



TOWN OF PORTOLA VALLEY

Page 1

7:30 PM – Regular Meeting of the Town Council
Wednesday, June 25, 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** – June 25, 2014 (3)
- (2) **Recommendation by Town Clerk** – Consultant Agreement between the Town of Portola Valley and Barbara Templeton for Transcription Services (12)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Consultant Agreement Between the Town of Portola Valley and Barbara Templeton (Resolution No. __)
- (3) **Recommendation by Administrative Services Manager** - Approval of Investment Policy (14)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting Town Investment Policy (Resolution No. __)
- (4) **Recommendation by Administrative Services Manager** - Approval of 2014-2015 Appropriations Limit (19)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Determining and Establishing the Appropriations Limit for 2014-2015 (Resolution No. __)
- (5) **Recommendation by Administrative Services Manager** – 2014/2015 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments (29)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2014-15 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. __)
 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2014-15 Tax Roll and to Collect the Tax at the same time as the General County Taxes (Resolution No. __)
- (6) **Recommendation by Public Works Director** – Alpine Road Bank Project No. 2012-PW03 Federal Project No. ER-22X0(001) (32)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the Alpine Road Bank Protection Project No. 2012-PW03 Federal Project No. ER-22X0(001) (Resolution No. __)

REGULAR AGENDA

PUBLIC HEARING

- (7) **PUBLIC HEARING** – Adoption of the Fiscal Year 2014-2015 Budget (36)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2014-2015 (Resolution No. __)

(8) **Recommendation by Sustainability and Special Projects Manager** – Adoption of a Resolution Allowing a (90) Special Rate Adjustment to the Franchise Agreement between the Town of Portola Valley and GreenWaste Recovery, Inc.

(a) A Resolution of the Town Council of the Town of Portola Valley Allowing a Special Rate Adjustment to the Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials Between the Town of Portola Valley and GreenWaste Recovery, Inc. (Resolution No. ____)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(9) **Reports from Commission and Committee Liaisons** (107)

There are no written materials for this item.

WRITTEN COMMUNICATIONS

(10) **Town Council Weekly Digest** – June 20, 2014 (108)

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

06/25/14

Page 3

Date: 06/19/2014

Time: 12:20 pm

Page: 1

TOWN OF PORTOLA VALLEY

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

ALLIANT INSURANCE SERVICES	Event Ins, 50th Anv/Horse Fair	15400	06/25/2014	
			06/25/2014	
SPECIAL EVENTS	475		06/25/2014	0.00
NEWPORT BEACH	BOA	48740	06/25/2014	0.00
CA 92658	230522			306.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4146	Comm'ty Events / 50th Anniv	306.00	0.00

Check No.	48740	Total:	306.00
Total for	ALLIANT INSURANCE SERVICES		306.00

AMERICAN DIABETES ASS'N	Litter Deposit Refund	15377	06/25/2014	
			06/25/2014	
1701 NO BEAUREGARD STREET	0087		06/25/2014	0.00
ALEXANDRIA	BOA	48741	06/25/2014	0.00
VA 22311				100.00

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

Check No.	48741	Total:	100.00
Total for	AMERICAN DIABETES ASS'N		100.00

ANIMAL DAMAGE MGMT INC	Pest Control, May	15394	06/25/2014	
			06/25/2014	
16170 VINEYARD BLVD. #150	804		06/25/2014	0.00
MORGAN HILL	BOA	48742	06/25/2014	0.00
CA 95037	74947			295.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	172.50	0.00
05-66-4342	Landscape Supplies & Services	122.50	0.00

Check No.	48742	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

ARC	Plan Copies, 274 Corte Madera	15382	06/25/2014	
			06/25/2014	
P.O. BOX 192224	0112		06/25/2014	0.00
SAN FRANCISCO	BOA	48743	06/25/2014	0.00
CA 94119-2224	1000414			33.26

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	33.26	0.00

ARC	13/14 Street Resurf Proj Plans	15397	06/25/2014	
			06/25/2014	
P.O. BOX 192224	0112		06/25/2014	0.00
SAN FRANCISCO	BOA	48743	06/25/2014	0.00
CA 94119-2224	993597			737.11

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4533	CIP13/14 Street Resurface	737.11	0.00

Check No.	48743	Total:	770.37
-----------	-------	--------	--------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

06/25/14

Page 4

Date: 06/19/2014

Time: 12:20 pm

Page: 2

TOWN OF PORTOLA VALLEY

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

Total for ARC 770.37

AT&T	Statements, 5/6 - 6/5	15381	06/25/2014	
			06/25/2014	
P.O. BOX 9011	441		06/25/2014	0.00
CAROL STREAM	BOA	48744	06/25/2014	0.00
IL 60197-9011				269.59

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	269.59	0.00

Check No. 48744 Total: 269.59

Total for AT&T 269.59

BACKYARD CARNIVALS	Canopies for Town Picnic	15383	06/25/2014	
			06/25/2014	
3381 VINCENT ROAD	834		06/25/2014	0.00
PLEASANT HILL	BOA	48745	06/25/2014	0.00
CA 94523	4088			300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	300.00	0.00

Check No. 48745 Total: 300.00

Total for BACKYARD CARNIVALS 300.00

ROSS BARDWELL	Refund Deposit, 35 Valencia Ct	15384	06/25/2014	
			06/25/2014	
35 VALENCIA	1156		06/25/2014	0.00
PORTOLA VALLEY	BOA	48746	06/25/2014	0.00
CA 94028				4,383.90

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	4,383.90	0.00

Check No. 48746 Total: 4,383.90

Total for ROSS BARDWELL 4,383.90

WILLIAM CADIZ	Teen Comm'te Dance DJ, 6/27	15367	06/25/2014	
			06/25/2014	
554 APPENZEL PLACE	0349		06/25/2014	0.00
MANTECA	BOA	48747	06/25/2014	0.00
CA 95377				250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4166	Teen Committee	250.00	0.00

Check No. 48747 Total: 250.00

Total for WILLIAM CADIZ 250.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

06/25/14

Date: 06/19/2014

Time: 12:20 pm

Page: 3

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

CALIFORNIA WATER SERVICE CO	June Statements	15385	06/25/2014	
			06/25/2014	
3525 ALAMEDA DE LAS PULGAS	0011		06/25/2014	0.00
MENLO PARK	BOA	48748	06/25/2014	0.00
CA 94025844				9,555.13

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	9,555.13	0.00

Check No.	48748	Total:	9,555.13
Total for	CALIFORNIA WATER SERVICE CC		9,555.13

CITY OF REDWOOD CITY (IT)	May IT Support	15366	06/25/2014	
			06/25/2014	
P.O. BOX 3629	586		06/25/2014	0.00
REDWOOD CITY	BOA	48749	06/25/2014	0.00
CA 94064	BR32905			1,957.70

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

Check No.	48749	Total:	1,957.70
Total for	CITY OF REDWOOD CITY (IT)		1,957.70

CLEANSTREET	May Street/Litter Clean	15398	06/25/2014	
			06/25/2014	
1937 W. 169TH STREET	0034		06/25/2014	0.00
GARDENA	BOA	48750	06/25/2014	0.00
CA 90247-5254	74629			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.	48750	Total:	1,529.62
Total for	CLEANSTREET		1,529.62

COPYMAT	Postcard, Special TC Mtg	15386	06/25/2014	
			06/25/2014	
1918 EL CAMINO REAL	0046		06/25/2014	0.00
REDWOOD CITY	BOA	48751	06/25/2014	0.00
CA 94063-2113	65797			153.69

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	153.69	0.00

Check No.	48751	Total:	153.69
Total for	COPYMAT		153.69

HILLYARD, INC	Janitorial Supplies	15368	06/25/2014	
		00006202	06/25/2014	
P.O. BOX 874338	531		06/25/2014	0.00
KANSAS CITY	BOA	48752	06/25/2014	0.00
MO 64187-4338	601183649			1,326.38

GL Number	Description	Invoice Amount	Amount Relieved
-----------	-------------	----------------	-----------------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

06/25/14

Page 6

Date: 06/19/2014

Time: 12:20 pm

Page: 4

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
05-66-4340	Building Maint Equip & Supp	442.12	442.12	
05-66-4341	Community Hall	442.13	442.13	
25-66-4340	Building Maint Equip & Supp	442.13	442.13	

Check No.	48752	Total:	1,326.38
<u>Total for</u>	HILLYARD, INC		1,326.38

HORIZON	Line Trimmer	15387	06/25/2014	
			06/25/2014	
P.O. BOX 52758	0289		06/25/2014	0.00
PHOENIX	BOA	48753	06/25/2014	0.00
AZ 85072-2758	1Y134234			176.22

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	176.22	0.00

HORIZON	Heads for Rossotti Field	15388	06/25/2014	
			06/25/2014	
P.O. BOX 52758	0289		06/25/2014	0.00
PHOENIX	BOA	48753	06/25/2014	0.00
AZ 85072-2758	1N177451			392.40

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	392.40	0.00

Check No.	48753	Total:	568.62
<u>Total for</u>	HORIZON		568.62

J.W. ENTERPRISES	Portable Lavs, 6/12 - 7/9	15378	06/25/2014	
			06/25/2014	
1689 MORSE AVE	829		06/25/2014	0.00
VENTURA	BOA	48754	06/25/2014	0.00
CA 93003	176241			412.16

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	412.16	0.00

Check No.	48754	Total:	412.16
<u>Total for</u>	J.W. ENTERPRISES		412.16

JORGENSON SIEGEL MCCLURE & FLEGEL	May Statement	15369	06/25/2014	
			06/25/2014	
1100 ALMA STREET	0089		06/25/2014	0.00
MENLO PARK	BOA	48755	06/25/2014	0.00
CA 94025				16,436.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	14,649.00	0.00
96-54-4186	Attorney - Charges to Appls	1,787.50	0.00

Check No.	48755	Total:	16,436.50
<u>Total for</u>	JORGENSON SIEGEL MCCLURE &		16,436.50

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

06/25/14

Page 7

Date: 06/19/2014

Time: 12:20 pm

Page: 5

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

KUTZMANN & ASSOCIATES	May 2014 Plan Check	15389	06/25/2014	
			06/25/2014	
39355 CALIFORNIA STREET	0090		06/25/2014	0.00
FREMONT	BOA	48756	06/25/2014	0.00
CA 94538				4,749.38

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	4,749.38	0.00

Check No.	48756	Total:	4,749.38
Total for	KUTZMANN & ASSOCIATES		4,749.38

LYNGSO GARDEN MATERIALS INC	Landscape Mulch	15395	06/25/2014	
		00006201	06/25/2014	
19 SEAPORT BOULEVARD	923		06/25/2014	0.00
REDWOOD CITY	BOA	48757	06/25/2014	0.00
CA 94063	874616			583.15

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	583.15	583.15

Check No.	48757	Total:	583.15
Total for	LYNGSO GARDEN MATERIALS INC		583.15

PLATINUM FACILITY SERVICES	Library Deep Clean	15399	06/25/2014	
			06/25/2014	
1530 OAKLAND RD., #150	402		06/25/2014	0.00
SAN JOSE	BOA	48758	06/25/2014	0.00
CA 95112	16918			800.00

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4344	Janitorial Services	800.00	0.00

Check No.	48758	Total:	800.00
Total for	PLATINUM FACILITY SERVICES		800.00

PRINTER ASSIST	Plotter Repair/Supplies	15371	06/25/2014	
			06/25/2014	
P.O. BOX 1533	944		06/25/2014	0.00
PALO ALTO	BOA	48759	06/25/2014	0.00
CA 94302-1533	8323			434.35

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	434.35	0.00

PRINTER ASSIST	Plotter Repairs/Supplies	15401	06/25/2014	
		00006216	06/25/2014	
P.O. BOX 1533	944		06/25/2014	0.00
PALO ALTO	BOA	48759	06/25/2014	0.00
CA 94302-1533	8331			1,070.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	1,070.00	1,070.00

Check No.	48759	Total:	1,504.35
Total for	PRINTER ASSIST		1,504.35

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

06/25/14

Page 8

Date: 06/19/2014

Time: 12:20 pm

Page: 6

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

RESIDENTIAL HEATING & AC	Building Permit Fee Overpmt	15390	06/25/2014	
			06/25/2014	
65 CRISTICH LANE	0411		06/25/2014	0.00
CAMPBELL	BOA	48760	06/25/2014	0.00
CA 95008				10.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	10.00	0.00

Check No.	48760	Total:	10.00
Total for	RESIDENTIAL HEATING & AC		10.00

LISA OBREGON RING	May Planning Consultant	15391	06/25/2014	
dba LOR Planning & Env'l Cons			06/25/2014	
346 CASTILIAN WAY	1243		06/25/2014	0.00
SAN MATEO	BOA	48761	06/25/2014	0.00
CA 94402	PV-2014-2			5,285.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	5,285.00	0.00

Check No.	48761	Total:	5,285.00
Total for	LISA OBREGON RING		5,285.00

RON RAMIES AUTOMOTIVE, INC.	May Fuel Statement	15372	06/25/2014	
			06/25/2014	
115 PORTOLA ROAD	422		06/25/2014	0.00
PORTOLA VALLEY	BOA	48762	06/25/2014	0.00
CA 94028				653.62

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	653.62	0.00

Check No.	48762	Total:	653.62
Total for	RON RAMIES AUTOMOTIVE, INC.		653.62

SCHWAAB INC	AP Stamp	15373	06/25/2014	
			06/25/2014	
PO BOX 3128	0120		06/25/2014	0.00
MILWAUKEE	BOA	48763	06/25/2014	0.00
WI 53201-3128	D83354			91.14

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	91.14	0.00

Check No.	48763	Total:	91.14
Total for	SCHWAAB INC		91.14

SPANGLE & ASSOCIATES	4/24 - 5/21 Statement	15392	06/25/2014	
			06/25/2014	
770 MENLO AVENUE	0121		06/25/2014	0.00
MENLO PARK	BOA	48764	06/25/2014	0.00
CA 94025-4736				31,777.50

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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

06/25/14

Page 9

Date: 06/19/2014

Time: 12:20 pm

Page: 7

TOWN OF PORTOLA VALLEY

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

05-54-4196	Planner	14,072.50	0.00	
96-54-4198	Planner - Charges to Appls	11,205.00	0.00	

Check No.	48764	Total:	31,777.50
Total for	SPANGLE & ASSOCIATES		31,777.50

STAPLES	May Office Supplies	15375	06/25/2014	
			06/25/2014	
STAPLES CREDIT PLAN	430		06/25/2014	0.00
DES MOINES	BOA	48765	06/25/2014	0.00
IA 50368-9020				299.07

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	299.07	0.00

Check No.	48765	Total:	299.07
Total for	STAPLES		299.07

STUART RENTAL COMPANY	Canopies Etc for Town Picnic	15393	06/25/2014	
	6/7/14	00006214	06/25/2014	
454 S. ABBOTT AVE	0205		06/25/2014	0.00
MILPITAS	BOA	48766	06/25/2014	0.00
CA 95035	129072			4,825.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	4,825.00	4,125.00

Check No.	48766	Total:	4,825.00
Total for	STUART RENTAL COMPANY		4,825.00

TOWNSEND MGMT, INC	November Applicant Charges	15396	06/25/2014	
			06/25/2014	
P.O. BOX 24442	609		06/25/2014	0.00
SAN FRANCISCO	BOA	48767	06/25/2014	0.00
CA 94124				1,567.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	95.00	0.00
96-54-4194	Engineer - Charges to Appls	1,472.50	0.00

Check No.	48767	Total:	1,567.50
Total for	TOWNSEND MGMT, INC		1,567.50

KIM VAN VOORHIS	Refund C&D Dep, 30 Hayfields	15379	06/25/2014	
			06/25/2014	
30 HAYFIELDS	651		06/25/2014	0.00
PORTOLA VALLEY	BOA	48768	06/25/2014	0.00
CA 94028				1,000.00

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

Check No.	48768	Total:	1,000.00
Total for	KIM VAN VOORHIS		1,000.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

06/25/14

Date: 06/19/2014

Time: 12:20 pm

Page: 8

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

BRUCE WILLARD	Wds H'lands, Spring Rd Cleanup	15376	06/25/2014	
			06/25/2014	
110 RUSSELL AVE	836		06/25/2014	0.00
PORTOLA VALLEY	BOA	48769	06/25/2014	0.00
CA 94028	1809			850.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	850.00	0.00

Check No.	48769	Total:	850.00
Total for	BRUCE WILLARD		850.00

Total Invoices: 33

Grand Total:	92,610.37
Less Credit Memos:	0.00
Net Total:	92,610.37
Less Hand Check Total:	0.00
Outstanding Invoice Total:	92,610.37

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
June 25, 2014

Claims totaling \$92,610.37 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: Sharon Hanlon, Town Clerk

DATE: June 25, 2014

RE: **Consultant Agreement between the Town of Portola Valley and Barbara Templeton for Transcription Services**

RECOMMENDATION

Authorize the Town Manager to execute a new consultant agreement between the Town of Portola Valley and Barbara Templeton.

BACKGROUND

The Town entered into an agreement with Barbara Templeton in May of 2010 to provide transcription services for the meeting minutes of the Town Council and Planning Commission meetings.

DISCUSSION

Since 2010, the Town has been using Barbara Templeton exclusively for transcription services. Pursuant to the existing agreement, Barbara charges and the Town pays a rate of \$45.00 per hour. Barbara continues to provide quality and timely work. She has requested an increase in her hourly rate from \$45.00 to \$50.00 and a new consultant agreement to reflect the change in her rate.

ATTACHMENTS

1. Consultant Agreement

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

RESOLUTION NO. _____-2014

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING
EXECUTION OF A CONSULTANT AGREEMENT BETWEEN THE
TOWN OF PORTOLA VALLEY AND BARBARA TEMPLETON**

WHEREAS, the Town of Portola Valley desires to continue to contract with Barbara Templeton for transcription services; and

WHEREAS, the Town Council of the Town of Portola Valley has read and considered that certain Consultant Agreement ("Agreement") between the Town and Barbara Templeton.

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

1. Public interest and convenience require the Town of Portola Valley to enter into the Agreement described above.
2. The Town of Portola Valley hereby approves the Agreement and the Town Manager is hereby authorized on behalf of the Town to execute the Agreement between the Town of Portola Valley and Barbara Templeton.

PASSED AND ADOPTED this _____ day of _____, 2014.

By: _____
Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Manager

DATE: June 25, 2014

RE: Investment Policy

RECOMMENDATION

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

BACKGROUND

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

ATTACHMENT

1. Resolution of the Town Council Adopting Investment Policy

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

ATTACHMENT #1

RESOLUTION NO. _____-2014

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

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

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

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

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

PASSED AND ADOPTED this 25thth day of June, 2014.

By: _____
Mayor

ATTEST:

Town Clerk



Town of Portola Valley Investment Policy

Originally Adopted: December 10, 2003

Revised: June 27, 2012

1.0 MISSION STATEMENT

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

2.0 SCOPE

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

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

3.0 OBJECTIVES

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

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

4.0 STANDARDS OF CARE

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

5.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

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

6.0 **AUTHORIZED INVESTMENTS**

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

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

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

7.0 **APPROVAL AND REVISION**

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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Manager

DATE: June 25, 2014

RE: **2014-2015 Appropriations Limit**

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution determining and establishing the Town's 2014-2015 Appropriations Limit.

BACKGROUND

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

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

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

The Town's Appropriations Limit for 2014-2015 is \$2,889,208. This is \$4,410 greater than the Town's appropriations of \$2,884,798 that are subject to limitation (please see worksheets #4 and #6 of Exhibit A).

ATTACHMENTS

1. Resolution Determining and Establishing the Appropriations Limit for 2014-15 with Exhibit A of Worksheets Calculating Limit

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

ATTACHMENT #1

RESOLUTION No. _____-2014

**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF PORTOLA VALLEY
DETERMINING AND ESTABLISHING THE
APPROPRIATIONS LIMIT FOR 2014-2015**

WHEREAS, the calculation of the Appropriations Limit for the Fiscal Year 2014-2015 has been completed by the Administrative Services Manager; and

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

NOW, THEREFORE, be it resolved that the Town Council of the Town of Portola Valley Appropriations Limit for Fiscal Year 2014-2015 is determined to be \$2,889,208.

REGULARLY PASSED AND ADOPTED this 25th day of June 2014.

Mayor

ATTEST:

Town Clerk

EXHIBIT "A"

USER FEES VERSUS COSTS
(Worksheet #1)

Town of Portola Valley
Fiscal Year 2014-15
Town Council Adopted Budget

	Costs	Fees
<u>Planning and Building</u>		
Building Permits		\$ 691,692
Zoning and Planning Permits		1,500
Construction & Demolition Fees		15,320
Horsekeeping Permits		3,072
Consulting Fees – charges to applicants	235,000	235,000
Town Planner	201,613	
Deputy Town Planner	169,092	
Assistant Planner	112,546	
Planning Tech II	96,536	
Deputy Building Official	166,081	
SuRE Manager	124,160	
Geologist/Planning Consultants	155,000	
Plan Checks and Inspections	<u>138,000</u>	_____
	\$1,398,028	\$946,584
<u>Park & Recreation – Town Center</u>		
Park & Recreation Revenue		80,978
Town Center Revenue		193,000
Recreation Coordinator	112,548	
Maintenance Worker	53,825	
Maintenance Worker II	84,142	
Park & Town Center Utilities	88,000	
Vehicle Maintenance	14,000	
Town Center Facilities Costs	171,000	
Parks Operations	<u>194,000</u>	_____
	\$717,515	\$273,978
<u>Public Works</u>		
SDP/EP/CUP/Building Review		89,216
Franchise Fees		268,114
Public Works Director	228,984	
Public Works Operations	<u>23,000</u>	_____
	\$251,984	\$57,330

**CALCULATION OF PROCEEDS OF TAXES
(Worksheet #2)**

**Town of Portola Valley
Fiscal Year 2014-2015
Town Council Adopted Budget**

	<u>Subject to Limit</u>	<u>Not Subject to Limit</u>
<u>Proceeds of Taxes</u>		
Property Taxes	\$2,317,893	
Sales & Use Tax	203,000	
Business License Tax	105,000	
Real Property Transfer Tax	150,000	
Utility Users' Tax - General	575,488	
HOPTR	5,400	
<u>Proceeds of Taxes for Capital Outlay</u>		
Utility Users' Tax – Open Space		\$254,976
Measure A Sales Tax		262,514
Public Safety COPS Grant		100,000
Public Safety Sales Tax 172		13,305
<u>User Fees</u>		
Building Permits		\$691,692
Construction & Demolition Fees		15,320
Zoning & Planning Permits		1,500
Planning Fees for Staff Review		40,000
Consulting Fees – charges to applicant		235,000
Park & Recreation Revenue		80,978
Town Center Revenue		193,000
SDP/EP/CUP/Building Review		89,216
Franchise Fees		268,114
Horsekeeping Permits		3,072
<u>Other Revenues</u>		
Measure M		\$123,000
State Gas Tax		74,056
Prop 42		49,394
Various Filing Fees		75,000
Miscellaneous		15,000
Fines & Forfeitures		12,000
Open Space/Schoolhouse Contributions		5,000
Miscellaneous Contributions		1,000
Town Library Maintenance Reimb		6,000
Misc Taxes		2,000
CalTrans Storm Repair		285,000
PG&E Solar Rebate		7,500
Misc Grants		267,600
Subtotal (for Worksheet #3)	3,356,781	3,171,237
Interest Earning (from Worksheet #3)	<u>13,200</u>	<u>16,800</u>
Total Revenue (for Worksheet #4)	3,369,981	3,188,037

**INTEREST EARNINGS PRODUCED BY TAXES
(Worksheet #3)**

**Town of Portola Valley
Fiscal Year 2014-2015
Town Council Adopted Budget**

	<u>Amount</u>	<u>Source</u>
A. Non-interest subject tax proceeds:	\$3,356,781	Worksheet #2
B. Minus exclusions:	485,483	Worksheet #7
C. Net invested taxes:	2,871,298	(A – B)
D. Total non-interest revenue:	6,528,018	Worksheet #2
E. Tax proceeds as percent of budget:	0.44	(C / D)
F. Interest earnings:	30,000	Budget
G. Amount of interest earned from taxes:	13,200	(E * F)
H. Amount of interest earned from non-taxes:	16,800	(F – G)

I. Take the result of steps G and H; copy to Worksheet #2.

**APPROPRIATIONS SUBJECT TO LIMITATION
(Worksheet #4)**

**Town of Portola Valley
Fiscal Year 2014-2015
Town Council Adopted Budget**

	Amount	Source
A. Subject proceeds of taxes	\$3,370,281	Worksheet #2
B. Exclusions	485,483	Worksheet #7
C. Appropriations subject to limitation	2,884,798	(A – B)
D. Current year limit (2014-2015)	2,889,208	Worksheet #6
E. Over/(under) limit	(4,410)	(C – D)

**APPROPRIATIONS LIMIT THROUGH 2014-2015
(Worksheet #5)**

**Town of Portola Valley
Fiscal Year 2014-2015
Town Council Adopted Budget**

Appropriation Limit Base Year (AS AMENDED)

441,943.00

Year	Previous Year Limit	Adjustment Factor	Current Year Limit
1979-80	441,943.00	1.1199	494,931.97
1980-81	494,931.97	1.1053	547,048.30
1981-82	547,048.30	1.0567	578,065.94
1982-83	578,065.94	1.0736	620,611.59
1983-84	620,611.59	1.0261	636,809.56
1984-85	636,809.56	1.0670	679,475.80
1985-86	679,475.80	1.0445	709,712.47
1986-87	709,712.47	1.0504	745,481.98
1987-88	745,481.98	1.0557	787,005.32
1988-89	787,005.32	1.0542	829,661.01
1989-90	829,661.01	1.0704	888,069.15
1990-91	888,069.15	1.0552	937,090.56
1991-92	937,090.56	1.0571	990,598.44
1992-93	990,598.44	1.0183	1,008,726.39
1993-94	1,008,726.39	1.0448	1,053,917.33
1994-95	1,053,917.33	1.0259	1,081,213.79
1995-96	1,081,213.79	1.0672	1,153,871.36
1996-97	1,153,871.36	1.0561	1,218,603.54
1997-98 ¹	1,218,603.54	1.0580	1,641,871.54
1998-99	1,641,871.54	1.0565	1,734,637.29
1999-00	1,734,637.29	1.0544	1,829,001.56
2000-01	1,829,001.56	1.0573	1,933,803.35
2001-02	1,933,803.35	1.0977	2,122,735.94
2002-03	2,122,735.94	1.0164	2,157,548.87
2003-04	2,157,548.87	1.0139	2,187,538.79
2004-05	2,187,538.79	1.0423	2,280,073.87
2005-06	2,280,073.87	1.0591	2,414,885.52
2006-07	2,414,885.52	1.0472	2,528,841.75
2007-08	2,528,841.75	1.0561	2,670,719.58
2008-09	2,670,719.58	1.0560	2,820,666.68
2009-10	2,820,666.68	1.0183	2,872,496.82
2010-11 ²	2,872,496.81	0.9861	3,287,799.44
2011-12	3,287,799.44	1.0343	3,366,837.32
2012-13	3,366,837.32	1.0479	3,499,954.04
2013-14 ³	3,499,954.04	1.0627	2,862,302.79
2014-15	2,862,302.79	1.0094	2,889,208.44

¹ Appropriation limit for 1997-98 includes an added on Utility Users' Tax of \$352,398 to temporarily increase the Appropriation Limit with voter approval.

² Appropriation limit for 2010-11 includes impact of deducting 1997-98 Utility Users' Tax budgeted revenues and adding the 2010-11 Utility Users' Taxes budgeted revenues. Subsequent years will deduct prior year and add current year budgeted utility users' tax revenues.

³ Corrections to proceeds of taxes that are subject to limit disallowed need for UUT adjustment in the 2013-14 calculation of appropriations limit. See Worksheet #6 for fiscal year 2013-14 calculation.

**APPROPRIATIONS LIMIT
(Worksheet #6)**

**Town of Portola Valley
Fiscal Year 2014-2015
Town Council Adopted Budget**

A.	FISCAL YEAR 2013-2014 LIMIT	\$2,862,302.79	
B.	ADJUSTMENT FACTORS		
	1. Population	101.17%	
	2. Per Capita Income	<u>99.77%</u>	
	Total Adjustment Factor	100.94%	
C.	ANNUAL ADJUSTMENT	26,905.65	
D.	OTHER ADJUSTMENTS		
	1. Lost Responsibility	-	
	2. Transfer to Private	-	
	3. Transfer to Fees	-	
	4. Assumed Responsibility	-	
	5. CY Utility Users' Tax *	-	
E.	TOTAL ADJUSTMENTS	26,905.65	(E)
F.	FISCAL YEAR 2014-2015 LIMIT.....	<u>2,889,208.44</u>	(A + E)

* Corrections to proceeds of taxes that are subject to limit disallow need for UUT adjustment in the 2013-14 and future years' calculations of appropriations limit.

**EXCLUDED APPROPRIATIONS
(Worksheet #7)**

**Town of Portola Valley
Fiscal Year 2014-2015
Town Council Adopted Budget**

	<u>Amount</u>
Qualified Capital: 2014-15 Street Resurfacing–Design/Inspection	\$80,000
Qualified Capital: SMTA Grant Reimbursement Project (GF)	19,400
Qualified Capital: OBAG Local Match for Road Project	29,000
Qualified Capital: Remodel of Town Hall	40,000
Qualified Capital: Equipment	215,000
Federally Mandated Appropriations	<u>102,083</u>
	<u>\$485,483</u>



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Manager

DATE: June 25, 2014

RE: **2014-15 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments**

RECOMMENDATION:

It is recommended that the Town Council adopt the attached resolutions authorizing the San Mateo County Controller to apply charges to the 2014-2015 tax roll for the two road maintenance districts, and authorizing the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

BACKGROUND:

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

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

ATTACHMENTS:

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

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

ATTACHMENT #1

RESOLUTION NO. _____ 2014

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AUTHORIZING THE SAN MATEO COUNTY CONTROLLER TO APPLY THE SPECIAL TAX FOR THE WOODSIDE HIGHLANDS ROAD MAINTENANCE DISTRICT TO THE 2014-2015 TAX ROLL AND TO COLLECT THE TAX AT THE SAME TIME AS GENERAL COUNTY TAXES

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

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

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

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

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

1. The Town of Portola Valley authorizes the San Mateo County Controller to apply the charges to the 2014-2015 tax roll in accordance with documents supplied by the Woodside Highlands Road Maintenance District; and
2. The Town of Portola Valley authorizes the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

PASSED AND ADOPTED this 25th day of June, 2014.

By: _____
Mayor

ATTEST:

Town Clerk

ATTACHMENT #2

RESOLUTION NO. _____-2014**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AUTHORIZING THE SAN MATEO COUNTY CONTROLLER TO APPLY THE SPECIAL TAX FOR THE WAYSIDE II ROAD MAINTENANCE DISTRICT TO THE 2014-2015 TAX ROLL AND TO COLLECT THE TAX AT THE SAME TIME AS GENERAL COUNTY TAXES**

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

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

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

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

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

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

1. The Town of Portola Valley authorizes the San Mateo County Controller to apply the charges to the 2014-2015 tax roll in accordance with documents supplied by the Wayside II Road Maintenance District; and
2. The Town of Portola Valley authorizes the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

PASSED AND ADOPTED this 25th day of June, 2014.

By: _____
Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: June 25, 2014

RE: **Alpine Road Bank Protection Project – No. 2012-PW03
Federal Project No. ER-22X0 (001)**

RECOMMENDATION

That the Town Council adopt the attached resolution approving plans and specifications for the Alpine Road Bank Protection Project No. 2012-PW03 and call for sealed bids for this project.

That the Town Council authorize the Town Manager or his designee to award the project to the lowest responsible bidder with a total contract and change order amount not to exceed \$220,000 or any remaining federal funding. This would include authorization to add (or subtract) to the project, additional work as recommended by the Public Works Director to expend allocated and available federal funding if necessary.

DISCUSSION

On December 23, 2012, a storm event caused the hillside along a 70 foot length of upper Alpine Road to destabilize. Following the storm event, the Governor proclaimed a State of Emergency on February 28, 2013, which allowed agencies to submit damage claims for federal aid reimbursement through the Federal Highway Administration's (FHWA) Emergency Relief Program. As part of this process, on January 17, 2013, Town staff submitted initial design and construction estimate of \$300,000 in damages for this project. The Town was assigned a Federal Project number ER-22X0(001) and instructed to work through the California Department of Transportation (CalTrans).

Federal funded projects are required to conform to Federal-aid project requirements. Federal-aid projects generally require more staff time because they require more administrative procedures. The process and approvals are managed through the California Department of Transportation (CalTrans). The process involves document submittals and approvals for each phase of the project from beginning to end which the

Town must comply with. The Town received from CalTrans an E76 approval on May 19th and is now approved to advertise for public bids.

The preparation of construction documents for this project is completed. The project will repair 70 lineal feet of destabilized hillside on the 5500 block of Alpine Road by the installation of a retaining wall consisting of stich piers and wood lagging. This design is consistent with the adjacent existing retaining walls. A copy of the Plans and Specifications are available for review at Town Hall in the office of the Town Clerk.

The following is our anticipated project schedule for this project weather dependent:

Town publicly advertises for the project:	Week of June 23, 2014
Bid Opening:	Week of July 21, 2014
Town Manager awards contract:	Week of August 4, 2014
Construction begins:	Week of August 25, 2014
Construction completed:	Week of October 13, 2014

FISCAL IMPACT

The estimated cost of the construction portion of this project is \$220,000 including a 10% construction contingency. The adopted 2013/2014 budget allocated \$300,000 for this project. Because of the timing of the project and CalTrans approvals, the appropriate funds will be carried over and placed into the 2014/2015 Town budget as required. The Federal Aid program will reimburse the Town 88.53% of all the Town's project expenditures including permits, design, management, inspection, and construction. Federal Aid projects require 11.47% in local match funds. The latest estimate submitted to Caltrans is \$295,000. Therefore, the current available Federal Aid funding for this project is \$261,164 with a local match of \$33,836.

ATTACHMENT

Resolution

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

RESOLUTION NO. _____ 2014

A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY
APPROVING PLANS AND SPECIFICATIONS AND
CALLING FOR BIDS FOR THE
ALPINE ROAD BANK PROTECTION PROJECT
No. 2012-PW03
Federal Project No. ER-22X0(001)

The Town Council of the Town of Portola Valley does RESOLVE as follows:

Section 1. The Town Council hereby approves and adopts plans and specifications for certain work in the Town known as the Alpine Road Bank Protection Project No. 2012-PW03 Federal Project No. ER-22X0(001).

Section 2. Due to public interest and convenience, the Town Council hereby orders that the work and improvements, as set forth and described in said plans and specifications, be performed. The Town Council further orders that: All said work and improvements will be done under the direction of and satisfaction of the Public Works Director; and all the work shall be done in accordance with said plans and specifications.

Section 3. Not less than the prevailing rate of per diem wages and holiday and overtime work referred to above shall be paid for any work proposed to be performed in the performance of the public work under said plans and specifications.

Section 4. The Town Clerk of the Town is hereby directed to post by two (2) successive postings in the three (3) public places that have been designated by ordinance as the places for posting public notices, there being no newspaper published in the Town, and not less than five (5) days apart, a Notice inviting sealed proposals or bids for the construction of said work and improvement and referring to the Plans and Specifications on file in the Office of the Town Clerk, the first of which postings shall be at least ten (10) days prior to the time fixed for opening bids.

Section 5. All proposals or bids shall be accompanied by a certified check payable to the order of the Town, or cash, amounting to ten percent (10%) of the bid, or by a bond in said amount and payable to the Town, signed by a corporate surety or by the bidder and two sureties who shall justify before any officer competent to administer an oath, in double said amount and over and above all statutory exemptions. The check shall be forfeited, or the bond shall become payable to the Town, in case the bidder depositing the same does not, after the contract has been awarded, and within the time specified in said plans and specifications, enter into a contract, in form as set

forth in said specifications, with the Town, the faithful performance of which shall be assured by an undertaking in the amount of one hundred percent (100%) of the amount so bid, with sureties satisfactory to the Town, and which shall be accompanied by a payment bond (labor and materials) in a sum not less than one hundred percent (100%) of the amount of said bid.

Section 6. The sealed proposals or bids shall be delivered to the Public Works Director of the Town on or before 11:00 a.m., on the 24th day of July, 2014, or other later date as directed by the Public Works Director, at the Office of the Town Clerk in the Town Hall, 765 Portola Road, in the Town, said time being not less than ten (10) days from the time of the first publication of said Notice. Bids will be publicly opened, examined, and the Town Manager will take action awarding the contract or rejecting all bids not later than forty five (45) days after the expiration of the time prescribed for the receipt of bids; provided the award may be made after the expiration of the specified times, if the bidder shall not have given to the Council notice in writing of the withdrawal of such bid on proposal.

Section 7. The Town Council of the Town hereby reserves the right to reject any and all bids.

PASSED AND ADOPTED this 25th day of June 2014.

Mayor

ATTEST:

Town Clerk

PUBLIC HEARING: FISCAL YEAR 2014-15 BUDGET

RESOLUTION NO. ____-2014

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF PORTOLA VALLEY ADOPTING THE OPERATING
AND CAPITAL BUDGETS FOR FISCAL YEAR 2014-2015**

WHEREAS, the Town Manager has reviewed and analyzed the Town's finances and has projected revenues and expenditures for Fiscal Year 2014-15;

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

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

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

1. To adopt the Town's Fiscal Year 2014-15 operating and capital budgets, overall reflecting the following:
 - a. Projected revenues: **\$6,558,019**
 - b. Projected expenditures & transfers: **\$6,711,883**
2. The budget shall be effective July 1, 2014.
3. The amount of the 2014-2015 Fiscal Year operating and capital budget for each account area of the budget may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of the California Government Code Sections 37208 and 37209.
4. The Town Manager shall periodically report to the Town Council the amount and classification of revenues received and expenditures made.
5. A copy of the adopted budget shall be kept on file with the Town Clerk of the Town of Portola Valley, as the official budget of the Town of Portola Valley for the 2014-2015 Fiscal Year.

REGULARLY PASSED AND ADOPTED this 25th day of June 2014.

Mayor

ATTEST

Clerk

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

June 2014

TABLE OF CONTENTS

Transmittal Memo, Town Priorities, Org Chart, and Fund Descriptions..... i-xiv

Revenue & Expenses by Governmental Fund 1

Fund Activity Summary..... 2

Revenues - Table of Contents..... 3

 Total Revenues Budget Summary 4

 2013/14 Budget/Projected Revenues vs 2014/15 Proposed Revenues..... 5

 Revenues Budget by General Fund and All Others..... 6

 Revenues Budgetary Details 7-18

Expenditures - Table of Contents 19

 Total Expenditures Budget Summary 20

 2013/14 Budget/Projected vs 2014/15 Proposed Expenditures 21

 Expenditures Budget by General Fund and All Others 22

 Expenditures Budgetary Details..... 23-35

Resolution Adopting Budget for 2014-15 36

Resolution Adopting Appropriation Limit for 2014-15..... 37

Date: June 25, 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 \$347,791. 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 \$448,400 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 \$257,159. 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 \$4,888,174, an increase of \$695,338 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 \$2,126,565 or \$153,847 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, \$106,328, 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 \$675,480, exceeding the adopted budget by approximately \$220,000. 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 \$349,027. For 2014-15, staff has removed the private-party sales and State adjustments to forecast revenue of \$203,000. 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 \$588,513 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 \$201,832 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 \$215,000 for deferred equipment purchases including \$100,000 for emergency generator upgrades to fully connect essential areas of Town Hall and possibly areas of 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, \$40,000 is budgeted for a truck for the building official, \$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 \$1,567,691. 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

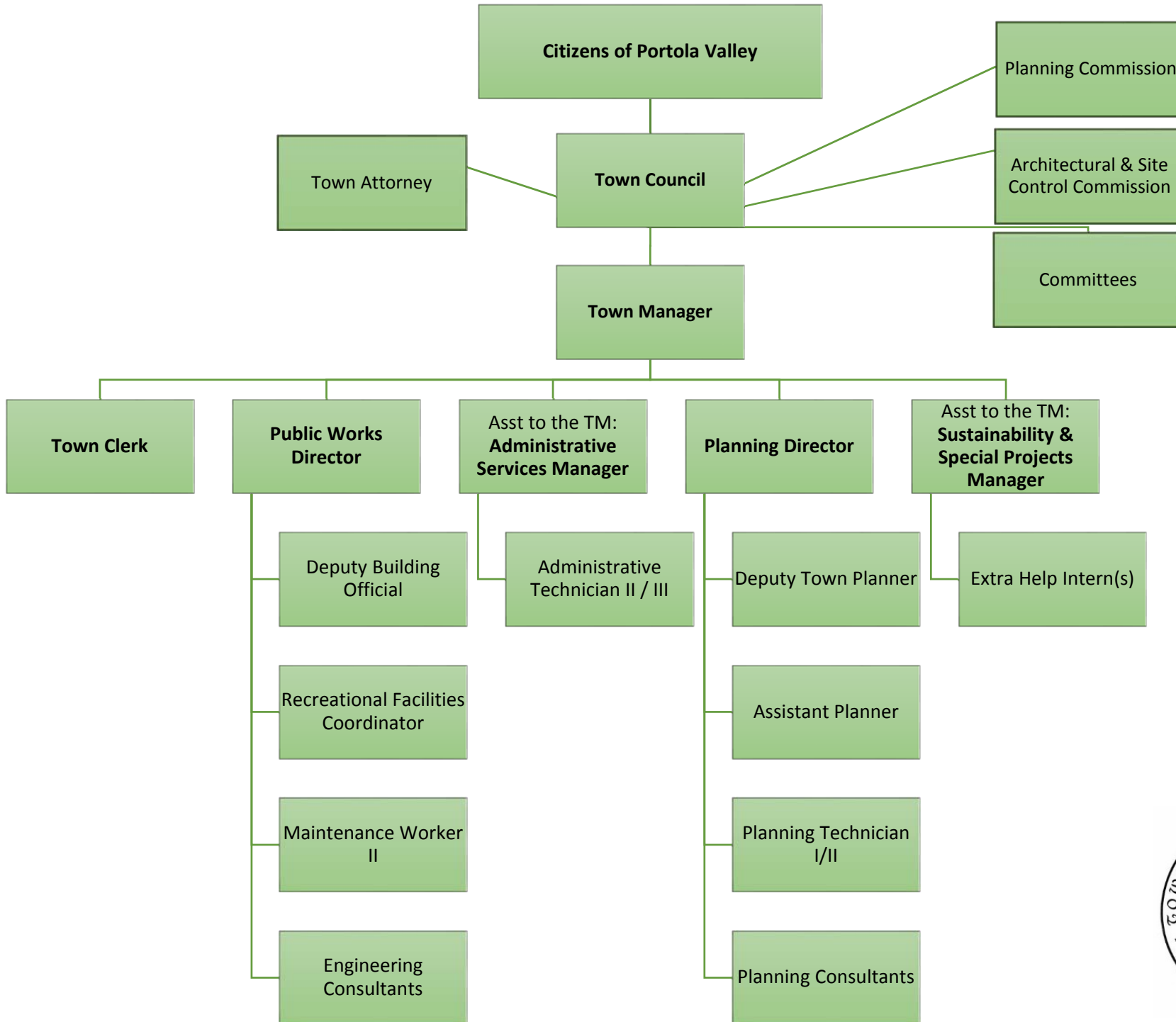
- Explore a grant fund to support a pilot school bus program.
- Encourage the use of fuel-efficient vehicles, including bicycles, by Town staff through incentives.
- Continue to identify opportunities to reduce energy consumption in Town operations and to move towards paperless technology where feasible.
- 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.

2014-15 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	\$ 799,300															799,300
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	\$ 2,777,893															2,777,893
Town Center Facilities	\$ 193,000															193,000
Interest	\$ 30,000															30,000
Utility Users' Taxes	\$ 575,488				254,976											830,464
Revs. Sub-Totals	\$ 4,888,174	\$ -	\$ 267,600	\$ 13,305	\$ 259,976	\$ 123,450	\$ 123,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 285,000	\$ 262,514	\$ -	\$ 235,000	\$ 6,558,019
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	\$ 38,500		3,000													41,500
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	\$ 4,540,383		\$ 3,000	\$ 13,000	\$ -	\$ 280,000	\$ -	\$ 32,500	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 235,000	\$ 5,203,883
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		215,000														215,000
Capital Improvements	\$ 448,400	\$ 264,600	\$ -	\$ 20,000	\$ -	\$ 123,000	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 285,000	\$ 261,000	\$ 41,000	\$ -	1,508,000
Revs Less Exps/Cap Imps	347,791	-448,400	0	305	239,976	-156,550	0	-97,500	0	0	0	0	1,514	-41,000	0	-153,864
Interfund Transfers																
General Fund to Transportation	(156,550)					156,550										-
General Fund Capital Transfer	(448,400)	448,400														-
General Fund Pension Reserve																-
Transfers	\$ (604,950)	\$ 448,400	\$ -	\$ -	\$ -	\$ 156,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance (Revenue - Exp - CIP + Transfers)	\$ (257,159)	\$ -	\$ -	\$ 305	\$ 239,976	\$ -	\$ -	\$ (97,500)	\$ -	\$ -	\$ -	\$ -	\$ 1,514	\$ (41,000)	\$ -	\$ (153,864)

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	1,784,850	4,888,174	4,988,783	(156,550)	1,527,691
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	\$ 4,883,000	\$ 4,888,174	\$ 4,988,783	\$ (156,550)	\$ 4,625,841
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	\$ 12,132,949	\$ 6,558,019	\$ 6,711,883	\$ -	\$ 11,979,085

REVENUES

- Government Agency 7
 - Motor Vehicle Fees
 - Measure A Sales Tax
 - Proposition 172 Funds
 - COPS
 - State Gas Tax
 - HOPTR
 - Prop 42 Funds
 - Measure M
 - C/CAG
 - CalTrans Emergency Relief
 - Miscellaneous Grants
- Franchise Fees..... 9
 - PG&E
 - California Water
 - Greenwaste Recovery
 - Comcast Cable
- Permits & Fees 10
 - Building Permit/Plan Check/Inspections
 - Site Development
 - Encroachment
 - Conditional Use
 - Building Permit Review/Planning
 - Horsekeeping
 - Construction & Demolition
- Other Revenues..... 11
 - Fines & Forfeitures
 - Miscellaneous Contributions
 - Open Space
 - PG&E Solar Rebate

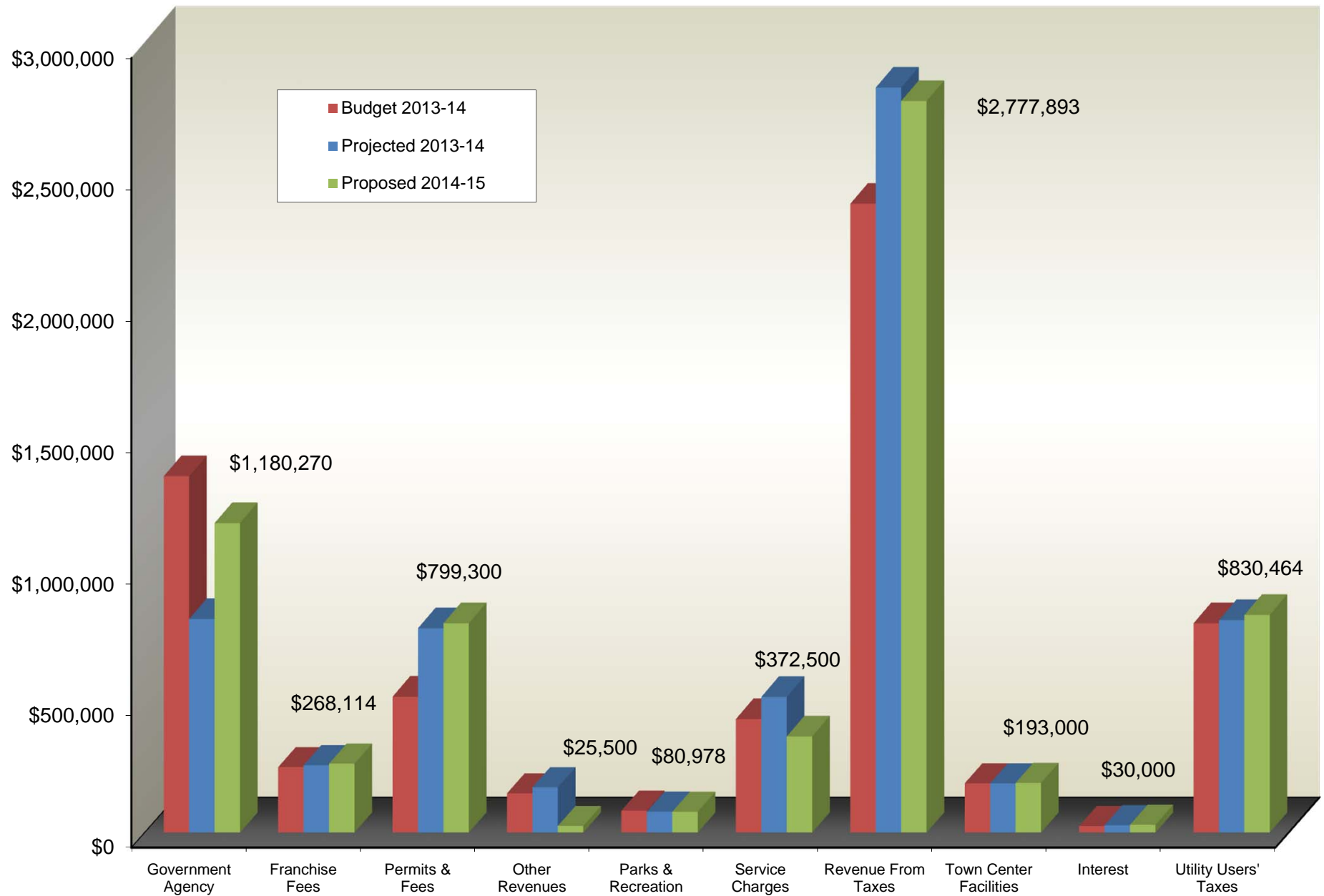
- Parks & Recreation 12
 - Lease Income – Parks
 - Sports League Field Use
 - Annual Community Events
- Service Charges 13
 - Zoning & Planning Permits
 - Variances
 - Subdivision Fees
 - Pre-Application Meeting Fees
 - Residential Data Reports
 - Architectural Review
 - Geology Fees
 - Town Engineer/Planner Fees
 - Applicant Charges
 - Town Library Maintenance Support
 - Miscellaneous Revenues
- Revenue from Taxes 15
 - Property Taxes, Secured & Unsecured
 - Sales & Use Tax
 - Business License Tax
 - Real Property Transfer Tax
 - Miscellaneous Other Taxes
- Town Center Facilities..... 16
 - Community Hall & Room Rentals
 - Parking Lot & Field Rentals
 - Class Fees
- Interest 17
- Utility Users’ Taxes 18
 - General Purpose Use (4.5%)
 - Open Space Use (2%)

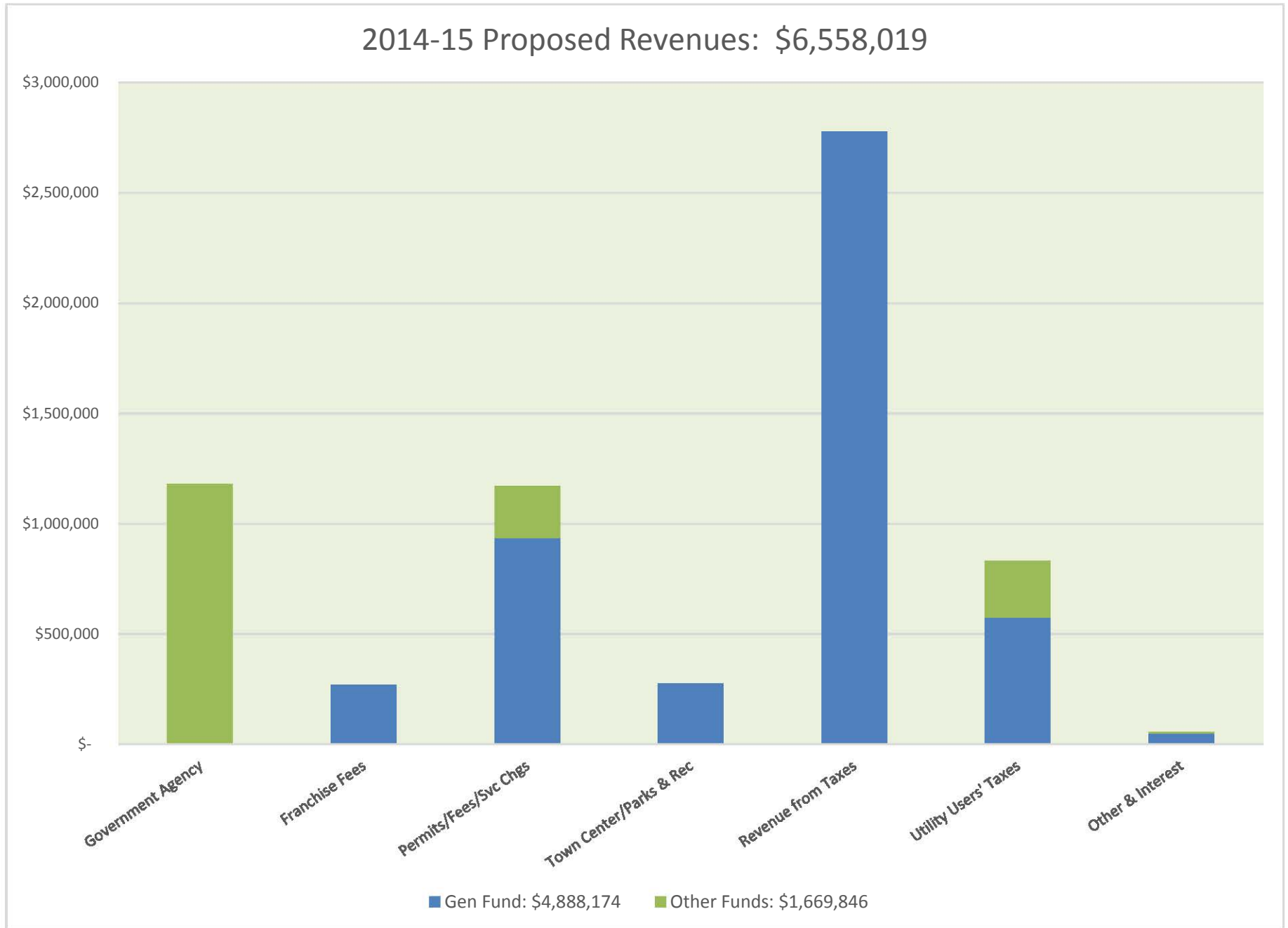
TOWN OF PORTOLA VALLEY
2014-2015
Total Revenues Budget Summary

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	780,567	799,300	18,734	52.99	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	2,828,832	2,777,893	(50,939)	16.27	(1.80)
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	6,495,861	6,558,019	62,158	6%	1%



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



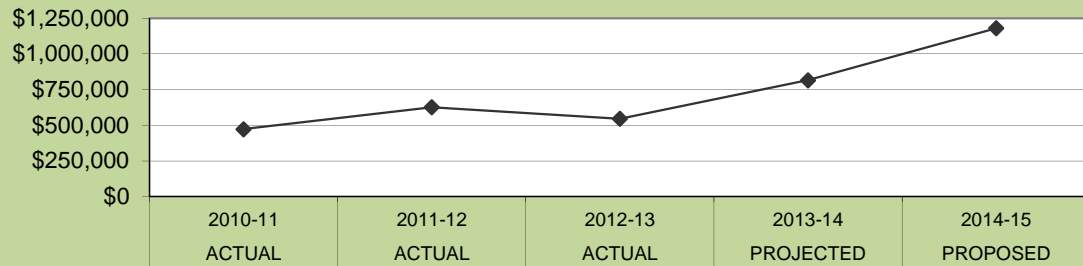


TOWN of PORTOLA VALLEY

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

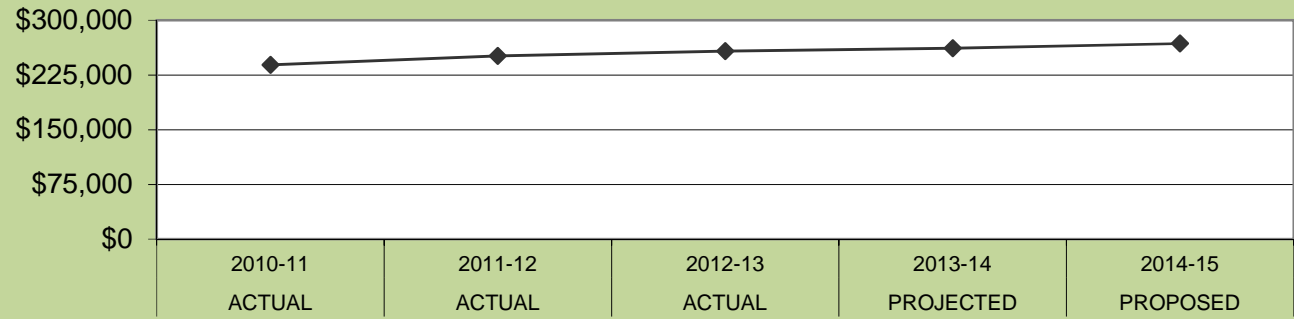
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
8 Measure M This reimbursement-based revenue is derived from an additional vehicle registration fee for San Mateo County residents and is to be used for improvements 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



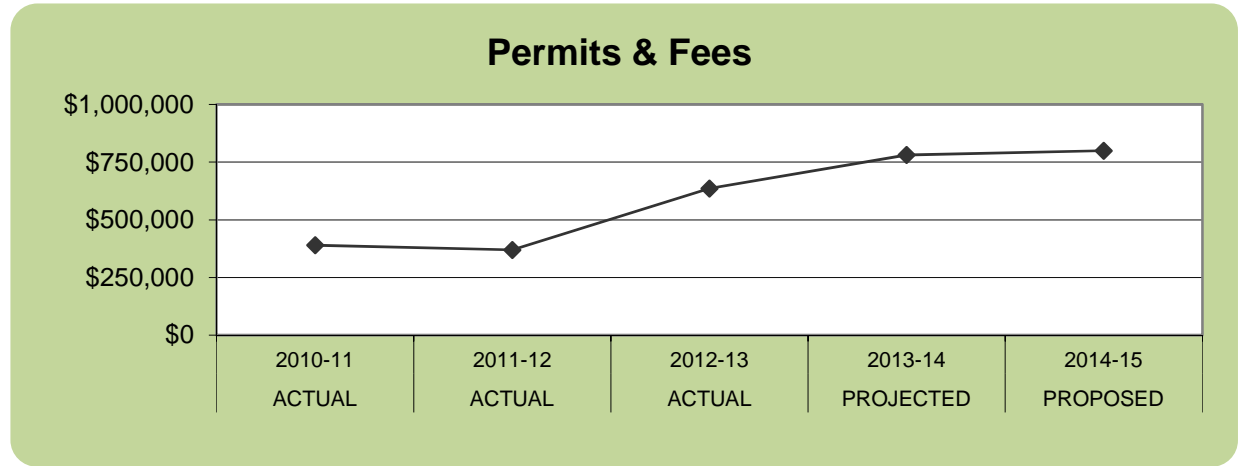
Franchise Fees



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



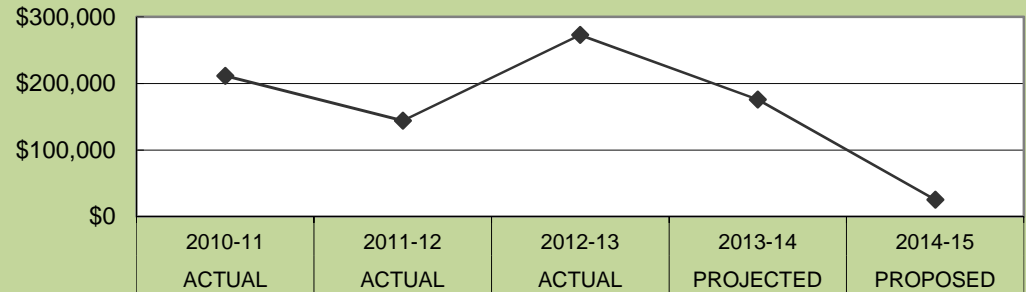
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
1 Bldg Permits/Plan Check & Inspection Fees Issued for all building construction within the Town.	341,144	325,280	563,475	454,075	675,480	691,692	05-14-3060 <i>Plan 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	53,330	54,610	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	780,567	799,300	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Other Revenues



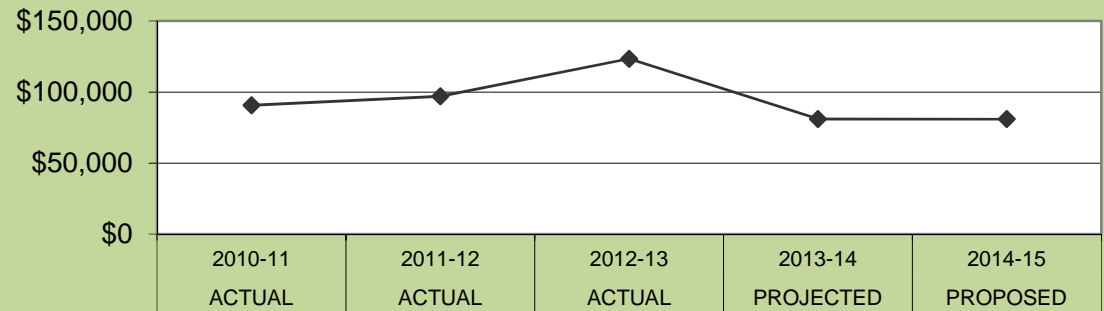
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
1 Fines and Forfeitures Town's portion of traffic and parking citations.	18,226	10,663	12,512	12,000	12,000	12,000	05-16-3082
Historic Museum Contributions received 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	2,062	446	0	500	6,630	1,000	05-16-3086
Sausal Creek Contribs - for daylighting project	2,627						05-16-3091
3 Alpine Road/C-1 Trail Contributions Ford Field Contributions			0	120,000	111,212	0	05-16-3086
		29,940	233,157				
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



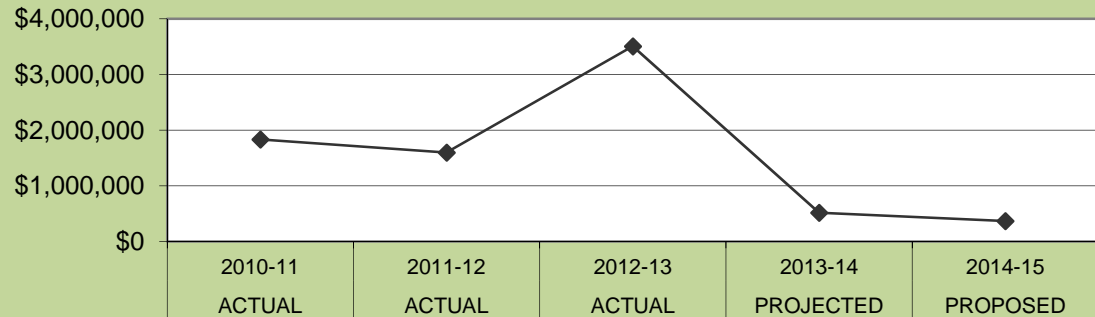
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT NUMBER
1 Lease Income - Parks	7,903	6,739	7,609	7,838	7,791	7,978	05-18-3100
Lease of Town property for private uses (Alpine Inn Parking Lot and Ladera Oaks).							
2 Sports 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

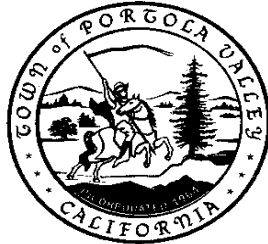


Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
1 Zoning and Planning Permits	1,800	1,550	620	1,000	900	1,500	05-20-3120
Fee for permits required for commercial use changes.							
2 Variances	0	890	2,340	2,300	4,800	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.							

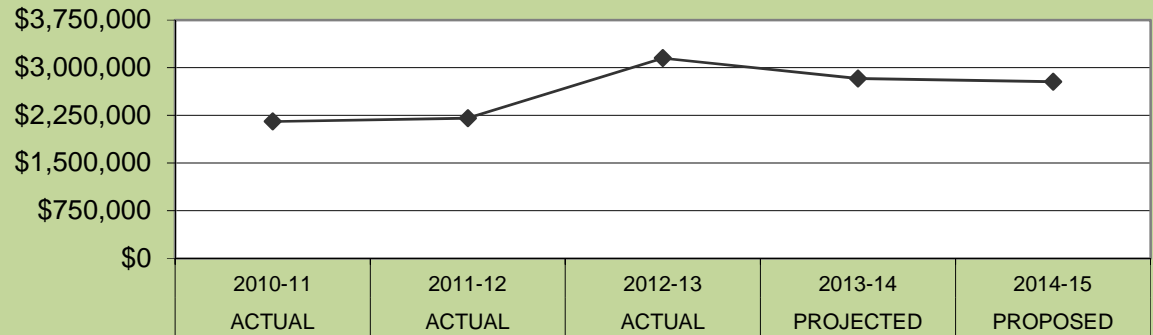
Account Description/Activity		ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
8	Town Engineer Fees Charges to applicant for Town Engineer's review of plans for improvements to private property.	2,750	3,000	6,660	3,600	9,000	10,000	05-20-3138
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



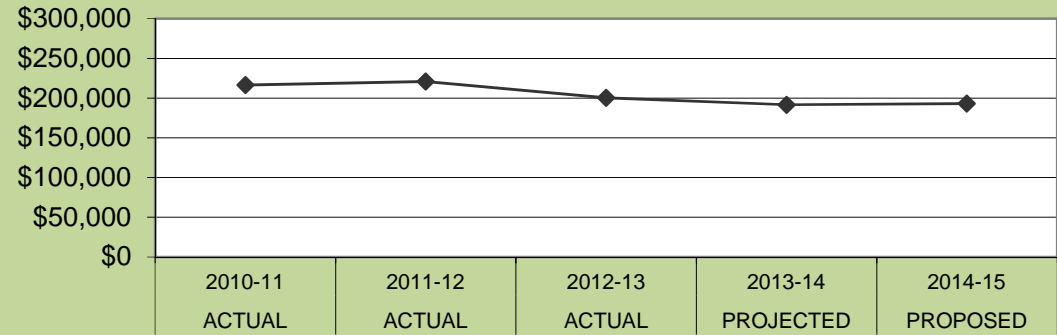
Account Description/Activity		ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
1	Property Taxes - Secured	1,793,543	1,836,997	2,471,477	1,972,718	2,126,565	2,232,893	05-22-3160
	Town receives 7% of collected property tax revenues from the County, 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	349,067	203,000	05-22-3164
	State projects 6.25% 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	2,828,832	2,777,893	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



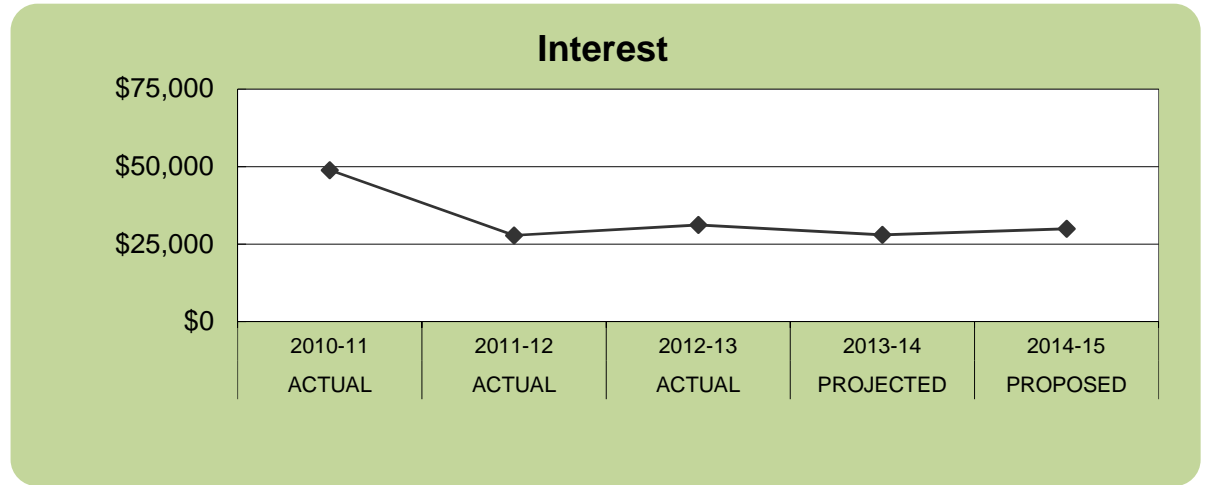
Town Center Facilities



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

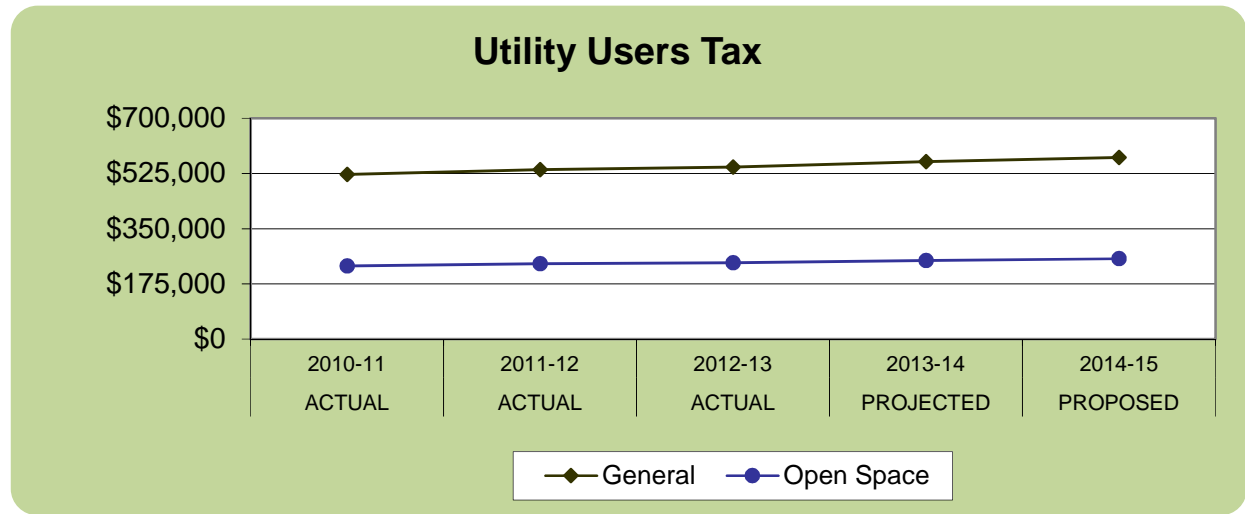
2014-15 BUDGET WORKSHEET



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 & Operations23
 - Permanent, Part-time and Temporary Staff
 - Benefits
- Committees & Commissions24
 - Bicycle, Pedestrian & Traffic Safety
 - Cable & Utilities Undergrounding
 - Conservation
 - Community/Volunteer Events
 - Cultural Arts
 - Emergency Preparedness
 - Historic Resources
 - Open Space Acquisition Advisory
 - Parks & Recreation
 - Science & Nature
 - Sustainability
 - Teen
 - Ad Hoc Water Conservation
- Consultant Services25
 - Accounting & Auditing
 - Town Attorney
 - Transcription
 - Geologist
 - Engineer
 - Planner
 - Plan Check
 - Miscellaneous Consultants
- Miscellaneous27
 - Contingency
 - Community Services
 - H.E.A.R.T. JPA
 - Risk Management Programs
- Parks & Recreation Operations28
 - Parks & Fields Maintenance
 - Portable Lavatories
 - Special Events Insurance
 - Instructors
- Public Works Operations29
 - Public Road Surface & Drainage
 - Street Sweeping and ROW Maintenance
 - ROW Tree Trimming & Mowing

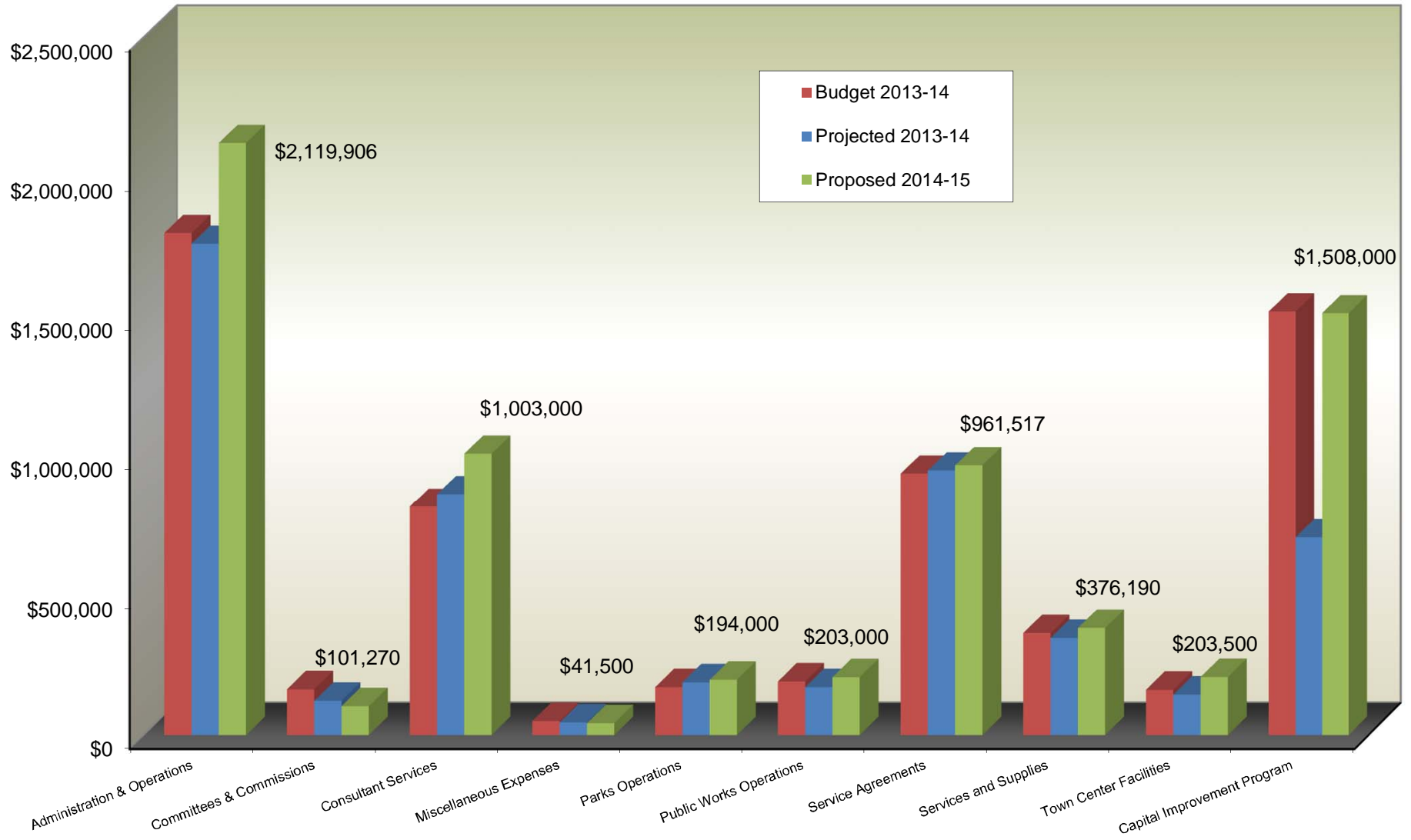
- Litter Cleanup
- Tools and Equipment
- Street Signs & Striping
- Trails Surface Rehabilitation
- C-1 Trail Maintenance
- Storm Damage/Emergency Repairs
- Service Agreements 30
 - Animal Control
 - San Mateo County Sheriff's Office, COPS
 - Emergency Services Council JPA
 - NPDES – Stormwater Program
- Services & Supplies 31
 - Codification
 - Elections
 - Liability Insurance
 - Office Supplies
 - Town Publications
 - Web Site Hosting & Spam Filtering
 - Office Equipment – Maintenance & Repairs
 - Equipment Services Contracts
 - Postage
 - Telephones and Wi-Fi
 - Advertising
 - Dues
 - Education & Training
 - Mileage Reimbursement
 - Utilities
 - Fire Prevention / Wood Chipping
 - Vehicle Maintenance
 - Miscellaneous
 - Bank Fees
 - Sustainability Series
- Town Center Facilities 33
 - Building Maintenance Equipment & Supplies
 - Landscape Supplies & Services
 - Janitorial Services
 - Mechanical Systems Maintenance/Repair
 - Repairs/Vandalism
 - Property Insurance
- Capital Improvements Program 34

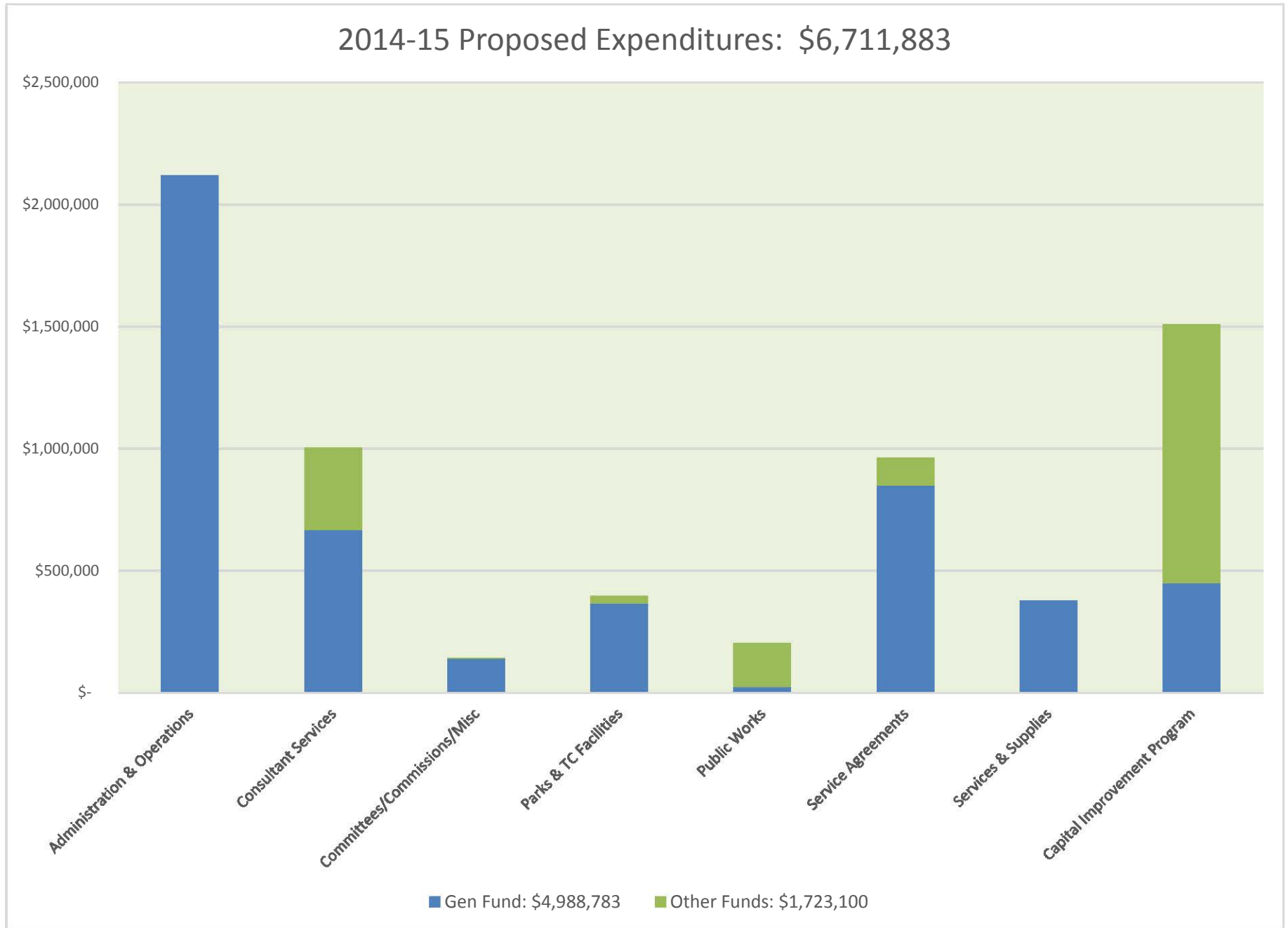
TOWN OF PORTOLA VALLEY
2014-2015
Total Expenditures Budget Summary

Expenditures	2013-14 Adopted Budget	2013-14 Projected at Year End	2014-15 Proposed 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	41,500	-2,804	(15.36)	(6.33)
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	5,203,883	646,223	12.60	14.18
Capital Improvement Program						
Programs	1,514,145	700,952	1,293,000	592,048	(14.61)	84.46
Equipment	43,000	43,027	215,000	171,973	400.00	399.69
Subtotal	1,557,145	743,979	1,508,000	764,021	(3.16)	102.69
Grand Total	6,178,615	5,301,639	6,711,883	1,410,244	9%	27%



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



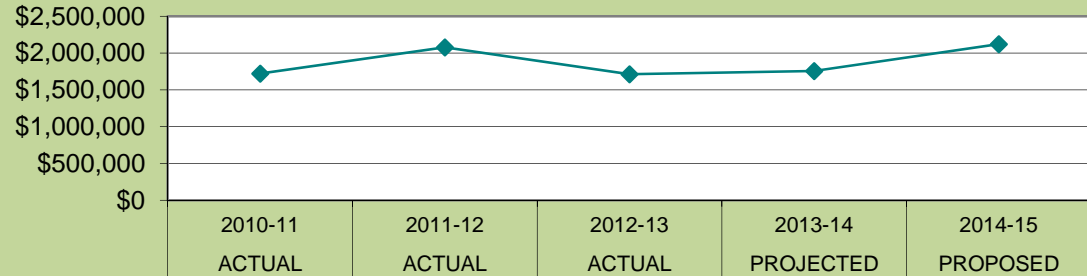


TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Administration and Operations



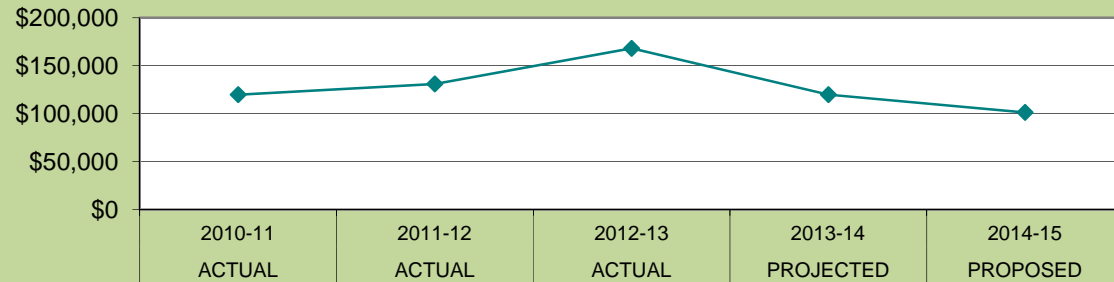
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
1 Permanent Full-Time Staff (14)							
Administration/Finance (5)	382,932	372,743	463,553	531,048	501,258	512,530	
Planning/Building/Public Wks (6)	514,632	493,917	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



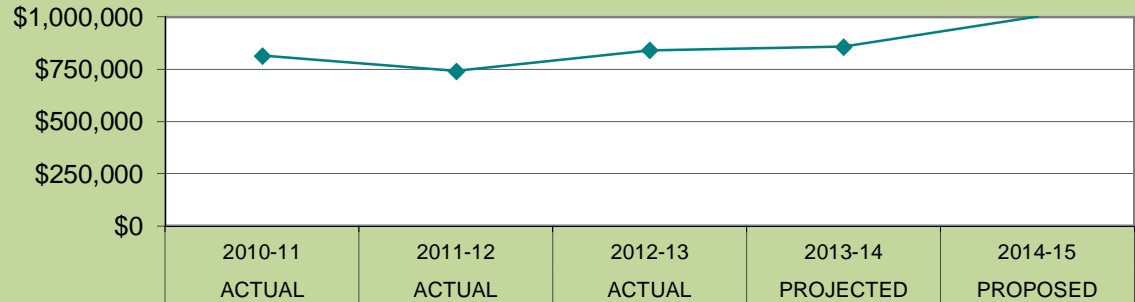
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
<i>ASCC - Town Planner now provides in-house support.</i>	27,600	28,368	28,968	29,692	0	0	05-52-4140
1 Bicycle, Pedestrian & Traffic Safety			2,429	3,700	0	2,500	05-52-4143
2 Cable & Utilities Undergrounding	1,500	-	-	500	0	500	05-52-4142
3 Conservation	677	70	1185	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

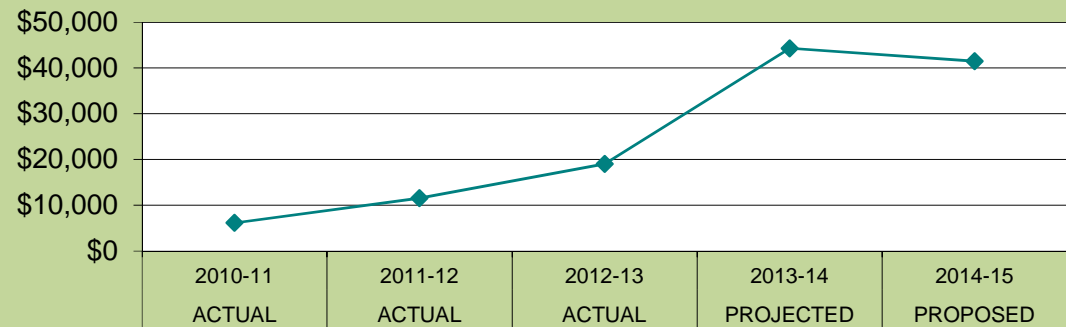
Account Description/Activity		ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
7	Engineer Services	2,435	550	14,800	25,000	0	100,000	20-54-4192
	This provides backup to the Town Engineer (e.g., traffic analysis, surveying, NPDES).							
8	Engineer - 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 codes.							
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



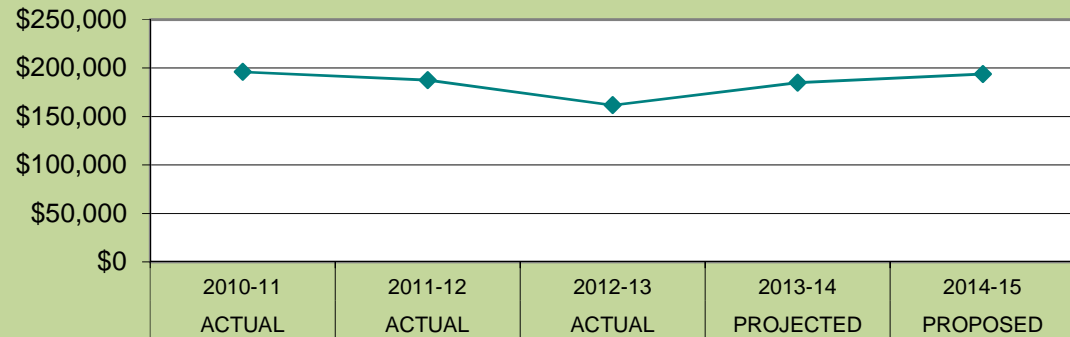
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODE
1 Contingency Contingency funding provides for unexpected funding needs; cannot be spent without Town Council authorization. (It is advisable for the Town to have funds budgeted for unexpected expenses, the alternative being transferral of funds within the budget.)				30,000	30,000	30,000	05-56-4220
2 Community Services Funds the Town Council appropriates to non-profit community organizations and agencies.	4,300	10,000	11,000	11,000	10,000	7,000	05-56-4222
3 H.E.A.R.T. JPA For participation in endowment to create a regional approach to affordable housing.	1,841	1,591	1,432	1,432	1,432	1,500	05-56-4223
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	41,500	

TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Parks & Recreation Operations



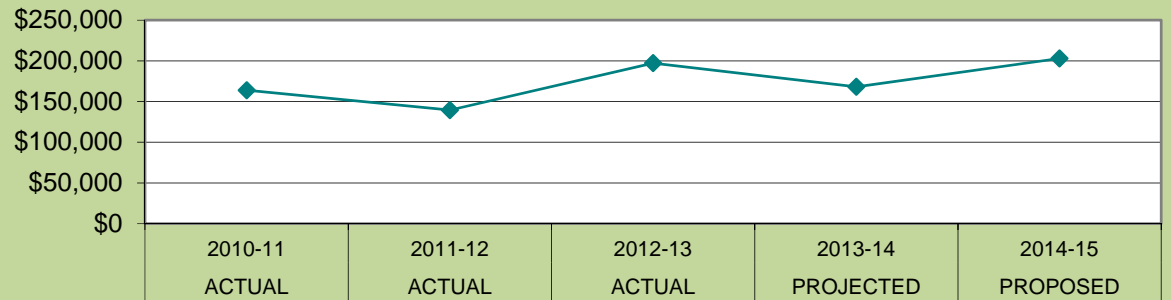
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
1 Parks and Fields Maintenance Maintenance cost for all Town-owned playing fields and parks.	53,184	48,518	30,605	32,000	40,400	48,400	05-58-4240
2 Portable Lavatories 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



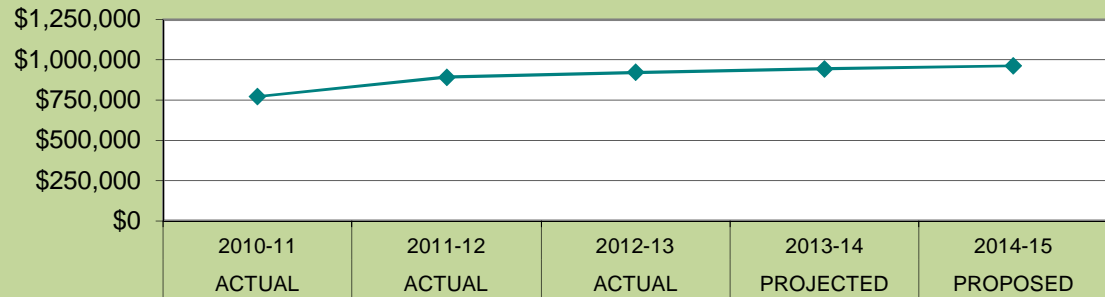
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
1 Public Road Surface & Drainage Maintenance	35,454	30,783	38,745	35,000	23,000	35,000	20-60-4260
2 Street Sweeping	21,187	18,425	21,187	20,000	18,450	20,000	20-60-4262
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



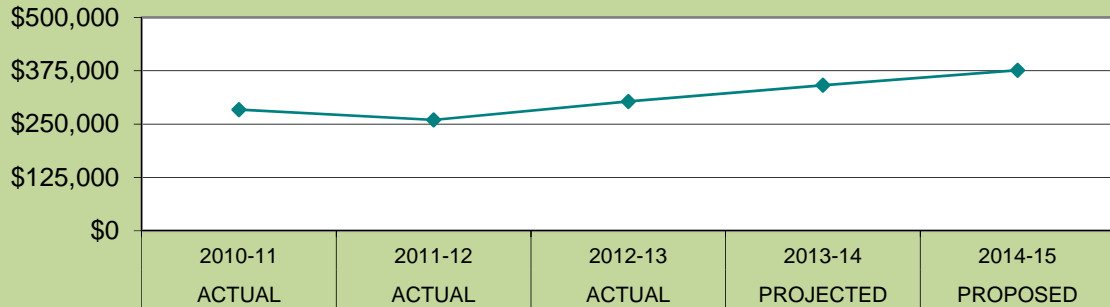
Account Description/Activity	ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
1 Animal Control	32,321	35,919	36,099	28,712	28,712	20,254	05-62-4280
Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo							
2 San Mateo County Sheriff's Office	546,189	598,145	616,229	624,716	634,716	653,757	05-62-4282
Contract law enforcement through San Mateo County. This is the final year of a three-year agreement.							
3 Additional Traffic Patrols	100,000	100,000	100,000	100,000	100,000	100,000	30-62-4284
Portion of program to be funded by General Fund.	65,000	30,155	151,868	129,424	129,424	154,206	05-62-4284
Portion of program to be funded by Public Safety Fund.	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	3,600	4,852	4,852	4,852	6,395	6,500	05-62-4288
Cost of county-wide stormwater discharge permit as mandated by Federal and State legislation.							
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 Annual codification of the Town's ordinances.	2,668	0	4,624	0	0	2,000	05-64-4300
2 Elections Bi-annual Town elections. Funds used to pay County to administer Town elections.	0	0	51	14,000	6,500	0	05-64-4302
3 Liability Insurance/Bonds Town's liability insurance, automobile insurance and officials' bonding. ABAG has increased liability cap from \$10 to \$15 million.	30,993	34,873	42,075	54,698	43,708	43,700	05-64-4304
4 Office Supplies Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible.	16,940	12,504	12,651	15,000	15,000	20,000	05-64-4308
5 Town Publications Production costs for postcards	17,256	12,409	12,723	2,800	2,000	4,000	05-64-4310
6 Web Site & Spam Filtering Includes offsite hosting of Municipal Code, security certificate for website, website hosting, and spam filtering services.	4,399	7,309	4,138	21,000	18,500	11,700	05-64-4311
7 Office Equipment, Maintenance & Repairs Includes 3 new computers, new server, printers and repairs.	25,458	11,852	12,958	11,000	19,500	17,700	05-64-4312

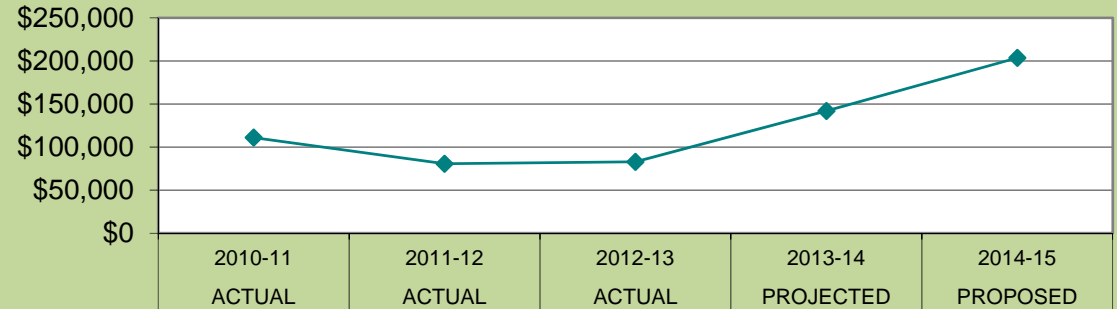
Account Description/Activity		ACTUAL 2010-11	ACTUAL 2011-12	ACTUAL 2012-13	BUDGET 2013-14	PROJECTED 2013-14	PROPOSED 2014-15	ACCOUNT CODES
8	Equipment Service Contracts	9,633	13,301	12,003	14,000	12,700	14,500	05-64-4314
	Maintenance agreements for GIS/financial software, postal meter and other service 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



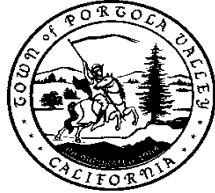
Town Center Facilities



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
5	Replacement Truck F-150 Eco-Boost 4x4			40,000	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	215,000	



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

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

DATE: June 25, 2014

RE: **Consideration of a Resolution Allowing a Special Rate Adjustment for Collection of Garbage, Recyclables and Compostable Materials by GreenWaste Recovery, Inc.**

RECOMMENDATION

It is recommended that the Town Council:

1. Adopt a Resolution approving a total rate increase of 5.58% for all garbage services provided by Greenwaste Recovery Inc. (GWR) in Portola Valley. The 5.58% is a combination of GWR's entitled Consumer Price Index (CPI) increase of 2.58% and a special rate increase of 3.00% necessary to offset operating losses experienced by GWR.
2. Direct GWR to return at a future date with detailed information regarding their operating loss by service level and a proposed new rate schedule to ensure that customers are paying for the services received. This effort shall be completed at GWR's discretion, however, no additional special rate increases will be permitted until GWR demonstrates that their rate table is sustainable with annual CPI adjustments.

BACKGROUND

On May 14, 2008, the Town Council adopted a Resolution approving a franchise agreement with GWR for garbage, recyclables and compostable materials collection. The term of the agreement is from July 1, 2008 through June 30, 2018, and includes an annual rate adjustment effective July 1st of each year of the agreement.

Section 14.02 of the agreement states: "Contractor's Rates to Services Recipients shall be adjusted annually to adjust for the increased or decreased cost of living, by 100% of the change in the 'Consumer Price Index for All Items' for the San Francisco Bay Area. Rate of adjustment will be based on increases or decreases during the prior calendar year, but will apply to the following Town fiscal year (July 1 to June 30) to allow time to receive the indices, compute the necessary adjustment and have the Town Council

approve the new rate prior to the billing cycle.” The Town Council has approved an annual CPI adjustment since 2008.

Section 14.03 of the agreement states: “Regulatory changes, or other changes which can not be foreseen, may be the basis for a special adjustment of the Contractor’s Maximum Rates. Contractor may request a Special Rate Adjustment at any time. Special Rate Adjustments will be at the sole discretion of Town, based on the written request and documentation provided by the Contractor.”

GWR has submitted a request for a rate adjustment that would incorporate both the annual adjustment and a Special Rate Adjustment (Attachment 1).

DISCUSSION

CPI Increase

Per section 14.02, GWR is entitled to a rate increase equal to CPI as calculated below and staff recommends, at a minimum, Town Council approval of a 2.58% rate increase effective July 1, 2014. GWR made their rate adjustment request to the Town by the required deadline of April 1, 2014, however, due to the bundling of a special rate increase in that request and requests for additional information from GWR, this request has been delayed. The attached information from the Bureau of Labor Statistics website indicates the following (Attachment 2):

Calendar Year	Consumer Price Index (CPI)
2013	239.533
2014	245.711
Difference	6.178
% Difference	$6.178/239.533 = 2.58\%$

Special Rate Adjustment

In addition to the 2.58% increase based on the CPI, GWR is requesting a special rate increase of 6.42% as a Special Rate Adjustment under Section 14.03 of the franchise agreement. When combined with the CPI adjustment, GWR is requesting a total rate increase of 9%. Attachment 3 outlines the monthly impact to residential customers as a dollar value increase.

In their request, GWR indicates that the cumulative rate increases of 9.25% from 2008 through 2014 “have not in fact compensated [GWR] for the increases in our cost of providing the service.” GWR has provided staff with their income statements for the last three years, which show an operating loss for the Woodside and Portola Valley services of 3% in 2011-12, 2% in 2012-13 and 3% in 2013-14.

In particular, GWR provides the following examples of changes to their revenues and expenditures that have resulted in annual operating losses for the company:

- Average price per ton of recycling sold has decreased 13.5% from 2011 to 2013. The sale of recyclable offsets operating costs.
- Diesel fuel cost increased 53.7% from 2009 to 2014.
- Wages for drivers have increased 11.8% from 2009 to 2013, with an additional 2.5% increase planned for July 1, 2014.
- Health insurance premiums have increased 39% over five years.
- The cost of shipping material for composting has increased 13.8%.

Notwithstanding the reasons cited by GWR above, Town staff is very concerned that the rate model used by GWR is inadequate to address the changes in consumer demand for solid waste disposal. The existing rate structure is based on a fee structure whereby customers are charged based on their garbage service and recycling is effectively “free”. As customers do the right thing by reducing consumption of wasteful products (e.g., use of reusable grocery bags, containers, etc.) or by recycling/reusing as much as possible, their need for garbage service decreases while their need for recycling service increases. Accordingly, GWR’s basis for charging customers erodes while recycling services and the costs associated with those services increases.

Upon consideration that GWR’s Special Rate Adjustment request is partially due to an outmoded rate structure, it is difficult for Town staff to evaluate and recommend a special rate increase. The Town of Woodside recently received the same special rate adjustment request from GWR and the Town Council ultimately decided to award a total rate adjustment of 5.58%. Accordingly, it is recommended that the Town Council approve a one-time special rate increase of 3.00%, in addition to the CPI increase of 2.58%, for a 5.58% across the board rate increase effective July 1, 2014 in recognition that GWR has been a responsive partner and their operating loss over the past several years is not sustainable.

Additionally staff recommends that the Town Council encourage GWR to conduct a comprehensive cost of service analysis and return, at a future date of GWR’s choosing, with a proposed rate table that adequately recovers their costs of doing business. The purpose of this exercise on GWR’s behalf should be to ensure that whatever rate table is proposed will be sustainable through the duration of existing franchise based on CPI adjustments alone and thereby eliminating the need for special rate adjustments for routine operations, absent extraordinary circumstances.

GWR has proven itself an effective franchisee since 2008 and has enabled the Town to exceed the diversion requirements instituted by the State. Town staff feels that the Town is well-served by the company’s work and continuing advancement in solid waste technology. In addition, staff appreciates GWR’s willingness to work with staff on implementing new and innovative programs, such as the Goodwill Give ‘n Go station at the Neighborhood Clean-Up Days.

Representatives for GWR will be at the Town Council meeting to present and answer questions regarding their request for the Special Rate Adjustment

CONCLUSION

Staff recommends that the Town Council adopt a Resolution (Attachment 4) approving a 3.00% Special Rate Adjustment, in addition to the annual CPI increase of 2.58% for a total of 5.58%. If approved by the Council, the rate increase would go into effect on July 1, 2014.

ATTACHMENTS

- Attachment 1: Letter from GWR Requesting Special Rate Adjustment
- Attachment 2: Bureau of Labor Statistics Data – Consumer Price Index
- Attachment 3: Rate Increase Impact of 9% Special Rate Adjustment
- Attachment 4: Resolution for Special Rate Adjustment of 5.58%
- Attachment 5: Exhibit “A” Rate Schedule for Special Rate Adjustment of 5.58%
- Attachment 6: Current Rate Schedule

Approved: _____
Nick Pegueros, Town Manager



May 24, 2014

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

Re: Updated Rate Adjustment Letter Per Your Request (Originally Mailed April 1, 2014)

Dear Mr. Pegueros:

Enclosed is our calculation of the annual CPI adjustment in accordance with Section 14.02 of the Agreement between the Town of Portola Valley and GreenWaste Recovery, Inc. for Collection of Garbage, Recyclables and Compostable Materials. The calculation reflects 2.58% increase.

In addition, looking at the formula for calculating the increase and comparing it to what we know are the increases we have sustained in our costs it is apparent that we are falling behind in recovering our costs for providing the service. In March of 2009 we included a paragraph in our rate increase request letter, copy attached, explaining that the .02% increase was unlikely to reflect the true increase in our costs. Over the first five years of our Agreement it is apparent that the rate increases, totaling 9.25% have not in fact compensated us for the increases in our cost of providing the service.

These few examples below demonstrate this fact:

- Diesel fuel increased from \$2.44 per gallon (2009) to \$3.84 (2014), an increase of 53.7%
- Our drivers wage rate has increased from \$32.50 in 2009 to \$36.34 effective 07/01/13, an 11.8% increase with an additional 2.5% increase planned for 07/01/14.
- We have been very proactive in our attempts to control the increases in health insurance, which have totaled nearly 39% over the 5 years but this year the increase is 12.9%, largely due to the Affordable Health Care Act.
- We offset the cost of providing the service with the sales of the recyclable materials we collect. The average price per ton of recyclables sold has gone from \$222 in 2011 to \$192 in 2013, a decrease of 13.5%. The future of this market is uncertain because the majority of the material is sold to China and The Chinese economy has shown some weakness in recent months.
- We collect the garbage with the yardwaste. The material is shipped to Z-Best Products where the material is composted. The cost for shipping this material to Z-best and composting was \$60.00 in 2009 but has increased to \$68.28, an increase of 13.8%.

Nick Pegueros, May 24, 2014
Page 2

In view of the items discussed and presented above we are requesting both the 2.58% that is provided in the Agreement as well as a special rate increase of 6.42%, for a total rate increase of 9% over the 2013 rates effective July 1, 2014.

We believe a total increase of 9% increase would help to compensate us for the accumulation of years in which the rate increases did not provide sufficient revenue to recover the increases in our costs.

We have calculated and enclosed the new rates that would result from the increases above. We are anxious to discuss this with you at your earliest convenience. Please contact me to set up a meeting at (408) 938-4902 or send an e-mail to fweigel@greenwaste.com.

Yours very truly,



Frank Weigel
Chief Operating Officer

Cc: Rich Cristina

Enclosure

**Town of Portola Valley - Service Rates Effective July 1, 2014
Collection of Garbage, Recyclables and Yard Trimmings**

Form 5A. Cost Proposal: Weekly Residential Garbage, Recyclables and Yard Trimmings Collection

Distance	Garbage Mini-Can	1 Garbage Can	2 Garbage Cans	3 Garbage Cans	4 Garbage Cans
0' - 10'	\$17.61	\$28.22	\$56.41	\$84.63	\$112.86
10' - 25'	\$19.23	\$30.78	\$61.60	\$92.36	\$123.13
25' - 100'	\$20.85	\$33.38	\$66.73	\$100.11	\$133.44
100' - 200'	\$22.45	\$35.95	\$71.87	\$107.81	\$143.74
200' - 300'	\$24.07	\$38.51	\$77.03	\$115.54	\$153.82
300' - 400'	\$25.99	\$41.11	\$82.15	\$123.25	\$164.35
400' - 500'	\$27.61	\$43.64	\$87.30	\$130.95	\$174.63

Rates above include unlimited collection of yard trimmings and recyclables

The following rates are to be charged in addition to the monthly rates Proposed above:

each additional can service \$28.22

each additional 100' distance \$7.36

fee for opening locked gates \$0.00

Special Collection Charges (each time requested)

Freon containing items \$44.15

TV sets & Computer Monitors \$22.01

On call Cleanup Service \$29.88 per yard

all other bulky items \$44.15

used motor oil and filters incl.

Town of Portola Valley - Service Rates Effective July 1, 2014
Collection of Garbage, Recyclables and Yard Trimmings

Form 6. Cost Proposal: Commercial Garbage Collection Service

Collection Frequency	Bin Charges						
	.5 cubic yard*	1 cubic yard	2 cubic yards	3 cubic yards	4 cubic yards	6 cubic yards	8 cubic yards
One per week	\$66.24	\$118.82	\$170.84	\$227.97	\$285.82	\$332.45	\$429.37
Two per week	\$89.27	\$195.36	\$285.10	\$399.34	\$514.34	\$608.84	\$797.90
Three per week	\$112.32	\$275.29	\$399.34	\$570.71	\$742.79	\$889.37	\$1,166.50
Four per week	\$135.36	\$358.63	\$513.60	\$742.08	\$971.30	\$1,161.69	\$1,537.96
Five per week	\$158.38	\$445.44	\$627.84	\$913.46	\$1,199.82	\$1,438.10	\$1,903.61
Six per week	\$181.43	\$535.71	\$742.08	\$1,085.44	\$1,428.35	\$1,714.54	\$2,272.13

*optional service level: .5 CY = approximately (1) 96-gallon wheeled cart service.

Collection Frequency	Push Distance Charges (in increments of feet)						
	0' - 10'	11'- 25'	26'-50'	51'-100'	101'-200'	201'-300'	301'-400'
One per week	Included	\$39.73	\$44.15	\$51.34	\$59.13	\$70.99	\$82.83
Two per week	Included	\$79.43	\$88.28	\$103.53	\$118.34	\$142.01	\$165.65
Three per week	Included	\$119.18	\$132.42	\$155.30	\$177.47	\$213.00	\$248.45
Four per week	Included	\$158.91	\$176.55	\$207.06	\$236.64	\$283.98	\$331.32
Five per week	Included	\$198.62	\$220.69	\$258.83	\$295.80	\$354.98	\$414.12
Six per week	Included	\$238.33	\$264.80	\$310.58	\$354.98	\$425.96	\$496.97

Additional service charges:

fee for opening a locked gate	\$0.00
fee for bin cleaning	\$35.72
fees for other services **	<u>N/A</u>



March 2, 2009

Janet McDougall, Assistant Town Administrator
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Dear Ms. McDougall

Enclosed is our calculation of the annual CPI adjustment in accordance with section 14.02 of the Agreement between the Town of Portola Valley and GreenWaste Recovery, Inc. for Collection of Garbage, Recyclables and Compostable Materials. The calculation shows an increase of .02%. We have also included a printout from The Bureau of Labor Statistics web page, which documents the index.

I have also calculated and enclose the new rates that would result from the increase calculated above. As you can see, many of the rates remain the same or only increase by a few pennies. It is unlikely that this calculation reflects the true increase in our costs at July 1, 2009. Drivers will receive an increase, medical insurance has increased 16%, and the fuel price has already started to climb from the December 31, 2008 levels which were the lowest for the year.

The new rates would not be implemented until you have reviewed and agree with the calculations and have had the increase approved by the Town Council.

If you have questions about this letter or the enclosures or want to discuss this letter please contact me at (408) 938-4901 or e-mail dond@greenwaste.com.

Yours very truly,

A handwritten signature in blue ink that reads "Donald J. Dean". The signature is fluid and cursive.

Donald J. Dean
Chief Financial Officer

cc: Angela Howard
Frank Weigel
Tracy Adams

Enclosures



Databases, Tables & Calculators by Subject

FONT SIZE:

Change Output Options:

From:

To:



include graphs

[More Formatting Options](#)

Data extracted on: May 21, 2014 (7:16:59 PM)

Consumer Price Index - All Urban Consumers

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

Download: [.xls](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2004		198.1		198.3		199.0		198.7		200.3		199.5	198.8	198.2	199.5
2005		201.2		202.5		201.2		203.0		205.9		203.4	202.7	201.5	203.9
2006		207.1		208.9		209.1		210.7		211.0		210.4	209.2	207.9	210.6
2007		213.688		215.842		216.123		216.240		217.949		218.485	216.048	214.736	217.361
2008		219.612		222.074		225.181		225.411		225.824		218.528	222.767	221.730	223.804
2009		222.166		223.854		225.692		225.801		226.051		224.239	224.395	223.305	225.484
2010		226.145		227.697		228.110		227.954		228.107		227.658	227.469	226.994	227.944
2011		229.981		234.121		233.646		234.608		235.331		234.327	233.390	232.082	234.698
2012		236.880		238.985		239.806		241.170		242.834		239.533	239.650	238.099	241.201
2013		242.677		244.675		245.935		246.072		246.617		245.711	245.023	243.894	246.152

TOOLS

- [Areas at a Glance](#)
- [Industries at a Glance](#)
- [Economic Releases](#)
- [Databases & Tables](#)
- [Maps](#)

CALCULATORS

- [Inflation](#)
- [Location Quotient](#)
- [Injury And Illness](#)

HELP

- [Help & Tutorials](#)
- [FAQs](#)
- [Glossary](#)
- [About BLS](#)
- [Contact Us](#)

INFO

- [What's New](#)
- [Careers @ BLS](#)
- [Find It! DOL](#)
- [Join our Mailing Lists](#)
- [Linking & Copyright Info](#)

RESOURCES

- [Inspector General \(OIG\)](#)
- [Budget and Performance](#)
- [No Fear Act](#)
- [USA.gov](#)
- [Benefits.gov](#)
- [Disability.gov](#)

TOWN OF PORTOLA VALLEY

Total 2014 Monthly Rate Increase (CPI + Special Rate Increase)					
Distance From Curb	Garbage Mini-Can	1 Garbage Can*	2 Garbage Cans	3 Garbage Cans	4 Garbage Cans
0' - 10'	\$1.45	\$2.33	\$4.66	\$6.99	\$9.32
10' - 25'	\$1.59	\$2.54	\$5.09	\$7.63	\$10.17
25' - 100'	\$1.72	\$2.76	\$5.51	\$8.27	\$11.02
100' - 200'	\$1.85	\$2.97	\$5.93	\$8.90	\$11.87
200' - 300'	\$1.99	\$3.18	\$6.36	\$9.54	\$12.70
300' - 400'	\$2.15	\$3.39	\$6.78	\$10.18	\$13.57
400' - 500'	\$2.28	\$3.60	\$7.21	\$10.81	\$14.42

**Almost half the residential customers subscribe to 32-gallon, Curbside*

RESOLUTION NO. _____-2014

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY ALLOWING A SPECIAL RATE ADJUSTMENT TO
THE FRANCHISE AGREEMENT FOR COLLECTION OF GARBAGE,
RECYCLABLES AND COMPOSTABLE MATERIALS
BETWEEN THE TOWN OF PORTOLA VALLEY AND
GREENWASTE RECOVERY, INC.**

WHEREAS, the Town Council of the Town of Portola Valley has entered into a franchise agreement with GreenWaste Recovery, Inc. (GreenWaste) for the provision of garbage, recyclables and compostable materials collection services; and

WHEREAS, pursuant to the Agreement, GreenWaste is entitled to annual service rate adjustments to reflect the change in the Consumer Price Index.

WHEREAS, the Town Council has considered the extra cost increase requested by GreenWaste and determined that an additional 3% special rate increase is warranted to compensate GreenWaste for the additional costs associated with providing the service.

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

1. Public interest and convenience require the Town of Portola Valley to increase the service rates by 5.58%, as set forth in Exhibit "A".

2. The Town of Portola Valley hereby approves the rate increase described in Exhibit "A," attached hereto and incorporated herein, and directs the new rates be implemented for the entirety of fiscal year 2014-2015, beginning with the 1st quarter billing cycle.

PASSED AND ADOPTED this 25th day of June, 2014.

By: _____
Ann Wenger, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

**Town of Portola Valley - Service Rates Effective July 1, 2014
Collection of Garbage, Recyclables and Yard Trimmings**

**Form 5A. Cost Proposal: Weekly Residential Garbage, Recyclables and Yard Trimmings
Collection 5.58% Increase**

Distance	Garbage Mini-Can	1 Garbage Can	2 Garbage Cans	3 Garbage Cans	4 Garbage Cans
0' - 10'	\$17.06	\$27.33	\$54.64	\$81.97	\$109.32
10' - 25'	\$18.62	\$29.82	\$59.66	\$89.46	\$119.26
25' - 100'	\$20.20	\$32.33	\$64.64	\$96.96	\$129.25
100' - 200'	\$21.75	\$34.82	\$69.62	\$104.43	\$139.23
200' - 300'	\$23.31	\$37.30	\$74.61	\$111.91	\$148.99
300' - 400'	\$25.17	\$39.82	\$79.58	\$119.38	\$159.19
400' - 500'	\$26.74	\$42.27	\$84.56	\$126.84	\$169.15

Rates above include unlimited collection of yard trimmings and recyclables

The following rates are to be charged in addition to the monthly rates Proposed above:

each additional can service	\$27.33
each additional 100' distance	\$7.13
fee for opening locked gates	\$0.00

Special Collection Charges (each time requested)

Freon containing items	\$42.76
TV sets & Computer Monitors	\$21.32
On call Cleanup Service	\$28.94 per yard
all other bulky items	\$42.76
used motor oil and filters	<u>incl.</u>

Town of Portola Valley - Service Rates Effective July 1, 2014
Collection of Garbage, Recyclables and Yard Trimmings

Form 6. Cost Proposal: Commercial Garbage Collection Service
5.58% Increase

Collection Frequency	Bin Charges						
	.5 cubic yard*	1 cubic yard	2 cubic yards	3 cubic yards	4 cubic yards	6 cubic yards	8 cubic yards
One per week	\$64.16	\$115.09	\$165.48	\$220.82	\$276.85	\$322.02	\$415.90
Two per week	\$86.47	\$189.23	\$276.16	\$386.81	\$498.20	\$589.74	\$772.87
Three per week	\$108.80	\$266.65	\$386.81	\$552.81	\$719.49	\$861.47	\$1,129.90
Four per week	\$131.11	\$347.38	\$497.48	\$718.80	\$940.82	\$1,125.24	\$1,489.70
Five per week	\$153.41	\$431.46	\$608.14	\$884.80	\$1,162.17	\$1,392.98	\$1,843.88
Six per week	\$175.74	\$518.90	\$718.80	\$1,051.39	\$1,383.53	\$1,660.74	\$2,200.84

*optional service level: .5 CY = approximately (1) 96-gallon wheeled cart service.

Collection Frequency	Push Distance Charges (in increments of feet)						
	0' - 10'	11'- 25'	26'-50'	51'-100'	101'-200'	201'-300'	301'-400'
One per week	Included	\$38.48	\$42.76	\$49.73	\$57.28	\$68.76	\$80.23
Two per week	Included	\$76.94	\$85.51	\$100.28	\$114.63	\$137.55	\$160.45
Three per week	Included	\$115.44	\$128.27	\$150.43	\$171.91	\$206.31	\$240.66
Four per week	Included	\$153.93	\$171.01	\$200.56	\$229.21	\$275.07	\$320.92
Five per week	Included	\$192.39	\$213.77	\$250.71	\$286.52	\$343.84	\$401.13
Six per week	Included	\$230.85	\$256.50	\$300.84	\$343.84	\$412.60	\$481.38

Additional service charges:

fee for opening a locked gate	\$0.00
fee for bin cleaning	\$34.60
fees for other services **	N/A

Town of Portola Valley - Service Rates Effective July 1, 2013
Collection of Garbage, Recyclables and Yard Trimmings

Form 5A. Cost Proposal: Weekly Residential Garbage, Recyclables and Yard Trimmings Collection

Distance	Mini-Can	1 Can	2 Cans	3 Cans	4 Cans
0' - 10'	\$16.16	\$25.89	\$51.75	\$77.64	\$103.54
10' - 25'	\$17.64	\$28.24	\$56.51	\$84.73	\$112.96
25' - 100'	\$19.13	\$30.62	\$61.22	\$91.84	\$122.42
100' - 200'	\$20.60	\$32.98	\$65.94	\$98.91	\$131.87
200' - 300'	\$22.08	\$35.33	\$70.67	\$106.00	\$141.12
300' - 400'	\$23.84	\$37.72	\$75.37	\$113.07	\$150.78
400' - 500'	\$25.33	\$40.04	\$80.09	\$120.14	\$160.21

The following rates are to be charged in addition to the monthly rates Proposed above:

each additional can service \$25.89

each additional 100' distance \$6.75

fee for opening locked gates \$0.00

Special Collection Charges (each time requested)

Freon containing items \$40.50

TV sets & Computer Monitors \$20.19

other special items \$27.41 per yard

all other bulky items \$40.50

used motor oil and filters incl.

Town of Portola Valley - Service Rates Effective July 1, 2013
Collection of Garbage, Recyclables and Yard Trimmings

Form 6. Cost Proposal: Commercial Garbage Collection Service

	Bin Charges						
Collection Frequency	.5 cubic yard*	1 cubic yard	2 cubic yards	3 cubic yards	4 cubic yards	6 cubic yards	8 cubic yards
One per week	\$60.77	\$109.01	\$156.73	\$209.15	\$262.22	\$305.00	\$393.92
Two per week	\$81.90	\$179.23	\$261.56	\$366.37	\$471.87	\$558.57	\$732.02
Three per week	\$103.05	\$252.56	\$366.37	\$523.59	\$681.46	\$815.94	\$1,070.18
Four per week	\$124.18	\$329.02	\$471.19	\$680.81	\$891.10	\$1,065.77	\$1,410.97
Five per week	\$145.30	\$408.66	\$576.00	\$838.04	\$1,100.75	\$1,319.36	\$1,746.43
Six per week	\$166.45	\$491.48	\$680.81	\$995.82	\$1,310.41	\$1,572.97	\$2,084.52

*optional service level: .5 CY = approximately (1) 96-gallon wheeled cart service.

	Push Distance Charges (in increments of feet)						
Collection Frequency	0' - 10'	11'- 25'	26'-50'	51'-100'	101'-200'	201'-300'	301'-400'
One per week	Included	\$36.45	\$40.50	\$47.10	\$54.25	\$65.13	\$75.99
Two per week	Included	\$72.87	\$80.99	\$94.98	\$108.57	\$130.28	\$151.97
Three per week	Included	\$109.34	\$121.49	\$142.48	\$162.82	\$195.41	\$227.94
Four per week	Included	\$145.79	\$161.97	\$189.96	\$217.10	\$260.53	\$303.96
Five per week	Included	\$182.22	\$202.47	\$237.46	\$271.38	\$325.67	\$379.93
Six per week	Included	\$218.65	\$242.94	\$284.94	\$325.67	\$390.79	\$455.94

Additional service charges:

fee for opening a locked gate	\$0.00
fee for bin cleaning	\$32.77
fees for other services **	<u>N/A</u>

RESOLUTION NO. ____-2014

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY ALLOWING A SPECIAL RATE ADJUSTMENT TO
THE FRANCHISE AGREEMENT FOR COLLECTION OF GARBAGE,
RECYCLABLES AND COMPOSTABLE MATERIALS
BETWEEN THE TOWN OF PORTOLA VALLEY AND
GREENWASTE RECOVERY, INC.**

WHEREAS, the Town Council of the Town of Portola Valley has entered into a franchise agreement with GreenWaste Recovery, Inc. (GreenWaste) for the provision of garbage, recyclables and compostable materials collection services; and

WHEREAS, pursuant to the Agreement, GreenWaste is entitled to annual service rate adjustments to reflect the change in the Consumer Price Index.

WHEREAS, the Town Council has considered the extra cost increase requested by GreenWaste and determined that an additional 3% special rate increase is warranted to compensate GreenWaste for the additional costs associated with providing the service.

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

1. Public interest and convenience require the Town of Portola Valley to increase the service rates by 5.58%, as set forth in Exhibit "A".
2. The Town of Portola Valley hereby approves the rate increase described in Exhibit "A," attached hereto and incorporated herein, and directs the new rates be implemented for the entirety of fiscal year 2014-2015, beginning with the 1st quarter billing cycle.

PASSED AND ADOPTED this 25th day of June, 2014.

By: _____
Ann Wenger, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

#9

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – June 20, 2014

1. Agenda – (Action) Town Council – Wednesday, June 18, 2014
2. Agenda – ASCC – Monday, June 23, 2014
3. Agenda – Ad-Hoc Water Conservation Committee – Tuesday, June 24, 2014
4. Agenda – Conservation Committee – Tuesday, June 24, 2014
5. Memo from Public Works Director, Howard Young re: Bid Results for the 2013/2014 Resurfacing Project – OBAG Funded Federal Project
6. Letter from Brad Peyton re: Resignation from the Public Works Committee
7. Memo from Town Manager, Nick Pegueros re: Weekly Update – Friday, June 20, 2014

Attached Separates (Council Only)

1. San Mateo County Sheriff's Crime Activity Report for January – March, 2014



TOWN OF PORTOLA VALLEY

Page 109 #1

7:30 PM – Special Meeting of the Town Council
Wednesday, June 18, 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 May 14, 2014

Approved as Amended 5-0

- (2) **Approval of Minutes** – Regular Town Council Meeting of May 28, 2014
(3) **Ratification of Warrant List** – June 11, 2014
(4) **Appointment by Mayor** – Request for appointment of a member to the Parks & Recreation Committee

Item 2, 3, & 4 Approved 5-0

REGULAR AGENDA

- (5) **Review the 2014 Draft Housing Element**

Council approved the Draft Housing Element, incorporating recommended text change, directing staff to submit to the California Department of Housing and Community Development (HCD). **Approved 5-0**

- (6) **Capital Asset Acquisition Policy Update**

Approved 4-1 Councilmember Derwin opposed

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (7) **Reports from Commission and Committee Liaisons**

There are no written materials for this item.

Councilmember Hughes –

Planning Commission approved a site development permit at 128 Escobar, a variance at 20 Russell, and a zoning permit at 828 Portola. The Commission discussed the Draft Housing Element.

Nature & Science reviewed the Hawthorns property proposal and the desire to purchase of a freezer.

Flight Night was a huge success. Steve Dunne is stepping down as coordinator for this event.

Earth Day was a success. Committee member Treena Diehl may resign from the committee.

Councilmember Richards –

Emergency Preparedness Committee meeting of June 18th did not have a quorum.

Councilmember Derwin –

Council of Cities meeting, held in Hillsborough, heard a presentation on “Cyber Security.”

Library board appointed new governing board officers; Chair, Carole Groome and Vice Chair, Ann Kasten. Members were appointed to the donor city fund subcommittee.

Ad-Hoc Water Conservation Committee continues to work on their presentation to the Town Council.

C/CAG heard a presentation on Safe Routes to School program. Legislative news report was on Cap & Trade, distribution of funds.

Bicycle, Pedestrian & Safety Committee approved the parking signs at Windy Hill. Council agreed that the parking signs should be discussed with the ASCC Chair. A subcommittee will review the Traffic Calming policy and forward to the Bicycle, Pedestrian & Traffic Safety Committee with a recommendation to the Town Council in September. After failure to submit their 2014/'15 budget on time, the Committee asked for \$3,900.00 and was given \$2,900.00.

Vice Mayor Aalfs –

Mayor Wengert and Vice Mayor Aalfs attended a meeting with the Los Trancos County Water District to discuss the District's proposal to the Town to annex the lake that sits on their property.

Mayor Wengert –

Parks & Recreation Committee welcomed new member Seth Greenstein. The Committee continued its work on the Town Picnic, scheduled for June 7th, and is helping to organize the 50th Anniversary Parade. The Committee also continues its discussion on extending shade over the horses at Little People's Park.

WRITTEN COMMUNICATIONS

(8) Town Council Weekly Digest – June 6, 2014

#8 – Town Manager Pegueros noted the new format of the Month End Financial Report

(9) Town Council Weekly Digest – June 13, 2014

#5 – Councilmember Derwin noted her gratification reading the Mosquito/Vector report

ADJOURNMENT: 10:22 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 Hearing(s).



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, June 23, 2014
Special Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL ASCC FIELD MEETING*

4:00 p.m. 274 Corte Madera Road Field meeting for review of as-built modifications to the previously approved landscape planting plan associated with the approved residential redevelopment project. (ASCC review to continue at Regular Meeting)

7:30 PM – REGULAR 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. Architectural Review of As-Built Modifications to Previously Approved Landscape Planting Plan, 274 Corte Madera Road, Byrne
 - b. Continued Architectural Review for New Residence, Swimming Pool, and Site Development Permit X9H-671, 17 Redberry Ridge, Yang
 - c. Continued Architectural Review for New Barn, Site Development Permit X9H-675 and Amendment to Conditional Use Permit X7D-156, 683 Portola Road, White
 5. New Business:
 - a. Architectural Review for Detached Guest House, 137 Ash Lane, Langdon
 6. Commission and Staff Reports:
 7. Approval of Minutes: June 9, 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: June 20, 2014

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Ad-Hoc Water Conservation Task Force
Tuesday, June 24, 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 the June 10 minutes**
- 4. (12 min) Round table discussion of new learnings or materials, since last meeting (2-3 min each)**
- 5. (50 min) Dialogue with Cal Water;**
 - a. Data Request**
 - b. Rebates – see comparison chart**
 - c. How to best work together to maximize our impact?**
 - d. What are they planning and how can we participate?**
 - e. Does Cal Water have any incentive or assistance for identifying and repairing leaks?**
- 6. (30 min) Continue Preparation of report to Portola Valley Town Council (allowed time?)**
 - a. Over all approach**
 - b. Review slide deck**
 - c. Make changes**
- 7. (5 min) Market segmentation of proposed programs**
- 8. (5 min) Discuss Webinar Communicating the Value of Water**
- 9. Plan topics for next meeting: July 8th (review final pitch to Town Council July 9th)**
- 10. Announcements**
- 11. Adjournment**



TOWN OF PORTOLA VALLEY
Conservation Committee
Tuesday, June 24, 2014 - 7:45 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

REVISED AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – Minutes were unavailable
4. Site Permits –
 - New – 274 Corte Madera
410 Cervantes

 - Tree Removals – 683 Portola Road
40 Firethorn
5. Old Business
 - A. Backyard Habitat program – Award ceremony/Marketing
 - B. Picnic Day June 7 - 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 –
 - F. PV Anniversary year celebration – Plant & Pollinator Presentation- Marianne & Jean
6. New Business
 - A. Fire season preparedness
 - B. Upcoming town events / CC participation
7. Action Plan
8. Announcements
9. Adjournment



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

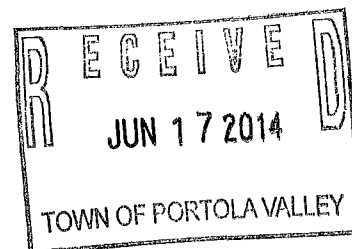
DATE: June 20, 2014

RE: Bid Results
2013/2014 Resurfacing Project – Rehabilitation #2013-PW01
OBAG Funded Federal Project No. STPL-5390 (005)

Bids for the above referenced project were properly advertised and opened at 11:00 A.M. on June 12, 2014 by the Town Clerk. Along with the base bid of resurfacing Alpine Road from Portola Road to Corte Madera Road, the project included an additive bid alternate for base repairs on Corte Madera Road and other project related items.

	<u>Base Bid</u>	<u>Additive Bid Alt</u>
1. Interstate Grading & Paving	\$ 268,019.00	\$ 88,638.40
2. G. Bortolotto & Co., Inc.	\$ 237,572.39	\$ 51,148.04
3. O'Grady Paving, Inc.	\$ 236,990.25	\$ 73,452.00
4. Half Moon Bay Grading & Paving	\$ 218,128.54	\$ 48,068.80
Engineers Estimate without 9% contingency:	\$ 233,000.00	\$ 53,560.60
Low bidder:	\$ 218,128.54	
Adopted budget:	\$ 253,000.00	

Town staff is in the process of verifying contractor certifications and intends to award the project to the lowest bidder "Half Moon Bay Grading & Paving, Inc." for a base bid of \$218,128.54. Once the base bid scope of work has progressed to a point that staff believes there are no unforeseen field conditions, staff will authorize parts of the additive bid alternate items and/or other additional work. The Town Council has authorized the Town Manager to award the project to the lowest responsible bidder with a total contract and change order amount not to exceed \$253,000.00. Construction is scheduled to begin in mid-July 2014 and completed by mid-August 2014.



June 17, 2014

Nick Pequeros, Town Manager
765 Portola Road
Portola Valley, Ca. 94028

Mr. Pequeros,

I would like to conclude my membership in the town's public works committee.

The county dispatch, each time I get a call, are under the impression that has a committee member I can call a vender and authorize money to be spent. They should be educated.

But mostly I do not want to get a call at 10:00pm (or later) and be expected to work chainsaws.

Best wishes
Brad Peyton

A handwritten signature in cursive script that reads "Brad Peyton".

Cc: Howard Young, Public Works Director
Mark Paris, Public Works Chairman



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: June 20, 2014
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended June 20, 2014.

1. **Gas Main Leak near 5 Valley Oak** – The 3” gas main leak in the Ranch on Wednesday was successfully capped and is under repairs, without incident. In response to the safety concerns, PG&E was onsite inspecting the entirety of the Ranch, CMS, and some additional adjacent areas for methane to ensure no other leaks are present. The cause of the leak is still under investigation by PG&E, but the chief suspect is a failed joint fuse in the plastic pipe or possibly a manufacturer defect. PG&E has given Town staff assurances that there is no danger to town residents and they will meet with staff to review their findings and planned remediation (if necessary).
2. **First Summer Concert** – Up and to the Right (Ray & Nathaniel Rothrock’s group) performed at a tribute to 1964 at last night’s concert. The event was well attended by an estimated 300-400 people.
3. **Tom Vlastic’s last ASCC Meeting** – Next Monday, 6/23, will be Tom Vlastic’s last official ASCC meeting after 31 years of unparalleled service to the community. Tom will continue on in an advisory role to Karen and the new planning director through December 31, 2014. A retirement party will be planned for November.
4. **Planning Director Recruitment** – The first review of planning director applicants occurred this week. All applicants selected to participate in the first round interviews were encouraged to watch Steve Toben’s lecture on the 1964 consensus and were encouraged to conduct an informational interview with Tom Vlastic to learn about the challenges facing our community. Seven applicants have been invited to participate in the first round interviews, which begin today, 6/20, and will continue through next week. The applicants

represent a wide range of experience levels with several having served as Planning Director for more than five years. Following the first round interviews, the top two or three candidates will be asked to complete a technical assessment of a project in town and write a memo to the ASCC regarding the key issues requiring investigation or consideration. Finally the top candidate will be invited to meet with a panel to assess their communication skills and their credibility. The panel will include a member of the Town Council, Planning Commission, ASCC, and Town staff. The recruitment is ongoing and, in the event a candidate is not found in this first review, applications are still being accepted and another assessment will occur until we find the right individual to fill this important role.