Page 1



TOWN OF PORTOLA VALLEY

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

REGULAR MEETING AGENDA

7:30 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

CONSENT AGENDA

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

- (1) Approval of Minutes Special Town Council Meeting of June 18, 2014 (3)
- (2) Approval of Minutes Regular Town Council Meeting of June 25, 2014 (19)
- (3) Approval of Warrant List July 9, 2014 (29)
- (4) Recommendation by Town Manager Amendment No. 2 to Agreement for Administrative and Management (37) Services
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Amendment No. 2 to Agreement for Professional Services Between the Town of Portola Valley and Regional Government Services Authority (Resolution No.___)

REGULAR AGENDA

- (5) **PRESENTATION** Report from Dawn Smithson, California Water Service Company (59)
- (6) Discussion and Council Action Report from Mike Ward, Chair to the Ad-Hoc Water Conservation Committee (60) Request to Approve the 2014 Work Plan and Associated Budget
- (7) Discussion and Council Action Property Acquisition (81)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(8) Reports from Commission and Committee Liaisons (90)

There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (9) Town Council Weekly Digest June 27, 2014 (91)
- (10) Town Council Digest July 3, 2014 (124)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 881, JUNE 18, 2014

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

Present: Councilmembers Maryann Moise Derwin, Craig Hughes and John Richards; Vice Mayor

Jeff Aalfs; Mayor Ann Wengert

Absent: None

Others: Nick Pegueros, Town Manager

Karen Kristiansson, Interim Town Planner

Leigh Prince, Town Attorney Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

CONSENT AGENDA

- (1) <u>Approval of Minutes</u>: Regular Town Council Meeting of May 14, 2014 [Removed from Consent Agenda]
- (2) Approval of Minutes: Special Town Council Meeting of May 28, 2014
- (3) Ratification of Warrant List: June 11, 2014 in the amount of \$78,770.43
- (4) <u>Appointment by Mayor</u>: Request for appointment of a member to the Parks and Recreation Committee

By motion of Councilmember Derwin, seconded by Vice Mayor Aalfs, the Council approved Items 2, 3 and 4 on the Consent Agenda with the following roll call vote:

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

No: None.

(1) Approval of Minutes: Regular Town Council Meeting of May 14, 2014

Vice Mayor Aalfs moved to approve the minutes of the Town Council meeting of May 14, 2014, as amended. Seconded by Councilmember Richards, the motion carried 5-0.

REGULAR AGENDA

(5) Review of the 2014 Draft Housing Element

Ms. Kristiansson explained that while they're among several state-mandated elements of general plan, housing elements are unique in terms of the number of established requirements, the schedule for updating and being subject to review and certification for compliance with state law.

The Planning Commission has been working on the update, discussing housing programs and draft sections of the Housing Element in eight study sessions ever since its joint meeting with the Town Council on November 13, 2013. The Planning Commission made its final adjustments when reviewing the full draft during its meeting on June 4, 2014. The current draft reflects those adjustments.

As indicated in her staff report of June 18, 2014, Ms. Kristiansson said that as the Council and Planning Commission had directed, the Town advertised work on the Housing Element in various ways, including postings on the Town's website, in the PV Forum, use of the e-notification system, two postcard mailings and advising the 21 Elements group to share the information with housing advocacy organizations.

After incorporating any further changes the Council directs, considering public input and Council discussion, the draft would be revised before being submitted to the state Department of Housing and Community Development (HCD). Ms. Kristiansson said the Council should be comfortable with the draft before the Town submits it.

Several parts of the Housing Element, including the Population, Employment and Housing section, the Constraints section and the Site Inventory section contain primarily updated data, Ms. Kristiansson said, so they are very similar to the 2009 certified Housing Element. More substantive changes are included in:

- Evaluation of the 2009 Housing Element, which followed on the Annual Element Progress Report the Council reviewed during its meeting on May 28, 2014
- Goals and Policies, which the Planning Commission updated for clarity and inclusion of language from the Ad Hoc Affordable Housing Committee's report last year
- The Programs section; six of the programs described are ongoing, with some changes, and one is new
 - Inclusionary Housing: Modified to require that developers provide land and build below market-rate (BMR) units in a new subdivision rather than providing a larger percentage of the lots for such housing
 - Second Units: Modified to 1) allow staff-level review and approval of second units up to 750 square feet (versus the current 400-square-foot limit) provided no other approvals are required, 2) allow parcels of two or more acres to have second units up to 1,000 square feet (versus the current 750-square-foot maximum), and 3) allow parcels of 3.5 or more acres to have two second units, one of which would have to be attached; in all cases, the units would be required to meet performance standards for parking, etc.
 - Affiliated Housing: Ms. Kristiansson referred the Council to a handout that reflects text changes proposed by the Planning Commission based on discussions at its June 4, 2014 meeting; the revised text includes additional background information relative to the Stanford Wedge site, expresses a need to study standards and density issues for appropriate potential development of the site eventually, and affirms that no units on that site are being counted in this Housing Element cycle.
 - Program 7: A new program developed by the Planning Commission to add a vision component to the Housing Element, Program 7 -- Explore Future Housing Needs and Potential Housing Programs would explore longer-term housing issues and options in addition to state mandates, which potentially could feed into the 2022 Housing Element update. Two items the Planning Commission specifically identified were expanding Affiliated Housing to allow it on commercial properties for employees (e.g., at Village Square) and defining potential options for use of the Town's In-Lieu Housing Fund monies.

Councilmember Hughes asked whether the proceeds from the sale of the Blue Oaks lots would just remain in the fund during the 2014-2022 Housing Element cycle because the Town would be able to meet its housing obligation without spending it. Ms. Kristiansson said the Town is indicating that it will work toward determining the best use for those funds, which is part of the thinking behind Program 7. She said the state may want additional information, but she and state representatives did discuss the issue when they met in May 2014.

Councilmember Richards, noting that some changes, particularly those relating to second units, would require amending the Town's Zoning Ordinance, asked how we can commit to something in the Housing Element when we don't have the regulations in place to execute on it. Ms. Kristiansson said the Housing Element's Action Plan that will go to HCD once the Town Council authorizes it for release, indicates that Zoning Ordinance changes would be addressed in the 2015-2016 timeframe. Upon HCD review, she said the state is likely to come back for some changes, at which point she'd check back in with the Council. When the Council ultimately adopts the Housing Element, the implementation phase would begin with developing adopting the Zoning Ordinance changes needed.

In response to a further question, she said that if for some reason the Town did not pursue making the necessary Zoning Ordinance changes, the Town would have to report it as part of the next Annual Element Progress Report.

Noting that the staff report discussion of Program 7 references options for spending the money in the In-Lieu Housing Fund, Councilmember Derwin asked for some examples of those options. Ms. Kristiansson said the Ad Hoc Affordable Housing Committee suggested some options and various others were raised during Planning Commission meetings. They included purchasing land, facilitating affiliated housing for employees at The Sequoias, helping establish housing organizations. She said all of these are thoughts and none have been explored.

Councilmember Derwin said she'd understood that the Town was restricted in the ways it could spend that money. Mr. Pegueros responded by explaining that the Blue Oaks proceeds were monetized in 2012 and deposited in the In-Lieu Housing Fund. This is a restricted fund on the Town's books that will be spent to provide or advance affordable housing in a manner to be determined by the City Council.

Councilmember Derwin said some people ask why the Town doesn't turn the funds over to an organization to build housing in a place where land is cheaper, but as she understands it, that would require a change in state law, and considerable sentiment against the idea of affluent communities being able to buy their way out of housing obligations makes that kind of change unlikely.

Ms. Prince said that state law obviously frames the discussion, and Program 7 would entail taking a long, hard look at the legal context.

Councilmember Derwin asked if the housing impact fee is on hold for further study. Ms. Kristiansson said the fee has been effectively merged into the Inclusionary Housing program. The Planning Commission recommended participating in the ongoing countywide nexus study to determine what percentage of units should be used. She said information from that study could come back to the Council as early as this summer.

Ms. Prince added that the Town is required to meet the Regional Housing Needs Assessment (RNHA) numbers, and to the extent that the in-lieu funds needs to be used to meet those numbers, we will have a state mandate to do so.

Mayor Wengert said one of the big drivers for the creation of that fund was the \$2.8 million proceeds from the sale of Blue Oaks, and the strategy behind that was that Blue Oaks had been in the Housing Element picture for years. Now we have those dollars available, and a policy decision is where we're headed next with how to deal with the expenditures within the framework of state law. She said we have not seen any evidence of any regional programs being offered by the state, but there's a possibility of the state emerging with some additional options.

Vice Mayor Aalfs referred to the added text related to the Stanford Wedge. Although development of that site doesn't appear likely, he said, we'd have to treat it the same way we'd treat other large sites in Town. Ms. Kristiansson agreed that we cannot treat individual properties separately, but the Stanford Wedge is unique in that it's the only Affiliated Housing site in our inventory that has no other development. If some proposal were to emerge, he asked whether the language proposed for inclusion in the Housing Element would give us the latitude to go back and review that site on its own. Ms. Kristiansson said our proposal

calls for actively reviewing it in the 2016-2017 timeframe, and per discussions with Stanford, nothing is planned.

Mayor Wengert said it would be important to clarify that the regulations in place today would allow for Stanford to potentially present a plan. The key question is whether we're comfortable with leaving in place what's been there for years or whether we want to make adjustments even though we have no information or data that suggests any proposals are on the horizon. Ms. Kristiansson said the current program was first adopted in 1990, and the Land Use Element was updated relative to that in 1998, so it makes sense to look at it again.

Mayor Wengert said it would be fair to characterize the Stanford Wedge as unique; it's also the largest parcel in Town and would have potentially the highest density.

Councilmember Derwin asked whether Stanford has ever exhibited any interest at all in building on that property. Ms. Kristiansson said not that she's aware of, but one could imagine it being used for student, faculty or visiting professor housing, because it's biking distance to Stanford. She confirmed that housing would be the only allowable use.

Mayor Wengert asked whether in its discussion of second-unit program enhancements the Planning Commission determined the numbers of parcels in that have two or more acres and 3.5 or more acres. Ms. Kristiansson said they did; Councilmember Hughes said there were about 100 or the former and about 24 of the latter. Ms. Kristiansson said most of the larger properties are in the western hillsides or Westridge.

Mayor Wengert opened the public hearing.

Jon Silver, Portola Road, agreed that it's important to have good numbers. He asked whether anyone knows the percentage of the larger parcels that are in the western hillsides versus Westridge. He also asked about Oak Hills – the Golden Oak Drive area. Upon consulting her data, Ms. Kristiansson said of approximately 235 parcels in the Westridge neighborhood, 29 are 3.5 acres or larger and 52 are 3 acres or larger. She said she doesn't have the data on parcels that are 2 acres or larger, but believes it was about 78.

Mr. Silver also asked about current rental rates for various-sized guest houses in Portola Valley, Ms. Prince said that second units aren't deed-restricted to particular rental amounts, and that state uses a formula to determine affordability. Ms. Kristiansson also cited the 21 Elements affordability analysis, which draws from posted in all San Mateo County communities in newspaper and online listings, Trulia and some additional resources, and was approved by the state in 2013. She added that one factor that drives down the average is that some property owners forego charging rent to relatives and people who may work on their properties.

When Mr. Silver expressed some concern about administrative review and approval of second units, Councilmember Hughes, a former ASCC member, assured him that staff is comfortable turning to ASCC whenever they have questions or concerns about applications.

Ms. Kristiansson pointed out that property owners are interested in larger second units not only for rentals but to accommodate family members for whom 750 square feet is too confining. Ms. Prince added that because they are larger and can house bigger families, the 1,000-square-foot second units make units available to different demographic groups that the smaller units can't reach.

Bud Eisberg, Wyndham Drive, quoted Goal 4's introductory statement: Work to address housing issues on a regional basis while preserving local control and minimizing fiscal impacts on the Town. He recalled reading a report from Councilmember Derwin on a talk by a former HCD director, who was critical of the state's current affordable housing strategy. He pointed out that in working regionally we must keep an eye on the law, changes in the law, work to help improve the law, and examine assumptions on which data is based for validity. He also favored continued work with Assemblymember Rich Gordon.

Councilmember Derwin said the former HCD Director was very unhappy with the process as it stands. There's quite a movement, especially in Southern California, to modify the process and the numbers. She said Portola Valley's RHNA numbers are the second-lowest in San Mateo County (behind Colma), but most cities have a difficult time reaching their numbers.

An unidentified resident said it would be difficult to raise a family in a 1,000-square-foot residence.

Monika Cheney, Goya Road, said she has concerns about the process outlined for the acquisition of real estate in the Capital Asset Acquisition Policy memo (Item 6 on the agenda). Events over the last several years have eroded the general level of trust in the Town, and it's important to consider history as we consider this policy.

Ms. Cheney also noted that the Ad Hoc Affordable Housing Committee studied this issue, and on the first page of its report, wrote: The Ad Hoc Housing Committee recommends that Town funds should only be used to purchase land or pay for construction of housing after a rigorous open and public process that includes adequate notice, identification of the property, disclosure of the financial viability and proposed density of the project before entering into a contract. Ms. Cheney said she wants to ensure those words are taken very seriously. It's the right thing to do and will help heal wounds and move forward. Her reading of the Capital Asset Acquisition Policy memo left her concerned that the same thing could happen again that happened with 900 Portola Road. She said she understands the Council plans to meet in July 2014 to determine whether there's a compelling interest in acquiring property. There is a requirement to invite public discussion before entering closed session, she said, but nothing requires identifying the property, disclosing economic viability evaluated or discussing density.

In the interest of being constructive, efficient and helpful, Ms. Cheney said she drafted some suggested edits to the Capital Asset Acquisition Policy.

Kathie Terhune, Wyndham Drive, addressing the in-lieu fund issue, said that people are confused about it and ask about it frequently. She suggested drafting a document that indicates how much is in the fund, how much interest it earns, and what spending options are available. Ms. Prince said the visioning aspect of the Housing Element and the way those funds would be spent may play out in the next Housing Element update. Councilmember Hughes said it's not a simple document, because the list of possibilities would probably be a long one. The action item in the Housing Element suggests we spend some time on it rather than just pulling it together, he said.

Louis Ebner, Wyndham Drive, suggested putting this item on the Council agenda and invite residents to offer their best ideas. He said there's no reason not to have a general discussion about it and proceed from there. Mayor Wengert said she believes that's the process envisioned. The various bodies in Town, starting with the Planning Commission, would be a great place for that dialog to begin if the Council supports adopting the new Program 7 in the draft Housing Element.

Mayor Wengert, acknowledging the Planning Commissioners present, asked about the Planning Commission's discussions of second units within the footprint of homes. She said she's heard comments about the need for second units on various size lots, particularly those under 3.5 acres, to enable homeowners to provide housing for nannies, single parents, adult children, etc. Planning Commission Chair Denise Gilbert said the Commission considered a good list of suggestions related to second units. To meet state guidelines without exceeding them, the Commission took the approach of dialing up slightly, making incremental changes to encourage second-unit development but holding off on some measures for future years to help meet RHNA obligations.

Vice Chair Nicholas Targ concurred, noting that the Planning Commission's goal is to keep the changes within the scope of what the Town is required to achieve and leave more ambitious measures for later consideration.

Councilmember Hughes said the results of all the work that's gone into the Housing Element draft shows how well it's been thought through, reflecting input of the Ad Hoc Affordable Housing Committee as well

as the Planning Commission. He said exceeding RHNA numbers would result in a penalty in the sense that it would increase the base from which even higher numbers would be assigned in the future. He said that the draft reflects a good plan that satisfies state requirements while giving us some flexibility to make adjustments as needed. He considers the visioning element an important addition to the Housing Element, and that it will facilitate the 2022 update and form the basis of good discussions with the public about where we want to go and what we want to do beyond the next eight years. In summary, he said it's a great plan.

Commissioner Richards agreed. He credited the Planning Commission with working to meet but not exceed state requirements and developing a framework to establish and explore the Town's vision in terms of housing. He said it's an important idea to consider commercial properties for Affiliated Housing, as suggested, not only for meeting state requirements but for the Town itself. He said it's a really well thought out document, and we should move ahead with it.

Councilmember Derwin said this is the third Housing Element in which she's been involved, and it's by far the most thoughtful, readable, accessible and thorough one she has seen. She applauded Ms. Kristiansson and all the Planning Commissioners who worked on it. She told Ms. Kristiansson it's her best Housing Element ever.

She said she found a lot of the statistics very sobering. In terms of the "graying" of our community, 14.3% of the population is now in the 20-44 age bracket and 27% are 65 or older. She said the Town definitely has a need for affordable housing, because only 4% of people who work in Town can afford to live here, more than 601 households (of 1,700 or so) overpay for housing costs and 125 households are in the extremely-low income category.

Councilmember Derwin described the draft Housing Element as creative, and said she likes the idea of housing units on commercial properties and co-housing and believes that efforts such as in HIP Housing's shared-housing program will be very important in the graying community. Still, she said we say we want to create housing not only to satisfy state law, but that's what she feels is happening in this Housing Element.

She said she also looks forward to a robust public vetting of the proposed second-unit ideas, and suggested that passing those ordinances might be more difficult than we think. She also agreed with Mr. Ebner that we need a good conversation about all the possible uses for the In-Lieu Housing Fund, because she is among those who are very confused about how it can be used.

Vice Mayor Aalfs thanked Ms. Kristiansson, the Planning Commission and the Ad Hoc Affordable Housing Committee for all of their contributions to this effort over the past year. He said he's well-satisfied with the document itself. The hard part will be enacting it, but there are plenty of opportunities. In terms of the money, there's an opportunity for some serious, innovative thought, but it's also clear that we're doing a pretty good job of meeting our goals even without spending it.

Mayor Wengert said it's unanimous. The Housing Element is one of the most difficult of the requirements the Town is held to by the state, particular being such a small town. She said the process has been a positive one, during a time of a great amount of change, and the Town has persevered in an incrementally positive way. She said we are now set up to address whatever combination of programs to recommend and develop to take us in potentially new directions on the affordable-housing front in particular and in terms of housing in general. In summary, Mayor Wengert said this Housing Element is a terrific document, expansive and far-reaching.

Ms. Kristiansson acknowledged a number of people present who have participated in most or all of the Planning Commission sessions on the Housing Element, including Mr. Ebner, Mr. Eisner, Ms. Terhune and others. The participation has made it a stronger Housing Element, she said, because it reflects a wider range of perspectives.

Councilmember Hughes moved to incorporate the recommended text changes and authorize submission of the draft Housing Element to the California Housing and Community Development Department. Seconded by Councilmember Derwin, the motion carried 5-0.

(6) Capital Asset Acquisition Policy Update

Mr. Pegueros asked the Council to consider two changes to update the Town's Capital Asset Acquisition Policy, which was last modified 10 years ago:

One change indicates complete implementation of measures to meet requirements of Governmental Accounting Standards Board Statement Number 34 (GASB 34). It involves presenting balance sheet and profit/loss data in two ways – on the modified accrual basis (traditional governmental accounting) and the full accrual basis (traditional private sector accounting) – to make these financial statements more meaningful to those who use them to assess the organization's fiscal health.

The second change speaks to the acquisition of capital assets, which in large part addresses concerns raised by some members of the Ad Hoc Affordable Housing Committee. The proposed addition to the policy outlines how the Town will acquire capital assets for any purpose, including affordable housing, and provides opportunities for public input at critical junctures in the decision-making process before the Town Council takes action to commit Town funds. Mr. Pegueros said that neither he nor Ms. Prince found such provisions in any other communities, so this could be considered a pioneering policy in that regard.

He described the opportunities for public input. One element would be an discussion of land acquisition each July, at which time the Town Council would set priorities regarding the acquisition of land for the fiscal year for any compelling public purpose, whether affordable housing, open space or Town facilities. If such acquisition is a priority, he said a number of steps would follow:

- Town negotiators, including the Town Attorney, would look for land to meet that need
- Once a site is identified, the process calls for an agendized item at a Town Council to discuss zoning requirements, any changes needed and issues related to due diligence, without discussing price and terms
- At the next stage, the public would have an opportunity to comment on the item presented
- If the Council votes to pursue a purchase, price and terms negotiations would be held in closed session
- Once a purchase agreement has been reached, it would be made available to the public

Mr. Pegueros said in addition to the two opportunities for the public to comment prior to any Council decision on a purchase, this procedure would enable the public to understand the process prior to any action being taken.

In response to Councilmember Hughes, Mr. Pegueros confirmed that this policy would cover any real estate acquisition, whether from the Open Space Acquisition Fund or the In-Lieu Housing Fund or any other fund. With the discussion of land acquisition priorities slated for July, Councilmember Hughes asked if there might a timing issue because it would be just after the budgeting process has been completed. Mr. Pegueros explained that his was segregated intentionally from the main budget process, and July is the probably the best time to be able to evaluate where the funds stand. In addition, he said it was intentionally excluded from Open Space Acquisition and In-Lieu Housing Fund policy documents because our fiscal policies should apply universally rather than being differing from one area of Town operations to another. To do otherwise, he suggested, could create both inconsistency and even more confusion.

Going into the first year of this new process, Mr. Pegueros said we would already know our unreserved balances in the various Town funds. Because the Open Space Acquisition and In-Lieu Housing Fund are both discrete and predictable, we pretty much know even now what's available in them. The General Fund, the more likely source if the Town wanted a new soccer field, for instance, would be different. In any case, after the first year, Mr. Pegueros said the Council would have the benefit of whatever was planned in the budgeting process in the prior year for the July discussion.

Councilmember Richards said that his experience is such that he doesn't know, but his biggest concern would be whether the policy presented might impair the Town's ability to negotiate. Mayor Wengert said it's a valid concern, particularly with a desirable asset in a competitive market. This process walks a fine line and no other community has anything even remotely similar. In terms of what the process means on a practical level, she said at some point, some of the larger properties will become available for potential open-space expansion. If that happens, it would be reactive, situational and very specific. Still, by putting this policy in place, she added, we'd have a mechanism in place to get a team together to analyze it to determine whether there's an opportunity for the Town. She added that the Brown Act allows for all of the meetings needed to be able to react to specific circumstances as they emerge. Considering the cost of land, she said she doubts anything will be pursued for affordable housing for some time because we don't have enough money to make a project work.

Ms. Prince, explaining that the policy statement includes language that addresses situations such as what Mayor Wengert discussed, quoted from the draft: If a site(s) is identified through this diligence process or an opportunity otherwise arises, the Town Council, prior to entering a duly noticed closed session, will provide an opportunity for interested members of the public to comment regarding the potential purchase, sale exchange or lease of the identified site(s). She said that if a purchase opportunity arose at some time other than around July, the Town would seek public comment before going into closed session for any price and terms negotiations.

Councilmember Hughes asked whether the July meetings to determine whether "any compelling public purpose" exists for a real estate acquisition would include also discussion of potential sites. Mr. Pegueros said that was not the intent, but to make it more clear, he suggested revising the sentence before the one Ms. Prince quoted to read, If such compelling purpose is found, up to three negotiators . . . will be identified to conduct due diligence regarding potential site(s).

Councilmember Derwin asked the last time the Council entered into a contract with a seller to buy a piece of land in Town prior to 2012. No one knew. She also asked whether this policy would apply if a philanthropist were to buy property in Town and contract with an affordable-housing developer to build on that property. Mr. Pegueros said it would not apply in that case, applicable only to Town operations. Councilmember Derwin asked whether there might be unintended consequences. Suppose the Town wanted to buy Rossotti's would this policy hinder our ability to negotiate or do a deal such as that? Mayor Wengert said it would require a seller who is willing to participate with the Town in a public process. She said that over the past few years, we've learned that sellers are unique, and the Town is not likely to be a terribly competitive buyer for a full-price property. So, Councilmember Derwin surmised, the answer is "yes." Ms. Prince said the process could still move quickly, because the timing could be such that both the public comment and the initial closed session could take place during a single Town Council meeting.

Mr. Eisberg agreed with Ms. Cheney that there's a big difference between the Ad Hoc Affordable Housing Committee's recommendation and what's stated in the proposed policy. He said he'd be much more comfortable with more specifics on meetings and timeframes. He said the opportunity for an open, public process should trump negotiating position.

Ms. Cheney clarified changes that were not readily visible on the document she edited and submitted.

In response to resident Joe Fil, Mr. Pegueros said the policy applies to improvements to land as well as the acquisition of property and land, but the process differs slightly in the case of improvements. The document also speaks to gifts or donations of capital assets – land, equipment, artworks, etc. – and to disposal of assets.

Arthur McIntosh, Dos Loma Vista Street, asked whether this policy would address the acquisition of conservation easements. Mr. Pequeros said yes.

Mr. Ebner said he sees no reason why this policy shouldn't be partitioned. The language is fine as it regards open-space acquisition, but for land acquired specifically for the purpose of affordable housing, there should be special provisions closer to the language from the Ad Hoc Affordable Housing Committee report. He said the important thing is to ensure discussions and review so people in the affected neighborhoods clearly understand exactly what's going on.

Mr. Pegueros said he'd reviewed Ms. Cheney's edits. While he understands the complexities and challenges of the 900 Portola Road experience, the changes she's recommended would effectively prohibit the Town from purchasing land for affordable housing if it were to be parsed in that fashion. Restating his belief that policies should apply consistently to all acquisitions, he said her suggestions strike him as unworkable.

Ms. Cheney asked what is unworkable. Concerned about rejecting the recommendation of the Ad Hoc Affordable Housing Committee, she said she's fearful of repeating what happened with 900 Portola Road.

Ms. Prince said this policy contemplates that the location of the property would be identified. Although she hasn't fully digested what Ms. Cheney presented, she responded to an addition specifying that "... the Town Council, at least 30 days prior to entering any contract (including letter of intent) on such real property and at least 30 days prior to entering a duly noticed closed session, will disclose the proposed use, financial viability and density of the project . . . and engage in rigorous, open comment and discussion with the Town Council. . ." In the case of 900 Portola Road, Ms. Prince said there was no project proposed, so there was no density to be discussed, and being able to determine the economic viability of creating a project before you even have a piece of property is highly unlikely.

Mr. Pegueros added that the Town has clearly heard concerns about public notice and a public process. Addressing those concerns is the rationale behind development of the Capital Asset Acquisition policy, which is quite substantial and unique among other cities. He said public notice and public processes were also the reasons for sending out cards prior to this meeting saying a discussion of acquisition of land and buildings was on the agenda, and for holding so many meetings that focused on the Housing Element.

What the Town is doing may not be to the level recommended by the Ad Hoc Affordable Housing Committee or Ms. Cheney, Mr. Pegueros concluded, but it is meaningful.

Louis Ebner, Wyndham Drive, this simply is inadequate for purchases of capital assets for the purpose of affordable housing. He also was critical of holding the annual meeting in July, when so many residents are away on vacation.

Councilmember Hughes addressed Ms. Cheney's draft and agreed with Mr. Pegueros, that it imposes something that goes beyond what the Ad Hoc Affordable Housing Committee called for. He said that requiring 60 to 90 days' notice before the Town could enter into a contract was too much, and to implement it as written would also require hiring a Town architect before even buying land. He said he also had trouble with the Committee's recommendations insofar as providing information about financial viability, density and so on – information that basically isn't available when you're looking at property. That said, Councilmember Hughes added that he does favor discussion of projects that might be suitable for a piece of land, but is questions the value of planning annual meetings in July. Mr. Pegueros explained that what's envisioned is this policy would kick in during the July meeting if the Council gives staff direction to prioritize acquiring land for affordable housing, open space or some other compelling public purpose.

As for public comment and closed-session negotiations being the same evening, Councilmember Hughes said if the process felt too rushed and required more discussion, he wouldn't necessarily feel that going into closed session so quickly would be appropriate and would vote to postpone the closed session.

Councilmember Richards is discouraged to still be getting the impression that everything that was done over the last few years was done in anything other than an open, honest manner. As an architect, he is baffled by the continuing misunderstanding about how these projects would come together. People don't go design projects like these and then go looking for appropriate properties to build them. He said the policy presented makes sense, and although somewhat concerned that future Town Councils may run into difficulties because of it, in the interest of being as open and responsive as reasonably possible, he said it's the right way to go.

Councilmember Derwin wasn't on the Council when the Nathhorst Triangle project was proposed, but a lot of money was spent on a design for a project in that case. It ended in a referendum that closed it down. The public discussion was rigorous. Everything Ms. Cheney and others wanted happened in that case, and look at the result. She said the issue isn't about process but product; it's tantamount to saying we will never build affordable housing in Portola Valley. If the Town had wanted a nature and science center at 900 Portola Road, Councilmember Derwin stated, no one would have cared about the process. This is about building affordable housing in Portola Valley, and building affordable housing in affluent communities drives people insane. For one thing the land is too expensive, she said, but she won't put herself through what she went through two years ago either.

She said she knows Ms. Cheney is sincere and appreciated her effort, but agreed with her colleagues about it. She said she's not thrilled with the Capital Asset Acquisition policy, and sees it a bone to throw to the Ad Hoc Affordable Housing Committee – and if they don't like it, why would we even do it. She said she worries that it will tie the hands of future Councils. There must be a reason why no other city has done this. And if the people who wanted it don't like it, she asked, why are we doing it?

Vice Mayor Aalfs said he supports the policy, which walks the line between the open process people have asked for without excessively limiting the Town's options. The July meetings, we'll start with an open question: Do we want to buy property? Even that the first step of the process begins the public discussion, he said. And later, there would be a meeting to discuss the specific property. It may not be every bell and whistle, he said, but it is a public process. He said he likes it because it does define a process – what we will do and how we will do it.

As for the financial viability issue, Vice Mayor Aalfs said that we'd spend an enormous amount of time and might spend \$40 million figuring that out before ever buying a property, and that would be taxpayer money. It would be irresponsible to spend that kind of money to develop a site plan without having a place to build it.

Mayor Wengert said we've made a huge effort to create the beginnings of a process that exists nowhere else, in an attempt to address all of the concerns we've heard. She said we've also laid tremendous groundwork for providing housing for people who need it. She said this policy is a very good step and she supports it. However, she added, it goes as far as it should and if we don't go with this, we should do nothing on this front and move forward as we've proceeded in the past.

Vice Mayor Aalfs moved approval of the proposed Capital Assets Policy revisions effective June 18, 2014, and to direct staff to set an agenda item for July 20104 to discuss whether to pursue land acquisition in FY 2015-2016. Councilmember Richards seconded.

Councilmember Derwin asked whether it's even possible that this would allay the concerns of the people who are concerned, and whether adoption of this policy would tie the hands of future Councils. Ms. Prince said a future Council, or even this Council, could change the policy in the future.

The motion carried 4-1 (Derwin opposed).

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(7) Reports from Commission and Committee Liaisons

Councilmember Hughes

(a) Planning Commission

At its meeting on June 4, 2014, the Planning Commission approved:

- A site development permit for 128 Escobar Road, with considerable grading
- A variance for a house addition at 20 Russell Avenue in Woodside Highlands, which will bring the house to 1,300 square feet, which is 37% of the allowed square footage on that lot
- A Conditional Use Permit (CUP) amendment for 828 Portola Road as well as zoning permits for two offices

Commissioners also reviewed the remaining portions of the Housing Element draft and made final changes in preparation for review by the Town Council.

(b) Nature and Science Committee

The agenda for the June 12, 2014 meeting of the Nature and Science Committee covered discussions on:

- The Hawthorns property proposal; deadline for letters of interest to the Midpeninsula Regional Open Space District Submission is June 20, 2014, and Councilmember Hughes said quite a number of people are involved, including former ASCC member Carter Warr and former Town Planner George Mader
- The need to purchase of a freezer; access to the one "borrowed" at Corte Madera School may be difficult after Committee member Treena Diehl, who has been teaching there, resigns effective June 14, 2014
- Another successful Flight Night, held on May 16, 2014; Committee member Steve Dunne is stepping down as coordinator for this event, and Bud Eisberg, who has been helping as co-organizer, isn't interested in taking on a bigger role, so they're seeking a new Flight Night leader
- Earth Day on April 26, which included Ms. Diehl helping children view pond water activity under microscopes,

(c) League of California Cities

Councilmember Hughes said he would be interested in attending the League of California Cities quarterly meeting on June 26, 2014, when a Cap and Trade funds presentation is on the program.

Councilmember Richards

(d) <u>Cultural Arts Committee</u>

The June 12, 2014 Cultural Arts Committee meeting was canceled, but members were busy collaborating with the 50th Anniversary Committee on their first concert of the summer, scheduled for June 19, 2014. Bringing back the music of 1964, the headline band was Up and to the Right. The band features EPC Chair Ray Rothrock (bass), Nathaniel Rothrock (lead vocal and guitar), Cynthia Sleight (lead vocal) Peter Sawyer (lead guitar) and Brazos Donaho (drums).

The next installments in the Summer Concert Series will be on July 24, 2014 and August 21, 2014.

(e) Emergency Preparedness Committee

Emergency Preparedness Committee meeting of June 12, 2014 was canceled. When the special meeting rescheduled to June 18, 2014 lacked a quorum, without meeting officially, members informally discussed:

- Liability-related issues in the Citizens Emergency and Response Preparedness Program (CERPP)
- Service gaps in the emergency radio communications system coverage in Vista Verde and potential solutions
- Amateur Radio Field Day on June 28, 2014 at Town Center, featuring a CERPP presence, opportunities for volunteers to join the EPC, an ARRL Field Day contest and a demonstration of the Town's emergency radio system, with ham, GMRS (General Mobile Radio Service), and Town radios operating and demonstrating how it all works

ARRL is the American Radio Relay League. A big event on its calendar comes the last full weekend in June every year, when more than 35,000 radio amateurs throughout the U.S. and Canada celebrate Amateur Radio Field Day.

Vice Mayor Aalfs reported that EPC member Stuart Young at Littlefield's told him they have a 15-year lease with the Jacques Littlefield estate to store a CERPP box there.

Councilmember Derwin

(f) Council of Cities

The Council of Cities' May 30, 2014 meeting at Carolands Chateau in Hillsborough featured a panel presentation on "Cyber Security: Our Responsibilities and Best Practices." Panelists included former U.S. Secret Service Resident Agent in Charge Dan Schott, now with Visa World, San Mateo County District Attorney Steve Wagstaffe, and Bill Ward, a Computer Security Engineer with Office and Computer Security.

The greatest threat is hacking into credit cards to obtain peoples' personal indentifying information. Perpetrators ranging from teenage hackers to international organized crime syndicates use sophisticated electronic platforms, a far cry from credit card fraud of the past and old-school counterfeiting. Among hackers' favorite current targets are grocery stores, small merchants and restaurants.

Among best-practice tips, the panelists recommended frequent password changes as one security measure. Councilmember Hughes said that's terrible advice; it's much more effective to set a strong password in the first place – long and completely random. Mr. Pegueros said the Town's auditors are requiring frequent password changes.

Councilmember Derwin said she cannot attend the June 27, 2014 Council of Cities meeting, which will be held at the College of San Mateo. After a tour of new campus facilities, attendees will hear Michael Mastrandrea, an Assistant Consulting Professor, Stanford University Woods Institute for the Environment, discussing "Five Things Every Local Leader Should Know About Managing the Risks of Climate Change." Mayor Wengert said she would attend.

(g) <u>Library JPA Governing Board</u>

As Chair of the Governing Board, Councilmember Derwin said she announced the appointment of members to the Donor City Fund Subcommittee at the Board meeting on June 9, 2014, without objections. Succeeding her as Board Chair is San Mateo County Supervisor Carole Groome and the new Vice Chair is Woodside Councilmember Ann Kasten.

(h) Ad Hoc Water Conservation Task Force Committee

The Ad Hoc Water Conservation Task Force Committee met on June 10, 2014, with Al Sill chairing the meeting. Group members continue to work on everything they need to do in order to take their recommendations to the Town Council on July 9, 2014. *Ken* Jenkins, Conservation Manager for California Water Service Company (Cal Water) representative is expected to attend the group's meeting on June 24, 2014.

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

C/CAG met on June 12, 2014 and heard a presentation on the status of the Safe Routes to School (SR2S) program, which C/CAG funds in partnership with San Mateo County, and which is doing very well. Based on the metrics reported, they've seen considerable improvement since all parts of the program were implemented a year ago. Councilmember Derwin said that Anne Campbell was at the meeting. Ms. Campbell served as superintendent of the Portola Valley School District from 2003 until 2010, when she was elected San Mateo County Superintendent of Schools.

Councilmember Derwin said the legislative news report on the distribution of Cap and Trade funds was particularly interesting, because the lobbyists had just returned from Sacramento with a proposal that would tentatively earmark \$25 million for local transit operations or capital projects, \$25 million for transit operations or capital at state level, \$200 million for low-carbon transportation (including zero-emission buses), \$250 million for high-speed rail and \$130 million for sustainable communities and housing. The \$130 million would go to a variety of programs, including transit-oriented development (TOD) projects and affordable housing programs.

Long-term, lobbyists indicated reaching tentative agreement on distributing Cap and Trade funds as follows: 40% for low-carbon transportation, water, waste diversion, weatherization, etc., 25% for high-speed rail, 10% each for sustainable communities and housing, and 5% and 10% for local and state transit operations projects, respectively.

The key point, Councilmember Derwin said, is that the state is holding control of the money and local decision-makers are not. In terms of operational support, she said the determination of how to distribute percentages in the long-term seems to be arbitrary rather than forward-thinking. The upshot is that a body such as C/CAG or the County

would have to be prepared earlier and be ready to go to Sacramento and lobby for what we need.

Also on the legislative front, the C/CAG Board also discussed the stormwater issue. In consideration of a potential countywide measure on the November 2014 ballot to generate new, ongoing revenue for C/CAG and member agencies to implement a water pollution prevention program consistent with the requirements of the Municipal Regional Stormwater Permit (MRP) issued by the San Francisco Bay Regional Water Quality Control Board, the SCI Consulting Group surveyed 21,300 residents to get a sense of potential public support. Of the 3,000 who responded, Councilmember Derwin reported that Portola Valley had the highest percentage in the county. Overall, respondents did not express overwhelming support for funding to the extent that is likely to be needed, but they did identify their five highest-priority concerns: protecting drinking water, reducing pollutants, cracking down on people who pollute waterways, installing filters on stormdrains and reducing harmful bacteria in waterways.

The opinion research results and several other factors prompted the C/CAG staff to delay putting an initiative on the ballot until at least 2015:

- Enabling legislation (AB 418) is on hold pending sufficient support in the state Assembly
- A rate structure has yet to be developed
- Reissuance of the MRP for its second five-year term has been postponed until June 2015
- Member agencies have competing community priorities requiring public support for additional funding.

Meanwhile, C/CAG staff will continue community outreach and engagement efforts, work with partners on refining and reevaluating the best approach and timing for an initiative, and seek opportunities to integrate water quality solutions with other community priorities to achieve more cost-effective and multi-benefit approaches that may garner greater public support.

Councilmember Derwin said other items discussed included:

- Mercury and PCBs; C/CAG's been dealing with this issue, and although there are
 questions about how much it will cost each of the San Mateo County jurisdictions
 to deal with these contaminants, she said there's no question but that the cost
 will be passed on to the cities
- An agreement between C/CAG and the County Department of Housing for a Joint Workplan for Housing-Related Activities for FY 2014-2015
- The Draft Final Airport Land Use Compatibility Plan (ALUCP) for the Half Moon Bay Airport
- C/CAG's FY 2014-2015 program budget and fees
- (j) <u>Bicycle, Pedestrian and Traffic Safety (BP&TS) Committee</u>

Councilmember Derwin was unable to attend the BP&TS Committee meeting on June 4, 2014, but spoke with Public Works Director Howard Young and reported:

- Committee members approved the locations of the parking signs at Windy Hill.
 Council agreed ASCC Chair Megan Koch be brought into the loop
- A subcommittee was established to review a proposed traffic calming policy, determine what other communities are doing and prepare a recommendation for BPP&TS Committee to forward to the Town Council for consideration in September 2014
- The \$30,000-\$40,000 flashing beacon project on Alpine Road that was not awarded any Measure A funds; Committee members and Mr. Young disagree about whether the beacons should be part of the traffic-calming process
- Its request for \$3,900 for FY 2014-2015 was not submitted by the April 28, 2014 deadline, and the Committee was subsequently awarded a budget of \$2,900 for the year

Vice Mayor Aalfs

(k) <u>Architectural and Site Control Commission (ASCC)</u>

Vice Mayor Aalfs missed the ASCC meeting on June 9, 2014. Following a special field meeting to review planting for restoration of mitigation for tree/vegetation clearing, Commissioners reconvened in their regular meeting. They continued architectural review and site development permits for two projects – a new residence at 17 Redberry Ridge and new barn at 683 Portola Road – both of which were continued to the June 23, 2014 meeting. They also conducted architectural reviews for two other projects – residential additions and remodeling at 140 Campo Road and 4850 Alpine Road.

(I) Los Trancos County Water District

Vice Mayor Aalfs said he and Mayor Wengert met with Los Trancos County Water District (LTCWD) Board of Directors members Charlie Krenz and Claudia Mazzetti, and Local Agency Formation Commission (LafCO) Executive Officer Martha Poyatos, to discuss the LTCWD proposal to have the Town annex the lake that sits on its property.

Apparently LTCWD wants to part with two other properties. One is across Los Trancos Road near the creek. The other, which runs along Lake Road toward Los Trancos Road, interests the Woodside Fire Protection District (WFPD) as a potential staging and/or storage area. However, WFPD is not interested in the lake, because the water contains so much silt it would clog their firehoses.

Mayor Wengert

(m) Parks and Recreation Committee

The Parks & Recreation Committee welcomed new member Seth Greenstein at its June 2, 2014 meeting; and tonight the Council approved Scott Symon, who specializes in bicycle pump tracks. Mayor Wengert reported that the Committee also:

- Continued its work on the Town Picnic which, held on June 7, 2014, was a great success
- Is working with Angela Hey on organizing the 50th Anniversary Parade, scheduled for September 21, 2014

 Discussed extending the shade over the bouncy horses at Little People's Park at Town Center

WRITTEN COMMUNICATIONS

- (8) Town Council June 6, 2014 Weekly Digest
 - (a) #8 Month End Financial Report May 2014

Based on a prior request by Councilmember Hughes, Mr. Pegueros said the presentation of the Town's Month End Financial Report has been modified slightly to provide a sense of the current status versus expectation for the fiscal year. The revised format places an asterisk with the General Fund Total line, linking to a brief note below it. For May 2014, the General Fund Total was \$4,768,237.86, and the note reads, "Per Adopted Budget 2013-14 and as adjusted by audited beginning fund balance for 7/1/13, Gen'l Fund total fund balance for 6/30/14 was projected at \$3.9 million."

- (b) #10 Letter to Town Manager Pegueros, from Los Trancos County Water District re: Request the Town of Portola Valley to annex the District's lake to its Open Space lands – May 22, 2014
- (c) #11 Letter to San Mateo County Manager Maltbie, from Los Trancos County Water District (LTCWD) re: Request County of San Mateo to become the Successor to LTCWD and Authorize a County Maintenance District – June 6, 2014

Councilmember Derwin asked whether these required further discussion. Mayor Wengert said no, because the next step would be Mr. Pegueros communicating with WFPD Fire Chief Dan Ghiorso about it.

- (9) Town Council June 13, 2014 Weekly Digest
 - (a) #5 San Mateo County Mosquito and Vector Control District Report May 2014

Councilmember Derwin noted her gratification reading the Mosquito/Vector report.

Mr. Pegueros, referring to the natural gas leak that brought emergency crews to Valley Oak Street earlier today, the Town has asked PG&E to do a methane test throughout Portola Valley Ranch.

Mayor	Town Clerk
ADJOURNMENT [10:22 p.m.]	

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 882, JUNE 25, 2014

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

Present: Councilmembers Maryann Moise Derwin and John Richards; Vice Mayor Jeff Aalfs;

Mayor Ann Wengert

Absent: Councilmember Craig Hughes

Others: Nick Pegueros, Town Manager

Howard Young, Public Works Director

Brandi de Garmeaux, Sustainability & Special Projects Manager

Leigh Prince, Town Attorney Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Louis Ebner, Wyndham Drive, complimented the Council on its vote at the June 18, 2014 meeting, but took exception to comments about how neighbors would have responded had a nature and science center been proposed for 900 Portola Road instead of affordable housing. He said that in December of 2012, he said he would try to find creative solutions to the affordable housing issue in Portola Valley, and he continues to work on that.

CONSENT AGENDA

- (1) Ratification of Warrant List: June 25, 2014 in the amount of \$92,610.37
- (2) Recommendation by Town Clerk: Consultant Agreement between the Town of Portola Valley and Barbara Templeton for transcription services
 - (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. 2621-2014)
- (3) Recommendation by Administrative Services Manager: Approval of Investment Policy
 - (a) Adoption of a resolution of the Town Council of the Town of Portola Valley adopting Town Investment Policy (Resolution No. 2622-2014)
- (4) <u>Recommendation by Administrative Services Manager</u>: Approval of 2014-2015 Appropriations Limit
 - (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. 2623-2014)
- (5) Recommendation by Administrative Services Manager: 2014/2015 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments
 - (a) Adoption of a resolution of the Town Council of the Town of Portola Valley authorizing the San Mateo County Controller to apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2014-2015 tax roll and to collect the tax at the same time as General County Taxes (Resolution No. 2624-2014)

- (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 2014-2015 tax roll and to collect the tax at the same time as the General County Taxes (Resolution 2625-2014)
- (6) Recommendation by Public Works Director: Alpine Road Bank Project No. 2012-PW03 Federal Project No. ER-22X0(001)
 - (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. 2626-2014)

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

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

No: None.

REGULAR AGENDA

- (7) <u>Public Hearing:</u> Adoption of the Fiscal Year 2014-2015 Budget [7:35 p.m.]
 - (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. 2627-2014)

For the benefit of the audience, Mr. Pegueros summarized key points from the budget presentation at the May 28, 2014 Council meeting.

The General Fund operating surplus was anticipated to be approximately \$358,000, and has since been readjusted to \$347,000. The difference between operating revenues and expenditures is important as a measure of the Town's fiscal health. The Town's capital expenditure plan, however, uses the complete surplus and draws also from prior years' savings. Since the budget proposed on May 28, 2014, a new truck for the Building Official has been added to the capital expenditures category. Retiring Gary Fitzer is taking his personal vehicle with him when he retires, and until his replacement is hired CSG personnel will be handling inspections and using their own vehicles.

On the revenue side, Mr. Pegueros said the state had overpaid the Town \$221,000 in sales tax, and next year's figures will reflect an expenditure rather than revenue due to the way the state projects future taxes.

Operations expenditures in the General Fund are expected to increase by \$588,000, including \$323,000 for administration operations, which is where personnel costs are booked. It covers the fully burdened cost for the new Planning Director, \$100,000 for contract planning and administration staff, and \$50,000 for merit-based salary adjustments for Town staff.

General Fund reserves were estimated at a healthy \$2.6 million, and the recommendation is to increase it as we learn more about our pension liability. In response to Vice Mayor Aalfs, Mr. Pegueros said the Town would receive the unfunded pension liability amount in December 2014, but it's hard to say whether the total will be much greater than the \$1.4 million we'd be setting aside.

The budget also outlines a series of priorities, he said, including community service and engagement, emergency preparedness and sustainability. With a goal of providing excellent customer service to all Town residents and promote civic engagement, the first priority includes recruiting a Planning Director and Public Information and Communications Manager to help with community outreach.

Vice Mayor Aalfs asked whether the possibility of more people registering would have an impact on business license tax revenues. Mr. Pequeros said he didn't think so.

Mayor Wengert opened the public hearing.

Mr. Ebner asked how much of the Legal & Planning Consultants expenditure for Blue Oaks and affordable housing of \$79,706 in FY 2012-2013 came from the In-Lieu Housing Fund versus the General Fund. Mr. Pegueros said when the Town undertakes a discrete affordable housing project, such as the decision to sell Blue Oaks and purchase 900 Portola Road; all the related costs are charged to the In-Lieu Housing Fund. Otherwise, they are paid from the General Fund, including charges related to the Ad Hoc Affordable Housing Committee and other housing-related expenditures for administration and overhead.

With no other speakers coming forward, Mayor Wengert closed the public hearing.

Councilmember Derwin moved to approve the budget for FY 2014-2015. Seconded by Councilmember Richards, the motion carried 4-0.

- (8) Recommendation by Sustainability and Special Projects Manager: Adoption of the Fiscal Year 2014-2015 Budget [8:00 p.m.]
 - (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. 2628-2014)

Ms. de Garmeaux explained that GreenWaste is requesting a special rate adjustment in addition to the entitled annual increase related to the Consumer Price Index (CPI). She indicated that staff has concerns about GreenWaste's rate model being inadequate to address changes in consumer demand for solid waste disposal; with the existing rate structure based on charging customers a fee for garbage service while effectively handling recycling and compost at no charge.

As customers reduce consumption of wasteful products, using their green bins for yard waste and other compostable materials, they actually may be using smaller garbage containers and thus paying less than previously for their garbage service, Ms. de Garmeaux said. Consequently, GreenWaste's revenue from fees declines as its costs increase on the recycling side.

The company is requesting the special rate adjustment this year to help address the problem created by its outmoded rate structure. Noting that the Town values its partnership with GreenWaste and appreciates the company's ongoing efforts to find innovative ways to increase Portola Valley's diversion rate, staff recommends approval of a one-time special rate adjustment of 3% in addition to the 2.58% CPI increase, for a total of 5.58%, effective July 1, 2014. It is the same as what the Woodside Town Council ultimately decided to award GreenWaste when it considered the same request, Ms. de Garmeaux said.

In addition to the rate increase, staff recommends that the Town Council encourage GreenWaste to undertake a comprehensive cost-of-service analysis and return with a proposed rate table that adequately reflects its cost of doing business.

Ms. de Garmeaux introduced Emily Hanson, GreenWaste's Director of Business Development and Communications. Ms. Hanson said GreenWaste Recovery is a local business founded in 1991, collecting and hauling as well as processing in its Material Recovery Facility (MRF). GreenWaste is affiliated with two sister companies:

Zanker Road Resource Management, established in 1985, is a LEED-certified facility that
focuses on construction and demolition (C&D) debris, source-separated material such as
excess dirt or concrete, some of which it converts into hardscape and landscape products, and
composting at its Z-Best facility in Gilroy

 Zero Waste Energy Development Company began operating its first commercial anaerobic digestion system earlier this year, the largest such facility in the world; this advanced method of composting extracts methane, which can be used to produce electricity and compressed natural gas (CNG) fuels

GreenWaste operates what they call a three-stream collection system and a two-stream processing system, Ms. Hanson said. When residents put out their bins, GreenWaste dumps the high-value dry recyclables separately in one compartment on the truck, and combines and commingles the garbage and compostables – food waste and yard trimmings – in another compartment. Most solid waste disposal companies send the contents of garbage bins to landfill, she said, but GreenWaste's goal is to process 100% of the materials they pick up.

Upon arrival in San Jose, the collection trucks are off-loaded, with all the wet organic materials going into transfer trailers for shipment to Z-Best for composting, while recyclables are sorted, contaminants removed and commodity materials processed for sale.

Ms. Hanson said that in conjunction with the Town, GreenWaste has developed some awesome programs that have become models in other areas, and restructuring cleanup events to make it easier for people to get reusable materials back into circulation – for example, the Goodwill Give 'n' Go station on Neighborhood Cleanup Day. They focus first on what can be reused and secondly what can be recycled, Ms. Hanson said. Other GreenWaste services to Portola Valley include compost distribution at various events, an off-curb collection option

Because recycling works only to the extent that there are markets for recycled products, Ms. Hanson said GreenWaste focuses on cultivation of markets, and when there's a consistent market, the company will pick it up for recycling – even e-waste, batteries and (in a special jug) used oil. Until a recyclable market is consistent, though, residents should continue putting discarded materials in with the garbage or dispose of them as otherwise instructed. GreenWaste sorts through the garbage, and if something can be recovered for recycling, they will do so. She cited candles, CDs and DVDs as examples. The challenge with Styrofoam is that it has to be perfectly clean, she said.

How do GreenWaste's rates compare? Comparing rates that consumers see is difficult for several reasons, one of which is that different waste management companies have different rate structures. However, some communities mix trash collection charges in with street sweeping and/or utility services. Also, the ratio of commercial to residential customers varies, Ms. Hanson said. Ms. de Garmeaux pointed out that some places also are embedding stormwater enforcement costs in their garbage rates. In any case, Ms. Hanson said that in their attempt to create a like-for-like model to share with Portola Valley, they calculated that the only community with a residential rate higher than Portola Valley's is Monte Sereno, where there's no backyard service option but only curbside collection. For a standard 32-gallon container, Portola Valley residents pay about \$30 monthly versus \$37 in Los Altos Hills next at \$37, which is next on the list. Atherton residents pay \$76.

GreenWaste is trying to catch the rate model up to match the processing system; it costs just as much to pick up a container of garbage as it does a container of recyclables. Going from the premise that people should pay relative to what they're disposing of rather, GreenWaste is working on a wet-dry system based on a "pay as you throw" model, Ms. Hanson said. With the current rate structure, which is based solely on garbage bin volume, the better people are with recycling the lower GreenWaste's revenue. As a result, the company has lost money for the last three years, posting operating losses of 3%, 2% and 3% in FY 2011-2012, 2012-2013 and 2013-2014, respectively. Revenue collected for recyclable materials offsets operating costs to some extent, but this revenue stream has dropped 13.5% since 2011. Since 2008, she said, the cost of diesel fuel has risen 57%, drivers' wages – including a 2.5% increase effective July 1, 2014 – are up 14.3% and healthcare benefits have increased 50%.

As for its annual rate increases, Ms. Hanson pointed out that the cumulative CPI increase was 9.25% between 2008, when GreenWaste took over the Portola Valley contract, and 2013. Adding the requested special rate adjustment for 2014-2015 would bring the total to slightly more than 12% over the eight-year period. She said the special adjustment requested is intended to "stop the bleeding" and buy some time for more in-field auditing and more analysis of the data, subscription levels and tonnages to develop an innovative, more sustainable rate model.

GreenWaste's proposal for a total 9% rate adjustment in FY 2014-2015 would add \$2.33 to \$2.76 to the bills of the majority of Town residents, based on the two most common size-and-distance categories. Ms. Hanson said. Most of those customers would pay \$2.33 more per month (\$0.54 per week) for a single 32-gallon garbage bin up to 10 feet from the curb; 15% with single bins in the 25-100 foot range would pay \$2.76 monthly. Ms. Hanson said that the 3% that staff subtracted from the total requested would add \$0.89 and \$1.05 to those bills, respectively.

Mayor Wengert asked how long GreenWaste needs to create a new model based on the business evolution in terms of adding pickups for recycling and composting to its list of services. Ms. Hanson indicated three to six months.

Councilmember Richards asked how service would be affected if the rate increases don't come through. Ms. Hanson said GreenWaste knows what it charges each residence, but there are many more containers in the field than people pay for, so a detailed audit would be in order. A similar effort is underway in Santa Cruz County, she said, noting that it's a time-consuming, costly undertaking. It involves spending a lot of time in the field to figure out what people are actually getting in service to ensure all those services are being paid.

In response to Councilmember Derwin, Ms. Hanson said regardless of whatever increase the Council approves, GreenWaste still would come back with a proposal for a modified rate structure. Otherwise, by the time the contract matures in 2018, the same revenue erosion the company has experienced would continue, because as consumers get more efficient, they put less and less in the garbage. Ms. Hanson said GreenWaste needs the new rate model to align the processing and collection systems.

As consumers get better about recycling and putting out compostables, Vice Mayor Aalfs asked how GreenWaste would account for those materials becoming revenue-generating feedstock in the new model. Ms. Hanson explained that if GreenWaste delivered garbage directly to a landfill, they'd pay a tip fee per ton for disposal, but in an internal transaction, the MRF buys recyclables from the hauling side. Cherry-picking the material would make it fairly inexpensive to process, but the diversion goal creates a much higher labor expense, so recyclables are expensive to process despite the fact that the MRF pays for and profits from them.

As for yard trimmings and compostables, she said that even though compostable waste is a feedstock at Z-Best, it is more a cost to process. As an example, San Jose is the primary feedstock provider for GreenWaste's new system, and Republic is paying between \$85 and \$93 per ton to have GreenWaste process it. Ironically, she said landfill is cheaper. The anaerobic digestion system's energy production is more profitable than compost sales. Z-Best's only viable compost market is the Salinas Valley, where the agricultural community places orders for custom blends.

Mayor Wengert asked how GreenWaste's competitors deal with the issue of the increasing volume of recyclables against the decreasing volume of garbage. It's becoming more commonplace to charge for recyclables service on the commercial side, Ms. Hanson said, and in some areas, including Monterey County, commercial customers pay more for food scraps service than they do for garbage. On the residential side, it's pretty unusual for garbage to be processed. GreenWaste Chief Operating Officer and General Manager Frank Weigel added that the only place that processes garbage is the Sunnyvale Materials Recovery and Transfer Station (SMaRT)., but it recovers about 18%, which is considerably less than what GreenWaste recovers.

Sharing common goals is what's made GreenWaste such a good fit for the Town, Mayor Wengert said, and she doesn't want to see the company jeopardize its future by losing money, so she encouraged doing the necessary analysis as quickly as possible. As a stopgap measure, she hopes the 3% the Town is considering for the special rate adjustment brings the company to the breakeven point based on its losses over the past few years.

Councilmember Richards agreed that GreenWaste's program is a great fit and its forward-looking stance complements the way Portola Valley sees itself.

Mr. Ebner, saying that some weeks he puts out barely any recyclables and others when he has a lot, asked whether it would help in some modest way to have a policy of holding back and waiting until the bucket is full before putting it out for collection. With fully automated trucks doing on-curb collection, Ms. Hanson said it wouldn't matter. Even going up the driveway, the only difference would be the number of containers they lift. The only real help would be to cut back on vehicle miles traveled.

Looking at wages up 11% with another 2.5% anticipated and healthcare up 39% over the last five years, Mr. Ebner noted that the sum in those two areas is 1.2% less than the increase in price of diesel. He asked what percentage of GreenWaste's fleet runs on diesel versus natural gas, and if they're looking to move more in the direction of natural gas, what can be done to encourage it.

Ms. Hanson said the way the companies are integrated, they like to internally self-reliant, so Zero Waste's anaerobic digester system is only the first phase of a three-phase project. The second phase involves CNG production. One of the biggest limitations to converting the fleet is the infrastructure doesn't exist. For instance, she said, the company operates a number of CNG trucks in Palo Alto, but has to rely on other facilities for "slow fill" refueling. (Delivering fuel at a low pressure via a compressor, slow fill is much more efficient, economical and flexible than the "fast-fill" systems that work well for light-duty vehicles, such as vans, pickups, and sedans.)

The trucks themselves present another challenge. Replacement one factor; Ms. Hanson indicated that they don't want to expire a vehicle before it reaches the end of its useful life and be paying for a new one. Furthermore, technological advances haven't reached the point that smaller CNG-powered trucks such as those GreenWaste would need to navigate a hilly region such as Portola Valley are yet on the market.

Mr. Weigel said they're hoping the small truck option comes soon, and in the meantime, are also researching smaller electric trucks, which are fairly new to the market but are being tested now and then. He also noted that the bigger trucks are very expensive, approximately \$300,000. In response to a Mr. Ebner asking what the Town could do to encourage movement in the direction of CNG, Mr. Weigel said an extended contract would enable GreenWaste to amortize the cost of new vehicles and pay for them over a longer period of time.

Mayor Wengert, observing that GreenWaste's rate structure is evolving due to such factors as its sustainability initiatives, its research and development (R&D), capital investment and continuing investment in new technology, said the Town would want to assist in those efforts but remain mindful of the need for a stabilized underlying model. She also reiterated the importance of the "pay as you throw" approach, pointing out that no one originally anticipated gardeners and landscape people taking advantage of the fact that we have significantly sized bins available to use freely. Nothing is free, she emphasized; it must be part of the model.

Ms. Hanson said a big point made in Woodside concerned the people using unlimited service end up being subsidized by those who don't. They discussed shrinking down the base services that everyone's entitled to and having everything else as add-on options. Mayor Wengert said from a modeling perspective that also may work well in Portola Valley.

Vice Mayor Aalfs suggested GreenWaste consider itemizing charges in a way that people know what they're paying for garbage versus recycling versus compostables.

Councilmember Derwin said she's a big fan of GreenWaste and attributes the fact that Portola Valley has one of the highest diversion rates in the county to the Town's partnership with GreenWaste. She's been expecting the company to ask for an increase because its charges to Town residents are so low relative to other communities. She understands the rationale for offering 5.58% rather than 9% requested, she said, but suggested the Council consider something higher than 5.58% inasmuch as the financial impact on customers would be so small. Councilmember Derwin said that when a new rate model is developed, we can expect to see an even a larger gap between this rate increase and the next one.

Mr. Pegueros said from staff's perspective, it's important to motivate GreenWaste to fix the problem because otherwise we can expect additional special rate increase requests down the road as the revenue base erodes and costs increase. The goal is to stop the bleeding and encourage GreenWaste to come back with a rate structure that solves the problem. Asked whether 5.8% would stop the bleeding, Mr. Weigel said 5.8% would get GreenWaste to about the breakeven point.

Mayor Wengert agreed with Mr. Pegueros that rolling out a whole new structure would avoid future requests for special adjustment. She said pioneering takes a certain amount of investment, so she encourages GreenWaste to create a new structure that ensures adequate budgeting in the context of short-, middle- and long-term goals. With the new rate structure in hand, the Council could give the issue a really close look in terms of the magnitude of increases and their probable impact. At this point, she said, the goal is to stop the bleeding and encourage GreenWaste to look at its rate increase model and strategy, implementing it incrementally.

Ms. De Garmeaux said with a new rate model in hand, the Town would come forward with a proposal that makes subscriptions to base garbage service mandatory and discourages illegal dumping. Mr. Pegueros added that staff anticipates a comprehensive review of the franchise agreements, which may include a term extension. Signed in 2008, our initial agreement with GreenWaste is due to expire in 2018.

Councilmember Richards moved to adopt the resolution approving a total rate increase of 5.58% for all garbage services provided by GreenWaste Recovery Inc. and to direct the company to return with detailed information regarding their operating loss by service level and a proposed new rate schedule to ensure that customers paying for the services they receive. Seconded by Vice Mayor Aalfs, the motion carried 4-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(9) Reports from Commission and Committee Liaisons [9:00 p.m.]

Councilmember Richards

(a) Conservation Committee

Meeting on June 24, 2014, the Conservation Committee discussed the handling of an issue involving the planting of a large olive tree on Corte Madera Road and a Town event to tie in the Backyard Habit awards.

(b) San Mateo County Emergency Services Council

Among highlights of the latest ESC meeting, held on June 19, 2014, were:

 A status report on the countywide Emergency Services Joint Powers Authority (JPA)

The San Mateo County Counsel requested some text and formatting changes to the draft document, so it will be coming back to the ESC for its next quarterly meeting, which is scheduled for September 19, 2014.

 A presentation by Kathy Schmidt, Chair and Documents Committee Director for the Burlingame Neighborhood Network (BNN), which is part of the Peninsula Preparedness Network coalition

Ms. Schmidt discussed guidelines for organizations such as CERPP to facilitate communications and involvement. She also addressed the issue of "resilience versus preparedness," which differ in terms of:

Resilience Preparedness

Being relationship-based Being plan-based

Involving whole communities Involving various agencies

Long-term Short-term

Ongoing Disaster-centered

In response to Vice Mayor Aalfs, Councilmember Richards agreed that the resiliency approach is bottom-up, based more on a neighbor-to-neighbor than agency-to-citizenry. He also said that Ms. Schmidt distributed handouts listing each community's various types of preparedness organizations.

 A sobering drought update by Brian Molver, Emergency Services Coordinator at San Mateo County Sheriff's Office

Sam McDonald Memorial Park has closed all camping, and Pescadero Creek is so low that a YMCA camp north of the park ran out of water and could pump no more. The situation is much worse than most people realize; the gasps in the room were audible when Mr. Molver described relayed the news. Councilmember Richards said the Town's Ad Hoc Water Conservation Task Force Committee should work on getting the word out. Ms. De Garmeaux said the Committee had been told to hold back until reporting back to the Council.

Councilmember Derwin

(C) <u>Countywide Integrated Waste Management Plan Study Ad Hoc Committee</u> part of the City/County Association of Governments (C/CAG)

Ms. De Garmeaux joined Councilmember Derwin for a meeting of this committee, which is charged with reevaluating San Mateo County's Integrated Waste Management Plan. The state requires each county to review its waste management program every five years on the basis of five elements in the plan: Source Reduction and Recycling, Household Hazardous Waste, Non-Disposal Facilities; Siting and Summary Plan.

In terms of siting, Councilmember Derwin said the Ox Mountain landfill representative said it's important to look out 15 years to ensure enough landfill is available, and the County is in good shape on that score. In household hazardous waste, she said the rate of participation among Town residents is probably the highest in the County.

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

At their meeting on June 25, 2014, members of the HEART Board:

- Approved the budget for FY 2014-2015
- Reviewed and approved the RFP for a consultant for HEART's Opening More Doors program

Councilmember Derwin said this RFP, with the focus on determining how much HEART can rise rather than targeting a specified financial goal, and is a much better document than it was for the first consultant selected. HEART has an eye to choosing a new consultant in September 2014.

Discussed loan activity

With 52 home buyer loans granted, Councilmember Derwin said Board members are excited about the high volume. The loan committee is considering a forownership condominium project on a small Redwood City lot where Habitat for Humanity wants to build 16 units, four per floor, and needs a \$500,000 loan.

Councilmember Derwin also reported that the Board had a big discussion about terminology, particularly the evolution from "below market rate" (BMR) to "affordable housing" and now "workforce housing." She said she likes the evolution, and other Board members also think it has a better connotation than the other terms.

Vice Mayor Aalfs

(e) Architectural and Site Control Commission (ASCC)

On June 23, 2014, the ASCC reviewed an application for an "as built" planting modification to the landscape plan at 274 Corte Madera Road, which ASCC had approved previously. Upon inspection of installed plantings, Planning staff noted that several of the installed trees had not been approved, including a large olive tree. Most of the plantings were approved, although the ASCC directed a few changes.

Vice Mayor Aalfs said that Interim Town Planner Karen Kristiansson also told the ASCC about placement of "no parking" signs at Windy Hill. Unaware that the signs would be permanent, ASCC members were not happy about the news; he said they'd prefer seeing cars along the road to seeing signs. Mr. Pegueros said that inviting ASCC to offer formal comments on these signs would deviate from the process we've followed in the past. Mayor Wengert and Councilmember Derwin said ASCC comments on the aesthetics might be helpful.

Mayor Wengert

(f) Ad Hoc Water Conservation Task Force Committee

Joining the Committee at its June 24, 2014 meeting was Cal Water's Ken Jacobs, whose presence was terrifically beneficial, Mayor Wengert said, and he did a great job of fielding questions. He had good news for the Committee, which has been anxious to obtain data that will enable establishing metrics and measuring performance. Mr. Jacobs said Cal Water is converting systems and soon will send the Committee month-by-month data broken down into three tiers of usage.

CalWater's first priority after implementing its new system will be reaching out to the top 50 water users in the community and the top 20% of residential users to ask how CalWater might help them reduce their consumption, Mr. Jacobs said. Committee members said they'd like to help in that regard.

They also talked about increasing incentive programs, which currently include the smart irrigation controllers, low-flow toilets, faucets and sprinkler heads and a Lawn Be Gone! initiative. In Lawn Be Gone!, CalWater gives customers up to \$0.75 per square foot for lawn removal. Mr. Jacobs said CalWater is on the brink of a much more concerted media campaign, and will raise the incentive to \$1. He noted that Palo Alto has committed to matching funds to supplement the Lawn Be Gone! incentive, so Palo Alto residents will receive \$2 per square foot to take out their lawns.

Mr. Jacobs also talked about participating in bilingual seminars for gardeners. Councilmember Derwin indicated that Acterra would be a good contact for this, having developed the model with its Green Gardener program in Redwood City in 2010.

As Mayor Wengert put it, CalWater's thrust is on being more transparent and beefing up public relations and communications efforts. It was a very useful dialog, she said, and CalWater handled the program very well.

WRITTEN COMMUNICATIONS

- (10) Town Council June 20, 2014 Weekly Digest [9:20 p.m.]
 - (a) #7 Memo from Town Manager, Nick Pegueros re: Weekly Update June 20, 2014

Mr. Pegueros updated the Council on the Planning Director recruitment effort, with:

- First-round interviews with a pool of seven applicants starting on June 20, 2014
- The panel tentatively established to meet with three finalists beginning July 1, 2014 (Mayor Wengert, Councilmember Richards, Planning Commission Chair Denise Gilbert, ASCC member Dave Ross, Town Attorney Leigh Prince and Assistant Planner Carol Borck)
- A probable start date for the new hire in late August or early September 2014

Vice Mayor Aalfs asked whether the Town had been notified about the June 24, 2014 incident involving three juveniles with an airsoft gun at Ormondale School. Mr. Pegueros said yes, explaining that in between the call to 9-1-1 and when Lt. Tim Reid phoned him, deputies had assessed the situation and determined there was no immediate threat.

Mr. Pegueros invited Councilmembers to a luncheon that he will host for staff to celebrate Deputy Building Official Gary Fitzer's retirement.

ADJOURNMENT [9:25 p.m.]	
Mayor	Town Clerk

JULY 9, 2014

Page 29
Date: 07/03/2014
Time: 7:11 am
Page: 1

TOWN OF PORTOLA VALLEY					Page: 7:11 am
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
ABAG PLAN CORPORATION	Annual Dues, FY 14/15		15403	07/09/2014	
DO DOV 2052	0007			07/09/2014	0.00
PO BOX 2050 OAKLAND	0006 BOA		40770	07/09/2014 07/09/2014	0.00 0.00
CA 94604-2050	1049420		48770	07/09/2014	1,518.00
GL Number	Description		Invoice Amount	Amount Relieved	1,310.00
05-64-4322	Dues		1,518.00	0.00	
03-04-4322	Ducs		1,510.00	0.00	
		Check No.	48770	Total:	1,518.00
		Total for	ABAG PLAN CC	RPORATION	1,518.00
ALPINE CONSTRUCTION	Way2 Maint Dist, Street Repair		15402	07/09/2014	
ALFINE CONSTRUCTION	Progress Payment		13402	07/09/2014	
P. O. BOX 451	963			07/09/2014	0.00
REDWOOD CITY	ВОА		48771	07/09/2014	0.00
CA 94064					56,375.00
GL Number	Description		Invoice Amount	Amount Relieved	
86-00-4375	General Expenses		56,375.00	0.00	
		Check No.	48771	Total:	56,375.00
		Total for	ALPINE CONST	RUCTION	56,375.00
ANIMAL DAMAGE MGMT INC	June Pest Control		15434	07/09/2014 07/09/2014	
16170 VINEYARD BLVD. #150	804			07/09/2014	0.00
MORGAN HILL	BOA		48772	07/09/2014	0.00
CA 95037	25618				295.00
GL Number	Description		Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance		295.00	0.00	
		Check No.	48772	Total:	295.00
		Total for	ANIMAL DAMAG	GE MGMT INC —— —— —— —	
AT&T (2)	July M/W		15435	07/09/2014	
	•			07/09/2014	
P.O. BOX 5025	877			07/09/2014	0.00
CAROL STREAM IL 60197-5025	BOA		48773	07/09/2014	0.00 64.25
GL Number	Description		Invoice Amount	Amount Relieved	
05-52-4152	Emerg Preparedness Committee		64.25	0.00	
		Check No.	48773	Total:	64.25
		Total for	AT&T (2)		64.25
				07/00/221	
PATT BAENEN-TAPSCOTT	Bike to Work Day, Reimb		15404	07/09/2014 07/09/2014	
1148 LOS TRANCOS ROAD	1211			07/09/2014	0.00
PORTOLA VALLEY	BOA		48774	07/09/2014	0.00
CA 94028	-				100.13

JULY 9, 2014

Page 30

Date: 07/03/2014 Time: 7:11 am

TOWN OF PORTOLA VALLEY					Page:	2
Vendor Name	Invoice Description1		Ref No.	Discount Date		
Vendor Name Line 2	Invoice Description2		PO No.	Pay Date	Tayool	املم ططائلا
Vendor Address	Vendor Number Bank		Check No.	Due Date Check Date	Discount	Withheld Amount
City State/Province Zip/Postal	Invoice Number		CHECK NO.	Check Date		Amount
05-52-4143	BicyclePedTraffic Committee		100.13	0.00		
		Check No.	48774	Total:		100.13
		Total for	PATT BAENEN:			100.13
			—— —— —— —	— — — —		
BANK OF AMERICA	Replacement Ipads		15436	07/09/2014		
Bank Card Center	The second second		00006208	07/09/2014		
P.O. BOX 53155	0022			07/09/2014		0.00
PHOENIX	BOA		48775	07/09/2014		0.00
AZ 85072-3155					•	1,528.24
GL Number	Description		Invoice Amount	Amount Relieved		
05-64-4312	Office Equipment		1,528.24	1,528.25		
BANK OF AMERICA	June Statement		15437	07/09/2014		
Bank Card Center P.O. BOX 53155	0022			07/09/2014 07/09/2014		0.00
PHOENIX	BOA		48775	07/09/2014		0.00
AZ 85072-3155	Вол		40113	0710712014		1,244.82
GL Number	Description		Invoice Amount	Amount Relieved		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
05-64-4311	Internet Service & Web Hosting		9.99	0.00		
05-64-4312	Office Equipment		97.28	0.00		
05-64-4320	Advertising		349.95	0.00		
05-64-4326	Education & Training		465.92	0.00		
05-64-4334	Vehicle Maintenance		27.95	0.00		
05-64-4335	Sustainability		219.73	0.00		
05-64-4336	Miscellaneous		74.00	0.00		
		Check No.	48775	Total:		2,773.06
		Total for	BANK OF AMER	RICA	2	2,773.06
CA CITY MGMT FOUNDATION	CCMF Dues, FY 14-15		15406	07/09/2014		
1400 K CTDEET	(Pegueros)			07/09/2014		0.00
1400 K STREET SACRAMENTO	0021 BOA		48776	07/09/2014 07/09/2014		0.00
CA 95814	BOA		40770	07/09/2014		400.00
GL Number	Description		Invoice Amount	Amount Relieved		100.00
05-64-4322	Dues		400.00	0.00		
		Check No.	48776	Total:		400.00
		Total for	CA CITY MGMT	FOUNDATION		400.00
CAHILL CONSTRUCTION	Refund Dep, 390 Escobar		15414	07/09/2014		
1487 MYRTLE AVE.	0415			07/09/2014 07/09/2014		0.00
SAN JOSE	BOA		48777	07/09/2014		0.00
CA 95118	50/(40777	0110112017		500.00
GL Number	Description		Invoice Amount	Amount Relieved		
96-54-4207	Deposit Refunds, Other Charges		500.00	0.00		
		Chook No	48777			500.00
		Check No.		Total:		
		Total for	CAHILL CONST	KUCTIUN		500.00

Page 31

JULY 9, 2014 Date: 07/03/2014 Time: 7:11 am TOWN OF PORTOLA VALLEY Page: 3 Invoice Description1 Ref No. Discount Date Vendor Name Invoice Description2 PO No. Pay Date Vendor Name Line 2 Vendor Number Due Date Taxes Withheld Vendor Address Check No. Check Date Discount Amount Bank City State/Province Zip/Postal Invoice Number Check Amount CALPERS June Retirement 15405 07/09/2014 FISCAL SERVICES DIVISION 07/09/2014 ATTN: RETIREMENT PROG ACCTG 0107 07/09/2014 0.00 **SACRAMENTO BOA** 48778 07/09/2014 0.00 CA 94229-2703 15,837.74 **GL Number** Description Invoice Amount Amount Relieved 05-00-2522 PERS Payroll 630.20 0.00 05-50-4080 Retirement - PERS 0.00 15,207.54 Check No. 48778 Total: 15,837.74 Total for CALPERS 15,837.74 Refund Facility Deposit 07/09/2014 JAMES COKER 15407 07/09/2014 501 PORTOLA ROAD #8097 0414 0.00 07/09/2014 PORTOLA VALLEY **BOA** 48779 07/09/2014 0.00 CA 94028 1,027.00 **GL Number** Description Invoice Amount Amount Relieved 05-00-2561 Community Hall Deposits 1,000.00 0.00 05-56-4228 Miscellaneous Refunds 0.00 27.00 48779 Check No. Total: 1,027.00 Total for JAMES COKER 1,027.00 COMCAST WiFi, 6/21 - 7/20 15408 07/09/2014 07/09/2014 P.O. BOX 34744 0045 07/09/2014 0.00 SEATTLE BOA 48780 07/09/2014 0.00 WA 98124-1744 63.04 **GL Number** Description Invoice Amount Amount Relieved 05-64-4318 Telephones 63.04 0.00 Check No. 48780 Total: 63.04 COMCAST 63.04 Total for 07/09/2014 COTTON SHIRES & ASSOC. INC. May Applicant Charges 15409 07/09/2014 330 VILLAGE LANE 0047 07/09/2014 0.00 LOS GATOS BOA 07/09/2014 48781 0.00 CA 95030-7218 28,639.14 GL Number Description Invoice Amount Amount Relieved 96-54-4190 Geologist - Charges to Appls 28,639.14 0.00 Check No. 48781 Total: 28,639.14 Total for COTTON SHIRES & ASSOC. INC. 28,639.14

Reimb, FY 13-14 Mtg Expenses

0193

BOA

15417

48782

07/09/2014 07/09/2014

07/09/2014

07/09/2014

0.00

0.00

115.00

MARYANN MOISE DERWIN

148 RAMOSO ROAD

PORTOLA VALLEY

CA 94028

JULY 9, 2014

Page 32

Date: 07/03/2014 Time: 7:11 am

TOWN OF PORTOLA VALLEY					Page: 4
Vendor Name	Invoice Description1		Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2 Vendor Number		PO No.	Pay Date Due Date	Taxes Withheld
Vendor Address City	Bank		Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number		Officer No.	Officer Date	Check Amount
GL Number	Description		Invoice Amount	Amount Relieved	
05-64-4327	Educ/Train: Council & Commissn		115.00	0.00	
		Check No.	48782	- Total:	115.00
		Total for	MARYANN MOI		115.00
		10tal 10t		SE DERWIN	
TIM DYSON	Refund Dep, 135 Willowbrook		15413	07/09/2014	
12F WILLOWDDOOK DDIVE	0042			07/09/2014	0.00
135 WILLOWBROOK DRIVE PORTOLA VALLEY	0043 BOA		48783	07/09/2014 07/09/2014	0.00 0.00
CA 94028	BOA		40703	07/07/2014	3,767.75
GL Number	Description		Invoice Amount	Amount Relieved	2,121112
96-54-4207	Deposit Refunds, Other Charges		3,767.75	0.00	
		Chook No	40702	- Total:	3,767.75
		Check No.	48783	Total:	
	. — — — — — -	Total for	TIM DYSON		3,767.75
MARSHA HOVEY LLC	Emerg Prep Consult, June		15439	07/09/2014	
	Ç ,			07/09/2014	
1035 APPIAN WAY	0381		40704	07/09/2014	0.00
MORGAN HILL CA 95037	BOA PV-05		48784	07/09/2014	0.00 937.50
GL Number	Description		Invoice Amount	Amount Relieved	937.30
05-54-4214	Miscellaneous Consultants		937.50	0.00	
				-	
		Check No.	48784	Total:	937.50
	. — — — — — -	Total for	MARSHA HOVE	:Y LLC — — — — —	937.50
HOYOUNG HUH	Refund Dep, 6 Redberry		15415	07/09/2014	
	,			07/09/2014	
6 REDBERRY RIDGE	1106		40705	07/09/2014	0.00
PORTOLA VALLEY CA 94028	ВОА		48785	07/09/2014	0.00 275.00
GL Number	Description		Invoice Amount	Amount Relieved	275.00
96-54-4207	Deposit Refunds, Other Charges		275.00	0.00	
		Check No.	48785	- Total:	275.00
		Total for	HOYOUNG HU		275.00
	. — — — — — –				
HUMAN INVESTMENT PROJECT	2014-15 Contribution		15418	07/09/2014	
Hip Housing 364 SOUTH RAILROAD AVENUE	1194			07/09/2014 07/09/2014	0.00
SAN MATEO	BOA		48786	07/09/2014	0.00
CA 94401					3,000.00
GL Number	Description		Invoice Amount	Amount Relieved	
05-56-4222	Community Services		3,000.00	0.00	
		Check No.	48786	- Total:	3,000.00
		Total for	HUMAN INVEST	TMENT PROJECT	3,000.00
					2,000.00

JULY 9, 2014

Page 33

Date: 07/03/2014 Time: 7:11 am TOWN OF PORTOLA VALLEY Page: 5 Invoice Description1 Ref No. Discount Date Vendor Name Invoice Description2 PO No. Pay Date Vendor Name Line 2 Vendor Number Due Date Taxes Withheld Vendor Address Check No. Check Date Discount Amount Bank City State/Province Zip/Postal Check Amount Invoice Number **ICMA** June Deferred Comp 15422 07/09/2014 VANTAGE POINT TFER AGTS-304617 07/09/2014 C/O M&T BANK 0084 07/09/2014 0.00 **BALTIMORE BOA** 48787 07/09/2014 0.00 MD 21264-4553 800.00 **GL Number** Description Invoice Amount Amount Relieved 05-00-2557 Defer Comp 800.00 0.00 Check No. 48787 Total: 800.00 **ICMA** Total for 800.00 JOINT VENTURE 2014-15 Contribution 15419 07/09/2014 SILICON VALLEY NETWORK 07/09/2014 100 W. SAN FERNANDO STREET 0094 07/09/2014 0.00 **BOA** 48788 07/09/2014 SAN JOSE 0.00 CA 95113 276NETportv 1,000.00 GL Number Description Invoice Amount Amount Relieved 05-56-4222 Community Services 1,000.00 0.00 Check No. 48788 Total: 1,000.00 JOINT VENTURE 1,000.00 Total for 07/09/2014 ROBERT LAZROVICH Refund Deposit, 700 Westridge 15423 07/09/2014 1279 MESQUITE LANE 0417 07/09/2014 0.00 MORGAN HILL BOA 48789 07/09/2014 0.00 CA 95027 270.00 **GL Number** Description Invoice Amount Amount Relieved 96-54-4207 Deposit Refunds, Other Charges 270.00 0.00 Check No. 48789 Total: 270.00 ROBERT LAZROVICH Total for 270.00 MAZE & ASSOCIATES Audit Services FYE 06/30/14 15438 07/09/2014 07/09/2014 3478 BUSKIRK AVENUE 879 07/09/2014 0.00 PLEASANT HILL BOA 48790 07/09/2014 0.00 CA 94523 11,515.00 GL Number Description Invoice Amount Amount Relieved 05-54-4180 Accounting & Auditing 11,515.00 0.00 Check No. 48790 Total: 11,515.00 Total for MAZE & ASSOCIATES 11,515.00 PENINSULA BACKFLOW (DBA) Backflow Test & Certs 15425 07/09/2014 Chris S. Staggs-Richards 00006215 07/09/2014 51 BROADWAY 383 07/09/2014 0.00 07/09/2014 REDWOOD CITY BOA 48791 0.00 0604014-10 CA 94063 865.00

Invoice Amount

865.00

Amount Relieved

865.00

GL Number

05-58-4240

Description

Parks & Fields Maintenance

JULY 9, 2014

Page 34

Date: 07/03/2014 Time: 7:11 am

TOWN OF PORTOLA VALLEY					Time: 7:11 am Page: 6
Vendor Name Vendor Name Line 2	Invoice Description1 Invoice Description2		Ref No. PO No.	Discount Date Pay Date	
Vendor Address City State/Province Zip/Postal	Vendor Number Bank Invoice Number		Check No.	Due Date Check Date	Taxes Withheld Discount Amount Check Amount
·		Check No.	48791	Total:	865.00
		Total for		CKFLOW (DBA)	865.00
PENINSULA CONFLICT RESOLUTION	2014-15 Contribution		15420	07/09/2014 07/09/2014	
1660 S. AMPHLETT BLVD SAN MATEO CA 94402	0171 BOA		48792	07/09/2014	0.00 0.00 500.00
GL Number	Description		Invoice Amount	Amount Relieved	300.00
05-56-4222	Community Services		500.00	0.00	
		Check No.	48792	Total:	500.00
		Total for	PENINSULA CO	ONFLICT RESOLUTI	500.00
PERS HEALTH	July Medical Premium		15426	07/09/2014 07/09/2014	
VIA EFT	0108 BOA		48793	07/09/2014 07/09/2014	0.00 0.00 17,032.71
GL Number	Description		Invoice Amount	Amount Relieved	
05-50-4086	Health Insurance Medical		17,032.71	0.00	
		Check No.	48793	Total:	17,032.71
		Total for	PERS HEALTH		17,032.71
PG&E	June Statements		15427	07/09/2014 07/09/2014	
BOX 997300 SACRAMENTO CA 95899-7300	0109 BOA		48794	07/09/2014 07/09/2014	0.00 0.00 311.27
GL Number	Description		Invoice Amount	Amount Relieved	
05-64-4330	Utilities		311.27	0.00	
		Check No.	48794	Total:	311.27
		Total for	PG&E		311.27
PORTOLA VALLEY HARDWARE	June Statement		15428	07/09/2014 07/09/2014	
112 PORTOLA VALLEY ROAD PORTOLA VALLEY CA 94028	0114 BOA		48795	07/09/2014 07/09/2014 07/09/2014	0.00 0.00 610.25
GL Number	Description		Invoice Amount	Amount Relieved	310.20
05-58-4240 05-66-4340 05-66-4341	Parks & Fields Maintenance Building Maint Equip & Supp Community Hall		59.84 306.39 100.86	0.00 0.00 0.00	
25-66-4340	Building Maint Equip & Supp		143.16	0.00	
		Check No.	48795	Total:	610.25
		Total for	PORTOLA VALI	LEY HARDWARE	610.25

Page 35

Date:

07/03/2014

2,500.00

JULY 9, 2014

Time: 7:11 am TOWN OF PORTOLA VALLEY Page: 7 Invoice Description1 Ref No. Discount Date Vendor Name Invoice Description2 PO No. Pay Date Vendor Name Line 2 Vendor Number Due Date Taxes Withheld Vendor Address Check No. Check Date Discount Amount Bank City State/Province Zip/Postal Invoice Number Check Amount REGIONAL GOVERNMENT SERVICES Jen/Juran Contract Svcs, May 15429 07/09/2014 07/09/2014 P.O. BOX 1350 07/09/2014 0.00 1165 CARMEL VALLEY BOA 07/09/2014 48796 0.00 CA 93924 4194 7,635,46 **GL Number** Description Invoice Amount Amount Relieved Temp NonPay Cler/Admin 05-50-4060 7,635.46 0.00 Check No. 48796 Total: 7,635,46 Total for REGIONAL GOVERNMENT SERVICE 7,635,46 LISA OBREGON RING June Planning Consult 15430 07/09/2014 dba LOR Planning & Env'l Cons 07/09/2014 0.00 346 CASTILIAN WAY 1243 07/09/2014 SAN MATEO **BOA** 48797 07/09/2014 0.00 CA 94402 PV-2014-3 7,490.00 **GL Number** Description Invoice Amount Amount Relieved 05-54-4196 7,490.00 0.00 Planner Check No. 48797 Total: 7,490.00 Total for LISA OBREGON RING 7,490.00 07/09/2014 **ASHVIN SANGORAM** Refund Dep, 219 Portola 15416 07/09/2014 07/09/2014 219 PORTOLA ROAD 0416 0.00 PORTOLA VALLEY BOA 48798 07/09/2014 0.00 CA 94028 275.00 **GL Number** Description Invoice Amount Amount Relieved 96-54-4207 Deposit Refunds, Other Charges 275.00 0.00 48798 Check No. Total: 275.00 Total for **ASHVIN SANGORAM** 275.00 SMALL BUSINESS BENEFIT PLAN TR July Dental/Vision 15431 07/09/2014 07/09/2014 0132 07/09/2014 0.00 **BELMONT** BOA 48799 07/09/2014 0.00 CA 94002-0156 1,974.60 **GL Number** Description Invoice Amount Amount Relieved 05-50-4090 Health Ins Dental & Vision 1,974.60 0.00 Check No. 48799 Total: 1,974.60 Total for SMALL BUSINESS BENEFIT PLAN 1,974.60 SUSTAINABLE SM COUNTY 2014-15 Contribution 15421 07/09/2014 07/09/2014 177 BOVET ROAD 6TH FLOOR 0170 07/09/2014 0.00 SAN MATEO **BOA** 48800 07/09/2014 0.00

Invoice Amount

Amount Relieved

CA 94402

GL Number

Description

JULY 9, 2014

Page 36

Date: 07/03/2014

Time: 7:11 am

TOWN OF PORTOLA VALLEY					Page: 8
Vendor Name	Invoice Description1		Ref No.		
Vendor Name Line 2	Invoice Description2		PO No.		Taura Millala ala
Vendor Address	Vendor Number Bank		Check No.	Due Date Check Date	Taxes Withheld Discount Amount
City State/Province Zip/Postal	Invoice Number		CHECK NO.	Check Date	Check Amount
05-56-4222	Community Services		2,500.00	0.00	
		Check No.	48800	Total:	2,500.00
		Total for	SUSTAINABLE	SM COUNTY	2,500.00
BARBARA TEMPLETON	May Transcription Services		15432	07/09/2014 07/09/2014	
304 MELVEN COURT SAN LEANDRO CA 94577-2011	369 BOA 784		48801	07/09/2014	0.00 0.00 3,487.50
GL Number	Description		Invoice Amount	Amount Relieved	.,
05-54-4188	Transcription Services		3,487.50	0.00	
		Check No.	48801	Total:	3,487.50
		Total for	BARBARA TEN	1PLETON	3,487.50
TYLER TECHNOLOGIES INC	Financial Software Support FY 2014-15		15433	07/09/2014 07/09/2014	
P.O. BOX 203556	0240			07/09/2014	0.00
DALLAS	BOA		48802	07/09/2014	0.00
TX 75247-8142	025-98420		Invoice Amount	Amount Dolloved	3,137.11
GL Number 05-64-4314	Description Equipment Services Contracts		3,137.11	Amount Relieved 0.00	
00 04 4314	Equipment Services Contracts			0.00	
		Check No.	48802	Total:	3,137.11
		Total for	TYLER TECHN	OLOGIES INC	3,137.11
Ti	otal Invoices: 34			Grand Total: Less Credit Memos:	175,091.51 0.00
				Net Total:	175,091.51
				ess Hand Check Total:	0.00
			Out	standing Invoice Total:	175,091.51
TOWN OF PORTOLA V Warrant Disbursement Jo July 9, 2014					
	51 having been duly examined l against the Town of Portola Va		and to be correct	t are hereby app	roved and
Date:	_	_			
	Nick Pegu	eros, Treasurer			
Motion having been duly	made and seconded, the above	claims are her	eby approved a	nd allowed for p	payment.

Mayor

Signed and sealed this (date)

Sharon Hanlon, Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: July 9, 2014

RE: Resolution Approving and Authorizing Amendment No. 2 to Agreement for

Professional Services between the Town of Portola Valley and Regional

Government Services Authority for Temporary Staffing Services

RECOMMENDATION

Authorize the Mayor to execute Amendment No. 2 to the consultant agreement between the Town and Regional Government Services (RGS) for temporary staffing services in an amount not to exceed \$100,000 through June 30, 2015.

BACKGROUND

The Town has used RGS to provide temporary staffing for a number of needs in the past including the Interim Planning Manager, front desk support, recruitment services, and administrative assistance for administration, planning, public works, and sustainability efforts. RGS is a staffing provider specializing in service to local governments and has proven an effective and efficient way to fill the Town's needs for staff on special assignments or projects.

DISCUSSION

The adopted budget provides for temporary planning and administration staffing. The recommendation is to provide a blanket not-to-exceed authorization of \$100,000 through June 30, 2015 for RGS staff to provide the following:

 Office Assistance – The Town is currently using an entry-level RGS employee to provide administrative assistance to sustainability, public works, and planning efforts. The individual is working a full-time schedule and is expected to remain until the end of December 2014.

- Special Project Assistance The Town is currently using a director-level RGS employee to assist with more advanced projects such as recruitments, computer software assessments, assistance with logistical planning of the 50th anniversary celebration, and retiree medical benefit liability calculation. This individual works on an as-needed basis with a not-to-exceed amount of 500 hours.
- 3. Communications & Information Manager This is a newly created part-time role and was authorized in the 2014-15 budget. While the search for this individual will begin in July, it is possible that RGS will source a suitable candidate interested in working an average work week of 16 hours. The Town has not provided a commitment to RGS that they will supply the candidate.

The Town's use of RGS employees allows the opportunity to scale staffing in an efficient manner. In 2013-14, temporary employees from RGS assisted with projects such as the Earth Day Fair and business license renewals (Alvin Jen), and the Planning Director recruitment and budget accomplishments/goals (Kim Juran). RGS's hourly rates for staff range from \$27.50 per hour for an entry-level staff person to \$125 per hour for a highly experienced professional in planning, administration, or public works.

FISCAL IMPACT

Sufficient funds are included in the adopted budget for this amendment.

ATTACHMENTS

- 1. Resolution Authorizing the Mayor to Execute Amendment No. 2
- 2. Amendment No. 2
- 3. Original Agreement with Regional Government Services

RESOLUTION NO.	-2014
INEGOLO I IOIA IAO.	-201-

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING AMENDMENT NO. 2 TO AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE TOWN OF PORTOLA VALLEY AND REGIONAL GOVERNMENT SERVICES AUTHORITY

WHEREAS, the Town of Portola Valley ("Town") desires to amend its contract with Regional Government Services Authority ("RGS") originally entered into as of the 6th day of December 2013; and

WHEREAS, RGS provides temporary staffing services to the Town on an as needed basis in the administration, public works, and planning departments; and

WHEREAS, the Town Council of the Town of Portola Valley has read and considered the Additional Services Amendment No. 2 to Agreement for Professional Services ("Amendment No. 2") between the Town and RGS.

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

- 1. Public interest and convenience require the Town to execute Amendment No. 2 for additional temporary services.
- 2. The Town of Portola Valley hereby approves and the Mayor is hereby authorized on behalf of the Town of Portola Valley to execute Amendment No. 2.

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

	By:	
	Ann Wengert,	Mayor
ATTEST:		
Sharon Hanlon, Town Clerk		



ADDITIONAL SERVICES AMENDMENT NO. 2 TO AGREEMENT FOR PROFESSIONAL SERVICES

This document constitutes the Additional Services Amendment No. 2 entered into as of the 7th day of July, 2014, to the Professional Services Agreement entered into as of the 6th day of December, 2013 and amended on the 15th day of April, 2014 by and between the **Town of Portola Valley** hereinafter called "Agency", and **Regional Government Services Authority**, hereinafter called "RGS".

RECITALS

This Additional Services Amendment is entered into with reference to the following facts and circumstances:

- A. Agency desires to amend the provisions of the Professional Services Agreement to extend the services of all RGS positions.
- B. RGS is desirous of these changes as well.

Based upon the foregoing Recitals Agency and RGS agree to the terms of additional services set forth in Exhibit A.

C. All other terms and conditions of the Agreement shall remain in force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Additional Services Amendment to be executed on the date first above written by their respective officers duly authorized in that behalf.

Dated:	Dated:	
Town of Portola Valley	Regional Government Services Authority	
Ann Wengert, Mayor	Richard Averett, Executive Director	

ph: 831/308-1508 ph: 650/587-7316 fax: 831/308-1509 fax: 650/587-7317

EXHIBIT A

All services provided by RGS from June 1, 2014 through June 30, 2015 shall adhere to a total Not to Exceed amount of \$100,000.00. Either party may terminate services as provided for in Section 2 of the original agreement.



Preamble: The agreement for services described below is also an agreement to engage in a relationship between organizations — agency partners. In order to establish a mutually respectful relationship as well as a productive one, RGS has adopted the following values and business methods.

Our Values

- Expert Services: RGS serves exclusively public sector agencies with its team of public sector experts.
- Innovation: RGS encourages and develops innovative and sustainable services to help each agency meet its challenges through new modes of service provision.
- Customer Driven: RGS customizes solutions to achieve the right level and right kind of service at the right time for each agency's unique organizational needs.
- Perseverance: Sometimes the best solutions are not immediately apparent. RGS listens, works with you, and sticks with it until a good fit with your needs is found.
- Open Source Sharing: RGS tracks emerging best practices and shares them, learning openly from each other's hard won experience.
- Commitment: government agencies are the public's only choice for many services.
 Public trust is earned and must be used wisely. And RGS will do its part. Each agency
 should and will know how RGS sets its rates. RGS' pledge to you is that we will act with
 honesty, openness, and full transparency.

How RGS Does Business

When you work with RGS you can expect:

- Pre-contract meetings either in person or by phone to ensure our working relationship starts on firm footing. RGS will strive to be explicit up front and put our understandings in writing. Before making assumptions, we hope to talk directly to prevent any misunderstandings.
- Ongoing interaction throughout our relationship to ensure that your needs are being met, and that projects progress appropriately and agreed-upon timelines are met.
- RGS operates candidly, and will be open with what we can and cannot do. RGS is committed to honest interaction.
- When our employees are on your site, we expect them to treat people respectfully and be treated respectfully. If problems arise, we want to communicate early, accurately, and thoroughly to ensure that we find mutually acceptable solutions.
- As a public agency, partnering is valued. We look out for each other's interests consistent with maintaining the public trust.
- To keep expectations realistic, it is important to understand that RGS is a governmental
 joint powers agency evolving to meet upcoming local government needs. RGS has
 carefully constructed policies and procedures to allow us maximum flexibility to meet
 your needs. In doing this, we must recover our costs, which are kept to a minimum so
 client agency revenues are used wisely. We receive no tax revenues or client subsidies.

Agreement for Management and Administrative Services

This Agreement for Management Services ("Agreement") is made and entered into as of the 6th day of December 2013, by and between the **Town of Portola Valley**, a municipal agency ("Agency"), and **Regional Government Services Authority** (RGS), a joint powers authority, (each individually a "Party" and, collectively, the "Parties").

RECITALS

THIS AGREEMENT is entered into with reference to the following facts and circumstances:

- A. That Agency desires to engage RGS to render certain services to it;
- B. That RGS is a management and administrative services provider and is qualified to provide such services to the Agency; and
- C. That the Agency has elected to engage the services of RGS upon the terms and conditions as hereinafter set forth.

TERMS AND CONDITIONS

Section 1. <u>Services</u>. The services to be performed by RGS under this Agreement shall include those services set forth in the **Exhibits**, which is by this reference incorporated herein and made a part hereof as though it were fully set forth herein.

Where in conflict, the terms of this Agreement supersede and prevail over any terms set forth in the **Exhibits**.

- pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which RGS is engaged in the geographical area in which RGS practices its profession. RGS shall prepare all work products required by this Agreement in a substantial, first-class manner and shall conform to the standards of quality normally observed by a person practicing in RGS's profession.
- Assignment of Personnel. RGS shall assign only competent personnel to perform services pursuant to this Agreement. In the event that Agency, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, RGS shall consider reassigning such person or persons. RGS's Executive Director will notify Agency's Chief Executive Officer in writing prior to assigning a different RGS employee to provide services other than the initial RGS Staff identified on the Exhibits.
- 1.3 <u>Time</u>. RGS shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in above and to satisfy RGS's obligations hereunder in the Exhibits.

- Section 2. Term of Agreement and Termination. Services shall commence on or about the date specified in the Exhibits and shall continue until the date anticipated in the Exhibits to terminate, at which time services may continue on a month-to-month basis until one party terminates the agreement. This agreement may be terminated by either Party, with or without cause, upon 30 days written notice. Agency has the sole discretion to determine if the services performed by RGS are satisfactory to the Agency, which determination shall be made in good faith. If the Agency determines that the services performed by RGS are not satisfactory, the Agency may terminate this agreement by giving written notice to RGS. Upon receipt of notice of termination by either Party, RGS shall cease performing duties on behalf of Agency on the termination date specified and the compensation payable to RGS shall include only the period for which services have been performed by RGS.
- **Section 3.** Compensation. Payment under this Agreement shall be as provided in the Exhibits.
- **Section 4.** Effective Date. This Agreement shall become effective on the date first herein above written.

Section 5. Relationship of Parties.

- 5.1 It is understood that the relationship of RGS to the Agency is that of an independent contractor and all persons working for or under the direction of RGS are its agents or employees and not agents or employees of Agency. The Agency and RGS shall, at all times, treat all persons working for or under the direction of RGS as agents and employees of RGS, and not as agents or employees of the Agency. Agency shall have the right to control RGS only insofar as the results of RGS's services rendered pursuant to this agreement and assignment of personnel pursuant to Section 1.
- 8.2 RGS shall provide services under this Agreement through one or more employees of RGS qualified to perform services contracted for by Agency. Key RGS staff who will provide services to the Agency are indicated in the Exhibits. The Executive Director will not reassign any of the staff indicated in the Exhibits without first consulting with the Agency. The Executive Director will consult with Agency on an asneeded basis to assure that the services to be performed are being provided in a professional manner and meet the objectives of Agency.
- 5.3 Agency shall not have the ability to direct how services are to be performed, specify the location where services are to be performed, or establish set hours or days for performance of services, except as set forth in the Exhibits.
- 5.4 Agency shall not have any right to discharge any employee of RGS from employment.

- 5.5 RGS shall, at its sole expense, supply for its employees providing services to Agency pursuant to this Agreement any and all benefits, such as worker's compensation, disability insurance, vacation pay, sick pay, or retirement benefits; obtain and maintain all licenses and permits usual or necessary for performing the services; pay any and all taxes incurred as a result of the employee(s) compensation, including estimated taxes, FICA and other employment taxes; and provide Agency with proof of payment of taxes on demand.
- Section 6. Insurance Requirements. Before beginning any work under this Agreement, RGS, at its own cost and expense, shall procure "occurrence coverage" insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by RGS and its agents, representatives, employees, and subcontractors. RGS shall provide proof satisfactory to Agency of such coverage that meets the requirements of this section and under forms of insurance satisfactory in all respects to the Agency. RGS shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be paid by RGS. RGS shall not allow any subcontractor to commence work on any subcontract until RGS has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to Agency. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.
 - 6.1 Workers' Compensation. RGS shall, at its sole cost and expense, maintain statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by RGS. The statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, RGS may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. The insurer, if insurance is provided, or RGS, if a program of self-insurance is provided, shall waive all rights of subrogation against the Agency and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement where the subject loss is not proximately caused by the actions of or failure to act by a Agency officer, agent or employee or any person or entity other than the parties to the agreement.

An endorsement shall state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, except after 15 days' prior written notice has been given to the Agency.

6.2 Commercial General and Automobile Liability Insurance.

- **6.2.1** General requirements. RGS, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. RGS shall additionally maintain commercial general liability in an amount not less than TWO MILLION DOLLARS (\$2,000,000) aggregated for bodily injury, personal injury, and property damage. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.
- 6.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 or GL 0002 (most recent editions) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 8 and 9. No endorsement shall be attached limiting the coverage.
- **6.2.3** <u>Additional requirements.</u> Each of the following shall be included in the insurance coverage or added as an endorsement to the policy:
 - a. Agency and its officers, employees, agents, and volunteers shall be covered as insureds with respect to each of the following: liability arising out of activities performed by or on behalf of RGS including the insured's general supervision of RGS; products and completed operations; premises owned, occupied, or used by RGS; and automobiles owned, leased, or used by RGS. The coverage shall contain no special limitations on the scope of protection afforded to Agency or its officers, employees, agents, or volunteers.
 - b. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

c. An endorsement must state that coverage is primary insurance with respect to the Agency and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the Agency shall be called upon to contribute to a loss under the coverage.

d. An endorsement shall state that coverage shall not be suspended, voided, cancelled by either party, or reduced in coverage or in limits, except following reasonable

notice to the Agency.

- 6.3 Professional Liability Insurance. Upon written request of Agency, RGS, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions.
 - **6.3.1** Any deductible or self-insured retention shall not exceed \$1,000 per claim.
 - **6.3.2** An endorsement shall state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, except after 15 days' prior written notice has been given to the Agency.
 - **6.3.3** The following provisions shall apply if the professional liability coverages are written on a claims-made form:

a. The retroactive date of the policy must be shown and

must be before the date of the Agreement.

b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.

- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, RGS must provide extended reporting coverage for a minimum of 5 years after completion of the Agreement or the work. The Agency shall have the right to exercise, at RGS's sole cost and expense, any extended reporting provisions of the policy, if RGS cancels or does not renew the coverage.
- d. A copy of the claim reporting requirements must be submitted to the Agency prior to the commencement of any work under this Agreement.

6.4 All Policies Requirements.

- **6.4.1** Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.
- 6.4.2 Verification of coverage. Prior to beginning any work under this Agreement, RGS shall furnish Agency with notifications of coverage and with original endorsements effecting coverage required herein. The notifications and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.
- **6.4.3** Subcontractors. RGS shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
- **6.4.4** <u>Variation.</u> The Agency may approve a variation in the foregoing insurance requirements, upon a determination that the coverages, scope, limits, and forms of such insurance are either not commercially available, or that the Agency's interests are otherwise fully protected.
- **6.4.5** <u>Deductibles and Self-Insured Retentions.</u> RGS shall disclose to and obtain the approval of Agency for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of Agency's Chief Executive Officer, RGS may increase such deductibles or self-insured retentions with respect to Agency, its officers, employees, agents, and volunteers. The Agency's Chief Executive Officer may condition approval of an increase in deductible or self-insured retention levels with a requirement that RGS procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

6.4.6 Notice of Reduction in Coverage. In the event that any coverage required by this section is reduced, limited, or materially affected in any other manner, RGS shall provide written notice to Agency at RGS's earliest possible opportunity and in no case later than five days after RGS is notified of the change in coverage.

- Remedies. In addition to any other remedies Agency may have if RGS fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, Agency may, at its sole option exercise any of the following remedies, which are alternatives to other remedies Agency may have and are not the exclusive remedy for RGS's breach:
 - Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
 - Order RGS to stop work under this Agreement or withhold any payment that becomes due t hereunder, or both stop work and withhold any payment, until RGS demonstrates compliance with the requirements hereof; and/or
 - Terminate this Agreement.

Section 7. Legal Requirements.

- **7.1** Governing Law. The laws of the State of California shall govern this Agreement.
- **7.2** Compliance with Applicable Laws. RGS and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 Other Governmental Regulations. To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, RGS and any subcontractors shall comply with all applicable rules and regulations to which Agency is bound by the terms of such fiscal assistance program.
- RGS and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions and that RGS is authorized by law to provide the services contemplated by this agreement. RGS represents and warrants to Agency that RGS and its employees, agents, and subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions.
- 7.5 <u>Nondiscrimination and Equal Opportunity.</u> RGS shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided under this Agreement. RGS shall

comply with all applicable federal, state, and Local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement.

Section 8. Keeping and Status of Records.

- 8.1 Records Created as Part of RGS's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that RGS prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the Agency. RGS hereby agrees to deliver those documents to the Agency upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the Agency and are not necessarily suitable for any future or other use.
- 8.2 <u>Confidential Information.</u> RGS shall hold any confidential information received from Agency in the course of performing this Agreement in trust and confidence and will not reveal such confidential information to any person or entity, either during the term of the Agreement or at any time thereafter. Upon expiration of this Agreement, or termination as provided herein, RGS shall return materials which contain any confidential information to Agency. For purposes of this paragraph, confidential information is defined as all information disclosed to RGS which relates to Agency past, present, and future activities, as well as activities under this Agreement, which information is not otherwise of public record under California law. Agency shall notify RGS what information and documents are confidential and thus subject to this section 8.2.
- **8.3** RGS's Books and Records. RGS shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the Agency under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment under this Agreement.
- 8.4 <u>Inspection and Audit of Records.</u> Any records or documents that Section 8.2 of this Agreement requires RGS to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the Agency. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State

Auditor, at the request of Agency or as part of any audit of the Agency, for a period of 3 years after final payment under the Agreement.

- **Section 9.** <u>Non-assignment.</u> This Agreement is not assignable either in whole or in part without the written consent of the other party.
- **Section 10.** <u>Amendments</u>. This Agreement may be amended or modified only by written agreement signed by both Parties.
- **Section 11.** <u>Validity</u> The invalidity, in whole or in part, of any provisions of this Agreement shall not void or affect the validity of any other provisions of this Agreement.
- Section 12. Governing Law/Attorneys Fees. This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in Alameda County, California. In the event of litigation between the Parties hereto to enforce any provision of the Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs of litigation.
- Section 13. Mediation. Should any dispute arise out of this Agreement, the Parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither Party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the Parties. If a mediated settlement is reached, neither Party shall be deemed the prevailing party for purposes of the settlement and each Party shall bear its own legal costs.
- Section 14 Employment Offers to Our Staff. No restrictions are placed upon Agency should Agency decide to hire staff listed on this agreement.
- **Section 15** Entire Agreement. This Agreement, including the Exhibits, comprises the entire Agreement.

Section 16 Indemnity.

- **RGS's indemnity obligations**. Neither party will assume undue risk for the other party. RGS will defend and indemnify Agency, and hold it harmless, from any claim, demand or liability that is related to, or results from the manner in which RGS has performed this Agreement. Thus, RGS's indemnity obligations will arise when any claim or demand is made against Agency which premises Agency's liability, in whole or in part, upon any of the following:
 - the quality or character of the work of RGS's employees or subcontractors;
 - b. the negligent acts or omissions of RGS or its officers, directors, employees, or agents; or
 - c. the willful misconduct of RGS or its officers, directors,

employees, or agents.

Further, RGS will defend and indemnify Agency, and hold it harmless, from any claim, demand or liability that is related to, or results from an assertion that as a result of providing services to Agency, an RGS employee or a person performing work pursuant to this agreement is entitled to benefits from, or is covered by, the Social Security retirement system or the California Public Employee Retirement Systems. Notwithstanding the foregoing, however, RGS's obligation for any payments to such a claimant shall be limited to those payments which Agency may be required to pay.

Agency's indemnity obligations. Agency shall indemnify, defend and hold harmless RGS and its officers, directors, employees and agents from any and all claims and lawsuits where such persons are named in the lawsuit solely by virtue of the position they hold with Agency, or solely because of a duty any of them performs while in that position.

It is the intent of the parties here to define indemnity obligations that are related to or arise out of Agency's actions as a governmental entity. Thus, Agency shall be required to indemnify and defend only under circumstances where a cause of action is stated against RGS, its employees or agents:

 which is unrelated to the skill they have used in the performance of the duties delegated to them under this Agreement;

 when the allegations in such cause of action do not suggest the active fraud or other misconduct of RGS, its employees, or agents; and

c. where a Agency employee, if he had been acting in a like capacity, otherwise would be acting within the scope of that employment. Whenever Agency owes a duty hereunder to indemnify RGS, its employees or agents, Agency further agrees to pay RGS a reasonable fee for all time spent by any RGS employee, or spent by any person who has performed work pursuant to this agreement, for the purpose of preparing for or testifying in any suit, action, or legal proceeding in connection with the services the assigned employee has provided under this Agreement.

Section 17	Notices. All notices required by this Agreement shall be given to Agency and
	RGS in writing, by first class mail, postage prepaid, addressed as follows:

Agency:

Town of Portola Valley

Town Manager 765 Portola Road

Portola Valley, CA 94028

RGS:

Regional Government Services Authority

P. O. Box 1350

Carmel Valley, CA 93924

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the date first written by their respective officers duly authorized on their behalf.

DATED: 65, 2013	Town of Portola Valley	I
	By:	anager
APPROVED AS TO FORM:		
DATED: <u>JUNE</u> 9, 2013	Ву:	orney
DATED: MAy 2/, 2013	Regional Government Servic	es Authority
•	By:	
APPROVED AS TO FORM:		utive Director
DATED: June 5, 2013	By:	constant.
		ity Counsel

Exhibit A

Compensation.

 <u>Fees</u>. The Agency agrees to pay to RGS the full cost of compensation and support, as shown in Exhibit A, for the assigned RGS employee(s). Compensation is shown on an hourly basis.

RGS and Agency acknowledge and agree that compensation paid by Agency to RGS under this Agreement is based upon RGS's costs of providing the services required hereunder, including salaries and benefits of employees. Consequently, the parties agree that adjustments to the hourly rate shown below for "RGS Staff" will be made for changes to the salary and/or benefits costs provided by RGS to such employee. The parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities for which RGS may be obligated for its employees or may otherwise be contractually obligated.

- 2. Reimbursement of RGS's Administrative Cost. The Agency shall reimburse RGS for overhead as part of the hourly rate specified below, and direct external costs. Support overhead costs are those expenses necessary to administering this Agreement, and are included in the hourly rate. Direct external costs, including such expenses as travel or other costs incurred for the exclusive benefit of the Agency, will be invoiced to the Agency when received and without mark-up. These external costs will be due upon receipt.
- 3. Terms of Payment. RGS shall submit invoices monthly for the prior month's services. Invoices shall be sent approximately 10 days after the end of the month for which services were performed and are due and shall be delinquent if not paid within 20 days of receipt. Delinquent payments will be subject to a late payment carrying charge computed at a periodic rate of 1% per month, which is an annual percentage rate of 12%, which will be applied to any unpaid balance owed commencing 7 days after the payment due date. Additionally, in the event the Agency fails to pay any undisputed amounts due to RGS within 15 days after payment due date, then the Agency agrees that RGS shall have the right to consider said default a total breach of this Agreement and the duties of RGS under this Agreement may be terminated by RGS upon 10 working days advance written notice.

Payment Address. All payments due RGS shall be paid to:

Regional Government Services Authority PO Box 1350 Carmel Valley, CA 93924

AGENCY CONTACTS

Agency Billing Contact. Invoices are sent electronically only. Please provide the contact person to whom invoices should be sent:

NAME	EMAIL	
Cindy Rodas	CRodas@portolavalley.net	
Nick Pegueros	npegueros@portolavalley.net	

Agency Insurance Contact. Please provide the contact person to whom the certificate of coverage should be sent:

NAME	ADDRESS	
Nick Pegueros	Town of Portola Valley	
	765 Portola Road	
	Portola Valley, CA 94028	

RGS STAFF

NAME	POSITION	HOURLY RATE*
Alvin Jen	Intern	\$27.50

^{*}The Hourly Rate does not include mark-up for direct external costs which will be invoiced to the Agency at cost.

The start date for the services to be performed is on or about December 9th, 2013, and this agreement is anticipated to remain in force through June 30, 2014.

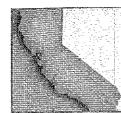
The amount of the agreement is not to exceed \$24,000.

Such employee(s) may perform services at the Agency offices available in Portola Valley or at other locations.

Exhibit B

<u>Scope of Services.</u> RGS shall assign an RGS employee or employees to perform the functions as described below:

- · Perform the functions as assigned.
- Be reasonably available to perform the services during the normal work week, as agreed upon.
- Meet regularly and as often as necessary for the purpose of consulting about the scope of work performed.
- Other Duties As part of the Agency job description(s) for this/these position(s) and/or as outlined below.
- Perform related work as required.



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VUILED, EQUIVIN

ADDITIONAL SERVICES AMENDMENT NO. 1 TO AGREEMENT FOR PROFESSIONAL SERVICES

This document constitutes the Additional Services Amendment No. 1 entered into as of the 15th day of April, 2014, to the Professional Services Agreement entered into as of the 6th day of December, 2013 by and between the Town of Portola Valley hereinafter called "Agency", and Regional Government Services Authority, hereinafter called "RGS".

RECITALS

This Additional Services Amendment is entered into with reference to the following facts and circumstances:

- A. Agency desires to amend the provisions of the Professional Services Agreement to include additional services listed in Exhibit A.
- B. RGS is desirous of these changes as well.

Based upon the foregoing Recitals Agency and RGS agree to the terms of additional services set forth in Exhibit A.

C. All other terms and conditions of the Agreement shall remain in force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Additional Services Amendment to be executed on the date first above written by their respective officers duly authorized in that behalf.

Dated: June 5, 2014	Dated: 1914 21, 2014
Town of Portola Valley	Regional Government Services Authority

EXHIBIT A

Additional services to be provided by RGS will include:

RGS STAFF

NAME	POSITION	HOURLY RATE*
Kimberly Juran	Financial Advisor	\$105.00

^{*}The Hourly Rate does not include mark-up for direct external costs which will be invoiced to the Agency at cost.

The start date for the services to be performed is on or about April 15^{th} , 2014, and services performed are expected to last 500 hours.

Such employee(s) may perform services at the Agency offices available in Portola Valley or at other locations.

There are no written materials for this agenda item.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garmeaux, Sustainability & Special Projects Manager

DATE: July 9, 2014

RE: Ad-Hoc Water Conservation Task Force Report, Work Plan &

Proposed Budget

RECOMMENDATION

Staff recommends that the Town Council receive a report from the Ad-Hoc Water Conservation Task Force and approve their 2014 work plan along with the associated budget of \$3,400.

BACKGROUND

On February 26, 2014, the Town Council formed an Ad-Hoc Water Conservation Task Force (Task Force) to "utilize available resources and draw on local partners to develop a comprehensive water conservation program for the Town of Portola Valley." The Task Force held its first meeting on March 31, 2014 and has been meeting almost every two weeks since its formation. The Task Force has been working on its first deliverable outlined in the Charter (Attachment 1) – developing an initial work plan.

SUMMARY

The Task Force has undergone an extensive and thorough process for developing its work plan, which included staff, Cal Water and representatives from Woodside and Los Altos Hills. The Task Force has outlined its proposed work plan in the attached document (Attachment 2), which it will present to the Council on July 9th. Once the Council has approved the work plan and associated budget, the Task Force will make it its first priority to develop a timeline for carrying out the plan.

The work plan focuses on the following three areas:

- Increasing Resident Awareness
 - Hosting a Community Forum on Water Conservation
 - o Creating a water conservation postcard to be sent to all Town residents

- Developing a water conservation section on the Town website
- o Hosting a garden "best practices" tour in Town
- Promoting Real Change
 - Encouraging the use of "smart" irrigation controllers
 - o Co-hosting a training for local gardeners
 - Working with Cal Water to use the list of low-water use, native plants developed by the Conservation Committee
- Social Marketing
 - Developing recognition program for local water conservers
 - Self-identification and influence of large residential users including focus group
 - Partnering with town garden groups and HOAs
 - Developing program to encourage peer-to-peer influence

FISCAL IMPACT

The Task Force plans to carry out their work plan with limited staff involvement and a modest budget of \$3,400.

ATTACHMENTS

- 1. Ad-Hoc Water Conservation Task Force Charter
- 2. Presentation Slides: Update to the Council from the Water Conservation Task Force

APPROVED – Nick Pegueros, Town Manager N. P.

Ad-Hoc Water Conservation Task Force Charter

BACKGROUND

On Friday, January 17, 2014, Governor Jerry Brown declared a drought state of emergency and called on all Californians to voluntarily reduce their water use by 20%. Cal Water has indicated to the Town that its water systems are prepared to meet customer demand through 2014; however, even in non-drought years, Cal Water supports water-use reductions to meet the goal of a 20% reduction by 2020, as required by State law. In Portola Valley, residents use approximately 262% more water than the Bay Area residential average of 78 gallons per person per day (source: BAWSCA FY 2011-12 Annual Survey). In 2012, residential water use increased to 283 gallons per person per day from 251 in 2011 (source: Cal Water). As a result of the drought, in 2014, two of the Town's highest priorities have become water conservation and fire prevention; therefore, the Town Council has established an Ad-Hoc Water Conservation Task Force to look at this issue in further depth and to make recommendations to the Town Council on what we can all do to have the most impact.

MISSION

The Ad-Hoc Water Conservation Task Force's mission is to utilize available resources and draw on local partners to develop a comprehensive water conservation program for the town of Portola Valley.

DELIVERABLES

The Committee will focus their efforts on the following:

- 1. Developing an initial work plan & meeting schedule
- 2. Organizing and hosting a "Community Forum on Water Conservation," perhaps sponsored by a third party to draw on broader regional resources
- 3. Working with Cal Water to develop a list of and "messaging" on targeted, high-impact actions for residents and/or businesses
- 4. Developing a list and/or outline of suggested updates to the Town webpage
- 5. Developing recommendations on what more the Town could do to sponsor and/or encourage water conservation

RESPONSIBLE TO

Town Council

COORDINATION

Staff Liaison – Sustainability & Special Projects Manager Town Council Liaison

MEMBERSHIP

The membership of this Task Force shall consist of a minimum of five (5) and a maximum of nine (9) members appointed whenever feasible to include at least one member of the Sustainability Committee and Conservation Committee. In addition, the Task Force may include advisory members from Cal Water, other local jurisdictions and/or local organizations working on water conservation issues.

MEETINGS

The Task Force will meet as deemed necessary.

REPORTS

The Task Force chair (or a representative) shall provide the work plan and meeting schedule to the Town Council at its regularly scheduled meeting on April 9, 2014 and a written or verbal report at least once a month for the duration of the Task Force.

Attachment 2

Portola Valley Water Conservation Task Force

Update to Town Council July 9, 2014



Agenda

- Task Force Team Composition
- Review Town Council Charge to Team
- Goals
- Plans
- Challenges
- Approval and Help from Town Council



Task Force Composition

- Town (and nearby) residents:
 - Mike Ward
 - Loverine Taylor
 - Marty Mackowski
 - Judith Murphy
 - Marge DeStaebler
 - Al Sill
- Participation from Cal Water
 - Ken Jenkins
 - Jade Joesten

- Observers from Woodside:
 - Ann Von Essen
 - Debbie Mendelson
- PV council members and staff:
 - Maryann Moise Derwin
 - Ann Wengert
 - Brandi de Garmeaux

Review TC Charge to Team

- ✓ Work Plan
- ☐ Community Forum: targeting this Fall
- ☐ Messaging: *in progress*
- ☐ Updates to Town website: in work plan
- □ Recommendations to TC (e.g., programs, policies): in progress

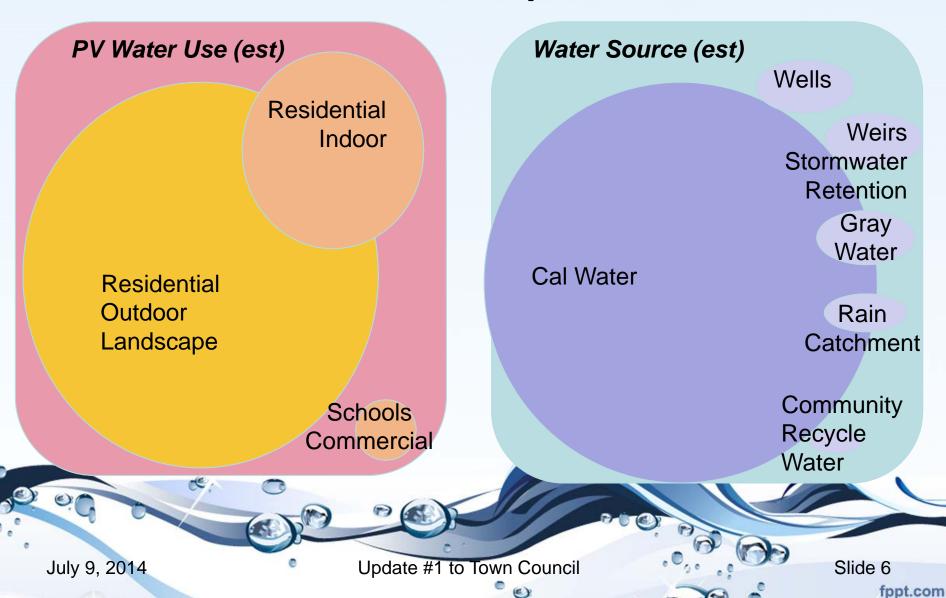


Educating Ourselves

- Current books:
 - Water 4.0; West without Water (in our library)
- Visit relevant other communities;
 - Woodside, LA Hills, Hillsborough
- Review other programs
- Attend events: Silicon Valley Water Conservation Awards; Green Building Water Cons. Showcase . .
- Find Relevant collateral; PA, EBMUD, LAH, BAWSCA,
- Hundreds of websites



Areas to Explore



Potential Impact of Different Conservation Activities

Conservation Approach	Potential Savings	Units
Smart Sprinkler Controllers	61320	Gal/res/yr
Low flow shower heads (2.5g/min vs. 5.0g/min)	18250	Gal/res/yr
High efficiency toilets (1.3g/flush vs. 3.5g/flush)	10500	Gal/res/yr
Laundry-to-Landscape (conventional washing machine)	7200	Gal/res/yr
High efficiency washing machine (20g/load vs. 40 g/load)	7000	Gal/res/yr
Shower duration (5min vs. 8min)	6800	Gal/res/yr
Laundry-to-Landscape (HE washing machine)	3000	Gal/res/yr
Faucets (low flow, shut-off)	3000	Gal/res/yr
Leaks (detect and eliminate leaks)	6000	Gal/res/yr
Modern dishwasher (5.5g/load vs. 12.5g/load)	1225	Gal/res/yr

Process: Goal Setting

- Used K-J Method for organizing and prioritizing goals
- Top overall goals:
 - Develop, meet, & measure water conservation goals (8 votes)
 - 10% reduction 6/1/14 to 5/31/15, 20% reduction 6/1/16 to 5/31/17 (Off of a baseline year defined as average of last 3 years)
 - Reduce landscape water use (7 votes)
 - Enhance relationship with Cal Water (5 votes)
 - Get PV water consumption data
 - Develop Educational Programs (3 votes)

Conservation Efforts: Time Horizon

Short Term

- Use water mostly in the same way, just use less
 - Impact is limited, but quick to implement (only way to make a significant impact in next year)
 - Nature is beautiful in PV less is more
 - Consider fire safety
- Approaches:
 - Education
 - Mandates
 - Peer pressure

Long Term

- Use water differently
- Potential impact is large, but slow to see effects
- Approaches:
 - Technology (ET Controllers)
 - Mindset
 - Landscaping guidelines
 - Building codes

Task Force Plans

Increase Awareness – Exposure

- Hold community forum on water conservation
- Create water conservation "post card"
- Develop Water-Wise web page for town web site
- Garden best practices tours

Promote Real Change

- Encourage use of "smart" irrigation controllers
 - 15 installations this year, 50 by the end of next year
 - Improve irrigation systems and fix leaks
- Training on water conservation approaches with local gardeners
- Work with Cal Water to use the list of low water use, native plants that has been created (good progress)

Task Force Plans (cont.)

- Social Marketing
 - Develop ways to recognize successful water conservers (hero's, stars, champions, ...)
 - Self-identify and influence large residential users:
 - Hold focus group for users with water bills > \$xxx or Y units per month in summer
 - Partner with town garden groups and HOAs
 - Set up program to encourage peer-to-peer influence
 - Public Declaration from savers:
 "I've reduced my water x% by doing y"

A homework exercise

- An easy calculation we can all do
 - Look at your Cal Water bill; add up all the CCF's (100 cubic feet) you use in a year.
 - Subtract your indoor use
 - Take 90% of your Dec bill times 12 OR,
 - Use a typical 6 CCF's / mo times 12 = 72
 - The result is your annual outdoor use providing opportunity for conservation.

Areas for Further Investigation

- Reduce the size limit on lawns; limit % of lot that can be landscaped / irrigated
- Consider requirements for water conservation measures at time of home re-sale
- Develop plans to influence large non-residential consumers schools, commercial
- Investigate non-potable wells and other sources of water that could be used for irrigation
- Investigate gray water use (laundry to landscape)
- Augment Cal Water and BAWSCA rebate programs
 - Gray water, on demand recirc systems, ...
- Learn about catch basins, weirs, etc.

Challenges

- Long gestation period to see impact of infrastructure and technology improvements
- Landscape personnel wary of new technology
- It is not inexpensive to bring irrigation systems up to speed.
- Data Needed to intelligently target our activities
- Measurement system biases against all landscape
 - Gallons per person per day (avg MP 99 PV 283)
- Lack of clarity around county regulation of grey water systems
- Groundwater and wells are unregulated in San Mateo

Request for Approval from TC

Program	Resources
Community forum on water conservation	Use of Community Hall, staff assistance, expert speakers, raffle, take-aways\$1000
Program to encourage use of "smart" controllers Education for Landscape personnel	Workshop, \$300 Bilingual class, \$600
···	
Water conservation "post card"	\$700, staff assistance
Development of Water-Wise web page	Staff assistance
Recognition for water conservers	\$200
Focus group for major water users	Use of Community Hall, \$100
Partnering with town garden groups and HOAs	None
Program to encourage peer-to-peer influence TOTAL	\$500 \$3400



Our Next Steps

- If we get approval from the Town Counsel for our programs and budget, our first order of business will be to develop a time line for each step, and communicate it.
- Execute the plans
- Report back to the Council in three months with a progress update



Help Requested from TC

- Encourage County reps to regulate groundwater
- Encourage County reps to outline plans on regulation of grey water systems
- Continue enhancing our relationship with Cal Water
 - At this point we are getting cooperation from Cal Water on our data needs



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: July 9, 2014

RE: Annual Discussion Regarding Land Acquisition

RECOMMENDATION

It is recommended that the Town Council discuss the potential acquisition of real property for a compelling public purpose and identify two individuals, in addition to the Town Attorney, who may conduct due diligence to identify potential suitable sites for open space preservation, if any, in the fiscal year 2014-15.

BACKGROUND

On June 18, 2014, the Town Council adopted an amended capital asset policy that included an annual discussion in July regarding potential acquisition of real property for a compelling public purpose, including, but not limited to, open space, public facilities and affordable housing.

DISCUSSION

On July 9, 2014, the Town Council has the opportunity to undertake the first annual discussion regarding the potential acquisition of real property in accordance with the amended capital asset acquisition policy. The policy anticipates three possible reasons to acquire land: open space preservation, Town facilities, and affordable housing. Each of these is discussed below:

1. Open Space Preservation – The Town has a stated goal in the open space element of the general plan of preserving open space lands that "are of major significance for protection of natural resources, public health and safety, aesthetics and recreation and that require special actions to ensure their preservation." The open space acquisition fund receives approximately \$250,000 per year from the restricted Utility Users Tax revenue and has also benefited from donations from town residents and foundations. As of the most recent month-end report (dated May 31, 2014), the open space restricted fund has a balance of \$3,826,082. The projected fund balance as of June 30, 2015 is \$4,096,000. This is a significant fund balance that could be used during the

2014-2015 fiscal year to acquire real property in a location, such as the western hillsides, that would provide an opportunity for the Town to preserve open space for the benefit of the community.

In accordance with the capital asset acquisition policy, the Town Council could identify up to two individuals in addition to the Town Attorney (collectively "negotiators") to conduct due diligence on any properties in Town that could be appropriate for the compelling public purpose of open space preservation. In addition, these individuals could work in concert with the Town's Open Space Acquisition Advisory Committee. This committee meets as needed to review opportunities to acquire property for preservation as open space.

 Public Facilities – The Town does not have a dedicated fund for the purpose of providing expanded public facilities which include recreation, meeting, office, or multipurpose facilities. If the Town is interested in pursuing any of these purposes, as with past efforts funds would need to be raised through a capital campaign.

With respect to the need for new or expanded facilities, there are two identified possibilities. The first possibility is an expansion of office space to accommodate the new in-house planning department. The planning department has increased by one full-time employee over historic staffing levels and there is a need for workspace in Town Hall to house a consultant who will work on an as-needed basis. Additionally, there is an increased need for meeting and storage space with the transition from Spangle Associates to in-house planning sevices. At this time the plan is to take a hard look at existing space in Town Hall and work on a minor remodel to accommodate the new planning function; however, long-term space constraints at Town Hall may drive a need for an expansion of Town office space.

The second identified possibility is a proposal originating in the Town's Parks & Recreation Committee to develop parks for dogs, skate boarders, and motocross bike users. The committee has been encouraged to fundraise for these efforts if there is a constituency interested in a new facility. Unfortunately, one of the many obstacles faced by the committee is the availability of suitable land for each facility.

3. Affordable Housing – The Town's affordable housing goals and programs are detailed in the 2014 update to the Town's Housing Element which is currently under review by the State Department of Housing and Community Development. Included in the 2014 update is a visioning process that will begin in the next year and will explore how the Town's affordable housing funds could be spent to achieve the Town's goals to increase the stock of affordable housing. It is recommended that any decisions regarding expenditure of affordable housing funds be deferred until after the State has certified the Housing Element Update.

In addition, upon consideration of the timing of the visioning process and the high cost of land in town, the recommendation is to defer any action to purchase land using affordable housing funds. As of the month ended May 31, 2014, the balance in the affordable housing in-lieu fund was \$2,879,492 and there is no revenue projected in the next twelve months.

FISCAL IMPACT

This action has no fiscal impact.

ATTACHMENT

- 1. Capital Assets Policy
- 2. Fund Balances as of May 31, 2014

Overview

The Town will maintain a capital asset management system that will meet external financial reporting requirements and the needs of the Town in line with these policies.

Capital assets are recorded as expenditures in governmental funds at the time the assets are received and the liability is incurred. These assets will be capitalized at cost on the government wide financial statements.

The Town's Capital Assets Policy follows the recommended practices of the GFOA (Government Finance Officers Association) and the accounting standards of the Government Accounting Standards Board (GASB). In accordance with GASB Statement Number 34:

Capital Assets are defined as land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Infrastructure Assets are defined as long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems. Buildings that are an ancillary part of a network of infrastructure assets are included.

Capitalization

Generally, the capitalization threshold for capital assets will be an original cost of \$5,000 or more (recorded as an asset on the balance sheet versus expensing the item). Specific capitalization requirements are described as follows:

- a. All land will be capitalized regardless of cost.
- Buildings, land improvements and infrastructure will be recorded if cost exceeds \$25,000.
- c. All infrastructure will be recorded
- All other assets must cost \$5,000 or more and have a useful life of two (2) or more years.
- e. The capitalization threshold is applied to individual units of capital assets rather than groups. For example, ten desks purchased for \$1,000 each will not be capitalized even though the total (\$10,000) exceeds the threshold of \$5,000.
- f. For purposes of capitalization, the threshold will generally not be applied to components of capital assets. For example a keyboard, monitor and central processing unit purchased as components of a computer system will not be evaluated individually against the capitalization threshold. The entire computer system will be treated as a single asset. The capitalization threshold will be applied to a network if all component parts are required to make the asset functional.

- g. Repairs to existing capital assets will generally not be subject to capitalization unless the repair extends the useful life of the asset. In this case the repair represents an improvement and is subject to the requirements described in item "h" below.
- h. Improvements to existing capital assets will be presumed by definition to extend the useful life of the related capital asset and therefore will be subject to capitalization if the cost exceeds \$5,000.

As a result of the above capitalization policies, the following *infrastructure* items will not be capitalized: street trees, street signs. Additionally, the following capital *equipment* will also not be capitalized: personal computers, handheld radios, telephones.

Capital Asset Acquisition

1. Purchase, Sale, Exchange or Lease of Real Property

At a regular public meeting in July of each year, the Town Council will determine if there is a compelling public purpose, including, but not limited to, open space, public facilities, and affordable housing, to acquire real property. If the Town Council identifies a compelling purpose, up to three negotiators, one of whom must be the Town Attorney, will be identified to conduct due diligence regarding potential site(s). If a site(s) is identified through this diligence process or an opportunity otherwise arises, the Town Council, prior to entering a duly noticed closed session, will provide an opportunity for interested members of the public to comment regarding the potential purchase, sale exchange or lease of the identified site(s). Negotiation of price and terms will be conducted in closed session. Approval of an agreement concluding real estate negotiations shall be reported publicly; such report shall include the approval action, the voting tally and the substance of the agreement.

2. Improvements to Land, Easements, and Buildings

The Town will notify property owners within 300-feet (and more broadly for projects anticipated to exceed \$1,000,000) of any Town-initiated proposal regarding improvements to land, easements or buildings.

3. Gift or Donation of Capital Assets

Prior to Town Council consideration of a gift or donation of capital assets, the Town Manager will work with the donor(s) to structure the gift/donation in a manner that minimizes upfront and ongoing town expenses and liabilities.

Leased Assets

Operating leased assets are usually short term and cancelable at anytime. The recording of an operating lease as a fixed asset is not required because the item is not purchased.

However, operating leases will be capitalized if one or more of the following criteria are met and the chance of cancellation is low:

- a. Ownership is transferred by the end of the lease term
- b. The lease contains a bargain purchase option
- c. The lease term is greater than or equal to 75 percent of the asset's service life
- d. The present value of the minimum lease payment is greater than or equal to ninety percent (90%) of the fair market value of the asset at the inception of the lease.

Capital lease items are capitalized at the beginning of the lease period, regardless of when the title transfers. Capital leases are recorded at net present value of lease payments.

Capital Asset Recording

The Town will keep appropriate records in order to monitor and accurately inventory all fixed assets.

Measuring the Cost and/or Value

Capital assets are recorded at their "historical cost," which is the original cost of the assets. Donations accepted by the Town will be valued at the fair market value at the time of donation. Costs include purchase price (less discounts) and any other reasonable and necessary costs incurred to place the asset in its intended location and prepare it for service. Costs could include the following:

Sales Tax Demolition costs Freight charges Relocation costs

Legal and title fees Architect and accounting fees

Closing costs Insurance premiums and interest costs

Appraisal and negotiation fees during construction

Surveying fees
Land-preparation costs
In-house staff time and consultant fees

For the conversion of capital asset reporting effective the fiscal year ended June 30, 2004 and according to GASB 34, an estimate of the original cost is allowable in the absence of historical records. Standard costing is one method of estimating historical cost using a known average installed cost for a like unit at the estimated date of acquisition. Another recognized method is normal costing wherein an estimate of historical cost is based on current cost of reproduction new, indexed by a reciprocal factor of the price increase of a specific item or classification from the appraisal date to the estimated date acquired. When necessary the Town will use whichever method gives the most reasonable amount based on available information.

Recording Costs Incurred After Acquisition

Expenditures/expenses for replacing a component part of an asset are not capitalized. However, expenditures/expenses that either enhance a capital asset's functionality (effectiveness or efficiency), or that extend a capital asset's expected useful life are

capitalized. For example, periodically slurry sealing a street would be treated as a repair (the cost would not be capitalized), while an overlay or reconstruction would be capitalized. Adding a new lane constitutes an addition and would therefore also be capitalized.

Disposition or Retirement of Capital Assets

It is the Town's policy that disposition of surplus, damaged or inoperative equipment will be at the discretion of the Town Manager, who will make all efforts to sell at a fair market price, donate or recycle such items.

Depreciation

The Town will record depreciation expense on all capital assets, except for land. The Town will use straight-line depreciation using the half-year convention. Depreciation will be calculated for half a year on the year of acquisition and the year of disposition. Depreciation will be calculated over the estimated useful life of the asset.

Useful Lives of Capital Assets

The Town follows GFOA Recommended Practices when establishing recommended lives for capitalizable assets. If the life of a particular asset is estimated to be different than these guidelines, it may be changed. Following is a summary of the estimated useful lives:

Asset ClassUseful LifeBuildings50 yearsBuilding Improvements20 yearsImprovements other than Buildings35 yearsInfrastructure50 yearsEquipment and Machinery5 to 20 years

Control of Assets

The Town will exercise control over the noncapitalized tangible capital-type items by establishing and maintaining adequate control procedures. The Town's capitalization threshold of \$5,000 meets financial reporting needs.

Works of Art and Historical Treasures

GASB 34 encourages but does not require the capitalization of art that meets all of the following conditions:

- Held for public exhibition, education, or research in furtherance of public service, rather than financial gain
- · Protected, kept unencumbered, cared for, and preserved
- Subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections

It is the Town's policy that proceeds from the sale of art be used to acquire other works of art. That being the case, the Town's works of art and historical treasures will not be capitalized.

Inventorying

The Town will perform a physical inventory of its capitalized assets, either simultaneously or on a rotating basis, so that all capital assets are physically accounted for at least once every five years.

Tagging

The Town will tag only moveable equipment with a value of \$5,000 or higher. Rolling stock items will not be tagged and will be identified by the VIN number.



MONTH END FINANCIAL REPORT

FO	R THE	MON :	TH OF	- MAY	2014
\cdot					LUIT

C A	Bank of America Local Agency Investment Fund	(0.2	33%)		\$ \$	87,870.15 13,001,434.24
S H	Total Cash	(0.2	0070)		\$	13,089,304.39
	Total Casii				Þ	13,009,304.39
F	05 General Fund		\$4,768,237.86	G	enera	I Fund Assignments:
Ū	08 Grants		(48,889.04)	Emergency Capital	,,, <u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>	\$1,400,000.00
N	10 Safety Tax		1,551.68	Unfunded Pension		1,015,000.00
D	15 Open Space		3,826,082.49	Open Space Acquisition		377,499.04
S	20 Gas Tax		37,735.14	Equipment Replacement		200,000.00
	22 Measure M		(9,993.47)	Legal Contingency		100,000.00
	25 Library Fund		437,894.16	Historic Museum		2,890.95
	30 Public Safety/COPS		(27,786.60)	Children's Theatre		2,659.62
	40 Park in Lieu		6,256.44	UNASSIGNED BALANCE		\$1,670,188.25
	45 Inclusion In Lieu		2,879,491.80	General Fund Total		\$4,768,237.86
	50 Storm Damage		(40,492.53)			
	60 Measure A		207,318.56			
	65 Road Fees		41,066.33			
	75 Crescent M.D.		102,937.14			
	80 PVR M.D.		14,105.64			
	85 Wayside I M.D.		5,751.64			
	86 Wayside II M.D.		3,827.65			
	90 Woodside Highlands M.D.		171,840.06			
	95 Arrowhead Meadows M.D.		(1,799.67)			
	96 Customer Deposits		714,169.11			
	Total Fund Balance		***************************************		\$	13,089,304.39
Α	Beginning Cash Balance:	\$	13,340,167.39			
C T	Revenues for Month:		458,728.60			
i	Total Revenues for Month:		458,728.60			
V	Warrant List 5/14/14		(155,242.69)			
T	Warrant List 5/28/14		(452,128.82)			
Υ	Payroll		(100,583.97)			
R	Total Expenses for Month:		(707,955.48)			
E C	Total JE's and Void Checks:		(1,636.12)			
A P	Ending Cash Balance				\$	13,089,304.39

FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund (Adopted Policy is 60%)

119.45%

Calculated at current GF fund balance less non-spendable funds, divided by current year budgeted operating expenditures.

Days of Running Liquidity of Spendable General Fund GASB recommends no less than 90 days

440

NOTE: General Fund assigned fund balances were approved by the Town Council on January 24, 2014. The unassigned fund balance is on the cash basis and does not include the adopted budget surplus/deficit for the fiscal year or accrued liabilities such as accounts payable or compensated absences, which are typically only accrued on June 30th of each fiscal year. This report is complete as of the last business day of the month for which it was issued. If new information arises for this or prior periods, these monthly reports will not be updated but the adjustment will be

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – June 27, 2014

- 1. Agenda (Action) ASCC Monday, June 23, 2014
- 2. Agenda (Action) Town Council Wednesday, June 25, 2014
- 3. Agenda (Cancellation) Bicycle, Pedestrian & Traffic Safety Committee Wednesday, July 2, 2014
- 4. Agenda Planning Commission Wednesday, July 2, 2014
- 5. Planning Commission Attendance Summary for April June 2014
- 6. ASCC Attendance Summary for April June 2014
- 7. Monthly Meeting Schedule for July 2014
- 8. Sheriff's Report for July 2014
- 9. Notice from Public Works Director re: Notice to Residents of Street Resurfacing Alpine Road: from Portola Road to Corte Madera Road July 14 August 22, 2014
- 10. Memo from Sustainability & Special Projects Manager re: 2013 Household Hazardous Waste Collection & Neighborhood Clean Ups
- 11. Memo from Sustainability & Special Projects Manager re: Water Conservation Task Force Update
- 12. Report from San Mateo County Sheriff's Office Incident Log for 06/03/14 06/22/14
- 13. Notice from Pacific Gas & Electric re: 2014 Rule 20A Allocation & Work Credit Status
- 14. Memo from San Mateo County Mosquito and Vector Control District re: Fogging for Mosquitoes
- 15. Letter to the Town Council re: Town's current, former, and future Housing Elements
- 16. Memo from Town Manager, Nick Pegueros re: Weekly Update Friday, June 27, 2014

Attached Separates (Council Only)

1. Indicators for a Sustainable San Mateo County – Spring 2014

Page 92



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

ACTION

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) Landscape architect and applicant led the ASSC through the site to review the installed plantings. Comments held for evening meeting.

7:30 PM - REGULAR AGENDA*

- 1. Call to Order: **7:30 p.m.**
- 2. <u>Roll Call</u>: Breen, Clark, Harrell, Koch, Ross (All present. Also present: Karen Kristiansson Interim Town Planner; Carol Borck Assistant Planner; Tom Vlasic Planning Consultant)

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.

Jeff Aalfs, Laura Chase, Bud Eisberg, and Bill Maston offered recognition and appreciation for Mr. Vlasic for his many years of dedicated service to the Town.

4. Old Business:

- a. Architectural Review of As-Built Modifications to Previously Approved Landscape Planting Plan, 274 Corte Madera Road, Byrne Modifications approved subject to conditions to be met to the satisfaction of Planning staff prior to final permit sign-off.
- b. Continued Architectural Review for New Residence, Swimming Pool, and Site Development Permit X9H-671, 17 Redberry Ridge, Yang Project approved subject to conditions to be met to the satisfaction of Planning staff and a designated ASCC member. Recommendation for site development permit approval forwarded to the Planning Commission.
- c. Continued Architectural Review for New Barn, Site Development Permit X9H-675 and Amendment to Conditional Use Permit X7D-156, 683 Portola Road, White Barn and site development permit approved subject to conditions. Recommendation for CUP amendment approval forwarded to the Planning Commission.

5. New Business:

a. Architectural Review for Detached Guest House, 137 Ash Lane, Langdon **Project** approved subject to condition to be met to the satisfaction of Planning staff prior to building permit issuance.

6. Commission and Staff Reports:

<u>Kristiansson</u> – informed the ASCC that the Town Council approved No Parking signs on Portola Road at Windy Hill preserve. Commissioners expressed great concern over the signs and questioned why they were not involved with the review.

<u>Kristiansson</u> – informed the ASCC that interviews with Planning Director candidates was continuing on July 1 and 2. As Koch will be away, Ross volunteered to participate in the interview process.

<u>Kristiansson</u> – informed the ASCC that fencing/tree plans for 1260 Westridge had been submitted, but still needed some modifications prior to ASCC review. Koch and Breen volunteered for subcommittee to work with the project team on revisions.

Ross – advised that he and Breen had reviewed follow-up items for 7 Veronica. He expressed his concern with the proposed interior lighting at the clerestory elements. He advised that his decision was that the applicant could either remove the proposed uplighting or propose clerestory shades or electrochromic glass to mitigate.

<u>Koch</u> – asked staff for status of the property at Westridge/Solana with the "white sand pit" and olive trees. Staff advised they did not have an address, but would investigate.

<u>Harrell and Breen</u> – expressed their gratitude to Vlasic for his dedicated work to Portola Valley

- 7. <u>Approval of Minutes:</u> June 9, 2014 **Approved as submitted.**
- 8. Adjournment: 9:40 p.m.

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: June 20, 2014 CheyAnne Brown

Planning Technician

Page 95



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council Wednesday, June 25, 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

Councilmember Hughes absent

ORAL COMMUNICATIONS

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

Resident, Louis Ebner, commented on prior statements made by one Council Member related to process. Resident found the comments made objectionable.

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
- (2) **Recommendation by Town Clerk** Consultant Agreement between the Town of Portola Valley and Barbara Templeton for Transcription Services
 - (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. 2621-2014)
- (3) Recommendation by Administrative Services Manager Approval of Investment Policy
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting Town Investment Policy (Resolution No. 2622-2014)
- (4) Recommendation by Administrative Services Manager Approval of 2014-2015 Appropriations Limit
 - (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. 2623-2014)
- (5) Recommendation by Administrative Services Officer 2014/2015 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2014-15 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2624-2014)
 - (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. 2625-2014)
- (6) **Recommendation by Public Works Director** Alpine Road Bank Project No. 2012-PW03 Federal Project No. ER-22X0(001)
 - (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. 2626-2014)

REGULAR AGENDA

PUBLIC HEARING

- (7) PUBLIC HEARING Adoption of the Fiscal Year 2014-2015 Budget
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2014-2015 (Resolution No. 2627-2014)

2014-2015 Fiscal Year Budget, Approved 4-0

- (8) **Recommendation by Sustainability and Special Projects Manager** Adoption of a Resolution Allowing a 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. 2628-2014)

Resolution approving a total rate increase of 5.58% Approved 4-0

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(9) Reports from Commission and Committee Liaisons

There are no written materials for this item.

Councilmember Richards -

Conservation Committee discussed the Olive tree on Corte Madera, approved by the ASCC. The Backyard Habitat awards will be handed out at an upcoming town event.

San Mateo County Emergency Services heard a presentation by Peninsula Preparedness Network regarding the relationship being more neighbor to neighbor versus agency to citizenry. The JPA agreement will be brought to the Council in September. Brian Molver reported that the coast side watersheds by Pescadero Creek was so low that the YMCA camp ran out of water which then had to be trucked in.

Councilmember Derwin -

Attended a C/CAG special ad-hoc committee called Countywide Integrated Waste Management Plan Study. Every five years each county is required to look at how they handle their waste management. HEART Board meeting approved their budget. The new RFP for consultant will be sent out early June with a consultant chosen in September. Currently at 52 homebuyer loans. Discussed the desire for a new term for affordable housing as "Workforce housing" because it has a better connotation.

Vice Mayor Aalfs -

ASCC meeting of June 23rd approved, with modifications, landscape planting plan on Corte Madera and discussed parking signs at Windy Hill. The desire for signage is to begin with an incremental approach, with staff creating rural signage.

Mayor Wengert -

Ad-Hoc Water Conservation Committee is seeking data. Cal-Water will soon reach out to the top 50 water users in our community, and the top 20% of residential water users offering to assist them with participation in their incentive programs. The current data reports received annually will now be a month to month report. Cal Water will increase their incentive programs. There will be local seminars for bilingual gardeners.

WRITTEN COMMUNICATIONS

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

#7 - Town Manager Pegueros reported on the status of the Planning Director recruitment

ADJOURNMENT: 9:25 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

<u>Bicycle, Pedestrian and Traffic Safety</u>

<u>Committee</u>

Wednesday, July 2, 2014 – 8:15 AM

Historic Schoolhouse

765 Portola Road, Portola Valley, CA

BICYCLE, PEDESTRIAN AND TRAFFIC SAFETY COMMITTEE

NOTICE OF MEETING CANCELLATION

Wednesday, July 2, 2014

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



TOWN OF PORTOLA VALLEY REGULAR PLANNING COMMISSION MEETING 765 Portola Road, Portola Valley, CA 94028

Wednesday, July 2, 2014 – 7:30 p.m. Council Chambers (Historic Schoolhouse)

REGULAR AGENDA

Call to Order, Roll Call

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

Oral Communications

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

Regular Agenda

- 1. Public Hearing Request for Amendment to Conditional Use Permit (CUP) X7D-156, Jelich Ranch Use Plan, 683 Portola Road, White
- 2. Request for Exception to Town Utility Undergrounding Requirements, 21 Santa Maria, Berka
- 3. Request for Exception to Town Utility Undergrounding Requirements, 147 Crescent, Kramer and LaVigna
- 4. *Public Hearing* Site Development Permit X9H-671 for 17 Redberry Ridge, Yang (Continued to next regular meeting date)
- 5. Request for Modifications to the Town's Land Movement Potential Map, Assessors Parcels 077-212-070, 125 Deer Meadow Lane, Zider (Continued to next regular meeting date)

Commission, Staff, Committee Reports and Recommendations

Adjournment:

ASSISTANCE FOR PERSONS WITH DISABILITIES

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211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

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

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 27, 2014 CheyAnne Brown Planning Technician

PC ATTENDANCE SUMMARY APR-JUN 2014

DATE		COMMISSIONERS			
	Gilbert	Hasko	McKitterick	Targ	Von Feldt
4/2/2014	Х	Х	а	Х	Х
Recuse					
. / /					
4/16/2014					
Recuse					
4/28/14 fld mtg	Х	Х	Х	a	а
Recuse	,				
5/7/2014	Х	х	Х	х	Х
Recuse					
5/21/2014	a	Х	Х	Х	Х
Recuse				1	
5 /27 /4 4 Chil				_	
5/27/14 fld mtg	а	Х	а	а	Х
6/4/2014	Х	Х	Х	X	Х
Recuse		Α		1	
6/18/2014					
Recuse					
TOTALS					
Meetings During					
Qrtr	6	6	6	6	6
Absent	2	0	2	2	1
Items Recused	0	0	0	0	0
Meetings to					
Date	11	11	11	11	11
Absences to					
Date	2	0	2	2	1
Recusals to Date	0	0	0	0	0

ASCC ATTENDANCE SUMMARY APR -JUN 2014

DATE	COMMISSIONERS				
	Breen	Clark	Harrell	Koch	Ross
4/14/14 fld mtg	Х	Х	Х	a	Х
4/14/2014	Х	Х	Х	a	Х
Recuse					
4/28/14 fld mtgs	Х	Х	Х	Х	Х
4/28/2014	Х	a	Х	Х	Х
Recuse					
5/12/2014	Х	Х	а	X	Х
Recuse	1				
= /0= /4 ¢ \$\frac{1}{2} \rightarrow \frac{1}{2}					
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Absent	0	1	2	2	2
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Town of Portola Valley

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

JULY 2014 MEETING SCHEDULE

Note: <u>Unless otherwise noted below and on the agenda, all meetings take place in the</u> **Historic Schoolhouse**, located at 765 Portola Road, Portola Valley, CA

TOWN COUNCIL - 7:30 PM (Meets 2nd & 4th Wednesdays)

Wednesday, July 9, 2014

Wednesday, July 23, 2014 - Cancelled

Wednesday, July 30, 2014 - Special

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

Council Liaison – John Richards (for months July, August, September)

Wednesday, July 2, 2014

Wednesday, July 16, 2014 - Cancelled

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

Council Liaison – Maryann Derwin (for months July, August, September)

Monday, July 14, 2014

Monday, July 28, 2014

AD-HOC WATER CONSERVATION TASK FORCE

Tuesday, July 8, 2014 – 3:00 PM / Town Hall Conference Room

Tuesday, July 22, 2014 – 3:00 PM / Town Hall Conference Room

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

Council Liaison – Maryann Derwin

Wednesday, July 2, 2014 - Cancelled

Wednesday, July 9, 2014 - Special

<u>CABLE TV COMMITTEE - 8:15 AM</u> (Meets 2nd Thursday) alternate odd numbered months

Council Liaison - Craig Hughes

Thursday, July 10, 2014

<u>CONSERVATION COMMITTEE - 7:45 PM</u> (Meets 4th Tuesday)

Council Liaison – John Richards

Tuesday, July 22, 2014

<u>CULTURAL ARTS COMMITTEE</u> – (Meets 2nd Thursday of every month)

Council Liaison – John Richards

Thursday, July 10, 2014

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

Conference Room at Town Hall Council Liaison – John Richards Thursday, July 10, 2014

FINANCE COMMITTEE

Council Liaison - Ann Wengert

GEOLOGIC SAFETY COMMITTEE - 7:30 PM

Council Liaison – Jeff Aalfs As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs As announced

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

Council Liaison - Craig Hughes

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison - Craig Hughes

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 1st Monday)

Council Liaison – Ann Wengert Monday, July 7, 2014

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs As announced

<u>SUSTAINABILITY COMMITTEE - 3:30 PM</u> (Meets 3rd Monday)

Council Liaison – Maryann Derwin Monday, July 7, 2014 Monday, July 21, 2014 – Cancelled

TEEN COMMITTEE

Council Liaison – Ann Wengert As announced

TRAILS & PATHS COMMITTEE - 8:15 AM (2nd Tuesday of each month, or as needed)

Council Liaison – Ann Wengert Tuesday, July 8, 2014 – 8:15 AM



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: San Mateo County Sheriff's Department

FROM: Sharon Hanlon DATE: June 27, 2014

SUBJ: Town Center Reservations for July 2014

Following is the current schedule of events for the Town Center and surrounding area for July 2014.

July 4: Town Hall Closed / Independence Day / 8:30 am - 5:00 pm

July 12: Breathe California Charity Bike Ride / Portola & Alpine / 7:00 AM – 3:00 PM

TOWN of PORTOLA VALLEY

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

June 27, 2014

Re: Notice of Street Resurfacing. July 14, 2014 – August 22, 2014 Alpine Road: From Portola Road to Corte Madera Road

Dear Resident:

The purpose of this letter is to notify you that the Town of Portola Valley will be performing street resurfacing on a portion of the above listed street. Work is scheduled to take place between the dates listed above, weather permitting. The repairs will include grinding worn areas, crack sealing, asphalt overlay, and repainting traffic markings.

Traffic will have limited access through this section of street during the street resurfacing process. Traffic controls and detours within the construction area will be in place. Normal construction hours are Monday through Friday from 8:00 a.m. to 5:30 p.m. Two days prior to construction, "No Parking" and "Tow-away" signs will be posted with the effective time and date. The road will be reopened to full traffic and parking at the end of each working day, however, during the construction period, loose gravel and an uneven pavement surface will result from removing the surface asphalt. For the entire project, we estimate it will take 1 week to grind the road, 1 week to repair damaged pavement sections, and 1 week to repaint traffic markings. To maintain competitive prices and proper curing times, the contractor, "Half Moon Bay Grading and Paving, Inc." is allowed to schedule the work in a cost effective manner which may result in a time lag between repair and resurfacing.

We are aware there will be residents and businesses who will be inconvenienced by the street resurfacing work and we ask for your cooperation and understanding. This improvement will result in an improved street that will serve the area for many years.

Additional information and updates are available on the Towns website at http://www.portolavalley.net under information for residents, public works projects. If you have any questions about the street resurfacing project, please call me at 650-851-1700 x 200 or email at https://www.portolavalley.net under information for residents, public works projects. If you have any questions about the street resurfacing project, please call me at 650-851-1700 x 200 or email at https://www.portolavalley.net under information for residents, public works projects. If you have any questions about the street resurfacing project, please call me at 650-851-1700 x 200 or email at https://www.portolavalley.net under information for residents, public works projects. If you have any questions about the street resurfacing project, please call me at 650-851-1700 x 200 or email at https://www.portolavalley.net. During construction activities, the inspector Tom Anderson can be reached at 831-915-3395.

Sincerely,

Howard Young

Public Works Director

Cc:

Public Works Committee Woodside Fire Dept.

Green Waste Recovery San Mateo County Sheriff



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garmeaux, Sustainability & Special Projects Manager

DATE: June 27, 2014

RE: 2013 Household Hazardous Waste Collection & Neighborhood Clean Ups

Staff and Councilmember Maryann Moise Derwin are participating in the C/CAG Countywide Integrated Waste Management Plan (CIWMP) Study Ad Hoc Committee. This Committee was formed to assist the County in reviewing their five-year CIWMP required by CalRecyle. In addition to the County's five-year plan, each city and the County are required to submit an individual annual report. Staff thought the Council might be interested in the Household Hazardous Waste statistics released by the County for these reports (attached). In addition, staff will include the information below on our three Neighborhood Clean-Up Days conducted in 2013 in the Town's annual report to CalRecycle. 2013 was the first year that the Town and GreenWaste partnered with Goodwill to incorporate a "Give n' Go" station to divert household goods for reuse rather than recycling. In addition to the Give n' Go station, the Sheriff's office also participated in each of these Clean-Up Days to collect expired medications.

	May-13	August-13	October-13
Total Mixed Materials Collected by GreenWaste	26.41 tons	22.64 tons	27.17 tons
Estimated Mixed Materials Diverted*	~19.81 tons	~16.98 tons	~20.38 tons
Electronics Collected by GreenWaste	1.22 tons	1.13 tons	0.86 tons
Donations Collected by Goodwill	6.50 tons	5.40 tons	5.53 tons
Total Diverted from Landfill	~27.53 tons	~23.51 tons	~26.77 tons

^{*}Based on the overall diversion rate of the Materials Recovery Facility.

Nesidents	Program Codes	Program Type/I	Description			
SBWMA	9000-HH-PMF					
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San Bruno 0 0 417 23,685 San Carlos 28 3,133 751 42,634 San Mateo 53 3,964 1,858 105,532 South San 105,532 105,532 105,532	Portola Valley	0	0	500	28,422	
San Carlos 28 3,133 751 42,634 San Mateo 53 3,964 1,858 105,532 South Son 105,532 105,532 105,532	Redwood City	0	0	1,798	102,110	
San Mateo 53 3,964 1,858 105,532 South Son	San Bruno	0	0	417	23,685	
South Son	San Carlos	28	3,133	751	42,634	
South San	San Mateo	53	3,964	1,858	105,532	
Francisco 0 0 589 33,423		0	0	589	33,423	
West Bay 5 477 0 0		5	477	0	0	
Woodside 0 0 331 18,817		0	0	331	18,817	
Unincorporated San Mateo 10 915 58 3,290 County	San Mateo	10	915	58	3,290	
Total 258 21,645 12,445 706,874		258	21,645	12,445	706,874	



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garmeaux, Sustainability & Special Projects Manager

DATE: June 27, 2014

RE: Water Conservation Task Force Update

The Ad-Hoc Water Conservation Task Force has been meeting twice monthly to develop a plan of action, which they will bring to the Council for review at the meeting on Wednesday, July 9th. In the meantime, Staff would like to apprise the Council of the most recent release from the San Francisco Public Utilities Commission (SFPUC).

On Monday, the SFPUC released their Mid-Year Water Supply Update (attached). It is important to note that CalWater purchases water from the SFPUC (the wholesaler) and that CalWater is regulated by the California Public Utilities Commission – not the SFPUC. As a result, the mandates set forth by the SFPUC don't always apply to CalWater customers.

CalWater is continuing to request a 20% voluntary reduction in water use, which is inline with the Governor's request and the CPUC guidelines. At this time, CalWater does not anticipate any mandatory conservation in 2014. However, the Task Force met with the Conservation Manager from CalWater at their meeting on Tuesday to learn more about their programs, available data and how we can all work together to increase water-conservation efforts.

Staff will continue to keep the Council apprised as more information becomes available.

Page 110

News Archive

San Francisco Public Utilities Commission Issues Mid-Year Water Supply Update 8 billion gallons of water savings needed to avoid mandatory rationing

Posted Date: 6/23/2014 1:00 PM

San Francisco, CA – Today, the San Francisco Public Utilities Commission (SFPUC) issued its mid-year water supply update. As of this week, total Hetch Hetchy Regional Water System storage stands at 64.5% of maximum storage capacity and all available snowpack has melted.

On January 31, 2014 the SFPUC asked its retail and wholesale customers to voluntarily reduce water consumption by 10%. This goal translates into approximately 8.0 billion gallons of water saved by the end of the year. To-date, customers have only saved 1.4 billion gallons of water or 17% of our year-end goal.

While SFPUC customers got off to a slow start this year, water use has significantly declined over the past few weeks. Only if this conservation trend continues, will the SFPUC be able to stave off the possibility of mandatory rationing.

"We are not out of the woods yet. Mandatory rationing is still on the table," said SFPUC General Manager Harlan L. Kelly, Jr. "Every customer needs to redouble their conservation efforts so we can stretch water supplies into 2015 and beyond."

This summer the SFPUC is launching a multi-lingual, citywide public education campaign to promote water conservation through behavioral changes and plumbing upgrades. These public service announcements will appear throughout the City in or on newspapers, bus shelters, TV stations, buses and much more.

"The SFPUC's new public service advertisements are the perfect antidote for this summer's water conservation blues," said Vince Courtney, SFPUC Commission President. "Droughts are serious, but that doesn't mean conservation can't be fun and easy."

To help people conserve, the SFPUC is increasing rebate amounts for replacing old toilets, urinals and clothes washers to up to \$500 a piece effective July. The SFPUC is also encouraging its customers to sign up for My Account, a recently launched online portal where SFPUC account holders can view their daily water use and see how it compares to average users in San Francisco.

The Bay Area Water Supply and Conservation Agency (BAWSCA) and the 26 wholesale customers of the Hetch Hetchy Regional Water System are also taking similar steps to promote water conservation, including a regional drought education campaign created in partnership with the SFPUC. Accordingly, usage by these member agencies and their customers has also declined significantly over the past few weeks.

"As the summer months heat up, we need to sustain the recent conservation momentum to avoid mandatory rationing later this year," said Nicole Sandkulla, CEO of BAWSCA. "BAWSCA and our member agencies will continue to aggressively reinforce water-wise practices."

To help meet our water reduction goals, SFPUC customers should assess their property's water use and take immediate action to:

- Minimize all indoor water use Shorter showers. Don't let the tap run. Run only full loads in dishwashers and clothes washers
- Limit landscape watering to no more than twice per week and adjust irrigation to avoid overspray and runoff
- Minimize water used to clean sidewalks and outdoor surfaces unless required for public health purposes
- Provide water only upon request at restaurants
- Minimize car washing or use a commercial car wash; avoid washing cars at home

In addition, everyone should repair or replace inefficient or leaking equipment as soon as possible, including:

- Installing water-efficient aerators on faucets that don't have them
- · Installing water-efficient showerheads if not already in place
- · Fixing toilet, shower, faucet and irrigation system leaks
- Replacing old toilets, urinals and clothes washers

The SFPUC offers free onsite water-wise evaluations, plumbing devices and other materials, as well as rebates for replacing old toilets,

urinals, clothes washers, and other equipment. All San Francisco residents can receive free, water-efficient kitchen sink aerators and showerheads just by walking into 525 Golden Gate Avenue with proof of address, Monday through Friday, 8:00 a.m. - 5:00 p.m. It's that easy.

For specific information about water conservation rebates offered by the SFPUC and BAWSCA, please visit www.sfwater.org/conservation and www.BAWSCA.org.

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San Mateo County Sheriff's Office (Headquarters Patrol) Press

Information on selected incidents and arrests are taken from initial Sheriff's Office case reports. Not all incidents are listed due to investigative restrictions and victim privacy rights.

Tuesday 06/03/14 to Sunday 06/22/14

Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-4624	06/03/14 6:47AM	199 Churchill Ave. Woodside	Under Influence Controlled Substance	Jose Veliz from San Mateo County was arrested for being under thie influence of Methamphetamines. Veliz was booked into the San Mateo County Jail.
14-4720	06/03/14 9:21AM	Alpine Rd. / Junipero Serra West Menlo Park	Hit and Run / Non Injury	Vehicle #1 was eastbound on Alpine Road and for unknown reasons, left the roadway onto a paved bicycle and walking path. The front of Vehicle #1 collided into an electric utility pole. The pole did not sustain any damage. The driver fled the scene. The vehicle was reported stolen out of East Palo Alto. The deputy conducted a check of the vehicle for any evidence in or about the vehicle and any patent prints. This check met with negative results. San Mateo County dispatch contacted the registered owner of the vehicle and advised her that her vehicle had been located.
14-4693	06/04/14 6:24PM	100 Blk. Nimitz Ave. Woodside	Annoy a Minor	A minor female was walking home from Woodside High School. While walking eastbound in front on Hull Avenue, she noticed a male adult subject loading a silver pickup. The male subject said, "Hi" to the 15 year old minor. The minor said, "Hi" and continued on her way. A short time later the

				male drove up to the minor and asked if she needed a ride home. The minor said, "No." When the male asked if she had a phone number, she replied "No." The adult male gave his phone number to the minor and said to call him if she wanted to hang out. The suspect was later contacted and denied speaking with any juvenile females.
14-4704	06/05/14 7:59AM	200 Blk. Shawnee Pass Portola Valley	Driver w/ Suspended License	A deputy affected a traffic stop on a van that failed to obey a traffic sign. The driver identified himself with his California identification card. The driver stated that his driver's license was suspended. The deputy confirmed with County communications that the driver's license was suspended. The driver also had another suspension that had not been served. The driver was issued a citation in violation of driving with a suspended license and failure to obey a traffic sign. The driver was released at the scene and the vehicle was driven by his passenger.
14-4722	06/05/14 5:22PM	100 Blk. Raymundo Drive Woodside	Obtain/Use Personal ID w/o Authorization	An unknown suspect(s) used the victim's name, Social Security, Date of Birth and home address, to open up new credit cards. The victim received letters and credit cards at her home address. The victim contacted the credit card companies to cancel and suspend the credit cards. The victim has also filed a fraud report with Equifax, Experian and Transunion. The credit card companies requested her to file a report with the Sheriff's Office.
14-4728	06/05/14 8:08PM	3000 Blk. Woodside Rd. Woodside	Petty Theft	An unknown suspect(s) entered the victim's unlocked vehicle and removed her purse from the backseat. The purse contained the victim's wallet, California Driver's License, USA Passport, vehicle keys, makeup, miscellaneous paperwork and credit cards. The credit cards were later used at the Emerald City Liquors/Premium Wines in Redwood City and Target in Daly City. The victim was advised to contact Redwood City PD and Daly City PD regarding the fraudulent transactions. The estimated loss is \$100.00.

14-4750	06/06/14 3:30PM	900 Blk. Lucky Ave. West Menlo Park	Annoying Phone Calls/E-mails Etc.	The victim stated that she had been receiving strange and what she perceived as threatening and harassing text messages from her soon to be ex son in law. The victim stated that she had been supportive of her daughter in filing for divorce from her son in law after a domestic violence incident. Since then, he has been sending her threatening text messages. The deputy called the suspect and attempted to discuss the text messages he had been sending. He immediately stated that the deputy would have to discuss it with his attorney and hung up the phone. The deputy called him back and left a voice mail message explaining that the text messages he sent are perceived as annoying, and harassing and asked he stop sending the messages. At this point, the victim is hoping that her son in law will stop with the text messages and is requesting this be documented only.
14-4840	06/09/14 N/A	100 Blk. Hillbrook Dr. Portola Valley	Obtain/Use Personal ID w/out Authorization	The victim was informed by his accountant that he had been the victim of identity theft and his tax return had already been filed by unknown suspect(s). The victim contacted the California Franchise Tax Board and the Internal Revenue Service and was advised to contact the Sheriff's Office to make a report.
14-4905	06/11/14 4:45PM	100 Blk. Tripp Court Woodside	Burglary	The victim found that his bicycles were missing from his garage. The victim believes that the bicycles were stolen during a one hour period the previous day when the garage door failed to close. The estimated loss is \$11,000. There is no suspect information or investigative leads at this time.
14-4913	06/12/14 12:47AM	1100 Blk. Kings Mountain Rd. Woodside	Possession of Controlled Substance	Wendy Ahsing from San Mateo County was arrested for being in possession of a controlled substance / cocaine. Ahsing was transported and booked into the Maguire Correctional Facility.
14-4939	06/12/14 2:07PM	Mountain Home Rd. / Portola Rd.	Traffic Accident – Major Injury	V #2 was traveling westbound on Portola Road. V #1 is stopped southbound on Mountain Home Road at the stop

		Woodside		sign. For unknown reasons, V #1 darts out from the stop sign as V #2 is passing. As a result, V #1 broadsided V #2. V #1 sustained moderate damage to the passenger front corner and was towed from the scene. V #2 sustained major damage and was towed from the scene. Party #1 was transported to Stanford Hospital for a right arm injury while Party #2 declined any medical attention at the scene.
14-4973	06/13/14 10:32AM	4000 Blk. Woodside Rd. Woodside	Petty Theft	The reporting party stated that Folger Stables is owned by the San Mateo County Parks but is managed by an outside contracted company. The R/P is employed through them. The R/P stated that on 05/30/14 he checked the horse stall which houses all the gardening equipment for the property. He closed the door but the door was left unlocked. On 05-31-14, he returned and noticed a leaf blower and a 5 gallon gas can were missing. The R/P did not know who would have taken the leaf blower but he said that the Folger Stables are accessible all hours of the night as the front gate is never locked. The R/P stated that there are no surveillance cameras on the property and he had spoken to other Folger Stables employees and none of them had seen anything odd. The estimated loss is \$475.00.
14-4986	06/13/14 3:05PM	3000 Blk. Woodside Rd. Woodside	Dump Waste – Public or Private Property	A Deputy was dispatched to Roberts Market on the report of a dumping complaint. The Reporting Party stated she was informed that there was garbage outside next to the trash compactor. The CCTV footage from the night before showed an unknown truck with an unknown male enter the parking lot at 10:30PM and remove the garbage from the truck and place it next to the dumpster. The camera footage was unable to get a license plate and the video was too far to get a clear photograph of the suspect. The reporting party wanted this documented because it happens too often that people dump their garbage at night at Roberts Market.
14-5004	06/15/14 3:16AM	800 Blk. Canada Rd. Woodside	Prowl	The victim left her boyfriend's house to walk her dog with. As soon as she got to the end of the driveway, the victim

				returned back to her house, where she discovered a male subject in her house walking up the stairs. After trying to explain himself the suspect left the scene.
14-5029	06/15/14 12:07PM	3000 Blk. Woodside Rd. Woodside	Traffic Accident	Vehicle #1 was traveling southbound, in an effort to exit the "Buck's Restaurant" parking lot. As V #1 was traveling south from the rear of the parking lot, a vehicle which was legally parked on the west side of the lot (Vehicle #2) was struck. The rear passenger side of V #1 collided with the rear passenger bumper area of V #2. At the time of the collision, there was an illegally parked vehicle, in the fire lane, directly to the east of the location of V #2. This made the area to travel through the parking lot very narrow. The owner of V #1 made contact with the owner of V #2 at the scene and provided the owner of V #2 with his insurance information.
14-5041	06/15/14 8:40PM	2000 Blk. Santa Cruz Ave. West Menlo Park	Burglary	Unknown Suspect(s) forced entry into a residence on Santa Cruz Avenue via a door kick to the front door. Once inside the suspect(s) ran sacked the residence and took jewelry and an Ipad. The estimated loss is \$2,400.00. At this time there is no suspect information.
14-5104	06/17/14 5:43PM	100 Blk. Arastradero Rd. Portola Valley	Traffic Accident	Party #1 was riding his bicycle north from a driveway on Arastradero Road. Party #2 was driving south on Arastradero Road. Party #1 entered the roadway on his bicycle into oncoming, south bound traffic. Party #2 was unable to take action to avoid a collision. Party #1 struck Party #2's broadside. P#1 was transported to the hospital for his injuries.
14-5134	06/18/14 1:56PM	100 Blk. Hillside Ave. West Menlo Park	Theft by Forgery / Obtain/Use Personal ID w/o Authorizaton	The victim stated that she received an email from airbnb.com on 06/04/2014 that advised her that her email had been changed. The victim stated she did not think she had an account with that internet company but had used them in 2012 to book a room so they might have had her email on file. She contacted the company and learned

				someone had opened an account using her name with a different DOB. The victim stated that the account profile also listed her address, spouse's name, and both their business professions. All information easily obtained from public information on the internet. The company provided her with a temporary password to change her information and prevent the unknown person from using the account. The profile was then taken down. The victim stated the profile appeared it was created in London, England. The victim stated that on 06/16/2014 she received a package delivered to her home from Yandy.com that she did not order. The victim said the purchase had been made using her Visa credit card which was in her possession. The credit card had been charged \$22.90. She received a credit back on her account. The victim then checked her credit card for any other transactions and discovered another charge of \$388.00 to an online company identified as threadflip.com. The victim contacted the company and confirmed an on line order had been placed. The company immediately cancelled the order.
14-5145	06/18/14 10:20PM	State Highway 84 / Friars Lane Woodside	Traffic Accident – No Injuries	Party #1 was driving vehicle #1 westbound on SR-84. Party #1 was driving at an unsafe speed. P#1 lost control of the vehicle, left the roadway, and struck a CalTrans call box and went down an embankment. There were no injuries.
14-5162	06/19/14 3:02PM	500 Blk. Moore Rd. Woodside	General Information Case	The reporting party informed the deputy that a records clerk advised him that a Sheriff's Deputy would provide him with a new case number for an event that occurred in 2003. The event was a report of possible mail theft. The reporting party requested. The R/P requested a report number to assist him with possible credit issues that are related to the 2003 incident.
14-5206	06/20/14 9:21PM	2000 Blk. Liberty Park Ave. West Menlo Park	Grand Theft	The Reporting Party stated that he left his bicycle out in front of his house in the driveway in front of his garage door. He said he was exiting his garage and walking

				towards the area where he left his bicycle and saw a subject riding off on it down his driveway. He yelled at the subject to "Stop!' but the subject ignored his commands and turned left onto Liberty Park Avenue towards Cloud Avenue. The estimated loss is \$1000.00. The deputy conducted a neighborhood check in an attempt to locate the bicycle or the subject who had stolen it. The deputy was unable to locate the bicycle or the subject. As soon as the victim provides the serial numbers the bicycle will be entered into the Automated Property System.
14-5216	06/21/14 2:25AM	2900 Blk. Woodside Rd. Woodside	Under the Influence of Alcohol/Drugs in a Public Place	Brendan Healy from Hillsborough was arrested for being drunk in public. Healy was argumentative and had difficulty following directions. His license is currently suspended for a prior DUI arrest. He was transported and booked into the San Mateo County Jail.
14-5238	06/21/14 8:30AM	1000 Blk. Portola Rd. Portola Valley	Traffic Accident – No Injuries	Party #1 was driving northbound in the 1000 block of Portola Road when a deer jumped out in front of him and collided with his vehicle.
14-5248	06/22/14 3:06AM	200 Blk. La Cuesta Drive West Menlo Park	Vandalism	Shell Gas Station was the subject of vandalism when an unknown suspect, driving a black BMW drove away from the station with the gas nozzle still connected to his vehicle. In doing so, the unknown suspect separated the nozzle from gas tank #7, ripping it from its connection, causing approximately \$200 in damage.



May 31, 2014

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

Subject: 2014 Rule 20A Allocation & Work Credit Status

Dear Town Manager,

The purpose of this letter is to update you on your community's Rule 20A Electric Underground Work Credit Balance. The table below shows your Rule 20A Work Credit Balance as of May 31, 2014. This balance reflects closed projects, your 2014 Allocation, work credit adjustments, and amounts committed for projects with an underground conversion resolution adopted prior to May 31, 2014, the details of which are provided on the attachment.

Work Credit Status	
Account Balance as of 01/28/13	\$424,125
Projects Closed (1/1/13 through 12/31/13)	\$ 0
Account Balance as of 12/31/13	\$424,125
2014 Allocation	\$15,074
Work Credit Adjustments	\$ 0
Account Balance as of 05/31/14	\$439,199
Committed Amounts *	-\$358,864
Adjusted Balance as of 05/31/14	\$80,335

Expressed in dollars, the amounts listed above represent the value of work credits that apply <u>only</u> to qualified, public interest underground conversion projects pursuant to Rule 20A.

As with all major capital projects, when your community passes a resolution approving an underground district, it is categorized with other Rule 20A projects in the queue. At a company level, the actual budget and resources to do this work is prioritized with all other PG&E work. PG&E's first priority is maintaining overall electric system reliability to serve our customers. For example, customer service reliability projects receive higher priority and include repairing damaged lines and poles caused by storms, upgrading the electric capacity of the system, and connecting new customers. This means that while your underground project is important, we may not immediately be able to begin work after you have passed a resolution. For this reason, advance project planning is important. Also, Rule 20A underground conversion projects are complex, involving coordination with the community, PG&E, and other utilities, and includes complicated engineering to ensure that existing overhead systems remain operable until the moment of cut-over. Again, advance planning with the community and all affected utilities is critical to success.

PG&E values its partnership with your community and we look forward to developing a plan that works for both of us. If you have any questions regarding your Rule 20A Work Credit Status, or if your community wants to discuss pending Rule 20A projects or potential future projects, please contact Donna Pontrello, your Rule 20A Program Liaison, at (707) 775-7378.

Sincerely,

MARCUS WENDLER

Manager, External Program Management

cc: Public Works Director

22. Wendler

^{*} See attachment for details

Statement Details: Town of Portola Valley

Committed Amounts (Current Forecast Value)

Project Name		Current Forecast
30992944 - Alpine Rd		-\$358,864
	Total Committed Amounts	-\$358,864



SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

1351 Rollins Road Burlingame, California 94010-2409

PH: (650) 344-8592 FAX: (650) 344-3843 www.smcmad.org

FOR IMMEDIATE RELEASE June 24, 2014 Contact: Brian Weber: (650) 344-8592 x21 Robert Gay: (650) 918-8640 Nayer Zahiri (650) 642-4844

Fogging for mosquitoes carrying West Nile Virus successful

San Mateo, CALIF. - The San Mateo County Mosquito and Vector Control District (SMCMVCD) fogging operation the night of Thursday June 19 successfully reduced mosquito populations in the treated area of the city of San Mateo. Mosquito traps set before and after treatment showed a 77% reduction in the adult mosquito population.

Post-fogging mosquito samples collected in San Mateo on Saturday were negative for West Nile Virus (WNV). No future foggings are planned at this time because the virus was not detected post-treatment.

Fogging to suppress West Nile Virus Mosquitoes of 350 acres in San Mateo was completed at approximately 3:30 a.m. Friday, June, 20, 2014.

A map of the fogging location can be found on the district website, <u>www.smcmad.org</u>. Residents with questions can call the District at (650) 344-8592 Monday through Friday from 8:00 AM to 4:30 PM.

The District responded as quickly as possible to testing results from Thursday morning, June 19, revealing WNV in mosquitoes. Ground fogging was undertaken the same night to limit public exposure to disease. The District aimed to reduce mosquito numbers before the weekend, when many residents enjoy the warm weather and long hours of daylight, and a festival was scheduled in nearby downtown San Mateo.

Reports of dead birds are an early indication that the virus is circulating in the environment. Residents are encouraged to help by reporting fresh carcasses of birds or tree squirrels to the West Nile virus hotline, online at www.westnile.ca.gov or by phone at 877-WNV-BIRD (877-968-2473).

Physicians should be aware that residents in the fogging area may have come in contact with mosquitoes carrying WNV. If any of these residents come to the physician's office with symptoms of WVN, they should be tested for the virus.

For assistance with a mosquito problem in San Mateo County, contact the District at (650) 344-8592.

For more information on West Nile Virus and other district services, visit us on the web at: www.smcmad.org.

#

Dear Governance of the Town of Portola Valley -

With this letter, I voice opinions regarding the town's (current, former, and future) Housing Elements. I will be uncharacteristically brief, in hope that my comments will be easily accessible PORTOLA VALLEY

Theory of Limited Government

I subscribe to the theory of Limited Government, not only on the national level but on the local level as well. The greater the size and purview of government, the greater is its infringement on the rights of the private sector. Consider the following clauses from the Portola Valley Housing Element. Paragraph 2411 from the Inclusionary Housing Program of the Town's Housing Element:

"This program requires that 15% of the lots in new subdivisions be deeded to the town for affordable housing."

The above program is a governmental land grab, pure and simple. It is an infringement on people's fundamental real property rights. Citizens should be adamantly **opposed**.

"In August 2012, the Town entered into a purchase contract for a 1.68 acre, mostly flat former plant nursery located at 900 Portola Road, on one of the major roads in town. The Town's intent was to partner with an affordable housing developer to build approximately 8-12 moderate income units on the property."

It is not the government's place to engage in taxpayer-funded real estate development of private sector land. Citizens should be adamantly **opposed**.

"This program allows second units to be constructed throughout most of the town on lots one acre or larger in size. The 2009 called for the town to take four actions to further encourage second units and increase production so that a total of 34 second units would be permitted during the planning period."

This program represents a passive policy to encourage a directive without strong-armed measures. The Town should be <u>applauded</u>.

Below-Market-Rate Housing

Regarding the forced inclusion of low-income and middle-income housing in the Town of Portola Valley, I encourage the following discussion. Would these residents buy the higher-priced fuels from our in-town fuel station, or would they purchase from out-of-town? Would they buy their groceries from our higher-priced local markets, or would they purchase from out-of-town? Would they patron our decidedly expensive local restaurants? Would they use our auto repairs services? Or our equestrian retailers?

I believe that the forced infusion of below-market-rate housing into Portola Valley's indigenous demographic is incongruous with the best interest of local business. It also creates greater traffic through our Town by virtue of these residents' retail patronage to external retailers.

I very much embrace affordable housing specifically if it can be used by contributive residents of Portola Valley's historically-low-paying jobs such as school teachers, clergy, caretakers, etc. However, the Town should not (and philosophically must not) dictate the profile of occupancy in these, or any, residential property. Without that warrant, it is likely that local below-market-rate housing will be occupied by residents who will not be contributive to our Town and its communities. Opposed.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: June 27, 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 27, 2014.

- 1. License Plate Reader (LPR) Request The Sheriff's Office requested approval to locate LPRs in town to assist in an investigation. Upon review of the circumstances surrounding the request and the absence of a threat to public safety and continued concerns over privacy and the security of the data collected by the LPRs (which are a federal asset), the decision was made to deny the SO's request and work with the SO on a privacy and information destruction policy that would address concerns. Staff is working on a policy for Town Council consideration at the July 9th meeting.
- 2. **Horse Fair Success** Event organizers reported a constant stream of people with 100+ onsite at any given time and a total event attendance estimated at 300. The event featured carriage rides, field activities, and demonstrations.
- 3. **Planning Director Recruitment** The first review of planning director applicants continued this week. The top candidates will be invited to meet with a panel that consists of Ann Wengert, John Richards, Denise Gilbert, Dave Ross, Leigh Prince, and Carol Borck.
- 4. Insurance JPA Board Meeting A proposal to cut administration costs by 25% using a third party administrator (TPA) for claims management received final approval this week at the ABAG-PLAN Board of Directors meeting. After having advocated for this proposal for the past two years, it is noteworthy that the savings resulting from the TPA eliminates the four-year structural deficit in the ABAG-PLAN administration fund which would have eventually translated into premium increases. The bulk of annual insurance premiums are driven by losses but every dollar counts.

TOWN COUNCIL WEEKLY DIGEST

Thursday - July 3, 2014

- 1. Agenda (Action) Planning Commission Wednesday, July 2, 2014
- 2. Agenda Sustainability Committee Monday, July 7, 2014
- 3. Agenda Parks & Recreation Committee Monday, July 7, 2014
- 4. Agenda Ad-Hoc Water Conservation Task Force Tuesday, July 8, 2014
- 5. Agenda Trails & Paths Committee Tuesday, July 8, 2014
- 6. Agenda Bicycle, Pedestrian & Traffic Safety Committee Wednesday, July 9, 2014
- 7. Agenda Emergency Preparedness Committee Thursday, July 10, 2014
- 8. Agenda Cable & Undergrounding Committee Thursday, July 10, 2014
- 9. Agenda Cultural Arts Committee Thursday, July 10, 2014
- 10. Report from San Mateo County Sheriff's Office Incident Log for 06/23/14 07/01/14
- 11. San Mateo County/Recycle Works Program Earn a Certificate in Resource Conservation

Attached Separates (Council Only)

1. None



TOWN OF PORTOLA VALLEY REGULAR PLANNING COMMISSION MEETING 765 Portola Road, Portola Valley, CA 94028

Wednesday, July 2, 2014 – 7:30 p.m. Council Chambers (Historic Schoolhouse)

REGULAR AGENDA

Call to Order, Roll Call

Call to Order at 7:30 p.m.

Chairperson Gilbert, Vice-Chairperson Targ, Commissioners Hasko, and McKitterick present. Commissioner Von Feldt was absent. Also present: John Richards, Town Council Liaison; Karen Kristiansson, Interim Town Planner.

Oral Communications

There were no oral communications.

Regular Agenda

1. Public Hearing – Request for Amendment to Conditional Use Permit (CUP) X7D-156, Jelich Ranch Use Plan, 683 Portola Road, White

The Planning Commission considered the proposed CUP amendment, found the project to be exempt from CEQA, and approved the amendment with conditions as set forth in Resolution 2014-3 (4-0).

The Commission changed the order of the agenda and considered Item 3 prior to Item 2.

- 3. Request for Exception to Town Utility Undergrounding Requirements, 147 Crescent, Kramer and LaVigna
 - The Planning Commission discussed the undergrounding exception request and approved it (4-0).
- 2. Request for Exception to Town Utility Undergrounding Requirements, 21 Santa Maria, Berka
 - The Planning Commission discussed the undergrounding exception request and approved it (3-0). Commissioner Targ recused himself from this item and left the room for the discussion because he owns property within 500 feet.
- Public Hearing Site Development Permit X9H-671 for 17 Redberry Ridge, Yang (Continued to next regular meeting date)

5. Request for Modifications to the Town's Land Movement Potential Map, Assessors Parcels 077-212-070, 125 Deer Meadow Lane, Zider (Continued to next regular meeting date)

Commission, Staff, Committee Reports and Recommendations

Kristiansson mentioned that the next regularly scheduled meeting would be on August 6, because the July 16 meeting has been cancelled. She noted that a joint field meeting with the ASCC for preliminary consideration of a variance request for ground-mounted solar panels in a required side yard has been scheduled for 4pm on July 14.

Commissioner McKitterick said that Karen Tate had reached out to him about the Windmill School proposal at 900 Portola Road, and that he had encouraged her to submit a plan as soon as possible for the Town to submit. Kristiansson advised that staff are developing information as to what entitlements would be needed. Commissioner Targ noted that he is representing the Tates on the environmental matter. Once the property is sold, however, he would not have a conflict of interest in acting on a proposal for future use.

Kristiansson mentioned that she had met with representatives of Mission Hospice to discuss a possible 12-bed home-like facility at the McKinney property at Nathhorst Triangle, and staff will be working with them.

Adjournment: 8:30 p.m.

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

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

PUBLIC HEARINGS

Planning Commission Agenda July 2, 2014 Page Two

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 27, 2014

CheyAnne Brown Planning Technician



TOWN OF PORTOLA VALLEY

<u>Special Sustainability Committee Meeting</u>

Monday, July 7, 2014 3:30 PM

Town Hall, Conference Room

765 Portola Road, Portola Valley, CA 94028

AGENDA

- 1. Call To Order
- 2. Oral Communications
- 3. Approval of Minutes March 17, 2014
- 4. Update on Water Conservation Task Force
- 5. Update on PACE Programs
- 6. Update on Green Building Ordinance/Building Code
- 7. Review Sustainability Committee Charter
- 8. Discussion of Green Speaker Series
- 9. Discussion of Energy-Related Elements in Climate Action Plan
- 10. Next Steps, Next Meeting Date & Reminders
 - a. Decide on Next Meeting Date
- 11. Announcements
- 12. Adjournment



Town of Portola Valley

<u>Parks & Recreation Committee Meeting</u>

Monday, July 7, 2014 – 7:30 pm

Historic Schoolhouse

765 Portola Road, Portola Valley, CA

AGENDA

- 1. Call to Order
- Oral Communications (5 minutes)
 Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. Two minutes per person.
- 3. Approval of Minutes: June 2nd, 2014
- 4. Reports from Staff and Council
- 5. Zots to Tots/Picnic Reflection
- 6. 9/14 Portola Valley 50th Anniversary Celebration Update
- 7. Ford Field Update
- 8. Softball Safety Net Solution Update
- 9. Skate Ramp Update
- 10. Adjournment

Next meeting: Monday, August 4th, 2014



TOWN OF PORTOLA VALLEY <u>Ad-Hoc Water Conservation Task Force</u> Tuesday, July 08, 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 June 24 minutes
- 4. (12 min) Round table discussion of new learnings or materials, since last meeting (2-3 min each)
- 5. (10 min) Final look at slides for Council presentation
- 6. (20 min) Develop work plan timeline (with Council approval)
- 7. (40 min) Start design of PV Water Conservation Forum
 - a. Preview Lori Palmquist's slides for LAH; similar event
- 8. (10 min) Market segmentation of proposed programs
- 9. (5 min) Discuss Webinar Communicating the Value of Water (July 10th)
- 10. Discuss
 - meeting schedule,
 - potential sub-committees and
 - topics for next meeting: July 15th
- 11. Announcements
- 12. Adjournment



TOWN OF PORTOLA VALLEY

<u>Trails and Paths Committee</u>

Tuesday, July 8, 2014 - 8:15 AM

Historic Schoolhouse

765 Portola Road, Portola Valley, CA

AGENDA

- 1. Call to Order
- 2. Oral Communications
- 3. Approval of Minutes from May 22, 2014
- 4. Financial Review (May & June)
- 5. Trail Work (May & June)
- 6. Conservation Committee Update
- 7. Old Business
 - a) Driveway scoring process
 - b) 50th Anniversary Event Recap
 - c) Celebration of the Horse Update
 - d) Letter Large Groups' Impact on Trails
- 8. New Business
 - a) Celebration of the Horse Committee participation 2015
 - b) Future Hikes
- 9. Other Business
- 10. Adjournment

Enclosures:

Minutes from May 22, 2014 meeting Financial Review (May & June) Trail work Map and Memo – (May & June)



TOWN OF PORTOLA VALLEY Special Bicycle, Pedestrian and Traffic Safety Committee Meeting Wednesday, July 9, 2014 – 8:15 AM **Historic Schoolhouse** 765 Portola Road, Portola Valley, CA

AGENDA

- 1. Call meeting to order
- 2. Roll Call
- Oral Communications
- 4. Approve Minutes of the June meeting
- 5. Sheriff's Report
 - 1) Updated requests for law enforcement presence, as required
- 6. Public Works Report
 - 1) Windy Hill parking controls
 - 2) Resurfacing and restriping on Alpine Road and Portola Road sections
- 7. General Items:
 - 1) Announcement: Resignation of Pedro Ruiz from BPTS
 - 2) Subcommittee progress report: Formulation of traffic calming policy documentation
 - 3) Advertisements, Applications for new committee members
 - Proposal for interviews at September BPTS meeting, pending applicants
 - 4) Sidewalks in Portola Valley Ranch Angela Hey
- 8. Update on Outreach and Teaching programs
 - > PV 50th Anniversary Parade
- 9. Other Business
- 10. Time and date for August 2014 meeting
- 11. Adjournment



TOWN OF PORTOLA VALLEY

Regular Meeting of the
Emergency Preparedness Committee
Thursday, July 10, 2014 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

<u>AGENDA</u>

1. 8:00 Call to order -

Members: John Boice, Dave Howes, Diana Koin, Anne Kopf-Sill, Dale Pfau, Chris Raanes, Ray Rothrock/Chair, Craig Taylor, Bud Trapp, and Stuart Young

Guests: Nick Pegueros/Town Manager, John Richards/Town Council, Selena Brown WFPD, Tim Reed/Sheriff's Office, Gary Nielsen, Sheriff

Absent:

- 2. 8:01 Oral communications
- 3. 8:10 Review and approval of minutes
 - Motion: Accept the Minutes of May 15, 2014
- 4. 8:12 CERPP/WFPD Report (Brown or Ghiorso)
- 5. 8:20 Town Report (Nick)
- 6. 8:30 Medical Plan Update/Presentation (Med subcommittee)
 - Progress on storage facility at MUR building
- 7. 8:40 Communications Update (Rothrock)
 - Secondary AM Radio, budget discussion
 - Emergency Preparedness Communications Day June 28
- 8. 8:50 Other business
- 9. 9:00 Adjourn. Next meeting is August 14, 2014



TOWN OF PORTOLA VALLEY

Cable & Undergrounding Committee Meeting
Thursday, July 10, 2014 – 8:15 AM

Historic School House
765 Portola Road, Portola Valley, CA

AGENDA

- 1. Call meeting to order
- 2. Minutes: Approval of May minutes
- 3. Communications from Members of the Public
- 4. Old Business
 - PG&E status on undergrounding project Review PG&E design drawings (attached)
 - Samcat
 - Survey to determine town's interest in undergrounding utilities (2005 survey attached)
- 5. New Business
 - New member recruitment for 2014
 - Extend undergrounding district to include site to be developed by Windmill School
- 6. Adjournment:

Next meeting on September 11, 2014 at 8:15 am



TOWN OF PORTOLA VALLEY Cultural Arts Committee

Thursday, July 10, 2014 - 1:00 PM Historic Schoolhouse 765 Portola Road, Portola Valley, CA

AGENDA

- 1. Call to Order
- 2. Oral Communications
- 3. Approval of May minutes
- 4. Old Business:
 - > 50th Events Updates
 Art exhibit of Plein Aire
 - Concerts

Signage

Advertisement

- Approval of Reimbursement Requests for 2013 (Chaput & Wilson)
- Approval of Reimbursements for 2014
- 5. New Business:
 - September acting Chairman
 - > CAC new Leadership
 - > CAC new Membership
 - > Art Show for 2015
- 6. Adjournment



San Mateo County Sheriff's Office (Headquarters Patrol) Press

Information on selected incidents and arrests are taken from initial Sheriff's Office case reports. Not all incidents are listed due to investigative restrictions and victim privacy rights.

Monday 06/23/14 to Monday 07/01/14

Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-5266	06/23/14 9:32AM	4200 Farm Hill Blvd Woodside	Grand Theft	An unknown subject drove a white pick-up truck onto the campus of Canada College and stole a license plate reading camera. The subject used tools in his vehicle to remove the camera and once removed drove towards Canada Rd. The camera angle of the video surveillance does not show the vehicle's license plate number.
14-5282	06/23/14 4:17PM	200 Blk. Shawnee Pass Portola Valley	Possession of Weapon	Sheriff's Deputies responded to 200 Shawnee Pass Rd. on the report of a man with a gun. County Communications informed us two subjects exited silver Toyota Rav4 and pointed a "long gun or rifle" at a subject in a blue Ford Mustang. Upon arrival, deputies searched the empty school and surrounding areas for the three teenagers. While searching the wooded area around the school, a black air rifle was located. The involved subjects were all later located in the area of Roberts Market. The subjects admitted they brought the air rifle to the school to shoot birds and other various items. The subjects were transported to the North Fair Oaks substation where they were photographed and finger printed. Later, they were released.

14-5305	06/24/14 3:03PM	Canada Rd. / Eucalyptus Ct. Woodside	Possession of Marijuana	A Deputy affected a traffic enforcement stop on a vehicle at the intersection of Canada Road and Eucalyptus Court due to unsafe speed conditions. Upon contact the driver identified himself with a valid California Driver License. While speaking with the driver, the deputy could smell a strong odor of marijuana coming from inside the vehicle. The deputy asked the driver if there was any marijuana in the vehicle. The driver admitted to having marijuana in the vehicle and that he was planning on smoking it. The deputy took custody of the marijuana and issued a citation to the driver for being in possession of marijuana.
14-5308	06/24/14 4:36PM	100 Blk. Escobar Rd. Portola Valley	Burglary	Unknown suspect(s) gained entry to the residence via a smashed rear bedroom window. The unknown suspect(s) rummaged through the master bedroom. The homeowner is out of the state and was unable to determine what was taken. The deputy was unable to locate any additional evidence. An area check resulted in no witnesses, security cameras, or additional evidence.
14-5311	06/24/14 5:39PM	100 Blk. Favonia Rd. Portola Valley	Burglary	Unknown suspect(s) gained entry via an unlocked side door, entered the residence and rummaged through several rooms. Three items were taken. The estimated value of the items is approximately \$620.00. An area check was conducted; one possible suspect description and one possible suspect vehicle description with a partial plate were obtained.
14-5366	06/26/14 12:59PM	100 Blk. Still Creek Rd. Woodside	Burglary	Unknown suspect(s) gained entry to the residence via a smashed bathroom window. The unknown suspect(s) rummaged through the master bedroom dresser drawers. The homeowner was out of town and unable to respond. The deputy spoke with the homeowner on the phone and confirmed no items were taken from the dresser drawers. The deputy was unable to locate any additional evidence. An area check resulted in no witnesses, security cameras, or additional evidence.

14-5398	06/27/14 11:53AM	199 Churchill Ave. Woodside	Minor in Possession of Marijuana on School Grounds	A deputy was dispatched to Woodside High School for a report of a juvenile student in possession of suspected marijuana. The juvenile was located in the office and was found to be in possession of less than one ounce of Marijuana while on school grounds. He was cited and released to his parent.
14-5401	06/27/14 12:33	100 Blk. N. Castanya Way Ladera	Petty Theft / Forgery	The reporting party stated an unknown subject stole checks from her unlocked vehicle. She stated that one check was used in Yuba City at California Check Cashing. She requested this case be documented so she would not be liable for the cashed check in Yuba City.
14-5416	06/27/14 8:24PM	100 Blk. Oak Forest Court Portola Valley	Burglary	The Reporting Party advised she is the house cleaner and is staying at the residence to keep an eye on it. The R/P stated the owners of the residence are out of the country. The R/P stated she had left the residence at 6:30 a.m. and locked the house. She returned at 8:14 p.m. to find the bedrooms ransacked and the rear master bedroom door window smashed. The R/P stated she could not provide a stolen property list at the time of the report. The deputy attempted to lift prints from the rear bedroom and was met with negative results.
14-5437	06/28/14 12:49PM	300 Blk. Golden Oak Dr. Portola Valley	Burglary	An unknown subject(s) forced entry into a residence on the 300 Blk of Golden Oak Drive. The suspect(s) used an unknown object to break a rear glass door that leads to the master bedroom of the residence. After a search of the interior of the residence, it appeared the master bedroom was the only room that was burglarized. The unknown suspect(s) took a gray floor safe from the closet in the master bed room. The estimated loss is approximately \$26,500.00.
14-5440	06/28/14 12:39PM	100 Blk. Ramoso Rd. Portola Valley	Grand Theft	An unknown suspect(s) entered an unlocked storage shed located on Ramoso Rd. The shed is detached from a residence and does not have anyone living inside. Once

				inside the shed, the unknown suspect(s) took power tools, an IPad and a camera. The estimated loss is approximately \$1,850.00.
14-5495	06/30/14 4:40PM	200 Blk. La Cuesta Dr. Ladera	Lost Property	The reporting party stated she went to a shell station and got gas prior to going to work. She paid for her gas with a credit card then stuck the card into her pocket. After getting gas she went to put the credit card in her wallet and realized it was missing. She returned to the gas station and checked the surrounding area and the route she drove but was unable to locate her wallet. The R/P canceled her credit cards and obtained a temporary driver's license from the DMV. The R/P stated she had about \$140 in cash and her social security card in her wallet. The deputy advised the R/P to call the Social Security Administration and the credit reporting agencies and request a "Fraud Alert" be placed on her name and SSN.

VOLUNTEER TO TEACH YOUR COMMUNITY AND

EARN A CERTIFICATE

IN RESOURCE CONSERVATION!

The County of San Mateo RecycleWorks Program

is offering free courses to residents, employees and business owners in San Mateo County as part of a new program called the RecycleWorks Volunteer Academy. These courses will provide volunteers with knowledge about conserving resources so they can promote environmental awareness in San Mateo County.

Available Courses

- Resource Conservation 101 Thursday, July 10, 6:30-9:30 pm
- Composting Practices & Techniques
- Green Building & Architecture Practices
- Green Business Practices
- Energy Efficiency Practices in Your Home & Business
- Water Conservation, Stormwater & Waste Water Systems
- Youth Supervisor Green Training
- Commercial Recycling

Why Participate?

You'll learn all about Resource Conservation topics. It's a way for you to give back to your community. You'll earn a certificate after completing your course's volunteer requirments. You're supporting the County's vision for an Environmentally Conscious Community. You're sure to make new friends!

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555 County Center 5th Floor, Redwood City, CA 94063, website: **www.RecycleWorks.org**, toll free hotline: **1-888-442-2666**

