-of-Way Landscaping, Fence, Other</b>							
4	Right-of-Way Landscaping, Fence, Other							
	a) Application - base flat fee	1.50 X	\$150 =	\$226	\$180	60%	100%	\$226
	b) Plan Review - base flat fee	0.50 X	\$150 =	\$75				\$75
	c) Inspection - hourly							
	Town Staff	1.00 X	\$150 =	\$150	\$110	63%	100%	
	Contract Engineer	[a] 1.00 X	\$176 =	\$176	Actual Cost, \$500 -	100%	100%	\$95 - \$1000
	Contract Inspector	[a] 1.00 X	\$95 =	\$95	\$1,000 deposit	100%	100%	Initial Deposit
	<b>Additional Plan Review or Inspection - Hourly</b>							
	Town Staff	1.00 X	\$150 =	\$150	\$110	63%	100%	\$150
	Contract Engineer	[a] 1.00 X	\$176 =	\$176	\$176	100%	100%	\$176
	Contract Inspector	[a] 1.00 X	\$95 =	\$95	\$95	100%	100%	\$95

[a] Actual deposit amount will be determined by Town staff based on anticipated number of plan reviews/inspections required and project timeline. Contractor rate as of time of Fee Study.

## ***APPENDIX B***

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### ***Comparative Fee Survey***

**Town of Portola Valley  
Planning Division  
User Fee Study  
Fee Comparison**

Fee Description	Portola Valley - Current Fee	Portola Valley - Benchmark Fee Level	Atherton	Half Moon Bay	Menlo	Woodside
<b>1 Pre-Application Meeting</b>	\$280 plus \$250 deposit	\$576 plus \$600 deposit	\$161/hr.	Hourly based don number of departments attending - hourly rates vary	\$400 deposit plus hourly	<i>data not available</i>
<b>2 Architectural Review</b>						
a) New Residence	\$910 plus \$2,500 deposit	\$1,114 plus \$8,100 deposit				
b) Guest House / Addition	\$580 - \$910 base fee plus \$1,500 deposit	\$660 plus \$2,500 deposit	\$1,282	\$677 Planning Director, \$1,300 Planning commission	\$2,000 deposit plus hourly	\$1,125
c) Amendment	\$200	\$330 plus \$800 deposit				
<b>3 Site Development Permit</b>						
a) 50-100 Cubic Yards	\$1,240 plus \$2,000 deposit	\$698				
b) 101-1,000 Cubic Yards	\$1,760 plus \$3,000 deposit	\$1,483 plus \$2,500 deposit	\$1,282	\$1,300	<i>data not available</i>	\$600 deposit plus \$1,125
c) Greater than 1,000 Cubic Yards	\$2,300 plus \$4,000 deposit	\$1,888 plus \$4,200 deposit				
<b>4 Conditional Use Permit</b>						
a) Standard	\$420 plus \$7,500 deposit	\$2,641 plus \$8,500 deposit	Billed per hour with \$1,919 minimum, plus \$2,000 initial deposit			
b) Planned Unit Development	\$900 plus \$7,500 deposit	\$3,962 plus \$12,800 deposit		\$2,600	\$10,000 deposit plus hourly	\$2,238 for Standard or PUD, \$1,063 Amendment
c) Amendment	\$140 plus \$3,500 deposit	\$1,981 plus \$5,300 deposit				
<b>5 Variance</b>	\$890 plus \$3,500 deposit	\$1,558 plus \$6,400 deposit	Billed Per Hour with \$2,242 Minimum, Plus \$2,000 Initial Deposit	\$2,600	\$3,000 deposit plus hourly	\$1,775 to \$2,375



**Town of Portola Valley  
 Planning Division  
 User Fee Study  
 Fee Comparison**

Fee Description	Portola Valley - Current Fee	Portola Valley - Benchmark Fee Level	Atherton	Half Moon Bay	Menlo	Woodside
<b>6 Lot Line Adjustment</b>	\$620 plus \$2,500 deposit	\$1,066 plus \$6,400 deposit	Billed Per Hour with \$1,596 Minimum, Plus \$2,500 Initial Deposit	\$2,600	<i>data not available</i>	\$2,850 deposit AND Contractor cost plus 25% overhead and/or labor cost for employee time provided for a service.
<b>7 Geology Review</b>						
a) Building Permit	\$170	\$252 plus \$2,500 deposit	<i>data not available</i>	<i>data not available</i>	<i>data not available</i>	<i>data not available</i>
b) Map Modification	\$560	\$990 plus \$3,000 deposit				
c) Deviation	\$560	\$578 plus \$3,700 deposit				
<b>8 Subdivision - Preliminary Map</b>						
a) 1 to 4 Lots	\$980 plus \$7,500 deposit	\$2,027 plus \$8,500 deposit	<i>data not available</i>	Deposit between \$1,300 and \$6,500 depending on type of development (residential, commercial, etc.)	<i>data not available</i>	<i>data not available</i>
b) More than 4 Lots	\$980 plus \$11,800 to \$30,000 deposit	\$2,027 plus \$15,000 deposit				
<b>9 Subdivision - Tentative Map</b>						
a) 1 to 4 Lots	\$1,070 plus \$7,500 deposit	\$3,092 plus \$17,000 deposit	Billed Per Hour with \$2,242 Minimum, Plus \$2,500 Initial Deposit	Deposit basis - \$6,500 under 30 lots. \$7,800 plus \$360 per lot over 30 lots.	\$6,000 deposit plus hourly	\$10,850 deposit AND Contractor cost plus 25% overhead and/or labor cost for employee time provided for a service.
b) More than 4 Lots	\$1,070 plus \$11,800 to \$30,000 deposit	\$3,092 plus \$25,000 deposit				

**Town of Portola Valley  
Planning Division  
User Fee Study  
Fee Comparison**

Fee Description	Portola Valley - Current Fee	Portola Valley - Benchmark Fee Level	Atherton	Half Moon Bay	Menlo	Woodside
<b>10 Subdivision - Final Map</b>						
a) 1 to 4 Lots	\$300 plus \$7,500 deposit	\$886 plus \$4,200 deposit	Billed Per Hour with \$1,273 Minimum, Plus \$2,500 Initial Deposit	Deposit basis - \$3,900 plus \$360 per lot over 30 lots	\$6,000 deposit plus hourly	<i>data not available</i>
b) More than 4 Lots	\$300 plus \$11,800 to \$30,000 deposit	\$886 plus \$6,000 deposit				
<b>11 Map Time Extension</b>	\$140	\$248 plus \$1,200 deposit	<i>data not available</i>	Deposit billed hourly	\$2,000 deposit plus hourly	\$1,750 deposit AND Contractor cost plus 25% overhead and/or labor cost for employee time provided for a service.
<b>12 Tentative Map Amendment</b>	\$440	\$495 plus \$2,500 deposit	<i>data not available</i>	Deposit billed hourly	\$2,000 deposit plus hourly	<i>data not available</i>
<b>13 Final Map Revision</b>	\$210	\$495 plus \$1,000 deposit	<i>data not available</i>	Deposit billed hourly	\$2,000 deposit plus hourly	<i>data not available</i>
<b>14 Certificate of Compliance</b>	\$110	\$1,028 plus \$4,200 deposit	<i>data not available</i>	\$1,300	\$900	<i>data not available</i>
<b>15 Environmental - Initial Assessment</b>	\$50	\$330 plus \$800 deposit	Billed Per Hour with \$3,534 Minimum, Plus \$2,000 Initial Deposit	<i>data not available</i>	\$5,000 deposit plus hourly	\$1,225 deposit AND Contractor cost plus 25% overhead and/or labor cost for
<b>16 Environmental - Negative Declaration</b>	\$50	\$990 plus \$2,100 deposit	Billed Per Hour with \$3,534 Minimum, Plus \$2,000 Initial Deposit	<i>data not available</i>	\$5,000 deposit plus hourly	\$1,225 deposit AND Contractor cost plus 25% overhead and/or labor cost for

**Town of Portola Valley  
Planning Division  
User Fee Study  
Fee Comparison**

Fee Description	Portola Valley Current Fee	Portola Valley - Benchmark Fee Level	Atherton	Half Moon Bay	Menlo	Woodside
<b>17 General Plan Amendment</b>	\$190	\$3,301 plus \$10,000 deposit	Billed Per Hour with \$3,534 Minimum, Plus \$2,500 Initial Deposit	<i>data not available</i>	\$8,000 deposit plus hourly	\$4,425 deposit AND Contractor cost plus 25% overhead and/or labor cost for employee time provided for a service.
<b>18 Zoning Ordinance Amendment</b>	\$400	\$1,651 plus \$8500 deposit	Billed Per Hour with \$3,534 Minimum, Plus \$2,500 Initial Deposit	<i>data not available</i>	\$8,000 deposit plus hourly	<i>data not available</i>
<b>19 Fence Permit</b> a) Horse Fence b) All Other Fences	\$100 \$225	\$660 \$660 plus \$1,700 deposit	\$157	<i>data not available</i>	\$500	<i>data not available</i>
<b>20 Tree Removal Permit</b>	\$70	\$330	<i>data not available</i>	<i>data not available</i>	\$135 each tree, up to three trees. \$90 for each additional tree.	<i>data not available</i>
<b>21 Residential Data Report</b>	\$100	\$100	<i>data not available</i>	no fee	\$50	<i>data not available</i>
<b>22 Allowed Floor Area Calculation</b>	\$100	\$110	<i>data not available</i>	<i>data not available</i>	<i>data not available</i>	<i>data not available</i>
<b>23 Temporary Occupancy Permit</b>	\$600	\$820 plus \$1,000 deposit	<i>data not available</i>	<i>data not available</i>	<i>data not available</i>	<i>data not available</i>
<b>24 Appeal</b>	\$890 plus \$1,500 deposit	\$3,417 plus \$6,400 deposit	\$750	Half the original fee if applicable. All other appeals \$650 deposit.	\$110 if owner occupant, \$1,000 deposit plus hourly for all other appeals	\$400

**Town of Portola Valley  
Building Division  
User Fee Study  
Fee Comparison**

	Portola Valley - Current Fee	Portola Valley - Benchmark Fee Level	Atherton	Half Moon Bay	Menlo	Woodside
New Construction - Comparison of Typical Projects						
<b>2,500 s.f. Residential Custom Home, (\$2.75 million valuation)</b>						
i) Plan Check	\$8,391	Deposit	\$5,398	\$9,911	\$3,434	\$13,428
ii) Inspection	\$11,996	\$3,000	\$11,997	\$15,248	\$2,392	\$15,798
<b>2 499 s.f. Residential Addition, (\$55K valuation)</b>						
i) Plan Check	\$441	\$360	\$441	\$544	\$1,063	\$685
ii) Inspection	\$679	\$1,200	\$679	\$837	\$1,146	\$806
<b>300 s.f. Residential Remodel, Non-Structural, (\$20K valuation)</b>						
i) Plan Check	\$209	\$240	\$209	\$242	\$162	\$287
ii) Inspection	\$321	\$720	\$321	\$373	\$273	\$338
<b>Residential Re-Roof: Up to 2,000 s.f., (\$10K valuation)</b>						
i) Plan Check	\$118	\$87	\$118	\$145	\$47	\$300
ii) Inspection	\$181	\$360	\$181	\$223	\$92	
<b>5 Residential Pool, In-Ground, (\$25K valuation)</b>						
i) Plan Check	\$254	\$720	\$254	\$291	\$188 to \$217	\$347
ii) Inspection	\$391	\$600	\$391	\$448	\$214 to \$297	\$408
<b>6 Typical MPE</b>						
i) Permit Issuance	\$24	\$65		\$32	\$60	n/a
ii) Inspection - Furnace	\$15	\$44		\$21	\$155	\$150
iii) Inspection - Electrical Service Upgrade	\$63	\$87			\$109 to \$247	\$250 to \$360
iv) Inspection - Water Heater	\$36	\$44		\$10	\$107	\$120
			\$100 flat fee for all MPE permits	\$38.00 to \$154.90		

Town of Portola Valley  
Engineering  
User Fee Study  
Fee Comparison

Fee	Portola Valley Current Fee	Portola Valley - Benchmark Fee Level	Atherton	Half Moon Bay	Menlo	Woodside
<b>1 Driveway Connection to Street</b>	\$180 base fee, plus \$500 - \$1,000 initial deposit	\$301 base fee, plus \$500 initial deposit	\$465 - \$1,197, depending on how many inspections and whether or not there are culverts.	<200 s.f. : \$230 Up to 500 s.f. : \$345	\$470	\$75
<b>2 Regular Maintenance/Connect/Disconnect</b>	\$180 plus \$500 - \$1,000 initial deposit	\$301 base fee, plus \$95 to \$1,000 initial deposit	\$465 to \$1,063	<i>data not available</i>	<i>data not available</i>	\$63
<b>3 Main / Capital Project (also known as public or private site improvements)</b>	\$180 plus \$500 - \$1,000 initial deposit	\$226 base fee, plus: \$500 - \$1000 initial deposit (Plan Review),  \$95 - \$1,000 initial deposit (Inspection)	Billed per hour, as follows:  Without Detention System: \$1,300 Min + \$500 deposit  With Detention System: \$1,995 Min + \$1,000 deposit  With Multiple Detention Systems: \$2,394 + \$1,500 deposit	Percentage of City approved construction cost estimate: <b>Plan Review:</b> <\$100,000: 3% \$100K - \$500K: \$3K + 2.5% \$500K - \$1M: \$13K + 2% >\$1M: \$23K + 1.5% <b>Inspection:</b> <\$100,000: 5% \$100K - \$500K: \$5K + 4% \$500K - \$1M: \$21K + 3% >\$1M: \$36K + 2%	\$700 plus 3% of construction improvement cost	6% of construction improvement cost
<b>4 Right-of-Way Landscaping, Fence, Other</b>	\$180 plus \$500 - \$1,000 initial deposit	\$301 base fee, plus \$95 to \$1,000 initial deposit	\$332 to \$598	\$75 plus \$230 to \$345	<i>data not available</i>	<i>data not available</i>

WEST INFORMATION OFFICE  
San Francisco, Calif.

**For release 10:00 a.m. (PDT) Tuesday, March 18, 2014**

**14-448-SAN**

Technical information: (415) 625-2284  
Media contact: (415) 625-2270

• BLSinfoSF@bls.gov

• www.bls.gov/ro9

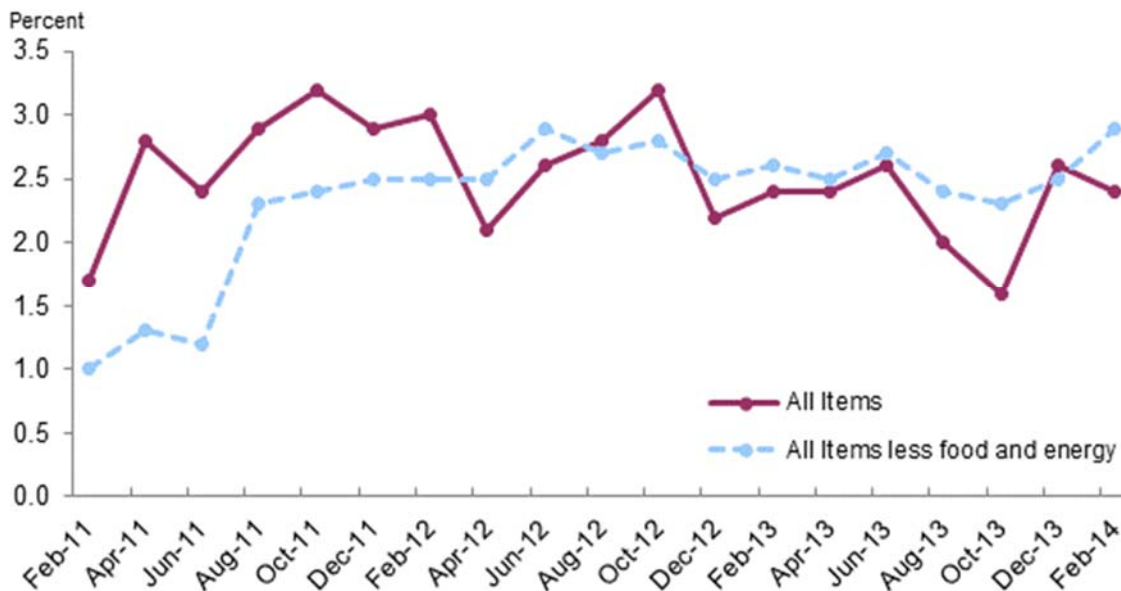
**CONSUMER PRICE INDEX, SAN FRANCISCO AREA – FEBRUARY 2014**

**AREA PRICES WERE UP 1.2 PERCENT OVER THE PAST TWO MONTHS, UP 2.4 PERCENT FROM A YEAR AGO**

Prices in the greater San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 1.2 percent for the two months ending February 2014, the U.S. Bureau of Labor Statistics reported today. (See table A.) Regional Commissioner Richard J. Holden noted that the February increase was influenced by higher prices for shelter. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U rose 2.4 percent. (See chart 1.) Energy prices decreased 3.5 percent, largely the result of a decrease in the price of gasoline. The index for all items less food and energy advanced 2.9 percent since February 2013.

**Chart 1. Over-the-year percent change in CPI-U, San Francisco, February 2011–February 2014**



Source: U.S. Bureau of Labor Statistics.

#8

There are no written materials for this agenda item.

## TOWN COUNCIL WEEKLY DIGEST

**Friday – March 28, 2014**

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1. Agenda (Action) – ASCC – Monday, March 24, 2014
2. Agenda (Action) – Town Council – Wednesday, March 26, 2014
3. Agenda – Ad-Hoc Water Conservation Committee Task Force – Monday, March 31, 2014
4. Agenda (Cancellation) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, April 2, 2014
5. Agenda – Planning Commission – Wednesday, April 2, 2014
6. Memo from Town Attorney Prince to the Town Council re: Corte Madera street closure – March 26, 2014
7. Letter of Response from the Mayor to Trails Committee chair, Susan Gold and Planning Commissioner, Judith Hasko re: Tree removal on Portola Road – March 24, 2014
8. Letter from Town Planner, Tom Vlasic to CJW Architecture re: Access Driveway and Bridge Improvements to Kelley Lands – March 24, 2014
9. Email from Town Manager, Nick Pegueros re: Consideration of Portola Valley's septic/sewer policies – March 28, 2014
10. Letter from San Francisco International Airport (SFO) Noise Abatement Office to the Alhambra Court and Golden Oak Drive Neighborhood re: Results from request for short term noise monitoring
11. Letter from SFO Noise Abatement Office re: Aircraft noise terminology and metric
12. Public Notice – FAA releasing a Draft Environmental Assessment re: Potential environmental impacts of the implementation of the Northern California Optimization of Airspace and Procedures in the Metroplex Project, that involves changes in aircraft flight routes and altitudes in certain areas
13. Email from resident Loni Austin re: Traffic on Corte Madera
14. Email from resident Judith Murphy, Conservation Committee chair, re: Illuminated Shell sign
15. Report from San Mateo County Sheriff's Office – Incident Log for 03/17/14 – 03/23/14
16. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, March 28, 2014

### Attached Separates (Council Only)

1. San Mateo County Sheriff's Office / Crime Activity Report - October – December, 2013
2. Request from Housing Leadership Council of San Mateo County re: Sponsorship of Affordable Housing Week 2014





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ACTION

7:30 PM - REGULAR AGENDA\*

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Harrell, Koch, Ross (**All present. Also present: Tom Vlastic Town Planner; Karen Kristiansson Deputy Town Planner; Carol Borck Assistant Planner; Craig Hughes Town Council Liaison; Denise Gilbert Planning Commission Liaison**)
3. Oral Communications: **None.**

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

4. New Business:
  - a. Preliminary Architectural Review for New Residence, Detached Guest House, and Site Development Permit X9H-672, 18 Redberry Ridge, Douglass **Project team provided screening simulation, discussed interior and exterior lighting and provided project clarifications. ASCC discussed the project and provided comment. Project review continued to 4/14/14 meeting.**
  - b. Architectural Review for Driveway Entry Gate and Fencing, 170 Ramoso Road, Foster **Project approved subject to conditions to be met to the satisfaction of Planning staff prior to building permit issuance.**
  - c. Architectural Review for Residential Additions and Remodeling, 157 Westridge Drive, Buckholtz **Project approved subject to conditions to be met to the satisfaction of Planning staff prior to building permit issuance.**
  - d. Architectural Review for Residential Additions and Remodeling, 111 Corte Madera Road, Bergstrom **Project approved subject to conditions to be met to the satisfaction of Planning staff prior to building permit issuance.**
5. Commission and Staff Reports:  
**Kristiansson – updated the ASCC on 5050 Alpine Rd restoration work and possible timing of ASCC site visit**

**Vlastic – updated the ASCC on the Town Council/Planning Commission retreat date of 5/18/14 and directed commissioners to inform staff if they would be able to attend.**

**Ross – reported that he reviewed proposed slate material for 5 Hawkview follow up**

6. Approval of Minutes: March 10, 2014 **Approved as submitted.**
7. Adjournment: **9:30 p.m.**

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

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

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

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**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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**

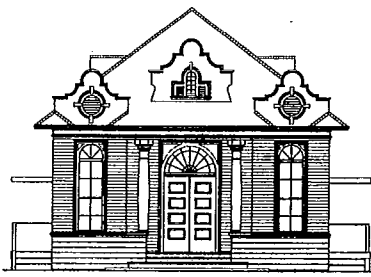
Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or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

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

Date: March 21, 2014

CheyAnne Brown  
Planning Technician



# TOWN OF PORTOLA VALLEY

Page 123

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7:30 PM – Regular Meeting of the Town Council  
Wednesday, March 26, 2014  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

## ACTION AGENDA

### 7:30 PM – CALL TO ORDER AND ROLL CALL

Councilmember Derwin, Councilmember Hughes, Councilmember Richards, Vice Mayor Aalfs and Mayor Wengert

All Present

### ORAL COMMUNICATIONS

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

None

### (1) AD-HOC WATER CONSERVATION COMMITTEE TASK FORCE INTERVIEWS AND APPOINTMENTS \*

\* Letters of Interest received subsequent to publication of the agenda will be presented to Council and the Public at the meeting.

**Council appointed Al Sill to the Ad-Hoc Water Conservation Committee Task Force 5-0**

### CONSENT AGENDA

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

(2) **Approval of Minutes** – Regular Town Council Meeting of March 12, 2014

**Minutes approved 4-0-1 Councilmember Derwin abstained**

(3) **Approval of Warrant List** – March 26, 2014

**Warrant List approved 5-0**

(4) **Recommendation by Public Works Director** – Adoption of a Resolution Accepting as Completed Ford Field Renovation Project #2011-PW02B

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept as Completed Ford Field Renovation Project #2011-PW02B and Authorizing Final Payment to "Jensen Corporation Landscape Contractors" Concerning Such Work and Directing the Town Clerk to file a Notice of Completion (Resolution No. 2613-2014)

**Town Manager Pegueros acknowledged Howard Young for his excellent work. Resolution approved 5-0**

### REGULAR AGENDA

(5) **Recommendation by Administrative Services Manager** – Purchase of Sharp MX6240N Copier/Scanner

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Amending Capital Equipment Budget for Fiscal Year 2013-2014 to Purchase Copier (Resolution No. 2614-2014)

**Council approved 5-0**

(6) **Recommendation by Public Works Director** – FY 2013/2014 Annual Street Resurfacing Project No. 2013-PW02

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the 2013/2014 Street Resurfacing Project – Surface Seals No. 2013-PW02 (Resolution No. 2615-2014)

**Council approved 5-0**

(7) **Recommendation by Town Manager** – Update of Planning Department Staffing Plan and Request for 2013-14 Budget Amendment for Supplemental Consultant and Staff Services

**Council approved proposed Planning Department staffing plan 5-0**

**COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS****(8) Reports from Commission and Committee Liaisons**

*There are no written materials for this item.*

**Councilmember Richards –**

**Cultural Arts Committee discussed: 1) Adding more information to the website; 2) “en plein air” outdoor painting event had low participation; and 3) Rock’n’Roll Concert scheduled for June 19<sup>th</sup>.**

**Conservation Committee discussed: fence concerns at 3 Grove Drive; 2) backyard habitat evaluation sheet; 3) National Wildlife Certification; 4) native plant garden in front of the Schoolhouse; 5) new planting plan for the old oak grove adjacent to the tennis courts at Town Center; 6) removal of eucalyptus trees along Portola Road; 7) welcome baskets; 8) willows growing in creek at Town Center; and 9) illuminated Shell sign in Ladera.**

**Councilmember Hughes –**

**ASCC discussed: 1) Preliminary housing plans for 18 Redberry; and 2) installed fencing at Lauriston property to protect new plantings as part of the remediation effort.**

**Councilmember Derwin –**

**Sustainability Committee discussed whether to: 1) Remain an advisory committee but meet quarterly; 2) operate like other committees, e.g. create a charter, appoint chair/vice chair, meet regularly; or 3) disband Committee. The decision was to remain an advisory committee and to meet less often.**

**C/CAG - There was a presentation on express lanes and Peninsula Traffic Congestion Relief Alliance. Two new applicants were appointed to the Resource Management and Climate Protection (RMCP), Rick DeGolia from Atherton and San Mateo County Board Supervisor, Don Horsley; review and approval of funding for Smart Corridor; update on countywide funding initiative for Stormwater compliance; the formation of a five year county wide integrated waste management plan; on April 15<sup>th</sup> the SFPUC may implement mandatory water rationing that would apply to everyone.**

**HEART – The annual luncheon will be held on May 7<sup>th</sup>.**

**Vice Mayor Aalfs –**

**Planning Commission reviewed the housing plans for 18 Redberry.**

**The 50<sup>th</sup> Anniversary Committee continues to plan and be enthusiastic about upcoming planned events.**

**Participated in the annual Meals on Wheels event and thoroughly enjoyed the experience.**

**Mayor Wengert –**

**Airport Roundtable held discussion on the recently released Draft Environmental Assessment Document released by the FAA, regarding aircraft flight routes and altitudes of airports serving Northern California.**

**WRITTEN COMMUNICATIONS**

**(9) Town Council Weekly Digest – March 14, 2014**

**#9 – Councilmember Hughes stated this is a Ladera issue**

**(10) Town Council Weekly Digest – March 21, 2014**

**None**

**ADJOURNMENT: 9:00 pm****ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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**AVAILABILITY OF INFORMATION**

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

**SUBMITTAL OF AGENDA ITEMS**

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

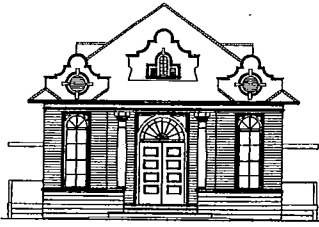


**TOWN OF PORTOLA VALLEY**  
**Ad-Hoc Water Conservation Task Force**  
**Monday, March 31, 2014 3:00 PM**  
**Town Hall, Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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## **AGENDA**

- 1. Call To Order**
- 2. Oral Communications**
- 3. Intro Remarks from Mayor Ann Wengert**
- 4. Review of Committee Charter**
- 5. Selection of Committee Chair and Secretary**
- 6. General Discussion**
  - a. Background**
  - b. Goals**
  - c. Work Plan**
- 7. Announcements**
- 8. Adjournment**



TOWN OF PORTOLA VALLEY  
***Bicycle, Pedestrian and Traffic Safety***  
***Committee***  
Wednesday, April 2, 2014 – 8:15 AM  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA

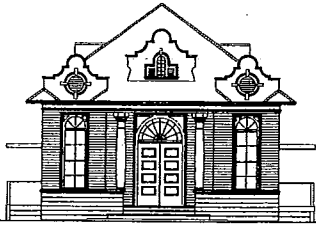
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## **BICYCLE, PEDESTRIAN AND TRAFFIC SAFETY COMMITTEE**

### **NOTICE OF MEETING CANCELLATION**

**Wednesday, April 2, 2014**

The Bicycle, Pedestrian and Traffic Safety Committee regularly scheduled meeting of Wednesday, April 2, 2014 has been cancelled. A special meeting is scheduled for Wednesday, April 9, 2014.



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, April 2, 2014 – 7:30 p.m.  
Council Chambers (Historic Schoolhouse)

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**REGULAR AGENDA**

Call to Order, Roll Call

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

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* – Proposed Zoning Ordinance Amendment to Add Section 18.17, State Density Bonus Law
2. Continued Study Session – Housing Element Update

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: March 19, 2014

Adjournment:

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public

Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

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

Date: March 28, 2014

CheyAnne Brown  
Planning Technician

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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Mayor and Councilmembers

**FROM:** Leigh F. Prince, Town Attorney

**DATE:** March 26, 2014

**RE:** Potential for Street Closures in Corte Madera

Per the Council's request at the March 12, 2014 meeting, I researched the issue of whether the Town could close or partially close the streets in the Corte Madera neighborhood to address traffic concerns. The state has preempted the field of traffic control and, therefore, there must be express legislative authority for the local regulation. State law allows cities to close streets under certain circumstances, including for driver training, for parades and special events, and for school safety when the road divides school grounds. To close in the interest of public safety, Vehicle Code Section 21101 provides a list of five conditions and requirements that must be met. Considering the Corte Madera fact pattern in light of the statutory conditions and requirements, I do not believe the Town has the authority to close the streets. Furthermore, Vehicle Code Section 21101.6 provides that local authorities may not place gates or other selective devices on any street which denies or restricts the access of certain members of the public to the street, while permitting others unrestricted access to the street. In a court case that dealt with a city that placed barriers to partially close streets, the court stated that the streets of a city belong to the people and the right to use a street is not a mere privilege, but a fundamental right. In light of the foregoing, I do not believe the Town has the authority to close the streets to address the Corte Madera neighborhood traffic concerns.

cc: Town Manager

**Nick Pegueros**

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**From:** Ann Wengert <annwengert@yahoo.com>  
**Sent:** Monday, March 24, 2014 5:17 PM  
**To:** Judith.Hasko@lw.com; susanb.gold@gmail.com  
**Cc:** Jeff Aalfs; Nick Pegueros  
**Subject:** Re: Tree Clearing Spring Down Area

Judith and Susan,

Detailed below are Nick Pegueros' comments relative to the tree removal work on Portola Road:

"The scope of work being performed both last week and this week is to remove three diseased and dying trees: one oak near the tennis courts and two eucalyptus on the roadside trail adjacent to Spring Down open space. We are also removing a huge eucalyptus branch that presents a hazard should the branch break. It's noteworthy that in the work done to date, the tree crews found evidence that the three trees and the large branch are in such poor condition that failure was imminent. It is also important to note that the removal of these trees will not open dramatic views of the western hillside or remove trees that separate trail users from autos on Portola Road. In fact, in the absence of the eucalyptus trees, we expect that the existing oaks on both sides of the trail will fill in nicely.

No more trees will be removed. Those trees marked with an orange "X" were marked last May/June when the Conservation Committee was asked to identify a project that would make use of surplus right-of-way funds. The Conservation Committee favors moving forward with those removals but the Trails Committee has expressed reservations about the plan and staff has asked that the proposal not move forward to the Council until the Portola Road Corridor plan has been adopted.

On the question of process, I have operated with the understanding that hazard mitigation should proceed in an expeditious manner based on facts presented to the Town by experts and provided that sufficient funding is available in the adopted budget. In some circumstances decisions are made to mitigate hazards without advising the Mayor/Vice Mayor such as debris removal, emergency tree trimming, or road repairs. In other instances where staff suspects that there may be residents who are dissatisfied with the work done, we make certain to obtain independent assessments from professionals and then I advise the Mayor/Vice Mayor of the planned effort.

In this instance, staff consulted three arborists (McClenahans' report is documented and the other two reports were verbal) and then reviewed the arborist findings with knowledgeable members of the Town's Conservation Committee to assess the condition of the trees. Everyone agreed that the trees were hazardous given diseases and their proximity to pedestrians, bicyclist, autos, equestrians, and other facility users. With that information I directed Howard to remove the trees as soon as possible and advised the Mayor of staff's decision. "

To reiterate, the current tree work is being done in accordance with Town policies for removal of diseased/damaged trees on Town owned land. No additional clearing or tree removal is planned.

Please let me know if you have any further questions and thanks for your input.

Regards,  
Ann  
(415) 793-8579

Ann E. Wengert

On Sunday, March 23, 2014 9:49 PM, Ann Wengert <annwengert@yahoo.com> wrote:  
Judith and Susan,

Good evening. Thank you for your emails regarding the vegetative/ tree clearing in front of the Spring Down property. I've just returned to PV this evening and have not seen the recent trimming/clearing work. I will talk with Nick and Howard tomorrow and work with them to get an update on the issue and respond to your concerns.

Regards,  
Ann

Ann E. Wengert

On Sunday, March 23, 2014 12:20 PM, "Judith.Hasko@lw.com" <Judith.Hasko@lw.com> wrote:

Dear Town Council:

I am writing on an urgent matter, to see if you are aware of the tree and vegetation clearing occurring in the last few days along the Portola Road Trail near the Spring Down area close to the Town center. I drove by that area on Saturday, and was completely shocked to see some of the large eucalyptus trees had been or were being taken down. I did not have time to view fully the entire length of that trail in my brief visit, but it is clear that there is a substantial amount of work planned in that area, and that the entrance to the trail from Portola Road has been posted as closed by the Town, presumably to enable that work. I have asked Howard Young and Nick Pegueros for an explanation of the situation but they have not yet replied.

When I chaired the Trails and Paths Committee, the Committee addressed some proposals to open up the views and remove non-native vegetation in that area, and it anticipated being engaged in discussions regarding this topic as proposals were more fully formed and the Portola Road Corridor Plan was adopted. In the joint meeting with the Town Council and the Planning Commission early this year in which the Portola Road Corridor Plan was discussed, the Town Council confirmed that in implementing any such clearing, the Town's standard processes of involving the Trails and Paths, Conservation and other Committees should be followed.

I inquired today and found that the Trails and Paths Committee has not been consulted on the clearing that has been performed in the last few days, and that this portion of this Town trail has been closed to the public, without notice on a weekend during which equestrian use is at a high level, also without the Trails and Paths Committee being informed. I recognize that the Conservation Committee, an advisory Town Committee, has recently made a recommendation to the Town Council to consider clearing vegetation this area, subject to consultation with other Committees, but to my knowledge that consultation has not occurred, and I am not aware of any public hearings on this topic other than the Conservation Committee's meeting in which it made this recommendation.

Additional trees and vegetation in the Spring Down area of the Portola Trail area that are still standing seem to have been marked with an orange X, indicating they also are planned to be cleared.

I request that the Town Council stop any further clearing in this area at this time because removal of significant vegetation, particularly of mature trees, cannot be undone and will irrevocably alter the Town center area. Further clearing should be undertaken in this highly visible area only after additional public process and Committee consultation, per the Town's standard processes.

Thank you for your time.

**Judith Hasko**  
**6 Applewood Lane**  
**Portola Valley**

To comply with IRS regulations, we advise you that any discussion of Federal tax issues in this e-mail was not intended or written to be used, and cannot be used by you, (i) to avoid any penalties imposed under the Internal Revenue Code or (ii) to promote, market or recommend to another party any transaction or matter addressed herein.

This email may contain material that is confidential, privileged and/or attorney work product for the sole use of the intended recipient. Any review, reliance or distribution by others or forwarding without express permission is strictly prohibited. If you are not the intended recipient, please contact the sender and delete all copies.

## Nick Pegueros

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**From:** Susan Gold <susanb.gold@gmail.com>  
**Sent:** Sunday, March 23, 2014 7:22 PM  
**To:** Ann Wengert; Craig Hughes; John Richards; Jeff Aalfs; Maryann Derwin  
**Cc:** Howard Young; Nick Pegueros  
**Subject:** Clearing in front of Spring Down

As Chair of the Trails Committee, I was quite surprised to see a portion of the Portola Rd Trail marked "closed".

If that were the only issue, I would not be writing this letter.

I saw that there had been some significant tree removal work done and, from the looks of things, perhaps more is in the offing?

This work is being done in front of the Spring Down property.

The Trails and Paths Committee had previously commented on a portion of this trail, a bit closer to the White property. We recommended that much of the proposed clearing be carefully reconsidered since trail users, especially equestrians, appreciate and value separation from the road. This area also provides shade and contributes to the variability of the trail experience.

What happened to the process of soliciting Committee comments before clearing of this magnitude takes place?

How can this happen without even consulting and/or informing the Town's Trails and Paths Committee?

In addition, nearby areas on this portion of trail contain woodrat nests. The dusky footed woodrat has been designated a Species of Special Concern by the Department of Fish and Game and this factor should be taken into consideration before any further clearing is done.

I would appreciate an explanation of this project's approval process.

~susan gold  
Chair, Trails and Paths Committee



## Town of Portola Valley

765 Portola Road  
Portola Valley, CA 94028  
(650) 851-1700

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March 24, 2014

**By Email and First Class Mail:**

CJW Architecture  
Attn: Carter Warr and Bill Gutsell  
130 Portola Road, Suite A  
Portola Valley, California 94028

Subject: Status of Town Review and Action on plans for Access Driveway and Bridge Improvements Across Ford Field to Kelley Lands east of Los Trancos Creek in Santa Clara County (APN: 142-15-008)

Dear Mr. Warr and Mr. Gutsell:

This letter sets forth the status of the town's review of your plans for the subject proposed access improvements to the Kelley parcel in Santa Clara County. It also offers actions you need to pursue for the town to bring closure on this matter and consider issuing permits for driveway improvements and bridge construction. The comments are provided in large part based on the January 26, 1971 escrow order that was part of the agreement for Town Kelley/Ford Field acquisition and interactions we have had with CJW over the past few years relative to the project.

While we appreciate the dilemmas you face relative to creek protection/jurisdiction and environmental review issues that were not in place at the time the agreements were reached, some of these need to be addressed and resolved before any final action to issue construction permits can be considered. Also, your project is complicated by the fact that property use and development is impacted by regulations in two different counties.

Please note that all of the documents except one referenced herein are those previously provided by you to the town or by the town to you. Thus, none of these are this letter. Should you need any additional copies of the referenced documents please let me know. The one new document, a 3/21/14 memorandum from Public Works Director Howard Young, is attached and is based on his review of the most recent plans and his early proposal reviews.

**Framework for Town Plan Review and any Approval Action**

The most recent plan set we have reviewed was received by the town March 14, 2014 and contains 17 sheets including architectural, civil and structural details. A number of supporting

pieces of data and calculations have been provided with the plans including at least the following:

- JF Consulting, Inc., Bank Scour Response, 1/23/14 and 3/12/14 response to NV5 reviews
- BCA, Structural Calculations for Bridge Abutment, 2/20/14 with Structural Plan Check Responses letter, 1/23/14
- Vector Engineering, Structural Calculations, August 15, 2013
- Draft environmental checklist form, prepared by CJW and received by the town on December 12, 2013
- Lea & Braze Engineering, Inc., 2/12/14 and 3/10/14 plan transmittal comments
- CJW 2/25/14 and 3/14/14 plan set transmittals with annotated copies of 1/17/14 and 3/10/14 NV5 review letters noting plan and information adjustments to address NV5 review comments.

We have also considered the March 6, 2012 "pre-screen" review letter from Carl Hilbrants, Santa Clara County Department of Planning and Development, and the earlier review comments of the town provided to you and formalized at the November 28, 2012 town council meeting (refer to Town Planner memorandum dated November 28, 2012). These 2012 comments are based on our review including town ASCC consideration of an earlier plan set prior to the 11/28/12 town council meeting.

In addition to the above, we have had several discussions with San Mateo County LAFCo officer Martha Poyatos regarding fire and utility services and necessary district annexations including fire, water, and sewer. It is noted that past evaluations (1972 Santa Clara County Land Development Committee) concluded that the lands had limited ability to support a septic system and, thus, a utility extension including sewer connection is planned across the proposed bridge and in the access easement to Alpine Road. Further, based on your draft environmental checklist and discussions with you we understand that the intention is to annex the property to the West Bay Sanitary District, California Water Service District and Woodside Fire Protection District. We are assuming that there would also be the need to establish the provisions for Sheriff/police services. We were informed that San Mateo County LAFCo advised you it would take the lead in the environmental review of the plans for this project, including utility line extensions and district annexations, but you declined to provide the funds needed for LAFCo to pursue the lead agency environmental process.

To be clear, the framework for the town's review of the driveway and bridge plans is established, and more or less limited, by the January 26, 1971 escrow (Order #220734) that was part of the agreement for the Town's acquisition of the Kelley/Ford Field. This agreement provides for the existing, recorded 30-foot access easement across the Ford Field lands to the subject Kelley lands, for ONLY single family residential purposes (up to two such residences) and includes the statement that the town "shall have the right to approve both the grade at which the driveway surface of said easement is established and to aesthetically and structurally approve the method of crossing the creek." Thus, the town's role in the process is limited to these matters. It is understood, however, that the planned access work is largely in the town and that the town controls most of the permitting relative to driveway and construction details.

Based on the foregoing, the town is prepared to complete plan reviews and issue driveway and bridge construction permits after it receives the following specific information:

1. First and foremost, you will need to provide written documentation *from* the various agencies with responsibility/jurisdiction for protection of Los Trancos Creek that they approve the plans, conditionally approve them or have no jurisdiction over them, i.e., as you have suggested. At least the following agencies would normally be expected to have potential for interest in such a project:

California Department of Fish and Wildlife  
California Regional Water Quality Control Board, S.F. Bay Division  
U.S. Army Corps of Engineers

The U.S. Fish and Wildlife Service may also have interest, but this might be covered by State Fish and Wildlife review. Also, during the town's process of getting permits for day-lighting of Sausal Creek at the town center, we were informed based on a site inspection and review of the town's proposal that the Army Corps would not have any involvement in the project and the Corps provided a confirming letter relative its conclusion. *(At your request, by separate email communication dated March 19, 2014 we have provided to you some contact information relative to the agency representatives the town has had involvement with previously relative to creek work in the town.)*

2. Provide written documentation *from* Santa Clara County planning and building agencies stating that the bridge plans for the work to be done on the Santa Clara County side of the creek have been approved. I assume any such approval would also be conditioned on plan approval by the outside creek jurisdiction agencies as suggested in the 2012 communications with county planning representatives.
3. Provide written documentation that the agencies you desire to provide sewer and water and any other utility extension to the site through the easement and on the bridge have reviewed the plans and found them acceptable for such utilities.

Once we have these documents, we will proceed to complete town review consistent with the comments provided to you with the record of the town council's November 28, 2012 action. At that time, we advised you that the town was reluctant to issue permits for the bridge construction until a plan was proceeding for actual residential development of the land, which final plan review and approval is necessary from Santa Clara County. You have indicated that you want to proceed to complete the driveway and bridge construction, as it is essential to Mr. Kelley's ability to market and sell the property. We are prepared to discuss this matter further, after the above clearances have been adequately addressed AND when the town is fully satisfied that all of the necessary utility extensions and district annexations can be expeditiously achieved. *Thus, you should also provide communications from both Santa Clara and San Mateo County LAFCo agencies on these matters.*

Again, to be clear, when the above requested fundamental assurances have been provided to the town, we will complete our final aesthetic reviews as called for in the ASCC recommendations to the town council contained in the November 28, 2012 town planner report. And, also to be clear, we are not suggesting that LAFCo or the utility agencies must grant formal approval, but are looking to them for assurance that the plans do not face major issues because of conflicts with any significant agency standards or provisions.

### Town Technical Reviews

The following town technical reviews have been completed and essentially represent conditional acceptance of the proposed driveway and creek bridging plans:

1. **Fire Marshal.** October 15, 2013 memorandum listing six specific conditions including the requirement for the bridge design to "meet WFPD 50,000 HS20 including any utilities attached to the bridge."
2. **NV5 (Town Engineer).** January 17, 2014 review letter and March 10, 2014 follow-up review prepared after consideration of responses to 1/17 comments. In addition, NV5 has reviewed the most recent 3/14/14 plan submittal and at this time has no further comments relative to the matters discussed herein. One concern that does remain is the potential scour of the west bank. There is a recommendation from the project consultants that future "in-creek" improvements may need to be provided if scour starts to become evident. There is not a specific plan for monitoring such scour or specific measures that may be necessary to limit scour impacts to acceptable levels. This may cause concerns for the creek regulatory agencies relative to potential creek impacts.
3. **Public Works Director.** In addition to the comments and reviews by NV5, the public works director has provided the comments and conditions in his preliminary review memorandum of October 3, 2012 and follow-up review memorandum of October 24, 2013. Further, as noted above, based on his most recent plan review, Mr. Young has provided the attached review memorandum with conditions dated 3/21/14.
4. **Town Geologist.** October 9, 2013 review and approval memorandum outlining recommended conditions and discussing the scour matter noted above as well as other geotechnical conditions. Based on his review of the most recent plans, Ted Sayre has offered the following comments:

*The past CSA scour comments have been directed towards the very steep western creek bank. The current plans show 5 to about 7-foot long proposed wing walls on the western bridge abutment. The wing walls attach to the western abutment near the back (western) side of the 24-inch diameter piers that support the abutment. Looking from the top, a little more than half the diameter of the 24-inch piers extends to the creek side of the wing walls. Consequently, assuming future lateral scour occurs along the western bank over time, the first item to be exposed would likely be the sides of the 24-inch diameter abutment piers followed eventually by the wing walls once the 24-inch piers are fully exposed.*

*The bridge will likely remain functional even after the western abutment piers are exposed. However, we recommend that either initial bridge design include additional measures to reduce the potential for abutment piers to be exposed by lateral scour, or that procedures be established for monitoring scour, and mitigation measures (such as bio-technical methods recommended by JF Consulting) be utilized if active scour advances towards the abutment piers.*

In addition, town planning reviews, with ASCC and conservation committee input, were provided with the November 28, 2012 report to the town council. Final aesthetic reviews



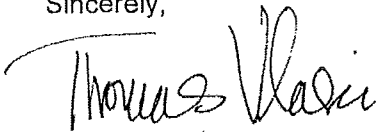
would, again, be completed prior to any permit issuance, but this will take place after the clearance of the more fundamental matters discussed above.

One additional planning clarification is offered. During NV5's review of the plans, some question was raised relative to the conformity with the town's creek setback ordinance, particularly relative to bridge abutment location. Section 18.59.120 specifically permits road, bridge and utility crossings in creek setback areas pursuant to building/site development permits. The section provides that such crossings shall be designed to minimize adverse impacts on the creek channel, adjoining banks and potential for flooding. Further, the ordinance requires all footings for the crossings to be located outside of the creek channel. Final plans, therefore, may need some adjustment for consistency with this provision as NV5 apparently did not conclude there was sufficient information to verify the top of bank delineation and that the footings were not within the "actual" creek bank. This may also require additional clarification from the project engineer and town geologist.

Lastly, as part of our review we considered site conditions for the driveway and creek crossing from the Ford field side of Los Trancos Creek. With Stanford University representatives, on March 3, 2014 we also visited the Stanford side of the creek and viewed the Kelley Lands from the adjacent Stanford lands. We had hoped to inspect the creek crossing alignment from the Kelley lands to complete our work as called for in the easement agreement, but were informed by you that Mr. Kelley had not provided permission for our access to his lands.

Please let me know if you have any questions relative to the above matters.

Sincerely,



Thomas C. Vlasic  
Town Planner

cc. Leigh Prince, Town Attorney  
Nick Pegueros, Town Manager  
Town Council  
Deputy Town Planner, Karen Kristiansson  
Howard Young, Public Works Director  
Ted Sayre, Town Geologist  
Tom Walker, P.E., NV5  
Planning Commission  
ASCC  
Leonie Batkin, Director of Property Services, Stanford University  
Martha Poyatos, San Mateo County LAFCo



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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TO: CheyAnne Brown, Planning Technician  
FROM: Howard Young, Public Works Director  
DATE: 3/21/14  
RE: R. Kelley Bridge/Driveway- Alpine Road – comments to plans dated 11/27/13

Standard Site Development Grading, Drainage, and erosion Control plan comments:

1. All items listed in the most current “Public Works Site Development Standard Guidelines and Checklist” shall be reviewed and met. Completed checklist shall be submitted with building plans. Document is available on Town website.
2. All items listed in the most current “Public Works Pre-Construction Meeting for Site Development” shall be reviewed and understood. Document is available on Town website.
3. Any revisions to the Site Development permit set shall be highlighted and listed.

In addition to all previous comments and comments from Public Works Engineering Consultant NV5:

4. Work and staging areas on Town property will require an encroachment permit and restoration plan prior to construction.
5. Concerning the proposed 9’x20’ mail/delivery turn out area, private facilities should be contained within the easement and outside of the right of way. Permanent paved base rock parking areas should be limited as to not have affects within the scenic corridor.

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**From:** Nick Pegueros  
**Sent:** Friday, March 28, 2014 11:34 AM  
**To:** PeggySchmidt  
**Cc:** Sharon Hanlon  
**Subject:** RE: Consideration of PV's septic/sewer policies

Dear Ms. Schmidt & Mr. Tabacco,

Thank you for expressing your concerns relative to the town's procedures for mandated connections to existing sewer mains. I have met with town staff and they are working to clarify our internal procedures that apply the applicable sections of plumbing code for sewers connections and septic systems. The procedures will emphasize issues to consider in the plan review as well as ensure that town staff is communicating with the appropriate outside agencies in situations where a sewer main is located within 200ft of a project. When those procedures are available, I will forward a copy to you so that you are aware of the guidance town staff will rely on and provide to future project applicants. We will have a consultant working to develop those procedures and I anticipate that a document will be ready by August.

The town's current policies make every attempt to balance the needs of those who want to renovate their existing home with the needs of those who want to expand or develop a larger home on their property thereby triggering a sewer expansion or connection. Accordingly, the valuation of a project does not trigger connection to sewer, if available, and there is no effort underway to change that policy. The matter of whether sewer is more beneficial than septic is one that will vary from site-to-site and project-to-project. With staff resources currently assigned to a number of other projects, there is no plan for significant study on this issue in the near or medium term.

Upon consideration of my comments above, if you would like to meet in-person and discuss this matter further I am available on Tuesday, April 1<sup>st</sup>, at 2:30. Thank you again for reaching out to me and we will send our updated procedures to you when they are ready.

Sincerely,  
Nick Pegueros  
650/851-1700 x215

Note: A copy of this email will be placed in the Town Council's "weekly digest" so that they are aware of my communication with you on this matter.

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**From:** PeggySchmidt [mailto:peggyschmidt@me.com]  
**Sent:** Saturday, February 08, 2014 4:25 PM  
**To:** Nick Pegueros  
**Cc:** John Richards  
**Subject:** Consideration of PV's septic/sewer policies

Dear Nick Pegueros:

We are writing to you at the suggestion of John Richards to ask whether the Town Council can take a look at the policies and practices of the town regarding septic inspections and sewer line hook-ups.

A bit of background: In 2001, when we built our home at 135 Bear Gulch Drive on an undeveloped lot, we were required by the town to put in 1700 lateral feet of sewer line that connects to the Alpine Road sewer line at a cost to us of over \$200,000. That line subsequently became the property of West Bay Sanitary. We have a 25-year agreement with West Bay that provides the terms of a payback to us from other homeowners in our

neighborhood who extend lateral connections to that line. So far, only the homeowners of 35 Bear Gulch Drive have done so.

Currently, two homeowners (110 and 145 Bear Gulch Drive) have taken their 1950's homes down to the foundation and are building new homes on their properties. Our understanding is that they are not increasing the number of bedrooms. Both of their septic systems have passed a water test. As we understand it, passing this test and not increasing the number of bedrooms means they are not required to join the sewer line that is within 200 feet of their homes.

We have spoken several times with Stan Low, land use specialist for the San Mateo County of Environmental Health, the county sewer/septic liaison with Portola Valley explained that in unincorporated San Mateo County, if a homeowner is undertaking renovations of any kind that exceed 50% of the current valuation of the house **or** increases the number of bedrooms, the wastewater system must be brought up to current standards.

*Since the Town of Portola Valley requires homeowners who are rebuilding a home from the foundation up to conform to current codes in other respects—electrical, plumbing, heating, fire—wouldn't it also make sense to ask that they bring their wastewater system up to current standards as well? In particular, wouldn't it make sense to have the more extensive tests of new home development applied—soil percolation, size of the drain field, setback requirements, percentage of property slope, and effectiveness of the leeching field? If a septic fails these tests, the Uniform Plumbing Code requires that the owners establish a lateral if a sewer connection is within 200 feet of the house.*

*We also ask that a septic/sewer check-off be included in reviews done by town personnel in granting permits so that the town's policies can be uniformly enforced. Finally, if a master sewer plan of all existing West Bay Sanitary lines in Portola Valley is not available, we suggest that one be created and distributed to all town personnel involved in planning so that there is no confusion about whether homeowners are within 200 feet of an existing line.*

Since West Bay Sanitary has been increasing its sewer system in Portola Valley and the town is sensitive to the environmental impacts of its policies and practices, we think a review of the current policy makes sense. Groundwater contamination, subsidence (gradual caving in or sinking of an area of land) that in rainy years can contribute to landslides, and the possibility of nitrogen-enriched groundwater flowing into the Bay (it's the contaminant Stanford researchers have found can get through leeching fields) are problems associated with failing septic systems. Most homeowners do not check or maintain their septic systems; it's only when they begin to fail—or they are required by local government to have their system checked that they do so. *Perhaps the town might also consider a campaign to raise consciousness or even mandate—perhaps through incentives-- that homeowners maintain septic systems. The attached EPA brochure spells out good practices for homeowners.*

Thank you for your consideration.

Sincerely,

Peggy Schmidt & Joe Tabacco

Short Term  
Aircraft  
Noise  
Monitoring



Portola Valley

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Prepared for the Alhambra Court – Golden Oak Drive Neighborhood  
San Francisco International Airport Noise Abatement Office  
P.O. Box 8097 San Francisco, CA 94128  
(650) 821-5100  
Technical Report #042013-P52-973

March 2014

The San Francisco International Airport (SFO) Noise Abatement Office conducted short term noise monitoring in Portola Valley at the request of a community resident, to determine the noise level within the neighborhood from aircraft operations at SFO. The equipment used to measure the sound level was an Environmental Monitor Unit 2200 noise monitor and Type 41DM-2 microphone manufactured by Bruel & Kjaer. The measurements consisted of monitoring the A-weighted decibel in accordance with procedures and equipment which comply with International Electrotechnical Commission, and measurement standards established by the American National Standards Institute for Type I instrumentation. The microphone was calibrated prior to the start of the measurement. The monitor was housed in a weatherproof case and powered by an electrical wall outlet. The microphone was mounted on a tripod at a height of approximately 7 feet (see Figure 1). The sound levels at the site were continuously monitored and the results stored on the onboard memory and periodically transferred to a removable memory stick for decoding. The decoded noise data were then processed in the Airport Noise and Operations Management System (ANOMS) for identification, noise to flight track matching and Community Noise Equivalent Level (CNEL) metric calculations.

#### Aircraft Noise Analysis

Noise measurements were taken at Alhambra Court and Golden Oak Drive neighborhood starting April 18, 2013 to April 30, 2013 using a sound level threshold of 50dBA. This report evaluates periods where full 24 hour days of data are available, from April 19 through April 29. There were 305 identified correlated aircraft noise events associated with other Bay Area airports and 276 identified correlated aircraft noise events associated with SFO over the 11 day period.

Table 1 below provides a summary of the noise events and resulting CNELs, while Table 2, 3 and 4 provides the day, evening and night time aircraft noise climates. For the 276 aircraft noise events, the average aircraft generated Maximum Noise Level (Lmax) was 57dBA (A-weighted decibel), the average Sound Exposure Level (SEL) was 67dBA, and the average aircraft noise event duration was 20 seconds. The computed levels for the average **Aircraft CNEL** was 39dBA, the average **Community CNEL** was 47dBA, and the **Total CNEL** was 48dBA. For comparison purposes, the cumulative aircraft noise level at permanent noise monitor #12 located approximately 7 miles from the landing threshold of Runway 28L/R was 61dBA for the same period.

**Table 1 - SFO Aircraft Noise Data Summary**

	Total Correlated Noise Events	Lowest Value	Highest Value	Average Value
<b>Aircraft Lmax</b>	276	52 dBA	70 dBA	57 dBA
<b>Aircraft SEL</b>	276	57 dBA	79 dBA	67 dBA
<b>Noise Event Duration</b>	276	5 seconds	73 seconds	20 seconds
<b>Aircraft CNEL</b>	11 Days	37 dBA CNEL	41dBA CNEL	39 dBA CNEL
<b>Community CNEL</b>	11 Days	43 dBA CNEL	73 dBA CNEL	47 dBA CNEL
<b>Total CNEL</b>	11 Days	44 dBA CNEL	73 dBA CNEL	48 dBA CNEL

**Table 2 - SFO Aircraft Noise Data Summary – Day (7:00 a.m. to 7:00 p.m.)**

	Total Correlated Noise Events	Lowest Value	Highest Value	Average Value
<b>Aircraft Lmax</b>	212	52 dBA	70 dBA	57 dBA
<b>Aircraft SEL</b>	212	57 dBA	79 dBA	67 dBA
<b>Noise Event Duration</b>	212	5 seconds	73 seconds	20 seconds

**Table 3 - SFO Aircraft Noise Data Summary – Evening (7:00 p.m. to 10:00 p.m.)**

	Total Correlated Noise Events	Lowest Value	Highest Value	Average Value
<b>Aircraft Lmax</b>	46	53 dBA	67 dBA	58 dBA
<b>Aircraft SEL</b>	46	61 dBA	77 dBA	67 dBA
<b>Noise Event Duration</b>	46	5 seconds	46 seconds	20 seconds

Table 4 - SFO Aircraft Noise Data Summary – Night (10:00 p.m. to 7:00 a.m.)

	Total Correlated Noise Events	Lowest Value	Highest Value	Average Value
Aircraft Lmax	18	54 dBA	60 dBA	57 dBA
Aircraft SEL	18	60 dBA	72 dBA	66 dBA
Noise Event Duration	18	5 seconds	29 seconds	16 seconds

**Conclusion**

Aircraft noise levels at Alhambra Court are at levels expected in a community that is approximately 18 miles away from a large hub airport, but lies below 3 arrival corridors serving 2 main commercial use runways (28L/R) at SFO. Actual aircraft noise measurements contribute 1dBA additional noise to the Total CNEL. The average Community CNEL was 47dBA and the Aircraft CNEL was 39dBA. When Aircraft noise is added to the Community noise the Total CNEL result in 48dBA.

The California Code of Federal Regulations, Title 21, Division 2.5, Chapter 6, paragraph 5012 states: “The standard for the acceptable level of aircraft noise for persons living in the vicinity of airports is hereby established to be a community noise equivalent level of 65 decibels.” Since the average Aircraft CNEL was measured at 39dBA for Alhambra Court, this residential area has an acceptable level of aircraft noise as defined by State law. The image below presents a current airport noise contour map that shows the extent of the 65dBA CNEL noise contour at SFO.

**4<sup>th</sup> Quarter 2012 65dBA CNEL Noise Contour (green line)**

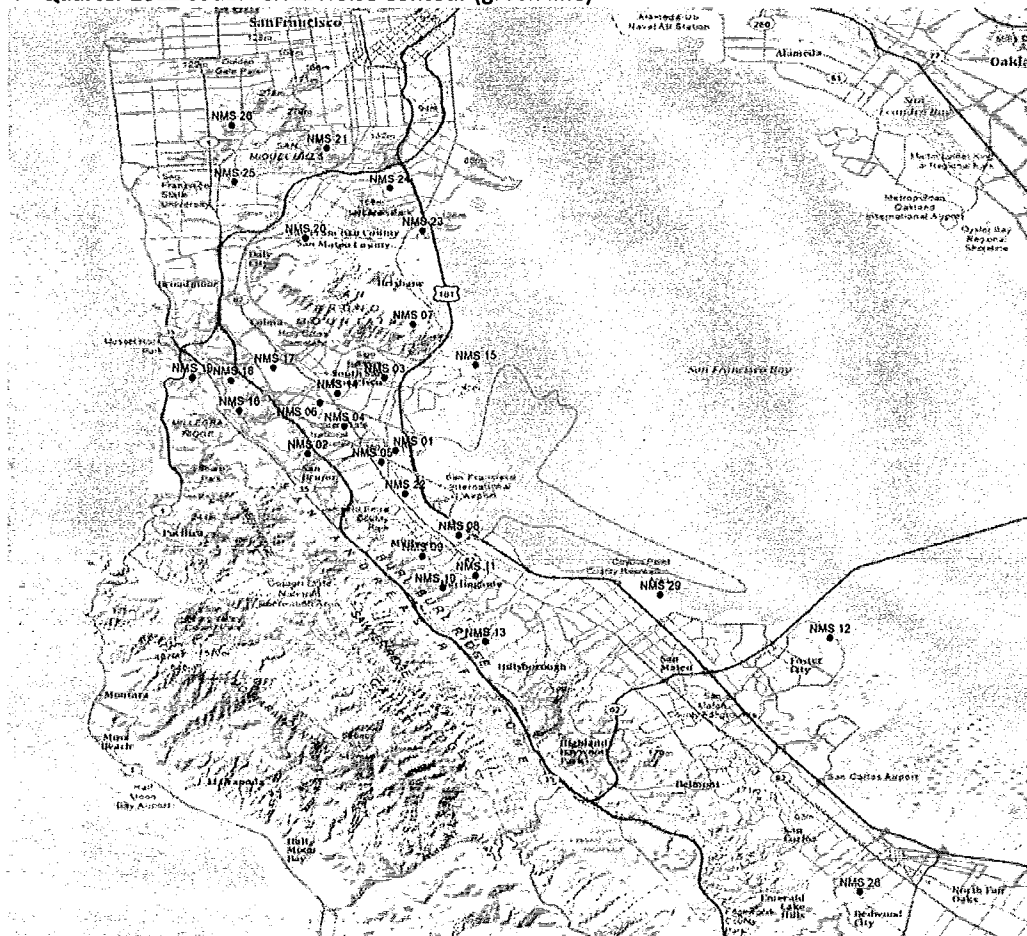
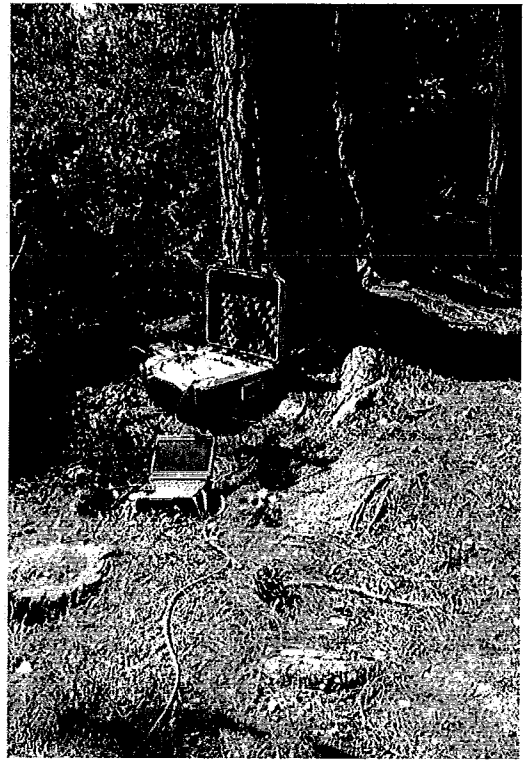
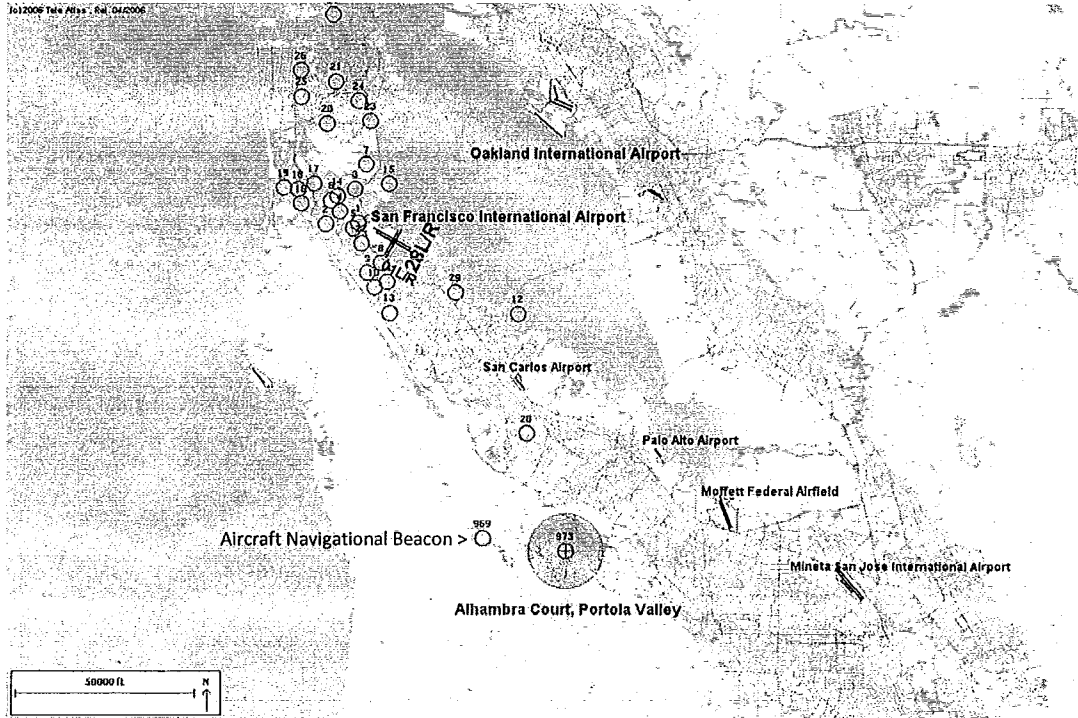


Figure 1 – Microphone and Tripod (left) and Monitor (right)



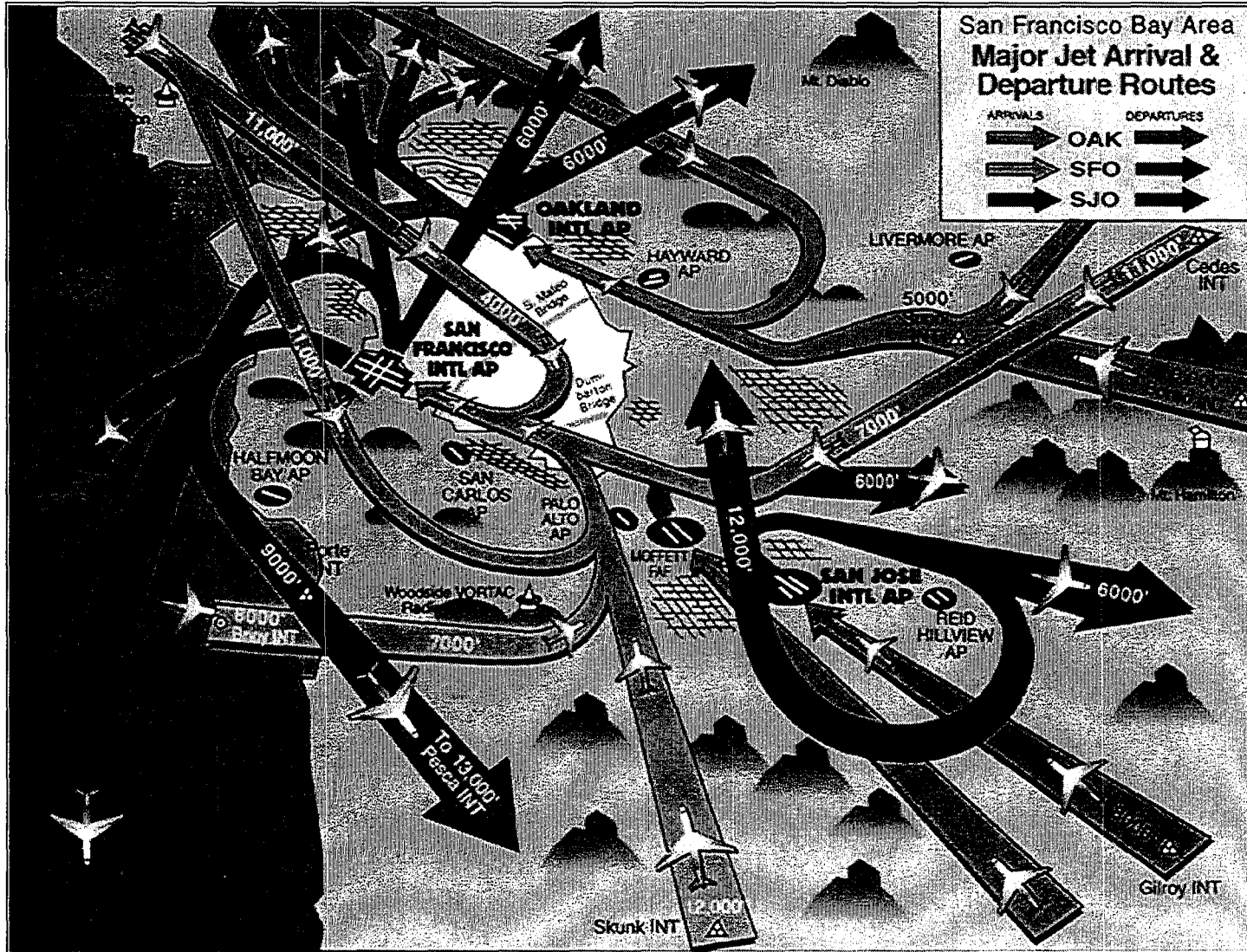
Noise Monitoring Location #973 (red colored circle - 2 mile radius) and Permanent Noise Monitor Sites



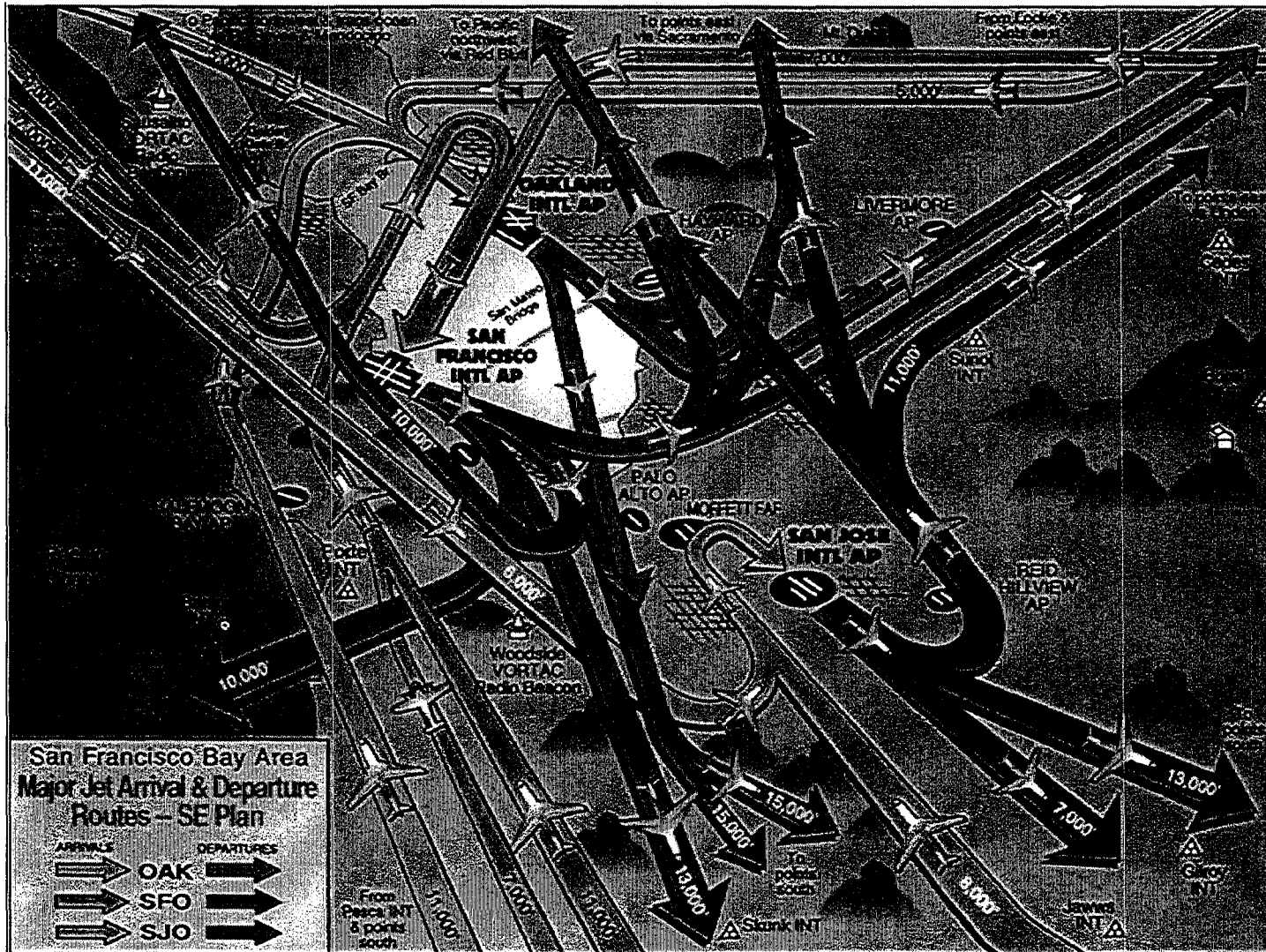


Appendix 1 – San Francisco Bay Area Major Jet Arrival and Departure Routes

West Flow Plan



Southeast Flow Plan



Aircraft  
Noise  
Terminology  
& Metric



Supplement

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San Francisco International Airport Noise Abatement Office  
P.O. Box 8097 San Francisco, CA 94128  
(650) 821-5100

2014

## Aircraft Noise Terminology & Metric

To assist in understanding the noise measurement results and the metric used in evaluating airport noise, this supplement provides a brief introduction to various acoustic terminologies used to express sound level. The terms discussed are the decibel (dB), A-weighted decibel (dBA), Maximum Noise Level (L<sub>max</sub>), Sound Exposure Level (SEL) and time-weighted, cumulative metric known as Community Noise Equivalent Level (CNEL).

The **decibel (dB)** is the unit used to represent the change in sound pressure as a direct measurement of changes in amplitudes on array of frequencies. Decibels measure a scale from the threshold of human hearing – 0 dB, towards the threshold of pain about 120-140 dB. Because decibels are such a small measure, they are computed logarithmically and cannot be added arithmetically. An increase of 10 dB is perceived by our ears as a doubling of noise. Most sounds we experience in our day-to-day lives vary between 30 dB and 100 dB. Figure 1 depicts decibel levels of common sounds.

**A-weighted decibel (dBA)** is sound pressure levels filtered with an “A” weighted filter de-emphasizing level changes that occur at lower frequencies (those below 500 Hertz) and also at very high frequencies above 10,000 Hertz where people generally do not hear as well. The normal frequency range of hearing for most people is from a low of 500 Hertz to a high of 10,000 Hertz. This filter closely matches our ears’ sensitivity to sound. As a result, an aircraft noise event with a higher A-weighted sound level is perceived to be louder than an aircraft noise event with a lower A-weighted sound level. This correlation with our perception of loudness is the reason that A-weighted sound levels are used to evaluate environmental noise sources.

The sound level heard during an arrival or departure of an aircraft varies as a function of the distance from the aircraft to the person hearing the noise and as a function of the direction of the aircraft noise source. As the aircraft approaches the person, the sound level increases and as the aircraft moves away from the person, the sound level decreases. The effect of noise exposure during such an event can be described in terms of either the Maximum Sound Level or the Sound Exposure Level of an individual aircraft noise event.

The **Maximum Sound Level (L<sub>max</sub>)** represents the highest instantaneous noise level heard during a single aircraft overflight. However, it provides no information on the duration (length) of the noise exposure. Thus, two events with the exact L<sub>max</sub> may produce completely different total exposures. While some people will be annoyed by events having shorter duration, majority of people are more likely to be highly annoyed with longer events continuing for extended period of time. To account for differing durations of an event, Sound Exposure Level is used to quantify total noise exposure for a single aircraft overflight.

The **Sound Exposure Level (SEL)** is the total sound energy above an established threshold for a single event considering both intensity and length of the event all compressed into 1 second. The SEL of any noise event is the entire event's total energy expressed in a reference period time as though it had occurred within one second. A noise event having a L<sub>max</sub> of 80 dBA and lasting 1 second would have a SEL of 80 dBA. But if that event lasted 2 seconds long, the SEL would be 83 dBA. Two events with the same intensity but different durations can be differentiated with the longer duration event having a higher SEL. For locations relatively close to an airport, the SEL for most aircraft departures will usually be about 10 decibels higher than the corresponding L<sub>max</sub>. For example, an aircraft departure producing a maximum sound level of 70 dB at a particular location would be expected to produce an SEL value of about 80 dB at the same location. SEL gives us a common basis for comparing noise events that matches our instinctive impression – the higher the SEL, the more annoying it is likely to be. Figure 2 is a graphic representation of a typical aircraft noise event along with these terminologies.

In the example below, the SEL is calculated for an aircraft noise event that has a duration of 5 seconds and a Lmax of 65 dBA. This noise event is numerically equivalent to a SEL of 69.6 dBA.

#### Sound Exposure Level Formula:

$$SEL = 10 * \log_{10} \left( \sum_{i=1}^n 10^{L_i/10} \right)$$

Where SEL = sound exposure level

$L_i$  = sound level for a given one second time period

$n$  = number of seconds during the measurement period

#### SEL calculation example:

The rows below list the 1 second decibel levels and the corresponding energy levels of the 5 seconds duration aircraft noise event. The energy levels are summed together in order to calculate the SEL value of the aircraft noise event.

Seconds	Sound Level	Energy
1	60 dB	1000000.0
2	63 dB	1995262.3
3	65 dB (LMax)	3162277.7
4	63 dB	1995262.3
5	60 dB	1000000.0
	Total Energy	9152802.3
	Aircraft Noise Event's SEL	69.6 dB

The **Community Noise Equivalent Level (CNEL)** metric is used to assess and regulate aircraft noise exposure in communities surrounding airports located in California. Federal Government approved and defined in the California Airport Noise Standards, this cumulative metric represents the average daytime noise level during a 24-hour day and adjusted to an equivalent level to account for increased sensitivity to aircraft noise during evening and nighttime periods relative to the daytime. CNEL applies a 4.77 dBA weighting to all aircraft events occurring during the 3 evening hours from 7:00 p.m. to 9:59:59 p.m. and a 10 dBA weighting to all aircraft events during the 9 nighttime hours from 10:00 p.m. to 6:59:59 a.m.

Aircraft CNEL is then derived using the SELs from all aircraft events for the 24 hour day. The Total CNEL will include all aircraft events as well as other noise events generated in the community during the corresponding time period. Typically, Total CNEL in our environment ranges from a low of 40-45 dBA in very quiet locations to 80-85 dBA immediately adjacent to an active noise source – busy traffic route or active airport. Figure 3 shows representative values of CNEL in typically different environments. Aircraft CNEL greater than 65 dBA CNEL within a residential property line is incompatible to airport operations. CNEL is calculated using the following formula:

$$CNEL = 10 * \log_{10} \left( \left[ \sum_{i=1}^n 10^{SEL_i/10} + \sum_{i=n+1}^m 10^{(SEL_i+4.8)/10} + \sum_{i=m+1}^r 10^{(SEL_i+10)/10} \right] \right) - 49.4$$

*Day*
*Evening*
*Night*

CNEL calculation example showing 10 aircraft noise events in a 24 hour period:

Time of Day	Hour	SEL (dB)	Weighting (dB)	Weighted SEL (dB)	Energy
Night	Midnight	86.1	10	96.1	4073802778.0
Night	1:00 a.m.		10		
Night	2:00 a.m.		10		
Night	3:00 a.m.		10		
Night	4:00 a.m.		10		
Night	5:00 a.m.	90.0	10	100.0	10000000000.0
Night	6:00 a.m.	86.1	10	96.1	4073802778.0
Day	7:00 a.m.		0		
Day	8:00 a.m.	93.6	0	93.6	2290867652.8
Day	9:00 a.m.		0		
Day	10:00 a.m.	82.6	0	82.6	181970085.9
Day	11:00 a.m.		0		
Day	Noon	90.3	0	90.3	1071519305.2
Day	1:00 p.m.		0		
Day	2:00 p.m.		0		
Day	3:00 p.m.		0		
Day	4:00 p.m.		0		
Day	5:00 p.m.	94.8	0	94.8	3019951720.4
Day	6:00 p.m.		0		
Evening	7:00 p.m.		4.77		
Evening	8:00 p.m.		4.77		
Evening	9:00 p.m.	86.1	4.77	90.9	1221799660.2
Night	10:00 p.m.	85.2	10	95.2	3311311214.8
Night	11:00 p.m.	89.5	10	99.5	8912509381.3
				Total Energy	38157534576.7
				<b>Aircraft CNEL</b>	<b>56.4 dB</b>

Figure 1 – Common Sound Levels

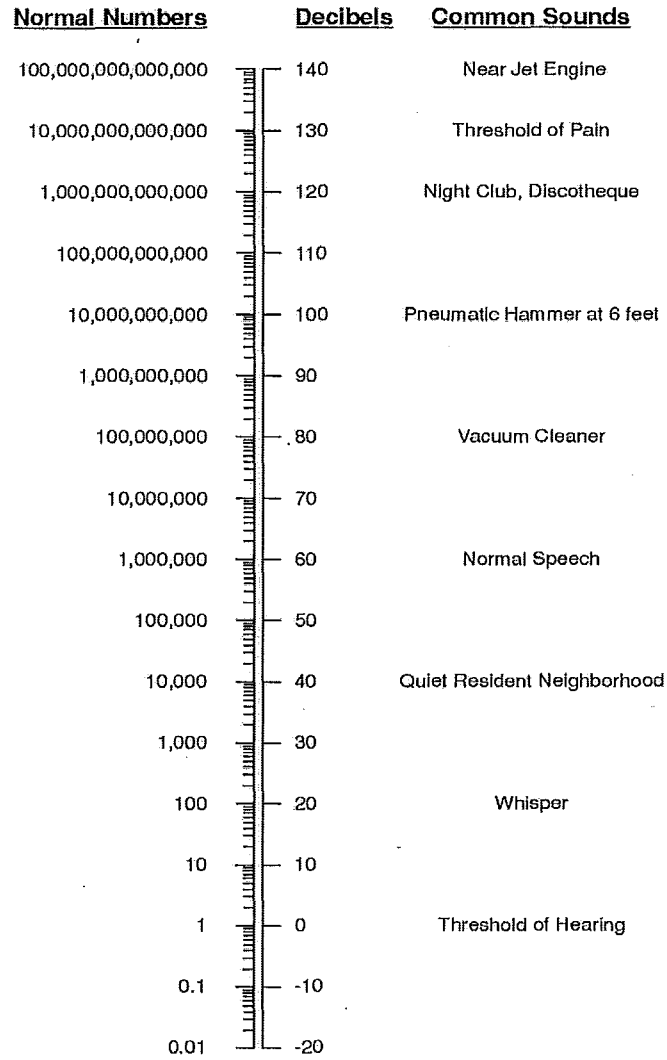


Figure 2 – Typical Aircraft Noise Event

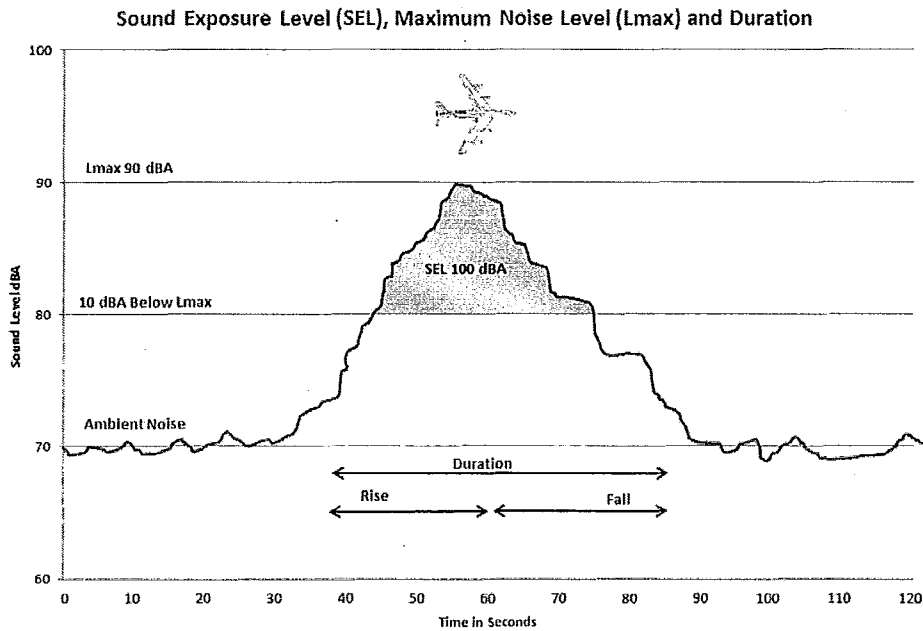
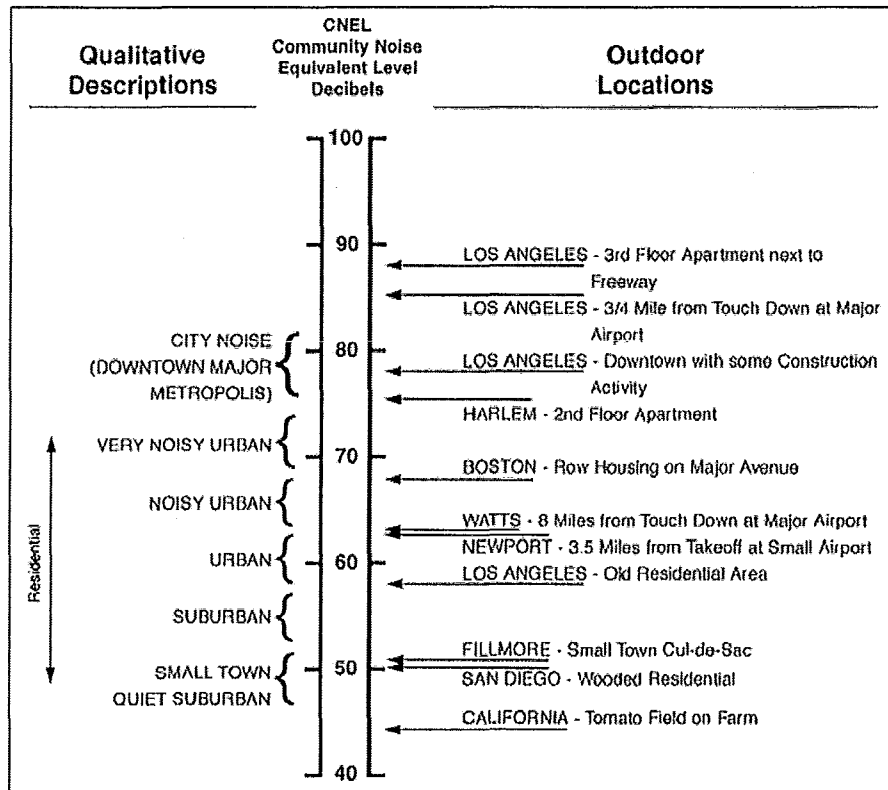
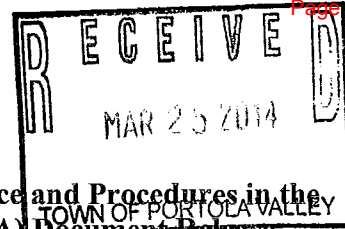


Figure 3 – Representative Cumulative Sound Levels







**Public Notice: FAA Northern California Optimization of Airspace and Procedures in the Metroplex (NorCal OAPM) Draft Environmental Assessment (EA) Document Release**

In accordance with the National Environmental Policy Act (NEPA), the FAA is releasing a Draft Environmental Assessment (EA) that will be available for public review and comment. The EA Document considers the potential environmental impacts of the implementation of the Northern California Optimization of Airspace and Procedures in the Metroplex (NorCal OAPM) Project.

A “metroplex” is a geographic area that includes several commercial and general aviation airports in close proximity serving large metropolitan areas. The NorCal OAPM proposed action would improve the efficiency of the National Airspace System in the Northern California Metroplex by optimizing aircraft arrival and departure routes at a number of airports.

The Study Airports include:

- San Francisco International Airport (SFO)
- Metropolitan Oakland International Airport (OAK)
- Norman Y. Mineta San Jose International Airport (SJC)
- Sacramento International Airport (SMF)

The project involves changes in aircraft flight routes and altitudes in certain areas. Specifically, the FAA proposes to publish and implement optimized standard arrival and departure instrument procedures, serving air traffic flows into and out of airports in the Northern California Metroplex. The proposed action does not require any ground disturbance or increase the number of aircraft operations within the Northern California Metroplex airspace area. The analysis of potential environmental impacts in the EA was conducted in accordance with FAA Order 1050.1E, *Environmental Impacts: Policies and Procedures*.

The Draft EA is available online and at many libraries throughout the General Study Area. The General Study Area covers areas surrounding the four Study Airports and extends approximately 40 to 45 miles north, east, south and west of SMF and 55 miles north, 70 miles east, and 100 miles south of SFO. The western boundary of the General Study Area generally runs contiguous with the coastline. In total, the General Study Area includes 11 entire counties and portions of 12 additional counties. These libraries include but are not limited to the following:

- Oakland Main Library, 125 14th St., Oakland, CA 94612, 510-238-3134
- Sacramento Public Library Central, 828 I St., Sacramento, CA 95814, 916-264-2920
- San Francisco Public Library, 100 Larkin St., San Francisco, CA 94102, 415-557-4400
- San Mateo Main Library, 55 West 3rd Ave., San Mateo, CA 94402, 650-522-7800
- Dr. Martin Luther King, Jr. Library, 150 E. San Fernando St., San Jose, CA 95112, 408-808-2000

A complete list of libraries and an electronic copy of the Draft EA is available online at:

[http://www.oapmenvironmental.com/norcal\\_metroplex/norcal\\_introduction.html](http://www.oapmenvironmental.com/norcal_metroplex/norcal_introduction.html)

The FAA invites the public to attend public information workshops for the Draft EA. During the workshops, representatives from the FAA and its Consultant Team will be available to answer questions about the project. The workshops will be open-house format and participants can attend anytime at the times and locations listed below:

**April 14, 2014**  
**Attend anytime between:**  
**4:00 p.m. – 7:00 p.m.**

**Sacramento International Airport**  
Terminal A - Media Room  
6900 Airport Blvd.  
Sacramento, CA 95837  
*Free voucher for Terminal A Parking*

**April 15, 2014**  
**Attend anytime between:**  
**4:00 p.m. – 7:00 p.m.**

**Port of Oakland**  
Exhibit Room  
530 Water Street  
Oakland, CA 94607  
*Free voucher for Jack London's Waterfront Parking*

**April 16, 2014**  
**Attend anytime between:**  
**4:00 p.m. – 7:00 p.m.**

**Independence High School**  
Villa C-Commons  
1776 Educational Park Drive  
San Jose, CA 95133

**April 17, 2014**  
**Attend anytime between:**  
**4:00 p.m. – 7:00 p.m.**

**San Mateo Public Library**  
Oak Meeting Room  
55 W 3rd Avenue  
San Mateo, CA 94402

**April 18, 2014**  
**Attend anytime between:**  
**10:00 a.m. – 12:00 p.m.**

**San Francisco Federal Building**  
Room B-020 (auditorium)  
90 7th Street  
San Francisco, CA 94103

Those interested in attending the public workshop who have special communication or accommodation needs are encouraged to contact Chris Jones of ATAC Corp. at (408) 736-2822 at least 2 days prior to the workshop. Every reasonable effort to accommodate special needs will be made.

The FAA encourages interested parties to review the EA, and provide written comments during the public comment period. Written comments will be accepted by the FAA until April 24, 2014. The public is invited to comment by mail or email. Please be aware that your name, address, phone number, e-mail address, or other personal identifying information in your comment may be made publicly available at any time. You may include in your comment a request to withhold your personal identifying information, however we cannot guarantee that we will be able to do so. Comments can be emailed to: [7-ANM-NorCalOAPM@faa.gov](mailto:7-ANM-NorCalOAPM@faa.gov)

Comments can be submitted by regular mail to:

NorCal OAPM EA  
Federal Aviation Administration  
Western Service Center - Operations Support Group  
1601 Lind Avenue SW  
Renton, WA 98057

**Sharon Hanlon**

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**From:** Loni Austin [loni.austin@gmail.com]  
**Sent:** Saturday, March 22, 2014 3:54 PM  
**To:** TownCenter; TownCenter  
**Cc:** Jason Schneiderman; Mary Birkel; Jennifer Peck; Mark Sutherland; Karen Askey; Brent Austin; Maria Surricchio  
**Subject:** Regarding school traffic on Corte Madera

I have been keeping abreast of this issue and just recently read the summary of the meeting on March 12th in the Almanac. I too am very much in support of closing off Corte Madera Rd. during school hours. I do not live on this street, but based on the cars I see cutting through on our street, Echo Lane, I can only imagine what it's like to have them flying through on Corte Madera.

However, I would like to point out that unless you close off all turns into the neighborhood, it will be like whacking down one mole only to have two more pop up. Cars will start turning onto Groveland and shooting down Canyon at cannon speed to get to Portola Rd.. We do not need more cars doing this!! There will also be more cars turning onto Echo (I have counted as many as five cars in one morning coming down our street to avoid the seven or eight car wait at the stop sign at the intersection at Portola / Alpine). There are kids walking and biking to school on these streets also. I would like to point out that similar to the issue on Corte Madera Rd. these cars cut through at speeds dangerous to kids not expecting the traffic on what are typically quiet streets.

In summary, if you are going to close Corte Madera Rd. you should also consider closing off Groveland and Echo.

Thank you,  
Loni Austin  
235 Echo Lane

PS Neighbors copied on this, please forward to other school aged children families as you see fit. I know there are a few new families on Echo and Canyon who I have not yet met.

**Sharon Hanlon**

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**From:** Judith Murphy [jammurr123@gmail.com]  
**Sent:** Tuesday, March 25, 2014 11:20 PM  
**To:** Sharon Hanlon  
**Subject:** please distribute this letter to Council members

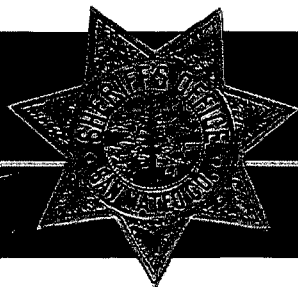
March 25, 2014

Conservation Committee requests that the Portola Valley Town Council send a letter to the appropriate authorities in San Mateo County expressing concern about the inappropriate and excessive lighting of the Ladera Shell station. Both the sign and the brightly illuminated glaringly white building are out of character with the Alpine Road rural scenic corridor.

We know this lies outside the boundaries of the Town proper but is within our sphere of influence and is the gateway to our Town.

Thank you,

Judith Murphy, Chair



# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

## San Mateo County Sheriff's Office (Headquarters Patrol) Press

Information on selected incidents and arrests are taken from initial Sheriff's Office case reports. Not all incidents are listed due to investigative restrictions and victim privacy rights.

Monday 03/17/14 to Sunday 03/23/14

*Sheriff*

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-2256	03/17/14 12:56PM	300 Blk Portola Rd. Portola Valley	Burglary	On or between 03/14/2014-03/17/2014 an unknown suspect(s) pried the fan off, the back of the snack shack on school grounds. The suspect(s) entered and removed approximately \$250.00 from the cash box and did approximately \$200.00 worth of damage. There is no suspect information at this time.
14-2348	03/20/14 11:56AM	900 Blk. Westridge Dr. Portola Valley	Burglary	The victim stated that she left her house in the morning and when she returned she noticed that the front gate was open which was unusual. The victim proceeded to the front door where she saw that the front window was broken and the front door was open. She quickly went next door and called 911 to report the incident. Upon arrival the deputy took the victim's statement and then walked her through the residence. The victim was able to determine that her wedding ring was missing as well as a "Pave" ring, and an Apple I-Mac computer. The estimated loss is \$100,000. There are no suspect(s) at this time.
14-2372	03/20/14	3500 Blk. Tripp Rd.	Possession of	Deputies located a suspicious vehicle parked on the wrong

	7:38PM	Woodside	Controlled Substance and Unlawful Paraphernalia	side of the road. Nicholas Wells from Palo Alto and Jane Barry from Woodside were located inside the vehicle, unconscious with Paraphernalia in plain view. Both suspects and the vehicle were searched. Suspected Heroin was located inside the vehicle. Wells confirmed that the substance was Heroin and claimed possession. Wells and Barry were arrested and booked into the San Mateo County Jail.
14-2403	03/21/14 8:27PM	100 Blk. Summit Rd. Woodside	Burglary	Unknown suspect(s) entered the residence via an unlocked door, rummaged through the house and stole a coin collection and a baseball card collection. There were no signs of forced entry, there were no witnesses and no physical evidence was located at the scene. The estimated loss is \$6,050.00.
14-2425	03/22/14 2:27PM	100 Blk. Favonia Rd. Portola Valley	Burglary	The victim stated that she left her home for a short trip on 3/19/14. She returned on Saturday 03/22/14 and did not notice anything amiss inside her residence and began to go about her day. Later, the victim noticed that her television that is usually in her armoire was missing. She then started looking through the residence and discovered that her two cats were outside when she had left them inside the home when she left. The victim then went throughout her house and discovered that a jewelry box was missing. The estimated loss is \$950.00. There are no suspects at this time.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: March 28, 2014  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended March 28, 2014.

- 1. Meeting with PG&E Gas Pipe Team** – Staff met with PG&E’s gas transmissions team to discuss gas line safety in Portola Valley and the immediate vicinity. The meeting was part of PG&E’s effort to improve the flow of information between the company and city staffs. With respect to exposure to gas transmission pipe explosions like the one in San Bruno, there are no transmission pipelines west of Interstate 280 near Portola Valley. There is a distribution feeder main (outer diameter of 4” and 6”) that connects our area to the transmission pipeline, and .44 miles of that main are in Ladera. From the feeder main, the gas lines decrease in size to feed the mostly residential demand in our area. PG&E detailed their safety inspections of their assets in Portola Valley and made it clear that the company is devoting significant resources to ensure the safety of their gas facilities, but there was no discussion of electricity facilities. We used the opportunity to express our concerns about tree trimming and vegetation management.
- 2. Farmers’ Market** – As you may be aware, the Farmers’ Market was quite busy, with Portola Valley Bread having a queue over 40 people deep (the attached picture was taken around 3:15—and more people lined up after the picture was taken).





## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – April 4, 2014**

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1. Agenda (Action) – Planning Commission – Wednesday, April 2, 2014
2. Agenda – Parks & Recreation Committee – Monday, April 7, 2014
3. Agenda – Trails & Paths Committee – Tuesday, April 8, 2014
4. Agenda (Special) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, April 9, 2014
5. Agenda – Emergency Preparedness Committee – Thursday, April 10, 2014
6. Agenda – Cultural Arts Committee – Thursday, April 10, 2014
7. Agenda – Nature & Science Committee – Thursday, April 10, 2014
8. Email from Town Manager Pegueros to Town Staff re: Update on Planning Department Staffing – April 2, 2014
9. Month End Financial Report - March 2014
10. Monthly Meeting Schedule – April 2014
11. Report from San Mateo County Sheriff's Office – Incident Log for 03/24/14 – 03/26/14
12. Article taken from the Almanac re: Thanking town government for work on behalf of cyclists

### **Attached Separates (Council Only)**

1. None



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, April 2, 2014 – 7:30 p.m.  
Council Chambers (Historic Schoolhouse)

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**REGULAR AGENDA**

Call to Order, Roll Call

**Call to Order at 7:33 p.m.**

**Chairperson Gilbert, Vice-Chairperson Targ (arrived 7:37), Commissioners Hasko, and Von Feldt present. Also present: Craig Hughes, Town Council Liaison, Karen Kristiansson, Deputy Town Planner.**

**Absent: Commissioner McKitterick.**

Oral Communications

**There were no oral communications.**

Regular Agenda

1. *Public Hearing* – Proposed Zoning Ordinance Amendment to Add Section 18.17, State Density Bonus Law

**The Commission discussed the proposed zoning ordinance amendment and voted 4-0 to approve a resolution recommending that the Town Council adopt the amendment.**

2. Continued Study Session – Housing Element Update

**Planning Commissioners reviewed drafts of the demographic section and housing programs section of the housing element and provided comments.**

Commission, Staff, Committee Reports and Recommendations

**Kristiansson introduced Lisa Ring, a consultant who will be assisting the Town with completion of the housing element work as well as other projects, and provided the Commission with an update on the Planning Department transition as presented to and approved by the Town Council on March 26.**

**Gilbert said that she had received information from the Town Attorney concerning contacts with applicants outside of meetings. Commissioners can take such calls but in order to avoid potential Brown Act issues are advised to only listen to applicants and not comment or express opinions. In addition, Commissioners will need to disclose at the public meeting any outside contacts they have had with applicants.**

Approval of Minutes: March 19, 2014 **(approved 4-0, as corrected)**

Adjournment: **Approximately 8:30 p.m.**

## **ASSISTANCE FOR PERSONS WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the 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**

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

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

Planning Commission Agenda  
April 2, 2014  
Page Two

## **PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public

Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

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

Date: March 28, 2014

CheyAnne Brown  
Planning Technician

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**Town of Portola Valley**  
**Parks & Recreation Committee Meeting**  
**Monday, April 7, 2014 – 7:30 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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## **AGENDA**

1. Call to Order
2. Oral Communications (*5 minutes*)  
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: March 3, 2014
4. Reports from Staff and Council
5. Trial Skate Ramp Update
6. Ford Field Update
7. Town Picnic Update
8. Zots to Tots
9. 50<sup>th</sup> Anniversary Blues & BBQ
  - Old fashioned games
  - Staffing at event
10. Softball Safety Solution Update

Next meeting: Monday, May 5, 2014



**TOWN OF PORTOLA VALLEY**  
***Trails and Paths Committee***  
**Tuesday, April 8, 2014 - 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes from March 11, 2014
4. Financial Review and Trail Work
5. Conservation Committee Update
6. Old Business
  - a) Driveway scoring process
  - b) 50<sup>th</sup> Anniversary Event – Guided Trails Walk
  - c) Budget – 2014/2015 Fiscal Year
  - d) Westridge Trails
7. New Business
  - a) Letter received from Cherie Callander re: Bicycles on Alpine Trail
  - b) Article received from Joe Coleman re: Large Groups Impact on Trails
8. Other Business
9. Adjournment

**Enclosures:**

Minutes from March 11, 2014 meeting  
Financial Review  
Trail work Map and Memo – March 2014  
Letter from Cherie Callander re: Alpine Trail  
Article from Joe Coleman re: Impact on Trails



**TOWN OF PORTOLA VALLEY**  
**Special Bicycle, Pedestrian and Traffic**  
**Safety Committee Meeting**  
**Wednesday, April 9, 2014 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call meeting to order
2. Roll Call
3. Oral Communications
  - Concerns regarding parking on Horseshoe Bend at times commensurate with CM school pickup
4. Approve Minutes of the March meeting
5. Sheriff's Report
  - 1) Updated requests for law enforcement presence, as required
6. Public Works Report
  - 1) Windy Hill parking controls
  - 2) Corte Madera Neighborhood & CMS – Response to Council meeting debate
7. General Items:
  - 1) BPTS Response to Council meeting consideration of Corte Madera & CMS traffic issues
  - 2) Propose recommendation to introduce permanent parking controls on Portola Road near the "Windy Hill" entrance
  - 3) Parking on Horseshoe Bend (resident concerns re CMS School activities)
8. Update on Outreach and Teaching programs
  - 1) Bike Rodeo – Saturday, May 10, 2014
  - 2) Bike to Work Day - Thursday May 8, 2014 \*\*\*Please Note Date Change\*\*\*
  - 3) Bike and Walk to School Day
9. Other Business
10. Time and date for May 2014 meeting
11. Adjournment



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, April 10, 2014 - 8:00 AM**  
**EOC / Town Hall Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

1. 8:00 Call to order -  
Members: John Boice, Dave Howes, Diana Koin, Anne Kopf-Sill, Dale Pfau,  
Chris Raanes, Ray Rothrock/Chair, Craig Taylor, Bud Trapp, and Stuart Young  
Guests: Nick Pegueros/Town Manager, John Richards/Town Council, Selena  
Brown WFPD, Tim Reed/Sheriff's Office, Gary Nielsen, Sheriff  
Absent:
2. 8:01 Oral communications
3. 8:15 Review and approve minutes of March meeting
  - Motion: Accept the Minutes of March 13, 2014
4. 8:16 Town Training Plan Report (Pegueros)
5. 8:25 Budget Proposal
6. 8:30 CERPP/WFPD Report (Brown or Ghiorso)
7. 8:40 Medical Plan Update/Presentation (Med subcommittee)
8. 8:50 Radio Equipment Report/WFPD (Rothrock)
9. 8:55 Other business
10. 9:00 Adjourn. Next meeting is May 8, 2014



**TOWN OF PORTOLA VALLEY**  
***Cultural Arts Committee***  
**Thursday, April 10, 2014 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of March minutes
4. Old Business:
  - 50<sup>th</sup> Anniversary Projects/Status
5. New Business:
  - CAC budget requirements for 2014-2015
  - Town Picnic
  - Hawthorn Estate
6. Adjournment





**Town of Portola Valley**  
***Nature and Science Committee Meeting***  
**Thursday, April 10, 2014 – 4:00 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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**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. Approve minutes from February 13, 2014 regular meeting
4. Reports:
  - Report on the Hawthorns planning meeting
  - Town of Portola Valley 50<sup>th</sup> anniversary planning
  - Bird Field Day will be held on April 6
5. Planning:
  - Hawthorns discussion and next-steps planning
  - Prepare presentation for Town Council meeting on April 23
  - Town of Portola Valley 50<sup>th</sup> anniversary planning for 2014
    - Earth Day – April 26
    - Flight Night – May 16
    - Seasonal Hike – August 14
    - Star Party – August 29
    - Portola Valley focus for Ecology Day – October 18
    - Other possible involvement
6. Budget Report:
  - Discuss purchase of freezer
  - Update on budget balance and recent purchases
  - Prepare budget proposal for 2014-15 year
7. Action Items:
  - Allocate program funds as needed
  - Recommendation regarding Hawthorns
8. Publicity:
  - Banners, Almanac articles, PV Forum, Post, etc.
9. Other reports including Sub-Committee/Liaison Reports:
  - Climate Protection Task Force
  - Conservation Committee
  - Sudden Oak Death Study Group
10. Adjournment:
  - Next meeting, June 12, 2014

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**From:** Nick Pegueros  
**Sent:** Wednesday, April 02, 2014 3:15 PM  
**To:** All  
**Subject:** Planning staff  
**Attachments:** Item #7 - Planning Dept Staffing 2014.pdf

Good afternoon,

I want to provide an update on the transition of planning services from Spangle to in-house staff.

At last week's Town Council meeting, the Council approved a revised staffing plan for the planning department (attached). The plan calls for an increase in the number of planning department employees (from 3 to 4) with the addition of a Planning Director. The new configuration will have a Planning Director (to be recruited), Karen as Deputy Town Planner, Carol as Assistant Planner, and Chey as Planning Technician. Recruitment for the Planning Director will begin soon.

While the Planning Director recruitment is underway, the staffing plan also calls for the designation of Deputy Town Planner Karen Kristiansson as "Interim Town Planner" until such time as a Planning Director is hired. This transition of Town Planner duties and responsibilities is an important aspect of the continued training of in-house staff by Tom Vlastic before he retires at the end of this calendar year. Tom will remain as a consultant to the Town through 12/31 but beginning May 1<sup>st</sup>, Karen will fulfill the duties and responsibilities of the Town Planner function.

This is a big transition for everyone (residents, staff, Commissioners, Council) and I want to thank Tom, Karen, Carol, and Chey, for all of their hard work to make the transition a success. Please let me know if you have any questions.

Best,  
Nick



# MONTH END FINANCIAL REPORT

## FOR THE MONTH OF: MARCH 2014

<b>CASH</b>	Bank of America	\$	55,200.06
	Local Agency Investment Fund (0.236%)	\$	12,219,465.68
	<b>Total Cash</b>	<b>\$</b>	<b>12,274,665.74</b>
<b>FUND</b>	05 General Fund	\$4,071,871.40	<i>General Fund Assignments:</i>
	08 Grants	(48,889.04)	<i>Emergency Capital</i> \$1,400,000.00
	10 Safety Tax	(272.99)	<i>Unfunded Pension</i> 1,015,000.00
	15 Open Space	3,777,466.46	<i>Open Space Acquisition</i> 377,499.04
	20 Gas Tax	51,477.42	<i>Equipment Replacement</i> 200,000.00
	22 Measure M	(15,443.47)	<i>Legal Contingency</i> 100,000.00
	25 Library Fund	458,303.00	<i>Historic Museum</i> 2,890.95
	30 Public Safety/COPS	(45,008.35)	<i>Children's Theatre</i> 2,659.62
	40 Park in Lieu	6,252.76	<i>UNASSIGNED BALANCE</i> \$973,821.79
	45 Inclusion In Lieu	2,877,795.91	<i>General Fund Total</i> \$4,071,871.40
	50 Storm Damage	(40,492.53)	
	60 Measure A	166,390.83	
	65 Road Fees	41,042.14	
	75 Crescent M.D.	100,413.43	
	80 PVR M.D.	14,283.78	
	85 Wayside I M.D.	5,748.25	
	86 Wayside II M.D.	(7,977.66)	
	90 Woodside Highlands M.D.	156,939.11	
	95 Arrowhead Meadows M.D.	(1,799.67)	
	96 Customer Deposits	706,564.96	
	<b>Total Fund Balance</b>	<b>\$</b>	<b>12,274,665.74</b>
<b>ACTIVITY</b>	Beginning Cash Balance:	\$12,223,380.20	
	Revenues for Month:	327,150.00	
	<b>Total Revenues for Month:</b>	<b>327,150.00</b>	
	Warrant List 3/12/14	(97,801.87)	
	Warrant List 3/26/14	(75,866.90)	
	Payroll	(100,501.98)	
	<b>Total Expenses for Month:</b>	<b>(274,170.75)</b>	
<b>RECAP</b>	<b>Total JE's and Void Checks:</b>	<b>(1,693.71)</b>	
	<b>Ending Cash Balance</b>	<b>\$</b>	<b>12,274,665.74</b>

<b>FISCAL HEALTH SUMMARY:</b>	
Unreserved/Spendable Percentage of General Fund (Adopted Policy is 60%)	101.83%
<i>Calculated at current GF fund balance less non-spendable funds, divided by current year budgeted operating expenditures.</i>	
Days of Running Liquidity of Spendable General Fund	376
<i>GASB recommends no less than 90 days</i>	

NOTE: General Fund assigned fund balances were approved by the Town Council on January 24, 2014. The unassigned fund balance is on the cash basis and does not include the adopted budget surplus/deficit for the fiscal year or accrued liabilities such as accounts payable or compensated absences, which are typically only accrued on June 30th of each fiscal year. This report is complete as of the last business day of the month for which it was issued. If new information arises for this or prior periods, these monthly reports will not be updated but the adjustment will be reflected in the month where the information comes to Town staff's attention.

# Town of Portola Valley

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

## **APRIL 2014 MEETING SCHEDULE**

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

### **TOWN COUNCIL – 7:30 PM** (Meets 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)

Wednesday, April 9, 2014

Wednesday, April 23, 2014

Wednesday, April 30, 2014 / 7:00 pm start (Special meeting)

### **PLANNING COMMISSION – 7:30 PM** (Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)

Council Liaison – Craig Hughes (for months April, May, June)

Wednesday, April 2, 2014

Wednesday, April 16, 2014

### **ARCHITECTURAL & SITE CONTROL COMMISSION - 7:30 PM** (Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays)

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

Monday, April 14, 2014

Monday, April 28, 2014

### **BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE – 8:15 AM** (Meets 1<sup>st</sup> Wednesday of every month)

Council Liaison – Maryann Derwin

Wednesday, April 2, 2014 – Cancelled

Wednesday, April 9, 2014 – Special meeting

### **CABLE TV COMMITTEE – 8:15 AM** (Meets 2<sup>nd</sup> Thursday) alternate odd numbered months

Council Liaison – Craig Hughes

### **CONSERVATION COMMITTEE – 7:45 PM** (Meets 4<sup>th</sup> Tuesday)

Council Liaison – John Richards

Tuesday, April 22, 2014

### **CULTURAL ARTS COMMITTEE –** (Meets 2<sup>nd</sup> Thursday of every month)

Council Liaison – John Richards

Thursday, April 10, 2014

### **EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM** (Meets 2<sup>nd</sup> Thursday) in the EOC /

Conference Room at Town Hall

Council Liaison – John Richards

Thursday, April 10, 2014

FINANCE COMMITTEE

Council Liaison – Ann Wengert

Monday, April 21, 2014 – 5:30 PM / Town Hall Conference Room

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

As announced

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

Council Liaison – Craig Hughes

Thursday, April 10, 2014

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 1st Monday)

Council Liaison – Ann Wengert

Monday, April 7, 2014

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs

As announced

SUSTAINABILITY COMMITTEE – 3:30 PM (Meets 3<sup>rd</sup> Monday)

Council Liaison – Maryann Derwin

Monday, April 21, 2014 - Cancelled

TEEN COMMITTEE

Council Liaison – Ann Wengert

As announced

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

Council Liaison – Ann Wengert

Tuesday, April 8, 2014 – 8:15 AM



# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

## San Mateo County Sheriff's Office (Headquarters Patrol) Press

Information on selected incidents and arrests are taken from initial Sheriff's Office case reports. Not all incidents are listed due to investigative restrictions and victim privacy rights.

**Monday 03/24/14 to Wednesday 03/26/14**

*Sheriff*

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-2473	03/24/14 12:58PM	199 Churchill Ave. Woodside	Terrorist Threats	A deputy was dispatched to 199 Churchill Ave on the report of a teacher receiving threatening e-mails. The suspect (#1) that the e-mail came from did not write the e-mail. It is suspected that another unknown suspect (#2) used suspect #1's e-mail account to write the e-mail to the teacher. The teacher requested this incident documented in case she receives additional threatening e-mails. The school district's IT department is working on an attempt to gain any additional information.
14-2477	03/24/14 2:49PM	100 Blk. Foxhill Rd. Woodside	Burglary	Unknown suspect(s) entered the victim's locked home by breaking a rear door window. Once inside, the suspect(s) search for items to steal, but the home had minimal items as it is staged for sale. The suspect(s) used the water in the bathroom and thus steals utilities from the victim. The suspect(s) left the home without being identified.
14-2490	03/24/14 8:46AM	100 Blk. Skywood Way Woodside	Burglary	Unknown suspect(s) entered a residence on Skywood Way by removing the louvered glass and screen from a first floor rear door. The suspect(s) ransacked the residence, took

				numerous jewelry items \$500.00. The suspect(s) also took a Dell brand computer laptop and watch. The suspect(s) exited through the front door. The estimated loss is \$34,500. There is no suspect information at this time and no witnesses.
14-2514	03/25/14 4:45PM	100 Blk. Mapache Drive Portola Valley	Burglary	The victim came home from vacation to find that suspect(s) had burglarized his home. The suspect(s) left the scene with jewelry. The estimated loss is \$410. There is no suspect information at this time.
14-2518	03/25/14 5:01PM	Friars Lane / La Honda Rd. Woodside	Traffic Accident – Minor Injury	Party #1 was driving vehicle #1 westbound on La Honda Rd approaching Friars Lane. Party #2 was driving vehicle #2 eastbound on La Honda Rd passing Friars Lane. P-#1 accidentally stepped on the gas pedal instead of the brake pedal and lost control of V-#1. V-#1 then traveled into the eastbound lane and collided into V-#2 in a head-on collision.

**LETTERS**

Our readers write

*Continued from previous page*

on a "non-project." It appeared that staff was carrying the club's water at the presentation.

This process is upside down. If Sharon Heights Country Club applied for an actual permit the council might have directed staff to retain a consultant with water policy expertise that could have organized a presentation for the council and public before burdening a volunteer commission with an issue that was not even on this year's goal setting.

Once again, residents took the time to attend the meeting and once again all opposed this idea. In all the EQC meetings regarding this idea, no residents have supported the club's plan.

The city needs an emergency well. The city has been instructed by BAWSCA to reduce its use of Hetch Hetchy water. If our parks need water, the city can dig a well and use ground water for irrigation. However, when a private club pays for the construction of a well in a private park for its use, the city is married forever to this club. It's a private well and ending the relationship could result in a lawsuit against the city.

Don't go down this road. It's wrong for so many reasons. Concentrate on the city's need for emergency wells and maybe use some of the water for Burgess Park. The city needs a policy on water and an understanding of how every development it approves carries with it the issue of providing water for it and sewage from it. The two current developments on the city's radar include approximately 800,000 square feet of development. The water for these developments should be considered before

water for the Sharon Heights Country Club.

*Brielle Johnck  
 Central Avenue, Menlo Park*

**Thank you to the town of Portola Valley**

*Editor:*

I'd just like to express my thanks to the town government and residents for some efforts made on behalf of cyclists and pedestrians during the past year.

Specifically, additional parking enforcement and signs along Portola Road near the Windy Hill parking area has resulted in increased protection for cyclists (and the occasional pedestrian) and prevents us (cyclists) from being forced into traffic lanes by a line of illegally/poorly parked cars.

I've biked in this area for 12 years now, and it is my sense that respect for others and adherence to the law is increasing generally. Efforts by cities and towns in this area are an extremely valuable part of that increasing respect and compliance.

I'll keep doing my part by stopping at signs, yielding to pedestrians, and keeping my lights flashing, but I wanted to share my gratitude and the extra measure of joy I feel when biking through Portola Valley. Your efforts are noted and greatly appreciated.

*Peter Lenhardt  
 University Drive, Menlo Park*

**Vegetation always wins over cement**

*Editor:*

The following letter was addressed to the Menlo Park City Council:

"Don't fight lost battles" is an important phrase and concept to remember when one is

involved in political and ethical battles like trying to prevent a beautiful, wooded waterway (San Francisquito Creek) from being turned into a cement (trapezoid) walled storm drain in the name of flood control.

And it is gratifying when one "wins," as described in my self-published 1975 book, "A P/U History of Menlo Park, which to this writer's delight is still in the Menlo Park and other libraries. But if one lives long enough, often one witnesses the same battles arising to be fought by conscientious people in the next generation.

Downstream flooding has many causes, including upstream land use. East Palo Alto and the bayside parts of many communities were built before we had a thorough understanding of drainage patterns, flood plains and the properties of saturated soils. And these days we are forced to change our thinking on climate itself as we see high cement structures being drowned as water levels rise around the world. The so-called Hundred-Year Flood is now not an adequate basis for planning our surroundings.

One of the first things done in building or upgrading communities is tending to the landscaping. In many communities, wise politicians and planners are even replacing parking spaces with trees. There is a difference in what happens to a person's mind and soul or whatever you want to call it when looking at a cement wall or even a rock-lined creek bed versus a beautiful tree. When it comes to cement vs. vegetation, vegetation will ultimately win.

*Martha B. Hopkins  
 Tucson, Arizona*

**INVITES APPLICAT**

**ARTS AND CULTURE COMM**  
 Meets first Thursday of each mont

The Committee strengthens m by initiating, sponsoring and c activities including, but not lin sign, music, horticulture, culin Committee will create opportu community about cultural affai to showcase local creative taler

**EMERGENCY PREPAREDNES**  
 This committee is newly formed an mined; appointed for staggered two

The Committee supports the Ge pate in education related to natu preparedness education. The En works with Town staff to develp procedures for responding to dis floods and other emergencies. I supports the work of the Citizen ness Program (CERPP) to develp emergencies at the neighborhood Committee works with staff to r team of volunteers who can assis Center when Town staff is partia gency Preparedness Committee v communication facilities and cap Town with information and traini

**LIVESTOCK AND EQUESTRIAN**  
 Meets fourth Wednesday of each mor one-year term.

The Committee reviews applicati forwards recommendations to the applications for exceptions to the recommendations to the Planning stables in accordance with the req Committee develops and supports which aid the community in sustai ing equestrian activities and facilit for Town Council, staff and reside

**OPEN SPACE COMMITTEE**  
 Meets fourth Thursday of each month, term.

The Committee advises and assists sion and staff in implementing the j and Conservation elements of the C to acquisition and maintenance of c space preservation.

**PUBLIC SAFETY COMMITTEE**  
 Meets on call of Chair; appointed for tw

The Committee advises the Town C munity public safety, including poli the Town.

**RECREATION COMMITTEE**  
 Meets first Thursday of each month, 7:30 and unexpired two-year term.

The Committee guides the activities grams.

**SUSTAINABILITY AND CONSERVA**  
 Meets fourth Monday of each month, 6:0 and unexpired one-year term.

The Committee advises and assists t mission, and staff on conservation, o facilities



The

• Make purchases