



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council  
 Wednesday, January 28, 2015  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

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

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

### II. 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.

### III. 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** – Town Council Regular Meeting of January 14, 2015 (3)
2. **Approval of Warrant List** – January 28, 2015 (13)
3. **Appointment by Mayor** – 2015 Commissions, Committees and Council Liaisons (25)
4. **Recommendation by Administrative Services Manager** – Proposed Amendments to the Purchasing & Inventory Control Policy (30)
5. **Recommendation by Public Works Director** – Acceptance of the Alpine Road Bank Protection Project in the (34)  
 Town of Portola Valley, CA #2012-PW03 Federal Project #PR ER-22X0 (001)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept the Completed Alpine Road Bank Protection Project in the Town of Portola Valley, CA #2012-PW03 Federal Project #PR ER-22X0 (001) and Authorizing Final Payment to “Engineered Soil Repairs, Inc.” Concerning Such Work and Directing the Town Clerk to File a Notice of Completion (Resolution No. \_\_)

### IV. REGULAR AGENDA

#### A. PRESENTATIONS – None (39)

#### B. COMMITTEE REPORTS & REQUESTS

1. **Recommendation by the Nature & Science Committee** – Proposed revision to Committee Charter (40)
2. **Council Liaison Reports** - *There are no written materials for this agenda item* (42)

#### C. PUBLIC HEARING – None (43)

#### D. STAFF REPORTS AND RECOMMENDATIONS

1. **Discussion and Council Action** - Request that the Town Purchase a Second AED at Town Center from Resident Lorrie Duval (44)
2. **Recommendation by Sustainability & Special Projects Manager** – Adoption of a Resolution Approving Beacon Award Participation (54)
  - (a) Adopt a Resolution of the Town Council of the Town of Portola Valley Approving Participation in the Institute for Local Government’s Beacon Award: Local Leadership Toward Solving Climate Change (Resolution No. \_\_)
3. **Recommendation by Administrative Services Manager** – Review and Accept the Independently Audited Town of Portola Valley Basic Financial Statements and Memorandum of Internal Control for the Year Ended June 30, 2014 (70)

4. **Recommendation by Administrative Services Manager** – Adjustments to General Fund (155)  
Assigned Funds
5. **Recommendation by Town Manager** - Request from Residents to Issue a Letter to (159)  
Stanford University Regarding Steelhead Recovery in the Creeks Upstream of Searsville Dam

**E. Council Liaison Reports on Regional Agencies and Organizations** - *There are no written materials for this agenda item (183)*

**V. WRITTEN COMMUNICATIONS**

1. **Town Council Digest** – January 16, 2015 (184)
2. **Town Council Digest** – January 23, 2015 (207)

**VI. ADJOURNMENT**

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

**AVAILABILITY OF INFORMATION**

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

**SUBMITTAL OF AGENDA ITEMS**

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

**PUBLIC HEARINGS**

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

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO 901, JANUARY 14, 2015

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

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

Absent: Ann Wengert

Others: Nick Pegueros, Town Manager  
Leigh Prince, Town Attorney  
Karen Kristiansson, Deputy Town Planner  
Debbie Pedro, Planning Director  
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Laura Fanucchi, Associate Executive Director of HIP Housing, gave Councilmembers copies of the HIP Housing 2015 calendar, which the organization uses as an outreach tool to educate the community about HIP's affordable housing programs. Artwork for this popular project, which originated in 2001, is selected from submissions created by between 250 to 500 kindergarten-through-fifth-graders in San Mateo County. Along with the picture of a home each child draws, they write a quote about "what home means to me." Ms. Fanucchi said that after meeting with Town Planning Director Debbie Pedro, HIP Housing is talking about ideas to spread the word about their programs in Portola Valley such as a table at the Portola Valley Farmers' Market, a mailing to residents with second units and connect with a potential volunteer who wants to work on housing-related issues.

Tom Schreck, Willowbrook Drive, a 57-year resident whose father was among the Town's founding fathers with Bill Lane, spoke in the context of protecting our heritage of restoring, maintaining and preserving our great flora and fauna. He suggested that as Stanford reviews alternatives to Searsville Dam, it might be effective for the Town to send a non-controversial letter supporting fish passage to facilitate steelhead migration back into Portola Valley.

Bill Kaspari, Willowbrook Drive, a 45-year resident, concurred with the previous speaker, pointing out that everybody he talks to about it expresses great hope that somehow Stanford can find a way this can be done so we can again have steelhead running.

Danna Breen, Alpine Road, emphasizing the importance of a letter to Stanford being a gentle one, said we should all now understand the relationship between climate change and dams. San Francisco Bay is one of the world's most important estuaries, she said, and we must protect it. On a personal note, she urged involvement in pushing forward the restoration of the next section of Town Center Creek. When the Town undertook that project, she said she'd expected to start seeing steelhead in our creeks; only later did she realize that what we have here is not part of an integrated, holistic approach but a nice water feature.

Mayor Aalfs said that as he understands it, Stanford will be considering the Searsville issue soon, so he suggested putting an item on the agenda for the January 20, 2015 meeting. Councilmembers concurred.

- (1) Presentation: Paula Stinson, Development and Communications Director of Housing Endowment and Regional Trust (HEART) of San Mateo County with the Homeowner Downpayment Assistance Loan Program [7:38 p.m.]

Ms. Stinson began by thanking the Council for supporting HEART and crediting Vice Mayor Derwin as a wonderful HEART Board member. She said she'd focus on HEART's First-Time Home-Buyer Program, and

showed a video featuring the program, which she said is one way HEART helps middle-income families buy houses.

According to Ms. Stinson, HEART launched the First-Time Home Buyers Program 10 years ago, and it's still going strong, with, for example, last night 37 people attending a workshop and trying to figure out if they could at least buy a condominium. The program was intended to raise large sums of money to put into affordable rental housing, but after a couple of years, realtors on the Board noted that the program was overlooking middle-income families. That led to establishment of the First-Time Home Buyers Program, in which first-time buyers could pay 5% down and borrow up to \$521,250 with no PMI (private mortgage insurance). The only lender was a credit union in San Jose – the only institution that responded to HEART's RFP. She said HEART's is the only program of its kind that accepts as little as 5% down.

First-Time Home Buyer Program loans are issued at the rate of about one per month, with 60 borrowers so far. They could do more if more homes were available in the affordable price range, she said. It's very, very tough for families. That doesn't mean they're not trying. Among HEART's first-time homeowners are an auto parts buyer and a banquet server, both of whom earn about \$50,000 a year, and a street inspector, an architect, a marketing coordinator, a loan officer, and a housekeeper. One couple – the wife a San Mateo County health inspector and the husband a criminologist in Santa Rosa – lived with her parents for two years in Daly City after getting married, and never expected to be able to buy a home here – but now they have a condo in South San Francisco.

Noting that the program is fairly labor-intensive, Ms. Stinson said HEART's partner at the credit union "hustles like crazy," and as a result realtors know they can count on this program...First-time home-buyers find themselves more competitive, too, because in addition to the credit union funding the first mortgage, HEART makes second loans, Ms. Stinson said, which in essence brings the down payment offer up to 20% and requires no PMI. Then the credit union buys the seconds back from HEART. Still, with multiple offers on properties and figures such as \$70,000 over the asking price in the housing market, it's very tough.

The First-Time Home-Buyer Program is tremendously popular, she said, and they help as many first-time buyers as they can, but HEART still gets calls every day from people whose rents have just doubled. Sadly, she added, other than HIP, we have no other resource to refer them to. Waiting lists are full for the affordable rental units, she said, and she believes Section 8 alone has a three-year wait list.

Mayor Aalfs thanked Ms. Stinson and Ms. Fanucchi, saying, "It's good work." Vice Mayor Derwin also thanked the two women, saying, "just the incredible work that you do every day almost makes me cry." She said she doesn't know what it says about us as a culture that we cannot shelter our people.

#### CONSENT AGENDA [7:51 p.m.]

- (2) Approval of Minutes: Town Council Regular Meeting of December 10, 2014 [*pulled from Consent Agenda*]
- (3) Ratification of Warrant List: December 24, 2014, in the amount of \$155,986.86
- (4) Ratification of Warrant List: January 14, 2015, in the amount of \$133,890.11
- (5) Recommendation by Town Manager: Amendment to Salary Schedule for Recreational Facilities Coordinator Classification
  - (a) Adoption of a resolution of the Town Council of the Town of Portola Valley amending the Employee Compensation Plan effective January 1, 2015 (Resolution No. 2639-2015)
- (6) Recommendation by Building Official: Adoption of a Resolution to Ratify Ordinance No. 10 of the Woodside Fire Protection District (WFPD) [*pulled from Consent Agenda*]

- (a) Adoption of a resolution of the Town Council of the Town of Portola Valley to ratify Ordinance No. 10 of the WFPD (Resolution No. 2640-2015)

(7) Appointment by Mayor: Members to the Water Conservation Committee

Councilmembers Hughes and Richards, Vice Mayor Derwin and Mayor Aalfs approved Items 3-5 and 7 with a roll-call vote.

(1) Approval of Minutes: Regular Town Council Meeting of December 10, 2014 [7:55 p.m.]

Councilmember Hughes moved to approve the minutes of the December 10, 2014 meeting, as amended. Seconded by Councilmember Richards, the motion carried 4-0.

(6) Recommendation by Building Official: Adoption of a Resolution to Ratify Ordinance No. 10 of the Woodside Fire Protection District (WFPD)

- (a) Adoption of a resolution of the Town Council of the Town of Portola Valley to ratify Ordinance No. 10 of the WFPD (Resolution No. 2640-2015)

As written, Councilmember Hughes said Section 8, Chapter 61, Establishment of Limits in which Storage of Liquefied Petroleum Gases (LPG) is to be Restricted, would essentially ban all LPG from the WFPD, which would include LPG vehicles. Because he expects the intent would be to ban LPG in storage containers but not as fuel being used to operate vehicles, he suggested adding vehicles under "Exceptions."

Vice Mayor Derwin suggested that the Council adopt Ordinance 10 with the exception of Section 8. Councilmember Hughes said it might be appropriate to ban everything other than the vehicular storage of LPG. For example, there are taxi fleets that have LPG vehicles.

Ms. Prince suggested tabling this item, getting an answer to the question and coming back next time on consent again with that in a Staff Report. Because the language would have to change, Councilmember Hughes said it might be easiest to approve it with that one section stricken, because he doesn't anticipate installation of large LPG tanks in the WFPD anyway. Mayor Aalfs agreed.

Vice Mayor Derwin asked if there was a liability issue if Section 8 was removed. Ms. Prince said that change would not become effective in Portola Valley, but the standard Fire Code and applicable liabilities would still apply. Councilmember Hughes said he looked up the standard Fire Code, which includes a lot of regulations regarding how large tanks could be and where they could be located. This amendment is just going more broadly to say "no gas tanks at all," he said. Vice Mayor Derwin asked if it was okay to say that now it is okay to have gas tanks. Councilmember Hughes said it would be okay as they are under the California Fire Code, which is already well regulated. Ms. Prince said storage containers also may be subject to the Town's planning and zoning requirements.

Following additional discussion about LPG, Councilmember Hughes moved to approve the adoption of a Resolution to Ratify WFPD Ordinance No. 10, striking Section 8. Seconded by Councilmember Richards, the motion carried 4-0.

REGULAR AGENDA [9:58 p.m.]

(8) Public Hearing: 2014 Housing Element and Initial Study/Negative Declaration [8:02 p.m.]

Ms. Kristiansson, noting that when the draft Housing Element update came before the Town Council in June 2014, the Council made some modifications and authorized submittal to the State Department of Housing and Community Development (HCD). The document was developed over a period of about 14 months, primarily by the Planning Commission, with input from the Town Council and the ASCC. Since the

Council last saw the draft, it has been modified to respond to HCD comments and incorporate Portola Valley's housing priorities as discussed at the Council's September 24, 2014 meeting.

According to Ms. Kristiansson, the most substantive of HCD's comments on the draft that was submitted concerned a need to update regulations for transitional and supportive housing to reflect refinements to State law. Program 8 has been added to the Housing Element to respond to that requirement; essentially treating transitional and supportive housing like single-family housing with no restriction on the number of persons as is now required by State law. This is in contrast to group homes and other types of housing that sets limits on the number of people.

Ms. Kristiansson said the Housing Element Action Plan also was updated to make it more detailed and specific, in part to respond to a request for more information from the State and in part to reflect the priorities the Council established. That included identifying Program 3 to encourage second units as a priority and Program 4 for shared housing such as HIP type of housing. In a letter from HCD dated October 7, 2014, the Town was informed that with those changes, the updated Housing Element would comply with State law. Therefore, if the Town adopts the Housing Element as it is currently drafted, it appears that the State will certify it and no further update will be needed until 2022. The next step, Ms. Kristiansson said, would be implementation.

As she explained, the Initial Study for the revised Housing Element under CEQA found that there would be no significant environmental impacts. As a result, a negative declaration was prepared for it. The public comment period on the draft CEQA documents ended in November 2014 and no comments were received either during or after the comment period. After reviewing the draft Housing Element and Initial Study on November 19, 2014, the Planning Commission unanimously approved the 2014 Housing Element and recommended that the Town Council adopt the Initial Study and Negative Declaration. After that, staff would forward the Housing Element to the State for their final review and certification.

Mayor Aalfs opened the public hearing on the 2014 Housing Element and the Negative Declaration that accompanies it and asked for public comments. There were none. He invited questions from the Council.

Other than two typographical errors, Councilmembers applauded the updated Housing Element. Councilmember Richards said it has been so well vetted he has no issues, no questions. Councilmember Hughes said the Element is in good shape and we should send it off to the State. Vice Mayor Derwin said: It's been like an HBO series and she's glad it's over. Mayor Aalfs acknowledged the amount of work that went into it, and the final result is a good one.

Councilmember Richards moved to adopt the Negative Declaration. Seconded by Councilmember Hughes, the motion carried 4-0.

Councilmember Richards moved to approve the draft Housing Element as corrected. Seconded by Vice Mayor Derwin, the motion carried 4-0.

(9) Discussion and Council Direction: Proposed Revisions to the Commission/Committee Handbook

Mr. Pegueros introduced the item noting that the Town's Commission and Committee Policies and Procedures Handbook, a Town Council-adopted document, is updated as needed to give direction to everyone involved in the Committee process, from the Committee members themselves to Council liaisons and staff liaisons. It covers roles, responsibilities, expectations and procedures – from Brown Act compliance to rules of order. Mr. Pegueros said this year several changes are recommended for Council discussion, and if revisions are necessary, they will be made and brought back to the Council as a Consent Agenda item.

Among the most significant changes proposed concerns the role of the Council liaison, Mr. Pegueros said. As outlined in the current policy, Mr. Pegueros said the liaison role really speaks to acting as a communicator between the Council and the Committee, primarily providing guidance to the Chair, but as a

matter of practice liaisons are expected to attend every single committee meeting. This expectation is quite onerous given the number of committees and other Council commitments. The proposed revision clarifies that liaisons are not required to attend every meeting. Additionally, the handbook describes the liaison as an impartial Committee resource who avoids steering the discussion and/or work of the Committee.

Mr. Pegueros said the application/selection processes for committee members has been quite inconsistent in the few years he's been Town Manager. . The Handbook revision would streamline the process, with the Mayor, in consultation with the Committee Chair makes a recommendation to the Town Council on new appointments.

Additional changes include an annual Committee calendar that talks about Committees processes and expectations. One goal of this process is to give the Committees a scheduled annual report to the Council so that they can identify accomplishments, provide an update on major projects, ask for any guidance they may require and toot their own horn.

Additionally, the calendar provides two committee chair meetings per year - once with staff to work through the bureaucratic pieces – scheduling events, calendars, strategically looking at when Committees might want to work on certain things and then Six months later, to sit down with the Mayor and Vice Mayor to talk more globally about what's going on in Town and what's expected of Committees.

Mr. Pegueros also said the Handbook includes a significant change in the annual budget process. Despite the dollar amounts being relatively small, late committee budget submittals make assembling the budget difficult. The revision requires Committees to submit their budgets to staff by the end of April.

Councilmember Richards said the proposals would help bring the Committee structure into current realities, and he especially considers the Council liaison approach is a good one. The revisions do a good job of pulling in loose ends, he said. At least they're a great start, so we ought to go ahead and see how it works.

Mayor Aalfs said the language about not requiring liaisons to attend every meeting is one thing, but it's also important that liaisons don't steer discussions and in fact try to stay out of them. The liaison should let the Committees do its work and just try to answer questions as much as possible.

Councilmember Hughes noted that some issues we've had in the past that will be helped significantly by meeting regularly with the Committee Chairs so everybody knows everybody else and they get talking between Committees instead always going through the Council liaison. However, he said we've also had situations in which Committees go off on tangents and start doing something that maybe should be drawn to the attention of the Council liaison. While there are times when liaisons shouldn't have to attend Committee meetings, the revised Handbook language implies that except upon the specific request of the Committee Chair, the liaison should in fact not attend meetings. It may be appropriate to soften the language a bit.

Councilmembers debated various language options, evaluating the wording in terms of how Committee members might interpret it. They agreed upon, "Council liaisons are not expected to attend all Committee meetings, but may attend at their discretion and should, upon specific request of the Committee Chair."

Councilmember Hughes moved to approve the Proposed Revisions to the Commission/Committee Handbook as amended. Seconded by Vice Mayor Derwin, motion carried 4-0.

(10) Discussion and Council Direction – Revised Town Council Agenda Format. [8:30 p.m.]

Mr. Pegueros provided an overview of the staff report highlighting two challenges he's observed in the past several years with the format of the Town Council agenda. First, presentations from outside groups are currently scheduled under Oral Communications which make it difficult for the Town Council to discuss the content of the presentation or provide direction to staff. Second, committee business and liaison reports are scheduled after Public Hearings which require committee members to sit in the audience for unknown

amounts of time. To address these challenges, the recommendation re-orders the agenda items to place presentations on the Regular Agenda and create a new section of the Regular Agenda called Committee Presentations and Requests. Coupled under this new section would be Council Liaison reports due to the nature of the reports and the relationship to Committee business. Mr. Pegueros noted that these changes could be implemented as early as January 28<sup>th</sup> and if they don't achieve the desired results could always be changed.

Mayor Aalfs and Councilmember Hughes identified other positive side effect to moving liaison reports up on the agenda. Mayor Aalfs said that it would encourage liaisons to really hit the highlights and what's important to share. Councilmember Hughes said the Committee reports also surface interesting issues before everyone in the audience has left the meeting or they're too tired to really listen.

Councilmembers discussed handling of liaison reports that are unrelated to specific Town committees. Councilmember Hughes said it could be helpful to include agendas of non-Committee organizations in the Weekly Digests. An agenda section with a heading such as "Outside Agency Liaisons" could be added just ahead of Written Communications.

#### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [8:41 p.m.]

##### (11) Reports from Commission and Committee Liaisons

Councilmember Richards

###### (a) Emergency Preparedness Committee

With the January 8, 2015 EPC meeting canceled due to lack of a quorum, a special meeting was called for January 15, 2015.

###### (b) Cultural Arts Committee

Meeting on January 8, 2015, the Cultural Arts Committee discussed a short online survey designed to drum up support for the Committee and get more involvement. The group held an open house last month in conjunction with the Farmer's Market, but it produced no new volunteers. Committee members are also trying to identify a new Chair.

Committee members discussed the successful Holiday Faire, which is anticipated to continue next year.

Councilmember Richards said the Cultural Arts Committee is a good example of people who are not members of the Committee who are taking a big part in making events happen. He said other Committees might want to tap into that as a resource, because a lot of people want to participate in the work but not attend meetings.

###### (c) Architectural and Site Control Commission (ASCC)

At their January 12, 2015, meeting, members of the ASCC conducted reviews on projects at:

- 250 Alamos Road, where a new house is being torn down to build another new house
- 40 Minoca Road, which includes a big woodworking workshop and incorporates numerous green features



- 555 Portola Road, covering the property's pool house, pool and meadow plantings; Councilmember Richards said there was a reference to "the proposed and partially implemented meadow preserve"

Councilmember Hughes:

(d) Nature and Science Committee

At their December 18, 2014, meeting, members:

- Reviewed 2014 and set dates for 2015, trying to pick good nights for the Star Party and fitting in Flight Night
- Discussed the Hawthorns Estate Complex at Midpeninsula Regional Open Space District (MROSD)

Councilmember Hughes reported that the MROSD Board apparently was surprised that its staff had turned down the Friends of Hawthorns Nature Center proposal for the Hawthorns Property. MROSD staff subsequently wrote a letter to Nature & Science Committee Chair Yvonne Tryce (representing Friends of Hawthorn) about potential alternatives that might include a Nature Center on the Alpine side of the property. Appealing points of that possibility, he said, would be access from Alpine Road, a tie-in with trail activities there, and more distance from the residential use on the other end. Friends of Hawthorn was excited about the report, and plans to work with MROSD staff to coordinate a timeline.

- Moved the Committee's meeting time from 4:30 p.m. to 5:00 p.m.
- Voted to add Michael Bray to the Committee, as approved tonight, and reappoint Treena Diehl, although she may not qualify according to the rules because she no longer lives in Portola Valley

(e) Parks & Recreation Committee

Councilmember Hughes attended the January 5, 2015, meeting in place of Councilmember Wengert. The Committee was updated regarding the skate ramp. The pump track was discussed. The pump track was considered to be a lower priority than the skate ramp. Ford Field's scoreboard which needs to go through ASCC, also was discussed.

(f) Finance Committee

Councilmember Hughes attended the January 6, 2015, meeting in place of Councilmember Wengert. Members discussed:

- The financial statements, which appear to be pretty good

The main issue is about \$1 million more in assets in the General Fund and in Reserves than last year. The Finance Committee discussion concerned if we continue having results like that, what do we do with the extra money? Should we continue to collect more revenues than we're spending? Spend more or return money to taxpayers?

- The Town's law enforcement contract, which is up for renewal

Councilmember Hughes reported that the Sheriff's Department is currently negotiating its employees' labor contract, after which they expect to charge the Town an increase equal to whatever extra they're paying their people.

Councilmember Hughes, recalling discussions about whether to add automated license plate readers (ALPR) to our contract, questioned whether we should examine the contract and figure out specifically what are we contracting for. Mr. Pegueros said he'd research the process used to evaluate prior contract.

- Two large-ticket items, the CalPERS liability and fund investment generally
  - The CalPERS liability for their assessment of our shortfall is lower than it had been (down to \$950,000 from \$1.05 million). CalPERS has a program that allows us to pay that and get the benefit of it as opposed to losing it in the bigger pool.
  - In regard to fund investment generally, the Finance Committee discussed what could be done with some of the chunkier items, e.g., the Open Space Acquisition Fund, to get better value from that money. Approximately \$4 million in the Open Space Acquisition Fund is essentially losing value by sitting there and is certainly not keeping up with the cost of acquiring any open space. One option may be creating an "undevelopment fund," a separate entity from the Town that might be able to invest in something with a higher rate of return.

Vice Mayor Derwin:

(g) Council of Cities

The contested elections results were announced at the annual meeting on December 19, 2014, which Councilmember Wengert attended along with Vice Mayor Derwin; Winners were David Canepa of Daly City for the Bay Area Air Quality Management District seat, Charles Stone of Belmont for the SamTrans seat, and Terry Nagel of Burlingame for San Mateo County Transit Authority for Central Cities seat.

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

The RMCP Committee, a subset of the City/County Association of Governments (C/CAG) met on December 17, 2014, and:

- A representative from ecoAmerica spoke regarding climate-guiding principles

Based in Washington DC, ecoAmerica uses consumer research to figure out how to find out what mainstream Americans think about climate change. The organization has a vast amount of research that is accessible to the public.

- San Mateo County Supervisor Dave Pine provided an update on what's happening with sea level rise planning

He also:

- Reported that the County is thinking of forming its own flood control district
- Discussed community choice aggregation

- Reviewed a progress report on the draft energy strategy
- A BAWSCA representative gave an update on water supply

Vice Mayor Derwin reported that (at the time) water-wise we were in good shape for the new rain year, which began in November 2014. Hetch Hechy was almost at normal. Snowfall was not good and January and February rain or snow is necessary or we will face another drought year. A normal year would put us on the road to recovery; on the other hand, another dry year would likely mean the 10% cut will become mandatory rather than voluntary. A very bad year might mean a 20% cutback.

Vice Mayor Derwin encouraged her colleagues to join her at RMCP meetings because they are so rich and they'd get a lot out of them.

(i) Bicycle, Pedestrian & Traffic Safety Committee

The Committee's January 7, 2015, meeting was cancelled due to lack of a quorum.

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

At the January 8, 2015, meeting:

- Naomi Partridge of Half Moon Bay was presented with a Certificate of Appreciation for her years of dedicated service to C/CAG; she received a standing ovation
- There was presentation on Community Choice Aggregation

Vice Mayor Derwin suggested everyone on the Council needs to understand Community Choice Aggregation, she said. Two workshops are scheduled for January 28, 2015 – one in the morning in South San Francisco and one in the afternoon in Redwood City. And on January 30, 2015, at the next Council of Cities dinner in Redwood City, there will be a presentation.

- They clarified some investment policy language
- The Donor Fund Subcommittee is trying to figure out how to make the system more equitable so that the three richest JPA members don't have the most money.
- As Vice Mayor Derwin explained, Portola Valley is a rather small player. To put it in context, the set-aside amounts in 2014 were: Atherton - \$1.28 million; Woodside - \$466,000; Portola Valley - \$104,000. The balance as of June 2014 was Atherton - \$8.6 million; Woodside - \$3.1 million; and Portola Valley - \$593,000. She said new Atherton Mayor, Rick DeGolia, serves on the Donor Fund Subcommittee and is trying to be fair-minded. The implementation will not begin until the new fiscal year of June 2017, giving Atherton a chance to build its new library, and will also help Woodside, which is doing a huge remodel. The annual review process will be maintained with the idea being the people will come before the Board if they want to do projects, and the Board would have considerable flexibility. Things remain to be ironed out, Vice Mayor Derwin said, but overall she thought it was a positive meeting.

Mayor Aalfs – None to report

WRITTEN COMMUNICATIONS [9:08 p.m.]

(12) Town Council December 12, 2014 Weekly Digest – None

(13) Town Council December 19, 2014 Weekly Digest

(a) #17 – Letter from the Mayor to AT&T re: Landline Outages in Portola Valley

Councilmember Hughes asked if the issue was resolved concerning the box with the yellow tent. Mr. Pegueros said he and Public Works Director Howard Young were communicating with the AT&T representative for an update. To the best of their knowledge, he said all of the telephone service is back, but for whatever reason, they're still working on repairs. Vice Mayor Derwin asked if they needed help getting better communication from AT&T. Mr. Pegueros said right now we are good, and that Senator Jerry Hill's office did reach out to ask if we needed any assistance.

(b) #13 – Response to letter received from Cindie White, published in the 12/12 Digest re: Portola Road Corridor Plan.

Vice Mayor Derwin asked if there was any news on this front. Planning Director Debbie Pedro said they met with the Whites and their attorney on January 9, 2014, and they provided the Town with suggested language for certain sections of the Portola Road Corridor Plan. Their proposal will go to the Planning Commission on January 21, 2015.

(14) Town Council January 9, 2015 Weekly Digest – None

(a) #6 – Notice – Resignation of San Mateo City Councilman Robert Ross

Vice Mayor Derwin said that she's sorry to see that San Mateo City Councilmember Robert Ross was resigning effective January 6, 2015, to deal with medical challenges.

San Mateo Mayor Maureen Freschet said his departure represents a huge loss for San Mateo. She cited his long and exceptional service as a San Mateo Police Officer, civic activist, council member and mayor.

(b) #17 – Agenda (Special) – Emergency Preparedness Committee – Thursday, January 15, 2015

Mayor Aalfs asked if there's anything to report from this morning's Regional Emergency Operations Center (REOC) training.

The scenario was that a domestic terrorist group bombed the Facebook campus, Sequoia Station in Redwood City, and Ormondale. One of the biggest takeaways is that we definitely need to do these exercises as a County.

ADJOURNMENT [9:15 p.m.]

The meeting was adjourned in memory of Harlan R. Wengert, father of Ann Wengert, who passed away on January 10, 2015.

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Mayor

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Town Clerk

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

ALLIANT INSURANCE SERVICES	Qtrly Event Ins, Oct - Dec 14	16066	01/28/2015	
			01/28/2015	
SPECIAL EVENTS	475		01/28/2015	0.00
NEWPORT BEACH	BOA	49324	01/28/2015	0.00
CA 92658				444.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	444.00	0.00

Check No.	49324	Total:	444.00
Total for	ALLIANT INSURANCE SERVICES		444.00

AT&T	12/06/14 - 1/5/15 Statement	16020	01/28/2015	
			01/28/2015	
P.O. BOX 9011	441		01/28/2015	0.00
CAROL STREAM	BOA	49325	01/28/2015	0.00
IL 60197-9011				258.92

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	258.92	0.00

Check No.	49325	Total:	258.92
Total for	AT&T		258.92

BAY AREA GEOTECH GROUP	Road Test/Insp OBAG	16046	01/28/2015	
			01/22/2015	
847 W. MAUDE AVENUE	618		01/28/2015	0.00
SUNNYVALE	BOA	49326	01/28/2015	0.00
CA 94085	35643			6,440.25

GL Number	Description	Invoice Amount	Amount Relieved
08-68-4534	OBAG Road Impr	6,440.25	0.00

Check No.	49326	Total:	6,440.25
Total for	BAY AREA GEOTECH GROUP		6,440.25

CALIFORNIA BLDG STANDARDS COMM	BSC Qtrly Report, Oct-Dec 2014	16021	01/28/2015	
			01/28/2015	
2525 NATOMAS PARK DRIVE	458		01/28/2015	0.00
SACRAMENTO	BOA	49327	01/28/2015	0.00
CA 95833				301.50

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	301.50	0.00

Check No.	49327	Total:	301.50
Total for	CALIFORNIA BLDG STANDARDS C		301.50

CAREFUL CLEAN	TC Bldgs Exterior Clean/Maint	16047	01/28/2015	
			01/28/2015	
1914 SPRING STREET	1083		01/28/2015	0.00
REDWOOD CITY	BOA	49328	01/28/2015	0.00
CA 94063	1667			2,325.00

GL Number	Description	Invoice Amount	Amount Relieved
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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
05-66-4340	Building Maint Equip & Supp	1,575.00	0.00	
05-66-4341	Community Hall	375.00	0.00	
25-66-4344	Janitorial Services	375.00	0.00	

Check No.	49328	Total:	2,325.00
Total for	CAREFUL CLEAN		2,325.00

SUE CHAPUT	Reimb, CAC Artwork Hardware	16022	01/28/2015	
			01/28/2015	
358 ALAMOS ROAD	0266		01/28/2015	0.00
PORTOLA VALLEY	BOA	49329	01/28/2015	0.00
CA 94028				99.72

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	99.72	0.00

Check No.	49329	Total:	99.72
Total for	SUE CHAPUT		99.72

CITY OF REDWOOD CITY (IT)	December IT Support	16023	01/28/2015	
			01/28/2015	
P.O. BOX 3629	586		01/28/2015	0.00
REDWOOD CITY	BOA	49330	01/28/2015	0.00
CA 94064	BR34928			2,029.83

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	2,029.83	0.00

Check No.	49330	Total:	2,029.83
Total for	CITY OF REDWOOD CITY (IT)		2,029.83

CLEANSTREET	December Street/Litter Clean	16024	01/28/2015	
			01/28/2015	
1937 W. 169TH STREET	0034		01/28/2015	0.00
GARDENA	BOA	49331	01/28/2015	0.00
CA 90247-5254	76919			4,567.47

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	74.00	0.00
20-60-4262	Street Sweeping	3,623.37	0.00
22-60-4266	Litter Clean Up Program	870.10	0.00

Check No.	49331	Total:	4,567.47
Total for	CLEANSTREET		4,567.47

COLLECTION SYSTEMS MAINT SVC	Televised Storm Line	16025	01/28/2015	
		00006272	01/28/2015	
178 SOUTH PALOMAR DRIVE	0492		01/28/2015	0.00
REDWOOD CITY	BOA	49332	01/28/2015	0.00
CA 94062	14-3948			675.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage / Emerg Repairs	675.00	675.00

Check No.	49332	Total:	675.00
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State/Province Zip/Postal	Invoice Number			Check Amount

Total for	COLLECTION SYSTEMS MAINT SV	675.00
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COMCAST	WiFi, 1/21 - 2/20	16048	01/28/2015	
			01/28/2015	
P.O. BOX 34227	0045		01/28/2015	0.00
SEATTLE	BOA	49333	01/28/2015	0.00
WA 98124-1227				88.77

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	88.77	0.00

Check No.	49333	Total:	88.77
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Total for	COMCAST	88.77
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COTTON SHIRES & ASSOC. INC.	Nov/Dec Applicant Charges	16045	01/28/2015	
			01/28/2015	
330 VILLAGE LANE	0047		01/28/2015	0.00
LOS GATOS	BOA	49334	01/28/2015	0.00
CA 95030-7218				15,420.06

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	15,420.06	0.00

COTTON SHIRES & ASSOC. INC.	Upper Alp - Concrete Testing	16064	01/28/2015	
	Oct 2014		01/28/2015	
330 VILLAGE LANE	0047		01/28/2015	0.00
LOS GATOS	BOA	49334	01/28/2015	0.00
CA 95030-7218	116539			3,181.19

GL Number	Description	Invoice Amount	Amount Relieved
50-68-4475	Alpine Road Repairs	3,181.19	0.00

COTTON SHIRES & ASSOC. INC.	Upper Alp, Plans/Specs/Engg	16065	01/28/2015	
	Jul-Oct 2014		01/28/2015	
330 VILLAGE LANE	0047		01/28/2015	0.00
LOS GATOS	BOA	49334	01/28/2015	0.00
CA 95030-7218	116540			5,982.37

GL Number	Description	Invoice Amount	Amount Relieved
50-68-4475	Alpine Road Repairs	5,982.37	0.00

Check No.	49334	Total:	24,583.62
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Total for	COTTON SHIRES & ASSOC. INC.	24,583.62
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COUNTY OF SAN MATEO	Dinner/Mtg, Town Manager and	16026	01/28/2015	
COUNTY MANAGERS OFFICE	4 Councilmembers		01/28/2015	
C/O JANNAE OLIVER,	0493		01/28/2015	0.00
REDWOOD CITY	BOA	49335	01/28/2015	0.00
CA 94063				225.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	45.00	0.00
05-64-4327	Educ/Train: Council & Commissn	180.00	0.00

Check No.	49335	Total:	225.00
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Total for	COUNTY OF SAN MATEO	225.00
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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

DEPARTMENT OF CONSERVATION	SMISHMF Qtrly Report, Oct-Dec	16028	01/28/2015	
Division of Administrative			01/28/2015	
801 K STREET MS22-15	0054		01/28/2015	0.00
SACRAMENTO	BOA	49336	01/28/2015	0.00
CA 95814-3531				839.57

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	839.57	0.00

Check No.	49336	Total:	839.57
Total for	DEPARTMENT OF CONSERVATIO		839.57

DFM ASSOCIATES	2015 Edition CA Elections Code	16029	01/28/2015	
			01/28/2015	
10 CHRYSLER	465		01/28/2015	0.00
IRVINE	BOA	49337	01/28/2015	0.00
CA 92618-2008				69.22

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	69.22	0.00

Check No.	49337	Total:	69.22
Total for	DFM ASSOCIATES		69.22

DIV OF THE STATE ARCHITECT	Qtrly DSA Report, Oct-Dec 2014	16060	01/28/2015	
			01/28/2015	
ATTN: SB 1186	1085		01/28/2015	0.00
SACRAMENTO	BOA	49338	01/28/2015	0.00
CA 95811				24.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	24.00	0.00

Check No.	49338	Total:	24.00
Total for	DIV OF THE STATE ARCHITECT		24.00

FRANCOTYP-POSTALIA, INC.	Meter Rental, 1/9 - 4/8/15	16049	01/28/2015	
			01/28/2015	
P.O. BOX 4510	0172		01/28/2015	0.00
CAROL STREAM	BOA	49339	01/28/2015	0.00
IL 60197-4510	RI102274795			88.29

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	88.29	0.00

Check No.	49339	Total:	88.29
Total for	FRANCOTYP-POSTALIA, INC.		88.29

MARSHA HOVEY LLC	Emergency Prep Consult	16067	01/28/2015	
		00006267	01/28/2015	
1035 APPIAN WAY	0381		01/28/2015	0.00
MORGAN HILL	BOA	49340	01/28/2015	0.00
CA 95037	PV-11			262.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	262.50	262.50



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

Check No.	49340	Total:	262.50
Total for	MARSHA HOVEY LLC		262.50

INT'L INSTITUTE OF MUNI CLERKS	2015 Dues, Hanlon	16030	01/28/2015	
8331 UTICA AVENUE	635		01/28/2015	0.00
RANCHO CUCAMONGA	BOA	49341	01/28/2015	0.00
CA 91730				155.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	155.00	0.00

Check No.	49341	Total:	155.00
Total for	INT'L INSTITUTE OF MUNI CLERKS		155.00

J.W. ENTERPRISES	Portable Lavs, 12/25-1/21	16031	01/28/2015	
1689 MORSE AVE	829		01/28/2015	0.00
VENTURA	BOA	49342	01/28/2015	0.00
CA 93003	180740			238.44

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	238.44	0.00

Check No.	49342	Total:	238.44
Total for	J.W. ENTERPRISES		238.44

JORGENSON SIEGEL MCCLURE & FLEGEL	December Statement	16032	01/28/2015	
1100 ALMA STREET	0089		01/28/2015	0.00
MENLO PARK	BOA	49343	01/28/2015	0.00
CA 94025				9,043.75

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	8,631.25	0.00
96-54-4186	Attorney - Charges to Appls	412.50	0.00

Check No.	49343	Total:	9,043.75
Total for	JORGENSON SIEGEL MCCLURE &		9,043.75

LUCILLE KALMAN	Instructor Fees, Winter 2015	16062	01/28/2015	
245 OLD SPANISH TRAIL	1082		01/28/2015	0.00
PORTOLA VALLEY	BOA	49344	01/28/2015	0.00
CA 94028				3,696.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	3,696.00	0.00

Check No.	49344	Total:	3,696.00
Total for	LUCILLE KALMAN		3,696.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

KUTZMANN & ASSOCIATES	November Plan Check	16033	01/28/2015	
			01/28/2015	
39355 CALIFORNIA STREET	0090		01/28/2015	0.00
FREMONT	BOA	49345	01/28/2015	0.00
CA 94538				16,134.49

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	16,134.49	0.00

Check No.	49345	Total:	16,134.49
Total for	KUTZMANN & ASSOCIATES		16,134.49

LEAGUE OF CALIFORNIA CITIES	2015 Member Dues	16034	01/28/2015	
			01/28/2015	
	0093		01/28/2015	0.00
SACRAMENTO	BOA	49346	01/28/2015	0.00
CA 95814	1252			100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	100.00	0.00

Check No.	49346	Total:	100.00
Total for	LEAGUE OF CALIFORNIA CITIES		100.00

LUCID DESIGN GROUP	Dashbrd Lic Renew 1/15-1/16	16035	01/28/2015	
c/o Marble Bridge Funding		00006271	01/28/2015	
	0080		01/28/2015	0.00
WALNUT CREEK	BOA	49347	01/28/2015	0.00
CA 94596				1,800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	1,800.00	1,800.00

LUCID DESIGN GROUP	Dashboard NUC HW	16051	01/28/2015	
c/o Marble Bridge Funding		00006245	01/28/2015	
	0080		01/28/2015	0.00
WALNUT CREEK	BOA	49347	01/28/2015	0.00
CA 94596	11820			704.00

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4346	Mechanical Sys Maint & Repair	704.00	704.00

Check No.	49347	Total:	2,504.00
Total for	LUCID DESIGN GROUP		2,504.00

MAZE & ASSOCIATES	Audit Svcs, FYE 6/30/14	16036	01/28/2015	
			01/28/2015	
3478 BUSKIRK AVENUE	879		01/28/2015	0.00
PLEASANT HILL	BOA	49348	01/28/2015	0.00
CA 94523	12318			243.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	243.00	0.00

Check No.	49348	Total:	243.00
Total for	MAZE & ASSOCIATES		243.00

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State/Province Zip/Postal	Invoice Number			Check Amount

MUNICIPAL CODE CORPORATION	Supplement to PV Ord Code	16061	01/28/2015	
		00006258	01/28/2015	
P.O. BOX 2235	788		01/28/2015	0.00
TALLAHASSEE	BOA	49349	01/28/2015	0.00
FL 32316	00250907			1,823.45

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4300	Codification	1,823.45	2,294.45

Check No.	49349	Total:	1,823.45
Total for	MUNICIPAL CODE CORPORATION		1,823.45

PERS HEALTH	February Medical Premium	16037	01/28/2015	
			01/28/2015	
VIA EFT	0108		01/28/2015	0.00
	BOA	49350	01/28/2015	0.00
				15,655.47

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	15,655.47	0.00

Check No.	49350	Total:	15,655.47
Total for	PERS HEALTH		15,655.47

ELIZABETH POGGI	Reissue MIA Refunds	16038	01/28/2015	
	VOID Orig#48481, 48727		01/28/2015	
	1225		01/28/2015	0.00
	BOA	49351	01/28/2015	0.00
				200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	200.00	0.00

Check No.	49351	Total:	200.00
Total for	ELIZABETH POGGI		200.00

R&B COMPANY	Monument Lids	16052	01/28/2015	
			01/28/2015	
ACCOUNTING DEPARTMENT	932		01/28/2015	0.00
SAN JOSE	BOA	49352	01/28/2015	0.00
CA 95112	S1451221.001			435.49

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	435.49	0.00

Check No.	49352	Total:	435.49
Total for	R&B COMPANY		435.49

REGIONAL GOVERNMENT SERVICES	Berverlin/Moura, Dec Svcs.	16053	01/28/2015	
			01/28/2015	
P.O. BOX 1350	1165		01/28/2015	0.00
CARMEL VALLEY	BOA	49353	01/28/2015	0.00
CA 93924	4660			2,854.94

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4060	Temp NonPay Cler/Admin	1,742.44	0.00

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

05-54-4215	Public Info Consultant		1,112.50	0.00
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Check No.	49353	Total:	2,854.94
Total for	REGIONAL GOVERNMENT SERVIK		2,854.94

ROBERTS MARKET	Volunteer Party	16039	01/28/2015	
			01/28/2015	
3015 WOODSIDE ROAD	1236		01/28/2015	0.00
WOODSIDE	BOA	49354	01/28/2015	0.00
CA 94062	057653, 057658			1,161.44

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	1,161.44	0.00

Check No.	49354	Total:	1,161.44
Total for	ROBERTS MARKET		1,161.44

RON RAMIES AUTOMOTIVE, INC.	December Fuel	16040	01/28/2015	
			01/28/2015	
115 PORTOLA ROAD	422		01/28/2015	0.00
PORTOLA VALLEY	BOA	49355	01/28/2015	0.00
CA 94028				437.08

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	437.08	0.00

Check No.	49355	Total:	437.08
Total for	RON RAMIES AUTOMOTIVE, INC.		437.08

SAN MATEO CO INF SERVICES	December M/W	16027	01/28/2015	
			01/28/2015	
455 COUNTY CENTER, 3RD FLOOR	0307		01/28/2015	0.00
REDWOOD CITY	BOA	49356	01/28/2015	0.00
CA 94063	1YPV11412			76.00

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

Check No.	49356	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SHARP BUSINESS SYSTEMS	December Copies	16041	01/28/2015	
			01/28/2015	
DEPT. LA 21510	0199		01/28/2015	0.00
PASADENA	BOA	49357	01/28/2015	0.00
CA 91185-1510	C849775-541			64.47

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	64.47	0.00

Check No.	49357	Total:	64.47
Total for	SHARP BUSINESS SYSTEMS		64.47

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State/Province Zip/Postal	Invoice Number			Check Amount

SMALL BUSINESS BENEFIT PLAN TR	February Dental/Vision	16042	01/28/2015	
			01/28/2015	
	0132		01/28/2015	0.00
BELMONT	BOA	49358	01/28/2015	0.00
CA 94002-0156				1,822.90

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	1,822.90	0.00

Check No.	49358	Total:	1,822.90
Total for	SMALL BUSINESS BENEFIT PLAN		1,822.90

STAPLES	December Office Supplies	16043	01/28/2015	
			01/28/2015	
STAPLES CREDIT PLAN	430		01/28/2015	0.00
DES MOINES	BOA	49359	01/28/2015	0.00
IA 50368-9020				290.06

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	290.06	0.00

Check No.	49359	Total:	290.06
Total for	STAPLES		290.06

SHELLY SWEENEY	Instructor Fees, Winter 2015	16063	01/28/2015	
			01/28/2015	
285 GRANDVIEW DRIVE	407		01/28/2015	0.00
WOODSIDE	BOA	49360	01/28/2015	0.00
CA 94062				2,848.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,848.00	0.00

Check No.	49360	Total:	2,848.00
Total for	SHELLY SWEENEY		2,848.00

THERMAL MECHANICAL, INC	November Bi-Monthly Maint	16054	01/28/2015	
			01/28/2015	
425 ALDO AVENUE	955		01/28/2015	0.00
SANTA CLARA	BOA	49361	01/28/2015	0.00
CA 95054	PM-61716			1,495.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	498.34	0.00
05-66-4346	Mechanical Sys Maint & Repair	498.33	0.00
25-66-4346	Mechanical Sys Maint & Repair	498.33	0.00

Check No.	49361	Total:	1,495.00
Total for	THERMAL MECHANICAL, INC		1,495.00

TOWNSEND MGMT, INC	December Applicant Charges	16055	01/28/2015	
			01/28/2015	
P.O. BOX 24442	609		01/28/2015	0.00
SAN FRANCISCO	BOA	49362	01/28/2015	0.00
CA 94124				5,328.80

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

01/28/15

Date: 01/23/2015

Time: 9:34 am

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TOWN OF PORTOLA VALLEY

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

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4194	Engineer - Charges to Appls	5,328.80	0.00	
TOWNSEND MGMT, INC	Upper Alp Emer Stab Proj Insp/ Support, Oct & Nov	16056	01/28/2015	
P.O. BOX 24442	609		01/28/2015	0.00
SAN FRANCISCO	BOA	49362	01/28/2015	0.00
CA 94124				6,265.00

GL Number	Description	Invoice Amount	Amount Relieved	
50-68-4475	Alpine Road Repairs	6,265.00	0.00	
TOWNSEND MGMT, INC	On-Call Support/Crack Seal Inspections, Misc Streets	16057	01/28/2015	
P.O. BOX 24442	609		01/28/2015	0.00
SAN FRANCISCO	BOA	49362	01/28/2015	0.00
CA 94124	200064-11-14MST			575.00

GL Number	Description	Invoice Amount	Amount Relieved	
20-54-4192	Engineer Services	575.00	0.00	

Check No.	49362	Total:	12,168.80
Total for	TOWNSEND MGMT, INC		12,168.80

TREE SPECIALIST INC	Tree Removal, Alpine Rd	16058	01/28/2015	
1198 NEVADA AVE	839		01/28/2015	0.00
SAN JOSE	BOA	49363	01/28/2015	0.00
CA 95125				2,200.00

GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4271	Storm Damage / Emerq Repairs	2,200.00	0.00	
TREE SPECIALIST INC	Emer On Call Tree Removal	16059	01/28/2015	
1198 NEVADA AVE	839		01/28/2015	0.00
SAN JOSE	BOA	49363	01/28/2015	0.00
CA 95125				8,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4271	Storm Damage / Emerq Repairs	8,000.00	0.00	

Check No.	49363	Total:	10,200.00
Total for	TREE SPECIALIST INC		10,200.00

KATHY WADDELL	Instructor Fees, Fall 2014	16044	01/28/2015	
460 CERVANTES ROAD	1354		01/28/2015	0.00
PORTOLA VALLEY	BOA	49364	01/28/2015	0.00
CA 94028				5,700.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	5,700.00	0.00	

Check No.	49364	Total:	5,700.00
Total for	KATHY WADDELL		5,700.00

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

01/28/15

Date: 01/23/2015

Time: 9:34 am

Page: 11

TOWN OF PORTOLA VALLEY

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

Total Invoices: 47

Grand Total:	132,670.44
Less Credit Memos:	0.00
Net Total:	<u>132,670.44</u>
Less Hand Check Total:	0.00
Outstanding Invoice Total:	<u>132,670.44</u>

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**January 28, 2015**

Claims totaling \$132,670.44 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date \_\_\_\_\_

\_\_\_\_\_  
Nick Pegueros, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) \_\_\_\_\_

\_\_\_\_\_  
Sharon Hanlon, Town Clerk

\_\_\_\_\_  
Mayor



## **TOWN OF PORTOLA VALLEY**

### **Committee and Commission Memberships – January 2015**

#### **Planning Commission – 5 Members**

Gilbert, Denise (R)  
Hasko, Judith (R)  
McKitterick, Nate (R)  
Targ, Nicholas (R)  
Von Feldt, Alexandra (R)

#### **Architectural and Site Control Commission – 5 Members**

Breen, Danna (R)  
Clark, Jeff (R)  
Harrell, Iris (R)  
Koch, Megan (R)  
Ross, David (R)

#### **Bicycle, Pedestrian and Traffic Safety Committee – 11 Members Maximum**

Hey, Angela (R)  
Holland, Edward (R)  
Latham, Leslie (R)  
McQuillan, Deidre (R)  
Rust, Kari (R)  
Welch, Kevin (R)

#### **Cable and Utilities Undergrounding Committee – 7 Members**

Bondy, Bob (R)  
Buja, Christopher (R)  
Lavine, Kenneth (R)  
Lee, Merijane (R)  
Pierce, Bob (R)  
Pun, Ting (R)

#### **Conservation Committee – 9 Members**

Bourne, Jane (R)  
Chiariello, Nona (R)  
DeStaebler, Marge (R)  
Eastman, Jean (R)  
Eckstrom, Don (R)  
Heiple, Paul (R)  
Murphy, Judith (R)  
Plunder, Marianne (R)  
Walz, Dieter (R)

#### **Cultural Arts Committee – 12 Members**

Bishop, Paige (R)  
Breiner, Mimi (R)  
Chaput, Sue (R)  
Margolin, Marie (R)  
Olson, Linda (R)  
Papadopoulos, Elizabeth (R)  
Tryce, Yvonne (R)

**Emergency Preparedness Committee – 5-11 Members**

Boice, John (R)  
Howes, David (R)  
Koin, Diana (R)  
Kopf-Sill, Anne (R)  
Pfau, Dale (R)  
Raanes, Chris (R)  
Rothrock, Ray (R)  
Taylor, Craig (R)  
Trapp, Bud (R)  
Turner, Tamara (R)  
Young, Stuart (R)

**Finance Committee – 5 Members**

Lavine, Kenneth (R)  
Nielsen, Gary (R)  
Savage, George (R)  
Takei, Michele (R)  
Urban, William (R)

**Geologic Safety Committee – 5 Members**

Breiner, Sheldon (R)  
Tabor, Rowland (R)  
Vedder, Jack (R)  
Wentworth, Carl (N)  
Wrucke, Chet (R)

**Historic Resources Committee – 5 Members Minimum**

Anderson, Rick (R)  
Ashley, Ellen (R)  
Bacon, Virginia (N)  
Fowler, Jeannette (R)  
Lipman, Jim (R)  
Lund, Nancy (R)  
Myrow, Rachael (N)

**Nature and Science Committee – 5- 9 Members**

Bray, Michael (N)  
Browne, Andrew (R)  
Crater, Bonnie (R)  
Pierce, Andrew (R)  
Tryce, Yvonne (R)

**Open Space Acquisition Advisory Committee – 7 Members Maximum**

Chiariello, Nona (R)  
Lee, Terry (R)  
McIntosh, Chip (R)  
Nielsen, Gary (R)  
Paine, Ward (A)  
Taylor, Craig (R)

**Parks and Recreation Committee – 13 Members**

Bouman, Chris (N)  
Bowen, Lindsay (R)  
Haskell, Wendi (R)  
LaValle, Simone (R)  
Myers, Jon (R)  
Symon, Scott (R)  
Yount, Sam (R)  
**VACANCIES**

**Public Works Committee – 5 Members Minimum**

Bowen, Lindsay (R)  
Eisberg, Bud (R)  
Fil, Joe (R)  
Hedlund, Steve (R)  
Paris, Mark (R)  
Patterson, Wil (R)  
Skadden, John (R)

**Sustainability Committee – 7 Members Minimum**

Bacon, Virginia (R)  
Howes, David (R)  
Mashey, John (R)  
Mytels, Debbie (A)  
Trapp, Onnolee (R)  
Unnasch, Stefan (R)  
Vaughan, Lance (R)

**Trails and Paths Committee – 9 Members**

Coleman, Joe (R)  
Eckstein, Barb (R)  
Ferrari, Ellie (R)  
Gold, Susan (R)  
Lee, Terry (R)  
Paris, Judy (R)  
Shefren, Joyce (R)  
Sweeney, Shelly (R)  
**VACANCY**

**Water Conservation Committee – 5-9 Members**

Sill, Al (N)  
Murphy, Judith (N)  
Taylor, Loverine (N)  
Flynn, Rebecca (N)  
Mackowski, Marty (N)

# 2015 Council Liaison Appointments

<i>Type</i>	<i>Organization</i>	<i>Role</i>	<i>When Meets</i>
<b>Craig Hughes</b>			
Town	<u>ASCC (April, May, June)</u>	Liaison	2 <sup>nd</sup> and 4 <sup>th</sup> Mondays at 7:30 pm
Town	<u>Planning Commission (Oct, Nov &amp; Dec)</u>	Liaison	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays at 7:30 pm
Town	<u>Cable &amp; Utilities Undergrounding Committee</u>	Liaison	alternate/odd months, 2 <sup>nd</sup> Thursday at 8:15 am
Town	<u>Nature and Science Committee</u>	Liaison	alternate/even months, 2 <sup>nd</sup> Thursday at 5:00 pm
Town	<u>Open Space Acquisition Advisory Committee</u>	Liaison	as announced
Town	<u>Parks &amp; Recreation Committee</u>	Liaison	1 <sup>st</sup> Monday of every month at 7:30 pm
Town	<u>Emergency Preparedness Committee</u>	Alt	2 <sup>nd</sup> Thursday at 8:00 am
Town	<u>Finance Committee</u>	Alt	as announced
Town	<u>Geologic Safety Committee</u>	Alt	as announced
Regional	<u>ABAG</u>	Rep	1 annual meeting plus as needed
County	<u>FireWise Committee</u>	Alt	3 <sup>rd</sup> Thursday at 4:00 pm
County	<u>MROSD</u>	Liaison	as needed
Special	<u>West Bay Sanitary District</u>	Alt	as needed
Other	<u>Stanford University</u>	Alt	as needed

## Maryann Derwin (Vice Mayor)

Town	<u>ASCC (Jan, Feb, March)</u>	Liaison	2 <sup>nd</sup> and 4 <sup>th</sup> Mondays at 7:30 pm
Town	<u>Planning Commission (July, Aug, Sept)</u>	Liaison	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays at 7:30 pm
Town	<u>Friends of the Library</u>	Liaison	alternate/odd months, last Thursday at 7:15 pm
Town	<u>Water Conservation</u>	Liaison	TBD
Town	<u>Bicycle, Pedestrian &amp; Traffic Safety Committee</u>	Alt	1 <sup>st</sup> Wednesday at 8:15 am
Town	<u>Cultural Arts Committee</u>	Alt	2 <sup>nd</sup> Thursday of each month
Town	<u>Sustainability</u>	Alt	TBD
County	<u>San Mateo Library JPA Governing Board</u>	Liaison	1 <sup>st</sup> Monday at 8:15 am, bimonthly
County	<u>City County Assoc. of Governments C/CAG</u>	Rep	2 <sup>nd</sup> Thursday, 6:30 pm
County	<u>San Mateo County Council of Cities</u>	Rep	4 <sup>th</sup> Friday, 6 pm
County	<u>HEART of San Mateo County Governing Board</u>	Rep	4 <sup>th</sup> Wednesday, 3 pm
County	<u>Resource Management and Climate Protection (RMCP) Committee C/CAG</u>	Rep	3 <sup>rd</sup> Wednesday, 2 pm

## John Richards

Town	<u>ASCC (July, Aug, Sept)</u>	Liaison	2 <sup>nd</sup> and 4 <sup>th</sup> Mondays at 7:30 pm
Town	<u>Planning Commission (Jan, Feb, March)</u>	Liaison	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays at 7:30 pm
Town	<u>Conservation Committee</u>	Liaison	4 <sup>th</sup> Tuesday at 7:30 pm
Town	<u>Cultural Arts Committee</u>	Liaison	2 <sup>nd</sup> Thursday of each month
Town	<u>Emergency Preparedness Committee</u>	Liaison	2 <sup>nd</sup> Thursday at 8:00 am
Town	<u>Historic Resources Committee</u>	Alt	as announced
Town	<u>Public Works Committee</u>	Alt	as announced
Town	<u>Trails and Paths Committee</u>	Alt	2 <sup>nd</sup> Tuesday at 8:15 am, or as needed
Town	<u>Friends of the Library</u>	Alt	alt/odd months, last Thursday at 7:15pm
Town	<u>PV School District</u>	Alt	as needed
Town	<u>The Sequoias</u>	Liaison	as needed
Regional	<u>Woodside Fire Protection District</u>	Liaison	as needed
County	<u>San Mateo Library JPA Governing Board</u>	Alt	1 <sup>st</sup> Monday at 8:15 am, bimonthly
County	<u>HEART of San Mateo County Governing Board</u>	Alt	4 <sup>th</sup> Wednesday, 3 pm
County	<u>HEART MAC of San Mateo County</u>	Alt	4 <sup>th</sup> Wednesday, 2 pm (twice annually)
County	<u>Emergency Services Council</u>	Liaison	quarterly

<i>Type</i>	<i>Organization</i>	<i>Role</i>	<i>When Meets</i>
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## Ann Wengert

Town	<u>ASCC (Oct, Nov, Dec)</u>	Liaison	2 <sup>nd</sup> and 4 <sup>th</sup> Mondays at 7:30 pm
Town	<u>Planning Commission (April, May, June)</u>	Liaison	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays at 7:30 pm
Town	<u>Trails and Paths Committee</u>	Liaison	2 <sup>nd</sup> Tuesday at 8:15 am, or as needed
Town	<u>Sustainability Committee</u>	Liaison	as needed
Town	<u>Finance Committee</u>	Liaison	as announced
Town	<u>Bicycle, Pedestrian &amp; Traffic Safety Committee</u>	Alt	1 <sup>st</sup> Wednesday at 8:15 am
Town	<u>Water Conservation</u>	Alt	TBD
Regional	<u>League of CA Cities</u>	Alt	quarterly, or as announced
Regional	<u>Airport Roundtable</u>	Rep	1 <sup>st</sup> Wed., 7 pm
Regional	<u>ABAG</u>	Alt	1 annual meeting plus as needed
County	<u>Housing Endowment and Regional Trust</u>	Rep	4 <sup>th</sup> Wednesday, 2 pm (March / Annual meeting)
County	<u>HEART MAC of San Mateo County</u>	Rep	4 <sup>th</sup> Wednesday, 2 pm (twice annually)
County	<u>SCS/RHNA Policy Advisory Committee</u>	Alt	as needed
County	<u>FireWise Committee</u>	Rep	3 <sup>rd</sup> Thursday at 4:00 pm
Other	<u>Stanford University</u>	Liaison	as needed

## Jeff Aalfs (Mayor)

Town	<u>Bicycle, Pedestrian &amp; Traffic Safety Committee</u>	Liaison	1 <sup>st</sup> Wednesday at 8:15 am
Town	<u>Geologic Safety Committee</u>	Liaison	as announced
Town	<u>Historic Resources Committee</u>	Liaison	as announced
Town	<u>Public Works Committee</u>	Liaison	as announced
Town	<u>Parks &amp; Recreation Committee</u>	Alt	1 <sup>st</sup> Monday of every month at 7:30 pm
Town	<u>Cable &amp; Utilities Undergrounding Committee</u>	Alt	alternate/odd months, 2 <sup>nd</sup> Thursday at 8:15 am
Town	<u>Conservation Committee</u>	Alt	4 <sup>th</sup> Tuesday at 7:30 pm
Town	<u>Nature and Science Committee</u>	Alt	alternate/even months, 2 <sup>nd</sup> Thursday at 5:00 pm
Town	<u>Open Space Acquisition Advisory Committee</u>	Alt	as announced
Town	<u>Sustainability Committee</u>	Alt	as needed
Town	<u>PV School District</u>	Liaison	as needed
Regional	<u>Airport Roundtable</u>	Alt	1 <sup>st</sup> Wed., 7 pm
Regional	<u>League of CA Cities</u>	Rep	quarterly, or as announced
County	<u>San Mateo County Council of Cities</u>	Alt	4 <sup>th</sup> Friday, 6 pm
County	<u>City County Assoc. of Governments (CCAG)</u>	Alt	2 <sup>nd</sup> Thursday, 6:30 pm
County	<u>Resource Management and Climate Protection (RMCP) Committee C/CAG</u>	Alt	3 <sup>rd</sup> Wednesday, 2 pm
County	<u>Los Trancos/Vista Verde</u>	Rep	as needed
County	<u>SCS/RHNA Policy Advisory Committee</u>	Liaison	as needed
Special	<u>West Bay Sanitary District</u>	Rep	as needed



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Stacie Nerdahl, Administrative Services Manager

**DATE:** January 28, 2015

**RE:** **Update to Purchasing & Inventory Control Policy**

### RECOMMENDATION

It is recommended that the Town Council approve the attached revision to the Town's Purchase Order & Inventory Control Policy.

### BACKGROUND

Periodically, staff reviews and updates as needed the Town's *Financial Policies & Procedures* handbook. While recently updating instructions for the various financial procedures, staff identified some necessary revisions for the Town's *Purchase Order & Inventory Control Policy*.

- The title *Purchase Order & Inventory Control Policy* has been renamed *Purchasing & Inventory Control Policy* to reflect policy information related to purchasing in general, whether via purchase order or short form contract.
- The procedural instructions related to the preparation of a purchase order were updated and relocated to the Procedures section of the Town's *Financial Policies & Procedures* handbook.
- Policies regarding inventory tagging and subsequent surplusing of items was unified to correspond with the Town's *Capital Assets Policy*. Non-capitalized inventory items may be donated, recycled, or disposed of at the discretion of the Town Manager.

### ATTACHMENTS

1. Draft of revised *Purchasing & Inventory Control Policy*
2. Red-line version of *Purchase Order & Inventory Control Policy*

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



# Town of Portola Valley Purchasing & Inventory Control Policy

Adopted: February 12, 2003

Revised: January 28, 2015

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## **Purchasing:**

Before making purchases or authorizing any work between **\$500.01-\$25,000**, employees must obtain a fully executed purchase order or short form contract. Purchase orders and short form agreements are authorized by the Town Manager. The Town Manager may delegate purchase order approvals to a staff member for purchases up to \$2,500.

## **Inventory Control:**

All equipment items that qualify for capitalization (per the Capital Assets policy) are to be assigned an inventory tag. Per the Capital Assets policy, it is not necessary to tag rolling stock items (vehicles, tractors, etc.) as these can be inventoried by their VIN number.

Equipment purchases that can also be tagged include (but are not limited to) portable digital devices such as iPads, laptops, and projectors. While these items do not qualify for capitalization, it is recommended that the Town keep records on their location(s).

All inventory tagged items, both capitalized and non-capitalized, are included on the *Town Property Inventory* spreadsheet.

## **Surplusing Inventoried Items:**

When a capitalized inventory item is no longer in use, is obsolete, and/or is damaged beyond repair, and the Town wishes to donate and/or dispose of the item, it must be declared surplus property by the Town Council prior to donation or disposal.

Non-capitalized inventory items may be donated, recycled, or disposed of at the discretion of the Town Manager.



# Town of Portola Valley

## ~~Purchase Order~~Purchasing & Inventory Control Policy

Adopted: February 12, 2003

Revised: ~~September 8, 2010,~~ January 28, 2015

### ~~Purchase Orders~~Purchasing:

Before making purchases or authorizing any work between **\$500.01-\$25,000**, ~~it is necessary for~~ employees must to obtain a fully executed purchase order or short form contract ~~(signed by the Town Administrator or his/her designee)~~. Purchase orders and short form agreements are authorized by the Town Manager. The Town Manager may delegate purchase order approvals to a staff member for purchases up to \$2,500. ~~are not to be completed after the fact, but prior to purchase or start of work. The procedure in detail is as follows:~~

1. ~~Only the Accounting Assistant or Administrative Services Manager can prepare purchase orders. In order to have a purchase order prepared, please include the following information in your request:~~

- ~~• Name and complete address of the vendor~~
- ~~• Details of the purchase~~
- ~~• Total costs involved, including shipping and tax if appropriate~~
- ~~• Budget account to be charged, if applicable~~
- ~~• Documentation or backup, if applicable~~

~~NOTE: An acceptable alternative method of requesting a purchase order is to forward the vendor's quotation to the Accounting Assistant.~~

2. ~~Submit your purchase order request to the Accounting Assistant, who will prepare the purchase order for approval by the Town Manager and Administrative Services Manager.~~

3. ~~After the approvals are granted, the Accounting Assistant will complete the execution of the Purchase Order. At this time, a hard or soft copy can be generated if required to complete the purchase.~~

4. ~~Upon receipt of the corresponding invoice when goods are received and/or work is completed, the purchase order will be attached to the invoice for payment and AP records.~~

5. ~~Should it become necessary to void a purchase order, please provide immediate notification to the Accounting Assistant and/or Administrative Services Manager.~~



## **Inventory Control:**

All equipment items that qualify for capitalization (per the Capital Assets policy) are to be assigned an inventory tag. Per the Capital Assets policy, it is not necessary to tag rolling stock items (vehicles, tractors, etc.) as these can be inventoried by their VIN number.

Equipment purchases that can also be tagged include (but are not limited to) portable digital devices such as iPads, laptops, and projectors. While these items do not qualify for capitalization, it is recommended that the Town keep records on their location(s).

All inventory tagged items, both capitalized and non-capitalized, are included on the Town Property Inventory spreadsheet. individual items valued at \$500 or greater must be included in the Town's inventory. The procedure for inventory control is as follows:

- ~~1. Purchases of items valued at \$500.00 or greater are done with a purchase order, as outlined above.~~
- ~~2. Once the Town Clerk or Accounting Assistant has received the approved purchase order from the Town Manager or designee, s/he will make one additional copy of the purchase order and will provide it to the staff member responsible for inventory control.~~
- ~~3. The staff member responsible for inventory control will assign an inventory control number for the item, will list the item in the inventory control logbook, together with the monetary value, and will attach an inventory control sticker to the item.~~

## **Surplusing Inventoried Items:**

~~If When a capitalized an inventoried inventory item is no longer in use, is obsolete, and/or is damaged beyond repair, and the Town wishes to donate and/or dispose of the item, it must be declared surplus property by the Town Council prior to donation or disposal.~~

Non-capitalized inventory items may be donated, recycled, or disposed of at the discretion of the Town Manager.

- ~~1. A designated staff member prepares a staff report requesting declaration of the item as surplus property. A description of the item and the inventory control number are included in the report.~~
- ~~2. If the Town Council approved the declaration, the staff member responsible for inventory control notes on the inventory control logbook that the item has been declared surplus and voids that inventory control number.~~
- ~~3. Town staff may then arrange for donation or disposal of the item.~~



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Howard Young, Public Works Director

**DATE:** January 28, 2015

**RE:** **Acceptance of the Alpine Road Bank Protection Project in the Town of Portola Valley, CA #2012-PW03 Federal Project #PR ER-22X0 (001)**

### RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution accepting as completed the Alpine Road Bank Protection Project in the Town of Portola Valley, CA #2012-PW03 Federal Project # PR ER-22X0 (001), authorizing final payment concerning such work, and directing the Town Clerk to file a Notice of Completion.

### BACKGROUND

On December 23, 2012, a storm event caused the hillside along a 70 foot length of upper Alpine Road to destabilize. Following the storm event, the Governor proclaimed a State of Emergency on February 28, 2013, which allowed agencies to submit damage claims for federal aid reimbursement through the Federal Highway Administration's (FHWA) Emergency Relief Program. As part of this process, on January 17, 2013, Town staff submitted an initial design and construction estimate of \$295,000 to cover potential costs. The Town was assigned a Federal Project number PR ER-22X0(001) and instructed to work through the California Department of Transportation (CalTrans).

At its June 25, 2014 meeting, the Town Council approved the above referenced project plans and called for sealed bids for the project. Engineered Soil Repairs, Inc. was awarded the contract for the project. The Council authorized the Town Manager to award the project to the lowest responsible bidder.

### DISCUSSION

The project was substantially completed in November 2014 within the allocated budget. The fiscal year 2014/2015 adopted budget allocated \$285,000 for this capital improvement project including design and construction costs. The amount spent on this construction contract was \$166,004.96. The contract still requires the contractor to warranty all improvements for 1 year. The contractor and staff have performed a final inspection of the improvements. Staff recommends to the Town Council acceptance of the improvements as complete.

**FISCAL IMPACT**

This action will enable final payment of retention funds to the Contractor after 30 days of filing the Notice of Completion.

The Federal Aid program will reimburse the Town 88.53% of all the Towns project expenditures including permits, environmental, design, management, inspection, and construction. Federal Aid projects require 11.47% in local match funds. Reimbursement for costs will be processed and applied for by staff after final payment of retention funds to the contractor. It is anticipated that the reimbursement process will take 2-3 months starting from the submittal and acceptance of the required final documents and invoices to CalTrans.

**ATTACHMENTS**

Resolution and Notice of Completion

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

**RESOLUTION NO. \_\_\_\_\_-2015**

RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY TO ACCEPT THE COMPLETED  
ALPINE ROAD BANK PROTECTION PROJECT IN THE TOWN OF PORTOLA  
VALLEY, CA #2012-PW03 FEDERAL PROJECT #PR ER-22X0 (001)  
AND AUTHORIZING FINAL PAYMENT TO "ENGINEERED SOIL REPAIRS, INC."  
CONCERNING SUCH WORK, AND DIRECTING THE TOWN CLERK TO FILE A  
NOTICE OF COMPLETION

**WHEREAS**, the Public Works Director of the Town of Portola Valley has, in writing, made and filed in the Office of Town Clerk his notice certifying that the work under the contract described above has been completed in conformance with the Plans and Specifications for said project, and has recommended that said work be accepted as complete and satisfactory,

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

1. The above-described work as mentioned in the Notice of Completion of the Public Works Director is hereby accepted as substantially complete, and the appropriate officer of the Town is authorized to make final payment concerning the above-described work.

2. The Town Clerk is hereby authorized and directed to file with the County Recorder of the County of San Mateo, the Notice of Completion of said project within ten (10) days from the date of this resolution.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Jeff Aalfs, Mayor

ATTEST:

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

This Document is Recorded  
For the Benefit of the  
Town of Portola Valley  
And is Exempt from Fee  
Per Government Code  
Sections 6103 and 27383

**When Recorded, Mail to:**

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

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN that Engineered Soil Repairs, Inc., on August 15, 2014, did enter into a contract for the Alpine Road Bank Protection Project #2012-PW03 Federal Project #PR ER-22X0 (001) situated in San Mateo County, within the Town of Portola Valley. Said improvements were completed in accordance with the Plans and Specifications adopted by the Town Council and upon the terms and conditions set forth and identified by the written contract.

On the 13th day of November 2014, the work provided to be done under contract was fully completed in accordance with the terms of the contract.

NOTICE IS FURTHER GIVEN that the public board for whom the above-described work was done is the Town Council of the Town of Portola Valley, a municipal corporation of the State of California, and that the name and address of the political subdivision for which the above-described work was done is in the Town of Portola Valley, State of California, Town Hall, 765 Portola Road, Portola Valley, California 94028.

NOTICE IS FURTHER GIVEN that the name of the contractor by whom the above-described work was done is as follows:

CONTRACTOR: Engineered Soil Repairs, Inc.

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Howard Young  
Public Works Director  
Town of Portola Valley

DATE: \_\_\_\_\_

I hereby certify the foregoing to be a full, true and correct copy of a resolution adopted by the Council of the Town of Portola Valley, California, at a meeting thereon held on the 28th day of January 2015, by the following vote of the members thereof:

AYES, and in favor thereof, Council members:

NOES, Council members:

ABSENT, Council members:

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Town Clerk of the  
Town of Portola Valley  
(SEAL)

APPROVED:

---

Mayor

IV. A

There are no written materials for this agenda item.

**Sharon Hanlon**

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-----Original Message-----

From: Yvonne Tryce [<mailto:ytryce@yahoo.com>]

Sent: Monday, January 12, 2015 10:06 AM

To: Sharon Hanlon

Subject: Meeting Time

To: Portola Valley Town Council

The Nature and Science Committee voted at their December meeting to change their regular meeting time from 4:00 p.m. to 5:00 p.m. and are asking for your approval of a charter change. Thank you.

Yvonne Tryce, Chair



## NATURE AND SCIENCE COMMITTEE

### OBJECTIVES:

The objectives of the Nature and Science Committee are to increase appreciation for Portola Valley's natural environment by:

- Providing opportunities for residents and visitors to observe and study local natural history
- Encouraging scientific dialog and promoting scientific literacy in the community
- Providing information to the community about science, technology, and natural history through:
  - After-school classes
  - Evening and weekend programs
  - Sharing of local natural history archives
  - Preservation of local plant, animal, and geologic specimens

### RESPONSIBLE TO:

Town Council

### COORDINATION:

Council Liaison  
Town Manager

### MEMBERSHIP:

Five to nine members appointed by the Mayor with Council concurrence for one year terms. Rotating Chair selected by Committee.

### MEETINGS:

Alternate even numbered months, on the second Thursday at ~~4:00 p.m~~ 5:00 pm.

IV. B2

There are no written materials for this agenda item.

IV. C

There are no written materials for this agenda item.

**TO:** Mayor and Members of the Town Council  
**FROM:** Lorrie Duval, Lindsay Bowen and Rita Williams  
**DATE:** 21 January 2015 (final rev.)  
**RE: AED for Outside Portola Valley Town Center**

### **RECOMMENDATION**

It is recommended that the Town Council consider the purchase, installation and maintenance of an automated external defibrillator (AED) on the exterior of a town center building for incidents of sudden cardiac arrest (“heart attack”).

“Cardiac arrest is usually reversible within the first few minutes. In a perfect world, we would have AED’s in every business and every public place, just like fire extinguishers.”--Joe Kinson, Via Foundation (theviafoundation.org, San Francisco.)

### **BACKGROUND**

While the town center has an AED in the Meeting Room/Emergency Operations Center (EOC) of the Town Hall building, this AED is not accessible during building closures, which include weekday lunch hours, evenings, weekends, and holidays. As many activities take place during the times when the building is locked, timely access to an AED is limited.

While an AED can be used to save children’s lives, statistically the more likely use is on adults of middle age (45+ years old). (Source: CDC, 1999) Common adult activities – outside of business hours– during which sudden cardiac arrest may occur inside and outside at the town center include: participating in fitness classes: refereeing, coaching, and spectating at youth soccer and softball games; competing in adult and pick-up soccer, softball and other sports; playing tennis; browsing and reading in the library, and attending gatherings such as farmer’s markets, concerts, town picnics, and private parties and dances at the Community Hall.

For reference: “The American Red Cross supports the position that improved training and access to AEDs could save 50,000 lives each year. The Red Cross believes that all Americans should be within four minutes of an AED and someone trained to use it.

Sudden cardiac arrest is one of the leading causes of death in the U.S. Over 350,000 people will suffer from sudden cardiac arrest this year. It can happen to anyone, anytime, anywhere and at any age. An AED is the only effective treatment for restoring a regular heart rhythm during sudden cardiac arrest and is an easy to operate tool for someone with no medical background. Time is of the essence. For each minute defibrillation is delayed, the chance of survival is reduced approximately 10%.” (Source: American Red Cross, [www.redcross.org](http://www.redcross.org).)

### **Historical Data**

From March, 2010 to December, 2014, there were thirteen 9-1-1 calls identified to the street address 765 Portola Road (PV Town Center), of which six were medical calls, at

least five of which might have required the use of an AED. Calls identified to the street address 725 Portola Road (Spring Down Equestrian Center) during this time period numbered 20, of which 11 were medical. At least five of those 11 might have required use of an AED. Spring Down EC does not currently have its own AED.

While the number of incidents may not seem large, just one life saved with an AED makes it worth the expense.

NB: AED's do NOT allow the user to shock the victim unless it's needed.

See "Additional Information" fact sheet from American Heart Association.

### **DETERMINATION OF AED MODEL and LOCATION**

Accessibility, visibility, reliability, and maintenance are key considerations in determining which model of AED to purchase and where to install it. The unit must be compatible with the fire department's manual defibrillator so that they can immediately connect to the pads from the town's unit. Maintenance of the new unit can be batched and scheduled with the existing AED in the Town Hall.



## Model selection

**Option 1:** Install AED similar to existing AED.

Cost: Approx. \$4,000 (Unit, adult pads, pediatric pads, batteries, carrying case, storage cabinet, installation labor.) Annual maintenance: \$200-500.



Pros: Adequate, cost-effective solution; wired to electrical for audible alarm when door is opened.

Cons: User or other person needs to have cell phone to call 9-1-1; unit is not secure and can be removed from premises or vandalized.

**Option 2:** Relocate existing AED from Town Hall meeting room/EOC to exterior location.

Cost: Installation labor.

Pros: Lowest-cost, most expedient option.

Cons: As above, and we would no longer have a second, secured AED inside.

**Option 3:** Code Blue Blue Light Phone & AED. The unit has an AED integrated into a 9-1-1 dispatch call box. It can be used to reach 9-1-1 for any kind of emergency. If the incident is sudden cardiac arrest, 9-1-1 dispatch triggers open the AED housing box while they dispatch emergency medical personnel to the address. Available in a wall-mounted box and stand-alone pedestal configuration, this option keeps the defibrillator secure and gives the user immediate access to 9-1-1 dispatch. The units require electrical and landline phone connections, and in the case of the pedestal unit, a poured

concrete foundation. The vendor does not recommend solar panels or cell phone connections due to reliability issues. See product flyer.

Cost: At least \$12,000, excluding phone and electrical connections. More for the pedestal configuration which requires a poured concrete foundation.



Pros: 9-1-1 dispatch for any emergency; AED is secure in storage box; very visible.

Cons: Much more expensive; more complicated installation.

### Location selection

**Location 1:** Inset corner of Community Hall near kitchen on outside of building.



Pros: accessible and visible in central location to playing fields, community hall, concert lawn; electrical connection nearby; phone connection nearby for Code Blue option; perhaps more secure as further from main road.

Cons: not visible and further from Portola Road.

**Location 2:** Restrooms at front parking lot.



Pros: accessible and visible from Portola Road; electrical nearby.

Cons: further from playing fields, community hall, and concert lawn than Location 1; phone connection for Code Blue option would require more work; perhaps less secure.

**Location 3:** Sheriff's Substation Building/End of Soccer Field (No photo available)

Pros: electrical connection nearby; phone connection nearby for Code Blue option; closer to Spring Down EC.

Cons: not visible and further from main center of campus.

**RECOMMENDED SOLUTION**

Option 1 at location 1. Purchase an AED and case similar to the one in the meeting room of the Town Hall and install it in the kitchen alcove of the Community Hall.

**TIMING**

Installation prior to the start of the next sports season if at all possible.



### 9-1-1 Calls to 765 Portola Road (March 2010 to March 2014)

3/8/10 17:22	765 PORTOLA RD ,PVY	FA	FIRE ALARM	
8/18/10 11:08	765 PORTOLA RD ,PVY	LOV	LOCK OUT - VEHICLE	
1/22/11 17:16	765 PORTOLA RD ,PVY	31A1	FAINTING ALERT >35 NO CARD HX	*Medical: Fainting victim
2/10/11 16:18	765 PORTOLA RD ,PVY	LOV	LOCK OUT - VEHICLE	
5/13/11 12:54	765 PORTOLA RD ,PVY	12A1	POST SEIZURE EFF BRE VERIFIED	*Medical: Post seizure
7/24/11 20:12	765 PORTOLA RD ,PVY	31D2	UNCON - EFFECTIVE BREATHING	*Medical: Unconscious, with effective breathing.
10/2/11 11:56	765 PORTOLA RD ,PVY	MED3	MEDICAL AID PD REQUEST CODE 3	Medical: incident requiring immediate aid.
1/27/12 21:43	765 PORTOLA RD ,PVY	TA	TRAFFIC ACCIDENT	
3/8/12 10:42	765 PORTOLA RD ,PVY	LOV	LOCK OUT - VEHICLE	
5/15/12 13:19	765 PORTOLA RD ,PVY	TA	TRAFFIC ACCIDENT	
9/2/12 13:20	765 PORTOLA RD ,PVY	LOV	LOCK OUT - VEHICLE	
6/15/13 16:48	765 PORTOLA RD ,PVY	31D3	FAINTING - NOT ALERT	*Medical: Fainting victim
3/22/14 8:45	765 PORTOLA RD ,PVY	17B1G	FV POSS DANGEROUS - ON GROUND	*Medical: Fall victim

\*Indicates possible AED use.

Source: WFPD, 12/14.

### 9-1-1 Calls to 725 Portola Road (March 2010 to March 2014)

4/7/10 11:16	725 PORTOLA RD ,PVY	PAW	PUBLIC ASSIST - WATER VAC	
11/29/10 19:48	725 PORTOLA RD ,PVY	FAS	FIRE ALARM - SMOKE DETECTOR	
7/25/11 17:50	725 PORTOLA RD ,PVY	FAS	FIRE ALARM - SMOKE DETECTOR	
10/4/11 10:57	725 PORTOLA RD ,PVY	LOV	LOCK OUT - VEHICLE	
10/24/11 10:18	725 PORTOLA RD ,PVY	SI	SMOKE INVESTIGATION	
3/16/12 10:23	725 PORTOLA RD ,PVY	30B1	TRAUMATIC INJ POSS DANGEROUS	Medical: Serious injury
4/18/12 15:13	725 PORTOLA RD ,PVY	17D5	FV LONG FALL	Medical: Fall victim
4/29/12 13:12	725 PORTOLA RD ,PVY	31D3	FAINTING - NOT ALERT	*Medical: Fainting victim/not alert
7/29/12 17:02	725 PORTOLA RD ,PVY	30B1	TRAUMATIC INJ POSS DANGEROUS	Medical: Serious injury
8/1/12 9:26	725 PORTOLA RD ,PVY	MED3	MEDICAL AID PD REQUEST CODE 3	Medical: incident requiring immediate aid.
10/8/12 18:23	725 PORTOLA RD ,PVY	FAS	FIRE ALARM - SMOKE DETECTOR	
11/30/12 13:48	725 PORTOLA RD ,PVY	FINFO	FIRE INFORMATION ADVISEMENT	
2/7/13 7:30	725 PORTOLA RD ,PVY	6D2A	DIFF BREATH SEV RESP - ASTHMA	*Medical: Difficulty breathing, severe respiration, asthma
5/22/13 6:47	725 PORTOLA RD ,PVY	5A2	BACK PAIN NON RECENT	Medical: incident requiring immediate aid.
10/10/13 11:45	725 PORTOLA RD ,PVY	FAS	FIRE ALARM - SMOKE DETECTOR	
10/10/13 16:40	725 PORTOLA RD ,PVY	30D1	TRAUMA - UNCON/ARREST	*Medical: Trauma, unconscious, heart arrested.
11/14/13 15:01	725 PORTOLA RD ,PVY	FAS	FIRE ALARM - SMOKE DETECTOR	
5/30/14 16:34	725 PORTOLA RD ,PVY	30D2	TRAUMA - NOT ALERT	*Medical: Trauma, not alert
7/29/14 17:20	725 PORTOLA RD ,PVY	17B1	FV POSSIBLY DANGEROUS	*Medical: Fall victim
8/30/14 8:31	725 PORTOLA RD ,PVY	30B1	TRAUMATIC INJ POSS DANGEROUS	Medical: Serious injury

\*Indicates possible AED use.

Source: WFPD, 12/14.

# The Code Blue Difference

## Blue Light Phones & AEDs: A Life-Saving Combination

**Sudden cardiac arrest is the leading cause of death in the United States**, claiming more than 350,000 lives annually, according to the American Heart Association.

In the past, Automated External Defibrillators (AEDs) and similar devices were largely operated by local EMS personnel, as factors like size, cost and complexity inhibited their use. Thanks to recent advances in technology, though, many of those limitations have been erased.

It's no surprise then that more and more facilities are making the pragmatic choice to include AEDs in public places like colleges and universities, sports arenas, corporations, shopping malls, airports and more. Considering that AEDs have the potential to improve survival rates by as much as 50 to 80 percent, according to the U.S. Department of Health & Human Services, that prevalence will only continue to go up.



CB 2-a

As critical as the presence of AEDs can be, there is far more involved than simply hanging one on a wall. It's important to be aware of all the options and advantages available so you can be as prepared as possible during an emergency situation that involves sudden cardiac arrest.

**That includes blue light phones.**

Many blue light phones on the market have the option to be equipped with temperature-controlled AED compartments. As important as these pedestals and call boxes are in reporting crimes and suspicious individuals, there are a number of reasons why adding an AED housing also is a good choice for your location.

See reverse to read about the advantages.



CB 1-b

### Importance of AEDs?

- Sudden cardiac arrest claims more than 350,000 lives annually.
- Less than 12 percent of victims survive.
- Every minute that passes without defibrillation, the chance of survival decreases 7 to 10 percent.
- AEDs can increase survival rates 50 to 80 percent when used in conjunction with CPR.

Source: American Heart Association



## Advantages of Adding AED



**Phone connection:** The Federal Occupational Health Agency recommends that an emergency communication device be located near an AED that can be used to call security, EMS or 911 personnel. This ensures that not only has additional help been alerted, but first responders have the opportunity to walk an individual through first aid. Since blue light phones are equipped with hands-free speakerphones, efficient and effective contact can be made with assistance.



**Alert authorities:** In addition to notifying first responders during a health emergency, blue light phones continually monitor the AED compartment to see if it has been opened, tampered with or is malfunctioning. If any of these instances occur, personnel are instantly notified to respond to that specific location.



**Visual beacons:** Campuses and facilities with large, open areas can present a multitude of challenges when it comes to emergencies. Blue light phones equipped with conspicuous lighting, graphics and paint serve as a clear symbol of help. The locations of these units typically are publicized as well to provide additional awareness and visibility.



**Easy access:** AED compartments that can be opened both on site and remotely provide a swift response time. By taking the appropriate steps to be in compliance with important laws and regulations, like the Americans with Disabilities Act, you also won't be inadvertently excluding part of the population.



**Legal obligations:** Naturally, businesses and other organizations are concerned about their liability in situations involving an AED and sudden cardiac arrest. While it's always a good idea to consult your legal representatives, most Good Samaritan laws now include the use of an AED. While these will vary state to state, AEDs now offer more benefits than risks, while also presenting your commitment to health and safety to the community.

Studies show the chances of survival from an incident of sudden cardiac arrest decrease 7 to 10 percent for every minute that passes by without defibrillation. No one ever expects an emergency situation to occur, but by utilizing the multifaceted advantages that a blue light phone offers, you'll be prepared if one arises.



### FEATURED PRODUCTS

**CB 2-e with AED Housing:**  
 This wall-mounted call box is not only constructed with an integrated housing to accept an AED, but is also made of heavy steel with a durable weather-resistant finish that makes it ideal for exterior and interior applications.



**CB 1-s with AED Housing:** This pedestal combines all the benefits of our original blue light phone with an integrated housing to accept an AED. Access is controlled through a convenient signal to the device to release the door hatch in an emergency.

To purchase AED Help Points® from Code Blue, please contact [infocb@codeblue.com](mailto:infocb@codeblue.com).  
 800-205-7186 | [codeblue.com](http://codeblue.com)

MK-165-B

## **ADDITIONAL INFORMATION**

Selected FAQs from American Heart Association ([www.heart.org](http://www.heart.org)) with annotations by L. Duval as indicated.

### **What's public access to defibrillation?**

Public access to defibrillation (PAD) means making AEDs available in public and/or private places where large numbers of people gather or where people who are at high risk for heart attacks live.

### **What is an AED?**

The automated external defibrillator (AED) is a computerized medical device. An AED can check a person's heart rhythm. It can recognize a rhythm that requires a shock. And it can advise the rescuer when a shock is needed. The AED uses voice prompts, lights and text messages to tell the rescuer the steps to take.

AEDs are very accurate and easy to use. With a few hours of training, anyone can learn to operate an AED safely. There are many different brands of AEDs, but the same basic steps apply to all of them. The AHA does not recommend a specific model.

### **What's the AHA position on placement of AEDs?**

The AHA strongly advocates that all EMS first-response vehicles and ambulances be equipped with an AED or another defibrillation device (semiautomatic or manual defibrillator). The AHA also supports placing AEDs in targeted public areas such as sports arenas, gated communities, office complexes, doctor's offices, shopping malls, etc. When AEDs are placed in the community or a business or facility, the AHA strongly encourages that they be part of a defibrillation program in which:

- Persons that acquire an AED notify the local EMS office.
- A licensed physician or medical authority provides medical oversight to ensure quality control.
- Persons responsible for using the AED are trained in CPR and how to use an AED.

### **Persons that acquire an AED notify the local EMS office.**

A licensed physician or medical authority provides medical oversight to ensure quality control. Persons responsible for using the AED are trained in CPR and how to use an AED.

### **Why is notifying the local EMS office important?**

It's important for the local EMS system to know where AEDs are located in the community. In the event of a sudden cardiac arrest emergency, the 9-1-1 dispatcher will know if an AED is on the premises and will be able to notify the EMS system as well as the responders already on the scene.

### **Why should a licensed physician or medical authority be involved with purchasers of AEDs?**

This is a quality control mechanism. The licensed physician or medical authority will ensure that all designated responders are properly trained and that the AED is properly maintained. He or she also can help establishments develop an emergency response plan for the AED program.

### **Why should people who are responsible for operating an AED receive CPR training?**

Early CPR is an integral part of providing lifesaving aid to people suffering sudden cardiac arrest. CPR helps to circulate oxygen-rich blood to the brain. After the AED is attached and delivers a shock, the typical AED will prompt the operator to continue CPR while the device continues to analyze the victim.

### **If AEDs are so easy to use, why do people need formal training in how to use them?**

An AED operator must know how to recognize the signs of a sudden cardiac arrest, when to activate the EMS system, and how to do CPR. It's also important for operators to receive formal training on the AED model they will use so that they become familiar with the device and are able to successfully operate it in an emergency. Training also teaches the operator how to avoid potentially hazardous situations.

### **How much does an AED cost?**

The price of an AED varies by make and model. Most AEDs cost between \$1,500–\$2,000 [L. Duval: not including storage case, pads, signage, installation.]

**What steps should an organization take to buy an AED for its premises?**

Any person or entity wanting to buy an AED may first need to get a prescription from a physician. The AED should be placed for use within an AED program that includes these elements:

- Training of all users in CPR and operation of an AED (this can be achieved through the AHA's Heartsaver AEDCourse).
- Physician oversight to ensure appropriate maintenance and use of the AED.
- Notifying local EMS of the type and location of AED(s).

**Can AEDs be used on children?**

Children over age 8 can be treated with a standard AED. For children ages 1–8, the AHA recommends the pediatric attenuated pads that are purchased separately.

**Which AED model does the AHA recommend?**

The AHA does not recommend a specific device. All AED models have similar features, but the slight differences between them allow them to meet a variety of needs. The AHA encourages potential buyers to consider all models and make a selection based on the buyer's particular needs. The local EMS system can help you with this decision.

**How can I enroll in a CPR or AED class?**

The American Heart Association offers CPR and AED training through its network of Training Centers. To locate a Training Center near you, call 1-877-AHA-4CPR, or use our online class finder. [L. Duval: Woodside Fire Protection District offers regular CPR/AED classes. See [www.woodsidefire.org](http://www.woodsidefire.org).]

**What kind of training on AEDs is available?**

The AHA has developed a new Heartsaver AED Course that integrates CPR and AED training. The course is less than four hours long. [L. Duval: Woodside Fire Protection District offers 1.5-hour "Friends & Family CPR" classes covering basic CPR and use of AED. See [www.woodsidefire.org](http://www.woodsidefire.org).]

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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Brandi de Garneau, Sustainability & Special Projects Manager

**DATE:** January 28, 2015

**RE:** Adoption of Resolution Approving Beacon Award Participation

### RECOMMENDATION

It is recommended that the Town Council adopt the attached Resolution “Approving participation in the Institute for Local Government’s recognition program, the Beacon Award: Local Leadership toward Solving Climate Change.”

### SUMMARY

Participating in the Beacon Award program will provide an opportunity for the Town to showcase its existing efforts to promote sustainability and save energy, while working towards one of the three award levels. The Beacon Award is a “framework,” rather than a competition, that provides public exposure and credit for climate action efforts. Much of the data required to apply for the award has already been gathered as part of the effort to prepare the Draft Climate Action Plan and greenhouse gas emissions inventories for the Town. In addition, the Regionally Integrated Climate Action Planning Suite (RICAPS) staff will be providing assistance with gathering the remaining data required for the award. This data will be prepared simultaneously with a Progress Report on climate action activities to be presented near Earth Day in April 2015. Adopting the Resolution allows the Town to begin participating in the Beacon Award program and receive assistance from RICAPS to collect the remaining data.

### BACKGROUND

The Beacon Award: Local Leadership toward Solving Climate Change, sponsored by the Institute for Local Government (ILG) and the Statewide Energy Efficiency Collaborative, is a statewide program recognizing California cities and counties that are working to reduce greenhouse gas emissions, save energy and adopt policies and programs that promote sustainability. ILG is the non-profit research and education affiliate of the League of California Cities and the California State Association of Counties.

The Beacon Program features two types of awards:

- **Beacon Award:** recognizes an agency's holistic approach to addressing climate change. Participating agencies are required to complete each of six elements (outlined below) to receive a Beacon Award. Participating cities and counties will be recognized with Silver, Gold and Platinum Beacon Awards for achieving specified measureable reductions through the tiered scale of criteria outlined in Attachment #2.
- **Spotlight Award:** recognizes individual, interim accomplishments of cities and counties participating in the Beacon Program as they work to complete the six elements necessary to achieve a Beacon Award.

Beacon Award Six Elements:

1. Agency Greenhouse Gas Reductions
2. Agency Electricity Savings
3. Agency Natural Gas Savings
4. Community Greenhouse Gas Reduction
5. Activity Promoting Energy Efficiency in the Community
6. Activities in each of the Institute's Ten Sustainability Best Practice Areas

Participants will receive special recognition at League of California Cities and California State Association of Counties events, be highlighted on the Beacon Award website, and receive certificates and other materials to display in agency facilities. They may also receive other appropriate and visible public tributes acknowledging their accomplishments.

Additional background information is attached in the Beacon Award Brochure (Attachment #2), RICAPS presentation (Attachment #3) and available at <http://www.ca-ilg.org/beacon-award-local-leadership-toward-solving-climate-change>.

## **DISCUSSION**

In order to participate in the Beacon Award, cities and counties must complete a simple application and do the following:

- Adopt a resolution by the governing body committing the agency to participate in the program;
- Designate a lead staff person as a point of contact;
- Prepare, or commit to prepare, a baseline greenhouse gas emissions inventory for agency facilities and the community as a whole (previously completed inventories using a commonly accepted methodology will be accepted);
- Prepare, or commit to prepare, a climate action plan that includes actions in each of the Best Practice Areas (outlined in Attachment #3);
- Demonstrate compliance with AB 939, the California Integrated Waste Management Act of 1989; and

- Achieve specified measurable greenhouse gas reductions and energy savings in agency facilities, and achieve measurable greenhouse gas reductions and promote energy conservation activities in the community.

The Beacon Award application and baseline greenhouse gas emissions inventories have been completed. Staff is preparing a Draft Climate Action Plan for the Council's review later this Spring and the Town is in compliance with AB 939.

Participating in the Beacon Award program will increase the Town's visibility, both within the region and statewide. It is an opportunity for the Town to showcase its existing efforts to promote sustainability and save energy, while we are working towards one of the three award levels. Much of the effort required to participate in the program will be delivered by RICAPS staff.

#### **FISCAL IMPACT**

None.

#### **ATTACHMENTS**

- Attachment 1: Resolution
- Attachment 2: Beacon Award Brochure
- Attachment 3: RICAPS Presentation - Beacon Award Participation

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



**RESOLUTION NO. \_\_\_\_-2015****A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN  
OF PORTOLA VALLEY APPROVING PARTICIPATION  
IN THE INSTITUTE FOR LOCAL GOVERNMENT'S  
BEACON AWARD: LOCAL LEADERSHIP TOWARD  
SOLVING CLIMATE CHANGE**

**WHEREAS**, cities and counties statewide are leading by example by adopting innovative sustainability programs and policies, including working with community residents, business groups and others; and

**WHEREAS**, the Town of Portola Valley is undertaking policies, programs and activities to reduce greenhouse gas emissions and save energy; and

**WHEREAS**, these policies, programs and activities conserve natural resources, save energy and money, and promote sustainable land use and transportation planning in the community; and

**WHEREAS**, the Town of Portola Valley has developed and implemented many sustainability programs, continues work on a Climate Action Plan and is continuing to participate in the C/CAG RICAPS multi-jurisdictional working group and other jurisdictions on sustainability programs; and

**WHEREAS**, the Town of Portola Valley wishes to expand these activities, share its experiences with other communities, and be recognized for its accomplishments; and

**WHEREAS**, the Beacon Award: Local Leadership Toward Solving Climate Change is a voluntary program of the Institute for Local Government, the non-profit research and education affiliate of the California State Association of Counties and the League of California Cities; and

**WHEREAS**, the Beacon Award recognizes and celebrates achievements of cities and counties that reduce greenhouse gas emissions and save energy; and

**WHEREAS**, participating in the Beacon Award is an opportunity for the Town of Portola Valley to be recognized for its efforts to promote sustainability, reduce greenhouse gas emissions and save energy.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of the Town of Portola Valley does hereby agree to participate in and pursue the Beacon Award: Local Leadership Toward Solving Climate Change;

**REGULARLY PASSED AND ADOPTED** this 28<sup>th</sup> day of January, 2015.

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Jeff Aalfs, Mayor

ATTEST

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Sharon Hanlon, Town Clerk

# Beacon Award:

## Local Leadership Toward Solving Climate Change



Local Leadership Toward  
Solving Climate Change

The Beacon Award: Local Leadership toward Solving Climate Change is a statewide program recognizing cities and counties that are working to reduce greenhouse gas emissions, save energy and adopt policies and programs that promote sustainability. Learn more about the Beacon Award at: [www.ca-ilg.org/BeaconAward](http://www.ca-ilg.org/BeaconAward).

The Beacon Award program is part of the Statewide Energy Efficiency Collaborative (SEEC), a new alliance to help cities and counties reduce greenhouse gas emissions and save energy. SEEC is a collaboration between three statewide non-profit organizations, including the Institute for Local Government, and California's four Investor Owned Utilities. Learn more about SEEC at: [www.californiaseec.org](http://www.californiaseec.org).

PROUD PARTICIPANT



Local Leadership Toward  
Solving Climate Change

## Becoming a Beacon Award Participant is Easy

To participate in the Beacon Award program, interested cities and counties will complete a simple online application. The application asks the agency to designate a contact person and provide the status of greenhouse gas inventories and climate action plans for the agency and community (completed or promised to complete). There is no deadline to apply; applications will be accepted on an ongoing basis. Finally, the applicant's governing body adopts a resolution committing the agency to participate in the program. A sample resolution and staff report are available online.

*We're participating in the Beacon Award program because we are seeking affirmation for the things we've done here in Yolo County.*

— Matt Rexroad, Supervisor  
Yolo County

*Riverside is proud to participate in the Beacon Award program.*

— Ron Loveridge, Mayor  
Riverside

Learn more about the Beacon Award at [www.ca-ilg.org/BeaconAward](http://www.ca-ilg.org/BeaconAward).

*Participating in the Beacon Award Program provides us with an opportunity to showcase our great programs and projects while providing a benchmark for success.*

— Steve Pougnet, Mayor  
Palm Springs

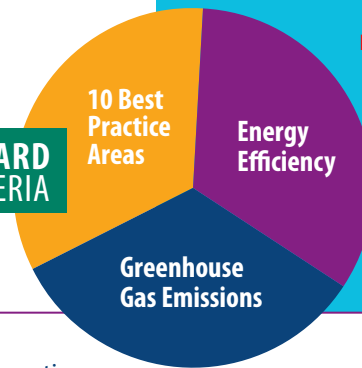
## Being a Participant— Celebrating Your Progress!

Reaching a full Beacon Award level is a journey that will take time. As a Beacon Award program participant, ILG will provide support and track and celebrate your agency's progress toward achieving a Beacon Award. This includes:

- A participant profile page on ILG's website about your agency's sustainability activities.
- Use of the "Proud Participant" logo window clings for your agency facilities and an electronic version for your website.
- Sample press release announcing participation, with distribution assistance upon request.
- Video interviews with local officials and staff posted on your participant profile page telling the story of your agency's Beacon Award participation and sustainability activities.
- Written stories highlighting your agency's sustainability activities.
- Promotion through ILG's online Sustainability News, social media and communication outlets.
- Recognition for interim accomplishments as your agency works towards reaching a full Beacon Award level. This includes recognition for activities in the 10 Best Practice Areas, energy efficiency and greenhouse gas reductions in agency facilities.

Participants receive recognition when they complete the award level criteria.

## BEACON AWARD CRITERIA



### Silver Beacon Award

#### Agency facilities and operations

- Greenhouse gas reduction
- Electricity and natural gas savings

- 5% in agency facilities and operations
- 5% in agency facilities and operations from energy efficiency retrofits

#### Community

- Greenhouse gas reduction
- Energy efficiency

- 5% in the community as a whole
- One activity that promotes energy efficiency in the community

#### Best Practice Areas

- One activity in each of the 10 Best Practice Areas

### Gold Beacon Award

#### Agency facilities and operations

- Greenhouse gas reduction
- Electricity and natural gas savings

- 10% in agency facilities and operations
- 10% in agency facilities and operations from energy

#### Community

- Greenhouse gas reduction
- Energy efficiency

- 10% in the community as a whole
- Two activities that promote energy efficiency in the community

#### Best Practice Areas

- Two activities in each of the 10 Best Practice Areas

### Platinum Beacon Award

#### Agency facilities and operations

- Greenhouse gas reduction
- Electricity and natural gas savings

- 20% in agency facilities and operations
- 20% in agency facilities and operations from energy efficiency retrofits

#### Community

- Greenhouse gas reduction
- Energy efficiency

- 20% in the community as a whole
- Four activities that promote energy efficiency in the community

#### Best Practice Areas

- Three activities in each of the 10 Best Practice Areas

For more about Best Practice Areas, see [www.ca-ilg.org/ClimatePractices](http://www.ca-ilg.org/ClimatePractices).

PROUD PARTICIPANT



Local Leadership Toward Solving Climate Change

*Arcata is proud to be part of the Beacon Award program.*

— Mark Wheelley, Council Member  
Arcata

*Simi Valley is pleased to participate in the Beacon Award program because it offers us a chance to show our statewide leadership in sustainability.*

— Glen Becerra, Council Member  
Simi Valley

*It's nice to have this type of recognition program so cities can showcase what they are doing.*

— Ginger Coleman, Council Member  
Apple Valley

*It is in the interest of all counties and cities to join the program and strive for the platinum award level.*

— Greg Cox, Supervisor  
San Diego County

*We're excited to participate in the Beacon Award program and share our successes.*

— Efren Carrillo, Supervisor  
Sonoma County

*The Beacon Award program is a tremendous step forward in making sure good practices and success stories are shared.*

— Michael Sweeney, Mayor  
Hayward

Visit [www.ca-ilg.org/BeaconAward](http://www.ca-ilg.org/BeaconAward) to learn about current participants and program resources.



INSTITUTE FOR LOCAL GOVERNMENT

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Pacific Gas and Electric Company®



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*The Beacon Award program is funded by California utility ratepayers and administered by Pacific Gas and Electric Company, San Diego Gas & Electric Company, Southern California Edison and Southern California Gas Company under the auspices of the California Public Utilities Commission.*

# RICAPS

**Regionally Integrated Climate Action Planning Suite**

Multi-city Working Group Meeting  
October 28, 2014

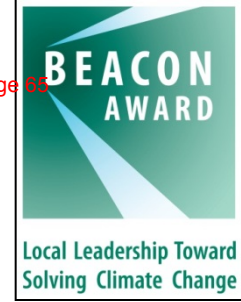
RICAPS technical assistance is available through the San Mateo County Energy Watch program, which is funded by California utility customers, administered by Pacific Gas and Electric Company (PG&E) under the auspices of the California Public Utilities Commission and with matching funds provided by C/CAG.

# Beacon Award Program

- Status update
- Frequently asked questions
- Next steps







# Countywide Participation

On Oct. 9<sup>th</sup>, C/CAG officially became a Beacon Award Champion



- Brisbane

- Millbrae
- Redwood City

- Foster City

- San Carlos

Participation tracked by Andrea Pappajohn



# Beacon Award: In a Nutshell

		Beacon Award Levels			Source of Data
		Silver	Gold	Platinum	
<b>Government Operations</b>	GHG savings in agency operations	5% reduction	10% reduction	20% reduction	RICAPS
	Energy savings in agency facilities	5% savings	10% savings	20% savings	PG&E
<b>Community Level</b>	GHG savings in community	5% reduction	10% reduction	20% reduction	RICAPS
	Energy efficiency in community	1 activity	2 activities	4 activities	PG&E
<b>Best Practices</b>	10 Best Practice Areas	1 activity in each Best Practice Area	2 activities in each Best Practice Area	3 activities in each Best Practice Area	SSMC & Sierra Club (as available)

# Beacon Award: 10 Best Practice Areas

1. Energy Efficiency & Conservation
2. Water and Wastewater Systems
3. Green Building
4. Waste Reduction and Recycling
5. Climate-Friendly Purchasing
6. Renewable Energy and Low-Carbon Fuels
7. Efficient Transportation
8. Land Use and Community Design
9. Open Space and Offsetting Carbon Emissions
10. Community Individual Action

# Goals for Progress Reporting, Recognition

- **Beacon Program participation (by end of the year)**
  - Tee up to submit data for award submission in spring 2015
  - 2010 GHG inventory and energy data
- **Annual Climate Progress Report (April 2015?) to Council**
  - Present 2010 GHG inventory data
  - Present overview of climate action plan strategies and progress

# Proposed Schedule

Month	C/CAG Actions		City Actions	
	Beacon Award	Annual Report	Beacon Award	Annual Report
<b>Aug 2014</b>	Intro to Beacon Award	Introduce idea to cities	Provide input	Provide input
<b>Sept 2014</b>	Provide sample resolution.	Provide template report.	Review sample resolution.	Provide input
<b>Oct 2014</b>	Register as Beacon Award Champion.	Begin data collection	Discuss opportunity internally. If needed, follow-up meetings with city stakeholders to review Beacon Program benefits	Confirm interest. Begin collecting data on CAP progress.
<b>Nov 2014</b>	Complete online application for each city		Confirm initial interest. Put Beacon Program participation on Council agenda.	Collect data on CAP progress.
<b>Dec 2014</b>			Council pass resolution to participate	
<b>Jan 2015</b>	Coordinate with PG&E and SSMC to collect data			Collect data on CAP progress.
<b>Feb 2015</b>		Help cities draft Earth Day report.		Draft Earth Day report
<b>Mar 2015</b>	Help cities put together Beacon Award application	Help cities finalize Earth Day report		Finalize Earth Day report
<b>Apr 2015</b>				Present Earth Day report
<b>May 2015</b>	Help cities submit Beacon Award application		Finalize Beacon Award application	



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Stacie Nerdahl, Administrative Services Manager

**DATE:** January 28, 2015

**RE:** **Audit and Financial Statements for FYE 06/30/14**

**RECOMMENDATION:**

It is recommended that the Town Council review, accept, and file the attached *Basic Financial Statements* and *Memorandum on Internal Control (MOIC)* for the fiscal year ending June 30, 2014.

**BACKGROUND:**

The Town's independent auditor, Maze & Associates, has completed the Town's *Basic Financial Statements* for the fiscal year ending June 30, 2014.

The Town is required to annually utilize the services of an independent auditor to review and audit the Town's financial records. The audit has been completed on all Town funds and the results are found in the attached reports. We are pleased to report that both documents indicate their satisfaction that the financial position of the Town's activities, major funds, and aggregate remaining fund information has been presented fairly in all material respects.

At its January 6 meeting, the Finance Committee reviewed the *Basic Financial Statements* and recommended forwarding this document to the Town Council for consideration and acceptance.

**ATTACHMENT:**

1. *Basic Financial Statements* and *MOIC* for FYE 06-30-14

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

ATTACHMENT #1

**TOWN OF PORTOLA VALLEY**  
**BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**JUNE 30, 2014**

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**TOWN OF PORTOLA VALLEY**  
**Basic Financial Statements**  
**For the Year Ended June 30, 2014**  
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**TOWN OF PORTOLA VALLEY**  
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## INDEPENDENT AUDITOR'S REPORT

To the Honorable Members of the Town Council  
Town of Portola Valley, California

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Portola Valley as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the Table of Contents.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town as of June 30, 2014, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

***Other Matters******Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements as a whole. The Supplemental Information are presented for purposes of additional analysis and are not required parts of the basic financial statements.

The Supplemental Information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplemental Information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Mare & Associates*

Pleasant Hill, California  
December 5, 2014

## MANAGEMENT'S DISCUSSION AND ANALYSIS

This analysis of the Town of Portola Valley's (Town) financial performance provides an overview of the Town's financial activities for the fiscal year ended June 30, 2014. Please read it in conjunction with the accompanying financial statements.

### FINANCIAL HIGHLIGHTS:

- The Town's net position increased by \$1,052,114 (or 2.4%) to \$44,311,119. (pg 13)
- The General Fund's total fund balance increased by \$893,748 (or 22.6%) to \$4,850,321. After taking into consideration significant one-time revenues for both fiscal years, baseline revenues showed increases in all major categories over the prior year. (page 20)
- The Town's total funds reported combined ending fund balances of \$12,096,789, an increase of \$1,134,664 (or 10.4%) over the prior year. Of this amount, \$55,878 is considered *non-spendable* in that it is a loan receivable. The remaining funds are composed of *restricted, assigned, and unassigned* funds and are therefore available to finance government operations in accordance with the funds' intended purposes. (page 16-17)
- The Town's total liabilities increased by \$289,040 (or 24.7%) to \$1,457,942 of which \$388,222 is for accounts payable paid in July/August 2014 for goods and services received prior to June 30, 2014. The remaining current liabilities are related to refundable deposits (\$737,262), compensated absences (\$61,419), and unearned sales & use tax revenue (\$221,391). As required by Governmental Accounting Standard Board (GASB) Statement No. 45, this year's report also reflects the non-current liability (\$49,648) of the Town's Other Post-Employment Benefits (OPEB), or retiree health costs. (page 12)
- The Town's capital assets decreased by \$97,793 to \$32,261,335 with zero related long-term liability. The decrease is the net effect of the fiscal year's additions less annual depreciation. (page 33)

### OVERVIEW OF THE FINANCIAL STATEMENTS:

With the implementation of Governmental Accounting Standards Board No. 34 (GASB 34), the Town's financial statements include an additional set of financial statements. These government-wide financial statements provide both long-term and short-term information about the Town's overall financial status, and include the Town's capital assets and long-term debt and liabilities. The comparative condensed statements included in this discussion and analysis provides a helpful tool for "at-a-glance" analysis of the Town's financial performance.

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements that are comprised of three components: 1) Government-Wide Financial Statements, 2) Fund Financial Statements, and 3) Notes to Basic Financial Statements. This report also contains other supplementary information in addition to the basic financial statements for further information and analysis.

### **Government-Wide Financial Statements**

The government-wide financial statements present the financial picture of the Town and provide readers with a broad view of the Town's finances. All of the current year's revenues and expenses are taken into account, regardless of when cash is received or paid.

The Statement of Net Position (page 12) and the Statement of Activities (page 13) report information about the Town as a whole and about its activities. These statements include *all* assets, liabilities, revenues and expenses of the Town using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies.

The Statement of Net Position presents information on all of the Town's assets and liabilities, with the difference between the two reported as net assets. Over time, increases in net assets may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net assets changed during the year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows.

### **Fund Financial Statements**

The fund financial statements (pages 16-22) provide detailed information about the Town's major funds—not the Town as a whole. Some funds are required to be established by State law. However, management establishes other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other money.

The fund financial statements include statements for governmental funds only. The governmental activities are prepared using the current financial resources measurement focus and modified accrual basis of accounting. The governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental funds financial statements focus on current financial resources that emphasize near-term inflows and outflows of spendable resources as well as balances of spendable resources at the end of the fiscal year. This information is essential in evaluating the Town's near-term financial requirements.

In order to better understand the Town's long-term and short-term requirements, it is useful to compare the Town's governmental fund statements with the governmental activities in the government-wide financial statements. Reconciliations are provided for both the governmental funds Balance Sheet and Statement of Revenues, Expenditures, and Changes in fund balances to facilitate this comparison.

The General Fund, Open Space Restricted Fund, and Inclusionary-in-Lieu Fund are considered major funds. They are reported in detail in the Governmental Funds financial statements. All other funds are non-major funds and reported in the aggregate.

With the implementation of GASB-54 in 2011, the usefulness of fund balance information has been enhanced by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. In the case of the Town's statements, fund balances within the General Fund that were formerly classified as "designated" by the Council are now reclassified as "assigned" fund balances. In the case of the Town's loan receivable and the stock donation, these have now been reclassified as "non-spendable" fund balance.

### **Notes to Basic Financial Statements**

The notes (pages 25-43) provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### **Required Supplementary Information**

In addition to the basic financial statements, this report also presents certain Required Supplementary Information (pages 46-47) including the Town's budgetary comparison schedules for the General, Open Space Restricted, Inclusionary-in-Lieu and Road Impact Fee funds.

### **Supplementary Information**

Supplementary schedules (pages 52-64) concerning balance sheets and changes in fund balances for all other funds are presented immediately following the Required Supplementary Information. Financial activity related to the Town's agency funds (maintenance districts) is also presented separately in this section.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS

### Statement of Net Position

The Statement of Net Position is a good indicator of an agency's financial position. At the end of this fiscal year, the Town's net position increased by \$1.1 million to \$44,311,119, representing a 2.4% increase over the prior year.

The following is the condensed Statement of Net Position for the fiscal year ended 6/30/2014.

	Fiscal Year Ended		Change	
	6/30/2014	6/30/2013	Amount	Percent
<b>Assets:</b>				
Other Assets	\$ 13,507,726	\$ 12,068,779	\$ 1,438,947	11.9%
Capital Assets, Net	32,261,335	32,359,128	(97,793)	-0.3%
<b>Total Assets</b>	<b>45,769,061</b>	<b>44,427,907</b>	<b>1,341,154</b>	<b>3.0%</b>
<b>Liabilities:</b>				
Accounts Payable	388,222	474,231	(86,009)	-18.1%
Other Liabilities	1,069,720	694,671	375,049	54.0%
<b>Total Liabilities</b>	<b>1,457,942</b>	<b>1,168,902</b>	<b>289,040</b>	<b>24.7%</b>
<b>Net Position:</b>				
Invested in Capital Assets, Net of Related Debt	32,261,335	32,359,128	(97,793)	-0.3%
Restricted	7,329,700	7,026,229	303,471	4.3%
Unrestricted	4,720,084	3,873,648	846,436	21.9%
<b>Total Net Position</b>	<b>\$ 44,311,119</b>	<b>\$ 43,259,005</b>	<b>\$ 1,052,114</b>	<b>2.4%</b>

The Town's *Current Assets* of \$13.5 million represent readily available cash, accounts receivable and a loan receivable. The increase of 12% is primarily due to the improved economy, with increased revenues for building permits, property taxes, and sales taxes.

The Town's *Total Liabilities* of \$1,457,942 million represent 3% of the *Total Assets*, and now includes Other Post-Employment Benefits (OPEB).

The Town has \$7.3 million in restricted net assets that it cannot spend at its discretion because these funds are restricted by State law, municipal code and contractual obligation for public works, safety and open space. Additional information on these restricted assets is provided in the discussion of the fund financial statements.

The Town has \$4.7 million in unrestricted assets that represents funds that are not restricted by law; however \$3.1 million of these funds remain assigned by the Town for special programs.



## Statement of Activities

The following is the condensed Statement of Activities for the fiscal year ended 6/30/2014, along with comparative data for the previous fiscal year ending 6/30/2013.

	Fiscal Year Ended		Change	
	6/30/2014	6/30/2013	Amount	Percent
<b>Revenues</b>				
<b>Program Revenues:</b>				
Charges for Services	\$ 1,139,452	\$ 1,162,889	\$ (23,437)	-2.0%
Grants and Contributions	916,625	1,962,542	(1,045,917)	-53.3%
<b>General Revenues:</b>				
Property Taxes	2,330,411	2,657,794	(327,383)	-12.3%
Agency Revenues	529,171	542,243	(13,072)	-2.4%
Franchise Fees	269,927	257,626	12,301	4.8%
Utility Users Tax	795,507	787,883	7,624	1.0%
Investment Earnings	27,709	31,179	(3,470)	-11.1%
Miscellaneous	34,561	19,784	14,777	74.7%
Gain on Sale of Land	-	1,761,296	(1,761,296)	0.0%
Total Revenues	<u>6,043,363</u>	<u>9,183,236</u>	<u>(3,139,873)</u>	<u>-34.2%</u>
<b>Expenses:</b>				
General Government	2,781,846	2,667,042	114,804	4.3%
Parks and Recreation	211,691	205,346	6,345	3.1%
Town Center Facilities	593,310	539,032	54,278	10.1%
Public Safety	925,266	905,143	20,123	2.2%
Public Works	478,821	553,677	(74,856)	-13.5%
Capital Improvement Program	313	-	313	0.0%
Miscellaneous Expenses	-	80,506	(80,506)	0.0%
Total Expenses	<u>4,991,247</u>	<u>4,950,746</u>	<u>40,501</u>	<u>0.8%</u>
Change in Net Assets	1,052,114	4,232,490	(3,180,376)	-75.1%
Net Position - Beginning	43,259,005	39,026,515	4,232,490	10.8%
Net Position - Ending	<u>\$ 44,311,119</u>	<u>\$ 43,259,005</u>	<u>\$ 1,052,114</u>	<u>2.4%</u>

**Revenues** reflect a 34% decrease over the prior year, which is ultimately due to the prior year's unique revenues, including: 1) private donations related to the Ford Field renovation; 2) the county's disbursement of recalculated Tax Equity Allocation (TEA) property taxes; 3) a one-time transaction that was subject to use tax; and 4) the gain on sale of land for the Buck Meadow parcels.

**Expenses** decreased minimally from the prior year, with a 10.1% increase in *Town Center Facilities* reflecting the outsourcing of janitorial and landscape maintenance services. The 13.5% decrease in *Public Works* is related to reduced expenditures for engineering support, road and trails maintenance, and C-1 (Dengler) biological maintenance.

## FUND FINANCIAL STATEMENT ANALYSIS

The Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

At year-end the Town's governmental funds reported combined fund balances of \$12,096,789 available for future use.

Of this amount \$1.7 million is unassigned within the General Fund and therefore available for any purpose. The following assigned fund balances can be used for their specific purposes within the General Fund; however, these funds can be reassigned at the Council's discretion:

- |  |             |
|--|-------------|
| • Assigned for unfunded pension reserve  | \$1,015,000 |
| • Assigned for equipment replacement     | 200,000     |
| • Assigned for emergency capital reserve | 1,400,000   |
| • Assigned for open space acquisition    | 377,499     |
| • Assigned for other purposes            | 105,551     |

The General Fund also includes \$55,878 in a non-spendable loan receivable.

The remaining \$7.2 million in restricted funds can only be used for projects within the intended purpose of the funds.

Additional detail on specific fund balances can be found at Note 6.

### Fund Budgetary Highlights

The Town's overall adopted budget for 2013-14 was \$6.2 million, with the General Fund portion of the budget \$4.3 million.

General Fund revenues of \$4,912,700 were 14.4% over the budget. Revenue budgetary highlights include the following:

- The restored economy resulted in actual building and fee-related revenues at 42% over budgeted amounts.
- While Property Tax Revenues were ultimately 10% over the budgeted amount, it is of note that on June 30 the County back-charged the Town \$45,301 against prior TEA (Tax Equity Allocation) remittances. This resulted in a liability at year-end of just under \$9,500.
- Sales tax revenues were 91% over the budgeted amount, as the prior year's one-time transaction resulted in increased Triple Flip-related sales tax remittances for the current year. However, as the State calculates sales tax advance remittances based upon the prior year's quarterly revenues, the Town was also over-advanced \$221,000 late in the fiscal year. This amount was booked as a General Fund liability at year-end.
- Business license revenue was 46% higher than the budgeted amount of \$85,000. During the fiscal year, staff audited the business license renewal process and was able to resolve an anomaly in the database which excluded some renewal notices. In addition, the Town began including architects and landscape designers in the business license program.

Total expenditures for the General Fund were \$322,260 less than the budget of \$4,343,069, with actual expenditures less than budgeted in almost every category.

- With staffing fluctuations during the fiscal year and reduced expenditures for consultants, services and supplies, actual expenditures for General Government were \$82,953 less than budgeted.
- Additional savings of nearly \$15,000 were realized through reduced maintenance-related expenditures for the Town Center buildings.
- Capital improvements to be made to the Dwight Crowder Trail (C-1) were carried forward to the 2014-15 fiscal year.
- A budgeted annual year-end transfer for road-related expenditures was not necessary as gas tax revenues exceeded gas tax-related expenditures, especially engineering services expenditures.

In summary, due to the above-referenced increased revenues and reduced expenditures over budgeted amounts, the General Fund increased \$893,748 in fund balance during the fiscal year.

## CAPITAL ASSET AND DEBT ADMINISTRATION

### Capital Assets

As of June 30, 2014, the Town had \$32.3 million invested primarily in buildings and land, as summarized below. During the year the Town acquired \$715,858 in capital assets. This included the annual road project, improvements to Ford Field and the lighting system within the Library. Equipment purchases included a new copier for Town Hall, the AM radio antenna, and a new mower. Additional information on the Town's capital assets can be found in Note 3.

	6/30/2014	6/30/2013	Amount	Percent
Land	\$ 6,690,959	\$ 6,690,959	\$ -	0%
Construction in Progress	514,583	146,214	368,369	
Infrastructure	7,285,654	7,011,218	274,436	4%
Land Improvements	2,627,145	2,627,145	-	0%
Buildings & Improvements	19,782,399	19,752,463	29,936	0%
Equipment	324,082	280,965	43,117	15%
<b>Total Capital Assets</b>	<b>37,224,822</b>	<b>36,508,964</b>	<b>715,858</b>	<b>2%</b>
Accumulated Depreciation	(4,963,487)	(4,149,836)	(813,651)	20%
<b>Total Net Capital Assets</b>	<b>\$ 32,261,335</b>	<b>\$ 32,359,128</b>	<b>\$ (97,793)</b>	<b>0%</b>

### Long-Term Debt

The Town has \$61,149 and \$49,648 in long-term liabilities of compensated absences and net OPEB obligation, respectively, with no new debt incurred during the fiscal year.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

The factors that most significantly impact the Town and its budget are driven by property values, building activity, and labor costs. The local real estate market remained steady during the recession and housing demand in the region is very high. These two factors directly impact property taxes, which are the Town's largest revenue source. Strong demand for housing and a stronger regional economy has also resulted in greater private investment in the existing housing stock. This has, in turn, resulted in greater demand for the Town's planning and building services, which are fee-based and experienced a decrease during the recession.

Labor and contract services costs are an area of continued diligence for the Town. The continued implementation of reductions to the Town's cafeteria plan allowances for employees with dependents will continue to reduce benefits costs in 2014-15. An area of significant investigation in 2015 will be the use of assigned general fund balance to fund either the Town's unfunded CalPERS pension liability (\$955,472 as of the most recent CalPERS pension actuarial valuation report dated June 30, 2013) or the other post-employment benefit liabilities (\$308,280 as of the June 30, 2014 actuarial report for retiree medical benefits). Finally, in 2014-15, the Town will renegotiate its law enforcement contract with the County of San Mateo Sheriff's Office, currently a \$920,000 annual contract.

## **CONTACTING THE TOWN'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or would like additional financial information, please contact the Town of Portola Valley, 765 Portola Road, Portola Valley, California 94028.

**TOWN OF PORTOLA VALLEY****STATEMENT OF NET POSITION  
AND STATEMENT OF ACTIVITIES**

The purpose of the Statement of Net Position and the Statement of Activities is to summarize the Town's entire financial activities and financial position. They are prepared on the same basis as is used by most businesses, which means they include all the Town's assets and all its liabilities, as well as all its revenues and expenses. This is known as the full accrual basis—the effect of all the Town's transactions is taken into account, regardless of whether or when cash changes hands, but all material internal transactions between Town funds have been eliminated.

The Statement of Net Position reports the difference between the Town's total assets and deferred outflows of resources, if any; and the Town's total liabilities and deferred inflows of resources, if any, including all the Town's capital assets and all its long-term debt.

The Statement of Net Position summarizes the financial position of all of the Town's Governmental Activities in a single column.

The Town's Governmental Activities include the activities of its General Fund along with all its Special Revenue Funds.

The Statement of Activities reports increases and decreases in the Town's net position. It is also prepared on the full accrual basis, which means it includes all the Town's revenues and all its expenses, regardless of when cash changes hands. This differs from the "modified accrual" basis used in the Fund financial statements, which reflect only current assets, current liabilities, available revenues and measurable expenditures.

The Statement of Activities presents the Town's expenses first, listed by program. Program revenues—that is, revenues which are generated directly by these programs—are then deducted from program expenses to arrive at the net expense of each governmental program. The Town's general revenues are then listed in the Governmental Activities column and the Change in Net Position is computed and reconciled with the Statement of Net Position.

TOWN OF PORTOLA VALLEY  
STATEMENT OF NET POSITION  
JUNE 30, 2014

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and investments (Note 2)	\$12,249,979
Restricted cash - customer deposits (Note 2)	724,662
Accounts and interest receivable	477,207
Loans receivable (Note 5)	55,878
Capital assets, net (Note 3)	
Nondepreciable	7,205,542
Depreciable, net of accumulated depreciation	<u>25,055,793</u>
Total Assets	<u>45,769,061</u>
<b>LIABILITIES</b>	
Current liabilities:	
Accounts payable	388,222
Unearned revenue	221,391
Refundable customer deposits	737,262
Accrued compensated absences due within one year (Note 1G)	61,419
Non-current liabilities:	
Net OPEB obligation	<u>49,648</u>
Total Liabilities	<u>1,457,942</u>
<b>NET POSITION (Note 6)</b>	
Net Investment in capital assets	32,261,335
Restricted for:	
Special Revenue Projects	4,442,324
Capital Projects	2,887,376
Unrestricted	<u>4,720,084</u>
Total Net Position	<u>\$44,311,119</u>

See accompanying notes to financial statements

TOWN OF PORTOLA VALLEY  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2014

Functions/Programs	Program Revenues			Net (Expense) Revenue	
	Operating Expenses	Charges for Services	Operating Grants and Contributions		Capital Grants and Contributions
<b>Governmental Activities:</b>					
General government	\$2,781,846	\$851,010	\$2,896	\$204,375	(\$1,723,565)
Parks and recreation	211,691	76,880		232,212	97,401
Town center facilities	593,310	211,562			(381,748)
Public safety	925,266		112,304		(812,962)
Public works	479,134		364,838		(114,296)
<b>Total governmental activities</b>	<b>\$4,991,247</b>	<b>\$1,139,452</b>	<b>\$480,038</b>	<b>\$436,587</b>	<b>(2,935,170)</b>
<b>General Revenues:</b>					
Property Tax Revenues.....					2,330,411
Other Governmental Agencies Revenues.....					529,171
Franchise Fees.....					269,927
Utility User Tax.....					795,507
Investment Earnings.....					27,707
Miscellaneous Revenue.....					34,561
<b>Total general revenues</b>					<b>3,987,284</b>
Change in net position					1,052,114
Net Position, beginning of year					43,259,005
Net Position, end of year					<b>\$44,311,119</b>

See accompanying notes to financial statements

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<b>FUND FINANCIAL STATEMENTS</b>
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The Fund Financial Statements present only individual major funds, while non-major funds are combined in a single column. Major funds are defined generally as having significant activities or balances in the current year.

The funds described below were determined to be Major Funds by the Town in fiscal year 2014. Individual non-major funds may be found in the Supplemental section.

**GENERAL FUND**

Accounts for all financial resources except those required to be accounted for in another fund.

**OPEN SPACE RESTRICTED**

Accounts for monies accrued from a special 2% utility tax approved by the voters in 1997, 2001, 2005, 2009 and from private donations. It can be used for the acquisition and support of open space within the Town. Private donations are generally in the form of tax-deductible checks or appreciated securities.

**INCLUSIONARY-IN-LIEU**

Accounts for the subdivision developer's fee, payable by fee or land that can only be used for affordable housing.

TOWN OF PORTOLA VALLEY  
GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2014

	General	Open Space Restricted	Inclusionary In-Lieu
<b>ASSETS</b>			
Cash and investments (Note 2)	\$4,822,612	\$3,889,362	\$2,879,492
Restricted cash - customer deposits (Note 2)	724,662		
Accounts and interest receivable	295,588	28,960	1,624
Due from other funds (Note 4)	116,197		
Loans receivable (Note 5)	55,878		
<b>Total Assets</b>	<b>\$6,014,937</b>	<b>\$3,918,322</b>	<b>\$2,881,116</b>
<b>LIABILITIES</b>			
Accounts payable	\$205,963		
Unearned revenue	221,391		
Refundable deposits	737,262		
Due to other funds (Note 4)			
<b>Total Liabilities</b>	<b>1,164,616</b>		
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unavailable revenue - grants			
<b>FUND BALANCES (Note 6)</b>			
Nonspendable	55,878		
Restricted		\$3,918,322	\$2,881,116
Assigned	3,098,050		
Unassigned	1,696,393		
<b>Total Fund Balances</b>	<b>4,850,321</b>	<b>3,918,322</b>	<b>2,881,116</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$6,014,937</b>	<b>\$3,918,322</b>	<b>\$2,881,116</b>

See accompanying notes to financial statements

Other Governmental Funds	Total Governmental Funds
\$658,513	\$12,249,979
	724,662
151,035	477,207
	116,197
	55,878
<u>\$809,548</u>	<u>\$13,623,923</u>
\$182,259	\$388,222
	221,391
	737,262
<u>116,197</u>	<u>116,197</u>
<u>298,456</u>	<u>1,463,072</u>
<u>64,062</u>	<u>64,062</u>
	55,878
531,412	7,330,850
	3,098,050
<u>(84,382)</u>	<u>1,612,011</u>
<u>447,030</u>	<u>12,096,789</u>
<u>\$809,548</u>	<u>\$13,623,923</u>

TOWN OF PORTOLA VALLEY  
RECONCILIATION OF THE  
GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE  
STATEMENT OF NET POSITION  
JUNE 30, 2014

<b>Fund Balances - Total Governmental Funds</b>		<b>\$12,096,789</b>
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>		
<p>Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds:</p>		
Governmental capital assets	\$37,224,822	
Less: accumulated depreciation	<u>(4,963,487)</u>	32,261,335
<p>Revenue which are deferred on the Fund Balance Sheets, because they are not available currently, are taken into revenue in the Statement of Activities</p>		
		64,062
<p>Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds</p>		
Net OPEB obligations		(49,648)
Compensated absences		<u>(61,419)</u>
<b>Net Position of Governmental Activities</b>		<b><u><u>\$44,311,119</u></u></b>

See accompanying notes to financial statements

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TOWN OF PORTOLA VALLEY  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2014

	<u>General Fund</u>	<u>Open Space Restricted</u>	<u>Inclusionary In-Lieu</u>
<b>REVENUES</b>			
Taxes			
Property taxes	\$2,330,411		
Sales tax	328,675		
Utility users tax	550,738	\$244,769	
Gas tax			
Business license tax and other taxes	125,544		
	<u>3,335,368</u>	<u>244,769</u>	
Total taxes			
Agency revenues	12,428		
Grants			
Contributions	133,144	83,163	
Franchise fees	269,927		
Licenses and permits	745,449		
Service charges and fees	108,092		
Parks and recreation	250,392		
Investment and other revenues	57,901	9,211	\$7,124
	<u>4,912,701</u>	<u>337,143</u>	<u>7,124</u>
Total Revenues			
<b>EXPENDITURES</b>			
General government	2,728,966		
Parks and recreation	178,634		
Town center facilities	121,013		
Public safety	793,140		
Public works	8,142		
Capital improvement program	189,058	313	
	<u>4,018,953</u>	<u>313</u>	
Total Expenditures			
NET CHANGE IN FUND BALANCES	893,748	336,830	7,124
FUND BALANCES, BEGINNING OF YEAR	<u>3,956,573</u>	<u>3,581,492</u>	<u>2,873,992</u>
FUND BALANCES, END OF YEAR	<u><u>\$4,850,321</u></u>	<u><u>\$3,918,322</u></u>	<u><u>\$2,881,116</u></u>

See accompanying notes to financial statements

Other Governmental Funds	Total Governmental Funds
	\$2,330,411
\$264,839	593,514
	795,507
149,783	149,783
	125,544
<u>414,622</u>	<u>3,994,759</u>
15,150	27,578
280,498	280,498
	216,307
	269,927
	745,449
	108,092
	250,392
<u>12,061</u>	<u>86,297</u>
<u>722,331</u>	<u>5,979,299</u>
	2,728,966
	178,634
25,205	146,218
129,712	922,852
143,652	151,794
<u>526,800</u>	<u>716,171</u>
<u>825,369</u>	<u>4,844,635</u>
(103,038)	1,134,664
<u>550,068</u>	<u>10,962,125</u>
<u>\$447,030</u>	<u>\$12,096,789</u>

TOWN OF PORTOLA VALLEY  
RECONCILIATION OF THE  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN THE FUND BALANCE OF GOVERNMENTAL FUNDS TO THE  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2014

**Net Change in Fund Balances - Total Governmental Funds** \$1,134,664

Amounts reported for governmental activities in the statement of net position are different because:

Capital contributions

Capital outlay is an expenditure in the government funds financial statement, but the cost of those assets is allocated over their estimated useful lives as depreciation expense in the statement of activities.

Capital outlay and other capitalized expenditures	\$715,858	
Depreciation expense	<u>(813,651)</u>	(97,793)

The amount below included in the Statement of Activities does not provide or (require) the use of current financial resources and therefore is not reported as revenue or expenditures in governmental funds (net change):

Unavailable revenues		64,062
OPEB expense		(49,648)
Net change in compensated absences		<u>829</u>

**Change in Net Position of Governmental Activities** \$1,052,114

See accompanying notes to financial statements



<b>AGENCY FUNDS</b>
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Agency funds are used to account for assets held by the Town as an agent for individuals, private organizations, and other governments. The financial activities of these funds are excluded from the Entity – wide financial statements, but are presented in separate Agency Fund financial statements.

TOWN OF PORTOLA VALLEY  
AGENCY FUNDS  
STATEMENT OF NET POSITION  
JUNE 30, 2014

	<u>Agency Funds</u>
ASSETS	
Cash and investments (Note 2)	\$314,230
Accounts and interest receivable	<u>699</u>
Total Assets	<u><u>\$314,929</u></u>
LIABILITIES	
Deposits and accrued liabilities	<u>\$314,929</u>
Total Liabilities	<u><u>\$314,929</u></u>

See accompanying notes to financial statements

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The following is a summary of accounting policies of the Town:

**A. Reporting Entity**

The Town of Portola Valley (the Town) was incorporated on July 14, 1964 under the laws of the State of California. Portola Valley operates under a Council-Manager form of government. The Town provides a full range of municipal services to its citizens including public safety, culture, recreation, public improvements, planning and zoning, and general administrative support. These financial statements present the financial status of the Town.

**B. Basis of Presentation**

The Town's Basic Financial Statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Government Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the U.S.A.

These Statements require that the financial statements described below be presented.

**Government-wide Statements:** The Statement of Net Position and the Statement of Activities display information about the primary government (the Town). These statements include the financial activities of the overall Town government. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Town's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational needs of a particular program and (c) fees, grants and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

**Fund Financial Statements:** The fund financial statements provide information about the Town's funds. The emphasis of fund financial statements is on major individual governmental funds, each of which is displayed in a separate column. All remaining governmental funds are aggregated and reported as nonmajor funds.

**C. Major Funds**

The Town's major governmental funds are presented separately in the fund financial statements. All other funds, called non-major funds, are combined and reported in a single column, regardless of their fund-type.

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Major funds are defined as funds that have either assets, liabilities, revenues or expenditures/expenses equal to ten percent of their fund-type total and five percent of the grand total. The General Fund is always a major fund. The Town may also select other funds it believes should be presented as major funds.

The Town reported the following major governmental funds in the accompanying financial statements:

**General Fund** is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

**Open Space Restricted Fund** is a major fund of the Town. Through the years, residents and others have raised funds to preserve some 100 acres of open space within the Town's boundaries. Several fund-raising committees have worked at various times to achieve this goal, culminating in today's Open Space Acquisition Fund (PVOSAF). This fund, overseen by the Town Council, is composed of monies accrued from a special 2% utility tax approved by the voters in 1997 and from private donations. Subsequent elections were re-authorizing the increase of the appropriations limits for 4 additional years. It can be used for the acquisition and support of open space within the Town. Private donations are generally in the form of tax-deductible checks or appreciated securities.

**Inclusionary-In-Lieu** is used to account for the subdivision developer's fee, payable by fee or land that can only be used for affordable housing.

The Town also reports the following fund types:

**Fiduciary Funds.** Agency Funds are used to account for assets held by the Town as an agent for individuals, private organizations, and other governments. The financial activities of these funds are excluded from the Government-wide financial statements, but are presented in separate Fiduciary Fund financial statements.

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. Basis of Accounting**

The government-wide financial statements are reported using the *economic resources measurement focus* and the full *accrual basis* of accounting. Revenues are recorded when *earned* and expenses are recorded at the time liabilities are *incurred*, regardless of when the related cash flows take place.

Governmental funds financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis* of accounting. Under this method, revenues are recognized when *measurable* and *available*. The Town considers all revenues reported in the governmental funds to be available if the revenues are collected within 45 to 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. Governmental capital asset acquisitions are reported as *expenditures* in governmental funds. Proceeds of governmental long-term debt and acquisitions under capital leases are reported as *other financing sources*.

Those revenues susceptible to accrual are property tax, sales tax, utility user tax, interest revenue and franchise fees. Fines, licenses and permits are not susceptible to accrual because they are not measurable until received in cash.

Non-exchange transactions, in which the Town gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The Town may fund programs with a combination of cost-reimbursement grants and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The Town's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

Certain indirect costs are included in program expenses reported for individual functions and activities.

**E. Implementation of Governmental Accounting Standards Board Statements**

**GASB issued Statement No. 65** *Items Previously Reported as Assets and Liabilities*, which establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. This Statement also provides other financial reporting guidance related to the impact of the financial statement elements deferred outflows of resources and deferred inflows of resources, such as changes in the determination of the major fund calculations and limiting the use of the term *deferred* in financial statement presentations. This Statement is effective for fiscal periods beginning after December 15, 2012.

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**F. Property Taxes**

County tax assessments include secured and unsecured property taxes. Unsecured taxes are taxes on personal property. Tax assessments are secured by liens on the property being taxed. The County makes annual adjustments as needed to current year revenues based on true-ups and prior year tax roll corrections to special districts related to Tax Equity Allocations.

Revenue is recognized in the period for which the tax and assessment is levied. The County of San Mateo levies, bills and collects property taxes for the Town. The County remits the entire amount levied and handles all delinquencies, retaining interest and penalties.

Secured and unsecured property taxes are levied on January 1. Secured property tax is due in two installments, on November 1 and February 1, and becomes a lien on those dates. It becomes delinquent on December 10 and April 10, respectively. Unsecured property tax is due on July 1 and becomes delinquent on August 31.

**G. Compensated Absences**

Compensated absences represent the vested portion of accumulated vacation, compensation time and overtime. Upon termination, 100% of vacation leave will be paid. The Town records a liability for unpaid compensated absences.

The changes of the compensated absences are as follows:

Beginning balance	\$62,248
Additions	79,585
Payments	<u>(80,414)</u>
Ending balance	<u><u>\$61,419</u></u>

Accumulated sick leave benefits are not recognized as liabilities of the Town. The Town's policy is to record sick leave as an operation expense in the period taken since such benefits do not vest nor is payment probable.

For all governmental funds, amounts that have matured are recorded as fund liabilities; the long-term portion is recorded in the Statement of Net Position.

Compensated absences are liquidated by the fund that has recorded the liability. The long-term portion of governmental activities compensated absences is liquidated primarily by the General Fund.

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**H. *Deferred Compensation Plan***

Town employees may defer a portion of their compensation under Town sponsored Deferred Compensation Plans created in accordance with Internal Revenue Code Section 457. Under these plans, participants are not taxed on the deferred portion of their compensation until distributed to them; distributions may be made only at termination, retirement, death or in an emergency as defined by the Plans.

The laws governing deferred compensation plan assets required them to be held by a Trust for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under these plans are not the Town's property and are not subject to the Town control, they have been excluded from these financial statements.

**I. *Expenditures in Excess of Budget***

The funds below incurred expenditures in excess of their budgets in the amounts below for the year ended June 30, 2014:

Public Safety COPS Special Revenue Fund	\$2,393
---	---------

**J. *Use of Estimates***

The preparation of financial statements in conformity with generally accepted accounting principles (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**K. *Deferred Outflows/Inflows of Resources***

In addition to assets, the statement of financial position or balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position or fund balance that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position or fund balance that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time.

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 2 - CASH AND INVESTMENTS**

The Town pools cash from all sources and all funds so that it can be invested at the maximum yield consistent with safety and liquidity, while individual funds can make expenditures at any time.

**A. Policies**

California Law requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the Town's cash on deposit or first trust deed mortgage notes with a market value of 150% of the deposit, as collateral for these deposits. Under California Law this collateral is held in a separate investment pool by another institution in the Town's name and places the Town ahead of general creditors of the institution.

The Town's investments are carried at fair value, as required by the generally accepted accounting principles. The Town adjusts the carrying value of its investments to reflect their fair value at each fiscal year end, and it includes the effects of these adjustments in income for that fiscal year.

**B. Classification**

Cash and investments are classified in the financial statements as follows:

Statement of Net Position:	
Cash and Investments	\$12,249,979
Restricted cash and investments	724,622
Cash and investments of the Town	<u>12,974,601</u>
Cash and investments in Fiduciary Funds (separate statement)	<u>314,230</u>
Total cash and investments	<u><u>\$13,288,831</u></u>

**C. Investments Authorized by the California Government Code and the Town's Investment Policy**

The Town's Investment Policy and the California Government Code allow the Town to invest in the following, provided the credit ratings of the issuers are acceptable to the Town; and approved percentages and maturities are not exceeded.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment In One Issuer
U.S. Treasury Obligations	5 years	None	None
Negotiable Certificates of Deposits	5 years	30%	None
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Pool	N/A	None	None
California Local Agency Investment Fund	N/A	None	\$40 million



**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 2 - CASH AND INVESTMENTS (Continued)**

The Town does not enter into repurchase or reverse repurchase agreements.

**D. Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Normally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates will be.

Information on the fair values of the Town's cash and investments at June 30, 2014, is provided by the following table:

	Cash and Investments	Restricted Cash and Investments	Total
California Local Agency Investment Fund	\$12,476,812	\$724,622	\$13,201,434
Cash in Bank			
Checking Account	85,897		85,897
Cash on Hand	1,500		1,500
	<u>12,564,209</u>	<u>724,622</u>	<u>13,288,831</u>
Total cash and investments	<u>\$12,564,209</u>	<u>\$724,622</u>	<u>\$13,288,831</u>

The Town is a participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The Town reports its investment in LAIF at the fair value amount provided by LAIF. The balance is available for withdrawal on demand, and is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligation, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, and corporations. At June 30, 2014, these investments matured in an average of 232 days.

**E. Credit Risk**

Credit Risk is the risk that an issuer will not fulfill its obligation to the holder of the investment. The Town invests in the California Local Agency Investment Fund, which is not rated.

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 3 - CAPITAL ASSETS**

The Town defines capital assets as assets with an initial cost generally of \$5,000 or more and an estimated useful life in excess of two years except for land which is always capitalized and buildings, land improvements and infrastructure which have a \$25,000 capitalization threshold.

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their estimated fair market value on the date contributed.

The Town is required to record all its public domain (infrastructure) capital assets. The Town has elected to prospectively record its infrastructure placed into service beginning in fiscal year 2004, including roads, curbs and gutters, streets, trails, paths and drainage systems.

All capital assets with limited useful lives are depreciated over their estimated useful lives. The purpose of depreciation is to spread the cost of capital assets equitably among all users over the life of these assets. The amount charged to depreciation expense each year represents that year's pro rata share of the cost of capital assets.

Depreciation is provided using the straight line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The Town has assigned the useful lives listed below to capital assets:

<u>Asset Class</u>	<u>Useful Lives</u>
Infrastructure	20 - 50 years
Improvements other than Buildings	35 years
Buildings and Improvements	20 - 50 years
Equipment	5 - 20 years

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase is reflected in the capitalized value of the asset constructed, net of interest earned on the invested proceeds over the same period.

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 3 - CAPITAL ASSETS (Continued)**

**A. Capital Asset Additions and Retirements**

Capital asset activity during the fiscal year ended June 30, 2014 was as follows:

	Balance June 30, 2013	Additions	Balance June 30, 2014
<b>Governmental Activities</b>			
Capital assets not being depreciated:			
Land	\$6,690,959		\$6,690,959
Construction in Progress	146,214	\$368,369	514,583
Total capital assets not being depreciated	<u>6,837,173</u>	<u>368,369</u>	<u>7,205,542</u>
Capital assets being depreciated:			
Infrastructure	7,011,218	274,436	7,285,654
Land improvements	2,627,145		2,627,145
Buildings and improvements	19,752,463	29,936	19,782,399
Equipment	280,965	43,117	324,082
Total capital assets being depreciated	<u>29,671,791</u>	<u>347,489</u>	<u>30,019,280</u>
Less accumulated depreciation for:			
Infrastructure	(1,520,425)	(327,027)	(1,847,452)
Land improvements	(675,002)	(73,565)	(748,567)
Buildings and improvements	(1,773,449)	(395,349)	(2,168,798)
Equipment	(180,960)	(17,710)	(198,670)
Total accumulated depreciation	<u>(4,149,836)</u>	<u>(813,651)</u>	<u>(4,963,487)</u>
Total depreciable assets, net	<u>25,521,955</u>	<u>(\$466,162)</u>	<u>25,055,793</u>
Capital assets, net	<u>\$32,359,128</u>		<u>\$32,261,335</u>

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 3 - CAPITAL ASSETS (Continued)**

**B. Depreciation Allocation**

Depreciation expense is charged to functions and programs based on their usage of the related assets. The amounts allocated to each function or program is as follows:

<b>Governmental Activities</b>	
General Government	\$4,061
Parks and Recreation	33,057
Town Center Facilities	447,092
Public Safety	2,414
Public Works	<u>327,027</u>
Total Governmental Activities	<u><u>\$813,651</u></u>

**NOTE 4 - INTERFUND TRANSACTIONS**

**A. Current Interfund Balances**

Current interfund balances arise in the normal course of business and are expected to be repaid shortly after the end of the fiscal year. As of June 30, 2014, the Public Safety COPS Special Revenue Fund, the Measure M Special Revenue Fund, Grants Capital Project Fund, and the Storm Damage Capital Projects Fund owe the General Fund \$18,394; \$8,421; \$48,889; and \$40,493 correspondingly.

**NOTE 5 – LOANS RECEIVABLE**

The Town issued loans to Wayside II Road Maintenance District to maintain the private roads within the Wayside Road area of the Town. The District repays the Town on annual basis and the interest rate varies in each fiscal year based on quarterly LAIF statements. As of June 30, 2014, the remaining balance of the loan is \$55,878.

**NOTE 6 – NET POSITION AND FUND BALANCES**

**A. Net Position**

Net Position is measured on the full accrual basis and are the excesses of all the Town's assets and deferred outflows of resources over all its liabilities, and deferred inflows of resources. Net Position is divided into three captions which are determined only at the Government-wide level, and are described below:

*Net Investment in Capital Assets* describes the portion of Net Position which is represented by the current net book value of the Town's capital assets, less the outstanding balance of any retention payables.

*Restricted* describes the portion of Net Position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the Town cannot unilaterally alter.

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 6 – NET POSITION AND FUND BALANCES (Continued)**

*Unrestricted* describes the portion of Net Position which is not restricted to use.

**B. Fund Balances**

Governmental fund balances represent the net current assets of each fund. Net current assets generally represent a fund's cash and receivables, less its liabilities.

The Town's fund balances are classified in accordance with Governmental Accounting Standards Board Statement Number 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which requires the Town to classify its fund balances based on spending constraints imposed on the use of resources. For programs with multiple funding sources, the Town prioritizes and expends funds in the following order: Restricted, Committed, Assigned, and Unassigned.

Each category in the following hierarchy is ranked according to the degree of spending constraint:

*Nonspendable* represents balances set aside to indicate items do not represent available, spendable resources even though they are a component of assets. Assets not expected to be converted to cash, such as prepaids and notes receivable are included. However, if proceeds realized from the sale or collection of nonspendable assets are restricted, committed or assigned, then nonspendable amounts are required to be presented as a component of the applicable category.

*Restricted* fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose. Nonspendable amounts subject to restrictions are included along with spendable resources.

*Committed* fund balances have constraints imposed by formal action of the Town Council which may be altered only by formal action of the Town Council. Nonspendable amounts subject to council commitments are included along with spendable resources.

*Assigned* fund balances are amounts constrained by the Town's intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed by the Town Council and may be changed at the discretion of the Town Council. This category includes *nonspendables*, when it is the Town's intent to use proceeds or collections for a specific purpose; and residual fund balances, if any, of Special Revenue Funds which have not been restricted or committed.

*Unassigned* fund balance represents residual amounts that have not been restricted, committed, or assigned. This includes the residual General Fund balance and residual fund deficits, if any, of other governmental funds.

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 6 – NET POSITION AND FUND BALANCES (Continued)**

Detailed classifications of the Town's fund balances, as of June 30, 2014, are below:

	General Fund	Open Space Restricted Special Revenue Fund	Inclusionary In-lieu Capital Project Fund	Other Governmental Funds	Total
Fund balances:					
Nonspendables:					
Loans receivable	\$55,878				\$55,878
Restricted for:					
Open space acquisition		\$3,918,322			3,918,322
Road impact fees				\$41,089	41,089
Public safety				3,811	3,811
Gas Tax				18,052	18,052
Public safety COPS				6,510	6,510
Library fund				421,454	421,454
Park in-lieu				6,260	6,260
Inclusionary in-lieu			\$2,881,116		2,881,116
Measure A				33,086	33,086
Grants					
Assigned to:					
Open space acquisition	377,499				377,499
Unfunded pension reserve	1,015,000				1,015,000
Equipment replacement	200,000				200,000
Emergency capital reserve	1,400,000				1,400,000
Children's theater	2,660				2,660
Historic museum fund	2,891				2,891
Legal contingency	100,000				100,000
Unassigned	1,696,393			(83,232)	1,613,161
<b>Total fund balances</b>	<b><u>4,850,321</u></b>	<b><u>\$3,918,322</u></b>	<b><u>\$2,881,116</u></b>	<b><u>\$447,030</u></b>	<b><u>\$12,096,789</u></b>

**C. General Fund Minimum Fund Balance Policy**

Town is required to maintain a minimum of 60% of its annual budgeted operating expenditures (excluding capital improvement expenditures) within the General Fund's unrestricted fund balance. This amount is to be calculated annually via the adopted budget for the next fiscal year. The General Fund unrestricted fund at June 30, 2014 is as follows:

Fiscal 2014-15 Adopted Budget General Fund Operating Expenditures	<u>\$4,540,383</u>
Multiplied by 60%:	
Required minimum unrestricted General Fund fund balance	<u>\$2,724,230</u>
General Fund unrestricted fund balance as of June 30, 2014	<u>\$4,794,443</u>

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 7 - PERS PENSION PLAN**

*CALPERS Miscellaneous Employees Plan*

Substantially all Town employees are eligible to participate in the pension plan offered by California Public Employees Retirement System (CALPERS), an agent multiple employer defined benefit pension plan which acts as a common investment and administrative agent for its participating member employers. CALPERS provides retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. The Town's employees participate in the Miscellaneous Employee Plan. Benefit provisions under the Plan are established by State statute and Town resolution. Benefits are based on years of credited service, equal to one year of full time employment. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CALPERS; the Town must contribute these amounts. The Plan provisions and benefits in effect at June 30, 2014, are summarized as follows:

	Prior to January 1, 2013	After January 1, 2013
	<u>Miscellaneous</u>	<u>Miscellaneous</u>
Benefit vesting schedule	5 years	5 years
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	62
Monthly benefits, as a % of annual salary	1.426% - 2.418%	2%
Required employee contribution rates	7%	6.25%
Required employer contribution rates	10.282%	6.25%

The Town pays employee contributions as well as its own for employees hired prior to January 1, 2013. The town does not pay employee contributions for employees hired after January 1, 2013.

CALPERS determines contribution requirements using a modification of the Entry Age Normal Method. Under this method, the Town's total normal benefit cost for each employee from date of hire to date of retirement is expressed as a level percentage of the related total payroll cost. Normal benefit cost under this method is the level amount the employer must pay annually to fund an employee's projected retirement benefit. This level percentage of payroll method is used to amortize any unfunded actuarial liabilities. The actuarial assumptions used to compute contribution requirements are also used to compute the actuarially accrued liability. The Town uses the actuarially determined percentages of payroll to calculate and pay contributions to CALPERS. This results in no net pension obligations or unpaid contributions.

CALPERS uses the market related value method of valuing the Plan's assets. An investment rate of return of 7.5% is assumed, including inflation rate at 2.75%. Annual salary increases are assumed to vary by duration of service. Changes in liability due to plan amendments, changes in actuarial assumptions, or changes in actuarial methods are amortized as a level percentage of payroll on a closed basis over twenty years. Investment gains and losses are accumulated as they are realized and amortized over a rolling thirty year period.

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 7 - PERS PENSION PLAN (Continued)**

The Town uses the actuarially determined percentages of payroll to calculate and pay contributions to CALPERS. This results in no net pension obligations or unpaid contributions. Annual Pension Costs, representing the payment of all contributions required by CALPERS, for the last three fiscal years were as follows:

Fiscal Year	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
2012	\$225,434	100%	\$0
2013	171,218	100%	0
2014	188,372	100%	0

The latest available actuarial values of the above State-wide pools (which differs from market value) and funding progress were set forth as follow. The information presented below relates to the State-wide pools as a whole, of which the Town is one of the participating employers:

*State-wide Pool Miscellaneous Plan:*

Actuarial						
Actuarial Valuation Date	Entry Age Accrued Liability	Value of Assets	Unfunded (Overfunded) Liability	Funded Ratio	Annual Covered Payroll	(Overfunded) Liability as % of Payroll
2010	\$3,309,064,934	\$2,946,408,106	\$362,656,828	89.0%	\$748,401,352	48.5%
2011	3,619,835,876	3,203,214,899	416,620,977	88.5%	759,263,518	54.9%
2012	4,175,139,166	3,686,598,343	488,540,823	88.3%	757,045,663	64.5%

As required by new State law, effective July 1, 2005, the Town's Miscellaneous Plan was terminated, and the employees in that plan were required by CALPERS to join new State-wide pools. One of the conditions of entry to this pool was that the Town true-up any unfunded liabilities in the former Plan, either by paying cash or by increasing its future contribution rates through a Side Fund offered by CALPERS. The Town satisfied its Miscellaneous Plan's unfunded liability at July 1, 2012 by making a lump sum contribution of \$319,066 on June 26, 2012.

The Town's Miscellaneous Plan represents approximately 0.13%, 0.15%, and 0.15% of the State-wide pool for the years ended June 30, 2012, 2011, 2010, respectively, based on covered payroll of \$1,088,752, \$1,150,796, and \$1,117,344 for those years.

Audited annual financial statements are available from CALPERS at P.O. Box 942709, Sacramento, CA 94229-2709.



**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (OPEB) OBLIGATIONS**

**A. Plan Description**

Permanent employees who retire under the Town's CalPERS retirement plan are, pursuant to their respective collective bargaining agreements, eligible to have certain portion of their medical insurance premiums paid by the Town.

The Town contracts with CalPERS for this insured-benefit plan established under the state Public Employees' Medical and Hospital Care Act (PEMHCA). The plan offers employees and retirees three CalPERS' self-funded options, setup as insurance risk pools, or offers various third-party insured health plans. The plan's medical benefits and premium rates are established by CalPERS and the insurance providers. The Town contribution is established by Town resolution. Retirees and active employees pay the difference between the premium rate and the Town's contribution. Premiums and Town contributions are based on the plan and coverage selected by actives and retirees. A comprehensive annual financial report of CalPERS, inclusive of their benefit plans, is available at [www.calpers.ca.gov](http://www.calpers.ca.gov). Eligibility and the Town contributions toward month premiums are as follows:

<b>Eligibility:</b>	
Minimum age before retirement	50
Minimum required years of service:	5
<b>Health Benefit - Employer Contribution</b>	
<b>Monthly Premiums</b>	
BlueShield HMO medical, pharmacy	\$119
Kaiser medical, pharmacy coverage	\$119
PERSChoice medical, pharmacy coverage	\$119

**B. Funding Policy**

The Town contributes to the plan on a pay-as-you go basis.

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (OPEB) OBLIGATIONS (Continued)**

**C. Annual OPEB Cost and Net OPEB Obligation**

The fiscal year ended June 30, 2014 is the Town's initial year for reporting the OPEB plan. The end of the year net OPEB obligation is determined as follows:

Annual required contribution (ARC) and Annual OPEB cost	\$53,118
Contributions:	
Town's contribution made	3,470
(Decrease) increase in net OPEB obligations	49,648
Net OPEB obligation June 30, 2013	-
Net OPEB obligation (asset) June 30, 2014	\$49,648

The government's annual OPEB cost, percentage of OPEB cost contributed, and net postemployment benefit obligation for the plan for the fiscal year ended June 30, 2014 is as follows:

Fiscal Year	Annual OPEB Cost	Actual Contribution	Percentage of OPEB Cost Contributed	Net OPEB Obligation (Asset)
6/30/2014	\$53,118	\$3,470	7%	\$49,648

**D. Funded Status and Funding Progress**

As of June 30, 2014, the most recent actuarial valuation date, the funded status of the plan was as follows:

Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (B)	Overfunded (Underfunded) Actuarial Accrued Liability (A – B)	Funded Ratio (A/B)	Covered Payroll (C)	Overfunded (Underfunded) Actuarial Liability as Percentage of Covered Payroll [(A – B)/C]
6/30/2014	\$0	\$308,280	(\$308,280)	0.00%	\$1,127,031	(27.4%)

Actuarial valuations for OPEB plans involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. These actuarially determined amounts are subject to continual revisions as actual results are compared to past expectations and new estimates are made about the future.

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (OPEB) OBLIGATIONS (Continued)**

*E. Actuarial Methods and Assumptions*

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the type of benefits provided at the time of each valuation and the historical pattern of sharing benefit costs between the employer and plan members to that point. The actuarial calculations of the OPEB plan reflect a long-term perspective. Consistent with this perspective, actuarial valuations, after this initial year, will use actuarial methods and assumptions that include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets. The ARC for the plan was determined as part of the actuarial valuation using the following methods and assumptions:

**Key Assumptions**

UAL and ARC	Alternative measurement method
Actuarial cost method	Entry age
Amortization cost	Level percentage of payroll
Plan asset return	5.50%
Employer asset return	1.00%
Discount rate	5.50%
Projected salary increase	3.00%
Amortization period	10 years

**NOTE 9 - RISK MANAGEMENT**

The Town participates in the following public entity risk pools; other risks are covered by commercial insurance.

*A. Liability Coverage*

ABAG Plan Corporation (ABAG Plan) provides the first \$5 million of general liability coverage. If a general liability claim exceeds \$5 million, the excess liability would kick in. As a member of ABAG Plan, the Town has \$20 million in excess liability limits, for total liability limits of \$25 million. The Town has a deductible or uninsured liability of up to \$25,000 per claim. During the fiscal year ended June 30, 2014, the Town contributed \$43,708 for current year coverage.

ABAG Plan pool is governed by a board consisting of representatives from member municipalities. The board controls the operations, including approval of operating budgets, independent of any influence by member municipalities beyond their representation on the board.

Financial statements for ABAG Plan may be obtained from ABAG Plan, P.O. Box 2050, Oakland, California, 94604-2050.

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 9 - RISK MANAGEMENT**

**B. *Workers Compensation Coverage***

The State Compensation Insurance Fund covers workers compensation claims up to \$200,000 for each claim and has coverage above that limit to a maximum of \$1,000,000. The Town has no deductible for these claims. During the fiscal year ended June 30, 2014, the Town contributed \$20,380 for current year coverage.

**C. *Liability for Uninsured Claims***

The Town has retained the risk for the deductible or uninsured portion of general liability claims. The Town's liability for uninsured claims at June 30, 2014 is believed by management to be nil based on the absence of any asserted claims.

**NOTE 10 - JOINT POWERS AGREEMENT**

**A. *C/CAG***

The Town participates in the City/County Association of Governments of San Mateo County (C/CAG), which is governed by a board consisting of a representative from each member. The board controls the operations of C/CAG, including selection of management and approval of operating budgets, independent of any influence by each member beyond member representation on the Board.

C/CAG was established under a 1990 Joint Exercise of Powers Agreement between the Town, San Mateo County and a majority of cities within San Mateo County for the purpose of developing State mandated plans such as an integrated waste management plan. The Town makes annual nonrefundable contributions to C/CAG which are used along with other member contributions to finance C/CAG operations. Audited financial statements may be obtained from the Town of San Carlos, 666 Elm Street, San Carlos, CA, 94070. The Town's payments to C/CAG during the year totaled \$11,491. The Town's share of year-end assets, liabilities, or fund equity has not been calculated by C/CAG.

**B. *San Mateo County Free Library Systems***

The Town is a participant with the County of San Mateo in the San Mateo County Free Library System (the Library System), a joint powers agency created to provide extended library services to the residents of the Town and the County. The Agency is governed by a 12-member board made up of a representative from each participating City or Town. The Agency shall continue, uninterrupted, until two thirds of the members vote to terminate the Agency. However, an individual member can terminate its membership with a six-month notice. Upon individual member termination, the member would not be entitled to the return of any funds contributed to the Joint Powers Agency nor to the return in cash or in kind of any materials or supplies contributed. Upon full termination of the Joint Powers Agency the member would receive any surplus money on hand proportionate to its contribution to the joint Powers Agency. However, all property acquired by the Joint Powers Agency during the term of the agreement shall become the property of the County Free Library System. The Library System's financial statements can be obtained by contacting the San Mateo Library System, 25 Tower Road, San Mateo, California 94402.

**TOWN OF PORTOLA VALLEY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2014**

**NOTE 11 - COMMITMENTS AND CONTINGENT LIABILITIES**

The Town is subject to litigation arising in the normal course of business. In the opinion of the Town Attorney there is no pending litigation which is likely to have a material adverse effect on the financial position of the Town. Litigation outstanding in prior years has been settled without material cost to the Town.

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**REQUIRED SUPPLEMENTARY INFORMATION**

TOWN OF PORTOLA VALLEY  
GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2014

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>				
Taxes:				
Property taxes	\$2,122,158	\$2,122,158	\$2,330,411	\$208,253
Sales tax	172,000	172,000	328,675	156,675
Business license tax and other taxes	95,000	95,000	125,544	30,544
	2,389,158	2,389,158	2,784,630	395,472
Total Taxes				
Franchise fees	254,637	254,637	269,927	15,290
Utility users tax	553,554	553,554	550,738	(2,816)
Agency revenues	5,400	5,400	12,428	7,028
Contributions	120,500	120,500	133,144	12,644
Licenses and permits	522,450	522,450	745,449	222,999
Service charges and fees	118,200	118,200	108,092	(10,108)
Parks and recreation	245,338	245,338	250,392	5,054
Investment and other revenues	83,600	83,600	57,901	(25,699)
	4,292,837	4,292,837	4,912,701	619,864
Total Revenues				
<b>EXPENDITURES</b>				
General government	2,830,319	2,811,919	2,728,966	82,953
Parks and recreation	179,900	188,300	178,634	9,666
Town center facilities	135,800	135,800	121,013	14,787
Public safety	782,852	792,852	793,140	(288)
Public works	23,000	23,000	8,142	14,858
Capital improvement program	373,445	373,445	189,058	184,387
	4,325,316	4,325,316	4,018,953	306,363
Total Expenditures				
Excess (Deficiency) of Revenues Over Expenses	(32,479)	(32,479)	893,748	926,227
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers (out)	(17,753)	(17,753)		17,753
	(17,753)	(17,753)		17,753
Total Other Financing Sources (Uses)				
NET CHANGE IN FUND BALANCE	(\$50,232)	(\$50,232)	893,748	\$943,980
Fund balance at beginning of year			3,956,573	
Fund balance at end of year			\$4,850,321	



TOWN OF PORTOLA VALLEY  
 OPEN SPACE RESTRICTED SPECIAL REVENUE FUND  
 SCHEDULE OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCE  
 BUDGET AND ACTUAL  
 FOR THE YEAR ENDED JUNE 30, 2014

	Original and Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>			
Utility users tax	\$245,934	\$244,769	(\$1,165)
Contribution	5,000	83,163	78,163
Investment and other revenues		9,211	9,211
	<u>250,934</u>	<u>337,143</u>	<u>86,209</u>
<b>EXPENDITURES</b>			
Capital improvement program	90,700	313	90,387
	<u>90,700</u>	<u>313</u>	<u>90,387</u>
Net change in fund balance	<u>\$250,934</u>	336,830	<u>\$85,896</u>
Fund balance at beginning of year		<u>3,581,492</u>	
Fund balance at end of year		<u>\$3,918,322</u>	

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The Town follows these procedures annually in establishing the budgetary data reflected in the financial statements:

1. The Town Manager submits a proposed budget to the Finance Committee for review and approval.
2. The Town Manager then submits to the Town Council a recommended draft budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them.
3. The Town Council reviews the proposed budget at one of its regularly scheduled meetings which is open to the public. The Council also conducts a public hearing on the proposed budget to obtain comments from interested persons.
4. Prior to July 1, the budget is adopted through the passage of a resolution. All appropriations lapse at year end.
5. From the effective date of the budget, which is adopted and controlled by the Town Manager at the fund level, the amounts stated therein as proposed expenditures become appropriations to the various Town activities. The Town Council may amend the budget by resolution during the fiscal year.
6. Capital Projects Funds are budgeted on an annual basis. If a capital project is not completed in a budget year, it is included in the subsequent budget year, if necessary.

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<b>NON-MAJOR GOVERNMENTAL FUNDS</b>
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**SPECIAL REVENUE FUNDS:****PUBLIC SAFETY**

Accounts for half-cent State sales tax revenue designated exclusively for local agency public safety services, (Sec. 35 of Art. XIII of California Constitution).

**GAS TAX**

Accounts for maintenance and repair for streets.

**PUBLIC SAFETY COPS (Citizens' Options for Public Safety)**

Accounts for the supplemental State law enforcement fund for special law and traffic enforcement.

**LIBRARY FUND**

Accounts for library service revenue from San Mateo County Library JPA that can only be used for library related activities.

**MEASURE M**

Accounts for County-generated vehicle registration revenue to be used for local streets and roads for congestion mitigation and water pollution prevention programs.

**ROAD IMPACT FEES**

Accounts for the recovery of road repair costs from building permit applicants due to road wear and tear from construction vehicles. Collection of fees was suspended by the Council in 2010.

**CAPITAL PROJECTS FUNDS:****MEASURE A**

Accounts for the half-cent County sales tax revenue restricted for the improvement of local transportation, including streets and roads for the recovery of road repair costs from building permit applicants due to road wear and tear from construction vehicles.

**PARK-IN-LIEU**

Accounts for the subdivision developer's fee that can only be used for parks or recreational purposes.

**GRANTS**

Accounts for grant activities.

**STORM DAMAGE**

This fund is used as necessary to track federal or state-reimbursed storm-related road repairs.

TOWN OF PORTOLA VALLEY  
NON-MAJOR GOVERNMENTAL FUNDS  
COMBINING BALANCE SHEETS  
JUNE 30, 2014

	Special Revenue Funds			
	Public Safety	Gas Tax	Public Safety COPS	Library Fund
<b>ASSETS</b>				
Cash and investments	\$2,804	\$48,022		\$433,363
Accounts and interest receivable	1,007	22,110	\$24,904	249
<b>Total Assets</b>	<b>\$3,811</b>	<b>\$70,132</b>	<b>\$24,904</b>	<b>\$433,612</b>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>LIABILITIES</b>				
Accounts payable		\$52,080		\$12,158
Due to other funds			\$18,394	
<b>Total Liabilities</b>		<b>52,080</b>	<b>18,394</b>	<b>12,158</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenue - grants				
<b>FUND BALANCES (DEFICIT)</b>				
Restricted	\$3,811	18,052	6,510	421,454
Unassigned				
<b>Total Fund Balance</b>	<b>3,811</b>	<b>18,052</b>	<b>6,510</b>	<b>421,454</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$3,811</b>	<b>\$70,132</b>	<b>\$24,904</b>	<b>\$433,612</b>



Special Revenue Funds		Capital Projects Funds				Totals
Measure M	Road Impact Fees	Measure A	Park In-Lieu	Grants	Storm Damage	
	\$41,066	\$127,002	\$6,256			\$658,513
\$10,441	23	23,235	4	\$69,062		151,035
<u>\$10,441</u>	<u>\$41,089</u>	<u>\$150,237</u>	<u>\$6,260</u>	<u>\$69,062</u>		<u>\$809,548</u>
\$870		\$117,151				\$182,259
8,421				\$48,889	\$40,493	116,197
<u>9,291</u>		<u>117,151</u>		<u>48,889</u>	<u>40,493</u>	<u>298,456</u>
				64,062		64,062
1,150	\$41,089	33,086	\$6,260			\$531,412
				(43,889)	(40,493)	(84,382)
<u>1,150</u>	<u>41,089</u>	<u>33,086</u>	<u>6,260</u>	<u>(43,889)</u>	<u>(40,493)</u>	<u>447,030</u>
<u>\$10,441</u>	<u>\$41,089</u>	<u>\$150,237</u>	<u>\$6,260</u>	<u>\$69,062</u>		<u>\$809,548</u>

TOWN OF PORTOLA VALLEY  
NON-MAJOR GOVERNMENTAL FUNDS  
COMBINING STATEMENTS OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2014

	Special Revenue Funds			
	Public Safety	Gas Tax	Public Safety COPS	Library Fund
<b>REVENUES</b>				
Taxes				
Sales tax	\$12,828			
Gas tax		\$149,783		
Total taxes	12,828	149,783		
Agency revenues				
Grants			\$99,476	
Investment and other revenues	19	51		\$1,143
Total Revenues	12,847	149,834	99,476	1,143
<b>EXPENDITURES</b>				
Town center facilities				25,205
Public safety	29,712		100,000	
Public works		131,782		
Capital improvement program			10,393	29,936
Total Expenditures	29,712	131,782	110,393	55,141
Net change in fund balances	(16,865)	18,052	(10,917)	(53,998)
Fund balances at beginning of year	20,676		17,427	475,452
Fund balances (deficit) at end of year	<u>\$3,811</u>	<u>\$18,052</u>	<u>\$6,510</u>	<u>\$421,454</u>

Special Revenue Funds		Capital Projects Funds				Totals
Measure M	Road Impact Fees	Measure A	Park In-Lieu	Grants	Storm Damage	
		\$252,011				\$264,839
						149,783
		252,011				414,622
\$15,150						15,150
10,441	\$105	287	\$15	\$181,022		280,498
25,591	105	252,298	15	181,022		722,331
						25,205
8,998				2,872		129,712
15,150		219,212		232,000	\$20,109	143,652
24,148		219,212		234,872	20,109	526,800
1,443	105	33,086	15	(53,850)	(20,109)	825,369
(293)	40,984		6,245	9,961	(20,384)	(103,038)
\$1,150	\$41,089	\$33,086	\$6,260	(\$43,889)	(\$40,493)	550,068
						\$447,030

TOWN OF PORTOLA VALLEY  
NON-MAJOR GOVERNMENTAL FUNDS  
COMBINING STATEMENTS OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2014

	PUBLIC SAFETY			GAS TAX		
	Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>						
Taxes						
Sales tax	\$11,780	\$12,828	\$1,048			
Gas tax				\$142,247	\$149,783	\$7,536
Total taxes	11,780	12,828	1,048	142,247	149,783	7,536
Agency revenues						
Grants						
Investment and other revenues		19	19		51	51
Total Revenues	11,780	12,847	1,067	142,247	149,834	7,587
<b>EXPENDITURES</b>						
Town center facilities						
Public safety	30,000	29,712	288			
Public works				160,000	131,782	28,218
Capital improvement program						
Total Expenditures	30,000	29,712	288	160,000	131,782	28,218
Excess (Deficiency) of Revenues Over Expenses	(18,220)	(16,865)	779	(17,753)	18,052	(20,631)
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers in				17,753		17,753
Total Other Financing Sources				17,753		17,753
Net change in fund balances	<u>(\$18,220)</u>	<u>(16,865)</u>	<u>779</u>	<u>17,753</u>	<u>18,052</u>	<u>(\$2,878)</u>
Fund balances, beginning of Year		20,676				
Fund balances, (deficit) end of Year		<u>\$3,811</u>			<u>\$18,052</u>	

PUBLIC SAFETY COPS			LIBRARY FUND			MEASURE M		
Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)
						\$75,000	\$15,150	(\$59,850)
\$100,000	\$99,476	(\$524)		\$1,143	\$1,143		10,441	10,441
100,000	99,476	(524)		1,143	1,143	75,000	25,591	(49,409)
			\$23,000	25,205	(2,205)		8,998	
100,000	100,000							
8,000	10,393	(2,393)	35,000	29,936	5,064	35,000	15,150	19,850
108,000	110,393	(2,393)	58,000	55,141	2,859	35,000	24,148	19,850
(8,000)	(10,917)	1,869	(58,000)	(53,998)	(1,716)	40,000	1,443	(69,259)
<u>(\$8,000)</u>	<u>(10,917)</u>	<u>\$1,869</u>	<u>(\$58,000)</u>	<u>(53,998)</u>	<u>(\$1,716)</u>	<u>\$40,000</u>	<u>1,443</u>	<u>(\$69,259)</u>
	17,427			475,452			(293)	
	<u>\$6,510</u>			<u>\$421,454</u>			<u>\$1,150</u>	

(Continued)

TOWN OF PORTOLA VALLEY  
NON-MAJOR GOVERNMENTAL FUNDS  
COMBINING STATEMENTS OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2014

	ROAD IMPACT FEES			MEASURE A		
	Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>						
Taxes						
Sales tax				\$230,000	\$252,011	\$22,011
Gas tax						
Total taxes				230,000	252,011	22,011
Agency revenues						
Grants						
Investment and other revenues		\$105	\$105		287	287
Total Revenues		105	105	230,000	252,298	22,298
<b>EXPENDITURES</b>						
Town center facilities						
Public safety						
Public works						
Capital improvement program	\$29,000		29,000	230,000	219,212	10,788
Total Expenditures	29,000		29,000	230,000	219,212	10,788
Excess (Deficiency) of Revenues Over Expenses	(29,000)	105	29,105		33,086	11,510
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers in						
Total Other Financing Sources						
Net change in fund balances	<u>(\$29,000)</u>	105	<u>\$29,105</u>	<u></u>	<u>33,086</u>	<u>\$11,510</u>
Fund balances, beginning of Year		40,984				
Fund balances, end of Year		<u>\$41,089</u>			<u>\$33,086</u>	

GRANTS			STORM DAMAGE		
Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)
\$462,600	\$181,022	(\$281,578)	\$300,000		(\$300,000)
462,600	181,022	(281,578)	300,000		(300,000)
6,600	2,872	3,728			
456,000	232,000	224,000	300,000	\$20,109	279,891
462,600	234,872	227,728	300,000	20,109	279,891
	(53,850)	(509,306)		(20,109)	(579,891)
	(53,850)	(\$509,306)		(20,109)	(\$579,891)
	9,961			(20,384)	
	(\$43,889)			(\$40,493)	

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<b>AGENCY FUNDS</b>
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Agency Funds are presented separately from the Government-wide and Fund financial statements.

Agency Funds account for assets held by the Town as agent for individuals, governmental entities, and non-public organizations.

**MAINTENANCE DISTRICTS**

Accounts for all revenues and expenditures related to the maintenance districts.

TOWN OF PORTOLA VALLEY  
 AGENCY FUNDS  
 STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
 FOR THE YEAR ENDED JUNE 30, 2014

	Balance June 30, 2013	Additions	Deductions	Balance June 30, 2014
<u>Maintenance Districts</u>				
<u>Assets</u>				
Cash and investments	\$245,565	\$314,230	\$245,565	\$314,230
Accounts and interest receivable	252	699	252	699
Total assets	<u>\$245,817</u>	<u>\$314,929</u>	<u>\$245,817</u>	<u>\$314,929</u>
<u>Liabilities</u>				
Deposits and other liabilities	<u>\$245,817</u>	<u>\$314,929</u>	<u>\$245,817</u>	<u>\$314,929</u>
<u>Total Agency Funds</u>				
<u>Assets</u>				
Cash and investments	\$245,565	\$314,230	\$245,565	\$314,230
Accounts and interest receivable	252	699	252	699
Total assets	<u>\$245,817</u>	<u>\$314,929</u>	<u>\$245,817</u>	<u>\$314,929</u>
<u>Liabilities</u>				
Deposits and other liabilities	<u>\$245,817</u>	<u>\$314,929</u>	<u>\$245,817</u>	<u>\$314,929</u>

**TOWN OF PORTOLA VALLEY  
MEMORANDUM ON INTERNAL CONTROL  
AND  
REQUIRED COMMUNICATIONS  
  
FOR THE YEAR ENDED  
JUNE 30, 2014**

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**TOWN OF PORTOLA VALLEY  
MEMORANDUM ON INTERNAL CONTROL  
AND  
REQUIRED COMMUNICATIONS**

**For The Year Ended June 30, 2014**

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## MEMORANDUM ON INTERNAL CONTROL

December 5, 2014

To the Honorable Mayor and Members of the Town Council  
Town of Portola Valley, California

In planning and performing our audit of the basic financial statements of the Town of Portola Valley for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Included in the Schedule of Other Matters are recommendations not meeting the above definitions that we believe to be of potential benefit to the Town.

The City's written responses included in the Schedule of Other Matters have not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of management, Town Council, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

*Maze & Associates*

Pleasant Hill, California  
December 5, 2014

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## MEMORANDUM ON INTERNAL CONTROL

### SCHEDULE OF OTHER MATTERS

#### 2014-01 Upcoming Governmental Accounting Standards Board Pronouncements

The following pronouncements are effective in fiscal year 2014/15:

#### GASB 68 - Accounting and Financial Reporting for Pensions (an amendment of GASB 27)

This Statement will have material impact on the Town's financial statement. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions.

This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.

Note disclosure and required supplementary information requirements about pensions also are addressed. Distinctions are made regarding the particular requirements for employers based on the number of employers whose employees are provided with pensions through the pension plan and whether pension obligations and pension plan assets are shared.

The following are the major impacts:

- This Statement requires the liability of employers and nonemployer contributing entities to employees for defined benefit pensions (**net pension liability**) to be measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service (**total pension liability**), less the amount of the pension plan's **fiduciary net position**.
- Actuarial valuations of the total pension liability are required to be performed at least every two years, with more frequent valuations encouraged. If a valuation is not performed as of the measurement date, the total pension liability is required to be based on update procedures to roll forward amounts from an earlier actuarial valuation (performed as of a date no more than 30 months and 1 day prior to the employer's most recent year-end).
- The actuarial present value of projected benefit payments is required to be attributed to periods of employee service using the entry age actuarial cost method with each period's service cost determined as a level percentage of pay. The actuarial present value is required to be attributed for each employee individually, from the period when the employee first accrues pensions through the period when the employee retires.

**MEMORANDUM ON INTERNAL CONTROL****SCHEDULE OF OTHER MATTERS****GASB 68 - Accounting and Financial Reporting for Pensions (an amendment of GASB 27)**  
**(Continued)****Cost-Sharing Employers**

- Government-wide and accrual basis of accounting financial statements: A cost-sharing employer that does not have a special funding situation is required to recognize a liability for its **proportionate** share of the net pension liability (of all employers for benefits provided through the pension plan)—the collective net pension liability. An employer's proportion is required to be determined on a basis that is consistent with the manner in which contributions to the pension plan are determined, and consideration should be given to separate rates, if any, related to separate portions of the collective net pension liability. The use of the employer's projected long-term contribution effort as compared to the total projected long-term contribution effort of all employers as the basis for determining an employer's proportion is encouraged.
- A cost-sharing employer is required to recognize pension expense and report deferred outflows of resources and deferred inflows of resources related to pensions for its proportionate shares of collective pension expense and collective deferred outflows of resources and deferred inflows of resources related to pensions.
- In addition, the effects of (1) a change in the employer's proportion of the collective net pension liability and (2) differences during the measurement period between the employer's contributions and its proportionate share of the total of contributions from employers included in the collective net pension liability are required to be determined. These effects are required to be recognized in the employer's pension expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan (active employees and inactive employees). The portions of the effects not recognized in the employer's pension expense are required to be reported as deferred outflows of resources or deferred inflows of resources related to pensions. Employer contributions to the pension plan subsequent to the measurement date of the collective net pension liability also are required to be reported as deferred outflows of resources related to pensions.
- In governmental fund financial statements, the cost-sharing employer's proportionate share of the collective net pension liability is required to be recognized to the extent the liability is normally expected to be liquidated with expendable available financial resources. Pension expenditures should be recognized equal to the total of (1) amounts paid by the employer to the pension plan and (2) the change between the beginning and ending balances of amounts normally expected to be liquidated with expendable available financial resources.
- Notes to financial statements of cost-sharing employers include descriptive information about the pension plans through which the pensions are provided. Cost-sharing employers should identify the discount rate and assumptions made in the measurement of their proportionate shares of net pension liabilities, similar to the disclosures about those items that should be made by single and agent employers. Cost-sharing employers, like single and agent employers, also should disclose information about how their contributions to the pension plan are determined.

## MEMORANDUM ON INTERNAL CONTROL

## SCHEDULE OF OTHER MATTERS

**GASB 68 - Accounting and Financial Reporting for Pensions (an amendment of GASB 27)**  
**Continued)**

○ This Statement requires cost-sharing employers to present in required supplementary information 10-year schedules containing (1) the net pension liability and certain related ratios and (2) if applicable, information about statutorily or contractually required contributions, contributions to the pension plan, and related ratios.

**GASB 69 – Government Combinations and Disposals of Government Operations**

This Statement establishes accounting and financial reporting standards related to government combinations and disposals of government operations. As used in this Statement, the term *government combinations* includes a variety of transactions referred to as mergers, acquisitions, and transfers of operations.

- The distinction between a government merger and a government acquisition is based upon whether an exchange of significant consideration is present within the combination transaction. Government mergers include combinations of legally separate entities without the exchange of significant consideration. This Statement requires the use of carrying values to measure the assets and liabilities in a government merger. Conversely, government acquisitions are transactions in which a government acquires another entity, or its operations, in exchange for significant consideration. This Statement requires measurements of assets acquired and liabilities assumed generally to be based upon their acquisition values. This Statement also provides guidance for transfers of operations that do not constitute entire legally separate entities and in which no significant consideration is exchanged. This Statement defines the term *operations* for purposes of determining the applicability of this Statement and requires the use of carrying values to measure the assets and liabilities in a transfer of operations.
- A disposal of a government's operations results in the removal of specific activities of a government. This Statement provides accounting and financial reporting guidance for disposals of government operations that have been transferred or sold.
- This Statement requires disclosures to be made about government combinations and disposals of government operations to enable financial statement users to evaluate the nature and financial effects of those transactions.
- Applied on a prospective basis. Earlier application is encouraged.

**MEMORANDUM ON INTERNAL CONTROL****SCHEDULE OF OTHER MATTERS****GASB 71 - Pension Transition for Contributions Made Subsequent to the Measurement Date—  
an amendment of GASB Statement No. 68**

The objective of this Statement is to address an issue regarding application of the transition provisions of Statement No. 68, Accounting and Financial Reporting for Pensions. The issue relates to amounts associated with contributions, if any, made by a state or local government employer or non-employer contributing entity to a defined benefit pension plan after the measurement date of the government's beginning net pension liability.

Statement 68 requires a state or local government employer (or non-employer contributing entity in a special funding situation) to recognize a net pension liability measured as of a date (the measurement date) no earlier than the end of its prior fiscal year. If a state or local government employer or non-employer contributing entity makes a contribution to a defined benefit pension plan between the measurement date of the reported net pension liability and the end of the government's reporting period, Statement 68 requires that the government recognize its contribution as a deferred outflow of resources. In addition, Statement 68 requires recognition of deferred outflows of resources and deferred inflows of resources for changes in the net pension liability of a state or local government employer or non-employer contributing entity that arise from other types of events. At transition to Statement 68, if it is not practical for an employer or non-employer contributing entity to determine the amounts of all deferred outflows of resources and deferred inflows of resources related to pensions, paragraph 137 of Statement 68 required that beginning balances for deferred outflows of resources and deferred inflows of resources not be reported.

Consequently, if it is not practical to determine the amounts of all deferred outflows of resources and deferred inflows of resources related to pensions, contributions made after the measurement date of the beginning net pension liability could not have been reported as deferred outflows of resources at transition. This could have resulted in a significant understatement of an employer or non-employer contributing entity's beginning net position and expense in the initial period of implementation.

This Statement amends paragraph 137 of Statement 68 to require that, at transition, a government recognize a beginning deferred outflow of resources for its pension contributions, if any, made subsequent to the measurement date of the beginning net pension liability. Statement 68, as amended, continues to require that beginning balances for other deferred outflows of resources and deferred inflows of resources related to pensions be reported at transition only if it is practical to determine all such amounts.

The provisions of this Statement are required to be applied simultaneously with the provisions of Statement 68.

MEMORANDUM ON INTERNAL CONTROL

SCHEDULE OF OTHER MATTERS

**GASB 71 - Pension Transition for Contributions Made Subsequent to the Measurement Date—  
an amendment of GASB Statement No. 68 (Continued)**

**How the Changes in This Statement Will Improve Financial Reporting**

The requirements of this Statement will eliminate the source of a potential significant understatement of restated beginning net position and expense in the first year of implementation of Statement 68 in the accrual-basis financial statements of employers and non-employer contributing entities. This benefit will be achieved without the imposition of significant additional costs.

**Management Response:** Town intends to implement the GASBs when they become effective.

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## REQUIRED COMMUNICATIONS

To the Honorable Mayor and Members of the Town Council  
Town of Portola Valley, California

We have audited the basic financial statements of the Town of Portola Valley for the year ended June 30, 2014. Professional standards require that we communicate to you the following information related to our audit under generally accepted auditing standards.

### **Significant Audit Findings**

#### *Accounting Policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Portola Valley are described in Note 1E to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year, except as follows:

#### **GASB 65 - *Items Previously Reported as Assets and Liabilities***

This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. This Statement also provides other financial reporting guidance related to the impact of the financial statement elements deferred outflows of resources and deferred inflows of resources, such as changes in the determination of the major fund calculations and limiting the use of the term deferred in financial statement presentations.

The pronouncement became effective, but did not have a material effect on the financial statements.

#### ***Unusual Transactions, Controversial or Emerging Areas***

We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

### ***Estimates***

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Town's financial statements were:

- Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 3 to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.
- Accrued compensated absences are estimated using accumulated unpaid leave hours and hourly pay rates in effect at the end of the fiscal year as disclosed in Note 1G to the Financial Statements. We evaluated the key factors and assumptions used to develop the accrued compensated absences and determined that it is reasonable in relation to the basic financial statements taken as a whole.

### ***Disclosures***

The financial statement disclosures are neutral, consistent, and clear.

### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not propose any audit adjustments that, in our judgment, could have a significant effect, either individually or in the aggregate, on the entity's financial reporting process.

### ***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### ***Management Representations***

We have requested certain representations from management that are included in a management representation letter dated December 5, 2014.



***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

**Other Information Accompanying the Financial Statements**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

With respect to the required supplementary information accompanying the financial statements, applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not express an opinion nor provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

\*\*\*\*\*

This information is intended solely for the use of Town Council and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Mare & Associates*

Pleasant Hill, California  
December 5, 2014

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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Stacie Nerdahl, Administrative Services Manager

**DATE:** January 28, 2015

**RE:** **Adjustments to General Fund Assigned Funds**

### RECOMMENDATION

It is recommended that the Town Council authorize adjustments to assigned fund balances within the General Fund.

### BACKGROUND

Town policy requires a minimum unreserved and spendable fund balance within the General Fund equal to 60% of the annual operating expenditures in the General Fund. For the fiscal year ending June 30, 2014, the minimum fund balance as required by the policy was \$2,724,230, and the actual spendable fund balance (both assigned and unassigned) totaled \$4,794,443.

The Town's General Fund currently includes seven Council-approved fund assignments. Funds are assigned at the direction and discretion of the Town Council, and may be increased, decreased, reallocated, or eliminated by the Town Council at any time.

The purpose of assigned amounts is not to commit the Town's funds to a specific purpose, but rather to acknowledge that future obligations are likely to demand a certain amount and should be disclosed to avoid potential misunderstanding of the Town's available resources by someone who is unfamiliar with the Town's finances. To cite a historical example, from August 2002 through October 2004, the Council assigned a total of \$3,725,000 in anticipation of the Town Center construction project, which was then under development.

The Town's current General Fund assignments are as follows:

Name / Description of Assignment	Assignment Balance as of 6/30/14	Established
1. Legal Fee Contingency – Fund is for legal fees that may arise due to unanticipated litigation.	\$100,000.00	1980
2. Children's Theatre Fund – Fund represents one-time donation to Town by former "Portola Valley Children's Theatre" which ceased to exist in early 1990's. Donation included request that monies be used for a future theatre group for high school age and under.	2,659.62	1991
3. Open Space Acquisition – Funds set aside by the Council prior to establishment of Open Space restricted fund (in 1997). No UUT funds or open space donations are included in this fund balance.	377,499.04	1995
4. Historic Museum Fund – Fund contains remaining donations from 1998 renovation of Historic Schoolhouse and subsequent occasional donations related to sale of Schoolhouse Primer.	2,990.95	1998
5. Unfunded Pension Liability – Fund established in response to 2013 pension reform which required agencies to fully fund unfunded pension liabilities as reported by CalPERS in fourth quarter of each calendar year.	1,015,000.00	2014
6. Equipment Replacement – Fund for replacement of obsolete equipment such as vehicles and office machines.	200,000.00	2014
7. Emergency Capital Reserve – Fund provides spendable fund balance in the event of major damage to the Town's infrastructure or facilities.	1,400,000.00	2014
TOTAL ASSIGNMENTS as of 12/31/14	\$3,098,149.61	

## DISCUSSION

After reviewing the current fund assignments and with the approval of the finance committee at its January 6<sup>th</sup> meeting, staff recommends the following adjustments to the General Fund assigned funds:

1. Children's Theatre Fund - Donate the full assigned balance of the Children's Theatre Fund (\$2,659.62) to a local public school with a children's theatre program, perhaps Corte Madera School or Woodside High School.
2. Open Space Acquisition - Transfer the Open Space Acquisition assigned fund balance (\$377,499.04) to the restricted Open Space Fund. The Council initially set aside \$250,000 in August 1995 to indicate to the community that the Town was serious about open space preservation. In June 1998, the Council approved setting aside an additional \$100,000 to this assigned fund balance, which had grown with interest by then to \$277,000. No further assignments to this fund by the Council have been made since that time. This transfer will result in the Open Space Acquisition Fund having a projected fund balance of \$4,474,131 on June 30, 2015.
3. Historic Museum Fund - Funding for requested expenditures are made available to the Town's Historic Resources Committee through the annual budget process, so it is recommended that the full assigned balance of the Historic Museum Fund (\$2,990.95) be returned to the unassigned fund balance of the General Fund and used to pay for landscape improvements in front of the Schoolhouse.

4. Unfunded Pension Liability – It is recommended that this assigned fund be reduced to \$955,472 to correspond to the most recent actuarial valuation by CalPERS (06/30/13).
5. Capital Replacement - It is recommended that the Council rename the assigned fund balance set aside for “Emergency Capital Replacement/Repairs.” Renaming this assignment as “Capital Replacement/Repairs” allows these funds to be available for non-emergency capital replacement/repairs and will also streamline the Town’s ability to request FEMA assistance in the case of a disaster.
6. Retiree Medical Liability - With the recent requirement by GASB-45 to record Other Post-Employment Benefits as a liability within the Town’s financial statements, it would be fiscally responsible and appropriate to have \$308,280 (as specified in the Financial Statements for FYE 06/30/14) set aside as an assignment within the General Fund.

### **FISCAL IMPACT**

The Town’s current General Fund assignments total \$3,098,150 as of December 31, 2014. These recommendations reduce the assigned total fund balance to \$2,963,752, with a projected unassigned fund balance of \$1,093,373 that could be appropriated at the Council’s direction.

### **ATTACHMENTS**

1. General Fund Reserves worksheet, January 2015

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

Town of Portola Valley  
Proposed General Fund Assignments  
January, 2015

### GENERAL FUND RESERVES

Audited Fund Balance, 6/30/14	<u>General Fund</u>
Nonspendable	55,878
Assigned	3,098,050
Unassigned	<u>1,696,393</u>
Total Fund Balance, 6/30/14	<u>4,850,321</u>

2014-15 Budget Surplus/(Deficit) (257,159) *Capital improvement / equipment purchases*

Projected Fund Balance - 6/30/15	4,593,162
Proposed Transfer/Expenditure	(380,159)
Adjusted 6/30/15	4,213,003

Assigned Fund Balance/Reserves	Adopted 2013-14	Proposed 2014-15 as adjusted	Comment
Legal Fee Contingency	100,000	100,000	No change
Children's Theatre Fund	2,660	-	Donate locally
Open Space Acquisition	377,499	-	Transfer to Open Space Fund
Historic Museum Fund	2,991	-	Return to unassigned GF
Unfunded Pension Liability	1,015,000	955,472	Reduce to current valuation
Equipment Replacement	200,000	200,000	No change
Emergency Capital Replace/Repairs	1,400,000	1,400,000	Rename
Other Post-Employment Benefits	-	308,280	New assignment
Assigned	3,098,150	2,963,752	
Nonspendable*	55,878	155,878	
Unassigned	1,439,134	1,093,373	
Total Fund Balance	<u>4,593,162</u>	<u>4,213,003</u>	

\*Nonspendable includes total of anticipated loan payable transaction.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Nick Pegueros, Town Manager

**DATE:** January 28, 2015

**RE:** **Request from Residents to Issue a Letter to Stanford University Regarding Steelhead Recovery in the Creeks Upstream of Searsville Dam**

### RECOMMENDATION

The recommendation is that the Town Council discuss the issuance of a letter to Stanford University regarding steelhead recovery in the creeks upstream of Searsville Dam.

### DISCUSSION

At the Town Council's January 14, 2015 meeting, the Council received a request from residents Tom Shreck, Bill Kaspari, and Danna Breen that the Town formally support steelhead recovery in the creeks upstream of Searsville Dam. The requesting parties have provided proposed language for a letter to Stanford University on this topic (Attachment 1).

For the Council's consideration of the residents' request, staff has also attached information from Stanford's website (Attachment 2) regarding the process underway at Stanford to study alternatives for Searsville Dam, including study of potential fish passage upstream of the dam. Staff has been advised that Stanford is near the end of this process and will soon make a decision regarding which alternative to pursue and whether fish passage upstream of the dam will be included. It is important to note that if Stanford decides to take any action to modify or remove Searsville Dam, the university would then develop the project design, address concerns of the applicable permitting agencies (e.g. Army Corps of Engineers), and conduct an environmental assessment that would be circulated for both Town and public to review and comment on.

### ATTACHMENTS

1. Draft letter proposed by requesting parties
2. Stanford University documents regarding Searsville Dam, also available at: <http://news.stanford.edu/searsville/>

## Residents' proposed letter to Stanford University

Letter to Stanford in Support of Steelhead Recovery to Portola Valley Creeks and Watershed Restoration

To Stanford University:

We write today regarding the future of Searsville Dam.

- We understand that Stanford University and watershed stakeholders are currently studying alternatives for Searsville Dam, including modifying the dam and removing the dam.
- We understand that any alternative pursued will seek to ensure flood protection and dam safety for downstream communities.
- We understand that Stanford is studying alternatives to restore native fish migration, in addition to other native wildlife migration, between the San Francisco Bay and Portola Valley creeks currently blocked by the dam.
- Many of the creeks upstream of Searsville Dam occur in Portola Valley; Corte Madera Creek and tributaries continue to support wild rainbow trout populations.
- Portola Valley has been a steward of the creeks, streams and dependent wildlife within its boundaries for more than 50 years. We have adopted model creekside regulations to protect the watershed and have removed a large section of culvert to daylight and restore a stretch of Sausal Creek that runs through the Portola Valley Town Center.
- Searsville Dam presently prevents all migration of native fish, including threatened steelhead trout, from migrating upstream into Corte Madera Creek, Sausal Creek and tributaries within Portola Valley. The reservoir and dam also present a major barrier to the downstream migration of native rainbow trout and other wildlife from Portola Valley to downstream reaches and the SF Bay.
- An alternative that restores natural stream and watershed functions would improve habitat for many species of wildlife and increase water availability in the stream system, essential to protecting wildlife and vegetation throughout periods of extended drought.
- Restoring natural creek functions will increase the watershed's resiliency to climate change and is conceptually supported in Governor Brown's Water Action Plan—it can restore important ecosystems, improve groundwater management and increase coastal flood protection in an area affected by sea-



## Residents' proposed letter to Stanford University

level rise.

- The steelhead population within the San Francisquito watershed is at risk from climate change due to extended dry periods and decreased water availability in the lower watershed and lack of access to perennial stream reaches above the dam. We support an alternative that improves habitat features for fish such as pools and riffles, results in stream channel restoration that also provides flood attenuation and sediment stabilization, and increases water availability in the creek.
- We support a Searsville alternative that allows effective and self-sustainable migration of native fish and wildlife species, including sea-run steelhead trout, to swim from San Francisquito Creek to Portola Valley creeks and safely back downstream.
- We support a Searsville alternative that reduces or eliminates artificial reservoir habitat that encourages the reproduction and spread of non-native species such as bullfrogs and non-native fish into Portola Valley creeks.
- We support an unimpeded migration corridor along Corte Madera Creek and other creeks to enable effective wildlife migration to and from Portola Valley in order to ensure that wildlife can maintain genetic diversity and adapt to a changing climate.

Thank you for your consideration of this resolution.

Portola Valley Town Council

# Searsville Dam

## FREQUENTLY ASKED QUESTIONS

[\(Back to main page\)](#)

### **What are the Searsville Dam and Reservoir, and how does Stanford use them?**

Searsville Dam and Reservoir are located in the Jasper Ridge Biological Preserve in the San Francisquito Creek watershed, adjacent to Portola Valley and Woodside, west of Interstate 280. The dam was built in 1892 by the for-profit Spring Valley Water Company and acquired by the university in 1919. The reservoir created by the dam was once a popular recreational area. The Stanford Board of Trustees formally designated Jasper Ridge as a biological preserve in 1973 and in 1975 ended recreational use of Searsville Reservoir. Today, sedimentation has reduced the reservoir to less than 10 percent of its original water capacity. The reservoir is one of several sources of non-potable water used at Stanford for landscape irrigation, agriculture and fire protection. The ongoing drought has interrupted water diversion since the spring of 2013.

Searsville Reservoir is a major feature of the 1,189-acre Jasper Ridge Biological Preserve, playing a key role in the preserve's research and education mission. It provides opportunities for researchers and students to study a range of globally and locally important habitats, environmental issues and engineering topics.

### **What are Stanford's plans for the future of Searsville Dam?**

Because of the extent and rate of sedimentation that will lead to the eventual loss of the reservoir and the importance of all of the various hydrologic and natural habitat issues involved, Stanford is conducting an in-depth, expert comprehensive review of all issues and all possible actions related to the dam's future. Stanford believes that only a careful, thoughtful analysis of the complex, intersecting issues will provide a proper road map for the future of this facility and its interrelationships with the biological preserve, the species that thrive there and the entire San Francisquito watershed.

A faculty and staff committee that includes Stanford scholars who specialize in engineering, environmental science, history and law has been studying alternatives for the future of Searsville Dam since 2011. The study was spurred primarily by the increasing sedimentation in the reservoir, but the committee is investigating all of the complex and interrelated factors, including:

- The effect of possible future dam options on research and academic programs at the Jasper Ridge Biological Preserve
- The role of Searsville in the university's sustainable long-term water supply and storage needs
- Potential impacts of various actions on biological diversity, including the habitats and wetlands created by the reservoir, as well as potential fish passage upstream of the dam
- Possible effects on upstream and downstream flood risk, especially concerning San Francisquito Creek
- The cost and impact of possible sediment removal, disposal and ongoing management

Stanford has retained a world-renowned engineering firm, URS, to provide consulting services addressing the complex engineering and biological aspects of the study. URS has extensive expertise in these areas, as indicated by its recent involvement in the San Clemente Dam project on the Carmel River.

### **What are the long-term options for the dam?**

The Searsville Steering Committee is studying a number of general possible options for Searsville Dam:

- Continuing to allow the reservoir to fill with sediment and transition to a marsh and forested wetland

## ATTACHMENT 2

- Maintaining the dam and reservoir through sediment removal
- Modifying the dam and reservoir to enable flood mitigation and management, in addition to water supply and storage
- Removing the dam to allow Corte Madera Creek and other streams to flow downstream unimpeded
- Considering other issues related to Searsville, including alternatives to the current water supply and storage facilities, provision of additional fish passage, the change in the amount of sediment going downstream and options for removing accumulated sediment from 12 decades of deposition.

**Is Stanford diverting water from Searsville Lake and San Francisquito Creek to irrigate its golf course and campus landscaping, to the detriment of fish?**

Stanford is not presently diverting water at all, and has not diverted water from Searsville Lake since March 2013 and from San Francisquito Creek since early April 2014. Stanford's permits require a minimum flow of water in the creeks for the passage of fish before any water can be diverted. Irrigation on campus, which has been reduced because of the drought, currently comes from water stored in Felt Lake in the Stanford foothills and from Stanford's wells.

**How does Searsville Dam fit into Stanford's larger Habitat Conservation Plan?**

More than a decade ago, Stanford began working with the National Marine Fisheries Service and the U.S. Fish and Wildlife Service to create a Habitat Conservation Plan (HCP) under the auspices of the Endangered Species Act. An HCP allows a landholder to create long-term conservation plans, rather than relying on short-term, limited mitigations for specific projects and ongoing activities that might affect threatened or endangered species. At Stanford, those types of projects include road and utilities operation and maintenance, field research, construction and conservation activities.

Operation and maintenance activities at Searsville Dam and Reservoir were originally included in the draft HCP. But the complexity of the issues involved in the dam's future led the university to withdraw these activities at the dam and reservoir from the final HCP and to create the steering committee to conduct the Searsville Alternatives Study. For more information on the plan see <http://hcp.stanford.edu/>.

**What are the issues involving steelhead and Searsville Dam?**

The San Francisquito Creek watershed continues to support a healthy steelhead population. Steelhead, which are considered threatened, are the anadromous form of rainbow trout, meaning they hatch and spend the early part of their lives in freshwater creeks such as San Francisquito, live most of their lives at sea and return to their freshwater creek of origin to spawn.

Stanford has contributed to improvements in habitat for steelhead and other species in the watershed and on Stanford lands. For instance, Stanford's Steelhead Habitat Enhancement Project, created in 2006, has improved the efficiency of a water diversion facility located on Los Trancos Creek and increased bypass flows to improve steelhead habitat.

**What is Stanford's response to suits filed by Our Children's Earth and the Ecological Rights Foundation against the university and the National Marine Fisheries Service, claiming that Searsville Dam and Stanford water diversions threaten steelhead trout?**

The National Marine Fisheries Service (NMFS) conducted a thorough evaluation and issued permits for Stanford that do not harm and in fact benefit the fish in Los Trancos Creek and the San Francisquito watershed.

The 2008 approval by NMFS supported construction of a new fish ladder that permits the migration of steelhead trout up Los Trancos Creek. It was the result of a multi-year process involving careful analysis and evaluation of the project, as well as the proposed water diversions by Stanford. Specific minimum flows in the creek are required by NMFS, for the benefit of steelhead, before Stanford can divert water. Upstream migration is not blocked, and in fact the Steelhead Enhancement Project created more effective upstream migration.

The university believes that it is in full compliance with the Endangered Species Act and all local, state and federal laws in its operations of Searsville Dam and Reservoir, and that Stanford's past projects, the HCP and the Searsville Study reflect Stanford's commitment to conserving habitats for protected species. Stanford is in regular contact with state and federal wildlife agencies and submits information about the Searsville Dam operations to various agencies. Staff from the state Department of Fish and Wildlife and the Division of

Safety of Dams visit the dam on a regular basis.

**What about the upstream wetlands habitat created by the dam over more than 120 years?**

The biodiversity of the area altered by the construction of Searsville Dam is among the key issues under review by the Searsville Steering Committee. According to the Jasper Ridge Advisory Committee's 2007 position statement on Searsville, the lake "supports a range of habitats, including the reservoir itself, the associated wetlands, and all of the habitats with species that use the reservoir and wetlands for feeding or breeding. Searsville Lake has a diverse aquatic community. It is a key habitat for migratory and breeding birds and provides important foraging resources for bats. In addition, the reservoir helps maintain shallow water tables that support wetland habitat on the Corte Madera and Sausal Creek alluvial floodplains."

**Is Searsville Dam safe?**

Yes. Searsville Dam is regularly inspected by the state's Division of Safety of Dams and is considered to be safe for seismic, sediment and flood-load conditions. That agency reiterated the dam's safety as recently as Dec. 28, 2012, in a letter that says: "The dam is considered safe for continued use and no additional engineering or geologic analyses involving the dam, abutments, or foundation are judged necessary at this time." The 68-foot-high concrete gravity dam, comprised of large concrete blocks and a stout cross section, according to the state "is considered stable for the static, seismic and flood loading conditions and has an outlet capacity capable of meeting our requirements."

**Who will make the final decision about the future of Searsville Dam, and when?**

Stanford anticipates completing the initial set of studies in 2014, with the intention of forwarding recommended courses of action to President John Hennessy and Provost John Etchemendy by the end of 2014. Any project or actions proposed by Stanford will then need to be more specifically designed and submitted for environmental review and permitting by multiple applicable agencies at the federal, state and local levels.

**Who are the members of the Searsville Steering Committee?**

The committee is co-chaired by Jean McCown, Stanford director of community relations, and Chris Field, faculty director of Jasper Ridge and professor of biology and of environmental Earth system science. The Committee includes prominent faculty: Jeffrey Koseff, co-director of the Woods Institute for the Environment; Pamela Matson, dean of the School of Earth Sciences; Buzz Thompson Jr., professor of natural resources law and co-director of the Woods Institute for the Environment; David Freyberg, professor of civil engineering and hydrology; and Richard White, professor of history. Staff members include senior leadership and specialists in conservation, land use, environmental sustainability and water conservation.

**How is Stanford keeping neighboring communities and the general public informed?**

Stanford is working closely with local, state and federal agencies on its study of Searsville Dam and Reservoir, including the U.S. Fish and Wildlife Service, National Marine Fisheries Service, U.S. Army Corps of Engineers, California Department of Fish and Wildlife, California State Water Resources Control Board and the San Francisco Bay Area Joint Powers Authority. Since the fall of 2011, Stanford has also sponsored two community workshop meetings that drew such organizations as the Crescent Park Neighborhood Association, the Committee for Green Foothills, CalTrout, Santa Clara Audubon, American Rivers and Beyond Searsville Dam.

Stanford also is working with an advisory committee of external representatives to provide input to the steering committee's evaluation process. That group continues to meet.

**More information on Stanford and the Searsville Dam:** <http://news.stanford.edu/searsville/>

*Updated last on August 21, 2014*



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Stanford Report, April 17, 2014

## Tour outlines shared challenges to San Francisquito Creek watershed

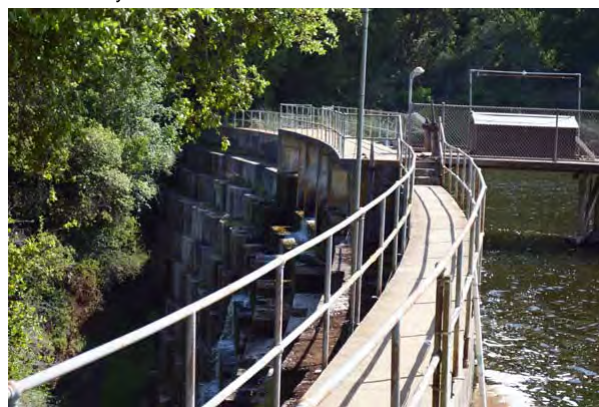
*Stanford faculty and staff recently participated in an educational tour of the San Francisquito Creek that emphasized the complexity of shared challenges created by human intervention in the historic waterway and suggested the need for coordinated solutions.*

By Kate Chesley

The name San Francisquito Creek literally connotes "little" San Francisco in Spanish. But the creek's impact is anything but little for the humans, plants and animals dependent on its water for life.

Flood worries, sediment buildup, industrial runoff, protection of endangered species, proliferation of invasive species, drought and the impacts of climate change are among the challenges facing the many communities and organizations – including Stanford – working to create a sustainable future for the creek and its watershed.

Kate Chesley



Searsville Dam was the starting point for a recent tour of the San Francisquito Creek watershed for people interested in the future of the watershed.

Members of those organizations, as well as local residents, gathered recently for a watershed tour sponsored by the Committee for Green Foothills, a nonprofit organization that preserves open space and natural resources in San Mateo and Santa Clara counties. The tour started in Stanford's Jasper Ridge Biological Preserve, below where the watershed begins at the crest of the Santa Cruz Mountains, and ended where the creek empties into San Francisco Bay at Friendship Bridge between East Palo Alto and Palo Alto.

The tour took participants through areas both bucolic and urban. Each stop revealed the effects of human intervention on the creek, which marks the boundary between Santa Clara and San Mateo counties.

Highlighted were the efforts of groups such as Acterra, which is reintroducing native plant species along creek banks in Palo Alto; Beyond Searsville Dam, which works to remove barriers to steelhead migration; Citizens Committee to Complete the Refuge, which enhances the tidal marshes at the mouth of the waterway; and the San Francisquito Creek Joint Powers Authority, which addresses issues of flooding and environmental protection for communities located along the creek.

50 square miles, 20 creeks

The San Francisquito Creek watershed is about 50 square miles and encompasses more than 20 creeks. Many of the streams merge halfway between the mountains and the bay into San Francisquito Creek. Over thousands of years, the creek has carried sediment downstream to create the alluvial fan upon which Atherton, Menlo Park, Palo Alto, East Palo Alto and Stanford were developed.

The tour started at Searsville Dam, located in the Jasper Ridge Biological Preserve. Built by the for-profit Spring Valley Water Company in the late 1800s, the dam was designed to provide water to the newly created Stanford University and San Francisco. The dam created Searsville Lake, flooding the site of the town of Searsville, which served the sawmill industry. The dam and surrounding areas were purchased by Stanford in 1919.

Today, the area is part of Jasper Ridge, founded in 1973. Students and scholars use the wetlands created by the dam and lands near the reservoir to pursue field research into such areas as biodiversity, climate change, species extinction and ecosystems – all with the intent to bring greater understanding to natural systems.

Searsville Lake is also a source of non-potable irrigation and fire protection water for Stanford. However, the ongoing drought has interrupted Searsville water diversions since about a year ago.

Stanford speakers participating in the tour combined to tell the story of the dam, the 1,200-acre Jasper Ridge Biological Preserve, the environmental research that takes place there and the university's efforts to conserve water and create sustainable water management plans benefiting the watershed.

The university has launched a comprehensive study of the future of Searsville Dam that includes faculty members whose areas of expertise focus on environmental sustainability, water and land management, biology and engineering. Committee members have been weighing such issues as research and educational activities at Jasper Ridge, university water supply needs, the environmental effects of the dam on habitats and wetlands and flood risks. Of particular concern is the more than 125 years of sediment buildup, which has reduced the water capacity of Searsville Reservoir by more than 90 percent.

#### Sediment 'poster child'

The sediment is the result of the highly friable nature of rocks in the Santa Cruz Mountains. With each earthquake or heavy rain, sediment enters the creek in abundance. As a result, Searsville Dam has become a "poster child for sediment issues," according to dam expert David Freyberg, associate professor of civil and environmental engineering.

The faculty and staff committee studying the dam's future is expected to make recommendations about what the university should do by the end of the year. Possible changes include dredging the reservoir, bypassing the dam or altering or removing it.

"The issue has less to do with what we decide to do and more with how we go about doing it," according to Philippe Cohen, executive director of Jasper Ridge. He explained that the regulatory agencies that will review any university dam proposals expect precision. The complex

environmental issues involved in the dam suggest a need for flexibility.

"If we do what we are going to do wrong – and we do it wrong in a big way – we do it wrong permanently," Cohen said, adding that some of the debates about the dam's future are over "competing ecological values."

Once the committee's recommendations are in place and the dam's future decided, Stanford will be able to create long-term water management plans for the campus, according to Tom Zigterman, Stanford's associate director of water services and civil infrastructure. Zigterman explained to tour participants that campus conservation efforts have already reduced Stanford's domestic water use by 21 percent. That number is expected to increase to 36 percent with the completion of the Stanford Energy System Innovations project in 2015. Like many Bay Area communities, Stanford gets its drinking water from the Hetch Hetchy Reservoir in the Sierra Nevada. Nonpotable water comes from groundwater and local surface water.

"The main thrust of everything we do with energy and water is sustainability," Zigterman said.

Zigterman said the university is keenly aware of water users and residents downstream on San Francisquito Creek and seeks to create a long-term solution for Searsville and a sustainable water management plan that represents a "comprehensive solution that is coordinated." As a result, modeling for Searsville Dam alternatives includes projected impacts all the way to the bay.



Stanford Report, January 18, 2013

## Stanford engages consulting firms to help with Searsville study

*Members of the media invited to an information session and Jasper Ridge Biological Preserve tour learn that the 120-year-old Searsville Dam is a "champion sediment producer" whose future requires careful study and consideration, given the complicated environmental issues involved.*

By Kate Chesley

Stanford has engaged an engineering firm to conduct crucial engineering and biological studies at [Searsville Dam](#) and a company that specializes in public outreach to help engage external groups interested in the future of the dam and reservoir.

The two firms will help the Searsville Steering Committee continue its work in assessing what should be done with the 120-year-old dam, located in the university's Jasper Ridge Biological Preserve.

The engagement of the engineering firm URS and public outreach firm Kearns and West was among the news shared this week with members of the media invited to Jasper Ridge for a presentation and tour of Searsville Dam and Reservoir by the Searsville Steering Committee.

"This event was an opportunity for Stanford to better explain the complicated environmental issues surrounding the dam's future and to correct some misimpressions the public may have," said Jean McCown, director of community relations and co-chair of the steering committee.

The faculty and staff steering committee includes Stanford scholars who specialize in engineering, environmental science, history and law. They have been studying a range of alternatives for the future of Searsville Dam since 2011 and hope to complete an initial set of studies in early 2014.

### Looking for the 'best solution'

The dam was built in 1892 by the for-profit Spring Valley Water Co. and acquired by the university in 1919. Today, sedimentation has reduced the reservoir to less than 10 percent of its original water capacity. The reservoir is one of several sources of non-potable water used at Stanford for landscape irrigation, agriculture and fire protection. The ecosystem created by the dam also is a key aspect of environmental research conducted at Jasper Ridge.

Kate Chesley



David Freyberg, professor of civil and environmental engineering, explains the construction and operations of the Searsville Dam to members of the media visiting Jasper Ridge this week.

Chris Field, professor of biology, co-chair of the steering committee and faculty director at Jasper Ridge, told reporters that the faculty members studying the dam's future are all accomplished scholars and "people who dedicate their lives to environmental problems."

Field assured reporters that the committee has been tasked only with finding the "best solution," factoring in the complex environmental issues and the concerns of the many constituencies affected by the dam and reservoir. He cautioned, however, "it's not obvious what the best solution is."

Although the lack of an expedient answer may frustrate some, he said he was "very confident about finding a solution that will work."

### Champion sediment producer

But among the challenges the committee is wrestling with is the massive amount of sediment dumped into the reservoir from major winter rains in the Santa Cruz Mountains above the dam, according to steering committee member David Freyberg, associate professor of civil and environmental engineering.

Freyberg, whose research focuses on aging dams, said Searsville Dam was originally built to provide water to San Francisco. The dam and reservoir's purpose was to store water from the winter rainy season for use during the dry season of the year. Its flexible design, he said, is considered unique.

"Think of it like a large concrete Lego set of interlocking, poured-in-place concrete blocks," he said. The dam's mass, combined with gravity, is what keeps it in place. But from its first days, Freyberg said, the dam was what he called a "champion sediment producer because of the geography of the area."

Sedimentation has proven to be a challenge for Stanford's sustainable water management, according to Tom Zigterman, co-director of the staff Searsville Alternative Study Working Group and associate director of water services and civil infrastructure.

Zigterman said Searsville Reservoir provides about 20 percent of the university's irrigation supply. Although the dam, which he called "structurally safe" as evidenced by annual inspections by the California Division of Safety of Dams, was never intended to operate as a flood-control facility, there is a perception by surrounding communities that it may play a role. He said the university is being "careful and aware" of potential flood impacts upstream and



Sedimentation has reduced the reservoir created by Searsville Dam to less than 10 percent of its original water capacity.

Kate Chesley

downstream of any proposed action.

Zigterman said there is no way to predict when sediment will completely fill the reservoir.

"Given that it has taken 120 years for it to fill in 90 percent, it's hard to say. It could be a decade. It could be several. But we don't want to wait for that," said Zigterman.

### Possible options

The steering committee is considering many possible options for Searsville Dam, including:

- Continuing to allow the reservoir to fill with sediment and transition to a marsh and forested wetland
- Maintaining the dam and reservoir through sediment removal
- Modifying the dam and reservoir to enable flood mitigation and management, in addition to water supply and storage
- Removing the dam to allow Corte Madera Creek and other streams to flow downstream unimpeded

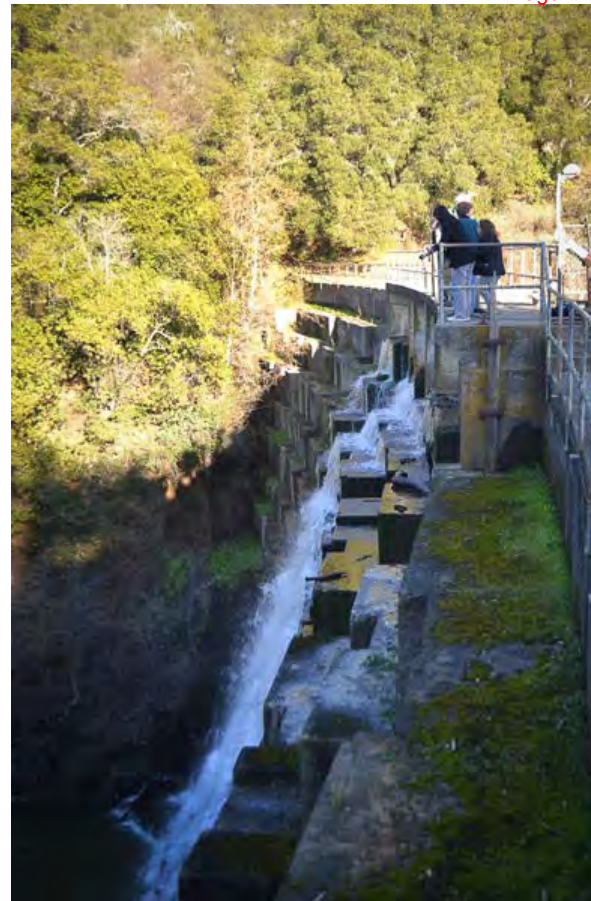
It is also considering other issues related to Searsville, including alternatives to the current water supply and storage facilities, provision of fish passage, the change in the amount of sediment going downstream and options for removing accumulated sediment from 12 decades of deposition.

In the meantime, McCown said the university's study of the dam and reservoir has attracted the attention of environmental organizations, some of which are focused on the welfare of the steelhead population that spawn in San Francisquito Creek.

McCown said Stanford is equally concerned about the steelhead population and has been working for more than a decade to improve the habitat for it and other protected species in the San Francisquito Creek watershed and on Stanford lands in general. She said she is confident that a National Marine Fisheries Service investigation of possible "take" of steelhead alleged to be caused by the dam would reflect the university's compliance with the Endangered Species Act. "Take" refers to the killing or harming of a threatened or endangered species.

Whatever solution the university proposes, consultation and permitting by at least six federal agencies and seven state agencies, in addition to local governments, will be necessary, she said.

The next step, McCown said, is completion of the engineering studies by URS and creation of an external advisory committee to help the university understand the community's perspective on the numerous options possible at Searsville Dam and Reservoir.



Media representatives were given a tour of the Searsville Dam by members of the Searsville Steering Committee and the Searsville Alternative Study Working Group.

"For now, we are keeping an open mind and keeping everything on the table," she said.

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Stanford Report, March 7, 2012

## Searsville Dam steering committee wrestling with complex issues

*The steering committee studying the future of Searsville Dam and Reservoir is preparing to engage consultants, while continuing discussions with local organizations and residents, as it begins sorting through the complicated issues governing the dam's fate.*

By Kate Chesley

The Stanford steering committee assessing Searsville Dam and Reservoir plans to begin drawing on the expertise of consultants to help sort through the enormously complex issues involved in deciding the dam's future.

In the next several months, staff members supporting the work of the committee will engage consultants specializing in such areas as engineering and hydrology; ecosystems and biological resources; and land use and environmental planning, according to Jean McCown, co-chair of the steering committee and director of community relations.

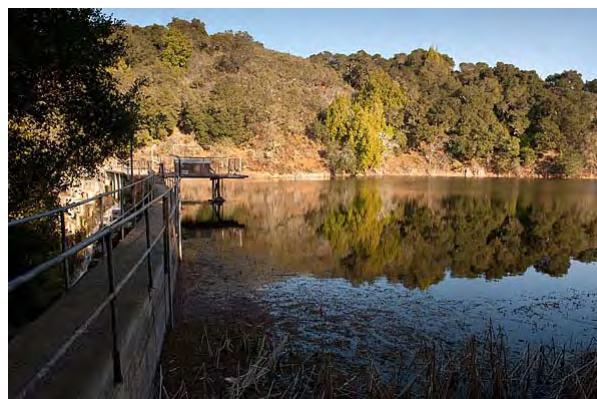
The resulting studies will cover some 20 subtopics, including, for example, dam structure and long-term integrity, downstream impacts from changes in sediment, fish passage and archeological resources. Possible changes to be considered as part of the studies range from dredging the reservoir to bypassing the dam to altering or removing it. Also factored into the studies will be the possible effect of such occurrences as droughts, catastrophic storms and earthquakes.

The steering committee's objective is to study the dam and reservoir, located on San Francisquito Creek in the [Jasper Ridge Biological Preserve](#), and make recommendations about their future in light of the needs of the university, the surrounding community and the environment. The committee's work is expected to take approximately two years.

"It has been a challenge to formulate the key questions to be studied so that our deliberations will, in turn, help us balance all the competing priorities," McCown said "It is abundantly clear that there is no one-size-fits-all solution."

The steering committee is co-chaired by Chris Field, professor of biology and of environmental Earth system science and faculty director for the Jasper Ridge Biological Preserve, and McCown. It includes five scholars who specialize in environmental science, history and law, as well as staff members who work in such areas as university land use, sustainability and water resources.

L.A. Cicero



Searsville Dam and Reservoir at Jasper Ridge Biological Preserve.

## Habitat Conservation Plan

Their long-term study of Searsville Dam and Reservoir was prompted by the university's proposal of a [Habitat Conservation Plan](#) (HCP) in 2008. The HCP, which is still under consideration by federal agencies, outlines a comprehensive conservation program for five protected species on Stanford lands and creates permanent easements along 13 miles of San Francisquito, Los Trancos, Matadero and Deer creeks.

Consideration of Searsville Dam and Reservoir was originally included in the HCP. But the complexity of the environmental issues involved in the dam's future led the university to withdraw the operation and maintenance of the dam and reservoir from the HCP and to create the steering committee.

Searsville – the only one of Stanford's water storage dams located directly on a stream – was built in 1892 by the for-profit Spring Valley Water Company and acquired by the university in 1919. Searsville Lake was once a recreational area, and archival postcards show people riding horseback there.

Today, sedimentation in the reservoir has reduced the water quantity to 10 percent of its original capacity. The dam, which is structurally sound, provides a source of non-potable water used at Stanford for landscape irrigation.

## San Francisquito watershed

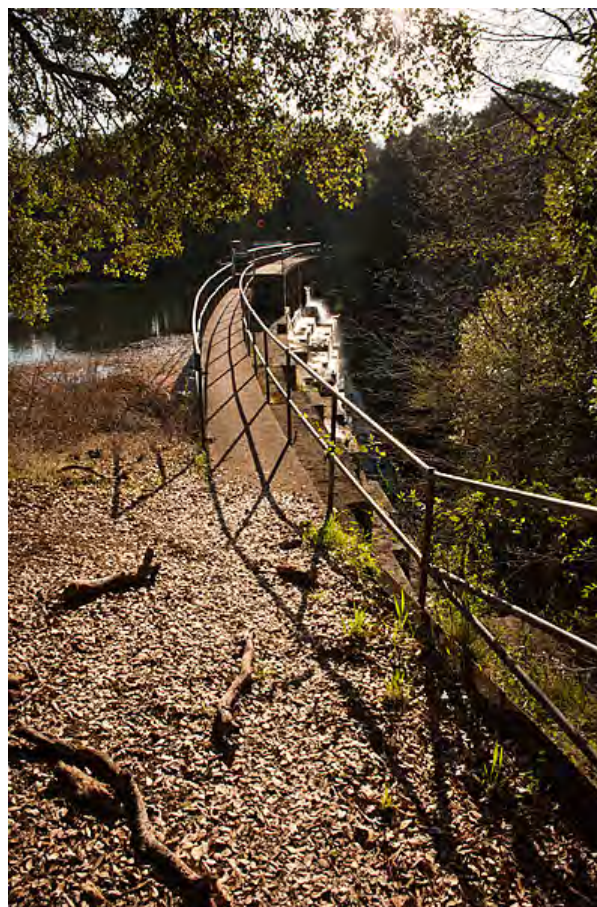
Since June, McCown said, the steering committee has been reviewing the extensive collection of existing engineering, hydrology and biology studies of not only Searsville Dam, but also the entire San Francisquito Creek watershed area.

The watershed starts in the Santa Cruz Mountains, where many tributaries and creeks combine into San Francisquito Creek and eventually empty into San Francisco Bay. Over thousands of years, the sediment carried in the creeks created the land upon which much of Palo Alto, East Palo Alto, Menlo Park, Atherton and Stanford now sit.

Many of these studies being reviewed by the committee will be posted to a public website to increase communication with the area residents and organizations equally concerned about the dam's future. The website will include downloadable articles and studies on such subjects as dam removal and operations, engineering and hydrology and biology.

Last fall, a workshop for many of those organizations was held at Stanford, and more such gatherings are planned for the future. Among the groups represented were the Crescent Park

L.A. Cicero



Searsville is the only one of Stanford's water storage dams located directly on a stream.

Neighborhood Association, the Committee for Green Foothills, CalTrout, Santa Clara Audubon, American Rivers, Beyond Searsville Dam, the San Francisquito Creek Joint Powers Authority and the Santa Clara Valley Water District.

McCown said the steering committee has placed a high priority on communicating with area residents and organizations because of the complexity and potential effects of virtually every option to be considered.

### **Steelhead and native species**

Of particular concern to the university and many of the area organizations is the survival of the threatened steelhead. Steelhead are the anadromous form of rainbow trout, meaning they are born in freshwater creeks like San Francisquito, spend most of their lives at sea and return to their freshwater creek of origin to spawn. Since they migrate from February to April, drought winters such as the current one pose challenges to their survival, as does pollution.

Stanford has built fish ladders on several creeks that allow better upstream passage for steelhead, and the HCP proposes to remove structures that might impede their migration.

Also of concern are the effects that changes in Searsville Reservoir could cause in wetlands and other habitats that have been created in the 125 years since the dam was built. Unknown, for instance, is the effect eliminating Searsville Reservoir would have on the insects that support native species thriving at Jasper Ridge Biological Preserve. Many of these species are the focus of university research into climate change and other environmental challenges. Among those the steering committee has heard from are Philippe Cohen, administrative director of Jasper Ridge, and Alan Launer, Stanford conservation program manager.

"What I'm really concerned about is that the wetlands and reservoir represent a substantial portion of the native biodiversity present on the preserve – and not just non-native species," said Cohen. "If we manage our efforts poorly, we could have a deleterious impact on the native biodiversity of the preserve."

Cohen points out that freshwater wetlands have become virtually extinct in Northern California, meaning that the area partly created by Searsville Dam may actually be an irreplaceable biological resource.

Stanford Report, May 10, 2011

## Stanford faculty committee appointed to study Searsville Dam, Reservoir

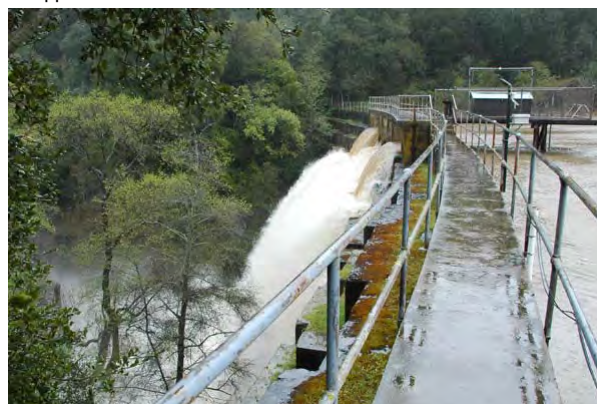
*A new committee made up of Stanford faculty members will study the Searsville Dam and Reservoir over the next two years, bringing a multidisciplinary perspective in considering the needs of the university, the surrounding community and the environment.*

BY KATE CHESLEY

Five Stanford scholars who specialize in environmental science, history and law will be studying Searsville Dam over the next several years to recommend a course of action for its future.

The faculty members asked to serve on a new Searsville Study Steering Committee by Robert Reidy, vice president for Land, Buildings and Real Estate, are:

Philippe Cohen



Searsville Dam was built in 1892 by the for-profit Spring Valley Water Company and acquired by the university in 1919.

- Chris Field, professor of biology and of environmental Earth system science and faculty director for the Jasper Ridge Biological Preserve.
- Jeffrey Koseff, the William Alden Campbell & Martha Campbell Professor in the School of Engineering and the Perry L. McCarty Director of the Woods Institute for the Environment.
- Pamela Matson, the Chester Naramore Dean of the School of Earth Sciences and the Richard and Rhoda Goldman Professor in Environmental Studies.
- Barton "Buzz" Thompson Jr., the Robert E. Paradise Professor of Natural Resources Law and the Perry L. McCarty Director of the Woods Institute.
- Richard White, the Margaret Byrne Professor of American History.

Members of the committee are being asked to study the Searsville Dam and Reservoir, which is located in the Jasper Ridge Biological Preserve, from a multidisciplinary perspective and to assess its future in light of the needs of the university, the surrounding community and the environment.

"There are many complicated issues involved in Searsville Dam and Reservoir, and it is very important to the university that we consider possible future actions with great care," said Jean McCown, director of community relations. "So we are fortunate that scholars who have committed their lives to studying environmental issues have volunteered to help."

McCown added, "Right now, there is a lot of misinformation out there about Searsville Dam. Our hope is that this faculty committee will assure that the study examines all the issues so that it presents a thoughtful and well-reasoned assessment of potential alternatives."

Among the factors the committee will consider are:

- Research and academic programs at the Jasper Ridge Biological Preserve.



- The university's water supply and storage needs.
- Biological diversity, including both the habitats and wetlands created by the reservoir as well as potential fish passage upstream of the dam.
- Possible effects on upstream and downstream flood risk.
- The cost and impact of sediment removal, disposal and ongoing management.

The university recently made a decision to withdraw the dam and reservoir from consideration as part of a proposed [Habitat Conservation Plan](#) (HCP). That withdrawal is acknowledgement of the complexity and time needed to determine future alternatives at Searsville, according to McCown.

In the meantime, the HCP, initially proposed in 2008, will implement a conservation program for five protected species on Stanford lands when its review is completed by the National Oceanic and Atmospheric Administration's Fisheries Service and the U.S. Fish and Wildlife Service. Any future proposed changes at Searsville would need to be permitted under the Endangered Species Act.

Catherine Palter, associate director of land use and environmental planning, said she hopes the HCP review process will finish by late summer. At that point, the university plans to immediately begin the conservation program, including:

- A 270-acre permanent conservation easement over San Francisquito and Los Trancos creeks.
- A 90-acre permanent conservation easement over Matadero and Deer creeks.
- A 315-acre reserve in the lower foothills, where no development would be permitted for at least 50 years.
- A central campus conservation management area, including continued operation of Lake Lagunita for the benefit of endangered species for at least 50 years.
- Removal of the non-operating Happy Hollow Dam/Lagunita diversion and restoration of a creek channel to improve fish passage.
- Removal of agricultural and equestrian facilities near the creeks wherever possible.

HCPs, made possible by the U.S. Endangered Species Act, allow landholders to create long-term conservation plans, rather than rely on short-term, limited mitigations for specific projects that might affect threatened or endangered species. The species of concern to Stanford include the California tiger salamander, steelhead trout, California red-legged frog, Western pond turtle and San Francisco garter snake.

Searsville – the only one of Stanford's water storage dams located directly on a stream – was built in 1892 by the for-profit Spring Valley Water Company and acquired by the university in 1919. Once used for recreation, the lake today suffers from sedimentation that has reduced the water quantity to 10 percent of its original capacity. Still, the dam is a source of non-potable water used at Stanford for landscape irrigation.

The faculty committee studying the dam and reservoir will be aided in its work by staff and faculty members specializing in such areas as engineering, hydrology, risk management, biology, land use, environmental planning and environmental law.

Stanford Report, April 5, 2011

## Stanford begins comprehensive study of Searsville Dam

*As a study of its future begins, Searsville Dam has been withdrawn from consideration as part of the university's proposed Habitat Conservation Plan. The historic dam, one of five on Stanford property, is considered important for irrigation, fire protection, habitat preservation, teaching and research. But sediment has greatly reduced its capacity.*

BY KATE CHESLEY

The future of Stanford's Searsville Dam and Reservoir will be the subject of study by a team of faculty and staff members expected to come together as a committee by the end of the academic year.

Jean McCown, director of community relations, said members of the multidisciplinary committee will represent a wide range of university areas, including Jasper Ridge, Land Use and Environmental Planning, Sustainability and Energy Management, and Government and

Community Relations. The group also will include faculty members whose research focuses on water and land management, biology and dam engineering.

McCown said members will report back their findings in about two years about the future of the aging but structurally sound dam, which is located in the Stanford foothills within Jasper Ridge Biological Preserve.

Committee members will consider the dam's future in light of such issues as the university's research and education activities at Jasper Ridge, its water supply needs, the environmental effects of the dam on habitats and wetlands, flood risks and the cost and effects of removing the reservoir's considerable sediment.

Among the possible outcomes of the study are:

- Continuing to allow the reservoir to fill with sediments and transition to a marsh and forested wetland.
- Maintaining the dam through sediment removal.
- Modifying the dam and reservoir to enable flood control, in addition to water supply and storage.
- Removing the dam to allow Corte Madera Creek and other streams to flow downstream unimpeded.

**Withdrawn from HCP**

L.A. Cicero



Searsville was built in 1892 by the for-profit Spring Valley Water Company and acquired by the university in 1919.

As a result of the committee's creation, Stanford has withdrawn consideration of Searsville Dam and Reservoir from the Habitat Conservation Plan (HCP), which the university proposed to federal wildlife agencies in 2008. The HCP, which is still under consideration, outlines a comprehensive conservation program for five protected species on Stanford lands.

HCPs, made possible by the U.S. Endangered Species Act, allow landholders to create long-term conservation plans, rather than rely on short-term, limited mitigations for specific projects that might affect threatened or endangered species. The species of concern to Stanford include the California tiger salamander, steelhead trout, California red-legged frog, Western pond turtle and San Francisco garter snake.

In a January letter to the National Oceanic and Atmospheric Administration's Fisheries Service and the U.S. Fish and Wildlife Service, Catherine Palter, associate director of land use and environmental planning, explained that – in 2008, when the HCP was proposed – Stanford had not yet identified a process for addressing Searsville's future. So the proposed HCP, Palter wrote, reflected Stanford's "best effort" to cover Searsville operations and maintenance.

Now, three years later, Palter said Stanford knows much more about the complex issues surrounding the dam and, as a result, has been able to outline a process for considering its future. Withdrawing Searsville from the HCP gives Stanford needed time for study and analysis, while allowing the permitting process to continue for the remainder of the university's lands, McCown said.

For instance, McCown said the university hopes to proceed with other HCP proposals, including the creation of permanent easements along 13 miles of San Francisquito, Los Trancos, Matadero and Deer creeks, equaling about 360 acres of land. If approved, the HCP also would create a 315-acre California tiger salamander reserve in the lower foothills, where the university hopes to encourage a flourishing salamander population by building inviting ponds and maintaining tunnels across Junipero Serra Boulevard.

Although comprehensive, the HCP was never intended to be a planning document for Searsville Dam and Reservoir, McCown said.

### **Recreational past**

Searsville – the only one of the Stanford dams located directly on a stream – was built in 1892 by the for-profit Spring Valley Water Company and acquired by the university in 1919. Historical postcards of the area show people riding around the lake on horseback and swimming in its deep waters. Today, however, the lake suffers from rapid sedimentation and low water quality. Sediment has reduced the water quantity to 10 percent of its original capacity.

Although no longer used for recreation, Searsville is crucial for Stanford irrigation, fire protection, habitat preservation, teaching and research. It is a major source for the 1 million gallons per day in non-potable water used at Stanford.

Palter called the many issues surrounding Searsville "very complex." For instance, among the issues the committee will need to study is the dam's status on the State of California Historic Resources Inventory as a very early example of poured-in-place concrete block construction.

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Stanford Report, October 19, 2010

## Who knew water would be a historical 'hot issue?'

*David Freyberg, who studies dams – particularly Searsville Dam – recently took members of the Historical Society on a slide-show tour of Stanford's elaborate water system. The good news is that potable water use on campus is trending down. The bad news is that Stanford's dams, which provide much of the university's non-potable water, are aging.*

BY KATE CHESLEY

When [Stanford Historical Society](#) President Charles Junkerman invited David Freyberg, associate professor of civil and environmental engineering, to give a talk last week on Stanford's water systems at a society meeting, he had no idea water would become, as he put it, "one of the hottest issues going."

In fact, when he introduced Freyberg, Junkerman, associate provost and dean of Continuing Studies and Summer Session, held up a news magazine whose cover story focused on the impending scarcity of clean water worldwide. The timeliness of the subject meant that about 100 Historical Society members crowded into Room 2 in Lane History Corner to hear Freyberg's talk. Freyberg studies dams and, in particular, Stanford's Searsville Dam, located in the foothills.

For an hour, Freyberg took society members on a slide-show tour of Stanford's elaborate water system, focusing on potable water, non-potable water and the university's three dams.

One of his best pieces of advice: "Don't drink from the fire hydrants with red tops. Those have non-potable water. The white tops mean potable."

Freyberg traced the history of water use in this area from an initial reliance before the Gold Rush on springs and streams to use of scattered wells and groundwater from the turn of the century to the 1930s to today's dependence on the Hetch Hetchy Reservoir, as provided by the San Francisco Public Utilities Commission.

The good news, Freyberg said, is that Stanford's use of potable water has been trending downward because of the university's aggressive reduction efforts. Stanford used about 2.15 million gallons per day of potable water in 2009, split almost equally among four uses: academic and administrative buildings; student housing and dining; faculty housing; and the cogeneration plant.

The bad news, if there is any, is that Stanford's three dams are aging and likely to "create an interesting set of issues," Freyberg said.

L.A. Cicero



Professor David Freyberg, right, spoke about the Searsville Dam and reservoir at the 2007 Walk the Farm event.

Those dams include the on-campus Lagunita, which was built by Leland Stanford to hold irrigation water for his farm. It leaks about 500 gallons per minute when full and isn't very useful for storing water today. Instead, the area is a habitat for the endangered California tiger salamander, which prefers to amble out of the foothills and into soggy areas for mating.

Far more critical to water use is the dam at Felt Lake, west of Interstate 280, which was built by Job Felt in 1878, purchased by Leland Stanford in 1887, enlarged in 1889 and replaced around 1930. That water is crucial for irrigation and fire protection. Improvements made in 2009 have made it easier for endangered steelhead trout to wind their way around the diversion dam for the reservoir on Los Trancos Creek.

Equally important is Searsville Dam in the Jasper Ridge Biological Preserve. The dam – the only one of the three located directly on a stream – was built in 1892 by the for-profit Spring Valley Water Company and acquired by the university in 1919.

Freyberg showed society members a postcard of people riding around the lake on horseback, reflecting Searsville's recreational past. Today, however, the lake suffers from rapid sedimentation and low water quality. But it, too, is crucial for irrigation, fire protection, habitat preservation and teaching and research.

The two are major sources for the 1 million gallons per day in non-potable water used at Stanford, about half of which is used for irrigation on athletic lands.

"The removal of these sources," Freyberg said in response to questions, "would be a significant hit to campus water."

The Stanford Historical Society's next public program is scheduled for Nov. 10. Teresa LaFromboise, professor of education and director of Native American Studies, and Winona Simms, associate dean of students and director of the American Indian, Alaska Native and Native Hawaiian Program, will discuss Native Americans at Stanford.

IV. E

There are no written materials for this agenda item.

## TOWN COUNCIL WEEKLY DIGEST

**Friday – January 16, 2015**

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1. Agenda (Action) – ASCC – Monday, January 12, 2015
2. Agenda (Action) – Town Council – Wednesday, January 14, 2015
3. Agenda – Planning Commission – Wednesday, January 21, 2015
4. Town Hall Closure in observance of Martin Luther King Jr. Day – Monday, January 19, 2015
5. Month End Financial Report – December 2014
6. Email from Lorrie Duval & Lindsay Bowen re: Support for an Outside AED at Town Center
7. Report from San Mateo County Sheriff's Office – Incident Log for 1/8/15 – 1/13/15
8. Invitation to Council of Cities Dinner Meeting – Friday, January 30, 2015
9. Invitation from LEAN Energy to attend an Informational Workshop re: Exploring Community Choice Aggregation in San Mateo County
10. Email reminder from Mina Lim with San Mateo County Managers Office re: Seats on the January 30<sup>th</sup> City Selection Committee meeting agenda
11. Letter from Robert Gottschalk, City of Millbrae Mayor, requesting support to continue to serve on the HEART Board of Directors
12. Letter from Cary Wiest, Town of Atherton Councilmember, requesting reappointment as a representative to LAFCO
13. Letter from Jack Matthews, City of San Mateo Councilmember, requesting reappointment to serve on the HEART Board of Directors
14. Letter from Ron Collins, City of San Carlos Mayor, requesting reappointment to serve on the HEART Board of Directors
15. Letter from Alicia Aguirre, City of Redwood City Councilmember, requesting reappointment to serve as representative to the Metropolitan Transportation Commission (MTC)
16. Western City Magazine – January 2015

### **Attached Separates (Council Only)**

*(placed in your town hall mailbox)*

1. Invitation from the League of Women Voters (North & Central San Mateo County) re: A Tribute to Honorable California State Senator Jerry Hill – Friday, February 20, 2015





**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, January 12, 2015  
Special Field Meeting (time and place as listed herein)  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

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**ACTION**

**SPECIAL ASCC FIELD MEETING\***

3:00 p.m. 250 Alamos Road Field meeting for preliminary review of plans for residential development and site development permit X9H-683 for this 3.88-acre Westridge subdivision property. (ASCC review to continue at Regular Meeting) **Project team presented proposal, walked the ASCC through the site, and responded to questions. Comments held for 1/12/15 evening meeting.**

4:00 p.m. 40 Minoca Road Field meeting for preliminary review of plans for residential development and site development permit X9H-686 for this 1.19-acre Alpine Hills subdivision property. (ASCC review to continue at Regular Meeting) **Project team presented proposal, walked the ASCC through the site, and responded to questions. Comments held for 1/12/15 evening meeting.**

**7:30 PM – REGULAR AGENDA\***

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Harrell, Koch, Ross (**All present. Also present: Town Planner Debbie Pedro; Deputy Town Planner Karen Kristiansson; Assistant Planner Carol Borck; Town Council Liaison John Richards; Planning Commission Liaison Nicholas Targ**)

3. Oral Communications: **None.**

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

4. New Business:
  - a. Preliminary Architectural Review and Site Development Permit X9H-683 for a New Residence and Swimming Pool, 250 Alamos Road, Toole Residence, File #: 46-2014 (Staff: C. Borck) **ASCC provided comments and continued review to the 1/26/15 ASCC meeting.**
  - b. Preliminary Architectural Review and Site Development Permit X9H-686 for a New Residence and Detached Workshop, 40 Minoca Road, Hanrahan/Maxwell Residence, File #: 51-2014 (Staff: C. Borck) **ASCC provided comments and continued review to the 1/26/15 ASCC meeting.**
5. Old Business:

- a. Review of Agricultural Plan and Pool/Pool House for Conformity with Conditions of Conditional Use Permit X7D-169, Architectural Review, and Site Development Permit X9H-685, 555 Portola Road, Spring Ridge LLC, Neely/Myers, File #: 50-2014 (Staff: K. Kristiansson) **Project approved (4-0, Breen abstained) subject to conditions recommended by staff and listed in Attachment 1 of the staff report.**
6. Annual Election of ASCC Chair and Vice Chair **ASCC members complimented Chair Koch on her work as ASCC Chair during 2014 and unanimously elected David Ross as Chair and Iris Harrell as Vice Chair for 2015.**
7. Commission and Staff Reports:

**Koch** reported that she had reviewed and approved a request for additional skylights at 1155 Westridge.

**Breen** said that she had reviewed a pavement sample and request to relocate planned trees at 128 Escobar. The pavement sample color seemed light, and the proposed tree locations did not appear to provide the screening of the original location. As a result, she asked the applicant to look at both of these again.

**Ross** stated that he had attended a field meeting at 7 Veronica to review a mock-up of proposed window lighting. The mock-up appeared quite bright and would be very visible if installed for the whole house. He talked with the lighting designer about the issues and they are working to resolve them.

**Kristiansson** advised that the 2014 Housing Element would be going to the Town Council this Wednesday, January 14, hopefully for final action, and that the Portola Road Corridor Plan would be returning to the Planning Commission next week on January 21.

**Pedro** updated the ASCC on two code enforcement actions. First, the plantings at 67 Hillbrook were relocated outside of the Town's trail easements. Also, the owners of 250 Golden Oaks removed the path lighting along the driveway.
8. Approval of Minutes: November 24, 2014 **Approved as submitted**
9. Adjournment: **9:15 p.m.**

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

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

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

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# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council  
 Wednesday, January 14, 2015  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## ACTION AGENDA

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

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

**Councilmember Wengert 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.

**Laura Fanucchi, Associate Director of HIP Housing presented Council with the annual HIP Housing calendar and gave an update on HIP Housing Programs.**

**Tom Schreck, Bill Kaspari & Danna Breen spoke of Stanford's current review of alternatives for Searsville Dam, requesting town write a letter of support to allow fish passage as an alternative to enable steelhead migration back in Portola Valley.**

(1) **PRESENTATION** – Paula Stinson, Development and Communications Director of Housing Endowment and Regional Trust (HEART) with the Homeowner Downpayment Assistance Loan Program

**Ms. Stinson presented Council with a film highlighting a school teacher who benefited from the Downpayment Assistance Loan Program.**

### CONSENT AGENDA

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

(2) **Approval of Minutes** – Town Council Regular Meeting of December 10, 2014

**Approved as Amended 4-0**

(3) **Ratification of Warrant List** – December 24, 2014

(4) **Approval of Warrant List** – January 14, 2015

(5) **Recommendation by Town Manager** – Amendment to Salary Schedule for Recreational Facilities Coordinator Classification

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Amending the Employee Compensation Plan Effective January 1, 2015 (Resolution No. 2639-2015)

(6) **Recommendation by Building Official** – Adoption of a Resolution to Ratify Ordinance No. 10 of the Woodside Fire Protection District

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Ratify Ordinance No. 10 of the Woodside Fire Protection District (Resolution No. 2640-2015)

**Approved as Amended, eliminating Section 8 of WFPD Ordinance No. 10 due to concerns that the language as written might prohibit certain vehicles**

(7) **Appointment by Mayor** – Appointment of Members to the Water Conservation Committee

**Item 3, 4, 5 & 7 Approved 4-0**

### REGULAR AGENDA

**PUBLIC HEARING**

(8) **PUBLIC HEARING** – 2014 Housing Element and Initial Study/Negative Declaration

**Initial Study/Negative Declaration Approved 4-0**

**2014 Housing Element Approved 4-0**

**Deputy Town Planner Kristiansson will now submit the 2014 Housing Element to the state.**

(9) **Discussion and Council Direction** – Proposed Revisions to the Commission/Committee Handbook

**Approved as Amended 4-0**

**Revised “Role of the Committee Liaison” section.**

(10) **Discussion and Council Direction** – Revised Town Council Agenda Format

**Council Approved a trial period of the proposed revised agenda format**

**COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

(11) **Reports from Commission and Committee Liaisons**

*There are no written materials for this item.*

**Councilmember Richards –**

**Emergency Preparedness Committee did not meet a quorum at its January 8<sup>th</sup> meeting. A special meeting was called for January 15<sup>th</sup>.**

**Cultural Arts Committee is working on sending out a survey re: support for the committee. The Holiday Fair was very successful.**

**ASCC reviewed three new homes.**

**Councilmember Hughes –**

**Nature & Science Committee is planning 2015 Flight Night and Star Party events. The committee is changing its meeting time from 4:00 pm to 5:00 pm. The committee heard from new applicant, Michael Bray.**

**The Parks & Recreation Committee continues to discuss the proposed half pipe skate ramp, pump track and a proposed new scoreboard at Ford Field.**

**Finance Committee reviewed financial statements, funds in reserve and the upcoming contract renewal for Law Enforcement.**

**Vice Mayor Derwin –**

**At the December Council of Cities/City Selection meeting, there were three contested elections; David Canepa from Daly City won the Bay Area Air Quality Management District seat, Charles Stone from Belmont won the SamTrans seat and Terry Nagel won the San Mateo County Transit Authority/Central seat.**

**Discussion at the C/CAG Resource Management and Climate Protection Committee included Eco America, an update from Dave Pine regarding sea level rise, and San Mateo County is considering the formation of a flood control district.**

**Bicycle, Pedestrian & Traffic Safety Committee did not have a quorum.**

**WRITTEN COMMUNICATIONS**

(12) **Town Council Digest** – December 12, 2014 - **None**

(13) **Town Council Digest** – December 19, 2014 - **None**

(14) **Town Council Digest** – January 9, 2015

#17 – Councilmember Hughes asked if the AT&T issues have been resolved. Town Manager Pegueros said AT&T service is back but they continue to work on the Alpine Road vault.

#13 – Councilmember Derwin asked if any new news this topic. Planning Director Pedro reported that staff met with the White's who provided the town with suggested language which will be presented to the Planning Commission at its January 21<sup>st</sup> meeting.

**ADJOURNMENT: 9:16 pm**



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
**765 Portola Road, Portola Valley, CA 94028**  
**Wednesday, January 21, 2015 – 7:30 p.m.**  
**Council Chambers (Historic Schoolhouse)**

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**REGULAR AGENDA**

Call to Order, Roll Call

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

Oral Communications

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

Regular Agenda

1. **Public Hearing:** Portola Road Corridor Plan, Related General Plan Amendments, and Initial Study/Negative Declaration (Staff: K. Kristiansson)

Annual Election of Planning Commission Chair and Vice Chair

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: December 3, 2014

Adjournment:

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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

**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**

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

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

Date: January 16, 2015

CheyAnne Brown  
Planning Technician

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# **PORTOLA VALLEY TOWN HALL**



## **WILL BE CLOSED**

**Monday,  
January 19, 2015**

**In observance of Martin Luther  
King Jr. Day**

**In Case of Emergency: Sheriff's Office: 911**



## MONTH END FINANCIAL REPORT FOR THE MONTH OF: December 2014

<b>C A S H</b>	Bank of America	\$ 61,845.42
	Local Agency Investment Fund (0.267%)	\$ 13,131,458.13
	<b>Total Cash</b>	<b>\$ 13,193,303.55</b>

<b>F U N D S</b>	05 General Fund	\$4,828,729.55	<i>General Fund Assignments:</i>
	08 Grants	(150,813.71)	<i>Emergency Capital</i> \$1,400,000.00
	10 Safety Tax	(3,508.88)	<i>Unfunded Pension</i> 1,015,000.00
	15 Open Space	4,072,466.55	<i>Open Space Acquisition</i> 377,499.04
	20 Gas Tax	33,561.98	<i>Equipment Replacement</i> 200,000.00
	22 Measure M	(2,610.30)	<i>Legal Contingency</i> 100,000.00
	25 Library Fund	411,228.96	<i>Historic Museum</i> 2,890.95
	30 Public Safety/COPS	(62,316.09)	<i>Children's Theatre</i> 2,659.62
	40 Park in Lieu	6,263.97	<i>UNASSIGNED BALANCE</i> \$1,730,679.94
	45 Inclusion In Lieu	2,882,958.71	<i>*General Fund Total</i> \$4,828,729.55
	50 Storm Damage	(178,466.35)	
	60 Measure A	142,682.89	
	65 Road Fees	41,115.77	
	75 Crescent M.D.	96,955.03	
	80 PVR M.D.	14,099.64	
	85 Wayside I M.D.	5,758.57	
	86 Wayside II M.D.	44,809.87	
	90 Woodside Highlands M.D.	171,525.96	
	95 Arrowhead Meadows M.D.	(1,799.67)	
96 Customer Deposits	840,661.10		

\*NOTE: Per Adopted Budget 2014-15, General Fund total fund balance for 6/30/15 is projected at \$4.6 million.

	<b>Total Fund Balance</b>	<b>\$ 13,193,303.55</b>
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<b>A C T I V I T Y  R E C E I P S</b>	Beginning Cash Balance:	\$ 12,256,285.34
	Revenues for Month:	1,313,653.02
	<b>Total Revenues for Month:</b>	<b>1,313,653.02</b>
	Warrant List 12/10/14	(99,551.99)
	Warrant List 11/24/14	(155,986.86)
	Payroll	(124,587.45)
	<b>Total Expenses for Month:</b>	<b>(380,126.30)</b>
	<b>Total JE's and Void Checks:</b>	<b>3,491.49</b>
	<b>Ending Cash Balance</b>	<b>\$ 13,193,303.55</b>

<b>FISCAL HEALTH SUMMARY:</b>	
Unreserved/Spendable Percentage of General Fund (Adopted Policy is 60%)	103.88%
<i>Calculated at current GF fund balance less non-spendable funds, divided by current year budgeted operating expenditures.</i>	
Days of Running Liquidity of Spendable General Fund	446
<i>GASB recommends no less than 90 days</i>	

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



**Sharon Hanlon**

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**From:** Lorrie Duval [<mailto:lorrie@saticoy.com>]  
**Sent:** Tuesday, January 13, 2015 10:52 AM  
**To:** [aalfs@portolavalley.net](mailto:aalfs@portolavalley.net); Maryann Derwin; Craig Hughes; John Richards; Ann Wengert  
**Cc:** 'Lindsay Bowen'; Nick Pegueros; [arandom@comcast.net](mailto:arandom@comcast.net)  
**Subject:** FW: Support for Outside Defib at Town Center

Hello Wonderful Town Council:

I've asked my contacts to email you with their support for our AED proposal. Email is below FYI.

AEDs: "Just like fire extinguishers."

--Lorrie Duval and Lindsay Bowen  
 650.851.3086

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**From:** Lorrie Duval [<mailto:lorrie@saticoy.com>]  
**Sent:** Tuesday, January 13, 2015 10:49 AM  
**To:** [lorrie@saticoy.com](mailto:lorrie@saticoy.com)  
**Cc:** [lorrie@saticoy.com](mailto:lorrie@saticoy.com)  
**Subject:** Support for Outside Defib at Town Center

Friends,

A group of us is preparing a proposal for the Portola Valley Town Council for the installation of an AED (automated external defibrillator for heart attacks) on the OUTSIDE of the town center buildings. While there is an AED in the meeting room of the town hall, it is only accessible during business hours when that building is unlocked.

We would like to have one installed on the exterior of a building for access during evenings, weekends, weekday lunch hours, and holidays.

Please email our wonderful town council today with your support for this:  
[aalfs@portolavalley.net](mailto:aalfs@portolavalley.net), [mderwin@portolavalley.net](mailto:mderwin@portolavalley.net), [chughes@portolavalley.net](mailto:chughes@portolavalley.net),  
[jrichards@portolavalley.net](mailto:jrichards@portolavalley.net), [awengert@portolavalley.net](mailto:awengert@portolavalley.net)

AEDs save lives:

<http://wn.ktvu.com/story/27755221/basketball-players-heart-restarted-during-game-in-walnut-creek>.

"Cardiac arrest is usually reversible within the first few minutes. In a perfect world, we would have AED's in every business and every public place, just like fire extinguishers."--Joe Kinson, Via Foundation.

<http://bianchinismarket.com/bianchinis-installs-aeds/>

Please forward this to your friends and ask for their support. Do it now. CC:ed me please.

And if possible, please join us at the Jan. 28, 2015, 7:30 pm Town Council meeting (Old School House) to show your support.

Thank you very much,  
Lorrie Duval and Lindsay Bowen

--Lorrie Duval  
650.851.3086



# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

**Thursday 1/08/15 to Tuesday 1/13/15**

Greg Munks  
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
15-00233	1/8/15 1617 PM	200 Blk La Questa Way Woodside	Burglary	Unknown suspect(s) entered the residence and stole jewelry. The residence has an alarm system and a guard dog. There was no forced entry and the suspect(s) had to use a valid code to de-activate the alarm system. There are no suspect details at this time.
15-00234	1/8/15 1847 PM	100 Blk Brookwood Rd Woodside	Attempted Burglary	Victim reported that his residence had been tampered with while away on vacation. Victim stated that a rear storage closet door had been removed. It was believed suspect(s) were trying to gain entry into the home, however the closet door does not connect into the interior of the residence. There were no other signs of forced entry around the perimeter of the house and nothing taken. Damage to the door and frame was estimated to be approximately \$300.00.
15-00260	1/9/15 1109 AM	0 – 100 Blk Ridge Ct. Woodside	Petty theft	Unknown suspect(s) entered the victim's unlocked vehicle. While in the vehicle suspect(s) took a pair of prescription glasses, a pair of sunglasses, the vehicle's registration, and the owner's manual to the vehicle without permission. Suspect(s) still outstanding.

15-00288	1/10/15 0324 AM	900 Blk Canada Rd. Woodside	Stored Vehicle	A white Ford F150 was parked along the 900 block of Canada Rd. under Hwy 280 in a no parking tow away zone. There was a sign clearly posted that stated "No parking 10pm to 6am, Tow-Away Zone." Vehicle was towed.



## Dinner/Meeting Announcement

**Date: Friday, January 30, 2015 at 5:30 p.m.**

*All council members are welcome to come and meet their colleagues at these dinner meetings. This is a wonderful opportunity to discuss issues facing cities within San Mateo County and share ideas with others.*

### Location

Angelica's  
836 Main Street  
Redwood City, CA 94063  
  
Map and Directions Enclosed

### Schedule

5:30 pm	Social Time
6:15 pm	Business Meeting
7:00 pm	Dinner
7:30 pm	Program
8:30 pm	Adjourn

Please contact Elizabeth Lewis at [lizlew08@gmail.com](mailto:lizlew08@gmail.com) if you wish to bring up an item for group discussion or give a committee report.

### Dinner buffet Style - \$45 per person

House salad, organic mix greens, cherry tomato, cucumbers with our house vinaigrette dressing  
Wild mushroom Ravioli with homemade marina sauce  
Chicken Breast, with roasted bell pepper sauce, Spinach  
New York steak with red wine sauce  
Roasted Potatoes  
Green Beans with red pepper  
No host bar

RSVP by noon on Friday, January 23, 2015

to

Jannae Oliver/Agenda Administrator, County of San Mateo

Phone: 650-363-1802

Email: [joliver@smcgov.org](mailto:joliver@smcgov.org)

Checks Payable to: County of San Mateo

Send the payment to this address:

County Manager's Office

C/O Jannae Oliver, Agenda Administrator, County of San Mateo

400 County Center, CMO 105

Redwood City, CA 94063

Council of Cities Business Meeting  
Friday, January 30, 2015  
6:15 p.m.

- ❖ Call to Order
- ❖ Roll Call and Introductions of Mayors, Council Members and Guests
- ❖ Welcome by Board of Supervisor President Carol Groom
- ❖ Approval of Minutes of Previous Meeting and Treasurer's Report
- ❖ Committee Reports
- ❖ Old Business
- ❖ New Business
- ❖ Announcements

## **Program**

The program will consist of a State of the County from Board of Supervisors Presidents Carol Groom, followed by a discussion of the Community Choice Aggregation project – by Supervisor Dave Pine.

# Please Join Us for an Informational Workshop *Exploring Community Choice Aggregation in San Mateo County*

Wednesday, January 28th

Morning Session: 9:30 am - Noon, City of South San Francisco

Afternoon Session: 1:30 pm - 4:00 pm, City of Redwood City



You are invited to attend a special educational workshop to learn about Community Choice Aggregation (CCA) in the Bay Area and its potential in San Mateo County. Community choice programs are operational in Marin and Sonoma counties, and several others are underway around the State. Come learn from the experts about how a CCA works, how it can provide real energy choice, significant economic development impacts, and environmental benefits that respond directly to your community's climate action goals.

**Attendance is FREE**

Includes light refreshments and materials

**Space is Limited!**

Please RSVP by emailing Kirsten Pringle at [kpringle@smcgov.org](mailto:kpringle@smcgov.org) by Friday, January 23rd

### *Topics Will Include...*

- CCA 101: How and Why it Works
- State and Local Policy Framework
- Lessons Learned from Marin Clean Energy and Sonoma Clean Power
- Getting Started -- Resources, Finances, Process
- Options for Moving Forward

This gathering will be kept small to encourage informal discussion. All are welcome but priority will be given to local government representatives. Please respond early to reserve your seat.

For more Information, or to request a copy of the meeting agenda, please contact Kirsten Pringle at (650) 363-4088 [kpringle@smcgov.org](mailto:kpringle@smcgov.org) or Shawn Marshall at [shawnmarshall@LEANenergyus.org](mailto:shawnmarshall@LEANenergyus.org).

### **When & Where:**

**Wednesday, January 28th**

**AM session: 9:30 - Noon**

South San Francisco  
Municipal Services Bldg.  
City Council Chambers  
33 Arroyo Drive  
South San Francisco, CA  
94080

**PM session: 1:30-4:00 pm**

Redwood City City Hall  
City Council Chambers  
1017 Middlefield Rd.  
Redwood City, CA  
94063

This event is co-sponsored by:



*Harnessing the Power of Communities*

*Through a grant from the San Francisco Foundation*

*CCA is a local energy model that allows cities and counties to pool the electricity load of their residents, businesses, and municipal facilities with the goal of offering consumer choice, affordable rates, and cleaner energy. For more information, visit [www.leanenergyus.org](http://www.leanenergyus.org)*



## Exploring Community Choice Aggregation for San Mateo County Wednesday, January 28, 2015

*Workshops will be held in the Council Chambers of the City of South San Francisco (9:30 am– Noon) and  
The City of Redwood City (1:30 pm – 4:00 pm). Please arrive early to check in.*

South SF	Redwood City	
AM	PM	
9:00	1:00	<b>Registration /Check In</b>
9:30	1:30	<b>Welcoming Remarks, Setting the Context</b> <i>San Mateo County Supervisors David Pine and/or Carole Groom</i>
9:40	1:40	<b>Why Community Choice? What is CCA and How Does it Work?</b> <i>Seth Baruch, Carbonomics and LEAN Energy US</i>
10:00	2:00	<b>Setting the Local and State Policy Context</b> Local Climate Action Plans, AB 32 Global Warming Solutions Act, Governor's 12,000 MW mandate <i>Local Government Representative TBD</i>
10:15	2:15	<b>CCA in California – Case Studies and Updates from Marin and Sonoma Counties</b> <i>Alex DiGiorgio, Marin Clean Energy. History of MCE and Experience to Date Steve Shupe, Deputy County Counsel, Sonoma County and General Counsel, Sonoma County Water Agency. Creation and launch of Sonoma Clean Power</i>
11:15	3:15	<b>CCA Formation in California</b> <i>Shawn Marshall, LEAN Energy US. Steps in the process, legal and regulatory requirements, timeframe, start-up costs etc.</i>
11:35	3:35	<b>Next Steps/Where Do We Go From Here?</b> <i>Seth Baruch and Shawn Marshall</i> <ul style="list-style-type: none"> <li>• Technical study - load data authorization, city resolution</li> <li>• Community engagement (collective action, collaborative approach)</li> <li>• County's next steps</li> </ul>
11:45	3:45	<b>Final Questions and Wrap Up</b>
Noon	4:00	<b>Adjourn</b>



**Sharon Hanlon**

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**Subject:** Updated listing for the January 30th City Selection Meeting  
**Importance:** High

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**From:** Mina Lim [<mailto:mlim@smcgov.org>]  
**Sent:** Monday, January 12, 2015 12:34 PM  
**Subject:** Updated listing for the January 30th City Selection Meeting  
**Importance:** High  
 Honorable Mayors & Council Members

Below is an **updated listing** (note item #3 under List of seats) of all seats that will be on the January 30th City Selection Committee agenda (Angelica's 836 Main Street, Redwood City). The invitation lists that at 6:15 pm a Business Meeting will be conducted at that time. For clarification, this is the time slot for the City Selection Committee.

If you are interested in any one of these, please follow these instructions for submitting your Letter of Interest.

1. Your letter must be on your **city's letterhead** (an email will not be accepted)
2. Your original signature **must be on the letter**
3. Letter of Interest must be either faxed (650-363-1916), email ([mlim@smcgov.org](mailto:mlim@smcgov.org)) or sent by US mail to my attention
4. ALL Letters of Interest MUST be received no later than **Thursday, January 22nd by 3:00 pm.**

**List of seats:**

- 1) Selection of one (1) Council Member to serve on the Metropolitan Transportation Commission (MTC) representing **Cities (All cities are eligible)** for a term of four (4) years beginning February 10, 2015 through February 9, 2019  
**Currently held by: Council Member Alicia Aguirre, Redwood City**
- 2) Selection of three (3) Council Members to serve on the Housing Endowment and Regional Trust (HEART) representing **Cities (All cities are eligible)** for a term of three (3) years beginning March 1, 2015 through February 28, 2018  
**Currently held by: Mayor Robert Gottschalk, Millbrae**  
**Mayor Ron Collins, San Carlos**  
**Vice-Mayor Jack Matthews, San Mateo**
- 3) Selection of one (1) Council Member to serve on the Local Agency Formation Commission (LAFCo) representing **Cities (All cities are eligible) fulfilling Council Member Allan Alifano's** term through May 1, 2018

Again, if you have any questions, please do not hesitate to contact me!

Mina Lim  
 County Manager's Office/Board of Supervisors  
 650.363.4124



*City of Millbrae*  
621 Magnolia Avenue, Millbrae, CA 94030

**ROBERT G. GOTTSCHALK**  
Mayor

January 15, 2015

Dear Colleagues:

I am asking for your support to continue serving on the HEART Board of Directors.

I have been a member of the Board of Directors nearly three years. I also serve on the Loan Review Committee which recommends to the Board whether and under what conditions to approve loans for affordable housing projects. In addition, I am one of only three members of the Finance Committee which reviews all financial reports and audits.

I am a sole practitioner attorney and hold an MBA in Finance from U. C. Berkeley. This is my twelfth year on the Millbrae City Council.

Rents have significantly increased relative to purchasing power, with rents increasing by about 25% in real dollars while incomes have remained flat over the same 9 year period.

Neither a four-person family with one parent working fulltime as a cook and the other parent working in retail, nor an elementary school teacher, nor a single parent family with the adult working as a police officer, can afford San Mateo County's median priced condominium, costing \$579,418, or single-family home, which costs \$1,246,121.

HEART assists in the creation of new affordable housing units in the county. It has developed successful programs which leverage contributions 18 times to provide first time homebuyers mortgages at affordable rates. To date HEART has placed \$ 12.8 MM into 954 affordable units in the county.

The loss of Redevelopment Agencies has struck a blow against affordable housing creation.

The mission and work of HEART is important to the county. I look forward to continuing my efforts on behalf of this mission. I will appreciate your vote to remain working with the HEART board.

Thank you sincerely,

A handwritten signature in blue ink that reads "Robert G. Gottschalk". The signature is fluid and cursive.

Robert G. Gottschalk



**Town of Atherton**  
**91 Ashfield Road**  
**Atherton, California 94027**  
**Phone: (650) 752-0500**  
**Fax: (650) 614-1212**

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January 14, 2015

Dear Mayors and Council Members:

I am writing to ask for your support at the January 30, 2015 meeting of the Council of Cities for my appointment as a representative to LAFCO.

Historically, representatives from the Town of Atherton have been very active participants in LAFCO since our incorporation in 1923. I have lived in Atherton for more than 5 years and I have been a resident of San Mateo County for over 20 years. As a resident of the County I have experienced the San Mateo Coast side, one of the Special Districts within the County, and an unincorporated neighborhood as well as the Town of Atherton. My residency in this County has given me exposure to the LAFCO process on several occasions and an intimate view of service reviews. Therefore, I have the unique understanding of both sides of the LAFCO process.

I would bring to LAFCO a career that expands over 30 years in Real Estate, specializing in the appraisal of real property in the Bay Area. A majority of that experience has been in San Mateo County doing risk analysis in banking, dissolving ownership interest, highest and best use analysis, development analysis, and analysis of site conditions. My experience has given me the occasion to collaborate with various State Government Agencies, Federal Agencies, Local Agencies, Developers, Investors, communities, and private parties. A major component of the appraisal process is compiling factual data related to a project and analyzing that data to make an informed decision. The LAFCO process is very much the same – the factual analysis of data – adding the required component of public process. My experience has afforded me the opportunity to obtain the skills and knowledge necessary to make me the ideal candidate for the position.

I would very much like to bring my experience, collaborative skills, and exposure to San Mateo County to the table at LAFCO and represent San Mateo County cities. I hope you will support my candidacy.

Sincerely,

*/s/ Cary Wiest*

Cary Wiest, Council Member  
Town of Atherton

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OFFICE OF THE CITY COUNCIL



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330 West 20th Avenue  
San Mateo, California 94403-1388  
Telephone (650) 522-7048  
FAX: (650) 522-7041  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

January 14, 2015

To my fellow San Mateo County Council Members

Via: email

Dear Colleagues:

I am applying for reappointment to serve on the Board of Directors for the Housing Endowment and Regional Trust (HEART). It has been my honor and privilege to serve on the HEART Board for six years, the last two as President of the Board.

The demise of Redevelopment Agencies has made financing of affordable housing much more difficult. HEART is working to fill the gap with the Opening More Doors program by creating a Housing Trust Fund. I am seeking your support for my reappointment so I can help make this possible.

Sincerely,

A handwritten signature in blue ink that reads "Jack Matthews". The signature is written in a cursive style with a large, looping initial "J".

Jack Matthews  
San Mateo City Council

# CITY OF SAN CARLOS

## CITY COUNCIL

RON COLLINS, MAYOR  
CAMERON JOHNSON, VICE MAYOR  
BOB GRASSILLI  
MATT GROCOTT  
MARK OLBERT



CITY COUNCIL  
600 ELM STREET  
SAN CARLOS, CALIFORNIA 94070  
TELEPHONE: (650) 802-4219  
FAX: (650) 595-6719  
WEB: [www.cityofsancarlos.org](http://www.cityofsancarlos.org)

January 7, 2015

To: My Colleagues on the San Mateo County City Councils

Re: HEART Board Appointment

I am interested in continuing as a member of the HEART Board of Directors in San Mateo County. Serving on this board for the past three years has been an honor and responsibility I take quite seriously. I have a continuing interest and passion for finding solutions to our ongoing affordable housing crisis in San Mateo County, and I would very much like to be re-appointed to this position. Having been involved in other housing-related organizations over the years, such as Shelter Network and HIP Housing, I know the critical importance of finding creative ways to provide housing to those who most need it in our county.

Thank you for your consideration.

Sincerely,

Ron Collins, Mayor  
City of San Carlos



January 16, 2015

Subject: Reappointment to Metropolitan Transportation Commission

Honorable Mayors and City Council Members:

I would like to wish a Happy New Year and congratulations to the new Mayors, Vice Mayors, and City Council Members.

I am applying for reappointment to serve as the Cities of San Mateo County representative to the Metropolitan Transportation Commission (MTC). On MTC, I hit the ground running to build positive relationships across the Bay Area and ensured my voice reflected the diversity of population, demographics, and geography that makes San Mateo County's cities unique and special. I have worked tirelessly and collaboratively to bring our County's fair share of funding to the right projects, so that we can effectively work to reduce traffic congestion, promote alternative transportation modes, improve our roadways, and have an overall positive impact on our economy.

In my capacity as a Commissioner, I was one of three commissioners selected by my peers to attend a transportation summit in Seattle, Washington. I have also been invited to speak at the Commonwealth Club and the Local Government Commission. Most recently, I have been appointed to the Transportation, Communication, and Public Works Policy Committee of the League of California Cities.

I am respectfully requesting your support for reappointment to this seat on MTC. Thank you again for your consideration, and please do not hesitate to contact me at 650-207-2622 if you would like to discuss the importance of our Cities' representation on MTC.

Sincerely,

A handwritten signature in black ink that reads "Alicia C. Aguirre". The signature is written in a cursive style and is placed on a light-colored rectangular background.

Alicia C. Aguirre  
Council Member

C: City Council, Redwood City  
Mina Lim, San Mateo County

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – January 23, 2015**

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1. Agenda – ASCC – Monday, January 26, 2015
2. Agenda – Water Conservation – Tuesday, January 27, 2015
3. Agenda – Conservation Committee – Tuesday, January 27, 2015
4. Report from San Mateo County Sheriff's Office – Incident Log for 01/11/15 – 01/15/15
5. Announcement: PG&E 2015 Bright Minds Scholarship Program
6. Request for Town Participation in Community Choice Aggregation (CCA) Study for San Mateo County
7. Reminder from Mina Lim with San Mateo County Managers Office re: City Selection Committee Meeting – January 30, 2015
8. Letter from John Keener, City of Pacifica Councilmember, requesting appointment to serve as representative to the Metropolitan Transportation Commission (MTC)
9. Letter of 'Thanks' from Jeffrey Gee, City of Redwood City Mayor, for appointment to CalTrain Joint Powers Board (JPB)
10. Memo from Town Manager, Nick Pegueros re: Weekly Update – Friday, January 23, 2014

### **Attached Separates (Council Only)**

*(placed in your town hall mailbox)*

1. None



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, January 26, 2015  
Special Field Meeting (time and place as listed herein)  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

**SPECIAL ASCC FIELD MEETING\***

4:00 p.m. 4185 Alpine Road Field meeting for preliminary review of plans for residential re-development for this 1.76-acre property located within the Alpine Road Scenic Corridor. (ASCC review to continue at Regular Meeting)

**7:30 PM – REGULAR AGENDA\***

1. Call to Order:
2. Roll Call: Breen, Clark, Harrell, Koch, Ross
3. Oral Communications:

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

4. New Business:
  - a. Architectural Review for an Entry Gate, 1 Grove Court, Moghadam Residence, File #: 53-2014 (Staff: C. Borck)
  - b. Preliminary Architectural Review for a New Residence and Detached Garage, 4185 Alpine Road, Contreras Residence, File #: 54-2014 (Staff: C. Borck)
5. Old Business:
  - a. Architectural Review and Site Development Permit X9H-686 for a New Residence and Detached Workshop, 40 Minoca Road, Hanrahan/Maxwell Residence, File #: 51-2014 ***Project continued to 2/9/15 ASCC meeting at request of applicant***
  - b. Architectural Review and Site Development Permit X9H-683 for a New Residence and Swimming Pool, 250 Alamos Road, Toole Residence, File #46-2014 (Staff: C. Borck)
6. Commission and Staff Reports:
7. Approval of Minutes: January 12, 2015
8. Adjournment:



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

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

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

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#### **ASSISTANCE FOR PERSONS WITH DISABILITIES**

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

#### **PUBLIC HEARINGS**

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

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

Date: January 23, 2015

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY**  
**Water Conservation Committee**  
**Tuesday, January 27, 2015 3:00 PM**  
**Town Hall, Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

1. Call To Order
2. Oral Communications
3. Welcome to Committee & Review of Charter
4. Nominate and Select Chair & Secretary
5. Discuss and Select Permanent Meeting Time
6. Review of Committee Handbook & Procedures
7. Round Table – Review of New Information & Announcements
  - a. Earth Fair 2015 – 11 am to 3 pm, March 28<sup>th</sup> at Woodside Mounted Patrol Grounds
  - b. Workshop with CalWater in Spring
8. Update on Previous Areas of Focus
  - a. Demo of Web Content (Al)
  - b. Update on Graywater (Judy)
  - c. Update on Town Recommendations (Lovey/Rebecca)
  - d. Update on Education (Marty)
9. Next Steps
  - a. Come prepared to next meeting with one or two goals to complete yearly work plan and budget
  - b. Workshop on Community-Based Social Marketing
10. Adjournment



**TOWN OF PORTOLA VALLEY**  
**Conservation Committee**  
**Tuesday, January 27, 2015 - 7:30 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

**NOTE – New Start time of 7:30 PM**

**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes – November 25, 2014
4. Site Permits –
  - New** – 3 Buck Meadow - Paul  
20 Minoca - Don
  - Revised** –
  - Reports completed before this meeting by Subcommittees:**
    - 555 Portola Road
    - 250 Alamos
    - 40 Minoca
    - 4185 Alpine
  - Tree Permits** – None
5. Old Business
  - A. Backyard Habitat
    1. Soliciting New Applicants
    2. Banner
  - B. Tip of the Month - Murphy
  - C. Broom Pull – Sunday, March 1<sup>st</sup> - detailed assignment of jobs
  - D. Committee cooperation: Trails
  - E. Mountain Lion Education – Plunder/Chiariello
  - F. Recommend Council change fencing regulations to respect wildlife corridors? Plunder/Eastman
  - G. Day meeting with Howard in February? Murphy
  - H. Revise Conservation Guidelines booklet: Eastman, Murphy, Plunder
  - I. Self Guided Tour of TC Native planting: Chiariello, deStaebler, Heiple
  - J. Hawthorne's update - Murphy
6. New Business
  - A. Targeted mailings re: Invasive Weeds and Trees? - Plunder
  - B. Dark Sky – including landscape lighting
  - B. Screening AT&T boxes – Plunder
  - C. Weed seedling info sheet – 20 worst local
  - D. 1 page sheet for Navigating Website to us – Bourne
  - E. Improve area in front of Old Schoolhouse
  - G. American Rivers fish “ladders” on PV creek
7. Announcements
8. Adjournment



# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

**Sunday 01/11/15 to Thursday 1/15/15**

Greg Munks  
Sheriff

*Reports from prior week are in Red*

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
15-00229	1/8/15 1453 PM	600 Blk Woodside Way Woodside	Forged check/Federal mail theft	Unknown suspect(s) cashed a check that had been mailed to the victim's home. Victim stated that he regularly receives a \$1,100.00 dollar check from PAC-12 Enterprises, LLC, the company he contracts with. He stated that he did not receive the check for December and contacted the company. He learned that the check had been cashed on December 3, 2014 by Penisimani Schneider. Victim conducted an internet search and found a news release from the sheriff's Office on January 13, 2012. He suspects that this person had stolen his mail from his mail box in late November 2014 and cashed the check.
15-00248	1/9/15 0145 AM	600 Woodside Dr. Woodside	Hit & Run/Non injury	Unknown vehicle was traveling eastbound on Woodside Dr. Vehicle left the roadway and struck a yellow fire hydrant located approximately 3 ft south of the south curb of Woodside Dr. As a result of the collision, the fire hydrant was stripped off its base, causing water to expel out towards one of the residences in the immediate area. Suspect vehicle

				left the scene without leaving the proper notification to the Water Service Company as required, a violation of 20002(a) CVC. An area check was conducted with negative results.
15-00349	1/12/15 0900 AM	3000 blk Woodside Rd. Woodside	Auto Burglary	Unknown suspect(s) entered the victim's van and stole an iPhone 5s worth approximately \$300. An employee at Robert's Hardware said the unknown white male suspect entered the store to purchase a beanie. The suspect left the store and opened the victim's van (window was halfway down) and took out a black item. The employee at the store stated that the suspect got into a blue Volvo sedan occupied by two white male adults. The license plate number was similar to 5MKX390. The suspect was described as a white male adult, 18-22 years old, 6 feet tall and weighing 150 pounds. Suspect was wearing brown cowboy boots that had a red, white and blue bandana tied around them. There were no cameras in the area.
15-00422	1/13/15 2226 PM	Altschul/Cedar West Menlo Park	Suspended License	A white Kia Optima was stopped for a violation of 24400(a) CVC (headlight out). A deputy conducted a records check on the driver, Dominique Ilaoa and learned that her license was suspended. The driver was issued a misdemeanor citation for violation of 14601.1(a) (driving with a suspended license). The driver signed the citation and was released. The vehicle was parked at the scene.
15-00385	1/13/15 0615 AM	Woodside Rd. / Hwy 280 Woodside	Suspended License	David Eduardo Rivera was stopped for 22350 CVC (speeding). Rivera admitted to having a suspended license. A records check was conducted which confirmed his driving privilege was suspended. Rivera was cited and released at the scene. The vehicle was driven from the scene by the passenger and registered owner.

**Sharon Hanlon**

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**Attachments:** 2015 Bright Minds Flyer.pdf

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**From:** Chiang, Bill [<mailto:WWC9@pge.com>]  
**Sent:** Friday, January 16, 2015 10:12 AM  
**To:** Chiang, Bill  
**Subject:** PG&E 2015 Bright Minds Scholarships ...

Hello!

As you might already know, PG&E recently announced its 4th annual [PG&E Bright Minds™ Scholarship program](#), aimed at assisting certain youth achieve their higher-education goals. Scholarships will be awarded to high school, community college and “non-traditional” students, with rewards ranging from \$2,000 to \$20,000 annually, up to five years.

The deadline for applying for the PG&E Bright Minds Scholarship is **February 9, 2015**. For more information and to apply, visit <https://www.scholarshipamerica.org/pge/>. Scholarship recipients will be announced in the spring.

Please distribute this information to anyone you think might benefit, and help us find the 2015 PG&E Bright Minds scholars.

Since 2012, the PG&E Bright Minds™ Scholarship program has awarded nearly \$3 million to students throughout PG&E's service territory, based on a combined demonstration of community leadership, personal triumph, financial need and academic achievement. All majors are eligible, with preference given to students majoring in engineering. Eligibility requirements include planned 2015-2016 enrollment in a full-time undergraduate program at an accredited two- or four-year college, university or vocational-technical school for the duration of the 2015-2016 academic year.

Thank you.

\* \* \* \* \*

Bill Chiang  
Government Relations, PG&E  
275 Industrial Road  
San Carlos, CA 94070

[william.chiang@pge.com](mailto:william.chiang@pge.com)

C: 650-339-1627 O: 650-598-7392



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To learn more, please visit <http://www.pge.com/about/company/privacy/customer/>

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# PG&E Bright Minds Scholarship Program



**Edna Simbi**  
Columbia University



**Alan Suarez**  
Fresno State University



**Hailey Prasad**  
University of San Diego

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At PG&E we believe in supporting our communities with more than the power that runs through the lines. We believe in education and the power that education has in strengthening a community.

That's why we're awarding scholarships of \$2000 to \$20,000 to bright minds who have given back to the local community or who have overcome great personal challenges.

High school seniors, current college students, veterans and adults returning to school are encouraged to apply.



Together, Building  
a Better California

**Apply by  
February 9, 2015:**  
[www.pge.com/brightminds](http://www.pge.com/brightminds)

**Sharon Hanlon**

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**Subject:** Community Choice Aggregation Technical Study for San Mateo County  
**Attachments:** Load data Request - City Template Letter.DP.01.21.15.doc; CCA Resolution of Support SM Cities.DP.01.21.15.docx

Dear City Manager:

At its December 9, 2014 meeting, the San Mateo County Board of Supervisors directed County staff to begin exploring the possibility of establishing a Community Choice Aggregation (CCA) program for unincorporated San Mateo County and interested cities. California Assembly Bill 117, passed in 2002, allows California cities and counties to pool the electric load of their residents, businesses and public facilities in order to purchase and develop clean electricity. To date, two CCAs are operating in Northern California, Marin Clean Energy and Sonoma Clean Power, and another CCA is now launching in Southern California in the City of Lancaster. There are also several other jurisdictions throughout the Bay Area and the State investigating CCA for its economic and environmental potential in their communities.

The first step in investigating a CCA program in San Mateo County is the preparation of a technical study that will assess: the current electrical load; the number of potential customers; projected economic impacts; and various clean energy options and greenhouse gas reduction scenarios. The technical study will also be helpful in determining whether or not the CCA can provide electricity rates that are competitive with those offered by PG&E, which is an essential element in any decision to move forward. The technical study requires, among other things, electrical load data from PG&E for all cities within the County who may be interested in joining a CCA program.

In order to be as comprehensive as possible, the San Mateo County Office of Sustainability would like to conduct the study county-wide, and is hopeful that all 20 cities in the County will authorize the release of their load data. The Office of Sustainability can submit a single load data request to PG&E provided it receives consent from each city willing to be included in the study area. This consent can be provided either by a letter signed by the City Manager or by a Council resolution. We have included a draft letter and resolution for your use. If you choose to authorize your city's participation in the technical study and release of your city's load data, please send your letter or Council resolution by **Friday, February 20, 2015** to County Manager John Maltbie at the following address:

John Maltbie  
County Manager  
County of San Mateo  
400 County Center, 1st Floor  
Redwood City, CA 94063

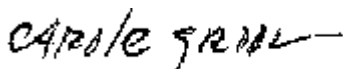
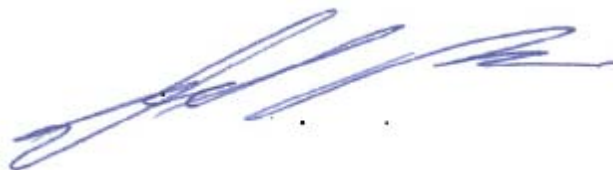
Please note that by authorizing the release of your city's load data, there is no obligation to participate in a future CCA program, nor is there any cost to you associated with the load data request or your participation in the study itself. Once we have received substantial interest in a CCA program from the cities, the Office of Sustainability anticipates returning to the Board of Supervisors in late February or March to request authorization and funding to move forward with the technical study.



Finally, I invite you, members of your staff, and your Councilmembers to attend an informational workshop about CCA on Wednesday, January 28<sup>th</sup>. Morning and afternoon sessions will be held in the City of South San Francisco (morning) and Redwood City (afternoon). A copy of the workshop invitation and agenda is attached. Attendance at one of these meetings is strongly encouraged.

Thank you for your consideration of this request. If you have any questions or comments, please contact Jim Eggemeyer, who is the Director of the County's Office of Sustainability, at (650) 363-4189. We look forward to hearing from you by Friday, February 20, 2015.

Sincerely,



Dave Pine  
San Mateo County Supervisor, District 1

Carole Groom  
San Mateo County Supervisor, District 2

cc: John Maltbie, San Mateo County Manager  
Jim Eggemeyer, Director of the Office of Sustainability  
Kathryn Meola, Chief Deputy, County Counsel  
David Burruto, Legislative Aide, District 1  
Richard Bac, Legislative Aide, District 2

Attachments:

[Date]

John Maltbie  
County Manager  
County of San Mateo  
400 County Center, 1st Floor  
Redwood City, CA 94063

**Re: Authorization for Electrical Load Data Request**

Dear Mr. Maltbie:

We have reviewed the letter from Supervisors Dave Pine and Carole Groom which explains the County's plan to request electric energy load data from PG&E for unincorporated San Mateo County and its cities. We support this request and authorize the County of San Mateo to receive and analyze the electrical load data on behalf of the City of [\_\_\_\_\_] as part of a technical study to investigate the feasibility of implementing a Community Choice Aggregation (CCA) program in all or part of San Mateo County.

We understand that by making this authorization and request, the City of [name of city] is not obligated to pursue any alternative electricity procurement through a CCA program. We further understand we will not bear any of the costs associated with the load data request or the technical study.

Sincerely,

[City Manager's Name]  
City Manager  
[City of \_\_\_\_\_]

**RESOLUTION OF SUPPORT TO PARTICIPATE IN A FEASIBILITY STUDY OF A  
COMMUNITY CHOICE AGGREGATION PROGRAM  
FOR SAN MATEO COUNTY**

WHEREAS, [Name of City] has demonstrated its commitment to an environmentally sustainable future through its policy goals and actions, including energy reduction and the adoption of clean energy and sustainability programs,

WHEREAS, The County of San Mateo and the City Council of [Name of City] has identified Community Choice Aggregation as a promising strategy to meet local clean energy goals and projected greenhouse gas reduction targets; and,

WHEREAS, Community Choice Aggregation is a mechanism by which local governments assume responsibility for providing electrical power for residential and commercial customers in their jurisdiction in partnership with Pacific Gas & Electric Co. (PG&E); and,

WHEREAS, Community Choice Aggregation, if determined to be technically and financially feasible, could provide substantial environmental and economic benefits to all residents and businesses in [Name of City]; and,

WHEREAS, Community Choice Aggregation also provides the opportunity to fund and implement a wide variety of energy-related programs of interest to the community; and,

WHEREAS, In addition to technical and financial feasibility, it is important to determine whether there is adequate public support for Community Choice Aggregation; and,

WHEREAS, Determining technical and financial feasibility and public support requires the analysis of energy load data from PG&E and a focused stakeholder education and outreach effort.

NOW THEREFORE BE IT RESOLVED by the City Council of [Name of City] that:

The [Name of City] indicates its commitment to participate in the feasibility phase of Community Choice Aggregation in partnership with San Mateo County without obligation of the expenditure of any of the General Funds of the [Name of City] unless otherwise authorized by the City Council.

The City Manager is authorized to provide the appropriate documents to allow the County and/or its technical consultants to request energy usage/load data from PG&E so that it may be analyzed as part of a countywide CCA technical study.

The [Name of City] may choose to participate on an inter-jurisdictional CCA Steering Committee (if one is formed) and may authorize staff to participate in the preparation of the CCA technical study.

Adoption of this resolution in no way binds or otherwise obligates the [Name of City] to participate in Community Choice Aggregation, unless it so chooses by passage of a City ordinance.

PASSED AND ADOPTED by the City Council of [Name of City], State of California, this \_\_\_ day of \_\_\_, 2015 by the following vote:

**Sharon Hanlon**

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**From:** Mina Lim [mlim@smcgov.org]  
**Sent:** Thursday, January 22, 2015 2:19 PM  
**To:** Charles Stone; Cathy Wright; David Braunstein; Eric Reed; Warren Lieberman; Ann Keighran; John Root; Michael Brownrigg; Ricardo Ortiz; Terry Nagel; Bill Widmer; Cary Wiest; Elizabeth Lewis; Mike Lempres; Rick DeGolia; W. Conway; Cliff Lentz; Lori Liu; Raymond Miller; Terry O'Connell; Anne Oliva; Marge Colapietro; Reuben Holober; Wayne Lee; Sue Digres; Karen Ervin; John Keener; Mary Nihart; Mike O'Neill; Donna Rutherford; Lisa Gauthier; Laura Martinez; Larry Moody; Ruben Abrica; Robert Grassilli; Cameron Johnson; Matt Grocott; Mark Olbert; Ron Collins; David Lim; Joe Goethals; Jack Matthews; mfreschet@cityofsanmateo.org; Diana Colvin; Helen Fisicaro; Joanne Rosario; Joseph Silva; Raquel Gonzalez; Sal Torres; Daly Members; David Canepa; Art Kiesel; Charlie Bronitsky; Gary Pollard; Herb Perez; Steve Okamoto; Michael Guingona; Al Royse; Jess Benton; Laurence May; Marie Chuang; Shawn Christianson; Deborah Penrose; Debbie Ruddock; John Muller; Marina Fraser; Rick Kowalczyk; Maryann Derwin Home; Catherine Carlton; Kirsten Keith; Peter Ohtaki; Richard Cline; Ray Mueller; Ann Wengert; Jeff Aalfs; John Richards; Alicia Aguirre; Barbara Pierce; Diane Howard; Ian Bain; Jeffrey Gee; John Seybert; Rosanne Foust; Craig Hughes; Irene O'Connell; Jim Ruane; Ken Ibarra; Michael Salazar; Rico Medina; Robert Gottschalk; Karyl Matsumoto; Liza Normandy; Mark Addiego; Pradeep Gupta; Rich Garbarino; Anne Kasten; David Burow; Deborah Gordon; David Tanner; Peter Mason; Ron Romines; Thomas Shanahan  
**Cc:** Terri Cook; Mary Kearney; Theresa DellaSanta; Sheri Spediacci; Angela Louis; Jill Glander; Lorie Tinfow; Kathy O'Connell; Nora Pimentel; Crystal Mui; Patrice Olds; Caitlin Corley; ahipona@dalcity.org; Rosa Padilla; Doris Palmer; Julie Papping; Miyuki Yokoyama; Siohban Smith; Pamela Aguilar; Sharon Hanlon; Silvia Vonderlinden; Carol Bonner; Krista Martinelli; Rosa Acosta; Janet Koelsch  
**Subject:** Honorable Mayors & Council Members  
**Importance:** High

Honorable Mayors & Council Members

**DINNER:**

I just want to remind everyone regarding the City Selection Committee Meeting on January 30, 2015 held at Angelica's, **863** Main Street, Redwood City (The invitation says 836 but it is really 863 Main Street).

I have included the flyer for your benefit. You **MUST RSVP by noon on Friday, January 23, 2015** to me as we must provide the restaurant with a head count and monies (invitation indicates to RSVP to Janna Oliver but she is currently out of the office). Please be sure that checks are made payable to: County of San Mateo. Please send the check to: 400 County Center, CMO-105. Redwood City, CA 94063 and to my attention. Again, the dinner is Buffet style at \$45.00 per person.

**VACANCIES/LETTERS OF INTEREST:**

If you are interested in any one of the vacant seats on MTC, LAFCo, or HEART as listed below, please follow these instructions for submitting your Letter of Interest.

1. Your letter must be on your **city's letterhead** (an email will not be accepted)
2. Your original signature **must be on the letter**
3. Letter of Interest must be either faxed (650-363-1916), email ([mlim@smcgov.org](mailto:mlim@smcgov.org)) or sent by US mail to my attention
4. ALL Letters of Interest MUST be received no later than **Thursday, January 22nd by 3:00 pm (Prompt!)**

**Please note: If you are unable to attend this meeting, you must fill out a proxy form (please see your City Clerk for the form) and have the form returned to me ASAP!**

**The following seats are available:**

- 1) Selection of one (1) Council Member to serve on the Metropolitan Transportation Commission (MTC) representing **Cities (All cities are eligible)** for a term of four (4) years beginning February 10, 2015 through February 9, 2019

**Currently held by: Council Member Alicia Aguirre, Redwood City**

Letters received: John Keener, Alicia Aguirre, Deborah Penrose

- 2) Selection of three (3) Council Members to serve on the Housing Endowment and Regional Trust (HEART) representing **Cities (All cities are eligible)** for a term of three (3) years beginning March 1, 2015 through February 28, 2018

**Currently held by: Mayor Robert Gottschalk, Millbrae**

**Mayor Ron Collins, San Carlos**

**Vice-Mayor Jack Matthews, San Mateo**

Letters received: Ron Collins, Jack Matthews, Robert Gottschalk

- 3) Selection of one (1) Council Member to serve on the Local Agency Formation Commission (LAFCo) representing **Cities (All cities are eligible) fulfilling Council Member Allan Alifano's** term through May 1, 2018

Letters received: Mike O'Neill

As always, if you have any questions, please do not hesitate to give me a call.

Mina Lim

County Manager's Office/Board of Supervisors

650.363.4124



Scenic Pacifica  
Incorporated Nov. 22, 1957

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## CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506  
[www.cityofpacifica.org](http://www.cityofpacifica.org)

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**MAYOR**  
Karen Ervin

**MAYOR PRO TEM**  
Sue Digre

**COUNCIL**  
Mike O'Neill  
Mary Ann Nihart  
John Keener

January 20, 2015

Sandy Wong, C/CAG Executive Director  
City/County Association of Governments  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063

Subject: Appointment to the Metropolitan Transportation Commission

Greetings fellow council members and mayors. I'm John Keener, newly elected council member from Pacifica, and I'd like to be considered for the open seat on the Metropolitan Transportation Commission.

The MTC is leading the effort to change our transportation infrastructure, reflecting 21st-century needs in the Bay Area. From transit-accessible housing to pedestrian and bike friendly streets, the MTC promotes eco-friendly transportation solutions. It is also tasked with coordinating transit agencies, and allocating state highway funds to improve Bay Area transportation.

I'm an advocate for these things in Pacifica, and would like the opportunity to serve on a board that values them over the entire Bay Area. I ask for your support in appointing me to the MTC board.

Best regards,

JOHN KEENER  
Council Member

Mayor Jeffrey Gee  
Vice Mayor Rosanne S. Foust  
Council Members  
Alicia C. Aguirre  
Ian Bain  
Diane Howard  
Barbara Pierce  
John D. Seybert



City Hall  
1017 Middlefield Road  
Redwood City, CA 94063

Voice: (650) 780-7220  
fax: (650) 261-9102  
mail@redwoodcity.org  
www.redwoodcity.org

January 20, 2015

Subject: Thank You for Your Appointment

Honorable Mayors and City Council Members:

I want to extend my gratitude and appreciation for your support in appointing me to represent the Cities of San Mateo County on the CalTrain Joint Powers Board (JPB). I am thankful for your confidence in me at such a critical time in CalTrain's history.

CalTrain is poised to embark on one of the most significant capital improvement projects in the region. I am confident that my experience can help the JPB in ensuring that the modernization program is well-managed.

In addition, CalTrain serves not only San Mateo County, but also San Francisco and Santa Clara Counties. I can assure you that I will be an advocate for San Mateo County and that I will work hard for the Cities of our County. Please be assured that our cities will be fully represented - with determination, strength, diplomacy, and passion. I recognize that there is a need to work collaboratively to the benefit of our entire region, and I will work together with our municipal partners.

Again, thank you for the opportunity to represent the Cities of San Mateo County on the CalTrain JPB. Please feel free to contact me with your thoughts, ideas, and suggestions, at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Gee", written in a cursive style.

Jeffrey Gee, Mayor  
City of Redwood City

C: Members, City Council





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: January 23, 2015  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended January 23, 2015.

1. **January 28<sup>th</sup> Agenda** – I had hoped to provide the Town Council with an update on pension and retiree medical liabilities as well as an update on the adopted budget and work plan at the January 28<sup>th</sup> meeting but both items are being delayed until February 11<sup>th</sup> to allow for more thorough staff level discussion of the items.
2. **Website Outages** – The website latency issues identified by Councilmember Hughes have been resolved but this past Tuesday and Wednesday staff noticed limited responsiveness of the Town's website. Staff was subsequently advised by our website host, Vision Internet Providers (VIP), that this was due to a swarm of DDoS (distributed denial-of-service) attacks. VIP was not the only provider affected by this global internet attack as evidenced by a third-party site, Norse, which displayed abnormally large DDoS traffic across the globe (<http://map.ipviking.com>). Coincidentally, these attacks began on the same day that President Obama was set to address the importance of preventative legislation against cyber-crime in his State of the Union address. VIP took immediate steps to cap off the attack(s) and they have also taken additional steps to mitigate any potential future attacks. (As an aside – the link above is quite something if you're into Star Wars.)
3. **Sheriff's Contract** – Lt. Reid advised me that the County is finalizing its proposed rate increase. In the most recent contract, a Councilmember and the Town Manager represented the Town in negotiations. A report on the contract negotiations will be forthcoming once the County presents its proposed rate increase.
4. **Meeting with GreenWaste (GWR) Regarding Rate Structures** – Town staff met with GWR to discuss the company's plans to improve service and environmental sustainability

programs while also developing a rate structure that addresses their operational deficit. GWR will provide staff with a proposal that achieves all objectives and brings the Town into the new era of solid waste management where customers are recycling more than they're tossing into the landfill.

5. **30 Zapata Code Violation** - The Town has received a complaint about excessive lights emitting from inside a home at 30 Zapata. Upon investigation, it was found that several trees were removed last summer by the property owner, contractors performed electrical and window replacement work without a building permit, and some landscape and site improvement work was also in progress. The Westridge Committee has been notified and a stop work order was issued by the Town. Staff is working with the property owner to correct the violations, including replacement of any significant trees and submittal of building and/or site development permits. Staff plans to make a comprehensive report on code enforcement, including recommendations to strengthen code violation penalties, to the Town Council in April/May.
6. **HVAC at Town Hall** – Howard is pleased to report that the HVAC for Town Hall is fully functional again. Many thanks to Public Works Committee member Steve Hedlund for overseeing repairs to the system this past weekend. Steve spent several hours between Saturday and Sunday providing access to the building for repair crews.
7. **Eagle Scout Project** – Public Works is sponsoring a project with the Town's resident Eagle Scouts to build three picnic tables utilizing sustainable wood. They will be replacing the existing tables at Ford Field with completion to be by Little League's Opening Day.
8. **Town Hazardous Waste Disposal & Tire Recycling** – On Wednesday, the Public Works crew utilized the County's "Very Small Quantity Generator" program to properly dispose of hazardous waste including tar, paint, fluorescent tubes, oil and batteries. In addition, they dropped off 15 tires for recycling at America's Tires in Redwood City. Much of this waste and all of the tires were illegally disposed of in the Town's public right-of-way. To find out more about the Very Small Generator Program, which is available to businesses, visit <http://smchealth.org/VSQG>.