



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council
 Wednesday, May 28, 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.

CONSENT AGENDA

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

- (1) **Approval of Warrant List – May 28, 2014** 3
- (2) **Report from Sustainability & Special Projects Manager – Farmers' Market Quarterly Report** 13
- (3) **Recommendation from Town Manager – Consultant Services Agreement with Spangle & Associates** 16

REGULAR AGENDA

- (4) **Report from Interim Town Planner – 18 Redberry Permit Release** 23
- (5) **Report from Interim Town Planner – Housing Element Annual Report** 64
- (6) **Presentation by Town Manager – Review Proposed 2014/2015 Budget and Set Public Hearing** 77
- (7) **Recommendation by Town Manager – Not-for-Profit Agency Funding Requests** 129
- (8) **Recommendation by Town Manager – Approval of Mid-year Budget Amendment** 162

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (9) **Reports from Commission and Committee Liaisons** 163
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (10) **Town Council Weekly Digest – May 16, 2014** 164
- (11) **Town Council Weekly Digest – May 23, 2014** 191

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).

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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

MIKE AGOFF	Instructor Fees, Spring 2014	15312	05/28/2014	
			05/28/2014	
2341 KEHOE AVENUE	0016		05/28/2014	0.00
SAN MATEO	BOA	48656	05/28/2014	0.00
CA 94403				4,896.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	4,896.00	0.00

Check No.	48656	Total:	4,896.00
Total for	MIKE AGOFF		4,896.00

AT&T	Statements, 4/6 - 5/5	15273	05/28/2014	
			05/28/2014	
P.O. BOX 9011	441		05/28/2014	0.00
CAROL STREAM	BOA	48657	05/28/2014	0.00
IL 60197-9011				272.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	272.21	0.00

Check No.	48657	Total:	272.21
Total for	AT&T		272.21

BAY AREA GEOTECH GROUP	CIP 13/14 Road ReSurf, Testing	15302	05/28/2014	
			05/28/2014	
847 W. MAUDE AVENUE	618		05/28/2014	0.00
SUNNYVALE	BOA	48658	05/28/2014	0.00
CA 94085	34905			1,985.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4533	CIP13/14 Street Resurface	1,985.00	0.00

Check No.	48658	Total:	1,985.00
Total for	BAY AREA GEOTECH GROUP		1,985.00

BELTRAMO'S WINES & SPIRITS	Town Picnic 2014	15274	05/28/2014	
			05/28/2014	
1540 EL CAMINO REAL	0401		05/28/2014	0.00
MENLO PARK	BOA	48659	05/28/2014	0.00
CA 94025	1-13793			237.24

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	237.24	0.00

Check No.	48659	Total:	237.24
Total for	BELTRAMO'S WINES & SPIRITS		237.24

CALIFORNIA WATER SERVICE CO	3/18/14 - 5/14/14 Statement	15275	05/28/2014	
			05/28/2014	
3525 ALAMEDA DE LAS PULGAS	0011		05/28/2014	0.00
MENLO PARK	BOA	48660	05/28/2014	0.00
CA 94025844				4,160.13

GL Number	Description	Invoice Amount	Amount Relieved
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05-64-4330	Utilities		4,160.13	0.00
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Check No.	48660	Total:	4,160.13
Total for	CALIFORNIA WATER SERVICE CC		4,160.13

CARDUCCI & ASSOCIATES INC	Ford Fld Constr Mgmt Feb-April	15307	05/28/2014	
555 BEACH STREET, FOURTH FLOOR	0344		05/28/2014	0.00
SAN FRANCISCO	BOA	48661	05/28/2014	0.00
CA 94133	8169			341.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	341.00	0.00

Check No.	48661	Total:	341.00
Total for	CARDUCCI & ASSOCIATES INC		341.00

CITY OF REDWOOD CITY (IT)	April IT Support	15276	05/28/2014	
P.O. BOX 3629	586		05/28/2014	0.00
REDWOOD CITY	BOA	48662	05/28/2014	0.00
CA 94064	BR32609			1,957.70

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	1,957.70	0.00

Check No.	48662	Total:	1,957.70
Total for	CITY OF REDWOOD CITY (IT)		1,957.70

CLEANSTREET	April Street/Litter Clean	15306	05/28/2014	
1937 W. 169TH STREET	0034		05/28/2014	0.00
GARDENA	BOA	48663	05/28/2014	0.00
CA 90247-5254	74275			1,529.62

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4262	Street Sweeping	659.52	0.00
20-60-4266	Litter Clean Up Program	870.10	0.00

Check No.	48663	Total:	1,529.62
Total for	CLEANSTREET		1,529.62

CSG CONSULTANTS INC	Building Insp 3/29 - 4/25	15277	05/28/2014	
1700 S. AMPHLETT BLVD	622		05/28/2014	0.00
SAN MATEO	BOA	48664	05/28/2014	0.00
CA 94402	026919			3,040.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	3,040.00	0.00

Check No.	48664	Total:	3,040.00
Total for	CSG CONSULTANTS INC		3,040.00

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G. BORTOLOTTO COMPANY	2013-14 Resurfacing Project	15309	05/28/2014	
	Progress Payment #1		05/28/2014	
580 BRAGATO ROAD	0025		05/28/2014	0.00
SAN CARLOS	BOA	48665	05/28/2014	0.00
CA 94070	1			102,061.89

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4533	CIP13/14 Street Resurface	102,061.89	0.00

Check No.	48665	Total:	102,061.89
Total for	G. BORTOLOTTO COMPANY		102,061.89

JEANNIE GOLDMAN	Instructor Fees, Spring 2014	15311	05/28/2014	
			05/28/2014	
741 MANZANITA ROAD	706		05/28/2014	0.00
WOODSIDE	BOA	48666	05/28/2014	0.00
CA 94062				14,591.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	14,591.00	0.00

Check No.	48666	Total:	14,591.00
Total for	JEANNIE GOLDMAN		14,591.00

MICHAEL EDWARD GREENWALD	Skateboard Construction	15270	05/28/2014	
dba MG Creations Constr			05/28/2014	
322 CENTENNIAL STREET	1244		05/28/2014	0.00
SANTA CRUZ	BOA	48667	05/28/2014	0.00
CA 95060	16			2,250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	2,250.00	0.00

Check No.	48667	Total:	2,250.00
Total for	MICHAEL EDWARD GREENWALD		2,250.00

HALF MOON BAY BREWING CO	Earth Day Fair 2014	15278	05/28/2014	
			05/28/2014	
P.O. BOX 879	0402		05/28/2014	0.00
EL GRANADA	BOA	48668	05/28/2014	0.00
CA 94018	2975			370.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	370.00	0.00

Check No.	48668	Total:	370.00
Total for	HALF MOON BAY BREWING CO		370.00

HORIZON	Fertilizer	15279	05/28/2014	
			05/28/2014	
P.O. BOX 52758	0289		05/28/2014	0.00
PHOENIX	BOA	48669	05/28/2014	0.00
AZ 85072-2758	1N173165			323.90

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	323.90	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	48669	Total:	323.90
Total for	HORIZON		323.90

MARSHA HOVEY LLC	Emerg Prep Consult - April	15280	05/28/2014	
			05/28/2014	
1035 APPIAN WAY	0381		05/28/2014	0.00
MORGAN HILL	BOA	48670	05/28/2014	0.00
CA 95037	PV-03			2,287.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	2,287.50	0.00

Check No.	48670	Total:	2,287.50
Total for	MARSHA HOVEY LLC		2,287.50

ALVIN JEN	Reimbursement, Mileage/Misc.	15281	05/28/2014	
			05/28/2014	
C/O MICHAEL WISZOWATY	417		05/28/2014	0.00
PORTOLA VALLEY	BOA	48671	05/28/2014	0.00
CA 94028				73.61

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	33.56	0.00
05-64-4336	Miscellaneous	40.05	0.00

Check No.	48671	Total:	73.61
Total for	ALVIN JEN		73.61

JORGENSON SIEGEL MCCLURE & FLEGEL	April Statement	15313	05/28/2014	
			05/28/2014	
1100 ALMA STREET	0089		05/28/2014	0.00
MENLO PARK	BOA	48672	05/28/2014	0.00
CA 94025				15,460.64

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	14,386.64	0.00
90-00-4375	General Expenses	374.00	0.00
96-54-4186	Attorney - Charges to Appls	700.00	0.00

Check No.	48672	Total:	15,460.64
Total for	JORGENSON SIEGEL MCCLURE &		15,460.64

BRITNEY KING	Instructor Fees, Spring 2014	15310	05/28/2014	
			05/28/2014	
4068A 26TH STREET	0380		05/28/2014	0.00
SAN FRANCISCO	BOA	48673	05/28/2014	0.00
CA 94131				6,191.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	6,191.00	0.00

Check No.	48673	Total:	6,191.00
Total for	BRITNEY KING		6,191.00

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State/Province Zip/Postal	Invoice Number			Check Amount

KUTZMANN & ASSOCIATES	April Plan Check	15283	05/28/2014	
			05/28/2014	
39355 CALIFORNIA STREET	0090		05/28/2014	0.00
FREMONT	BOA	48674	05/28/2014	0.00
CA 94538				8,366.11

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	8,366.11	0.00

Check No.	48674	Total:	8,366.11
Total for	KUTZMANN & ASSOCIATES		8,366.11

LITTLE GREEN CYCLO	Shredding for Earth Day	15272	05/28/2014	
			05/28/2014	
121 SOUTH MAPLE AVE, #13	1245		05/28/2014	0.00
SOUTH SAN FRANCISCO	BOA	48675	05/28/2014	0.00
CA 94080				190.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	190.00	0.00

Check No.	48675	Total:	190.00
Total for	LITTLE GREEN CYCLO		190.00

NANCY LUND	Reimb, Town Picnic Banner	15298	05/28/2014	
			05/28/2014	
240 GOLDEN HILLS	0241		05/28/2014	0.00
PORTOLA VALLEY	BOA	48676	05/28/2014	0.00
CA 94028	28682			76.30

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	76.30	0.00

Check No.	48676	Total:	76.30
Total for	NANCY LUND		76.30

LYNCH ELECTRIC & SONS INC	Library, Ballast Replacement	15285	05/28/2014	
			05/28/2014	
1160 INDUSTRIAL ROAD, #18	1365		05/28/2014	0.00
SAN CARLOS	BOA	48677	05/28/2014	0.00
CA 94070	2014.140			453.63

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4346	Mechanical Sys Maint & Repair	453.63	0.00

LYNCH ELECTRIC & SONS INC	Electrical Work, Copy Room TH	15303	05/28/2014	
			05/28/2014	
1160 INDUSTRIAL ROAD, #18	1365		05/28/2014	0.00
SAN CARLOS	BOA	48677	05/28/2014	0.00
CA 94070	2014.218			542.75

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	542.75	0.00

Check No.	48677	Total:	996.38
Total for	LYNCH ELECTRIC & SONS INC		996.38

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NOLTE ASSOCIATES, INC	March Applicant Charges	15286	05/28/2014	
			05/28/2014	
P.O. BOX 93243	0104		05/28/2014	0.00
LAS VEGAS	BOA	48678	05/28/2014	0.00
NV 89193-3243	14040372			3,713.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	3,713.00	0.00

Check No.	48678	Total:	3,713.00
Total for	NOLTE ASSOCIATES, INC		3,713.00

O. NELSON & SON, INC.	Trails Maint, Rock/Sand	15308	05/28/2014	
			05/28/2014	
3345 TRIPP ROAD	634		05/28/2014	0.00
WOODSIDE	BOA	48679	05/28/2014	0.00
CA 94062	160			162.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	162.00	0.00

Check No.	48679	Total:	162.00
Total for	O. NELSON & SON, INC.		162.00

PEELLE TECHNOLOGIES, INC	Document Prep/Scan	15287	05/28/2014	
			05/28/2014	
197 EAST HAMILTON AVE	961		05/28/2014	0.00
CAMPBELL	BOA	48680	05/28/2014	0.00
CA 95008	TOPV1727			426.42

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	426.42	0.00

PEELLE TECHNOLOGIES, INC	Document Scan/Index	15288	05/28/2014	
	PO#6164		05/28/2014	
197 EAST HAMILTON AVE	961		05/28/2014	0.00
CAMPBELL	BOA	48680	05/28/2014	0.00
CA 95008	TOPV1726			1,871.37

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	1,871.37	0.00

Check No.	48680	Total:	2,297.79
Total for	PEELLE TECHNOLOGIES, INC		2,297.79

PERS HEALTH	June Health Premium	15289	05/28/2014	
			05/28/2014	
VIA EFT	0108		05/28/2014	0.00
	BOA	48681	05/28/2014	0.00
				17,032.71

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	17,032.71	0.00

Check No.	48681	Total:	17,032.71
Total for	PERS HEALTH		17,032.71

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PORTOLA VALLEY BREADS	Joint TC/ASCC/Planning Retreat	15299	05/28/2014	
			05/28/2014	
6 APPLEWOOD LANE	0403		05/28/2014	0.00
PORTOLA VALLEY	BOA	48682	05/28/2014	0.00
CA 94028	0002			96.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	96.00	0.00

Check No.	48682	Total:	96.00
Total for	PORTOLA VALLEY BREADS		96.00

REGIONAL GOVERNMENT SERVICES	Jen/Juran Contract Svcs, April	15290	05/28/2014	
			05/28/2014	
P.O. BOX 1350	1165		05/28/2014	0.00
CARMEL VALLEY	BOA	48683	05/28/2014	0.00
CA 93924	4113			4,982.32

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4060	Temp NonPay Cler/Admin	4,982.32	0.00

Check No.	48683	Total:	4,982.32
Total for	REGIONAL GOVERNMENT SERVIK		4,982.32

LISA OBREGON RING	April, Planning Consult Svcs	15284	05/28/2014	
dba LOR Planning & Env'l Cons			05/28/2014	
346 CASTILIAN WAY	1243		05/28/2014	0.00
SAN MATEO	BOA	48684	05/28/2014	0.00
CA 94402	PV-2014-1			2,240.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	2,240.00	0.00

Check No.	48684	Total:	2,240.00
Total for	LISA OBREGON RING		2,240.00

RON RAMIES AUTOMOTIVE, INC.	'87 Ford E-150, Tires	15291	05/28/2014	
			05/28/2014	
115 PORTOLA ROAD	422		05/28/2014	0.00
PORTOLA VALLEY	BOA	48685	05/28/2014	0.00
CA 94028	44446			166.07

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	166.07	0.00

RON RAMIES AUTOMOTIVE, INC.	2000 Chevy 3500, Oil Svc	15301	05/28/2014	
			05/28/2014	
115 PORTOLA ROAD	422		05/28/2014	0.00
PORTOLA VALLEY	BOA	48685	05/28/2014	0.00
CA 94028	44486			251.16

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	251.16	0.00

Check No.	48685	Total:	417.23
Total for	RON RAMIES AUTOMOTIVE, INC.		417.23

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SAN MATEO CO INF SERVICES	April Microwave	15292	05/28/2014	
			05/28/2014	
455 COUNTY CENTER, 3RD FLOOR	0307		05/28/2014	0.00
REDWOOD CITY	BOA	48686	05/28/2014	0.00
CA 94063	1YPV11404			76.00

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

Check No.	48686	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SAN MATEO SHERIFF	FY13-14 4th Qtr Law Enforcemt	15314	05/28/2014	
OFFICE OF EMERGENCY SERVICES			05/28/2014	
400 COUNTY CENTER	0119		05/28/2014	0.00
REDWOOD CITY	BOA	48687	05/28/2014	0.00
CA 94063-0978	9813			223,535.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4282	San Mateo County Sheriff's Ofc	158,679.00	0.00
05-62-4284	COPS Addl Traffic Patrols	64,856.00	0.00

Check No.	48687	Total:	223,535.00
Total for	SAN MATEO SHERIFF		223,535.00

SHRED-IT	Earth Day Fair, on site purge	15293	05/28/2014	
			05/28/2014	
350 HATCH DRIVE	0352		05/28/2014	0.00
FOSTER CITY	BOA	48688	05/28/2014	0.00
CA 94404	9403555735			686.25

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	686.25	0.00

Check No.	48688	Total:	686.25
Total for	SHRED-IT		686.25

SMALL BUSINESS BENEFIT PLAN TR	June Dental/Vision	15294	05/28/2014	
			05/28/2014	
	0132		05/28/2014	0.00
BELMONT	BOA	48689	05/28/2014	0.00
CA 94002-0156				2,032.10

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,032.10	0.00

Check No.	48689	Total:	2,032.10
Total for	SMALL BUSINESS BENEFIT PLAN		2,032.10

SPEEDY PANINI	Food Vouchers for Earth Day	15271	05/28/2014	
			05/28/2014	
	1246		05/28/2014	0.00
	BOA	48611	05/28/2014	0.00
				112.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

May 28, 2014

Date: 05/22/2014

Time: 10:49 am

Page: 9

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
05-64-4335	Sustainability	112.00	0.00

Check No.	48611	Total:	112.00 H
Total for	SPEEDY PANINI		112.00

STAPLES	April Statement	15300	05/28/2014	
			05/28/2014	
STAPLES CREDIT PLAN	430		05/28/2014	0.00
DES MOINES	BOA	48690	05/28/2014	0.00
IA 50368-9020				612.69

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	612.69	0.00

Check No.	48690	Total:	612.69
Total for	STAPLES		612.69

TOWNSEND MGMT, INC	April Applicant Charges	15295	05/28/2014	
			05/28/2014	
P.O. BOX 24442	609		05/28/2014	0.00
SAN FRANCISCO	BOA	48691	05/28/2014	0.00
CA 94124				3,680.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	3,680.00	0.00

Check No.	48691	Total:	3,680.00
Total for	TOWNSEND MGMT, INC		3,680.00

TREE SPECIALIST INC	Emerg Tree Work, Portola Rd	15304	05/28/2014	
			05/28/2014	
1198 NEVADA AVE	839		05/28/2014	0.00
SAN JOSE	BOA	48692	05/28/2014	0.00
CA 95125				2,800.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage / Emerg Repairs	2,800.00	0.00

TREE SPECIALIST INC	ROW Tree Trimming	15305	05/28/2014	
			05/28/2014	
1198 NEVADA AVE	839		05/28/2014	0.00
SAN JOSE	BOA	48692	05/28/2014	0.00
CA 95125				12,500.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	12,500.00	0.00

Check No.	48692	Total:	15,300.00
Total for	TREE SPECIALIST INC		15,300.00

US POSTMASTER	Replenish Bulk Mail Acct	15296	05/28/2014	
		00006200	05/28/2014	
Business Mail Entry Unit	0287		05/28/2014	0.00
3875 BOHANNON DRIVE	BOA	48693	05/28/2014	0.00
MENLO PARK				2,000.00
CA 94025				

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

May 28, 2014

Date: 05/22/2014

Time: 10:49 am

Page: 10

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
05-64-4316	Postage	2,000.00	2,000.00

Check No.	48693	Total:	2,000.00
Total for	US POSTMASTER		2,000.00

WESTERN NRG, INC.	Firewall Security Protection,	15297	05/28/2014	
	3yrs	00006198	05/28/2014	
4034 ADOLFO RD	0392		05/28/2014	0.00
CAMARILLO	BOA	48694	05/28/2014	0.00
CA 93012	52560			1,496.50

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	1,496.50	1,375.00

Check No.	48694	Total:	1,496.50
Total for	WESTERN NRG, INC.		1,496.50

Total Invoices:	44	Grand Total:	452,128.82
		Less Credit Memos:	0.00
		Net Total:	452,128.82
		Less Hand Check Total:	112.00
		Outstanding Invoice Total:	452,016.82

Warrant Disbursement Journal

May 28, 2014

Claims totaling \$452,128.82 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: Brandi de Garmeaux, Sustainability & Special Projects Manager

DATE: May 28, 2014

RE: **Farmers' Market Quarterly Report**

SUMMARY

Per the Town Council's direction at their meeting on July 24, 2013, staff is providing the following quarterly report from market manager, Maggie Foard, on the weekly Farmers' Market at the Town Center. As planned, the market is running smoothly now with little staff support, aside from sending out a weekly blurb to the community and assisting with crossing-guard duties. As requested in Ms. Foard's report below, staff has included a request for a small budget for the market this year to support events that provide the opportunity for residents to learn about agriculture, sustainability and how to use the fresh produce and products available at the market.

May 20, 2014

Quarterly Update for Portola Valley Farmers' Market from Maggie Foard.

The Market:

The market is doing very nicely now that the hours are longer (3 – 7 pm versus 2 – 5 pm). Foot traffic has increased and vendors in general report mostly good days. We have had very little vendor absence and very little vendor turnover at the Portola Valley Farmers' Market. Vendors are referring our market to other vendors and I am fielding loads of new inquiries.

We have a very nice selection of vendors right now including a flow of craft vendors with increasing variety - jewelry, soaps, authors, clothing, etc. and even native plants. The market seems to have reached a size that while still small as farmers' markets go, has enough activity and variety to be interesting and busy.

Vendors:

We have added a great fruit vendor this quarter: Sunrise Farms with citrus and avocado in winter; blueberries, cherries, apricots, peaches and nectarines in summer. They have some fall fruit as well.

The two bigger veggie vendors are doing well. They offer us a great variety and consistent volume, including great strawberries. Crescent Farms is very small, but happy at Portola Valley - he is a favorite among some shoppers!

We have a new specialty herb vendor coming in June. Webb Ranch is planning to return June 5th with raspberries and blackberries to start. Jelich Ranch may return as well, although they have not checked-in lately. Smit Farm is just about to the end of the apple supply, but blueberries are his big thing and they are here. He has great juices too. El Porteño Empanadas took a break from the market in the winter, but have indicated they will return. LeftCoast Beef will be back in July with new product. Meanwhile, we have picked up another meat vendor - Victorian Farmstead - a farm from Sebastopol with pork, lamb, beef, rabbit, eggs and sausages. They are scheduled to start May 22nd.

I am working on an additional source of daily bread and hoping to get them on board in June. The market is reaching full capacity and should be full by the first summer concert.

Workshops:

Since the Town indicated from the beginning that they would like events in conjunction with the market, I am looking for ideas and encouraging vendor workshops that include hands-on activities. Oscar of High Note Coffee did a coffee workshop a few months back, Phil of Portola Valley Breads did a bread workshop this past weekend and we had a local raw, vegan chef do a green-smoothie workshop.

Joe from Jerk 'n Pickle is tentatively scheduled for a pickle-making workshop on June 26th. I have local chef Laura Stec coming back in July for another grill day, and possibly an herb workshop for August. Oscar will host another coffee workshop in September. In October, I would like to co-host another Harvest Festival with the Town as it was so popular last year. In November I will organize a food drive with market volunteers and in December maybe a holiday appetizer-making event on the wreath-making day.

These initial events have been free of charge, but since a vendor either loses sales for the day or has to hire someone, it would be great to charge a small fee (perhaps \$20) of the workshop attendees. Alternately, perhaps the Town could approve a small annual workshop budget for a once a month event and give the vendor a \$200 budget. This would at least cover materials and a helper for the booth for the day.

The market has paid for several of the demo events (Laura Stec's summer grill event was \$200, the recent Green smoothie event was \$100 and the "Feed the Farmers"

event in December was \$200). For the Harvest Festival, Webb Ranch brought its pumpkin patch and train, in exchange for stall fees for the season (approximately \$300). I think it would be great if the Town and the market could consider collaborating and share the expense of events that benefit the Town's residents.

Pets:

Pets are everyone's favorite thing here in Portola Valley, whether dogs or horses. Delicately asking folks to park Fido or Sea Biscuit at least 20 feet outside the market is something I am doing these days. Discussions with other market managers tell me that this is something that all markets deal with and it is just part of the daily market duties. I am planning to have a sign made that states no pets for each end of the market.

I also think we should consider having a pet parade, outside of the market perimeter, around Halloween - just for fun. We can use this to remind folks that we love pets too, but just not next to the market tents.

CONCLUSION

The Farmers' Market continues to fulfill its intended goal of creating a local, community-oriented event that promotes fresh produce and products, provides a venue for residents to socialize with each other, and creates the opportunity to learn about agriculture and sustainability. Staff will continue to keep the Council apprised of any issues or concerns that arise.

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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: May 28, 2014

RE: **Amendment to Consultant Service Agreement Between the Town of Portola Valley and Spangle Associates for Planning Services**

RECOMMENDATION

Authorize the Mayor to execute the amendment to the consultant service agreement between the Town and Spangle Associates for planning services.

BACKGROUND

The Town's current contract with Spangle Associates (SA) expires on June 30, 2014. At the request of the Town Manager, SA has agreed to extend their services to the Town through December 31, 2014 to further facilitate the transition of knowledge to in-house staff members.

DISCUSSION

The attached amendment to the Town's agreement with SA provides for a monthly retainer totaling \$79,200 for the six month term of the contract. The retainer provides an estimated 50-60 hours per month of transition services and meetings with in-house staff. SA may be called upon to assist with project applications considering the significant increase in applications. In those instances, SA will track time separately and the Town would pass the costs on to the applicant as has historically been the practice.

FISCAL IMPACT

The proposed budget for 2014-15 includes sufficient funds to pay for this agreement. Additional monies are also budgeted for general planning consulting services that would either provide for additional support from SA on special projects outside the retainer or for another consultant to assist with projects.

ATTACHMENTS

1. Fourth Amendment to Agreement for Professional Planning Services

Attachment



SPANGLE ASSOCIATES Urban Planning and Research
770 MENLO AVENUE #200 • MENLO PARK, CA 94025-4736 • (650) 324-8600 • FAX (650) 324-8604

May 7, 2014

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

Subject: Offer of and Scope of Professional Planning Services for the
Period of July 1 to December 31, 2014, Spangle Associates

Dear Nick,

I'm pleased to provide the attached, modified agreement and "scope and level of services" exhibit for continuing professional planning services to the town for the subject six-month period. These documents are based on our previous discussions and would be the fourth and final modification to the agreement for services between the town and Spangle Associates (SA). I've shared the documents with Town Attorney Leigh Prince and incorporated the clarifications she suggested. During the course of interaction with Leigh, the following clarifications to the proposed agreements documents were provided.

Time per month/average per week. The proposal is to provide, on average, two days per week of service. The 14 to 16 hours per week, projected to be 50-60 hours per month, would include "staff" type meetings in Town, which will continue as currently to be an average of 2 per week, but could be more if staff wants participation in a meeting with an "applicant." Other work would be as set forth in the attached scope and level of services exhibit. The proposal recognizes the Town's desire for some continuing assistance on the transition process and my desire for some flexibility in time to not feel compelled to be in the office every day and to allow for family travel over extended weekends. Even when I am out of the office and do such travel, however, I will continue to review and respond to emails and calls as has been normal over the past year+. I want to make it clear that my desire is to ensure the transition progresses positively during the term of the agreement and that Karen and others can continue to benefit from my "data base" to facilitate timely completion of planning tasks or issues as they come up.

Specific application assistance. The intention with paragraph 2 of the scope and level of services exhibit is for SA to track more significant time on applications, when requested to do more work, so that time could be billed against the application. The purpose is to facilitate the Town's use of such billing to offset the retainer, but not to add to the monthly billing from SA. This is directed at helping the town, at its discretion, to recover costs it could use to offset the retainer. The town can handle the offset any way it finds appropriate.

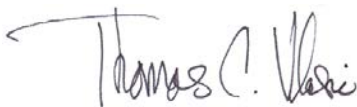
Other services. Paragraph 3 is only offered if the town has a specific project for which it

finds it would desire firm services, and we both agree to this. For example, if a general plan amendment is needed on a unique matter that no one expected come up and staff can't handle the work then I would be available to help. If the town finds my knowledge and experience would help expedite the effort, I'm prepared to help, but this would be in addition to the retainer time as it would likely take additional time, and the majority of the retainer service should focus on the transition assistance that has been requested.

In summary, as proposed there should be no billing above the retainer unless there is an extraordinary need by the Town and the Town specifically requests additional service. The main objective as discussed with you previously is to be there to continue to help with the transition through the end of the year and only charge the minimum that is needed to keep the SA alive through that period. After careful consideration, the monthly retainer amount is the minimum needed for SA to pay rent, cover necessary insurance, bookkeeping and other costs, and provide reasonable professional compensation for the scope of services to be provided.

I look forward to discussing this proposal with you as appropriate.

Sincerely,

A handwritten signature in black ink that reads "Thomas C. Vlasic". The signature is written in a cursive style with a long horizontal stroke at the beginning.

Thomas C. Vlasic
President

Attach.

**FOURTH AMENDMENT TO AGREEMENT
FOR PROFESSIONAL PLANNING SERVICES**

RECITALS

A. This Fourth Amendment to the Agreement for Professional Planning Services ("Fourth Amendment") is made as of this _____ day of _____, 2014 by and between the Town of Portola Valley, a municipal corporation ("Town"), and Spangle Associates ("Consultant").

B. The parties hereto desire to amend that certain Agreement for Professional Services ("Agreement") entered into between them on June 23, 2010.

AMENDMENT

1. Effective July 1, 2014, Section 5., "TERM," of the agreement is modified as follows:

TERM. This agreement shall cover the period from July 1, 2014 to December 31, 2014 or until terminated in accordance with Section 17 below.

2. Effective July 1, 2014, Exhibit A-1 (Scope and Level of Services) and Exhibit B-1 (Compensation) to the Agreement are hereby replaced in their entirety with Exhibits A-4 (Scope and Level of Service) and B-4 (Compensation) attached hereto.

3. Exhibit C-1 (Insurance Requirements) shall remain as amended on July 13, 2011 in the First Amendment to Consulting Agreement between the Town of Portola Valley and Spangle Associates

4. The remainder of the Agreement shall remain unamended and in full force and effect. In the event of conflict between the Agreement and this Amendment, the terms of the Amendment shall prevail.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first written above.

TOWN OF PORTOLA VALLEY

SPANGLE ASSOCIATES

MAYOR

BY: _____
Thomas Vlasic
President

ATTEST:

Town Clerk

94-2369147
Taxpayer I.D. No.

EXHIBIT A-4
(SCOPE AND LEVEL OF SERVICES)

RETAINER SERVICES

The Town of Portola Valley ("Town") shall pay Spangle Associates ("Consultant") a monthly retainer of \$13,200.00 to provide the services discussed below in Paragraphs 1 and 2. Where these same services are chargeable to a current applicant, as set forth in Paragraph 2, they will be billed separately in accordance with the current standard schedule of charges of the Consultant, attached to the Agreement as Exhibit B-4.

These general retainer services are specifically for continued assistance by Consultant for a six-month period on the process of transitioning Town planning services from the outside Consultant to in-house Town planning department staff. Over the course of the six-month period, if a unique situation arises that the Town determines would benefit from Consultant assistance, and is not specifically addressed in Paragraphs 1 and 2, Consultant services would be considered and provided as set forth in Paragraph 3.

1. General Retainer Transition Services. The following general retainer services shall be provided:

A. Advise the Interim Town Planner, other planning staff, the Town Manager and the Town Attorney on the following:

1. Specific matters, including but not limited to history of properties and/or applications where proposals are in the pre-application process, and/or where in processing of the application incidental questions arise.

2. General planning matters being dealt with by the Town, including provision of written background as may be requested and appropriate.

3. Review correspondence referred from the Town and respond to the Town as appropriate.

4. Participate in the process for recruitment of the new "planning director" as requested by the Town and as may take place during the six-month period of this Agreement.

5. Provide guidance relative to Planning Commission and ASCC agendas as requested and appropriate.

6. Review and provide comments and recommendations on draft staff reports on planning applications and other matters as requested by the Town.

B. Meetings.

1. Meet weekly at mutually convenient times with Town planning staff to review current matters and provide guidance based on Consultant experience and background knowledge with the Town.

2. Meet regularly with the Interim Town Planner and the Town Manager at mutually convenient times to review the status of key planning matters before the Town's staff, Planning Commission, Town Council, and ASCC.

3. Regular attendance at evening meetings of the Town Council, Planning Commission, ASCC or other Town committees or commissions is **not** part of the general retainer services. If, however, it is agreed by Town and Consultant that attendance at a particular meeting would benefit from Consultant involvement, Consultant's attendance at the meeting would be included in the retainer services.

C. Average Hours per week. At the request of the Town, Consultant has agreed to continue to maintain Spangle Associates in place through the end of 2014 to continue to assist with the transition of planning services. It is anticipated that Consultant will provide the general retainer services over an average of two days per week (approx. 14 to 16 hours per week or roughly 50-60 hours per month). It is recognized that time spent answering emails and phone calls out of the normal hours will take place over the course of the agreement period. To limit time on overhead matters and ensure that time is spent to the maximum benefit of the Town, the Consultant will not specifically track all time spent, in detail, but will ensure that the average hours per week are maintained. If, however, it is determined that the requests for assistance are averaging significantly above the time anticipated, Consultant shall advise the Town Manager and service and/or compensation adjustments may be made as determined appropriate and as are mutually agreeable between the Town and the Consultant.

2. Application Assistance on Active Current Proposals. Within the time framework discussed in Paragraph 1.C. above, Consultant will also provide services on specific current applications at the request of the interim Town Planner or Town Manager. Where such assistance takes more than two hours of time, Consultant shall track such time and bill separately for it so that such charges can be billed directly against the application. It is understood, however, that while these charges will help to offset Town retainer costs for Consultant services, they shall not be billed by the Consultant for reimbursement above the monthly retainer amount, and it shall be up to the Town to account for the any retainer offset, and determine how it is collected and applied. Further, payment of the monthly retainer shall not be dependent on such accounting and offset.

3. Other Additional Professional Services. If a specific project arises and the Town desires for Consultant to provide additional professional services relative to that project, such services shall be outside of the retainer and subject to additional compensation. In such case(s), the Town shall advise of the specific services desired, including time frame. In a timely manner, the Consultant shall provide a proposal and budget for such services. If mutually agreeable, with any appropriate adjustments, once approved, the Consultant shall provide the additional services for the agreed to additional compensation.

EXHIBIT B-4
(COMPENSATION)

Charges for services to be provided under Paragraphs 2 and 3 of Exhibit A-4 shall be based on the normal hourly rates listed below. Basic time and services, including normal overhead services and administration and management will be covered under the \$13,200 monthly retainer. It is envisioned that Spangle Associates Principal Planner Vlastic would provide the services under this agreement. If, however, it is determined that any historical data should be sought from Principal Planner Mader under Paragraphs 2 or 3 of Exhibit A-4, his services would be charged according to the rate listed below.

Principal Planner Vlastic	\$225 per hour
Principal Planner Mader	\$234 per hour



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Karen Kristiansson, Interim Town Planner

DATE: May 28, 2014

RE: **Review of Site Restoration Efforts and Consideration of ASCC Recommendation to Allow Issuance of Building Permits, 18 Redberry Ridge, Douglass**

RECOMMENDATION

After reviewing this report and the attached information about the site restoration efforts at 18 Redberry Ridge, it is recommended that the Town Council act to allow the issuance of building permits for the proposed house construction project, with the conditions approved by the ASCC and the Planning Commission.

BACKGROUND

In late December or early January 2013, unauthorized clearing occurred at the project site, including removal of vegetation and significant trees in the Town's open space easement. A notice of violation was issued, a fine of \$75,000 was levied and paid, a plan for site restoration was developed and approved by the Town, a deposit was placed to cover all town costs and ongoing monitoring, and a surety of \$65,000 was paid as a guarantee for the restoration project. Implementation of the restoration plan has occurred under the oversight of town staff and the ASCC, and such oversight will continue for a five-year period.

On January 8, 2014, after consideration of a recommendation from the ASCC, the Town Council acted to allow the property owner to submit architectural review and site development plans for the project (staff report and minutes attached). Those plans were submitted in January together with applications for architectural review and a site development permit. On April 14, 2014, the ASCC approved the architectural review for the project with conditions, contingent on Planning Commission action on the site development permit, and also acted to recommend that the Town Council allow release of the building permits for the project. The Planning Commission approved the site

development permit with conditions on May 7, 2014. The conditions of approval from both actions are attached.

DISCUSSION

The ASCC and Planning Commission both visited the property for a field meeting on March 19, 2014 in order to view the restoration plantings and consider the proposed project. John Wandke from Rana Creek was present at the meeting and discussed the status of the restoration efforts, which is also described in the attached March 14, 2014 monitoring report.

As is discussed in more detail in the attached staff reports and minutes from the April 14, 2014 ASCC meeting and the May 7, 2014 Planning Commission meeting, both bodies considered the progress of the restoration plantings and the screening that these plantings, together with the landscaping associated with the house, would provide for the proposed project. Based on the field meeting and the information presented, the ASCC recommended that the Town Council act to allow building permits to be processed and issued for the project.

It should be noted that even with release of the building permits, monitoring of the project by town staff and the ASCC will continue, and the ongoing restoration efforts are guaranteed by the \$65,000 surety placed by the property owner as well as the 5-year contract with Rana Creek for the restoration efforts.

FISCAL IMPACT

All costs for staff work related to the site restoration effort have been and will continue to be covered by funds placed on deposit with the Town by the property owner. If the Town Council approves processing of the building permits for the property, the applicant will need to pay the normal fees associated with processing of the permits.

ATTACHMENTS

1. Staff report and minutes from the January 8, 2014 Town Council meeting
2. Conditions of approval for architectural review and site development permit actions
3. Staff report and minutes from the April 14, 2014 ASCC meeting
4. Staff report and minutes from the May 7, 2014 Planning Commission meeting
5. March 14, 2014 Restoration Monitoring Report from Rana Creek

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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council

FROM: Tom Vlastic, Town Planner

DATE: January 8, 2014

RE: Status of Site Restoration and Consideration of ASCC Recommendation to Allow Processing of Residential Development Plans, 18 Redberry Ridge, Douglass

RECOMMENDATION

It is recommended that the town council receive this report on the status of site restoration at 18 Redberry Ridge (Douglass) in the Blue Oaks Subdivision and then act to allow the property owner to process architectural review and site development plans for the property subject to the conditions outlined at the October 28, 2013 ASCC meeting. This would allow the processing of development plans for the property through architectural review and site development approval, but actual release of permits would not occur until the ASCC again confirms the restoration efforts are continuing as anticipated. When this confirmation occurs, i.e., later this spring, the ASCC would provide a final recommendation to the town council as to timing for the actual release of permits to allow development efforts to proceed.

BACKGROUND

As the council is aware, in late December 2012/early January 2013 unauthorized clearing occurred on the subject site including removal of significant trees and other vegetation in the town's open space easement. The town issued a notice of violation to the property owner (Douglass) and, after considerable interaction with Mr. Douglass, fines were imposed and paid (\$75,000) to the town and a site restoration effort is being implemented with the approval and oversight of the ASCC. Thus far, Mr. Douglass has paid all town costs associated with the site restoration effort and has placed deposits with the town to cover ongoing staff monitoring as well as a \$65,000 surety as a guarantee for the restoration project.

In March, the ASCC initially considered and approved the mandated site restoration plan and conducted a status review in October. The staff report and minutes from both of these meetings are attached for reference. At the October 28, 2013 ASCC meeting, the ASCC considered the September 24, 2013 year one monitoring report from Rana Creek, site environmental restoration consultant, and concluded that the restoration effort was proceeding as anticipated and that Mr. Douglass should be allowed to proceed with

processing of plans for site development. The specific ASCC findings and recommendations to the town council are set forth in the attached minutes from the October 28, 2013 ASCC meeting.

DISCUSSION

The attached staff report and minutes from the October 28, 2013 ASCC meeting provide a complete discussion of the status of the site restoration process and the findings of the ASCC. Further, the 10/28/13 minutes contain the specific ASCC recommendations to the town council relative to allowing development plans to be processed at least to the permit approval stage. As noted in the minutes, the ASCC will be conducting additional site inspections as the plans are processed and will be preparing a final recommendation to the town council as to the timing of actual release of development permits.

It is also noted that at the October 28th ASCC meeting it was agreed that some additional planting and site work would be completed this fall and the work completion verified by a designated ASCC member. This work was completed, but the formal report from Rana Creek was only received on December 17, 2013. It is anticipated that the site check by ASCC Chair Breen will take place during the last half of December. The findings from this inspection will be reported to the town council at the January 8th meeting as the report and packet for that meeting had to be completed early due to the winter Holiday break.

FISCAL IMPACT

As noted above, the costs for all staff work related to this site restoration effort have been covered by funds placed on deposit with the town by Mr. Douglass. In addition, agreements and guarantees are in place to ensure additional staff time will be paid by the property owner. As to costs for processing of any development plans, Mr. Douglass, as the applicant, will need to pay normal fees and deposits for all staff work and other costs associated with all aspects of the application review process.

ATTACHMENTS

1. Staff report and minutes associated with March 25, 2013 ASCC meeting.
2. Final Site Restoration Plan, Rana Creek, March 28, 2013.
3. Staff report and minutes associated with October 28, 2013 ASCC meeting.
4. Year 1 Restoration Monitoring Report, Rana Creek, September 24, 2013
5. Kielty Arborist Report, September 26, 2013
6. November 1, 2013 letter from Rana Creek confirming actions committed to at 10/28/13 ASCC meeting.
7. December 16, 2013 letter from Rana Creek confirming completion of Fall planting as agreed to with the ASCC.

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

TCV

encl.
attach.

- (6) Ratification of Warrant List: January 8, 2014 in the amount of \$141,545.30
- (7) Recommendation by Town Attorney: Adopt Ordinance Amending the Conflicts of Interest Code
- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending the Appendix to Chapter 2.36 [Conflicts of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code (Ordinance No. __)
- (8) Recommendation by Town Manager: Approve First Amended Joint Exercise of Powers Agreement San Mateo Operational Area Emergency Services Organization

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

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

No: None

A second reading of the ordinance amending the Conflict of Interest Code will be on the Council's February 12, 2014 meeting agenda.

REGULAR AGENDA [9:29 p.m.]

- (9) Recommendation by Town Planner: Consideration of status of Site Restoration and request to allow property owner to process Architectural Review and Site Development plans for 18 Redberry Ridge

Mr. Vlasic referred to the January 8, 2014 staff report, indicating that the owner of the 18 Redberry Ridge property paid the fines associated with unauthorized clearing on his property and removal of significant trees and other vegetation in the Town's open space easement, developed a remediation plan in conjunction with the ASCC and has cooperated fully in the process. The ASCC did a follow-up review on the implementation of the remediation plan in October 2013, determined it was proceeding appropriately, made some recommendations that have been fundamentally completed and suggested that the Town Council allow the applicant to proceed with processing development of plans for the site so those plans can be considered in the context of the remediation plan.

The landscape consultant noted that a seeding has been performed, but it was not irrigated. If and when it starts to rain, those seeds should begin to germinate.

Mr. Vlasic said that if the Council concurs with the ASCC, no building permits would be processed or released until the ASCC comes back to the Council with a recommendation to do so and the Council agrees.

Councilmember Derwin asked whether Mr. Vlasic feels the concerns of the Elkins and others will be addressed; i.e., replacement of three madrone trees, erosion control, more screen planting and the ability of the Town to enforce a mandated restoration plan. Mr. Vlasic said that sureties and contracts are in place for Rana Creek to continue its work. He said the restoration plan is reasonable, but knowing what screening is needed can't be determined until some plans are in hand. He said the Elkins were interested in encouraging the toyon to come back, which is underway.

Councilmember Hughes said that inasmuch as he'd so recently come from the ASCC, the ASCC's recommendations for the Redberry Ridge property reflected his thoughts. In terms of background, he said the ASCC's position was that they wanted to see the house plans come forward to make sure the

ongoing restoration complements (rather than conflicts with) the placement of the house and its design. They also wanted several built-in hard checkpoints for ASCC to come in and review progress.

Councilmember Richards said he's pleased to see the matter come to such a successful conclusion, particularly considering the extent of the problem and the fact that 2013 was such a dry year. He said he favors moving ahead and processing the application. Mayor Wengert agreed.

Councilmember Richards moved to respond affirmatively to the ASCC request to allow the property owner to process Architectural Review and Site Development plans for 18 Redberry Ridge. Seconded by Councilmember Derwin, the motion carried 5-0.

- (10) Recommendation by Public Works Director: Authorize Town Staff to Submit Applications for San Mateo County Transportation Authority (TA) Grant Funding in 2014-15 and 2015-16 under the Measure A Pedestrian and Bicycle Program [9:38 p.m.]
- (a) Portola Road shoulder widening at Town Center and various sections of Portola and Alpine Roads
 - (b) Alpine Road shoulder widening at Arastradero Road
 - (c) Rectangular rapid flashing beacon for the crosswalk at Alpine Road and Golden Oaks Drive (West)

Mr. Young said that in mid-December 2013, the San Mateo Transportation Authority (TA) issued a call for projects, with applications due to the City/County Association of Governments (C/CAG) by January 17, 2014. The short timeframe, compressed even more by holiday time off, made it difficult to come up with the right projects to seek Council authorization for Mr. Pegueros to submit the appropriate applications and pass the requisite resolutions. However, working in conjunction with Committee members Kari Rust and Leslie Latham, recommendations for three projects were developed. Due to the time crunch, the recommendations are in draft form, Mr. Young said.

He showed Powerpoint slides to help illustrate each project:

Widening both shoulders of Portola Road at Town Center (Farm Road) and various other sections of Portola and Alpine Roads

Widening the westbound shoulder of Alpine Road at Arastradero Road. Mr. Young said the curve there is very narrow for bicyclists and debris falls on the road continuously. We're proposing a wider shoulder, plus a retaining wall of about 500 feet, similar to the retaining wall in front of Windy Hill parking lot on Portola Road.

Rectangular rapid flashing beacon for the crosswalk at Alpine Road and Golden Oaks Drive, right across from the Alpine Hills Swimming and Tennis Club. Mr. Young explained that these signs are not embedded in the pavement, but flash from button-activated signs mounted on either side of the crosswalk. Mr. Young said that at this point, the application is based on AC power, but they'd prefer a solar system if it works.

In addition to finalizing the applications, Mr. Young said it will take a lot of hard work to get petitions and letters of support together. Ms. Latham and Ms. Rust are working on that. Ms. Rust said they've already brought in about 300 signatures on petitions, and want to post a notice from the BP&TS Committee on the PV Forum to request statements of support, with a link to the Town website where residents could view the applications and contact BP&TS Committee members if they have any questions. In response to Mayor Wengert, Mr. Pegueros said the number of clicks required will be kept to the bare minimum necessary.

**ASCC Conditions of Approval for Architectural Review for a New House and Guest House,
18 Redberry Ridge, Blue Oaks Lot #15, Douglass/LaShay Residence
*Approved April 14, 2014***

1. Revised planting plans that conform with all appropriate PUD provisions, including those related to native landscape materials, shall be reviewed and approved by a designated member of the ASCC and staff prior to building permit issuance.
2. All lights along the panhandle of the driveway up to the curve shall be removed.
3. The color of the paver used for the patio and steps shall be darker than the sample provided, with the color to be determined to the satisfaction of a designated ASCC member.
4. If an air conditioning unit is proposed for the house, it shall be sited and designed to minimize noise impacts on neighbors to the satisfaction of a designated ASCC member.
5. The project team shall work with Rana Creek to determine the appropriate time, method, and specific manzanitas for transplanting and to document how many manzanitas shall be transplanted and to what locations. The applicant shall ensure that these transplants are monitored as part of the ongoing vegetation monitoring on the site. A plan for transplanting the manzanitas and for ongoing monitoring shall be submitted for review and approval by a designated ASCC member and staff prior to building permit issuance.
6. Cut sheets shall be submitted for each fixture type with information about the level of illumination provided and showing the colors and materials for each fixture, to the satisfaction of staff prior to building permit issuance.
7. The path and wall lights along the stairs and walkway to the guest house shall be placed on a separate, manually operated switch with an automatic off-timer.
8. A comprehensive vegetation protection and construction staging plan shall be provided and, once approved, implemented to the satisfaction of the ASCC and planning staff. The plan shall provide that Rana Creek shall monitor and ensure that restoration efforts, and any additional screen plantings called for by the ASCC, are installed, protected and maintained to ensure long-term success.

**Planning Commission Conditions of Approval for Site Development Permit X9H-672, 18
Redberry Ridge, Blue Oaks Lot #15, Douglass/LaShay Residence
*Approved May 7, 2014***

1. All conditions of the April 14, 2014 ASCC approval shall apply.
2. The applicant shall comply with the conditions of the Public Works Director as set forth in his March 11, 2014 memorandum.
3. The applicant shall comply with the conditions of the Town Geologist as set forth in his January 31, 2014 letter and any additional conditions as needed due to the revised plans.
4. The applicant shall comply with the conditions of the Fire Marshal as set forth in her January 29, 2014 review.

5. All finish contours shall be blended with the existing site contours to result in a finished slope condition that appears as naturally as is reasonably possible, to the satisfaction of the Public Works Director and Town Planner.
6. The applicant shall transplant as many manzanitas from the south side of the driveway as possible in the manner specified by condition #5 of the April 14, 2014 ASCC approval, and this shall be confirmed by Rana Creek in the transplanting plan.
7. Revised planting plans that conform with all appropriate PUD provisions, including those related to native landscape materials, shall be reviewed and approved by a designated member of the Planning Commission, a designated member of the ASCC, and staff prior to building permit issuance.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: Karen Kristiansson, Deputy Town Planner

DATE: April 10, 2014

RE: Continued Architectural Review for New House and Guest House and Site Development Permit X9H-672, for 18 Redberry Ridge, Blue Oaks Lot #15, Douglass/LaShay Residence

On March 19, 2014, the ASCC held a joint afternoon site meeting with the Planning Commission, and on March 24, 2014, the ASCC finished conducting its preliminary review of this application for a new house with attached garage and detached second unit on this vacant 2.09 acre Blue Oaks parcel. The staff reports for both of those meetings are attached, along with the minutes and draft minutes for the meetings.

Overall, preliminary review comments were positive relative to the proposed design and modifications that had been made to address neighbor concerns. Both the ASCC and Planning Commission appreciated the lowering of the east wing of the home by 3' 6". The ASCC and Planning Commission did suggest revisions to or request additional information about the following items in particular:

- Adjustments to the retaining wall on the south side of the auto-court in order to reduce impacts on the adjacent property to the south and also to preserve additional manzanitas;
- Consideration of the best approach for the driveway crossing of the swale, with plans and details provided so that the Commissions can assess the design and potential off-site visual impacts;
- Design, materials and landscaping for the retaining walls and terraces on the north side of the house, particularly in relation to visibility from off-site; and
- How well the restoration plantings and additional project plantings mitigate for any screening lost due to the unauthorized clearing.

The applicants and project design team considered all input and have provided a revised set of plans as listed below.

Square Three Design Studios, revised 4/1/14 unless otherwise noted:
 Sheet A1.01, Project Data; Proposed Site Plan
 Sheet A1.02, Proposed Partial Site Plan

Sheet A1.03, Proposed Partial Site/Main Level Floor Plan
 Sheet C-1, Topographic Survey Plan, McLeod and Assoc., dated 1/13/14
 Sheet C-2, Preliminary Grading, Drainage and Utility Plan, McLeod and Assoc.,
 revised 3/28/14
 Sheet C-3, Preliminary Grading and Drainage with Erosion Control Measures,
 McLeod and Assoc., revised 3/28/14
 Sheet A2.01, Proposed Partial Main Level Floor Plan – Area A
 Sheet A2.02, Proposed Partial Main Level Floor Plan – Area B
 Sheet A2.03, Proposed Basement Plan
 Sheet A2.04, Proposed Guest Cottage Floor Plan and Roof Plan, dated 1/16/14
 Sheet A2.05, Proposed Roof Plan
 Sheet A3.01, Proposed Exterior Elevations
 Sheet A3.02, Proposed Exterior Elevations
 Sheet A5.01, Proposed Building Sections
 Sheet A5.02, Proposed Building Sections
 Sheet A5.03, Proposed Building Sections
 Sheet LE0.0, Lighting Design Title Sheet, Juarez Design, dated 1/16/14
 Sheet LE2.0, Basement and Guest Cottage Lighting Plan, Juarez Design, dated
 1/16/14
 Sheet LE3.0A, Main Floor Lighting Plan – Area A, Juarez Design, dated 1/16/14
 Sheet LE3.0B, Main Floor Lighting Plan – Area B, Juarez Design, dated 1/16/14
 Sheet L1.0, Landscape Overall Site, Thuilot Associates, dated 4/1/14
 Sheet L1.1, Existing Vegetation, Thuilot Associates, dated 4/1/14
 Sheet L2.0, Layout Plan, Thuilot Associates, dated 4/1/14
 Sheet L2.1, Layout Plan Driveway, Thuilot Associates, dated 4/1/14
 Sheet L2.2, Layout Plan Notes, Thuilot Associates, dated 4/1/14
 Sheet L3.0, Irrigation Diagram, Thuilot Associates, dated 4/1/14
 Sheet L3.1, Irrigation Diagram Driveway, Thuilot Associates, dated 4/1/14
 Sheet L4.0, Planting Plan, Thuilot Associates, dated 4/1/14
 Sheet L4.1, Planting Plan Driveway, Thuilot Associates, dated 4/1/14
 Sheet L4.2, Planting Zone, Thuilot Associates, dated 4/1/14
 Sheet L4.3, Planting Zones Driveway, Thuilot Associates, dated 4/1/14
 Sheet L5.0, Landscape Lighting Plan, Thuilot Associates, dated 4/1/14
 Sheet L5.1, Lighting Plan Driveway, Thuilot Associates, dated 4/1/14
 Sheet L6.0, Landscape Detail, Thuilot Associates, dated 4/1/14

Two additional plan sheets were submitted separately; these were prepared by Thuilot Associates and are dated 4/8/14:

Sheet L2.4, Tree Diagram
 Sheet L6.1, Motorcourt Section/Elevation

In addition to the supplemental application materials listed in the March 13, 2014 staff report which all still pertain to this project, the following new items have been submitted:

- Transmittal memo from Tom Carrubba summarizing the revisions made to the plans, dated 4/2/14
- Letter from Thuilot Associates responding to comments from the 3/24/14 ASCC meeting, dated 3/31/14
- Color rendering of the entry/privacy wall feature, from Square Three Design Studios, dated 4/1/14

- Storm drain pipe sizing calculations for the driveway swale crossing, from MacLeod and Associates, dated 3/24/14
- Letter from Epifanio Juarez, Juarez Design, dated 4/1/14, summarizing lighting information provided at the March 24, 2014 ASCC meeting
- Color rendering of the guard rail at the cottage, from Thuilot Associates, dated 4/1/14
- Color photos of proposed plantings, from Thuilot Associates, dated 4/1/14
- Letter from Thuilot Associates, received April 9, 2014, concerning the retaining wall location at the auto-court.

The following comments are offered to assist the ASCC in completing action on the architectural review request. The ASCC should also forward any comments to the Planning Commission relative to the grading plans as the Planning Commission is scheduled to consider the site development permit application at a public hearing scheduled to take place at its May 7, 2014 meeting.

1. **Driveway swale crossing.** The revised plans now show a 12" culvert for the driveway crossing of the swale, with backfill against the retaining wall to reduce the visual impact, as shown on Sheet C-2 and in Section B on Sheet C-3. As was reported at the March 24th ASCC meeting, a civil engineer reviewed the drainage conditions at the swale and recommended a 12" culvert pipe (attached). These calculations would be reviewed by the town's engineering consultant as part of the normal building permit process.

The plans indicate that the driveway over the swale would have an approximately six foot tall retaining wall on the north side. Dirt would be backfilled against the retaining wall to a slope of 3:1 in order to reduce the visibility of the exposed wall from off-site. At the meeting on April 14, the project team should provide information concerning the height of the retaining wall that will likely be visible above the fill, as the section that was provided on Sheet C-3 in the plans is not to scale.

As shown on Sheet L4.1, some wild lilac and mountain mahogany would be planted on the fill below the wall to soften views to the exposed portion of the retaining wall. The retaining wall would be board-formed concrete with integral color, to be a brownish-gray that would be slightly darker than the house color. Assuming that the backfill would cover at least half of the retaining wall, most of the wall would likely not be visible because of the backfill and plantings, and the darker color should help the remainder of the wall to blend with the site.

2. **Auto-court south retaining wall and nearby manzanitas, and architectural feature wall.** At the March 19th field meeting, Commissioners expressed concern about the south retaining wall of the auto-court for two reasons. First was the proximity to the south property line and the potential visibility of the required guard rail above the retaining wall, particularly from the Salah residence. The second reason was that the south and east retaining walls for the auto-court would impact a mass of existing manzanitas.

As is explained in the attached letter received on April 9, 2014 from landscape architect Stefan Thuilot, the project team considered these concerns and looked at options. Because of the size of the hammerhead needed for the fire truck turn-around, the maximum radius for the fire truck access, and the fixed driveway entrance from the panhandle, the team found that moving the auto-court away from

the south property line would necessitate redesigning or moving the house. Moving the house would in turn bring the house closer to and could affect the oaks on the north side of the house site.

To address the concern about visibility of the guard rail, the landscape architect has submitted an additional plan sheet showing an elevation and section of the retaining wall and guard rail at the auto-court. As shown on this sheet, the guardrail would be approximately 1.5 feet south of the retaining wall, located on the property line. However, the site plan on Sheet A1.02 shows the guardrail directly on top of the retaining wall, and the project team has confirmed that either location would be possible. The question is whether the visibility of the guard rail would be better addressed with vegetation planted on the north side or the south side of the rail. As shown on the proposed planting plan, there would be a tree planted in the auto court below as well as lantana and wild lilac between the retaining wall and the guard rail. The ASCC could require additional or different plantings, or that the guard rail be located on the retaining wall rather than the property line.

In terms of impacts on the manzanitas, the project team proposes to transplant as many of the manzanitas as possible, and they indicated that they have had success transplanting manzanitas on other sites in Blue Oaks. Staff therefore suggests that a condition of approval be added to the project requiring the project team to work with Rana Creek to determine the appropriate time, method, and specific manzanitas for transplanting and to document how many could be transplanted and to what locations. The success of these transplants should then be monitored by Rana Creek as part of the ongoing vegetation monitoring on the site.

The project team also provided a color rendering of the proposed entry/privacy wall feature on the north-west side of the auto-court (attached). As shown, the wall would consist of a planter clad in corten steel, with a painted steel post on the west end of the planter and a beam connecting the post to the concrete entry wall on the east side of the entry walkway. Much of this feature is open and will be softened by the plantings.

3. **Railings and guard rails.** The project includes several guard rails and railings, including the one associated with the auto-court that was discussed above. Sheet L6.0 has been revised and now shows three types of railings, all of which are metal post with wire cables. Each of these three types is described briefly below:
 - a. Cable handrail at walkway/deck. The posts for this rail are stainless steel with hot brown patina finish. In addition, this design includes a “designrail cap rail” and also a bottom rail. The handrail is three feet tall, and there are nine wires between the top and bottom rails. This railing would be located along the entry walkway, the west terrace, and the overlook terrace on the north and west sides of the house.
 - b. Cable safety rail. This 3’ 6” tall rail has stainless steel posts with thirteen horizontal wires and no top or bottom rails. The project team has clarified that the posts would have the same hot brown patina finish as the cable handrail, although this is not specified on the plans. This type of railing would be located along the retaining wall on the south side of the house, except for the

auto-court area, where it could be located on the property line as was discussed above.

The location of this rail is not strictly in conformity with the PUD provisions in that a portion of it is located within the 20' property line setback and much of the rest is linear in character. However, the rail is required by building code given the elevation differences, which are needed to lower the house into the site and reduce view impacts. In addition, the safety rail is very open in style and would not cause a strong linear presence. As a result, the ASCC could approve the safety rail in this location as being consistent with the overall intent of the PUD fence provisions.

- c. Cable rail at cottage. This rail would be 2' 4" in height and would have "soft steel tube" posts with three horizontal wires. Again, the posts would have the same hot brown patina finish. This type of railing would be located along the edges of the green roof above the second unit.

All three rail designs are relatively minimal and should have little visual presence.

4. **Revised planting plans.** The planting plans shown on Sheets L4.0 and L4.1 have been slightly revised since the last set of plans the Commission reviewed. In addition, two new sheets showing "planting zones" have been added (Sheets L4.2 and L4.3). These sheets are intended to provide an overview of the intent of the planting plants by showing the general areas where different types of vegetation would be planted. The four zones are: 1) mixed native planting; 2) foundation planting; 3) ornamental meadow planting mix of natives and non-native; and 4) ornamental planting adjacent to house.

The planting plans and planting zones plans are not fully consistent with the Blue Oaks PUD provisions, however, in two ways:

1. The plans still include three species of trees that are non-native and not approved for use in Blue Oaks. The PUD statement states clearly in Section II.M.3.(a)(2) that "All new trees shall be from the Town approved native plant list found in Appendix A." This includes trees planted within the building envelope for the property.
2. The planting plans include non-natives planted outside the building envelope, both to the north and the south, whereas in this area, "Planting of only appropriate natives is permitted" (Section II.M.3.(b)(1)). In addition, on the plant zones legend on Sheets L.2 and L.3, a number of non-natives are included in the list for the "mixed native planting" zone.

Staff has discussed these issues with the project landscape architect and advised that plantings should be drawn from the approved plant list in Appendix A of the Blue Oaks PUD Statement as much as possible, with additional plants perhaps selected from the "Native and Supplemental Plant List" in the Town's Design Guidelines. However, the PUD does have provisions that would allow 1,000 square feet of irrigated lawn area and 1,000 square feet of ornamental planting within the building envelope, as long as those areas are screened from off-site views.

Revised plans that conform to the PUD requirements are being developed and are expected to be ready to share with the ASCC at the April 14th meeting. To provide sufficient time to review and consider these revised plans, a condition of approval is recommended calling for approval of the revised plans by a designated member of the ASCC and staff prior to building permit issuance.

5. **Revised lighting.** As with the previous plans, exterior landscape lighting is shown on Sheets L5.0 and L5.1 and includes both path lights and down lights. In addition, lighting on the exterior of the house is shown on Sheets LE2.0, LE 3.0, and LE3.0B.

Pictures of the proposed light fixtures are provided on the sheets, and it appears that they are generally consistent with town standards and guidelines. Cut sheets are still needed to provide information about the level of illumination provided by each fixture type and identifying the colors and materials for each fixture. A request for these would be recommended as a condition of approval.

The lighting along the driveway has been revised so that all of it is located on the west side of the driveway. Nine of the eleven path lights along the driveway are proposed outside of the building envelope, but lighting is only permitted outside the building envelope "when it is demonstrated to the satisfaction of the ASCC that the lighting is necessary for safety." As a result, the ASCC will need to determine whether these fixtures are needed for safety and should be permitted.

The amount of lighting in the auto-court area has been reduced by the removal of four path lights. Also, because the east wing of the house was lowered, most of the steps from the spa outside the master bedroom to the meadow area could be eliminated, as could the two related wall lights. The revised plans also state that there would be no lighting in the water features.

As was pointed out in the March 13, 2014 staff report, the amount of lighting for the guest house appears reasonable. The path and wall lights along the stairs and walkway to the guest house should be placed on a separate, manually operated switch with an automatic off timer, and a condition is suggested that would require this.

Interior lighting, including potential light spill from skylights and clerestories, was discussed in the March 13th staff report and by the lighting consultant at the March 24th ASCC meeting. The letter from Juarez Designs dated April 1, 2014 summarizes his analysis. Based on the information presented, the interior lighting plan appears to address the concerns of the Town and Portola Valley Ranch neighbors, and the approach to lighting appears to be reasonable.

6. **North retaining walls and terraces.** As shown on the grading plan (Sheet C-2), the terrace area between the dining room and the second unit includes a system of retaining walls. The largest of these is approximately 30' long and runs from the overlook terrace to the stairs down to the second unit, and ranges in height from 4.5' to approximately 2'. There is another wall, about one foot tall, on the other side of the stairs which continues about 21' towards the second unit. The planting plan (Sheet L4.0) shows vegetation planted in front of both of these retaining walls, including grasses and some shrubs, which would help to screen the retaining walls from view from the north.

As part of the stair system in front of those walls, there are a couple of additional retaining walls, each less than two feet in height. All together, the elevation difference from the natural grade in front of the bottom landing to the top of the topmost retaining wall is approximately six feet.

The colors, materials and finishes of these retaining walls are not specified on the plans and should be provided to the satisfaction of the ASCC, either at the April 14th ASCC meeting or as a follow-up condition of approval.

7. **Revised grading plans and site development permit.** The grading plans have been updated to reflect the new design, although the cut and fill calculations on Sheet C-2 have not. The total volume of grading would be 1,520 cubic yards calculated according to the standards of the site development ordinance (the 1,275 cubic yards indicated on the grading plan, plus 245 cubic yards of cut to lower the bedroom wing). Approximately 2,900 cubic yards of materials would be exported from the site, much of this for cutting of the proposed basement and guest house, and for excavation within the footprint of the house (areas where the cut does not count under the site development ordinance provisions).

This quantity of grading is not unusual for a lot in Blue Oaks, where the relatively small building envelopes and hilly topography often result in the need for more grading that might otherwise be expected in order to fit a home in to a site. As stated previously, this is the case because the total lot area and defined building envelope are based on very specific PUD cluster provisions, which include much of the gross lot area in private and common open spaces.

The March 13, 2014 staff report summarized the input from committee members who, in general, found the project conditionally acceptable. The Planning Commission will be the authorizing body for the site development permit for this project, and staff will recommend conformity with the conditions set forth by the site development permit committee members as part of that action.

8. **Building Permit Release.** Unauthorized vegetation removal on the site, largely within the Private Open Space Easement (POSE) area and extending to the open space area on common Lot A, took place in late 2012/early 2013. This resulted in a restoration process that has been progressing under Town control since spring of last year. The ASCC reviewed the restoration efforts on this parcel at their October 28, 2013 meeting (minutes attached) and also were able to view the progress at the March 19, 2014 field meeting, at which John Wandke of Rana Creek presented information on the status of the restoration efforts. Minutes of both meetings are attached. In addition, the March 14, 2014 monitoring report from Rana Creek is also attached.

Last October, the ASCC also recommended that the Town Council permit the property owner to proceed with town review of the plans for development of the parcel, so that the plans and any necessary screen planting could be considered in view of the restoration plans. The Town Council reviewed and approved the ASCC's recommendation at their meeting on January 8, 2014 (staff report and minutes attached).

One of the conditions of that approval states that *“no building permits should be released until the ASCC completes a site review in early to mid-spring 2014 that is supported by similar data developed for the October 28, 2013 site review. From this review, the ASCC would provide a final recommendation to the town council relative to the timing for actual release of permits to allow site development to proceed.”*

As part of this project review, therefore, the ASCC will need to make a recommendation to the Town Council concerning the timing of the release of the building permits for the project. The first question for the ASCC to consider in terms of this item is whether the restoration plan implementation is proceeding as expected. This question should be looked at in light of the March 14 report from Rana Creek and the March 19 field meeting. For additional background, the staff report and attachments from the October 14, 2013 ASCC meeting are available on the Town's website and include the final restoration plan and one year restoration monitoring report.

One of the reasons that the Town Council allowed the application for this project to proceed was in order to ensure that the design of the house could be considered relative to the loss of vegetation and the restoration plantings, so that any additional specific screening needed for the project could be identified. As a result, the ASCC also needs to consider whether the project as proposed has sufficient screening, particularly from the north.

The renderings that were presented at the March 24th ASCC meeting showed the screening of the house from the north with tree sizes estimated as they will likely appear in about five years. In addition, the landscape architect has provided the enclosed Tree Diagram on Sheet L2.4, which shows the locations of both deciduous and evergreen trees on the property, including those that were planted by Rana Creek. This diagram shows that the trees as they grow should provide significant screening of both the house and the second unit, with a cluster of existing evergreens at the west end of the house and another group of evergreens planted by Rana Creek at the east end of the house.

To summarize, the ASCC needs to consider two questions to determine whether to recommend that the Town Council allow building permits to be issued for this property:

- a. Is the restoration planting plan implementation proceeding as expected?
- b. Does the proposed planting plan, together with the restoration plantings, provide appropriate screening of the house?

In considering these questions, the ASCC should also keep in mind that the property owner has paid a \$75,000 fine and posted a \$65,000 bond to guarantee the restoration efforts. In addition, the property owner has paid, and will continue to pay, for all staff time related to monitoring of the restoration efforts. As a result, the Town will continue to have oversight of the restoration efforts regardless of the determination concerning building permits.

In light of this, and given the diligent efforts that the property owner has made to implement the restoration process, it appears that the ASCC could recommend that

the Town Council allow this project to proceed, contingent on Planning Commission approval of the site development permit, with any additional screen landscaping determined necessary by the ASCC. In addition, a comprehensive vegetation protection and construction staging plan should be required and implemented to the satisfaction of a designated member of the ASCC and planning staff. As part of the ongoing monitoring of the site, Rana Creek should also ensure that all restoration plantings are protected throughout the construction process, as well as any additional screen planting called for by the ASCC.

Conclusion

Prior to completing its action, the ASCC should consider the above comments and any new information presented at the ASCC meeting. The ASCC action for this project would have three parts:

1. Action on the architectural review plans;
2. A recommendation to the Planning Commission concerning the grading, i.e., the site development permit for the project; and
3. A recommendation to the Town Council concerning the release of the building permit for the project, contingent on Planning Commission approval of the site development permit.

If the ASCC acts to approve the architectural review for the project, staff would recommend the following conditions:

1. The project team shall work with Rana Creek to determine appropriate time method, and specific manzanitas for transplanting and to document how many manzanitas shall be transplanted and to what locations. The applicant shall ensure that these transplants are monitored as part of the ongoing vegetation monitoring on the site. A plan for transplanting the manzanitas and for ongoing monitoring shall be submitted for review and approval by a designated ASCC member and staff prior to building permit issuance.
2. Revised planting plans that conform with all appropriate PUD provisions shall be reviewed and approved by a designated member of the ASCC and staff prior to building permit issuance.
3. The color of the posts for cable safety rail and cable rail at cottage shall be a darker color as required by the Blue Oaks PUD, and the color shall be approved by a designated ASCC member and staff prior to installation.
4. Cut sheets shall be submitted for each fixture type with information about the level of illumination provided and showing the colors and materials for each fixture, to the satisfaction of staff prior to building permit issuance.
5. The path and wall lights along the stairs and walkway to the guest house shall be placed on a separate, manually operated switch with an automatic off-timer.
6. A comprehensive vegetation protection and construction staging plan shall be provided and, once approved, implemented to the satisfaction of the ASCC and planning staff. The plan shall provide that Rana Creek shall monitor and ensure that restoration efforts, and any additional screen plantings called for by the ASCC, are installed, protected and maintained to ensure long-term success.

If the colors, materials and finishes of the retaining walls north of the house are not specified to the ASCC's satisfaction at the April 14th meeting, the following condition would also be recommended:

7. The colors, materials and finishes of the retaining walls are not specified on the plans and should be provided to the satisfaction of the ASCC, along with any related detailing.

Enc.

Att.

Continued Architectural Review for New Residence, Detached Guest House, and Site Development Permit X9H-672, 18 Redberry Ridge, Douglass

Kristiansson presented the April 10, 2014 staff report for this continued review of a proposal for a new house with attached garage, detached second unit, and associated site work. She summarized the ASCC's and Planning Commission's preliminary comments for this project and the revisions and responses the project team had provided to those comments. In particular, she focused on the south retaining wall of the auto-court, the driveway crossing of the swale, the revised planting plans, and the north retaining walls and terraces. She also summarized the actions that the ASCC was being asked to consider at the meeting.

In response to a question from Breen, she noted that if the building permit were allowed to be issued, the Town would still have a cash deposit in place to ensure that the restoration efforts were completed. Vlasic added that the applicant has also entered into a five-year contract with Rana Creek for the restoration efforts, which provides another assurance.

Tom Carrubba, project architect, explained that moving the south retaining wall would require moving the entire house, which would be detrimental to the oaks north of the house and would also result in increased height for the retaining walls. He also provided information from the lighting designer about the level of lighting for the exterior fixtures.

Stefan Thuilot, landscape architect, described the interaction of the vegetation with the guard rail at the south retaining wall and property line. He noted that the manzanitas which would be impacted by the retaining wall location would be moved. In terms of screening on the north side, he pointed Commissioners to Sheet L2.3 and stated that there would be adequate screening ultimately. He also stated that the planting plan had been revised to remove all proposed non-native plants outside the building envelope.

Mr. Thuilot also presented materials samples for the project, including for the permeable paver at the driveway, the two colors of pre-cast concrete for the terrace areas, the serra brown for the house and darker color for the retaining wall, ipe for the decking, and dark metal for the water feature and guard rail posts.

Breen asked whether there would be a remote meter and expressed the desire to minimize the amount of equipment at the end of the cul de sac. She also asked whether an air conditioning unit would be needed for the project. The project architect responded that another home on Redberry Ridge has a remote meter, but he did not have information for this project. In terms of an air conditioning unit, the project may not have one. If it does, he stated that the location would be sensitive to the neighbors and potential noise impacts.

The ASCC considered the revised set of plans as listed below.

Square Three Design Studios, revised 4/1/14 unless otherwise noted:

Sheet A1.01, Project Data; Proposed Site Plan

Sheet A1.02, Proposed Partial Site Plan

Sheet A1.03, Proposed Partial Site/Main Level Floor Plan

Sheet C-1, Topographic Survey Plan, McLeod and Assoc., dated 1/13/14

Sheet C-2, Preliminary Grading, Drainage and Utility Plan, McLeod and Assoc.,
revised 3/28/14

Sheet C-3, Preliminary Grading and Drainage with Erosion Control Measures,
 McLeod and Assoc., revised 3/28/14
 Sheet A2.01, Proposed Partial Main Level Floor Plan – Area A
 Sheet A2.02, Proposed Partial Main Level Floor Plan – Area B
 Sheet A2.03, Proposed Basement Plan
 Sheet A2.04, Proposed Guest Cottage Floor Plan and Roof Plan, dated 1/16/14
 Sheet A2.05, Proposed Roof Plan
 Sheet A3.01, Proposed Exterior Elevations
 Sheet A3.02, Proposed Exterior Elevations
 Sheet A5.01, Proposed Building Sections
 Sheet A5.02, Proposed Building Sections
 Sheet A5.03, Proposed Building Sections
 Sheet LE0.0, Lighting Design Title Sheet, Juarez Design, dated 1/16/14
 Sheet LE2.0, Basement and Guest Cottage Lighting Plan, Juarez Design, dated
 1/16/14
 Sheet LE3.0A, Main Floor Lighting Plan – Area A, Juarez Design, dated 1/16/14
 Sheet LE3.0B, Main Floor Lighting Plan – Area B, Juarez Design, dated 1/16/14
 Sheet L1.0, Landscape Overall Site, Thuilot Associates, dated 4/1/14
 Sheet L1.1, Existing Vegetation, Thuilot Associates, dated 4/1/14
 Sheet L2.0, Layout Plan, Thuilot Associates, dated 4/1/14
 Sheet L2.1, Layout Plan Driveway, Thuilot Associates, dated 4/1/14
 Sheet L2.2, Layout Plan Notes, Thuilot Associates, dated 4/1/14
 Sheet L3.0, Irrigation Diagram, Thuilot Associates, dated 4/1/14
 Sheet L3.1, Irrigation Diagram Driveway, Thuilot Associates, dated 4/1/14
 Sheet L4.0, Planting Plan, Thuilot Associates, dated 4/1/14
 Sheet L4.1, Planting Plan Driveway, Thuilot Associates, dated 4/1/14
 Sheet L4.2, Planting Zone, Thuilot Associates, dated 4/1/14
 Sheet L4.3, Planting Zones Driveway, Thuilot Associates, dated 4/1/14
 Sheet L5.0, Landscape Lighting Plan, Thuilot Associates, dated 4/1/14
 Sheet L5.1, Lighting Plan Driveway, Thuilot Associates, dated 4/1/14
 Sheet L6.0, Landscape Detail, Thuilot Associates, dated 4/1/14

Two additional plan sheets were submitted separately; these were prepared by Thuilot Associates and are dated 4/8/14:

Sheet L2.4, Tree Diagram
 Sheet L6.1, Motorcourt Section/Elevation

The following supplemental application materials also describe the project and were considered:

- GreenPoint rated checklist
- Outdoor water use efficiency checklist, Thuilot Associates, dated 1/15/14
- Geotechnical investigation by Romig Engineers, dated January 2013
- Landscape materials board, Thuilot Associates, received January 17, 2014
- Architectural exterior color board, dated 1/16/14
- Transmittal memo from Tom Carrubba, dated 3/10/14
- Plan review letter from Rana Creek, dated 3/6/14
- Letter report from Kielty Arborist Services, dated 3/4/14
- Four color renderings, showing the original proposed bedroom wing and the revised bedroom wing, from the Salah terrace and from the rear side that faces Portola Valley Ranch

- Transmittal memo from Tom Carrubba summarizing the revisions made to the plans, dated 4/2/14
- Letter from Thuilot Associates responding to comments from the 3/24/14 ASCC meeting, dated 3/31/14
- Color rendering of the entry/privacy wall feature, from Square Three Design Studios, dated 4/1/14
- Storm drain pipe sizing calculations for the driveway swale crossing, from MacLeod and Associates, dated 3/24/14
- Letter from Epifanio Juarez, Juarez Design, dated 4/1/14, summarizing lighting information provided at the March 24, 2014 ASCC meeting
- Color rendering of the guard rail at the cottage, from Thuilot Associates, dated 4/1/14
- Color photos of proposed plantings, from Thuilot Associates, dated 4/1/14
- Letter from Thuilot Associates, received April 9, 2014, concerning the retaining wall location at the auto-court.

Public comments were requested.

Linda Elkind, 14 Hawkview, said that she had concerns about the colors and reflectivity of materials. In response to her question, the landscape architect provided the following information:

- Wires in the guard rails would be a dark gray galvanized wire.
- Steps to the second unit would have corten steel risers and would have concrete and gravel tops. The patio would be the same color.
- Lights along the panhandle of the driveway would be removed.
- The north retaining walls would be dark adobe-colored concrete; the underpinning of the decks would be corten steel, and the water feature would be patina'd steel.

Ms. Elkind said that she was pleased with most of the materials and colors, but continued to have concerns about the lightness of the steps and patio.

She also said that she would like to see more manzanita along the north side of the project. Mr. Thuilot mentioned that about 10 manzanitas will need to be relocated, and some could potentially go in this area. In terms of landscaping, Ms. Elkind also said that she was concerned about the proposed plants, such as the muhly grasses, some of which are native to Florida or Texas.

Belinda Brent, 341 Grove Drive, offered that in terms of the color of the patio pavers, darker colors absorb heat and can't be walked on barefoot.

ASCC members then discussed the project and noted that the additional materials provided and changes to the project were appreciated. Commissioners also agreed that a darker color would be preferable for the patio and steps.

Breen moved, and Harrell seconded, to approve the project with the following conditions:

1. Revised planting plans that conform with all appropriate PUD provisions, including those related to native landscape materials, shall be reviewed and approved by a designated member of the ASCC and staff prior to building permit issuance.
2. All lights along the panhandle of the driveway up to the curve shall be removed.

3. The color of the paver used for the patio and steps shall be darker than the sample provided, with the color to be determined to the satisfaction of a designated ASCC member.
4. If an air conditioning unit is proposed for the house, it shall be sited and designed to minimize noise impacts on neighbors to the satisfaction of a designated ASCC member.
5. The project team shall work with Rana Creek to determine the appropriate time, method, and specific manzanitas for transplanting and to document how many manzanitas shall be transplanted and to what locations. The applicant shall ensure that these transplants are monitored as part of the ongoing vegetation monitoring on the site. A plan for transplanting the manzanitas and for ongoing monitoring shall be submitted for review and approval by a designated ASCC member and staff prior to building permit issuance.
6. Cut sheets shall be submitted for each fixture type with information about the level of illumination provided and showing the colors and materials for each fixture, to the satisfaction of staff prior to building permit issuance.
7. The path and wall lights along the stairs and walkway to the guest house shall be placed on a separate, manually operated switch with an automatic off-timer.
8. A comprehensive vegetation protection and construction staging plan shall be provided and, once approved, implemented to the satisfaction of the ASCC and planning staff. The plan shall provide that Rana Creek shall monitor and ensure that restoration efforts, and any additional screen plantings called for by the ASCC, are installed, protected and maintained to ensure long-term success.

The motion passed, 4-0.

Clark then moved that the ASCC recommend approval of the site development permit to the Planning Commission. Harrell seconded the motion, which passed 4-0.

Breen moved to recommend that the Town Council release the building permit for the project. Harrell seconded the motion, which passed 4-0.

Proposed Revisions to Approvals for Architectural Review of Garage and Second Unit Accessory Structures and Associated Site Work, Site Development Permit X9H-662 and Variance Request X7E-135, 3 Grove Court, Ciancutti

For this item, Kristiansson presented the April 10, 2014 staff report and described the proposed revisions to the garage and driveway area, as well as to the second unit and pool area. She noted that no changes were proposed to the main house or the wine cellar/bunker.

Project architect Jeffrey Mahaney and property owner Crystal Ciancutti were present to answer questions from the Commission. Ms. Ciancutti said that the revisions were focused mainly on minimizing retaining walls because their cost was prohibitive. As a result, the project will involve moving less dirt and having fewer walls. In response to a question from Breen, Mr. Mahaney noted that the geotechnical piers would not affect the appearance of the second unit.

Commissioners considered the revised plans dated 2/18/14 and prepared by Jeffrey Mahaney, Architect, unless otherwise noted. The highlighted sheets are those which were revised or updated since the original project was approved:



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: Karen Kristiansson, Interim Town Planner

DATE: May 1, 2014

RE: Site Development Permit X9H-672 for 18 Redberry Ridge, Blue Oaks Lot #15, Douglass/LaShay Residence

This project proposes a new house with attached garage and detached guest house on this vacant 2.09 acre Blue Oaks parcel, with 1,520 cubic yards of grading as defined under the Town's site development ordinance. An additional 2,900 cubic yards of material would be exported from the site, mostly from excavation for the basement, guest house, and footprint of the house. This excavation is for cutting the proposed development into the site slopes, largely to achieve conformity with the design guidelines as set forth in the Blue Oaks PUD provisions. Because of the amount of grading, the Planning Commission is the body which needs to act on the site development permit for the project.

As is described further below, the Planning Commission and ASCC held a joint preliminary project review meeting at the site on March 19, 2014, and the Planning Commission provided initial comments at their meeting that evening. Since that time, the ASCC completed its review of the project and approved it on April 14 with conditions, contingent on Planning Commission action on the site development permit.

A revised set of plans as conditionally approved by the ASCC is enclosed in Planning Commissioners' packets. The plan sheets are listed below, with the sheets that are most relevant for the site development permit consideration highlighted.

Square Three Design Studios, revised 4/1/14 unless otherwise noted:

Sheet A1.01, Project Data; Proposed Site Plan

Sheet A1.02, Proposed Partial Site Plan

Sheet A1.03, Proposed Partial Site/Main Level Floor Plan

Sheet C-1, Topographic Survey Plan, McLeod and Assoc., dated 1/13/14

Sheet C-2, Preliminary Grading, Drainage and Utility Plan, McLeod and Assoc., revised 3/28/14

Sheet C-3, Preliminary Grading and Drainage with Erosion Control Measures, McLeod and Assoc., revised 3/28/14

Sheet A2.01, Proposed Partial Main Level Floor Plan – Area A

Sheet A2.02, Proposed Partial Main Level Floor Plan – Area B

Sheet A2.03, Proposed Basement Plan

Sheet A2.04, Proposed Guest Cottage Floor Plan and Roof Plan, dated 1/16/14
 Sheet A2.05, Proposed Roof Plan
 Sheet A3.01, Proposed Exterior Elevations
 Sheet A3.02, Proposed Exterior Elevations
 Sheet A5.01, Proposed Building Sections
 Sheet A5.02, Proposed Building Sections
 Sheet A5.03, Proposed Building Sections
 Sheet LE0.0, Lighting Design Title Sheet, Juarez Design, dated 1/16/14
 Sheet LE2.0, Basement and Guest Cottage Lighting Plan, Juarez Design, dated 1/16/14
 Sheet LE3.0A, Main Floor Lighting Plan – Area A, Juarez Design, dated 1/16/14
 Sheet LE3.0B, Main Floor Lighting Plan – Area B, Juarez Design, dated 1/16/14
 Sheet L1.0, Landscape Overall Site, Thuilot Associates, dated 4/1/14
 Sheet L1.1, Existing Vegetation, Thuilot Associates, dated 4/1/14
 Sheet L2.0, Layout Plan, Thuilot Associates, dated 4/1/14
 Sheet L2.1, Layout Plan Driveway, Thuilot Associates, dated 4/1/14
 Sheet L2.2, Layout Plan Notes, Thuilot Associates, dated 4/1/14
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 Sheet L4.2, Planting Zone, Thuilot Associates, dated 4/1/14
 Sheet L4.3, Planting Zones Driveway, Thuilot Associates, dated 4/1/14
 Sheet L5.0, Landscape Lighting Plan, Thuilot Associates, dated 4/1/14
 Sheet L5.1, Lighting Plan Driveway, Thuilot Associates, dated 4/1/14
 Sheet L6.0, Landscape Detail, Thuilot Associates, dated 4/1/14

Two sheets are also provided separately and not bound into the plan set:

Sheet L2.4, Tree Diagram, Thuilot Associates, dated 4/8/14
 Sheet L6.1, Motorcourt Section/Elevation, Thuilot Associates, dated 4/8/14

In addition, the following supplemental materials are provided for the Planning Commission's consideration:

- Transmittal memo from Tom Carrubba summarizing the revisions made to the plans, dated 4/2/14
- Letter from Thuilot Associates responding to comments from the 3/24/14 ASCC meeting, dated 3/31/14
- Storm drain pipe sizing calculations for the driveway swale crossing, from MacLeod and Associates, dated 3/24/14
- Letter from Thuilot Associates, received April 9, 2014, concerning the retaining wall location at the auto-court.

The following comments are offered to assist the Planning Commission in considering the site development permit application.

1. **Previous consideration and ASCC action.** As was noted above, this project has been discussed and considered at several meetings: the March 19, 2014 joint field meeting of the Planning Commission and the ASCC; the March 19th Planning Commission meeting; the March 24th ASCC meeting, and the April 14th ASCC meeting. The staff reports and minutes from each of those meetings are attached.

At its April 14th meeting, the ASCC conditionally approved the project contingent on Planning Commission approval of the site development permit. The ASCC conditions of approval are attached for reference.

During the previous meetings, two issues were raised relative to the cut and fill on the site and therefore the site development permit: the driveway crossing of the swale and the location of the south retaining wall of the auto-court in relation to the manzanitas in the area. Each of these is discussed separately below.

The ASCC also recommended that the Town Council release the building permit for the project for several reasons. The ASCC found in their review that the restoration planting plan implementation is proceeding as expected and that the proposed planting, together with the restoration planting, provides appropriate screening for the house and overall site development (see Sheet L2.4 and Sheet L4.0). In addition, the cash deposit that the Town is holding for this project provides a surety that the restoration work will be completed, as does the 5-year contract that the owner entered into with environmental restoration consultant Rana Creek for this work.

2. **Driveway swale crossing.** The revised plans show a culvert for the driveway crossing of the swale, with backfill against the retaining wall to reduce the visual impact, as shown on Sheet C-2 and in Section B on Sheet C-3. A civil engineer reviewed the drainage conditions at the swale and recommended a 12" culvert pipe (engineering report attached), and these calculations would be reviewed by the town's engineering consultant as part of the normal building permit process. The project team explored the option of a bridge but determined that a bridge would have a more significant visual impact.

The plans indicate that the driveway over the swale would have retaining walls on both sides. Dirt would be backfilled against the north retaining wall to a slope of 3:1 in order to reduce the visibility of the exposed wall from off-site, leaving no more than 6 feet of the retaining wall exposed. The retaining wall would be board-formed concrete with integral color, to be a brownish-gray that would be slightly darker than the house color. As shown on Sheet L4.1, some wild lilac and mountain mahogany would be planted on the fill below the wall to soften views to the exposed portion of the retaining wall. Most of the wall would likely not be visible because of the backfill and plantings, and the darker color should help the remainder of the wall to blend with the site. A guard rail is not required for the retaining wall, and protection would be provided by an 18" concrete curb on the downhill side.

3. **Auto-court south retaining wall and nearby manzanitas.** At the March 19th field meeting, Commissioners expressed concern about the south retaining wall of the auto-court for two reasons. First was the proximity to the south property line and the potential visibility of the required guard rail above the retaining wall, particularly from the adjacent Salah residence. The ASCC, as part of its final project review and conditional approval, considered the visibility of the guard rail in light of the proposed plantings adjacent to and in the auto-court and concluded that the design was acceptable.

The second reason was that the south and east retaining walls for the auto-court would impact a mass of existing manzanitas. As is explained in the attached letter received on April 9, 2014 from landscape architect Stefan Thuilot, the project team

considered these concerns and looked at options. Because of the size of the hammerhead needed for the fire truck turn-around, the minimum driveway radius needed for fire truck access, and the fixed driveway entrance from the panhandle, the team found that moving the auto-court away from the south property line would necessitate redesigning or moving the house further to the north. Moving the house would bring it closer to and could affect the existing oaks on the north side of the house site.

In terms of impacts on the manzanitas, the project team proposes to transplant as many of these existing plants as possible, and they indicated that they have had success transplanting manzanitas on other sites in Blue Oaks. The ASCC approved a condition (see condition #5) requiring the project team to work with Rana Creek to determine the appropriate time, method, and specific manzanitas for transplanting and to document how many could be transplanted and to what locations. The success of these transplants would then be monitored by Rana Creek as part of the required ongoing monitoring of the restoration work on the site.

4. **Revised grading plans and site development permit committee review.** The grading plans have been updated to reflect the new design, although the cut and fill calculations provided on Sheet C-2 have not. The total volume of grading would be 1,520 cubic yards calculated according to the standards of the site development ordinance (the 1,275 cubic yards indicated on the grading plan, plus 245 cubic yards of cut to lower the bedroom wing). Approximately 2,900 cubic yards of materials would be exported from the site, much of this for cutting of the proposed basement and guest house, and for excavation within the footprint of the house (areas where the cut does not count under the site development ordinance provisions).

As has been explained as part of consideration of other Blue Oaks site development permit reviews, this quantity of grading is not unusual for a lot in Blue Oaks, where the relatively small building envelopes and hilly topography often result in the need for more grading than might otherwise be expected in order to fit a home in to a site. As stated previously, this is the case because the total lot area and defined building envelope are based on very specific PUD cluster provisions, which include much of the gross lot area in private and common open spaces.

The March 13, 2014 staff report summarized the input from site development permit committee members who had reviewed the original grading plans and, in general, found the project conditionally acceptable, as shown below.

Public Works Director. The project was found acceptable with standard conditions of approval for site development work, plus a condition that the project must comply with all items recommended in the Kielty Arborist report dated March 4, 2014, with written verification to be provided by Kielty.

Town Geologist. The project was found acceptable, with the conditions that structural plans be developed incorporating the recommendations of the project geotechnical consultant, and that the applicant's geotechnical consultant review and approval all geotechnical aspects of the plans. Prior to issuance of a building permit, the structural plans and geotechnical plan review should be submitted to the Town for review by town staff and the Town Geologist.

Fire Marshal. The Fire Marshal reviewed the plans and found the driveway layout and the project in general acceptable with the conditions set forth on the review sheet.

The Public Works Director has confirmed that his comments would apply to the revised grading plans, and the Fire Marshal's comments would also still apply since the fire truck access and turnaround were not changes. The Town Geologist is reviewing the revised plans and will provide any necessary updates to the recommended conditions of approval.

CEQA Compliance

This project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15303(a) of the CEQA Guidelines. This section exempts construction of individual new single-family residences. Also, an Environmental Impact Report (EIR) was certified for the whole Blue Oaks subdivision, and that EIR included evaluation of the potential development of individual sites. Mitigation measures from the EIR were incorporated into the Blue Oaks PUD provisions and the subdivision improvement plans (now complete). As a result, conformity with the PUD provisions ensures compliance with the required mitigation measures. As is discussed in previous staff reports for this project, the project as presented conditionally approved by the ASCC would comply to the PUD provisions.

The question was raised during the preliminary Planning Commission review about the loss of screening associated with the unauthorized vegetation removal on the site, and whether that or any associated increase in light spill would require additional CEQA review. The project team provided information about the vegetative screening that is and will be planted on the site due to the proposed planting plan and the restoration plantings. This information is contained on Sheets L2.4 and L4.0, and various renderings presented at the March 24, 2014 ASCC meeting. As part of its consideration of whether to recommend that the Town Council release the building permits for the project, the ASCC specifically determined that the level of screening was appropriate and found the project conditionally acceptable. The project and restoration plan therefore provide a level of screening for the project that will be approximately equivalent to what they would have been if the unauthorized clearing had not occurred. Therefore, additional CEQA review is not needed.

Conclusion

Prior to completing its action, the Planning Commission should consider the above comments and any new information presented at the May 7th meeting. If the Planning Commission acts to approve the site development permit, the following conditions would be recommended, as well as any other conditions the Planning Commission may find necessary:

1. All conditions of the April 14, 2014 ASCC approval shall apply.
2. The applicant shall comply with the conditions of the Public Works Director as set forth in his March 11, 2014 memorandum.

3. The applicant shall comply with the conditions of the Town Geologist as set forth in his January 31, 2014 letter and any additional conditions as needed due to the revised plans.
4. The applicant shall comply with the conditions of the Fire Marshal as set forth in her January 29, 2014 review.
5. All finish contours shall be blended with the existing site contours to result in a finished slope condition that appears as naturally as is reasonably possible, to the satisfaction of the Public Works Director and Town Planner.

Enc.
Att.

ASCC Conditions of Approval for the Architectural Review

(Contingent upon Planning Commission Approval of the Site Development Permit)

1. Revised planting plans that conform with all appropriate PUD provisions, including those related to native landscape materials, shall be reviewed and approved by a designated member of the ASCC and staff prior to building permit issuance.
2. All lights along the panhandle of the driveway up to the curve shall be removed.
3. The color of the paver used for the patio and steps shall be darker than the sample provided, with the color to be determined to the satisfaction of a designated ASCC member.
4. If an air conditioning unit is proposed for the house, it shall be sited and designed to minimize noise impacts on neighbors to the satisfaction of a designated ASCC member.
5. The project team shall work with Rana Creek to determine the appropriate time, method, and specific manzanitas for transplanting and to document how many manzanitas shall be transplanted and to what locations. The applicant shall ensure that these transplants are monitored as part of the ongoing vegetation monitoring on the site. A plan for transplanting the manzanitas and for ongoing monitoring shall be submitted for review and approval by a designated ASCC member and staff prior to building permit issuance.
6. Cut sheets shall be submitted for each fixture type with information about the level of illumination provided and showing the colors and materials for each fixture, to the satisfaction of staff prior to building permit issuance.
7. The path and wall lights along the stairs and walkway to the guest house shall be placed on a separate, manually operated switch with an automatic off-timer.
8. A comprehensive vegetation protection and construction staging plan shall be provided and, once approved, implemented to the satisfaction of the ASCC and planning staff. The plan shall provide that Rana Creek shall monitor and ensure that restoration efforts, and any additional screen plantings called for by the ASCC, are installed, protected and maintained to ensure long-term success.

Vice Chair Targ moved to approve the amendment to the variance, consistent with the conditions previously imposed by the ASCC, and for the reasons stated in the Planning Commission's previous approval. Seconded by Commissioner Von Feldt, the motion carried 4-0-1 (Hasko abstained).

- (2) PUBLIC HEARING: Site Development Permit X9H-672 for 18 Redberry Ridge, Blue Oaks Lot #15 (David Douglass/Nanette LaShay)

As her May 1, 2014 staff report indicates, Ms. Kristiansson said that on March 19, 2014, the Planning Commission and ASCC had a joint site meeting on this new house project, which includes an attached garage, detached guest house and associated site work, and the Planning Commission conducted a preliminary review of the project at their evening meeting that night. The ASCC followed up with meetings on March 24, 2014 and April 14, 2014, and has approved the project with conditions, contingent on Planning Commission approval of the Site Development Permit. Planning Commission approval is required because more than 1,000 cubic yards of grading is included in the proposal. The ASCC also recommended that the Town Council release the building permit for the project, which the Council probably will consider at its May 28, 2014 meeting.

The revised set of plans in Commissioner packets includes an updated grading plan which shows a culvert for the swale crossing, with backfill against the north retaining wall to keep the exposed surface no taller than six feet. The retaining wall would be a dark grayish-brown integral color concrete, and vegetation in the backfill would further screen the retaining wall

In terms of the impacts of the auto court retaining walls on the manzanitas, which the Planning Commission had identified as an issue, Ms. Kristiansson said the project team found that the walls couldn't be moved without redesigning the house or potentially affecting the trees on the north side of the property by moving the house closer to those trees. Instead, the team proposed transplanting the manzanitas as required by one of the ASCC's recommended conditions of approval.

Ms. Kristiansson said the project is categorically exempt from CEQA as a single-family home, and staff believes the restoration effort to remediate the unauthorized removal of vegetation is sufficient to make further CEQA analysis due to the loss of screening unnecessary.

Project architect Tom Carrubba pointed out that the ASCC reacted positively to the project, and emphasized that the volume of grading is not unusual in Blue Oaks. He said that he and Stefan Thuilot, the landscape architect for the project, would be happy to answer Commissioners' questions.

In response to Commissioner Von Feldt, who asked whether the culvert beneath the driveway is bottomless or a solid pipe all around, Mr. Carrubba explained they didn't go with the bottomless culvert, which would have provided more roughness, because in terms of appearance from across the way, 12-inch pipe would be more discrete. Commissioner Von Feldt said the function of the swale was of more concern than the appearance. Mr. Thuilot said the watershed was very small and he expected very little water to actually go through the swale. Construction of the cul de sac changed the natural flow of water, so now it's away from the area.

Commissioner Von Feldt also asked about the length of the pipe proposed, and whether it would extend into the basin below the driveway. Ms. Kristiansson said it would have to extend through the backfill. Mr. Carrubba said the 12-inch pipe would go about 20 feet. Commissioner Von Feldt said she's often seen serious erosion when the water velocity is almost as if it's coming out a fire hose – especially at that length, she said, because it's not slowed down. Chair Gilbert said the concern would be the speed of the water going through the pipe versus going over natural ground. Commissioner Von Feldt said water goes straight down the pipe, versus taking its the natural course, losing velocity as it spreads out, and dropping sediment along the way. She said typically serious erosion occurs beneath pipes going into creeks due to the velocity of the water coming out.

Mr. Carrubba said the civil engineer does not expect problems with erosion. Mr. Thuilot said there would not be much water, and also the project involves regrading the area south of the driveway. The pipe will end in a dissipation area near the swale.

Commissioner Von Feldt also asked for elaboration about how the project team came to determine that the retaining wall of the auto court could not be moved just a few feet. Mr. Carrubba enumerated several factors, including the required size of the fire truck turnaround, the proximity of the trees on the north side of the property, the need to increase the height of the retaining walls if the house were moved, and the fact that moving the wall a short distance would only save a few plants.

In response to Chair Gilbert, Mr. Thuilot said they propose transplanting three manzanitas and one small oak tree from the retaining wall area.

Commissioner Von Feldt said she still sees mention of gum trees, Chinese pistaches and other non-natives on the landscaping plan. Noting that because the Planning Commission's purview covers both grading and site development, she wants to know what species are proposed to replace the manzanitas. She said those listed are not appropriate. Ms. Kristiansson said the first ASCC Condition of Approval requires a revised planting plan that conforms to all the Planned Unit Development (PUD) provisions, including all native plants outside of the building envelope and only specified tree species. The revised planting plan would require approval of a designated ASCC member and staff, she said.

Commissioner Von Feldt said she also still sees a note calling for pre-emergent herbicide on the plans, and that needs to be removed.

In response to Commissioner McKitterick, Mr. Carrubba said the retaining wall by the culvert is six feet tall, including the 18-inch curb on top. Commissioner McKitterick also asked whether the wild lilac and mountain mahogany would provide adequate screening. Mr. Thuilot said that together with the large manzanitas in that location, the view of the retaining wall would be obscured.

Commissioner Hasko asked whether all of the Manzanitas would be transplanted, or if some of them would remain where they are. Mr. Thuilot said the original plans affected about 30 or 40 Manzanitas, and now there are 14 or 15, the vast majority of which would be transplanted.

Vice Chair Targ, following up on Commissioner Von Feldt's comments, said it seems as if the contours of the hillside fed a great deal of the watershed via gully prior to the installation of drainage when the subdivision was created, and now the water flows primarily through the subdivision's stormwater system and very little actually reaches that location. He asked whether the project team has been there during a heavy rain to observe how the water flows under those circumstances. David Douglass, property owner, said it doesn't fill up. He said that neighbor George Salah, who attended the ASCC meeting, said that the way the end of the cul de sac was banked takes the flow of the water between his property and the next property to the south.

Referring to the May 14, 2014 staff report, Vice Chair Targ noted that the staff report states that the project team proposes transplanting as many of the existing manzanitas located near the auto court's south retaining wall as possible, but this language isn't in the Conditions of Approval from the ASCC. He asked if this was an oversight. Ms. Kristiansson said the ASCC's intention was to require transplanting of as many manzanitas as possible and this could be added.

He asked for confirmation that about 15 manzanitas would be affected, and all but perhaps three could be transplanted. Mr. Thuilot stated this was correct. Vice Chair Targ also asked whether any of the manzanitas would be part of the screening for the culvert's retaining wall. In reply, Mr. Thuilot said there's no specific plan yet, but the objective is to plant them onsite.

Commissioner Von Feldt asked how much soil must be dug out to take out a mature Manzanita for transplanting, and how well they fare after transplanting. Mr. Thuilot said the amount of soil depends on the age, but given the access in that area, they would dig about a 64-inch space. Mr. Carrubba reported a 90% success rate for transplants on another project two years ago.

Chair Gilbert asked about access to the construction site without damaging vegetation or the hillside, given the location of the Salah house, the slope and the trees. Mr. Carrubba said they'd basically build a road to get the equipment in and out, and there's not much vegetation between the houses. Ms. Kristiansson pointed out that

project requirements include a vegetation protection and construction staging plan that also involves Rana Creek to ensure protection of all of the restoration plantings.

Commissioner Von Feldt asked whether they had considered having Rana Creek grow any manzanitas from seed as a hedge against the transplanting. Mr. Thuilot said seed is an option, but it's a very slow process, so manzanitas typically grow from stock that's a little older. Commissioner Von Feldt said the type of Manzanita is rare and can't be found in the nursery trade.

Chair Gilbert opened the public hearing. With no speakers coming forward, she closed the public hearing and brought the matter back to the Commission.

Commissioner Von Feldt, saying she appreciated the explanations in response to her questions, asked about other Commissioners' thoughts about the swale. She said she understands that much less water flows there now than it did historically due to subdivision redesign, but she noted that we haven't experienced a serious El Niño year since then either. While we have the opportunity, she wants to ensure that the pipe installed is large enough to do the job.

In terms of the manzanitas, they're impressive, important and in a perfect spot. Because moving them involves a lot of risk (as well as money and resources), she said she'd hoped more of them could stay where they are. She'd also like to see Rana Creek grow some new ones from seed.

Commissioner Von Feldt said that she would like to see a revised landscape plan prior to approving the Site Development Permit, perhaps as part of the group to review the revised planting plan, which Ms. Kristiansson said requires approval of a designated ASCC member and staff.

Vice Chair Targ said he's pleased that the project team intends to transplant as many manzanitas as possible, and that Commissioner Von Feldt volunteered to re-review the planting plan. Noting that he'd not previously seen any manzanitas like those on the Douglass/LaShay property, he asked whether they are a threatened or endangered species. Commissioner Von Feldt said to her knowledge, they aren't officially designated as such. She pointed that they grow in very specific localities, but there are 15 to 20 different Manzanita species in the Santa Cruz Mountains alone.

Vice Chair Targ said he appreciated the follow-up on his question regarding CEQA compliance, with the staff report addressing issues of screening created by unauthorized removal of vegetation. He added that he had asked ASCC Commissioner Danna Breen about the ASCC's consideration of this issue and heard that she had considered the issue carefully and concluded that the modification didn't affect the viewshed from the parcels across the canyon.

Commissioner McKitterick said he would approve the project as proposed, with the conditions added by ASCC. He said he'd defer to the project engineer regarding the size of the culvert pipe, noting that his concern about the visual impact of the exposed retaining wall has been addressed by the color, the new plantings for the slope and the existing manzanitas.

Commissioner Hasko said past comments have been addressed rather well. She noted that if there are concerns about the size of the culvert pipe, the engineer could be asked to use assumptions from an El Nino year in the calculations. Mr. Carrubba volunteered that the calculations were based on a 100-year flood. Commissioner Hasko said that she's pleased that as many manzanitas as possible will be saved, and agrees with Commissioner Targ's suggestion that this should be spelled out in the conditions of approval.

Chair Gilbert said that this is a tough project, with the challenge of preserving views while being restricted to a limited building envelope. She was concerned about the swale because it's such a major feature of the landscape, but she's satisfied with the explanation about the current water flow, and is satisfied with the project.

Commissioner Hasko moved to approve Site Development Permit X9H-672 for 18 Redberry Ridge, Blue Oaks Lot #15, with two Conditions of Approval in addition to those required by ASCC: 1) The applicants transplant as many as manzanitas as possible from the south side of the driveway; and 2) A designated Planning

Commissioner be included in the review and approval of revised planting plans. Seconded by Vice Chair Targ, the motion carried 5-0.

(3) CONTINUED STUDY SESSION: Housing Element Update

Ms. Kristiansson said that the Commissioners had the Housing Element goals and policies from 2009 for review and to update as appropriate. She also noted that the analysis of constraints and evaluation of the 2009 Housing Element, the last two sections that the Commission has not yet reviewed, are scheduled for the Planning Commission's meeting on May 21, 2014, with a full draft of the document to be ready for the June 4, 2014 meeting. The full draft will then go to the Town Council on June 18, 2014.

In addition, she said, a representative from the California Department of Housing and Community Development will come to town on May 13, 2014 as part of a tour of various communities and will spend a couple of hours visiting Portola Valley. In response to Commissioner Von Feldt, Ms. Kristiansson said these tours have occurred previously, too, and she considers it helpful to be able to show them the Town and its constraints – in addition to the geology map and the Ground Movement Potential map, they see for themselves what the western hillsides look like and where the San Andreas Fault is located.

Commissioner McKitterick asked what Commissioners' think about keeping Policy 2C (*Work to make land available for affordable or mixed-income housing developments*), given the inclusion of Policy 2A (*Accept and fulfill responsibility for a reasonable share of the regional need for affordable housing*) and Policy 4A (*Continue to participate in regional and county efforts to increase the availability of affordable housing in the region and county, including housing for people with special needs*). As for Policy 2C, Commissioner McKitterick said even without the "affordable" and "mixed income," he'd have a problem with the statement "making the land available for housing developments." He said he's particular sensitive after the Town's experiences with Nathhorst Triangle and 900 Portola Road.

Vice Chair Targ said he believes we're required to have land available for affordable housing. He said Policy 2C could be rephrased to be less aggressive in tone, but he thinks it means making sure zoning is acceptable and consistent with the availability for affordable housing. He said case law deals with jurisdictions that don't have land available. Commissioner McKitterick said he prefers the more general language of Policy 2A, which means that we'd use our full discretion as Planning Commissioners to comply with the law.

Ms. Kristiansson said Policy 2C was intended to cover the inclusionary housing program, which as currently constituted provides land for housing, such as the Blue Oaks lots. Ms. Kristiansson also noted that the affiliated housing program could be seen as making land available for affordable housing; the Town makes the land available by approving the conditional use permit to allow affordable employee housing at the Priory, for example.

Commissioner Von Feldt, said the Policy seemed more to support the intention of having more mixed-income housing in Town and suggested that the State Density Bonus Law (SDBL) in effect makes land available for affordable housing.

Commissioner Hasko said that she also is sensitive to keeping Policy 2C on the basis of Ad Hoc Affordable Housing Committee discussions, with feedback suggesting that residents don't want the Town involved in owning land for housing. She suggested adding "and availability" (as shown) to Policy 2F (*Continue to encourage the provision and availability of affordable housing that can be produced in association with market-rate housing*). She said the point is that we want the housing to be made available, and to encourage that availability – without the focus on availability of land. Vice Chair Targ said he agreed with that modification.

Commissioner McKitterick said that he also supports that change, noting for the record that if the Town needs to buy land to meet its affordable-housing needs, we have the power to do so. Vice Chair Targ wanted the record to reflect that the modification to Policy 2F is intended to address the intent of Policy 2C, as we understand it.

In addition to modifying Policy 2F, Commissioners agreed to strike Policy 2C.

Commissioner Von Feldt questioned Policy 3B (*Continue to encourage energy-efficient cluster development*), suggesting the focus be on sustainability and energy efficiency rather than clustering. Ms. Kristiansson, noting



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March 14, 2014

Ms. Karen Kristiansson
 Principal Planner – Portola Valley ASCC
 Spangle Associates
 770 Menlo Avenue
 Menlo Park, CA 94025

via e-mail

**RE: Update on Habitat Restoration – First Quarter, 2014
 18 Redberry Ridge, Portola Valley, California**

Dear Ms. Kristiansson:

This memo summarizes the current status of the ongoing habitat restoration at the above-referenced property. Initial restoration planting was completed during May 2013 and supplemental planting, seeding, and caging were performed in November 2013. Establishment maintenance since the completion of initial planting and the supplemental restoration activities has focused on irrigation of all plantings. Irrigation was performed into the winter due to the unusually dry conditions, while the need for weed control was minimal.

Summary

A site inspection performed on March 14, 2014 found that the restoration continues to mature as expected and that survival criteria for replacement oaks, survival criteria for shrubs, and target weed coverage is in compliance with the criteria set forth in the *Final Restoration Plan* (Plan) (Rana Creek, March 28, 2013). The table below summarizes First Quarter 2014 monitoring observations that pertain to the requirements of the Plan and the supplemental restoration activities performed in November 2013.

Item/Criteria	Reference	Status/Observations
<10 % target weed cover	Plan - 2014 performance criteria	<10% target weed cover. Italian thistle in the rosette stage is abundant and requires control.
<1 % French broom cover	Plan - 2014 performance criteria	No French broom observed
100% survival of replacement oaks	Plan - 2014 performance criteria	100% survival of oaks. Oaks appear healthy and are showing new spring growth



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Item/Criteria	Reference	Status/Observations
90% survival of shrubs	Plan - 2014 performance criteria	Shrub survival is >90%
Replacement madrones	supplemental restoration	100% survival of the three replacement madrones. Growth appears healthy
Toyon planting	supplemental restoration	100% survival of toyons
Caging of sprouting stumps	supplemental restoration	Variable growth from cut stumps. Toyon and mountain mahogany are especially vigorous
Seeding and straw mulching of gully (Area A)	supplemental restoration	Annual vegetative cover evident in gully. Vegetation is likely a result of seeding and the natural seed bank. Trivial amount of erosion.

Recommendations

In order to promote the continued success of the restoration, the following maintenance activities should be performed during the Second Quarter 2014:

- Manual removal of target weeds across the entire site, prior to flowering;
- Weeding in watering basins;
- Spray oaks with Bt for oakworm treatment during April 2014;
- Once monthly irrigation of oaks and madrones beginning in April and extending through the summer; and
- No irrigation of herbaceous plantings or woody shrubs, unless warranted by monitoring observations.



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Photographs depicting the progression of restoration as well as the cumulative summary of maintenance activities are attached for reference. Please contact me at (831) 659-3820 x119 or jwandke@ranacreekdesign.com should you have any questions.

Sincerely,

A handwritten signature in black ink that reads "John Wandke". The signature is written in a cursive, flowing style.

John Wandke – Project Manager
Rana Creek Habitat Restoration

enc: Site Photographs, Habitat Restoration Maintenance Log

cc: Mr. David Douglass
Mr. Tom Vlasic

Photo-points Douglass-LaShay Restoration, March 5, 2013



Photo 1 - Area A



Photo 2 - Area B



Photo 3 - Area C



Photo 4 - Area D

Photo-points Douglass-LaShay Restoration, June 7, 2013



Photo 1 - Area A



Photo 2 - Area B



Photo 3 - Area C



Photo 4 - Area D

Photo-points Douglass-LaShay Restoration, September 20, 2013



Photo 1 - Area A



Photo 2 - Area B



Photo 3 - Area C



Photo 4 - Area D

Photo-points

Douglass-LaShay Restoration, March 14, 2014



Photo 1 - Area A



Photo 2 - Area B



Photo 3 - Area C



Photo 4 - Area D

Habitat Restoration Maintenance Log
18 Redberry Ridge, Portola Valley, CA

Date	Task	Notes
5/20/2013	Completion of initial	habitat restoration installation
5/30/2013	Irrigation Labor	Irrigation of all plantings
6/13/2013	Irrigation Labor	Irrigation of all plantings
6/25/2013	Irrigation Labor	Irrigation of all plantings
7/2/2013	Irrigation Labor	Irrigation of all plantings
7/22/2013	Irrigation Labor	Irrigation of all plantings
7/27/2013	Irrigation Labor	Irrigation of all plantings
6/7/2013	Site Inspection	
8/8/2013	Irrigation Labor	Irrigation of all plantings
8/15/2013	Irrigation Labor	Irrigation of all plantings
8/21/2013	Site Inspection	
8/21/2013	Irrigation Labor	Irrigation of all plantings
8/31/2013	Irrigation Labor	Irrigation of all plantings
9/4/2013	Irrigation Labor	Irrigation of all plantings
9/11/2013	Irrigation Labor	Irrigation of all plantings
9/12/2013	Irrigation Labor	Irrigation of all plantings
9/16/2013	Irrigation Labor	Irrigation of all plantings
9/20/2013	Site Inspection	
9/24/2013	Irrigation Labor	Irrigation of all plantings
9/30/2013	Irrigation Labor	Irrigation of all plantings
10/11/2013	Irrigation Labor	Irrigation of all plantings
10/17/2013	Irrigation Labor	Irrigation of all plantings
10/21/2013	Irrigation Labor	Irrigation of all plantings
10/23/2013	Irrigation Labor	Irrigation of all plantings
10/25/2013	Site Inspection	
10/25/2013	Irrigation Labor, weed control	Irrigation of all plantings, weed control
10/28/2013	Site Inspection	Public meeting/site visit
11/5/2013	Irrigation Labor	Irrigation of all plantings
11/6/2013	Site Inspection	
11/6/2013	Additional planting, caging of live stumps, seeding, straw mulching, irrigation	Replacement madrones, toyon, 26 wire cages around woody shrub and tree stumps
11/7/2013	Additional planting, caging of live stumps, seeding, straw mulching, irrigation	Replacement madrones, toyon, 26 wire cages around woody shrub and tree stumps
11/22/2013	Irrigation Labor	Irrigation of all plantings
11/27/2013	Irrigation Labor	Irrigation of all plantings
12/10/2013	Irrigation Labor	Irrigation of all plantings
1/3/2014	Irrigation Labor	Irrigation of all plantings
2/3/2014	Irrigation Labor, repair	Repair frost damaged PVC pipe



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Karen Kristiansson, Interim Town Planner

DATE: May 28, 2014

RE: **Annual Housing Element Monitoring Report for 2013**

RECOMMENDATION

Review the attached draft annual housing element monitoring report for 2013, consider public input, and authorize submittal of the annual report to the state with any modifications that may be determined necessary by the Town Council.

BACKGROUND

State law requires that the town submit an annual report on the housing element to the California Department of Housing and Community Development (HCD) on forms developed by HCD, and Portola Valley's housing element also calls for annual monitoring of the inclusionary housing program, the multifamily housing program, and the second unit program. The Planning Commission has traditionally reviewed the annual report, but state law now requires review by the governing body at a public meeting where members of the public are allowed to provide comments. As a result, the Planning Commission reviewed the draft 2013 annual report at its meeting on May 7, 2014 (staff report and minutes attached), took no issue with the proposed report, and forwarded it to the Town Council for consideration and action at a public meeting.

DISCUSSION

The form required by HCD for the annual housing element report includes tables that contain very little data for the Town. The most informative table is Table C, which provides an overview of the status of each of the thirteen programs adopted as part of the certified 2009 Housing Element. As this table shows, six of these called for amendments to the Town's zoning ordinance, and all of those amendments have been adopted, including most recently, an implementing ordinance for State Density Bonus

Law. The remaining seven programs will be continued in the 2014 Housing Element in some form.

Portola Valley's 2009 Housing Element calls for regular monitoring of the inclusionary housing, multifamily housing, and second unit programs. More detailed information on the implementation of these programs is provided in the attached staff report to the Planning Commission for their May 7th meeting. To summarize:

Inclusionary Housing

The Town has made progress on implementing the inclusionary housing program by selling the Blue Oaks BMR lots. Moving forward, the Town will work to determine the best use of these funds. In addition, the Town will also amend the inclusionary housing program to require future subdividers to build below market rate housing units rather than simply providing land.

Multifamily Housing/Affiliated Housing

The Priory School's approved master plan includes eleven housing units, which the school intends to build as funding becomes available. Town staff has also discussed the possibility of employee housing at the Sequoias, who expressed interest in the idea.

Second Units

The town has completed the specific actions called for in the 2009 Housing Element to encourage additional second units, including zoning amendments and creation of a new second unit manual. The housing element projected 34 new second units during the planning period, and to date, 32 building permits have been issued.

FISCAL IMPACT

None.

ATTACHMENTS

1. Staff report and minutes from the May 7, 2014 Planning Commission meeting
2. Annual housing element report for 2013

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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission
FROM: Karen Kristiansson, Interim Town Planner
DATE: May 1, 2014
RE: Annual Housing Element Monitoring Report for 2013

State law requires that the town submit an annual report on the housing element to the California Department of Housing and Community Development (HCD). This report must be provided on a form developed by HCD. A copy of that form filled out for 2013 is attached. State law also requires that the governing body consider the report at a public meeting where members of the public are allowed to provide comments. The Town Council is therefore tentatively scheduled to review the annual report at its meeting on May 14.

Portola Valley's housing element also calls for annual monitoring of inclusionary housing, multifamily housing, and second units. Although the Planning Commission has discussed all of these programs during the last few months in the process of working on the 2014 Housing Element Update, this memo summarizes the goals and status of each of these programs.

Inclusionary Housing

This program has two goals in the 2009 housing element. First is to assess the possibility of building below market rate housing at Blue Oaks, or alternatively, to sell the inclusionary lots and purchase another site. As you know, the Town sold the lots and proceeds have been deposited in the in-lieu housing fund. Although the Town attempted to purchase the property at 900 Portola Road as an alternative housing site, the purchase agreement expired because the County was unable to issue a letter of closure on the hazardous materials cleanup on the site. The proposed Program 7 of the 2014 housing element calls for the Town to study potential uses of these funds to meet identified local affordable housing needs.

The housing element also calls for the town to revise the inclusionary housing program to make it more effective, given the difficulties the town experienced getting the Blue Oaks BMR units built. The Planning Commission has determined that the Town should

revise this program to require building the below market rate housing rather than simply providing land. As part of developing those revisions, the Commission has recommended that the Town join the ongoing County-wide nexus study in order to obtain data that the Town can use in determining the appropriate amount of below market rate housing that should be required as part of a market rate development.

Multifamily housing

The goal of the multifamily housing program during the current housing element cycle is the construction of eleven new housing units at The Priory School. Four of these units should be for low income households, four for moderate income households, and three for above moderate income households.

The Priory School has been focusing on other projects, but still intends to build these eleven new units. Long-term planning underway at the school could change the intended location of the units, however, which would likely require a change to the Priory's use permit.

Second units

The current goal for this program is to increase the average number of second units constructed each year from under five up to six. To do this, the housing element lists a number of actions, which have now been completed. These are summarized below:

- In January 2011, the town adopted zoning ordinance amendments to allow staff level review and approval of second units that are created by converting floor area within the first floor of an existing home.
- Also in January of 2011, the town adopted zoning ordinance amendments to allow staff level review and approval of second units that are 400 square feet in area or smaller and that do not require a site development permit.
- In January 2012, the town's new second unit manual was posted on Portola Valley's website. In addition, a two-page flyer was created that can be handed out at the planning counter.

The table below shows the number of second units that were projected for each year in the housing element compared to the actual number of permits issued.

Year	Second Units Projected	Second Units Permitted
2008 (6 months)	2.5	1
2009	4.9	3
2010	6	8
2011	6	5
2012	6	4
2013	6	8
2014 (6 months)	3	3 (to date)
TOTAL	34.4	32

The number of second units permitted has been variable, but the total number of second units permitted is only two less than the number that was projected in the 2009 housing element. The average over the past 5.5 years, not including 2014, is 5.3 units per year (32 units permitted over 5.5 years), which is less than the target of 6 units per year. However, given the relatively high number of second units permitted last year and the number of applications approved or pending so far in 2014 that include second units, it does appear that the number of second unit permits is increasing. The draft 2014 Housing Element Update includes suggestions for three additional actions the Town can take to further encourage second units.

cc. Nick Pegueros, Town Manager
Tom Vlastic, Planning Consultant
Leigh Prince, Town Attorney
Ann Wengert, Mayor

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Town of Portola Valley
Reporting Period 1/1/2013 - 12/31/2013

Table A
Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information							Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions		
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development See Instructions	Deed Restricted Units See Instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income					
(9) Total of Moderate and Above Moderate from Table A3 ▶ ▶					1	6	7				
(10) Total by income Table A/A3 ▶ ▶					1	6	7				
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Town of Portola Valley
Reporting Period 1/1/2013 - 12/31/2013

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate				1		1	
No. of Units Permitted for Above Moderate	4			2		6	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Town of Portola Valley
Reporting Period 1/1/2013 - 12/31/2013

Table B
Regional Housing Needs Allocation Progress
 Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2007	2008	2009	2010	2011	2012	2013	2014	2015	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	5	NA	0	0	0	0	0			16	-11
	Non-deed restricted		NA	1	2	4	3	2	4			
Low	Deed Restricted	10	NA	0	0	0	0	0			2	8
	Non-deed restricted		NA	0	0	1	0	0	1			
Moderate	Deed Restricted	17	NA	0	0	0	0	0			4	13
	Non-deed restricted		NA	0	0	1	1	1	1			
Above Moderate		26	NA	2	2	2	2	3	6		17	9
Total RHNA by COG. Enter allocation number:		58	NA	3	4	8	6	6	12		39	19
Total Units ▶▶▶												
Remaining Need for RHNA Period ▶▶▶▶▶												

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction Town of Portola Valley

Reporting Period 1/1/2013 - 12/31/2013

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
1. Inclusionary Housing Requirements	Build 8 Blue Oaks BMR units; one other BMR is expected; and revise the inclusionary housing program	Construction by 2012 or 2013; revise program in 2012	The Town determined that building the units was not feasible at the Blue Oaks site and sold the units in 2012. The Town identified an alternative site for this housing and entered into a purchase agreement for the property, but cleanup of hazardous materials issues on the site was not completed and the agreement lapsed. The Town has not been able to find another alternative site in town, but will look at options under a new program in the 2014 Housing Element.
2. Multifamily Housing	Construction of 11 new units anticipated; town will monitor annually	2014; annually	Construction is still anticipated but was been slowed by the economy and need for fundraising. The property owner is still planning to move forward; staff monitors progress regularly.
3. Second Units	Increase construction to an average of 6 second units/year	Starting 2010-2011	The town amended its design review process and now allows staff level review for more units. The amendments were adopted in January 2011. The second units manual is complete and was posted on the town's webpage in February 2012. The number of second units being built in Town appears to have increased, with the average over the planning period of 5.3 second units permitted per year. The range was from a low of 4 units in 2009 to a high of 8 units in 2010 and 2013.
4. Waiver of Fees	Mitigate a constraint by allowing fee waivers	2009	The zoning ordinance was amended to include a fee waiver provision in January 2011.
5. Shared Housing	Continue participation in HIP Housing	Ongoing	The town continues to participate in this program.
6. Emergency Shelters	Adopt zoning ordinance amendment to allow emergency shelters	2010	The zoning ordinance was amended to include provisions allowing emergency shelters in January 2011.
7. State-Required Density Bonus	Adopt a density bonus program	2010	The Planning Commission recommended approval of a density bonus implementation ordinance on April 2, 2014 and the Town Council had the first reading of the ordinance on April 23, 2014. Final action on the ordinance is scheduled for May 14, 2014.
8. Fair Housing	Make information available about a county-wide program	Ongoing	Town staff is referring people to the county-program as necessary.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction Town of Portola Valley
Reporting Period 1/1/2013 - 12/31/2013

9. Removal of Constraints to Housing for People with Disabilities	Amend zoning ordinance to remove constraints and add reasonable accommodations ordinance	2010	These zoning ordinance amendments were adopted in January 2011.
10. Housing Impact Fee	Study possibility of and options for housing impact fee, and adopt if appropriate	2010 and 2011	A county-wide housing nexus study is underway, and the Planning Commission is recommending that the Town participate in the study in order to revise the Town's inclusionary housing program and potentially consider an impact fee.
11. Farmworker Housing Zoning Amendments	Amend zoning ordinance to comply with state law	2010	These zoning ordinance amendments were adopted in January 2011.
12. Transitional and Supportive Housing Zoning Amendments	Amend zoning ordinance to comply with state law	2010	These zoning ordinance amendments were adopted in January 2011.
13. Continue Existing Energy Conservation Measures and Implement Sustainability Element	Continue existing green & energy conservation measures, and implement the Sustainability Element	Ongoing	Work on this program is ongoing. In 2010, the town adopted a mandatory Build-It-Green Program for all new buildings and remodels, and also adopted an Indoor Water Conservation Ordinance and Water Conservation in Landscaping Ordinance. The Town has also been encouraging water and energy efficiency in existing homes through various state and local programs. The Town is also working towards adoption of a Climate Action Plan in 2014.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction Town of Portola Valley
Reporting Period 1/1/2013 - 12/31/2013

General Comments:

that clustering minimizes sprawl and the need for driving, reduces the need for additional infrastructure, etc., said she could reword the text.

Bud Eisberg, Wyndham Drive, who served on the Ad Hoc Affordable Housing Committee, said the Committee did a lot of work and he's concerned about seeing the Committee's report go into the dust bin, and would like to find a way to incorporate the Committee's mission statement and overarching criteria from its report, or at least referring to it.

In terms of what the Housing Element requires, Commissioner Hasko asked how free we are articulate in the way we want to. Ms. Kristiansson said the Housing Element is required to have goals and policies, which should relate to the programs, but there's ample leeway within that framework. Chair Gilbert, who said it may be a matter of "borrowed wording," said she'd sit down offline to work with the Committee's report and the 2009 Goals and Policies to see where they might mesh. Commissioner Hasko, who also served on the Committee, offered to work with her.

Ms. Kristiansson said that Chair Gilbert and Commissioner Hasko could bring the document back to the Planning Commission's meeting on May 21, 2014, or even the June 4, 2014 meeting. Commissioner Von Feldt said she had some wording issues that they might address in their review, too. For example, she referred to Policy 3C (*Continue to require native landscaping, which reduces both water and power consumption*). If that policy remains, she said she'd like to see it expanded to include something about providing ecosystem services or habitat – some other element that underlies the desirability of native landscaping.

Commissioner Von Feldt also asked which policy would cover HIP Housing programs such as home-sharing. Ms. Kristiansson said that probably falls under Policy 2B (*Encourage the creation of a diversity of housing options to meet the needs of people in different stages of the life cycle and with different income levels*).

Louis Ebner, Wyndham Drive, stated that the Ad Hoc Affordable Housing Committee report deserves some scrutiny prior to submitting the 2014 Housing Element update draft to the Council. He quoted an example recommendation from the report, "that Town funds should only be used to purchase land or pay for construction of housing after a rigorous open and public process that includes adequate notice, identification of the property and disclosure of the financial viability, and proposed density of the project before entering into a contract." He said that this recommendation, in a nutshell, is the lesson learned from the 900 Portola Road situation.

Mr. Ebner said he's asked the Council to consider a public discussion of the application of the real estate section of the Brown Act because it's too easy to use that as a cover for strategizing real estate transactions, which goes beyond its intention regarding privacy of specific negotiations. He stated that members of the Town Council and at least one member of the Planning Commission strategized about acquiring 900 Portola Road for more than three years without ever specifically contacting the contiguous neighbors about their intentions. He said that's not a transparent process.

When the Council discussed the SDBL ordinance, Mr. Ebner said he reviewed the record to confirm that no density bonus was ever mentioned in the context of 900 Portola Road. With this law, he stated, a development "touted as eight to 10 small cottages could easily have turned into a project three or four times that size." He said that if we are to have a serious discussion and review of the Town's prospects in developing affordable housing, we at least must have an understanding of what the parameters of the project would be, and it's too easy to dismiss uneasiness about density as objections to affordable housing.

Chair Gilbert said Mr. Ebner's comments would be taken into account when she and Commissioner Hasko review the Ad Hoc Affordable Housing Committee's report in light of the Housing Element goals and policies, but she pointed out that he's addressing a specific, detailed incident and this part of the Housing Element deals with high-level goals and policies. She said that to give Mr. Ebner the satisfaction he's seeking would be a much more detailed process than they can hope to do with this document.

(4) REVIEW: Housing Element Annual Report for 2013

Ms. Kristiansson said that each year, the Town is required to submit an Annual Element Progress Report to the California Department of Housing and Community and Development and the Office of Planning and Research. In

addition, the Housing Element itself requires monitoring three programs – Inclusionary Housing, Multi-Family Housing and Second Units. Because the Planning Commission has discussed the three programs over the past few months, she said Commissioners won't find anything new about them in the documents provided, except for updating the number of second units permitted through March 2014. She said the 2009 Housing Element had projected 34 second units and the Town has permitted 32 during the period.

Some of the fields on the Annual Element Progress Report form don't really apply to Portola Valley, Ms. Kristiansson said, noting that the majority of information about the town's housing programs is in Table C. For each program in our Housing Element, Table C shows the objective, timeframe in the Housing Element, and the status of implementation.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

None.

APPROVAL OF MINUTES

Commissioner Hasko moved to approve the minutes of the April 2, 2014 Regular Planning Commission meeting, as amended. Seconded by Commissioner Von Feldt, the motion carried 4-0-1 (McKitterick abstained).

ADJOURNMENT [8:48 p.m.]

Denise Gilbert, Chair

Karen Kristiansson, Interim Town Planner

TOWN OF PORTOLA VALLEY

~ PROPOSED BUDGET ~

FISCAL YEAR 2014 - 2015



TOWN OF PORTOLA VALLEY

PROPOSED OPERATING & CAPITAL BUDGETS

FISCAL YEAR 2014-15

Presented to:

Mayor Ann Wengert
Vice Mayor Jeff Aalfs
Councilmember Maryann Moise Derwin
Councilmember Craig Hughes
Councilmember John Richards

Prepared by:

Nick Pegueros, Town Manager
Stacie Nerdahl, Administrative Services Manager

Cover Image by Simon Greenhill

May 2014

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Date: May 28, 2014

To: Mayor and Members of the Town Council

From: Nick Pegueros, Town Manager

Re: 2014-15 Proposed Budget

General Fund Overview

Attached please find the proposed 2014-15 Town Budget. The Town's fiscal condition continues to be strong in the 2014-15 fiscal year, with a projected **General Fund operating surplus** of \$358,546. The operating surplus is reduced by a transfer of \$156,500 to the Transportation Fund that is necessary to fill the gap between the Town's street maintenance effort and the available Gas Tax revenues. In addition, the operating surplus is reduced to zero and funds are required from prior year surpluses to provide for \$408,400 in general capital improvements and equipment purchases. The net result of the recommended budget is a reduction to the General Fund balance, year-over-year by \$206,404. While this amount is technically a budget deficit, the deficit arises from capital purchases fully funded by operating surpluses from prior fiscal years.

General Fund Revenues

Overall, General Fund revenues total \$4,897,704, an increase of \$704,868 when compared to prior year budget. While this increase is significant, the source of this increase is largely attributed to the improved regional economic condition. The baseline assumption for all revenue growth was 2.4% to reflect the inflationary adjustment CPI. The significant changes of note in General Fund revenues are as follows:

Property taxes – 2013-14 property tax revenue is expected to be \$2,047,000 or \$75,000 over the adopted budget. This was the first year where the County's recalculations of the tax equity allocation to Portola Valley were fully implemented. In the coming fiscal year, the budget for 2014-15 assumes a 5% increase, \$102,000, based on forecasts provided by the San Mateo County Assessor's Office.

Building permits - This year's building activity increased significantly from the prior year with projected revenues of \$757,121, exceeding the adopted budget by approximately \$300,000. The activity continues to be strong and it is anticipated that the level of building permits experienced this year will continue into 2014-15. It is important to note that this revenue is heavily dependent on the strength of the local economy. Additionally, it is important to note that building permit fees are paid in advance

of services being provided by the Town. This lag may require the Town to contract for supplementary building inspection services in the future as a consequence of permits issued in this current year.

Sales tax - In 2013-14 sales tax revenue was budgeted at \$172,000 however a series of private-party sales transactions and adjustments by the State resulted in projected revenues for the year at \$472,367. For 2014-15, staff has removed the private-party sales and State adjustments to forecast revenue of \$205,262. There is a possibility that 2014-15 will experience private-party sales and State adjustments but staff recommends against including such revenues in the proposed budget since they cannot be predicted with reasonable assurances.

Property transfer tax - In 2013-14, property transfer tax was budgeted at \$100,000 and a significant increase in the number of real estate transactions and assessed values resulted in a projected revenue for the year of \$161,000. This is a highly volatile revenue source that relies solely on the number of real estate transactions in town and is always very difficult to forecast. Upon consideration of the strength of the local real estate market, staff has no reason to significantly reduce the projected property transfer tax revenue in 2014-15.

Business license tax – In 2013-14, business license tax revenue was budgeted at \$85,000 and a combination of improved collection of building permit fees and an increase in the number of service providers working in Town has resulted in a projected revenue of \$105,200 for the current fiscal year. Staff anticipates that 2014-15 business license taxes will remain steady at \$105,000.

General Fund Operating Expenditures

Overall, General Fund operating expenditures increased \$587,288 comparing the adopted 2013-14 budget to the recommended 2014-15 budget. The proposed budget includes a number of programmatic changes and one-time expenditures to accommodate changing operations at Town Hall. The major changes are:

1. Administration & Operations (personnel) – Of the overall increase in General Fund expenditures, \$323,624 is attributed to changes in the Administration & Operations (personnel) budget. The personnel budget provides for the following: a \$50,000 allowance for merit-based salary increases; the addition of a Planning Director/Town Planner at a fully burdened cost of \$201,000; and \$100,000 for contract planning and administration staff, which is partially offset by the elimination of an Office Assistant position and thereby maintains the Town's full-time employee headcount at 14.0.

2. Consultant Services – The proposed budget also includes an increase of \$276,832 in General Fund expenditures for consulting services to provide for increased plan checking services and a number of deferred projects including: upgrades to the Town’s business license program and MS Access databases; a public information consultant to assist with communications and electronic records management; and an actuarial valuation of the Town’s retiree medical liability as required by the Town’s independent auditors. It is important to note that increased building permit revenues offset the increased expenditure for plan check services.
3. Other Budget Categories – The remainder of the increase in General Fund operating expenditures, approximately \$131,000 when compared to 2013-14, is due to a combination of increases in other budget categories, most notably:
 - a. **Parks & Recreation Operations** will experience an increase in budgeted expenditures of \$26,100 due to increased costs for field maintenance and an increase in recreation class instructor fees (offset by an increase in class registration fees).
 - b. The **Service Agreements** budget is proposed to increase \$47,000 due to increased costs for the Sheriff’s contract including: a 3% overall increase in contract costs; correction of a \$10,000 error in the 2013-14 budget; and a reduction in the portion of the Sheriff’s contract that is paid for by non-General Fund sources that increases the General Fund’s costs for the Sheriff’s contract.
 - c. The proposed increase to the **Services & Supplies** budget of \$17,657 is due to the Town’s participation in a joint effort with Woodside Fire and the Town of Woodside to fund a CERPP Coordinator position that reports to the Fire Department. This position is a critical element in strengthening the Town’s relationship with CERPP and the overall preparedness of the community in the event of a disaster or major emergency.
 - d. The **Town Center Facilities** budget is proposed to increase \$35,000 due to increased landscape maintenance costs to repair pathways at the Town Center campus and a one-time purchase of chairs and cabinetry for the Community Hall.

General Fund Capital Improvement Project and Capital Equipment

The proposed budget includes \$233,400 of General Fund monies to provide for several **Capital Improvement** projects including: \$163,000 for street and trail improvements; \$40,000 for office space improvements at Town Hall to accommodate the Town’s expanded

in-house planning services; and \$30,000 for additional improvements to Ford Field. The Ford Field improvements are funded through donations and grant funds, but are reflected as General Fund expenditures.

For **Capital Equipment**, the proposed budget includes \$175,000 for deferred equipment purchases including \$100,000 for emergency generator upgrades to fully connect essential areas of Town Hall, the Community Hall, and the Historic Schoolhouse to the backup power. Currently, the generator only serves the EOC, the refrigerator, and the mechanical room in Town Hall. The computer server room, staff offices, Community Hall and the Historic Schoolhouse are not connected but are critical for the Town's emergency operations plan. An additional amount of \$50,000 is budgeted to install audio visual equipment in the Community Hall, \$10,000 is budgeted to provide for a new large format printer used by engineering and planning for maps and other large format documents, and \$15,000 is budgeted to replace the speed message board and trailer.

General Fund Reserve Funds

In 2013-14, the Town Council authorized the creation of General Fund balance assignments (reserves) totaling \$2,615,000 for estimated future liabilities. As detailed in the Fund Activity Summary, the projected unreserved General Fund balance as of June 30, 2015 is \$1,710,866. For 2014-15, staff is recommending that a minimum of \$1,400,000 of unreserved fund balance, \$385,000 more than currently reserved, be assigned to the Unfunded Pension Liability reserve by June 30, 2015. This amount would represent 33% of the \$4,250,000 actuarially calculated hypothetical termination liability for the Town's pension plan as of June 30, 2012. The hypothetical termination liability is believed to more accurately reflect the Town's unfunded pension liability since it uses a discount rate of 2.98% rather than 7.50%. Of course the hypothetical termination liability will change with the release of the new actuarial valuation report in December 2014 but the budget should anticipate adding a minimum of \$385,000 to the existing \$1,015,000 assigned fund balance for Unfunded Pension Liabilities. For all other reserves, staff is not proposing any change in 2014-15 without further study and evaluation.

Budgetary Risks

The Town's largest revenue sources – taxes and permit fees – tend to be heavily tied to the health of the overall economy. With the Town's experience over the past several years, it appears that taxes are solid and will stay either flat or experience minor decreases in the event of a major recession. Permit fees, on the other hand, can quickly shift downward with changes in the local economy. The increase experienced over the past year in building permit fees should not be considered structural revenue given the volatility of the

revenue source. Also, the Town cannot lose sight of the fact that building permit fees are collected in advance of services being performed and the cost to provide building inspection for permits pulled in 2013-14 will likely be spread out over two to four years.

On the expenditure side, the Town's greatest risk is a natural disaster. A major earthquake, fire, or winter storm has the potential to drain the Town's reserves and impact structural revenue for several years while the rebuilding and recovery process is underway. The Town's healthy General Fund balance, including assignments, attempts to provide some cushion for unforeseen circumstances such as a natural disaster.

In prior years, the Town has considered unfunded pension liabilities a significant budgetary risk and in response created an Unfunded Pension Liability reserve. As of June 30, 2014, the Unfunded Pension Liability reserve stands at \$1,015,000 with a recommended increase to \$1,400,000 by June 30, 2015. This advance planning for pension liabilities positions the Town to better weather anticipated changes with CalPERS pension costs. In the next two to three years, staff anticipates that CalPERS will create an option for cities to fully fund their pension liabilities. At that time, the Town should evaluate the pros and cons of keeping an Unfunded Pension Liability reserve on the Town's books or paying down the liability by transferring the funds to CalPERS.

Finally, while not explicitly a budgetary risk, the Town's operations rely heavily on a small staff and volunteers to provide essential services to the community. Without the volunteers and a dedicated high-performing staff, the Town's personnel costs could quickly skyrocket to maintain the service levels currently enjoyed by Town residents. It is important to note that despite a significant expansion in services over the past six years with the construction of the Town Center, transitioning to in-house planning services, and hiring a staff member to focus on sustainability efforts, the staff headcount for 2014-15 is unchanged from 2007-08. At the same time, there has been a noticeable decrease in the number of volunteers who organize events and provide services to the community thereby leaving Town staff to pick up the burden of continuing the services previously provided by volunteers. All of this highlights the need to review the Town's employee compensation package carefully and regularly to ensure that the Town is able to recruit and retain high quality staff in an increasingly competitive environment.

Town Priorities for 2014-15

To keep the Town staff small requires careful planning of workload expectations. The Town's staff is estimated to devote three-quarters of their available time to provide essential services to the community: land-use planning, infrastructure maintenance, facility management, and the management and administrative support necessary to provide those services. The balance of staff time is devoted to special projects for which the demand far outstrips supply of available hours. If left unfocused, the Town's services will expand to a level that requires significant additions to the number of in-house staff. For 2014-15, the budget includes a new section

that recommends where the Town should focus its limited staff and volunteer resources in the coming year. This is the first step in making difficult choices about what special projects receive attention.

The Town Priorities for 2014-15 focus is on three core priorities: Community Service and Engagement, Emergency Preparedness, and Sustainability. Each priority includes a summary of 2013-14 accomplishments that demonstrate how staff and volunteers have supported the priority in the current fiscal year, and then goes on to outline the work effort for the coming year. All of the resources necessary to deliver the work effort for 2014-15 are included in the expenditure budget. Staff recommends that priority be given to the 2014-15 work efforts, as presented, before new projects are tackled that require either staff or volunteer resources. Only through careful planning and a clear focus will the Town maintain a small in-house staff and effective volunteer corps.

Acknowledgements

I would like to acknowledge the hard work of all Town staff members who day in and day out provide unparalleled customer service to the community while also doing more than ever before. Specifically, I would like to express my sincerest gratitude to Stacie Nerdahl and Cindy Rodas who together manage the Town's administrative operations and were instrumental in preparing the Town budget. I would also like to acknowledge the Town's Finance Committee for taking the time to review the budget and identify areas where the Town can better prepare to weather unknown future events such as increased pension costs and changes in the Sheriff's contract.

Finally, I would like to thank the numerous volunteers who work side-by-side with staff to deliver quality service and programs to the community. Without their contribution, Portola Valley would be a very different place with a much larger staff.



Town of Portola Valley

Town Priorities

COMMUNITY SERVICE AND ENGAGEMENT:

Continue to provide excellent customer service to all town residents and promote civic engagement

2013-14 Accomplishments

- Brought highly successful year-round Farmers' Market to the Town Center every Thursday that has also served as a springboard for library and Committee events, launched several cottage vendors (including Portola Valley Breads which was featured on the cover to the Almanac), and become a vehicle for Town staff and Town Committees to reach out to residents.
- Held four successful summer concerts in conjunction with the Thursday Farmers' Market.
- Numerous volunteers stepped in to keep Town staff small including: Brook Coffee, Rebecca Arora, and Laura Stec worked with staff to organize the weekly farmers' market and monthly garden share; Joe Coleman replaced damaged hitching rack at Town Center; Kevin Welch provided on-site support during Summer Concert Series; Jon Myers & Simone LaValle fundraised for the skate park and organized Town Picnic; Wendi Haskell organized Zotts to Tots; Mark Paris removed a fallen tree from upper Alpine and installed bleachers at Ford Field; Susan Gold lead an effort to enforce driveway scoring to address equestrian concerns; Leslie Latham posts "no parking" signs at Windy Hill every weekend; Kari Rust and Leslie Latham worked with staff to write the Measure A grant applications that were ultimately successful in securing grant funding for the bicycle pinch point project, Gary Nielsen performed traffic counts at Corte Madera & Alpine Roads, Danna Breen & Cindie White took the leadership role in the 50th Anniversary activities; Bud Eisberg coordinated the annual flight night event; Bill Dewes and Majda Jones organized a successful education workshop on coexisting with coyotes; and many more.
- Engaged the assistance of elected federal representatives to address noise concerns resulting from changes to flight patterns at San Francisco International Airport.
- Installed a skateboard ramp to provide a safe venue for town residents seeking to recreate.
- Completed the Ford Field renovation project to upgrade the Little League field.
- Secured grant funding to widen the roadway shoulders on Portola Road and Alpine Road to provide more room for bicyclists to maneuver outside of the lane used by autos.
- Increased number of e-notification subscribers by 28%; added four new e-notification categories to target marketing to interested residents (e.g., Housing, Farmers' Market).
- Developed a "Master Calendar" to include scheduling of all Town facilities in one location so that each event has the highest chance of success; developed a "Reservation Form" tailored to Town Committees and tools to assist Committees in planning their events; presented this information to each committee at their regular meetings over a two-month period to ensure that all members knew of the new-and-improved process and so that we could answer any questions they may have.
- Kept the community informed through 192 posts to the PV forum.
- Issued 59 news alerts on the Town's website, announcing issues including road improvement schedules, reminders for Town events and classes, and messages from the San Mateo County Sheriff's Office.

- Held eight study sessions through April (with four more planned) to develop the 2014 Housing Element Update and provide opportunities for public input and participation. Community members were notified of the study sessions through a town-wide mailing in November, postings to the PV Forum, and e-Notification emails.
- Ensured Town facilities were maintained to enable a total of 580 Field/All Sports Court events including leagues/clubs, charter schools and Portola Valley School District schools; of those events 17 were private reservations and 25 were Town-sponsored special events.
- Hosted 240 public events in the Community Hall, including 109 Town-sponsored events, 122 neighborhood and community group events, and nine private events.
- Provided 76 reports for various properties, including determinations of floor area and impervious surface limits as well as full Residential Data Reports that also provide information on residential building records, allowed uses, occupancy, and zoning classifications.
- Provided staff support for 23 Town Council meetings and 86 committee meetings, which include 15 Planning Commission meetings, 22 ASCC meetings, and 18 field meetings, including preparing packets, attending meetings and drafting minutes.

Objective 1: Staff Excellence

Ensure that the Town is equipped with the resources necessary to deliver services to the public in a high quality manner.

2014-15 Work Effort

- Recruit and retain high quality Town staff in an environment of increased competition for experienced workers. The focus during the 2014-15 year is to recruit two full-time positions and two contract positions. The two full-time positions include a new Planning Director and a Building Official to replace retiring town employee Gary Fitzer. To provide contract help with several time sensitive issues, staff will contract a firm to provide engineering and project management support to assist with Public Works projects. Staff seeks to hire a contract Public Information & Communications Manager.
- Plan staff retreat to promote team building and to provide staff opportunity to engage in planning and goal setting.
- Encourage employee development through participation in professional organizations, continuing education, and networking with peers in neighboring jurisdictions and regional associations/groups.
- Renovate Town Hall offices to accommodate evolving service levels in the Planning Department and allow for greater ease when reviewing plans with community members.
- Evaluate Town's technology infrastructure and identify upgrades and investments that will enhance productivity and system reliability.

Objective 2: Town Communication

Enhance public communication and ensure that town residents are well informed of Town activities and matters of local concern.

2014-15 Work Effort

- Contract with a part-time Public Information & Communications Manager dedicated to electronic records management and communications with the community.
- Maintain and update the Town's website as appropriate in conjunction with the implementation of a new Content Management System (CMS).
- Continue to work closely with representatives from the town's homeowners' association boards to ensure that information is disseminated to all town residents.
- Encourage shared communications between the Town and key community stakeholders including the schools, the library, the fire district, and homeowners' associations/organizations.

Objective 3: Community Events

Celebrate the town's history and values with an emphasis of volunteerism and preserving the town's quality of life through town events and activities.

2014-15 Work Effort

- Celebrate the town's 50th Anniversary Celebration on September 21st with a party that will include food and dancing.
- Continue the successful Thursday Night Farmers' Market at the Town Center and identify opportunities to increase community outreach during the event.
- Continue to promote recreation programs and classes that are of interest to town residents.
- Continue facilitating self-sufficiency of committee-sponsored events while providing limited staff support for scheduling, insurance and marketing.

Objective 4: Community Engagement

Identify increased opportunities for town residents to be involved in Town operations and activities.

2014-15 Work Effort

- Work with the Town Council and Committee members to identify new areas that enable town residents to make a contribution that keeps Town staff small and contains costs.
- Improve accessibility of Town records and information for members of the public.
- Work with the schools and homeowners' associations to identify partnership opportunities and increase outreach.

EMERGENCY PREPAREDNESS:

Ensure that the Town is prepared to respond to an emergency situation.

2013-14 Accomplishments

- Activated the 24/7 Emergency AM Radio.
- Participated in the Great ShakeOut earthquake drill in October 2013.
- Participated in the 2014 Wildland Fire Drill organized by the Woodside Fire Protection District.
- Finalized implementation of a unified emergency communications program, including the Rapid Notify communication system that will alert all town residents in the event of an emergency.
- Made significant progress in updating the Town's Emergency Operations Plan and Emergency Ordinance.
- Implemented Google Drive to store all documents, forms, and procedures for the Town's emergency response.

Objective 1: Emergency Operations Center

Ensure that the Town's Emergency Operations Center (EOC) is equipped to respond in the event of a catastrophic situation.

2014-15 Work Effort

- Finalize the Town's Emergency Operations Plan and Emergency Ordinance
- Participate in EOC drills that will prepare staff and the community for emergency situations. Continue to provide appropriate emergency training for Town staff and residents.
- Grow partnership with Woodside Fire Protection District, San Mateo County Office of Emergency Services, and regional emergency response organizations.
- Purchase and install an emergency generator to guarantee continual power to critical Town Center facilities, including essential areas in Town Hall that are outside the EOC, areas of the Community Hall that will be used for care and shelter operations in an EOC activation, and the Historic Schoolhouse.
- Upgrade and augment EOC technological equipment and continue to develop and refine emergency response materials.

Objective 2: Community Preparedness

Enhance communication channels with town residents to ensure the community is informed and prepared in the event of an emergency.

2014-15 Work Effort

- Ensure that current resident contact information is entered and stored in the Town's Rapid Notify system.

- Participate in emergency preparedness exercises, including the Great ShakeOut and El Nino drills in Fall 2014 and a joint weekend exercise with the Town of Woodside and Woodside Fire District in Spring 2015.
- Continue aggressive fuel load management programs and other preventative infrastructure maintenance to reduce risk of wildland fire or infrastructure failure in a natural disaster.
- Provide emergency preparedness training opportunities for core town volunteers.
- Work closely with Citizen's Emergency Response Preparedness Program (CERPP) divisions to address specific needs and concerns related to the disaster potential in their area.

Objective 3: Infrastructure Readiness

Assess and construct capital improvements to the Town's infrastructure that will enable it to withstand potential disaster situations.

2014-15 Work Effort

- Complete repairs to Upper Alpine Road.
- Continue to update the Town's Storm Drain Master Plan and develop a multi-year capital improvement program as necessary.
- Identify emergency water supplies for the town in the event of a catastrophic situation.

SUSTAINABILITY:

Support community efforts to maintain and conserve natural environmental resources.

2013-14 Accomplishments

- Established an Ad-Hoc Water Conservation Taskforce to develop recommendations to the Town Council.
- Hosted combined Earth Fair with the Town of Woodside including community document shredding event, compost giveaway, electric vehicle showcase, exhibitors and wild animal show. Attendees were given a "Passport" booklet with questions focused on sustainability and water conservation designed to engage attendees with exhibitors.
- Worked with Sustainability Committee to finalize the draft Climate Action Plan, including the development of a proposed measure to address energy efficiency in the residential sector.
- Worked with GreenWaste to host three Neighborhood Clean-Ups at the Town Center; manifested the community's desire for a donation component by engaging Goodwill to host a "Give n' Go" station – collected over 30,000 pounds of donations in the three events. Engaged the Sheriff's office to offer medication disposal at each event instead of only one event per year.
- Assisted the Conservation Committee in launching the Backyard Habitat program.
- Re-launched the Energy Upgrade program with a workshop co-hosted by San Mateo County; completed the development of nine pamphlets outlining energy- and water-efficient choices homeowners can make in their homes; completed the development of a "Home Energy Detective" kit and a Light Bulb Test kit that residents can check out from Town Hall.

Objective 1: Landscape, Operations, and Open Space Maintenance

Serve as an example in the community for water conservation, low-water use landscaping and vegetation management.

2014-15 Work Effort

- Review Town Center operations to ensure that all fixtures are as water efficient as possible and operating properly.
- Manage sport field irrigation and maintenance to optimize water resources.
- Review status of drought-tolerant landscaping around Town Hall, which can serve as a demonstration garden to the community.
- Expand volunteer efforts to remove invasive plant species and clear high-fire danger brush in public right-of-way.

Objective 2: Greenhouse Gas Emission Reduction and Resource Conservation

Support environmentally friendly policies that will conserve natural resources and reduce greenhouse gas emissions.

2014-15 Work Effort

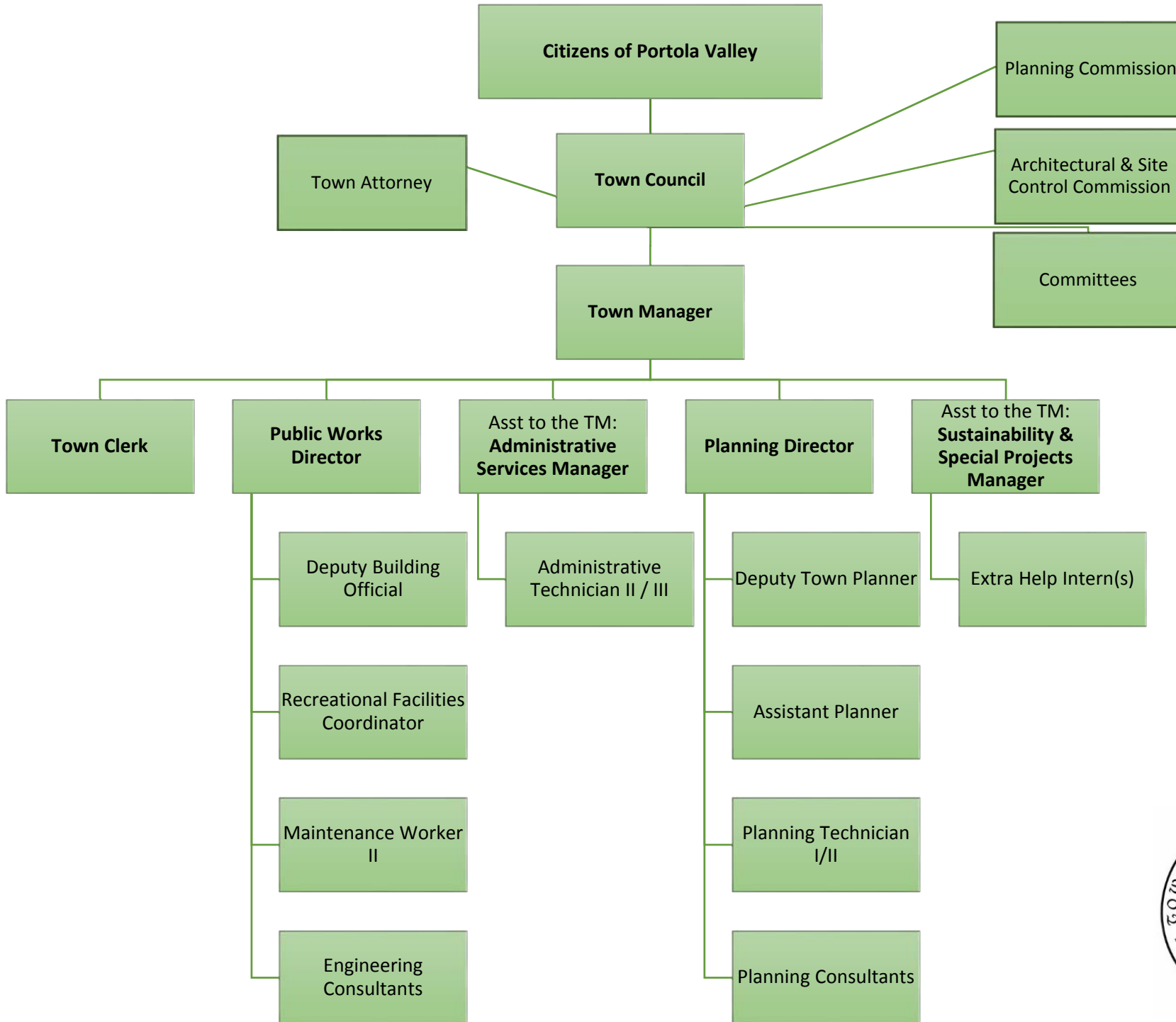
- Explore a grant fund to support a pilot school bus program.
- Encourage the use of fuel-efficient vehicles, including bicycles, by Town staff through incentives.
- Continue to identify opportunities to reduce energy consumption in Town operations and to move towards paperless technology where feasible.
- Assess the Town's green building ordinance in light of CalGreen 2013 and anticipated changes to the state Building Code, and develop ordinance amendments as appropriate.
- Develop a Zero Waste Event Ordinance to assist users of the Town Center in hosting environmentally friendly events (that are also consistent with the Town's Environmentally Preferable Purchasing Policy).

Objective 3: Community Engagement in Sustainability Initiatives

Engage residents, businesses and schools in environmentally preferable choices and energy- and water-efficiency programs.

2014-15 Work Effort

- Work with Ad-Hoc Water Conservation Task Force on implementing any recommended water-conservation programs.
- Launch Green Speaker/Film Series in Spring 2015.
- Develop an energy efficiency recognition program per the Climate Action Plan.
- Work with the County to re-launch the Green Business program to Portola Valley businesses.





Town of Portola Valley Fund Descriptions

5	General Fund	The Town's operating fund; all general operating revenues and expenditures are processed through it.
8	Grants	Used to record all revenues and expenditures related to county, State, and Federal grants.
10	Safety Tax	A half-cent State sales tax revenue designated exclusively for local agency public safety services. (Sec. 35 of Art. XIII of Cal Const)
15	Open Space	Used for acquisition and support of open space parcels in Town.
20	Gas Tax	For maintenance and repairs to streets.
22	Measure M	County-generated vehicle registration revenue to be used for local streets and roads for congestion mitigation and water pollution prevention programs.
25	Library Fund	Library service revenue from San Mateo County Library JPA to be spent on library related activities as mutually agreed by the JPA and Town Council.
30	COPS – Public Safety	Citizens' Options for Public Safety: a supplemental State law enforcement fund for special law and traffic enforcement.
40	Park-in-Lieu	Subdivision developer's fee that can only be used for parks or recreational purposes.
45	Inclusionary-in-Lieu	A subdivision developer's fee, payable by fee or land, that can only be used for affordable housing.
50	Storm Damage	Initially created during the 1998-99 Alpine Road slide repairs, this fund is used as necessary to track federal or state-reimbursed storm-related road repairs.
60	Measure A Funds	A half-cent County sales tax revenue designated for the improvement of local transportation, including streets and roads.
65	Road Impact Fee	Recovers the cost of repairs from building permit applicants to Town roads due to wear and tear from construction vehicles. Collection of these fees was suspended by the Council in 2010.
75	Crescent M.D.	Maintenance District Funds
80	PVR M.D.	
85	Wayside I M.D.	
86	Wayside II M.D.	
90	Woodside H'lands M.D.	
95	Arrowhead M'dows M.D.	
96	Customer Deposits	Deposit fund for customer fees to pay for consulting costs associated with individual building projects. Any remaining deposit amounts are refunded to customer when project is completed.

2013-14 Revenues and Expenses by Governmental Fund

Revenues	Fund 5		Fund 8	Fund 10	Fund 15	Fund 20	Fund 22	Fund 25	Fund 30	Fund 40	Fund 45	Fund 50	Fund 60	Fund 65	Fund 96	TOTALS
	OPERATING	CAPITAL IMPR'S	GRANTS	PUBLIC SAFETY	OPEN SPACE	TRANSPORTATION	MEASURE M/C/CAG	LIBRARY	C O P S	Park-in-Lieu	Inclusionary-in-Lieu	Storm Damage	MEASURE A	ROAD FEES	CASE REVIEWS	
Government Agency	\$ 5,400		\$ 267,600	\$ 13,305		\$ 123,450	\$ 123,000		\$ 100,000			\$ 285,000	\$ 262,514			\$ 1,180,270
Franchise Fees	\$ 268,114															268,114
Permits & Fees	\$ 890,112															890,112
Other Revenues	\$ 20,500				5,000											25,500
Parks & Recreation	\$ 80,978															80,978
Service Charges	\$ 137,500														235,000	372,500
Revenue from Taxes	\$ 2,696,612															2,696,612
Town Center Facilities	\$ 193,000															193,000
Interest	\$ 30,000															30,000
Utility Users' Taxes	\$ 575,488				254,976											830,464
Revs. Sub-Totals	\$ 4,897,704	\$ -	\$ 267,600	\$ 13,305	\$ 259,976	\$ 123,450	\$ 123,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 285,000	\$ 262,514	\$ -	\$ 235,000	\$ 6,567,550
Expenditures																
Administration & Operations	\$ 2,119,906															\$ 2,119,906
Committees & Commissions	\$ 101,270															101,270
Consultant Services	\$ 668,000					100,000									235,000	1,003,000
Miscellaneous	\$ 37,275		3,000													40,275
Parks Operations	\$ 194,000															194,000
Public Works Operations	\$ 23,000					180,000	-									203,000
Service Agreements	\$ 848,517			13,000					100,000							961,517
Services & Supplies	\$ 376,190															376,190
Town Center Facilities	\$ 171,000							32,500								203,500
Exp. Sub-Totals	\$ 4,539,158		\$ 3,000	\$ 13,000	\$ -	\$ 280,000	\$ -	\$ 32,500	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 235,000	\$ 5,202,658
Capital Improvements																
Street Resurface 14/15							98,000						261,000	41,000		\$ 400,000
Street Design / Inspections		80,000														80,000
SMTA Measure A Grant Project		19,400	40,600													60,000
Springdown Imp, Ph 1				20,000												20,000
Storm Drain Imps							25,000									25,000
C-1 Trail Enhancements		35,000														35,000
Alpine Road Storm Repairs												285,000				285,000
OBAG Road Improvements		29,000	224,000													253,000
Remodel TC Work Stations		40,000														40,000
Library Playspace Installs								65,000								65,000
Ford Field Site Improvements		30,000														30,000
Capital Equipment		175,000														175,000
Capital Improvements	\$ 408,400	\$ 264,600	\$ -	\$ 20,000	\$ -	\$ 123,000	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 285,000	\$ 261,000	\$ 41,000	\$ -	1,468,000
Revs Less Exps/Cap Imps	358,546	-408,400	0	305	239,976	-156,550	0	-97,500	0	0	0	0	1,514	-41,000	0	-103,108
Interfund Transfers																
General Fund to Transportation	(156,550)					156,550										-
General Fund Capital Transfer	(408,400)	408,400														-
General Fund Pension Reserve																-
Transfers	\$ (564,950)	\$ 408,400	\$ -	\$ -	\$ -	\$ 156,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance (Revenue - Exp - CIP + Transfers)	\$ (206,404)	\$ -	\$ -	\$ 305	\$ 239,976	\$ -	\$ -	\$ (97,500)	\$ -	\$ -	\$ -	\$ -	\$ 1,514	\$ (41,000)	\$ -	\$ (103,108)

Town of Portola Valley 2014-15 Fund Activity Summary

FUND	7/1/2014 ESTIMATED BALANCE	2014-15 ESTIMATED REVENUES	2014-15 ESTIMATED EXPENDITURES	2014-15 TRANSFERS IN(OUT)	6/30/2015 PROJECTED BALANCE
General Purpose Funds					
General Fund Unassigned	1,917,270	4,897,704	4,947,558	(156,550)	1,710,866
Open Space Acqu. Assigned	377,499				377,499
Unfunded Pension Liab Assigned	1,015,000				1,015,000
Equipment Replacemt Assigned	200,000				200,000
Emergency Reserve Assigned	1,400,000				1,400,000
Legal Contingency Assigned	100,000				100,000
Children's Theatre Assigned	2,660				2,660
Historic Museum Assigned	2,991				2,991
Sub-Total	\$ 5,015,420	\$ 4,897,704	\$ 4,947,558	\$ (156,550)	\$ 4,809,016
Restricted Funds					
Bonds and Grants (8)	9,961	267,600	267,600		9,961
Public Safety (10)	3,469	13,305	13,000		3,774
Open Space (15)	3,856,655	259,976	20,000		4,096,631
Transportation/Public Works (20)	0	123,450	280,000	156,550	0
Measure M (22)	-293	123,000	123,000		-293
Library Fund (25)	422,554	0	97,500		325,054
Public Safety/COPS (30)	11,590	100,000	100,000		11,590
Park In Lieu (40)	6,245	0	0		6,245
Inclusionary In Lieu (45)	2,873,992	0	0		2,873,992
Storm Damage (50)	0	285,000	285,000		0
Measure A (60)	0	262,514	261,000		1,514
Road Fee Fund (65)	40,984	0	41,000		-16
Applicant Deposits (96)	24,792	235,000	235,000		24,792
Sub-Total	\$ 7,249,949	\$ 1,669,845	\$ 1,723,100	156,550	7,353,244
Grand Total	\$ 12,265,369	\$ 6,567,549	\$ 6,670,658	\$ -	\$ 12,162,260

REVENUES

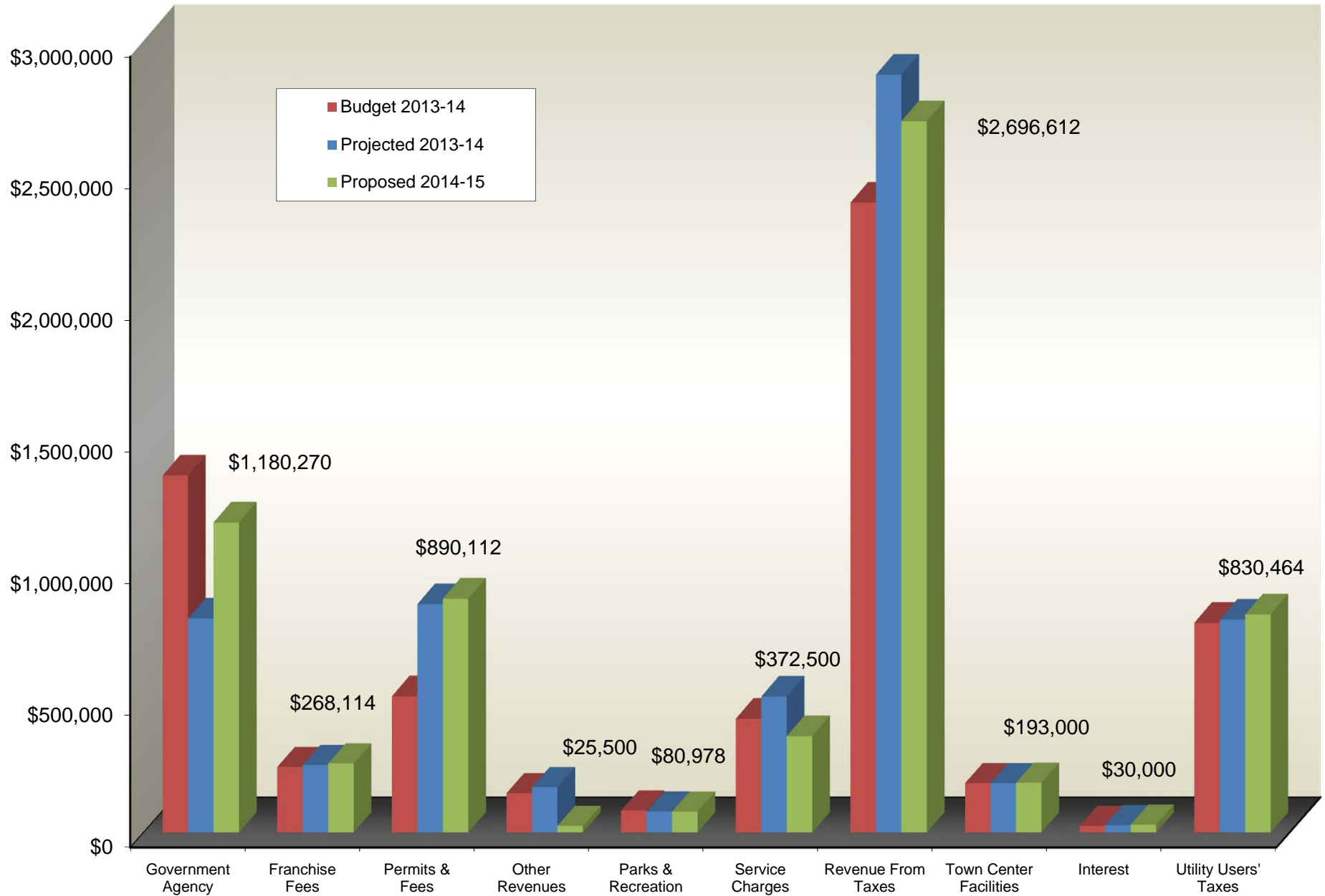
Government Agency	7	Parks & Recreation	12
Motor Vehicle Fees		Lease Income – Parks	
Measure A Sales Tax		Sports League Field Use	
Proposition 172 Funds		Annual Community Events	
COPS		Service Charges	13
State Gas Tax		Zoning & Planning Permits	
HOPTR		Variances	
Prop 42 Funds		Subdivision Fees	
Measure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

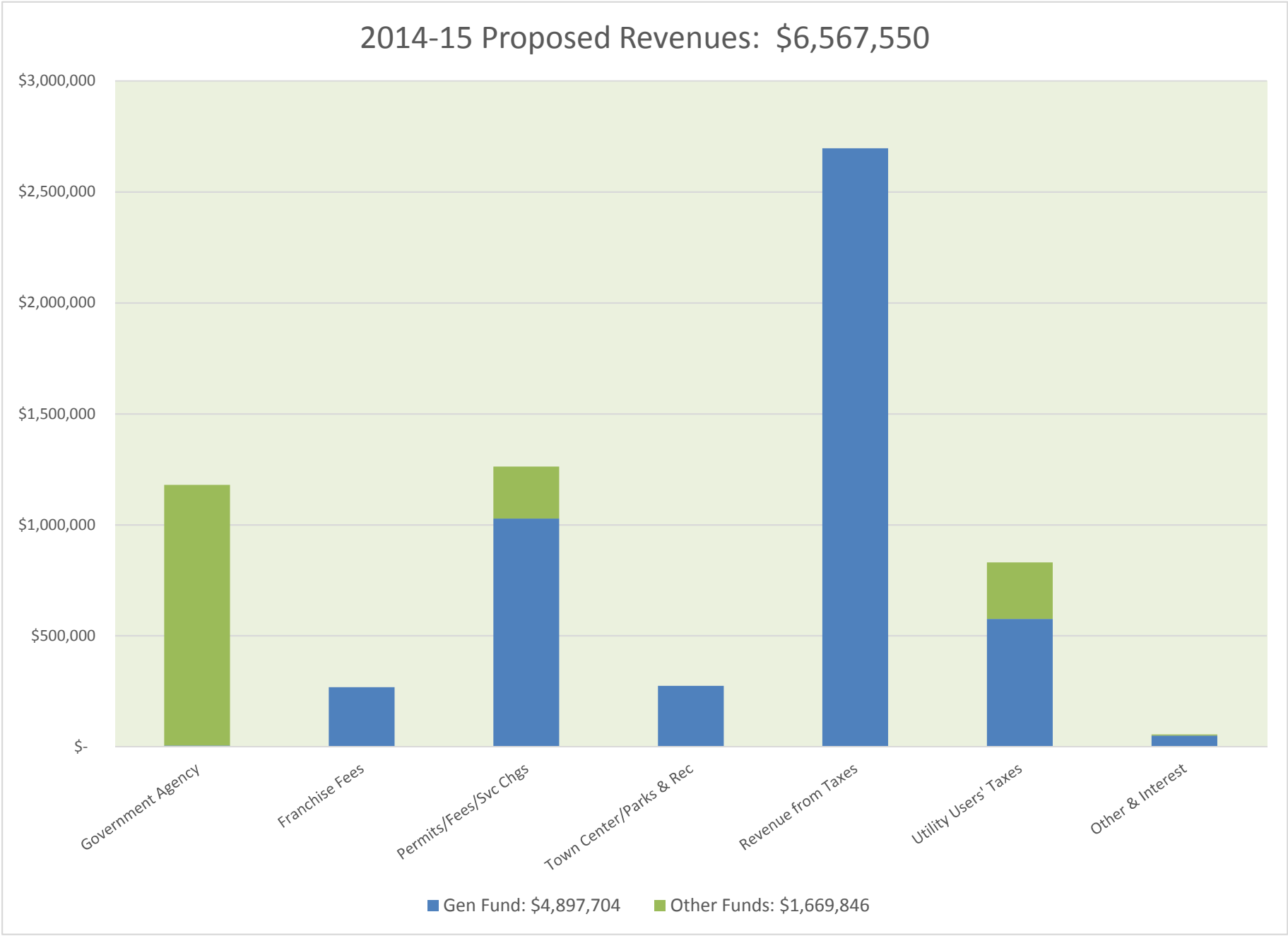
TOWN OF PORTOLA VALLEY
2014-2015
Total Revenues Budget Summary

Revenues	2013-14 Adopted Budget	2013-14 Projected at Year End	2014-15 Proposed Budget	\$ / Change per Projected Year End	% / Change per Adopted 13/14 Budget	% / Change per Projected Year End
Government Agency	1,357,682	815,499	1,180,270	364,771	(13.07)	44.73
Franchise Fees	254,636	261,830	268,114	6,284	5.29	2.40
Permits & Fees	522,450	869,250	890,112	20,862	70.37	2.40
Other Revenues	152,500	176,005	25,500	(150,505)	(83.28)	(85.51)
Parks & Recreation	85,338	81,137	80,978	(159)	(5.11)	(0.20)
Service Charges	438,200	521,492	372,500	(148,992)	(14.99)	(28.57)
Revenue From Taxes	2,389,158	2,872,567	2,696,612	(175,955)	12.87	(6.13)
Town Center Facilities	191,600	191,500	193,000	1,500	0.73	0.78
Interest	25,000	28,000	30,000	2,000	20.00	7.14
Utility Users' Taxes	799,488	811,000	830,464	19,464	3.87	2.40
Grand Total	6,216,052	6,628,280	6,567,550	(60,730)	6%	-1%



2013-14 Budget/Projected Rev. vs 2014-15 Proposed Revenue



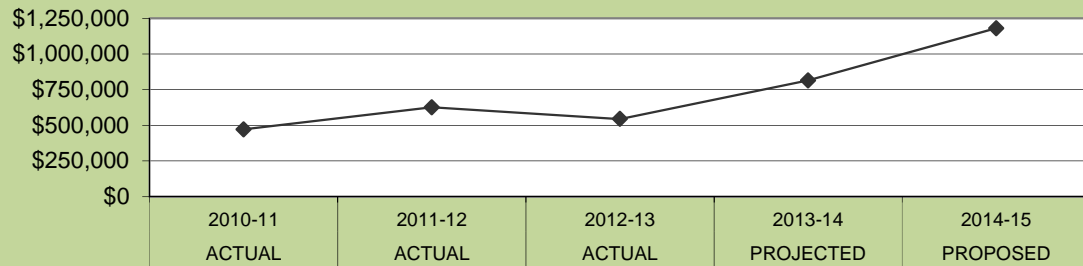


TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Government Agency



Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
1 Motor Vehicle <i>VLF funding was diverted by State legislation in 2011/12 to support the continuation of COPS funding.</i>	21,502	2,338	2,442	0	2,871	0	05-10-3001
2 Measure A Sales Tax Half percent sales tax restricted for transportation uses. Revenue estimates of 6.75% for 2014-15 provided by the State.	207,820	225,655	242,011	230,000	252,418	262,514	60-10-3002
3 Proposition 172 Funds - Public Safety Sales Tax Half-cent sales tax restricted for public safety issues. Revenue estimates of 6.75% for 2014-15 provided by the State.	10,308	11,304	12,301	11,780	12,793	13,305	10-10-3004
4 Public Safety COPS Grant Annual state allotment which can only be used for public safety.	98,307	109,389	91,291	100,000	100,000	100,000	30-10-3006
5 State Gas Tax Pooled Statewide and reallocated based upon population and other factors. Town's allocation represents a small portion of this State revenue source, most of which stays in Sacramento.	77,457	83,138	77,033	75,369	74,310	74,056	20-10-3008 20-10-3010 20-10-3012 20-10-3014
6 Homeowners' Property Tax Relief (HOPTR)	5,387	5,367	5,416	5,400	9,533	5,400	05-10-3016
State Mandated Costs Reimbursements <i>State reimbursements totalling \$42,800 filed for 2-4 years' legislated municipal expenses.</i>					24		5-10-3017
7 Proposition 42 Funds Traffic Congestion Relief funds expired, Prop 42 funding replaces.	39,941	56,141	41,092	66,878	63,677	49,394	20-10-3015

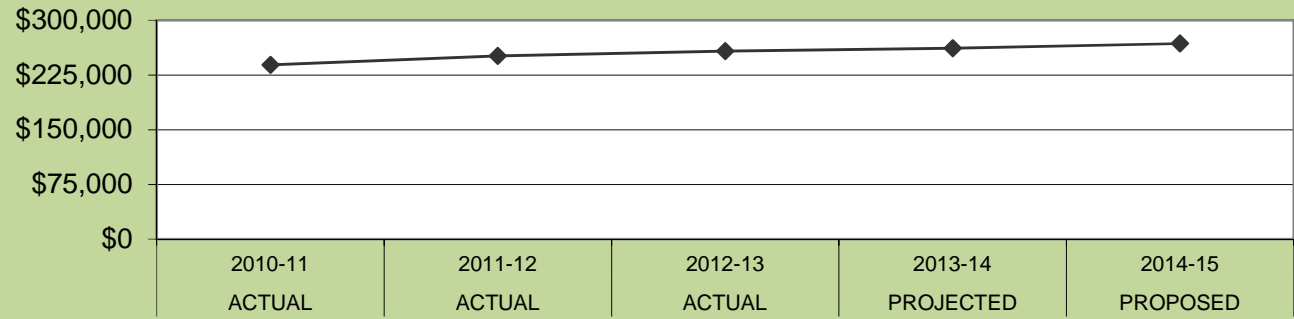
Account Description/Activity		ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
8	Measure M This reimbursement-based revenue is derived from an additional vehicle registration fee for San Mateo County residents and is to be used for improvements to local streets and roads.		82,207	40,960	75,000	35,000	123,000	22-10-3019
9	Supplemental C/CAG Program: Transportation			26,087	0	0	0	05-16-3096
10	Supplemental C/CAG Program: Trash Reduction				30,655	30,000	0	22-10-3096
11	CalTrans Emergency Relief (Upper Alpine Rd) Reimbursement (100%) to repair storm damage from December 2012 to be provided by federal and state agencies.				300,000	0	285,000	50-10-3021
12	Miscellaneous Grants							
	<i>County of San Mateo Energy Upgrade Grant</i>	11,982	21,982					08-10-3027
	ABAG-PLAN Risk Management Grant		29,000	6,602	6,600	2,872	3,000	08-10-3029
	OBAG Federal Aid Grant for Road Improvement				224,000	0	224,000	08-10-****
	SMTA Measure A Grant Reimbursement						40,600	08-10-****
	<i>2000 Park Bond Act - provides funds for park/rec construction and renovation.</i>				220,000	220,000	0	08-10-3030
	<i>Roberti-Z'berg Grant - provides funds for parks/rec purposes, including development and renovation.</i>				12,000	12,000	0	08-10-3032
	Sub-Total	472,704	626,520	545,236	1,357,682	815,499	1,180,270	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Franchise Fees

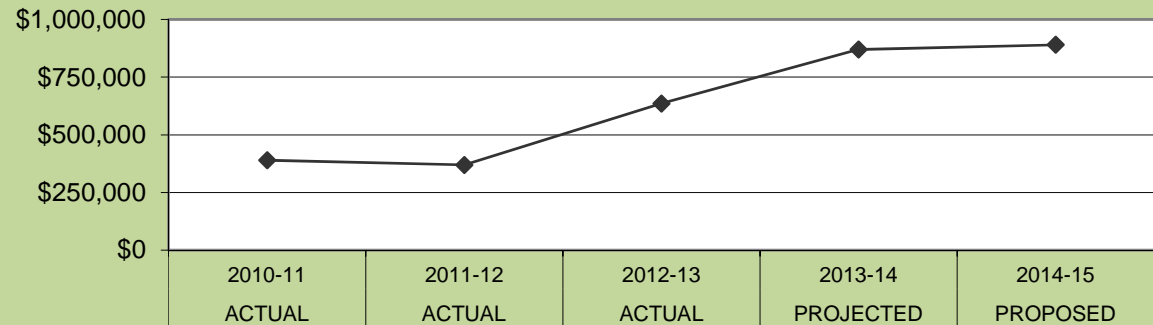


Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
1 PG&E Franchise fee for PG&E regulated by the State through a Town franchise ordinance.	84,156	80,560	75,486	77,298	76,945	78,792	05-12-3040
2 California Water Company Fees based upon 1% of total water revenues generated by Cal-Water in the Town.	24,674	31,450	38,459	36,600	36,600	37,478	05-12-3042
3 Greenwaste Recovery Company Franchise fees based upon 7.7% of total revenues generated by GWR within the Town. Sixth year of 10-year agreement.	63,299	65,364	66,504	67,011	67,774	69,401	05-12-3044
4 Comcast and AT&T Cable Services Franchise fees based upon 5% of total revenues generated by Comcast Cable Services within the Town. Includes \$450/mo PEG fees.	66,719	73,886	77,177	73,728	80,511	82,443	05-12-3046
Sub-Total	238,848	251,260	257,626	254,636	261,830	268,114	

**TOWN of
PORTOLA VALLEY**
2014-15 BUDGET WORKSHEET



Permits & Fees



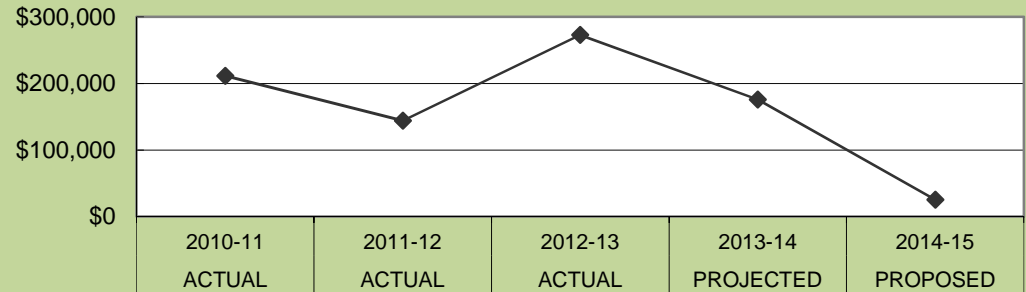
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
1 Bldg Permits/Plan Check & Inspection Fees Issued for all building construction within the Town.	341,144	325,280	563,475	454,075	757,121	775,292	05-14-3060 <i>Plan Check</i>
2 Site Development Permits Filing fee for permits required to prepare a private property site as a result of property improvements or construction.	23,220	12,370	39,213	36,900	60,373	61,822	05-14-3062
4 Encroachment Permits Filing fee for permits required to conduct work in public right-of-way.	6,750	9,720	7,274	6,700	12,525	12,825	05-14-3064
5 Conditional Use Permits Permits required for a special use on private property.	1,740	1,620	5,940	7,300	14,223	14,564	05-14-3066
6 Building Permit Review/Planning Fee Building permit fee for review of building permits for ASCC/Planning compliance.	4,100	4,724	3,690	4,500	7,048	7,217	05-14-3068
7 Horsekeeping Permits Permits required to keep horses on private property. There are currently 185 permitted horses.	3,385	3,330	3,150	2,775	3,000	3,072	05-14-3070
8 Construction & Demolition Fee Fee to offset cost of implementing C&D Ordinance.	9,625	12,250	12,025	10,200	14,961	15,320	05-14-3072
Sub-Total	389,964	369,294	634,767	522,450	869,250	890,112	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Other Revenues



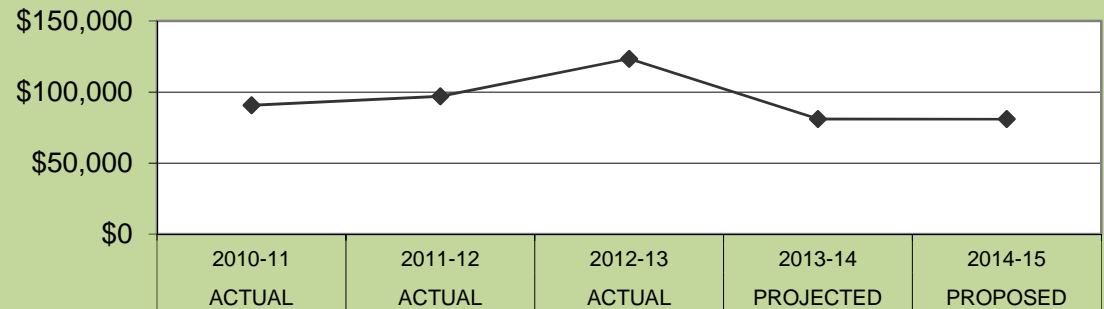
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
1 Fines and Forfeitures Town's portion of traffic and parking citations.	18,226	10,663	12,512	12,000	12,000	12,000	05-16-3082
Historic Museum Contributions received for the Historic Restoration including sale of Portola Valley Primer.	0	0	100	0	0	0	05-16-3084
2 Misc Contribs - received for designated projects Sausal Creek Contribs - for daylighting project	2,062 2,627	446	0	500	6,630	1,000	05-16-3086 05-16-3091
3 Alpine Road/C-1 Trail Contributions Ford Field Contributions			0 29,940 233,157	120,000	111,212	0	05-16-3086
4 Open Space Contributions towards the Town's Open Space funds.	109,230	9,894	7,274	5,000	31,163	5,000	15-16-3090
Library Fund Effective 2012-13, donor city revenue funds are now held by the county.	16,853	69,967	0	0	0	0	25-16-3092
Portola Valley Community Fund (PVCF) Revenue received from PVCF fundraising, final pledge received in 2010/11.	45,000	0	0	0	0	0	
5 PG&E Solar Rebate Temporary rebate related to installation of Town Center panels. Program to end in 2014.	17,325	23,404	19,790	15,000	15,000	7,500	05-16-3083
Sub-Total	211,323	144,314	272,833	152,500	176,005	25,500	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Parks & Recreation



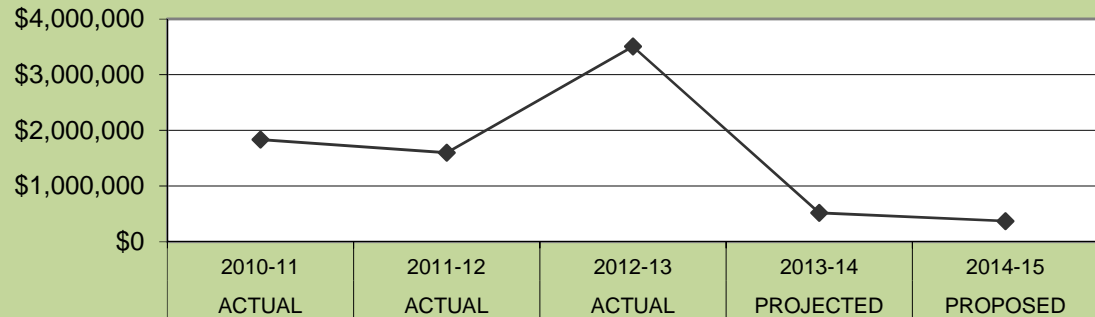
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT NUMBER
1 Lease Income - Parks	7,903	6,739	7,609	7,838	7,791	7,978	05-18-3100
Lease of Town property for private uses (Alpine Inn Parking Lot and Ladera Oaks).							
2 Sports League Field Use	63,335	55,678	50,922	60,000	71,603	72,000	05-18-3102
Use fees charged to organized sports leagues for the use of Town fields. Effective 2013-14, soccer league now included with this user group.							
3 Annual Community Events							
Town Picnic	0	950	2,382	1,000	1,000	1,000	05-18-3104
Blues & Barbecue (suspended in 2013)	0	15,838	45,805	0	0	0	05-18-3106
<i>Field Activity Fees</i>	17,586	17,055	15,251	15,000	0	0	05-18-3112
Adult soccer league no longer active as Town-sponsored league.							
<i>Teen Committee</i>	1,993	679	1,452	1,500	743	0	05-18-3114
Revenue from teen events and dances.							
Sub-Total	90,817	96,939	123,421	85,338	81,137	80,978	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Service Charges

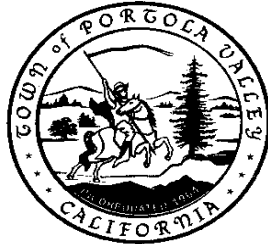


Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
1 Zoning and Planning Permits	1,800	1,550	620	1,000	900	1,500	05-20-3120
Fee for permits required for commercial use changes.							
2 Variances	0	890	2,340	2,300	4,800	4,000	05-20-3122
Filing fee required for consideration of variance requests.							
3 Subdivision Fees	1,070	1,240	1,600	1,000	4,750	2,000	05-20-3124
Filing fee required to process a subdivision.							
4 Residential Data Reports	7,300	7,400	8,400	8,000	9,000	8,500	05-20-3126
Filing fee required for a property status report.							
5 Pre-Application Meeting Fee			6,875	7,300	7,300	7,500	05-20-3127
6 Architectural Review Fees	17,840	20,470	34,130	30,000	37,000	35,000	05-20-3132
Filing fee for consideration of improvements to private property.							
Construction Traffic Road Fee							65-20-3134
Fee collection suspended in 2010.							
7 Geology Fees	5,090	5,540	7,000	5,000	9,000	8,000	05-20-3136
Filing fee for review by Town Geologist for private property improvements, when deemed necessary.							

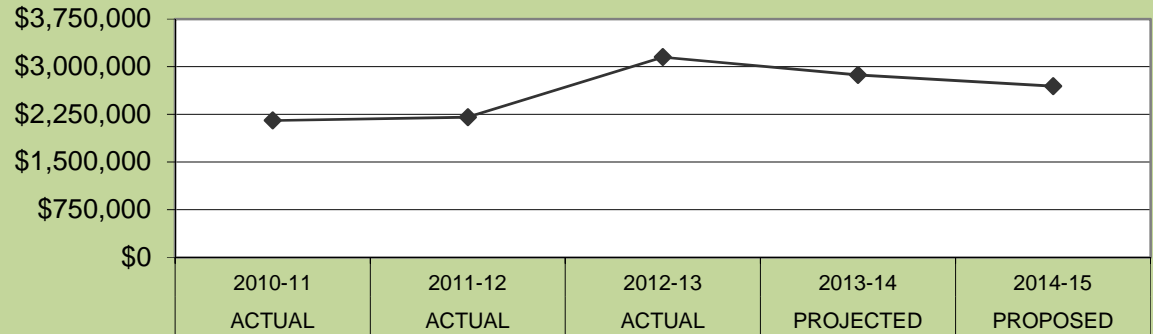
Account Description/Activity		ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
8	Town Engineer Fees Charges to applicant for Town Engineer's review of plans for improvements to private property.	2,750	3,000	6,660	3,600	9,000	10,000	05-20-3138
9	Town Planning Fees Charges to applicants for Planning staff's review of applications.			862	40,000	14,000	40,000	05-20-3139
10	Planning Services - Charges to Applicants <i>Charges to applicants for Planning Consultant's review of applications (Jul-Dec).</i>				185,000		92,500	96-20-3140
11	Geological Services - Charges to Applicants Charges to applicants for Geological Consultant's review of applications.				75,000		75,000	96-20-3140
12	Engineering Services - Charges to Applicants Charges to applicants for Engineering Consultant's review of applications.				40,000		45,000	96-20-3140
13	Attorney Services - Charges to Applicants Charges to applicants for legal review of private applications.				20,000		22,500	96-20-3140
	Misc. Consultants - Charges to Applicants	461,918	437,938	553,214		413,742		96-20-3140
	C-1 Stanford Trail - Charges for Applicant	1,324,032	1,094,937	0				96-20-3140
14	Town Library Maintenance Support					4,000	6,000	05-20-3141
14	Miscellaneous	14,654	28,415	93,542	20,000	8,000	15,000	05-20-3154
	Sale of Blue Oaks Parcels			2,790,096				45-00-3375
	Sub-Total	1,836,454	1,601,380	3,505,339	438,200	521,492	372,500	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Revenue From Taxes



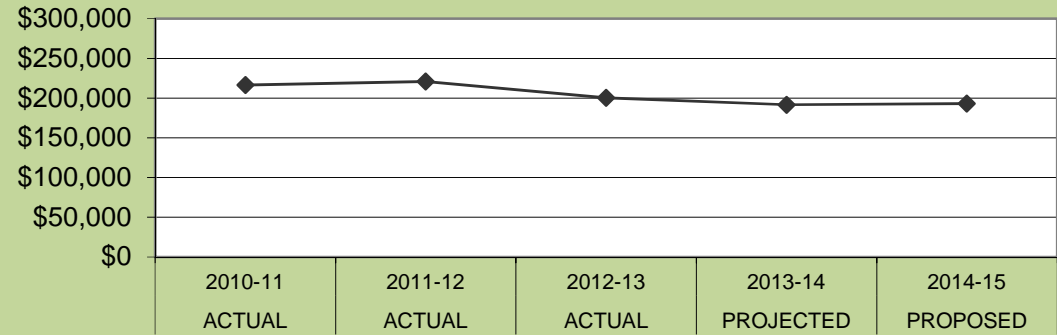
Account Description/Activity		ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
1	Property Taxes - Secured	1,793,543	1,836,997	2,471,477	1,972,718	2,047,000	2,149,350	05-22-3160
	Town receives 7% of collected property tax revenues from the County, and a 5% growth rate is projected.							
2	Property Taxes - Unsecured	44,117	46,850	48,236	49,440	85,000	85,000	05-22-3162
	Non-property fixed assets (boats, airplanes, capital equipment, etc).							
3	Sales & Use Tax	135,485	166,885	414,914	172,000	472,367	205,262	05-22-3164
	State projects 6.75% growth for fiscal year 2014-15.							
4	Business License Tax	93,460	74,100	66,180	85,000	105,200	105,000	05-22-3166
5	Real Property Transfer Tax	78,113	72,044	138,081	100,000	161,000	150,000	05-22-3168
	Transaction tax charged when private property transfers.							
6	Miscellaneous Other Taxes	9,946	10,790	12,219	10,000	2,000	2,000	05-22-3170
	Sub-Total	2,154,665	2,207,666	3,151,107	2,389,158	2,872,567	2,696,612	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



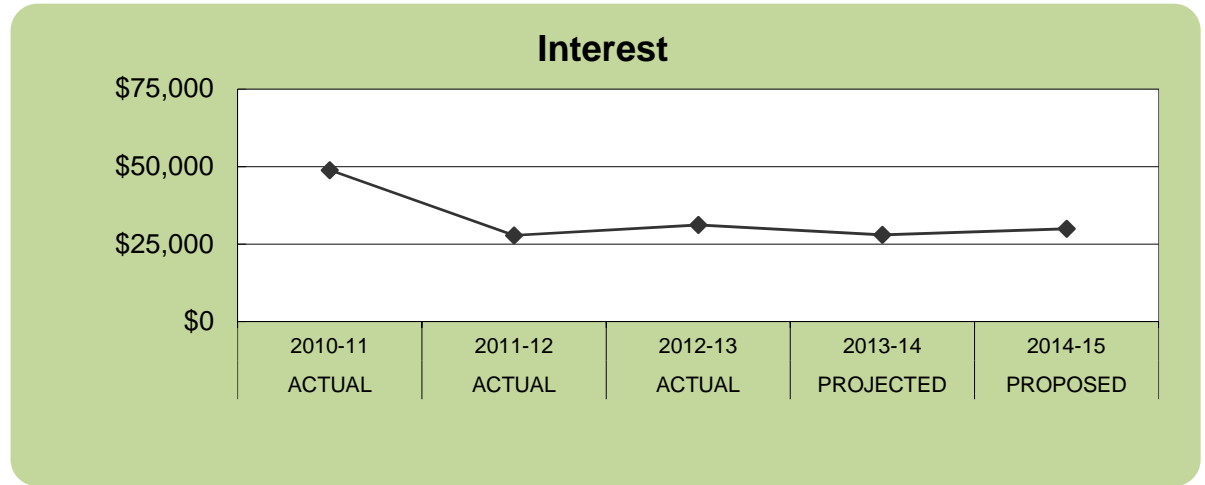
Town Center Facilities



Account Description/Activity		ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
1	Community Hall / Activity Room Rentals	40,940	44,392	34,465	21,600	12,000	12,000	05-24-3184
	Facilities are available for private use by residents 24 times per calendar year.							
2	Parking Lot & Field Rentals	5,537	9,397	9,687	10,000	7,500	9,000	05-24-3188
	Short term rentals of the Town Center parking lot for private parties and events by residents.							
3	Class Fees	169,757	167,051	156,019	160,000	172,000	172,000	05-24-3190
	Four activity rooms available. This revenue is offset by instructor fees, see page 28.							
Sub-Total		216,234	220,840	200,171	191,600	191,500	193,000	

TOWN of PORTOLA VALLEY

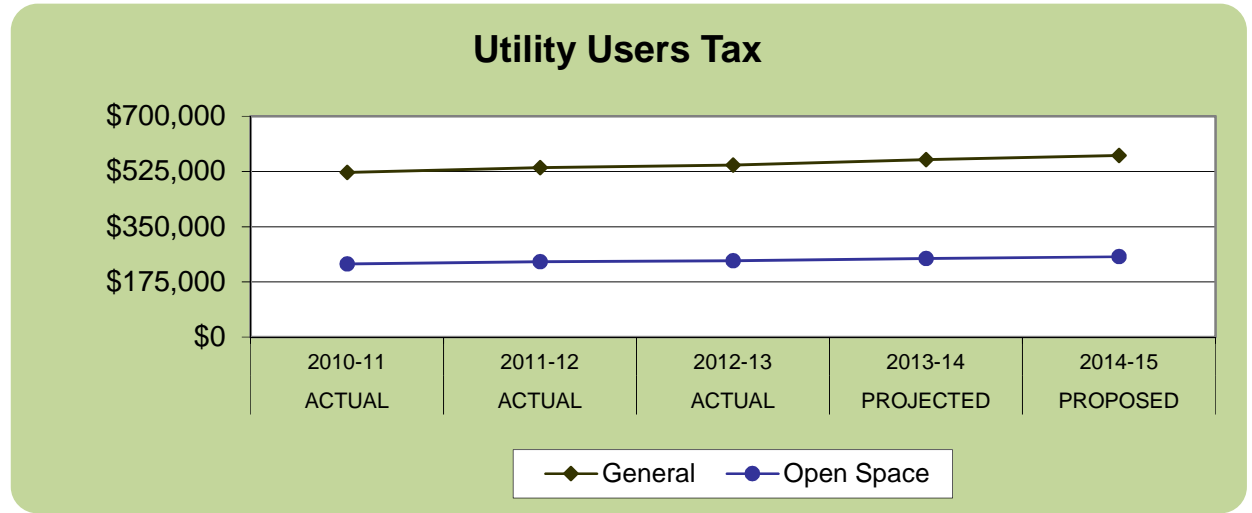
2014-15 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
1 Interest	16,962	9,885	15,818	25,000	28,000	30,000	05-26-3200
The Town's reserves are invested in the State Local Agency Investment Fund, with an average effective yield for the month of April 2014 of .233%.							
<i>Interest - Restricted</i>	31,922	17,924	15,399				
Allocated quarterly based on average cash balances.							
Sub-Total	48,884	27,809	31,217	25,000	28,000	30,000	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
1 General Purpose Use							
2006 election lowered to 4.5%. The UUT revenue can only be used for Council-designated expenditures.							
Electricity and Gas	372,369	357,442	337,678	353,792	340,000	348,160	05-28-3220
Telephone	25,965	22,056	23,847	21,586	22,000	22,528	05-28-3222
Water	123,617	157,390	183,930	178,176	200,000	204,800	05-28-3224
<i>Sub-Total</i>	521,951	536,888	545,455	553,554	562,000	575,488	
2 Open Space Use							
2% applied to total utility revenues generated by Town residents and businesses. Use restricted for the preservation and purchase of open space. Originally approved by the voters in November 1997.							
Electricity and Gas	165,496	158,815	150,045	157,184	150,000	153,600	15-28-3220
Telephone	11,539	9,930	10,634	9,595	10,000	10,240	15-28-3222
Water	54,942	69,952	81,748	79,155	89,000	91,136	15-28-3224
<i>Sub-Total</i>	231,977	238,697	242,427	245,934	249,000	254,976	
Sub-Total	753,928	775,585	787,882	799,488	811,000	830,464	

EXPENDITURES

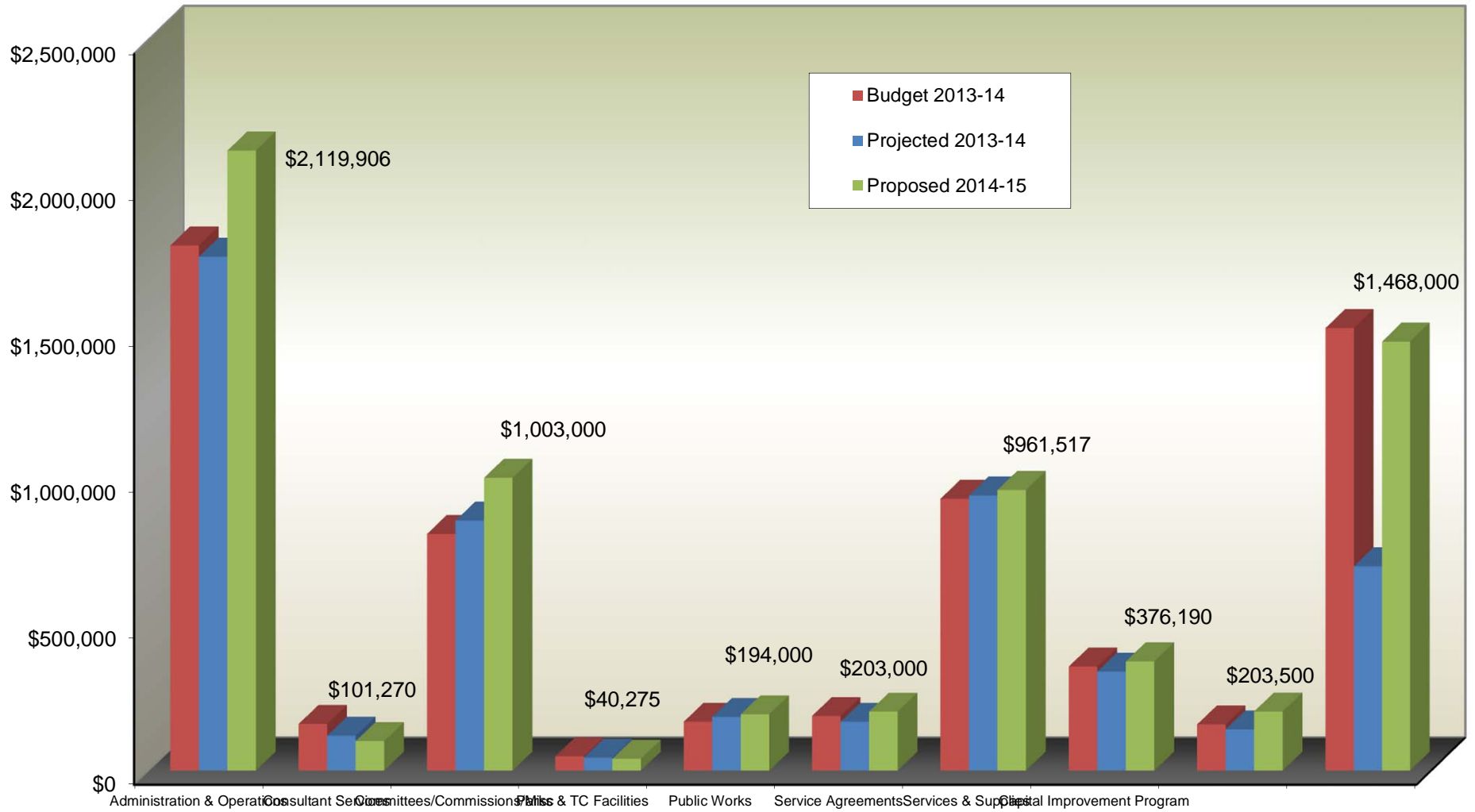
Administration & Operations	23	Litter Cleanup	
Permanent, Part-time and Temporary Staff		Tools and Equipment	
Benefits		Street Signs & Striping	
Committees & Commissions	24	Trails Surface Rehabilitation	
Bicycle, Pedestrian & Traffic Safety		C-1 Trail Maintenance	
Cable & Utilities Undergrounding		Storm Damage/Emergency Repairs	
Conservation		Service Agreements	30
Community/Volunteer Events		Animal Control	
Cultural Arts		San Mateo County Sheriff's Office, COPS	
Emergency Preparedness		Emergency Services Council JPA	
Historic Resources		NPDES – Stormwater Program	
Open Space Acquisition Advisory		Services & Supplies	31
Parks & Recreation		Codification	
Science & Nature		Elections	
Sustainability		Liability Insurance	
Teen		Office Supplies	
Ad Hoc Water Conservation		Town Publications	
Consultant Services	25	Web Site Hosting & Spam Filtering	
Accounting & Auditing		Office Equipment – Maintenance & Repairs	
Town Attorney		Equipment Services Contracts	
Transcription		Postage	
Geologist		Telephones and Wi-Fi	
Engineer		Advertising	
Planner		Dues	
Plan Check		Education & Training	
Miscellaneous Consultants		Mileage Reimbursement	
Miscellaneous	27	Utilities	
Contingency		Fire Prevention / Wood Chipping	
Community Services		Vehicle Maintenance	
H.E.A.R.T. JPA		Miscellaneous	
Risk Management Programs		Bank Fees	
Parks & Recreation Operations	28	Sustainability Series	
Parks & Fields Maintenance		Town Center Facilities	33
Portable Lavatories		Building Maintenance Equipment & Supplies	
Special Events Insurance		Landscape Supplies & Services	
Instructors		Janitorial Services	
Public Works Operations	29	Mechanical Systems Maintenance/Repair	
Public Road Surface & Drainage		Repairs/Vandalism	
Street Sweeping and ROW Maintenance		Property Insurance	
ROW Tree Trimming & Mowing		Capital Improvements Program	34

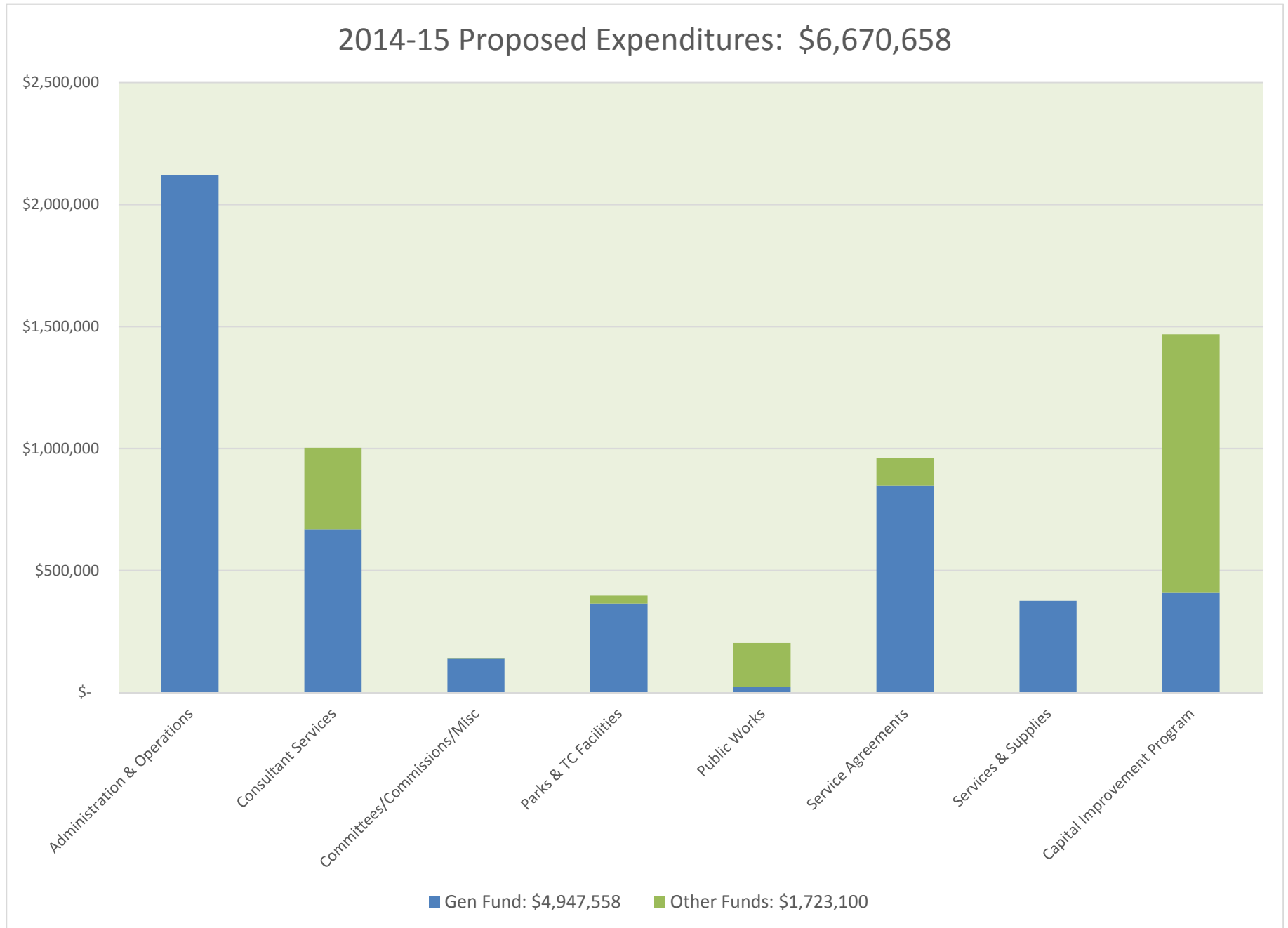
TOWN OF PORTOLA VALLEY
2014-2015
Total Expenditures Budget Summary

Expenditures	2013-14 Adopted Budget	2013-14 Projected at Year End	2014-15 Adopted Budget	\$/ Change per Projected Year End	%/Change per Adopted 13/14 Budget	%/Change per Projected Year End
Administration & Operations	1,796,282	1,757,826	2,119,906	362,080	18.02	20.60
Committees & Commissions	160,552	119,900	101,270	-18,630	(36.92)	(15.54)
Consultant Services	811,168	856,846	1,003,000	146,154	23.65	17.06
Miscellaneous Expenses	49,032	44,304	40,275	-4,029	(17.86)	(9.09)
Parks Operations	167,900	184,800	194,000	9,200	15.54	4.98
Public Works Operations	188,000	168,123	203,000	34,877	7.98	20.74
Service Agreements	931,204	942,873	961,517	18,644	3.26	1.98
Services and Supplies	358,533	341,093	376,190	35,097	4.92	10.29
Town Center Facilities	158,800	141,895	203,500	61,605	28.15	43.42
Subtotal	4,621,470	4,557,660	5,202,658	644,998	12.58	14.15
Capital Improvement Program						
Programs	1,514,145	700,952	1,293,000	592,048	(14.61)	84.46
Equipment	43,000	43,027	175,000	131,973	306.98	306.72
Subtotal	1,557,145	743,979	1,468,000	724,021	(5.72)	97.32
Grand Total	6,178,615	5,301,639	6,670,658	1,369,019	8%	26%



2013-14 Budget/Projected Exps. vs 2014-15 Proposed Expenditures



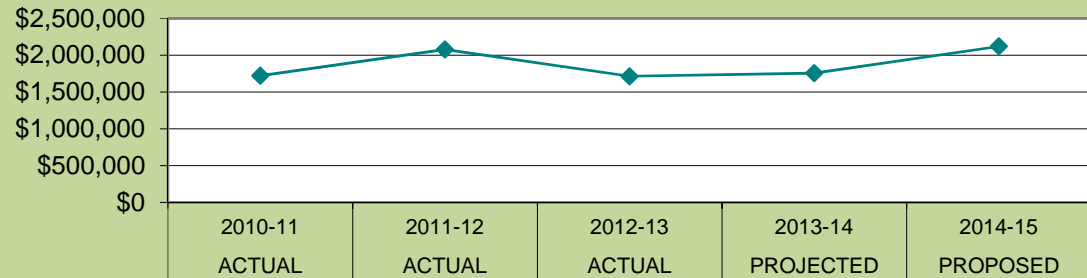


TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Administration and Operations



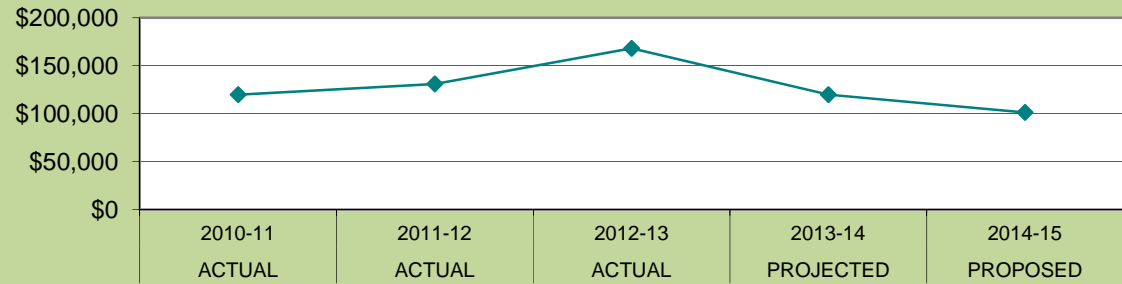
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
1 Permanent Full-Time Staff (14)							
Administration/Finance (5)	382,932	372,743	463,553	531,048	501,258	512,530	
Planning/Building/Public Wks (6)	514,632	493,917	384,978	511,090	519,044	695,906	
Maintenance (3)	181,201	182,727	184,771	176,378	132,434	185,392	
2 Permanent Part-Time Staff							
Administrative (0) (to full-time as of 7/1/12)	98,366	107,175	-	0	0	0	05-50-4040
Horsekeeping (Bldg Official as of Feb-2014)	484	341	704	500	430	0	05-50-4044
3 Temporary Staff							
Building Inspection (Contractor - 3 weeks)	6,708	3,003	8,697	7,500	7,500	10,000	05-50-4062
Temporary Planning/Admin Staff			160,191	0	50,000	100,000	05-50-4060
4 Benefits							
Retirement - PERS (2011-12 includes payoff of PERS Side Fund (\$319,066))	232,385	544,521	170,993	192,271	180,306	208,428	05-50-4080
Retirement - Social Security	67,871	67,703	62,635	70,044	66,000	76,698	05-50-4082
Medicare	17,148	17,353	15,265	17,806	17,250	20,385	05-50-4084
Health Insurance/Retiree Service Charges	189,434	198,901	209,065	251,144	231,481	251,067	05-50-4086
Long-Term Disability Insurance						3,500	
Unemployment/Workers' Compensation	24,139	45,523	41,981	20,000	20,380	20,000	05-50-4092
Cafeteria Plan Management				2,500	1,000	1,000	
Automobile Allowance	5,004	5,170	6,000	9,000	9,000	12,000	05-50-4096
Overtime	-	-	868	2,000	9,000	5,000	05-50-4100
Tuition Reimbursement						3,000	
5 Vacation Sell Back	0	40,369	4,951	5,000	12,743	15,000	
Sub-Total	1,720,304	2,079,446	1,714,652	1,796,282	1,757,826	2,119,906	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Committees and Commissions



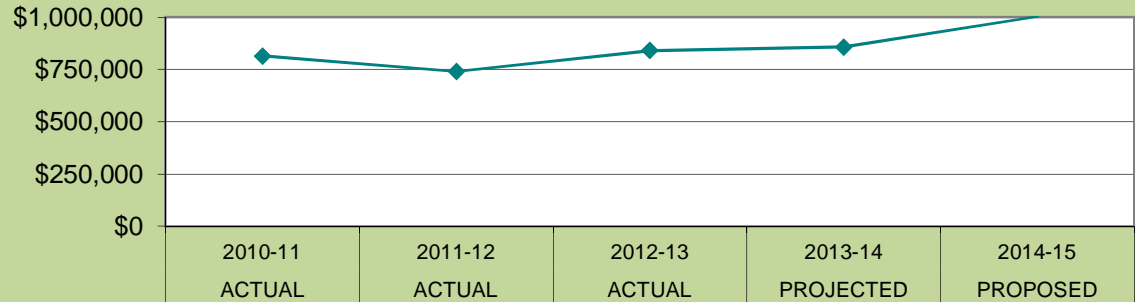
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
<i>ASCC - Town Planner now provides in-house support.</i>	27,600	28,368	28,968	29,692	0	0	05-52-4140
1 Bicycle, Pedestrian & Traffic Safety			2,429	3,700	0	2,500	05-52-4143
2 Cable & Utilities Undergrounding	1,500	-	-	500	0	500	05-52-4142
3 Conservation	677	70	1,185	1,000	1,360	3,900	05-52-4144
4 Community Volunteer Events							
Blues & Barbecue (suspended in 2014)	-	5,136	34,926	5,000	0	0	05-52-4146
Fiftieth Anniversary Party					100	35,000	
<i>Town Picnic (line item moved to Parks & Rec 2014-15)</i>				10,000	12,000	0	05-52-4147
Holiday Party	10,176	17,301	17,182	12,000	10,000	11,000	05-52-4147
5 Cultural Arts	2,501	3,300	5,213	5,000	3,600	5,000	05-52-4150
Holiday Fair, Music Series, Art Show							
6 Emergency Preparedness	3,762	2,720	2,811	10,000	4,600	11,900	05-52-4152
Includes cost of microwave line to County and emergency supplies.							
7 Historic Resources	2,381	63	1,779	2,500	1,100	2,650	05-52-4154
Requesting new file cabinets for Heritage Room							
8 Open Space Acquisition Advisory - update brochure	-	-	-	0	0	0	05-52-4156
9 Parks & Recreation							
<i>Town Picnic (line item moved to P&R 2014-15)</i>						11,000	05-52-4158
Zots to Tots Run	2,339	3,047	1,794	3,000	1,800	3,000	05-52-4158
Adult Sports Leagues	11,630	8,879	10,200	9,000	0	0	05-52-4160
<i>Planning - Town Planner now provides in-house</i>	55,176	56,724	57,912	59,360	78,000	0	05-52-4162
10 Science & Nature	147	812	227	1,000	500	1,000	05-52-4163
11 Sustainability		4,098	2,084	7,300	5,840	8,820	05-52-4165
<i>Teen</i>	1,896	438	1,424	1,500	1,000	0	05-52-4166
12 Ad-Hoc Water Conservation Group						5,000	05-52-****
Sub-Total	119,784	130,956	168,134	160,552	119,900	101,270	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Consultant Services



Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
1 Accounting and Auditing Preparation of the Town's annual audit and other accounting services. Expenditures for Community Hall audit is located at Town Center Facilities.	22,794	23,025	23,451	24,168	22,960	25,200	05-54-4180
2 Town Attorney Town Attorney is appointed by the Town Council to provide legal advice to the Town Council, committees, and staff.	65,129	93,029	99,123	90,000	100,000	97,500	05-54-4182
3 Town Attorney - Charges to Applicants Charges to applicants for legal reviews of applications. Paid through the applicant deposit system.	37,011	12,943	36,034	20,000	18,000	22,500	96-54-4186
4 Transcription Services Cost to transcribe the proceedings of the Town Council and Planning Commission meetings.	17,663	15,514	25,549	26,000	19,900	22,000	05-54-4188
5 Town Geologist The Town Geologist is retained to provide geology reviews and to provide advice to the Town Council and staff.	6,242	0	2,717	15,000	4,000	15,000	05-54-4189
6 Town Geologist - Charges to Applicants Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system.	72,192	59,060	76,972	75,000	131,830	75,000	96-54-4190

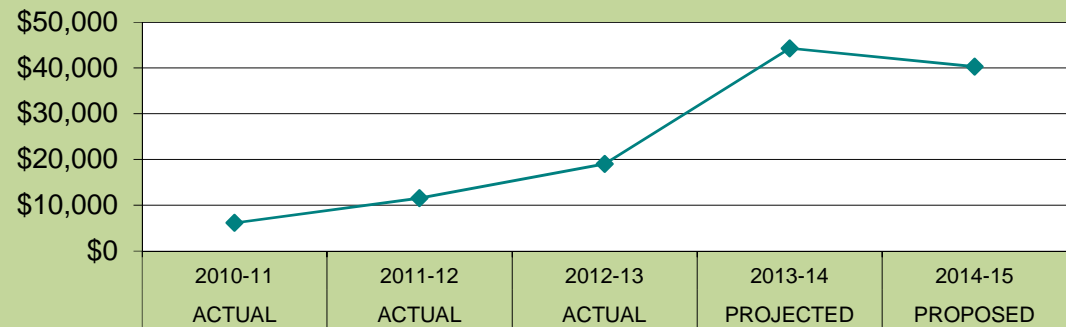
Account Description/Activity		ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
7	Engineer Services	2,435	550	14,800	25,000	0	100,000	20-54-4192
	This provides backup to the Town Engineer (e.g., traffic analysis, surveying, NPDES).							
8	Engineer - Charge to Applicants	27,354	43,299	17,900	40,000	47,000	45,000	96-54-4194
	Charges to applicants for engineering consultant review of applications. Public Works inspections paid through applicant deposit system.							
9	Planner	184,731	152,290	142,787	140,000	123,000	140,000	05-54-4196
	Includes services for Spangle for July through December 2014 and Planning Consultant services for throughout fiscal year.							
10	Planner - Charge to Applicants	250,480	206,734	202,962	185,000	192,120	92,500	96-54-4198
	Charges to applicants for planning consultant reviews of applications. Paid through applicant deposit system.							
11	Plan Check	71,726	53,092	82,407	60,000	145,000	138,000	05-54-4200
	Services provided to review plans submitted by applicants for consistency with conditions and							
12	Miscellaneous Consultants							
	<i>Consultant for Bldg Permit & Related Fees Study</i>	8,640	21,840					05-54-4209
	Peelle - Scanning & Indexing Town Documents				10,000	8,400	20,000	05-54-4208
	<i>Lynx Tech - GIS Training, Updates, Completion of General Plan Diagrams</i>	2,327	4,155	4,214	0	0	0	05-54-4208
	<i>Waste Management Consultants - as of 2013-14 this report is now completed by Town staff</i>	360	680	500	1,000	0	0	05-54-4212
	Website/IT Consulting & Training Services	21,946	21,973	18,740	25,000	23,510	25,000	05-54-4216
	Water Use/Efficiency Study & Improvements				35,000	3,800	23,000	05-54-4214
	Miscellaneous Consultants	23,601	32,892	12,550	40,000	17,326	40,000	05-54-4214
	Public Information Consultant (shared)						65,000	
	OPEB Actuarial Valuation						15,000	05-54-4214
	MS Access Database Consultant						15,000	
	Business License Management System						27,300	05-54-4214
	<i>Legal & Planning Consultants - Aff Hsg/Blue Oaks</i>			79,706				45-00-4376
	Sub-Total	814,629	741,075	840,412	811,168	856,846	1,003,000	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Miscellaneous Expenses



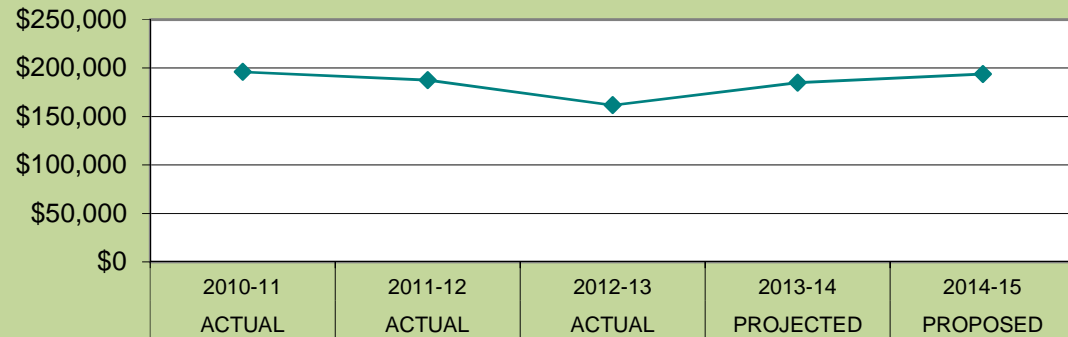
Account Description/Activity		ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
1	Contingency				30,000	30,000	30,000	05-56-4220
	Contingency funding provides for unexpected funding needs; cannot be spent without Town Council authorization. (It is advisable for the Town to have funds budgeted for unexpected expenses, the alternative being transferral of funds within the budget.)							
2	Community Services	4,300	10,000	11,000	11,000	10,000	5,775	05-56-4222
	Funds the Town Council appropriates to non-profit community organizations and agencies.							
3	H.E.A.R.T. JPA	1,841	1,591	1,432	1,432	1,432	1,500	05-56-4223
	For participation in endowment to create a regional approach to affordable housing.							
4	Risk Management Programs (grant funded)			6,602	6,600	2,872	3,000	08-56-4221
	Sub-Total	6,141	11,591	19,034	49,032	44,304	40,275	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Parks & Recreation Operations



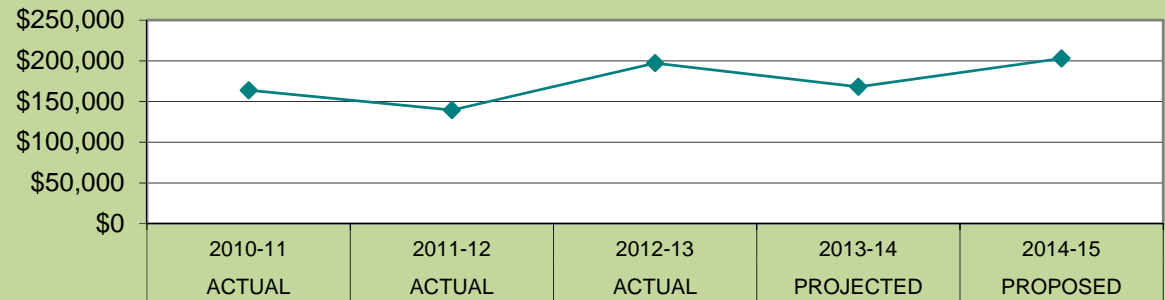
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
1 Parks and Fields Maintenance Maintenance cost for all Town-owned playing fields and parks.	53,184	48,518	30,605	32,000	40,400	48,400	05-58-4240
2 Portable Lavatories Portables at both Rossotti and Ford playing fields.	2,869	3,187	3,169	2,900	2,880	3,000	05-58-4244
3 Instructors Percentage of fees (80%) remitted to instructors from classroom revenues.	134,515	132,943	124,505	128,000	137,600	137,600	05-58-4246
4 Special Event Insurance Insurance to cover classes held at Town Center.	5,517	2,824	3,472	5,000	3,920	5,000	05-58-4338
Sub-Total	196,084	187,471	161,751	167,900	184,800	194,000	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Public Works Operations



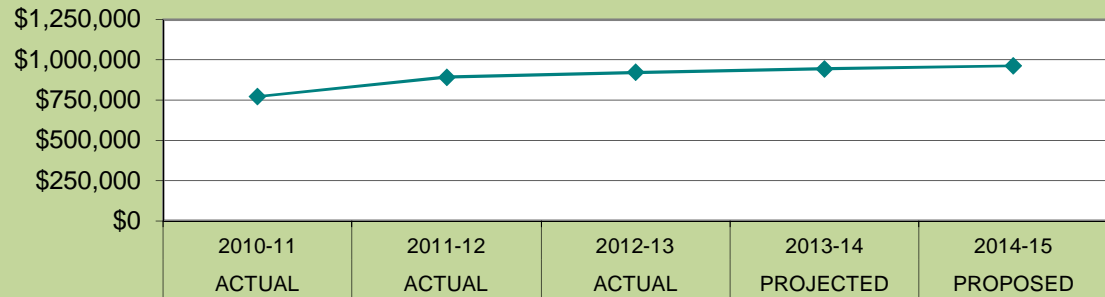
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
1 Public Road Surface & Drainage Maintenance	35,454	30,783	38,745	35,000	23,000	35,000	20-60-4260
2 Street Sweeping	21,187	18,425	21,187	20,000	18,450	20,000	20-60-4262
3 Right of Way Tree Trimming & Mowing Program	25,393	30,975	35,030	25,000	43,175	40,000	20-60-4264
4 Public Right of Way Litter Clean-up Program	9,731	9,731	9,731	10,000	8,998	10,000	20-60-4266
5 Tools and Equipment	2,470	1,796	2,788	3,000	1,500	3,000	05-60-4267
Includes safety garments, hand tools, and small mowers.							
6 Street Signs, Striping, Crosswalk Maintenance	14,660	8,031	8,209	15,000	8,200	15,000	20-60-4268
7 Trail Surface Rehabilitation	38,819	33,297	44,633	40,000	35,800	40,000	20-60-4270
8 C-1 Trail Biological Monitor/Maintenance			15,301	20,000	12,000	20,000	05-60-4272
9 Storm Damage/Emergency Repairs	16,182	6,500	21,569	20,000	17,000	20,000	20-60-4271
Non-disaster related storm damage.							
Sudden Oak Death Spraying in Right of Way	0	0					
Included in ROW Tree Trimming budget							
Sub-Total	163,896	139,538	197,193	188,000	168,123	203,000	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Service Agreements



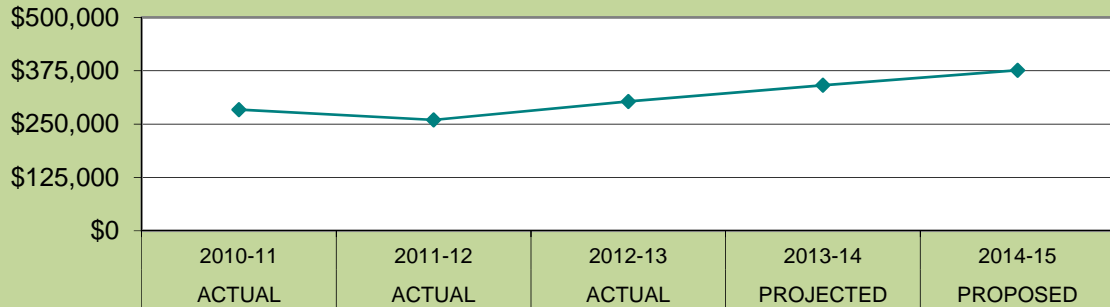
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
1 Animal Control Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo	32,321	35,919	36,099	28,712	28,712	20,254	05-62-4280
2 San Mateo County Sheriff's Office Contract law enforcement through San Mateo County. This is the final year of a three-year agreement.	546,189	598,145	616,229	624,716	634,716	653,757	05-62-4282
3 Additional Traffic Patrols Portion of program to be funded by General Fund.	100,000	100,000	100,000	100,000	100,000	100,000	30-62-4284
Portion of program to be funded by Public Safety Fund.	65,000	30,155	151,868	129,424	129,424	154,206	05-62-4284
	10,308	110,000	0	30,000	30,000	13,000	10-62-4284
4 Emergency Services Council JPA	13,250	13,394	13,328	13,500	13,626	13,800	05-62-4286
5 NPDES Stormwater Program Cost of county-wide stormwater discharge permit as mandated by Federal and State legislation.	3,600	4,852	4,852	4,852	6,395	6,500	05-62-4288
Sub-Total	770,668	892,465	922,376	931,204	942,873	961,517	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Services & Supplies



Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
1 Codification	2,668	0	4,624	0	0	2,000	05-64-4300
Annual codification of the Town's ordinances.							
2 Elections	0	0	51	14,000	6,500	0	05-64-4302
Bi-annual Town elections. Funds used to pay County to administer Town elections.							
3 Liability Insurance/Bonds	30,993	34,873	42,075	54,698	43,708	43,700	05-64-4304
Town's liability insurance, automobile insurance and officials' bonding. ABAG has increased liability cap from \$10 to \$15 million.							
4 Office Supplies	16,940	12,504	12,651	15,000	15,000	20,000	05-64-4308
Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible.							
5 Town Publications	17,256	12,409	12,723	2,800	2,000	4,000	05-64-4310
Production costs for postcards							
6 Web Site & Spam Filtering	4,399	7,309	4,138	21,000	18,500	11,700	05-64-4311
Includes offsite hosting of Municipal Code, security certificate for website, website hosting, and spam filtering services.							
7 Office Equipment, Maintenance & Repairs	25,458	11,852	12,958	11,000	19,500	17,700	05-64-4312
Includes 10 new computers, printers and repairs.							

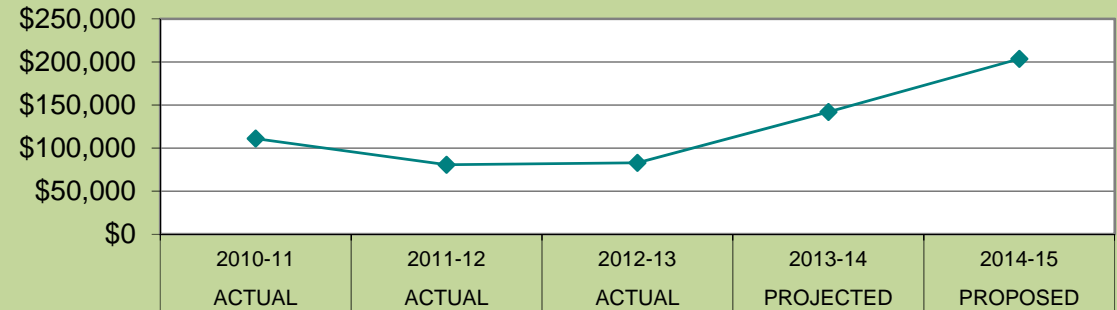
Account Description/Activity		ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
8	Equipment Service Contracts	9,633	13,301	12,003	14,000	12,700	14,500	05-64-4314
	Maintenance agreements for GIS/financial software, postal meter and other service agreements as needed.							
9	Postage	9,895	4,819	3,190	6,000	5,700	7,500	05-64-4316
10	Telephones and Wi-Fi Internet	7,107	7,088	4,164	6,500	8,000	7,000	05-64-4318
	Includes land lines, cell phones, and wi-fi service.							
11	Advertising	5,301	6,334	8,543	8,000	7,800	9,500	05-64-4320
	Legal notices and advertisements.							
12	Dues	21,783	20,511	21,860	24,500	23,400	23,000	05-64-4322
13	Education & Training - Staff	3,127	2,408	4,990	10,000	7,600	14,050	05-64-4326
14	Education & Training - Council, Commissions, & Committees	1,671	1,681	2,075	2,200	985	2,000	05-64-4327
15	Mileage Reimbursement (2014 rate is 0.56/mile)	2,047	1,794	1,518	3,000	1,900	2,200	05-64-4328
16	Utilities							
	PG&E and water expenses for Town Center buildings and fields.							
	PG&E	54,257	66,005	79,562	10,000	9,100	10,000	
	Cal-Water Recreational (Fields & Triangle Park)				66,600	72,300	75,000	05-64-4330
	Cal-Water Non-Recreational				3,200	2,000	3,000	
17	Fire Prevention/Wood Chipping/CERPP	34,090	29,259	29,010	40,000	38,000	60,000	05-64-4333
	Woodside Fire Protection District fire prevention/wood chipping. Includes annual renewal fee for Rapid Notify Contract.							
18	Vehicle Maintenance	10,454	11,783	13,879	12,500	12,500	14,000	05-64-4334
	Includes yearly service of all vehicles and fuel costs.							
19	Miscellaneous	17,206	6,432	20,843	15,000	13,000	15,000	05-64-4336
20	Bank Fees (includes fees for ADP Payroll Processing)	2,737	4,845	8,474	9,000	11,400	11,520	05-64-4337
21	Sustainability Series	6,776	4,563	3,636	9,535	9,500	8,820	05-64-4335
	Sub-Total	283,797	259,769	302,967	358,533	341,093	376,190	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



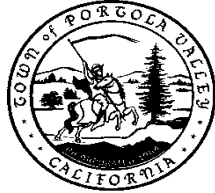
Town Center Facilities



Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
1 Bldg Maint Equipment & Supplies - Town Ctr bldgs	19,675	18,469	7,380	15,000	6,000	15,000	05-66-4340
2 Bldg Maint Equipment & Supplies - Library				7,000	2,000	2,500	25-66-4340
3 Community Hall	21,406	10,911	23,628	25,000	30,578	51,000	05-66-4341
Includes purchase of new event chairs, storage cabinets, post-event janitorial, maintenance costs, deep cleaning and annual usage audit.							
4 Landscape Supplies and Services	32,816	21,204	19,641	35,000	35,000	55,000	05-66-4342
Includes care of native garden, plantings, trees and irrigation, and repairs to campus path.							
5 Janitorial Services - Town Center buildings	8,891	9,229	5,070	34,000	21,000	22,000	05-66-4344
6 Janitorial Services - Library				16,000	10,660	12,000	25-66-4344
7 Mechanical Systems Maint/Repairs - Town Ctr bldgs	21,876	15,543	21,550	20,000	19,000	20,000	05-66-4346
8 Mechanical Systems Maint/Repairs - Library					9,000	12,000	25-66-4346
Includes maintenance of electrical, photovoltaic, & dashboard.							
9 Library Maintenance Support						6,000	25-66-4351
10 Repairs/Vandalism	936	0	0	1,000	2,373	1,000	05-66-4348
11 Property Insurance	5,380	5,310	5,581	5,800	6,284	7,000	05-66-4350
Sub-Total	110,979	80,666	82,850	158,800	141,895	203,500	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Capital Improvements: Programs		ACCOUNT	ADOPTED	PROJECTED	PROPOSED
Account Description/Activity		CODE	2013-14	2013-14	2014-15
1	Annual Street Resurfacing Program				
	Construction	22-68-4530	0	0	98,000
		60-68-4530	230,000	230,000	261,000
		65-68-4530	0	0	41,000
2	Annual Street Resurfacing - Testing & Inspections	05-68-4530	40,000	28,000	40,000
3	Annual Street Resurfacing - Future Year Design	05-68-4503	35,000	30,000	40,000
4	SMTA Measure A Grant Reimbursement Project	05-68-****			19,400
	Road widening, retaining wall, planning, specs, estimate	08-68-****			40,600
5	Springdown Open Space Improvement	15-68-4414	90,700	5,000	20,000
6	Storm Drain Inventory/Repairs				
	Replacement and repairs	22-68-4413	35,000	27,000	25,000
7	Crowder Trail Improvements (Stanford)	05-68-4532	100,000	0	35,000
8	Upper Alpine (Funded by CalTrans Emergency Relief)	50-68-****	300,000	0	285,000
9	OBAG Road Improvements (Funded by Federal Grant)	08-68-****	224,000	0	224,000
	OBAG Required Local Match for Project	05-68-****	29,000	0	29,000
10	Remodel of Town Center Workspaces	05-68-****			40,000
11	Library Playspace Installations	25-68-****			65,000
	Lighting Improvements for Library	25-68-****	35,000	31,238	0
12	Ford Field Site Improvements (inc'g batting cage)	05-68-4531	163,445	117,714	30,000
		08-68-4531	232,000	232,000	0
	Sub-Total		1,514,145	700,952	1,293,000

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Capital Improvements: Equipment		ADOPTED	PROJECTED	PROPOSED	ACCOUNT
Account Description/Activity		2013-14	2013-14	2014-15	CODES
1	Integrated Audio-Visual System for Community Hall			50,000	05-70-4480
2	New Generator for Town Hall			100,000	05-70-4480
3	Plotter			10,000	05-70-4480
4	Radar Trailer			15,000	05-70-4480
	<i>Replacement Truck F-150 Eco-Boost 4x4</i>	35,000	0		05-70-4478
	<i>Replacement Mower for Parks/Fields</i>		20,000		05-70-4479
	<i>New Copier (via Budget Amendment)</i>		17,190		05-70-4479
	<i>Portable Emergency Radio Transmitter (Fund 30) Installation</i>	8,000	5,837		30-70-4480
	Sub-Total	43,000	43,027	175,000	



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: May 28, 2014

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

RECOMMENDATION

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

DISCUSSION

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

For fiscal year 2013-14 the Council made the following allocations:

HIP Housing	\$2,500
Joint Venture Silicon Valley	500
Peninsula Conflict Resolution Center	1,300
San Francisquito Watershed Project	3,000
Sustainable San Mateo County	<u>2,700</u>
TOTAL	\$10,000

The Town has received the following requests for fiscal year 2014-15 and staff recommends awarding \$5,775 in the coming budget as follows:

<u>Agency</u>	<u>Amount Requested</u>	<u>Recommended</u>
HIP Housing	\$2,500	\$2,500
Jobs for Youth	570	0
Joint Venture Silicon Valley	500	500
Peninsula Conflict Resolution Center	1,433	0
Sustainable San Mateo County	<u>4,000</u>	<u>2,775</u>
TOTAL	\$9,003	\$5,775

While the year-over-year reduction in this budget items is large, this decrease is due to two significant changes. First, staff moved the San Francisquito Watershed (Acterra) contribution to the landscape operations line item budget for Town Center and right-of-way maintenance. Second, staff recommends allowing the Town's relationship with the Peninsula Conflict Resolution Center to sunset on June 30, 2014 due to extremely low usage over the past two years.

Staff further recommends increasing the amount provided to Sustainable San Mateo County by 2.4%, which is the inflation factor used as part of the Town's budget development.

Attached Proposals:

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



HIPhousing

March 3, 2014

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

Dear Mr. Pegueros,

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

HIP Housing provides vital lifeline housing services to the residents of all 20 cities in San Mateo County. Home Sharing, in particular, has a tremendous amount of crossover between cities. For this reason, we have launched our "Fair Share" campaign with a goal of engaging every city and town in the County in support of Home Sharing. Currently, 19 cities are participating, including the Town of Portola Valley.

Silicon Valley's tech-fueled prosperity – leaves the region vulnerable to talent poaching from less expensive markets. It also manifests day-to-day in productivity-inhibiting traffic caused by commuters who clog the freeways driving from more affordable areas. Although average rents in Silicon Valley reached similar peaks during the dot-com boom, the prospects for easing the region's housing crisis have never been dimmer.

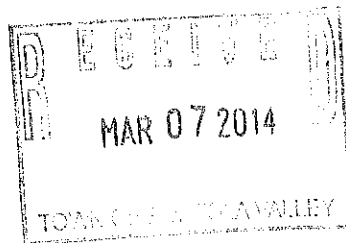
I hope that the Town of Portola Valley will continue to be part of the solution to the housing crisis and be by HIP Housing's side again in 2014-2015, as we continue to provide affordable housing to people in need. We thank you for your past support, and for your kind consideration of this funding request.

Sincerely,

Kate Comfort Harr
Executive Director

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

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



A Place to Call Home

- Home Sharing
- Self-Sufficiency
- Property Development

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Development Director
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Accounting Director

Clarice Veloso
Development Director

**HIP Housing
(Human Investment Project)**

**Funding Proposal to
The Town of Portola Valley**

(Fiscal Year July 1, 2014 - June 30, 2015)

I. HIP Housing's Mission:

HIP Housing's mission is to invest in human potential by improving the housing and lives of people in our community. Our agency has been serving the Town of Portola Valley and its' residents since 1972, by providing creative, affordable, housing solutions that directly address the needs of the Town's unique and diverse population. We accomplish this mission through our three programs: Home Sharing, Self-Sufficiency and Property Development.

These programs provide desperately needed stable, affordable housing to low-income individuals and families, persons with disabilities, those who are living on a fixed income and seniors who want to continue to live independently in their own home.

II. Our Fair Share Campaign:

In 2011, when the decision was made to eliminate Redevelopment Agencies, the impact on HIP Housing was severe, and since then, funding for our programs has been significantly reduced. However, the unprecedented challenges facing the residents of San Mateo County have not been reduced. As a matter of fact, the need for affordable housing has reached a critical level.

HIP Housing's "Fair Share Campaign" was born out of this need. The goal of the "Fair Share Campaign" is that every city and town in the County of San Mateo, whose residents benefit from HIP Housing's programs, will partner with us, and actively participate in their funding. HIP Housing does not check city limits or boundaries when people in need come to us for help, which is why this year, we hope that every city and town in San Mateo County will come together, and help HIP Housing to continue to provide these vital programs to their residents.

III. The Dire Need for Affordable Housing in San Mateo County:

San Mateo County remains one of the nation's least affordable rental markets, according to *Out of Reach*, a nationwide study that determines how much money a household must earn to afford to rent a modest home. Compiled by the National Low Income Housing Coalition, the data reports that a San Mateo County worker would need to earn \$34.52 an hour, or nearly \$72,000 annually, to afford the rent for a typical two-bedroom apartment in the County, putting it out of reach for 57% of the renting population.ⁱ

The Indicators for a Sustainable San Mateo County Report released in 2013 sites that the average rent in San Mateo County increased sharply in the last two years: +19% for a one-bedroom unit and +21% for a two-bedroom unit. This is devastating news for anyone looking for affordable rental housing and comes on the heels of other unsettling trend data for the County.ⁱⁱ

United Way's 211 referral line for San Mateo County reports taking significantly more calls for housing related services than for any other service. Additionally, according to the County's new Health and Human Services Agency report on homelessness, the County's homeless rate has risen 12% since 2011.ⁱⁱⁱ

Continued

**HIP Housing Funding Proposal
Town of Portola Valley
February 2014**

Unfortunately, with a 97% occupancy rate, inventory for rental housing in San Mateo County has never been lower. As a result, for those living on a low income, finding affordable housing is virtually impossible.

The housing shortage will inevitably lead to a crisis in the workforce. The economic growth fueling the affordable housing crisis continues to accelerate – the Bay Area Council estimates that every high-tech job added to the local economy creates four jobs in support services. There is also a misconception about job growth in the County. California State Economic projections show that more than 50% of jobs added in Silicon Valley from 2008 to 2018 will pay less than \$50,000 a year.^{iv} Furthermore, Silicon Valley CEOs have pinpointed the lack of affordable housing for employees as their No. 1 challenge in an annual survey administered by the Silicon Valley Leadership Group.^v

IV. The Housing Situation in the Town of Portola Valley

The Indicators for a Sustainable San Mateo County Report sites that in the Town of Portola Valley, 32 – 38% of residents spend more than 30% of their income toward housing. This means that almost 40% of households living in the Town of Portola Valley pay at least \$4,343 for housing each month.

The median rent of a one-bedroom apartment in San Mateo County is \$2,100 per month (Source: San Mateo County Housing Indicators). This is beyond the means of many residents: seniors living on a fixed income, low-income individuals and families, and persons with disabilities. Unless these community members have an affordable housing option, they are at risk of becoming homeless, or of being forced to move far from their place of work, creating potentially serious commuting problems for those who rely on public transportation. The Home Sharing Program enables people to live near their work, helping to sustain a healthy and stable workforce in the community.

HIP Housing's Home Sharing Program helps the people who work and live in the Town of Portola Valley find or remain in existing affordable housing because Home Sharing reduces the cost of housing for both the home provider and the home seeker. Furthermore, Home Sharing promotes independence, provides security, and increases the availability of affordable housing in the Town of Portola Valley and its neighboring cities. Participants in the Home Sharing Program pay average rents of \$650 per month. This a lot less than the \$2,100/month most San Mateo County residents pay for a one-bedroom apartment.

The residents of Portola Valley who participate in the Home Sharing Program benefit in many ways. Home Sharing reduces housing costs dramatically, promotes independence and provides security and companionship for those who have special needs. By making efficient use of existing housing resources, the Home Sharing Program is providing a unique and innovative solution to the lack of affordable housing in Portola Valley, and throughout San Mateo County.

V. Detailed description of program to be funded: Home Sharing Program

HIP Housing is requesting funding in support of its Home Sharing Program, which has been serving the residents of Portola Valley since 1979. The program prevents homelessness, provides desperately

Continued

**HIP Housing Funding Proposal
Town of Portola Valley
February 2014**

needed stable and affordable housing to low-income individuals and families, and helps seniors and those with special needs to remain independent in their home.

The Home Sharing Program matches people who have room in their home to share with individuals who need a place to live at an affordable price. By utilizing existing housing, which is readily available, the Home Sharing Program finds affordable housing for low-income residents, and provides a realistic solution that enables seniors, and persons with special needs to maintain both their home and their independence.

By utilizing the existing inventory of homes in the area, HIP Housing's largest program, Home Sharing, provides the low-income residents of San Mateo County with safe, permanent and affordable housing. With this creative approach to a very complex issue, the program prevents homelessness, promotes independence, and provides security for seniors. It also enables the San Mateo's vital workforce to find sustainable residency in and around the County.

The Home Sharing Program also arranges service exchanges, in which one person provides services, such as cooking, cleaning, and companionship, for seniors and/or persons with disabilities, in exchange for lower or no rent.

Every year, the Home Sharing Program helps to find or maintain housing for more than 700 low-income individuals, helping to bring about positive and lasting change in our communities by preventing homelessness, and enabling people in need to remain in their home. We interview, screen and provide housing assistance to 2,000 persons a year, while placing 300 in home sharing situations and providing follow-up and support to an additional 400 (individuals matched in previous fiscal years). The program also fields over 3,000 calls from persons inquiring about HIP Housing's programs or other affordable housing opportunities. These individuals receive resources that help them develop a plan to address their affordable housing needs.

Portola Valley residents who apply to the Home Sharing Program for assistance will have peace of mind because the activities carried out by the Home Sharing Counselors, ensure that the application process is both thorough and secure. Clients first complete a detailed application to make sure that they are matched in compatible living arrangements. Counselors will then conduct thorough interviews to establish each client's specific needs, after which, they carry out local background checks. If a client is homebound, a home visit is scheduled. When clients are matched, Counselors facilitate a discussion between both parties to help them outline their expectations and to agree on rights and responsibilities. This information is then documented in a Living Together Agreement, which is signed by both parties.

Program staff provides valuable follow up support to clients. Home share matches involving seniors are typically contacted every three months (sometimes more frequently if needed), while others involving non-seniors are contacted twice a year. The result of this incredibly thorough and in-depth process, is that the average home share match lasts more than two years, with others lasting between five and twenty years.

Continued

**HIP Housing Funding Proposal
Town of Portola Valley
February 2014**

HIP Housing's Home Sharing Program is the only home sharing program offered in San Mateo County, is the largest program in the United States, and one of the few sources of readily available affordable housing in the County. This unique and irreplaceable program, has evolved into what is now a critical resource for people of all ages and backgrounds, who are struggling to find decent, affordable housing, or to maintain their existing housing.

1. Supporting Portola Valley's Housing Element

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

Most importantly, HIP Housing programs address the goals of the Town of Portola Valley's Housing Element adopted by the Town Council on December 9, 2009. The Home Sharing Program is cited under the Housing Element's Action Plan and included in the Town's Programs, Quantified Objectives, and Action Plan:

Goal 2: 2476:

"Endeavor to provide opportunities for people of all income levels and with special needs, particularly elderly residents and those employed in Portola Valley, to live in the town".

Policy 2B:

"Encourage the creation of a diversity of housing options to meet the needs of people in different stages of the life cycle and with different income levels".

Program 5: Shared Housing:

2484:

"As discussed in the section on housing characteristics, homes in Portola Valley tend to be large. For older residents who want to remain in their homes, maintaining a large home while living on their own may be difficult. One option, as discussed, would be to convert a portion of the home to a second unit. Another option would be to simply find someone to share the house. The Human Investment Project (HIP Housing) is a nonprofit organization that conducts a program in San Mateo County to match housing providers with housing seekers. Rents are established on a case by case basis and can sometimes be partly defrayed by services".

2484a:

"Portola Valley will continue to work with the organization to publicize its service in the town. Publicity efforts could include running annual information pieces in the town newsletter, making materials available at town hall and library, and posting information on the town website".

Continued

**HIP Housing Funding Proposal
Town of Portola Valley
February 2014**

2484b: Objective:

"Participation in this program is likely to continue at the same rate, which would result in one more placement in the town by the end of the planning period in 2014".

2. A Home Sharing Success

The story below illustrates the effectiveness of the Home Sharing Program to actual residents of San Mateo County.

When Senior Nancy came to HIP Housing in 2009, she admitted that it was getting more difficult for her to do basic household chores and drive to medical appointments. Nancy's husband passed away several years before, and while she was doing well, Nancy hoped to find a housemate to help her with daily chores so she could live independently for as long as possible.

Shortly after her interview Nancy was matched with John. John recently moved to California to be closer to his friends and family. His fixed income made it too difficult to find an apartment he could afford. Luckily, friends told John about HIP Housing's Home Sharing Services and encouraged him to apply for the program. John was matched with Nancy and they have been living together since.

For five years John has been paying a low rent of under \$100 in exchange for helping Nancy at home. Quarterly follow up calls to Nancy indicate she has been very happy with the arrangement. John started telling his friends about the program since he feels so grateful for his stable and affordable housing.

3. Number of Individuals that the Home Sharing Program projects to serve in FY 2014-2015:

In FY 2014-2015, the Home Sharing Program will:

- Home Sharing staff will provide housing information and assistance to 3,000 San Mateo County residents who call to request information about how to apply for affordable housing, or who need help to understand exactly what affordable housing is.
- Home Sharing Program staff will interview and screen 1,800 - 2,000 individuals who live or work in San Mateo County.
- Home Sharing Program staff will place (and maintain) 700 San Mateo County residents in home sharing matches. Home Sharing staff will help to prevent homelessness by focusing on the needs of individuals who are "at risk" of becoming homeless, often the working poor and those with special needs.

4. Outreach Activities to Portola Valley Residents:

During FY 2014-2015, the Home Sharing Program staff will be working extremely hard to reach out directly to the residents of Portola Valley, conducting a variety of outreach activities throughout the Portola Valley community. These activities will be communicated through many different channels, so that those in the

Continued

**HIP Housing Funding Proposal
Town of Portola Valley
February 2014**

greatest need will learn about HIP Housing's programs and have the opportunity to receive the direct assistance they may desperately need to prevent homelessness, or remain independent in their home.

Specific Outreach Activities will include:

- Home sharing staff will attend a resource fairs and provide information to San Mateo County residents and post information about HIP Housing's programs at various community and senior centers.
- Program staff will send outreach materials targeting organizations and businesses throughout San Mateo County, these will include; businesses, libraries, churches, parks and recreation facilities, the Town and City Clerk, Adult Community Center, Homeowner Associations, banks, title companies, school districts, medical offices, and our partner non-profit organizations.
- In January 2014, Home sharing staff conducted a presentation to the Portola Valley Town Council providing information about HIP Housing's programs.
- Information about HIP Housing and its programs will be posted on the Town of Portola Valley website.
- Home sharing staff will send information to HIP Housing home providers in San Mateo County, with details about energy efficiency programs through the PG&E CARE Program, and Rebuilding Together Peninsula Home Repair projects.
- Home sharing staff will attend regular networking meetings throughout the county including: New Beginnings Coalition, Veterans Memorial Senior Center Board meeting, Daly City Peninsula Partnership, Homeless Providers, Older Adult Multicultural Committee, Coastside Collaborative, Wellness Recovery Action Plan Workgroup, Food & Shelter Workgroup, Redwood City Interagency Forum, East Palo Alto Homeless Solutions Workgroup, and THRIVE Alliance.
- Home share staff will also conduct quarterly presentations at: Job Train, First Step for Families Shelter, Safe Harbor Shelter, InnVision Shelter Network, and Wellness Recovery Action Plan meetings.

5. Annual Reporting and Tracking Methods:

To ensure that funding received from the Town of Portola Valley is being used appropriately to serve the Town's residents, HIP Housing maintains a database containing information about all clients interviewed and matched in the Home Sharing and Self Sufficiency Programs. The information tracked includes income, city name, race/ethnicity, disability, number of people in family, need for housing resource, age and other criteria. A separate database is kept to collect information about persons who call the agency for information about housing resources, affordable housing waiting lists and other housing opportunities.

Continued
HIP Housing Funding Proposal
Town of Portola Valley
February 2014

VI. Conclusion:

In order for the Town of Portola Valley to maintain a strong and vibrant community, San Mateo County's diverse population must have access to the kind of affordable housing programs that will directly address their individual needs.

As we look forward towards Fiscal Year 2014-2015, we hope that the Town of Portola Valley will join with us again to build a stronger, more sustainable Portola Valley by participating in HIP Housing's "Fair Share Campaign". HIP Housing respectfully requests a grant of **\$2,500** from the Town of Portola Valley to support our critically needed Home Sharing Program, which will provide direct assistance to 2,000 San Mateo County residents in Fiscal Year 2014-2015.

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

Continued

**HIP Housing Funding Proposal
Town of Portola Valley
February 2014**

Appendix 1 – Proposed Budget

HIP Housing (Human Investment Project) Town of Portola Valley Budget Request	
PROJECTED BUDGET 2014-2015	
(July 1, 2014 - June 30, 2015)	
Salaries / Direct Services	2,094
Benefits & Payroll Taxes	406
Insurance	
Audit/Accounting	
Rent/Maintenance	
Travel/Car/Telephone	
Postage/brochures/printing	
Outreach	
Office Supplies	
Computer/Equipment	
Other Admin Costs	
Salary Indirect Costs	
Total Requested	<u>\$2,500</u>
Total Home Sharing Budget Projected 2014-2015:	<u>\$602,280</u>
<i>Town of Portola Valley Request Percentage of Total:</i>	<i>0.42%</i>

ⁱ 2013 Out of Reach Report, National Low-income Housing Coalition

ⁱⁱ 2013 Indicators for a Sustainable San Mateo County Report

ⁱⁱⁱ 2013 San Mateo County Homeless Census and Survey

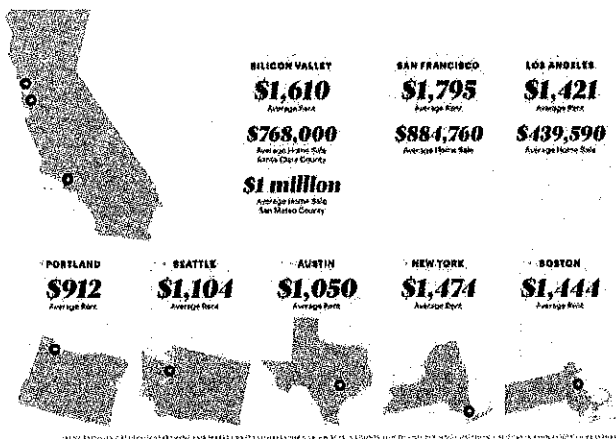
^{iv} California Employment Development Department

^v www.svlg.org

Continued
 HIP Housing Funding Proposal
 Town of Portola Valley
 February 2014

Appendix 2 – Info graphics - Source: The Shadow of Success: Facing the Facts on Silicon Valley’s Affordable Housing Crisis

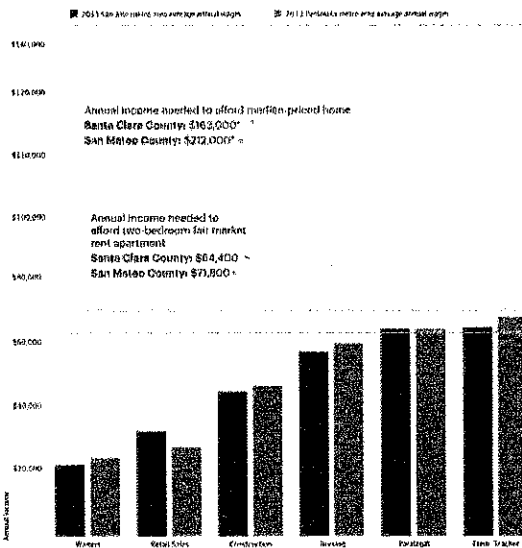
How much does it cost to live here?



Incomes vs. Housing Costs

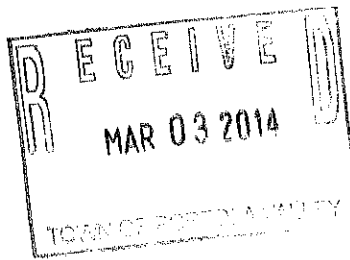
HOUSING SILICON VALLEY'S WORKFORCE

How do area incomes stack up against housing costs? Below, a breakdown of occupational wages in Silicon Valley compared to the amount households would have to make to spend less than the recommended 30 percent of income on housing:



SOURCE: CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT; NATIONAL LOW INCOME HOUSING COALITION
 *FIGURES CALCULATED BY STATE CONSULTING INC. USING DECEMBER 2013 MEDIAN HOME PRICES FROM THE CALIFORNIA
 ASSOCIATION OF REALTORS, ASSUMES 30 PERCENT DOWNPAYMENT, 30 PERCENT OF ANNUAL INCOME SPENT ON HOUSING
 AND 10-YEAR AVERAGE INTEREST RATE.

Source: The Shadow of Success: Facing the Facts on Silicon Valley’s Affordable Housing Crisis



Dear Town Manager Nick Pegueros,

The Jobs for Youth staff and volunteers would like to invite you to our 32nd Annual Awards Fundraising Breakfast on May 22 at 7:30am at the Foster City Crowne Plaza Hotel. We thank you for your continued support in assisting us with providing employment services to the youth in San Mateo County.

Last year, we served over 2,400 youth and placed 375 of them in jobs and internships throughout the county. We hosted youth resource/job fairs at the shopping centers and placed 45 in jobs through that effort. In addition, we continued to partner with Kaiser, Palo Alto Medical Foundation, Metropolitan Transportation Commission, San Francisco Airport, and the County of San Mateo to coordinate unsubsidized summer internships. Through the Al Teglia Jobs for Youth Endowment Fund, we awarded \$21,000 in scholarships to needy youth.

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

Ongoing support from cities, schools, businesses, and civic organizations, like yours, provide youth in our communities a chance for success. **We kindly request a contribution of \$570.00 from the Town of Portola Valley or an amount agreeable to you and the city council members. All contributions go directly to youth services.** If you would like more information, please call the program coordinator, Ruby Tomas, 650-802-3371.

Sincerely,

Dave Pine
Jobs for Youth Honorary Chairperson
President, San Mateo County Board of Supervisors

Ron Kahn
Jobs for Youth Chairman
Better Homes and Garden Realty

San Mateo County Jobs for Youth 2012-2013 program year

CITIES	2010-2011		2011-2012		2012-2013	
	PARTICIPANTS	PLACEMENTS %	PARTICIPANTS	PLACEMENTS %	PARTICIPANTS	PLACEMENTS %
ATHERTON	10	30%	30	10%	19	5%
BELMONT	54	17%	25	24%	116	13%
BRISBANE	7	14%	6	33%	6	0%
BURLINGAME	45	4%	29	24%	31	6%
COLMA	13	15%	8	38%	18	17%
DALY CITY	625	6%	347	14%	700	16%
EAST PALO ALTO	211	29%	149	9%	236	12%
EL GRANADA	2	50%	8	13%	4	0%
EMERALD HILLS	0	0%	0	0%	0	0%
FOSTER CITY	42	0%	87	11%	40	20%
HALF MOON BAY	14	43%	33	18%	61	15%
HILLSBOROUGH	6	17%	6	0%	4	0%
LA HONDA	0	0%	0	0%	1	0%
LOMA MAR	0	0%	0	0%	0	0%
MENLO PARK	111	23%	114	15%	97	9%
MILLBRAE	100	6%	62	16%	62	13%
MONTARA	1	100%	1	0%	4	50%
MOSS BEACH	2	50%	4	0%	7	0%
PACIFICA	114	11%	83	23%	76	25%
PALO ALTO	0	0%	0	0%	1	100%
PESCADERO	0	0%	0	0%	2	0%
PORTOLA VALLEY	7	71%	16	31%	3	0%
REDWOOD CITY	526	35%	399	13%	310	15%
SAN BRUNO	123	12%	111	7%	121	15%
SAN CARLOS	70	16%	44	14%	86	19%
SAN GREGORIO	0	0%	1	0%	0	0%
SAN MATEO	347	12%	410	13%	216	15%
SOUTH SAN FRANCISCO	226	11%	175	15%	250	18%
WOODSIDE	9	56%	7	29%	8	0%
	29	7%	0	0%	0	0%
GRAND TOTAL	2694	17%	2155	14%	2479	15%

*COUNTIES OUTSIDE OF SAN MATEO COUNTY



Invoice

**Joint Venture Silicon Valley
Institute for Regional Studies**

100 W San Fernando Street
Suite 310
San Jose, California 95113

Date	Invoice #
4/21/2014	276NETportv

Bill To
Town of Portola Valley Attn: Mr. Nick Pegueros Town Administrator 765 Portola Road Portola Valley, California 94028

Due Date
7/1/2014

Description	Amount
Joint Venture Silicon Valley Public Investment, Fiscal Year 2014-2015	500.00

Make checks payable to: Joint Venture Silicon Valley
100 W San Fernando Street, Suite 310
San Jose, California 95113

Thank you for your prompt payment 501(c)3 Tax ID: 77-0389802	Total \$500.00
	Balance Due \$500.00

Stacie Nerdahl

From: Nick Pegueros
Sent: Tuesday, April 22, 2014 7:06 PM
To: Stacie Nerdahl
Subject: FW: Joint Venture Silicon Valley Annual Support Request - 2014-2015
Attachments: image001.png; image002.gif; Portola Valley 2014.pdf

From: Russell Hancock [bruner@jointventure.org]
Sent: Tuesday, April 22, 2014 1:27 PM
To: Nick Pegueros
Cc: Brandi de Garneau
Subject: Joint Venture Silicon Valley Annual Support Request - 2014-2015

[cid:image001.png@01CE3138.CFAAF420]

21 April 2014

Dear Nick:

I'm writing to thank you for your participation in Joint Venture Silicon Valley, and request your support for the coming fiscal year.

As you know, Joint Venture is unique. It is the only organization spanning multiple sectors and tackling regional problems through a collaborative and consensual process. We're proud that 36 of our region's jurisdictions and JPAs invested in our core operations this past year, and that 20 cities, counties, and EDCs participate in our economic development alliance.

During the economic downturn we kept our public sector members' contributions flat or reduced, and we're proud that we were able to find new corporate partners to make up the difference. Now with a fully recovering economy we hope you'll be able to make a small marginal increase in your contribution, enabling us to deliver more benefits to the region and your own locality. We've attached an invoice for your annual contribution.

Our initiatives continue to grow and develop through a collaborative process with our stakeholders. We have also bolstered the analytical capacity of Joint Venture by creating a new in-house institute providing data and reports, the Silicon Valley Institute for Regional Studies. Our current portfolio includes several initiatives of particular interest to our public sector members:

Our initiatives continue to grow and evolve with input from all of our stakeholders. The current portfolio includes:

Public Sector Climate Task Force: The Task Force provides a framework for collaboration among local public agency sustainability staff, as well a platform to share resources and best practices. Recent programs completed: Two multi-agency procurements of renewable energy for public agency facilities including over twenty agencies across four counties, with dozens of installation sites. These aggregated procurement efforts represent the two largest multi-agency renewable energy procurements in the country. Other recent focus areas have included climate action planning, residential solar energy, energy efficiency financing and services, and employee commutes.

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

Climate Prosperity: This program marries interest in greenhouse gas reductions and the adoption of emerging technologies. It has resulted in the creation of the Smart Energy Enterprise Development Zone (SEEDZ), now an award-winning effort deploying a robust portfolio of smart energy elements. We're proud that SEEDZ has become a showcase for the nation, showing the strength of community-based approaches to energy efficiency and reliability.

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

The Silicon Valley Index. We continue measuring the region's health and progress across more than 100 different indicators, which are now available to the region in a dynamic website. The indicators are a trove of information providing an analytical foundation for decision making.

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

City/County Association of Governments, San Mateo County City of Brisbane City of Campbell City of Burlingame City of Campbell City of Cupertino City of Daly City City of East Palo Alto City of Foster City City of Fremont City of Gilroy City of Half Moon Bay

City of Los Altos
 City of Menlo Park
 City of Morgan Hill
 City of Mountain View
 City of Newark
 City of Pacifica
 City of Palo Alto
 City of Redwood City
 City of San Carlos
 City of San Jose
 City of Santa Clara
 City of Santa Cruz
 City of Saratoga

City of South San Francisco
 City of Sunnyvale
 City of Union City
 County of Alameda
 County of San Mateo
 County of Santa Clara
 Rethink Waste
 Town of Atherton
 Town of Colma
 Town of Los Altos Hills
 Town of Los Gatos

Town of Portola Valley

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

Sincerely,

[cid:image002.gif@01CE3138.CFAAF420]

Russell Hancock

President & Chief Executive Officer

Attachment: Invoice

Joint Venture Silicon Valley | www.jointventure.org<<http://www.jointventure.org>>
100 West San Fernando St. | Suite 310 | San Jose, California 95113

Lisa M. Bruner
Executive Assistant to
Russell Hancock, President & CEO

Joint Venture Silicon Valley
100 W. San Fernando Street, Suite 310
San Jose, California 95113

408-298-9330 ph

408-404-0865 fax

bruner@jointventure.org<<mailto:bruner@jointventure.org>>

May 5, 2014

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

Dear Mr. Pegueros,

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

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

A few examples:

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

I believe that PCRC's services truly make a difference in our community, and I've seen it first hand. Working hand-in-hand with local government, we are making our neighborhoods safer, stronger and more resilient. I hope you will continue to be PCRC's partner. **A 2014-2015 proposed scope of work is enclosed. Please let me know if you will renew by June 1, 2014.**

Please feel free to contact me with any questions.

Best regards,

Michelle Vilchez
Executive Director



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

Agreement for the Provision of Community Mediation Services

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

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

PCRC and Portola Valley agree as follows:

1. **SERVICES.** The PCRC shall provide the services described in Exhibit A, attached to and made a part of this agreement.
2. **FUNDING.** Funding by the City shall be in advance and shall be \$1,433. PCRC shall provide documentation to specify how the funds requested shall be spent, including such details as the City deems appropriate. Additional documentation may be requested by the City.
3. **CONTRACT TERM.** This contract shall commence on July 1, 2014 and shall terminate on June 30, 2015 unless terminated before that time, as described in Paragraph 6 of this agreement.
4. **PROGRAM REPORTS.** A performance report shall be submitted to the City biannually, at mid-year and year-end. This report shall include a description of all program activity related to this contract for the particular period.
5. **BREACH OF CONTRACT.** The City reserves the right to waive any and all breaches of this contract, any such waiver shall not be deemed a waiver of all previous or subsequent breaches. In the event the City chooses to waive a particular breach of this contract, it may condition said waiver on payment by PCRC of actual damages occasioned by such breach of contract. PCRC shall make every effort to resolve the breach quickly and amicably.
6. **TERMINATION.** In the event the PCRC is unable to fulfill its responsibilities under this contract for any reason whatsoever, including circumstances beyond its control, the City may terminate this contract. Either party to this agreement may terminate this contract without cause by giving 10 days written notice to the other party. If the contract is terminated, PCRC shall return a prorated amount of funding to the City.
7. **INTEREST OF PUBLIC OFFICIALS.** No members, officer or employee or agents of the City, no member of the City Council, and no other public official exercising any function

or responsibility with respect to this program during his/her tenure, shall have any interest, direct or indirect, in this contract or a related subcontract or the proceeds thereof.

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

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

12. NONDISCRIMINATION.

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

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

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

PCRC: Michelle Vilchez, Executive Director

CITY: Nick Pegueros, Town Manager

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

15. **ADDITIONAL PROVISIONS.** Additional provisions, if any, are contained in Exhibit A, attached to this document.

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

PENINSULA CONFLICT RESOLUTION CENTER
1660 South Amphlett Blvd, Ste. 219
San Mateo, CA 94402
(650) 513-0330

By _____ Date _____
Michelle Vilchez, Executive Director

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

By _____ Date _____

EXHIBIT "A"

I. What PCRC will provide

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

A. Information Services

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

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

B. Mediation Services for Individuals

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

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

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

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

C. Additional Conflict Resolution Services

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

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

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

- 4) **Conflict Resolution System Design:** PCRC assists organizations in building internal conflict resolution capacity, i.e. the development of policies and procedures for interest-based dispute prevention and early resolution. This service is tailored to the unique needs of the individual group, but is based on recognized and proven design principles.

- 5) **Design and facilitation of Community Forums, Public Conversations, Dialogues:** Through its Community Engagement and Facilitation Programs, PCRC has developed expertise in managing public discussions. Working with local representatives, PCRC assists with the design and facilitation for a wide variety of group sessions in which members of the public are encouraged to participate in dialogue about issues that affect the health and well-being of the community.
 - 6) **Facilitation for Committees, Departments, Councils:** PCRC will assist with the design and facilitation of all types of meetings for elected, appointed and civic groups.
- D. **Administration of a Community Mediation Program:** In collaboration with the contracting city, PCRC will administer a mediation program responsive to the needs of the community. PCRC may solicit input from city staff about unique areas of concern to a city and appropriate approaches to program implementation, improvement and promotion.
 - E. **Recruitment and training of community volunteers:** PCRC will develop and maintain a pool of trained volunteer mediators, case developers and facilitators to serve the conflict resolution needs of the community. These residents of local communities will become skillful in the interest-based approach to conflict resolution. PCRC volunteers complete a minimum of 25 hours of training, according to regulations that govern programs receiving support from the California Dispute Resolution Trust Fund.

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

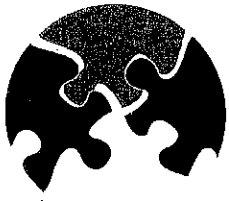
II. What the Town of Portola Valley will provide:

- A. Funding in the amount of \$1,433 for Fiscal Year 2014-15. This fee is full payment for the services defined above. Payments will be made upon receipt of invoice.
- B. Support for the program from city officers and staff members, demonstrated through public statements, publicity, and referrals through city departments.
- C. At least one article or ad placed in a city run publication to promote the use of PCRC services among residents and businesses in the city. A PCRC staff person is available to work with a city contact person to develop this material.
- D. Assistance in scheduling appointments for PCRC representatives to make outreach presentations to groups of city staff, civic organizations and other relevant groups.

- E. No cost use of city-controlled public meeting space, as needed and as available, for training sessions, meetings and mediations. This use will be subject to the existing rules and regulations that govern the use of these spaces.

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

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



Sustainable San Mateo County

Economy. Equity. Environment.

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

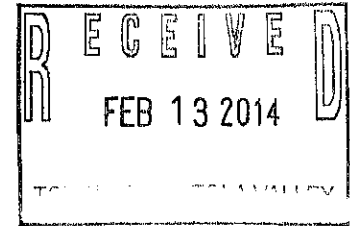
(650) 638-2323 • Fax: (650) 361-1395 156

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

Email: advocate@sustainable-san-mateo.org

Web: www.sustainable-san-mateo.org

February 12, 2014



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

Founders
MARCIA PAGELS
RUTH PETERSON
BOARD OF DIRECTORS

CHAIR
WILLIAM SCHULTE
VICE CHAIR
TAMMY DEL BENE
SECRETARY
BETH BHATNAGAR
TREASURER
THOMAS ROUNDS
MEMBERS
JASON BADE
DAVID CRABBE
SEAMUS MURPHY
DAN PETERSON
AFSOON SHAHRDAR
PATRICK WOOLIEVER

ADVISORY COUNCIL
JULIA BOTT
TOM CRONIN
RICHARD GORDON
JERRY HILL
ANNE HINCKLE
DAVID HINCKLE
ARTHUR LLOYD
THERESA LYNGSO
DOUG MCGLASHAN
RICKI MCGLASHAN
CLEM MOLONY
MARK MOULTON

Executive Director
ADRIENNE ETHERTON
Project Coordinator
Indicators Report
TANJA SREBOTNJAK

Dear Nick,

Government officials require fact-based knowledge to make informed policy decisions. So every year, we ask all the cities, the county and the community college district to support the annual **Indicators for a Sustainable San Mateo County Report**.

Last year Portola Valley sent us \$2,700 in support earning a Gold sponsorship level; we hope this year the Town can support the Indicators at the full Gold level, \$4,000.

Many elected and appointed officials have told us of its value and usefulness in helping them do their job, including **State Senator Jerry Hill**:

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

In 2013 we made a number of improvements to increase the utility and value of the report:

- Primarily, we made the report a web based document and abandoned the 80 plus page printed version. Besides saving resources, the web allows greater flexibility, full color, easier to read graphics.
- We initiated a photo contest to allow all our readers to a chance to illustrate the Indicators. We also illustrated indicators with photos the cities submitted.
- Our key indicator, equality, was especially timely as it anticipated President's 2014 State of the Union Address.
- Videos of our award winners and maps generated by college students are imbedded in the report.
- All our sponsors are listed on every page of the Indicators; on the Executive Summary; and featured in several ways at our Annual Awards Evening.

Please visit www.sustainable-san-mateo.org/2013-indicators-report to review last year's findings.

In 2014, we will continue to develop the potential the web offers to expand the usefulness and range of the Indicators, build upon your past feedback, and continue to look for opportunities to work with you.

- Responding to user comments that our data becomes stale as time goes by; we are starting to update Indicators three times a year, as fresh data for an Indicator becomes available. Throughout the calendar year, we will focus on the same Key Indicator –Transportation in 2014 – to build a dialogue around core issues affecting our community. The first update of 2014 will be available online later this month!
- Along with each online update, we will host a forum to facilitate the dialogue around our Key Indicator. Our first will investigate the big picture and provide background on the issue; the following will focus on local initiatives in our county, cities and businesses, aided by our city and county survey; and the final event will be a forward-looking discussion of next steps and solutions. This first event of 2014 is a luncheon planned for February 27 at the SamTrans Auditorium in San Carlos with a presentation by County Supervisor and MTC Commissioner Adrienne Tissier. More information and registration at indicators2014.bpt.me.
- A pilot database project is underway which is exploring opportunities for users to interact with or download data sets. In the future this could lead to the ability for users to download our data sets into Excel for manipulation and analysis, to create his or her own charts, or dynamically change the views online. We anticipate being able to exploit the years of data we have gathered on the cities and county. The project will also lead to back-office efficiencies at SSMC allowing our time and resources to be used more effectively.

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

We look forward to hearing from you.

Sincerely,



Adrienne Etherton
Executive Director

CC: Mayor Ann Wengert

*Thanks for your past support,
I hope we can continue to grow
our partnership!*



Sustainable San Mateo County

Economy. Equity. Environment.

February 12, 2014

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

<p style="text-align: center;">Request for Support Town of Portola Valley <i>Indicators for a Sustainable San Mateo County, 2014 Report Card</i> Amount Requested: \$4000</p>	<p style="text-align: center;">Sustainable San Mateo County 177 Bovet Road, 6th Floor San Mateo, CA 94402 Contact: Adrienne Etherton, Executive Director Ph: 650-638-2323 Email: adrienne@sustainable_sanmateo.org</p>
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SSMC is requesting \$4000 from Town of Portola Valley to support research and production of the **2014 Indicators for a Sustainable San Mateo County Report**. Your financial support will also aid our online website (www.sustainable_sanmateo.org) which hosts and compliments the Indicators Report.

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

Benefits to Your Organization

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

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

Platinum: support above \$5,000

Gold: support between \$2,000 and \$4,999

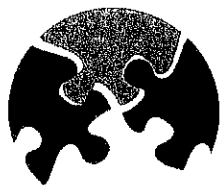
Silver: support below \$1,999

All donated funds for the Indicator Report will support:

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

Organizational Overview

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



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

INVOICE

February 12, 2014

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

Contribution for the Publication of:

Indicators for a Sustainable San Mateo County, 2014 Report Card:

\$4000

Thank You

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

Please make your check payable to *Sustainable San Mateo County* and send to:

*Sustainable San Mateo County
177 Bovet Road, 6th Floor
San Mateo, CA 94402*



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: May 28, 2014

RE: **FYE 06/30/14 Budget Amendments**

With the end of the fiscal year approaching on June 30, the Council is requested to approve the following budget amendments:

Fund	Orig Budget	Amended	Net Change
1 General Fund (05)			
Administration & Operations	1,796,282	1,796,282	-
Committees & Commissions	160,552	160,552	-
Consultant Services	466,168	457,768	(8,400.00)
Miscellaneous Expenses	42,432	12,432	(10,000.00)
Parks Operations	167,900	184,800	8,400.00
Public Works Operations	23,000	23,000	-
Service Agreements	801,204	811,204	10,000.00
Services & Supplies	358,533	358,533	-
Town Center Facilities	135,800	135,800	-
Capital Improvements	338,445	338,445	-
General Fund (05) Net Change to Adopted Expenditures Budget:			\$ -

These amendments use consultant funds originally budgeted for *Water Use/Efficiency Study* for additional costs related to the compost tea field treatments and budgeted *Contingency* funds to amend a budgeting error in the annual Sheriff's contract.

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – May 16, 2014

1. Agenda – Teen Committee – Sunday, May 18, 2014
2. Agenda – (Cancellation) Sustainability Committee – Monday, May 19, 2014
3. Agenda – (Action) ASCC – Monday, May 12, 2014
4. Agenda – (Action) Town Council – Wednesday, May 14, 2014
5. Agenda – Planning Commission – Wednesday, May 21, 2014
6. Agenda – (Special) Trails and Paths Committee – Thursday, May 22, 2014
7. Planning Director Recruitment Brochure for the Town of Portola Valley
8. Town Resident mailing re: Portola Valley & Woodside SOD-BLITZ Community meeting & Instruction – Saturday, May 17, 2014
9. Woodside Fire Protection District – 2014 Chipper Dates
10. San Mateo County Mosquito and Vector Control – District Report / April 2014
11. Invitation from Wayne Lee, Mayor of Millbrae re: Signing of Memorandum of Understanding between City of Millbrae and City of Zhongshan, the People’s Republic of China – Saturday, May 26, 2014
12. Memo from Town Manager, Nick Pegueros re: Weekly Update – Friday, May 16, 2014

Attached Separates (Council Only)

1. Letter from California Water Service re: Update on Water Conservation Efforts – May 9, 2014
2. Invitation from Planned Parenthood to Dinner “Toast It Up” – Wednesday, June 25, 2014
3. Invitation from San Mateo County Fair in Celebration of 80th Anniversary – June 9, 2014

**TOWN OF PORTOLA VALLEY****Teen Committee Meeting****Sunday, May, 18 2013 – 5:30 PM****Picnic tables by the Old Schoolhouse****765 Portola Road, Portola Valley, CA 94028****AGENDA**

1. Call to order
2. Approval of minutes from November meeting
3. Oral communications
4. Introduction of Linda and Sawyer Giampa, who are applying for membership to the Teen Committee (they need to submit application to town) – discussion of past events, etc. Linda is considering taking over as chair. Sharing of previous Teen Committee projects as noted in the attached
5. Budget Discussion and Requests:
 - a. Outdoor Movie Night – budget discussion and approval (per attached spreadsheet)
 - b. Schedule –Sharon to report:
 - c. Vote to formally approve budget request of \$1,200 additional funding for an outdoor movie night
6. Town Dance – do we schedule one for summer as a “goodbye” from the graduating seniors? Vote to approve and schedule. Cindy in Town said that the follow dates are free: Friday 7/25 (big concert the night before), 8/1, 8/15 (Sharon to confirm)
7. Thank you to members who have served and will be leaving after the summer for college. Official resignations will be noted at the meeting and in the minutes.
8. New members: vote if appropriate (vote may be pending formal application to the town)
9. Other business?
10. Adjournment.



Sustainability Committee
Notice of Cancellation
Monday, May 19, 2014

SUSTAINABILITY COMMITTEE MEETING

NOTICE OF CANCELLATION

Monday, May 19, 2014

The meeting of the Sustainability Committee scheduled for Monday, May 19, 2014 has been cancelled.



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, May 12, 2014
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

ACTION

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Harrell, Koch, Ross (**Harrell absent. Also present: Tom Vlasic Town Planner; Karen Kristiansson Deputy Town Planner; Carol Borck Assistant Planner; Jeff Aalfs Town Council Liaison; Alex VonFeldt Planning Commission Liaison**)
3. Oral Communications: **None.**

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

4. Old Business:
 - a. Continued Architectural Review for New Residence with Second Unit and Site Development Permit X9H-674, 120 Cervantes Road, Gillett **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member and Planning staff prior to building permit issuance.**
5. New Business:
 - a. Architectural Review for Residential Addition/Remodel, Detached Guest House, and Stables, 185 Shawnee Pass, Raiche **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member and Planning staff prior to building permit issuance.**
 - b. Preliminary Consideration of Variance X7E-136 and Architectural Review for House Addition, 20 Russell Avenue, Subramonian **ASCC discussed the project and offered comments on the proposal. Project review continued to 5/27/14 meeting.**
 - c. Referral from Town Planner of Request for Modifications to Existing Wireless Communication Facilities, Conditional Use Permit X7D-160, 945 Portola Road, AT&T Mobility **Clark and Harrell volunteered as ASCC sub-committee members to work with staff on the proposal in the field to determine best aesthetic solution for the facility upgrade.**
6. Commission and Staff Reports:

Koch – reported reviewing minor fence re-alignment for 8 Buck Meadow
Breen – reported reviewing follow-up landscape plans for 3 Grove, 468 Westridge, and 1155 Westridge

Ross – inquired about fence opacity requirements, particularly for 274 Corte Madera project

Ross – inquired about outdoor lighting and appropriateness of responding on the PV Forum

VonFeldt – informed staff that invasives along the C1 Trail need to be removed now before they go to seed

VonFeldt – informed the ASCC and staff that residents have raised concerns over willows in Sausal Creek. She advised that Balance Hydrologics has determined that the willows are essential to maintain channel flow

7. **Approval of Minutes: April 28, 2014, and correction to the minutes of April 14, 2014 4/14/14 minutes approved as amended, 4/28/14 minutes approved as submitted**
8. **Adjournment: 8:57 p.m.**

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

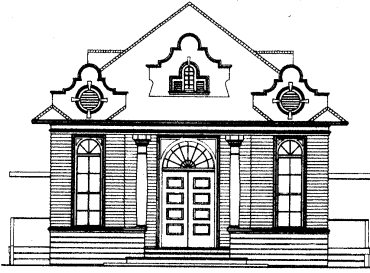
PUBLIC HEARINGS

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

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

Date: May 9, 2014

CheyAnne Brown
 Planning Technician



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council
 Wednesday, May 14, 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

CONSENT AGENDA

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

- (1) **Approval of Minutes** – Regular Town Council Meeting of April 23, 2014

Approved as Amended 4-0-1 Councilmember Derwin abstained

- (2) **Approval of Minutes** – Special Town Council Meeting of April 30, 2014

Approved following clarification 5-0

- (3) **Approval of Warrant List** – May 14, 2014

- (4) **Recommendation by Town Attorney** - Adopt Ordinance adding Section 18.17, State Density Bonus Law to the Portola Valley Municipal Code

- (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 18.17 [State Density Bonus Law] to Title 18 [Zoning] of the Portola Valley Municipal Code (Ordinance No. 2014-403)

- (5) **Recommendation by Town Manager** - Proclamation Honoring Woodside Priory School

- (6) **Recommendation by Public Works Director** – FY 2013/2014 Street Resurfacing Project – Rehabilitation No. 2013-PW01 OBAG Funded Federal Project No. STPL-5390(005)

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Upon Authorization from CalTrans, Call for Bids for the 2013/2014 Street Resurfacing Project – Rehabilitation No. 2013- PW01 Federal Project No. STPL-5390(005) (Resolution No.2618-2014)

Items 3, 4, 5, and 6 Approved 5-0

REGULAR AGENDA

PUBLIC HEARING

- (7) **PUBLIC HEARING** – Adoption of a Resolution Approving a Revised Fee Schedule for the Town of Portola Valley's Administrative, Building, Public Works/Engineering and Planning Departments

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving A Revised Fee Schedule for Its Administrative, Building, Public Works/Engineering and Planning Departments (Resolution No. 2619-2014)

Approved 5-0

- (8) **Recommendation by Town Manager** – Resolution Approving Amendments to the Town's Employee Compensation Plan Effective June 1, 2014

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Amending the Employee Compensation Plan Effective June 1, 2014 (Resolution No. 2620-2014)

Approved as amended 5-0

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(9) Reports from Commission and Committee Liaisons

There are no written materials for this item.

Councilmember Richards – None to Report

Councilmember Hughes –

Planning Commission - Considered a variance for a residence on Russell Avenue and held a public hearing on a site development permit for 18 Redberry Ridge. The Cable Committee continued its discussion on undergrounding and committee charter.

Councilmember Derwin –

April Council of Cities heard a presentation on AB109, realignment of California's Department of Corrections. Library JPA began the formation of a Donor Fund Subcommittee and reviewed its budget. Councilmember Derwin attended a PACE workshop on April 28th.

Vice Mayor Aalfs –

C/CAG's topic of discussion was transportation. The ASCC agendized a variance on Russell. Vice Mayor Aalfs attended a group meeting of residents regarding the Hawthorn property.

Mayor Wengert –

FAA's review period ended May 4th. Mayor Wengert reminded Council that the SFO runway closure begins Saturday, May 17th. Annual HEART luncheon, heard from keynote speaker Trip Hawkins on "Entrepreneurs & Empathy." The May 13th Finance Committee reviewed the proposed 2014 – 15 budget.

WRITTEN COMMUNICATIONS

(10) Town Council Weekly Digest – April 25, 2014

#8 – Councilmember Hughes requested status on this item

(11) Town Council Weekly Digest – May 2, 2014

#8 – Councilmember Hughes requested context, possibly including figures from subsequent year

(12) Town Council Weekly Digest – May 9, 2014

#9 – Mayor Wengert will check her availability to attend

ADJOURNMENT: 9:30 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

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



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, May 21, 2014 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

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. Preliminary Review – Application for Variance X7E-136 for House Addition, 20 Russell Avenue, Subramonian
2. Preliminary Review – Proposed Amendment to CUP X7D-167, Professional/Personal Office Uses, 828 Portola Road, Crown
3. Preliminary Review – Proposed CUP X7D-175, Professional/Personal Offices and Art/Gallery Studio Uses, 888 Portola Road, Douglas
4. Continued Study Session – 2014 Housing Element

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: May 7, 2014

Adjournment:

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

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PUBLIC HEARINGS

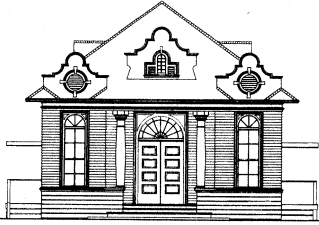
Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public

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

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

Date: May 16, 2014

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Trails and Paths Committee Special Meeting
Thursday, May 22, 2014 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from April 8, 2014
4. Financial Review and Trail Work
5. Conservation Committee Update
6. Old Business
 - a) Driveway scoring process
 - b) 50th Anniversary Event – Guided Trails Walk
7. New Business
 - a) Proposed Eucalyptus removal in front of Spring Down Meadow
 - b) Celebration of the Horse – Committee participation
 - c) Letter – Bicycles on Alpine Trail – Westridge to Golden Oak portion
 - d) Letter – Large groups – Impact on Trails
8. Other Business
9. Adjournment

Enclosures:

Minutes from April 8, 2014 meeting
Financial Review
Trail work Map and Memo – April 2014
Letter received from Cherie Callander re: Bicycles on Alpine Trail
Article from Joe Coleman re: Impact on Trails



The Portola Valley Town Center, completed in 2008, received a LEED Platinum rating, the highest recognition for achievement by the U.S. Green Building Council. The Town Center is one of only a handful of municipal projects in the nation to achieve such a rating. The campus has also received many other awards, including the prestigious AIA award in 2008 for one of the Top Ten Green Projects in the world.



The Town of Portola Valley
Invites Applicants for:

Planning Director

Position Open Until Filled

First Review: Week of June 16, 2014

Apply by sending letter of interest and résumé to:
hrpv@portolavalley.net

ABOUT THE TOWN ~

The Town of Portola Valley lies in the scenic foothills of southern San Mateo County just five miles west of Palo Alto. Covering ten square miles and with a population of approximately 4,500, the Town prides itself on its small town rural character. An elected five-member Town Council sets policy for the Town, with valuable assistance from the Town's nineteen active volunteer advisory commissions and committees.



Since incorporation in 1964, development in Portola Valley has been measured and the Town has retained a rural ambiance. Many believe that the community offers a good balance between modern life and pastoral quiet. Residents treasure the Town's nineteen hundred acres of permanent open space, environmental heritage and sustainability ethic, and fine public schools. An extensive trail system, scenic roads, and natural views of the western hills contribute to one's feeling of being in the country, as do architectural guidelines that call for buildings to be subservient to the land. Commercial activity is encouraged to the extent that it meets the needs of community residents.

The Town has a budget of approximately \$5 million with a total of fourteen full-time employees. Given its size, staff is team and customer-oriented, resulting in a friendly and professionally casual work atmosphere.

THE OPPORTUNITY ~

The Town is seeking a hands-on professional who is a personable and dedicated public servant experienced in land use challenges present in a small hillside community that is dedicated to preserving the quality of life presently offered to the residents. The top candidate will be an effective, balanced, and forthright communicator with strong public presentation skills and demonstrated leadership abilities.

The Town's planning function has been shepherded by Spangle Associates, contract Town Planner, since the Town's incorporation in 1964. Due to the retirement of the former contract Town Planner, the Town has decided to transition from a contract Town Planner to an in-house Planning Director/Town Planner. The Planning Director/Town Planner provides all technical guidance to the Planning Commission, Architectural & Site Control Commission (ASCC), and project applicants, and manages the day-to-day operations of the Town's Planning Department.

ESSENTIAL FUNCTIONS ~

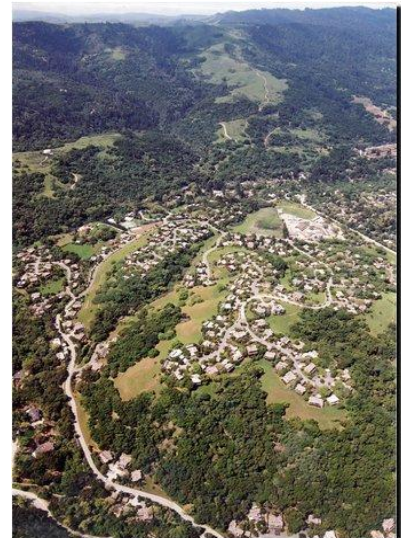
The Planning Director/Town Planner must demonstrate the highest level of customer service and establish credibility in their interactions with co-workers, project applicants and their team, members of the Planning Commission and ASCC, and the community at large. The Planning Director will also possess a collaborative management style and serve as a mentor to his/her direct reports.

Typical duties for this position include:

- Review development and building permit applications, working closely with the Public Works Director on all projects where both planning and public works issues are involved
- Provide staff support to bi-monthly Planning Commission and ASCC meetings, including oversight of the meeting agenda processes and meeting minutes
- Plan, organize, and direct planning-related activities, including permit processing, plan review and code compliance
- Confer with and provide oral and written information to property owners, contractors, developers, architects, engineers and the public
- Assist property owners with a variety of planning and zoning issues
- Assist with complex code enforcement cases
- Research and prepare technical and administrative reports; prepare written correspondence
- Direct, oversee and participate in developing planning budget, work plans, goals, policies and procedures
- Develop and recommend amendments and revisions to the General Plan, Municipal Code and permitting/project approval process
- Represent the Town on intergovernmental committees, at regional meetings and at conferences

DESIRABLE QUALIFICATIONS ~

The ideal candidate should have excellent leadership, communication and inter-personal skills; have a proven ability to effectively solve problems and communicate verbally and in writing; a thorough knowledge of zoning laws and comprehensive plans; extensive knowledge of planning programs and processes; a working knowledge of computer programs; and an ability to establish and maintain effective working relationships.



The ideal candidate will also demonstrate a positive can-do attitude while under immense pressure due to project deadlines or dynamics. The ideal candidate will demonstrate a comfort level operating in a small organization where staff works as a

team to manage a number of challenges not necessarily directly related to their primary responsibilities.

Success will be measured in part by one's ability to work effectively with Town staff, architects, contractors, homeowners and consultants. Any combination of the following education and experience guidelines would likely provide the required knowledge and abilities for this position.

Education/Training: A Bachelor's degree from an accredited college or university with major course work in land-use planning, urban planning, landscape architecture or a closely related field. A Master's degree is highly desirable.

Experience: Five (5) years progressively responsible experience in municipal planning with at least two (2) years in a supervisory capacity or any equivalent combination of education and experience, additional education substituting on a year-for-year basis for the required experience.

Licenses or Certificates: Possession of, or ability to obtain, valid California Driver's License; ICS 100, 200, and 700 certification; AB1234 certification. AICP certification is highly desirable.

COMPENSATION AND BENEFITS ~

Salary: Depending on qualifications, \$114,131 to \$171,123

The Town's employee benefits for this position currently include the following:

- Participation in the State of California Public Employees Retirement System (PERS). In compliance with Public Employee Pension Reform Act of 2012, retirement formula is dependent on member status in CalPERS, either 2.0% at age 55 or age 62.
- Generous contribution to Cafeteria Plan (Section 125) for employee to select from CalPERS medical plans, opt-out, or deferred compensation plan. The Cafeteria Plan allowance is adjusted annually on January 1st.
- Nine paid holidays per year plus the business days between Christmas and New Year's Days
- Up to 20 days of vacation per year (depending on years of service); eligible for annual cash-out per Town rules
- Seven days of administrative leave per year
- Twelve days of sick leave accrued per year
- Voluntary participation in ICMA deferred compensation

This position is exempt from the Fair Labor Standards Act. Please note that the Town also participates in Social Security; the employee tax rate for 2014 is 6.2% of the employee's annual gross salary up to \$117,000.

EVALUATION AND SELECTION PROCESS ~

To apply for this position, please submit a letter of interest and résumé to hrpv@portolavalley.net. This position will remain open until filled with application reviews beginning the week of June 16, 2014. This recruitment may close at any date after June 16, 2014.

Letters of interest and résumés will be reviewed and those applicants possessing the technical and management experience most fitting the essential functions and desired qualifications will be invited to participate in an interview process.

The following is a tentative recruitment calendar. Please note the dates are subject to change without notice.

- Week of June 16 ~ First review of applicants
- Week of June 30 ~ First round of interviews
- Week of July 7 ~ Final round of interviews
- August 4, 2014 ~ Planning Director begins employment with Portola Valley



The Town of Portola Valley is an equal opportunity employer. Candidates will be given consideration without regard to race, gender, age, disability, sexual orientation, military service, national origin, or other protected status. The provisions of this job announcement do not constitute an implied contract. Any provisions may be modified or revoked without notice.



HELP FIGHT SUDDEN OAK DEATH

Portola Valley & Woodside
SOD-Blitz 2014

Community Meeting & Instruction
Saturday, May 17th @ 10:00 a.m.

Independence Hall
2955 Woodside Road, Woodside

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

Presorted
Standard
**US POSTAGE
PAID**
Menlo Park, CA
94025
Permit No. 581

ECRWSS
Postal Customer
Portola Valley, CA 94028



Portola Valley & Woodside SOD-BLITZ

SUDDEN OAK DEATH /PHYTOPHTHORA RAMORUM

Community Meeting & Instruction

10:00 A.M. on Saturday, May 17, 2014

Independence Hall, 2955 Woodside Road, Woodside

Specimen Collection in the Field: May 17 and/or 18, 2014

SUDDEN OAK DEATH (SOD) IS A MAJOR PROBLEM IN OUR AREA. **YOU CAN BE A CITIZEN-SCIENTIST AND BE PART OF THE SOLUTION.**

To aid in understanding SOD, residents are invited to collect specimens that will be used in producing detailed local maps of the disease distribution.

A short training will be held on Saturday, May 17, at 10:00 A.M. at Woodside Town Hall. At this meeting volunteers will learn to:

- identify Bay Laurel trees, which are frequent carriers of the disease
- collect samples of Bay Laurel leaves
- record sample locations using addresses or GPS (samples may be collected anywhere in the area, including areas that were sampled in previous years)
- use distributed materials for specimen collection and labeling

Participants are encouraged to bring iPhones or Android-based phones as they may help with collections by downloading the free App - SODMAP mobile.

Matteo Garbelotto, Adjunct Professor in the Department of Environmental Science, Policy and Management at U.C. Berkeley will answer questions about Sudden Oak Death and this study.

Samples will be collected by volunteers on Saturday, May 17 and/or Sunday, May 18 and returned to Woodside Town Hall for pickup by 4 p.m. on Sunday.

U.C. Berkeley diagnostic laboratory will analyze each sample through microscopic and DNA analysis. After all samples have been tested, a map will be generated confirming the presence or absence of the pathogen in the area. This map will expand the mapping that was generated by the SOD-BLITZs held from 2008 through 2013. To see results from previous years, visit www.matteoalab.com.

For more information, contact:

Kevin Bryant, Town of Woodside, 851-6790, kbryant@woodsidetown.org

Brandi, Town of Portola Valley, 851-1700 x222, bdegarmeaux@portolavalley.net

**WOODSIDE FIRE PROTECTION DISTRICT
2014 CHIPPING DATES**

Chipping Dates Per CERPP Division

Division	Chipping Date
Vista Verde, Los Trancos, Blue Oaks	05/05/14
Portola Valley Ranch, Sequoias - Brookside	05/12/14
Woodside South	05/19/14
Old La Honda, Skyline	06/02/14
Alpine Hills, Family Farm	06/09/14
Cañada East	06/16/14
Westridge	07/07/14
Ladera	07/14/14
Woodside Glens	07/21/14
Los Trancos/Viste Verde	08/04/14
Woodside Highlands	08/11/14
Emerald Hills Wds	08/18/14
Woodside West & North	08/25/14
Portola Valley Ranch	09/15/14
Emerald Hills RWC	09/22/14
Woodside Hills	09/29/14
Westridge	10/06/14
Woodside Heights	10/13/14
Old La Honda Skyline	10/20/14
Skywood – Bear Gulch Rapley Trail	11/03/14
Woodside West & North	11/10/14
Alpine Hills, Family Farm	11/17/14



District Report



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New Jersey Light Traps	2
Balance Sheet	3
Profit and Loss	4
Operations Report	5
Chikungunya	6



A flock of sentinel chickens settles in to the chicken coop at East Palo Alto Charter School in the city of East Palo Alto. Blood samples will be collected from the chickens every two weeks starting on May 6, 2014, and tested for West Nile Virus, Western Equine Encephalitis and Saint Louis Encephalitis.

District News

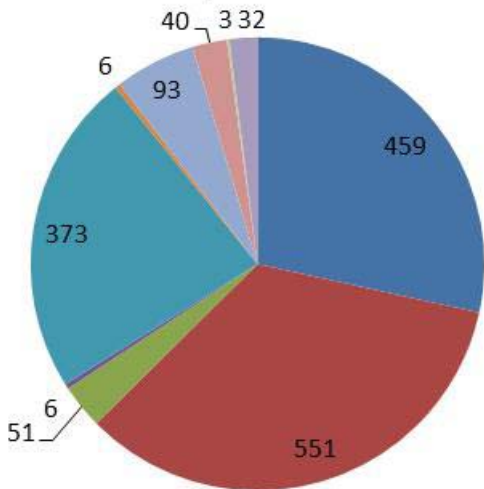
- On April 1, Vector Ecologist Theresa Shelton gave a presentation on vector-borne diseases to biology students at Notre Dame High School in Belmont.
- Eric Eckstein joined the district as a Vector Control Technician on April 7.
- The West Nile Virus hotline resumed for the 2014 season on April 15. Residents should call 1-877-WNV-BIRD or go to the website http://westnile.ca.gov/report_wnv.php to report dead birds and squirrels.
- Laboratory staff set up three flocks of sentinel chickens for the 2014 West Nile Virus season. The flocks are located in Woodside, Hillsborough and East Palo Alto.
- The district participated in two community outreach events on April 26: Bug Day at the Randall Museum in San Francisco and the Portola Valley Woodside Earth Fair.
- Operations hired two seasonal employees, Diego Castro and Miguel Munoz and the Laboratory hired Erik Betz for additional help during the warmer months.
- Through the month of April, the district has detected thirteen *Aedes aegypti* mosquitoes in Menlo Park this year.



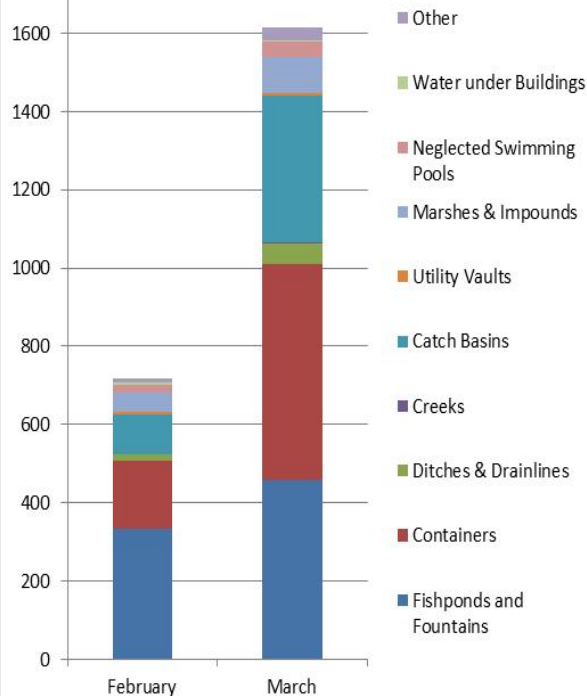
Mosquito Sources Treated and Acres Treated

Number of each type of source treated in March

- Fishponds and Fountains
- Containers
- Ditches & Drainlines
- Creeks
- Catch Basins
- Utility Vaults
- Marshes & Impounds
- Neglected Swimming Pools
- Water under Buildings
- Other

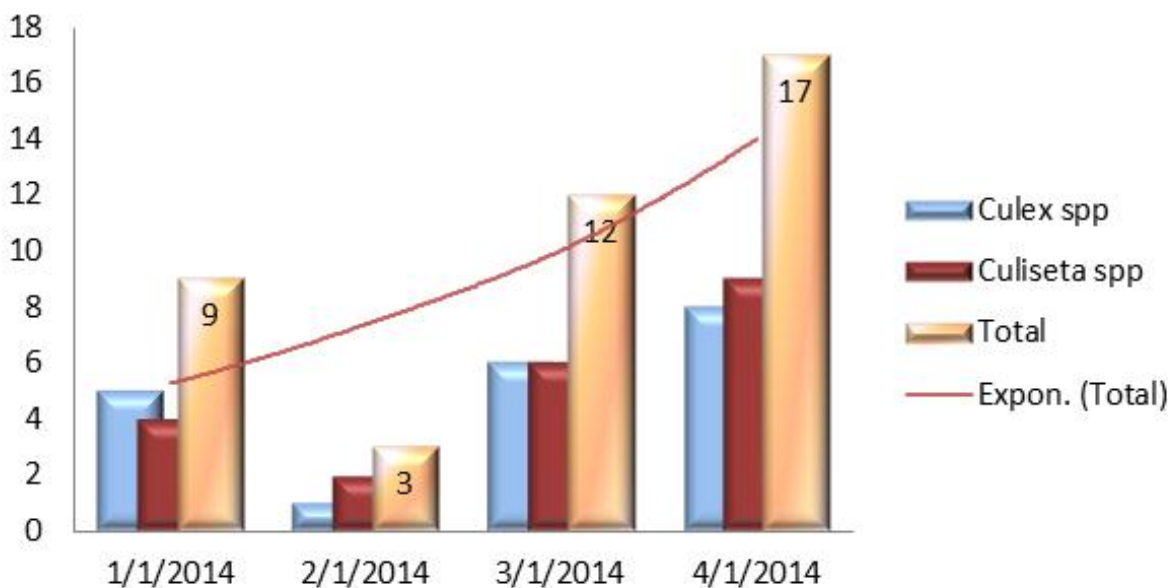


Number of acres treated in March



New Jersey Light Traps

New Jersey Light Traps 2014



Monthly numbers of mosquitoes collected in New Jersey Light Traps during 2014. The district has four light traps, located in San Bruno, Belmont, Menlo Park and Woodside.

San Mateo County Mosquito and Vector Control

District Balance Sheet - Consolidated Funds As of March 31, 2014

	Mar 31, 2014
ASSETS	
Current Assets	
Checking/Savings	
1010 - Cash	6,106,985
1010A01 - Cash-VCJPA Property Contingency	37,009
1010A02 - Cash-VCJPA Member Contingency	318,881
1020 - Cash - Petty Cash	400
Total Checking/Savings	6,463,275
Accounts Receivable	
1012 - 1012 - Accounts Receivable-001	7,730
Total Accounts Receivable	7,730
Total Current Assets	6,471,006
TOTAL ASSETS	6,471,006
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 - 4300-1 - Accounts Payable	60,733
Total Accounts Payable	60,733
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	-
Total Current Liabilities	60,733
Total Liabilities	60,733
Equity	
32000 - Retained Earnings	6,107,309
Net Income	302,964
Total Equity	6,410,273
TOTAL LIABILITIES & EQUITY	6,471,006

San Mateo County Mosquito and Vector Control

District Profit & Loss - Consolidated Funds for the month ended March 31, 2014

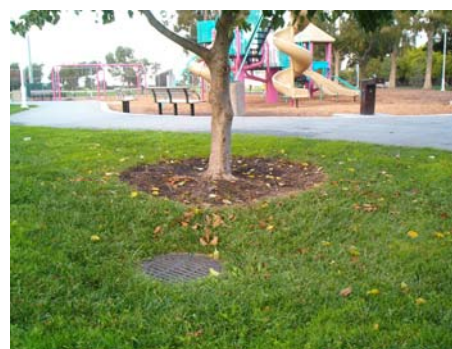
		MTD	YTD	Budgeted	YTD Mar %	75%
		March-14	FY13/14	FY13/14	Balance Remaining	% of FY13/14 Budget
REVENUES						
1021	Prop. taxes, current, secured	84,806	999,823	1,521,718	521,895	65.7%
1024	PY Secured Rede	0	2,485	5,000	2,515	49.7%
1031	Prop. taxes, current unsecured	3,534	90,552	88,000	(4,552)	105.3%
1033	Prop. taxes, prior, unsecured	(884)	(4,999)	1,000	5,999	-499.9%
1041	Prop taxes CY secured SB 813	5,109	28,241	28,000	(2,241)	108.6%
1042	Prop taxes CY unsecured SB 813	0	0	650	650	0.0%
1043	PY SB 813 REDEM	0	0	1,400	1,400	0.0%
1045	Prop. taxes unsecured SB 813	0	0	320	320	0.0%
1048	1048 - ERAF Rebate	0	281,332	215,000	(48,332)	121.5%
1521-11	VCJPA-Interest Income	1,009	2,825	1,500	(1,325)	188.3%
1521	Interest Earned	0	24,754	40,500	15,746	61.1%
1831	Homeowner Prop	0	5,484	5,500	16	99.7%
2031	Benefit Assessment	74,488	927,188	1,438,911	511,723	64.4%
2439	Mosquito Control Tax	24,228	303,189	484,181	180,992	65.3%
2451	Services Abatement Income	716	234,252	255,000	20,748	91.9%
2647	Misc Refunds/RDA/RPTTF	0	56,874	40,000	(16,874)	142.2%
2858-11	VCJPA-Misc Income	0	0	10,000	10,000	0.0%
2858	Other	1,378	288,171	48,000	(218,171)	554.5%
Total Revenue		194,194	3,198,171	4,160,680	962,509	76.9%
EXPENDITURES						
Salary & Benefits						
4111	Regular Full Time	110,938	1,070,120	1,515,000	444,880	70.6%
4161	Regular Part Time	2,934	97,403	129,000	31,587	75.5%
4311	Social Security	312	7,005	10,000	2,995	70.0%
4321	Retirement	34,899	334,216	478,000	143,784	69.9%
4412	Health Insurance	29,991	259,003	389,000	109,997	70.2%
4414	Great-West Deferred Comp	1,000	8,500	13,000	4,500	65.4%
4415	Medicare Insurance	1,883	17,177	24,000	6,823	71.6%
4422	Dental Insurance	2,700	28,244	38,000	11,756	69.1%
4431	Vision Insurance Plan (VSP)	435	3,894	5,300	1,406	73.5%
4440	Employee Commute Benefit	397	3,298	5,500	2,204	59.9%
4442	Long Term Disability	866	7,887	11,300	3,633	67.9%
4451	Unemployment Insurance	321	13,029	18,000	4,971	72.4%
4821	AFLAC Insurance	486	4,495	6,500	2,005	69.2%
Subtotal		186,939	1,852,047	2,622,800	770,553	70.6%
Services & Supplies						
5111	Pesticides	29,483	105,880	250,000	144,340	42.3%
5121	Clothing	1,798	14,792	23,700	8,908	62.4%
5158	Household	49	1,879	4,200	2,321	44.7%
5171	Medical/Laboratory	1,544	23,185	18,800	(4,385)	123.3%
5188	Other Misc (Union Bank Fee)	38	334	1,800	1,466	18.6%
5199	Office	4,116	12,428	20,100	7,674	61.8%
5233	Tools/Equipment	2,855	14,784	19,350	4,586	76.3%
5331	Memberships	0	18,074	18,845	2,771	85.3%
5416	Gasoline/Oil	3,219	41,820	67,000	25,180	62.4%
5428	Facility/Auto/Equip Maint/Repair	21,858	220,803	295,000	74,197	74.8%
5472	General Maintenance	758	3,788	9,300	5,532	40.5%
5631	Electric/Gas	2,039	18,210	20,900	2,690	87.1%
5635	Water/Sewer Disposal	212	8,911	9,700	2,789	71.3%
5721	Meetings/Conferences	5,306	58,802	91,800	34,998	61.9%
5858	Services/Consultation	12,371	181,889	238,800	78,711	67.8%
5966	District Special Expenses	4,740	38,576	123,750	87,174	29.6%
8712	Telephone	1,474	14,983	22,500	7,537	68.5%
8725	Liability Insurance	0	41,358	53,000	11,642	78.0%
8731	Other Insurance	620	120,083	102,100	(17,983)	117.8%
Subtotal		92,459	912,281	1,390,445	478,164	65.6%
Fixed Assets						
7211	Structures/Improvements	0	0	0	0	0.0%
7311	Equipment	8,860	130,879	144,300	13,421	90.7%
Subtotal		8,860	130,879	144,300	13,421	
Total Expenditures		288,258	2,895,207	4,157,345	1,262,138	69.6%
NET INCOME						
Net Income		(94,064)	302,964	3,335		



Operations Report

No water, big problems

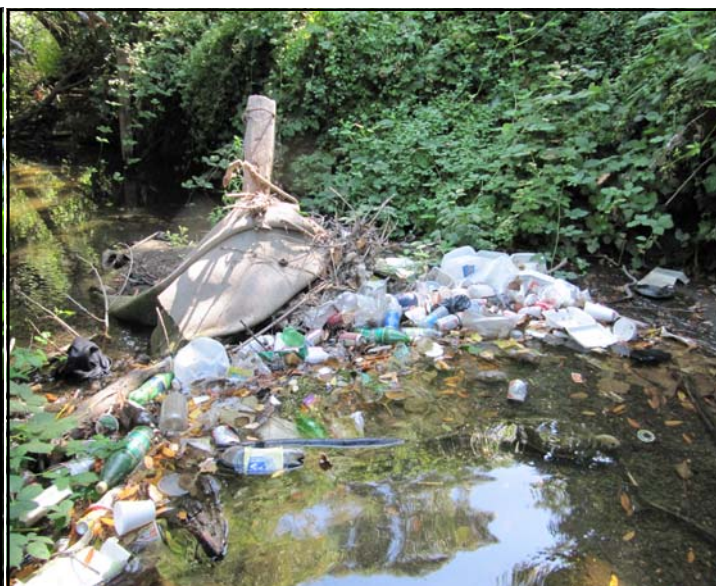
Our summer catch basin program has started early this year. Staff has wiped the dust off our jeeps and started treating the storm drains in San Mateo County. When winter and spring produces less rain than usual it creates more mosquito issues than you would expect. Because of the lack of precipitation, there isn't a surge of water flushing the storm drains. As a result, stagnant pools that mosquitoes thrive in are formed. This not only affects the catch basins along the street, but also the drains in the city parks which impact the public who enjoy the outdoors. One catch basin can breed thousands of mosquitoes. Luckily our staff has gotten an early start controlling these subterranean breeding sites.



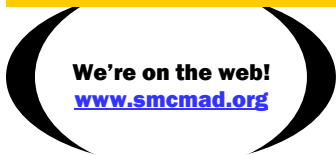
Left: Seasonal technician Alvin Baptiste sprays a catch basin. **Middle:** Catch basin in San Mateo. **Right:** Catch basin at a park.

Clean Creeks

The season for creeks has arrived sooner than usual, allowing us to get an early start on our trimming and treatments. Usually we only treat our creeks 4-5 times a year, but this year that number will increase. Additionally, our district is looking into doing some creek clean-ups in some of the more littered streams that will help create better flow and fewer areas that breed mosquitoes. Plus it looks nice!



Left: Operations Supervisor Casey Stevenson and Vector Control Technician Jim O'Brien clear a path through a creek in San Mateo. **Right:** Piles of garbage in a creek prevents water from flowing, which can cause production of high numbers of mosquitoes.



"An Independent Special District Working for You Since 1916"

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL

1351 Rollins Road Burlingame, CA 94010

Phone: 650-344-8592
 Fax: 650-344-3843
 info@smcmad.org
 www.smcmad.org

The San Mateo County Mosquito and Vector Control District is an independent, Special District funded by a property tax voted in by individual cities. Our mission is to safeguard the health and comfort of our citizens through a planned program to reduce mosquitoes and other vectors in an environmentally responsible manner.

	Extension
Robert B. Gay, Manager	12
Brian Weber, Assistant Manager	16
Nayer Zahiri, Laboratory Director	32
Tina Sebay, Vector Ecologist	38
Theresa Shelton, Vector Ecologist	44
Warren Macdonald, Laboratory Assistant	31
Rosendo Rodriguez, Finance Director	11

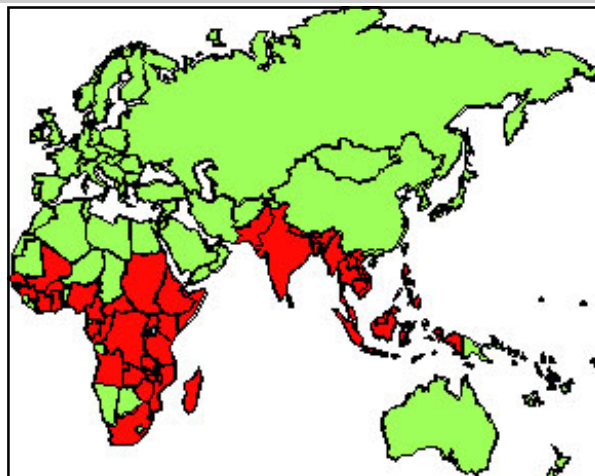
"A VECTOR is any animal that can transmit disease to animals or people."

Chikungunya

Last month, San Mateo County Health informed the district that a resident of East Palo Alto had been diagnosed with Chikungunya disease, acquired during international travel. Chikungunya is a vector-borne disease that is transmitted by certain *Aedes* mosquitoes, including *Aedes aegypti*. The presence of *Ae. aegypti* mosquitoes near a person infected with Chikungunya virus could result in local transmission. Laboratory staff deployed several mosquito traps (AGO, BG-Sentinel and ovicups) in the neighborhood surrounding the disease case to monitor for *Ae. aegypti* mosquitoes. Thus far, there have been no detections of the mosquito in the area.

Symptoms of infection of Chikungunya virus are fever and joint pain, and sometimes include headache and rash. The symptoms begin about 3-7 days after being bitten by an infected mosquito. No vaccine has been developed and there is no medicine for treatment, but seeking medical care for the disease can help manage symptoms and the disease report will help the district and other agencies to take actions necessary to protect public health. Those at greatest risk are infants, adults over 65 years of age, and people with other medical conditions.

Chikungunya virus is expanding its range, with local transmission found for the first time in the Western Hemisphere on Caribbean islands in 2013. Travelers to places with Chikungunya should take precautions to avoid mosquito bites.



Countries highlighted in red have local transmission or Chikungunya virus. Source: CDC



City of Millbrae
621 Magnolia Avenue, Millbrae, CA 94030

WAYNE J. LEE
Mayor

May 14, 2014

Dear Honorable Mayor,

The City of Millbrae is embarking upon exciting economic and cultural exchanges with the municipalities in the People's Republic of China through longstanding ties and business connections. During my last visit to China in the Fall of 2013, many cities inquired about and encouraged ever stronger economic, trade, educational and cultural cooperation. To that end, we are signing an initial agreement to strengthen our ties with the City and Region of Zhongshen on Saturday, the 24th of May, 2014 at 11:00 am at Millbrae City Hall. The signing ceremony will be followed by a luncheon for which we have included an invitation for you and the members of your council.

Millbrae is well known by the Government of the People's Republic of China for its proximity to the San Francisco international Airport and the largest intermodal transit center in the western United States, its prime location between both San Francisco and Silicon Valley and the very active business network with East Asia.

Opportunities for San Mateo County Cities.

Each one of our more than 20 San Mateo County cities has something unique to offer. The great variety of business services and opportunities for further economic ties and exchanges places our region in a prime location for businesses seeking to establish offices on the Peninsula. These growing economic ties will bolster our respective economies and create sustainable job growth.

Proposal to Meet and Coordinate a San Mateo County Base for International Development.

By working together and pooling our resources, we can achieve an exponential gain in economic benefits. I have contacted, ChinaSF, an experienced agency that has a record of success with attracting high quality businesses to the region. Our collaboration with ChinaSF, a part of the San Francisco Chamber of Commerce, will allow us to benefit from their well established name and reputation to further develop close ties with the businesses and opportunities of San Francisco. They are excited at the prospect of working with their neighboring cities on this endeavor. At our luncheon, I propose that we discuss further cooperation between our San Mateo County communities, ChinaSF and the City of Zhongshen.

I look forward to meeting with you and the members of your City Council. I know that we will find many areas cooperation for the betterment of our communities.

Sincerely,

A handwritten signature in blue ink that reads "Wayne J. Lee".

Wayne J. Lee
Mayor of Millbrae

Wayne Lee, Mayor of Millbrae, California,
Cordially invites you to the signing of the

MEMORANDUM OF UNDERSTANDING
ON FRIENDLY COOPERATION
BETWEEN
THE CITY OF MILLBRAE, UNITED STATES OF AMERICA
AND
THE CITY OF ZHONGSHAN, THE PEOPLE'S REPUBLIC OF CHINA.

The event is an opportunity to meet with City Officials from Zhongshan City to
develop mutual cultural and economic benefits
with the Greater Southern China Region

Official signing is held on Saturday May 26th 11AM at
City Hall
City of Millbrae
621 Magnolia Ave, Millbrae

Lunch reception will be held at 12 PM at Tai Wu restaurant located at
300 El Camino Real, Millbrae, CA 94030
*Parking located at the Burger King or Universal Supply
on the east side of El Camino Real*

RSVP to alouis@ci.millbrae.ca.us by May 21, 2014



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: May 16, 2014
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended May 16, 2014.

1. **Coyote Workshop** – In response to recent incidents, Town residents Bill Dewes, Majda Jones, and Karen Katz volunteered to organize a coyote workshop to help educate community members on how to coexist with coyotes. The workshop will be on Monday, May 19th at 7:00PM in the Historic Schoolhouse with speaker Mary Paglieri, a human-animal conflict consultant and behavioral ecologist.
2. **HCD Site Visit & Tour** – On Tuesday, May 13th, three staff members from the California Department of Housing and Community Development (HCD) came to Portola Valley for a site visit and tour. HCD staff were given an introduction to the town, including a brief driving tour, and also heard about the Town's approach to housing and actions taken since the 2009 Housing Element. Feedback from HCD was positive. Town staff was also able to discuss the housing element review process and hear tips and suggestions for using the new streamlined review process.
3. **2014 Chipper Program** – The Towns of Woodside and Portola Valley and the Woodside Fire Protection District (WFPD) are once again offering the neighborhood Chipper Program. This collaborative fuel-reduction program helps decrease the communities'

threat from wildfire and once again is provided at no charge to residents. Chipping began on Monday, May 5th and will continue through Monday, November 17th.

4. **Planning Director Recruitment** – The recruitment for a Planning Director has begun and the employment brochure is posted on the Town website. The first review of applicants will begin the week of June 16th.
5. **Town Employee Anniversary** – On May 18th, Planning Technician CheyAnne Brown will celebrate five years with the Town. Please congratulate her the next time you stop by Town Hall.

TOWN COUNCIL WEEKLY DIGEST

Friday – May 23, 2014

1. Agenda – (Cancellation) ASCC – Monday, May 26, 2014
2. Agenda – Ad-Hoc Water Conservation Task Force – Tuesday, May 27, 2014
3. Agenda – Special ASCC – Tuesday, May 27, 2014
4. Agenda – Conservation Committee – Tuesday, May 27, 2014
5. Memo from Sustainability & Special Projects Manager, Brandi de Garneau to Mayor and Members of the Town Council re: Water Conservation Efforts
6. Map provided by Steve Hedlund, Representative of San Mateo County Mosquito and Vector Control re: Detection of the *Aedes Aegypti* mosquito in Menlo Park
7. Memo from Town Manager, Nick Pegueros re: Weekly Update – Friday, May 23, 2014

Attached Separates (Council Only)

1. Invitation to the 35th Annual COPE Banquet from the San Mateo County Central Labor Council – Friday, July 25, 2014



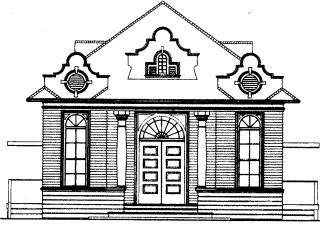
TOWN OF PORTOLA VALLEY
ASCC
Monday, May 26, 2014 – 7:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

ARCHITECTURAL SITE AND CONTROL COMMISSION

NOTICE OF MEETING CANCELLATION

Monday, May 26, 2014

The ASCC regularly scheduled meeting of Monday, May 26, 2014 has been cancelled. A special meeting has been scheduled for Tuesday, May 27, 2014.



TOWN OF PORTOLA VALLEY
Ad-Hoc Water Conservation Task Force
Tuesday, May 27, 2014 3:00-5:00 PM
Town Hall, Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

- 1. Call To Order**
- 2. Oral Communications**
- 3. Approval of Minutes**
- 4. Round Table Discussion of New Learnings/Materials (2-3 min each)**
- 5. Team Reports on Goals:**
 - a. Refined (if need be) goal statement**
 - b. Time table**
 - c. Strategies and actions to achieve (for discussion and selection)**
- 6. Discuss Stratification of Portola Valley Customers and Fit Strategies in Matrix**
- 7. Set Date for Report to Town Council**
- 8. Plan Topics for Next Meeting**
- 9. Announcements**
- 10. Adjournment**



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Tuesday, May 27, 2014
Special Field Meetings (time and place as listed herein)
7:30 PM – Special ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING*

3:30 p.m. 683 Portola Road. Field meeting for preliminary review of plans for new barn, site development permit X9H-675 and amendment to CUP X7D-156. (ASCC review to continue at Regular Meeting)

4:30 p.m. 17 Redberry Ridge. Field meeting for preliminary review of plans for residential development and site development permit X9H-670 for this 1.65 acre property. (ASCC review to continue at Regular Meeting)

7:30 PM - SPECIAL AGENDA*

1. Call to Order:
2. Roll Call: Breen, Clark, Harrell, Koch, Ross
3. Oral Communications:

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

4. Old Business:
 - a. Continued Architectural Review for New Residence, Detached Guest House, and Site Development Permit X9H-669, 128 Escobar Road, Khatod
 - b. Continued Consideration of Variance X7E-136 and Architectural Review for House Addition, 20 Russell Avenue, Subramonian
5. New Business:
 - a. Preliminary Architectural Review for New Residence, Swimming Pool, and Site Development Permit X9H-670, 17 Redberry Ridge, Yang
 - b. Preliminary Architectural Review for New Barn, Site Development Permit X9H-675 and Amendment to Conditional Use Permit X7D-156, 683 Portola Road, White
6. Commission and Staff Reports:
7. Approval of Minutes: May 12, 2014
8. Adjournment:

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: May 23, 2014

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Conservation Committee
Tuesday, May 27, 2014 - 7:45 PM
Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – April 22, 2014
4. Site Permits –
 New – **None**
 Tree Removals – Review request for additional tree removals at 3 Grove Ct.
5. Old Business
 - A. Backyard Habitat program - Marge
 - B. Earth Day Fair – debrief
 - C. Planting plan for Oak Grove subcommittee report
 - D. Ad-Hoc Water Conservation Task Force – draft locally
 - 1) Draft locally appropriate drought tolerant plant list;
 - E. Tip of the month – Murphy - drought again?
 - F. PV Anniversary year celebration – welcome basket – subcommittee Murphy/Kearney
 - G. Willows / Creek – work with upstream folks?
 - H. Optimize creeks
 - I. Budget
 - J. Public Works issues
 - K. Native Plant Garden
 - L. Cooperation with Trails Committee
6. New Business
 - A. Picnic Day June 7 – table / assignments
 - B. Hawthorns property proposal – Yvonne and docent walks
7. Action Plan
8. Announcements
9. Adjournment



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garmeaux, Sustainability & Special Projects Manager

DATE: May 23, 2014

RE: **Water Conservation Efforts at Town Facilities**

As a standard business practice, and per the Town's Environmentally Preferable Purchasing Policy, the Town is always seeking the most efficient and cost-effective means to save resources at Town Facilities. In response to rising water costs, the drought and pending water restrictions, Town staff has implemented the following water-conservation efforts at Town Facilities.

Recreational Field Maintenance

- Grass cycling is practiced on all Town fields through a mulching attachment on the mower.
- A pilot project is being conducted on the soccer field at the Town Center: transitioned from chemical to biological management of the soil, which includes an aeration treatment and application of compost tea and compost.
- Plugged the out fall of the sand channel drainage system at Rossotti field to reduce the flow rate of water through the field in the dry months.
- Reduced irrigation: as of early April, the Town's fields are getting roughly a third less water.
- Mowing is deferred to cooler days and not during temperatures in the high 80's or above, which would require more watering afterwards.
- Wherever possible, fertilizer with a higher potassium content is used to help the grass retain more water internally.

Town Center - Outdoor Conservation

The Town Center plantings were initially selected to meet the LEED Platinum Certification; however, as plantings need replacing/upgrading, staff is conscientious in working with the Conservation Committee to ensure that new plants are consistent with the original design – low-water using and native. The additional efforts below have been implemented to address outdoor water use at the Town Center.

- Turned off the water fountain and water feature at the playground (they cannot be turned off separately; another water fountain is located nearby).
- Secured the water spigots on the exterior of the buildings; previously the water spigots were left unlocked and occasionally this led to leaking and overuse.
- Applied mulch to planting areas to reduce water needs.
- Decided not to replant planting beds in and around Historic Schoolhouse as the new plants would need additional water.

Town Center – Indoor Conservation

The indoor fixtures and appliances at the Town Center were initially selected to meet the LEED Platinum Certification; however, as efficiencies increase, Town staff will continue to look for opportunities. The additional efforts below have been implemented to address indoor water use at the Town Center.

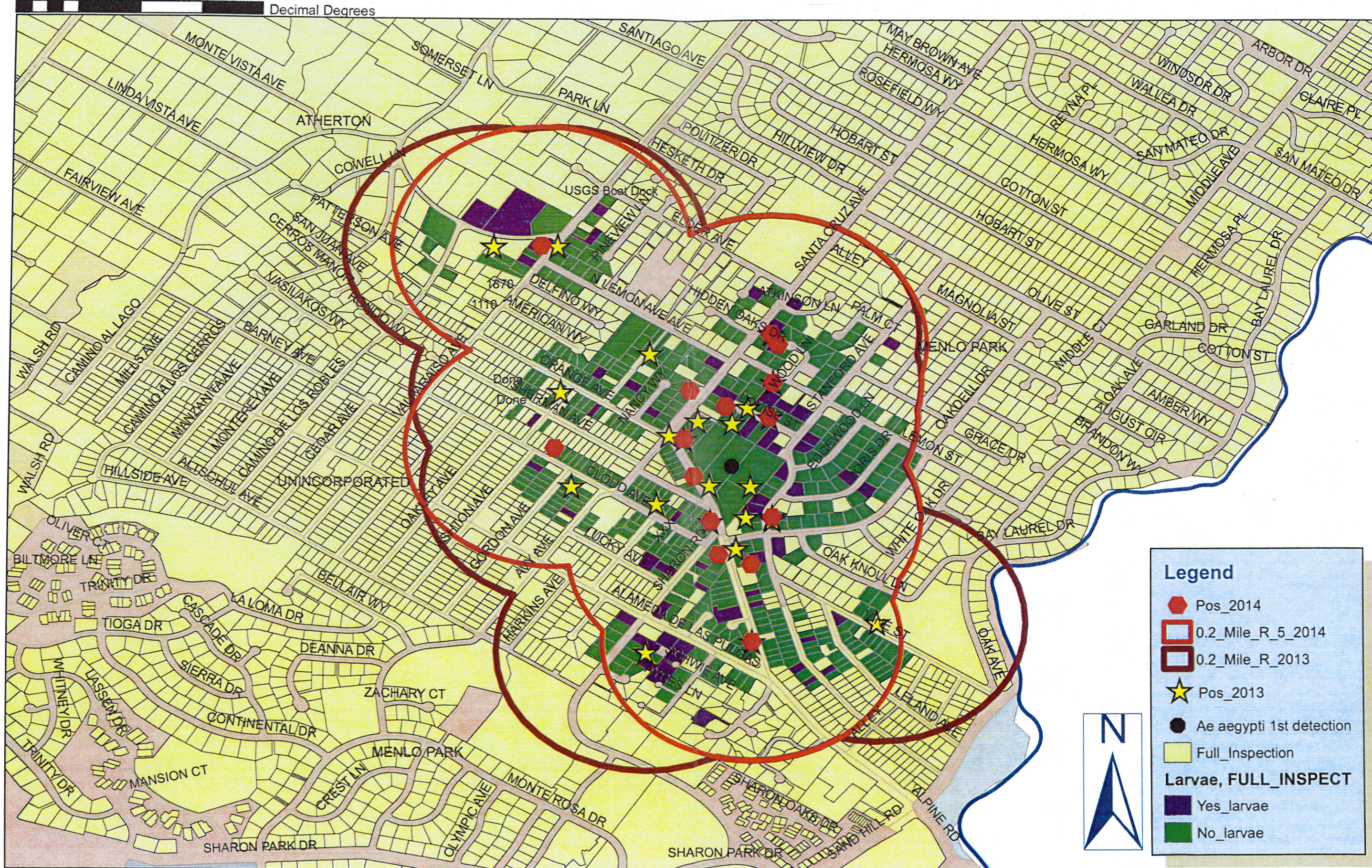
- Faucets at Town Center
 - Audited gallons per minute of all the faucets at Town Center; transitioning to lower flow rates where possible.
 - Reducing run time on faucets in the restrooms near the Historic Schoolhouse

Staff will review water use over the next few months to determine the impact of the implemented measures and continue to look for opportunities to conserve water at all the Town Facilities. In addition, we will work with the Ad-Hoc Water Conservation Task Force and CalWater to research and propose new and innovative water-conserving measures to the Council.

Aedes aegypti Activity at Menlo Park 2013 & 2014

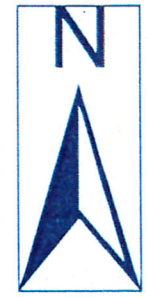
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Decimal Degrees



Legend

- Pos_2014
- ◻ 0.2_Mile_R_5_2014
- ◻ 0.2_Mile_R_2013
- ★ Pos_2013
- Ae aegypti 1st detection
- ◻ Full_Inspection
- Larvae, FULL_INSPECT**
- Yes_larvae
- No_larvae





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: May 23, 2014
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended May 23, 2014.

1. **Coyote Workshop** – Town residents Bill Dewes, Majda Jones and Karen Katz organized a coyote workshop to help educate community members on how to coexist with coyotes. It was held in the Historic Schoolhouse on Monday, May 19th. Approximately 40 residents attended and, courtesy of Virginia Bacon, the presentation can be viewed online at <http://www.youtube.com/watch?v=xstsh-T7seM&feature=youtu.be>.
2. **Joint Study Session Video** – Also courtesy of Virginia Bacon, Steve Toben's 1964 Consensus lecture is posted to her blog: <http://www.pv.beaucamera.com/>
3. **Crisis Communications Training** – Sharon Hanlon was in San Luis Obispo this week for a weeklong training on crisis communications put on by the California Specialized Training Institute (CSTI), the training arm of the California Office of Emergency services. The training is intended to build the skills necessary to coordinate public information officer duties in the event of an EOC activation. Per the Town Council's request, attached is a list of training courses required by all EOC staff/volunteers. If you decide to take any of the training sessions, please provide me with the certificate for Town records.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council, Staff, and Volunteers
 FROM: Nick Pegueros, Town Manager
 DATE: June 4, 2012, **(updated May 22, 2014)**
 RE: Required FEMA Training

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

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

Please allow up to 2 hours of undivided attention to complete each training module. Upon completion of each module you will receive a certificate that should be forwarded to me for inclusion in the Town's emergency preparedness training records.

Note: Town staff completed the required training in August 2012.