



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council

Wednesday, June 24, 2015

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

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

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

### ORAL COMMUNICATIONS

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

### CONSENT AGENDA

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

1. **Approval of Warrant List** – June 24, 2015 (3)
2. **Recommendation by Town Attorney** – Adoption of an Ordinance Adopting Revisions to Title 2 [Administration (15) and Personnel] of the Portola Valley Municipal Code
  - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance Amending Title 2 [Administration and Personnel] of the Portola Valley Municipal Code (Ordinance No. \_\_)
3. **Recommendation by Town Planner** – Adoption of an Ordinance Amending Title 18 [Zoning], Chapter 18.64 (23) [Architectural and Site Plan Review] of the Portola Valley Municipal Code
  - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance Amending Section 18.64.010 [Applicability-Purpose] of the Portola Valley Municipal Code (Ordinance No. \_\_)
4. **Recommendation by Administrative Services Manager** - Approval of 2015-2016 Appropriations Limit (27)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Determining and Establishing the Appropriations Limit for 2015-2016 (Resolution No. \_\_)
5. **Recommendation by Administrative Services Manager** - Approval of Investment Policy (37)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting Town Investment Policy (Resolution No. \_\_)
6. **Recommendation by Administrative Services Manager** – 2015/2016 Woodside Highlands and Wayside II Road (42) Maintenance District Tax Assessments
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2015-2016 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. \_\_)
  - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2015-2016 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. \_\_)
7. **Appointment by Mayor** – Request for Appointment of Delle Maxwell to the Water Conservation Committee (45)

### REGULAR AGENDA

8. **PRESENTATIONS** – None (47)

### **COMMITTEE REPORTS & REQUESTS**

9. **Cultural Arts Committee** – Request for Acceptance and Placement of an Art Donation to the Town of Portola Valley (48)
10. **Update on Drought Emergency** - *There are no written materials for this agenda item* (52)

### **STAFF REPORTS AND RECOMMENDATIONS**

11. **PUBLIC HEARING - Adoption of the Fiscal Year 2015-2016 Budget** (53)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2015-2016 (Resolution No. \_\_)
12. **Recommendation by Town Clerk** – Calling of the 2015 Election and Giving Notice of an Election to Elect Two Members to the Town Council and Direct the San Mateo County Chief Elections Officer to Conduct the November 3, 2015 Election for the Town of Portola Valley and a Resolution Approving the November 3, 2015 Election be Conducted Wholly By Mail Pursuant to the Pilot Program Authorized by Assembly Bill 2028 (102)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Calling and Giving Notice of the Holding of a General Municipal Election to be Held on November 3, 2015, for the Purpose of Electing Two Members to the Town Council (Resolution No. \_\_)
  - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Directing the San Mateo County Chief Elections Officer to Conduct the November 3, 2015 Election for the Town of Portola Valley Wholly by Mail (Resolution No. \_\_)
13. **Discussion and Council Action** – Posting Committee Meeting Minutes (108)

### **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** - *There are no written materials for this agenda item*

### **WRITTEN COMMUNICATIONS**

14. **Town Council Digest** – June 12, 2015 (118)
15. **Town Council Digest** – June 19, 2015 (209)

### **ADJOURNMENT**

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

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

#### **AVAILABILITY OF INFORMATION**

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

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

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

#### **PUBLIC HEARINGS**

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

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

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Time: 8:00 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

MIKE AGOFF	Spring Instructor Fees (late reg'n)	16456	06/24/2015	
2341 KEHOE AVENUE	0016		06/24/2015	0.00
SAN MATEO	BOA	49725	06/24/2015	0.00
CA 94403				288.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	288.00	0.00

Check No.	49725	Total:	288.00
Total for	MIKE AGOFF		288.00

AMERICAN EAGLE ROOFING	C&D Refund, 12 Applewood	16457	06/24/2015	
28 E. 25TH AVENUE	2011		06/24/2015	0.00
SAN MATEO	BOA	49726	06/24/2015	0.00
CA 94403				1,000.00

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

Check No.	49726	Total:	1,000.00
Total for	AMERICAN EAGLE ROOFING		1,000.00

ARC	Blueprints for SMTA project	16493	06/24/2015	
P.O. BOX 192224	0112	00006315	06/24/2015	0.00
SAN FRANCISCO	BOA	49727	06/24/2015	0.00
CA 94119-2224	1208971			651.33

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4537	SMTA Road Project	651.33	651.33

Check No.	49727	Total:	651.33
Total for	ARC		651.33

ARRANGED4COMFORT	Town Manager Office Furniture	16460	06/24/2015	
790 LAUREL STREET #10	0502	00006282	06/24/2015	0.00
SAN CARLOS	BOA	49728	06/24/2015	0.00
CA 94070	15-2813-SH			13,634.10

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4420	Town Center Construction	13,634.10	13,634.09

Check No.	49728	Total:	13,634.10
Total for	ARRANGED4COMFORT		13,634.10

AT&T	05/06 to 06/05 Statements	16479	06/24/2015	
P.O. BOX 9011	441		06/24/2015	0.00
CAROL STREAM	BOA	49729	06/24/2015	0.00
IL 60197-9011				263.53

GL Number	Description	Invoice Amount	Amount Relieved
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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

05-64-4318	Telephones	263.53	0.00	
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Check No.	49729	Total:	263.53
Total for	AT&T		263.53

BACKYARD CARNIVALS	Inflatables for Town Picnic	16495	06/24/2015	
		00006314	06/24/2015	
3381 VINCENT ROAD	834		06/24/2015	0.00
PLEASANT HILL	BOA	49730	06/24/2015	0.00
CA 94523				3,345.55

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	3,345.55	3,345.55

Check No.	49730	Total:	3,345.55
Total for	BACKYARD CARNIVALS		3,345.55

JANET BANNER	Parking Lot Deposit Refund	16480	06/24/2015	
	5/30/15 Event		06/24/2015	
171 TRINITY LANE	045		06/24/2015	0.00
PORTOLA VALLEY	BOA	49731	06/24/2015	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2562	Field Deposits	100.00	0.00

Check No.	49731	Total:	100.00
Total for	JANET BANNER		100.00

BEST BEVERAGE CATERING	2015 Town Picnic Bar Svc	16461	06/24/2015	
		00006300	06/24/2015	
485A VALLEY DRIVE	0520		06/24/2015	0.00
BRISBANE	BOA	49732	06/24/2015	0.00
CA 94005	E08002			605.50

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	605.50	1,087.50

Check No.	49732	Total:	605.50
Total for	BEST BEVERAGE CATERING		605.50

PAIGE BISHOP	Reimb for Concert Banners	16462	06/24/2015	
			06/24/2015	
131 GROVELAND STREET	712		06/24/2015	0.00
PORTOLA VALLEY	BOA	49733	06/24/2015	0.00
CA 94028				329.89

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	329.89	0.00

PAIGE BISHOP	Comm'ty Hall Dep Refund	16481	06/24/2015	
	Event 5/23/15		06/24/2015	
131 GROVELAND STREET	712		06/24/2015	0.00
PORTOLA VALLEY	BOA	49733	06/24/2015	0.00
CA 94028				900.00

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

05-00-2561	Community Hall Deposits	900.00	0.00	
PAIGE BISHOP	Reimb for Concert Signs	16482	06/24/2015	
	Summer Concert Series		06/24/2015	
131 GROVELAND STREET	712		06/24/2015	0.00
PORTOLA VALLEY	BOA	49733	06/24/2015	0.00
CA 94028				196.08

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4150	Cultural Arts Committee	196.08	0.00	

Check No.	49733	Total:	1,425.97
Total for	PAIGE BISHOP		1,425.97

JAIME BOTT	C&D Refund	16463	06/24/2015	
			06/24/2015	
15 BOW WAY	0455		06/24/2015	0.00
PORTOLA VALLEY	BOA	49734	06/24/2015	0.00
CA 94028				1,800.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	1,800.00	0.00	

Check No.	49734	Total:	1,800.00
Total for	JAIME BOTT		1,800.00

DANNA BREEN	Comm'ty Hall Deposit Refund	16483	06/24/2015	
	Event 5/19/15		06/24/2015	
4680 ALPINE ROAD	680		06/24/2015	0.00
PORTOLA VALLEY	BOA	49735	06/24/2015	0.00
CA 94028				500.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2561	Community Hall Deposits	500.00	0.00	

Check No.	49735	Total:	500.00
Total for	DANNA BREEN		500.00

CALIFORNIA WATER SERVICE CO	Statements 4/11 to 5/11	16500	06/24/2015	
			06/24/2015	
3525 ALAMEDA DE LAS PULGAS	0011		06/24/2015	0.00
MENLO PARK	BOA	49736	06/24/2015	0.00
CA 94025844				4,108.94

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4330	Utilities	4,108.94	0.00	

Check No.	49736	Total:	4,108.94
Total for	CALIFORNIA WATER SERVICE CC		4,108.94

CITY OF EAST PALO ALTO	Dinner Mtg: Aalfs/Derwin/Wengt	16499	06/24/2015	
			06/24/2015	
ATTN: CITY MANAGER'S OFFICE	887		06/24/2015	0.00
EAST PALO ALTO	BOA	49737	06/24/2015	0.00
CA 94303-1148				150.00

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

05-64-4327	Educ/Train: Council & Commissn	150.00	0.00	
		Check No. 49737	Total:	150.00
		Total for	CITY OF EAST PALO ALTO	150.00

CITY OF REDWOOD CITY	May IT Support	16464	06/24/2015	
C/O Silvia Vonderlinden			06/24/2015	
	638		06/24/2015	0.00
REDWOOD CITY	BOA	49738	06/24/2015	0.00
CA 94063	BR36090			2,029.83

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4216	IT & Website Consultants	2,029.83	0.00	
		Check No. 49738	Total:	2,029.83
		Total for	CITY OF REDWOOD CITY	2,029.83

CLEANSTREET	May Street/Litter Clean	16491	06/24/2015	
			06/24/2015	
1937 W. 169TH STREET	0034		06/24/2015	0.00
GARDENA	BOA	49739	06/24/2015	0.00
CA 90247-5254	78495			1,603.62

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4342	Landscape Supplies & Services	74.00	0.00	
20-60-4262	Street Sweeping	659.52	0.00	
22-60-4266	Litter Clean Up Program	870.10	0.00	
		Check No. 49739	Total:	1,603.62
		Total for	CLEANSTREET	1,603.62

CSG CONSULTANTS INC	Bldg Insp Svcs 4/25 - 5/29	16490	06/24/2015	
			06/24/2015	
1700 S. AMPHLETT BLVD	622		06/24/2015	0.00
SAN MATEO	BOA	49740	06/24/2015	0.00
CA 94402	030010			16,720.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4062	Temp Bldg Inspection	16,720.00	0.00	
		Check No. 49740	Total:	16,720.00
		Total for	CSG CONSULTANTS INC	16,720.00

DELL MARKETING L.P.	Laptop for CH Audio Visual Sys	16465	06/24/2015	
c/o DELL USA L.P.		00006310	06/24/2015	
P.O. BOX 910916	0194		06/24/2015	0.00
PASADENA	BOA	49741	06/24/2015	0.00
CA 91110-0916	XJPCT9X88			1,601.94

GL Number	Description	Invoice Amount	Amount Relieved	
05-70-4480	CIP14/15 Equipment	1,601.94	1,601.93	
		Check No. 49741	Total:	1,601.94
		Total for	DELL MARKETING L.P.	1,601.94

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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

GO NATIVE INC	ROW Vegetation Maintenance	16501	06/24/2015	
	May 2015		06/24/2015	
P.O. BOX 370103	632		06/24/2015	0.00
MONTARA	BOA	49742	06/24/2015	0.00
CA 94037	2787			7,680.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	7,680.00	0.00

GO NATIVE INC	C1 Trail Invasive Veg Removal	16502	06/24/2015	
			06/24/2015	
P.O. BOX 370103	632		06/24/2015	0.00
MONTARA	BOA	49742	06/24/2015	0.00
CA 94037	2789			1,280.00

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4272	C-1 Bio Maintenance	1,280.00	0.00

GO NATIVE INC	PVTC Vegetation Maint	16503	06/24/2015	
			06/24/2015	
P.O. BOX 370103	632		06/24/2015	0.00
MONTARA	BOA	49742	06/24/2015	0.00
CA 94037	2786			3,160.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	3,160.00	0.00

Check No.	49742	Total:	12,120.00
Total for	GO NATIVE INC		12,120.00

JEANNIE GOLDMAN	Spring 2015 Instructor Fee	16466	06/24/2015	
			06/24/2015	
741 MANZANITA ROAD	706		06/24/2015	0.00
WOODSIDE	BOA	49743	06/24/2015	0.00
CA 94062				10,951.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	10,951.00	0.00

Check No.	49743	Total:	10,951.00
Total for	JEANNIE GOLDMAN		10,951.00

AMY HARDING	Grove Deposit Refund	16484	06/24/2015	
	Event 5/31/15		06/24/2015	
208 CORTE MADERA	361		06/24/2015	0.00
PORTOLA VALLEY	BOA	49744	06/24/2015	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2562	Field Deposits	100.00	0.00

Check No.	49744	Total:	100.00
Total for	AMY HARDING		100.00

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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

SALLY HARRIS	Soccer Field Deposit Refund	16485	06/24/2015	
	Event 6/10/15		06/24/2015	
120 CORTE MADERA ROAD	412		06/24/2015	0.00
PORTOLA VALLEY	BOA	49745	06/24/2015	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2562	Field Deposits	100.00	0.00

Check No.	49745	Total:	100.00
Total for	SALLY HARRIS		100.00

HILLYARD, INC	Bathroom Tissue	16467	06/24/2015	
			06/24/2015	
P.O. BOX 874338	531		06/24/2015	0.00
KANSAS CITY	BOA	49746	06/24/2015	0.00
MO 64187-4338	601637681			305.99

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	102.00	0.00
05-66-4341	Community Hall	101.99	0.00
25-66-4340	Building Maint Equip & Supp	102.00	0.00

Check No.	49746	Total:	305.99
Total for	HILLYARD, INC		305.99

J.W. ENTERPRISES	Portable Lavs, 6/11-7/8	16486	06/24/2015	
			06/24/2015	
1689 MORSE AVE	829		06/24/2015	0.00
VENTURA	BOA	49747	06/24/2015	0.00
CA 93003	184228			242.44

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	242.44	0.00

Check No.	49747	Total:	242.44
Total for	J.W. ENTERPRISES		242.44

JORGENSON SIEGEL MCCLURE & FLEGEL	May Statement	16468	06/24/2015	
			06/24/2015	
1100 ALMA STREET	0089		06/24/2015	0.00
MENLO PARK	BOA	49748	06/24/2015	0.00
CA 94025				9,787.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	7,230.00	0.00
96-54-4186	Attorney - Charges to Appls	2,557.50	0.00

Check No.	49748	Total:	9,787.50
Total for	JORGENSON SIEGEL MCCLURE &		9,787.50



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

JOHN KAWAJA	C&D Refund, 45 Tagus	16459	06/24/2015	
			06/24/2015	
45 TAGUS COURT	1099		06/24/2015	0.00
PORTOLA VALLEY	BOA	49749	06/24/2015	0.00
CA 94028				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	5,000.00	0.00

Check No.	49749	Total:	5,000.00
Total for	JOHN KAWAJA		5,000.00

LADERA GARDEN CENTER	Flowers	16498	06/24/2015	
			06/24/2015	
3130 LADERA COUNTRY SHOPPER	0490		06/24/2015	0.00
PORTOLA VALLEY	BOA	49750	06/24/2015	0.00
CA 94028				91.75

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	91.75	0.00

Check No.	49750	Total:	91.75
Total for	LADERA GARDEN CENTER		91.75

LAURENCE MARKS	Grove Deposit Refund	16487	06/24/2015	
	Event 5/9/15		06/24/2015	
140 WAYSIDE ROAD	1080		06/24/2015	0.00
PORTOLA VALLEY	BOA	49751	06/24/2015	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2562	Field Deposits	100.00	0.00

Check No.	49751	Total:	100.00
Total for	LAURENCE MARKS		100.00

JENNIFER MAW	Grove Deposit Refund	16488	06/24/2015	
	Event 6/7/15		06/24/2015	
7 APPLEWOOD LANE	0446		06/24/2015	0.00
PORTOLA VALLEY	BOA	49752	06/24/2015	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2562	Field Deposits	100.00	0.00

Check No.	49752	Total:	100.00
Total for	JENNIFER MAW		100.00

MERLIN ECO SOLUTIONS	Water Purification System	16469	06/24/2015	
	Balance Due	00006298	06/24/2015	
7924 INGALLS	0519		06/24/2015	0.00
BELDING	BOA	49753	06/24/2015	0.00
MI 48809	4			848.57

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	848.57	1,016.42

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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

Check No.	49753	Total:	848.57
Total for	MERLIN ECO SOLUTIONS		848.57

JUDITH MURPHY	Reimb for Conserv Comm	16470	06/24/2015	
			06/24/2015	
8 PORTOLA GREEN CIRCLE	0210		06/24/2015	0.00
PORTOLA VALLEY	BOA	49754	06/24/2015	0.00
CA 94028				5.44

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	5.44	0.00

Check No.	49754	Total:	5.44
Total for	JUDITH MURPHY		5.44

NOLTE ASSOCIATES, INC	Applicant Charges	16471	06/24/2015	
	3/29 - 4/30		06/24/2015	
P.O. BOX 93243	0104		06/24/2015	0.00
LAS VEGAS	BOA	49755	06/24/2015	0.00
NV 89193-3243				1,735.34

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,735.34	0.00

Check No.	49755	Total:	1,735.34
Total for	NOLTE ASSOCIATES, INC		1,735.34

OFR GROUP	Chairs for CH Use (#200)	16494	06/24/2015	
	50% Deposit	00006313	06/24/2015	
1900 S. NORFOLK STREET	1249		06/24/2015	0.00
SAN MATEO	BOA	49756	06/24/2015	0.00
CA 94403	#1324			9,817.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	9,817.00	9,817.00

Check No.	49756	Total:	9,817.00
Total for	OFR GROUP		9,817.00

PARISI TRANSPORTATION CONSULT	Alpine/Arastradero Review	16492	06/24/2015	
			06/24/2015	
1750 BRIDGEWAY, SUITE B208	0450		06/24/2015	0.00
SAUSALITO	BOA	49757	06/24/2015	0.00
CA 94965	15-140			340.00

GL Number	Description	Invoice Amount	Amount Relieved
20-54-4192	Engineer Services	340.00	0.00

Check No.	49757	Total:	340.00
Total for	PARISI TRANSPORTATION CONSI		340.00

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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

R&R RAINGUTTERS, INC	Backyard Award Signs (2)	16497	06/24/2015	
			06/24/2015	
810 E. SAN CARLOS AVE., STE A	0366		06/24/2015	0.00
SAN CARLOS	BOA	49758	06/24/2015	0.00
CA 94070	14-982			150.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	150.00	0.00

Check No.	49758	Total:	150.00
Total for	R&R RAINGUTTERS, INC		150.00

REGIONAL GOVERNMENT SERVICES	May Contract Support	16506	06/24/2015	
	(Beverlin/Oppenheim)		06/24/2015	
P.O. BOX 1350	1165		06/24/2015	0.00
CARMEL VALLEY	BOA	49759	06/24/2015	0.00
CA 93924	5045			4,683.12

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4060	Temp NonPay Cler/Admin	4,683.12	0.00

Check No.	49759	Total:	4,683.12
Total for	REGIONAL GOVERNMENT SERVIK		4,683.12

CYNTHIA RICHARDSON	Planning Consult Services	16472	06/24/2015	
dba Richardson Consulting	May 2015		06/24/2015	
24 CAMPBELL LANE	1250		06/24/2015	0.00
MENLO PARK	BOA	49760	06/24/2015	0.00
CA 94025				1,207.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	1,207.50	0.00

Check No.	49760	Total:	1,207.50
Total for	CYNTHIA RICHARDSON		1,207.50

RON RAMIES AUTOMOTIVE, INC.	May Fuel Statement	16473	06/24/2015	
			06/24/2015	
115 PORTOLA ROAD	422		06/24/2015	0.00
PORTOLA VALLEY	BOA	49761	06/24/2015	0.00
CA 94028				554.41

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	554.41	0.00

RON RAMIES AUTOMOTIVE, INC.	Repairs to 2001 Chevy Silverad	16496	06/24/2015	
	o	00006316	06/24/2015	
115 PORTOLA ROAD	422		06/24/2015	0.00
PORTOLA VALLEY	BOA	49761	06/24/2015	0.00
CA 94028	47909			506.23

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	506.23	506.23

Check No.	49761	Total:	1,060.64
Total for	RON RAMIES AUTOMOTIVE, INC.		1,060.64

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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

SAN MATEO CTY ASSESSORS OFC	Secured Master Data File	16474	06/24/2015	
			06/24/2015	
555 COUNTY CENTER	1251		06/24/2015	0.00
REDWOOD CITY	BOA	49762	06/24/2015	0.00
CA 94063-1665				305.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	305.00	0.00

Check No.	49762	Total:	305.00
Total for	SAN MATEO CTY ASSESSORS OF		305.00

SHARP BUSINESS SYSTEMS	May Copies	16475	06/24/2015	
			06/24/2015	
DEPT. LA 21510	0199		06/24/2015	0.00
PASADENA	BOA	49763	06/24/2015	0.00
CA 91185-1510	C866455-541			422.11

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	422.11	0.00

SHARP BUSINESS SYSTEMS	Bal of Rentals for Picnic (PO #6307)	16476	06/24/2015	
			06/24/2015	
DEPT. LA 21510	0199		06/24/2015	0.00
PASADENA	BOA	49763	06/24/2015	0.00
CA 91185-1510	140735			2,414.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	2,414.00	0.00

Check No.	49763	Total:	2,836.11
Total for	SHARP BUSINESS SYSTEMS		2,836.11

SHELTON ROOFING	C&D Refunds	16458	06/24/2015	
	1285 W'ridge & 159 Crescent		06/24/2015	
1988 LEGHORN ST., #C	0309		06/24/2015	0.00
MOUNTAIN VIEW	BOA	49764	06/24/2015	0.00
CA 94043				2,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	2,000.00	0.00

Check No.	49764	Total:	2,000.00
Total for	SHELTON ROOFING		2,000.00

STAPLES	Office Supplies - May Stmt	16489	06/24/2015	
			06/24/2015	
STAPLES CREDIT PLAN	430		06/24/2015	0.00
DES MOINES	BOA	49765	06/24/2015	0.00
IA 50368-9020				815.80

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	815.80	0.00

Check No.	49765	Total:	815.80
Total for	STAPLES		815.80

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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

STUART RENTAL COMPANY	Bal of Rentals for Picnic (PO#6307)	16505	06/24/2015	
			06/24/2015	
454 S. ABBOTT AVE	0205		06/24/2015	0.00
MILPITAS	BOA	49766	06/24/2015	0.00
CA 95035	140735			2,414.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	2,414.00	0.00

Check No.	49766	Total:	2,414.00
Total for	STUART RENTAL COMPANY		2,414.00

THERMAL MECHANICAL, INC	Bi-Monthly Maintenance (May)	16504	06/24/2015	
			06/24/2015	
425 ALDO AVENUE	955		06/24/2015	0.00
SANTA CLARA	BOA	49767	06/24/2015	0.00
CA 95054	PM-63251			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.	49767	Total:	1,495.00
Total for	THERMAL MECHANICAL, INC		1,495.00

VERIZON WIRELESS	May Cellular	16477	06/24/2015	
			06/24/2015	
P.O. BOX 660108	0131		06/24/2015	0.00
DALLAS	BOA	49768	06/24/2015	0.00
TX 75266-0108				243.65

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	243.65	0.00

Check No.	49768	Total:	243.65
Total for	VERIZON WIRELESS		243.65

JANE WILSON	Banners for 2014 Holiday Fair	16478	06/24/2015	
			06/24/2015	
557 CRESTA VISTA LANE	1162		06/24/2015	0.00
PORTOLA VALLEY	BOA	49769	06/24/2015	0.00
CA 94028				169.66

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	169.66	0.00

Check No.	49769	Total:	169.66
Total for	JANE WILSON		169.66

Total Invoices:	51	Grand Total:	118,853.82
		Less Credit Memos:	0.00
		Net Total:	118,853.82
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	118,853.82

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**June 24, 2015**

Claims totaling \$118,853.82 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Mayor



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** June 24, 2015

**RE:** Adoption of Ordinance Amending Title 2 [Administration and Personnel] of the Portola Valley Municipal Code

### RECOMMENDATION

It is recommended that the Town Council adopt the attached ordinance amending Title 2 [Administration and Personnel] of the Portola Valley Municipal Code.

### DISCUSSION

At its June 10, 2015 meeting, the Town Council considered and voted to approve amendments to Title 2 [Administration and Personnel] of the Portola Valley Municipal Code.

This matter has come before the Town Council for second reading of the ordinance title, waiving further reading and adoption of the ordinance. If approved, the ordinance shall become effective thirty (30) days after the date of adoption and posting.

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

**ORDINANCE NUMBER 2015 - \_\_\_\_\_**

**ORDINANCE AMENDING TITLE 2 [ADMINISTRATION  
AND PERSONNEL] OF THE PORTOLA VALLEY MUNICIPAL CODE**

**WHEREAS**, the Town Council of the Town of Portola Valley (“Town”) desires to update Title 2 [Administration and Personnel] of the Portola Valley Municipal Code to accurately reflect current law and practice; and

**WHEREAS**, there have been changes in the law and in Town practice since many of the sections in Title 2 [Administration and Personnel] were last updated, many in the 1960s and 1970s.

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

1. AMENDMENT OF CODE. Chapter 2.04 [Council Meetings] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code is hereby amended in its entirety to read as follows:

**2.04.010 Regular Meetings**

The Council shall meet in regular session on the second and fourth Wednesday of each month at the hour of 7:00 p.m., and may adjourn from time-to-time as in their judgment may seem proper.

**2.04.020 Place of Meetings**

Meetings of the Council shall be held in the Historic Schoolhouse, 765 Portola Road, Portola Valley, CA 94028.

**2.04.030 Books and Records**

The books and records of all Town actions shall be open at all times during office hours in compliance with the California Public Records Act, Government Code Section 6250 et seq.

2. AMENDMENT OF CODE. Chapter 2.05 [Town Council Vacancies] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code is hereby amended in its entirety to read as follows:

**2.05.010 Filling of Vacancy**

As authorized by California Government Code Section 36512, within 60 days from the commencement of the vacancy, the Council shall either fill the vacancy by appointment or call a special election to fill the vacancy. If a special election is called, it shall be held on the next regularly established election date not less than 114 days from the call of the special election. If the Council appoints a person to fill the vacancy until the special election, that person holds office only until the date of the special election. Nothing



herein shall require the Council to fill a vacancy by appointment until the special election.

### **2.05.020 Appointment Process**

If the Council desires to appoint a qualified individual to fill a vacancy, the Council may determine, in its discretion, if and how interviews and selection will be conducted, provided the process complies with all applicable laws and statutes, including the Brown Act, California Government Code Section 54950 et seq.

### **2.05.030 Term**

A person appointed or elected to fill a vacancy holds office for the unexpired term of the former incumbent.

3. AMENDMENT OF CODE. Section 2.08.010 [Compensation of town clerk] and Section 2.08.020 [Town treasurer will not be compensated] of Chapter 2.08 [Town Clerk and Treasurer] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code are hereby amended to read as follows:

#### **2.08.010 Town Clerk**

The Town Clerk shall be appointed by and be responsible to the Town Manager. The Town Clerk shall serve as clerk to the Council as well as the Town's election officer. The Town Clerk shall maintain the official records of the Council and perform such other duties as set forth in the general laws of the state.

#### **2.08.020 Town Treasurer**

The Town Manager shall serve as the Town Treasurer. The Town Treasurer shall maintain the accounts of the Town in accordance with the approved final budget and accepted municipal accounting procedures and shall perform such other duties as set forth in the general laws of the state.

4. REPEAL OF CODE. Section 2.08.030 [Town clerk and town treasurer – Bonds] of Chapter 2.08 [Town Clerk and Treasurer] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code is hereby deleted in its entirety as the Town Clerk and Town Treasurer are not required to post a bond prior to entering service.

5. AMENDMENT OF CODE. Section 2.12.010 [Transfer of Assessment and Tax Collection Duties to County] of Chapter 2.12 [Assessment and Tax Collection] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code is hereby amended to read as follows:

#### **2.12.010 Transfer of Assessment and Tax Collection Duties to County**

The Council elects to proceed pursuant to Government Code Section 51500 et seq. providing for the transfer of the assessment and tax collection duties ordinarily performed by the Town Assessor and Tax Collector to the San Mateo County Assessor and Tax Collector.

6. AMENDMENT OF CODE. Section 2.16.030 [Powers and duties] and Section 2.16.040 [Meetings] of Chapter 2.16 [Architectural and Site Control Commission] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code are hereby amended as follows:

**2.16.030 Powers and Duties**

The Architectural and Site Control Commission shall have the powers and duties necessary to assist and advise the Town Planning Commission, which may be modified from time to time. The Architectural and Site Control Commission powers and duties shall include the following:

- A. Study and make recommendations for the disposition of permits requiring architectural and site review;
- B. Study and make recommendations on all requests for variances;
- C. Study and make recommendations on all applications for subdivisions and resubdivisions;
- D. Study and make recommendations on ordinances for grading, signs, private roads, and such other items as the Planning Commission shall direct;
- E. Hear and act upon abatements and appeals regarding violations of zoning ordinances and building codes;
- F. Supervise rulings of the Planning Commission as directed.

**2.16.040 Meetings**

The Architectural and Site Control Commission shall meet in regular session on the second and fourth Monday of each month at the hour of 7:00 p.m. in the Historic Schoolhouse, 765 Portola Road, Portola Valley, CA 94028, and may adjourn from time-to-time as in their judgement may seem proper.

7. AMENDMENT OF CODE. Section 2.20.020 [Powers and duties] and Section 2.20.030 [Meetings] of Chapter 2.20 [Planning Commission] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code are hereby amended to read as follows:

**2.20.020 Powers and Duties**

The Planning Commission shall have the powers and duties set forth in the Government Code and the general laws of the state, and as set forth in the ordinances of the Council, which shall include the following:

- A. Prepare a General Plan for the development of the Town, for recommendation to the Council;
- B. Recommend such ordinances and resolutions to the Council as are necessary to implement the General Plan;
- C. Supervise the land use in the Town, by conducting necessary public hearings and acting upon applications for zoning amendments, conditional use permits, variances from the existing ordinances, subdivisions, resubdivisions, and building permits;

- D. Review, reappraise, redefine and submit changes, where necessary, to elements of the General Plan in accordance with the timeframes provided in State law or as directed by Council.

### **2.20.030 Meetings**

The Planning Commission shall meet in regular session on the first and third Wednesday of each month at the hour of 7:00 p.m. in the Historic Schoolhouse, 765 Portola Road, Portola Valley, CA 94028, and may adjourn from time-to-time as in their judgement may seem proper.

8. AMENDMENT OF CODE. Section 2.28.010 [State holidays] of Chapter 2.28 [Holidays] of Title 2 [Administration and Personnel] is hereby amended to read as follows:

#### **2.28.010 Holidays; Town Offices Closed**

A. State holidays listed in Government Code Section 6700, including Martin Luther King, Jr. Day, Cesar Chavez Day and Thanksgiving Day apply to the Town.

B. Town offices shall be closed on State holidays, with the exception of Lincoln Day, Admission Day, Columbus Day, Cesar Chaves Day and Veterans Day.

C. If January 1<sup>st</sup>, July 4<sup>th</sup> or December 25<sup>th</sup> falls on a Sunday, the following Monday is a holiday. If January 1<sup>st</sup>, July 4<sup>th</sup> or December 25<sup>th</sup> falls on a Saturday, the preceding Friday is a holiday.

D. Town Hall may be closed the day after Thanksgiving and on the intervening days between December 25<sup>th</sup> and January 1<sup>st</sup>, but these days shall not be considered holidays for the purposes of other sections of the Municipal Code.

9. REPEAL OF CODE. Section 2.28.020 [Town holidays, Town offices closed] of Chapter 2.28 [Holidays] of Title 2 [Administration and Personnel] is hereby deleted in its entirety.

10. AMENDMENT OF CODE. Section 2.32.010 [Election date established] of Chapter 2.32 [General Municipal Elections] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code is hereby amended to update the Government Code citation as follows:

#### **2.32.010 Election Day Established**

The general municipal elections of the Town shall be held on the same day that is established for School District elections as set forth in Elections Code Section 1302, the first Tuesday after the first Monday of March in each odd-numbered year, or the second Tuesday of April each year.

11. REPEAL OF CODE. Section 2.32.020 [Town officers—Duration of term] and Section 2.32.030 [Notice to voters required] of Chapter 2.32 [General Municipal

Elections] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code is hereby deleted as those Sections applied only to the initial implementation of the election day in 1987 and are no longer necessary.

12. AMENDMENT OF CODE. Section 2.36.010 [Incorporation by reference] of Chapter 2.36 [Conflicts of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code is hereby amended to read as follows:

**2.36.010 Incorporation by Reference**

The terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the resolution approved by the Town Council in which public officials and employees are designated and their disclosure categories identified, constitute the Conflict of interest Code of the Town.

13. REPEAL OF CODE. Sections 2.36.040 [Disclosure obligations], Section 2.36.050 [Statements of economic interest, place of filing]; Section 2.36.060 [Statements of economic interests—Time of filing]; 2.36.070 [Statements for persons who resign 30 days after appointment]; Section 2.36.080 [Contents of and period covered by statements of economic interests], Section 2.36.090 [Manner of reporting], 2.36.100 [Prohibitions]; 2.36.110 [Disqualification]; 2.36.120 [Legally required participation], 2.36.130 [Manner of disqualification], Section 2.36.140 [Assistance of the commission and council], Section 2.36.150 [Violations] and the Appendix to \Chapter 2.36 [Conflicts of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code are hereby deleted. By adopting 2 Cal. Code Regs Section 18730 by reference these provisions are included and do not need to be specifically called out in the Town's Municipal Code.

14. REPEAL OF CODE. Chapter 2.38 [Informal Bidding] of Title 2 [Administration] is hereby deleted in its entirety.

15. ADDITION OF CODE. Chapter 2.38 [Informal Bidding] of Title 2 [Administration] is hereby added to read as follows:

**2.38.010 Informal Bid Procedures**

Public Projects, as defined by the Uniform Public Construction Cost Accounting Act, Public Contract Code Section 22000 et seq., and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032 et seq. of the Public Contract Code.

**2.38.020 Contractors List**

The Town shall develop and maintain a list of contractors in accordance with the provisions of Section 22034 of the California Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

**2.38.030 Notice Inviting Informal Bids**

Where a public project is to be performed which is subject to the provisions of this Chapter, a notice inviting informal bids may be mailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 2.38.020, and shall be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the Town Public Works Directors, provided, however: (1) if there is no list of qualified contractors maintained for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the California Uniform Construction Cost Accounting Commission; and (2) if the product or service is proprietary in nature such that it can be obtained only from a certain contractor(s), the notice inviting informal bids may be sent exclusively to such contractor(s).

**2.38.040 Award of Contracts**

The Town Director of Public Works is authorized to award informal contracts pursuant to this Section.

16. SEVERABILITY. If any part of this ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance or the applicability of this ordinance to other situations.

17. ENVIRONMENTAL REVIEW. This ordinance is not a project for the purposes of the California Environmental Quality Act.

18. EFFECTIVE DATE; POSTING. This ordinance shall become effective 30 days after the date of its adoption and shall be posted within the Town in three public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

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

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** June 24, 2015

**RE:** Adoption of Ordinance Amending Title 18 [Zoning], Chapter 18.64 [Architectural and Site Plan Review] of the Portola Valley Municipal Code

### RECOMMENDATION

It is recommended that the Town Council adopt the attached ordinance amending Section 18.64.010 [Applicability-Purpose] of Chapter 18. 64 [Architectural and Site Plan Review] contained in Title 18 [Zoning] of the Portola Valley Municipal Code, to allow the Town Planner to refer buildings or additions of any size to the ASCC for review.

### DISCUSSION

At its June 10, 2015 meeting, the Town Council considered and voted to approve Amendments to Chapter 18.64 [Architectural and Site Plan Review] contained in Title 18 [Zoning] of the Portola Valley Municipal Code.

This matter has come before the Town Council for second reading of the ordinance title, waiving further reading and adoption of the ordinance. If approved, the ordinance shall become effective thirty (30) days after the date of adoption and posting.

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

**ORDINANCE NO. 2015-\_\_\_\_\_**

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF  
PORTOLA VALLEY AMENDING SECTION 18.64.010  
[APPLICABILITY-PURPOSE] OF THE PORTOLA VALLEY  
MUNICIPAL CODE**

**WHEREAS**, Section 18.64.010 [Applicability-Purpose] of Chapter 18.64 [Architectural and Site Plan Review] of Title 18 [Zoning] of the Portola Valley Municipal Code currently provides that applications for building permits for buildings or additions less than four hundred (400) square feet are exempt from architectural and site plan review;

**WHEREAS**, recent projects have highlighted that, on occasion, projects which do not meet the threshold for architectural and site plan review by the Architectural and Site Control Commission (ASCC) could benefit from referral to the ASCC; and

**WHEREAS**, the Town Council of the Town of Portola Valley desires to amend Section 18.64.010 to allow the Town Planner to refer buildings or additions of any size to the ASCC for review.

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

1. AMENDMENT OF CODE. Section 18.64.010 [Applicability-Purpose] of Chapter 18.64 [Architectural and Site Plan Review] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended to read as follows:

**18.64.010 Applicability - Purpose.**

A. Architectural and site plan review shall be required in connection with matters listed in this section; provisions for the review of other matters by the architectural and site control commission are included in other ordinances of the town:

1. Applications for building permits for buildings or additions of four hundred (400) square feet or larger or two stories or more;
2. Applications for building permits for all commercial buildings;
3. Applications for all building permits for structures on parcels fronting on arterial roads, expressways or freeways as shown on the Portola Valley general plan;
4. Applications for building permits for antennas with diameters larger than four feet but not exceeding six feet, designed to receive television or microwave signals transmitted from satellite or terrestrial stations;



5. Applications for building permits for all structures in any area which has been designated as an area of influence in any specific plan adopted pursuant to state law;
  6. Zoning permits for tennis courts and paddle tennis courts;
  7. Applications for conditional use permits except when such permits are for interior alterations only;
  8. Applications for building permits for the restoration or reconstruction of nonconforming buildings as provided for in Section 18.46.030;
  9. Applications for building permits for properties with historic resources as identified in the historic element of the general plan as provided for in Section 18.31.050;
  10. Applications for building permits or zoning permits for recycling and trash enclosures as provided for in Section 18.37.010;
  11. Applications for entryway features as provided for in Section 18.42.016;
  12. Applications for lighting as provided for in Section 18.42.018;
  13. Applications for mail boxes as provided for in Section 18.37.020.F. and Section 18.42.016.B;
  14. Applications for uncovered parking as provided for in Section 18.60.030 D;
  15. Applications for buildings or additions of any size that the Town Planner determines is appropriate for architectural site plan review in order to accomplish the purposes identified in 18.64.010.B;
  16. Such other matters as shall be referred to the architectural and site control commission by the Planning Commission.
- B. The purpose of architectural and site plan review and approval is to promote the preservation of the visual character of Portola Valley, the stability of land values and investments, the public safety, and the general welfare by preventing the erection of structures or additions or alterations thereto of unsightly or obnoxious appearance or which are not properly related to their sites, adjacent uses, and circulation in the vicinity, and by preventing the indiscriminate clearing of property, excessive grading and the destruction of trees and shrubbery.

2. SEVERABILITY. If any part of this ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision shall not

affect the validity of the remaining portions of this ordinance or the applicability of this ordinance to other situations.

3. ENVIRONMENTAL REVIEW. This ordinance is not a project for purposes of the the California Environmental Quality Act (CEQA) and is exempt from environmental review pursuant to Section 15061(b)(3) of the CEQA Guidelines.

4. EFFECTIVE DATE; POSTING. This ordinance shall become effective thirty (30) days after the date of its adoption and shall be posted within the Town in three public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Town Attorney



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Manager

DATE: June 24, 2015

RE: **2015-2016 Appropriations Limit**

### RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution determining and establishing the Town's 2015-2016 Appropriations Limit.

### BACKGROUND

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

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

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

The Town's Appropriations Limit for 2015-2016 is \$3,029,624. This is \$347,765 greater than the Town's appropriations of \$2,681,859 that are subject to limitation (please see worksheets #4 and #6 of Exhibit A).

**ATTACHMENTS**

1. Resolution Determining and Establishing the Appropriations Limit for 2015-16 with Exhibit A of Worksheets Calculating Limit

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

**RESOLUTION No. \_\_\_\_\_-2015**

**A RESOLUTION OF THE TOWN COUNCIL  
OF THE TOWN OF PORTOLA VALLEY  
DETERMINING AND ESTABLISHING THE  
APPROPRIATIONS LIMIT FOR 2015-2016**

WHEREAS, the calculation of the Appropriations Limit for the Fiscal Year 2015-2016 has been completed by the Administrative Services Manager; and

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

NOW, THEREFORE, be it resolved that the Town Council of the Town of Portola Valley Appropriations Limit for Fiscal Year 2015-2016 is determined to be \$3,089,624.

REGULARLY PASSED AND ADOPTED this 24<sup>th</sup> day of June 2015.

\_\_\_\_\_  
Mayor

ATTEST:

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

## EXHIBIT "A"

**USER FEES VERSUS COSTS**  
**(Worksheet #1)**

**Town of Portola Valley**  
**Fiscal Year 2015-16**  
**Town Council Adopted Budget**

	Costs	Fees
<b><u>Planning and Building</u></b>		
Building Permits		\$ 525,000
Zoning and Planning Permits		620
Construction & Demolition Fees		12,000
Horsekeeping Permits		3,000
Consulting Fees – charges to applicants	260,000	260,000
Town Planner	231,478	
Assoc/Sr Town Planner	129,675	
Assistant Planner	117,497	
Planning Tech II	99,142	
Deputy Building Official	154,752	
SuRE Manager	132,584	
Geologist/Planning/Engineer Consultants	91,000	
Plan Checks and Inspections	<u>100,000</u>	_____
	<b>\$1,316,128</b>	<b>\$800,620</b>
<b><u>Park &amp; Recreation – Town Center</u></b>		
Park & Recreation Revenue		79,693
Town Center Revenue		218,000
Recreation Coordinator	121,163	
Sr Maintenance Worker	119,296	
Maintenance Worker II	90,500	
Park & Town Center Utilities	79,000	
Vehicle Maintenance	14,000	
Town Center Facilities Costs	147,500	
Parks Operations	<u>221,600</u>	_____
	<b>\$793,059</b>	<b>\$297,693</b>
<b><u>Public Works</u></b>		
SDP/EP/CUP/Building Review		46,500
Franchise Fees		271,038
Public Works Director	237,664	
Public Works Operations	<u>23,000</u>	_____
	<b>\$260,664</b>	<b>\$317,538</b>

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

**Town of Portola Valley  
Fiscal Year 2015-16  
Town Council Adopted Budget**

	<u>Subject to Limit</u>	<u>Not Subject to Limit</u>
<b><u>Proceeds of Taxes</u></b>		
Property Taxes	\$2,463,054	
Sales & Use Tax	172,000	
Business License Tax	105,000	
Real Property Transfer Tax	115,000	
Utility Users' Tax - General	509,200	
HOPTR	9,000	
 <b><u>Proceeds of Taxes for Capital Outlay</u></b>		
Utility Users' Tax – Open Space		\$225,400
Measure A Sales Tax		286,341
Public Safety COPS Grant		100,000
Public Safety Sales Tax 172		14,237
 <b><u>User Fees</u></b>		
Building Permits		\$525,000
Construction & Demolition Fees		12,000
Zoning & Planning Permits		520
Planning Fees for Staff Review		44,000
Consulting Fees – charges to applicant		260,000
Park & Recreation Revenue		79,693
Town Center Revenue		218,000
SDP/EP/CUP/Building Review		46,500
Franchise Fees		271,038
Horsekeeping Permits		3,000
 <b><u>Other Revenues</u></b>		
Measure M		\$100,000
State Gas Tax		83,620
Prop 42		21,402
Various Filing Fees		47,090
Miscellaneous		15,000
Fines & Forfeitures		15,785
Open Space/Schoolhouse Contributions		5,000
Miscellaneous Contributions		1,000
Town Library Maintenance Reimb		6,400
Misc Taxes		2,000
Crowder Trail Maint Reimb		15,000
State Mandated Costs Reimb		14,500
Misc Grants		300,843
 Subtotal (for Worksheet #3)	 3,373,254	 2,713,469
Interest Earning (from Worksheet #3)	14,960	19,040
 Total Revenue (for Worksheet #4)	 3,388,214	 2,732,509

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

**Town of Portola Valley  
Fiscal Year 2015-16  
Town Council Adopted Budget**

	<u>Amount</u>	<u>Source</u>
A. Non-interest subject tax proceeds:	\$3,373,254	Worksheet #2
B. Minus exclusions:	706,355	Worksheet #7
C. Net invested taxes:	2,666,899	(A – B)
D. Total non-interest revenue:	6,086,723	Worksheet #2
E. Tax proceeds as percent of budget:	0.44	(C / D)
F. Interest earnings:	34,000	Budget
G. Amount of interest earned from taxes:	14,960	(E * F)
H. Amount of interest earned from non-taxes:	19,040	(F – G)

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



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

**Town of Portola Valley  
Fiscal Year 2015-16  
Town Council Adopted Budget**

	<b>Amount</b>	<b>Source</b>
A. Subject proceeds of taxes	\$3,388,214	Worksheet #2
B. Exclusions	706,355	Worksheet #7
C. Appropriations subject to limitation	2,681,859	(A – B)
D. Current year limit (2015-16)	3,029,624	Worksheet #6
E. Over/(under) limit	(347,765)	(C – D)

**APPROPRIATIONS LIMIT THROUGH 2015-16  
(Worksheet #5)**

**Town of Portola Valley  
Fiscal Year 2015-16  
Town Council Adopted Budget**

Appropriation Limit Base Year (AS AMENDED) 441,943.00

Year	Previous Year Limit	Adjustment Factor	Current Year Limit
1979-80	441,943.00	1.1199	494,931.97
1980-81	494,931.97	1.1053	547,048.30
1981-82	547,048.30	1.0567	578,065.94
1982-83	578,065.94	1.0736	620,611.59
1983-84	620,611.59	1.0261	636,809.56
1984-85	636,809.56	1.0670	679,475.80
1985-86	679,475.80	1.0445	709,712.47
1986-87	709,712.47	1.0504	745,481.98
1987-88	745,481.98	1.0557	787,005.32
1988-89	787,005.32	1.0542	829,661.01
1989-90	829,661.01	1.0704	888,069.15
1990-91	888,069.15	1.0552	937,090.56
1991-92	937,090.56	1.0571	990,598.44
1992-93	990,598.44	1.0183	1,008,726.39
1993-94	1,008,726.39	1.0448	1,053,917.33
1994-95	1,053,917.33	1.0259	1,081,213.79
1995-96	1,081,213.79	1.0672	1,153,871.36
1996-97	1,153,871.36	1.0561	1,218,603.54
1997-98 <sup>1</sup>	1,218,603.54	1.0580	1,641,871.54
1998-99	1,641,871.54	1.0565	1,734,637.29
1999-00	1,734,637.29	1.0544	1,829,001.56
2000-01	1,829,001.56	1.0573	1,933,803.35
2001-02	1,933,803.35	1.0977	2,122,735.94
2002-03	2,122,735.94	1.0164	2,157,548.87
2003-04	2,157,548.87	1.0139	2,187,538.79
2004-05	2,187,538.79	1.0423	2,280,073.87
2005-06	2,280,073.87	1.0591	2,414,885.52
2006-07	2,414,885.52	1.0472	2,528,841.75
2007-08	2,528,841.75	1.0561	2,670,719.58
2008-09	2,670,719.58	1.0560	2,820,666.68
2009-10	2,820,666.68	1.0183	2,872,496.82
2010-11 <sup>2</sup>	2,872,496.81	0.9861	3,287,799.44
2011-12	3,287,799.44	1.0343	3,366,837.32
2012-13	3,366,837.32	1.0479	3,499,954.04
2013-14 <sup>3</sup>	3,499,954.04	1.0627	2,862,302.79
2014-15	2,862,302.79	1.0094	2,889,208.44
2015-16	2,889,208.44	1.0486	3,029,623.97

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

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

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

**APPROPRIATIONS LIMIT  
(Worksheet #6)**

**Town of Portola Valley  
Fiscal Year 2015-16  
Town Council Adopted Budget**

A.	FISCAL YEAR 2014-2015 LIMIT	\$2,889,208.44	
B.	ADJUSTMENT FACTORS		
	1. Population	101.00%	
	2. Per Capita Income	<u>103.82%</u>	
	Total Adjustment Factor	104.86%	
C.	ANNUAL ADJUSTMENT	140,415.53	
D.	OTHER ADJUSTMENTS		
	1. Lost Responsibility	-	
	2. Transfer to Private	-	
	3. Transfer to Fees	-	
	4. Assumed Responsibility	-	
	5. CY Utility Users' Tax *	-	
E.	TOTAL ADJUSTMENTS .....	140,415.53	(E)
F.	FISCAL YEAR 2015-16 LIMIT.....	<u>3,029,623.97</u>	(A + E)

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

**EXCLUDED APPROPRIATIONS  
(Worksheet #7)**

**Town of Portola Valley  
Fiscal Year 2015-16  
Town Council Adopted Budget**

	<u><b>Amount</b></u>
Qualified Capital: 2015-16 Street Resurfacing–Construction	\$149,000
Qualified Capital: 2015-16 Street Resurfacing–Design/Inspection	80,000
Qualified Capital: SMTA Grant Reimbursement Project (GF)	128,757
Qualified Capital: Permit Tracking Software Program	80,000
Qualified Capital: Improvements to Alpine Road (Horse Trail)	65,000
Qualified Capital: Improvements to Historic Schoolhouse	60,000
Qualified Capital: Equipment	35,000
Federally Mandated Appropriations	<u>108,598</u>
	<u>\$706,355</u>



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

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

**DATE:** June 24, 2015

**RE:** Investment Policy

### RECOMMENDATION

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

### BACKGROUND

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

### ATTACHMENT

1. Resolution of the Town Council Adopting Investment Policy

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

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

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

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

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

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

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

**PASSED AND ADOPTED** this 24th<sup>th</sup> day of June, 2015.

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

ATTEST:

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



# Town of Portola Valley Investment Policy

Originally Adopted: December 10, 2003

Revised: June 27, 2012

## 1.0 MISSION STATEMENT

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

## 2.0 SCOPE

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

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

## 3.0 OBJECTIVES

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

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

## 4.0 STANDARDS OF CARE

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

## 5.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

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



## 6.0 AUTHORIZED INVESTMENTS

**6.1 Investment Types** The Town of Portola Valley is empowered by CGC 53601 et seq. to invest in the following:

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

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

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

## 7.0 APPROVAL AND REVISION

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



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

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

**DATE:** June 24, 2015

**RE:** **2015-16 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments**

**RECOMMENDATION:**

It is recommended that the Town Council adopt the attached resolutions authorizing the San Mateo County Controller to apply charges to the 2015-2016 tax roll for the two road maintenance districts, and authorizing the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

**BACKGROUND:**

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

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

**ATTACHMENTS:**

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

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

ATTACHMENT #1

RESOLUTION NO. \_\_\_\_\_ 2015

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AUTHORIZING THE SAN MATEO COUNTY CONTROLLER TO APPLY THE SPECIAL TAX FOR THE WOODSIDE HIGHLANDS ROAD MAINTENANCE DISTRICT TO THE 2015-2016 TAX ROLL AND TO COLLECT THE TAX AT THE SAME TIME AS GENERAL COUNTY TAXES**

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

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

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

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

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

1. The Town of Portola Valley authorizes the San Mateo County Controller to apply the charges to the 2015-2016 tax roll in accordance with documents supplied by the Woodside Highlands Road Maintenance District; and
2. The Town of Portola Valley authorizes the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

**PASSED AND ADOPTED this 24th day of June, 2015.**

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

ATTEST:

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

## ATTACHMENT #2

**RESOLUTION NO. \_\_\_\_\_-2015****RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AUTHORIZING THE SAN MATEO COUNTY CONTROLLER TO APPLY THE SPECIAL TAX FOR THE WAYSIDE II ROAD MAINTENANCE DISTRICT TO THE 2015-2016 TAX ROLL AND TO COLLECT THE TAX AT THE SAME TIME AS GENERAL COUNTY TAXES**

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

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

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

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

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

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

1. The Town of Portola Valley authorizes the San Mateo County Controller to apply the charges to the 2015-2016 tax roll in accordance with documents supplied by the Wayside II Road Maintenance District; and
2. The Town of Portola Valley authorizes the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

**PASSED AND ADOPTED this 24th day of June, 2015.**

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

ATTEST:

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

## Sharon Hanlon

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A new entry to a form/survey has been submitted.

**Form Name:** Committee Application

**Date & Time:** 04/28/2015 9:38 AM

**Response #:** 13

**Submitter ID:** 393

**Time to complete:** 9 min. , 22 sec.

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### Survey Details

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#### Page 1

**Committee applications are submitted to Portola Valley's Town Clerk, Sharon Hanlon. Please feel free to forward a letter of interest or resume with your application as well. Sharon can be reached at (650) 851-1700 ex210, or you may email her at [shanlon@portolavalley.net](mailto:shanlon@portolavalley.net).**

**1. Name of committee which I am interested in serving on (please note that only committees currently seeking volunteers are listed):**

Water Conservation

**2. Applicant Information**

<b>Full Name</b>	Delle Maxwell
<b>Email Address</b>	<a href="mailto:delle@delleriae.com">delle@delleriae.com</a>
<b>Street Address</b>	40 Minoca Road
<b>City/Zip</b>	Portola Valley, CA 94028
<b>Number of years in Portola Valley</b>	20
<b>Cell Phone</b>	
<b>Home Phone</b>	
<b>Other Phone</b>	Not answered

**3. Preferred Phone Contact Number**

Cell

**4. I prefer to receive Town communications via**

E-mail (recommended)

**5. Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee.**

We all need to figure out how to do our part in water conservation, no matter whether the current drought is temporary or long term. I have a personal interest in developing water-wise landscaping, and have been working on that in our own garden. We have been on the Going Native Garden Tour many times in recent years, and I have enjoyed engaging with visitors on how to have a beautiful garden without using an excess of water. I am also a Master Gardener, and have been working on developing material for presentations on drought tolerant plants and succulents. In addition, I have just joined the Board of Trustees at the San Francisco Botanical Garden at Strybing Arboretum, where I have been a long-term volunteer, and am a member of the Portola Valley Garden Club. My experience with volunteer organizations who also have an interest in water conservation would be helpful to this committee, I think.

Thanks for your consideration,  
Delle Maxwell

- 6. Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.**

Not answered

**TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.**

#8

There are no written materials for this agenda item.

DATE: June 16, 2015  
TO: Portola Valley Town Council  
FROM: Linda Olson, Chair of PV Cultural Arts Committee  
SUBJECT: Art Donation to the Town of Portola Valley

On June 11 the Cultural Arts Committee recommended to forward the request for an Art Donation to the Town to the Town Council for review. The CAC voted to accept the donation to the Town. Mike and Joan Green of Portola Valley Ranch wish to donate a large piece of the Berlin Wall to the town. The piece is 2 feet wide by 3 feet tall and weighs over 200 pounds. Please see the attachments which show a picture of the wall and also describes why it would be important to accept and display this historically significant piece of art.

It was suggested that the art be displayed either in the library or outside near the library. It appears that there are many more places to display outside vs inside the library. Today I took a field trip to the Mountain View City Library. They have a significant display of two large pieces of the wall (approximately 10 feet tall and 7 tons each). They are displayed to the left of the entrance to the library. The exhibit is completely enclosed by glass and metal corners to protect from the elements. To the far left is a low cement wall with a brass plate with the inscription:

#### **A Tribute to American Resolve**

##### **Sections of the Berlin Wall**

To the right of the exhibit is another low sign with the inscription in brass:

“The period after World War II divided Western Democratic and Eastern Communist political ideologies by what was known as the Iron Curtin, which stretched from the Baltic to the Black Seas. Within East Germany, part of the Communist sphere of influence, West Berlin was an Island of freedom surrounded by a sea of oppression. In August, 1961 the East German government, to prevent the flight of citizens from East to West, built a wall dividing the city. For twenty-eight years the Berlin Wall was the Rubicon for East and West until “Glasnost” became the new thinking in the Communist world. Between November 9 & 12, 1989 the Wall was breached, not without bombs and bullets, but within by the sound of freedom and the vision of a better life that had drifted over the Wall.

**The world must not forget that it was America’s resolve and its political and economic ideals that made this bloodless revolution and most significant historical event possible.”**

The Mountain View Town Council agreed that the exhibit needed to be put in a place of prominence, not tucked off in some obscure location, but a location where people ask, what do these pieces mean? They added that the pieces are a reminder that “freedom” is not free. The Mountain View Library display is the only Berlin Wall displayed in Northern California.

The Cultural Arts Committee and Mike and Joan Green are open to where the piece of the wall is placed. Wherever it is placed it would need to be both secured and protected.

We urge the Town of Portola Valley to accept this generous donation of a historically significant piece of the Berlin Wall.



Original piece of the Berlin Wall  
("Hinterlandmauer")



**From:** [linda@lolsonassociates.com](mailto:linda@lolsonassociates.com)  
**To:** [Nick Pegueros](mailto:Nick.Pegueros)  
**Cc:** [mikeg@dmrainc.com](mailto:mikeg@dmrainc.com)  
**Subject:** FW: Donation of Art to Town of Portola Valley  
**Date:** Wednesday, June 17, 2015 8:52:40 AM

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Please read below and review the art work being considered for donation to PV.

Town of Portola Valley  
Cultural Arts Committee, Chairman

Dear Linda:

We are interested in donating a historically significant piece art (picture inserted below) to the Town of Portola Valley for possible display in the Town Center or Library and hope you can give us advice and direction.

In 1997 on a business trip to East Berlin, I purchased a large piece of the Berlin Wall from Dr. Rainer Hilderbrandt, Director of the Museum Haus Checkpoint Charlie (I have photo documentation to confirm purchase and authorization by him). The Haus AM Checkpoint Charlie authentication letter is available and signed by Hans-Jurgen Dyke, and I have the original document and shipping bill of lading. It was shipped to my office in Palo Alto in 1997, where it has stood since.

At the time of my visit to East Berlin, the Wall was being torn down all over the city and the Check Point Charlie crossing was being dismantled. Dust and cranes were everywhere.

From the attached picture, you can see that the piece is sizable, very colorful, with substantial "modern" graffiti, with clear characterizations and Russian words. The original re-bar is all in place and the concrete thickness is fully complete. It weighs over 200 pounds.

My office is closing, as I retire, and I would like to donate this significant piece of the Berlin Wall to the Town Center. It is approximately 2 feet wide by 3 feet tall and the wooden stand is steel-backed (representing the Iron Curtain). I've done some research on sizable pieces of the Wall, and have found only a few pieces of this size with clear depictions of pictures, colorful graffiti, and words.

I believe that this art object has significant value as a symbol of democracy and freedom in action. In 1961, when the Wall was erected, it coincided with the beginning of the cold war and space race, with President Kennedy proclaiming the U.S. would be first in space. This race prompted a rise in Silicon Valley technology and growth in supporting that effort. With all this in mind, I think the piece could be a unique historical and cultural asset for our Town.

Other major pieces are located in the U.S. at the following places:

- 4.19 Ronald Reagan Presidential Library, Simi Valley, California, USA
- 4.35 John F. Kennedy Presidential Library & Museum, Boston, Massachusetts, USA
- 4.36 Cambridge, Massachusetts, USA
- 4.37 Gerald R. Ford Presidential Museum, Grand Rapids, Michigan, USA
- 4.54 George H. W. Bush Presidential Library & Museum, College Station, Texas, USA
- 4.59 Microsoft, Redmond, Washington, USA

4.62 Newseum, Washington D.C.

5.01 Mountain View Library, donated by Google, graffiti is very faded and not colorful.

If the Town should accept our gift, we would provide a professional appraisal.

If you are interested in looking at the piece and/or discussing this further, please call me at (650) 248-7130.

#10

There are no written materials for this agenda item.

**RESOLUTION NO. \_\_\_\_-2015****RESOLUTION OF THE TOWN COUNCIL OF THE TOWN  
OF PORTOLA VALLEY ADOPTING THE OPERATING  
AND CAPITAL BUDGETS FOR FISCAL YEAR 2014-2015**

**WHEREAS**, the Town Manager has reviewed and analyzed the Town's finances and has projected revenues and expenditures for Fiscal Year 2015-16;

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

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

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

1. To adopt the Town's Fiscal Year 2015-16 operating and capital budgets, overall reflecting the following:
  - a. Projected revenues: **\$6,120,723**
  - b. Projected expenditures & transfers: **\$6,489,137**
2. The budget shall be effective July 1, 2015.
3. The amount of the 2015-2016 Fiscal Year operating and capital budget for each account area of the budget may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of the California Government Code Sections 37208 and 37209.
4. The Town Manager shall periodically report to the Town Council the amount and classification of revenues received and expenditures made.
5. A copy of the adopted budget shall be kept on file with the Town Clerk of the Town of Portola Valley, as the official budget of the Town of Portola Valley for the 2015-2016 Fiscal Year.

**REGULARLY PASSED AND ADOPTED** this 24th day of June 2015.

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Mayor

ATTEST

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Clerk



**TOWN OF  
PORTOLA VALLEY**  
~ PROPOSED BUDGET ~  
**FISCAL YEAR 2015 - 2016**

# TOWN OF PORTOLA VALLEY

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## PROPOSED OPERATING & CAPITAL BUDGETS

FISCAL YEAR 2015-16

Presented to:

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

Prepared by:

Nick Pegueros, Town Manager  
Stacie Nerdahl, Administrative Services Manager

Cover Image by Simon Greenhill

June 2015

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Date: June 24, 2015

To: Mayor and Members of the Town Council

From: Stacie Nerdaahl, Administrative Services Manager  
Nick Pegueros, Town Manager

Re: 2015-16 Proposed Budget

## General Fund Overview

Attached please find the proposed 2015-16 Town Budget. The Town's fiscal condition remains healthy in the 2015-16 fiscal year, with a projected **General Fund operating surplus** of \$209,544. The operating surplus is reduced by a transfer of \$111,978 to the Transportation Fund in order to fill the gap between the Town's street maintenance effort and the available Gas Tax revenues. This operating surplus is further reduced to zero and funds are required from prior year surpluses to provide for \$644,757 in general capital improvements and equipment purchases. The net result of the recommended budget is a reduction to the General Fund balance, year-over-year by \$547,191. While this amount is technically a budget deficit, the deficit arises from capital purchases fully funded by operating surpluses from prior fiscal years.

## General Fund Revenues

Overall, General Fund revenues total \$4,708,880, a decrease of 3.7% (\$179,294) when compared to the prior year's budget. This decrease is primarily based on slowed revenues related to building permits and fees. The baseline assumption used for revenue growth was 2.5% where appropriate to reflect an inflationary adjustment CPI. The significant changes of note in General Fund revenues are as follows:

**Property taxes** – Actual property tax revenue for fiscal year 2014-15 is expected to be close to the adopted budget amount. In the coming fiscal year, the budget for 2015-16 assumes a 6% increase (\$133,974) based on forecasts provided by the San Mateo County Assessor's Office.

**Building permits** - This year's building activity decreased from the prior year, with projected revenues of \$603,000 falling short of the adopted budget by \$196,000. On closer analysis, permitting costs for larger projects stayed on trend with the prior year, with smaller projects decreasing by 50%. The planning department is currently working with several projects that are in the formative phases which may yet convert to building permit fees in the next few months. However, with no CPI increase

anticipated to the current fee structure, staff budgeted this category at \$586,500, a conservative 3% decrease over current year projected revenues.

**Sales tax** - With a series of private-party sales transactions and adjustments by the County and State in recent years, this revenue in recent years has proven to be a challenge to forecast. Additionally, with the pending defeasance of 2004's "Economic Recovery Bonds," the Triple Flip sales tax revenues are now in the process of being phased out. While the State projects a 5.7% growth rate in sales tax for the 2015-16 fiscal year, the Town itself has been impacted in both 2014-15 and 2015-16 by final negative true-ups of the inflated Triple Flip revenues from 2013-14. (The Town's revenue consultant, HdL Companies, provided a preliminary projection of a return to "normal" sales tax revenues of \$235,000 in the fiscal year 2016-17.)

**Property transfer tax** – Over a two-year period, this volatile revenue source doubled in the 2013-14 fiscal year, while projected revenues for 2014-15 reflect a decrease by over 40% to \$105,000, which is likely due in part to the very low inventory of homes for sale. As the average and median prices of homes sold in Portola Valley reached record highs and the Bay Area housing market remains strong, staff has kept this revenue at \$105,000 for the 2015-16 draft budget.

**Utility users' tax** – Staff is projecting decreased utility users tax revenues in 2014-15 for both electricity/gas (-5%) and water (-15%) due to an increased implementation of solar panels, a mild 2014-15 winter season, and the ongoing impact of the drought and related conservation measures. While it is likely that California Water Service rates will be increased to ensure necessary operating revenues for the utility, staff has conservatively budgeted zero increase in these two revenue sources.

## **General Fund Operating Expenditures**

Overall, General Fund operating expenditures decreased by 0.9% (\$41,046) when comparing the adopted 2014-15 budget to the proposed 2015-16 budget. Some of the noteworthy highlights include:

**Administration & Operations (personnel)** – This budget increased by \$109,488 over the 2014-15 budget, which is mostly attributable to a \$33,000 allowance for merit-based salary increases and the inclusion of the fully burdened cost for the position of Sr. Maintenance Worker (\$119,297). With the continued phase-in of employee-shared costs for healthcare, the projected amount for health premiums decreased by 9% in 2014-15. Anticipated recruitments in 2015-16 include the full-time positions of Administrative Services Manager, Deputy Building Official, Associate/Senior Planner and Sr. Maintenance Worker.

**Consultant Services** – The adopted budget shows a decrease of \$147,655 in General Fund expenditures for consulting services, with most of the decrease due to the reduced costs for contract planning services with expanded in-house Town

planning operations. With fewer special projects planned than the prior year, the budget for miscellaneous consultants also decreased significantly; special projects will include a user fee study and a master plan update.

**Parks & Recreation Operations** are experiencing an increase of \$22,400 in budgeted expenditures due to an increase in recreation class instructor fees (offset by an increase in class registration fees).

The **Service Agreements** budget is increased by \$33,000 due to increased costs for the first year of the Sheriff's new three-year contract. This first year of the contract includes a 5.9% increase in basic contract costs and a 1.4% increase in supplemental traffic patrols.

The decrease to the **Town Center Facilities** budget is primarily due to the prior year's one-time expenditure related to the purchase of new event chairs for the Community Hall and its tie-in into the existing generator backup power grid.

### **General Fund Capital Improvement Projects and Capital Equipment**

The proposed budget includes \$659,757 of General Fund monies to provide for **Capital Improvement** projects including: \$437,757 for street and trail improvements; \$80,000 for a new permit tracking software system; \$60,000 for improvements to the front landscaped area of the Historic Schoolhouse; and \$47,000 for additional improvements to Ford Field. The Ford Field improvements are funded through prior donations and grant funds, but are reflected as General Fund expenditures.

For **Capital Equipment**, the adopted budget includes \$35,000 for the purchase of a plug-in hybrid to be used for planning and code enforcement operations.

### **General Fund Reserve Funds**

In early 2015, the Town Council authorized the adjustment of the current General Fund balance assignments (reserves) totaling \$2,963,752 for estimated future liabilities. In May of 2015, the Council further authorized the payment of \$907,699 (95%) of the Unfunded Pension Liability Assigned fund balance to CalPERS to reduce this liability to \$47,773 as of June 30, 2015. As detailed in the Fund Activity Summary (p. 2), the projected unassigned General Fund balance as of June 30, 2016 is \$1,287,704.

#### Attachments:

- Accomplishments & Priorities
- Org Chart
- Fund Descriptions



# TOWN OF PORTOLA VALLEY ~

## Prior Year Accomplishments and Future Year Priorities

### **ACCOMPLISHMENTS of 2014-2015**

#### **Community Service/Engagement:**

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

*Under the objective of **Staff Excellence**, the priority was to ensure that the Town is equipped with the resources necessary to deliver services to the public in a high quality manner. During the 2014-15 fiscal year, the new position of Planning Director was filled in August, with department reorganization then leading to the creation of a new Associate/Senior Planner position in the spring of 2015 (currently in recruitment). While the Communications and Information Management position was filled temporarily by an outside contractor, this position is currently being recruited as a part-time staff position and a selection is anticipated prior to June 30, 2015. The full-time position of Building Official was successfully filled by contract staff during the fiscal year.*

*Along with a group workshop, all staff members participated in individual ergonomic work station assessments, resulting in some adjustments and additional ergonomic desk accessories as needed. With a minor renovation in the Planning area to allow for expanded work space for the new Planning Director, office furniture components were ordered as needed for several work stations, including the Town Manager. The relocation of the Public Works Director to the former Assistant Town Manager's office is currently in progress.*

*The Town's Personnel Policies Manual was revised in February 2015 to reflect the new expanded 40-hour work week at Town Hall and to update the entire document for overall consistency and clarity, while reflecting Town policy and compliance with current law.*

*Significant technology improvements were made in the spring with the implementation of Microsoft 365 for staff and Council members. Two new image / data servers, a new uninterruptible power supply (UPS) device for the servers, and an upgraded Barracuda data backup system that provides emergency accessibility to Town data via backup to the cloud were also implemented in the spring of 2015.*

*The objective of **Town Communication** was to enhance public communication and ensure that town residents are well-informed of Town activities and matters of local concern. Along with continued postcard mailings and usage of the popular Yahoo-based PV Forum, the website's new Content Management System (CMS) was successfully implemented and now offers capability for RSS feed to Twitter, Facebook and other social media integration. With webinars now being offered on a regular basis by the website host (Vision Internet), staff now has continuing opportunities to expand their usage of the Town's central information source. Staff also refined its shared communications with key community stakeholders, including schools, the library, the fire district, and homeowners' association/organizations.*



# TOWN OF PORTOLA VALLEY ~

## Prior Year Accomplishments and Future Year Priorities

*The objective of **Community Events** was to celebrate the Town's history and values with an emphasis on volunteerism and preserving the residents' quality of life throughout town. The celebration of Portola Valley's 50<sup>th</sup> Anniversary on September 21<sup>st</sup> was a milestone event during the year which offered volunteers (both past and present) and citizens the opportunity to celebrate the unique heritage of Portola Valley. Additional community events included the ribbon-cutting of the new and improved Ford Field, Drought Action Day, the ever-popular Thursday Farmers' Market at Town Center, the annual Town Picnic, and the Summer Concert Series (hosted by the Cultural Arts Committee).*

*A total of ninety Town-sponsored classes were offered to the community, with 172 additional "open-to-the-public" events held in the Community Hall. Along with a significant improvement to the sound quality, the purchase of a new and upgraded audio/visual system for use in the Community Hall has also reduced the staff resources previously needed for setup and stowing of the antiquated and cumbersome sound system.*

*Finally, the objective of **Community Engagement** was to identify increased opportunities for town residents to be involved in Town operations. The installation of Automated License Plate Readers (ALPRs) in Portola Valley was fully explored via four public meetings, and a new report process was implemented to provide an avenue for each of the Town Committees to annually meet with the Council and discuss key objectives. In March, the Council approved staff's recommendation for an upgrade to the document management software that will eventually provide archival access via the internet to all meeting minutes, reports, resos, and parcel files (which are in the process of being digitized). A dedicated kiosk has been established in the lobby at Town Hall, and residents can now more easily access archived Town records as needed. Staff worked with the Conservation and Bicycle Pedestrian Traffic Safety Committees to target invasive weeds along the scenic corridor's ROW and install "No Parking" signs along Portola Road, respectively.*

*Staff will continue to work with the Town Council and committee members to identify new areas that enable residents to make a contribution that keeps Town staff small and helps contain costs. In addition, partnership opportunities and increased outreach with the schools and homeowners' associations will also continue to be explored.*

### **Emergency Preparedness: Ensure that the Town is prepared to respond to an emergency situation**

*An important objective of the fiscal year was to ensure that the Town's **Emergency Operations Center (EOC)** was equipped to respond in the event of a catastrophic situation. The Town's Emergency Operations Plan and Emergency Ordinance were adopted by the Council in September 2014. Working with a consultant, staff participated in nine emergency preparedness planning and procedural meetings throughout the year, and also participated in larger-scale, multi-jurisdictional drills in January and May. The tie-in of Town Hall and the Community Hall to the backup generator will be complete by the end of the 2014-15 fiscal year, ensuring continued power to critical Town Center facilities in the case of an emergency. Also for emergency use, a water purification system*



# TOWN OF PORTOLA VALLEY ~

## Prior Year Accomplishments and Future Year Priorities

*was purchased for domestic use at Town Center. Finally, with the Town's new disk-to-disk-to-cloud (DDC) data backup system and the ongoing updates to the emergency preparedness/response documentation stored in Google drive, emergency access to critical Town information and data has been made more likely in the event of a disaster.*

*To enhance communication channels with town residents in order to ensure the community is informed and prepared in the event of an emergency, several **Community Preparedness** objectives received attention during the year. The Rapid Notify system has been updated with current resident contact information, and a special campaign to encourage residents to sign up (and participate in a system test) was spearheaded by CERPP in May/June. Resident volunteers participated in the multi-jurisdictional emergency exercises held in the fall of 2014 and the spring of 2015. Continuing the popular (and free!) wood chipping program and working with PG&E to remove hazardous trees from the right-of-way helped mitigate the increasing risk of wildland fire or infrastructure failure in a natural disaster.*

*In collaboration with Woodside Fire Protection District and the Town of Woodside, the Town is now participating in a new program to fund a part-time CERPP Coordinator who is actively working to identify and reinvigorate CERPP division leaders. This CERPP Coordinator updated all medical trauma bags with fresh supplies and ensured that testing of CERPP radios was completed during the year. In addition, an Automated External Defibrillator (AED) was installed on the external wall near the kitchen at the Community Hall, bringing the number of AEDs available at Town Center to two.*

*The objective of **Infrastructure Readiness** was to assess/identify capital improvements to the Town's infrastructure to enable it to withstand potential disaster situations. Repairs were completed to the portion of Upper Alpine Road that was damaged in 2012 along with repairs to the storm drain on Alpine Road at Willowbrook that was damaged this past winter. An update of the Town's storm drain master plan and multi-year capital improvement program will continue as necessary. The annual street resurfacing program was expanded to include roadways requiring greater attention, and design for the Alpine Road shoulder widening project was completed and the project was advertised for bidders. In addition, a new programmable radar/message trailer was added to the Town's capital equipment, which will allow for roadside alert messaging in emergencies.*

### **Sustainability: Support community efforts to maintain and conserve natural environmental resources**

*The Town set an objective of being an example in the community for water conservation, low-water use landscaping and vegetation management in its **Landscape, Operations, and Open Space Maintenance**. To conserve water use, Town fields were dethatched and a trial "Compost Tea" program was initiated (and later suspended due to the drought). While progress was achieved in this area, the recent state-mandated water use reductions have significantly increased the target reductions. Staff is exploring innovative ways to optimize watering as well as assisting other large landscape and institutional users understand the reductions.*



# TOWN OF PORTOLA VALLEY ~

## Prior Year Accomplishments and Future Year Priorities

To foster **Community Engagement in Sustainability Initiatives**, staff continues to seek opportunities to engage residents, business and schools in environmentally preferable choices and energy- and water-efficient programs. Staff worked with GreenWaste and local businesses to bring the Town into 100% compliance with the State's Mandatory Commercial Recycling Ordinance. In addition, staff worked with GreenWaste to implement a Styrofoam Recycling Pilot Program, which has resulted in the collection of over 1500 gallons of Styrofoam in the first four months. The Town hosted a two-day Net Zero Energy (NZE) Workshop in conjunction with San Mateo County Energy Watch to engage homeowners and local architects/contractors in NZE efforts in advance of the building code updates requiring NZE by 2020. A Green Film Series program is in the works and scheduled for launch in the fall of 2015.

The measures and programs relating to **Greenhouse Gas Emission Reduction and Resource Conservation** will remain in progress. Staff has been conducting research and working with a County-funded consultant to explore innovative measures to include in the Climate Action Plan, as the Town has already implemented most of the measures in the draft Climate Action Plan. In addition, an update to the Town's Green Building Ordinance is in development in response to the more restrictive State Energy Code that came into effect in July 2014. Efforts also began this year to better understand Community Choice Aggregation, an opportunity to reduce the town-wide greenhouse gas emissions utilizing a greater amount of renewable energy.

Of necessity, the significant impact and application of the State's drought-management mandates diverted staff resources from energy-efficiency specific programs; however, reduction in water use has significant impacts on greenhouse gas emissions due to the energy required for the transportation, heating and processing of water. The newly formed Water Conservation Committee developed a drought action plan, even in advance of the Governor's Executive Order on April 1<sup>st</sup>, 2015. Major work in this area included developing a community-based social marketing campaign to ensure that Portola Valley leads the Bear Gulch Region in water reductions. The program included working with a consultant to identify three program priorities: an online water use survey, reduced lawn watering and a focus on installing "smart" irrigation controllers. In preparation for the launch of these programs, the committee and staff have worked together to help residents better understand their usage and opportunities to save water.

### **Other accomplishments during the 2014-15 year include:**

In an area of broader sustainability, the Town paid off 95% of its unfunded pension liability as of June 30, 2013, a move that stands to benefit the Town well over \$1 million over the next thirty years. Town staff also completed the actuarial report of Other Post-Employment Benefits (OPEB/Retiree Medical). Additionally, the Town successfully completed a lengthy Housing Element Update process that was certified by the State of California and will serve as the Town's guiding document for affordable housing programs for the next eight years. The Portola Road Corridor Plan also came to fruition this year and provides for a comprehensive planning document for development along one of the town's most scenic throughways.



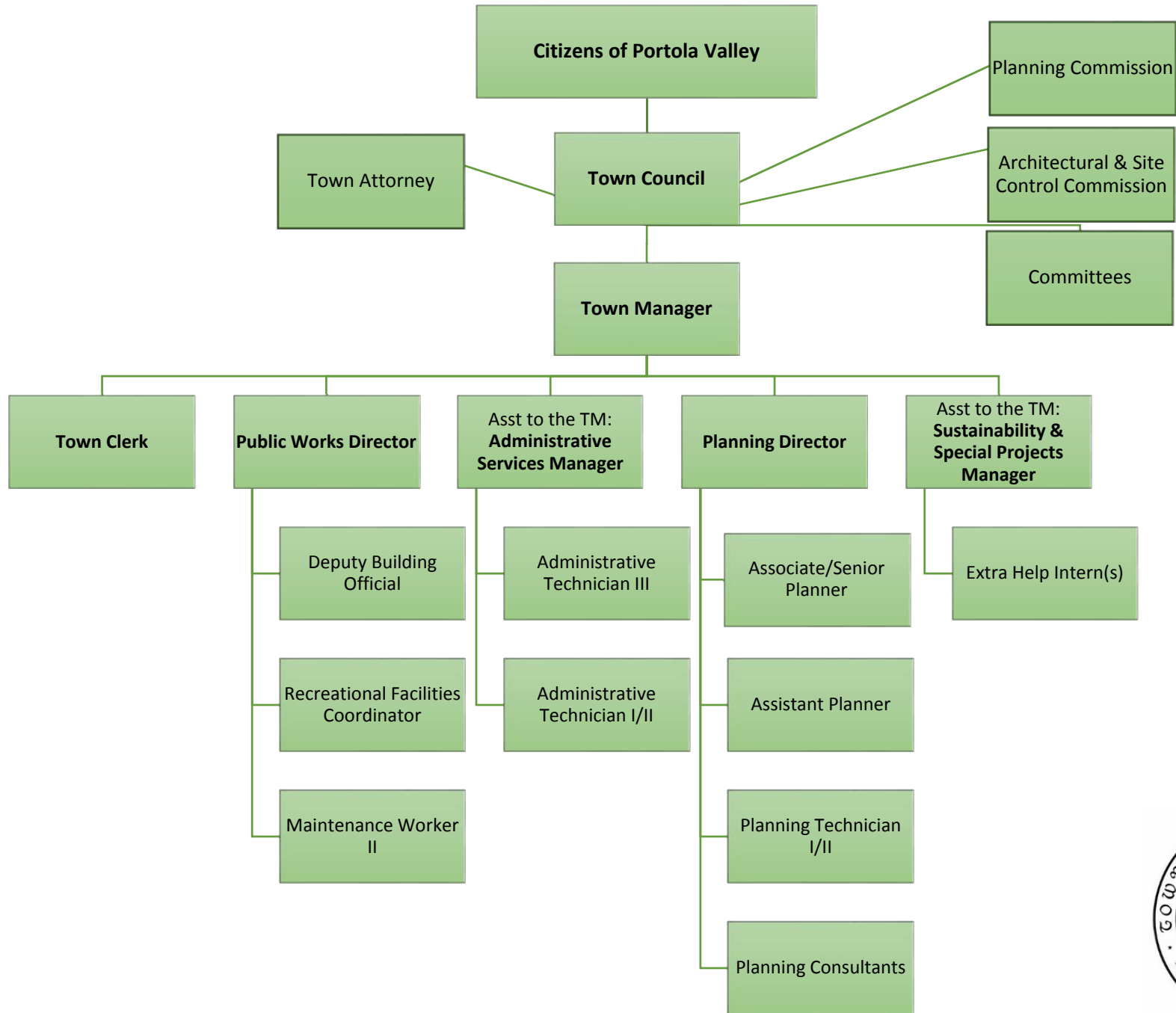
# TOWN OF PORTOLA VALLEY ~

## Prior Year Accomplishments and Future Year Priorities

### **PRIORITIES for 2015-2016**

<b>Administration</b>	<b>Planning</b>	<b>Sustainability</b>	<b>Public Works</b>
<p>Recruit Admin Svcs Manager, Associate/Senior Planner, Building Official, Maintenance Workers (2.0 FTEs)</p> <p>Train new employees (1.5)</p> <p>Continue implementation and expanded use of MS-365</p> <p>Implement a comprehensive communications plan and support committee eSurveys</p> <p>Advance continued emergency preparedness training, participation in drills, community engagement and equipping of EOC</p> <p>Explore OPEB funding options</p> <p>Support the 2015 election</p>	<p>Identify/implement permit tracking software solution</p> <p>Recruit and train Associate/Senior Planner</p> <p>Implement 2014 Housing Element Programs: Inclusionary Housing Nexus Study, 2nd Unit Ordinance, Transitional and Supportive Housing Ordinance updates</p> <p>Complete digitization of Town planning records</p> <p>Complete User Fee Study</p> <p>Develop code enforcement process/programs to more effectively address code violations and public nuisances</p> <p>Complete General Plan Ground Movement Potential Map update</p> <p>Complete underground utility policy</p> <p>Continue comprehensive Zoning Code update</p> <p>Begin General Plan discussion on Preserves</p>	<p>Support Town and community drought management measures</p> <p>Explore a Community Choice Aggregation program</p> <p>Finalize the update to the Green Building Ordinance</p> <p>Complete the Climate Action Plan</p> <p>Update the Water-Efficient Landscape Ordinance</p> <p>Create a Zero Waste Event Ordinance</p> <p>Develop an Energy/Water Efficiency Recognition Program</p>	<p>Complete SMTA shoulder widening project</p> <p>Train new employees (3)</p> <p>Complete annual road resurfacing project and coordinate with major utility projects by CalWater and Westbay Sanitary</p> <p>Pavement Mgmt System update</p> <p>Begin the Town Center Master Plan Update</p> <p>Continue PG&amp;E Alpine Road undergrounding project</p> <p>Complete improvements to Alpine Trail at Hawthorns</p> <p>Secure permits for Springdown improvements</p> <p>Continue focus on invasive weeds at scenic corridor ROW</p> <p>Continue work with Acterra on ROW and creek area projects</p>







## Town of Portola Valley Fund Descriptions

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

### 2015-16 Revenues and Expenses by Governmental Fund

	Fund 5		Fund 8	Fund 10	Fund 15	Fund 20	Fund 22	Fund 25	Fund 30	Fund 40	Fund 45	Fund 50	Fund 60	Fund 65	Fund 96	TOTALS
<b>Revenues</b>	OPERATING	CAPITAL IMPR'S	GRANTS	PUBLIC SAFETY	OPEN SPACE	TRANSPORTATION	MEASURE M/C/CAG	LIBRARY	C O P S	Park-in-Lieu	Inclusionary-in-Lieu	Storm Damage	MEASURE A	ROAD FEES	CASE REVIEWS	
Government Agency	\$ 23,500		\$ 290,343	\$ 14,237		\$ 105,022	\$ 110,500		\$ 100,000			\$ -	\$ 286,341			\$ 929,943
Franchise Fees	\$ 271,038															271,038
Permits & Fees	\$ 586,500															586,500
Other Revenues	\$ 16,785	15,000			5,000											36,785
Parks & Recreation	\$ 79,693															79,693
Service Charges	\$ 113,110														260,000	373,110
Revenue from Taxes	\$ 2,857,054															2,857,054
Town Center Facilities	\$ 218,000															218,000
Interest	\$ 34,000															34,000
Utility Users' Taxes	\$ 509,200				225,400											734,600
<b>Revs. Sub-Totals</b>	<b>\$ 4,708,880</b>	<b>\$ 15,000</b>	<b>\$ 290,343</b>	<b>\$ 14,237</b>	<b>\$ 230,400</b>	<b>\$ 105,022</b>	<b>\$ 110,500</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 286,341</b>	<b>\$ -</b>	<b>\$ 260,000</b>	<b>\$ 6,120,723</b>
<b>Expenditures</b>																
Administration & Operations	\$ 2,229,394															\$ 2,229,394
Committees & Commissions	\$ 69,000															69,000
Consultant Services	\$ 520,345					25,000									260,000	805,345
Miscellaneous	\$ 38,500		1,600													40,100
Parks Operations	\$ 221,600															221,600
Public Works Operations	\$ 23,000					192,000	10,500									225,500
Service Agreements	\$ 881,543			18,000					100,000							999,543
Services & Supplies	\$ 368,455															368,455
Town Center Facilities	\$ 147,500							33,200								180,700
<b>Exp. Sub-Totals</b>	<b>\$ 4,499,337</b>		<b>\$ 1,600</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>\$ 217,000</b>	<b>\$ 10,500</b>	<b>\$ 33,200</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260,000</b>	<b>\$ 5,139,637</b>
<b>Capital Improvements</b>																
2015-16 Road Improvement		149,000					65,000						286,000			\$ 500,000
Annual Road Testing/Inspection		40,000														40,000
Annual Road Future Year Design		40,000														40,000
SMTA Grant Reimb Road Proj		128,757	288,743													417,500
Springdown Improvement					15,000											15,000
Storm Drain Repairs							35,000									35,000
Crowder Trail		15,000														15,000
Alpine Rd Dirt at Hawthorn Trail		65,000														65,000
Historic Schoolhouse Entryway		60,000														60,000
Ford Field Improvements		47,000														47,000
Permit Tracking Software		80,000														80,000
Equipment Purchases		35,000														35,000
<b>Capital Improvements</b>		<b>\$ 659,757</b>	<b>\$ 288,743</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 286,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,349,500</b>
<b>Revs Less Exps/Cap Imps</b>	209,544	-644,757	0	-3,763	215,400	-111,978	0	-33,200	0	0	0	0	341	0	0	-368,413
<b>Interfund Transfers</b>																
General Fund to Transportation	(111,978)					111,978										-
General Fund Capital Transfer	(644,757)	644,757														-
<b>Transfers</b>	<b>(756,735)</b>	<b>\$ 644,757</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 111,978</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance (Revenue - Exp - CIP + Transfers)</b>	<b>\$ (547,191)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,763)</b>	<b>\$ 215,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (33,200)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 341</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (368,413)</b>

## Town of Portola Valley 2015-16 Fund Activity Summary

FUND	7/1/2015 ESTIMATED BALANCE	2015-16 ESTIMATED REVENUES	2015-16 ESTIMATED EXPENDITURES	2015-16 TRANSFERS IN(OUT)	6/30/2016 PROJECTED BALANCE
<b>General Purpose Funds</b>					
General Fund Unassigned	1,834,896	4,723,880	5,159,094	(111,978)	1,287,704
Unfunded Pension Liab Assigned	47,773				47,773
Equipment Replacemt Assigned	200,000				200,000
Emergency Reserve Assigned	1,400,000				1,400,000
Legal Contingency Assigned	100,000				100,000
Unfunded Retiree Medical Ass'd	308,280				308,280
<b>Sub-Total</b>	<b>\$ 3,890,949</b>	<b>\$ 4,723,880</b>	<b>\$ 5,159,094</b>	<b>\$ (111,978)</b>	<b>\$ 3,343,757</b>
<b>Restricted Funds</b>					
Bonds and Grants (8)	17,853	290,343	290,343		17,853
Public Safety (10)	4,280	14,237	18,000		517
Open Space (15)	4,192,448	230,400	15,000		4,407,848
Transportation/Public Works (20)	0	105,022	217,000	111,978	0
Measure M (22)	1,150	110,500	110,500		1,150
Library Fund (25)	393,929	0	33,200		360,729
Public Safety/COPS (30)	6,510	100,000	100,000		6,510
Park In Lieu (40)	6,260	0	0		6,260
Inclusionary In Lieu (45)	2,873,992	0	0		2,873,992
Measure A (60)	0	286,341	286,000		341
Road Fee Fund (65)	89	0	0		89
Applicant Deposits (96)	469,942	260,000	260,000		469,942
<b>Sub-Total</b>	<b>\$ 7,966,453</b>	<b>\$ 1,396,843</b>	<b>\$ 1,330,043</b>	<b>111,978</b>	<b>8,145,231</b>
<b>Grand Total</b>	<b>\$ 11,857,402</b>	<b>\$ 6,120,723</b>	<b>\$ 6,489,137</b>	<b>\$ -</b>	<b>\$ 11,488,988</b>

# REVENUES

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

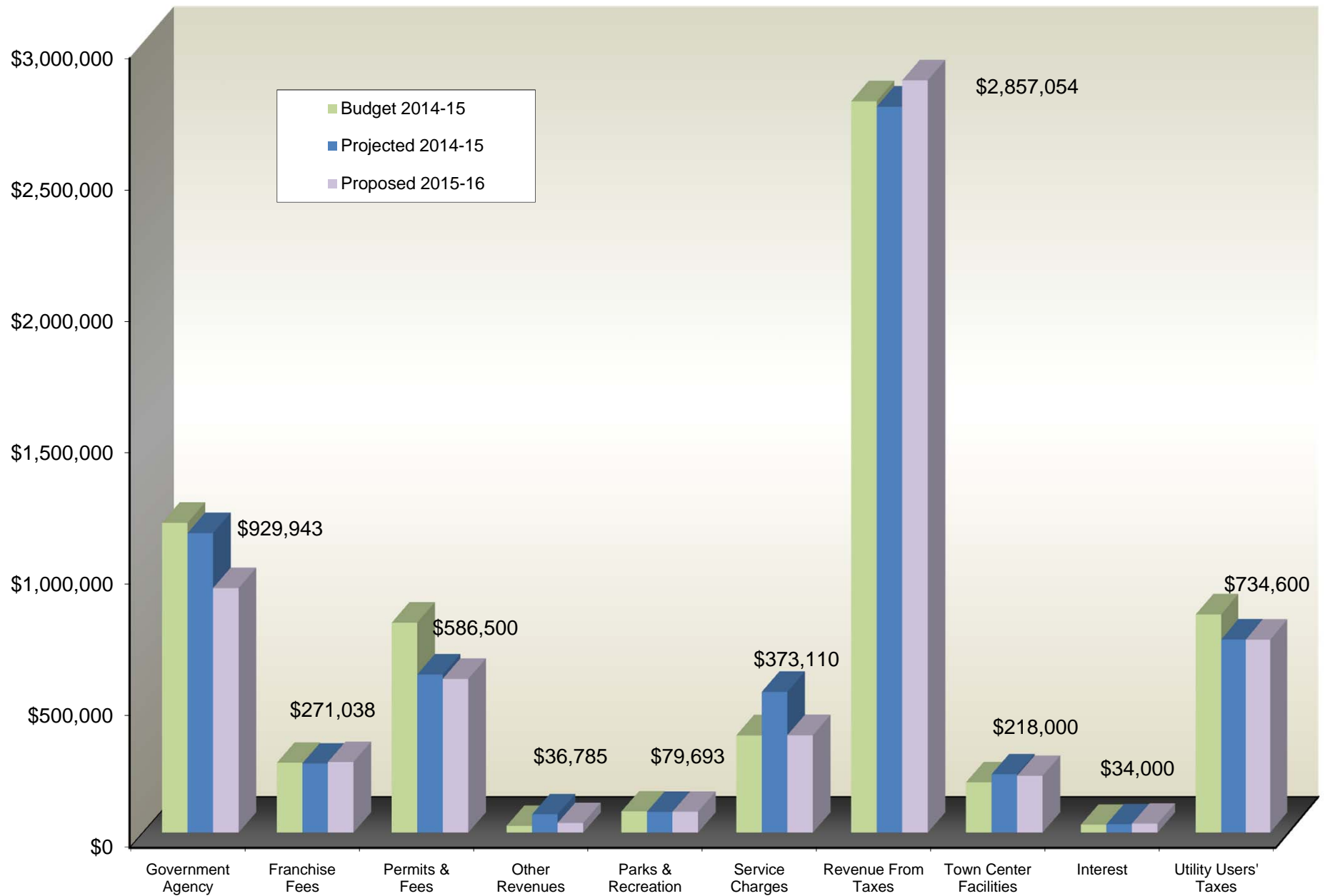
TOWN OF PORTOLA VALLEY  
2015-2016  
Total Revenues Budget Summary

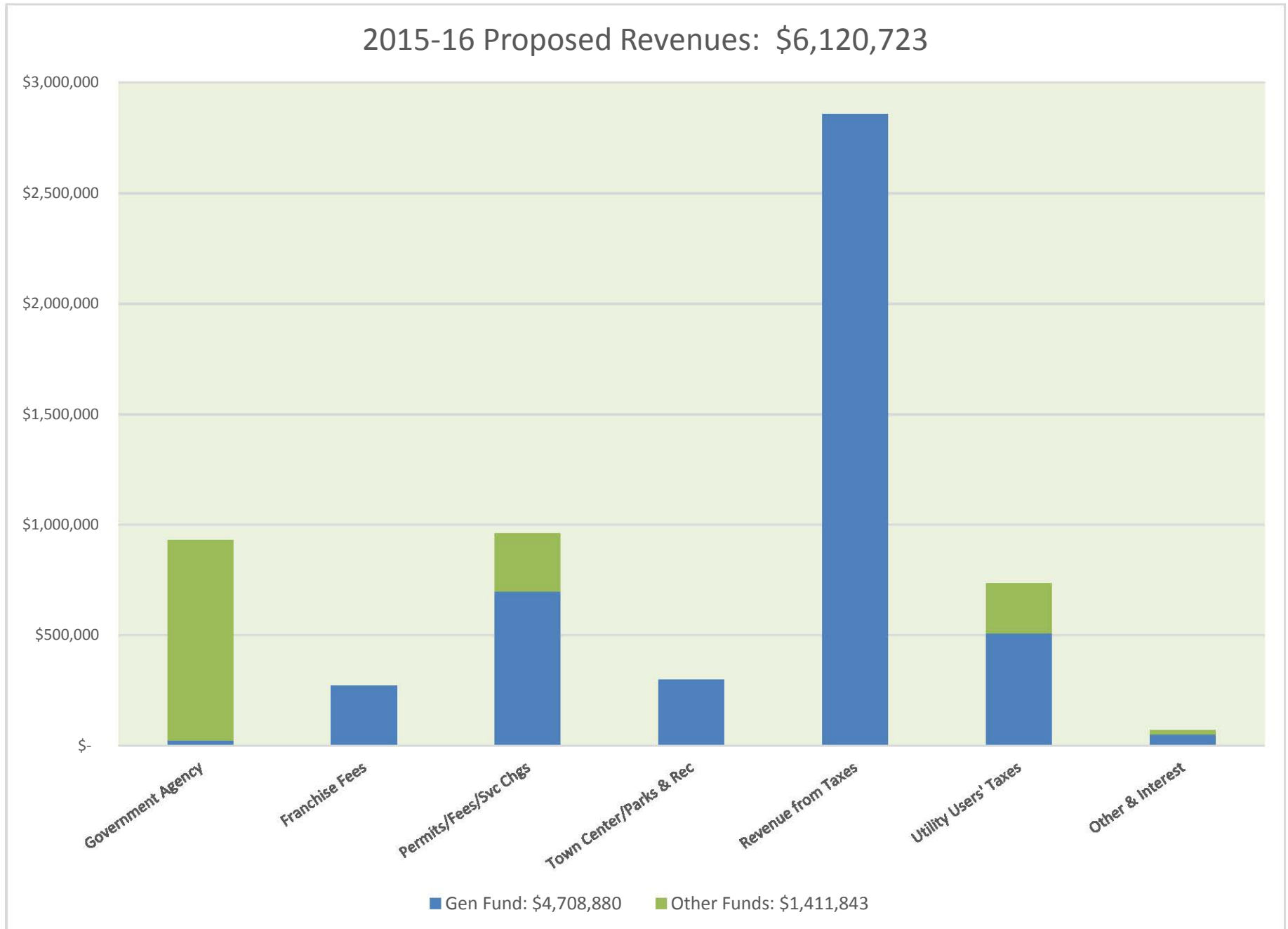
Revenues	2014-15 Adopted Budget	2014-15 Projected at Year End
Government Agency	1,180,270	1,141,176
Franchise Fees	268,114	265,330
Permits & Fees	799,300	603,000
Other Revenues	25,500	70,005
Parks & Recreation	80,978	79,493
Service Charges	372,500	537,412
Revenue From Taxes	2,777,893	2,757,300
Town Center Facilities	193,000	224,000
Interest	30,000	32,000
Utility Users' Taxes	830,464	735,275
<b>Grand Total</b>	<b>6,558,019</b>	<b>6,444,991</b>

2015-16 Proposed Budget	\$ / Change per Projected Year End	% / Change per Adopted 14/15 Budget	% / Change per Projected Year End
929,943	(211,233)	(21.21)	(18.51)
271,038	5,708	1.09	2.15
586,500	(16,500)	(26.62)	(2.74)
36,785	(33,220)	44.25	(47.45)
79,693	200	(1.59)	0.25
373,110	(164,302)	0.16	(30.57)
2,857,054	99,754	2.85	3.62
218,000	(6,000)	12.95	(2.68)
34,000	2,000	13.33	6.25
734,600	(675)	(11.54)	(0.09)
<b>6,120,723</b>	<b>(324,268)</b>	<b>-7%</b>	<b>-5%</b>



## 2014-15 Budget/Projected Revenue vs 2015-16 Proposed Revenue





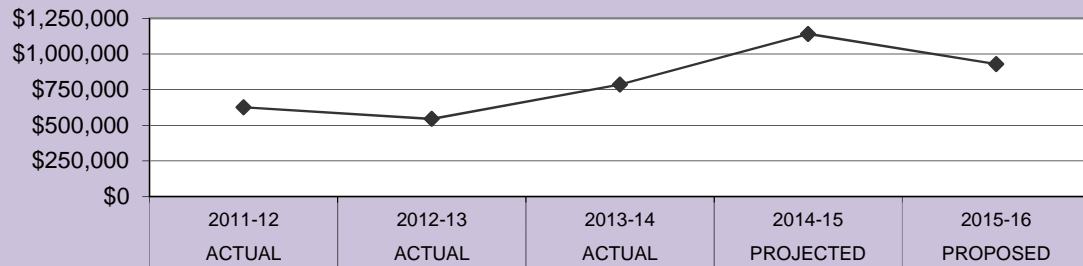


# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



## Government Agency



Account Description/Activity	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODE
<b>1 Motor Vehicle</b> <i>VLF funding was diverted by State legislation in 2011/12 to support the continuation of COPS funding.</i>	2,338	2,442	2,871	0	1,936	0	05-10-3001
<b>2 Measure A Sales Tax</b> Half percent sales tax restricted for transportation uses. Revenue growth of 5.7% for 2015-16 provided by the State.	225,655	242,011	252,012	262,514	270,900	286,341	60-10-3002
<b>3 Proposition 172 Funds - Public Safety Sales Tax</b> Half-cent sales tax restricted for public safety issues. Revenue estimates of 5.7% for 2015-16 provided by the State.	11,304	12,301	12,828	13,305	13,469	14,237	10-10-3004
<b>4 Public Safety COPS Grant</b> Annual state allotment which can only be used for public safety.	109,389	91,291	99,476	100,000	100,000	100,000	30-10-3006
<b>5 State Gas Tax</b> Pooled Statewide and reallocated based upon population and other factors. Town's allocation represents a small portion of this State revenue source, most of which stays in Sacramento.	83,138	77,033	87,235	74,056	90,365	83,620	20-10-3008 20-10-3010 20-10-3012 20-10-3014
<b>6 Homeowners' Property Tax Relief (HOPTR)</b>	5,367	5,416	9,533	5,400	9,430	9,000	05-10-3016
<b>State Mandated Costs Reimbursements</b> State reimbursements totalling \$57,400 filed for legislated municipal expenses from 2001 forward.			24		2,729	14,500	5-10-3017
<b>7 Proposition 42 Funds</b> Traffic Congestion Relief funds expired, Prop 42 funding replaces.	56,141	41,092	62,548	49,394	48,956	21,402	20-10-3015

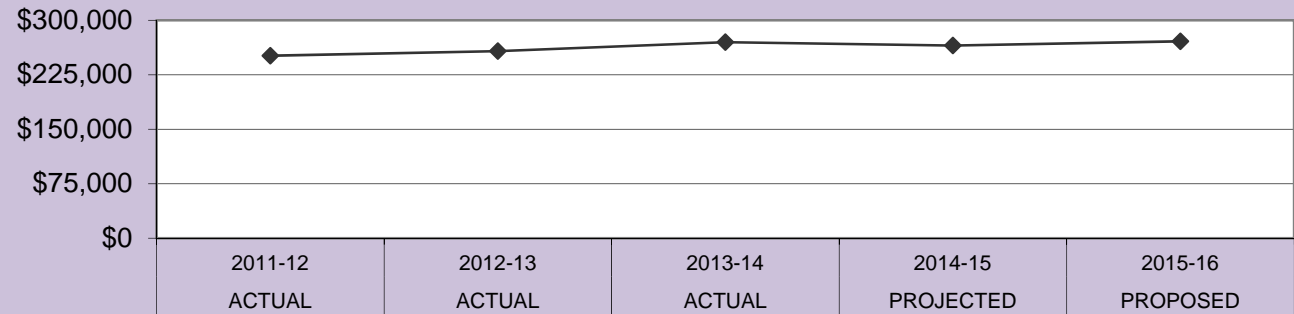
Account Description/Activity		ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODE
<b>8</b>	<b>Measure M</b> This reimbursement-based revenue is derived from an additional vehicle registration fee for San Mateo County residents and is to be used for improvements to local streets and roads.	82,207	40,960	15,150	123,000	98,000	100,000	22-10-3019
<b>9</b>	<b>Supplemental C/CAG Program: Transportation</b>		26,087					05-16-3096
<b>10</b>	<b>Supplemental C/CAG Program: Trash Reduction</b>			10,441	0	10,441	10,500	22-10-3096
<b>11</b>	<b>CalTrans Emergency Relief (Upper Alpine Rd)</b> Reimbursement (100%) to repair storm damage from December 2012 to be provided by federal and state agencies.				285,000	258,571	0	50-10-3021
<b>12</b>	<b>Miscellaneous Grants</b>							
	<i>County of San Mateo Energy Upgrade Grant</i>	21,982						08-10-3027
	ABAG-PLAN Risk Management Grant	29,000	6,602	2,872	3,000	1,585	1,600	08-10-3029
	OBAG Federal Aid Grant for Road Improvement				224,000	224,000	0	08-10-3031
	SMTA Measure A Grant Reimbursement				40,600	10,794	288,743	08-10-3033
	<i>2000 Park Bond Act - provides funds for park/rec construction and renovation.</i>			220,000				08-10-3030
	<i>Roberti-Z'berg Grant - provides funds for parks/rec purposes, including development and renovation.</i>			12,212				08-10-3032
	<b>Sub-Total</b>	<b>626,520</b>	<b>545,236</b>	<b>787,202</b>	<b>1,180,270</b>	<b>1,141,176</b>	<b>929,943</b>	

# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



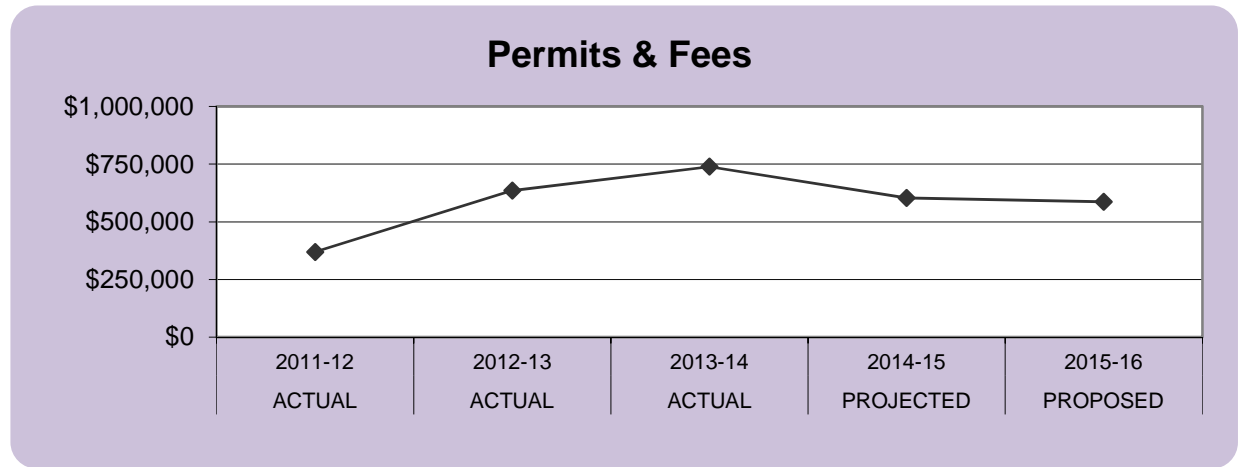
## Franchise Fees



Account Description/Activity	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODE
<b>1 PG&amp;E</b> Franchise fee for PG&E regulated by the State through a Town franchise ordinance.	80,560	75,486	76,944	78,792	73,405	75,240	05-12-3040
<b>2 California Water Company</b> Fees based upon 1% of total water revenues generated by Cal-Water in the Town. State mandate urges reduction of water usage by 36% over FY 2015-16.	31,450	38,459	42,831	37,478	37,000	37,000	05-12-3042
<b>3 Greenwaste Recovery Company</b> Franchise fees based upon 7.7% of total revenues generated by GWR within the Town. Seventh year of 10-year agreement.	65,364	66,504	67,854	69,401	70,775	72,544	05-12-3044
<b>4 Comcast and AT&amp;T Cable Services</b> Franchise fees based upon 5% of total revenues generated by Comcast Cable Services within the Town. Includes \$500/mo PEG fees.	73,886	77,177	82,298	82,443	84,150	86,254	05-12-3046
<b>Sub-Total</b>	<b>251,260</b>	<b>257,626</b>	<b>269,927</b>	<b>268,114</b>	<b>265,330</b>	<b>271,038</b>	

# TOWN of PORTOLA VALLEY

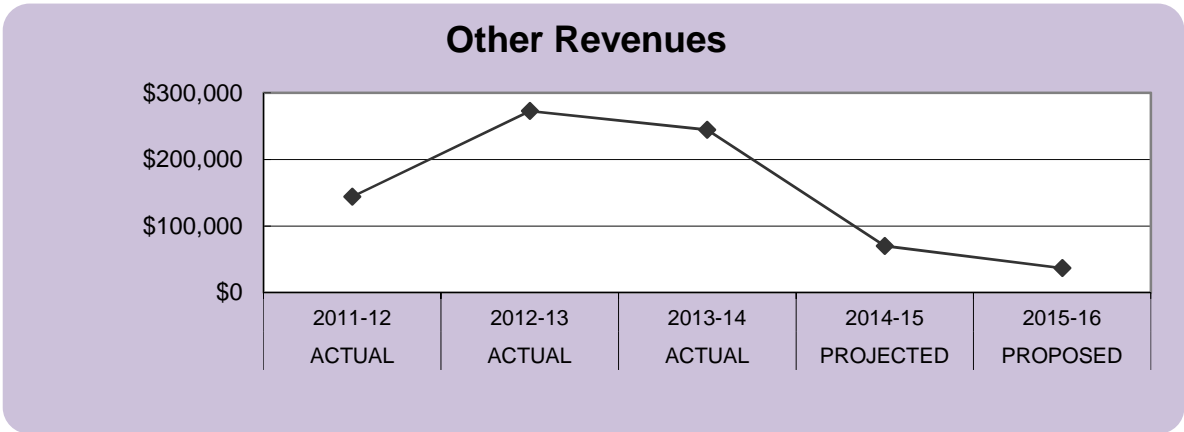
2015-16 BUDGET WORKSHEET



Account Description/Activity	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODE
<b>1 Bldg Permits/Plan Check &amp; Inspection Fees</b> Issued for all building construction within the Town.	325,280	563,475	645,472	691,692	538,890	525,000	05-14-3060 <i>Plan Check</i>
<b>2 Site Development Permits</b> Filing fee for permits required to prepare a private property site as a result of property improvements or construction.	12,370	39,213	47,965	54,610	29,730	27,500	05-14-3062
<b>4 Encroachment Permits</b> Filing fee for permits required to conduct work in public right-of-way.	9,720	7,274	12,793	12,825	10,490	10,000	05-14-3064
<b>5 Conditional Use Permits</b> Permits required for a special use on private property.	1,620	5,940	10,110	14,564	4,145	4,000	05-14-3066
<b>6 Building Permit Review/Planning Fee</b> Building permit fee for review of building permits for ASCC/Planning compliance.	4,724	3,690	6,130	7,217	5,500	5,000	05-14-3068
<b>7 Horsekeeping Permits</b> Permits required to keep horses on private property. There are currently 185 permitted horses.	3,330	3,150	3,045	3,072	3,045	3,000	05-14-3070
<b>8 Construction &amp; Demolition Fee</b> Fee to offset cost of implementing C&D Ordinance.	12,250	12,025	13,155	15,320	11,200	12,000	05-14-3072
<b>Sub-Total</b>	<b>369,294</b>	<b>634,767</b>	<b>738,670</b>	<b>799,300</b>	<b>603,000</b>	<b>586,500</b>	

# TOWN of PORTOLA VALLEY

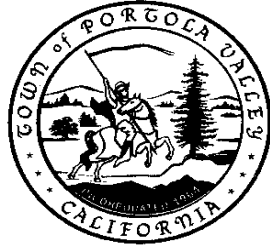
2015-16 BUDGET WORKSHEET



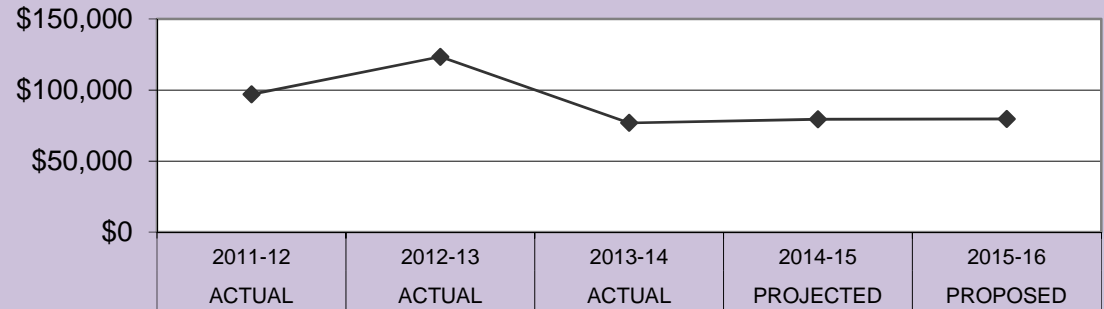
Account Description/Activity	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODE
<b>1 Fines and Forfeitures</b>	10,663	12,512	12,629	12,000	15,400	15,785	05-16-3082
Town's portion of traffic and parking citations.							
<b>2 Misc Contribs - received for designated projects</b>	446	0	0	1,000	0	1,000	05-16-3086
<b>3 Crowder Trail Maintenance Reimbursement</b>		0	111,212	0	0	15,000	05-16-3086
<i>Ford Field Contributions</i>	29,940	233,157	21,932	0	0	0	
<b>4 Open Space</b>	9,894	7,274	83,163	5,000	53,456	5,000	15-16-3090
Contributions towards the Town's Open Space funds.							
<i>Library Fund</i>	69,967	0	0	0	0	0	25-16-3092
<i>Effective 2012-13, donor city revenue funds are now held by the county.</i>							
<i>PG&amp;E Solar Rebate</i>	23,404	19,790	15,440	7,500	1,149	0	05-16-3083
<i>Temporary rebate related to installation of Town Center panels. Program to end in 2014.</i>							
<b>Sub-Total</b>	<b>144,314</b>	<b>272,733</b>	<b>244,376</b>	<b>25,500</b>	<b>70,005</b>	<b>36,785</b>	

# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



## Parks & Recreation



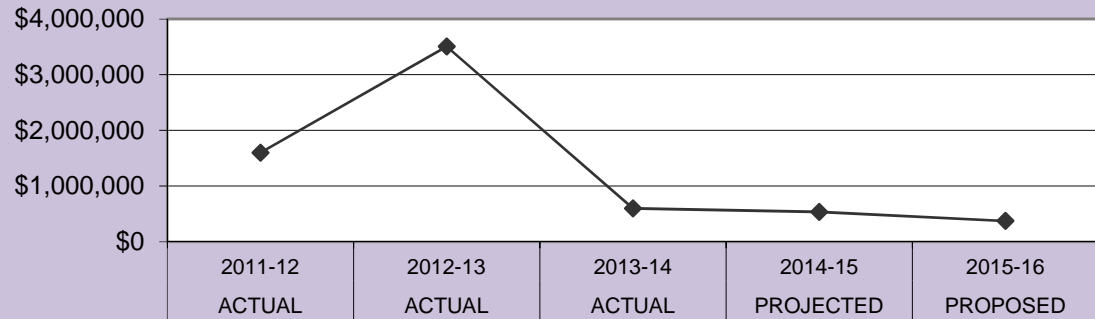
Account Description/Activity	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT NUMBER
<b>1 Lease Income - Parks</b>	6,739	7,609	7,791	7,978	7,993	8,193	05-18-3100
Lease of Town property for private uses (Alpine Inn Parking Lot and Ladera Oaks).							
<b>2 Sports League Field Use</b>	55,678	50,922	66,557	72,000	70,000	70,000	05-18-3102
Use fees charged to organized sports leagues for the use of Town fields. Effective 2013-14, soccer league now included with this user group.							
<b>3 Annual Community Events</b>							
Town Picnic	950	2,382	1,789	1,000	1,500	1,500	05-18-3104
Blues & Barbecue (suspended in 2013)	15,838	45,805	0	0	0	0	05-18-3106
Field Activity Fees	17,055	15,251	0	0			05-18-3112
Adult soccer league no longer active as Town-sponsored league.							
Teen Committee	679	1,452	743	0			05-18-3114
Committee currently inactive.							
<b>Sub-Total</b>	<b>96,939</b>	<b>123,421</b>	<b>76,879</b>	<b>80,978</b>	<b>79,493</b>	<b>79,693</b>	

# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



## Service Charges



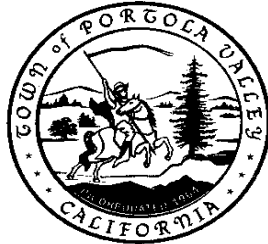
Account Description/Activity	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODE
<b>1 Zoning and Planning Permits</b>	1,550	620	620	1,500	620	620	05-20-3120
Fee for permits required for commercial use changes.							
<b>2 Variances</b>	890	2,340	7,200	4,000	890	890	05-20-3122
Filing fee required for consideration of variance requests.							
<b>3 Subdivision Fees</b>	1,240	1,600	4,750	2,000	1,680	1,600	05-20-3124
Filing fee required to process a subdivision.							
<b>4 Residential Data Reports</b>	7,400	8,400	9,200	8,500	7,100	7,100	05-20-3126
Filing fee required for a property status report.							
<b>5 Pre-Application Meeting Fee</b>		6,875	5,205	7,500	4,500	4,500	05-20-3127
<b>6 Architectural Review Fees</b>	20,470	34,130	34,645	35,000	19,800	20,000	05-20-3132
Filing fee for consideration of improvements to private property.							
<b>Construction Traffic Road Fee</b>							65-20-3134
Fee collection suspended in 2010.							
<b>7 Geology Fees</b>	5,540	7,000	10,930	8,000	9,000	8,000	05-20-3136
Filing fee for review by Town Geologist for private property improvements, when deemed necessary.							

Account Description/Activity		ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODE
8	<b>Town Engineer Fees</b> Charges to applicant for Town Engineer's review of plans for improvements to private property.	3,000	6,660	7,325	10,000	3,600	5,000	05-20-3138
9	<b>Town Planning Fees</b> Charges to applicants for Planning staff's review of applications.		862	17,136	40,000	44,000	44,000	05-20-3139
10	<b>Planning Services - Charges to Applicants</b> Charges to applicants for Town Planning review of applications.				92,500		55,000	96-20-3140
11	<b>Geological Services - Charges to Applicants</b> Charges to applicants for Geological Consultant's review of applications.				75,000		125,000	96-20-3140
12	<b>Engineering Services - Charges to Applicants</b> Charges to applicants for Engineering Consultant's review of applications.				45,000		55,000	96-20-3140
13	<b>Attorney Services - Charges to Applicants</b> Charges to applicants for legal review of private applications.				22,500		25,000	96-20-3140
	<b>Misc. Consultants - Charges to Applicants</b>	437,938	553,214	492,525		430,000		96-20-3140
	<b>C-1 Stanford Trail - Charges for Applicant</b>	1,094,937	0	0				96-20-3140
14	<b>Town Library Maintenance Support</b>			2,531	6,000	6,222	6,400	05-20-3141
14	<b>Miscellaneous</b>	28,415	93,542	8,550	15,000	10,000	15,000	05-20-3154
	<b>Sale of Blue Oaks Parcels</b>		2,790,096					45-00-3375
	<b>Sub-Total</b>	<b>1,601,380</b>	<b>3,505,339</b>	<b>600,617</b>	<b>372,500</b>	<b>537,412</b>	<b>373,110</b>	

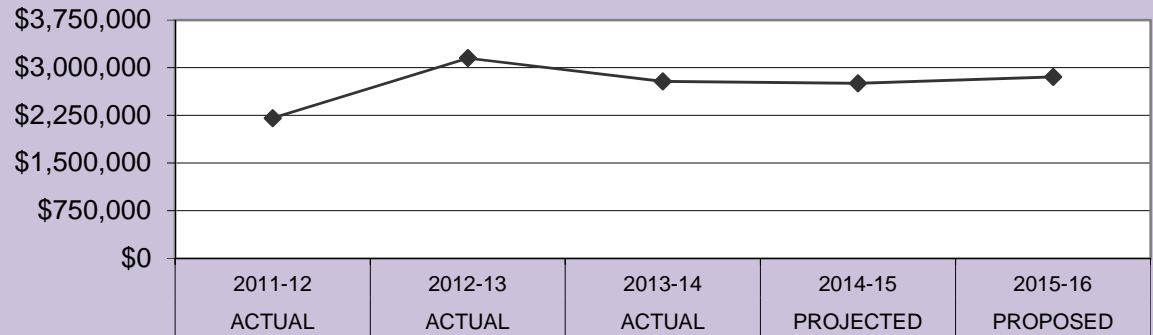


# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



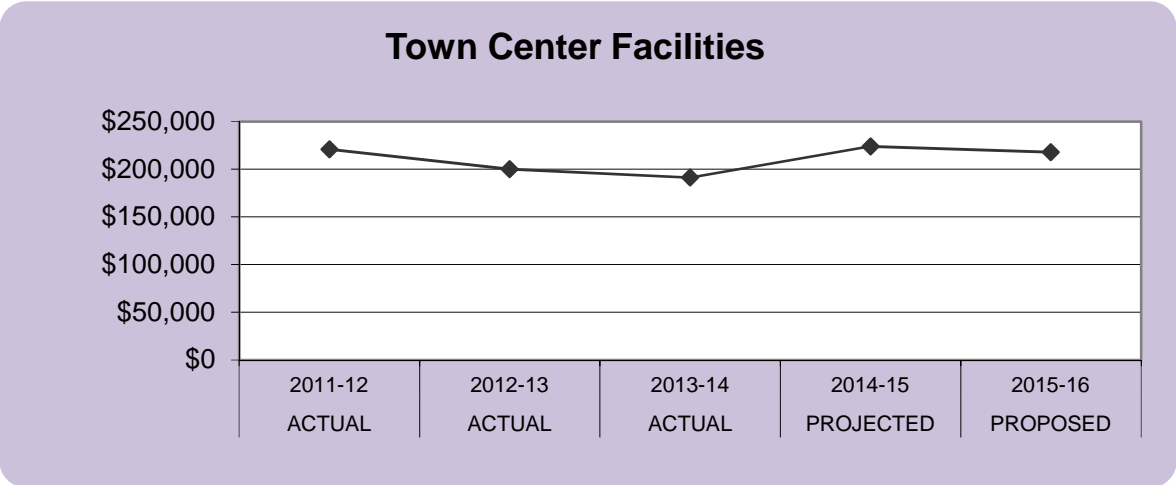
## Revenue From Taxes



Account Description/Activity		ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODE
<b>1</b>	<b>Property Taxes - Secured</b>	1,836,997	2,471,477	2,095,071	2,232,893	2,232,900	2,366,874	05-22-3160
	Town receives 7% of collected property tax revenues from the County, and a 6% growth rate is projected.							
<b>2</b>	<b>Property Taxes - Unsecured</b>	46,850	48,236	86,837	85,000	91,600	96,180	05-22-3162
	Non-property fixed assets (boats, airplanes, capital equipment, etc).							
<b>3</b>	<b>Sales &amp; Use Tax</b>	166,885	414,914	328,675	203,000	197,000	172,000	05-22-3164
	State projects 6.25% growth for fiscal year 2014-15.							
<b>4</b>	<b>Business License Tax</b>	74,100	66,180	124,163	105,000	105,000	105,000	05-22-3166
<b>5</b>	<b>Real Property Transfer Tax</b>	72,044	138,081	148,503	150,000	115,000	115,000	05-22-3168
	Transaction tax charged when private property transfers.							
<b>6</b>	<b>Miscellaneous Other Taxes</b>	10,790	12,219	1,381	2,000	15,800	2,000	05-22-3170
	<b>Sub-Total</b>	<b>2,207,666</b>	<b>3,151,107</b>	<b>2,784,631</b>	<b>2,777,893</b>	<b>2,757,300</b>	<b>2,857,054</b>	

# TOWN of PORTOLA VALLEY

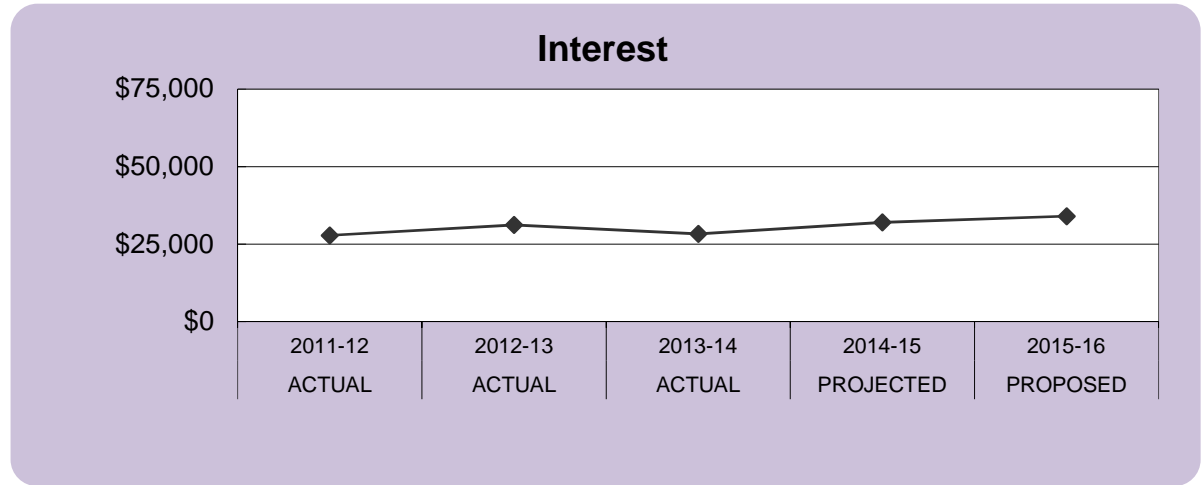
2015-16 BUDGET WORKSHEET



Account Description/Activity		ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODE
<b>1</b>	<b>Community Hall / Activity Room Rentals</b>	44,392	34,465	11,598	12,000	16,000	14,000	05-24-3184
	Facilities are available for private use by residents 24 times per calendar year.							
<b>2</b>	<b>Parking Lot &amp; Field Rentals</b>	9,397	9,687	6,230	9,000	2,000	4,000	05-24-3188
	Short term rentals of the Town Center parking lot for private parties and events by residents.							
<b>3</b>	<b>Class Fees</b>	167,051	156,019	173,512	172,000	206,000	200,000	05-24-3190
	Four activity rooms available. This revenue is offset by instructor fees, see page 28.							
<b>Sub-Total</b>		<b>220,840</b>	<b>200,171</b>	<b>191,340</b>	<b>193,000</b>	<b>224,000</b>	<b>218,000</b>	

# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



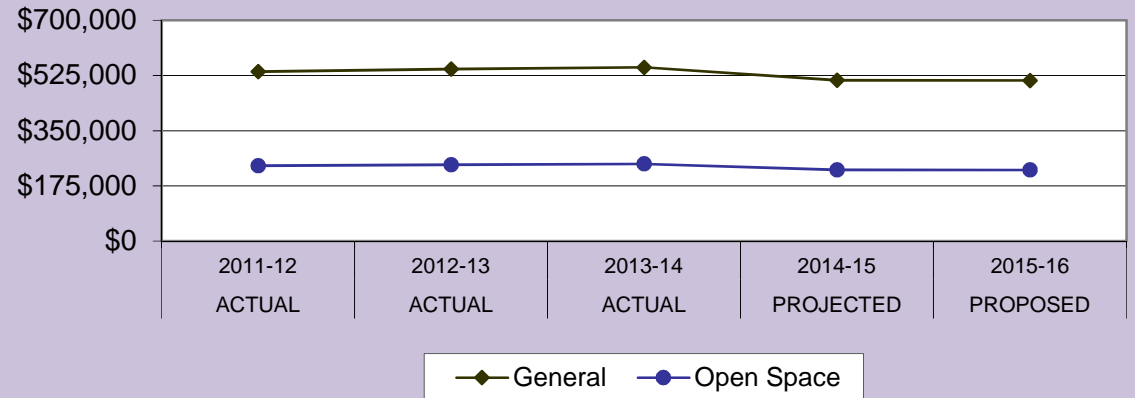
Account Description/Activity	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODE
<b>1 Interest</b>	9,885	15,818	9,754	30,000	32,000	34,000	05-26-3200
The Town's reserves are invested in the State Local Agency Investment Fund, with an average effective yield for the month of April 2015 of .283%.							
<b><i>Interest - Restricted</i></b>	<i>17,924</i>	<i>15,399</i>	<i>18,572</i>				
Allocated quarterly based on average cash balances.							
<b>Sub-Total</b>	<b>27,809</b>	<b>31,217</b>	<b>28,326</b>	<b>30,000</b>	<b>32,000</b>	<b>34,000</b>	

# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



## Utility Users Tax



Account Description/Activity	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODES
<b>1 General Purpose Use</b>							
2006 election lowered to 4.5%. The UUT revenue can only be used for Council-designated expenditures.							
Electricity and Gas	357,442	337,678	341,226	348,160	325,870	325,000	05-28-3220
Telephone	22,056	23,847	24,233	22,528	26,535	27,200	05-28-3222
Water	157,390	183,930	185,279	204,800	157,000	157,000	05-28-3224
<i>Sub-Total</i>	536,888	545,455	550,738	575,488	509,405	509,200	
<b>2 Open Space Use</b>							
2% applied to total utility revenues generated by Town residents and businesses. Use restricted for the preservation and purchase of open space. Originally approved by the voters in November 1997.							
Electricity and Gas	158,815	150,045	151,649	153,600	143,770	143,000	15-28-3220
Telephone	9,930	10,634	10,773	10,240	12,100	12,400	15-28-3222
Water	69,952	81,748	82,347	91,136	70,000	70,000	15-28-3224
<i>Sub-Total</i>	238,697	242,427	244,769	254,976	225,870	225,400	
<b>Sub-Total</b>	<b>775,585</b>	<b>787,882</b>	<b>795,507</b>	<b>830,464</b>	<b>735,275</b>	<b>734,600</b>	

# EXPENDITURES

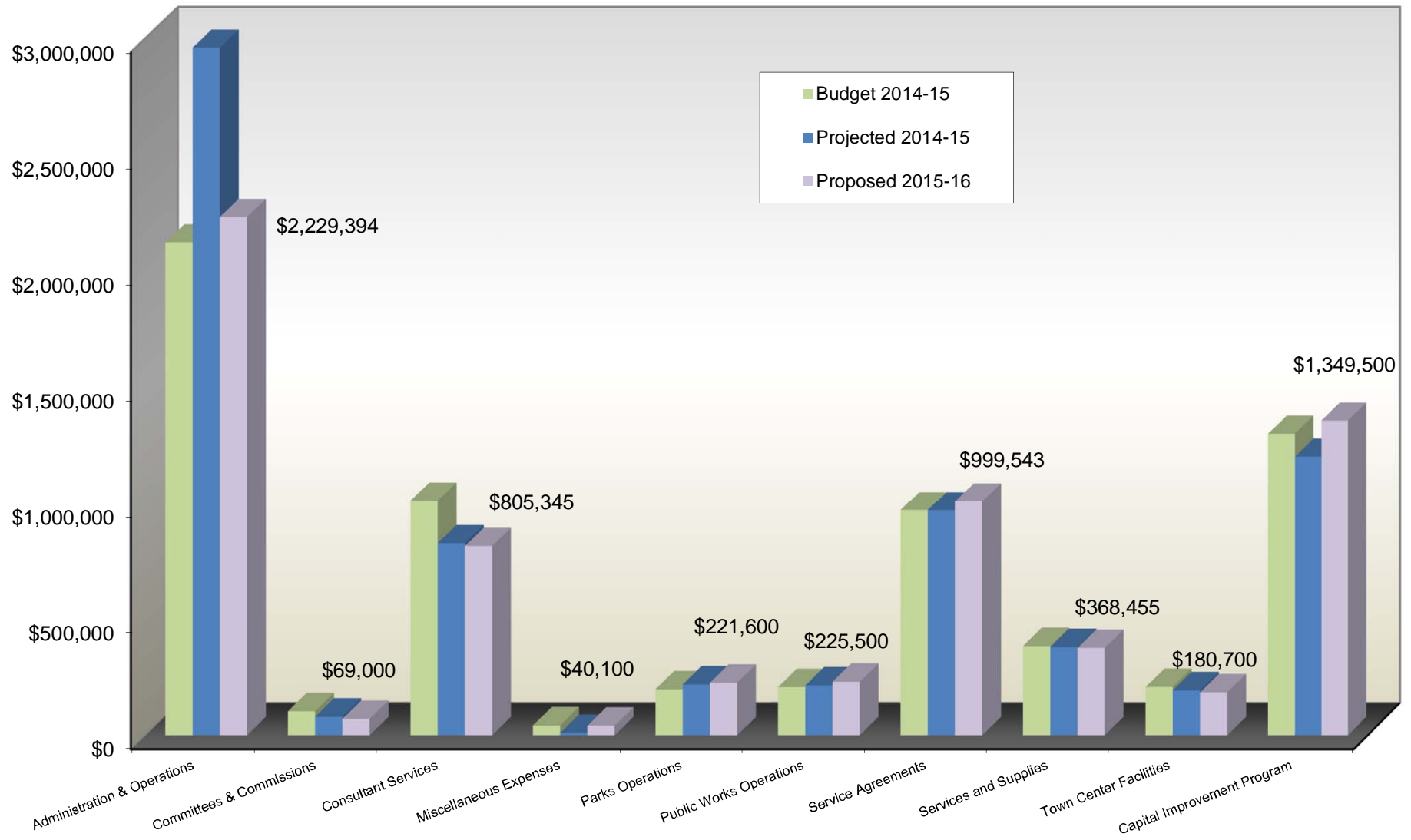
<b>Administration &amp; Operations</b> .....	23	Litter Cleanup	
Permanent, Part-time and Temporary Staff		Tools and Equipment	
Benefits		Street Signs & Striping	
<b>Committees &amp; Commissions</b> .....	24	Trails Surface Rehabilitation	
Bicycle, Pedestrian & Traffic Safety		C-1 Trail Maintenance	
Cable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

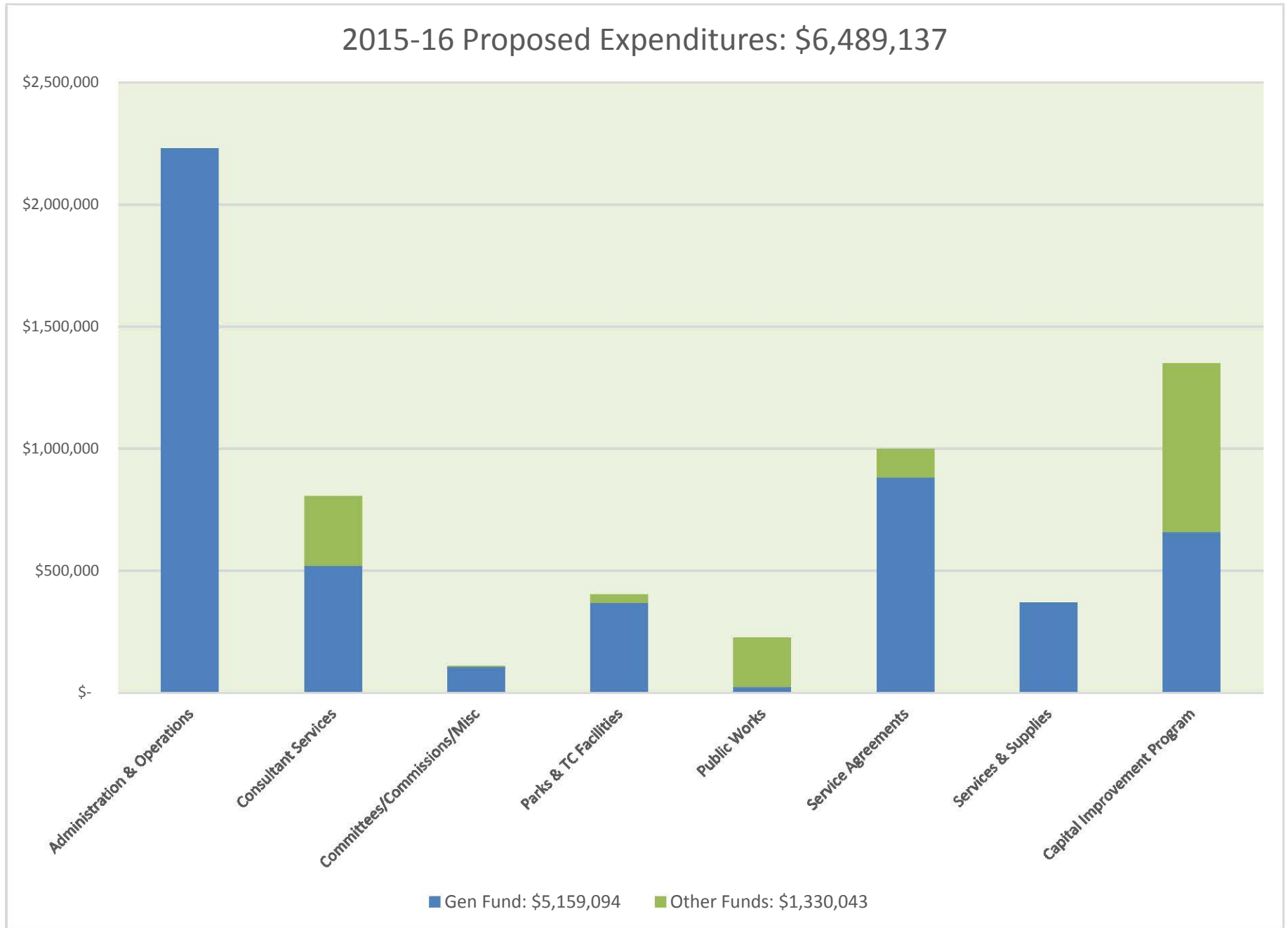
TOWN OF PORTOLA VALLEY  
2015-2016  
Total Expenditures Budget Summary

Expenditures	2014-15 Adopted Budget	2014-15 Projected at Year End	2015-16 Adopted Budget	\$ / Change per Projected Year End	%/Change per Adopted 14/15 Budget	%/Change per Projected Year End
Administration & Operations	2,119,906	2,960,464	2,229,394	-731,070	5.16	(24.69)
Committees & Commissions	101,270	78,300	69,000	-9,300	(31.87)	(11.88)
Consultant Services	1,003,000	817,988	805,345	-12,643	(19.71)	(1.55)
Miscellaneous Expenses	41,500	10,017	40,100	30,083	(3.37)	300.32
Parks Operations	194,000	214,600	221,600	7,000	14.23	3.26
Public Works Operations	203,000	210,046	225,500	15,454	11.08	7.36
Service Agreements	961,517	960,891	999,543	38,652	3.95	4.02
Services and Supplies	376,190	372,208	368,455	-3,733	(2.06)	(1.01)
Town Center Facilities	203,500	189,280	180,700	-8,580	(11.20)	(4.53)
<b>Subtotal</b>	<b>5,203,883</b>	<b>5,813,794</b>	<b>5,139,637</b>	<b>-674,157</b>	<b>(1.23)</b>	<b>(11.60)</b>
<b>Capital Improvement Program</b>						
Programs	1,293,000	1,193,598	1,314,500	120,902	1.66	10.13
Equipment	215,000	39,300	35,000	-4,300	(83.72)	(10.94)
<b>Subtotal</b>	<b>1,508,000</b>	<b>1,232,898</b>	<b>1,349,500</b>	<b>116,602</b>	<b>(10.51)</b>	<b>9.46</b>
<b>Grand Total</b>	<b>6,711,883</b>	<b>7,046,692</b>	<b>6,489,137</b>	<b>-557,555</b>	<b>-3%</b>	<b>-8%</b>



## 2014-15 Budget/Projected Exps. vs 2015-16 Proposed Expenditures





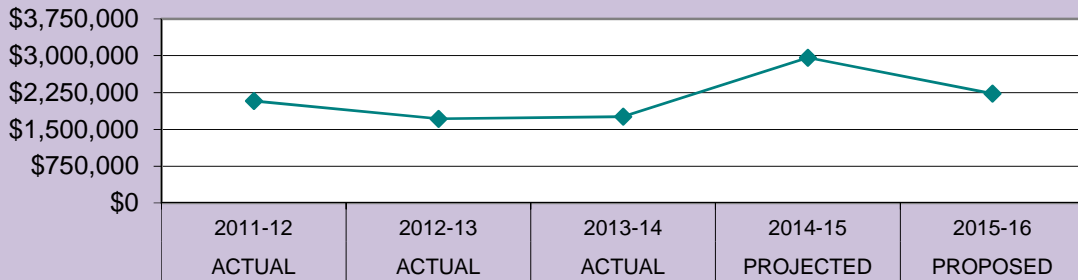


# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



## Administration and Operations



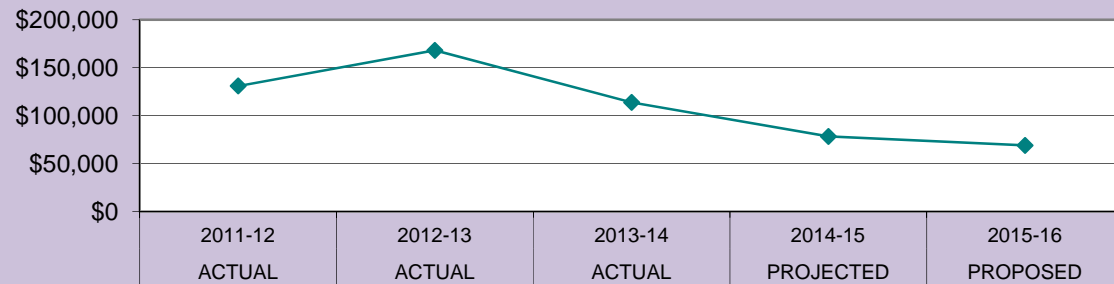
Account Description/Activity	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODES
<b>1 Permanent Full-Time Staff (14)</b>							
Administration/Finance (5)	372,743	463,553	501,630	512,530	541,500	564,767	
Planning/Building/Public Wks (6)	493,917	384,978	519,508	695,906	581,300	696,218	
Maintenance (3)	182,727	184,771	131,835	185,392	140,800	242,365	
<b>2 Permanent Part-Time Staff</b>							
Administrative (0) (to full-time as of 7/1/12)	107,175	-	-	0	0	40,000	05-50-4040
Horsekeeping (Bldg Official as of Feb-2014)	341	704	429	0	0	0	05-50-4044
<b>3 Temporary Staff</b>							
Building Inspection (Contractor)	3,003	8,697	12,886	10,000	180,000	10,000	05-50-4062
Temporary Planning/Admin Staff		160,191	39,167	100,000	33,000	35,000	05-50-4060
<b>4 Benefits</b>							
Retirement - PERS (2011-12 includes payoff of PERS Side Fund (\$319,066))	544,521	170,993	180,467	208,428	1,120,199	225,746	05-50-4080
Retirement - Social Security	67,703	62,635	66,777	76,698	72,000	86,028	05-50-4082
Medicare	17,353	15,265	17,196	20,385	18,650	22,570	05-50-4084
Health Insurance/Retiree Service Charges	198,901	209,065	231,573	251,067	210,800	220,866	05-50-4086
Long-Term Disability Insurance				3,500	3,300	3,500	05-50-4091
Unemployment/Workers' Compensation	45,523	41,981	20,380	20,000	18,000	20,000	05-50-4092
Cafeteria Plan Management			1,000	1,000	1,000	1,000	05-50-4097
Automobile Allowance	5,170	6,000	9,000	12,000	10,150	13,200	05-50-4096
Overtime	-	868	10,243	5,000	7,555	8,000	05-50-4100
Tuition Reimbursement				3,000	6,000	3,000	05-50-4104
Town-Paid Deferred Compensation				0	8,360	17,133	05-50-4098
<b>5 Vacation Sell Back</b>	40,369	4,951	15,609	15,000	7,850	20,000	05-50-4102
<b>Sub-Total</b>	<b>2,079,446</b>	<b>1,714,652</b>	<b>1,757,700</b>	<b>2,119,906</b>	<b>2,960,464</b>	<b>2,229,394</b>	

# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



## Committees and Commissions



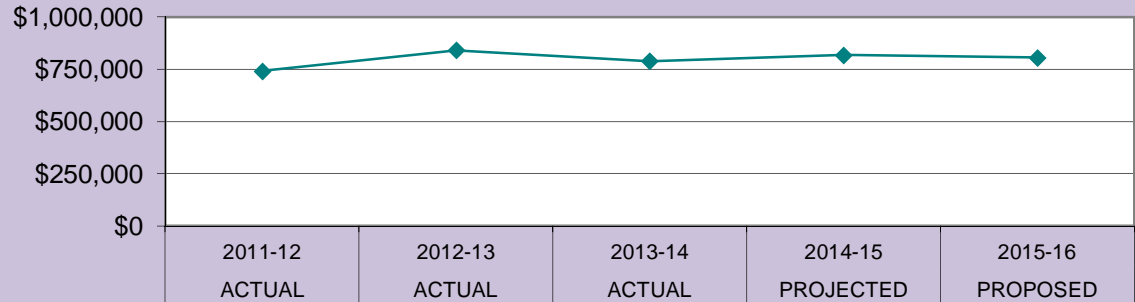
Account Description/Activity	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODES
<b>ASCC - Town Planner now provides in-house support.</b>	28,368	28,968	-				05-52-4140
<b>1 Bicycle, Pedestrian &amp; Traffic Safety</b>		2,429	100	2,500	0	500	05-52-4143
<b>2 Cable &amp; Utilities Undergrounding</b>	-	-	-	500	0	1,650	05-52-4142
<b>3 Conservation</b>	70	1,185	1961	3,900	86	3,950	05-52-4144
<b>4 Community Volunteer Events</b>							
<i>Blues &amp; Barbecue (suspended in 2014)</i>	5,136	34,926					05-52-4146
<i>Fiftieth Anniversary Party</i>			624	35,000	37,290	0	
<i>Town Picnic (line item moved to Parks &amp; Rec 2014-15)</i>							05-52-4147
Holiday Party	17,301	17,182	18,736	11,000	11,576	12,000	05-52-4147
<b>5 Cultural Arts</b>	3,300	5,213	3,234	5,000	4,000	6,000	05-52-4150
Holiday Fair, Music Series, Art Show							
<b>6 Emergency Preparedness</b>	2,720	2,811	4,931	11,900	7,400	8,100	05-52-4152
Includes cost of microwave line to County, emergency supplies and radio-related costs.							
<b>7 Historic Resources</b>	63	1,779	1,013	2,650	260	4,300	05-52-4154
<b>8 Open Space Acquisition Advisory</b>	-	-	-	0	102	500	05-52-4156
<b>9 Parks &amp; Recreation</b>							
Town Picnic (line item moved to P&R 2014-15)			-	11,000	11,000	11,000	05-52-4158
Zots to Tots Run	3,047	1,794	1,900	3,000	3,000	3,000	05-52-4158
Adult Sports Leagues	8,879	10,200	-	0	0		05-52-4160
<i>Planning - Town Planner now provides in-house support.</i>	56,724	57,912	78,000	0	0		05-52-4162
<b>10 Science &amp; Nature</b>	812	227	360	1,000	398	1,000	05-52-4163
<b>11 Sustainability</b>	4,098	2,084	2,317	8,820	3,000	9,000	05-52-4165
Teen	438	1,424	653	0	188	0	05-52-4166
<b>12 Trails &amp; Paths</b>						2,500	
<b>13 Water Conservation</b>				5,000	5,000	5,500	05-52-4168
<b>Sub-Total</b>	<b>130,956</b>	<b>168,134</b>	<b>113,828</b>	<b>101,270</b>	<b>78,300</b>	<b>69,000</b>	

# TOWN of PORTOLA VALLEY

2015-16



## Consultant Services



Account Description/Activity		ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODES
<b>1</b>	<b>Accounting and Auditing</b> Preparation of the Town's annual audit and other accounting services. Expenditures for Community Hall audit is located at Town Center Facilities.	23,025	23,451	24,148	25,200	24,600	27,345	05-54-4180
<b>2</b>	<b>Town Attorney</b> Town Attorney is appointed by the Town Council to provide legal advice to the Town Council, committees, and staff.	93,029	99,123	116,135	97,500	135,000	125,000	05-54-4182
<b>3</b>	<b>Town Attorney - Charges to Applicants</b> Charges to applicants for legal reviews of applications. Paid through the applicant deposit system.	12,943	36,034	14,888	22,500	17,850	25,000	96-54-4186
<b>4</b>	<b>Transcription Services</b> Cost to transcribe the proceedings of the Town Council and Planning Commission meetings.	15,514	25,549	21,367	22,000	16,500	20,000	05-54-4188
<b>5</b>	<b>Town Geologist</b> The Town Geologist is retained to provide geology reviews and to provide advice to the Town Council and staff.	0	2,717	3,993	15,000	14,980	16,000	05-54-4189
<b>6</b>	<b>Town Geologist - Charges to Applicants</b> Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system.	59,060	76,972	98,188	75,000	146,550	125,000	96-54-4190

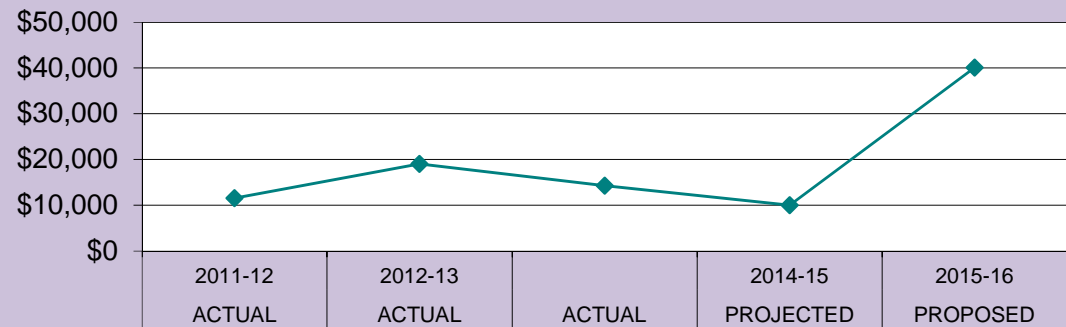
Account Description/Activity		ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODES
7	<b>Engineer Services</b> This provides backup to the Town Engineer (e.g., traffic analysis, surveying, NPDES).	550	14,800	95	100,000	10,000	25,000	5/20-54-4192
8	<b>Engineer - Charge to Applicants</b> Charges to applicants for engineering consultant review of applications. Public Works inspections paid through applicant deposit system.	43,299	17,900	42,749	45,000	55,000	55,000	96-54-4194
9	<b>Planner</b> Contract planning services as needed.	152,290	142,787	124,668	140,000	90,120	50,000	05-54-4196
10	<b>Planner - Charge to Applicants</b> Charges to applicants for planning consultant reviews of applications. Paid through applicant deposit system.	206,734	202,962	165,456	92,500	55,588	55,000	96-54-4198
11	<b>Plan Check</b> Services provided to review plans submitted by applicants for consistency with conditions and codes.	53,092	82,407	126,015	138,000	104,000	100,000	05-54-4200
12	<b>Miscellaneous Consultants</b>							
	Consultant for User Fee Study	21,840					35,000	05-54-4209
	Peelle - Scanning & Indexing Town Documents				20,000	34,400	6,000	05-54-4208
	Lynx Tech - GIS Training, Updates, Completion of General Plan Diagrams	4,155	4,214	8,672				05-54-4208
	Waste Management Consultants - as of 2013-14 this report is now completed by Town staff	680	500	0				05-54-4212
	Website/IT Consulting & Training Services	21,973	18,740	23,510	25,000	25,500	26,000	05-54-4216
	Water Use/Efficiency Study & Improvements				23,000	3,100	0	05-54-4214
	Miscellaneous Consultants	32,892	12,550	18,210	40,000	42,000	50,000	05-54-4214
	Public Information Consultant (shared)				65,000	40,000	0	05-54-4215
	Master Plan Update						65,000	05-54-4214
	OPEB Actuarial Valuation				15,000	2,800	0	05-54-4214
	MS Access Database Consultant				15,000	0	0	05-54-4214
	Business License Management System				27,300	0	0	05-54-4214
	Legal & Planning Consultants - Aff Hsg/Blue Oaks		79,706					45-00-4376
	<b>Sub-Total</b>	<b>741,075</b>	<b>840,412</b>	<b>788,094</b>	<b>1,003,000</b>	<b>817,988</b>	<b>805,345</b>	

# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



## Miscellaneous Expenses



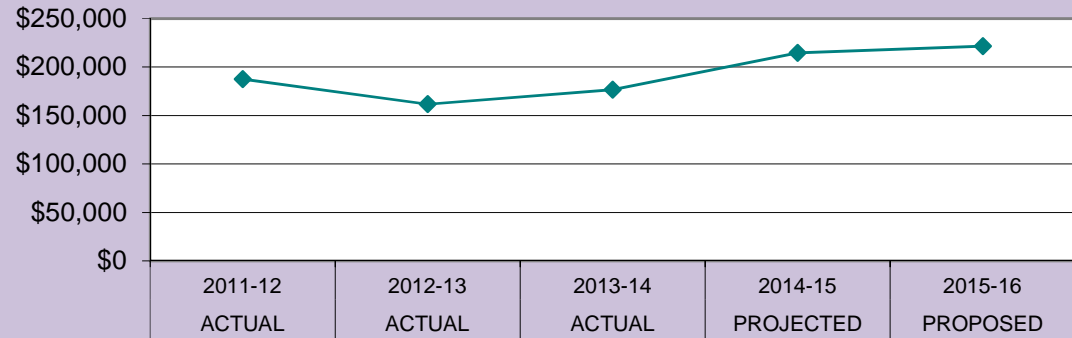
Account Description/Activity		ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODE
<b>1</b>	<b>Contingency</b>			0	30,000		30,000	05-56-4220
	Contingency funding provides for unexpected funding needs; cannot be spent without Town Council authorization. (It is advisable for the Town to have funds budgeted for unexpected expenses, the alternative being transferral of funds within the budget.)							
<b>2</b>	<b>Community Services</b>	10,000	11,000	10,000	7,000	7,000	7,000	05-56-4222
	Funds the Town Council appropriates to non-profit community organizations and agencies.							
<b>3</b>	<b>H.E.A.R.T. JPA</b>	1,591	1,432	1,432	1,500	1,432	1,500	05-56-4223
	For participation in endowment to create a regional approach to affordable housing.							
<b>4</b>	<b>Risk Management Programs (grant funded)</b>		6,602	2,872	3,000	1,585	1,600	08-56-4221
	<b>Sub-Total</b>	<b>11,591</b>	<b>19,034</b>	<b>14,304</b>	<b>41,500</b>	<b>10,017</b>	<b>40,100</b>	

# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



## Parks & Recreation Operations



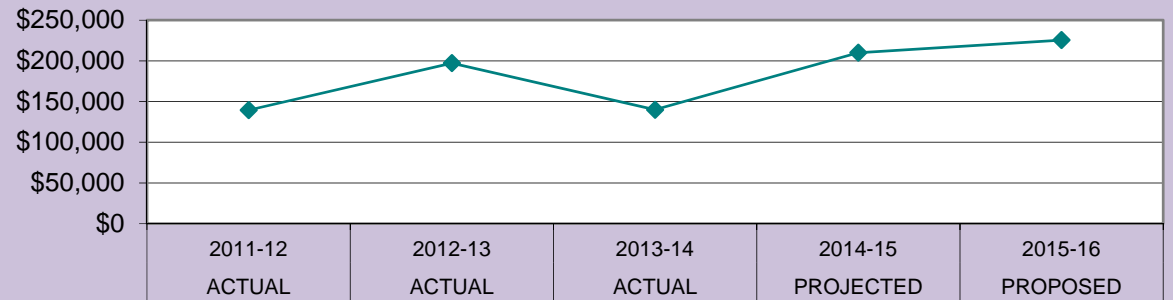
Account Description/Activity	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODES
<b>1 Parks and Fields Maintenance</b>	48,518	30,605	33,082	48,400	45,000	56,400	05-58-4240
Maintenance cost for all Town-owned playing fields and parks.							
<b>2 Portable Lavatories</b>	3,187	3,169	3,295	3,000	2,900	3,000	05-58-4244
Portables at both Rossotti and Ford playing fields.							
<b>3 Instructors</b>	132,943	124,505	138,167	137,600	164,800	160,000	05-58-4246
Percentage of fees (80%) remitted to instructors from classroom revenues.							
<b>4 Special Event Insurance</b>	2,824	3,472	2,190	5,000	1,900	2,200	05-58-4338
Insurance to cover classes held at Town Center.							
<b>Sub-Total</b>	<b>187,471</b>	<b>161,751</b>	<b>176,733</b>	<b>194,000</b>	<b>214,600</b>	<b>221,600</b>	

# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



## Public Works Operations



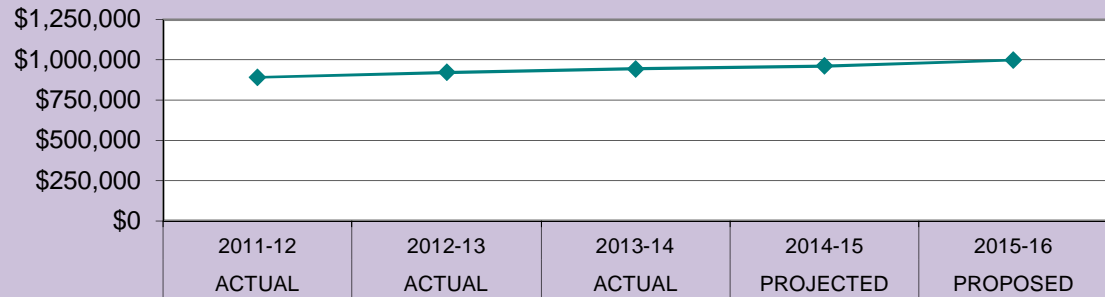
Account Description/Activity	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODES
<b>1 Public Road Surface &amp; Drainage Maintenance</b>	30,783	38,745	14,563	35,000	18,225	35,000	20-60-4260
<b>2 Street Sweeping</b>	18,425	21,187	18,451	20,000	21,100	22,000	20-60-4262
<b>3 Right of Way Tree Trimming &amp; Mowing Program</b>	30,975	35,030	42,075	40,000	34,300	60,000	20-60-4264
<b>4 Public Right of Way Litter Clean-up Program</b>	9,731	9,731	0	10,000	10,441	10,500	22-60-4266
<b>5 Tools and Equipment</b>	1,796	2,788	985	3,000	2,600	3,000	05-60-4267
Includes safety garments, hand tools, and small mowers.							
<b>6 Street Signs, Striping, Crosswalk Maintenance</b>	8,031	8,209	4,865	15,000	12,600	15,000	20-60-4268
<b>7 Trail Surface Rehabilitation</b>	33,297	44,633	29,775	40,000	40,000	40,000	20-60-4270
<b>8 C-1 Trail Biological Monitor/Maintenance</b>		15,301	7,157	20,000	11,200	20,000	05-60-4272
<b>9 Storm Damage/Emergency Repairs</b>	6,500	21,569	22,053	20,000	59,580	20,000	20-60-4271
Non-disaster related storm damage.							
<b>Sub-Total</b>	<b>139,538</b>	<b>197,193</b>	<b>139,925</b>	<b>203,000</b>	<b>210,046</b>	<b>225,500</b>	

# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



## Service Agreements



Account Description/Activity		ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODES
<b>1</b>	<b>Animal Control</b>	35,919	36,099	28,712	20,254	20,254	16,000	05-62-4280
	Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo							
<b>2</b>	<b>San Mateo County Sheriff's Office</b>	598,145	616,229	634,716	653,757	653,757	692,100	05-62-4282
	Contract law enforcement through San Mateo County. This is the first year of a three-year agreement.							
<b>3</b>	<b>Additional Traffic Patrols</b>	100,000	100,000	100,000	100,000	100,000	100,000	30-62-4284
	Portion of program to be funded by General Fund.	30,155	151,868	129,712	154,206	154,206	152,943	05-62-4284
	Portion of program to be funded by Public Safety Fund.	110,000	0	29,712	13,000	13,000	18,000	10-62-4284
<b>4</b>	<b>Emergency Services Council JPA</b>	13,394	13,328	13,626	13,800	13,848	14,000	05-62-4286
<b>5</b>	<b>NPDES Stormwater Program</b>	4,852	4,852	6,395	6,500	5,826	6,500	05-62-4288
	Cost of county-wide stormwater discharge permit as mandated by Federal and State legislation.							
<b>Sub-Total</b>		<b>892,465</b>	<b>922,376</b>	<b>942,873</b>	<b>961,517</b>	<b>960,891</b>	<b>999,543</b>	

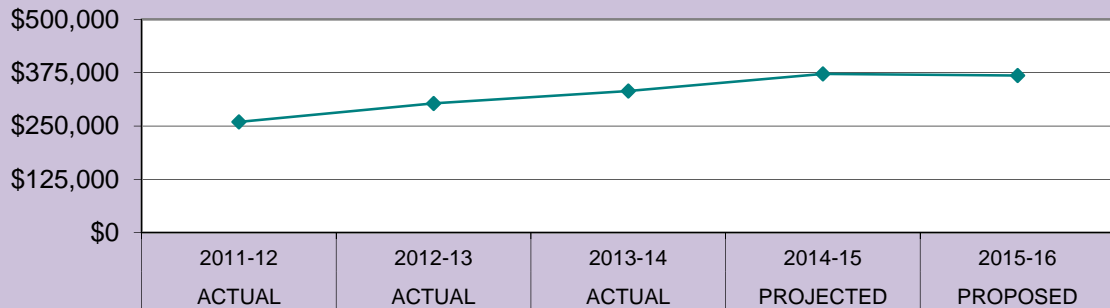


# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



## Services & Supplies



Account Description/Activity	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODES
<b>1 Codification</b> Annual codification of the Town's ordinances.	0	4,624	0	2,000	1,987	0	05-64-4300
<b>2 Elections</b> Bi-annual Town elections. Funds used to pay County to administer Town elections.	0	51	6,499	0	0	5,000	05-64-4302
<b>3 Liability Insurance/Bonds</b> Town's liability insurance, automobile insurance and officials' bonding. ABAG has increased liability cap from \$10 to \$15 million.	34,873	42,075	43,708	43,700	39,195	40,000	05-64-4304
<b>4 Office Supplies</b> Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible.	12,504	12,651	15,810	20,000	15,000	18,000	05-64-4308
<b>5 Town Publications</b> Production costs for postcards	12,409	12,723	1,818	4,000	3,000	4,000	05-64-4310
<b>6 Web Site &amp; Spam Filtering</b> Includes offsite hosting of Municipal Code, security certificate for website, website hosting, spam filtering services and MS365 subscription.	7,309	4,138	18,520	11,700	9,300	9,300	05-64-4311
<b>7 Office Equipment, Maintenance &amp; Repairs</b> Includes new refrigerator, tablets for EOC, laptop for Council chambers.	11,852	12,958	22,592	17,700	37,000	14,000	05-64-4312

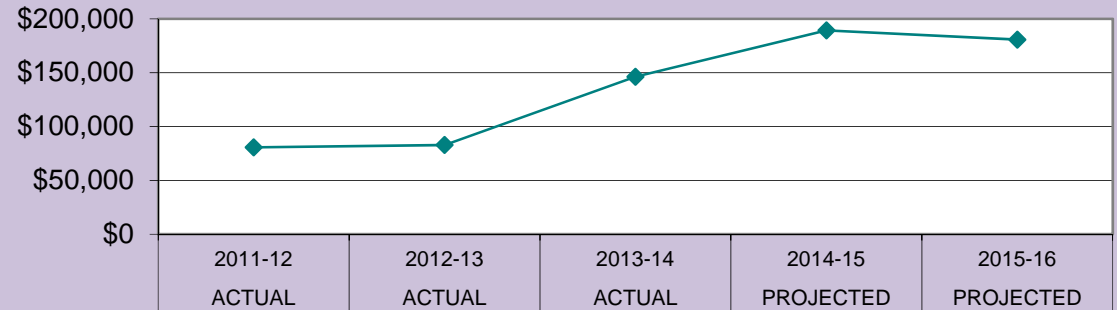
Account Description/Activity		ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROPOSED 2015-16	ACCOUNT CODES
<b>8</b>	<b>Equipment Service Contracts</b>	13,301	12,003	14,173	14,500	20,500	14,500	05-64-4314
	Maintenance agreements for GIS/financial software, postal meter and other service agreements as needed.							
<b>9</b>	<b>Postage</b>	4,819	3,190	7,707	7,500	6,220	7,000	05-64-4316
<b>10</b>	<b>Telephones and Wi-Fi Internet</b>	7,088	4,164	4,878	7,000	6,750	7,000	05-64-4318
	Includes land lines, cell phones, and wi-fi service.							
<b>11</b>	<b>Advertising</b>	6,334	8,543	9,141	9,500	6,100	9,000	05-64-4320
	Legal notices and advertisements.							
<b>12</b>	<b>Dues</b>	20,511	21,860	21,284	23,000	21,000	26,815	05-64-4322
<b>13</b>	<b>Education &amp; Training - Staff</b>	2,408	4,990	7,450	14,050	8,655	13,500	05-64-4326
<b>14</b>	<b>Education &amp; Training - Council, Commissions, &amp; Committees</b>	1,681	2,075	989	2,000	900	5,580	05-64-4327
<b>15</b>	<b>Mileage Reimbursement (2015 rate is 0.575/mile)</b>	1,794	1,518	2,061	2,200	1,800	2,000	05-64-4328
<b>16</b>	<b>Utilities</b>							
	PG&E and water expenses for Town Center buildings and fields.							
	PG&E	66,005	79,562	74,670	10,000	10,500	11,000	
	Cal-Water Recreational (Fields & Triangle Park)				75,000	62,000	65,000	05-64-4330
	Cal-Water Non-Recreational				3,000	1,500	3,000	
<b>17</b>	<b>Fire Prevention/Wood Chipping/CERPP</b>	29,259	29,010	36,473	60,000	65,620	64,000	05-64-4333
	Includes wood chipping program, annual renewal for Rapid Notify, shared CERPP coordinator and defensible space matching grant program.							
<b>18</b>	<b>Vehicle Maintenance</b>	11,783	13,879	13,822	14,000	11,000	14,000	05-64-4334
	Includes yearly service of all vehicles and fuel costs.							
<b>19</b>	<b>Sustainability Series</b>	4,563	3,636	6,754	8,820	8,800	9,000	05-64-4335
<b>20</b>	<b>Miscellaneous</b>	6,432	20,843	12,308	15,000	24,181	15,000	05-64-4336
<b>21</b>	<b>Bank Fees (includes fees for ADP Payroll Processing)</b>	4,845	8,474	11,434	11,520	11,200	11,760	05-64-4337
	<b>Sub-Total</b>	<b>259,770</b>	<b>302,967</b>	<b>332,092</b>	<b>376,190</b>	<b>372,208</b>	<b>368,455</b>	

# TOWN of PORTOLA VALLEY

2015-16 BUDGET WORKSHEET



## Town Center Facilities



Account Description/Activity	ACTUAL 2011-12	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	PROJECTED 2014-15	PROJECTED 2015-16	ACCOUNT CODES
<b>1 Bldg Maint Equipment &amp; Supplies - Town Ctr bldgs</b>	18,469	7,380	5,817	15,000	7,200	10,000	05-66-4340
<b>2 Bldg Maint Equipment &amp; Supplies - Library</b>			2,377	2,500	5,000	2,500	25-66-4340
<b>3 Community Hall</b>	10,911	23,628	33,496	51,000	75,000	35,700	05-66-4341
Includes purchase of storage cabinets, post-event janitorial, maintenance costs, deep cleaning and annual usage audit.							
<b>4 Landscape Supplies and Services</b>	21,204	19,641	35,322	55,000	30,375	43,800	05-66-4342
Includes care of native garden, plantings, trees and irrigation.							
<b>5 Janitorial Services - Town Center buildings</b>	9,229	5,070	19,985	22,000	21,100	25,000	05-66-4344
<b>6 Janitorial Services - Library</b>			11,459	12,000	11,300	12,000	25-66-4344
<b>7 Mechanical Systems Maint/Repairs - Town Ctr bldgs</b>	15,543	21,550	17,736	20,000	21,000	25,000	05-66-4346
<b>8 Mechanical Systems Maint/Repairs - Library</b>			8,838	12,000	5,000	12,000	25-66-4346
Includes maintenance of electrical, photovoltaic, & dashboard.							
<b>9 Library Maintenance Support</b>			2,531	6,000	6,225	6,700	25-66-4351
<b>10 Repairs/Vandalism</b>	0	0	2,373	1,000	590	1,000	05-66-4348
<b>11 Property Insurance</b>	5,310	5,581	6,284	7,000	6,490	7,000	05-66-4350
<b>Sub-Total</b>	<b>80,666</b>	<b>82,850</b>	<b>146,219</b>	<b>203,500</b>	<b>189,280</b>	<b>180,700</b>	

# TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Capital Improvements: Programs		ACCOUNT	ADOPTED	PROJECTED	PROPOSED
Account Description/Activity		CODE	2014-15	2014-15	2015-16
<b>1</b>	<b>Annual Street Resurfacing Program</b>				
	Construction	22-68-4538	98,000	98,000	65,000
		60-68-4538	261,000	261,000	286,000
		65-68-****	41,000	41,000	0
		05-68-4538	0	150,000	149,000
<b>2</b>	<b>Annual Street Resurfacing - Testing &amp; Inspections</b>	05-68-4538	40,000	50,000	40,000
<b>3</b>	<b>Annual Street Resurfacing - Future Year Design</b>	05-68-4503	40,000	20,000	40,000
<b>4</b>	<b>SMTA Measure A Grant Reimbursement Project</b>	05-68-4537	19,400	24,206	128,757
	Road widening, retaining wall, planning, specs, estimate	08-68-4537	40,600	10,794	288,743
<b>5</b>	<b>Springdown Open Space Improvement</b>	15-68-4414	20,000	5,200	15,000
<b>6</b>	<b>Storm Drain Inventory/Repairs</b>				
	Replacement and repairs	22-68-4413	25,000	0	35,000
<b>7</b>	<b>Crowder Trail Improvements (Stanford)</b>	05-68-4532	35,000	0	15,000
<b>8</b>	<b>Ford Field Improvements (rem'g donor funds)</b>	05-68-4531	30,000	8,000	47,000
<b>9</b>	<b>Permit Tracking Software</b>	05-68-4539			80,000
<b>10</b>	<b>Improvements to Alpine Trail (Dirt at Hawthorns)</b>	05-68-****			65,000
<b>11</b>	<b>Improvements to Historic Schoolhouse Entryway</b>	05-68-4415			60,000
	<i>Upper Alpine (Funded by CalTrans Emergency Relief)</i>	50-68-4475	285,000	218,078	0
	<i>OBAG Road Improvements (Funded by Federal Grant)</i>	08-68-4534	224,000	226,320	0
	<i>OBAG Required Local Match for Project</i>	05-68-4534	29,000	49,000	0
	<i>Remodel of Town Center Workspaces</i>	05-68-4420	40,000	32,000	0
	<i>Library Playspace Installations</i>	25-68-4538	65,000	0	0
	<i>Lighting Improvements for Library</i>				
	<b>Sub-Total</b>		<b>1,293,000</b>	<b>1,193,598</b>	<b>1,314,500</b>

# TOWN of PORTOLA VALLEY

2014-15 BUDGET WORKSHEET



Capital Improvements: Equipment		ADOPTED	PROJECTED	PROPOSED	ACCOUNT
Account Description/Activity		2014-15	2014-15	2015-16	CODES
1	Vehicle for Planning & Code Enforcement (Plug-in Prius)			35,000	05-70-4481
	<i>Integrated Audio-Visual System for Community Hall</i>	50,000	23,800		05-70-4480
	<i>New Generator for Town Hall</i>	100,000	0		05-70-4480
	<i>Plotter</i>	10,000	0		05-70-4480
	<i>Radar Trailer</i>	15,000	15,500		05-70-4480
	<i>Replacement Truck F-150 Eco-Boost 4x4</i>	40,000	0		05-70-4480
	<b>Sub-Total</b>	<b>215,000</b>	<b>39,300</b>	<b>35,000</b>	



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** June 24, 2015

**RE:** November 2015 General Municipal Election

### **RECOMMENDATION:**

It is recommended that the Town Council adopt the attached resolution ordering and calling for an election for the purpose of electing two members of the Town Council on November 3, 2015 and to adopt a resolution directing the San Mateo County Chief Elections Officer to conduct the November 3, 2015 election wholly by mail.

### **DISCUSSION:**

The Town Council must adopt a resolution (Attachment A) ordering and calling for a General Municipal Election to be held on November 3, 2015. The residents of Portola Valley will decide three four-year terms for the Town Council. The incumbents whose offices are about to expire are as follows:

Ann Wengert  
Jeff Aalfs

Nomination papers can be filed with the Town Clerk commencing on July 13, 2015 and ending at 5:00 p.m. on August 7, 2015. However, if the incumbents do not file by this date the voters shall have until 5:00 p.m. on August 12, 2015 to nominate candidates. Upon adoption of this resolution, the Town Clerk will publish notice of the municipal election per the California Election Code.

At its April 8, 2015 meeting the Town Council concurred that participation in the pilot all-mailed ballot program (AB 2028), if conducted by the Chief Elections Officer, is acceptable for the November 3, 2015 election. Included with this report is a resolution (Attachment B) directing the San Mateo County Chief Elections Officer to conduct the November 3, 2015 election for the Town of Portola Valley wholly by mail, if available.

At this time ten of the twelve cities holding an election this year have approved an all-mailed ballot for the November 3, 2015 election. Other than Portola Valley, the City of Redwood City has yet to report. San Mateo County Officials are also waiting to hear from 5 School Districts and 8 Special Districts who have until August 7, 2015 to notify the San Mateo County Elections Office of their vote.

**FISCAL IMPACT**

The cost of the election has been included in the proposed 2015-16 Town Budget with an estimate of \$5,000. The pilot all-mailed ballot program has the potential of reducing costs by 30-50%.

**ATTACHMENTS**

Attachment: A *(Resolution Calling for the November 3, 2015 election)*

Attachment: B *(Resolution approving the November 3, 2015 election be conducted wholly by mail.)*

**APPROVED – Nick Pegueros, Town Manager**

**RESOLUTION NO. \_\_\_\_\_ - 2015****RESOLUTION CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 3, 2015 FOR THE PURPOSE OF ELECTING TWO MEMBERS OF THE TOWN COUNCIL**

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

1. Date of Election – Offices to be Filled. A general municipal election is hereby called and ordered to be held in the Town of Portola Valley, State of California, on Tuesday, November 3, 2015 for the purpose of electing eligible persons to hold certain elective offices, the terms of the incumbents of which are about to expire. They are as follows:

A member of the Town Council to fill the office now held by ANN WENGERT for a term of four years.

A member of the Town Council to fill the office now held by JEFF AALFS for a term of four years.

2. Registration to Close October 19, 2015. Registration for said election shall close on October 19, 2015. No person registered after that date will be entitled to vote at the election.

3. Procuring and Filing Nomination Papers. Nomination papers may be procured from the Town Clerk no earlier than July 13, 2015 and shall be filed with the Town Clerk no later than 5:00 p.m. on August 7, 2015. However, if nomination papers of any incumbent elective officer of the Town are not filed by 5:00 p.m. on August 7<sup>th</sup> (the 88<sup>th</sup> day before the election) the voters shall have until 5:00 p.m. on August 12<sup>th</sup> (the 83<sup>rd</sup> day before the election) to nominate candidates other than the incumbent for the elective office.

4. Town Clerk's Duties. The Town Clerk shall procure or cause to be procured all supplies and perform all duties as may be necessary to properly and lawfully aid in the conduct of the election.

5. Consolidation – Request and Consent. Request is hereby made, consent is hereby given and it is ordered that the general election shall be consolidated with any election or elections to be held on the same day, in the same territory, or in territory that is in part the same, pursuant to the applicable provisions of the Elections Code.

6. Precincts – Polling Places – Canvass. The election precincts, polling places, and officers of election shall be established, designated, and appointed by the appropriate officials of the County of San Mateo, and the Board of Supervisors of the County of San



Mateo is hereby authorized, pursuant to Section 10411 of the Elections Code, to canvass the returns of the election in accordance with provisions of Division 10 of the Code.

7. Services of County Clerk. The Board of Supervisors of the County of San Mateo is hereby requested to permit the County Clerk of the County to render services relating to the conduct of the election and this Council shall, and does hereby, accept the terms and conditions of the performance of the election services by the County Clerk and further agrees to make the payments therefore as may be set forth in a billing to the Town from the County Clerk prescribing the amount due for costs incurred from the rendering of the services.

8. Posting and Publication of Notice of Election. The Town Clerk shall cause copies of Notice of General Election to be posted in three (3) public places in the Town of Portola Valley and shall cause a copy of the Notice to be published once in The Almanac, a newspaper of general circulation in the Town, under the following heading:

“NOTICE OF GENERAL MUNICIPAL ELECTION”

Notice of Election shall be given as required by applicable provisions of the Elections Code of the State of California.

PASSED AND ADOPTED this 24 day of June, 2015.

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

ATTEST:

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

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION DIRECTING THE SAN MATEO COUNTY CHIEF ELECTIONS  
OFFICER TO CONDUCT THE NOVEMBER 3, 2015 ELECTION FOR THE  
TOWN OF PORTOLA VALLEY WHOLLY BY MAIL**

**WHEREAS**, in 2014 the California Legislature and Governor approved Assembly Bill 2028 (AB 2028), which is a pilot program permitting certain elections in San Mateo County to be conducted wholly by mail if specific conditions are met; and

**WHEREAS**, pursuant to AB 2028, each jurisdiction may determine whether to participate in this pilot program and whether to authorize its election on a given date to be conducted by mail, provided, however, that election in question shall not be conducted by mail pursuant to the pilot program unless all overlapping jurisdictions with elections on that same date so request; and

**WHEREAS**, if the election is authorized by all affected jurisdictions to be conducted pursuant to the AB 2028 pilot program, various actions shall be taken to ensure that voter access and turnout is protected, including but not limited to the following:

- At least one ballot drop off location shall be provided in each city;
- A ballot drop off location shall be open during business hours to receive ballots beginning 28 days prior to the election through 8 p.m. on the night of the election;
- At least one polling place shall be provided per city between 7 a.m. and 8 p.m. on election day for voters to request a ballot who did not receive a ballot or who need a replacement ballot for any reason;
- At the request of any city, county, or district, the Chief Elections Officer may provide additional ballot drop off locations and polling places; All elections materials, including a prepaid return envelope for the ballot, shall be provided to each voter;
- A list of ballot drop off locations and polling places shall be delivered to each voter; and
- Polling places shall be located at an accessible location and equipped with voting machines that are accessible to individuals with disabilities; and

**WHEREAS**, in general, the cost of conducting an election pursuant to the pilot program described above is expected to be significantly less overall than a typical election, and this cost reduction should translate to lower costs to each jurisdiction that participates in the pilot program election compared to the typical election costs borne by each jurisdiction; and

**WHEREAS**, the San Mateo County Chief Elections Officer has reported that in San Mateo County, 59% of registered voters are permanently registered to vote by mail, in the November 2013 Consolidated Municipal, School, and Special District Election over 76% of the ballots were cast by mail, and in the June 2014 Primary Election over 77% of the ballots were cast by mail; and

**WHEREAS**, the Chief Elections Officer has stated an intention to have the November 3, 2015 Consolidated Municipal, School, and Special District Election be the first mail election conducted pursuant to the AB 2028 pilot program in San Mateo County; and

**WHEREAS**, the Town Council of the Town of Portola Valley has considered the merits of the proposed pilot election program and desires to participate in the pilot program given the protections for voter access and participation in the election and anticipated cost savings to the Town of Portola Valley.

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

1. The Town Council of the Town of Portola Valley authorizes the November 3, 2015 election for the Town of Portola Valley to be conducted wholly by mailed ballots pursuant to AB 2028 and consolidated with all other elections occurring on that date within San Mateo County.
2. The San Mateo County Chief Elections Officer is requested to conduct the November 3, 2015 election for the Town of Portola Valley, including any elections for officials of the Town of Portola Valley and measures relating to the Town of Portola Valley, as an election conducted wholly by mail pursuant to the AB 2028 pilot program, it being understood that the election shall occur wholly by mail on that date only if all overlapping jurisdictions with elections on that date make the same request. If all overlapping jurisdictions with elections on that date do not so request, the Town of Portola Valley election shall occur as normal on that date pursuant to the other provisions of the Elections Code.
3. The Town Clerk of the Town of Portola Valley is hereby directed to notify the Secretary of State no later than August 6, 2015, of the Town's intent to conduct an all-mailed ballot election as outlined above.
4. The Town of Portola Valley shall separately send information regarding the specifics of its November 3, 2015 election to the San Mateo County Chief Elections Officer.

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

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

ATTEST:

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



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Sharon Hanlon, Town Clerk  
Nick Pegueros, Town Manager

**DATE:** June 24, 2015

**RE:** **Posting Committee Meeting Minutes**

**RECOMMENDATION:**

It is recommended that the Town Council review and discuss two options to the current committee meeting minute process that facilitate posting committee meeting minutes to the website. Based on the Town Council's discussion, staff will circulate a proposed new process to the committee chairs for their review and comment. Staff will then return to the Town Council in late July or August to amend the Commission and Advisory Committee Policies & Procedures Handbook with the new meeting minute preparation guidance.

**BACKGROUND:**

At their meeting on April 22, 2015 the Town Council directed staff to post committee meeting minutes to the Town's website. Historically, the Town has not posted committee meeting minutes due to the workload created by ensuring that the Town Clerk has the final approved meeting minutes and the lack of uniformity in meeting minutes across committees. The committee's final approved meeting minutes, or at least those that have been provided to the Town Clerk, are retained and available at Town Hall upon request. In their presentation to the Council on April 22, 2015, the Bicycle, Traffic, Pedestrian Safety Committee (BPTSC) asked the Town Council to post the committee's meeting minutes to the website to promote greater accessibility of the information for the public. The Council concurred with the BPTSC and, on that direction, staff has evaluated the workflow required to post Committee meeting minutes on a timely basis. On average, staff receives nine meeting minutes per month.

**DISCUSSION:**

Staff has identified two options to move forward with posting meeting minutes to the Town's website that balance transparency with some quality control over the appearance and accuracy of the meeting minutes. The workflow for the current process, the process discussed at the Town Council meeting on April 22, 2015 (option 1), and a streamlined process (option 2) are included as Attachment 1 to this report.

Option 1 requires the Town Council liaison, Town Clerk and possibly the Town Manager to review draft meeting minutes. This is a significant change from the current workflow due to the fact that there is no review of the committee's meeting minutes for conformance to the Brown Act, formatting, or content.

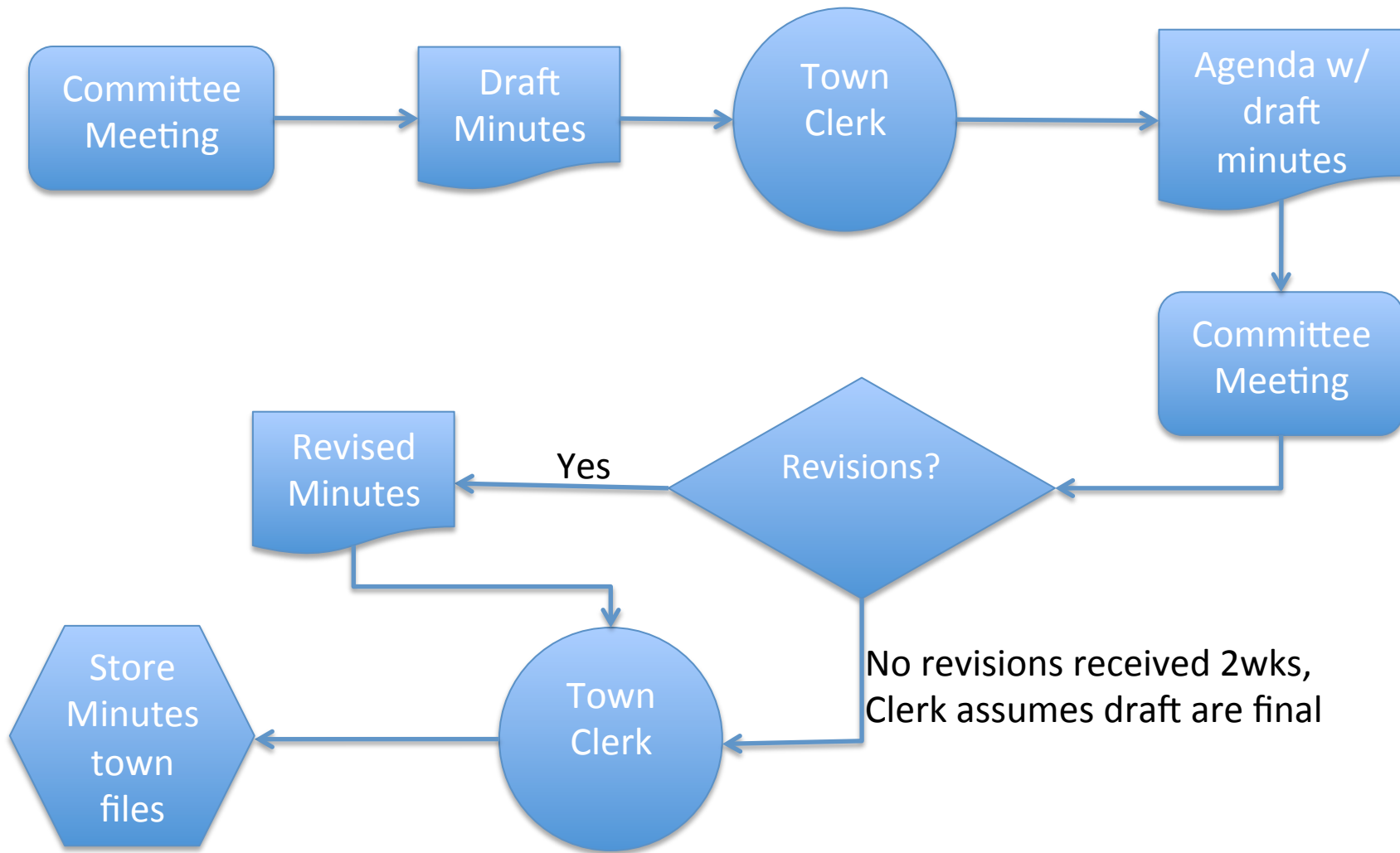
Option 2 significantly simplifies the meeting minute process by requiring committees to prepare action minutes rather than discussion minutes. Action minutes focus solely on action taken by the committee relative to items on the agenda. This approach is so simple that it eliminates the need for draft meeting minutes to be approved by the Committee since the only recorded item is action. To illustrate the difference, staff has taken the BPTSC's official meeting minutes for their March 18, 2015 meeting and prepared action minutes.

With respect to next steps, staff is asking that the Town Council provide direction relative to the new meeting minute process. Based on that direction, staff will seek input from committee chairs and then return to the Council in either late July or August with a recommended revision to the Commission and Advisory Committee Policies & Procedures Handbook.

**ATTACHMENTS:**

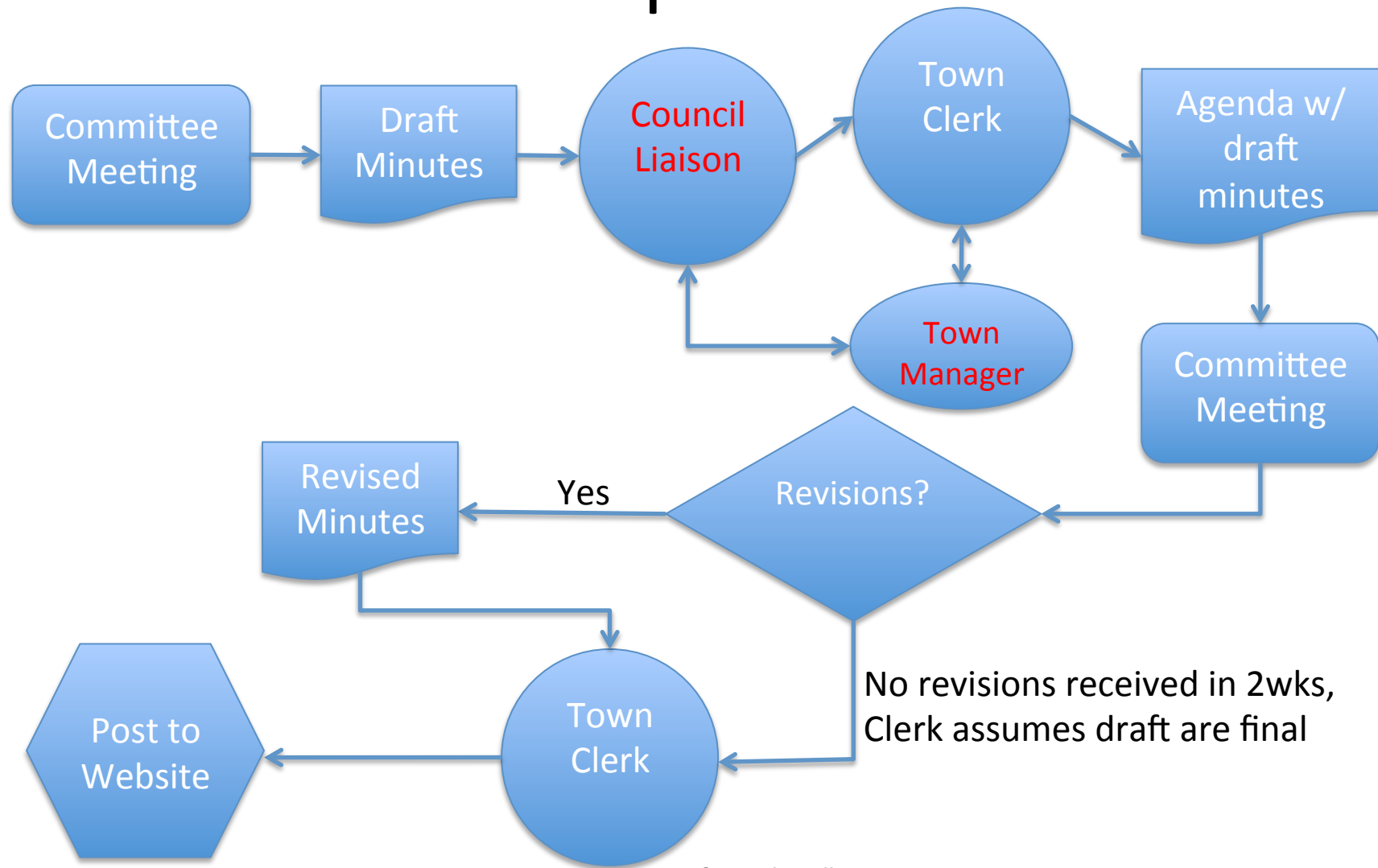
1. Committee Meeting Minutes – Current and Optional Workflows
2. Official Meeting Minutes from the BPTSC's March 18, 2015 meeting
3. Proposed Action Minutes for the BPTSC meeting on March 18, 2015

# Committee Meeting Minutes Current Process

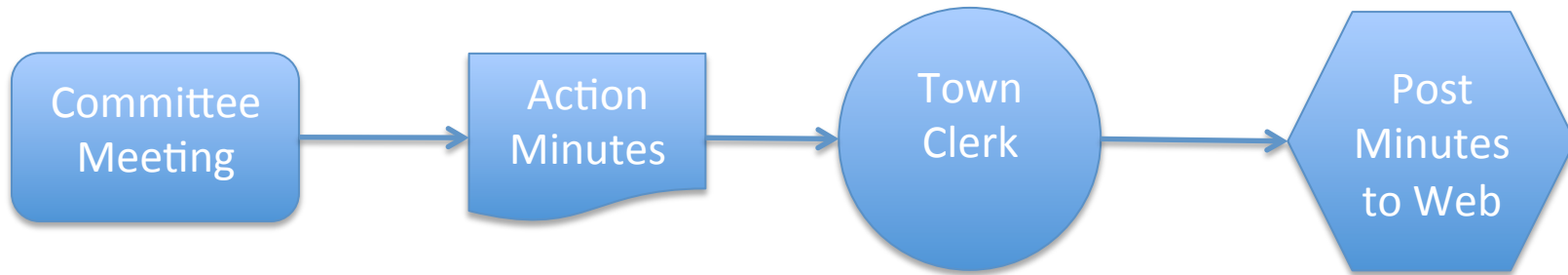


# Committee Meeting Minutes

## Option A



# Committee Meeting Minutes Option B





## MINUTES OF THE BICYCLE, PEDESTRIAN AND TRAFFIC SAFETY COMMITTEE ON MARCH 18, 2015

### 1 CALL MEETING TO ORDER

Chairman Ed Holland called the meeting to order at 8:18 a.m.

### 2 ROLL CALL

Present were Angela Hey, Ed Holland, Leslie Latham and Kevin Welch. Also in attendance were Howard Young, public works director, Tim Reid, lieutenant at San Mateo County Sheriff's Office, and Gary Nielsen, Portola Valley's police commissioner.

### 3 SHERIFF'S REPORT

#### 3.1 FEBRUARY 2015 REPORT

Tim Reid reported there were 16 speeders on Alpine & Portola Roads and 4 Stop sign violations. Others were cited for, among other things, not wearing seat belts and using high beams. There were no collisions in Portola Valley in February.

#### 3.2 RETIREMENT OF TIM REID

Tim Reid told the committee this was his last appearance and he would be retiring. Tim noted that Sergeant Mark Kuykendall from the San Mateo County Sheriff's Office will be attending committee meetings in the future to provide traffic reports. The committee thanked Tim for his attendance and reporting over the past few years.

#### 3.3 OTHER OBSERVATIONS

Ed Holland noted skid marks on Arastradero Road, near McClenahan's (in Santa Clara County) and asked if there had been an accident there. Tim said it was outside his jurisdiction, so he didn't know of any recent accident there.

### 4 REPORT FROM SILICON VALLEY BIKE COALITION (BIKESILICONVALLEY.ORG)

Cindy Welton (Director of Retail Operations, Stanford Hospital Clinics, and former Roadway Safety Solutions Team Co-Leader, Stanford Trauma) and Emma Shlaes (Policy Manager, Silicon Valley Bike Coalition) gave a presentation on initiatives to make cycling safer.

They promoted the Vision Zero Initiative, a multi-national approach that says no road death or life-altering injuries are acceptable. Stanford Trauma Center sees about 13 cyclists per week.

They mentioned many sponsors and partners, including the California Department of Motor Vehicles who updated their Driver Handbook to put more emphasis on cycling. They discussed

standardizing Safe Routes To School and new messaging for Share The Road initiatives. They worked with design firm IDEO and the California College of the Arts on a 48 hour Design Sprint and came up with 6 projects. One of these – a 3-year program - will be launched in April by the Department of Motor Vehicles.

They noted many intersections involved multiple agencies and showed a list of dangerous intersections that they had visited, such as Page Mill Road and 280, Junipero Serra to Alameda around Stanford/Menlo Park, and 84/ 280 in Woodside. They said that Menlo Park had joined the Department of Transportation's Mayors' Challenge for Safer People, Safer Streets and that green bike lanes were being implemented.

The Silicon Valley Bike Coalition is anxious to help Portola Valley with bicycle safety. Angela suggested the Bike Committee might like to work with the group to put on a road safety seminar for the town.

## 5 2014 ANNUAL COMMITTEE REPORT

The committee has been asked to prepare a report of past activities – Angela will write it and Kevin will review it, before passing it off to Ed.

## 6 PUBLIC WORKS REPORT

### 6.1 WINDY HILL PARKING

Leslie noted that cars tend to follow the first cars parked on Portola Road, near the Windy Hill Parking lot. If the first cars park off the shoulder, then the others do. If the first car parks in the way of bicycles on the pavement, then other cars do too. More cars are parking on Portola Road than in the past on busy weekend days, so they are on the hill that goes up from the bridge opposite Willowbrook.

Ed suggested that the town have enforceable No Parking signs, rather than the brown signs that are currently there. Leslie said she was not in favor of putting out portable signs, and asked Howard if town staff could do that on Fridays and remove them on Mondays. Howard said he would ask staff to put out signs.

### 6.2 SLURRY SEALING – PORTOLA AND ALPINE ROADS

Howard reported that parts of Portola Road and Alpine Road would be slurry sealed in the spring.

### 6.3 UPGRADING ALPINE AT ARASTRADERO

Howard reported that engineering work will be going ahead at the junction. The council had asked that engineering designs for a retaining wall be approved by the Architectural and Site

Control Commission. Howard asked the committee for input on how the lanes should be striped on Alpine. He suggested a longer left turn lane at Arastradero for cars coming up Alpine. He also suggested a merge lane in the middle of the road for cars coming out of Golden Oak who want to get on to Alpine at Arastradero Road. Angela thought this was less safe than the current double, double yellow lines that narrow the lanes to slow traffic at the junction. She did not like cars merging into Alpine from the middle of the road as they may miss seeing a bicycle on their right.

#### 6.4 HAWTHORNS (WOODS TRUST) PROPERTY BIKE TRAIL

Howard is working with the Midpeninsula Regional Open Space District on a trail alongside Alpine Road by the Woods Property.

### 7 COMMITTEE BUDGET

Ed asked members to submit their ideas to him for the 2015-2016 budget (town fiscal year starts July 1<sup>st</sup>).

### 8 OUTREACH

#### 8.1 TOWN MEETING RE: 280/ALPINE ON FEBRUARY 24<sup>TH</sup>

Kevin reported on a very successful town meeting on February 24<sup>th</sup> to discuss traffic safety at Alpine and 280. As a result of studies and input from the public, larger Stop signs at the junction have been installed. Also rumble strips have been installed near the junction.

#### 8.2 BIKE TO WORK DAY

Angela will ask former committee member, Patt Baenen-Tapscott, if she is interested in helping organize a Bike to Work Day event with Ladera Church, as she has equipment.

### 9 TIME AND DATE FOR APRIL MEETING

The next meeting of the committee will be on April 1st at 8:15 a.m. in the Schoolhouse. The committee discussed holding an evening meeting later in the year.

### 10 ADJOURNMENT

Ed adjourned the meeting at 9:35 a.m.



**TOWN OF PORTOLA VALLEY**  
**Special Bicycle, Pedestrian and Traffic**  
**Safety Committee Meeting**  
**Wednesday, March 18, 2015 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**ACTION MINUTES**

1. Chair Ed Holland called the meeting to order at 8:18 AM
2. Roll Call  
**Present: Angela Hey, Ed Holland, Leslie Latham and Kevin Welch**  
**Absent:**
3. Oral Communications
4. Approve Minutes of the February 2015 meeting
5. Sheriff's Report –
  - a. Accidents and Citations - *December 2014 and January & February 2015*  
**Lt. Reid presented the Accident & Citations Report for February 2015. He advised the Committee of his retirement and his replacement is Sergeant Mike Kuykendall. No Action Taken.**
6. Presentation: Cindy Welton, The Silicon Valley Bicycle Coalition on "Bicycle Safety Awareness"  
**Cindy Welton gave a presentation on initiatives to make cycling safer and is anxious to help Portola Valley with bicycle safety. Angela suggested the Bike Committee might like to work with the group to put on a road safety seminar for the town. No Action Taken.**
7. Public Works Report:  
**Public Works Director Howard Young provided an update on Windy Hill overflow parking, this spring's slurry sealing project on Portola and Alpine Roads, upgrade to the shoulder on Alpine Road at Arastradero Road, and the Alpine Road trail at the Hawthorns/Woods property. No Action Taken.**
8. General Items:
  - 1) Formation of Subcommittee to compose report on 2014 Committee activities for review at the April 2015 meeting
  - 2) Review of working guidelines – Pending feedback from the Town Council, as requested at the December 2014 BPTS meeting
  - 3) Budget Planning for FY 2015-'16  
**Ed asked members to submit their ideas to him for the 2015-2016 budget (town fiscal year starts July 1<sup>st</sup>).**
  - 4) Parking on Portola Road at Windy Hill Entrance

9. Update on Outreach, Events & Teaching Programs

➤ 2015 Events

**Bike To Work Day - Angela will ask former committee member, Patt Baenen-Tapscott, if she is interested in helping organize a Bike to Work Day event with Ladera Church, as she has equipment.**

10. Other Business

➤ Outreach to prospective new BPTS Membership

11. Time and date for April 2015 meeting

**The next meeting of the committee will be on April 1st at 8:15 a.m. in the Schoolhouse. The committee discussed holding an evening meeting later in the year.**

12. Chair Ed Holland adjourned the meeting at 9:35 AM

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – June 12, 2015**

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1. Agenda (Action) – Town Council Meeting – June 10, 2015
2. Agenda – Planning Commission Meeting – Wednesday, June 17, 2015
3. Agenda (Special) – Trails & Paths Committee Meeting – Monday, June 15, 2015
4. Agenda (Special) – Water Conservation Committee – Wednesday, June 17, 2015
5. Email from Kelly Foley with California Clean Power re: California Clean Power Documents
6. Article (6/8/15) from Lake County News re: Community Choice Aggregation – Buyer Beware
7. Email from Steve Abbors, Mid Peninsula Open Space District re: 2014 Vision Plan
8. Invitation from Assemblyman Rich Gordon re: Sea Level Rise Event, Santa Clara County
9. Letter from Greg Fontana to the Town Council re: Concerns about SB1221
10. Memo from Town Manager, Nick Pegueros re: Weekly Update – Friday, June 12, 2015

**Attached Separates (Council Only)**  
*(placed in your town hall mailbox)*

1. Invitation from Committee for Green Foothills Annual *Nature's Inspiration* gala



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council

Wednesday, June 10, 2015

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

## ACTION AGENDA

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

Councilmember Wengert, Councilmember Richards, Councilmember Hughes, Vice Mayor Derwin and Mayor Aalfs  
**All Present**

### 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.

**None**

### 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** – May 27, 2015
2. **Approval of Warrant List** – June 10, 2015

**Items 1 & 2 -Approved 5-0**

### IV. REGULAR AGENDA

A. **PRESENTATIONS** – None

B. **COMMITTEE REPORTS & REQUESTS**

1. **Conservation Committee** – Proposal regarding Garden Area in front of the Historic Schoolhouse

*Judith Murphy, Conservation Committee chair and Landscape Architect, Bob Waterman presented the proposed hardscape and landscape for the front area of the Historic Schoolhouse. Staff will obtain estimates for completing the work and present a proposal to the Council at a future meeting.*

2. **Update on Retaining a Consultant to Assist with Aircraft Noise Impact Analyses**

*Council directed the Town Manager to define scope of work with consultant, execute an agreement and provide Council with an update at the July 22<sup>nd</sup> Council meeting.*

3. **Update on Drought Emergency** – *There are no written materials for this agenda item*

*Brandi reported the following in regard to the Drought Emergency:*

- *Cal Water's Final Schedule 14.1 (Water Shortage Contingency Plan) approved by the CPUC on June 1<sup>st</sup> not include any restrictions on pools*
- *Water Conservation Committee is working on the water use survey and is expected to have a first version from High Energy Analytics to test on Monday, June 15<sup>th</sup>*
- *Staff met with the San Mateo County Health Department on their graywater guidelines and will be working the Health Department refine the permitting process*
- *Town is preparing an appeal to CalWater for Ford Field due to the construction that occurred in 2013. In addition, staff is preparing an appeal for the Town Center's domestic water account because there are no additional opportunities for reduction as a result of the extensive low-water saving devices installed in the new Town Center.*

4. **Council Liaison Reports** - *There are no written materials for this agenda item*

**Councilmember Wengert – Trails & Paths Committee topic of discussion was the horse trail in front of Alpine Hills Swim & Tennis Club and Celebration of the Horse on Saturday, July 13<sup>th</sup>.**

**Councilmember Richards – None to Report**

**Councilmember Hughes – Parks & Recreation Committee discussed the skate ramp with an expected proposal to the Council at an August meeting, snack shack at Ford Field, Town Picnic, and elected Scott Symon to Co-Chair with Simone LaValle.**

**Open Space Acquisition Advisory Committee is reviewing policies in place and inspecting open space land in Town.**

**Bicycle, Pedestrian & Traffic Safety Committee discussed the newly acquired speed trailer in town, excessive speeding in town, Windy Hill parking lot and Zots to Tots.**

**Vice Mayor Derwin – Water Conservation Committee discussed the Town Picnic and water use evaluation survey being developed.**

**The Planning Commission approved a lot line adjustment for Sausal Creek Associates, site development permit for landslide project on Santa Maria, Cal Water pump station and held a study session on the second unit ordinance.**

**Mayor Aalfs – ASCC discussed Cal Water pump station changes and reviewed the second unit ordinance.**

**C. PUBLIC HEARINGS –**

1. **Recommendation by Town Attorney – Introduction of an Ordinance Amending Title 2 of the Portola Valley Municipal Code**
  - (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance Amending Title 2 [Administration and Personnel] of the Portola Valley Municipal Code (Ord. \_\_)

**Council approved 5-0 Second Reading scheduled for the June 24, 2015 Council meeting**

2. **Recommendation by Town Planner – Introduction of an Ordinance Amending Section 18.64.010 of Title 18 [Zoning] – Referral of Projects for Architectural and Site Plan Review of the Portola Valley Municipal Code (Ord \_\_)**
  - (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town of Portola Valley Amending Section 18.64.010 [Applicability-Purpose] of the Portola Valley Municipal code (Ord. \_\_)

**Council approved 5-0 Second Reading scheduled for the June 24, 2015 Council meeting**

**D. STAFF REPORTS AND RECOMMENDATIONS**

1. **Report from Town Planner – Annual Housing Element Progress Report for 2014**

**Council approved the housing element annual report for 2014 as submitted 5-0**

2. **Presentation by Town Manager – 2015/2016 Proposed Budget Workshop**

**Public Hearing for the 2015/2016 Budget is set for June 24, 2015 5-0**

3. **Discussion and Council Direction – Agenda Format and Protocol for Comments from the Audience**

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

**Councilmember Wengert – San Francisco Roundtable heard from speakers from Santa Cruz “Save our Skies”**

**Councilmember Richards – None to Report**

**Councilmember Hughes – None to Report**

**Vice Mayor Derwin –**

**Council of Cities heard discussion on the San Bruno Pipeline Explosion**

**Library JPA discussed budget, possible uses of library budget funds**

**Mayor Aalfs – None to Report**

**V. WRITTEN COMMUNICATIONS**



1. **Town Council Digest** – May 29, 2015

**#10 – CCA Subcommittee (Councilmember Hughes, Mayor Aalfs, Town Manager Pegueros, and Town Attorney Prince) will review information as it becomes available and report back to the Council**

**#14 – Mayor Aalfs is voting member and Vice Mayor Derwin as alternate**

2. **Town Council Digest** – June 5, 2015

**VI. ADJOURNMENT: 10:45pm**

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

**AVAILABILITY OF INFORMATION**

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

**SUBMITTAL OF AGENDA ITEMS**

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

**PUBLIC HEARINGS**

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



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
**765 Portola Road, Portola Valley, CA 94028**  
**Wednesday, June 17, 2015 – 7:30 p.m.**  
**Council Chambers (Historic Schoolhouse)**

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**REGULAR AGENDA**

Call to Order, Roll Call

Chairperson Targ, Vice-Chairperson Hasko, Commissioners Gilbert, 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:* Continued Review of Conditional Use Permit and Variance Applications for Pipeline Replacement and Consolidation of Pump Stations 8 and 13, File #s: 3-2015, X7D-176, and X7E-138, Portola Road right-of-way, Pump Station 8 on Portola Road across from Hayfields Road, and Pump Station 13 at the corner of Portola Road and Stonegate Drive, California Water Service Company (Staff: K. Kristiansson)

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: June 3, 2015

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: June 12, 2015

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY**  
***Special Trails and Paths Committee***  
**Monday, June 15, 2015 - 2:00 PM**  
**Alpine Hills Swim & Tennis Club**  
**4139 Alpine Road, Portola Valley, CA 94028**

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**SPECIAL MEETING AGENDA**

1. Call to Order
2. Oral Communications
3. Discussion on Placement of Equestrian Trail
4. Adjournment

**Note: Special meeting date/time & location**



**TOWN OF PORTOLA VALLEY**  
**Special Water Conservation Committee Meeting**  
**Wednesday, June 17, 2015 3:00 PM to 5:00 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. Approval of minutes – June 3, 2015**
- 4. Review status of survey (water profile, water use tool, ...)**
- 5. Review recommendation drafts**
  - a) Pool covers - Mia**
  - b) Smart controllers - Al**
  - c) Scientific info on drought (snow pack info, reservoirs, etc.) – Loverine**
  - d) How to check for irrigation leaks? – Mia**
  - e) What population do we use for comparison of results? – Marty**
- 6. Discuss remaining activities required to roll out survey on July 1**
- 7. Review Mia's Water Savvy document**
- 8. Announcements**
- 9. Topics for next meeting**
- 10. Adjournment**

*Rebecca to act as Secretary for this meeting*

**Sharon Hanlon**

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**From:** Kelly Foley [<mailto:kfoley@cacleanpower.com>]  
**Sent:** Monday, June 08, 2015 5:35 PM  
**To:** Nick Pegueros; Brandi de Garneau  
**Subject:** California Clean Power documents

(PV Town Council Members are blind copied on this email)

Dear Nick and Brandi:

Per my last email, attached please find the following:

- 1) A PV CCA Feasibility Report based on PV's San Mateo County Energy Watch website data.
- 2) Response to Council Member Hughes' Due Diligence Inquiry
- 3) A CCP boiler plate agreement.

When a community is ready to move forward with a Council vote, CCP provides a binding contract offer, good for 30 days, and a draft CCA ordinance. The Council would then vote whether to approve the CCA Ordinance per PV code. After the CCA Ordinance is passed (including on the same agenda), the agreement can be approved. If PV decided to move forward soon, service could be launched in early 2016. Please note in the Response to Council Member Hughes' Due Diligence Inquiry the urgency regarding a 100% renewable option and expiration of the Federal Investment Tax Credit.

Best,

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TOWN OF PORTOLA VALLEY

COMMUNITY CHOICE PROGRAM

**FEASIBILITY REPORT**

JUNE 2015

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# 1. INTRODUCTION

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Community Choice Aggregation (CCA) is feasible. Community Choice programs are operating successfully in California and in other states. Feasibility reports were done for many of these programs prior to launching; now, existing programs have proven out the benefits of Community Choice for residents and businesses, the environment, and the economy.

Because of this, the analysis of CCA feasibility is different today. In the next generation of Community Choice programs, communities must decide how their program should function, not whether it can function. Successful Community Choice programs have spurred innovation in how to approach program operations and program services. By law, all Community Choice programs in California must be government programs, without exception, but each community may choose how to staff and support its program, along with the suite of services the program will provide for its residents.

Because of the collective experience with Community Choice in California, the intent of this feasibility report is to provide an overall context and support for Community Choice. This document will also provide foundational information on Community Choice, an analysis of recent electrical load data of Portola Valley in relation to current markets and future projected markets, and will provide different approaches to establishing a Community Choice program in Portola Valley. When structured appropriately, with thoughtful risk management strategies and skilled expertise responsible for daily operations, the operational risks and financial risks of a Community Choice program can be mitigated significantly, and the benefits are real.

## 2. COMMUNITY CHOICE - HISTORY & BACKGROUND

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### 2.1. History of Public Power in California

California has a long and robust tradition of publicly owned electric utilities (“POUs”). Some California POUs have been in operation since as early as 1887, and currently approximately 46 POUs<sup>1</sup> serve close to 25%<sup>2</sup> of all of California’s electric consumption. These public entities

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<sup>1</sup> Information excerpted from: California Energy Commission

represent the entire spectrum of California communities, ranging from the largest provider, Los Angeles Department of Water and Power (LADWP), which is California's third largest electric utility, to the City of Biggs Electric Utility, which serves a population of approximately 1,700 citizens.

The benefits of a government run enterprise, such as access to tax exempt financing, exemption from federal taxation and no need for a profit margin, give most California POU's a considerable advantage over investor owned electric utilities ("IOUs") such as Pacific Gas and Electric Company (PG&E), Southern California Edison (SCE) and San Diego Gas & Electric (SDG&E).

Investor owned utilities have substantially increased their electricity rates in recent times. In 2014, SCE raised its residential rates by 8%; in 2015, PG&E raised its electricity rates by 5.9% and SDG&E is planning to increase its rates by 7.5% in 2016. POU's as a group have a comparatively excellent record of providing lower and more stable prices to their communities, making them a highly attractive alternative to IOUs.

Around the beginning of the 20th century, there were over 4,000 individual electric utilities, each operating in isolation. Almost all of them used low-voltage, direct current (DC) connections from nearby generating power plants to the distribution lines serving their local customers. The power industry soon began to favor the adoption of alternating current (AC) technology, which can transmit electricity over longer distances than direct current. The more widespread use of AC electricity allowed the industry to build larger power plants that did not need to be located close to the utilities' customers.

As the demand for electricity grew, particularly in the post-World War II era, electric utilities found it more efficient to interconnect their transmission systems. This enabled utilities to share the benefits of building larger and often jointly owned generating units to serve their combined electricity demand at the lowest possible cost. Interconnection also reduced the amount of extra capacity that each utility had to hold to ensure reliable service. Over time, three large

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[www.energy.ca.gov/sb1/pou\\_reports/Publicly\\_Owned\\_Utility\\_Company\\_Programs.pdf](http://www.energy.ca.gov/sb1/pou_reports/Publicly_Owned_Utility_Company_Programs.pdf)

2 The Clean Energy Race. Wisland, Laura and Haya, Barbara. Union of Concerned Scientists

(2012). [www.ucsusa.org/sites/default/files/legacy/assets/documents/clean\\_energy/The-Clean-Energy-Race-Full-Report.pdf](http://www.ucsusa.org/sites/default/files/legacy/assets/documents/clean_energy/The-Clean-Energy-Race-Full-Report.pdf)

interconnected systems evolved in the United States because growing demand and the accompanying need for new power plants provided an increasing need for higher voltage interconnections to transport the additional power longer distances. Today, these three large interconnected systems separately serve the eastern and western halves of the United States and Texas.<sup>3</sup>

Most POU, however, were established many years ago and the emergence of new POU or the expansion of existing territory has been virtually non-existent in recent times. The inability to expand POU service is largely due to the difficult process of municipalization, which includes incurring the cost of either building or acquiring electric facilities that include miles of transmission and distribution wires, substations, generation facilities, metering equipment for every customer, and vast amounts of other infrastructure such as computer systems, service trucks, and call centers.

## 2.2. California Energy Crisis

In 1998, California deregulated the electricity industry through AB 1890, giving all electric consumers served by the IOUs the ability to purchase electric generation from any supplier. The act was hailed as a historic reform that would reward consumers with lower prices, reinvigorate California's then-flagging economy, and provide a model for other states.<sup>4</sup> Referred to as Direct Access (DA), the law required the IOUs to allow third party electric generation suppliers to use all of the existing IOU equipment to deliver, meter and bill for their alternative electricity supply. In many ways, DA is similar to how the telecommunications industry was deregulated, allowing third party providers to use the wires of the telephone companies. Most of the customers who opted for DA paid significantly less for alternative electricity supply, and some opted for energy that had more renewable content.

While the causes and contributing factors to the energy crisis in California in 2000-2001 are manifold and complex, virtually all observers saw the State's deregulation plan as a failure and a

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3 Information excerpted from: The US Energy Information Administration [www.eia.gov/energy\\_in\\_brief/article/power\\_grid.cfm](http://www.eia.gov/energy_in_brief/article/power_grid.cfm)

4 The California Electricity Crisis: Causes and Policy Options. Weare, Christopher. Public Policy Institute of California. (2003).

major reason for the crisis.<sup>5</sup> Following the California energy crisis in 2000, existing Direct Access customers were allowed to continue service from alternative providers, but, with the exception of small annual increments over the previous four years, no new Direct Access is currently permitted.

In the aftermath of the energy crisis, California passed the Community Choice Aggregation law Assembly Bill (AB) 117, recognizing both that the suspension of Direct Access removed a valuable alternative to the very difficult process of municipalizing and that POUs weathered the energy crisis better than the IOUs.

### 2.3. Community Choice Aggregation (CCA), Assembly Bill 117

In 2002, Community Choice Aggregation (AB 117) was signed into law. Community Choice Aggregation (CCA, sometimes referred to as Community Choice Energy – CCE – or simply Community Choice) enables California’s cities and counties, together under a Joint Powers Authority (JPA) or individually, to supply electricity to customers within their borders. A defining feature of AB 117 is that the IOU continues to own and operate the electric distribution system and provide metering, billing, credit and collection, call center and other customer service functions. In addition, AB 117 and subsequent legislation (SB 790), also established structures to encourage cooperation and to strictly regulate IOU opposition to communities attempting to establish, or already operating, a Community Choice program.

Unlike DA under AB 1890, which required each customer to specifically choose non-IOU service (“opt-in” to Direct Access), AB 117 gave communities in California the right to procure their own electric energy as an essential governmental function – like water, sewer, or garbage service. In this way, California established Community Choice as the “default” service. This means all utility customers within the established boundaries are automatically customers of the local government’s Community Choice program unless they “opt-out” of the program.

While Community Choice has similarities to local power through POUs, a fundamental difference exists in ownership of critical energy grid and other infrastructure, as explained above. Unlike a POU, such as the LADWP or the Sacramento Municipal Utility District (SMUD),

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<sup>5</sup> Causes and Lessons of the California Electricity Crisis. Congressional Budget Office (2001).

a Community Choice program does not own the transmission and delivery systems (i.e., the poles and wires). Instead, a Community Choice program is responsible for providing the energy commodity (i.e., the electric energy itself) to its participants, which may or may not entail ownership of electric generating resources.

## **3. COMMUNITY CHOICE - OVERVIEW & LANDSCAPE**

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### **3.1. Proven Benefits**

The benefits of Community Choice have been discussed at the conceptual level and proven out in practical terms by existing programs. At the most basic level, these benefits can be organized into the three categories of environmental, economic, and local control.

#### **3.1.1. Environmental Impact**

In the category of environmental impact, particularly within California, Community Choice can increase the use of renewable energy, increase the market demand for new renewable energy projects within the state, and provide a new avenue for smaller-scale local renewable projects. Because of this, in part or in combination, Community Choice can be one of the most significant strategies to meet a community's greenhouse gas (GHG) reduction goals. Collectively, therefore, Community Choice can also help to meet the State's GHG reduction goals.<sup>6</sup>

The increase in renewable energy use arises from the community's ability to establish a renewable portfolio as a baseline service level or premium level that exceeds that of the IOU. Although subject to market price realities, existing Community Choice programs, along with analysis of potential Community Choice programs, bares out this point.

While sufficient renewable power currently exists to meet market demand within the State, over the long-run, an increasing market demand for renewable power through Community Choice programs will necessarily encourage the development of additional large-scale projects and clean energy jobs to meet the growing demand. In addition, communities interested in local

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<sup>6</sup> California Governor Jerry Brown issued an executive order to reduce GHG levels by 40 percent below the 1990 levels by year 2030. (April 29, 2015) <http://gov.ca.gov/news.php?id=18938>

generation projects can leverage Community Choice program revenue to create new projects or provide a stimulus to expand existing community projects in the short run.

### **3.1.2. Economic Impact**

In the category of economic benefits, a fundamental characteristic of Community Choice is that revenue paid by ratepayers for energy generation stays within the community rather than going to the IOU. Numerous studies have demonstrated that keeping revenue local, for example, shopping at locally owned markets, has a profound economic impact on the community. Further, if program revenues are leveraged to invest in local projects, as noted above, those investments can have a positive job-creation impact.

Because Community Choice can lower electricity rates as well as potentially stabilize those rates for years, the economic benefits extend to daily savings for individuals, businesses, and governments as well. Depending on energy use and specific rate reduction, these bill savings can be minimal to significant. Moreover, Community Choice programs have the ability to target rate reductions to attract business growth in their community or provide larger reductions to low-income residents.

### **3.1.3. Local Control**

In the category of local control, regardless of how the program is structured or operated, Community Choice delivers a level of public participation and control that is not currently available through an IOU. Implicit to this control is the introduction of consumer choice, providing residents and businesses with a choice to support the locally constructed program or remain with the IOU's service – a choice that does not exist without the formation of a Community Choice program.

Community Choice programs are required to have a governing board, with all of the public decision making processes and assurances required of government agencies. Because of this, no matter how the community staffs or provides for daily operations of the Community Choice program, key policy decisions are necessarily within the public domain.

## **3.2. Existing Community Choice Programs**

As of the date of this report, there are two successfully operating Community Choice programs in California, Marin Clean Energy (MCE) and Sonoma Clean Power (SCP). The City of

Lancaster is nearing an official launch date.<sup>7</sup> As the benefits of Community Choice are proven through successful operation of MCE and SCP, a growing number of jurisdictions in California are evaluating in concept or taking active steps in pursuing Community Choice. Indeed, when considering the individual participating jurisdictions just within MCE and SCP, there are over 20 local communities enjoying the benefits of Community Choice in California.

Founded in 2010, MCE, operated by the Marin Energy Authority, a Joint Powers Authority (JPA), is the first operational Community Choice program in the State. MCE was introduced in phases. The first phase included about 8,000 Marin accounts made up of residential, commercial, and municipal customers. In August 2011, MCE enrolled another 5,500 Marin accounts, the majority of which are residential, with a small number of commercial accounts. MCE completed Marin customer enrollments in July 2012 and began offering electric service to Richmond customers in July 2013, then to unincorporated Napa County, and the cities of Benicia, El Cerrito, and San Pablo, in 2015.

Currently, MCE provides three options of renewable power at varying rates. The baseline service level includes 50% renewable power. Two optional service levels are also available: 100% renewable (called “Deep Green”), and 100% local solar (called “Local Sol”) at premium rates above baseline. Currently, SCP provides two options of renewable power for varying rates. The baseline service includes 33% renewable power (“Clean Start”), with an optional 100% renewable power (“Evergreen”) available at a premium rate.

Like MCE, SCP is a government agency, independently run by a JPA comprised of Sonoma County and all cities within the County, excluding the City of Healdsburg, which operates a municipal power provider.<sup>8</sup> Unlike MCE, SCP has focused its service area within the jurisdictional boundaries of Sonoma County.

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<sup>7</sup> For additional information on services, program documents, financial information, and organization see: Marin Clean Energy [www.mcecleanenergy.org](http://www.mcecleanenergy.org); Sonoma Clean Power [www.sonomacleanpower.org](http://www.sonomacleanpower.org); and Lancaster Choice Energy [www.lancasterchoiceenergy.com/index.php](http://www.lancasterchoiceenergy.com/index.php). The Kings River Conservation District on behalf of San Joaquin Valley Power Authority (SJVPA), also explored establishing a Community Choice program.

<sup>8</sup> Participating cities include Cloverdale, Cotati, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and the Town of Windsor.



Both MCE and SCP have set the current baseline service rate below that of the IOU, PG&E. In addition, both have offered energy efficiency programs to customers. Reflecting the rates and program offerings, both MCE and SCP have strong support within their respective service areas with differing, but low “opt-out” rates.

Over the prior two years, the City of Lancaster has examined Community Choice, leading to the development of a stand-alone program, Lancaster Choice Energy. Currently, the City anticipates launching the program in a phased approach starting with municipal buildings in May 2015, moving to commercial accounts in late 2015, and then residential service in late 2016. Based on its approved implementation plan, Lancaster Choice Energy will target 35% renewable power as its baseline service.

### 3.3. Community Choice Programs in Other States

In addition to California, five other states have state law authorizing Community Choice, also referred to as Municipal Electricity Aggregation in other states. These states are: Illinois, Massachusetts, Ohio, Rhode Island, and New Jersey. Illinois is leading the nation with more than 700<sup>9</sup> communities setting up Municipal Aggregation programs. At the date of this report, there is pending legislation advocating for Community Choice in a limited number of other states.

While Community Choice in California has embraced a distinct goal to increase renewable power generation and use, the goals of some of other programs are not necessarily in alignment with those of California’s efforts, and are instead primarily focused on decreasing rates.<sup>10</sup> However, despite the different goals, the successful operation of programs in other states further demonstrates the feasibility of Community Choice.

Each of the existing Community Choice programs in other states offers illumination of California's efforts. Illinois has focused its efforts on decreasing rates and has experienced wide adoption by local governments, including the City of Chicago, suggesting that participation is

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9 Information excerpted from Plug In Illinois: [www.pluginillinois.org/MunicipalAggregationList.aspx](http://www.pluginillinois.org/MunicipalAggregationList.aspx)

10 Some Community Choice programs in other states have advanced significant renewable energy projects.

highly influenced by rate setting. Programs in Massachusetts have spurred local generation projects, providing for new solar projects throughout Cape Code and Martha's Vineyard.<sup>11</sup>

## 4. FORMATION PROCESS

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### 4.1. PROGRAM REQUIREMENTS

There are specific legal requirements for establishing Community Choice, as well as operational considerations that will take on varying importance depending on community priorities. The legal requirements for establishing a Community Choice program are detailed in California Public Utilities Code (CPUC), primarily Section 366.2<sup>12</sup> but also in other California statutes and CPUC decisions and guidance.

#### 4.1.1. Discretionary Steps

Existing programs have undertaken a range of public engagement efforts, some extending multiple years. Some of these additional activities have included resolutions of support from city councils, holding public forums and town hall style educational forums, conducting feasibility studies, and establishing community advisory boards. Much of this work is intended to educate and inform residents and businesses as Community Choice programs had not yet been or had only recently been established.

Aside from the straightforward requirements listed below, a community's desire to take these discretionary pre-formation steps will depend greatly on local community expectations and conditions, as well as the community's budget as these activities can require significant resources. While good government practice includes measures of public engagement, Community Choice is growing in familiarity within California and provides direct benefits to the government and the community.

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<sup>11</sup> For a brief summary of Community Choice programs by State, see The National Conference of State Legislatures <http://www.ncsl.org/research/energy/community-choice-aggregation.aspx> and LEAN Energy US <http://www.leanenergyus.org/cca-by-state/>

<sup>12</sup> Public Utilities Code (PUC Section 360-380.5): <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=puc&group=00001-01000&file=360-380.5>

#### 4.1.2. Required Steps

Below is a description of the essential requirements for establishing a Community Choice program:

1. Under nearly all circumstances, once a governing board – such as a City Council or a Board of Supervisors – is prepared to move forward with establishing a Community Choice program, the first step is to pass an ordinance consistent with the PUC Section 366.2(c)(12).
2. After the ordinance is passed, the next step is the preparation of a Community Choice Implementation Plan and a Statement of Intent for submission to the CPUC.<sup>13</sup> Pursuant to PUC Section 366.2(c)(3), the Implementation Plan must ultimately be considered and adopted at a duly noticed public hearing of the Community governing body and shall contain all of the following:
  - An organizational structure of the program, its operations, and its funding.
  - Rate setting and other costs to participants.
  - Provisions for disclosure and due process in setting rates and allocating costs among participants.
  - The methods for entering and terminating agreements with other entities.
  - The rights and responsibilities of program participants, including, but not limited to, consumer protection procedures, credit issues, and shutoff procedures.
  - Termination of the program.
  - A description of the third parties that will be supplying electricity under the program, including, but not limited to, information about financial, technical, and operational capabilities.
3. Pursuant to PUC Section 366.2(c)(4), the Statement of Intent must state that the Community Choice program will provide for the following:
  - Universal Access.
  - Reliability.

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<sup>13</sup> For information related to Implementation Plans and Statements of Intent, see:

[http://www.cpuc.ca.gov/PUC/energy/Retail+Electric+Markets+and+Finance/070430\\_ccaggregation.htm](http://www.cpuc.ca.gov/PUC/energy/Retail+Electric+Markets+and+Finance/070430_ccaggregation.htm) as well as MCE <http://www.mcecleanenergy.org>; Sonoma Clean Power <https://sonomacleanpower.org>; and Lancaster Choice Energy [www.lancasterchoicenergy.com/index.php](http://www.lancasterchoicenergy.com/index.php)

- Equitable treatment of all classes of customers.
  - Any requirements established by state law or by the commission concerning aggregated service, including those rules adopted by the commission [CPUC] pursuant to paragraph (3) of subdivision (b) of Section 8341 for the application of greenhouse gases emission performance standard to community choice aggregators.
4. Concurrent with the preparation of the CPUC submissions, a Community Choice service agreement is executed with the IOU, and a bond or collateral is posted in accord with the IOU service agreement. As indicated in PUC Section 394.25(e), a “re-entry” bond, which is currently set at \$100,000, must be posted with the CPUC to cover costs related to the involuntary return of a community from Community Choice service to utility service.
  5. Executing the IOU service agreement concurrently with work on the Implementation Plan and Statement of Intent is advised because the service agreement must also be submitted to the CPUC. Following the adoption of the Implementation Plan and Statement of Intent, the execution of the utility service agreement along with posting of a bond or collateral with the utility, and the posting of the re-entry bond with the CPUC, the Community Choice program must also formally register with the CPUC.
  6. After all the submissions are deemed complete and sufficient, pursuant to PUC Section 366.2(c)(7), the CPUC has 90 days to certify the receipt of all needed Community Choice submissions, thereby allowing the program to begin service to customers. Consistent with CPUC Decision 05-12-041, the CPUC does not “approve” or “reject” the Implementation Plan, but rather assures that the Community Choice plans and program elements are consistent with law, regulations and CPUC rules designed to protect customers. The CPUC also determines the appropriate costs, known as the Power Charge Indifference Adjustment (PCIA), to be assessed Community Choice customers. Because electric energy is frequently secured through long-term commitments, the essential purpose of the PCIA is to ensure that customers that continue to receive utility electric energy do not pay over market costs that would otherwise be paid by the departing Community Choice customers.

Completion of all of the above requirements officially establishes the Community Choice program. However, any Community Choice program must also consider the necessary day-to-day activities that are needed to operate a successful program. Broadly categorized, these activities include power procurement and scheduling; financing; regulatory and compliance; customer service and billing; policy and advocacy; and general administration.

## 4.2. Procurement and Scheduling

Related to power procurement and scheduling, prior to launching service, a number of operational functions must be established. Power procurement and scheduling are inextricably linked in that they reference the act of securing power for customers, and that the electric usage of customers is matched with scheduled power.

From both a cost and core service perspective, procurement and scheduling as functions of a Community Choice program hold perhaps the greatest magnitude. For example, power procurement and scheduling related costs could represent 90% of total Community Choice expenses. Considerable cash, collateral or equivalent are needed to securitize power purchasing, and highly experienced professionals should oversee power procurement and scheduling. Depending on the size of the community, the security can range from the low millions of dollars to many millions of dollars. A relationship must also be established with the California Independent System Operator to deliver power to customers (CAISO).<sup>14</sup>

Implicit in the discussion of power procurement is the need for sufficient financing to purchase power as well as sufficient resources to fund the infrastructure needed to operate the Community Choice program itself. The precise amount of financing needed will depend greatly on several variables, such as the size of community and amount of power needed, collateral requirements of power sellers, desired size of program staff and infrastructure. The experience of existing programs has shown this initial capital need to be in the multiple millions of dollars, which can eventually be recovered through successful operation of the program over time.

Related to regulatory and compliance activities, PUC Section 366.2(c) provides for noticing

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<sup>14</sup> The CAISO is an independent organization overseen by the Federal Energy Regulatory Commission (FERC) that serves as the impartial grid operator for the bulk of the state's power grid, and opens access to the wholesale power market that is designed to diversify resources and lower prices

requirements. Specifically, prior to launching service, a Community Choice program must provide written notices to all customers twice in the two months prior to the actual start of service and twice in the two months following the start of service. The notices must inform the customer of automatic enrollment in the Community Choice program, the terms and conditions of the services offered, and a mechanism for opting out of the Community Choice program.

A number of other ongoing regulatory and compliance requirements related to procurement (e.g. Resource Adequacy and Renewable Portfolio Standard), customer service (e.g. new and departing customers), and Community Choice in general (e.g. joint rate mailers) also apply. Assistance from highly experienced professionals is also needed in these areas, either as staff of the Community Choice program or via a contractual relationship to ensure the Community Choice program remains in compliance.

### 4.3. Billing

Another central operation to running a Community Choice program is to manage customer service and billing. On behalf of the Community Choice program, the IOU sends a standard bill to Community Choice customers for the electric energy portion of the total utility bill, and then remits the payments to the Community Choice program. The Community Choice program must collect the electric usage data from the IOU, compute the amount of the bill, and relay the billing information back to the utility for inclusion on the utility bill.<sup>15</sup>

### 4.4. Customer Service

While not required by law or regulation, Community Choice programs are well served by providing a customer service phone number and a website to assist customers in easily finding information about the program, choosing among the services provided by their community, or opting out of the program. The utility continues to process the vast majority of electric service related customer service inquiries since few functions are entirely within the domain of the Community Choice program. For this reason, providing easily accessible information via telephone and online resources in order to address topics that are strictly within the Community

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<sup>15</sup> The Community Choice program pays the IOU a per-account fee for the billing and related account services. An alternative option is to pay the utility an additional amount per account to compute the bills on behalf of the Community Choice program

Choice program's purview promotes good will and best customer service practices.

## 5. RISKS & CONSIDERATIONS

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### 5.1. Policy Support and Advocacy

While not absolutely critical, policy support and advocacy regarding issues of importance to Community Choice programs is highly advisable. Due to the considerable Community Choice regulatory and compliance requirements, understanding, tracking and responding to changes in these areas is important to the long-term wellbeing of Community Choice programs.

Prior efforts to establish Community Choice provide a view of the legislative and advocacy landscape in California. Indeed, networks of community activists, non-profit organizations, local governments along with Marin Clean Energy and Sonoma Clean Power, engaged in a number of advocacy efforts to help establish and protect Community Choice as a successful and viable model for local electricity services. Just as it has been important to early success, strong coordination and participation in this area is important to the long-term success of Community Choice.

Community Choice programs should also establish daily administrative and operational oversight of procurement and scheduling, regulatory and compliance, and customer service and billing. This function should include the typical administrative functions needed in most enterprises such as accounting, finance, clerical and information technology support.

### 5.2. Additional Programs and Services

Community Choice programs are not required to offer services in addition to the provision of electric energy. However, many communities may find additional programming and services desirable. Examples of additional programming and services include energy efficiency programs such as audits or rebates, feed in tariffs and Net Energy Metering (NEM) solar incentives, or leveraging the Community Choice program to encourage the development of small-scale generation projects within the jurisdiction. Administering these programs typically require staff support and coordination in addition to leveraging the Community Choice program's financial resources.

Each of these programs – those listed above or others – can be structured to meet community needs and priorities. There is growing innovation in this area within existing Community Choice programs as well as non-profit and entrepreneurial companies that are seeking opportunities to test new ideas and meet a demand for existing services.

### 5.3. Operational and Other Risks

There are several reports and studies that provide a discussion of operational risks associated with Community Choice.<sup>16</sup> While there is always some level of risk in establishing a Community Choice program – just as there is risk with any endeavor in the public or private sector – these reports call out key strategies to either eliminate or mitigate risks. Although there are various permutations of pre-launch, operational, and other risks, two primary themes arise in financial or market risk and regulatory or legislative risk.

The single greatest risk to any Community Choice program is financial, which is driven primarily by the volatility of the energy market. If energy prices exceed forecasts, leaving a Community Choice program with a revenue shortage, the program will likely need to raise customer rates to cover the shortage. Similar price risks can occur with scheduling that result in over or underestimation of the amount of electric energy needed to serve customers. If the estimate is significantly inaccurate, the Community Choice program can incur expenses related to the cost of buying or selling electric energy in Real-Time. These risks can also lead to unexpected migration of customers from the Community Choice program back to the utility (thereby decreasing the amount of forecasted revenue from customers).

Proper and prudent risk management strategies along with best management practices help to mitigate these risks. In addition, through Community Choice, local communities can help to further mitigate these risks by creating locally controlled generation projects. It should also be noted, as highlighted at the outset of this report, POU's, have generally been able to manage financial and market risks as successfully – if not more successfully by some measures – than

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<sup>16</sup> Report of the Feasibility of Community Choice Aggregation in Sonoma County, Dalessi Management Consulting/MRW Associates, October 2011; The City of Hermosa Beach: Assessing Community Choice Aggregation, UCLA, June 2014; Community Choice Aggregation Base Case Feasibility Evaluation, Navigant Consulting, May 2005; Community Choice Aggregation: The Viability of AB 117 and Its Role in California Energy Markets, UC Berkeley, June 2005; Community Choice Aggregation, Local Government Commission



the IOUs in California.

Changes to laws and regulations that impose additional burdens on the Community Choice may present a significant risk. In 2014, AB2145 proposed key changes, one of which was to remove the automatic opt-in status that would have dramatically impacted the viability of starting new Community Choice programs. AB2145 died on the California Senate floor, in no small part due to community advocacy that raised awareness of the bill's potential grave impact on the viability of Community Choice Aggregation. While it is impossible to determine what future regulation and legislation might be, the uncertainty is precisely why this remains an ongoing risk. Active and coordinated engagement with State policy makers and regulators, therefore, is an important mitigation strategy.

## **6. JURISDICTION LOAD ANALYSIS – PORTOLA VALLEY**

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Portola Valley has approximately 2,135 customer accounts across all customer classes and annual energy sales of approximately 26,199 MWh<sup>17</sup>. Town load patterns are influenced by two primary factors: customer class make-up and climate. As the table below shows, Portola Valley has significantly higher residential load as a percentage of total load than that of PG&E's territory overall. Peak demand, which is an important metric used for reliability planning purposes as well as for allocating responsibility to procure Resource Adequacy (a compliance obligation of all CPUC-jurisdictional load serving entities), is approximately 5.5 MW.

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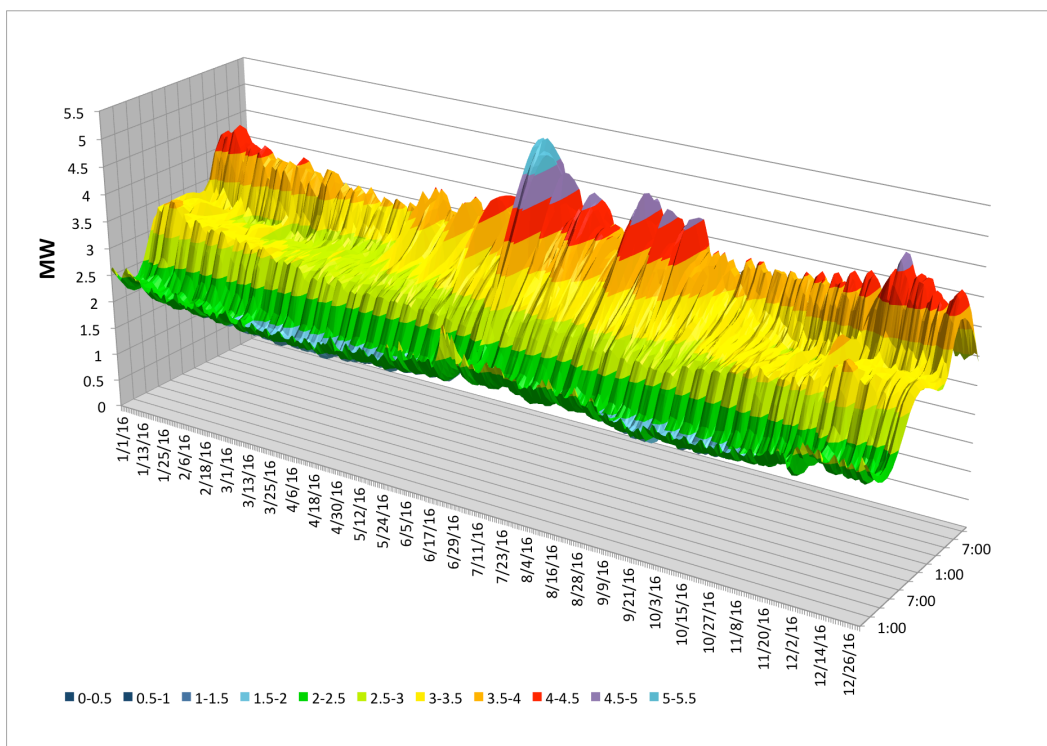
<sup>17</sup> The load analysis in this section is based on publicly available information, using load profiles of the PG&E service territory retrieved from PG&E's website and accounting for the specific make-up of residential and non-residential loads in Portola Valley retrieved from the San Mateo County Energy Watch website. This was necessary because Portola Valley specific load data was not received from PG&E before this report was prepared. Therefore, the analysis in this section should be considered to be based on preliminary projections.

**Table 1. Portola Valley Electric Load by Class, 2016 Projections**

<b>Customer Class</b>	<b>Number of Accounts</b>	<b>Energy Consumption (MWh)</b>	<b>% of Total Energy Consumption</b>	<b>% PG&amp;E Territory-Wide</b>
<b>Residential</b>	1,960	18,740	71.5%	40.1%
<b>Non-Residential, including: Commercial Industrial Agricultural Traffic and Street Lighting</b>	175	7,459	28.4%	59.9%
<b>Total</b>	2,135	26,199	100%	100%
<b>Peak Demand (MW)</b>		5.5		
<b>Average Demand (MW)</b>		3.0		
<b>Minimum Demand (MW)</b>		1.8		

Figure 1 below shows Portola Valley's hourly projected load profile for 2016. Generally, peak demand occurs in the summer, due largely to air conditioning load. Accurate and granular load forecasting is a critical function for procurement planning, compliance and risk management purposes. In addition to forecasting peak load, understanding minimum, or base-load, consumption supports procurement planning. Minimum load in Portola Valley is approximately 1.8 MW and generally occurs in early autumn during the overnight period from 2:00 a.m.-5:00 a.m.

**Figure 1. Portola Valley Forecast Hourly Load, 2016**



Daily load profiles in Portola Valley largely mirror those of the rest of Northern California, with a double peak in the winter season with a late-morning partial peak from commercial and residential daytime loads and an evening peak attributable primarily to lighting load. In the summer season, load grows steadily throughout the day with a single peak in the mid-afternoon due to heating, ventilation and air conditioning (HVAC) cooling load. Approximately the same amount of total energy is consumed in both the winter and in the summer, as shown in Table 2 below, but peak load occurs in summer months, with the lowest peaks in the springtime months.

**Table 2. Portola Valley Total Energy and Peak Load, By Month**

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
<b>Total Energy (GWh)</b>	2.28	1.99	2.05	1.97	2.11	2.30	2.37	2.35	2.11	2.14	2.16	2.36
<b>Peak Demand (MW)</b>	4.47	4.12	3.99	4.04	4.02	5.47	4.93	4.93	4.64	4.13	4.37	4.75

## 7. Procurement Requirements & Market Analysis

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This section will cover both the retail and wholesale electric power markets, in order to provide market context for a potential Portola Valley Community Choice program.

Evaluation of the retail rates of the incumbent utility is important for two primary reasons: First, to understand the feasibility of a Community Choice program, it is critical to consider the rates customers will pay if they choose to take service from the program's retail competition, the utility. Experience has demonstrated that relative retail rates are the largest drivers of customer decision-making on whether to participate in a Community Choice program. Rates that compare favorably will tend to drive high participation, allowing for greater confidence in load forecasting scenarios, reducing per-customer program costs and program risk. The second reason to evaluate retail rates, both historically and forward-looking, is to understand what options the community has for allocating program revenue among competing objectives (rate savings, targeted energy profiles, and funding streams for community benefit and programs).<sup>18</sup>

The second part of this Market Analysis section will cover wholesale market conditions for various electric power products (system energy, renewable energy, capacity, power grid operating costs, etc.) as well as regulatory and legal constraints in which all Community Choice programs operate, to help illuminate retail rate trends and the profile of Portola Valley.

### 7.1. Retail Rates

Portola Valley residents and businesses are presently served by Pacific Gas and Electric Company (PG&E). PG&E's rates<sup>19</sup> are set through a series of regulatory processes in which the California Public Utilities Commission (CPUC) considers and approves a revenue requirement to be collected through rates from PG&E's customers. Much of the revenue requirement is cost-

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<sup>18</sup> Having program revenue presumes the margin between wholesale power costs, program operating costs, and retail revenue forecasts is sufficient to support the program

<sup>19</sup> Data in this section on PG&E's historical rates and rate projections are available in the Annual Electric True-Up Advice Letters (ELEC\_2570-E, ELEC\_2706-E, ELEC\_2895-E, ELEC\_3115-E, ELEC\_3349-E, ELEC\_3518-E, ELEC\_3727-E, ELEC\_3896-E, ELEC\_4096-E, ELEC\_4278-E-B, ELEC\_4484-E-A and ELEC\_4026-E-B) and the Bi-Annual Bundled Procurement Plan (ELEC\_4026-E-B).

based,<sup>20</sup> though the utility also receives an approved rate-of-return on their historical investments in tangible assets, such as power lines, generation plants, sub-stations, real estate, customer meters, and many more categories.

While PG&E’s rates may be changed several times per year, Figure 2 below shows the utility’s revenue requirement and blended retail rates for the past ten years, along with the most recent public projections provided by the utility in their bi-annual procurement plan<sup>21</sup>. Importantly, PG&E created several scenarios in the procurement plan from which the projected data were taken, and the projected values shown are from the “Low Gas Price” scenario. Figure 2 clearly indicates an ongoing trend for increased rates through the year 2020.

**Figure 2. PG&E Annual Revenue Requirement and Bundled Retail Rates**

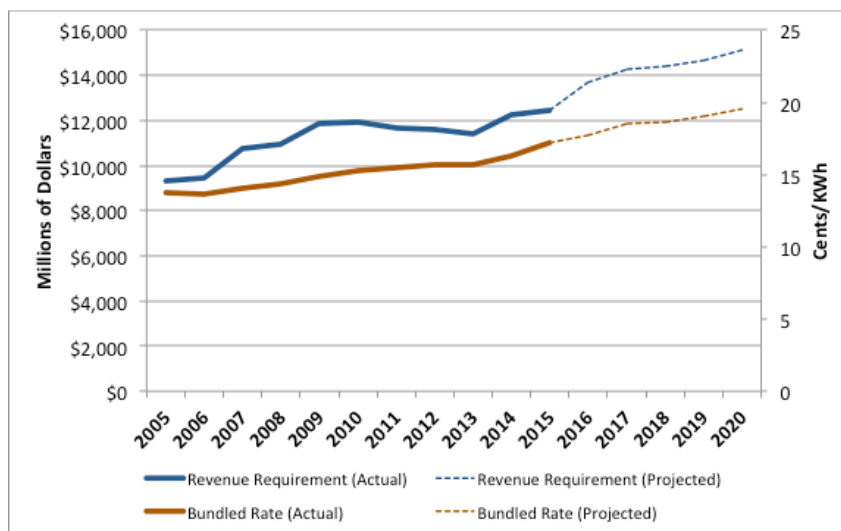


Table 3 below shows factors which comprise PG&E’s blended generation, non-generation and total rates, along with an estimate of this breakdown based on PG&E’s rates projections covering the same period of time as shown in Figure 2 above.

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20 Cost-based is also called “pass through”, in which PG&E has received prior approval to engage in procurement activities for gas and electric commodity products.

21 See PG&E’s rate projection scenarios beginning on page 121 of [http://www.pge.com/nots/rates/tariffs/tm2/pdf/ELEC\\_4026-E-B.pdf](http://www.pge.com/nots/rates/tariffs/tm2/pdf/ELEC_4026-E-B.pdf).

**Table 3. Historical and Projected Retail Rates of PG&E, 2005 through 2020 (shaded rows are projections)**

Year	PG&E Revenue Req. (\$Billions)	Bundled Rate (Cents/kWh)	Actual Gen. Rate (Cents/kWh)	Non-Gen. Rate (Cents/kWh)	PCIA* (Cents/kWh)	Non-Gen % of Bundled Rate	Rate-To-Beat (Cents/kWh)
2005	\$9,306	13.7	6.0	7.7	1.5	56.4%	4.4
2006	\$9,477	13.6	7.1	6.5	1.5	47.7%	5.6
2007	\$10,781	14.0	7.4	6.6	2.0	47.1%	5.4
2008	\$10,928	14.3	7.7	6.6	1.6	46.2%	6.1
2009	\$11,843	14.9	8.9	6.0	1.7	40.5%	7.2
2010	\$11,955	15.2	7.7	7.6	1.4	49.7%	6.2
2011	\$11,678	15.4	7.2	8.3	1.9	53.7%	5.2
2012	\$11,568	15.6	7.3	8.3	1.9	53.2%	5.4
2013	\$11,431	15.7	7.9	7.8	0.6	49.4%	7.3
2014	\$12,231	16.3	8.6	7.7	1.1	47.0%	7.5
2015	\$12,423	17.2	9.7	7.5	1.2	43.8%	8.5
2016	\$13,679	17.7	8.6	9.1	1.3	48.6%	7.3
2017	\$14,257	18.5	9.0	9.5	1.3	48.6%	7.7
2018	\$14,373	18.6	9.0	9.6	1.3	48.6%	7.7
2019	\$14,678	19.0	9.2	9.8	1.3	48.6%	7.9
2020	\$15,120	19.5	9.5	10.0	1.3	48.6%	8.2

\*In 2005 and 2006 the PCIA did not exist; the analogous charge was called the DWR power charge; for 2016 and beyond, the PCIA may change significantly. This is one of the charges most subject to change from regulatory activities.

Per Table 3, if a CCA's rates are set to match those of PG&E, the program is feasible<sup>22</sup> if all-in costs can meet or beat 7.3 cents/kWh in 2016 growing to 8.2 cents/kWh in 2020; wholesale costs are frequently discussed in \$/MWh units, so the corresponding costs would be \$73/MWh and \$82/MWh. It is important to note that PG&E's projections included in this report are the "Low Gas Price" scenario. As we will see later, although power prices are hovering around the 4 cents/kWh, or \$40/MWh, as of May-June 2015, gas and power prices can be very volatile. Market conditions will impact both PG&E and the Community Choice program, depending on the procurement risk management practices used. Because PG&E is already significantly hedged against market price movements (through market positions and an existing utility-owned-generation fleet), a large jump in gas and power prices before a Community Choice program begins procurement could increase PG&E's generation rate by perhaps 20%<sup>23</sup>, while

22 In this case, feasibility assumes a program must only meet or be better than the IOU rate.

23 See PG&E's rate projection scenarios beginning on page 121 of [http://www.pge.com/notes/rates/tariffs/tm2/pdf/ELEC\\_4026-E-B.pdf](http://www.pge.com/notes/rates/tariffs/tm2/pdf/ELEC_4026-E-B.pdf).

the cost basis of the CCA could increase by 50% or more, depending entirely on portfolio composition.

Additional factors on the retail side, included in Table 3 are departing load and non-generation charges. So-called “departing load” charges are assessed by PG&E to customers who depart from taking bundled utility service. The technical term for this is the Power Charge Indifference Adjustment (PCIA), and historically has ranged from about 0.6 cents/kWh to 1.9 cents/kWh (while the amount can be changed each year and differs among customer classes, for those leaving PG&E service in 2015, the PCIA is 1.16 cents/kWh). Non-generation charges (transmission, distribution, and other categories) are paid by all PG&E customers, both bundled and unbundled (i.e. CCA customers). These vary somewhat by customer class, but historically have comprised between 45% and 60% of the total bundled rate, averaging 49% over the last ten years.

To provide a robust assessment of CCA feasibility, however, it is important to identify the factors that will impact wholesale procurement, regulatory-related and operational costs that form the CCA’s cost basis in addition to retail rates. This is covered in the next section.<sup>24</sup>

## 7.2. Market Analysis

Wholesale procurement activities (and related costs) for a Portola Valley Community Choice program fall into several major categories: System Power, Resource Adequacy (RA), and Renewable Portfolio Standard (RPS).

Renewable and low carbon power resources often cost more than system power. To the extent any Community Choice program wants to exceed California’s RPS targets and use the program to meet local climate goals, the incremental costs of these resources must be balanced against other program goals.

The rest of this section covers details of CCA operations in greater detail, and will provide the

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<sup>24</sup> Portola Valley’s electric energy retail base has significantly higher residential load in proportion to total load than PG&E’s territory as a whole. The next section on market analysis assumes that the residential and non-residential load profiles in Portola Valley largely mirror those of PG&E’s territory generally. While this preliminary study indicates that Community Choice is feasible, an analysis of actual Portola Valley specific load data will be necessary to design a procurement plan for the CCA program.

necessary context to evaluate the options of how to structure the procurement profile of the CCA. These considerations are very important, as energy and related product costs can represent 90% or more of a CCA's total costs.

### **7.2.1. System Power**

As the default service provider for the territory, the CCA is responsible for procuring energy and capacity (Resource Adequacy, explained below) to meet the projected energy needs of its customers at all times. In practice, this means interacting with the California Independent System Operator's (CAISO) wholesale power markets to schedule and settle hourly energy load in both the Day-Ahead and Real-Time markets. To the extent the CCA has procured energy sources well in advance of the service day, the settlement dollar amounts in the CAISO markets are generally due to imbalances (the first kind is due to difference between the forward procurement and the day ahead forecast either because the forward procurement plan did not require 100% forward procurement or due to portfolio changes (either supply or demand) between when the forward energy was procured and the day before the energy is delivered to customers from the CAISO grid; the second kind is errors between what is scheduled Day-Ahead and what the CCA's customers actually use in Real-Time). By participating in the CAISO wholesale market to purchase energy, Load Serving Entities (LSE) such as CCAs are also subject to a number of miscellaneous charges by the CAISO to ensure proper functioning of the market.

As an LSE, the CCA will need to bid and schedule its load and generation resources into the CAISO's wholesale energy market either by becoming its own Scheduling Coordinator or by outsourcing this function. Load is currently only scheduled in the day-ahead timeframe by hour with any differences between the day-ahead scheduled load and the Settlement Quality Meter Data (SQMD) settled in the real-time market as uninstructed imbalance energy (UIE). While there is no requirement that a CCA purchase power outside of the CAISO market (aside from the RPS and Storage requirements discussed below), it is prudent from a risk management perspective to hedge price risks associated with the CAISO wholesale market.

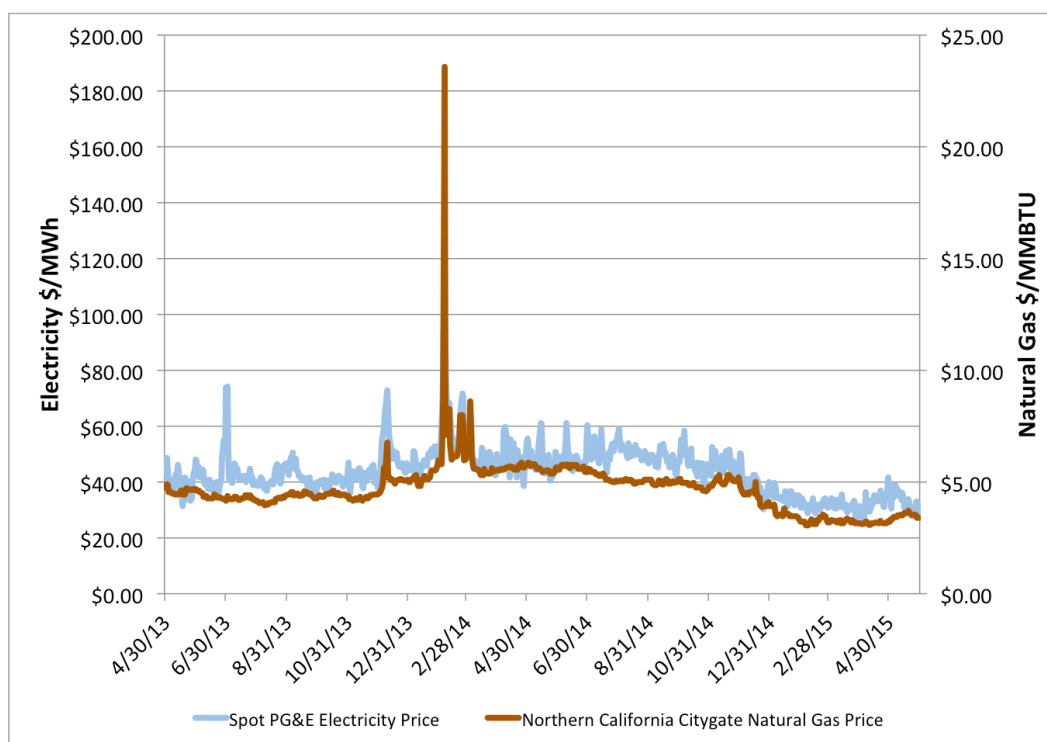
Fixed price renewable supply provides a natural hedge against the CAISO wholesale market price. There will also be time periods where renewable generation may not match load and other power will be needed to balance load. A community can procure residual needs with



system power in advance to fix a portion of their costs. The standard products traded on commodity exchanges (such as the Intercontinental Exchange, the Chicago Mercantile Exchange and others) are Peak (7AM-10PM Monday through Saturday excluding certain holidays) and Off-Peak (all other hours). Furthermore, within California, the two most commonly traded locations are known as the NP15 Trading Hub (Northern California) and the SP15 Trading Hub (Southern California), with SP15 the more active of the two. For CCAs that are located in Northern California and settle load at the PG&E Default Load Aggregation Point (DLAP), NP15 generally provides a better hedge against CAISO costs but at times SP15 will be the preferred product because there are more sellers.

While trading standard products can significantly reduce risk to the CAISO wholesale market, there will always be some mismatch between load and supply that will be exposed to the CAISO market price risk. Because of this, it is important for the CCA to have appropriate risk policies and tools to effectively monitor exposure to market price movements.

In the CAISO market, the hourly price is set according to marginal cost to serve the next increment of demand. The typical marginal unit is a natural gas fired power plant and as such, the wholesale market price is highly and positively correlated with natural gas price movements. Figure 3 below shows daily average wholesale CAISO electricity prices and daily natural gas prices at the Northern California Citygate delivery point over the last year.

**Figure 3. Northern California Wholesale Electricity and Natural Gas Prices, Daily**

Two things are immediately clear from this graphic: Gas and power prices move very closely together (are highly correlated), and both are highly variable. Indeed, as Table 4 below shows, it is not unusual for power prices to rise or fall 10% or 20% or more from one calendar quarter to the next.

**Table 4. Quarterly Power and Gas Prices, 2013-2015**

Quarter	Average of Spot PG&E Electricity Price (\$/MWh)	% Change from Previous Quarter	Average of PG&E Citygate Natural Gas Price (\$/MMBTU)	% Change from Previous Quarter
Q2 2013	\$41.02	--	\$4.48	--
Q3 2013	\$42.54	3.71%	\$4.29	-4.33%
Q4 2013	\$44.39	4.35%	\$4.62	7.66%
Q1 2014	\$53.16	19.75%	\$6.09	31.79%
Q2 2014	\$48.53	-8.70%	\$5.63	-7.51%
Q3 2014	\$49.99	3.00%	\$5.09	-9.53%
Q4 2014	\$44.17	-11.64%	\$4.74	-6.92%
Q1 2015	\$32.67	-26.03%	\$3.36	-29.19%
Q2 2015	\$33.23	1.71%	\$3.33	-0.75%

Because generators that use natural gas as an input to production face a compliance obligation under the Air Resource Board's Cap and Trade Program, wholesale power prices are also correlated with carbon allowance prices.

Given the penetration of solar generation in California, the operation of conventional power plants is shifting and the marginal unit and consequently market pricing is shifting from traditional patterns. The "duck curve"<sup>25</sup> as it is sometimes called highlights potential challenges that the grid will face with over-generation when supply exceeds demand in the middle of the day, "the belly of the duck" and the need for significant ramping capability in the evening when solar production phases out, "the neck of the duck." Careful portfolio planning should consider the impact of changing hourly prices on evaluation of long-term contracts, benefits of technology diversification and the market risks for the procurement of residual system power.

### **7.2.2.Resource Adequacy**

In addition to meeting the energy needs of its customers, the CCA is also responsible for meeting Resource Adequacy compliance obligations set by the CPUC. Resource Adequacy is a complex topic, and requirements even change year to year.

As an LSE, the CCA will need to comply with the CPUC Resource Adequacy (RA) program. The objectives of the Resource Adequacy program are to ensure safe and reliable operation of the grid by the California Independent System Operator (CAISO) and to provide incentives for the development of new resources needed for reliability in the future.

There are currently three requirements that each LSE must meet with respect to RA.

1. The LSE must secure sufficient System RA to cover 115% of its forecasted peak demand for each month.<sup>26</sup> With respect to this requirement, each LSE must make an annual filing on or before October 31<sup>st</sup> to show that it has obtained at least 90% of the System requirements for the summer months (May through September). Subsequently,

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<sup>25</sup> Information Excerpted from CAISO: [www.caiso.com/Documents/FlexibleResourcesHelpRenewables\\_FastFacts.pdf](http://www.caiso.com/Documents/FlexibleResourcesHelpRenewables_FastFacts.pdf)

<sup>26</sup> The actual requirement may be less due to coincident peak adjustments, allocations for demand response, energy efficiency, distributed generation, cost allocation mechanism (CAM), and reliability must run (RMR) contracts

the LSE must submit a filing for each month 45 days ahead of the start of the month that demonstrates that it has met its full requirement for that month.

2. The LSE must secure sufficient Local RA to ensure there is sufficient capacity in the local area for a 1 in 10 load. There are currently two local requirements in the PG&E service territory, Bay Area and Other PG&E areas. Roughly speaking, the Local RA requirements are typically about half of the August System RA requirements in the PG&E service territory.<sup>27</sup> With respect to the Local RA requirement, the LSE must demonstrate it has met 100% of its requirement in the annual filing.
3. The LSE must secure sufficient Flexible RA that is based on the maximum 3-hour ramp analysis performed by the CAISO for each month. The CPUC determines each LSE's responsibility based on the CAISO study. Similar to the System RA requirement, the LSE need only show 90% of their monthly requirement in the year ahead filing, but for all months, not just the summer months. The full requirement must be met in the 45 day ahead filing. The Flexible RA requirement currently peaks in December.<sup>28</sup>

Since RA is traded bilaterally, there is limited transparency into current pricing. However, the CPUC publishes an excellent report each year that includes aggregated pricing information.<sup>29</sup>

The most recent report discusses RA pricing during 2012. Based on the report, during 2012, 2016 RA products traded at a weighted average price of \$2.95/kW-month, the lowest of the years discussed in the report. In contrast, 2014 RA products had the highest weighted average price of \$3.46/kW-month.

Some notable changes in market conditions since 2012 include the retirement of San Onofre Nuclear Generating Station (SONGS) and the installation of significant solar capacity driven by Renewable Portfolio Standard requirements. On balance, the CAISO has larger supply to meet System needs than it has in the past. According to the CAISO's 2014 summer assessment, the

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<sup>27</sup> Information Excerpted from CAISO: [www.caiso.com/Documents/Draft2016LocalCapacityTechnicalAnalysis.pdf](http://www.caiso.com/Documents/Draft2016LocalCapacityTechnicalAnalysis.pdf)

<sup>28</sup> Information Excerpted from CAISO: [www.caiso.com/Documents/Apr8\\_2015\\_Draft2016\\_FlexCapacityNeedsAssessment\\_R14-10-010.pdf](http://www.caiso.com/Documents/Apr8_2015_Draft2016_FlexCapacityNeedsAssessment_R14-10-010.pdf)

<sup>29</sup> Information Excerpted from CPUC: [www.cpuc.ca.gov/NR/rdonlyres/94E0D083-C122-4C43-A2D2-B122D7D48DDD/0/2012RARReportFinal.pdf](http://www.cpuc.ca.gov/NR/rdonlyres/94E0D083-C122-4C43-A2D2-B122D7D48DDD/0/2012RARReportFinal.pdf)

planning reserve margin for the ISO system is 34.4% and an even higher 36.3% for the Northern part of the state indicating ample supply to meet System RA requirements.<sup>30</sup>

Another key change is that since 2015, the Flexible RA requirement has been introduced. It is widely accepted that the system has sufficient flexible capacity currently but will need additional flexibility with larger penetration of variable energy resources (both utility scale and distributed generation) and with upcoming Once Through Cooling (OTC) retirements. The additional flexibility needs will likely be met through upgrades to existing facilities, construction of new conventional generators and storage. In order to incent such investments, resources able to provide Flexible RA will charge a premium over generic System RA. Future CPUC reports on RA Pricing may provide insight on how much of a premium these resources receive.

### **7.2.3. Renewable Portfolio Standard**

The Portola Valley CCA, as an LSE subject to CPUC jurisdiction, must meet the California Renewable Portfolio Standards. Generally, RPS-qualified energy is procured from resources on a medium- or long-term basis (1-3 years and as many as 25 or 30 years). Depending on the specifics of the contract, either the CCA or the supplier will be responsible for scheduling the renewable generation into the CAISO markets on a daily basis in the same way that load is scheduled.

Established in 2002 under Senate Bill 1078, accelerated in 2006 under Senate Bill 107 and expanded in 2011 under Senate Bill 2, California's Renewables Portfolio Standard (RPS) is one of the most ambitious renewable energy standards in the country. The RPS program requires IOUs, electric service providers (ESPs), and CCAs to increase procurement from eligible renewable energy resources to 33% of total procurement by year 2020. The California Public Utilities Commission (CPUC) and the California Energy Commission (CEC) jointly implement the RPS program.<sup>31</sup> As of June 3, 2015, the California State Senate passed Senate Bill 350, which

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30 Information Excerpted from CAISO: [www.caiso.com/Documents/2014SummerAssessment.pdf](http://www.caiso.com/Documents/2014SummerAssessment.pdf)

31 For more information, the California Energy Commission's RPS Guidebook is available at:  
<http://www.energy.ca.gov/2013publications/CEC-300-2013-005/CEC-300-2013-005-ED7-CMF-REV.pdf>

includes a provision to increase the RPS target further, to 50% by the year 2030.<sup>32</sup>

The CPUC's responsibilities include: Determining annual procurement targets and enforcing compliance; Reviewing and approving each IOU's renewable energy procurement plan; Reviewing IOU contracts for RPS-eligible energy; Establishing the standard terms and conditions used by IOUs in their contracts for eligible renewable energy.

The CEC's responsibilities include: Certify renewable facilities as eligible for the RPS; Design and implement a tracking and verification system to ensure that renewable energy output is counted only once for the purpose of the RPS and for verifying retail product claims in California or other states.

Senate Bill X1-2 increased CEC's role with responsibilities specific to POUs: Direct the Energy Commission to adopt regulations specifying procedures for enforcement of the RPS for publicly owned utilities; Requires the Energy Commission to certify and verify eligible renewable energy resources procured by publicly owned utilities and to monitor their compliance with the RPS.<sup>33</sup>

In addition to the Resource Adequacy (RA) requirements, the CCA will need to comply with the CPUC's Renewable Portfolio Standard (RPS) requirements. 2016 marks the final year of Compliance Period 2 where LSEs are required to have on average 21.7% of 2014, 23.3% of 2015 and 25% of 2016 retail sales delivered by eligible renewable resources.<sup>34</sup> By year 2020, the CCA will need to procure 33% of its retail sales from renewable resources year by year, and if Senate Bill 350 is signed into law, CCAs will need to procure 50% of their retail sales from renewable resources by the year 2030.

In order to meet these requirements, a Load Serving Entity can procure from three Categories of Renewable Energy Certificates (RECs) with certain volume restrictions.

**Category 1 RECs** are often referred to as bundled RECs because they include both the energy

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32 <http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml;jsessionid=0ae59146283b140c33e33e73eaec>.

33 Information taken from California Public Utilities Commission and California Energy Commission websites: <http://www.cpuc.ca.gov/PUC/energy/Renewables/overview.htm> and <http://www.energy.ca.gov/portfolio/index.html>

34 Information Excerpted from CPUC: [www.cpuc.ca.gov/PUC/energy/Renewables/hot/33RPSPProcurementRules.htm](http://www.cpuc.ca.gov/PUC/energy/Renewables/hot/33RPSPProcurementRules.htm)

and the environmental attributes associated with the energy produced by the facility. Additionally, the energy must be contracted for prior to delivery and be delivered to California without substitution by another resource. For Compliance Period 2, at least 65% of the RPS used for compliance must be Category 1. Beginning in 2017, at least 75% of RPS procurement used for compliance must be Category 1.

**Category 2 RECs** are often referred to as firmed and shaped renewable energy. In this case, the LSE signs a contract for delivery with an eligible facility that is not directly connected to a California Balancing Authority (CBA) and may at times require substitution from another resource. The energy used for substitution must be incremental to the LSE's existing portfolio. Category 2 has no minimum requirement but is capped at the residual of the compliance requirement and the minimum amount of Category 1.

**Category 3 RECs** are often referred to as unbundled RECs. A contract for Category 3 RECs does not include the energy or if it does include the energy may not be eligible for Category 1 or 2. An example would be certain distributed generation resources that produce RECs but are ineligible for Category 1 status. Category 3 is limited to 15% for Compliance Period 2 and beginning in Compliance Period 3 (2017-2020) will be capped at 10% of retail sales.

California has experienced a significant boom in solar development resulting from and due to declining prices for solar photovoltaic panels, and an Investment Tax Credit (ITC) of up to 30% of the cost of developing the project that is completed and operational by December 31, 2016. Absent a change in law, the current solar ITC would be reduced from 30% to 10% for utility scale solar. Given this landscape, the projects that are awaiting a power purchase agreement (PPA) to move forward with construction may generate competitively priced solar for years to come. In order to benefit from such an opportunity, developers with "shovel ready" projects will want to secure a buyer within 12-18 months lead time depending on the size of the project. This timing suggests that a CCA seeking to benefit from current market conditions from solar will need to move quickly to have a reasonable chance to secure solar supply at current prices or partner with an entity willing to procure on their behalf given some commitment on behalf of the community.

There have been numerous articles about the pricing for solar with the levelized cost of energy ranging from \$50-\$75/MWh, with those on the lower end of the spectrum typically located

outside of California in areas such as Texas. The decrease in ITC credit from 30% to 10% could increase the costs by \$10-\$15/MWh for solar energy after 2016.

California Governor Jerry Brown has announced a push to increase the level of renewables in California to 50% by the year 2030. Depending on if such a legislation passes and how it is structured, that may place continued upward pressure on renewable energy pricing reinforcing that there is a great opportunity for a community to take advantage of market conditions at this time.

#### **7.2.4. Additional Renewable and Low Carbon Considerations**

Pursuant to AB 2514, CCAs are to procure storage equal to 1% of their 2020 annual peak load with installation no later than 2024. Furthermore, starting January 1, 2016, and every two years after that, CCAs must file a Tier 2 Advice Letter demonstrating their efforts to comply with the target including a discussion of the cost-effectiveness methodology used to evaluate projects. For Portola Valley, it is estimated that procuring or developing a 55 kW storage facility will fulfill this requirement.

One of the motivating factors for the existing CCA programs has been to increase renewables and reduce the carbon footprint for the customers it serves related to purchased electricity. Portola Valley has indicated a strong interest in creating a 100% renewable portfolio standard (RPS), but for context, we introduce four carbon impact scenarios: Operating a CCA with a 33% RPS, a 50% RPS and a 100% RPS, and remaining with PG&E.

PG&E is among the cleanest utilities in the country resulting from its RPS procurement as well as carbon free nuclear and large hydro. According to its 2013 Power Source Disclosure Report, PG&E sources 22% of its power from eligible renewable, 22% from Diablo Canyon Nuclear Power Plant and 10% from large hydroelectric for a total of 54% from carbon free sources. The remaining 46% is comprised of natural gas (28%) or unspecified sources (18%). In the future, PG&E is expected to have an even cleaner portfolio. According to their own estimation, PG&E will have a carbon intensity of 0.168 metric ton / MWh in 2016 declining to 0.131 metric ton / MWh in 2020.<sup>35</sup>

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<sup>35</sup> PG&E estimated emissions factor for 2016 and 2020 based on document found at:



For the customers of Portola Valley that consume 26,199 MWh annually the associated emissions for purchased electricity through PG&E would be 4,401 MT of CO<sub>2</sub>e in 2016 declining to 3,432 MT of CO<sub>2</sub>e in 2020. Eliminating these emissions is equivalent to removing 927 and 723 passenger cars from the road, respectively<sup>36</sup>.

Assuming that RPS eligible facilities are carbon free and that the remaining System Power or Unspecified Sources have a carbon emission rate of 0.428 MT/MWh<sup>37</sup>, Portola Valley would have the following carbon emissions for the four scenarios (see Table 5).

**Table 5. Annual Carbon Emissions**

Scenario	Annual Carbon Emissions (MT CO <sub>2</sub> e)
33% RPS	7,513
50% RPS	5,606
100% RPS	0
PG&E Service (2016)	4,401

It is worth noting that a 50% RPS scenario would still not match PG&E's emission rate for 2016, unless the non-RPS portion of the portfolio came from resources that were carbon free, though not RPS-qualified (such as large hydro and nuclear). PG&E's 2016 emission estimate is low by national standards, due both to renewable procurement and a significant portion of PG&E's portfolio comprised of large hydro and the Diablo Canyon Nuclear Power Plant, the only remaining operating nuclear facility in California. Unit One is licensed to operate until November 2, 2024 and Unit Two is licensed to operate until August 20, 2025. It is uncertain whether the licenses will be extended.

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[http://www.pge.com/includes/docs/pdfs/shared/environment/calculator/pge\\_ghg\\_emission\\_factor\\_info\\_sheet.pdf](http://www.pge.com/includes/docs/pdfs/shared/environment/calculator/pge_ghg_emission_factor_info_sheet.pdf)

36 Conversion of metric tons to automobiles based on the following EPA calculator: <http://www.epa.gov/cleanenergy/energy-resources/calculator.html#results>

37 Assumed emissions factor for unspecified power based on ARB Guidance Document: <http://www.arb.ca.gov/cc/capandtrade/guidance/chapter7.pdf>

### 7.3. High-Level Comparison, Retail & Wholesale Market Assessment

While precise estimates of program costs and utility rates are challenging to make, we can build scenarios for considerations knowing what we have learned in the previous two sections on load analysis, procurement requirements and market analysis.

Table 6 below shows a projection of procurement costs, based on a 100% renewable portfolio and current market price intelligence for power products. The table uses PG&E's "Low Gas Price" scenario for comparison, showing extremely thin margins, due to the expense of meeting 100% of demand with the highest quality "Category 1" renewable energy, as Portola Valley has expressed interest in. Keep in mind that the procurement costs below do not include operating costs such as staff, billing, call center, etc.

**Table 6. Procurement Costs Scenario, Low Gas Prices (100% RPS)**

Year	Retail Rate-to-Beat (\$/MWh)	Forward Energy Prices (\$/MWh)	Projected Energy Costs (\$ millions)	Resource Adequacy Costs (\$ millions)	Compliance RPS Costs (\$ millions)	Projected Portola Valley Energy Load (MWh)	Implied Procurement Cost-per-MWh
2016	\$73.00	\$41.10	\$1.08M	\$0.20M	\$0.66M	26,330	\$73.79
2017	\$77.00	\$42.34	\$1.12M	\$0.20M	\$0.66M	26,462	\$75.03
2018	\$77.00	\$43.80	\$1.16M	\$0.20M	\$0.66M	26,594	\$76.48
2019	\$79.00	\$44.94	\$1.20M	\$0.21M	\$0.67M	26,727	\$77.62
2020	\$82.00	\$45.98	\$1.24M	\$0.21M	\$0.67M	26,861	\$78.67
2021	*	\$47.26	\$1.28M	\$0.21M	\$0.67M	26,995	\$79.94
2022	*	\$48.63	\$1.32M	\$0.21M	\$0.68M	27,130	\$81.32
2023	*	\$49.94	\$1.36M	\$0.21M	\$0.68M	27,265	\$82.63
2024	*	\$51.24	\$1.40M	\$0.21M	\$0.69M	27,402	\$83.92
2025	*	\$51.93	\$1.43M	\$0.21M	\$0.69M	27,539	\$84.62

\* PG&E has not provided retail rate forecasts beyond 2020.

## 8. Community Choice Program Structure

AB 117 delimits who is eligible to form Community Choice programs. All programs must be government agencies, which includes a single city or county, or a combination of cities and/or counties. When multiple cities and/or counties are combined, they may form under what is known as a Joint Powers Authority, or a JPA. The rules governing JPAs are found in the California Government Code. Based on experiences of existing Community Choice programs,

communities will need some level of professional services and consulting expertise to establish and operate a Community Choice program on their own.

The role of professional or consulting services has been crucial to the success of early programs, and is expanding within the field of Community Choice. There are many private firms that provide a fee-for-service for specific Community Choice functions, and now an emerging area of innovation providing complete, or turnkey, services for governments.

### 8.1. Single City or County

While many cities in the State are contemplating Community Choice, the City of Lancaster is likely to be the first single city to launch program operations on its own. By acting alone, the City of Lancaster is able to enjoy complete and autonomous control over its program decisions.

As previously noted, a significant hurdle to overcome for any jurisdiction is identifying funding to seed program start up and operation costs, including power purchases. However, the City of Lancaster, like all single cities that launch a program, will be able to use revenue generated from the electricity rates to both repay this initial financing as well as fund and operate the program on an ongoing basis.

Based on the City's approved implementation plan, the program will require a limited number of staff with support for more technical services provided by private contractors.

A single county may form a Community Choice program as well. Although this would only include the unincorporated area of the county, it could expand to include the county's incorporated cities. The expansion could occur with or without a JPA. Alternatively, a county program could operate seamlessly alongside similar, but separately governed, Community Choice programs of its local cities.

### 8.2. Joint Powers Authority (JPA)

Marin Clean Energy (CME) and Sonoma Clean Power (SCP) operate as a Joint Powers Authority, and other feasibility analysis suggest a JPA has operational advantages. These advantages come primarily from the protection a Joint Powers Authority provides to its participating members. Specifically, a JPA provides a firewall preventing financial risk from extending to the participating agencies.

Just like a single city program, local communities retain complete control over program decisions. In contrast to a single city program, a JPA can generally create a larger Community Choice program. By aggregating several populations, a JPA provides the necessary scale to support a more robust staff infrastructure as well as the creation of increased revenue to develop associated programs. Because a JPA governing board typically includes representatives from each participating agency, there is a potential drawback in that an individual community's unique goals may be diluted by the need to establish cooperative goals for the program.

Experience for both MCE and SCP, just as for the City of Lancaster, demonstrated funding as a critical challenge for program initiation. For MCE, a significant amount of funding came from an anonymous donor; for SCP the majority of funding came from First Community Bank, a Sonoma County based financial institution. However, successful operation of MCE and SCP has generated the necessary revenue to substantially repay debt and become cash-positive.

### 8.3. Public-Private Partnership

All existing Community Choice programs use some level of service from private companies. Private companies within the utilities field, including Community Choice, typically bring a level of expertise and experience not customarily present in existing government staff and leveraging these strengths provides a benefit to the program. With the success of MCE and SCP, there is a growing private sector field to provide service to Community Choice programs.

There are a number of consulting firms and other professional services firms that provide discrete or a full range of fee-for-service support. Currently, there is one firm, California Clean Power, which provides a full service option for Community Choice programs. California Clean Power, a benefit corporation, provides many of the benefits of the approaches described above, such as providing a financial firewall for the government, because of its unique full-service approach while alleviating some of the critical challenges to launching a program, such as developing the expertise and funding needed.

Based on the load and market analysis provided in this report, a public-private partnership with California Clean Power could provide a range of rate, revenue, and renewable portfolio benefits.

## 9. Appendix

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### 9.1. Related Legislation

State legislation is dynamic in its evolution from original proposed language to final language. Information presented in this report reflects the most current public information as of the date of the report; amendments and actions that have happened after the date of this report related to the proposed legislation summarized below could significantly alter the information included below.

Perhaps the most prominent piece of legislation currently is SB 350 (D-De Leon), which was introduced following Governor Jerry Brown's State of the State address given in January of 2015. During his inaugural address, Governor Brown called upon legislators to take bold action on climate change by drafting ambitious legislation to meet his target goals. Shortly thereafter, Senate President Kevin De Leon introduced SB 350, which is one of four pieces of climate change legislation introduced by Senate Democrats. A companion piece of legislation, SB 32 (Pavley), sets an overarching climate pollution reduction target of 80 percent below 1990 levels by 2050.

There are three parts to the SB 350 bill:

- First, the bill would require California to reduce petroleum use by 50%.
- Second, this legislation would require existing buildings to increase their energy efficiency by 50% to reduce electricity consumption.
- Third, SB 350 will require both IOUs and POUs, (Community Choice programs included), to increase renewable energy generation and/or procurement to at least 50% by the year 2030.

Although raising the minimum amount of renewables generated in California will increase the demand for renewable energy, many renewable energy projects and initiatives are expected to launch in the next few years that are expected to keep pace with the rising demand and keep prices stable. One such example is the Stateline Solar Farm Project in San Bernardino County

that is expected to generate 300 megawatts of renewable energy.<sup>38</sup> Moreover, establishing Community Choice could help safeguard communities from potential price increases through direct control over procurement of renewable and other energy.

Both SB 350 and SB 32 passed the Senate Floor in early June. The Senate's climate bill package also includes other climate and clean air-related bills, some of which have yet to be taken up for a vote

Bill ID/Topic	Location	Summary
<b>AB33</b> <b>Quirk D</b>  California Global Warming Solutions Act of 2006: Energy Integration Advisory Council.	SENATE RLS. 6/3/2015 - In Senate. Read first time. To Com. on RLS. for assignment.	The California Global Warming Solutions Act of 2006 establishes the State Air Resources Board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases. The act requires the state board to prepare and approve a scoping plan for achieving the maximum technologically feasible and cost-effective reductions in greenhouse gas emissions. The California Renewables Portfolio Standard Program requires the Public Utilities Commission to implement annual procurement targets for the procurement of eligible renewable energy resources for all retail sellers to achieve the targets and goals of the program. This bill would establish the Energy Integration Advisory Council in state government and would require the council to develop recommendations for inclusion in the scoping plan prepared by the state board, including, among others, an analysis of the various strategies necessary for the energy grid to integrate specified annual procurement targets as part of the California Renewables Portfolio Standard Program. <b>Last Amended on 6/1/2015</b>
<b>AB175</b> <b>Mathis R</b>  Electricity.	ASSEMBLY 2 YEAR 5/15/2015 - Failed Deadline pursuant to Rule 61(a)(3). (Last location was PRINT on 1/26/2015)	The Warren-Alquist State Energy Resources Conservation and Development Act establishes the State Energy Resources Conservation and Development Commission and requires it to certify sufficient sites and related facilities that are required to provide a supply of electricity sufficient to accommodate projected demand for electricity in that commission's most recent forecast of statewide and service area electricity demand. This bill would make nonsubstantive revisions to the State Energy Resources Conservation and Development Commission's certification requirements. This bill contains other related provisions and other existing laws.
<b>AB197</b> <b>Garcia,</b> <b>Eduardo D</b>  Public utilities:	SENATE RLS. 6/2/2015 - In Senate. Read first time. To Com. on RLS. for	The Public Utilities Act requires the Public Utilities Commission (PUC), in consultation with the Independent System Operator, to establish resource adequacy requirements for all load-serving entities, including electrical corporations, in accordance with specified objectives. The act further requires each load-serving entity to maintain physical generating capacity adequate to meet its load requirements, including

38 Stateline Solar Farm Project. U.S. Bureau of Land Management. web. 04/29/2015 April 29,

2015. [http://www.blm.gov/pgdata/etc/medialib/blm/wo/MINERALS\\_\\_REALTY\\_\\_AND\\_RESOURCE\\_PROTECTION\\_/energy/priority\\_projects.Par.51088.File.dat/Stateline%20Solar%20Farm%20Project%20fact%20sheet.pdf](http://www.blm.gov/pgdata/etc/medialib/blm/wo/MINERALS__REALTY__AND_RESOURCE_PROTECTION_/energy/priority_projects.Par.51088.File.dat/Stateline%20Solar%20Farm%20Project%20fact%20sheet.pdf)

renewable resources.	assignment.	peak demand and planning and operating reserves, deliverable to locations and at times as may be necessary to provide reliable electric service. This bill would require the PUC, in adopting the process, to include consideration of any statewide greenhouse gas emissions limit established pursuant to the California Global Warming Solutions Act of 2006 and consideration of capacity and essential reliability services of the eligible renewable energy resource to ensure grid reliability. The bill would require the PUC to require a retail seller of electricity, in soliciting and procuring eligible renewable energy resources, to consider the best-fit attributes of resources types that ensure a balanced resource mix to maintain the reliability of the electrical grid. The bill would revise the authority of an electrical corporation to refrain from entering into new contracts or constructing facilities beyond the quantity that can be procured within the electrical corporation's cost limitation, as specified. This bill contains other related provisions and other existing laws. <b>Last Amended on 4/29/2015</b>
<b>AB577</b> <b>Bonilla D</b>  Biomethane: grant program.	SENATE RLS. 6/2/2015 - In Senate. Read first time. To Com. on RLS. for assignment.	Existing law establishes the State Energy Resources Conservation and Development Commission and requires the commission to administer various programs to award grants and other financial assistance for energy-related projects. The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation. This bill would require the commission to develop and implement a grant program to award grants for projects that build or develop collection and purification technology, infrastructure, and projects that upgrade existing biomethane facilities to meet certain requirements. The bill would, upon appropriation, authorize moneys in the fund to be used to fund grants awarded pursuant to the program. <b>Last Amended on 5/28/2015</b>
<b>AB645</b> <b>Williams D</b>  Electricity: California Renewables Portfolio Standard.	SENATE RLS. 6/3/2015 - In Senate. Read first time. To Com. on RLS. for assignment.	Under existing law, the Public Utilities Commission (PUC) has regulatory authority over public utilities, including electrical corporations, as defined, while local publicly owned electric utilities, as defined, are under the direction of their governing boards. This bill would additionally express the intent of the Legislature for the purposes of the RPS program that the amount of electricity generated per year from eligible renewable energy resources be increased to an amount equal to at least 50% by December 31, 2030, and would require the PUC, by January 1, 2017, to establish the quantity of electricity products from eligible renewable energy resources to be procured by each retail seller for specified compliance periods sufficient to ensure that the procurement of electricity products from eligible renewable energy resources achieves 50% of retail sales by December 31, 2030, and that retail sellers procure not less than 50% of retail sales in all subsequent years. The bill would require the governing boards of local publicly owned electric utilities to ensure that specified quantities of electricity products from eligible renewable energy resources to be procured for specified compliance periods to

		ensure that the procurement of electricity products from eligible renewable energy resources achieve 50% of retail sales by December 31, 2030, and that the local publicly owned electric utilities procure not less than 50% of retail sales in all subsequent years. This bill contains other related provisions and other existing laws.
<b>AB674</b> <b>Mullin D</b>  Electricity: distributed generation.	ASSEMBLY 2 YEAR 5/29/2015 - Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. SUSPENSE FILE on 5/27/2015)	Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations, as defined. Existing law authorizes the Public Utilities Commission to fix the rates and charges for every public utility, and requires that those rates and charges be just and reasonable. Existing law requires the Public Utilities Commission to require each electrical corporation under the operational control of the Independent System Operator as of January 1, 2001, to modify tariffs so that all customers that install new distributed energy resources, as defined, in accordance with specified criteria are served under rates, rules, and requirements identical to those of a customer within the same rate schedule that does not use distributed energy resources, and to withdraw any provisions in otherwise applicable tariffs that activate other tariffs, rates, or rules if a customer uses distributed energy resources. Existing law provides, notwithstanding these requirements, that a customer that installs new distributed energy resources not be exempted from (1) reasonable interconnection charges, (2) charges imposed pursuant to the Reliable Electric Service Investment Act, and (3) charges imposed to repay the Department of Water Resources for electricity procurement expenses incurred in response to the electricity crisis of 2000-01. Existing law requires the Public Utilities Commission, in establishing the rates applicable to customers that install new distributed energy resources, to create a firewall that segregates distribution cost recovery so that any net costs, taking into account the actual costs and benefits of distributed energy resources, proportional to each customer class, as determined by the Public Utilities Commission, resulting from the tariff modifications granted to members of each customer class may be recovered only from that class. This bill would, to the extent authorized by federal law, require the Public Utilities Commission, by July 1, 2016, to do both of the following for those electrical corporation customers that install clean distributed energy resources, as defined, after January 1, 2016: (1) require each electrical corporation to collect all applicable nonbypassable charges fixed, implemented, administered, or imposed by the Public Utilities Commission based only on the actual metered consumption of electricity delivered to the customer through the electrical corporation's transmission or distribution system, which charges are to be at the same rate per kilowatthour as paid by other customers that do not employ a clean distributed energy resource, and (2) calculate a reserve capacity for standby service, if applicable, based on the capacity needed by an electrical corporation to serve a customer's electrical demand during an outage of the clean distributed energy resource providing electric service for that customer. The bill would require each electrical corporation to identify the total amount of nonbypassable charges that would be collected each year from customers served by clean distributed energy resources installed after January 1, 2016, based on gross consumption without any adjustment for the generation of the clean distributed energy resources. The bill would require that this total amount be fully recovered from customers in the same customer class as those customers served by clean distributed energy resources installed after January 1, 2016, and would



		prohibit any amount from being shifted to any other customer class. The bill would require a customer served by a clean distributed energy resource, upon request, to provide relevant data to the Public Utilities Commission and the State Air Resources Board and the facility be subject to onsite inspection, to verify equipment operation and performance, including capacity, thermal output, and usage to verify criteria air pollutant and greenhouse gases emissions performance. The bill would require the State Energy Resources Conservation and Development Commission to report to the Legislature and the relevant policy committees of the Legislature on the impact of its provisions on specified issues by July 1, 2021. This bill contains other related provisions and other existing laws. <b>Last Amended on 5/5/2015</b>
<b>AB693</b> <b>Eggman D</b>  Health studio services: cancellation.	SENATE B., P. & E.D. 5/21/2015 - Referred to Coms. on B., P. & E.D. and JUD.  6/15/2015 1 p.m. and upon adjournment of Floor Session - Room 3191 SENATE BUSINESS, PROFESSIONS AND ECONOMIC DEVELOPMENT, HILL, Chair	Existing law authorizes a consumer to cancel a contract for health studio services within specified timeframes after the contract is executed, if the health studio fails to provide the specific facilities advertised or offered, or if the health studio eliminates or reduces the scope of the facilities, as specified. The bill would specify that a contract for health studio services may be canceled by the buyer in person, via first-class mail or from an email address. The bill would make other conforming changes. <b>Last Amended on 4/30/2015</b>
<b>AB793</b> <b>Quirk D</b>  Energy efficiency.	SENATE E. U., & C. 5/21/2015 - Referred to Com. on E., U., & C.	Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations and gas corporations, as defined. Existing law requires the commission to require an electrical or gas corporation to perform home weatherization services for low-income customers if the commission determines that a significant need for those services exists in the corporation's service territory. For these purposes, existing law authorizes weatherization, where feasible, to include certain measures for a dwelling unit. Existing law also authorizes weatherization, for these purposes, to include other measures determined by the commission to be feasible, taking into consideration the cost-effectiveness of the measures as a whole and the policy of reducing energy-related hardships facing low-income households. This bill would require weatherization, for the above-specified purposes, to include energy management technology, as defined, determined by the commission to be feasible, taking into consideration the above-described factors. This bill contains other related provisions and other existing laws. <b>Last Amended on 4/16/2015</b>
<b>AB895</b> <b>Rendon D</b>  Utility rate	SENATE RLS. 6/1/2015 - In Senate. Read first time. To Com. on RLS. for	Under existing law, the Public Utilities Commission has regulatory authority over public utilities. Existing law authorizes the commission to fix the rates and charges for every public utility, and requires that those rates and charges be just and reasonable. When the commission orders rate refunds to be distributed, existing law requires the

refunds: energy crisis litigation.	assignment.	commission to require the public utility to pay refunds to all current utility customers, and, when practicable, to prior customers, on an equitable pro rata basis without regard as to whether or not the customer is classifiable as a residential or commercial tenant, landlord, homeowner, business, industrial, educational, governmental, nonprofit, agricultural, or any other type of entity. This bill would prohibit the Public Utilities Commission from distributing or expending the proceeds of claims in any litigation or settlement to obtain ratepayer recovery for the effects of the 2000-02 energy crisis and would require that the proceeds be deposited into the Ratepayer Relief Fund. This bill contains other existing laws.
<b>AB1022</b> <b>Obernolte R</b>  Solar Water Heating and Efficiency Act of 2007.	ASSEMBLY 2 YEAR 5/1/2015 - Failed Deadline pursuant to Rule 61(a)(2). (Last location was U. & C. on 4/6/2015)	Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including gas corporations. The Solar Water Heating and Efficiency Act of 2007 requires the commission, if it determines that a solar water heating program is cost effective for ratepayers and in the public interest, to design and implement a program applicable to the service territories of a gas corporation to achieve the goal of the Legislature to promote the installation of 200,000 solar water heating systems, as defined, in homes, businesses, and buildings or facilities of eligible customer classes, as specified, receiving natural gas service throughout the state by 2017. The act prohibits funding from exceeding \$250,000,000 for the collective service territories of all gas corporations over the 10-year life of the program and requires that the cost of the program be paid through a usage-based surcharge annually established for each class of gas customers, with specified exceptions. The act requires the governing body of each publicly owned utility providing gas service to retail end-use customers to adopt, implement, and finance a solar water heating system incentive program that meets certain requirements. Existing law repeals these requirements on August 1, 2018. This bill would repeal the substantive requirements of the act and would prohibit any additional moneys from being collected from ratepayers to fund the act after December 31, 2015. The bill would require that any loans that are outstanding as of January 1, 2016, that were made pursuant to the act, continue to be repaid in a manner that is consistent with the terms and conditions of the loan agreements, until repaid in full. The bill would authorize moneys to be dispersed after January 1, 2016, that were encumbered on or before December 31, 2015, pursuant to the act and would require that all moneys not encumbered on or before December 31, 2015, that were collected from ratepayers pursuant to the act and all loan repayments be refunded to the ratepayers in proportion to the ratepayer classes from which they were collected. This bill contains other related provisions and other existing laws. <b>Last Amended on 3/26/2015</b>
<b>AB1094</b> <b>Williams D</b>  Energy usage: plug-in equipment.	ASSEMBLY 2 YEAR 5/29/2015 - Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. on 5/28/2015)	Existing law requires the State Energy Resources Conservation and Development Commission (Energy Commission), on a biennial basis, to conduct assessments and forecasts of all aspects of energy industry supply, production, transportation, delivery, and distribution. Existing law requires the Energy Commission, beginning November 1, 2003, and biennially thereafter, to adopt an integrated energy policy report containing an overview of major energy trends and issues facing the state. This bill would require the Energy Commission, in collaboration with the Public Utilities Commission, to conduct an analysis of plug-in equipment electricity consumption, as specified, and set statewide, long-term energy efficiency targets to reduce the amount of electricity

		consumed by plug-in equipment. The bill would require the Energy Commission, in collaboration with the Public Utilities Commission, to develop, track the progress of, revise, and update an implementation plan to achieve those targets, as specified. The bill would require the Public Utilities Commission, in collaboration with the Energy Commission, to work with stakeholders to address challenges to the achievement of those targets. This bill contains other existing laws. <b>Last Amended on 5/12/2015</b>
<b>AB1144</b> <b>Rendon D</b>  California Renewables Portfolio Standard Program: unbundled renewable energy credits.	SENATE RLS. 5/22/2015 - In Senate. Read first time. To Com. on RLS. for assignment.	Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations. The existing definition of an electrical corporation excludes from that definition a corporation or person employing landfill gas technology or digester gas technology for the generation of electricity for (1) its own use or the use of not more than 2 of its tenants located on the real property on which the electricity is generated, (2) the use of or sale to not more than 2 other corporations or persons solely for use on the real property on which the electricity is generated, or (3) the sale or transmission to an electrical corporation or state or local public agency, if the sale or transmission of the electricity service to a retail customer is provided through the transmission system of the existing local publicly owned electric utility or electrical corporation of that retail customer. This bill would provide that unbundled renewable energy credits may be used to meet the first category of the portfolio content requirements if (1) the credits are earned by electricity that is generated by an entity that, if it were a person or corporation, would be excluded from the definition of an electrical corporation by operation of the exclusions for a corporation or person employing landfill gas technology or digester gas technology, (2) the entity employing the landfill gas technology or digester gas technology has a first point of interconnection with a California balancing authority, a first point of interconnection with distribution facilities used to serve end users within a California balancing authority area, or are scheduled from the eligible renewable energy resource into a California balancing authority without substituting electricity from another source, and (3) where the electricity generated that earned the credit is used at a wastewater treatment facility that is owned by a public entity and first put into service on or after January 1, 2016. This bill contains other existing laws. <b>Last Amended on 4/14/2015</b>
<b>AB1266</b> <b>Gonzalez D</b>  Electrical and gas corporations: excess compensation.	SENATE RLS. 6/3/2015 - In Senate. Read first time. To Com. on RLS. for assignment.	Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations and gas corporations. Existing law authorizes the commission to fix the rates and charges for every public utility, and requires that those rates and charges be just and reasonable. Existing law requires that any expense resulting from a bonus paid to an executive officer, as defined, of a public utility that has ceased to pay its debts in the ordinary course of business, be borne by the shareholders of the public utility and prohibits any expense from being recovered in rates. This bill would prohibit an electrical corporation or gas corporation from recovering from ratepayers expenses for excess compensation, as defined, paid to an officer of the utility following a triggering event, as defined, unless the utility obtains the approval of the commission. Following a triggering event and prior to paying or seeking recovery of excess compensation, the electrical corporation or gas corporation would be required to file a Tier 3 advice letter with the commission containing specified information. If the electrical corporation or gas

		corporation sought or received authorization prior to the triggering event to recover excess compensation in rates, the commission would be required to open a proceeding or expand the scope of an existing proceeding to evaluate the advice letter and, following a duly notice public hearing in the proceeding, to issue a written decision determining whether any expenses for excess compensation that the corporation was authorized to recover in rates should be refunded to ratepayers. This bill contains other related provisions and other existing laws. <b>Last Amended on 5/4/2015</b>
<b>AB1330</b> <b>Bloom D</b>  Energy Efficiency Resource Standard Act.	ASSEMBLY THIRD READING 6/3/2015 - Read second time. Ordered to third reading.  6/4/2015 #40 ASSEMBLY ASSEMBLY THIRD READING FILE	Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations and gas corporations, as defined, while local publicly owned electric utilities, as defined, and local publicly owned gas utilities are under the direction of their governing boards. The Public Utilities Act requires the Public Utilities Commission to review and accept, modify, or reject a procurement plan for each electrical corporation in accordance with specified elements, incentive mechanisms, and objectives, including a showing that the electrical corporation will first meet its unmet needs through all available energy efficiency and demand reduction resources that are cost effective, reliable, and feasible. The act requires the Public Utilities Commission, in consultation with the State Energy Resources Conservation and Development Commission, to identify all potentially achievable cost-effective electricity efficiency savings and to establish efficiency targets for electrical corporations to achieve pursuant to their procurement plan. The act requires the Public Utilities Commission, in consultation with the State Energy Resources Conservation and Development Commission, to identify all potentially achievable cost-effective natural gas efficiency savings and to establish efficiency targets for gas corporations to achieve and requires that a gas corporation first meet its unmet resource needs through all available gas efficiency and demand reduction resources that are cost effective, reliable, and feasible. This bill would enact the Energy Efficiency Resource Standard Act. The Public Utilities Commission, in consultation with the State Energy Resources Conservation and Development Commission, would be responsible for supervising the implementation of the act by community choice aggregators, electric service providers, electrical corporations, and gas corporations. The governing board of each local publicly owned electric utility and local publicly owned gas utility, in consultation with the State Energy Resources Conservation and Development Commission, would be responsible for the implementation of the act by the utility. The bill would require the State Energy Resources Conservation and Development Commission, in a public stakeholder engagement process, to determine how the energy savings goals of the act are measured and reported. The act would require each retail seller of electricity and gas utility, as defined, to establish an energy efficiency resource standard that shall increase the amount of energy efficiency resources of the utility so that the minimum amount of incremental energy savings achieved in any given year amounts to not less than specified amounts. The bill would require the State Energy Resources Conservation and Development Commission, in consultation with the Public Utilities Commission, to adopt a cost limitation, as necessary, for each retail seller of electricity for meeting the energy efficiency resource standard. The bill would require the Public Utilities Commission to establish an annual percentage of peak

		demand reductions that shall be achieved through event-based demand response and would require that annual percentage to be achieved by retail sellers of electricity. The bill would require that the energy savings of a retail seller of electricity or gas utility first come from disadvantaged communities identified by the California Environmental Protection Agency, as specified. The bill would require each retail seller of electricity and gas utility to annually file with the State Energy Resources Conservation and Development Commission, a report that analyzes the energy savings achieved by the utility during the prior year, divided by the energy retail sales in the immediately preceding year. This bill contains other related provisions and other existing laws. <b>Last Amended on 6/2/2015</b>
<b><u>AB1332</u></b> <b><u>Quirk D</u></b>	ASSEMBLY 2 YEAR 5/1/2015 - Failed Deadline pursuant to Rule 61(a)(2). (Last location was NAT. RES. on 3/23/2015)	The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020, and to adopt rules and regulations in an open public process to achieve the maximum, technologically feasible, and cost-effective greenhouse gas emissions reductions. The act authorizes the state board to include the use of market-based compliance mechanisms. This bill would require the state board, as part of a market-based compliance mechanism, to create an offset protocol for renewable energy projects that are able to ramp up or down during peak energy demands.
<b><u>AB1333</u></b> <b><u>Quirk D</u></b>	ASSEMBLY 2 YEAR 5/1/2015 - Failed Deadline pursuant to Rule 61(a)(2). (Last location was U. & C. on 4/7/2015)	Existing law requires the Public Utilities Commission, in consultation with the State Energy Resources Conservation and Development Commission, to identify all potential cost-effective energy efficiency savings and establish efficiency targets for an electrical or gas corporation. Existing law requires a local publicly owned electric utility, in procuring energy, to acquire all cost-effective energy efficiency and demand response resources that are cost-effective, reliable, and feasible. This bill would require electric and gas corporations and local publicly owned electric and gas utilities to require recipients of rebates or incentives from their residential or commercial energy efficiency or weatherization programs to install demand response infrastructure on the property for which the rebates or incentives are provided. <b>Last Amended on 4/6/2015</b>
<b><u>AB1334</u></b> <b><u>Quirk D</u></b>	ASSEMBLY 2 YEAR 5/1/2015 - Failed Deadline pursuant to Rule 61(a)(2). (Last location was U. & C. on 3/23/2015)	Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations, gas corporations, heat corporations, and telephone corporations, as defined. Existing law authorizes the commission to fix the rates and charges for every public utility, and requires that those rates and charges be just and reasonable. Existing law authorizes the commission to allow inclusion of expenses for research and development in rates. Existing law requires the commission to consider specified guidelines in evaluating the research, development, and demonstration programs proposed by electrical and gas corporations. This bill would require findings supporting a decision to approve the inclusion of expenses incurred for research and development projects or programs in electricity rates be informed by independent expert review.
<b><u>AB1453</u></b> <b><u>Rendon D</u></b>	SENATE RLS. 6/1/2015 - In	The Public Utilities Act authorizes the Public Utilities Commission to require public utilities, including electrical corporations, to construct,

<p>Electrical corporations: underground electrical facilities: worker safety.</p>	<p>Senate. Read first time. To Com. on RLS. for assignment.</p>	<p>maintain, and operate their facilities and equipment to promote and safeguard the health and safety of its employees. A violation of the Public Utilities Act, or any decision, rule, direction, demand, or requirement of the commission is a crime. This bill would require the commission, by January 1, 2017, to adopt a rule regulating work performed in underground electrical facilities by, or on behalf of, an electrical corporation that is consistent with certain worker safety protections. Because a violation of the rule would be a crime, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws. <b>Last Amended on 4/20/2015</b></p>
<p><b>SB180</b> <b>Jackson D</b></p> <p>Electricity: emissions of greenhouse gases.</p>	<p>SENATE 2 YEAR - 5/29/2015 - Failed Deadline pursuant to Rule 61(a)(5). (Last location was on APPR. on 5/28/2015)</p>	<p>Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations, while local publicly owned electric utilities are under the direction of their governing board. Existing law prohibits any load-serving entity and any local publicly owned electric utility from entering into a long-term financial commitment for baseload generation unless that baseload generation complies with a greenhouse gases emission performance standard. Existing law requires the Public Utilities Commission, by February 1, 2007, through a rulemaking proceeding and in consultation with the State Energy Resources Conservation and Development Commission and the State Air Resources Board, to establish a greenhouse gases emission performance standard for all baseload generation of load-serving entities. Existing law requires the State Energy Resources Conservation and Development Commission, by June 30, 2007, at a duly noticed public hearing and in consultation with the Public Utilities Commission and the State Air Resources Board, to establish a greenhouse gases emission performance standard for all baseload generation of local publicly owned electric utilities. This bill would, on July 1, 2017, replace the greenhouse gases emission performance standards for baseload generation with greenhouse gases emission performance standards for nonpeaking generation and peaking generation. The bill would require the Public Utilities Commission, by June 30, 2017, through a rulemaking proceeding and in consultation with the State Energy Resources Conservation and Development Commission and the State Air Resources Board, to establish a greenhouse gases emission performance standard for all nonpeaking generation of load-serving entities, and a separate standard for peaking generation. The bill would require the State Energy Resources Conservation and Development Commission, by June 30, 2017, at a duly noticed public hearing and in consultation with the Public Utilities Commission and the State Air Resources Board, to establish a greenhouse gases emission performance standard for all nonpeaking generation of local publicly owned electric utilities, and a separate standard for peaking generation. The bill would require that, taking into consideration siting factors such as altitude, regional climate, and operating capacity, the greenhouse gases emission performance standard for nonpeaking generation and peaking generation be established at the lowest level that the respective commissions determine to be technologically feasible without putting reliability of the electrical grid and of electric service at risk and without hampering further deployment of renewable generation resources or reductions of greenhouse gases emissions. The bill would require that the commissions update their respective greenhouse gases emission performance standards every 5 years based on new technology. This</p>

		bill contains other related provisions and other existing laws. <b>Last Amended on 5/5/2015</b>
<p><b>SB189</b> <b>Hueso D</b></p> <p>Clean Energy and Low-Carbon Economic and Jobs Growth Blue Ribbon Committee.</p>	<p>ASSEMBLY ASSEMBLY 6/3/2015 - Read third time. Passed. (Ayes 26. Noes 14.) Ordered to the Assembly.</p>	<p>Existing law requires specified state agencies to prepare and submit to the Secretary for Environmental Protection specified information relating to the state agency's greenhouse gas (GHG) emissions, including a list of measures adopted and implemented by the agency to meet GHG emission reduction targets, as defined, and a status report on GHG emissions reduced as a result of these measures. Existing law further requires the California Environmental Protection Agency to provide that information on its Internet Web site in the form of a state agency GHG emission reduction report card. This bill would create the Clean Energy and Low-Carbon Economic and Jobs Growth Blue Ribbon Committee in the California Environmental Protection Agency, comprised of 7 members appointed by the Governor, the Speaker of the Assembly, and the Senate Committee on Rules, as provided. The bill would prescribe the terms and qualifications of committee members and would require the committee to advise state agencies on the most effective ways to expend clean energy and GHG-related funds and implement policies in order to maximize California's economic and employment benefits, and to take specified actions in that regard. The bill would also require the committee to provide an annual update to the Governor and the appropriate policy and fiscal committees of the Legislature on its activities, as provided. The bill would require each state agency responsible for implementing clean energy and low-carbon policies and programs to submit an annual progress report to the Governor and the appropriate policy and fiscal committees of the Legislature describing how it implemented or responded to the advice, guidance, and recommendations of the committee. <b>Last Amended on 6/1/2015</b></p>
<p><b>SB286</b> <b>Hertzberg D</b></p> <p>Electricity: direct transactions.</p>	<p>ASSEMBLY ASSEMBLY 6/3/2015 - Read third time. Passed. (Ayes 34. Noes 2.) Ordered to the Assembly.</p>	<p>The Public Utilities Act requires the Public Utilities Commission, pursuant to electrical restructuring, to authorize and facilitate direct transactions between electricity suppliers and retail end-use customers. Existing law, enacted during the energy crisis of 2000-01, authorized the Department of Water Resources, until January 1, 2003, to enter into contracts for the purchase of electricity, and to sell electricity to retail end-use customers at not more than the department's acquisition costs and to recover those costs through the issuance of bonds to be repaid by ratepayers. That law suspended the right of retail end-use customers, other than community choice aggregators and a qualifying direct transaction customer, as defined, to acquire service through a direct transaction until the Department of Water Resources no longer supplies electricity under that law. Existing law continues the suspension of direct transactions except as expressly authorized, until the Legislature, by statute, repeals the suspension or otherwise authorizes direct transactions. Existing law requires the commission to authorize direct transactions for nonresidential end-use customers subject to a reopening schedule that will phase in over a period of not less than 3 years and not more than 5 years, and is subject to an annual maximum allowable total kilowatt-hour limit established, as specified, for each electrical corporation. This bill would require the commission to adopt and implement a schedule that implements a 2nd phase-in period for expanding direct transactions for individual retail nonresidential end-use customers over a period of not more than 3 years, raising the allowable limit of kilowatt-hours that can be supplied by other providers</p>

		in each electrical corporation's distribution service territory by that electrical corporation's share of an aggregate of 8,000 gigawatthours, apportioned as specified. The bill would require that all of an electric service provider's retail sales associated with each 2nd phase direct transaction be procured from eligible renewable energy resources and would require the commission to enforce the bill's renewables procurement requirements as part of the California Renewables Portfolio Standard Program. The bill would require that an electrical corporation continue to provide direct access customers with support functions, as specified, through its own employees, except that construction of distribution system equipment and line clearance tree trimming may be performed under contract with the electrical corporation. The bill would prohibit an electric service provider from offering consolidated billing beginning January 1, 2016. This bill contains other related provisions and other existing laws. <b>Last Amended on 6/2/2015</b>
<b>SB350</b> <b>De León D</b>  Clean Energy and Pollution Reduction Act of 2015.	ASSEMBLY ASSEMBLY 6/3/2015 - Read third time. Passed. (Ayes 24. Noes 14.) Ordered to the Assembly.	Under existing law, the Public Utilities Commission (PUC) has regulatory authority over public utilities, including electrical corporations, as defined, while local publicly owned electric utilities, as defined, are under the direction of their governing boards. This bill would additionally express the intent of the Legislature for the purposes of the RPS program that the amount of electricity generated per year from eligible renewable energy resources be increased to an amount equal to at least 50% by December 31, 2030, and would require the PUC, by January 1, 2017, to establish the quantity of electricity products from eligible renewable energy resources be procured by each retail seller for specified compliance periods sufficient to ensure that the procurement of electricity products from eligible renewable energy resources achieves 50% of retail sales by December 31, 2030. The bill would require the governing boards of local publicly owned electric utilities to ensure that specified quantities of electricity products from eligible renewable energy resources to be procured for specified compliance periods to ensure that the procurement of electricity products from eligible renewable energy resources achieve 50% of retail sales by December 31, 2030. The bill would exclude all facilities engaged in the combustion of municipal solid waste from being eligible renewable energy resources. The bill would require community choice aggregators and electric service providers to prepare and submit renewable energy procurement plans. The bill would revise other aspects of the RPS program, including, among other things, the enforcement provisions and would require penalties collected for noncompliance to be deposited in the Electric Program Investment Charge Fund. The bill would require the PUC to direct electrical corporations to include in their proposed procurement plans a strategy for procuring a diverse portfolio of resources that provide a reliable electricity supply. The bill would require the PUC and the Energy Commission to take certain actions in furtherance of meeting the state's clean energy and pollution reduction objectives. This bill contains other related provisions and other existing laws.
<b>SB427</b> <b>Fuller R</b>  Renewable energy	SENATE 2 YEAR 5/15/2015 - Failed Deadline pursuant to Rule 61(a)(3). (Last location was	Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations, as defined, while local publicly owned electric utilities, as defined, are under the direction of their governing board. The existing Renewables Portfolio Standard Program (RPS program) requires a retail seller of electricity, as defined, and local publicly owned electric utilities to



resources.	RLS. on 3/5/2015)	purchase specified minimum quantities of electricity products from eligible renewable energy resources, as defined, for specified compliance periods. The specified minimum quantities of electricity products are based upon a percentage of the utility's total retail sales of electricity in California. The RPS program authorizes an electrical corporation to apply to the commission for approval to construct, own, and operate an eligible renewable energy resource, and requires the commission to approve the application if certain conditions are met. This bill would make technical, nonsubstantive changes to the RPS program authorization for electrical corporations to apply to the commission for approval to construct, own, and operate an eligible renewable energy resource.
<b>SB506</b> <b>Fuller R</b>  Economic development: military and aerospace.	SENATE 2 YEAR - 5/29/2015 Failed Deadline pursuant to Rule 61(a)(5). (Last location was on APPR. on 5/28/2015)	Existing law establishes the Governor's Office of Business and Economic Development, which is administered by a director appointed by the Governor. The office serves the Governor as the lead entity for economic strategy and the marketing of California on issues relating to business development, private sector investment, and economic growth. Existing law, the Military Base Reuse Authority Act, authorizes the creation of a military base reuse authority to plan, finance, and manage the transition of a military base from military to civilian use, as specified. This bill would establish the Military and Aerospace Program in the Governor's Office of Business and Economic Development, and set forth the program's duties and authority with respect to state and local defense retention, conversion, and base reuse activities, including developing and recommending to the Governor and the Legislature a strategic plan for state and local defense retention and conversion efforts. The bill would authorize the office to establish a Military Advisory Council with a specified membership to provide input, information, technical advice, or other comments to the program on military related matters. This bill also would authorize the office to apply for grants and seek private funds for the operations of the office. The bill would establish the Military and Aerospace Account in the Special Deposit Fund in the State Treasury and require that any private funds the office accepts be deposited into that account. The bill would authorize the office to expend moneys in the account, upon appropriation by the Legislature, for specified purposes of the office. This bill contains other related provisions and other existing laws. <b>Last Amended on 4/14/2015</b>
<b>SB539</b> <b>Hueso D</b>  Renewable energy resources: geothermal.	ASSEMBLY U. & C. - 5/22/2015 Referred to Com. on U. & C.	Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations. The Public Utilities Act authorizes the Public Utilities Commission, upon a complaint by a geothermal energy producer, to prohibit any electrical corporation from curtailing the generation, production, or transmission of electricity from a geothermal powerplant operated by the corporation, if the commission deems that the curtailment is not in the public interest. This bill would repeal the above-described geothermal generation, production, or transmission curtailment authorization. <b>Last Amended on 4/27/2015</b>
<b>SB697</b> <b>Hertzberg D</b>  Charter-party carriers of	ASSEMBLY U. & C. - 6/1/2015 Referred to Com. on U. & C.	The Passenger Charter-party Carriers' Act places charter-party carriers of passengers, as defined, under the jurisdiction of the Public Utilities Commission. Under existing law, no charter party carrier of passengers may operate a motor vehicle on a public highway unless there is displayed on the vehicle a distinctive identifying symbol, in the form prescribed by the commission, showing the classification to which

passengers.		the carrier belongs. For motor vehicles designed to carry not more than 8 passengers, the commission is required to issue a suitable decal with an identifying symbol and of a specified size for that purpose. This bill would repeal that provision requiring the issuance of the decal. <b>Last Amended on 4/9/2015</b>
<p><b>SB765</b> <b>Wolk D</b></p> <p>Energy: California Market Transformation Administrator.</p>	<p>ASSEMBLY ASSEMBLY 6/3/2015 - Read third time. Passed. (Ayes 23. Noes 17.) Ordered to the Assembly.</p>	<p>The Reliable Electric Service Investments Act requires the Public Utilities Commission (PUC), in evaluating energy efficiency investments, to ensure that local and regional interests, multifamily dwellings, and energy service industry capabilities are incorporated into program portfolio design and that local governments, community-based organizations, and energy efficiency service providers are encouraged to participate in program implementation where appropriate. This bill would require the PUC, in ensuring that prudent investments in energy efficiency are made and produce cost-effective energy savings, reduce customer demand, and support the state's greenhouse gas emissions reduction goals, to contract with an independent entity to serve as the California Market Transformation Administrator (CalMTA). The bill would require the PUC to require the CalMTA to take certain actions, including, among other actions, working in concert with other energy efficiency administrators that are carrying out energy efficiency activities under the PUC's oversight to incorporate long-term market transformation strategies into the state's energy efficiency portfolio and to work with the State Energy Resources Conservation and Development Commission to encourage local publicly owned electric utilities to participate in the CalMTA's planning efforts and provide funding for and support the market transformation initiatives administered by the CalMTA to ensure statewide consistency and full market deployment. Because a violation of these requirements would be a crime, this bill would impose a state-mandated local program. The bill would require the PUC to consult with the CalMTA regarding demand-side energy management programs. This bill contains other related provisions and other existing laws. <b>Last Amended on 6/2/2015</b></p>
<p><b>SB793</b> <b>Wolk D</b></p> <p>Green Tariff Shared Renewables Program.</p>	<p>ASSEMBLY DESK 5/18/2015 - In Assembly. Read first time. Held at Desk.</p>	<p>Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations. Existing law authorizes the commission to fix the rates and charges for every public utility, and requires that those rates and charges be just and reasonable. The Green Tariff Shared Renewables Program requires a participating utility, defined as being an electrical corporation with 100,000 or more customers in California, to file with the commission an application requesting approval of a tariff to implement a program enabling ratepayers to participate in electrical generation facilities that use eligible renewable energy resources, consistent with certain legislative findings and statements of intent. Existing law requires the commission, by July 1, 2014, to issue a decision concerning the participating utility's application, determining whether to approve or disapprove the application, with or without modifications. Existing law requires the commission, after notice and opportunity for public comment, to approve the application if the commission determines that the proposed program is reasonable and consistent with the legislative findings and statements of intent and requires the commission to require that a participating utility's green tariff shared renewables program be administered in accordance with specified provisions. Existing law repeals the program on January 1, 2019. This bill would require the commission to additionally require that</p>

		a participating utility's green tariff shared renewables program permit a participating customer to subscribe to the program and receive a reasonably estimated bill credit and bill charge, as determined by the commission, for a period of up to 20 years. This bill contains other related provisions and other existing laws. <b>Last Amended on 5/5/2015</b>
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## 10. GLOSSARY OF TERMS

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<b>AB</b>	Assembly Bill
<b>ARB</b>	Air Resources Board
<b>CAISO</b>	California Independent System Operator
<b>CBA</b>	California Balancing Authority
<b>CCA</b>	Community Choice Aggregation
<b>CEC</b>	California Energy Commission
<b>CPUC</b>	California Public Utilities Commission
<b>DLAP</b>	Default Load Aggregation Point
<b>EPA</b>	Environmental Protection Agency
<b>IOU</b>	Investor Owned Utility
<b>ITC</b>	Investment Tax Credit
<b>kW</b>	Kilowatt
<b>kWh</b>	Kilowatt hour
<b>LSE</b>	Load Serving Entity
<b>MCE</b>	Marin Clean Energy
<b>MT</b>	Metric Ton
<b>MW</b>	Megawatt
<b>MWh</b>	Megawatt hour
<b>NP15</b>	North of Path 15
<b>OTC</b>	Once Through Cooling
<b>PG&amp;E</b>	Pacific Gas & Electric Company
<b>PCIA</b>	Power Charge Indifference Adjustment
<b>POU</b>	Publicly Owned Utility
<b>PPA</b>	Power Purchase Agreement

<b>PUC</b>	Public Utilities Code
<b>RA</b>	Resource Adequacy
<b>RECs</b>	Renewable Energy Certificates
<b>RPS</b>	Renewable Portfolio Standard
<b>SB</b>	Senate Bill
<b>SCE</b>	Southern California Edison
<b>SCP</b>	Sonoma Clean Power
<b>SDG&amp;E</b>	San Diego Gas & Electric
<b>SONGS</b>	San Onofre Nuclear Generating Station
<b>SP15</b>	South of Path 15
<b>SQMD</b>	Settlement Quality Meter Data
<b>UIE</b>	Uninstructed Imbalance Energy

# California Clean Power Responses to Portola Valley Inquiries

June 8, 2015

## Rate setting

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**Do we need to mirror all of PG&E's rates? (including ones that no consumer in PV would hit?)**

*CCA's do not necessarily need to mirror IOU rate design, but this practice is advised because decoupling transmission and distribution rate design from generation rate design can prove to be very confusing for customers. Nevertheless, if a CCA seeks to design new and innovative rates, this is entirely possible but needs to be undertaken with great thoughtfulness and consideration. Also, the CCA should be mindful that because generation is only a portion of the total electric rate, the impact of a generation-only rate design will be diluted with respect to the overall electric rate design. Exclusion of PG&E rates that are not utilized in PV is not a problem, although, to avoid alienating future potential customers, only those that PV is absolutely certain will never be requested should be omitted.*

**Can we structure rates differently for policy purposes to encourage/discourage certain behaviors?**

*Yes; with the understanding that only the energy supply component is controlled by the CCA.*

**How does the San Juan Capistrano recent court decision on Prop 218 affect our ability to set rates?**

*Proposition 218, Section 3(b) specifically states that "fees for the provision of electrical or gas service shall not be deemed charges or fees imposed as an incident of property ownership," thereby exempting electric service from the water rate issues in the San Juan Capistrano decision.*

## What are the most comparable POUs to a proposed PV CCA?

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**While some aspects of the Marin/Sonoma CCAs are similar to what PV would face, the relatively tiny scale of the PV CCA would cause some significant differences. Are there any small-town (say 2-8k residents) POUs in California, whether CCAs or not?**

*The Cities of Biggs and Gridley are, in terms of load, comparable to PV's load. Biggs's load is about 2/3 the size of PV's load while Gridley's load is about 1/3 larger than PV's load. Both Cities operate fully functional municipal electric utilities including ownership and responsibility for the electric distribution systems, metering and billing. Both Cities also belong to the Northern California Power Agency (NCPA), which allows the two Cities to join with other municipal electric utilities to pool resources to own, operate and procure power under economies of scale.*

*Because the sole focus of CCA is power procurement while Biggs and Gridley, similar to PG&E, must focus on all of the other aspects of electric service, CCA is more similar to what NCPA provides to its members than CCA is similar to the Biggs and Gridley municipal electric utilities. Notably, however, while California Clean Power, serves a function similar to NCPA by procuring power for CCAs, California Clean Power also provides all other needed CCA services, such as financing, customer service, regulatory and interface with PG&E.*

**Are there [other small POUs and CCAs] in other states?**

*Yes, small POUs and small CCAs exist in many other states. The list of POUs is too numerous to list, but Illinois, Massachusetts, New Jersey, Ohio and Rhode Island all have CCA in various forms. Some states, like Ohio, have very robust CCA participation that includes hundreds of communities.*

## CCP as a public benefit corporation

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**Who is the governing board of CCP?**

*The Board of CCP is made up of Bill Gallaher (Chair), Douglas Bosco (Vice Chair), Komron Shahosseini, Jonathan Kathrein, Peter Rumble and Kelly Foley.*

**Who are the members of the corporation?**

*The Board and several members of the executive/management team are owners of the Company.*

## What are the board & members looking for from CCP?

*The mission of the Company is shared by the Board - to empower local communities, particularly those that could not otherwise due to size or resources, take advantage of the benefits of CCA. There is no set rate of return or exit strategy. We are building a company that will have a lasting positive impact on communities and the State.*

## Is there any way to bypass PG&E's PCIA?

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**Is the PCIA charged to new accounts, or only continuing accounts that depart from bundled service? Can all existing account be automatically closed and re-opened without impact or with minimal impact to consumers?**

*No, there is no way to bypass PG&E's PCIA. It is charged to both departing load and new customers who begin service after the CCA has already been established.*

## How does unbundling affect things like Rule 20A funds

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**Do 20A funds from the non-generation rates, or from generation, or both?**

*Rule 20A is funded through distribution rates or, in some cases, transmission rates. All CCA customers continue to be utility distribution and transmission customers, and therefore eligible for the same Rule 20A benefits as existed prior to forming a CCA.*

**How will a CCA affect PV's ability to underground power lines over time?**

*There will be no effect.*

**Is there any way to use CCA formation to actually help with undergrounding?**

*Yes. A community can opt for Public Benefit Payments that can be applied to undergrounding costs that exceed Rule 20A funding. Also, CCP provides in-kind assistance on all electric industry matters within CCP staff's areas of expertise, including Rule20A. Accordingly, CCP will provide PV with technical assistance, including interfacing with PG&E, to complete a 20A request.*

## Public Benefit Payments

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**[What should] Portola Valley [do if it has] any interest in public benefit payments [, lower rates, and/or more renewable energy] from CCP as part of the contract or lower rates?**

*CCP has, based on various inputs from PV, modeled PV's assumed mix of benefits at 100% renewable/zero carbon Category 1 electricity with .5% decrease off of total PG&E rates. Previously, CCP was able to also provide a small annual Public Benefit Payment of \$60,000, although renewable prices have recently increased, thus a refresh will need to be calculated to determine any impacts from the price increase.*

*The main driver behind renewable energy pricing volatility is the impending Federal Investment Tax Credit (ITC) "cliff." The ITC provides a critical 30% tax credit to renewable energy developers, which helps drive favorable pricing. Known as the "ITC Cliff," the ITC drops to 10% December 31, 2016. Post-Cliff, pricing of renewables could increase significantly. Because of this, new renewable projects hoping to qualify for the ITC need executed power purchase agreements (PPAs) by, at the latest, the end of Summer 2015. Without executed PPAs, renewable developers can not secure financing to complete projects prior to the ITC Cliff.*

*Accordingly, if PV seeks 100% or a very high level of renewable content, to capture favorable ITC pricing, moving forward with CCA within four to six weeks is highly recommended. Also, a 20 year PV-CCP contract will greatly assist in bringing down prices. If, on the other hand, PV prefers a different combination of renewables, rate reduction and Public Benefit Payments, CCP can calculate an estimated package based on market conditions at the time of calculation. In any event, until or unless PV is ready to move forward with a binding offer, which CCP hold open for 30 days, all proposals, due to market volatility, are for information only. Should CCP make a 30 day binding offer, if PV does not pass CCA ordinance and approve the CCP contract within that window, CCP will need to refresh the offer based on then current market conditions.*

## **Portfolio blend options**

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**Assuming Portola Valley would be primarily interested in the "most green" portfolio options we could procure, what would those be? In particular, there might be resistance in PV to hydro power.**

*When choosing particular energy sources for a portfolio, trade-offs are always a consideration. While hydro is well known for affecting hydrologic systems and ecosystems, wind power has come under criticism for impacts on bird populations and solar for usurping agricultural land (and in the case of solar thermal, also affecting birds and other species). Additionally, while ecological impacts are lower with solar panels co-located with load, there are significant cost and aesthetic considerations, as well as the fact that local solar is usually not plentiful enough to meet all energy needs. The California Public Utilities Commission has recognized certain energy sources as renewable, and importantly has made the distinction between large and small hydro*



*sources. Because these standards are widely recognized, CCP is able to construct a green portfolio that aligns with our values, based on market prices and supply availability. PV can always specify power source restrictions, but procurement costs will be higher as a result.*

## CCP as only bidder

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**Are there any other providers who offer competitive products, even if not identical to what CCP is proposing? How much is PV obligated to look for alternative partners, and have we done what is required to find any such alternatives?**

*Prior to concluding that PV will execute a contract with California Clean Power, PV should make a finding that a sole source contract is appropriate. A sole source contract is appropriate because no other provider offers turn-key CCA services comparable to those offered by California Clean Power.*

*CCP is aware of a number of firms who offer services competitive with sub-components of CCP's public-private turnkey partnership, but none offer comparable CCP financial guarantees and require no direct expenditures by the CCA. We are confident that by privatizing the financial risk and seamlessly integrating all of the critical components of CCA operation we bring a new and unique CCA model to the market.*

## Importance of PV to CCP

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**Will CCP provide adequate focus to Portola Valley, even though we will likely be its smallest partner by a large margin?**

*Yes for three reasons: We are contractually obligated; we are a benefit corporation; we want to make history with PV; all of our customers are equally important -- size doesn't matter -- a customer is a customer.*

**Are there aspects of a Portola Valley partnership that would be attractive to CCP?**

*Yes, CCP is interested in making history together with PV, making PV the first California town to go 100% Category 1 Renewable/Zero GHG.*

**Is there anything Portola Valley could do to make it more important to CCP?**

*100% Category 1 Renewable/Zero GHG with PV is one of our highest priorities. We want to establish a positive and long-lasting relationship based on our common desire to establish PV as the first and best in class in California sustainability. Note, too, that if PV decides not to pursue 100% renewable, CCP remains prepared to implement a different mix of benefits, but deeply hopes that PV will take a leadership position instead.*

## Resource requirements from PV

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What are the requirements from PV staff to:

**Establish the partnership with CCP, including contract negotiation, council/public education, involvement of any interested committees (sustainability committee?) Work with CCP to establish the CCA including formation, public interaction/education/etc., educating council about the process & issues, etc. through CCA launch?**

*To review CCP's service contract, CCP forecasts no more than 10 hours of legal review. Town Council due diligence is forecasted at about 3-5 hours per Council Member. Sustainability Committee review and public education can be accomplished in one meeting. CCP staff is always available to assist in these processes.*

*If/when PV is prepared to move forward with CCP, the Council first adopts a CCA Ordinance. Depending on PV's specific municipal code, the CCP contract can be approved following adoption of the Ordinance – even on the same agenda. Following the adoption of the CCA Ordinance and approval of the CCP contract, CCP staff handles all of the remaining launch requirements. Per the CCP contract, the Council must appoint a PV staff contact as the PV CCA Representative. The Representative will be needed on no more than a quarter time basis.*

**Post-launch requirements -- supervision of CCP; any CCA meetings/reports; inevitable front-line support for residents?**

*Post launch CCP continues to provide CCA turnkey service to PV, with the no more than quarter time assistance of the PV CCA Representative. The Town Council must also meet at least once per year to review rates and an annual performance report. CCP will, however, at PV's request, provide performance reports on as often as monthly basis, and provide in-kind CCP Staff assistance on any aspect of CCA and electric industry issues.*

**Any other areas that will require PV staff time?**

*Required staff time is limited to the coordination discussed above, and to delegating agency to CCP for compliance obligations, or being available to timely review and sign filings if delegation isn't desired or allowed by governing body or otherwise prohibited. This work should not exceed more than a quarter time commitment. Additional projects, such as Rule20A undergrounding, will require additional time commitments from PV Staff.*

## Impact on Portola Valley if the CCA fails

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### **[What if] the CCA fails between years 5-20? If the CCA fails after 20+ years?**

*As mentioned previously, if PV seeks to take a leadership role and be the first California community to be served by 100% Category 1 Renewables/zero GHG electricity, CCP recommends a 20 year contract. Under a 20 year contract, and the presumptions that PV would not run a CCA in house nor any other service provider would step in, the PV CCA will only fail if CCP fails. If CCP fails, the \$100,000 bond that CCP pays on behalf of PV's CCA would be forfeited and all PV CCA customers would, as described below, seamlessly revert to PG&E electric procurement service. PV would not be responsible for any of CCP's liabilities.*

*For 20+ year timelines, CCP provides five year contract renewal options. If PV opted for the renewals, the above 5-20 year scenario applies. If PV did not renew after 20 years, PV would need to find an alternative CCA provider, bring CCA services in house, or wind up the CCA.*

### **How [does] reversion to PG&E would work?**

*Even if a CCA abruptly and unexpectedly fails, provided the CCA does not represent an overly large portion of PG&E's total load, in the worst case scenario procurement for CCA customers ceases but electric service continues. That is, PG&E does not visit every CCA customer location and shut off service. Instead, CCA customer load is temporarily served by "market" power until the California Public Utilities Commission and PG&E reassign the customers to PG&E procurement service. After this short transition period, PG&E will rationalize the transfer and resume service to the former CCA customers.*

### **Would rates be affected by reversion?**

*CPUC regulations could allow for a higher or lower rate to be charged to reverting customers for a limited period of time until the reverted customers are normalized back into PG&E's load. The conditions of the market would determine if the rates would be higher or lower. Also, because PV's load is very small, the impact on PG&E's overall load is trivial, and therefore highly unlikely to trigger a differentiated reversion rate.*

### **If PG&E had not been expecting demand of the CCA's customers, it will not have purchased power to supply them, so how will it deliver power to them it wasn't anticipating that it would need, without having to buy power in the very short term?**

*Most of the answer to this question depends on scale; PG&E (and every other utility) is constantly managing its portfolio by purchasing energy or building power plants to match what it projects will be the total load of its customers. Because forecasts are, by nature, always wrong (the important consideration is just by how much), PG&E is well accustomed to handling imbalances between their supply and demand. If there is a*

*massive volume of load returning to PG&E, then yes, they will have to buy power to meet this load in the very short-term. However, keep in mind that the CCA had bought energy, and so will have to sell it in the very short-term as well. Furthermore, as mentioned previously, PV's load is quite small relative to PG&E's overall load and thus would likely have a de minimis impact.*

**What happens to any residual assets of the CCA under reversion, such as any power purchasing contracts?**

*The PPAs CCP has signed are between CCP and the counterparty. If the assets are liquidated, or the contracts unwound, and losses are realized, the responsibility for the costs would depend on the cause of the termination of the CCA's existence. If the cause were a breach by PV, CCP would seek damages. If CCP fails as a company, PV is shielded from any liability.*

**Are those available to PG&E to mitigate the unanticipated spike in demand that it will see?**

*Due to an increase in PG&E demand from returning CCA customers, PG&E could opt to buy the power purchase agreements from CCP or buy other supply from other parties.*

**Reversion would take care of things smoothly if the CCA's rate plans, etc. are the same as PG&E's, but what happens if [PV moves] to rate plans that do not map to PG&E's?**

*Reverted customers would need to go back to standard PG&E rate designs. As mentioned above, CCP advises structuring rates to mirror those of PG&E for several reasons, including preventing customer confusion. Reducing confusion in the scenario of reversion to PG&E rates is another reason for using standard PG&E rate design, but again, this must be weighed by PV against the benefits of pursuing alternative CCA rate designs.*

**What happens to any other CCA activities other than supplying power to customers under reversion? For example, any incentive plans, etc. that the CCA might set up?**

*Because customer reversion to PG&E presumes a winding down of the CCA, all CCA programs would presumably wind down too.*

## **Threats to viability of CCA**

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**[Could CCA] do a substantially worse job than PG&E of pricing contracts and becomes uncompetitive?**

*CCAs in general, and a PV CCA in particular, are certainly at risk of becoming uncompetitive relative to PG&E pricing. Nevertheless, CCP contractually guarantees*

*long term pricing, and CCP personnel have extensive procurement and regulatory experience. CCP's market changing public-private turnkey partnership ensures that the PV CCA remains competitive, distilling the CCA risk down to CCP's overall business viability.*

**CCA could under-forecast/over-forecast demand and need to buy expensive power to cover the shortfall or be stuck with purchased excess energy that it can't sell?**

*Yes, as in the previous response, many risks inherent in energy markets will always likewise exist for CCAs. Nevertheless, as also stated in the previous response, CCP's model contractually protects a PV CCA against these risks.*

**How does CCP structure its contracts to reduce the risks of mis-forecasting?**

*CCP is fully responsible for costs associated with forecast error and other related liabilities.*

**How does CCP model future energy demand, including elements like weather, technology changes, etc.?**

*CCP uses utility industry standard techniques for near-term energy demand forecasting. On a daily basis (more accurately a Day-Ahead basis), CCP creates a load forecast from a database of historical similar days (day of the week, holiday, seasonality) and adjusts the data based on weather forecasts. A forecast error of up to 6% or so is normal and expected. CCP expects to have forecast errors of approximately the same magnitude as the California Independent System Operator – the State's major grid operator.*

**Is accurate forecasting harder because of the small size of the customer base over which any bumps/troughs in demand get smoothed?**

*Yes, the load of a smaller population will more affected by energy usage deviations by individual customers; but CCP manages its portfolio across all of its customers, and therefore imbalance risk is mitigated by this larger population.*

## **Un-anticipated market conditions**

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**What happens when the next Enron-like market spikes occur, whatever the cause?**

*Market price spikes occur all the time; the possibility of prolonged elevated spot prices is a serious consideration in CCP's risk strategies. For this reason, we expect to hedge a large percentage of our open position well in advance of the service day. Additionally, by attempting to closely match PG&E's procurement portfolio, we can increase the likelihood that PG&E is equally as affected by price movements as CCP.*

**What cash reserves does CCP hold to weather any short-term market liquidity/price problems?**

*CCP has a cash position of approximately \$10.5M, with additional access to a line of credit up to \$5M. Liquidity and market price risks are two of the most significant risks CCP has exposure to and manages these risks through good utility practice.*

**Are any such reserves pooled across all CCP agreements, or would they be dedicated to the PV CCA?**

*They would be pooled across CCP's entire portfolio. CCP's practices of risk mitigation are the same for the portfolio serving all CCP's client communities, separated or aggregated. By aggregating, we can minimize operational costs and manage the entire portfolio. For the initial \$15M, CCP is limiting service to a population of 200,000.*

**[What happens in the case of a] CCA supplier default?**

*All supply contracts CCP will enter into have clauses for damages and provisions for suppliers to post security. From an operational perspective, because of the way the electricity grid and markets are operated in California, the risk of default is a financial one and not a physical one (shortfalls, even ones for relatively large individual supply contracts), are settled as imbalances in the liquid spot markets. PV customers would not be subject to physical shortages of energy any more than customers of PG&E. In the case of supplier defaults, CCP would pursue damages from our counterparties.*

**How would the CCA deal with potential short-term cash flow issues?**

*PV is the CCA. CCP is the service provider. CCP's public-private turnkey partnership privatizes CCA financial risk, resulting in a PV CCA having no cash flow issues. For CCP as the provider, because payment rates for essential services such as electricity are extremely high, cash flow is generally not an issue. Nevertheless, as part of CCP's risk management practices, CCP keeps sufficient cash reserves to ensure uninterrupted service even in the [very rare] event of revenue disruptions.*

**[Can PG&E intentionally cause problems for CCAs?]**

*PG&E is prohibited under California law from marketing against CCA programs without notifying the CPUC and with the use of ratepayer funds. Other more subtle forms of cost shifting could certainly occur, but PG&E must receive CPUC approval for nearly all actions. CCP as well as many other interested entities closely monitor CPUC requests by utilities assuring a transparent process and the CPUC generally disfavors cost shifting, making a utility attempt to disadvantage CCAs in this way very difficult for the utility.*

**CCP expansion risk -- What happens as CCP grows if it needs, and has trouble raising additional capital?**

*Simply put, CCP will not expand beyond what we have capital to cover. However, even if we wanted to expand beyond what we could afford to, our suppliers have diligent and strict risk mitigation functions themselves, to monitor their counterparties (us). As stated earlier, CCP is limiting our first tranche of customers to a population of 200,000. This ratio of \$15M:200,000 is considerably more robust than either the Sonoma Clean Power or Marin Clean Energy CCAs, which are both at about \$9M:400,000.*

**If CCP fails, will the CCA be able to continue, or does it depend on CCP's continuation?**

*CCP is merely a CCA service provider. All CCAs exist independently of their service providers. Nevertheless, due to the highly technical and specialized nature CCA, all existing and all, if not nearly all, future CCAs will need to rely on private consultants, vendors and/or companies. In the case of CCP, we have brought all of the key functions in house, streamlined our overhead, and privatized the financing, thereby considerably minimizing the risk we will fail, which means our CCA clients are likewise protected.*

## **CCP successor entities/mergers**

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**[Can a non-benefit corporation purchase CCP, a benefit corporation?]**

*A non-benefit corporation could purchase CCP, but it would have to do so subject to CCP's existing contracts and commitments, thus retaining all of the benefits of CCP's structure for existing customers.*

*CCP is a benefit corporation, not a non-profit public benefit corporation.*

**What happens if CCP is sold, etc.? Does the continuing entity have to continue supporting the CCA?**

*Yes; see answer above.*

## **Change in CCP's business plans/goals**

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**What happens if CCP no longer is interested in partnering with PV on the CCA?**

*As reference earlier, particularly if PV will take a leadership position with 100% Category 1 Renewables/zero GHG, CCP strongly recommends a 20 year contract. The contract will also include standard 5 year renewal options. Under these contract terms, PV could be contractually covered for as long as 30 years.*

## **What if CCP enters Chapter 14 bankruptcy? How would the CCA be affected?**

*Even if in bankruptcy, CCP can continue to serve PV. If, however, CCP completely dissolved, the previous comments on reversion and the results of CCP failure apply.*

## **Contract questions**

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### **What are CAISO Congestion Revenue Rights (section 10.0)?**

*Congestion revenue rights (CRRs) are products used by investor-owned utilities, publicly-owned utilities, CCAs, power generators and other market actors to manage their exposure to congestion on the transmission system. Congestion occurs when more energy is used in an area of high load than can be met by importing the energy across the grid. When this happens, the wholesale electricity price in the importing region increases and that in the exporting region decreases (congestion is a financial concept; the energy demand continues to be supplied, although this is done by turning on more expensive local power plants rather than using the energy available remotely, but unable to reach the load “pocket”). CRRs are allocated to load-serving entities in order to offset the risk of high prices where your customers are using energy. The term congestion revenue right is (unlike many terms in the utility industry) pretty straightforward, in that it gives you, the CCA, or us, CCP as your service provider, the right to the price difference (the congestion revenue) between where we’ve contracted to buy power (for example at the substation where a generator injects energy onto the grid) and where our customers are using this energy. By assigning CCP the CRRs, you allow us to better manage our risks and offer you a better deal.*

### **In what example circumstances might CCP want to assign the agreement to a parent/subsidiary, or to any other third party? (section 15.0)**

*There are no foreseeable or eminent examples, however, there may come a time that CCP does merge, and to protect the smooth operation of PV's program, we want to be able to make that transition seamlessly. Currently, CCP has no plans to exercise these rights. Nevertheless, resiliency is key to the survival of any company, thus retaining the ability to merge, be acquired, etc. is standard prudent business practice.*

### **Lake County contract term is 10 years; there do not appear to be any provisions in the contract for termination by either party, even if both agree?**

*There is no early termination clause due to the need to procure energy many years in advance. Because energy costs make up the vast majority of CCA-related costs, this protection is necessary for CCP to remain in business and manage its risks. Nevertheless, both parties to a contract can always mutually agree to any change, including termination.*



## Exhibit A

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### **Rates - need the discount rate be specified here?**

*The discount rate to be used in rate setting must be specified in the contract, as it is an essential component. CCP includes it in the Exhibit, along with other contract variables, for convenience; i.e. the boiler plate/less likely to change language is in the body of the contract while the terms and conditions that vary from CCA to CCA are captured in one Exhibit. The main body of the contract and Exhibit A are co-equal elements of the overall Agreement.*

### **Rates are tied to PG&E's winter rate plans? Or are they tied to the year-round rates in effect as of Jan 1st each year?**

*CCP contractually adjusts CCA customer rates once per year, based on PG&E's January Annual Electric True (AET). The AET contains different rates for winter and summer, thus the CCA rates will reflect the different winter and summer rates.*

### **Must/should rates be tied to PG&E rates? Are there alternatives that might go here?**

*Please see previous discussions.*

## AGREEMENT FOR COMMUNITY CHOICE AGGREGATION SERVICES

*This Agreement for Community Choice Aggregation Services (Agreement) is between [name and description of municipality] (Community) and California Clean Power Corporation, a corporation formed under the laws of California (CCP). Collectively, Community and CCP may be referred to as “Parties” or individually as a “Party.”*

This Agreement is made pursuant to, and all the terms and conditions of this Agreement are governed by, applicable California and federal law. The term Community Choice Aggregation (CCA) is specifically defined by the applicable sections of the California Public Utilities Code, Division 1, Part 1, Chapters 1 through 2.3, and Chapter 4, Article 1, Section 707, or its successors.

This Agreement shall commence as of [day/month/year] and terminate under the provisions of Exhibit A to this Agreement.

### **OBLIGATIONS OF CCP**

- 1.0 Pursuant to the provisions of Exhibit A to this Agreement, CCP shall provide Community with the following turnkey CCA services (CCA Services):
  - 1.1 Power Procurement: procurement of all products and services required to reliably serve the electric commodity needs of Community’s CCA customers.
  - 1.2 Legal, Regulatory and Compliance: all actions required to implement a CCA program and to ensure strict ongoing compliance with California and federal laws and regulations applicable to CCA and retail electric commodity service.
  - 1.3 Customer Service and Communications: website, call center and assistance with outreach and communication.
  - 1.4 Reporting and Communication with Community Governing Body and Staff: reports detailing and updating CCA performance and progress, presentations before Community’s governing body and interaction and communication with assigned Community staff.

- 2.0 Except as otherwise provided in this Agreement, CCP shall cover any and all financial obligations associated with the provision of CCA Services.
- 3.0 CCP shall indemnify and defend Community against any actions arising from CCP's performance under this agreement, provided that such actions do not arise from the negligent or willful misconduct of the Community.
- 4.0 At all times CCP shall maintain collateral or capitalization sufficient to ensure performance under this Agreement. The amount of collateral or capitalization deemed sufficient shall be determined using industry standard electric commodity procurement practices.
- 5.0 CCP shall at all times maintain the confidentiality of Community CCA customer information. For any release of Community CCA customer information, CCP shall obtain written authorization from Community and the affected Community CCA customer or customers.

#### **OBLIGATIONS OF COMMUNITY**

- 6.0 Pursuant to California Public Utilities Code Section 366.2(c)(12) or its successors, Community shall have adopted an ordinance to implement a CCA program (Ordinance) within its jurisdiction. The Ordinance shall have included a determination of California Environmental Quality Act (CEQA) exemption and direction to Community staff to immediately file a CEQA Notice of Exemption. Any material change to, or repeal of, the Ordinance by Community shall constitute a complete default by Community under this Agreement. In the event of such a default, at its sole discretion CCP may immediately terminate this Agreement and pursue all available legal remedies.
- 7.0 Community expressly authorizes CCP to act on its behalf and as its sole agent in performing and providing CCA Services.
- 8.0 Community assigns to CCP all CCA related revenues, including but not limited to CCA customer payments, California Independent System Operator (CAISO) credits, and refunds of compliance related deposits. Upon termination of this Agreement, all deposits or similar funds posted by CCP on behalf of Community shall be returned to CCP.
- 9.0 Community shall designate a representative or representatives to interact with CCP to ensure efficient and effective implementation and operation of the Community CCA program.

- 10.0 At CCP's request, Community agrees to take all necessary actions to secure and transfer to CCP CAISO Congestion Revenue Rights (or a successor product) associated with the Community's CCA electric load, provided the Community does not incur any expenditures, or CCP reimburses Community for any expenditures, related to securing and transferring the CAISO Congestion Revenue Rights.

**GENERAL PROVISIONS**

- 11.0 The laws of the State of California, and federal law as applicable, shall govern this Agreement.
- 12.0 This Agreement, including all the exhibits attached hereto, represents the entire and integrated agreement between Community and CCP and supersedes all prior negotiations, representations, or agreements, either written or oral. The Parties may amend this Agreement only by a writing signed by both Parties. All exhibits attached hereto are incorporated by reference herein.
- 13.0 All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between Community and CCP shall survive the termination of this Agreement.
- 14.0 Any written notice in connection with this Agreement shall be sent by U.S. Mail or by nationally recognized overnight carrier.

Any written notice to Community shall be sent to:

***[Community & Address]***

Any written notice to CCP shall be sent to:

California Clean Power

***[Address]***

- 15.0 Due to the unique nature of CCA, Community may not assign this Agreement. With 90 days' notice to Community, CCP may assign this Agreement in part or in whole to a subsidiary or parent company wholly owned and operated by CCP's owners. With the written consent of Community, CCP may assign this Agreement in part or in whole to a

- third party or parties, provided that Community may not unreasonably withhold such consent.
- 16.0 If, due to changes in laws or regulations, either Party is rendered substantially unable to perform under this Agreement, the Parties agree to endeavor in good faith to amend this Agreement to accommodate the changes in laws or regulations. If the Parties are unable to reach an acceptable accommodation, the performance of the affected Party or Parties shall be excused and either Party shall have the option to terminate this Agreement.
- 17.0 If either Party is prevented in the performance of any act required hereunder by reason of act of God, fire, flood, or other natural disaster, malicious injury, strikes, lock-outs, or other labor troubles, riots, insurrection, war or other reasonably unforeseeable occurrence of like nature not the fault of, and not within the reasonable control of, the Party in performing under this Agreement, then performance of such act shall be excused for the period of the delay and the period of the performance of any such act shall be extended for a period equivalent to the period of such delay, except that if any delay exceeds six months, then the Party entitled to such performance shall have the option to terminate this Agreement.
- 18.0 If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 19.0 The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 20.0 Should an entity of competent jurisdiction invalidate any element of this Agreement, Parties agree to endeavor in good faith to amend this Agreement to accommodate the invalidation.
- 21.0 The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.
- 22.0 This Agreement is made solely for the benefit of the parties hereto, with no intent to benefit any non-signatory third parties.
- 23.0 This Agreement may be executed by counterparts, each of which shall be an original and all of which together shall constitute one agreement.

**[COMMUNITY]**

**CALIFORNIA CLEAN POWER**

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

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

\_\_\_\_\_

\_\_\_\_\_

**[Community Manager/Executive]**

PETER RUMBLE, Chief Executive Officer

Attest:

\_\_\_\_\_

**[Governing Body Clerk or Secretary]**

Approved as to Form:

\_\_\_\_\_

**[Community Attorney or General Counsel]**

# AGREEMENT FOR COMMUNITY CHOICE AGGREGATION SERVICES

## EXHIBIT A

### 1. Term of Agreement

*This Agreement shall terminate December 31, <insert the year that is five to 20 full years or more from the date electric service begins>. In the event Community receives CCA Services under this Agreement for a period of less than 10 years, Community agrees to accept assignment of all or a portion of a long term renewable contract sufficient to comply with the Public Utilities Code Section 399.13(b) and applicable California Public Utilities Commission decisions. The following language will be adapted to provide for renewal options.*

*According to the below schedule, CCP shall provide Community with a written notice pursuant to Section 14 of this Agreement. The notice shall indicate to Community whether CCP shall terminate or automatically renew, for an additional five years, this Agreement.*

### SCHEUDLE

<b>Notification Date</b>	<b>Termination Date</b>	<b>Automatic Renewal Term</b>
December 31, 20XX	December 31, 20XX	January 1, 20XX to December 31, 20XX
December 31, 20XX	December 31, 20XX	January 1, 20XX to December 31, 20XX

*If Community does not respond in writing within 30 calendars of receiving a notification of automatic renewal, this Agreement shall be renewed for the corresponding “Automatic Renewal Term.” At any time prior to a “Notification Date,” Community may provide written notice pursuant to Section 14 of this Agreement that Community is terminating the Agreement on the corresponding “Termination Date.” Under no circumstance shall this Agreement extend beyond December 31, 2037.*

### 2. Launch Date for Electric Service

*<insert range of dates between which CCP will begin electric service to Community CCA customers.>*

**3. Electric Energy Portfolio**

*<insert renewable %, hydro imports, etc>*

**4. Rates**

*<insert rates, provisions for changing, etc>*

**5. Public Benefit Payment**

*<insert amount of contribution>*

**6. Program Support**

*<insert program assistance, if any, and related terms>*

**7. Other**

*<insert additional terms and conditions if needed>*



**Sharon Hanlon**

**From:** Steve Abbors, MROSD [<mailto:web=openspace.org@mail139.atl121.mcsv.net>] **On Behalf Of** Steve Abbors, MROSD

**Sent:** Monday, June 08, 2015 10:00 AM

**To:** Nick Pegueros

**Subject:** District Open Space Vision Plan Unveiled

The Vision Plan charts the course for land conservation, restoration, and public access for the next 40 years and beyond.

[View this email in your browser](#)



## 2014 Vision Plan

On behalf of Midpeninsula Regional Open Space District's (Midpen) Board of Directors, and staff, I am very pleased to unveil the [District's Open Space Vision Plan](#), a landmark open space conservation guide to protect and manage the San Francisco Peninsula's lands, waterways, habitat, and wildlife in perpetuity and create new opportunities to enjoy, learn about, and participate in nature. This conservation guide includes strategies and priorities to:

- Add over 200 miles of new trails to connect the bay, cities, mountains and coastline;
- Create new parking and staging areas;
- Preserve over 50,000 acres of additional open space;
- Open 20,000 acres of land for public enjoyment and nature education;

- Protect critical redwood forests and other sensitive habitat;
- Enhance wetlands and ponds for rare wildlife; and
- Create wildlife corridors in an increasingly urbanized region.

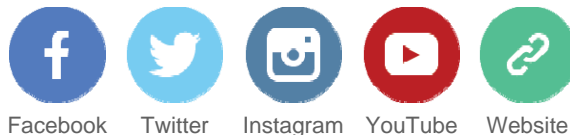
The 18-month public process to create the Vision Plan included scientific studies and extensive community engagement through surveys, meetings, focus groups, workshops, and online participation. The resulting vision reflects the unique and diverse habitats, open space values, and aspirations of our region. On behalf of Midpen, I sincerely thank the Community Advisory Committee, partner agencies, staff, volunteers, and other members of the community including yourself for your important contributions to help establish a unified open space vision for our great region.

The Vision Plan charts the course for land conservation, restoration, and public access for the next 40 years and beyond. We look forward to new and continuing partnerships with public and private agencies, organizations, and members of the community as we fulfill this regional vision together.

Sincerely,



Stephen E. Abbors  
General Manager



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You received this message because you have opted-in with the Midpeninsula Regional Open Space District to receive emails. If you wish to be removed from this distribution, please click on the unsubscribe link.

**Our mailing address is:**

Midpeninsula Regional Open Space District  
330 Distel Circle  
Los Altos, CA 94022

**Sharon Hanlon**

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**Attachments:** Gordon Rising Sea Level FlyerPrint v3.pdf

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**From:** Dennis, Jeremy [<mailto:Jeremy.Dennis@asm.ca.gov>]

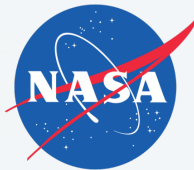
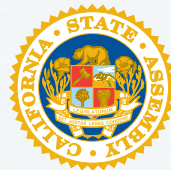
**Sent:** Monday, June 08, 2015 10:29 AM

**To:** Dennis, Jeremy

**Subject:** Sea Level Rise Event, Santa Clara County

Hello – I hope that you may be able to attend an event at NASA Ames on Sea Level Rise in Santa Clara County. Thank you.

Jeremy Dennis  
Office of Assemblyman Rich Gordon



**Congresswoman Anna Eshoo  
and Assemblyman Rich Gordon**

**PRESENT:**

## *Meeting the Challenge of Sea Level Rise in Santa Clara County*

Santa Clara County will be profoundly affected by sea level rise. Billions of dollars of public assets and private residences and businesses are at risk. Please join us to hear from federal, state and local experts to learn about the challenges we face and opportunities for dealing with the risks.

**WHEN:** Friday, June 19, 2015 | 1:45-5:30 p.m.

**WHERE:** NASA Ames Research Center, Bldg. 152  
Naval Air Station, Moffett Field  
Mountain View, CA

**TO RSVP:** Email [Assemblymember.Gordon@assembly.ca.gov](mailto:Assemblymember.Gordon@assembly.ca.gov)

**QUESTIONS:** For questions, please contact Jeremy Dennis  
at **650-691-2121**.

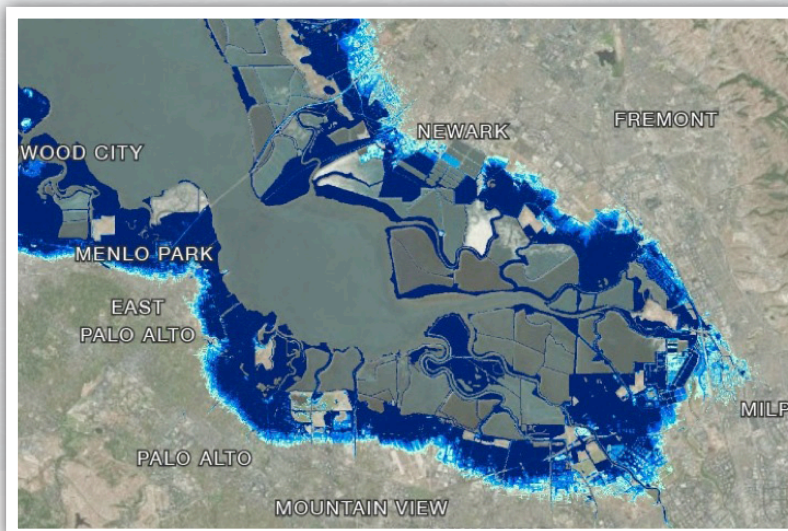


Image: BCDC  
and Noah  
Knowles,  
USGS

To whom this may concern,

August 2014

In the 1700s we fought for our independence. In the 1960's our fellow African Americans fought for equal rights. After the twin towers were attacked we fought against world terrorism. And our great President Barrack Obama led us to killing Bin Laden. But who would have ever thought that we would be fighting for the right to farm. And with The Humane Society of the United States creeping deeper and deeper into their ultimate long term agenda of exhilarating Traditional American Agriculture, chicken farmers in California suffered a pretty devastating blow.

In 2008 California voters were manipulated into passing Proposition 2. A law that would require all egg laying hens to have more space and force chicken farmers to comply with the regulations by 2015. A law that agriculture experts believe could either drive the entire egg laying industry in California into bankruptcy, or force chicken farmers to move out of state. People in support claimed that the conditions the chickens were living in were inhumane. However, farmers claimed that the conditions have already been proven safe and humane for chickens. Some farmers complied with the law right away, so people are now complaining that the chickens are cold. Therefore, the entire proposition has already proven to be just another senseless extremist sponsored anti farming bill which is doing nothing to help animals.

But Proposition 2 crippling California chicken farmers wasn't damaging enough to satisfy California Legislators. In 2012 our HSUS affiliated California Legislators had to throw more gas on the fire by attacking chicken farmers in the rural areas by passing SB1221. A bill which was strongly opposed by farmers, ranchers, and boards of supervisors from 33 counties. A law that would make it illegal to use a dog to pursue a bear or bobcat unless with depredation. I was raised around farming and ranching all my life, and I am an expert on the subject, and the depredation program has failed. The sport season is the most effective, economical, and environmental method of wildlife management.

And now the story gets even better. California Legislators decided to take The HSUS agenda even further by passing a law that would require chicken farmers in other states to abide by California's over regulated anti farming laws in order to sell eggs in California. This not only threatened chicken farmers nation- wide, but also threatened to drive consumer prices up across the U.S. Now rumors are circling that out of state governors enraged by California Legislators' assault on American Agriculture are filing lawsuits against our so called Golden State because the law supposedly violated Federal Clauses.

So who is the winner here? Well it is simple. There is only one winner and that is HSUS. The chickens lost because they are now being forced to suffer in inhumane living conditions by being more subject to colder temperatures, and also standing a much higher chance of being killed by predators. The farmers lost because there is a good chance they could all go out of business. The employees of the chicken farmers lost because they are now facing possible layoffs. The consumers lost because we will most likely be seeing increases in grocery costs. California voters lost because they were manipulated into voting in a senseless proposition, while being misinformed about all the other negative side effects. Our local animal shelters lost because we are depending on HSUS to be taking care of animals instead of attacking farmers and ranchers and increasing consumer prices. The people who donated to HSUS lost because the whole purpose of donating to HSUS is supposed to be for animal welfare. And California Legislators lost because they made themselves look like idiots by making everything worse.

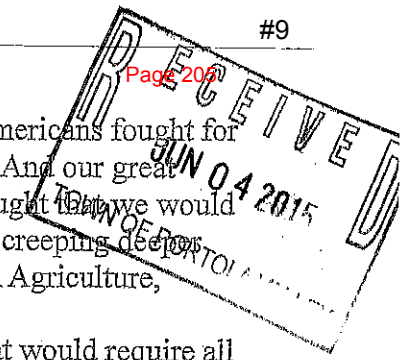
But The Humane Society of the United States is still the one happy winner because it appears from what I have been reading, HSUS still has piles upon piles of peoples' donated money coming in while countless animals at our local animal shelters are inhumanely sent to their deaths every day because of lack of revenue. I ask my fellow democrats in support of HSUS to check the websites, and answer to the American people, "Is it true what I read that HSUS received over One Billion dollars in tax-exempt contributions in a 10 year time period and only a little over \$1% of it actually went to local animal shelters? If so, what happened to the other almost \$99% of the over \$1Billion?"

To learn about The Humane Society of the United States, log on to "Humanwatch.org," or "Protect The Harvest.com," or google "HSUS Bill of Indictment," or "HSUS Under Investigation," or "HSUS Bankrupts Chicken Industry," or "HSUS Chicken Bill Sues CA," or "HSUS Scam," or "HSUS Money Laundering," or "HSUS Misappropriated Funds," or "HSUS Fraud," or "HSUS IRS Scandal," or "HSUS Lawyers in Cages Video." And please write to your elected officials and local newspapers.

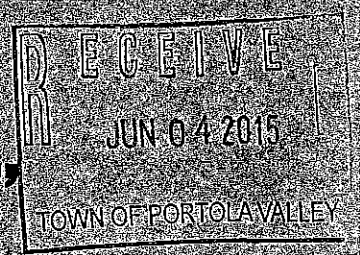
Yours truly,

Greg Fontana, Democrat for the future farmers of The United States of America.  
P.O. Box 512 Half Moon Bay CA 94019

*Greg Fontana*



**California Legislators affiliated with  
THE HUMANE SOCIETY  
OF THE UNITED STATES  
Threatens SF Bay Area People  
INVESTIGATE BEFORE  
YOU DONATE**



- Google **"HSUS Racketeering,"**
- "HSUS Attacks AIDS Research,"**
- "HSUS Scam," "HSUS Fraud,"**
- "HSUS Bankrupts Farmers,"**
- "HSUS Sued for Rico ACT,"**
- "HSUS Obstruction of Justice,"**
- "HSUS Money Laundering,"**
- "HSUS IRS Scandal," "HSUS Bribery"**
- "HSUS Under Investigation."**



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: June 12, 2015  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended June 12, 2015.

1. Emergency Water Purification System for Town Center - The Town took delivery of a Merlin emergency water purification system for use by the EOC in the event of a disaster. The device is not intended to provide water for the general public in the event of an emergency, but rather a safe drinking supply for staff, volunteers, and their families in the event of a prolonged EOC activation where the sheltering of EOC workers is necessary and water supplies are interrupted. A conceptual plan is under development that works with local institutions, e.g., the Sequoias and CERPP, to distribute these purification systems and promote neighborhood resiliency in a natural disaster.
2. Horse Fair - The Trail Committee's Horse Fair is this weekend with a trail ride on Saturday and a public engagement/interactive event on Sunday.
3. Water Conservation Progress by Town - At the Town Council meeting on May 27th, staff reported that the Town's water use decreased 68% in the April/May billing cycle. Upon further investigation, a significant error was uncovered relative to how staff adjusted timers for Town fields. As opposed to the 25% reduction as directed, the field watering was decreased by 75-80%, which not only skews the Town's need for water but came very close to causing irreparable damage to the fields. Effective June 3rd, the town's contractor who is backfilling the vacant Recreational Facilities Coordinator position has remedied the problem.
4. Los Trancos County Water District Dissolution Moving Forward - LAFCO and the County Planner found that because the Water District's "lake" parcel includes two parcels (one in

the County and a "sliver" parcel in the Town), the Town needs to make a finding of General Plan conformity for the County's acquisition of the sliver parcel in town jurisdiction. Planning staff is working with LAFCO as requested.

5. Recruitments - Final interviews for the Communications & Information Manager are happening today and a decision is expected in the next week. The Administrative Services Manager recruitment is open with a tentative start date of August 10th if all things move ahead as scheduled and the Associate/Senior Planner and Maintenance Worker I/II recruitments are scheduled to open next week. The recruitments can be found on the Town's webpage at: [portolavalley.net/employment](http://portolavalley.net/employment).



## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – June 19, 2015**

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1. Agenda (Cancellation) – ASCC – Monday, June 22, 2015
2. Agenda – Conservation Committee Meeting – Tuesday, June 23, 2015
3. Report from San Mateo County Sheriff's Office – Incident Log for 05/26/15 – 06/14/15
4. Email from Dave Pine, San Mateo County Supervisor District 1 re: SMC Sea Level Rise Vulnerability Assessment Study

**Attached Separates (Council Only)**  
*(placed in your town hall mailbox)*

1. None



**TOWN OF PORTOLA VALLEY**  
**ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)**  
**Monday, June 22, 2015**  
**7:30 PM – Regular ASCC Meeting**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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## **NOTICE OF MEETING CANCELLATION**

### **ARCHITECTURAL SITE AND CONTROL COMMISSION MEETING REGULARLY SCHEDULED FOR Monday, June 22, 2015**

Notice is hereby given that the Town of Portola Valley Architectural Site and Control Commission meeting regularly scheduled for Monday, June 22, 2015, has been canceled.

The next regular meeting of the Architectural Site and Control Commission is scheduled for Monday, July 13, 2015 at 7:30 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



**TOWN OF PORTOLA VALLEY**  
***Conservation Committee Meeting***  
**Tuesday, June 23, 2015 – 7:30 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call Meeting to Order
2. Oral Communications
3. Approval of May 26, 2015 minutes
4. Site Permits: **New** – 177 Goya - Donahoe  
**Tree Permits** – None
5. Old Business
  - A. Wildlife Backyard Habitat program - Marge
  - B. Tip of the month – Eastman (evening lecture fall 2015)
  - C. Guide to TC planting map/inaturalist/web - Chiariello
  - D. Letters to Nurseries – Don't sell! – Heiple/Plunder PlantRight
  - E. Committee cooperation ASCC/Trails/Open Space/H2O Ad-Hoc/Howard
  - F. Monarch Waystations
  - G. Picnic Day - debrief
6. New Business
7. Announcements
8. Action Plan
9. 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.

Monday 05/26/15 to Sunday 06/14/15

Greg Munks  
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
15-4806	05/25/15 5:50PM	2700 Blk. State Hwy 84 Woodside	Burglary	Unknown suspect(s) burglarized a vehicle while parked in the parking lot of the Woodside Park and Ride. The rear window was shattered and one duffle bag containing gym clothes and a wallet were stolen from the vehicle. The estimated loss is \$1,260.00.
15-4829	05/26/15 8:22AM	700 Blk. Portola Rd. Portola Valley	Petty Theft	The victim parked and locked his vehicle on 05/25/15 in the parking lot of the Portola Valley Town Hall adjacent to the library. After locking the vehicle he placed the keys in the gas cap area and went for a run. On 05/26/15 the victim noticed his phone and wallet were missing. There were no signs of forced entry into the vehicle. The victim believes his property was taken while he was out running. Victim stated he remembers a few cars in the parking lot but did not recall seeing anyone in or around the vehicles.

15-4837	05/26/15 1:16PM	100 Blk. Golden Oak Dr. Portola Valley	Burglary	Unknown suspect(s) used unknown means to smash the glass of a rear sliding door to gain entry into a residence. Once inside, the suspect(s) ransacked the master bedroom and second bedroom used as an office. The suspect(s) took a collectable book, a digital camera, and a semi-auto pistol as well as an undetermined amount of additional property before fleeing the residence. The estimated loss at this time is \$13,124.00.
15-4885	05/27/15 6:32PM	200 Blk. Winding Way Woodside	Theft Via Fraud	The Reporting Party advised the deputy that she had put her and her two daughter's passports in their filing drawer earlier in the month and they were now missing. She also noticed that her birth certificate was missing. The R/P stated that two unrelated people have access to her home. There are no suspects or leads at this time.
15-4905	05/28/15 10:59PM	2900 Blk. Woodside Rd. Woodside	Found Property	The Reporting Party stated he was doing some work on the 1000 Blk. of Runnymede. While walking the grounds, the R/P found a green mountain bike near the creek. The R/P confirmed the bicycle did not belong to the property owners nor did it belong to any of the grounds keepers. The deputy ran the bike's serial numbers through dispatch, which came back with no results. The deputy booked the bike into Sheriff's property for safe keeping.
15-4912	05/28/15 1:21PM	100 Blk. N. Castanaya Way Portola Valley	Possible ID Info w/Intent to Defraud	The victim stated she received a "Refund Check" in he mail from the United States Internal Revenue Service (IRS). The victim stated the estimated amount of the refund check was \$2100.00. This alerted the victim, given she and her husband had not filed their income taxes and that they had requested an extension from the IRS. On 05/14/15, the victim received written correspondence from the IRS, upon IRS letterhead, requesting verification of identity due to a suspected

				fraudulent filing upon her behalf. Given that the victim's personal identifying information had been compromised, the deputy recommended that the victim contact the three major credit bureau fiduciaries, the United States Social Security Office and any/all financial institutions she currently has accounts with; advising her personal identifying information had been compromised.
15-4924	05/28/15 4:43PM	2600 Blk. El Camino Real North Fair Oaks	Recovered Outside Stolen Vehicle	A deputy was dispatched to Hertz Rent A Car on the report of a recovered stolen vehicle. Upon arrival the deputy met with the manager who explained when he arrived to work he observed the vehicle parked in the lot. The manager assumed the vehicle was dropped off by a customer and continued with his day. Later in the day, the manager checked the computer system and discovered the vehicle was reported stolen on 12/30/2014 from a Hertz Rent A Car located in Oakland, CA. There are no suspects at this time. The vehicle was removed from the Stolen Vehicle System.
15-4934	05/29/15 6:28AM	2600 Blk. El Camino Real North Fair Oaks	Stolen Vehicle	A deputy was dispatched to a report of a vehicle that was stolen sometime during the previous night. Upon arrival the deputy met with the victim who stated that her vehicle was stolen sometime between 5/28/15 and 5/29/15. County Communications entered the vehicle into the Stolen Vehicle System. Later, the victim contacted County Communications and advised she found her vehicle parked in front of a residence on 1 <sup>st</sup> Avenue, and that there was a male subject (suspect #1) manipulating the engine. Once more, the deputy met with the victim and as he was speaking to her he looked down the street towards the vehicle and observed the suspect walking around the vehicle. The deputy responded to the Chevrolet, and greeted the suspect. The deputy asked the suspect if the vehicle belonged to him and he stated that he

				was repairing it for a friend. During this investigation the deputy noticed a second male subject (suspect #2) sleeping in the vehicle. The deputy asked the suspect #2 if the vehicle was his and he stated he did not know who it belonged to. Suspect #2 stated that he helped move the vehicle the previous night. Suspect #1 stated that he started the vehicle with a pair of pliers. Jose Aboytes a transient and Alejandro Barroso from Redwood City were arrested for being in possession of a stolen vehicle. The vehicle was removed from SVS. They were then transported to the San Mateo County Jail.
15-4937	05/29/15 9:05AM	3000 Blk. Woodside Rd. Woodside	Found Property	A deputy was dispatched to the Woodside Fire Station to pick up found property. Upon arrival the deputy was given a black women's wallet and was told it was turned in by an anonymous citizen who reported finding it on Albion Road in earlier in the morning. The wallet was booked into property for safekeeping.
15-4955	05/29/15 8:06PM	300 Blk. 4 <sup>th</sup> Ave. North Fair Oaks	-Terrorists Threats -Battery	Deputies were dispatched to 4 <sup>th</sup> Avenue on the report of an assault that just occurred. Upon arrival, deputies contacted an intoxicated victim. The victim told deputies a suspect, unknown him, assaulted and threatened him. A possible suspect was contacted but was later cleared. No other suspect was located. On 05/30/2015, deputies were dispatched to 4 <sup>th</sup> Avenue on the report of a disturbance. Upon arrival, deputies met with the victim for a second time, who was again intoxicated. The victim told deputies the suspect returned, but fled the area prior to deputies' arrival and was not located. Deputies advised the victim to immediately contact the Sheriff's Office if the suspect returned.
15-5010	06/01/15 9:51AM	100 Blk. Athlone Court North Fair Oaks	Grand Theft	The victim's \$2,000.00 Trek mountain bicycle was stolen from the bike rack on his vehicle. There is no suspect or

				witness information is available at this time.
15-5008	06/01/15 9:27AM	700 Blk. 15 <sup>th</sup> Ave. North Fair Oaks	Obtain/Use Personal ID w/o Authorization	The victim explained on 05/30/2015, she received a letter from the IRS stating her 2014 tax returns were suspended due to possible fraudulent activity. The victim had only filed an extension for 2014 and contacted the IRS. IRS suspended the tax refund before it was issued and instructed the victim to file a police report in order to start the IRS fraud investigation.
15-5042	06/01/15 9:29PM	2700 Blk. Blenheim Ave. North Fair Oaks	Grand Theft	On 05/30/15 an unknown suspect stole \$1600.00 from the bedroom of an apartment located on Blenheim Avenue. The victim did not discover the theft until 06/01/2015. There were no obvious entry or exit points, and nothing else was missing or disturbed. At this time, there is no suspect information.
15-5069	06/02/15 4:43PM	400 Blk. 5 <sup>th</sup> Ave. NFO	-Probation Violation -Violation of Parole -Resist or Obstruct Officer -Possession of Controlled Substance	A deputy observed a vehicle pass his location on 5 <sup>th</sup> Avenue. The deputy observed a male subject and a female subject in the vehicle known from previous contacts, to be on parole. The female subject has an active parole warrant for her arrest. The deputy attempted to conduct a traffic stop on the vehicle however; the vehicle failed to stop and made a right turn onto Park Avenue. The vehicle eventually turned onto Lane Place in Atherton. Due to Lane Place being a Cul-De-Sac, the vehicle stopped, three people exited the vehicle, and fled. Joshua Torres from Redwood City exited the vehicle and began to run towards 96 Lane Place before complying with the deputy's commands to get on the ground. Torres was arrested at this time for obstructing an officer in the performance of their duties. The driver of the vehicle, Elaina Renee Ruiz from San Mateo remained in the vehicle where she was ultimately arrested for felony evasion in a vehicle. Antonio Lombera from Hayward was located hiding in a Park and was taken into custody for obstructing an officer,



				possession of a controlled substance and possession of narcotics paraphernalia. Yesenia Molina from Redwood City was unable to be located. Inside of a back pack on the rear seat of the vehicle where Lombera and Molina were passengers in the vehicle were two burnt used crystal methamphetamine pipes with suspected crystal methamphetamine in them. At a later time California State Parole was contacted and placed a Parole violation hold on Torres. San Mateo County Probation was also contacted and placed a Probation violation hold on Lombera. Torres, Ruiz and Lombera were later transported and booked into the San Mateo County Jail without incident. The vehicle was towed.
15-5074	06/02/15 7:15PM	100 Blk. Cerros Manor West Menlo Park	Obtain/Use Personal ID w/o Authorization	The victim stated that she and her husband were the victims of identity theft. She was instructed to file a local police report for identity theft for Dish Network fraud department to investigate. This report is for informational purposes only since there is no suspect information.
15-5089	06/03/15 9:01AM	700 Blk. Marsh Rd. North Fair Oaks	Burglary	The Reporting Party stated that she is a resident of a apartment complex and also the Assistant Property Manager. The R/P stated that the victim's coins were stolen sometime between 6/1/15 and 6/2/15. The laundry room door was unlocked when she discovered the theft. The victim did not report the theft the day she discovered it because she was busy with other errands. The R/P estimated that \$100.00 was stolen.
15-5155	06/05/15 3:01PM	300 Blk. 4 <sup>th</sup> Ave. North Fair Oaks	Possession of Controlled Substance for Sale	During a probation search a deputy located a total of 19 individually wrapped plastic twists of suspected methamphetamine. Ernesto Saldivar from Redwood City was arrested for being in possession of a controlled substance for sale. He was transported and booked into the San Mateo

				County Jail.
15-5157	06/05/15 3:35PM	600 Blk. Stanford Ave. North Fair Oaks	Stolen Vehicle	A deputy was dispatched to Stanford Avenue on the report of a stolen vehicle. The vehicle was entered into the Stolen Vehicle System. At this time, there are no potential leads/suspects in this incident.
15-5162	06/05/15 9:58PM	300 Blk. 2 <sup>nd</sup> Ave. North Fair Oaks	Burglary	Unknown suspect(s) broke into the victim's locked tool chest which was attached to the bed of his pick-up truck. The unknown suspect(s) took approximately \$2,407.00 worth of power tools. Deputies were not contacted until approximately ten days after the event occurred. No suspect information exists.
15-5175	06/06/15 11:08AM	S.R. 84 West Of Portola Rd. Woodside	Traffic Accident	Party #1 was traveling westbound on S.R. 84 behind two vehicles; one of them being Vehicle #2. Vehicle #2 was traveling westbound S.R. 84 and was the second vehicle ahead of Vehicle #1. Party #1 became impatient due to the slow pace of the vehicles in front of him, and passes to the left over the double yellow solid lines. As a result, Vehicle #2 slowed and had its left turn blinker on beginning to turn left when Vehicle #1's front end collides with the left, front end of Vehicle #2. Party #1's motorcycle sustained major damage and was towed from the scene. Party #1 was transported to Stanford Hospital for injuries to this collision.
15-5238	06/08/15 2:59PM	100 Blk. Neuman Lane Woodside	Driver w/ Suspended License	A deputy conducted a traffic enforcement stop on a vehicle on Neuman Lane. The deputy made contact with the driver (sole occupant) who verbally identified himself. A DMV/ records check through County Communication revealed his license status to be suspended. Further, the driver stated DMV took his license five years ago and the reason he did not have his license is because it was inactive. The driver was issued a

				citation for not wearing his seat belt and for driving on a suspended license. The vehicle was parked and a licensed driver showed up taking possession of the vehicle.
15-5283	06/09/15 2:35PM	501 Portola Rd. Portola Valley	Obtain/Use Personal ID w/o Authorization	A deputy was dispatched to a report of a fraudulently filed tax return. Upon arrival, the deputy met with the reporting party, who was making the report for his elderly parents. The R/P stated that he had received word that the electronic federal tax return he had filed on behalf of his parents had been rejected by the IRS because of a duplicate filing. The victims had no idea their personal information had been compromised until notified by the IRS. This report is for information purpose only. The case is being investigated by the IRS.
15-5310	06/10/15 3:03PM	1500 Blk. Portola Rd. Woodside	General Information Case	A deputy was dispatched the report of a violation of an easement agreement. The reporting party was locked behind a gate of an easement which is to remain unlocked at all times per a court order. While on scene a subject who works at a residence on the 100 Blk. of Old La Honda Road, came down with several sets of keys and unlocked the gate. The deputy was able to speak with the home owner, who was out of town, via a phone call. The home owner stated she locked it because unauthorized dog walkers had threatened her.
15-5312	06/10/15 3:54PM	100 Blk. Thistle Street Portola Valley	Obtain / Use Personal ID w/o Authorization	Unknown suspect left a text message for the victim to call Wells Fargo regarding her debit account. When she called the number a voice automated messaging system asked for her social security number and debit card number. The victim provided her social security number but not her debit card number. The following day the victim walked into a Wells Fargo branch to discover the bank never sent her a text.
15-5317	06/10/15	La Honda Rd. / Martinez Rd.	Traffic Accident	Driver #11 was driving Vehicle #1 southbound on La Honda

	6:20PM	Woodside		Road at approximately 50 miles per hour. Driver #1 was driving at an unsafe speed and lost control of Vehicle #1 and veered left from a straight path and collided with the left side of Vehicle #2. Vehicle #1 spun to the right and came to rest on the guard rail facing south on La Honda Road.
15-5332	06/11/15 12:47PM	100 Blk. Campo Rd. Portola Valley	Obtain / Use Personal ID w/o Authorization	Unknown suspect(s) used the victim's Social Security number to file a tax return in her name. The victim believed the suspect(s) were able to obtain her Social Security number when Blue Cross' data system was hacked.
15-5348	06/11/15 4:33PM	2000 Blk. Sharon Rd. West Menlo Park	Obtain / Use Personal ID w/o Authorization	The Reporting Party stated that someone had used her husband's identity to rent an apartment in Irvine, CA. The apartment went unpaid after the rental and the occupants were evicted and the past due rent and fees of \$9,000 had been turned over to collections. The R/P stated she called the apartment complex, Avalon Bay, and office staff said the account had been turned over to collections and they did not have any information on the renter(s). This case is pending until additional leads are found.
15-5362	06/11/15 10:59PM	500 Blk. Hurlingame Ave. North Fair Oaks	Vandalism	Unknown suspect(s) in an older white Dodge minivan shattered four windows on the victim's vehicle while it was parked in front of his residence Hurlingame Avenue. The estimated damage \$950.00.

**Sharon Hanlon**

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**From:** Dave Pine [<mailto:dpine@smcgov.org>]  
**Sent:** Monday, June 15, 2015 9:36 AM  
**To:** Dave Pine  
**Subject:** SMC Sea Level Rise Vulnerability Assessment Study

On Friday, June 5th we held the kick-off meeting for the San Mateo County Sea Level Rise Vulnerability Assessment Study. The purpose of this California Coastal Conservancy funded study is to identify and assess the community assets and natural resources that will be most affected by sea level rise and storm events along the San Mateo County bayshore and coastline from Half Moon Bay north.

For those of you who were able to join us, we appreciate the time you took to participate and your help in making this event a success. We had 125 people in attendance, including staff and elected officials from 19 of the 20 cities in San Mateo County, and representatives from over 30 agencies, special districts, businesses and other organizations.

If you were not available to attend, a video of the event and the PowerPoint slides will be posted shortly on our new website: <http://seachangesmc.com/>. This site will serve as a central resource for our work around the County on sea level rise and flood control, and will include links to important studies and reports.

The vulnerability assessment study is the first step in taking action to prepare for future sea level rise and storm events. During the mapping exercise at the kickoff meeting, we identified many important community assets and natural resource areas at risk from sea level rise and flooding.

At the event, we also introduced San Mateo County's new Climate Resiliency Specialist, Hilary Papendick, who will be overseeing the vulnerability assessment study. If you have any questions about the study, please contact Hilary at: [hpapendick@smcgov.org](mailto:hpapendick@smcgov.org) or 650-363-4194.

We look forward to working with you to complete the vulnerability assessment study and to identify options to prepare the County for sea level rise and storm events.

Thank you.

Dave

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