



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, May 25, 2016
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

CONSENT AGENDA

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

1. **Approval of Minutes** – Town Council Meeting of May 11, 2016 (3)
2. **Approval of Warrant List** – May 25, 2016 (9)
3. **Recommendation by Administrative Services Manager** – Consultant Services Agreements Between the (19)
 Town of Portola Valley and
 - (a) CleanStreet for Street Sweeping Services
 - (b) Cotton, Shires & Associates, Inc. for Geologic Services
 - (c) CSG Consultants, Inc. for building Plan Review/Inspection Services
4. **Recommendation by Sustainability and Special Projects Manager** – Adoption of a Resolution Allowing a (27)
 Rate Increase under the Franchise for Collection of Garbage, Recyclables and Compostable Materials between
 the Town of Portola Valley and GreenWaste Recovery, Inc.
 - (a) A Resolution of the Town Council of the Town of Portola Valley Allowing a Rate Increase Under the
 Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials Between the
 Town of Portola Valley and GreenWaste Recovery, Inc. (Resolution No. ____)
5. **Recommendation by Sustainability and Special Projects Manager** – Adoption of a Resolution Authorizing (36)
 Submittal of Application for CalRecycle Payment Programs and Related Authorizations
 - (a) A Resolution of the Town Council of the Town of Portola Valley Authorizing Submittal of Application
 for Payment Programs and Related Authorizations (Resolution No. ____)

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

6. **Recommendation by Sustainability and Special Projects Manager** – Adoption of a Resolution Authorizing (39)
 and Approving Automatically Enrolling its Ratepayers in the Highest Renewable Energy Portfolio Being Offered
 by Peninsula Clean Energy
 - (a) A Resolution of the Town Council of the Town of Portola Valley Authorizing and Approving
 Automatically Enrolling all of its Ratepayers in the Highest Renewable Energy Portfolio being offered
 by Peninsula Clean Energy (Resolution No. ____)
7. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (42)
Report by Town Council Members – Brief announcements or reports on items of significance for the entire Town
 Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no
 written materials and the Town Council does not take action under this agenda item.*
8. **Town Manager Report** (43)

WRITTEN COMMUNICATIONS

- 9. **Town Council Digest** – May 13, 2016 (44)
- 10. **Town Council Digest** – May 20, 2016 (87)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 929, MAY 11, 2016

CALL TO ORDER AND ROLL CALL

Mayor Derwin called the Town Council's Regular meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers John Richards and Ann Wengert; Vice Mayor Craig Hughes, Mayor Mary Ann Moise Derwin

Absent: Councilmember Jeff Aalfs

Others: Jeremy Dennis, Town Manager
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Finance Committee Chair, Bill Urban, requested an opportunity for a couple of members of the Finance Committee to make a presentation requesting the inclusion of a revised UUT ballot measure in November. The Committee is asking that their request be moved up in the Council's priority list and are offering their assistance if manpower is part of the issue. He said they are recommending to give the Council the power to adjust the amount collected for the General Fund section of the UUT to an amount up to 4.5 percent per year, but not mandatorily at 4.5 percent. He said they are continuing to add very large amounts of cash to their cash balances and the last financial report he saw at the end of March indicated \$3.5 million of cash reserves with \$1.4 million unassigned. He said they will be proceeding with the approved investment program, but it will not address the issue of a lot of money that is not being productively invested. He asked the Council to consider June 8 to hear their presentation. Mayor Derwin said she will discuss it at the Mayor's meeting next week. Vice Mayor Hughes said the issue has been discussed at the last couple of Council meetings and the consensus was that, while they agree with the general principal, rather than trying to squeeze it into the calendar and use staff time, they would probably do it next year when it comes up for renewal.

CONSENT AGENDA [7:03 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of April 27, 2016.
- (2) Approval of Warrant List: May 11, 2016, in the amount of \$107,503.97.
- (3) Recommendation of Administrative Services Manager – Action on Claim of Jeannine Gauthier.
 - a) A Resolution of the Town Council of the Town of Portola Valley Denying the Claim of Jeannine Gauthier (Resolution No. 2689-2016)

Councilmember Richards moved to approve Items 1 through 3 in the Consent Agenda. Seconded by Councilmember Wengert, the motion carried 4-0 with a roll call vote.

REGULAR AGENDA [7:04 p.m.]

COMMITTEE REPORTS & REQUESTS

- (4) Report from the Conservation Committee – Committee Annual Report to the Town Council.

Conservation Committee Chair Judith Murphy presented the Conservation Committee annual report. She said the Conservation Committee's mandate is to serve the rural quality of Portola Valley and to maintain

the Town as an attractive, tranquil, family-oriented residential community for all generations, compatible with the many physical constraints and natural features of the area. She said the Committee does this by promoting programs to enhance the environment through protection of the native habitat and by helping to ensure that all land development respects and preserves the natural condition of the area.

Ms. Murphy said the Committee conducts approximately 10 to 12 site visits a year as well as weighing in on any controversial or questionable tree permits. She said many programs have been initiated by the Committee over the years. She said the Annual Broom Pull has focused on Corte Madera School, Grove Drive, and Ford Field, which are largely broom free now. She said they have had increasing participation with the Scouts and partnered with Acterra this year, which resulted in more available volunteers. The Backyard Habitat Program is in its second year, with the goal of providing education and positive encouragement for people to do the right thing. She said they are now being occasionally called on by people who are not necessarily interested in the award, but want the Committee's help in evaluating their property. She said they have had a total of 19 applications and granted 15 awards. She said the plan is to formally acknowledge the award recipients each year at the December Council meeting. She said they have education tables at Earth Day, Town Picnic, and Drought Action Day with literature and samples of native plants, and sponsored a popular evening lecture last year, The Mountain Lion Talk. She said they provide a "Tip of the Month" on The Forum with recommendations and suggestions such as what native wildflowers are blooming or what invasives should be removed from yards. She said this year they started "Kudos of the Month," where they report on something good happening in Town with regard to conservation. Also new this year is the Guide to the Town Center, which is a self-guided tour of the native plant at Town Hall. She said the guide was very popular on Earth Day and it is in their budget to get more of them. She said they've been asked to sponsor the Sod Blitz, which they were delighted to do. She said they've expanded and updated the webpage and have significant plans to improve it to make it a better resource for the residents. She said the use has changed for the front of the Old Schoolhouse with the Farmer's Market and the deteriorated landscape, and the Committee convened a group from other relevant committees that were recruited to draw plans to provide more hardscaping, install benches, and protect the existing plants. She said the priorities and rough plan were approved by the Town Council but the project has been postponed until July. She said they worked out a revised plan for the Native Plant Garden, but it was put on hold due to the drought. They are now trying to at least keep the garden maintained despite the drought and will put in the infrastructure, but not plant yet. When they do plant, they will use a very water-sparing planting plan. She said they have a program to preserve the Monarch butterfly with milkweed planted in Springdown. She said they've been working with Friends of the Library as they discuss their ideas about programmatically expanding between the Library and the creek. She said the Conservation Committee would like to see a small Monarch waystation in that area. She said Committee Member Paul Heiple spent a fair amount of time creating a weed sheet showing all the weeds, when they bloom, what needs to be eradicated now prior to going to seed, etc. She said the weed sheet was designed to guide Public Works in their maintenance of the right-of-way. She said Public Works is currently budgeted to have the right of ways along the scenic corridor maintained at least once a year, but ideally this should occur two or three times a year. She said the Conservation Committee holds a daytime meeting once a year to have an extended conversation with the Public Works Director and they also strive to collaborate with many of the other Committees and Commissions, attending site meetings and regular evening meetings. She said the Committee has had significant concerns about water for a number of years and they also work closely with the Water Conservation Committee.

Ms. Murphy said the proposal for next year includes more site visits, tree visits, Broom Pull, Backyard Habitat Program, Monarch Butterfly project, education, tables, Tip of the Month, Kudos of the Month, reprinting the Guide to Town Center Native Plantings, maintaining and updating the website, upgrading the weed seedling page with identification photos of the small weeds, upgrading the front of the old schoolhouse, and the Native Plant Garden. She said a new agenda item is to work jointly with the Water Conservation Committee and one or two local garden clubs to sponsor a Portola Valley Garden tour next spring of only local properties and open only to local residents. She said the goal will be to showcase beautiful places that use very little water.

Ms. Murphy said Councilmember Richards, the Council's Conservation Committee Liaison, attends almost every meeting, which is wonderful and valuable and helps them to be much more effective.

Ms. Murphy said that she is aware the consideration of the Committee's budget is partly influenced by her presentation of the annual report, but she wishes to lobby instead for the Public Works budget, who needs more funding in order to be more aggressive with things like the scenic right of way, weeding more frequently, and Go Native. She said she and the Committee would like to see the Town Center consistently look as nice as it does on Earth Day.

Mayor Derwin called for questions from the Council.

Mayor Derwin asked when the front yard of the schoolhouse would be renovated. Ms. Murphy said it has been postponed repeatedly and is now expected to occur in July. She said the delay has been due to the contractor schedules. Because July is not an optimal time for planting, Ms. Murphy said they should do all the work except the planting in July, and then plant in October.

Mayor Derwin said she heard that sometimes the Conservation Committee and ASCC are not on the same page, citing the recent example of a project at Alpine and Los Trancos. She asked Ms. Murphy if they had considered a joint meeting with the ASCC. Ms. Murphy said she discussed this issue with ASCC Vice Chair Breen today. Ms. Murphy said this is a relatively new problem but does not see it as a generic problem or a new pattern.

With no further questions, Mayor Derwin called for comments from the Council.

Councilmember Wengert commended the Committee for being one of the most workhorse, visible, and well-respected committees in Town, which is well deserved. She said that in the past a Committee member would lead plant and tree identification walks, citizens have asked her about them, and she thinks such walks would be very well attended.

Vice Chair Hughes pointed out that the Conservation Committee members are often required to be on-site, meeting with people, trudging up hills, or plowing through weeds, which is a large amount of very intensive work.

Mayor Derwin thanked the Committee and recognized two members in the audience – Jane Byrne and Marge DeStaebler, who do extraordinary and important work. She said she would like to advocate on behalf of the Committee for more money for the Native Plant Garden and would like to see it as a priority for the fall planting season. She said she also wanted to advocate on behalf of the Committee to give the Public Works Department the budget for weeding more frequently in the scenic corridor.

In response to Councilmember Richards' question, Ms. Murphy said the Committee is hoping to develop a native plant seed collection, with the idea of displaying them in a library so that people could give seeds and take seeds.

Mayor Derwin said the state water mandate numbers will not be eased and it will fall to specific water districts for handling, so the drought is here to stay. She said the types of projects organized by the Conservation Committee can help Town residents to learn what will be the new norm. She would like to direct more money in that direction to help residents address the drought.

Ms. DeStaebler said she has used the guide and it really works, providing great information on where and what and when to plant. She said it is one the Committee's goals to encourage the use of the iNaturalist app for smart phones to be able to look up plants and see descriptions and photographs of how the plants look in different seasons. She said this may attract some of the younger generation.

STAFF REPORTS AND RECOMMENDATIONS

- (5) Recommendation by Administrative Services Director – A Resolution Approving Amendments to the Town's Employee Compensation Plan.

- a) A Resolution of the Town Council of the Town of Portola Valley Amending the Employee Compensation Plan (Resolution No. 2690-2016)

Town Manager Dennis presented the staff report, on behalf of Administrative Services Manager Susan Cope, regarding a proposed resolution to amend the employee compensation plan. He said the CPI calculation made when the compensation plan was updated last year was miscalculated at 1.23 percent instead of 2.3 percent. He said this did not affect the employee's salaries, but the amendment will address the error. The proposed resolution also changes the title of Maintenance Worker III to Senior Maintenance Worker. He said the job title of Recreational Facilities Coordinator will be eliminated because those duties have been absorbed in the Maintenance Worker classification. He said staff is currently looking to fill an Administrative Support position that would also be taking on some of the non-manual labor of the Recreational Facilities Coordinator position, which is currently being performed by the overworked existing staff.

Mayor Derwin called for questions from the Council.

Councilmember Wengert asked if there would still be a need to have an additional staff person when the Town adopts a more automated system. Town Manager Dennis said staff is currently looking at automated support, which they believe will help somewhat. He said, however, there will still be a need for a person to monitor the system as well as deal with the transition time. He said that position will also accommodate other event work currently being performed by Sustainability & Special Projects Manager de Garmeaux that shouldn't be under her purview. He added that because Accounting Assistant Rojas is now upstairs, there needs to be someone downstairs. In response to Councilmember Wengert's question, Town Manager Dennis confirmed it was a change of the responsibilities of some of the existing staff as well as a consolidation of some of the duties. He said some things have fallen off related to some of the maintenance duties which will be taken on by the Senior Maintenance Worker.

In response to Mayor Derwin's question, Town Manager Dennis said there would still be two maintenance workers.

Councilmember Richard said the Public Works Director had mentioned hiring another maintenance person and asked if that was still being considered. Town Manager Dennis said they have had challenges filling that position and, while it is still being pursued, they haven't received any adequate résumés. He said the Senior Maintenance position is a title change and not a new hire. He said staff needs to decide if they should continue looking for a third maintenance worker or if they can shift duties around.

Councilmember Wengert asked when the Council would see the next version of the organization of the Town Council staff. Town Manager Dennis said extensive conversation is going on now to evaluate if staff has the right people doing the right things or if any activities are not being done. He said, as an example, because Ms. de Garmeaux took on so much in the way of events, she does not have the ability to always serve as the Sustainability Manager, which was concerning. He said there are similar scenarios for three or four other staff members. He said he wants to have a more comprehensive conversation this summer or in early fall with the Council related to topics such as an appropriate mix of staff, positions that should be considered, etc.

Councilmember Richards moved to approve the Resolution of the Town Council of the Town of Portola Valley Amending the Employee Compensation Plan. Seconded by Vice Mayor Hughes; the motion carried 4-0.

(6) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS [7:34 p.m.]

Councilmember Wengert – Attended the April Council of Cities dinner meeting along with Mayor Derwin and Councilmember Richards on April 23. Attended the Parks & Recreation Committee meeting on May 2 where they discussed the improved condition of the Town fields. She said they discussed Little League baseball, which is at maximum capacity (1,000), and said \$18,000 of their remaining \$35,000 for the Ford

Field renovation will be spent for the new batting cages. They reported that the Parks & Recreation Committee Survey had about 100 responses and they were still looking for more and that the responses have been mostly positive. They discussed the upcoming Town Picnic, planning to eventually turn the Zots to Tots over to Pacific THERx who has provided a lot of volunteer staff. She said the Committee is still looking for ways to develop their website and better use of social media. Town Manager Dennis said he spoke with Committee Co-Chair Lavalley, who understood that staff was researching appropriate software and indicated the committee would support any decision made by staff. She attended the May 4th Planning Commission meeting where they discussed a lot line adjustment on Wayside, a modification to geological and ground movement map at Adair Lane, and the Windmill project. She said there was a lot of supportive and enthusiastic commentary regarding the Windmill project. The story poles were not in place during the field meeting and Planning Director Pedro will be scheduling another visit for the ASCC and Planning Commission with the poles in place. She said the applicants reduced the number of parking spaces and added a turnaround area, reduced the number of students on-site at any one time, and reduced the lighting by 20 percent. She said they did discuss the affordable housing element. She said that, while the Commissioners were supportive, the issue came down to requiring something of this applicant that they wouldn't require of others. Mayor Derwin asked if they considered the nexus that if you are creating more jobs, you should look at creating more housing. Councilmember Wengert said it would be an issue to apply that requirement to any single project without having already made that decision and created a policy. Mayor Derwin said it needed to be further explored because it is the right thing to do so that people who work in Town can live in Town. Councilmember Wengert said the Planning Commission was responding to all the applicant had done and were being consistent with Town policies. She said it would be valuable to agendize the issue in general, but not specific to a project that is already underway. She said they also discussed the sound wall, which was being called an ornamental garden structure. She said the Commission discussed how ornamental garden structures should be defined in the future. She also attended an FAA Select Committee formation meeting on May 6. She said it was an administrative meeting, with the FAA in attendance. She said the committee continues to wait for the report from the FAA. She said Supervisor Joe Simitian was elected Chair of the committee and he suggested a double Vice Chair, one from each of the remaining counties, which will be Supervisor Dave Pine from San Mateo and Supervisor John Leopold from Santa Cruz. She said the Roundtable will be running a series of parallel meetings because it has been bifurcated so that the arrivals are here and the departures are there, and the technical subcommittees that were participating are kicking into gear with multiple meetings now scheduled, in addition to the regular Roundtable meeting. In response to Mayor Derwin's question, Councilmember Wengert said she did not think the Congresspeople would be attending these meetings.

Councilmember Richards – None to report.

Vice Mayor Hughes – Attended a special Bicycle, Pedestrian & Traffic Safety Committee meeting this morning, where they discussed overflow parking at the garage on Portola Road. He said the Public Works Director would be contacting the owners because their use permit requires all of their vehicles to be parked on their property. He said there was a lengthy discussion about the Los Trancos/Alpine intersection, with people rolling into the crosswalk instead of stopping due to the restricted sightlines. He said resurfacing notices have been delivered to residents that the crack seal project will begin on May 16. He said the batteries failed on the new speed trailer and a committee member is working with the vendor to get replacement batteries, which are under warranty. He said they discussed the Windy Hill overflow parking signs, which might be appropriate to also discuss with the ASCC. They announced that May 12 is Bike from Work Day.

Mayor Derwin – Attended a C/CAG Water Committee meeting where they heard a presentation on current efforts in sea level rise, with a report due in the fall. She said they continued their discussion about the work plan framework and asked staff to come back with more information so they can make a recommendation about agency structure and funding mechanisms. She attended a Council of Cities meeting with Councilmember Richards. She attended a Jobs/Housing Gap Task Force Meeting where they had a panel and discussed funding. She said an idea came from the floor that the County would float a bond for affordable housing. She said bonds are being considered in Alameda County and San Francisco County. She attended a prayer breakfast for the Service League, who provide programs for

people in jail and after they are released. She said three female addicts attended with their babies and talked about how they were moving forward. She announced another film will be shown May 17, Unbranded, about wild horses.

(7) Town Manager Report – Town Manager Dennis said condolences were sent to the Sidensol family who lost a family member in a car accident in Town on Saturday, May 7. Referring to the Alpine Road corridor study community meeting that took place on May 9, Town Manager Dennis said he suggested engagement of appropriate committees to bring a recommendation to the Council of items to consider and possibly design, and then submit recommendations to the County of San Mateo. Vice Mayor Hughes said the Public Works Director was at the Bicycle, Pedestrian & Traffic Safety Committee meeting this morning. He said the County has apparently retained a number of consultants and conducted extensive studies with five or six different proposed plans concerning the stretch of Alpine Road from Ladera to the Stanford golf course. As for the Ladera intersections at La Mesa and La Cuesta, he said they discussed traffic lights, stop signs, and roundabouts, and most people were not supportive of a traffic light. Town Manager Dennis said the ASCC reviewed a conditional use permit amendment for a six-bedroom dwelling unit to an existing facility in Glenoaks. He said staff checked with HCD and were advised that the work done on this project will count toward the Town's RHNA numbers. He said staff was notified of rat poison found on the Town Center softball field, which was eaten by a dog, who will recover. He said they filed a report with the Sheriff's Department. He said the poison was removed completely, staff walked and examined all of the fields in Town, and a notice was posted to the PV Forum notifying residents of this occurrence and advising them to be aware. He said interviews for the Senior Planner position will take place on Monday, May 16. He said the draft budget will be taken to the Finance Committee on May 24. He said a contract had been signed with the Communications Consultant, who will begin on Friday, May 13, 2016. He said staff will have a table at the Farmer's Market with materials about what's going on in Town. He also asked the Sheriff to have the Deputy on duty come through and say hello to people. Staff attended a site visit to Portola Valley Ranch, which was hosted by their board of directors, general manager, and staff. He said they toured and Ranch and talked about a variety of issues. He said the Town will host the Ranch at Town Center within the next few months. Town Manager Dennis attended a HEART meeting on May 11. He said he will meet with the Executive Director of Committee for Green Foothills tomorrow and with SILVAR (Silicon Valley Association of Realtors) next week. He said he attended his first San Francisquito Creek JPA meeting, who are approximately \$2.5 million under budget for some of the work they need to do.

WRITTEN COMMUNICATIONS [8:05 p.m.]

(8) Town Council Digest – April 29, 2016

#6 – 2015/2016 Resurfacing Project – Surface Seals #2015-PW05: Bid Results. Councilmember Richards asked the Public Works Director how he decided which resurfacing method will be used.

(9) Town Council Digest – May 6, 2016

#10 – Invitation to Council of Cities dinner meeting for Friday, May 27, 2016 – Hosted by City of Half Moon Bay. Mayor Derwin said the speaker is an Economist and an exceptional speaker who will speak on poverty and the middle class.

ADJOURNMENT [8:08 p.m.]

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

MAY 25, 2016

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Date: 05/19/2016

Time: 4:17 pm

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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 2016, Instructor Fees	17526	05/25/2016	
			05/25/2016	
2341 KEHOE AVENUE	0016		05/25/2016	0.00
SAN MATEO	BOA	50635	05/25/2016	0.00
CA 94403				1,728.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,728.00	0.00

Check No.	50635	Total:	1,728.00
Total for	MIKE AGOFF		1,728.00

AT&T	CALNET 3	17495	05/25/2016	
			05/25/2016	
P.O. BOX 9011	441		05/25/2016	0.00
CAROL STREAM	BOA	50636	05/25/2016	0.00
IL 60197-9011				166.02

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	166.02	0.00

Check No.	50636	Total:	166.02
Total for	AT&T		166.02

MICHELLE BELLOMO	Deposit Refund, 4/21/16 Event	17524	05/25/2016	
			05/25/2016	
150 SHAWNEE PASS	734		05/25/2016	0.00
PORTOLA VALLEY	BOA	50637	05/25/2016	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.	50637	Total:	500.00
Total for	MICHELLE BELLOMO		500.00

CALBO	Member Dues, 4/1/16-3/31/17	17496	05/25/2016	
			05/25/2016	
1022 G STREET	0029		05/25/2016	0.00
SACRAMENTO	BOA	50638	05/25/2016	0.00
CA 95814				215.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	215.00	0.00

Check No.	50638	Total:	215.00
Total for	CALBO		215.00

CITY OF HALF MOON BAY	Dinner/Mtg, Derwin/Wengert	17498	05/25/2016	
ATTN: Jessica Blair			05/25/2016	
501 MAIN STREET	0257		05/25/2016	0.00
HALF MOON BAY	BOA	50639	05/25/2016	0.00
CA 94019				100.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

MAY 25, 2016

Date: 05/19/2016

Time: 4:17 pm

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TOWN OF PORTOLA VALLEY

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

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	100.00	0.00

Check No.	50639	Total:	100.00
Total for	CITY OF HALF MOON BAY		100.00

CITY OF REDWOOD CITY (IT)	April IT Support	17500	05/25/2016	
			05/25/2016	
P.O. BOX 3629	586		05/25/2016	0.00
REDWOOD CITY	BOA	50640	05/25/2016	0.00
CA 94064	BR39789			2,111.08

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	2,111.08	0.00

Check No.	50640	Total:	2,111.08
Total for	CITY OF REDWOOD CITY (IT)		2,111.08

LAURA CLARKSON	Refund Partial Refund, Event	17499	05/25/2016	
	Cancelled 6/18/16		05/25/2016	
10 FRANCISCAN RIDGE	0487		05/25/2016	0.00
PORTOLA VALLEY	BOA	50641	05/25/2016	0.00
CA 94028				50.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2562	Field Deposits	50.00	0.00

Check No.	50641	Total:	50.00
Total for	LAURA CLARKSON		50.00

COPYMAT	SOD Blitz Postcard Mailer	17497	05/25/2016	
			05/25/2016	
240 HARBOR BLVD	0046		05/25/2016	0.00
BELMONT	BOA	50642	05/25/2016	0.00
CA 94002	CMB1503			257.89

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	257.89	0.00

Check No.	50642	Total:	257.89
Total for	COPYMAT		257.89

CSI CUSTOM HOMES	Refund C&D Dep, 110 Shawnee	17501	05/25/2016	
			05/25/2016	
1755 E. BAYSHORE ROAD	573		05/25/2016	0.00
REDWOOD CITY	BOA	50643	05/25/2016	0.00
CA 94063				5,000.00

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

Check No.	50643	Total:	5,000.00
Total for	CSI CUSTOM HOMES		5,000.00

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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

ECONO TREE SERVICE	ROW Tree Removal, On-Call	17529	05/25/2016	
	Routine Maintenance		05/25/2016	
1914 SPRING STREET	1252		05/25/2016	0.00
REDWOOD CITY	BOA	50644	05/25/2016	0.00
CA 94063	338963			693.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	693.00	0.00

ECONO TREE SERVICE	ROW Tree Removal	17530	05/25/2016	
			05/25/2016	
1914 SPRING STREET	1252		05/25/2016	0.00
REDWOOD CITY	BOA	50644	05/25/2016	0.00
CA 94063	338944			1,363.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	1,363.00	0.00

ECONO TREE SERVICE	ROW Debris/Tree Removal	17532	05/25/2016	
	Town Lot off Tynan Way		05/25/2016	
1914 SPRING STREET	1252		05/25/2016	0.00
REDWOOD CITY	BOA	50644	05/25/2016	0.00
CA 94063	338973			1,957.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	1,957.00	0.00

Check No.	50644	Total:	4,013.00
Total for	ECONO TREE SERVICE		4,013.00

GO NATIVE INC	TPV ROW Mgmt, April 2016	17533	05/25/2016	
			05/25/2016	
P.O. BOX 370103	632		05/25/2016	0.00
MONTARA	BOA	50645	05/25/2016	0.00
CA 94037	2894			2,863.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	2,863.00	0.00

Check No.	50645	Total:	2,863.00
Total for	GO NATIVE INC		2,863.00

INFORMATION STATION SPECIALIST	StreamCast Service	17502	05/25/2016	
		00006375	05/25/2016	
P.O. BOX 51	1361		05/25/2016	0.00
ZEELAND	BOA	50646	05/25/2016	0.00
MI 49464				997.20

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	997.20	997.20

Check No.	50646	Total:	997.20
Total for	INFORMATION STATION SPECIAL		997.20

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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

J.W. ENTERPRISES	Portable Lavs, 5/12/16-6/16/16	17503	05/25/2016	
			05/25/2016	
1689 MORSE AVE	829		05/25/2016	0.00
VENTURA	BOA	50647	05/25/2016	0.00
CA 93003	192068			242.44

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

Check No.	50647	Total:	242.44
Total for	J.W. ENTERPRISES		242.44

JENSEN LANDSCAPE SERVICES INC	Ford Field Pitching Mound	17534	05/25/2016	
	Re-Build		05/25/2016	
1983 CONCOURSE DRIVE	849		05/25/2016	0.00
SAN JOSE	BOA	50648	05/25/2016	0.00
CA 95131	156573			3,180.00

GL Number	Description	Invoice Amount	Amount Relieved
08-68-4531	Ford Field Renovation	3,180.00	0.00

Check No.	50648	Total:	3,180.00
Total for	JENSEN LANDSCAPE SERVICES I		3,180.00

LINDA KAMRAN	Refund C&D Deposit, 410	17505	05/25/2016	
	Cervantes Rd.		05/25/2016	
6 PERRY AVENUE	1055		05/25/2016	0.00
MENLO PARK	BOA	50649	05/25/2016	0.00
CA 94025				5,000.00

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

Check No.	50649	Total:	5,000.00
Total for	LINDA KAMRAN		5,000.00

JOHONNA KATZ	Deposit Refund, Event 5/15/16	17525	05/25/2016	
			05/25/2016	
4113 ALPINE ROAD	0567		05/25/2016	0.00
PORTOLA VALLEY	BOA	50650	05/25/2016	0.00
CA 94028				100.00

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

Check No.	50650	Total:	100.00
Total for	JOHONNA KATZ		100.00

KUTZMANN & ASSOCIATES	March Plan Check	17506	05/25/2016	
			05/25/2016	
39355 CALIFORNIA STREET	0090		05/25/2016	0.00
FREMONT	BOA	50651	05/25/2016	0.00
CA 94538				18,871.63

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

05-54-4200	Plan Check Services	18,871.63	0.00	
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Check No.	50651	Total:	18,871.63
Total for	KUTZMANN & ASSOCIATES		18,871.63

JOSH MOSER	Refund Deposit, 4/30/16 Event	17507	05/25/2016	
			05/25/2016	
445 PORTOLA ROAD	1401		05/25/2016	0.00
PORTOLA VALLEY	BOA	50652	05/25/2016	0.00
CA 94028				100.00

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

Check No.	50652	Total:	100.00
Total for	JOSH MOSER		100.00

PEELLE TECHNOLOGIES, INC	Maint Renewal Agmt 5/27/16 -	17528	05/25/2016	
	5/26/17		05/25/2016	
197 EAST HAMILTON AVE	961		05/25/2016	0.00
CAMPBELL	BOA	50653	05/25/2016	0.00
CA 95008	TOPV2596			4,004.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	4,004.00	0.00

Check No.	50653	Total:	4,004.00
Total for	PEELLE TECHNOLOGIES, INC		4,004.00

PG&E	April Statements	17508	05/25/2016	
			05/25/2016	
BOX 997300	0109		05/25/2016	0.00
SACRAMENTO	BOA	50654	05/25/2016	0.00
CA 95899-7300				374.86

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	374.86	0.00

Check No.	50654	Total:	374.86
Total for	PG&E		374.86

PLANBAGS.COM	Plan Mailer Bags	17509	05/25/2016	
			05/25/2016	
2720 TAYLOR STREET	679		05/25/2016	0.00
SAN FRANCISCO	BOA	50655	05/25/2016	0.00
CA 94133-1204	45651			92.35

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	92.35	0.00

Check No.	50655	Total:	92.35
Total for	PLANBAGS.COM		92.35

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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
ALISON POLKINHORNE	Deposit/Fee Refund, 6/18/16	17510	05/25/2016	
	Event Cancelled		05/25/2016	
19 VALLEY OAK	0565		05/25/2016	0.00
PORTOLA VALLEY	BOA	50656	05/25/2016	0.00
CA 94028				1,090.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2561	Community Hall Deposits	350.00	0.00
05-24-3184	Comm Hall & Act'y Room Rents	240.00	0.00
05-24-3185	Comm Hall Private Party Fees	500.00	0.00

Check No.	50656	Total:	1,090.00
Total for	ALISON POLKINHORNE		1,090.00

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
RG ROOFING	Refund C&D Deposit, 88	17511	05/25/2016	
	Hillbrook Drive		05/25/2016	
6275 ROCKROSE DRIVE	1091		05/25/2016	0.00
NEWARK	BOA	50657	05/25/2016	0.00
CA 94560				1,000.00

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

Check No.	50657	Total:	1,000.00
Total for	RG ROOFING		1,000.00

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
ROBERTS MARKET	April Statement	17512	05/25/2016	
			05/25/2016	
3015 WOODSIDE ROAD	1236		05/25/2016	0.00
WOODSIDE	BOA	50658	05/25/2016	0.00
CA 94062	50824865			18.05

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	18.05	0.00

Check No.	50658	Total:	18.05
Total for	ROBERTS MARKET		18.05

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
RON RAMIES AUTOMOTIVE, INC.	April Fuel Statement	17513	05/25/2016	
			05/25/2016	
115 PORTOLA ROAD	422		05/25/2016	0.00
PORTOLA VALLEY	BOA	50659	05/25/2016	0.00
CA 94028				334.66

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	334.66	0.00

Check No.	50659	Total:	334.66
Total for	RON RAMIES AUTOMOTIVE, INC.		334.66

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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 CO INF SERVICES	April Microwave	17515	05/25/2016	
			05/25/2016	
455 COUNTY CENTER, 3RD FLOOR	0307		05/25/2016	0.00
REDWOOD CITY	BOA	50660	05/25/2016	0.00
CA 94063	1YPV11604			76.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4152	Emerq Preparedness Committee	76.00	0.00	

Check No.	50660	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SAN MATEO SHERIFF	4th Qtr. Law Enforcement	17514	05/25/2016	
OFFICE OF EMERGENCY SERVICES			05/25/2016	
400 COUNTY CENTER	0119		05/25/2016	0.00
REDWOOD CITY	BOA	50661	05/25/2016	0.00
CA 94063-0978	10466			240,760.75
GL Number	Description	Invoice Amount	Amount Relieved	
05-62-4282	San Mateo County Sheriff's Ofc	173,025.00	0.00	
05-62-4284	COPS Addl Traffic Patrols	67,735.75	0.00	

Check No.	50661	Total:	240,760.75
Total for	SAN MATEO SHERIFF		240,760.75

SHARP BUSINESS SYSTEMS	April Copies	17516	05/25/2016	
			05/25/2016	
DEPT. LA 21510	0199		05/25/2016	0.00
PASADENA	BOA	50662	05/25/2016	0.00
CA 91185-1510	C904482-541			437.71
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	437.71	0.00	

Check No.	50662	Total:	437.71
Total for	SHARP BUSINESS SYSTEMS		437.71

SHELTON ROOFING	Deposit Refund, 7 Valley Oak	17517	05/25/2016	
			05/25/2016	
1988 LEGHORN ST., #C	0309		05/25/2016	0.00
MOUNTAIN VIEW	BOA	50663	05/25/2016	0.00
CA 94043				1,000.00
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	1,000.00	0.00	

Check No.	50663	Total:	1,000.00
Total for	SHELTON ROOFING		1,000.00

SUSAN SILBERMAN	Refund Deposit, 10 Tynan Way	17518	05/25/2016	
			05/25/2016	
10 TYNAN WAY	0566		05/25/2016	0.00
PORTOLA VALLEY	BOA	50664	05/25/2016	0.00
CA 94028				100.00

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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

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

Check No.	50664	Total:	100.00
Total for	SUSAN SILBERMAN		100.00

SMALL BUSINESS BENEFIT PLAN TR	June Dental/Vision	17519	05/25/2016	
			05/25/2016	
	0132		05/25/2016	0.00
BELMONT	BOA	50665	05/25/2016	0.00
CA 94002-0156				1,689.60

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	1,689.60	0.00

Check No.	50665	Total:	1,689.60
Total for	SMALL BUSINESS BENEFIT PLAN		1,689.60

CONNIE STACK	Spring 2016 Instructor Fees	17523	05/25/2016	
			05/25/2016	
10127 LAMPLIGHTER SQUARE	648		05/25/2016	0.00
CUPERTINO	BOA	50666	05/25/2016	0.00
CA 95014				1,516.80

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,516.80	0.00

Check No.	50666	Total:	1,516.80
Total for	CONNIE STACK		1,516.80

STAPLES CREDIT PLAN	Office Supplies, 4/12 - 4/23	17520	05/25/2016	
			05/25/2016	
DEPT. 31 - 0000306219	430		05/25/2016	0.00
PHOENIX	BOA	50667	05/25/2016	0.00
AZ 85062-8004				417.34

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	417.34	0.00

Check No.	50667	Total:	417.34
Total for	STAPLES CREDIT PLAN		417.34

THERMAL MECHANICAL, INC	Bi-Monthly PM Service, Apr '16	17531	05/25/2016	
			05/25/2016	
425 ALDO AVENUE	955		05/25/2016	0.00
SANTA CLARA	BOA	50668	05/25/2016	0.00
CA 95054	PM-66207			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.	50668	Total:	1,495.00
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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

Total for THERMAL MECHANICAL, INC 1,495.00

TYLER TECHNOLOGIES INC	Permit Tracking, EnerGov	17527	05/25/2016	
	Support Svc On Site		05/25/2016	
P.O. BOX 203556	0240		05/25/2016	0.00
DALLAS	BOA	50669	05/25/2016	0.00
TX 75247-8142	025-155413			13,510.26

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4539	Permit Tracking Software	13,510.26	0.00

Check No. 50669 Total: 13,510.26

Total for TYLER TECHNOLOGIES INC 13,510.26

JENNIFER VAUGHN	Deposit Refund, 4/2/16 Event	17535	05/25/2016	
	Partial Ref-Addl Clean-up Req		05/25/2016	
41 STONEGATE ROAD	0222		05/25/2016	0.00
PORTOLA VALLEY	BOA	50670	05/25/2016	0.00
CA 94028				900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2561	Community Hall Deposits	900.00	0.00

Check No. 50670 Total: 900.00

Total for JENNIFER VAUGHN 900.00

VERIZON WIRELESS	April Cellular	17521	05/25/2016	
			05/25/2016	
P.O. BOX 660108	0131		05/25/2016	0.00
DALLAS	BOA	50671	05/25/2016	0.00
TX 75266-0108	9764393213			254.90

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	254.90	0.00

Check No. 50671 Total: 254.90

Total for VERIZON WIRELESS 254.90

WOODSIDE FIRE PROTECTION DISTR	CERPP Coordinator, Jan - March	17522	05/25/2016	
			05/25/2016	
3111 WOODSIDE ROAD	709		05/25/2016	0.00
WOODSIDE	BOA	50672	05/25/2016	0.00
CA 94062	106_PV			3,000.75

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	3,000.75	0.00

Check No. 50672 Total: 3,000.75

Total for WOODSIDE FIRE PROTECTION DI 3,000.75

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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

Total Invoices: 40

Grand Total:	317,568.29
Less Credit Memos:	0.00
Net Total:	317,568.29
Less Hand Check Total:	0.00
Outstanding Invoice Total:	317,568.29

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal May 25, 2016

Claims totaling \$317,568.29 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 _____

Jeremy Dennis, 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: Susan Cope, Administrative Services Manager

DATE: May, 25, 2016

RE: **Consultant Service Agreements**

RECOMMENDATION

It is recommended that the Town Council authorize entry into each of the agreements indicated below and attached per corresponding attachment numbers:

1. CleanStreet for Street Sweeping Services
2. Cotton Shires & Associates, Inc. for Geologic Services
3. CSG Consultants, Inc. for Building Plan Review/Inspection Services

DISCUSSION

The Town's consultant services agreements with the above firms expires June 30, 2016. All of the agreements are three-year agreements. As staff is satisfied with the service(s) that these firms have provided to the Town, it is therefore proposed that the Council enter into new three-year agreements with each firm.

Any changes to scope of services or rates are as indicated below:

DISCUSSION

CleanStreet for Street Sweeping Services – Consultant has requested a 3.2% fee increase for services to allow for prior three years' CPI (Consumer Price Index) increases. Rates were last increased in July 2013.

Cotton Shires & Associates, Inc. for Geologic Services – Rates reflect annual increases that total 6.9%, their assumed CPI increase over the term of the three-year agreement, which consultant indicates is 25% less than the fees charged to private clients. Rates were last increased in 2013.

CSG Consultants, Inc. for Building Plan Review/Inspection Services – Consultant has requested an overall increase of 4-5% for building plan review, fire plan review, building inspection services, and building department services. Rates were last increased in 2013.

FISCAL IMPACT

Sufficient funds have been included in the adopted budget for 2016-17 for costs associated with each of these contracts. Future years' budgets will include any further stipulated adjustments.

ATTACHMENTS

Agreements between Town and:

1. CleanStreet
2. Cotton Shires & Associates, Inc.
3. CSG Consultants, Inc.

APPROVED: Jeremy Dennis, Town Manager

**FIRST AMENDMENT TO AGREEMENT
BETWEEN THE TOWN OF PORTOLA VALLEY
AND CLEANSTREET**

RECITALS

A. This First Amendment is made as of this 25th day of May 2016, by and between the Town of Portola Valley ("Town") and CleanStreet ("Consultant").

B. The parties hereto desire to amend that certain Agreement ("Agreement") entered into between them on July 24, 2013.

AMENDMENT

1. Paragraph 3 of the Agreement is hereby amended to read as follows:

Terms. The services and/or materials furnished under this Agreement shall be provided from July 1, 2016 to June 30, 2019.

2. Exhibit A attached to the Agreement is hereby amended to increase the rates by 3.2% pursuant to the Consumer Price Index.

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

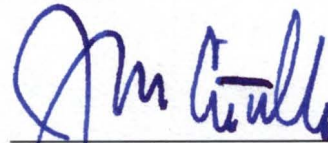
IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first written above.

TOWN OF PORTOLA VALLEY

CLEANSTREET

Mayor

By:



Jere Costello
President/CEO

IRS No.: 95-4147708

ATTEST:

Town Clerk

EXHIBIT A

Contractor shall provide street sweeping and litter clean-up services to the Town as follows:

- | | |
|---|------------|
| 1. Monthly Sweep Service, Route 1 | \$680.62 |
| 2. Biweekly Right-of-Way Litter Cleanup, per service | \$448.97 |
| 3. Quarterly service for all remaining streets. Note: The amount of debris on the streets after three (3) months of non-sweeping is greater than expected. This causes the time to sweep the streets to increase along with the amount of debris collected. | \$3,058.69 |
| 4. On-Call Emergency Street Sweeping | as quoted |

The above prices shall be in effect from July 1, 2016 through June 30, 2019.

**FIRST AMENDMENT TO AGREEMENT FOR
GEOTECHNICAL AND ENGINEERING SERVICES
BETWEEN THE TOWN OF PORTOLA VALLEY
AND COTTON SHIRES & ASSOCIATES, INC.**

RECITALS

A. This First Amendment is made as of this 25th day of May 2016, by and between the Town of Portola Valley ("Town") and Cotton Shires & Associates, Inc. ("Consultant").

B. The parties hereto desire to amend that certain Agreement for Geotechnical and Engineering Services ("Agreement") entered into between them on July 24, 2013.

AMENDMENT

1. Section 5 of the Agreement is hereby amended to read as follows:

TERM. This Agreement shall remain in effect until June 30, 2019 or until terminated in accordance with Section 17.

2. The compensation for services identified in Exhibit C of the Agreement is replaced in its entirety with the new fee schedule attached hereto and incorporated herein.


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

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

TOWN OF PORTOLA VALLEY

COTTON, SHIRES & ASSOCIATES, INC.

Mayor

By: 

Ted Sayre
Principal

ATTEST:

Taxpayer I.D. No.: 94-2246887

Town Clerk

EXHIBIT C
(COMPENSATION)

Cotton, Shires and Associates, Inc.

<u>Personnel</u>	<u>2016-17 FY</u>	<u>2017-18</u>	<u>2018-19</u>
Principal Geologist/Engineer	\$176.75/hr	\$181.75/hr	186.75/hr
Senior Geologist/Engineer	\$131.50/hr	135.25/hr	139.00/hr
Staff Geologist/Engineer	\$113.10/hr	\$116.25/hr	\$119.50/hr
Support/Clerical	0	0	0

The indicated fees reflect an approximate 25 percent reduction from Cotton Shires & Associates' Schedule of Charges for private clients. We are able to offer the Town this discount because the ongoing work generated from a Town Geotechnical Consultant agreement typically proceeds without significant proposal costs. In addition, such consulting work does not involve us directly as a design professional for proposed structures, and consequently results in somewhat reduced liability exposure. Fee increases are based on an assumed 2.8 percent CPI increase per year.

**FIRST AMENDMENT TO AGREEMENT FOR
BUILDING PLAN REVIEW AND INSPECTION SERVICES
BETWEEN THE TOWN OF PORTOLA VALLEY
AND CSG CONSULTANTS, INC.**

RECITALS

A. This First Amendment is made as of this 25th day of May 2016, by and between the Town of Portola Valley ("Town") and CSG Consultants, Inc. ("Consultant").

B. The parties hereto desire to amend that certain Agreement for Building Plan Review and Inspection Services ("Agreement") entered into between them on July 24, 2013.

AMENDMENT

1. Section 5 of the Agreement is hereby amended to read as follows:

TERM. This Agreement shall remain in effect until June 30, 2019 or until terminated in accordance with Section 17.

2. The compensation for services identified in Exhibit C of the Agreement is replaced in its entirety with the new fee schedule attached hereto and incorporated herein.


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

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

TOWN OF PORTOLA VALLEY

CSG CONSULTANTS, INC.

Mayor

By: 

Charles Rider
Secretary

ATTEST:

Taxpayer I.D. No.: 91-2053749

Town Clerk

EXHIBIT C

BUILDING SERVICES FEE SCHEDULE

CSG invoices monthly for services provided the previous month. The City will receive a detailed account of work performed and cost.

Plan Review Services

Building Plan Review	75% of City's fee
Includes up to 3 resubmittals	
Building Plan Review (Hourly)	\$92.00 per hour
Plan review includes revisions, deferred submittals, etc.	
Structural Plan Review Only	50% of City's fee
Fire Plan Review	\$97.00 per hour
Expedited Plan Review	90% of City's fee
Expedited Plan Review (Hourly)	1.5 x CSG's hourly review fee

Building Inspection Services

Residential Combination Building Inspector	\$88.00 per hour
Four (4) hour minimum per request Work beyond four (4) hours, billed at eight (8) hours	
Senior Building Inspector	\$98.00 per hour
Four (4) hour minimum per request Work beyond four (4) hours, billed at eight (8) hours	

Building Department Services

Permit Counter Technician	\$72.00 per hour
--	-------------------------

Should the scope of work change or circumstances develop which necessitate special handling, we will notify the City prior to proceeding. Annual adjustments may be made by mutual agreement based upon current CPI. At the City's request, CSG staff can be available for special overtime and night hourly requests, at one and one-half time compensation, and weekend and holiday hourly requests, at double time compensation.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garmeaux, Sustainability & Special Projects Manager

DATE: May 25, 2016

RE: **Adoption of a Resolution Allowing a Rate Increase Under the Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials Between the Town of Portola Valley and GreenWaste Recovery, Inc.**

RECOMMENDATION

Staff recommends that the Town Council adopt the attached Resolution (Attachment 1) allowing a rate increase under the franchise agreement for collection of garbage, recyclables and compostable materials between the Town of Portola Valley and GreenWaste Recovery, Inc.

BACKGROUND

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

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

The attached information (Attachment 2) from the Bureau of Labor Statistics website indicates the following:

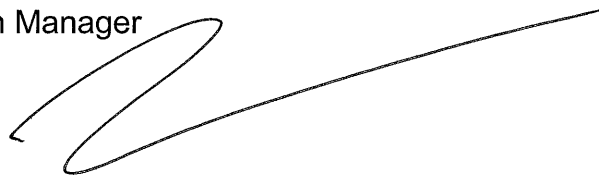
Calendar Year	Consumer Price Index (CPI)
2015	260.289
2014	252.273
Difference	8.016

GreenWaste is requesting a rate increase of 3.18%, based upon the change in the CPI between calendar years 2014 and 2015 ($8.016/252.273 = 3.18\%$). If approved by the Council, the rate increase would go into effect on July 1, 2016. The proposed (Attachment 3) and current (Attachment 4) rate schedules are provided for comparison purposes.

ATTACHMENTS

- Attachment 1: Resolution
- Attachment 2: Bureau of Labor Statistics Data – Consumer Price Index
- Attachment 3: Proposed Rate Schedule – Exhibit “A”
- Attachment 4: Current Rate Schedule

Approved: Jeremy Dennis, Town Manager



RESOLUTION NO. _____-2016

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

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

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

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

1. Public interest and convenience require the Town of Portola Valley to increase the service rates by 3.18%, as set forth in Exhibit "A".
2. The Town of Portola Valley hereby approves the rate increase described in Exhibit A, attached hereto and incorporated herein, and directs the new rates be implemented for the entirety of fiscal year 2016-2017, beginning with the 1st quarter billing cycle.

PASSED AND ADOPTED this 25th day of May, 2016.

By: _____
Mayor

ATTEST:

Town Clerk

GreenWaste Recovery Inc
Town of Portola Valley
Annual Rate Adjustment
Effective: July 1, 2016

Consumer Price Index
All Items - CPI (U)
SF Bay Area

Dec, 2015 Index

260.289

Dec, 2014 Index

252.273

Difference

8.016

Adjustment Percentage

3.18%

Databases, Tables & Calculators by Subject

FONT SIZE: - +

Change Output Options:

From: 2006 To: 2016 GO

include graphs include annual averages

[More Formatting Options](#) ➔

Data extracted on: April 9, 2016 (1:11:37 PM)

Consumer Price Index - All Urban Consumers

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

Download: [xls](#) [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2006		207.1		208.9		209.1		210.7		211.0		210.4	209.2	207.9	210.6
2007		213.688		215.842		216.123		216.240		217.949		218.485	216.048	214.736	217.361
2008		219.612		222.074		225.181		225.411		225.824		218.528	222.767	221.730	223.804
2009		222.166		223.854		225.692		225.801		226.051		224.239	224.395	223.305	225.484
2010		226.145		227.697		228.110		227.954		228.107		227.658	227.469	226.994	227.944
2011		229.981		234.121		233.646		234.608		235.331		234.327	233.390	232.082	234.698
2012		236.880		238.985		239.806		241.170		242.834		239.533	239.650	238.099	241.201
2013		242.677		244.675		245.935		246.072		246.617		245.711	245.023	243.894	246.152
2014		248.615		251.495		253.317		253.354		254.503		252.273	251.985	250.507	253.463
2015		254.910		257.622		259.117		259.917		261.019		260.289	258.572	256.723	260.421
2016		262.600													

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U.S. Bureau of Labor Statistics | Postal Square Building, 2 Massachusetts Avenue, NE Washington, DC 20212-0001

www.bls.gov | Telephone: 1-202-691-5200 | TDD: 1-800-877-8339 | [Contact Us](#)

Exhibit "A"

Town of Portola Valley - Service Rates Effective July 1, 2016
Collection of Garbage, Recyclables and Yard Trimmings

Form 6. Cost Proposal: Commercial Garbage Collection Service
3.18% Increase

Collection Frequency	Bin Charges						
	.5 cubic yard*	1 cubic yard	2 cubic yards	3 cubic yards	4 cubic yards	6 cubic yards	8 cubic yards
One per week	\$67.96	\$121.91	\$175.30	\$233.92	\$293.27	\$341.13	\$440.58
Two per week	\$91.60	\$200.45	\$292.55	\$409.76	\$527.76	\$624.73	\$818.72
Three per week	\$115.26	\$282.47	\$409.76	\$585.60	\$762.17	\$912.58	\$1,196.94
Four per week	\$138.89	\$367.99	\$527.00	\$761.45	\$996.64	\$1,192.00	\$1,578.08
Five per week	\$162.51	\$457.06	\$644.22	\$937.30	\$1,231.12	\$1,475.62	\$1,953.27
Six per week	\$186.16	\$549.69	\$761.45	\$1,113.77	\$1,465.62	\$1,759.27	\$2,331.42

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

Collection Frequency	Push Distance Charges (in increments of feet)						
	0' - 10'	11'- 25'	26'-50'	51'-100'	101'-200'	201'-300'	301'-400'
One per week	Included	\$40.77	\$45.29	\$52.68	\$60.68	\$72.84	\$84.99
Two per week	Included	\$81.50	\$90.58	\$106.23	\$121.43	\$145.71	\$169.97
Three per week	Included	\$122.29	\$135.88	\$159.36	\$182.11	\$218.55	\$254.94
Four per week	Included	\$163.06	\$181.16	\$212.46	\$242.81	\$291.39	\$339.96
Five per week	Included	\$203.81	\$226.45	\$265.59	\$303.52	\$364.24	\$424.93
Six per week	Included	\$244.55	\$271.72	\$318.68	\$364.24	\$437.08	\$509.94

Additional service charges:

fee for opening a locked gate	\$0.00
fee for bin cleaning	\$36.91
fees for other services **	<u>N/A</u>

Town of Portola Valley - Service Rates Effective July 1, 2016
Collection of Garbage, Recyclables and Yard Trimmings

Form 5A. Cost Proposal: Weekly Residential Garbage, Recyclables and Yard Trimmings
Collection. 3.18% Increase

Distance	Mini-Can	1 Can	2 Cans	3 Cans	4 Cans
0' - 10'	\$18.08	\$28.95	\$57.88	\$86.83	\$115.81
10' - 25'	\$19.73	\$31.59	\$63.20	\$94.77	\$126.33
25' - 100'	\$21.40	\$34.24	\$68.48	\$102.71	\$136.92
100' - 200'	\$23.04	\$36.89	\$73.75	\$110.63	\$147.49
200' - 300'	\$24.69	\$39.52	\$79.03	\$118.55	\$158.06
300' - 400'	\$26.66	\$42.18	\$84.31	\$126.46	\$168.63
400' - 500'	\$28.32	\$44.78	\$89.58	\$134.37	\$179.19

Rates above include unlimited collection of yard trimmings and recyclables

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

each additional can service **\$28.95**

each additional 100' distance **\$7.55**

fee for opening locked gates **\$0.00**

Special Collection Charges (each time requested)

Freon containing items **\$45.29**

TV sets & Computer Monitors **\$22.59**

other special items **\$30.65** per yard

all other bulky items **\$45.29**

used motor oil and filters **incl.**

**Town of Portola Valley - Service Rates Effective July 1, 2015
Collection of Garbage, Recyclables and Yard Trimmings**

**Form 5A. Cost Proposal: Weekly Residential Garbage, Recyclables and Yard Trimmings
Collection. 2.67% Increase**

Distance	Mini-Can	1 Can	2 Cans	3 Cans	4 Cans
0' - 10'	\$17.52	\$28.06	\$56.10	\$84.16	\$112.24
10' - 25'	\$19.12	\$30.62	\$61.25	\$91.85	\$122.44
25' - 100'	\$20.74	\$33.19	\$66.37	\$99.55	\$132.70
100' - 200'	\$22.33	\$35.75	\$71.48	\$107.22	\$142.95
200' - 300'	\$23.93	\$38.30	\$76.60	\$114.90	\$153.19
300' - 400'	\$25.84	\$40.88	\$81.71	\$122.57	\$163.44
400' - 500'	\$27.45	\$43.40	\$86.82	\$130.23	\$173.67

Rates above include unlimited collection of yard trimmings and recyclables

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

each additional can service **\$28.06**

each additional 100' distance **\$7.32**

fee for opening locked gates **\$0.00**

Special Collection Charges (each time requested)

Freon containing items **\$43.90**

TV sets & Computer Monitors **\$21.89**

other special items **\$29.71** per yard

all other bulky items **\$43.90**

used motor oil and filters **incl.**

Town of Portola Valley - Service Rates Effective July 1, 2015
Collection of Garbage, Recyclables and Yard Trimmings

Form 6. Cost Proposal: Commercial Garbage Collection Service
2.67% Increase

Collection Frequency	Bin Charges						
	.5 cubic yard*	1 cubic yard	2 cubic yards	3 cubic yards	4 cubic yards	6 cubic yards	8 cubic yards
One per week	\$65.87	\$118.16	\$169.90	\$226.72	\$284.24	\$330.62	\$427.01
Two per week	\$88.78	\$194.28	\$283.54	\$397.14	\$511.51	\$605.49	\$793.51
Three per week	\$111.71	\$273.77	\$397.14	\$567.57	\$738.70	\$884.48	\$1,160.08
Four per week	\$134.61	\$356.66	\$510.77	\$738.00	\$965.95	\$1,155.29	\$1,529.48
Five per week	\$157.51	\$442.98	\$624.38	\$908.43	\$1,193.21	\$1,430.18	\$1,893.12
Six per week	\$180.43	\$532.76	\$738.00	\$1,079.47	\$1,420.48	\$1,705.09	\$2,259.62

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

Collection Frequency	Push Distance Charges (in increments of feet)						
	0' - 10'	11'- 25'	26'-50'	51'-100'	101'-200'	201'-300'	301'-400'
One per week	Included	\$39.51	\$43.90	\$51.06	\$58.81	\$70.60	\$82.37
Two per week	Included	\$78.99	\$87.79	\$102.96	\$117.69	\$141.22	\$164.74
Three per week	Included	\$118.52	\$131.70	\$154.45	\$176.50	\$211.82	\$247.09
Four per week	Included	\$158.04	\$175.58	\$205.92	\$235.33	\$282.42	\$329.49
Five per week	Included	\$197.53	\$219.48	\$257.41	\$294.17	\$353.02	\$411.84
Six per week	Included	\$237.02	\$263.35	\$308.87	\$353.02	\$423.62	\$494.24

Additional service charges:

fee for opening a locked gate	\$0.00
fee for bin cleaning	\$35.77
fees for other services **	N/A



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garmeaux, Sustainability & Special Projects Manager

DATE: May 25, 2016

RE: Approve a Resolution Authorizing Submittal of Application for CalRecycle Payment Programs and Related Authorizations

RECOMMENDATION

Staff recommends that the Town Council adopt the attached resolution authorizing the Town Manager to apply for and sign documents needed to secure payment from CalRecycle for the annual on-going Beverage Container City/County Payments.

BACKGROUND

The California Department of Resources Recycling and Recovery (CalRecycle) has established the Beverage Container City/County Payment Program to make payments to qualifying jurisdictions pursuant to California Public Resources Code section 48000 et seq. The Town receives a payment annually through this program, and CalRecycle now requires that the Town Council pass a resolution authorizing specific staff to apply for the funds.

Certain beverage containers within California carry California Redemption Value (CRV), which is a value collected by beverage retailers at the point of sale and remitted to CalRecycle. Beverage purchasers may choose to redeem their CRV at CalRecycle certified redemption centers which are typically located in supermarket parking lots.

The CRV program began prior to the widespread adoption of curbside recycling collection programs, and currently a portion of the CRV collected is not redeemed by individuals. In acknowledgment that communities expend funds to collect recyclable materials, CalRecycle provides a portion of the unredeemed CRV funds to communities that provide curbside recycling programs. The cities that franchise curbside recycling programs, such as Portola Valley, receive a portion of the unredeemed CRV, primarily based on the size of their population.

Each year the Town receives approximately \$5,000 from the program. In previous years, CalRecycle simply remitted the funds to cities. Now, however, the State's internal auditors are requiring the following process, all recipients must:

- Submit an approved resolution authorizing designated staff to request funding for this program;
- Provide authorized signatures with submittal of each funding request and expenditure report; and
- Submit an expenditure report with supporting documentation for program funds expended.

DISCUSSION

The goal of CalRecycle's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all CRV beverage containers - aluminum, glass, plastic and bi-metal. Projects implemented by cities assist in reaching and maintaining this goal. Each year Portola Valley receives approximately \$5,000 through this program that it may use for the following eligible activities:

- Public education promoting beverage container recycling.
- Litter prevention and cleanup where the waste stream includes beverage containers that will be recycled.
- Other beverage container recycling programs.
- Supporting AB 341 Mandatory Commercial Recycling requirements.
- Infrastructure for businesses to recycle beverage containers.
- Support for new or existing beverage container recycling programs for multi-family residential dwellings.
- Public education and outreach that includes a beverage container recycling component.
- New or existing curbside recycling programs.
- Neighborhood drop-off recycling programs.
- Cooperative regional efforts among two or more cities or counties, or both.

Staff will develop an appropriate plan for utilizing the funds based on the eligible activities above and will insure that they are expended within the required time frame.

ATTACHMENTS

- Attachment 1: Resolution

Approved: Jeremy Dennis, Town Manager



RESOLUTION NO. _____-2016

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY AUTHORIZING
SUBMITTAL OF APPLICATION FOR PAYMENT PROGRAMS
AND RELATED AUTHORIZATIONS**

WHEREAS, pursuant to Public Resources Code sections 48000 et seq., 14581, and 42023.1(g), the Department of Resources Recycling and Recovery (CalRecycle) has established various payment programs to make payments to qualifying jurisdictions; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the payment programs; and

WHEREAS, CalRecycle’s procedures for administering payment programs require, among other things, an applicant’s governing body to declare by resolution certain authorizations related to the administration of the payment program.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Portola Valley that the Town Manager, or his/her designee, is authorized to submit an application to CalRecycle for any and all payment programs offered; and

BE IT FURTHER RESOLVED that the Town Manager, or his/her designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment; and

BE IT FURTHER RESOLVED that this authorization is effective until rescinded by the Signature Authority or this governing body.

PASSED AND ADOPTED this 25th day of May, 2016.

By: _____
Mayor, Maryann Moise Derwin

ATTEST:

Town Clerk, Sharon Hanlon



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability & Special Projects Manager

DATE: May 25, 2016

RE: **Adoption of a Resolution Authorizing & Approving Automatically Enrolling Its Ratepayers in the Highest Renewable Energy Portfolio Being Offered by Peninsula Clean Energy**

RECOMMENDATION

Staff recommends that the Town Council adopt the attached Resolution (Attachment 1) authorizing and approving automatically enrolling the ratepayers in Portola Valley in the highest renewable energy portfolio being offered by Peninsula Clean Energy.

BACKGROUND & DISCUSSION

On January 27, 2016 the Town Council adopted a resolution to join in the Joint Exercise of Power Agreement to establish the Peninsula Clean Energy (PCE) Authority in San Mateo County and to appoint to the Board a Director and an Alternate Director from the Town. In addition, the Council adopted a resolution to authorize implementation of a Community Choice Aggregation program in the Town of Portola Valley (Town). At this meeting the Council also discussed as part of joining PCE their desire to pursue a 100% renewable energy electrical power portfolio as a default, once the proposed rates were known in comparison to PG&E. As part of this discussion, the Council discussed including the option to “Opt Down” to the portfolio with a lower percentage of renewables or “Opt Out” to stay with PG&E’s current rates.

On March 24, 2016, the PCE Board of Directors met for the first time. The Board has been meeting twice a month since March to develop an Ad-Hoc Citizen Advisory Committee; discuss and adopt an implementation plan; review the Energy Services Request for Proposals; procure data management and call center Services; review the marketing and communications plan; and discuss resource mixes and pricing for PCE’s default product. The County is now requesting that cities who are interested in pursuing the 100% renewable energy default express this desire now as they begin the process of procuring power.

The proposed rates for the 100% renewable energy portfolio through PCE will include a nominal premium over the PG&E rates, while the rates for the lower renewable energy

portfolio are anticipated to be slightly less than PG&E rates. As noted previously, under Public Utilities Code section 366.2, customers have the right to opt-out of a CCA program and continue to receive service from the incumbent utility. PCE will be required to provide customers at least four (4) notices of their rights to opt-out and continue receiving service from the incumbent utility. Customers who receive power from PCE will receive that power over incumbent utility's transmission lines and will receive the same billing statement from the incumbent utility.

As staff has discussed with the Council over the duration of the development of this Community Choice Aggregation (CCA) program, the default to a 100% renewable energy portfolio will result in measurable achievements in meeting the 15% reduction in greenhouse gas emissions by 2020 adopted by the Council. In addition, this will help contribute to meeting the emissions reductions that will be outline in the Climate Action Plan 2030 that will be presented to the Town Council for review at a later date.

The County has indicated that cities who chose to default to the 100% renewable energy portfolio will be part of the Phase II launch in April of 2017, rather than Phase I in October of 2016. The County would like additional time to procure the power for those interested cities as well as ensure that the message is not confusing due to different default portfolios for different municipalities.

If the Council adopts the attached Resolution approving the default to the 100% renewable energy portfolio, staff will work with the County's marketing and communications consultant to develop relevant materials. In addition, funds have been included in next year's budget to enlist the Social Marketing firm utilized in the water conservation efforts to develop a strategic community engagement program that will help residents and businesses in Portola Valley understand their options.

ATTACHMENTS

- Attachment 1: Resolution

Approved: Jeremy Dennis, Town Manager



RESOLUTION NO. _____-2016

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY AUTHORIZING AND APPROVING
AUTOMATICALLY ENROLLING ALL OF ITS RATEPAYERS IN THE
HIGHEST RENEWABLE ENERGY PORTFOLIO BEING
OFFERED BY PENINSULA CLEAN ENERGY**

WHEREAS, the Town Council of the Town of Portola Valley joined Peninsula Clean Energy (PCE) and appointed representatives to its Board of Directors through Resolution 2685-2016 on January 27, 2016; and

WHEREAS, the Town Council adopted the greenhouse gas (GHG) emissions reduction targets of Assembly Bill 32, the California Global Warming Solutions Act, by Resolution 2366-2007 on October 4, 2007, which requires the Town to reduce GHG emissions to 1990 levels by 2020 - a reduction of approximately 15% below 2005 levels; and

WHEREAS, through PCE, the Town of Portola Valley can offer its ratepayers, by default, an electrical power portfolio with the highest percentage of renewable power that will provide the greatest GHG emissions reductions available at rates with only a nominal premium as compared to Pacific Gas & Electric (PG&E) rates; and

WHEREAS, ratepayers in the Town of Portola Valley will have the option to "Opt Down" to an electrical power portfolio with a lower percentage of renewable energy offered at rates comparable to PG&E or "Opt Out" to continue with PG&E's current rate offering for electrical power.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Town Council of the Town of Portola Valley approves and authorizes PCE to default all the ratepayers (i.e., residential, commercial and municipal accounts) in the Town of Portola Valley to the 100% renewable energy electrical power portfolio that provides the greatest level of GHG reductions, with the option to Opt Down to a lower percentage renewable energy portfolio or Opt Out to stay with PG&E's current offering.

PASSED AND ADOPTED this 25th day of May, 2016.

By: _____
Mayor

ATTEST:

Town Clerk

#7

There are no written materials for item #7 – Council Liaison Committee and Regional Agencies Reports

#8

There are no written materials for item #8 – Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Friday – May 13, 2016

1. Agenda (Action) – Town Council – Wednesday, May 11, 2016
2. Agenda (Cancellation) – Water Conservation Committee - Monday, May 16, 2016
3. Agenda – Planning Commission – Wednesday, May 18, 2016
4. Report from San Mateo County Sheriff's Office – Incident Log for 04/25/16 – 05/01/16
5. Report from San Mateo County Sheriff's Office – Incident Log for 05/02/16 – 05/08/16
6. Letter to Mayor Derwin from James Lau, California Water Service re: Changes to Drought Regulations
7. Email from Ezra Rapport, Executive Director of ABAG re: ABAG MTC Merger Study Recommendation – ABAG Staff Recommendation
8. Email from Metropolitan Transportation Commission (MTC) re: Relocate Offices to San Francisco

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. San Mateo County Sheriff's Office Crime Activity Report / January – March, 2016
2. Invitation to ABAG Special General Assembly – Thursday, May 19, 2016
3. LABOR Newsletter – May 2016



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, May 11, 2016
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

Absent: Councilmember 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.

Bill Urban, Finance Committee Chair, expressed of his desire to add a revised UUT measure to the November 2016 election ballot.

CONSENT AGENDA

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

1. **Approval of Minutes** – Town Council Meeting of April 27, 2016
2. **Approval of Warrant List** – May 11, 2016
3. **Recommendation by Administrative Services Manager** – Action on Claim of Jeannine Gauthier
 - (a) A Resolution of the Town Council of the Town of Portola Valley Denying the Claim of Jeannine Gauthier (Resolution No. 2689-2016)

Items #1, 2 & 3 Approved 4-0

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

4. **Report from the Conservation Committee** – Committee Annual Report to the Town Council

Judith Murphy, Conservation Committee Chair, presented Council with the Committees 2015-16 projects including; Annual Broom Pull, Backyard Habitat Program, Education, Renovation of front landscaping of Old Schoolhouse, Native Plant Garden, Monarch Butterfly Station and the Committees continued collaboration with Public Works and Committees and Commissions. Ms. Murphy presented the Council with the newly created 'Native Plant Demonstration Garden' brochure, a guide to Town Center's plantings. Committee Programs proposed for 2016-17 include; Continuation of Annual Broom Pull, Backyard Habitat Program, Monarch Butterfly project, Education, completion of Native Plant Garden by Old Schoolhouse, upgrade to the Old Schoolhouse front landscaping and Low Water Use/Native Plant PV Garden Tour. Ms. Murphy asked that additional funds be granted to the Public Works budget for supplementary weeding at Town Center and the Scenic Corridor.

STAFF REPORTS AND RECOMMENDATIONS

5. **Recommendation by Administrative Services Director** – A Resolution Approving Amendments to the Town's Employee Compensation Plan
 - (a) A Resolution of the Town Council of the Town of Portola Valley Amending the Employee Compensation Plan (Resolution No. 2690-2016)

Council Approved 4-0

6. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Report by Town Council Members – Brief announcements or reports on items of significance for the entire Town Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*

Councilmember Wengert – Attended the April Council of Cities dinner meeting along with Mayor Derwin and Councilmember Richards. She attended the Parks & Recreation Committee meeting where they discussed the condition of Town fields, Committee Survey, Little League, Town Picnic and looking for ways to develop the website and use of social media. She attended the May 4th Planning Commission meeting where they discussed a lot line adjustment on Wayside, modification to geo map, and Windmill project. Councilmember Wengert also attended an FAA Select Committee meeting on Friday, May 6, 2016. The committee continues to wait for the report from the FAA. Supervisor Joe Simitian was elected chair of the committee.

Councilmember Richards – None to Report

Vice Mayor Hughes – Attended a special Bicycle, Pedestrian & Traffic Safety Committee meeting where they discussed overflow parking at the garage on Portola Road, overflow parking signs at Windy Hill, and the Los Trancos / Alpine intersection. The resurfacing notices have been delivered to residents, crack seal project begins May 16.

Mayor Derwin – Attended a C/CAG Water Committee meeting that heard a presentation on current efforts in sea level rise, with a report due in the fall. She attended a Jobs/Housing Gap Task Force Meeting that discussed funding.

7. **Town Manager Report** - Sent condolences to the Sidensol family who lost a family member in a car accident on Saturday, May 7th. Mr. Dennis noted the Alpine Road corridor study community meeting that took place on May 9th and suggested engagement of appropriate committees to bring a recommendation to the Council of items to consider and possible design. The Town will then submit recommendations to the County of San Mateo. The ASCC reviewed a conditional use permit amendment for a six bedroom dwelling unit to an existing facility in Glenn Oaks. Staff was notified of rat poisoning found on the Town Center softball field. It was removed, and all fields in town were examined. Town Manager Dennis posted a notice to the PV Forum notifying residents of this occurrence and to be aware. Interviews for Senior Planner position will take place on Monday, May 16, and the draft budget will be taken to the Finance Committee on May 24th. The Communications Consultant will begin on Friday, May 13, 2016. Staff attended a site visit to Portola Valley Ranch and will host the Ranch at Town Center within the next few months. Mr. Dennis attended a HEART meeting on May 11, will meet with the Executive Director of Committee for Green Foothills, meet with Silvar (Silicon Valley Association of Realtors), and attended a San Francisquito Creek JPA meeting.

WRITTEN COMMUNICATIONS

8. **Town Council Digest** – April 29, 2016

#6 – Councilmember Richards asked Public Works Director which method he will use when resurfacing

9. **Town Council Digest** – May 6, 2016

#10 – Mayor Derwin announced the May Council of Cities dinner meeting and noted that the speaker is exceptional and an Economist, who will speak on poverty and the middle class.

ADJOURNMENT: 8:10 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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



TOWN OF PORTOLA VALLEY
Water Conservation Committee Meeting
Monday, May 16, 2016 3:00 PM to 5:00 PM
Town Hall, Conference Room
765 Portola Road, Portola Valley, CA 94028

WATER CONSERVATION COMMITTEE

NOTICE OF MEETING CANCELLATION

Monday, May 16, 2016

The Water Conservation Committee meeting regularly scheduled for Monday, May 16, 2016 has been cancelled.



**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
Wednesday, May 18, 2016 – 7:00 p.m.
Council Chambers (Historic Schoolhouse)
765 Portola Road, Portola Valley, CA 94028**

7:00 PM – REGULAR AGENDA

1. Call to Order:
 2. Roll Call: Commissioners McKitterick, Targ, Von Feldt, Vice-Chair Gilbert, Chair Hasko
 3. Oral Communications:

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.
 4. New Business:
 - a. Preliminary Review of a Proposed Conditional Use Permit Amendment and Architectural Review to Add an Attached Six Bedroom Dwelling Unit to the Existing Facility. File #15-2016, 3639 Alpine Road, Stanford University/Murdoch (Staff: D. Pedro)
 - b. Portola Valley's Geology – Presentation by the Town Geologist
 5. Commission, Staff, Committee Reports and Recommendations:
 - a. Update on Priory School Annual Report
 6. Approval of Minutes: May 4, 2016
 7. 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).

This Notice is posted in compliance with the Government Code of the State of California.

Date: May 13, 2016

CheyAnne Brown
Planning Technician



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 04/25/16 to Sunday 05/01/16

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
16-03939	04/26/16 09:39AM	1200 blk of Godetia Dr Woodside	General Case Information	The RP met with the deputy at the substation on a report of being harassed by a former friend. The reporting party submitted documents to the deputy. A report was taken.
16-04043	04/28/16 09:40PM	The Loop Rd/Campus Cir Woodside	Poss Marijuana For Sale/Sell/Transport etc Marijuana	The deputy made contact with two male subjects in a vehicle and noticed a strong smell of marijuana emanating from the vehicle. The deputy located two large clear plastic bags containing a large amount of trimmed marijuana buds. The deputy also noticed there was a clear plastic AAA envelope with a smaller amount of marijuana in it. The deputy located a gray color digital scale hidden under the rear passenger seat cushion. Upon opening the scale, it appeared to have marijuana residue on the weighing surface. The deputy recognized the marijuana as being ready for sale due to the quantity and appearance of the marijuana buds. The digital scale is a known tool used for measuring amounts of marijuana for sales.



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 05/02/16 to Sunday 05/08/16

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
16-04137	05/02/16 01:50PM	200 3 rd Ave North Fair Oaks	Warrant Arrest- Outside Felony Warrant	The deputy learned that a female subject had a No Bail warrant for her arrest. The warrant was issued by the California Department of Corrections. The deputy located the subject and was arrested.
16-04151	05/02/16 10:15PM	The Loop Road and Farm Hill Blvd Woodside	Drive with Suspended License/ Posses Marijuana while driving/ No Proof of Financial Responsibility	The deputy conducted an enforcement stop on a vehicle for a vehicle code violation. While speaking to the male subject driver, the deputy could smell the distinct odor of marijuana emanating from the interior of the vehicle. The driver confirmed there was marijuana in the vehicle, that it was his and that he did not have a medical marijuana card. The driver also stated his license was suspended. The driver was cited for possession of marijuana while driving on a suspended license, no proof of insurance and not having a rear license plate displayed. The driver was released from the scene after signing the promise to appear. The vehicle was towed per CVC

				14602.6(a).
16-04195	05/03/16 11:30AM	4 TH Ave/Middlefield Rd North Fair Oaks	Sheriff's Office Felony Warrant	The deputy made contact with a male subject who had an outstanding warrant for his arrest. The warrant was confirmed and the subject was placed under arrest.
16-04278	05/05/16 6:30PM – 3:30 AM	2000 blk Spring St North Fair Oaks	Burglary-Second Degree/Commercial	The deputy was dispatched on a report of a commercial burglary. Several items were taken from the offices inside the business by unknown suspect(s). The point of entry was a jalousie window containing a total of six glass panes. The deputy performed a neighborhood check but was unsuccessful with locating any additional leads, witnesses, or video surveillance cameras at this time that could assist in the investigation.
16-04214	05/04/16 07:30PM	1000 blk Lucky Ave West Menlo Park	General Information	The deputy was dispatched on a report of a disturbance. The reporting party stated that a male subject entered the store and stole numerous items on prior visits to the store.
16-04225	05/04/16 05:30PM- 06:00PM	500 blk Portola Rd Portola Valley	Burglary-Second Degree/Vehicle	The deputy was dispatched to meet a victim of an auto burglary. Unknown suspect(s) burglarized a vehicle while parked in the parking lot. The driver's door handle and lock were damaged to gain entry. One canvas bag containing a purse was stolen from the vehicle. There were no witnesses located. Video of the parking lot is not available.
16-04227	05/04/16 09:57PM	600 blk of Second Ave North Fair Oaks	Resist or Obstruct Officer/Violation of Parole	Deputies were dispatched on a report of a male subject hiding in the bushes. The male subject was later identified and was contacted. A records check showed the subject was on parole with search and seizure. Parole placed a no bail hold and the subject was booked into Maguire Correctional Facility without incident.

Subject: Changes to Drought Regulations
Sent: Wednesday, May 11, 2016 10:58 AM
To: Maryann Moise Derwin

Dear Mayor Derwin:

On Monday, May 9, Governor Brown issued an Executive Order (E.O.) adjusting and extending the State's Emergency Drought Regulations through January 2017.

While the E.O. recognizes that water supply conditions differ across California, due to differences in climate, snowfall, and rainfall, it also directs the State Water Resources Control Board (Board) to take certain actions. For instance, the E.O. directs the Board to permanently prohibit practices that "waste potable water," including:

- Irrigating ornamental turf on public street medians;
- Hosing off sidewalks, driveways, and other hardscapes;
- Washing automobiles with hoses not equipped with a shut-off nozzle;
- Using non-recirculated water in a fountain or other decorative water feature; and
- Watering lawns in a manner that causes runoff, or within 48 hours after measurable precipitation.

These specific prohibitions have been in place since early 2015, but will now become permanent.

The E.O. also directs the Department of Water Resources to work with the Board to "develop new water use targets as part of a permanent framework for urban water agencies." These new targets will build upon a law enacted in 2009 that requires water agencies to achieve a 20% reduction in potable water use by 2020 (California Water Code §§ 10608.16-10608.44).

In response to the Governor's E.O., the Board has released proposed amendments to its current Emergency Drought Regulations. Of note, the draft regulations recognize that water conditions differ across the State. We are still in the process of reviewing the Governor's E.O. and Board's draft regulations to determine how they will impact our customers. As we have throughout the drought, we will be sure to communicate with you and our customers as changes are made to our Drought Response Plan.

For your convenience, I have attached and provided links to the Governor's E.O. (https://www.gov.ca.gov/docs/5.9.16_Executive_Order.pdf), a draft of the proposed regulations (http://www.waterboards.ca.gov/water_issues/programs/conservation_portal/docs/factsheet/proposed_emergency_reg060916.pdf), and the Board's fact sheet (http://www.waterboards.ca.gov/water_issues/programs/conservation_portal/docs/factsheet/MediaFactSheetEmergencyReg050916.pdf).

Should you wish to submit comments to the Board regarding the draft regulations, comments are due by 12:00 p.m. on Monday, May 16, 2016. The Board will consider the amended regulations at its meeting on Wednesday, May 18.

James Lau
Government Relations Associate
CALIFORNIA WATER SERVICE



Quality. Service. Value.
calwater.com



Fact Sheet

Staff Proposal for Extended Emergency Regulation for Urban Water Conservation

Summary

A staff statewide water conservation proposal was released for public comment today that would amend the Feb. 2 emergency water conservation regulations, due to improved water supply conditions around most of the state.

Significant proposed changes include replacing the state developed standards with locally developed conservation standards based upon each agency's specific circumstances. The proposed regulation would require individual urban water suppliers to self-certify the level of available water supplies they have assuming three additional dry years, and the level of conservation necessary to assure adequate supply over that time.

This self-certification would include information provided by regional water distribution agencies (wholesale suppliers) about how regional supplies would fare during three additional dry years. Both urban water suppliers and wholesale suppliers would be required to report the underlying basis for their assertions, and urban water suppliers would be required to continue reporting their conservation levels.

Per the proposal, urban water suppliers will be required to reduce potable water use in a percentage equal to their projected shortfall in the event of three more dry years. In other words, if an individual water district projects it would, under the specified assumptions, have a 10 percent shortfall after the next three years at the current rate of use, their mandatory conservation standard would be 10 percent.

The staff recommendation keeps in place the monthly reporting requirements and specific prohibitions against certain water uses. Those prohibitions include watering down a sidewalk with a hose instead of using a broom or a brush, or overwatering a landscape to where water is running off the lawn, over a sidewalk and into the gutter. As directed by Governor Brown's [Executive Order B-36-15](#), these requirements and prohibitions will also become permanent. Prohibitions against [home owners associations](#) taking action against homeowners during a declared drought remain as well.

The [proposed regulatory package](#) and [technical fact sheet](#) are the result of review of many meetings, written and oral comments from a public workshop on [April 20](#) to receive input on conservation needs through the summer and fall, and lessons learned since the Water Board first adopted drought emergency water conservation regulations.

The workshop was conducted to solicit ideas for adjustments to the current emergency regulations given changes in water supply, storage, and snowpack as compared to last





year's historic statewide deficiencies. This staff proposal will be considered by the Board for comment and adoption on May 18. **The new conservation standards would take effect for June 2016 and remain in effect until the end of January 2017.**

Improved Water Supply and Conditions; and Conservation – Reason for Change

Winter 2016 saw improved hydrologic conditions in parts of California. More rain and snow fell in Northern California as compared to Central and Southern California; yet, due to California's water storage and conveyance systems, concerns over supply reliability have eased compared to last year throughout urban California. Consequently, the unprecedented mandatory state-driven conservation standards in place over the last ten months can transition to conservation standards based on supply reliability considerations at the local level. However, conservation standards are still needed in case this winter was a short reprieve in a longer drought.

Over the last several months the Board has been monitoring state hydrology, water supply conditions, including local supply reliability, and the conservation levels achieved by the State's 411 urban water suppliers. Hydrologic conditions in parts of California – particularly northern California – have markedly improved relative to 2014 and 2015. Many reservoirs are above historic averages for late spring, and water allocations are up in most cases for the State Water Project.

In addition, the water production reports submitted to the State Water Board have shown that the majority of urban water suppliers have successfully responded to mandatory conservation expectations over the last 20 months. Public awareness of drought conditions and the public's extraordinary response this past ten months should lead to continuing conservation.

Should severe drought conditions return, the Board stands ready to return to stronger conservation mandates if the approach proposed here does not prove successful.

Proposed changes to the drought emergency water conservation regulation would allow suppliers to define an individualized conservation standard on their specific water supply and demand conditions. Each water supplier would be required to evaluate its supply portfolio and self-certify the accuracy of its information while also providing the underlying information and assumptions; the State Water Board would assign each supplier a mandatory conservation standard equal to the percentage deficiency the supplier identifies in its supply under specified assumptions. Additionally, certain statewide requirements on small suppliers and businesses would be lifted.

Governor and Board Actions Achieved Historic Conservation Statewide

In his April 1, 2015 [Executive Order](#), Governor Brown mandated a 25 percent water use reduction by users of urban water supplies across California.



In May 2015, the State Water Board adopted an emergency regulation requiring a cumulative 25 percent reduction in overall potable urban water use over the following 9 months. The [May 2015 Emergency Regulation](#) uses a sliding scale for setting conservation standards, so that communities that have already reduced their residential gallons per capita per day (R-GPCD) through past conservation had lower mandates than those that had not made such gains since the last major drought. Conservation tiers for urban water suppliers were set between eight percent and 36 percent, based on residential per capita water use for the months of July - September 2014.

During this time, statewide water conservation was [unprecedented](#). In the last 10 months alone, the state realized nearly a 24 percent savings in water use as compared to same period 2013, resulting in some 1.30 million acre-feet of water conserved throughout California, enough to supply 6.5 million people with water for an entire year.

On Feb. 2, 2016, based on Governor Brown's [November 2015 Executive Order](#), the State Water Board approved an updated and extended emergency regulation that continued mandatory reductions through October.

The [February 2016 Emergency Regulation](#) responded to calls for continuing the conservation structure that has spurred savings, while providing greater consideration of some localized factors that influence water needs around the state: climate differences, population growth and significant investments in new local, drought-resilient water supplies such as potable wastewater reuse and desalination. Under the extended regulation, many water suppliers have somewhat lower water conservation standards, although statewide water conservation is expected to continue at high levels.

On May 9, Governor Brown [issued a new Executive Order](#) directing actions aimed at using water wisely, reducing water waste, and improving water use efficiency. The Executive Order, in part, directs the State Water Board to extend the emergency regulations for urban water conservation through the end of January 2017. These revised regulations are set for consideration May 18.

(This fact sheet was last updated May 9, 2016)

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

From: Ezra Rapport [mailto:leahz@abag.ca.gov]

Sent: Monday, May 09, 2016 5:24 PM

To: Sharon Hanlon <shanlon@portolavalley.net>

Subject: ABAG MTC Merger Study Recommendation - ABAG Staff Recommendation

Dear ABAG Elected Officials and Other Interested Parties

Attached is a staff recommendation to the ABAG Executive Board and the ABAG General Assembly regarding merger with MTC. As many of you are aware, MTC's Planning Grant to ABAG is due to terminate July 1, 2016, under MTC's Resolution 4210, unless ABAG and MTC vote to adopt a Merger Implementation Plan (MIP).

Contained within this report are two recommendations: That ABAG and MTC should adopt a MIP for either: 1. simultaneous governance and organizational/staff merger (Option 4); or 2. An organizational/staff merger first with a commitment to engage in a governance merger process over the by a date certain (Option 7).

We have included some principles that could help guide the MIP in the staff report.

Should ABAG and MTC fail to mutually agree on an MIP, Resolution 4210 automatically takes effect. Staff has previously stated that, in such event, ABAG will likely not be able to sustain itself as an on-going agency.

We think it is important for ABAG's members to express their views on this important subject to both ABAG and MTC. The following meetings are scheduled for both discussion and vote on this item.

- ABAG Special General Assembly – May 19th, noon – 2:30 pm MetroCenter Auditorium
- ABAG Executive Board Meeting – May 19th, 7:00 pm MetroCenter Auditorium
- MTC Commission Meeting – May 25th, 9:00 am, MetroCenter Auditorium
- Joint ABAG Administrative Committee and MTC Planning Committee – May 27th, 9:00 am, MetroCenter Auditorium

MetroCenter Auditorium, 101 8th Street, Oakland CA 94607

ABAG will post all correspondence with comments on the ABAG website. Please send to leahz@abag.ca.gov.

If you have any questions or would like to discuss the matter beyond what is in the staff report, please send an email to Ezra Rapport, Executive Director, ezrar@abag.ca.gov.

Thank you for your participation on this urgent matter regarding the future of regional planning in the Bay Area.

Ezra Rapport, Executive Director

ezra@abag.ca.gov

510-464-7927

Date: May 6, 2016

To: ABAG Executive Board

From: Ezra Rapport
Executive Director

Subject: **ABAG MTC Merger Study Recommendation**

1. Context / Recommendation

ABAG is facing what is probably the most critical juncture in its 55 year history. ABAG has reached a point where a decision must be made with respect to its future, and the future of regional planning and programs in the Bay Area. The integration of ABAG and MTC into a comprehensive regional agency might be a real possibility.

What will be before the Executive Board on May 19th is a decision to select a path forward that has the best chance of being approved by both ABAG and MTC and best serve the public interest. The status quo between the agencies is that MTC will terminate its Planning Grant to ABAG on July 1, 2016, unless an alternative Merger Implementation Plan (MIP) is adopted by both agencies. If both agencies can agree on a path forward with sufficient detail, that agreement would constitute a Merger Implementation Plan (MIP), and that action would trigger a continuation of the MTC Planning Grant to ABAG while the details of the MIP are worked out.

Our recommendation is for the Executive Board to approve two Options: Option 4 and Option 7 of the Management Partners report (see attachments A and B) with important principles for Option 7. These principles are described below under Recommendation.

Option 4 (New Governance Model and Full Staff Merger), in ABAG staff's view, is the best option for the Bay Area. The New Governance model should combine the best of MTC's statutory responsibilities to program and allocate transportation dollars, while also supporting city and county engagement in land use, economic development, environmental planning, and other non-transportation issues facing the region. With this governance model, a powerful regional agency with a broad scope of responsibility can be created utilizing combined administrative resources.

While we see a change in governance as crucial to the long term mission of regional planning, we are convinced that the ABAG and MTC boards cannot address governance in the time frame needed to sustain ABAG. As stated above, MTC's Planning Grant to ABAG expires July 1, 2016, unless MTC and ABAG both adopt an alternative Merger Implementation Plan (MIP). With the assumption that the dialogue for changes in governance will take more time than is available to address the present situation, all options that require an immediate commitment to a

change in governance are fatally flawed if this change cannot be agreed upon by both ABAG and MTC by July 1, 2016.

In addition to our recommendation of Option 4, staff also recommends the alternative approval of Option 7, if that is the only option that MTC will approve. Option 7 retains the ABAG Board and its institutional policy authority, but proposes to transfer ABAG staff to MTC following development of a contract for services and entering into an MOU to establish a timeframe for considering a new governance structure and setting forth principles, goals and parameters for considering new governance options. In addition, Option 7 calls for an MOU on the parameters of a new governance model to be considered within a reasonable time.

The deficiency of Option 7 is that it splits administrative control away from ABAG governance. While there is an advantage to having unified administration, the successful implementation of Option 7 will require the MTC administration to be sensitive to ABAG staff, programs, and relationships to all levels of government and stakeholders. ABAG's programs are financially self-sufficient for the foreseeable future, but these programs require an administrative control that is very different from the exigencies of MTC administration. There needs to be a strong commitment on the part of MTC administration to both protect ABAG's Council of Governments (COG) role and to fairly evaluate the programs maintained by current ABAG staff.

We understand that MTC administration needs to protect MTC from financial liabilities. At the same time, ABAG programs should be carefully evaluated prior to making any significant changes so that ABAG membership remains supportive of this effort. ABAG's governance and administrative model has taken decades to construct, but may disintegrate rapidly without careful consideration of any changes proposed by MTC administration.

The ABAG staff transfer to MTC should be accompanied by a set of principles to guide Option 7 and proposed principles have been enumerated in Section 9 of this report. These principles should be attached to ABAG's resolution of approval. The principles should help guide the ABAG negotiations between ABAG and MTC for an MOU that defines roles and responsibilities and the contract for services between ABAG and MTC.

ABAG and MTC should also consider engaging in facilitated discussions regarding new governance models during the next two years. ABAG and MTC should analyze a set of options for new governance with the intent of choosing an option that integrates the functional responsibilities of both the Metropolitan Planning Organization (MPO) and the COG, and provides the best possible regional agency for the Bay Area to accomplish comprehensive planning, programming, and implementation of projects that will serve the 21st century.

2. Governance and Staffing

Option 7 does not address all problems. Option 7 cannot be implemented without an extensive work program to transition ABAG employees and ABAG programs to MTC administration. A second major consideration is how to define what is meant by ABAG autonomy, policy oversight, and regional responsibility, which is mentioned in Management Partners' report. The MOU should also set, at a minimum, a reasonable time frame for new governance options to be evaluated by MTC and ABAG.

Given the need to reach consensus among ABAG and MTC, however, we view only Option 7 as feasible, with principles enumerated in this memo and others that may be attached by the Executive Board. Option 7 needs to be made realistic in both the short term and long term. The two agencies need to choose a single option in order to focus on the necessary details.

3. Regional Planning Opportunity

Despite the challenges, we believe that the potential reorganization of ABAG and MTC into a single agency represents an extraordinary opportunity to create an innovative regional governance function that combines the best of ABAG and MTC. Together, these agencies contain an unparalleled expertise to deliver improved planning, policy, and funding support to the Bay Area. Working as a combined staff, both agencies would be able to provide responsive, locally-tailored services that improve the lives of current and future Bay Area residents, in a variety of economic, social, and environmental contexts.

We do not want to lose sight of this opportunity. A great deal of effort has been expended discussing the issues of regional governance and the required process of collaboration across the Bay Area's diverse communities. While there is much more to be done, the Bay Area deserves the most effective organization for regional planning and implementation of critical programs. The Bay Area is becoming increasingly complex as its economy grows. There are enormous transportation, housing and environmental challenges ahead, including affordable housing, water supply, and sea level rise, and there is an urgent need for an integrated, comprehensive regional planning and implementation institution.

4. Council of Governments Essential Role

Management Partner's Option 7 states that ABAG "retains autonomy and policy oversight over current statutory roles and responsibilities." This direction will require more than verbal assurances that policy making responsibilities will be respected. In order for the ABAG Executive Board to retain autonomy and policy oversight, there must be a strong connection to the staff charged with implementing those statutory roles and responsibilities. The Executive Board should be able to assert policy prerogatives through the Work Plan and Contract for Services it negotiates with MTC. Staff should be available to listen, interpret, and implement policy direction from the ABAG Executive Board, or its successor.

ABAG's ability to carry out its statutory roles and responsibilities also relies on its relationship to local governments. The connection between ABAG and local governments is structured through the Executive Board and the role of city and county delegates for each jurisdiction. The ABAG delegates represent City Councils, who in turn, are a connection to the City Managers and local government staff, especially land use planners. Through this mechanism, ABAG maintains a solid relationship with local government. This channel of communication and collaboration needs to remain if cities and counties are to consider the new arrangement to be a continuation of the Council of Governments.

The following are essential activities that define a Council of Governments, and we believe they need to be maintained at least until new governance options are implemented:

- A. **Strong Local Partners:** Cities and counties must be essential partners in the emerging regional planning and services structure. Sustained trust and

- accountability to local governments will be a foundational dimension of this new regional agency and retain membership dues in place.
- B. **Work Program approved by Executive Board:** The approval of the work program by the Executive Board, prioritizes regional challenges and strategies, and provides direct guidance on land use, housing, economic development, and environmental policies and strategies. The Executive Board will need to provide direction on major regional strategies such as Priority Development Areas, resilience strategies or Regional Housing Needs Allocation.
 - C. **Involvement of Regional Planning Committee or similar body:** The ABAG's Regional Planning Committee, or similar committee that includes elected officials and major stakeholders, should continue to advise staff on major planning projects such as the designation of an Economic Development District, coordination of water conservation strategies or the creation of a Regional Housing Trust Fund.
 - D. **Planning Staff:** An integrated planning function will need to continue to engage with local jurisdictions. ABAG staff takes input on housing, economic development and infrastructure needs and provides support on land use analysis, policy analysis, best practices and public engagement. Public workshops and communication through social media are essential components of any regional planning process to secure transparency and broader public input.
 - E. **Public Engagement:** Meaningful and transparent public engagement processes should continue to be used to develop strategies to support housing production and affordability, regional sustainability, economic prosperity, resilience and climate adaptation among others that are supported by a strong network of stakeholders.
 - F. **Stakeholder involvement:** The on-going roles that environmental, business community and equity stakeholders play are extremely important and need to continue.
 - a. Environmental stakeholders will maintain an important role in the preservation of open space, access to parks, and healthy places.
 - b. The business community will promote ongoing and new economic development strategies and strengthen collaboration across sub regions.
 - c. Equity stakeholders broaden the agencies' participation to ensure disadvantaged communities have a voice in regional strategies and investment decisions.
 - G. **Current Programs:** ABAG's programs of financial services, energy savings, insurance pools, and the healthy restoration of the bay and estuary should be carefully evaluated. ABAG believes these are core services to local jurisdictions and the communities in the Bay Area, and a major reason local jurisdictions pay dues to ABAG.

5. Solid ABAG Financial Performance

Staff would like to impress upon MTC and our stakeholders the strength of ABAG's finances and operations to date. This information will be helpful to those looking to understand how ABAG's finances are structured and how to maintain financial performance through a solid merger implementation plan.

- A. ABAG has consistently operated with a balanced budget, and has not experienced an operating deficit within the last five years (our analysis only looked back five years).
- B. ABAG executes a sustainable business model.
 - 1) Member dues pay for agency management, member services and strategic organizational planning.
 - 2) All grant funded projects are programmed to be operated within the funding provided. Expenditures are closely monitored to ensure the ability to restructure the project budget to avoid a deficit. When grants terminate, grant funded positions are reduced.
 - 3) ABAG administration and finance provide management, administrative and other support services to ABAG, our entities, and related parties. Both direct and indirect fees are charged to fully recover the administrative cost.
- C. All ABAG entities operate with balanced budgets and both the Financial Authority for Non-Profit Corporations (FAN) and Pooled Liability Assurance Network (PLAN) have very healthy reserve funds ranging from \$3-20 million. POWER distributes all surpluses (deficits) to its members.
- D. ABAG contributes a successful and reputable business model that is not duplicative of the services MTC currently provides. ABAG's programs are a strategic fit within the larger ABAG mission and its services are relied upon by critical stakeholders both regionally and locally.
 - 1) ABAG successfully represents 109 cities and counties as demonstrated by 100% member dues collection.
 - 2) ABAG has a positive reputation in the Federal, State and Regional Community for our extensive research, planning, land use, housing, equity, environmental, resilience, and economic issues as demonstrated in the growth of our budget in the last year from \$26 to \$58 million.¹

¹ For example, ABAG administers the Bay Area Regional Energy Network (BayRen) program which is funded by a grant from the CA Public Utilities Commission and the Integrated Regional Water Management Program (IRWMP) funding through the California Department of Water Resources and managed by ABAG's San Francisco Estuary Partnership (SFEP). BayRen is the exclusive implementer of the Energy Upgrade California Home Upgrade Program designed to reduce energy use in existing homes by providing incentives to homeowners who make energy-efficient improvements. SFEP helped secure an additional \$41 million in state grant funds and now manages for our partners a total of \$93 million for these multi-benefit water quality and drought response projects. In FY2016-17 alone, BayRen will be responsible for administering \$12.8 in state grants out of ABAG's total state funding of \$42.7 million. In FY2016-17 alone SFEP will be responsible for administering \$24.5 million in local, state, and federal funding for projects throughout the Bay Area. These are great examples of the magnitude and impact created through our local, state, and federal grant funds.

- E. ABAG's costs, unfunded pension liabilities and OPEB costs are all included in our employee direct cost rate and our indirect cost rate (see Attachment A). While our SFEP programs/grants are not charged for indirect cost since they are located with the Regional Water Quality Control Board in the State Building, ABAG amortizes the pension and OPEB liabilities through their direct charges to the grantors.
- F. The ABAG condominium unit and tenant improvements should be considered as part of the value ABAG brings to the merger.

6. Process Towards Full Integration

It will be essential that there is a strong commitment on a governance reconfiguration so that the relationship between regional governance and city and county participation is clear and decisive. Addressing regional governance is not only about SB 375. The Bay Area faces numerous environmental, economic, social and public health issues in the 21st century.

A new governance model does not have to disturb the MTC composition and balance of power, which is set forth in statute. ABAG staff supports the existing MTC Commission maintaining control over the funding of transportation networks and projects. However, the issues outside of transportation programming and allocations, such as Plan Bay Area, should have representation that reflects the larger number of cities that need to respond to future Bay Area issues. For example, this greater representation could be accomplished through a newly configured *limited authority* Governing Board, who would work with the administrative structure and the ABAG and MTC policy boards to decide, for example, the scope of the Regional Plan, issue the State of the Region report, perform an evaluation as to how well the regional agency was accomplishing its mission, and ensure that the planning budget was reasonably allocated to the tasks at hand.

ABAG's Board, staff and member jurisdictions are looking for assurances that options to address a new governance structure will be carried out in an orderly and thoughtful manner. It is essential, in our opinion, to establish a date certain by when governance options will be presented to the MTC Commission and ABAG Executive Board. The MOU should set forth a specific schedule that addresses this objective.

7. Pre-Merger Implementation Activities

While ABAG believes that staff merger ahead of the new governance model is an overly complicated and risky solution, we acknowledge that Option 7 is feasible, but requires substantial work prior to implementation if this option is selected. The merger of ABAG staff into the MTC should be handled expertly with outside consulting support assisting both agencies. ABAG currently retains a mission driven staff. They will need assurances that they will be able to accomplish ABAG's regional planning goals under the MTC administrative organization.

Prior to any staff merger, significant due diligence on the part of MTC regarding ABAG's assets and liabilities needs to be undertaken so the MTC staff can make further recommendations to the Commission. Likewise, ABAG should be expected to identify concrete actions that will allow for a transition of ABAG staff to MTC administrative control, while maintaining business continuity of the enterprise groups, continued grant activity for the San Francisco Estuary Partnership, the Resilience, and Energy programs, as well as necessary assurances for the continuity of ABAG's policy function as a Council of Governments. ABAG members must have

faith in these assurances for local governments to continue paying dues to support ABAG as a continuing Council of Governments.

Management Partners is preparing a draft implementation action plan that sets forth steps that comprise a new Merger Implementation (MIP) for ABAG and MTC. The schedule results in a negotiated MOU and Contract for Services. At the conclusion of the negotiated documents, both ABAG and MTC will have to approve the contract for service and MOU prior to full implementation.

The technical challenges and strategies to facilitate a staff merger should be discussed in another memo, and these details should be addressed by a team of consultants, including organizational development consultants and consultants with human resource technical expertise. This should include thoughtful engagement with staff and employee representatives.

8. Recommendation to Executive Board

Our recommendation to the Executive Board is to first approve Option 4 (Full Merger) and then Option 7 (Staff Merger with Governance Model later) of the Management Partners report with important attached principles. In addition to our recommendation of Option 4, staff recommends the alternative approval of Option 7 if that is the only option that MTC will approve. Option 7 retains the ABAG Board and its institutional policy authority, but transfers the ABAG staff administration to MTC. It also calls for a new governance model to be considered within a reasonable time. Important principles (see below) attached to the approval of Option 7 will make the difference in achieving the most important goals ABAG staff identified in its merger analysis, namely, (1) the continued participation of cities and counties as the dominant political structure underlying comprehensive regional planning, (2) the financial security of the ABAG institution and its past and present employees, and (3) a reconfiguration of regional governance to ensure broader city and county and stakeholder participation.

9. Principles and Language for the Resolution Supporting Option 7

Staff recommends that if the Executive Board is going to support both Option 4 and Option 7, then principles applicable to Option 7 need to be appended to the resolution, as follows:

- A. The Council of Governments (COG) provides local jurisdictions with the staff support, resources and partnerships necessary for them to have significant input in developing and implementing regional plans such as Plan Bay Area. The COG operates with the clear understanding that all land use authority in California resides with cities and counties. Support for Option 7 is conditioned on the continuation of local engagement and participation in regional planning in the following manner:
 - 1) Cities and counties are essential partners in regional planning.
 - 2) Regional planning incorporates a meaningful and transparent public engagement process.
 - 3) Regional land use planning is responsive to local land use planning to build high quality neighborhoods.
 - 4) In addition to transit and transportation planning, regional land use planning integrates other relevant planning fields, such as water, agriculture and open

space, resilience, energy efficiency, climate change adaptation and mitigation, air quality, sea level rise, economic development, and social equity.

- B. The COG should have a voice in developing land use incentives designed to promote the construction of and acquisition/rehabilitation of housing units scaled to support the Bay Area economy.
- C. When integrating the ABAG Planning and Research Department, special attention should be made to retain its collaborative and holistic culture.
- D. In concert with any organizational changes, ABAG and MTC staff should engage in a deliberate process for integrating missions that address: 1) the function, management, mission, and vision of ABAG departments; 2) internal and external relationship maintenance; 3) decision-making structures; and 4) conflict resolution.
- E. ABAG and MTC should designate a Staff Merger committee of Board and Commission members that will provide guidance with respect to merger activities and changes. This committee should be informed by an organizational consultant familiar with the overlapping areas of ABAG and MTC administration. We do not believe important decisions need to be made immediately, and it would be helpful for a committee of elected officials to be in place for any discussion of issues among the staff.
- F. MTC administration should endeavor to understand and preserve ABAG's existing programs. Should MTC administration desire to make substantive changes, they must first consult with the ABAG Executive Board.
- G. The staff merger should include the transition of all ABAG staff. Savings and consolidation should take place through existing vacant positions, expected attrition opportunities in further reorganization, and through an organizational development plan approved by both ABAG and MTC.
- H. The ABAG Executive Board will need a management level staff person to act as a liaison to the new administration. The ABAG Board and the Executive Director of MTC should engage in a mutual process for the selection and retention of this liaison. The mechanism to accomplish this should be worked out as part of the MIP. This position will ensure that the ABAG Executive Board has an appropriate connection to staff so it can perform its policy oversight with autonomy.

10. Action Requested of the Executive Board

The resolution the ABAG Executive Board would be asked to approve to start us down a path toward Option 4 or Option 7 would express general support for the chosen Option and direct staff to:

- A. Conduct a financial and legal analysis to determine the impact on both ABAG and MTC of a staff consolidation.
- B. Enter into negotiations and establish a deadline for:
 - A. A multi-year Contract for Services that would consolidate ABAG and MTC staff under one executive director and provide staffing for all statutory duties, responsibilities and programs of the region's COG.
 - B. An MOU to pursue new governance options within a specified time period.
- C. Enter into a letter agreement whereby MTC continues to provide funding support to ABAG for regional planning services pending the development and execution of the Contract for Services and the MOU on new governance options described above.

Staff will provide the Executive Board, ABAG member jurisdictions and ABAG delegates with monthly updates on staff's progress toward completing the due diligence work and drafting the Contract for Services, MOU and Letter Agreement.

As each of these steps is completed, it will be brought before a publicly noticed meeting of the ABAG Executive Board for discussion and approval.

Attachment A:

Unfunded Pension Liabilities and OPEB

ABAG's \$12 million unfunded pension liability is not unique to ABAG and not an indication of poor fiscal management. The unfunded pension liability arose from CalPERS' failure to recommend adequate funding contributions for several years. As a result, ABAG is in concert with most PERS plans in having unfunded liabilities that are being amortized over periods of six to 20 years. The ABAG unfunded liability is 34.1% of the plan's total accrued liability, which compares to MTC's 23.4% unfunded liability, as a percentage total accrued liability.

Until fiscal year (FY) 2015-16, the amortization of the unfunded pension liability was computed as a percentage of estimated payroll, and the dollar amount would rise or fall proportionately with increases and decreases in payroll costs. Beginning in FY 2015-16, amortization is set at a dollar amount, which for FY 2015-16 is \$1,085,876. This payment is billed to ABAG monthly as a fixed amount of \$90,490. ABAG's pension amortization is scheduled to rise approximately \$700,000 over the next six years, which will cause ABAG to re-evaluate its charges to grantors and enterprises.

ABAG has an Actuarial Accrued Liability for its Retiree Healthcare Plan of \$4.7 million, which is being amortized as part of ABAG's annual payroll expense of \$7 million at approximately \$700,000 a year. This level is sufficient to fund current expenses and to provide reserves for future claims. It is projected that the plan will be fully funded by 2022. As with many of these plans, the escalation of medical cost made ABAG's plan a financial burden and new enrollment to the original plan was terminated in FY2009-10. We anticipate a decrease in ARC with our upcoming actuarial evaluation due to a smaller employee pool than previously reported.

ABAG's unrestricted fund balance shows a \$8 million deficit. While it is technically true that ABAG's Balance Sheet reflects a deficit fund balance, the financial health of ABAG has not changed, and if ABAG is allowed to continue to operate at its current level, the liability will be eliminated over time.

Metropolitan Transportation Commission and the Association of Bay Area Governments Merger Study Options Analysis and Recommendation Report

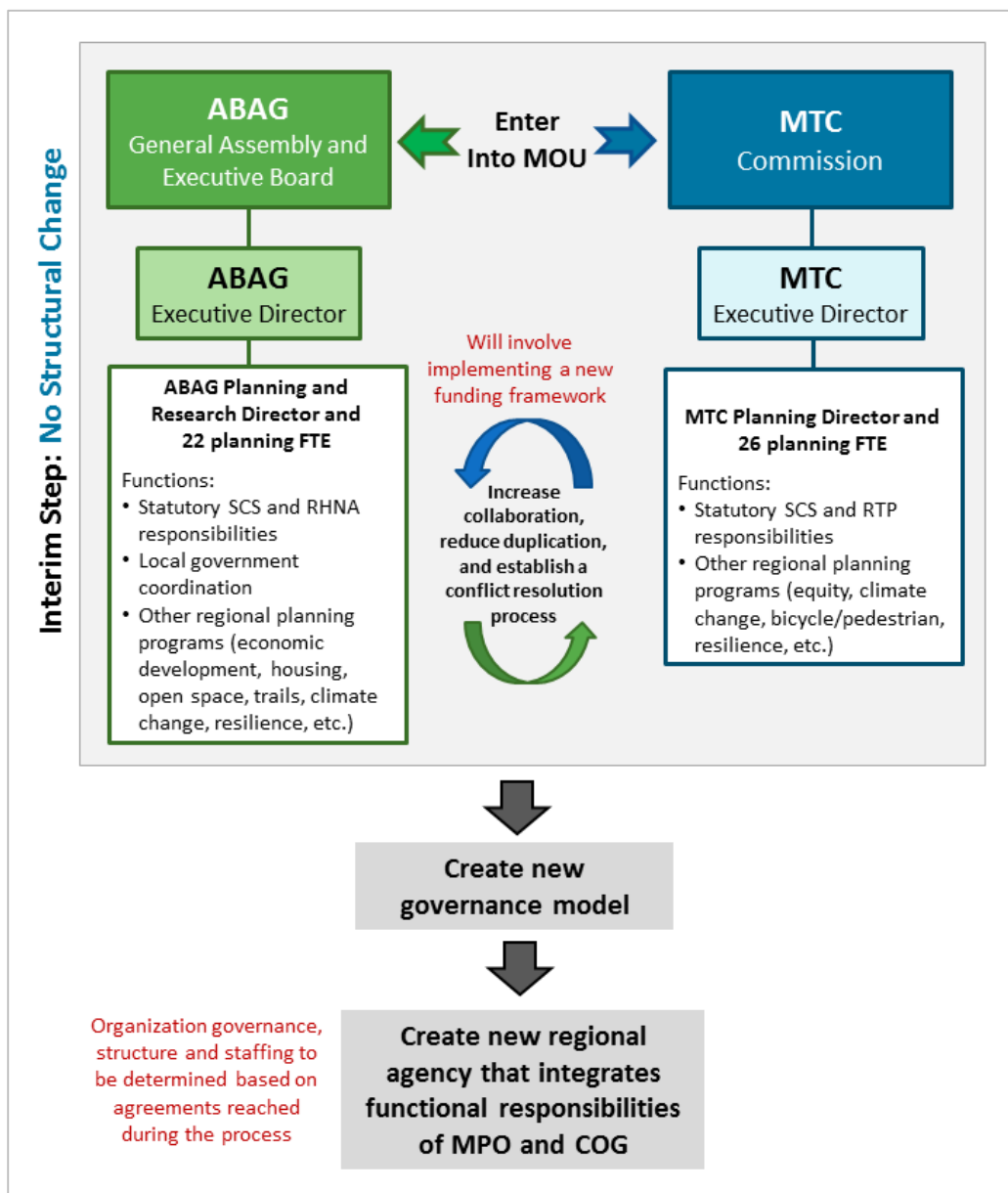
April 2016

Option 4 – Create a New Regional Agency and Governance Model

Description

Enter into a memorandum of understanding (MOU) between MTC and ABAG to create a new governance model that integrates the MPO (MTC) and the COG (ABAG). The MOU would set forth the principles, parameters and basic terms to guide the creation of a new regional agency and governance model for the region. Until a new agency is created and integration achieved, MTC and ABAG would remain as separate, independent agencies, including their respective mission, governance structures, legal and statutory duties, responsibilities and authorities. ABAG would statutorily continue to be responsible for those activities set forth in SB 375 regarding preparation of the SCS. Figure 9 on the following page provides a graphic depiction of this option.

Figure 9. Graphic Depiction of Option 4



Note: For clarity, the graphic only depicts a brief summary of planning unit functions (not the full range of ABAG’s and MTC’s responsibilities).

General Impacts

Legal

Entering into an MOU would result in a formal agreement between ABAG and MTC to create a new regional agency and governance structure and set forth the guiding principles, parameters and basic terms to guide its establishment. Following a determination about the governance structure, duties and responsibilities of a new regional agency, as well as a financial assessment

and proposed staffing plan, state legislation would be required to transfer the current statutory duties and responsibilities of MTC and ABAG to the new agency. Both ABAG and MTC have ancillary JPAs staffed by their respective agency personnel, which would have to enter into new contracts with a new agency for the same purpose if they wish to remain affiliated with the successor agency.

Other authorities such as the Bay Area Toll Authority (BATA) have significant authorities, duties and responsibilities as well as fiduciary obligations that would have to be examined carefully to ensure the process would not impact operational commitments during the next several years. Financing authorities as well as bond documents would also have to be reviewed to determine whether there are any significant obstacles to a successor agency.

Financial

If MTC and ABAG choose an option that involves creating a new agency, a more in-depth financial assessment will be required. Such an assessment would need to include a detailed analysis of each agency's existing financial liabilities and their future impact on the finances of a newly created agency. The high-level assessment (base assumptions) in this report is based on our experience with other mergers. Under a new regional agency, it is assumed there would be a net reduction of one executive director position in addition to one less planning director at a minimum.

Given the overall merger of staff, we believe it is reasonable to expect at least a 10% overall reduction in remaining overhead costs, which is likely conservative. Efficiencies and economies of scale typically result in greater cost savings. The overall impact for both agencies is therefore projected at a \$2.6 million in net annual savings, as indicated in Table 7. There would be one-time recruiting costs of \$80,000 for the new executive director and planning director positions, and one-time implementation costs (legal and consulting) of at least \$500,000. This option assumes that Resolution 4210 is replaced by adequate funding to avoid adverse fiscal impacts on ABAG during the period of negotiation and implementation of the new organization.

Table 7. *Estimated Financial Impact of Option 4*

	Assumes 50% Split in New Costs		
	MTC	ABAG	Joint
Existing Executive Directors	(\$456,000)	(\$363,000)	(\$819,000)
New Executive Director	237,500	237,500	475,000
Existing Planning Directors	(311,000)	(298,000)	(609,000)
New Planning Director	165,000	165,000	330,000
10% Reduction in Overhead Costs	(1,652,271)	(302,632)	(1,954,903)
Net Cost (Savings)	(\$2,016,771)	(\$561,132)	(\$2,577,903)

Management

Until such time as a new regional agency is created, the current management, performance and accountability issues associated with preparation of the SCS and PBA would likely continue until and unless shared agreements reset how the agencies currently work together on regional planning programs and services.

A new regional agency would result in a completely consolidated regional planning organization (along with other programs, operations and services) under a single management and leadership structure. This would result in clear and consistent direction to staff and transparency to the governing body or bodies and the public about who is responsible for implementing the region's vision. It would also present significant opportunity for the agency's management and leadership to integrate both agencies into a cohesive, efficient and well-functioning organization with a shared mission, vision and values.

Existing Employees

Representation Status – In a new agency, the first determination to be made would be whether to offer positions to existing employees in the two agencies or to fill positions through an open recruitment process. This decision would be made as part of the process to establish the new agency and would be done under collective bargaining rules and in consultation with existing employee groups. A bargaining unit in the new agency would be unrepresented until such time as a majority of all employees in the unit elected to be represented by one or more unions. For the bargaining unit to become represented, employees would first need to present evidence of the desire to be represented through a card check process or by signing petitions. Typically administered by the state, such an election would result in all of the employees in the agency being represented by a union if 50% plus one of the employees in the unit voted affirmatively for such an affiliation.

Compensation – Compensation levels would be established as part of a meet and confer process under state law with the employees of the new agency. If they were set at the current MTC level, former ABAG staff may see an increase in compensation depending on the position.

Benefits – Benefits would be established as part of a meet and confer process under state law with employees of the new agency. They could be set to mirror the current MTC benefits, the current ABAG benefits, or a different set of benefits.

Retirement Plan

- The retirement plan would be established as part of a meet and confer process within the options available through CalPERS. Both agencies currently have a 2.5% @ 55 plan for "Classic" employees and the required 2% @ 62 plan for new plan employees. The current MTC retirement plan includes a survivor benefit while the ABAG plan does not. The current MTC plan includes a 3% annual COLA while the ABAG plan includes a 2% COLA. Either of these options could be selected by the new agency. The current rate paid by MTC includes these options and, if both were selected, the contribution rate

would likely be set at the current MTC rate (although this would need to be confirmed with CalPERS for a new agency).

- The employee contribution for Classic employees would be established as part of a meet and confer process under state law. New plan employees are required to pay the full employee contribution rate set by PERS. Currently, ABAG employees pay a 1% retirement contribution with this amount increasing to 2% and 3% over the next two years. Classic MTC employees pay a 5.73% retirement contribution, increasing to 8% over the next several years (depending on employer share increases each year). ABAG's new plan members pay the full 6.25% contribution rate and MTC's new plan employees pay the full 6.5% contribution rate. The difference in contribution rate is due to the inclusion of a survivor benefit and a higher COLA in the MTC plan.
- Retiree health benefits would be established as part of the collective bargaining process between the employees and the new agency. They could be set to mirror the current MTC benefits, the current ABAG benefits, or a combination of the two. Employees that have already retired would see no change to their retiree health benefits if the new agency were able to assume the ongoing cost.
- A decision to include or exclude employees from Social Security would be made as part of the meet and confer process under state law. Currently, ABAG employees are covered under Social Security while MTC employees are not. ABAG employees have a payroll deduction for Social Security contributions while MTC employees do not.

Policy

A new agency and governance model presents an opportunity to integrate the two agencies responsible for regional land use and transportation planning and associated services and programs into a transparent and more accountable policy structure. It would also provide an opportunity to establish a clear vision for the region. Duplicate committees addressing similar issues could be eliminated, which would also mean a much more efficient use of elected officials' time.

Alternative governance models provide a range of options to meet the interests of the region's local governments and stakeholders, including multiple governance structures responsible for different missions of the new agency, e.g., the MPO or transportation, the COG, and administration (executive board) within an overarching policy body. Voting structures among the governing bodies can be weighted in accordance with various factors, including population, or by certain categories.

A. Operational Effectiveness and Accountability

Creation of a new regional agency should provide for clear staff roles and responsibilities for Plan Bay Area. However, it will take a minimum of a year (likely more) to establish and additional time to implement this option, and therefore it will have little impact on the PBA 2017 process which is likely to be nearing conclusion or be completed by the time a new agency can be operational. For this option, we assume a new funding framework would be

implemented and the respective roles for ABAG and MTC in regard to PBA would continue until a new agency is created. As discussed under Option 1, while some modest incremental improvements could be made for the current PBA 2017 process in comparison with the PBA 2013 process through improved coordination and a dispute resolution process, many of the same issues of operational effectiveness and accountability are likely to remain until a new agency is created.

This option would result in the integration of land use and transportation planning, programs and services under one unified agency. A new, integrated and unified agency under one management and leadership structure would clarify and streamline staff roles and responsibilities and improve accountability. A single integrated agency should also provide increased career opportunities for staff within a larger agency.

B. Transparency in Policy Decision Making

In the near term this option is unlikely to address concerns with the roles and responsibilities for PBA 2017. The fundamental problems associated with having two agencies with overlapping responsibilities for the same plan will not be resolved until a new agency is created. Once a new agency is created, there should be significant improvements in streamlining the process, both for staff and for elected officials. A new committee structure would likely be created, allowing for less overlap in responsibility and fewer overall meetings. The PBA process would go through one agency rather than two, allowing for stakeholders to better follow and engage in the process.

Whether PBA will be seen as the product of “representative decision making” will largely depend on the structure of the governing body or bodies. In any regional agency smaller jurisdictions want their interests and unique circumstances to be respected and their concerns understood. The interests of the more populous cities and counties are that programs and funding serve locations with the majority of the population of the region. These two interests must be addressed and balanced in any new governance structure.

A single agency serving the region will be able to tackle some of the issues facing the region in a more holistic and comprehensive manner, including new issues as they arise. The administrative and other savings that can be expected by combining two agencies into a single agency could be used to support new policy initiatives.

C. Core Service Delivery and Financial Sustainability

Option 4 assumes the continuation of the 2014 Funding Framework until a new agency is created. We estimate that a new agency would lead to annual savings of \$2.6 million after an estimated one-time cost of at least \$500,000 to create it.

Both organizations are much more than planning agencies, and provide a range of services in addition to their role in preparing and implementing PBA. ABAG’s programs include the Estuary Project, its insurance pool, and assisting local governments with resilience and emergency planning. These services are valued by its member agencies. In addition to its role in

managing and distributing transportation funds, MTC (including its associated agencies such as the Bay Area Toll Authority) has significant programmatic responsibilities, including the 511 system, oversight of bridge operations and maintenance, and the Clipper Card system.

MTC is somewhat unusual among MPOs we examined in the amount of local and state funding it manages in addition to federal funds, and the degree to which it has operational responsibilities; however, it is not unique. The San Diego Association of Governments (SANDAG) has operational and capital improvement responsibilities and approximately as large an overall budget as MTC. Large local governments in the Bay Area also manage comparable budgets and operations, and provide an even larger range of operations and programs than MTC, including significant land use, capital improvement, planning and policy responsibilities.

While unifying two agencies into a single agency will present challenges, we have not identified any overt operational obstacles (pending legal review) to that unification. Existing MTC operations and programs should transition to a successor agency relatively seamlessly (pending legal review) with little operational impact. With a comparatively secure financial foundation and significant savings from agency unification, the new agency should be able to maintain and expand core service programs, and provide adequate administrative support for programs and services.

A new agency provides an opportunity for a more integrated, consistent and comprehensive approach to all regional programs and services, including implementation of PBA. Assuming a continuation of current grants, service programs and dues revenue, with less duplication and more cost-effective agency administration, the new agency would have additional resources to broaden its mission. This would allow it to become a partner with local governments in several areas in addition to implementing PBA, including assisting local governments and stakeholders in addressing other issues of significant regional concern, such as housing policies and resilience.

D. Implementation Viability

Creating a new regional agency will require legislation at the state level. It will also require approval from the MTC and ABAG governing bodies as well as associated JPAs and other authorities. The complexity of this process has not been examined in depth, but we believe it to be one that will take some time.

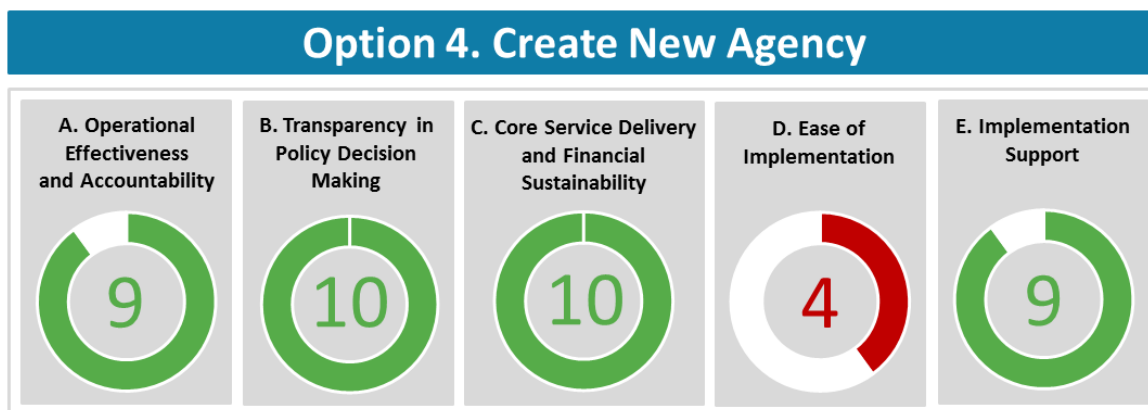
The major challenge in implementing this option will be reaching agreement among the many interests and stakeholders on a new governance structure that strikes the appropriate balance between their various interests. A new agency also provides a different opportunity for employee representation in the collective bargaining process to be determined.

Once created, a single larger, organization with secure and stable financial resources is more likely to be able to recruit and retain qualified staff. With a strong financial foundation, the new agency should be able to maintain benefits for current and future retirees, although this has not been assessed. This option would implement the strong stakeholder interest in having a unified

planning agency. The option's ability to foster support from local governments will depend in large measure on the governance structure ultimately agreed on for the new agency.

Based on the above criteria analysis, Figure 10 presents the overall numeric assessment for Option 4 across five major areas.

Figure 10. Criteria Assessment Overview for Option 4



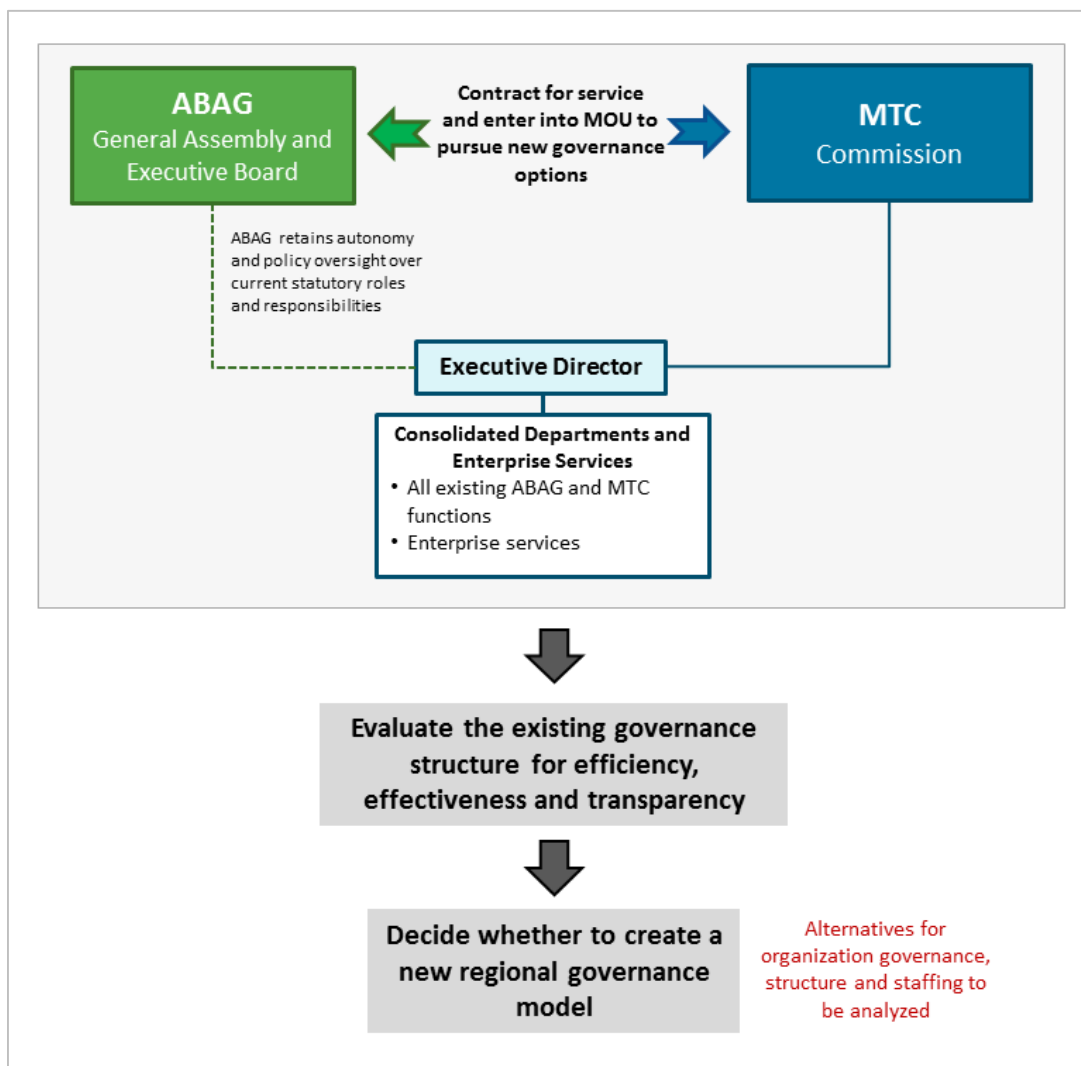
Option 7 – Enter into a Contract between ABAG and MTC to Consolidate Staff Functions under One Executive Director and Enter into an MOU to Pursue New Governance Options (Full Functional Consolidation)

Description

Enter into a contract between ABAG and MTC to provide staffing for all ABAG statutory duties and responsibilities, a work program, functions agreed to be transitioned, as well as the role of the executive director with respect to the ABAG policy body. Enter into a memorandum of understanding (MOU) between MTC and ABAG to establish a timeframe for considering a new governance structure and to set forth principles, goals and parameters for pursuing new governance options. The ABAG JPA and MTC governance structures, as well as their statutory roles and responsibilities, would remain unchanged.

Within a timeframe agreed upon, evaluate the existing governance structure for efficiency, effectiveness and transparency and decide whether to create a new regional governance model. The ABAG and MTC governance structures and consolidated agency would remain in place as well as their statutory authorities, duties and responsibilities until and unless a new regional agency and/or governance structure is agreed upon and implemented. Figure 15 on the following page provides a graphic depiction of this option.

Figure 15. Graphic Depiction of Option 7



Note: For clarity, the graphic only depicts a brief summary of planning unit functions (not the full range of ABAG's and MTC's responsibilities).

General Impacts

Legal

MTC would become the legal counsel for the ABAG JPA as well as its enterprise functions and other JPAs to the extent the latter authorities agree to the transition. ABAG staff provides support to four JPAs, which would have to enter into new contracts with MTC for the same purpose. ABAG financing authorities as well as bond documents would also have to be reviewed to determine actions which might have to be taken to respond to any obstacles or liabilities if MTC assumes oversight in these areas.

Should a new governance model be agreed on, legislative action by ABAG and MTC as well as state legislation would likely be required to transition to a new model.

Financial

If this option is pursued, a more in-depth financial assessment will be required. Such an assessment would need to include a detailed analysis of each agency's existing financial liabilities and their future impact on the finances of MTC, or if pursued, a newly created agency. The outcome of this option in terms of organizational savings is the same as Options 4 and 6: there would be a net reduction of one executive director and one director of planning, and given the merger of staffs, it would be reasonable to expect a 10% overall reduction in remaining overhead costs. The overall impact for both agencies is therefore projected at a \$2.6 million net annual savings, as indicated in Table 10. In addition, it is estimated there would be one-time recruiting costs of \$80,000, and one-time implementation costs (legal and consulting) of \$500,000. This option assumes that Resolution 4210 is replaced by adequate funding to avoid adverse fiscal impacts on ABAG during the period of contract negotiation.

Table 10. Estimated Financial Impact of Option 7

	Assumes 50% Split in New Costs		
	MTC	ABAG	Joint
Existing Executive Directors	(\$456,000)	(\$363,000)	(\$819,000)
New Executive Director	237,500	237,500	475,000
Existing Planning Directors	(311,000)	(298,000)	(609,000)
New Planning Director	165,000	165,000	330,000
10% Reduction in Overhead Costs	(1,652,271)	(302,632)	(1,954,903)
Net Cost (Savings)	(\$2,016,771)	(\$561,132)	(\$2,577,903)

Management

Consolidating the ABAG and MTC staff would result in a more comprehensive regional planning organization under a single management and leadership structure. This would result in efficiencies, cost savings and more effective use of staff resources including streamlining the preparation of PBA. Under contract to ABAG, the combined staff will be assuming support to all of ABAG's policy bodies, duties and responsibilities. MTC will need to adjust its organizational structure to accommodate ABAG functions and services. Following an analysis of the duties and responsibilities of ABAG staff, some positions may also no longer be required when the functions are consolidated in MTC.

ABAG's commitment to providing assistance to its member agencies in a number of areas will also need to be supported and continued in the new framework. Nonetheless, the consolidation

should result in clear and consistent direction to staff and transparency to the governing body or bodies and the public about the staff responsible for implementing the region's vision as established by ABAG and MTC. It would also present significant opportunity for an executive director to integrate both agencies into a cohesive, efficient and well-functioning organization with a shared mission, vision and values.

Employee Impacts

Until a new regional agency is formed, the employee impacts would generally be the same as those described under the Implementation of Resolution 4210; however, there has been no determination as to whether all ABAG positions would transition to MTC. Should there be agreement to create a successor agency under a new governance structure, the impacts should be the same as those described under Option 4, Creation of a New Regional Agency and Governance Model.

Policy

Until and unless a new regional governance model is agreed on, ABAG and MTC's policy and governance structures would continue as currently structured. ABAG would remain autonomous and independent from a policy standpoint. In addition to its JPA policy and statutory duties and responsibilities, the ABAG governing bodies would specifically retain their statutory responsibilities over the SCS as well as RHNA and therefore its specific policy roles in these areas. While some policy decision making could be streamlined with staff integration, there will be no formal change to the bifurcated strategic and policy direction for regional land use and transportation planning and related programs between two agencies not formally linked by an integrated policy structure.

Under this option, there is no formal commitment to create a successor agency and new governance model. If a new governance model is pursued and implemented, it would increase the transparency of regional land use and transportation policy decisions and provide an opportunity to establish a clear vision for the region. A new governance model would also eliminate duplicate committees addressing similar issues, which would also mean a more efficient use of elected officials' time as well as staff time. Alternative governance models provide a range of options to meet the interests of the region's local governments and stakeholders, including multiple governance structures within the new agency that are responsible for different missions, e.g., the MPO or transportation, the COG, and administration (executive board). Voting structures among the governing bodies can be weighted in accordance with various factors, including population, or by certain categories.

A. Operational Effectiveness and Accountability

Consolidating staff would clarify and streamline staff roles and responsibilities between the MPO and COG under a single leadership and management structure, thereby fostering accountability for performance on PBA 2017 as well as all regional land use and transportation

planning generally. This option would provide a single planning department that would integrate regional land use and transportation planning more effectively. A combined organization with more stable financial resources should also result in increased support for integrated transportation and land use programs and services.

As many stakeholders have voiced concerns about integrating land use planning into a transportation agency, MTC would need to increase staff resources and demonstrate a much stronger commitment to increasing local government engagement and support for PBA. Because neither ABAG nor MTC have land use authority, regional plans are implemented jurisdiction by jurisdiction and local jurisdiction support will be critical to the successful implementation of this option. Additionally, MTC would be expected to continue ABAG's commitment to providing local government with a range of planning and other specialized assistance. Performance and expectations regarding these issues could be set forth in the contract and work program.

Consolidating administrative services and other functions would result in efficiencies and effectiveness and probably reduce costs to ABAG programs and services, including the JPAs. It would also provide additional resources and expertise to address ABAG's financial issues and provide long-term solutions. Further analysis as well as additional information would be required to understand the impact on MTC (administratively and financially) in this area. While a consolidated staffing function in a larger agency would provide additional depth and flexibility, transparency and accountability to ABAG's member agencies by staff would be paramount. Implementation of this option would significantly increase the overall number of staff in MTC and the career opportunities for staff.

Under the contract between MTC and ABAG, the executive director as the leader of MTC staff would be responsible for the oversight and management of the staff functions to carry out the duties and responsibilities of ABAG. ABAG would maintain its autonomy and policy role through an annual (or more) contract with MTC that sets forth expectations, responsibilities, a work program and annual budget for carrying it out. ABAG would retain authority to contract with consultants who can independently review issues or work if it deems necessary to do so. As an employee of MTC, the executive director would technically only report to one oversight body (in this instance, the Commission). Nonetheless, Management Partners has seen many agencies where executive directors (and other chief executive officers) are responsible to meet and balance the interests of many competing stakeholder groups.

In the Washington, DC and Chicago MPOs, regional agency executive directors have essentially two different governing boards whose interests they must address, and they have not indicated any significant issues in doing so. In other California major regional agencies, the executive directors must balance the MPO and COG policies, roles and responsibilities. Establishing a clear set of duties and responsibilities regarding the executive director's role with respect to the ABAG governing bodies will need to occur. Similarly, MTC legal counsel could agree to provide day to day services in support of ABAG functions and services but is also accountable to and reports to the Commission. ABAG may wish to retain outside legal counsel on contract to provide advice and counsel to the policy body.

B. Transparency in Policy Decision Making

Implementation of this option would establish clear lines of responsibility and decision making for staff, but leave policy divided between the two agencies. The combined staff would now report to the ABAG policy structure regarding those issues under ABAG's purview, and to the MTC policy structure for those issues under MTC's purview. Having only one staff and a clear line of staff authority over the process should lead to fewer conflicts needing governing body review. A combined staff can also better monitor the committee review process to try to limit the duplication of effort by committees and by staff reporting to committees. (ABAG and MTC could also consider a different committee structure to improve efficiency.)

While duplication of effort can be reduced, the existing official bifurcation of roles and responsibilities between the two policy bodies would continue, potentially leading to some continuation of the lack of transparency regarding decision making and continued inefficient use of elected officials' time. There could also be some inefficiency related to resolving disagreements between the two policy bodies about the allocation of staff resources for the PBA process and other ABAG programs. A conflict resolution process would need to be adopted as part of the contract to address this type of resource allocation issue.

Because the PBA process would still involve two agencies with their own committee/policy structure, issues identified by stakeholders regarding transparency of decision-making would not necessarily be resolved by this option. Whether PBA 2017 is seen as a product of "representative decision making" should be similar to PBA 2013 under this option, assuming both agencies choose to continue the current practice of joint adoption of PBA. However, should that practice change and MTC not receive ABAG's support for PBA, the perception that PBA is a product of representative decision making could be compromised.

This option could lead to an opportunity to address more complex regional issues, as it could increase the staff resources available for such work. Overall, this option should allow for more efficient allocation of staff with potentially significant cost savings. By reducing duplication of effort and allowing for a more streamlined PBA process, the level of staffing necessary for PBA 2017 should be reduced in comparison to PBA 2013. Assuming some increased efficiency and reduced costs, there should be increased staff resources available to undertake new initiatives. While MTC will have the ability and the resources to do more comprehensive regional planning, undertaking a wider range of planning activities will require MTC to redefine itself as more than a transportation agency, which it has already begun to do.

C. Core Service Delivery and Financial Sustainability

Option 7 assumes that all ABAG staff and MTC staff would be consolidated into a single agency under a single executive director. The impact on MTC finances of potentially absorbing ABAG liabilities will need to be fully assessed before this option is implemented. While we have not fully evaluated the fiscal impacts of consolidating all ABAG and MTC staff functions into MTC, we would assume the administrative savings would be roughly the same as for options 4 and 6: about \$2.6 million in annual savings and a one-time cost of at least \$500,000. There would likely

be additional costs associated with a later evaluation of the effectiveness of the governance structure, and further costs to implement a decision to move forward with agency unification.

The unified staff will be under an agency with a comparatively secure financial foundation and strong administrative services and programs. Overall, the annual savings from this option should allow maintenance and expansion of core service programs, and provide adequate administrative support for programs and services, assuming continuation of current grants, service programs and dues revenue.

D. Implementation Viability

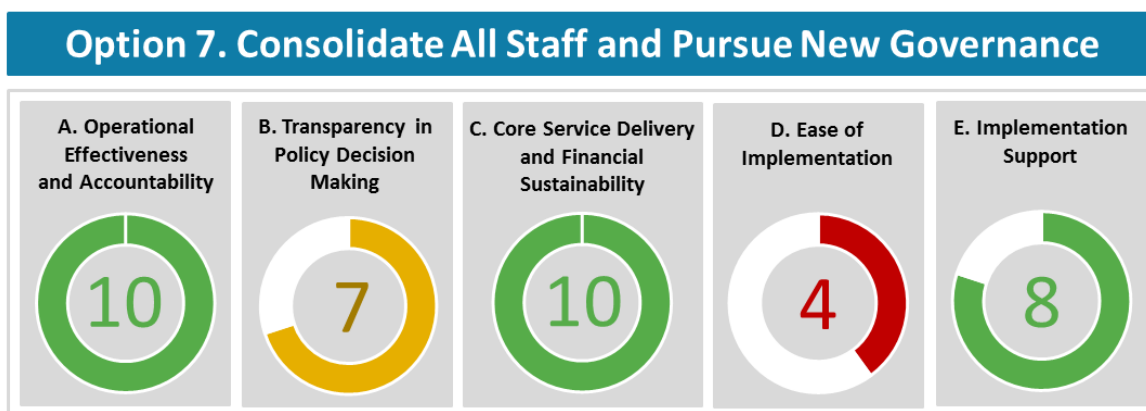
Option 7 would not require any immediate legislative action, although it would be required should the agencies decide to create a unified agency in the future. This option would require ABAG and MTC to enter into an agreement for the transfer of staff and financial resources. Such an agreement would also set forth the programs and services staff would perform for ABAG.

MTC may be perceived as a more attractive agency than ABAG with respect to compensation and some benefits by ABAG staff; however, the issue of non-affiliation with a union may be a negative factor. Also, leadership and a careful transition plan will be needed for a successful integration of ABAG and MTC staff into a single organizational culture. The consolidated staff will be in a more securely funded organization than ABAG, and this should address some of the uncertainties associated with ABAG's current financial state.

This option would only partially address stakeholder interest in a unified regional planning agency because it would leave intact the existing policy bifurcation. It is likely to be perceived as a step in the direction of a more unified agency, given the commitment to evaluate the effectiveness of the dual governance structure in the future. Based on the stakeholder meetings, this option would need extensive engagement to provide information about how ABAG will retain its independent role, and how it will provide policy direction to programs and policies under a consolidated staffing structure.

Based on the above criteria analysis, Figure 16 presents the overall numeric assessment for Option 7 across five major areas.

Figure 16. Criteria Assessment Overview for Option 7



These options are intended to frame possible approaches at this time. There may be elements or components of one that might be transferable or incorporated into another option, especially with respect to implementation mechanisms, e.g., a contract, resolution or MOU. The Executive Summary of this report provides a summary of Management Partners' conclusions regarding these options and our recommendation for a path forward.

From: MTC Contract Opportunities [mailto:outreach@mtc.ca.gov]
Sent: Wednesday, May 11, 2016 8:05 AM
To: Sharon Hanlon <shanlon@portolavalley.net>
Subject: MTC is Moving, May 23, 2016



MTC is Moving to San Francisco

On May 23, 2016, the Metropolitan Transportation Commission (MTC), the Bay Area Toll Authority (BATA), the Bay Area Headquarters Authority (BAHA), the MTC Service Authority for Freeways and Expressways (MTC SAFE), and the Bay Area Infrastructure Financing Authority (BAIFA) (collectively "Agencies")

will relocate our offices to:

**The Bay Area Metro Center
375 Beale Street, Suite 800
San Francisco, CA 94105**

Beginning May 23, 2016, all deliveries of services and supplies provided to the Agencies must be sent to the new address listed above.

If you have any questions, please contact contracts@mtc.ca.gov or the Project Manager responsible for your contract or Purchase Order.

TOWN COUNCIL WEEKLY DIGEST

Friday – May 20, 2016

1. Agenda – ASCC – Monday, May 23, 2016
2. Agenda – Conservation Committee - Tuesday, May 24, 2016
3. Notice of Town Hall Closure in observance of the Memorial Day holiday Monday, May 30, 2016
4. San Mateo County Libraries FY 2016-17 Recommended Budget

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

1. Silicon Valley Community Foundation Magazine – Spring 2016



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, May 23, 2016
7:00 PM – Regular ASCC Meeting
Special Field Meeting (time and place as listed herein)
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL ASCC FIELD MEETING*

4:00 p.m. 199 Mapache Drive Field meeting for Architectural Review of a proposed new residence, second unit, and swimming pool.

7:00 PM – REGULAR AGENDA*

1. Call to Order:
2. Roll Call: Commissioners Koch, Sill, Wilson, Vice Chair Breen and Chair Ross
3. Oral Communications:

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

4. Old Business:
 - a. Architectural Review and Site Development Permit Review for a New Residence, Detached Garage, Second Unit, and Swimming Pool, File #34-2015, 10 Cherokee Court, Berez Residence (Staff: C. Richardson)
5. New Business:
 - a. Architectural Review for Addition and Remodel, File # 16-2016, 40 Firethorn Way, Goodrich Residence (Staff: D. Pedro)
 - b. Preliminary Architectural Review and Site Development Permit Review for a New Residence, Second Unit, and Swimming Pool. File #6-2016, 199 Mapache Drive, Mainzer Residence (Staff: D. Pedro)
6. Commission and Staff Reports:
7. Approval of Minutes: May 9, 2016
8. Adjournment:

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: May 20, 2016

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Conservation Committee Meeting
Tuesday, May 24, 2016 – 7:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Call Meeting to Order
2. Oral Communications – EOC Volunteer
3. Approval of April 26, 2016 minutes
4. Current Site Permits:
 - 120 Cervantes
5. Old Business
 - A. Budget
 - B. BYH – DeStaebler
 - a) CorTen awards
 - C. Tip of the month – Eastman
 - D. Kudos of the Month – Murphy
 - E. SOD Blitz
 - F. Monarch milkweed
 - G. Local Native seed collection - Plunder
 - H. Committee/Town cooperation
 - a) Public Works
 1. Native plant garden
 2. Schoolhouse front yard - July
 3. Grass demo lots – Delta Bluegrass
 - a) Pearl’s Premium?
 - b) Long range Planning Committee
 - c) Picnic Day Saturday, June 4, 10:30 am – 2:00 pm
 - d) Water Conservation Committee
 - a) Water-wise Garden tour spring ‘17
 - e) CC report to Town Council
 - I. Weed seedling info sheet – Heiple
 - J. Ban on Poison bait – DeStaebler/Chiariello/Eastman/Heiple
 - K. Revised PV Ranch planting list – delivered?
 - L. Wells - Bourne
6. New Business
 - a) Guided native plant walks
7. Adjournment
8. Next meeting June 28, 7:30 pm



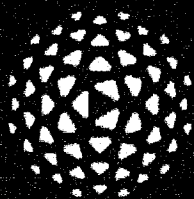
PORTOLA VALLEY TOWN HALL

WILL BE CLOSED

Monday, May 30, 2016
In observance of Memorial Day



In Case of Emergency: Sheriff's Office: 911



San Mateo
County
Libraries

FY 2016-17 Recommended Budget

San Mateo County Libraries Overview

San Mateo County Libraries are incomparable destinations for learning and growth. Each of our twelve libraries is part of a larger family offering worlds of discovery and technological opportunities. More than 160,000 community members or 62 percent of the service population have library cards, and more than two million people visit us in person annually.

Our physical and digital collections include nearly one million items and are always growing, and we are evolving too, making the most of every opportunity for innovation and advancement in technology. As one of the largest providers of free internet access in the county, San Mateo County Libraries are equipped with wireless service and hundreds of public computers connected to a 1GBps network, and laptops, tablets and WiFi hotspots for checkout.

We are readers and educators at our core, a library tradition we will always embrace as champions of early literacy and exploration at every stage of life. We continually assess the needs of our residents, responding with thoughtfully designed programs and initiatives that enrich lives and uplift the community. We host over 8,000 events each year, curating programming that is designed to enrich and uplift our communities. Through innovative outreach services and our bookmobile, enriching experiences are also delivered beyond library buildings. Our residents comprise a diverse collection of individuals, and our services reflect that. All of these pieces culminate in a message of sharing—whether it's knowledge, experience, stories, or resources.

San Mateo County Libraries provide unmatched service to our community members, and we are consistently ranked as one of the best libraries in the nation. Developed through recent strategic planning work, our vision is to ignite growth through transformative experiences, and it is our mission to strengthen our communities by creating an inclusive sense of place and an environment of learning.

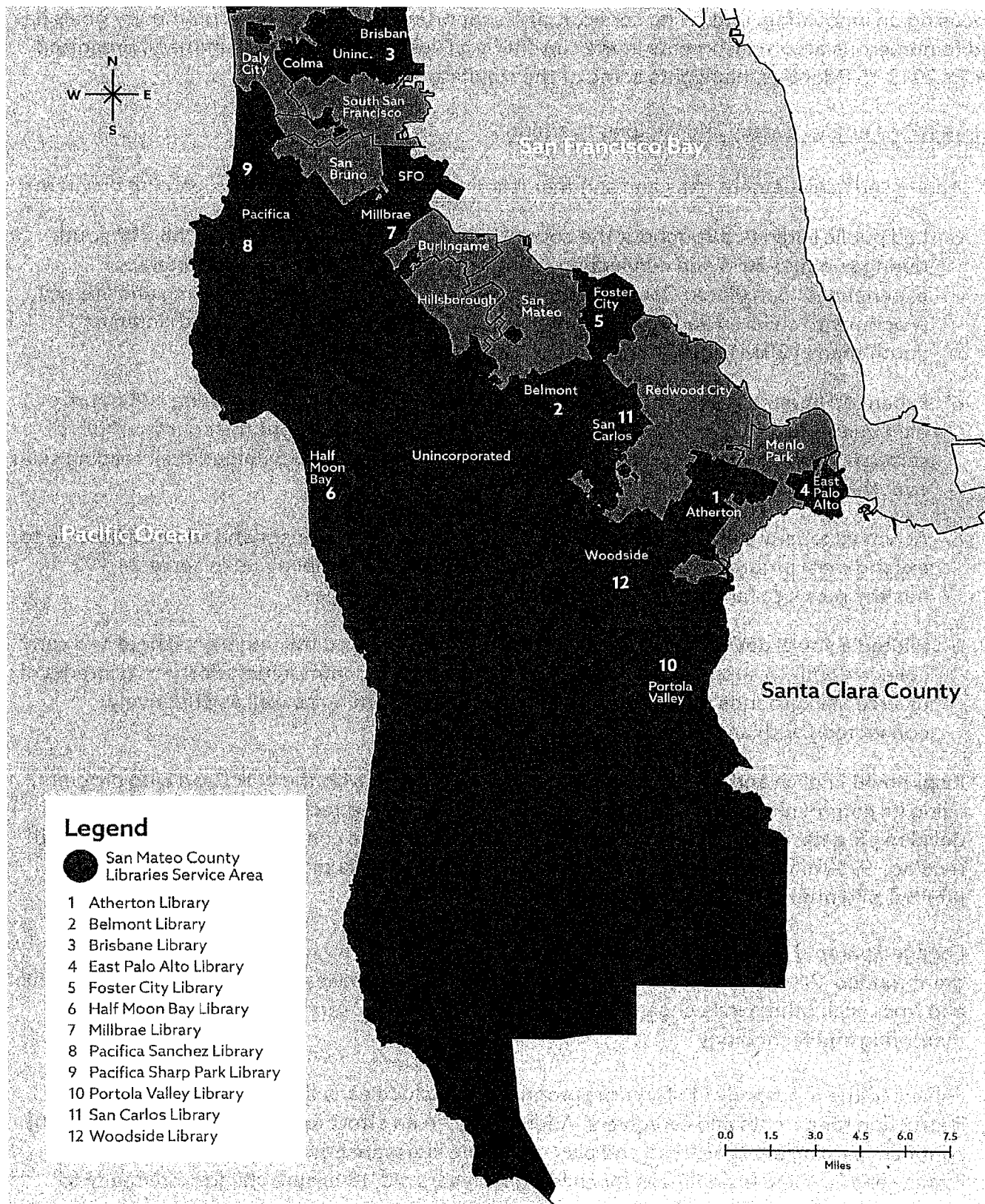
History and Governance

San Mateo County Libraries have been an integral part of its diverse community for over a century. Originally established by the San Mateo County Board of Supervisors in 1912 as a County Free Public Library, the San Mateo County Library Joint Powers Authority (JPA) was established in 1999. The Library JPA is comprised of the cities of Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, Pacifica, Portola Valley, San Carlos, Woodside, and the unincorporated areas of the county.

Under the authority of the California County Free Library Law of 1911, County Free Public Libraries are special districts tasked with providing public library service within a defined boundary or service area. The underlying legislation supporting County Free Public Libraries explicitly provides for participation in the levy of a tax for library purposes. The share of property tax collected within the district or service area represents the Library's primary source of funding. The district's service area covers 351 miles, and approximately 270,000 people live within these boundaries.

The Library JPA is a separate, independent entity with its own Governing Board, consisting of elected officials from each member entity. An Operations Committee composed of City and County representatives from each member entity also provides guidance.

Library Services Area Map



Library Accomplishments

Focusing on innovating, improving services, and supporting user needs and community goals has led to numerous accomplishments in the current fiscal year. The following summary, organized by FY 2015-16 Priorities, highlights some of the significant activities.

Supporting Family Literacy and Lifelong Learning

- Addressed achievement gaps and summer learning loss through Summer Learning programs:
 - Led public libraries throughout the county in engaging an unprecedented 58,719 youth during summer 2015 and connecting them with high quality learning and literacy experiences. San Mateo County Libraries offered 1,520 high quality learning and literacy programs to children and youth in summer 2015 (849 more programs to children and youth than in 2014), a 127% increase.
 - Expanded Summer Learning Camps from five locations to seven, delivering 178 hours of high quality learning experiences to struggling readers throughout the county; 100% of campers avoided the “summer slide” and either increased or maintained their reading skills over the summer.
 - Achieved federal certification to become a summer meals sponsor and secured funding to expand meal programs to feed adults as well as children, enabling us to serve 24,991 healthy meals to families and community members of all ages.
 - Piloted a youth development internship program, hiring and training high school and early college youth to support the program and work in their communities. Forty-two interns of diverse backgrounds modeled a love of reading and learning as well as effectively connected youth and their families to the library.
- Inspired 48 English and Spanish-speaking families this year with the Talk Read Sing program, using its community-building curriculum and groundbreaking technology that works to develop parents’ skills in interacting with babies and increase conversational turn taking and reading. 97% of the families completed the program and 70% of parents increased the number of words spoken to their child.
- Engaged parents and children – many of them first-generation Americans – in the Library’s grant funded, 24-week Toyota Family Learning program. Families learned and grew alongside and from each other while engaging in enriching community service projects, workshops, mentoring and technology.
- Enhanced the thousands of storytime programs to include early literacy elements and instruction for parents and caregivers. Additionally, in an effort to make it easy for families to continue learning at home, read and play storytime kits were developed to promote early literacy and learning experiences for children 2-5 years old, to ensure children are ready to learn to read when they enter school.

- Established a small business and entrepreneurial support program through CO.STARTERS. The nine-week program helps communities grow local businesses and equips aspiring entrepreneurs with the tools needed to turn business ideas into action.
- Offered a wealth of cultural programming including a fun and educational SFJAZZ Family Matinee concert that was streamed live using our new lightning fast 1GBps network.
- Increased world language library collections and created supportive environments for adult learners by offering welcoming and respectful language conversation clubs.
- Provided support to adults in transforming their lives by working towards earning a high school diploma with the Career Online High School program, which is supported by a grant from the California State Library.

Supporting the Mobile and Digital Needs of Library Users

- Transformed how San Mateo County Libraries provide internet access by lending WiFi hotspots. Rather than limiting patrons to using the internet at a physical library facility during a once-a-day, 2-hour time slot, this service is providing 24/7 access to patrons, allowing hundreds of households to engage in education, exploration, and the many practical tasks of daily life that require internet access. This popular program was expanded to add an additional 150 WiFi hotspots this year.
- Provided students who have limited access to technology with engaging hands-on technology education and enriched out-of-school time through Mouse Squad. Funded partially through the County Human Services Agency, the curriculum strives to bridge the economic divide and diversify the technology workforce by offering all students access to quality STEM education.
- Introduced our communities to the boundless opportunities available using 3D printing technology. This year, residents were invited to library 3D printing programs, our first Print-a-Thon featuring all twelve library printers, and a new personal appointment service to connect with a trained staff member for assistance with this technology.
- Continued to grow our digital collections. New additions this year have included in-depth online technology courses, ranging from basic Word to advanced Java, through Lynda.com, and expanded eMagazine collections with the addition of two new products, Flipster and TotalBoox.
- Initiated a pilot of Laptop Anytime, a vendor based solution that offers convenient self-service laptop checkout as a response to public demand for increased availability and flexibility of computers.
- Implemented a portable charging system that will enable patrons to check out chargers and power up laptops, phones and other mobile devices anywhere in the library.

- Implemented a new computer time management solution that will provide a more stable environment for users and will allow us to expand wireless printing to include mobile devices.
- Developed a new website which will replace the current site in June. The new eLibrary will provide a seamless, updated online experience for library users, with responsive design, improved events calendar, and multiple pathways to discovery.

Creating Welcoming and Well-Equipped Facilities

- Reopened the newly renovated Woodside Library in April, introducing a beautiful, updated space to the community. The new interior features reconfigured and enhanced spaces for children and teens, a learning center/meeting room, and a more efficient layout for programs and collections. Larger restrooms, improved disability access and seismic retrofitting are a few of the other facility upgrades. The \$3 million project was supported with Library Donor Funds.
- Assisted members in their efforts to build new libraries. Planning is underway in Atherton, Brisbane, East Palo Alto, Half Moon Bay and Pacifica to transform our libraries into welcoming spaces that enable inspiring experiences.
- Completed initial planning efforts to explore the addition of maker and co-working spaces in libraries and worked with the SF Exploratorium on completing designs for a mobile outdoor learning landscape exhibit to increase use of library outdoor space and improve access to interactive learning opportunities for the community.
- Introduced the exciting new San Mateo County Libraries brand to the public on May 9th. The new branding is energizing our spaces and communicating the boundless opportunities available at our libraries. The consistent use of our new brand will help us communicate our story of impact as well as contribute to welcoming spaces.

Promoting Partnerships and Building Awareness of the Library

- Continued to grow our partnership with Stanford University addressing critical community needs. Their Flu Crew visited three libraries and vaccinated nearly 400 children and adults, and the Ready4K! texting program developed by their educational researchers was piloted in libraries to support early learning by texting parents fun facts and easy tips to help prepare children for kindergarten.
- Partnered with the San Mateo County Elections Office and National Voter Registration Day to register community members to exercise their most basic right: the right to vote. All libraries held events, and staff helped 120 people register to vote.
- Established a new partnership with the San Mateo County Department of Housing to reach families facing the most significant socioeconomic barriers; and support their success through enhanced library services, read and play kits in Housing Authority waiting rooms, and books to help grow home libraries.

- Improved veteran services in partnership with the California State Library and the California Department of Veterans Affairs in order to positively impact the quality of life for veterans and their families. Enhancements include a resource center, work-study and volunteer programs for veterans.
- Led ten other Bay Area Library jurisdictions in order to raise the visibility of libraries, early learning, and the importance of reading together, through the financial support of the Super Bowl 50 Host Committee's Re(a)d Zone. This Read for the Record program resulted in 11,837 children engaging in the world's largest shared reading experience.
- Participated in Outside the Lines, a week-long national campaign designed to promote creativity and innovation of libraries. Staff surprised community members with "pop-up" libraries in unexpected places, spontaneous programs and free book giveaways at local areas in the community, ranging from BART to the beach!
- Launched San Mateo County Libraries' first Book Bike, with five more coming! The Book Bike provides a delightful library experience in surprising places in order to reach community members who may not come to a physical library.
- Promoted the library at the county's biggest events, the County Fair and Maker Faire. Employees from throughout the system helped staff the library's booth and connect with fair participants of all ages. We facilitated maker activities and promoted libraries as welcoming community spaces that offer exciting play and hands-on learning experiences. With over 100,000 people attending each event, we were in a wonderful place to build awareness.
- Designed and completed a community engagement process that focused on understanding user needs and community priorities, as well as current use and awareness of library services. Over 7,500 community members, volunteers, Friends and staff provided input.
- Developed a five-year Strategic Plan utilizing the key findings and opportunities gained from community engagement feedback, peer best practices, and data and professional research. The plan identifies important areas of focus and establishes clearly stated guiding principles that will shape the San Mateo County Libraries into the future and be responsive to the dynamic environment in which the system operates.
- San Mateo County Libraries received a number of significant recognition awards this year that highlighted our programs and services:
 - Summer Learning Camps received a San Mateo County STARS award, which recognizes exceptional County programs that demonstrate innovation, collaboration and improved program outcomes.

- San Mateo County Libraries was recognized by the Urban Libraries Council (ULC) as one of its Top Innovators in 2015. We received the Honorable Mention award in the "Collections" category for FindIt!, our word-based classification system. Top Innovator Awards honor organizations who demonstrate creative new approaches and practices, and inspire new ways of thinking and working to benefit people and communities.
- In recognition of our commitment to innovation in closing the digital divide, San Mateo County Libraries was selected as the Connect15 honoree at the annual technology and government conference. The Connect Award recognizes individuals and organizations that have used technology to enhance and improve how government functions to be more responsive and better address constituent needs, and that demonstrate vision, leadership and results.
- San Mateo County Libraries was again named a 4-Star library by *Library Journal*. The annual *Library Journal* Index of Public Library Service is a measurement tool that compares U.S. public libraries with their spending peers based on four per capita output measures: circulation, library visits, program attendance, and public internet computer use. This year 7,663 public libraries were rated, and 261 qualified as star libraries. We retained our four star status for the eighth year in a row, and currently rank 2nd in California and 18th nationwide.
- San Mateo County Libraries was selected by the Institute of Museum and Library Services as one of 30 finalists for the 2016 National Medal for Museum and Library Service. The National Medal is the nation's highest honor given to museums and libraries for service to the community.



Library Performance

The key metrics below represent some of the information collected by the San Mateo County Libraries to assess performance. Tracking this data provides staff with one mechanism to assess performance, gauge progress towards fulfilling goals, and highlight important trends.

Performance Measure	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16 Projected	FY 2016-17 Target
Library Visits	2,363,824	2,035,246	2,178,886	2,200,000	2,200,000
Circulation ⁽¹⁾	3,559,524	3,315,886	3,468,980	3,400,000	3,500,000
Website Visits	1,263,544	2,383,106	3,649,689	4,300,000	5,200,000
Programs & Events Total offered: Total attendance:	6,884 209,339	7,021 212,479	8,416 270,555	8,000 250,000	8,000 300,000
Summer Learning Participants	7,282	11,458	33,472	34,770	36,000
Public Computer Hours	287,820	234,779	230,328	230,000	290,000
Wireless Connections	166,350	342,681	954,111	1,438,576	1,726,291
Volunteer Hours	19,902	31,998	33,507	35,500	36,000
Employee Satisfaction	77%	82%	84%	90%	90%
Customer Satisfaction	80%	90%	93%	90%	95%

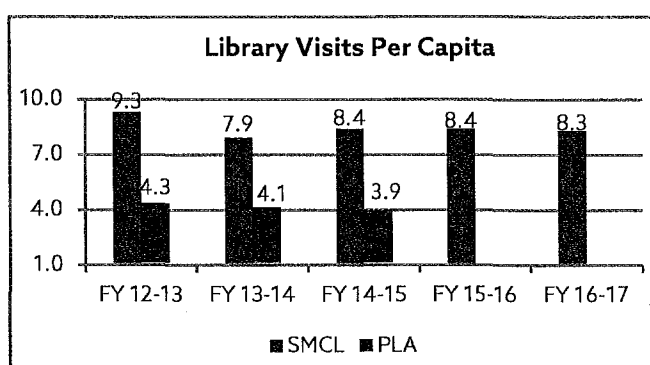
(1) Includes print, audio and video materials, and digital materials.

Library Benchmarking

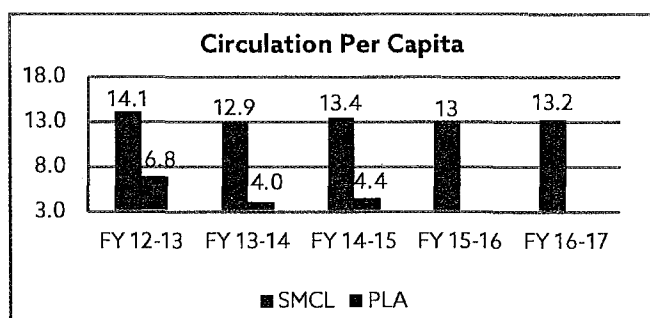
Comparing key metrics is an important tool for the organization to assess how well we are performing relative to our peers. These insights enable us to identify areas of strength as well as spot areas of opportunity for improvement. By objectively assessing past and current performance, San Mateo County Libraries is better equipped to plan for the future.

The charts below compare San Mateo County Libraries data to available Public Library Association (PLA) data for library systems nationwide, with a population between 250,000 - 499,999. FY 16-17 numbers represent the San Mateo County Libraries' targets.

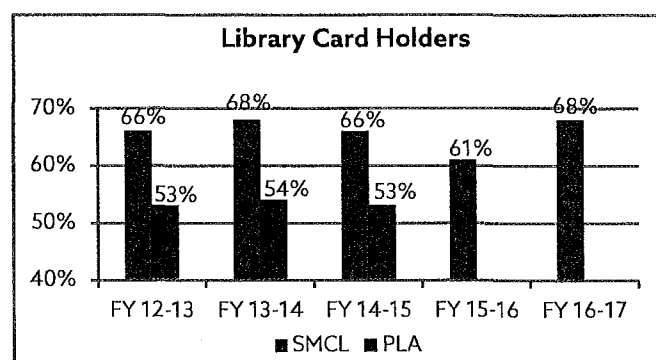
Library Visits Per Capita: Relates the number of library visits to the population the San Mateo County Libraries serve. This measure is an indicator of public awareness of the library and is useful in developing an annual profile of library use.



Circulation Per Capita: Relates the number of library materials loaned to the population the San Mateo County Libraries serve. This output measure is useful for gauging the collection use and whether the system is meeting its customer's needs.



Library Card Holders as a Percent of the Population: Relates the number of persons registered as members to the population the San Mateo County Libraries serve. This figure indicates the percentage of potential users who know the library exists and have indicated intent to use it.



Budget Background

The San Mateo County Libraries budget process involves the distribution of resources and services that meet performance objectives as identified by staff, the JPA Operations Committee, the JPA Governing Board and the community. Approval of the annual budget is the responsibility of the Library JPA Governing Board. The budget is legally enacted through passage of a motion during a Board meeting, followed by approval from the San Mateo County Board of Supervisors.

The budget serves as an annual financial plan, operations guide, and communications tool which strives to provide the best and most relevant information in an easily understandable format.

Budget Process Key Dates	
December	Budget Development Begins
February	Mid-Year Report is Submitted to the Library JPA Governing Board
May	Recommended Budget is Submitted to the Library JPA Governing Board
June	Recommended Budget is Adopted by the Library JPA Governing Board
September	Final Adopted Budget is Approved by the Library JPA Governing Board
September	Final Adopted Budget is Approved by the San Mateo County Board of Supervisors

December marks the point at which staff begins to evaluate trends and conditions which may influence the development of the budget. As part of the budget planning process, input is sought from staff, JPA members, and community stakeholders in order to respond to user needs and optimize resources with the goal of providing the highest quality of service.

In February, a Mid-Year Report is provided to Operations Committee and Governing Board members, which includes year-end estimates, projections and identification of major issues affecting the preparation of the upcoming budget, and budget development recommendations.

The Recommended Budget is prepared and submitted to the Operations Committee and Governing Board in May. The two bodies have the opportunity to review the budget before adopting it in June. The San Mateo County Libraries fiscal year begins July 1st and ends June 30th.

After fiscal year-end closing activities are completed in July, final adjustments to Fund Balance and any significant changes to the budget are submitted to the JPA Governing Board for approval at the September meeting and to the County Board of Supervisors for approval no later than October 2nd.

Strategic Plan

In the current year, the Library dedicated considerable efforts to obtaining information from a broad cross-section of the community and developing a new strategic plan that would guide the organization for the next five years. Over 7,500 community members, volunteers, Friends, and staff provided input. The 2015-2020 Strategic Plan approved by the Governing Board in September 2015, establishes guiding principles to shape the organization into the future. The plan is not only visionary and directional, but also flexible enough to respond to environmental changes over time.

Our Vision

San Mateo County Libraries ignite growth through transformative experiences.

Our Mission

San Mateo County Libraries strengthen our community by creating an inclusive sense of place and environment for learning.

The three strategic goals describe what we will seek to accomplish over the course of this plan and provide a framework for determining what will qualify as success, and what long-term outcomes the organization hopes to achieve.

Our Goals

We cultivate an active presence and create spaces that support discovery, enrich lives and uplift the community.

This means we will:

- Build and update facilities to create inviting and flexible spaces
- Spot opportunities to deliver services beyond buildings
- Deliver an easily accessible and rich online experience

We are leaders in establishing a foundation for early literacy and supporting exploration and growth at every stage of life.

This means we will:

- Engage children and families in high quality, research-based learning experiences
- Bridge the digital divide by building skills and providing access to technology
- Develop creative programs and services that have measurable results
- Grow a culture of learning and participation

We understand community needs and promote meaningful library services as solutions.

This means we will:

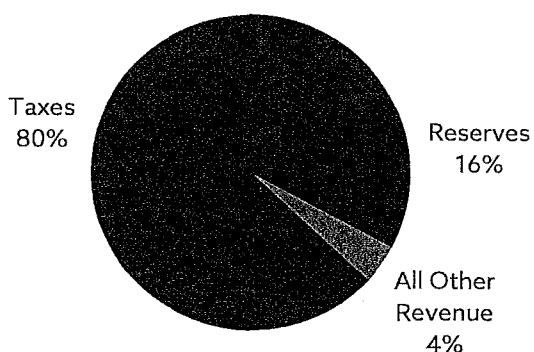
- Understand and align with community goals
- Communicate an inspiring vision and the library's story of impact
- Cultivate library champions who reflect the dynamic environment
- Employ resources in new ways to ensure equitable access

Revenue and Expenditures Summary

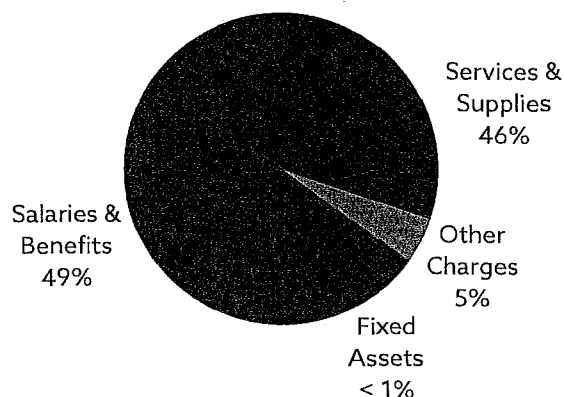
The annual budget details the operation and support of plans, projects or initiatives for the San Mateo County Libraries and distributes resources designed to meet performance and service objectives. It is broken down into sub-accounts in order to track and manage operating expenditures. The budget is prepared on the modified accrual basis of accounting in which revenues are recognized when they are both measurable and available, and expenditures are recorded when they are incurred. Total expenditures may not exceed the budgeted expenditures, and the budget lapses at the end of each fiscal year.

The tables below provide a summary view of this distribution.

FY 2016-17 Budgeted Revenue

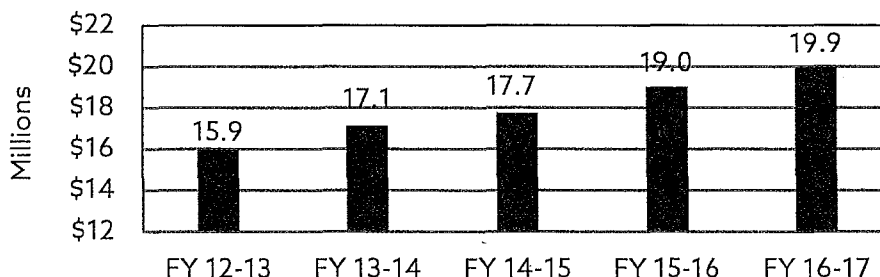


FY 2016-17 Budgeted Expenditures



The primary source of revenue for the San Mateo County Libraries are property taxes. Designated as a special district, the system is entitled to receive a small portion of the property tax collected within the boundaries of the service area. Based on receipts in the current year and improvements seen in the growth of home prices and appraised property values, revenue from secured property taxes is estimated to increase by approximately 5%. Revenue from secured property taxes (taxes assessed against real property) is estimated at \$18.9 million, and unsecured taxes (taxes on aircraft and commercial equipment largely generated from businesses at San Francisco International Airport) are estimated at \$960,000. Other sources of revenue include grants, fines, donations, reserves, revenue resulting from the dissolution of Redevelopment Agencies, and excess Educational Revenue Augmentation Funds (ERAF).

Property Taxes - Secured and Unsecured

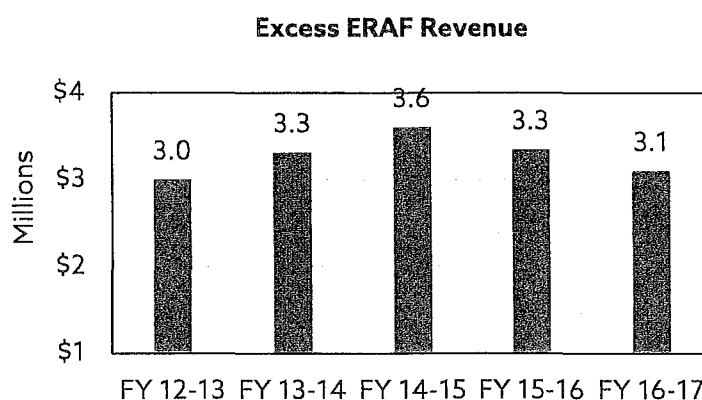


In 2011, citing a need to preserve public resources that support core government programs, the Governor’s Office proposed the dissolution of Redevelopment Agencies (RDAs). Following passage of ABX1 26, RDAs established a process for winding down redevelopment financial affairs and distributing any net RDA funds from assets or property taxes to the local taxing agencies. Designated as a special district, the Library is entitled to receive a portion of these funds. The Recommended FY 2016-17 budget includes projected revenue of \$955,000.

Pursuant to Revenue and Taxation Code 97.2 and 97.3, property tax contributions made by local governments to the ERAF in excess of State-mandated school funding levels are returned to the local governmental entity that made the contribution. Due to the potential unpredictability of this funding, the JPA Governing Board has authorized the use of excess ERAF for non-recurring expenditures. Amounts not appropriated for one-time purposes are set aside in Reserves. Since FY 2003-04, the Library has received \$29.9 million in excess ERAF contributions.

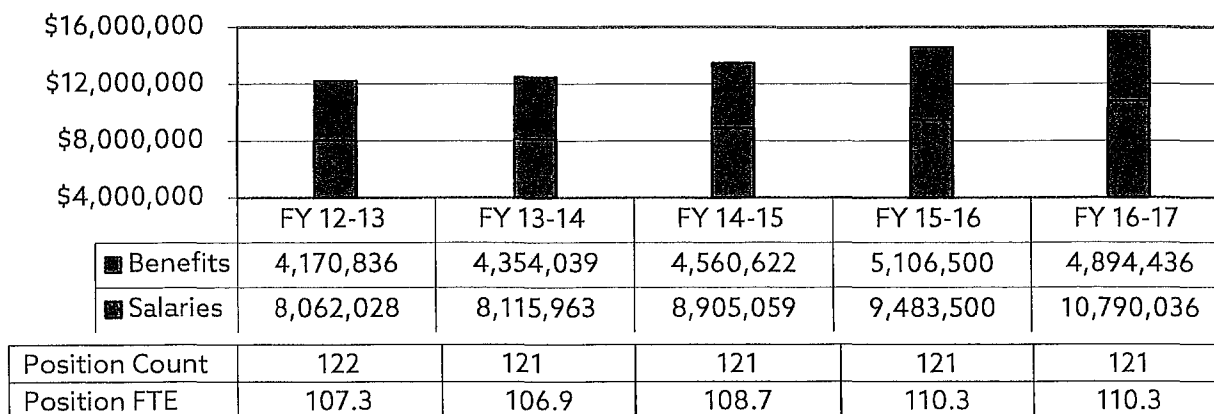
There is a decrease of 7% in excess ERAF in FY 2015-16. This decrease is due to changes made by the State to school funding formulas. It is anticipated that excess ERAF amounts to local taxing jurisdictions will continue to decrease. Factors which could further influence the continuation and/or level of this funding include additional state mandated changes to school funding formulas or the State utilizing these funds for other State purposes.

The estimate of anticipated excess ERAF in FY 2016-17 is \$3.1 million.



Labor costs are the largest contributor to ongoing expenditures. All San Mateo County Libraries staff are employees of the County of San Mateo. All non-management permanent staff, extra help and term employees (approximately 100 staff) are represented by SEIU. The current MOU, set to expire in October 2018, contains annual cost of living increases that range from 2% - 4% per year.

Salary and Benefit Growth



The San Mateo County Libraries may have many locations, but we are all part of one unified vision, and the most important consideration in what we do are our library users. Residents comprise a diverse collection of individuals, and the rich services that library staff support reflect that. We are able to deliver high-quality library service in a cost-effective manner through the careful distribution of staffing resources. Internal economies of scale are achieved because as a system, support activities are centralized and shared. This reduces duplication of service and enables resources to be maximized and directed toward service to the public.

There are no position changes in the FY 2016-17 Recommended Budget.

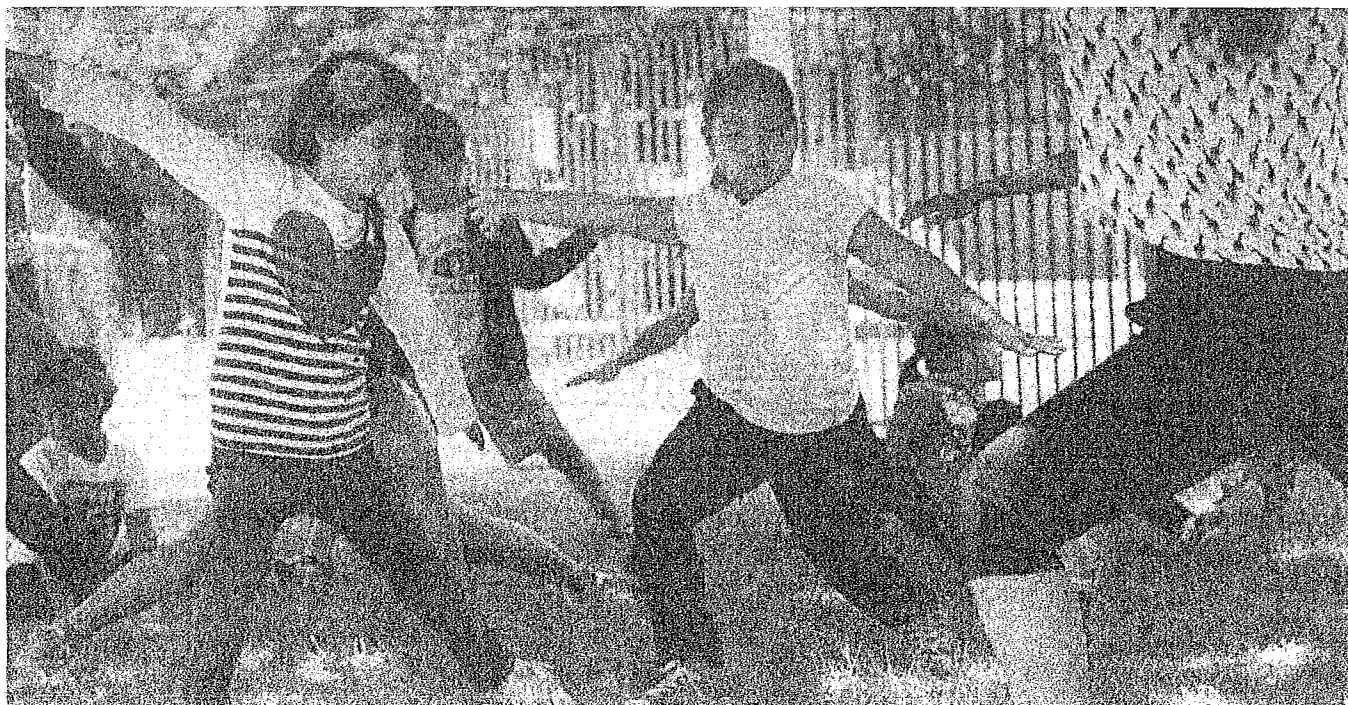
Employee Position Count

Division	FY 2014-15 Actuals	FY 2015-16 Adopted	FY 2016-17 Change	FY 2016-17 Recommended
Administration	10	11	0	11
Access Services	9	9	0	9
Information Technology	3	3	0	3
Community Engagement	6	8	0	8
Library Experience	1	1	0	1
Communications	2	2	0	2
Community Libraries:				
Atherton	6	6	0	6
Belmont	10	11	0	11
Brisbane	4	4	0	4
East Palo Alto	8	7	0	7
Foster City	10	10	0	10
Half Moon Bay	10	10	0	10
Millbrae	10	10	0	10
Pacifica	11	9	0	9
Portola Valley	5	5	0	5
San Carlos	11	10	0	10
Woodside	5	5	0	5
Total Employee Position Count	121	121	0	121
Total Full-time Equivalency (FTE *)	108.68	110.25	0	110.25

*Full-time Equivalent (FTE): A full-time equivalent position is equal to 2,080 hours a year (40 hours/week x 52 weeks). Extra Help and term staff are not reflected in the Total FTE or Position Count (approximately 100 staff)

The San Mateo County Employees' Retirement Association (SamCERA) is the public pension system that provides service retirement, disability, and death benefits to plan members and beneficiaries based on defined benefit formulas using final average compensation, years of service, and age factors to calculate benefits payable. These pensions are financed through a combination of employee and employer contributions and investment earnings managed by SamCERA. Any deficit in the fund to meet these defined obligations is called an unfunded pension liability. The County's funded ratio under SamCERA is approximately 83%. For comparison purposes, the funded ratio for the California Public Employees' Retirement System (CalPERS) managed by the State is approximately 73%. To address future benefit obligations, the County has kept current with its annual required contribution and never issued Pension Obligation Bonds. In order to meet its pension obligation to existing employees and retirees, the retirement contribution funded by the Library in FY 2016-17 is \$2.4 million.

In FY 2007-08, the County of San Mateo established an irrevocable trust for the sole purpose of funding County employee retiree health benefits in compliance with the Governmental Accounting Standards Board (GASB) Statement No. 45. Investment management and trust services are managed by CalPERS. CalPERS is an agency in the California executive branch that manages pension and health benefits for public employees, retirees, and their families. Sources for covering retiree health benefits include the trust fund, future earnings on the trust, and an annual pay-as-you-go allocation from the County in order to fund the Annual Required Contribution (ARC). An ARC allocation of approximately \$2,200 per employee or \$275,000 will be contributed by the Library to meet its portion of the obligation in FY 2016-17.



Five-Year Forecast

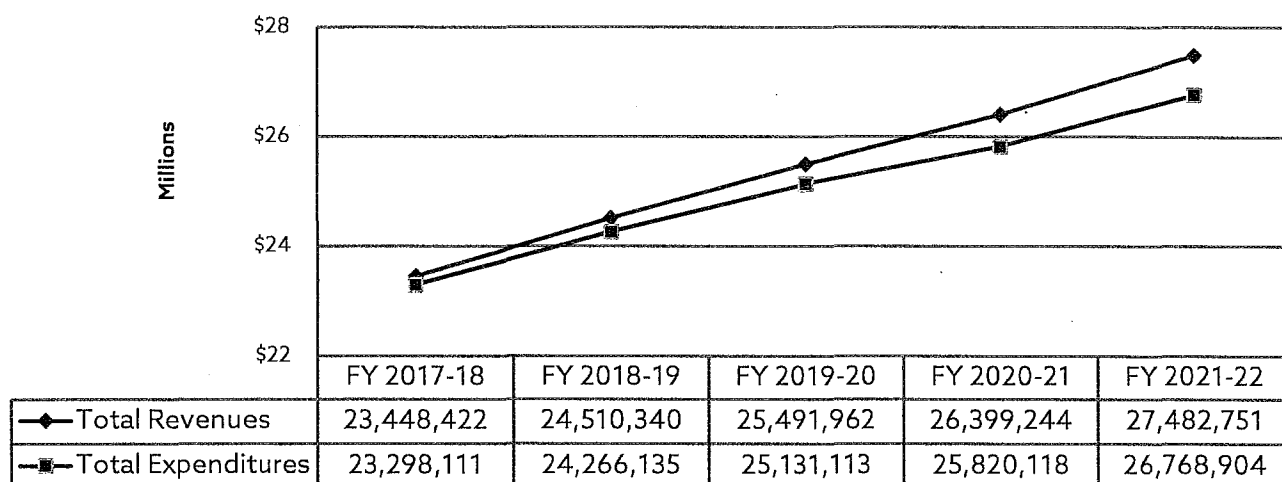
The purpose of the five-year forecast is to provide a baseline fiscal outlook for the Library's ongoing operations using assumptions about economic conditions, future spending scenarios, and other variables. The forecast presents anticipated ongoing revenues and ongoing operating expenditures for the five fiscal years ending in June 2022. Future one-time activities are not reflected.

Based on the assumptions below, the system anticipates that there will be adequate ongoing revenues in place to fully offset ongoing expenditures.

Major assumptions include:

- Secured property tax revenue increases by approximately 4% annually
- The position count remains flat, and salary and benefits costs increase by approximately 4% annually
- Ongoing allocations to collections, technology and supplies reflect modest increases to keep pace with industry pricing
- Other operating costs reflect modest increases

Estimated Total Ongoing Operating Revenues and Expenditures



General Operations, One-Time Activities and Reserves

The following narrative provides a summary of FY 2016-17 General Operations (\$22,849,287), One-Time Activities (\$9,011,837), and Agency Reserves/Capital Reserves (\$10,009,426).

FY 2016-17 Recommended Budget

	General Operations	One-Time Activities	Total FY 2016-17 Recommended Budget
Total Revenue	22,849,287	3,953,000	26,802,287
Fund Balance	<u>15,068,263</u>	<u>0</u>	<u>15,068,263</u>
Total Sources	37,917,550	3,953,000	41,870,550
Net Appropriations	22,849,287	9,011,837	31,861,124
Reserves	<u>15,068,263</u>	<u>(5,058,837)</u>	<u>10,009,426</u>
Total Requirements	37,917,550	3,953,000	41,870,550

General Operations (\$22,849,287)

General operations include those activities which represent ongoing day-to-day operations. The system's most significant operational expenditures in the FY 2016-17 Recommended Budget include:

- Ongoing salary and benefit costs associated with regular employees and extra-help positions - \$15,684,472 (accounts 4110-4610). Additional staffing support of \$800,000 is described under One-Time Activities.
- Collections including print materials, audio and video materials, online databases, and digital materials including eBooks, eAudiobooks, eMagazines, eMusic, eVideos - \$1,200,000 (accounts 5931-5939). Additional collection support of \$1,257,500 is described under One-Time Activities. The total appropriation for collections in FY 2016-17 is \$2,237,500.
- Estimated SMCL property tax revenue set aside for Donor Fund purposes as outlined in the SMCL JPA Agreement, including Atherton Library \$1,500,000, Portola Valley Library \$110,000, and Woodside Library \$530,000 (account 5184). On June 30, 2015, restricted SMCL property taxes identified as Library Donor Revenue and set aside in Library and City held trust funds totaled \$17,601,150 (Atherton Library \$13,431,496, Woodside Library \$3,474,647, Portola Valley Library \$695,007).
- Costs associated with support provided by the Peninsula Library System (PLS) including materials distribution and delivery service, oversight of the shared online library catalog, and costs related to maintenance agreements - \$937,450 (account 5875).

- Revenue distributed to the City of Redwood City to provide services to the North Fair Oaks Community, and to Daly City to provide services to Colma and Broadmoor - \$605,000 (account 6263).
- Costs associated with indirect services including telephone, insurance, maintenance, and A-87 cost reimbursement charges for services provided by the County, such as human resources and payroll support - \$921,851 (accounts 6265-6821).

One-Time Activities (\$9,011,837)

One-time excess ERAF revenue, Capital Reserves, and County Measure A funds are being utilized in FY 2016-17 for the purchase of equipment, materials and activities that improve the delivery of library service.

- Facility and Space Projects (\$3,045,000): The system will continue efforts to improve the appearance and functionality of library spaces that meet current standards and operational needs. Activities include completing design plans for a new Brisbane Library; improving the Library Administration Building to increase productivity and add Maker and co-working spaces for public use; adding a Foster City Library Homework Center and Maker Space; and continuing with activities associated with a facility and space needs assessment of the East Palo Alto Library (accounts 5234, 5858, 5969).
- Information Technology Improvements (\$1,784,236): To ensure that the digital needs of library users are being met, a number of technology improvements are planned. Activities include: adding 60 eReader devices to expand access to digital materials; expanding the Laptop Anytime vendor-based solution offering convenient self-service laptop checkout to all libraries; purchasing an estimated 100 public and staff computers due for replacement; purchasing additional audio/visual equipment to increase and expand streaming programming; improving information management capabilities by migrating to a cloud storage solution; piloting a flexible staff model using mobile technology equipment; expanding portable public charging services; replacing point of sale credit card readers; increasing 3D printing service options and purchasing additional equipment for several libraries implementing maker spaces; and adding an additional 250 WiFi hotspots to further expand access to digital content (accounts 5212, 5215).
- Outreach, Learning and Literacy Support: (\$1,565,000): This allocation will be used to support a variety of early learning and literacy efforts and provide unique opportunities to connect the public with library offerings designed to draw in new segments of the community. These activities include: increasing comprehensive research-based learning and enrichment experiences for children and families; increasing the number of engaging and critical need programs for adults; expanding programs that support small businesses and entrepreneurs; expanding summer learning services and out-of-school programs; increasing the number of giveaway books to establish home libraries; library card initiatives for children, teens and seniors that promote use and remove barriers to access; and two vehicles to support increased outreach services (accounts 5786, 5927, 5942, 7311).

- Materials and Collections Enhancements (\$1,542,500): Increase print materials in the children, teen and adult collections; and increase digital resources, including downloadable books, music, magazines, videos, world language materials and best-selling titles which are compatible with popular eReaders and mobile devices. Other collection efforts include: conversion of picture books to the Library's word based classification system; increase of home delivery services; expanded services that support innovative circulating collections; and public enhancements to the catalog such as directional maps, easier navigation and discovery tools, and piloting a new initiative with the goal of raising the visibility of library collections through the web (accounts 5854, 5931-5939).
- Staff Support (\$875,101): To support activities included in the FY 2016-17 budget, extra-help, term employees and paid interns will be utilized to assist in the implementation of library services, programs and projects. Targeted programs and activities include: summer learning and out-of-school programs, outreach and mobile services, performance measurement and program evaluation, public relations and marketing initiatives, fundraising and grant work. Staff training opportunities will also be enhanced (accounts 4000's, 5721).
- Public Relations and Marketing (\$200,000): Build upon the rebranding work to communicate the library's value and story of impact. Raise awareness of the Library's services. Efforts will engage the community, understand community goals, and establish connections through a targeted marketing strategy designed to increase use and cultivate library champions (account 5858).

Agency Reserves (\$3,427,393) / Capital Reserves (\$6,582,033)

As detailed in the Fund Balance Policy, the Library shall maintain Agency Reserves (account 8611) in an amount equal to no less than fifteen percent (15%) of adopted general fund operating appropriations (net appropriations exclusive of one-time activities). This contingency is maintained in the event of economic uncertainties, emergencies, unanticipated funding losses, and one-time opportunities to stabilize current operations. The FY 2016-17 Recommended Budget meets the goal established for Agency Reserves as identified in the Fund Balance Policy.

In order to preserve the system's capital assets, funding allocated for projects and activities that have been determined financially significant enough to be separated and/or anticipated in the future are maintained in the Capital Reserves budget (account 8811). As detailed in the Fund Balance Policy, these funds may be used to address innovative opportunities related to operational improvements and asset replacement needs as approved by the JPA Governing Board. The Library shall maintain amounts equal to no less than two million five hundred thousand dollars (\$2,500,000) in the category identified as Capital Reserves.

Five funds account for future expenditures related to major purchases and special projects as approved by the JPA Governing Board. In order to ensure sound fiscal management, to be responsive to evolving service needs, and to recognize potential fluctuations in the availability of revenue, refinement of the funds may take place over time. The FY 2016-17 Recommended Budget meets the goal established for Capital Reserves as identified in the Fund Balance Policy.

1. Library Catalog Replacement Fund: This fund is established to account for replacement of the library catalog. The library catalog is an online database that organizes materials the Library collects and identifies where these materials are located. The library catalog was last replaced in FY 2004-05. The fund is capped at \$400,000 and should adequately address catalog replacement costs at a future date, yet to be determined. The balance in this category totals \$400,000.
2. Remote Services/Bookmobile Replacement Fund: This fund is established to account for the special needs of remote or isolated customers who do not or are unable to obtain library services at a branch. The bookmobile was purchased in 2011 and has an estimated life of 10-12 years. The balance in this category totals \$400,000.
3. New Building Fund: This fund is established to account for costs associated with the construction of new libraries. As outlined in the SMCL JPA Building Projects Policy (02.05.02), the SMCL JPA will support the construction of new libraries by providing part of the funding for interior furnishings, equipment, and collections in an amount based on a formula of \$50 per square foot of the facility. The fund is adjusted as projects are completed, as new projects are identified, and as available funds allow. The balance in this category totals \$3,500,000.

Based on planning activities currently being conducted by several member cities, SMCL will need to provide the following estimated levels of funding to meet SMCL JPA Building Project Policy requirements:

- New Pacifica Library - \$1,740,000
- New Half Moon Bay Library - \$1,250,000
- New Brisbane Library - \$350,000

4. System Improvement Fund: This fund is established to account for projects that advance service delivery such as major technology improvements, facility renovations and major system-wide projects. The fund is adjusted as projects are completed, as new projects are identified, and as available funds allow. The balance in this category totals \$782,033.
5. Furniture and Equipment Replacement Fund: This fund is established to account for costs associated with purchases or replacement of furnishings and equipment. The fund is adjusted as projects are completed, as new projects are identified, and as available funds allow. The balance in this category totals \$1,500,000.

Excess ERAF is a significant factor in the growth of Reserves and allows the Library to implement one-time purchases and activities included in the budget. The Library is able to draw from cash reserves it has built over time to support significant one-time projects often in response to changes and service improvements made in the industry, or in response to decisions made by member cities to build and/or remodel library facilities and support the costs associated with interior furnishings, equipment, and collections. Given the Library's reliance on property taxes, the accumulation of Reserves also provides a safety cushion in lean fiscal years.

Budget Overview

The Budget Overview details significant changes from the FY 2015-16 Adopted Budget to the FY 2016-17 Recommended Budget by major classification category for both revenues and expenditures. Revenues are divided into descriptive categories including: Taxes, Use of Money and Property, Intergovernmental Revenues, Charges for Services, Interfund Revenue, Miscellaneous Revenue, and Fund Balance. Expenditures are divided into descriptive categories including: Salaries and Benefits, Services and Supplies, Other Charges, Fixed Assets, Intrafund Transfers, and Agency Reserves/Capital Reserves.

Total Sources

Taxes (\$24,089,164 to \$25,482,164)

There is an increase of \$1,393,000 in this funding source due primarily to projected growth of property tax revenue (account 1021), and amounts anticipated from excess ERAF (account 1046); offset by a decrease of County Measure A support related to library projects completed in the prior year (account 1135).

Use of Money and Property (\$99,800 to \$120,800)

There is an increase of \$21,000 in this funding source. This revenue category primarily captures anticipated interest earnings. Investments are made in several vehicles to lessen risk by diversifying the Library JPA's portfolio and include the San Mateo County Investment Pool and the State of California Local Agency Investment Fund, both of which strictly comply with state law limitations. Per the Investment Policy, a report is submitted annually to the JPA Governing Board on the status of the Library JPA's investment portfolio.

Intergovernmental Revenues (\$180,572 to \$168,000)

There is a decrease of \$12,572 in this funding source due primarily to amounts anticipated from the State related to Homeowners Property Tax Relief (HOPTR) (account 1045).

Charges for Services (\$333,000 to \$204,000)

There is a decrease of \$129,000 in this funding source due primarily to a reduction in amounts collected from patron fines. Policy changes allowing the flexibility to waive these fees are designed to promote a positive community image (account 2291).

Interfund Revenue (\$501,396 to \$139,898)

There is a decrease of \$361,498 in this funding source primarily representing the elimination of Woodside Library Donor Fund revenue used to support the purchase of furniture and equipment related to the Woodside Library interior renovation project in the prior year (account 2538). Other revenue in this category includes the contribution by the County, based on the terms established in the SMCL JPA Agreement, and used to offset facility maintenance costs associated with the County-owned East Palo Alto Library facility (account 2521).

Miscellaneous Revenue (\$382,425 to \$687,425)

There is an increase of \$305,000 in this funding source due primarily to County Measure A support awarded to the Peninsula Library System (PLS) for Summer Learning services (account 2655).

Fund Balance (\$20,472,423 to \$15,068,263)

There is a decrease of \$5,404,160 in this funding source. Fund Balance reflects the carry forward of Reserves and unanticipated revenues and unspent appropriations projected at the close of the current fiscal year. The decrease reflects, in part, the use of Reserves in FY 2015-16 to support one-time activities. After June 30th, a final reconciliation is completed to account for actual revenues and expenditures, and Fund Balance is adjusted at that time.

Total RequirementsSalaries and Benefits (\$15,027,158 to \$15,684,472)

There is an increase of \$657,314 in this expenditure category due to a 3% negotiated cost of living adjustment, merit increases and benefit adjustments. Additional one-time extra-help support has also been included to assist with services included in the FY 2016-17 budget. The authorized position count totals 121.

Services and Supplies (\$29,556,744 to \$32,968,452)

There is an increase of \$3,411,708 in this expenditure category due primarily to one-time activities budgeted for FY 2016-17 and described on pages 15-16 of this report. Support costs transferred to each of the branch libraries total \$18,420,003 (account 5872). The corresponding transfer of these costs is described below in Intrafund Transfers. Costs associated with support provided by the Peninsula Library System including materials delivery, oversight of the shared online library catalog, and costs related to databases and equipment maintenance agreements total \$937,450 (account 5875). The collections and materials budget totals \$2,457,500 (accounts 5931-5939).

Other Charges (\$1,409,508 to \$1,526,851)

There is an increase of \$117,343 in this expenditure category. This expenditure category represents utilities, maintenance, insurance and costs associated with services provided by the County for activities including human resources and payroll support as well as contributions to Redwood City for services provided at the Fair Oaks Library, and to Daly City for services provided on behalf of residents of unincorporated Broadmoor and Colma and totals \$605,000 (account 6263).

Fixed Assets (\$1,160,000 to \$89,000)

There is a decrease of \$1,071,000 in this expenditure category due primarily to the elimination of one-time purchases in the prior year. Purchases budgeted for FY 2016-17 include two hybrid vehicles to facilitate increased emphasis on outreach services. Fixed assets are tangible assets valued at \$5,000 or greater.

Other Financing Uses (\$12,051 to \$12,352)


There is an increase of \$301 in this expenditure category. This allocation represents charges associated with facility services provided at the East Palo Alto Library by the County Public Works Department.

Intrafund Transfers (\$15,695,104 to \$18,420,003)

There is an increase of \$2,724,899 in Intrafund Transfers. Intrafund Transfers show the expenditure transfers between operations within the same fund/budget. In the case of the San Mateo County Libraries, Intrafund Transfers are used to reflect support costs that are distributed to each of the branch libraries. The distribution of these costs is based on a formula representing three equally weighted factors including circulation and walk-in use, property tax revenue, and population. Support costs include services provided by the following divisions: Administrative and Financial Services, Access Services, Automation Support Services, eBranch, Community Engagement Services, and Library Experience Services.

Agency Reserves/Capital Reserves (\$14,588,423 to \$10,009,426)

There is a decrease of \$4,578,997 in this expenditure category to due primarily to the elimination of one-time purchases in the prior year. In order to preserve the system's capital assets, funding allocated for projects and activities that have been determined financially significant enough to be separated and/or anticipated in the future are maintained in the Capital Reserves Budget (account 8811). As detailed in the Fund Balance Policy, the balance of Agency Reserves (account 8611) represents 15% of Net Appropriations (less one-time items). This contingency is maintained in the event of economic uncertainties, emergencies, and unanticipated funding losses. Excess ERAF is a significant factor in the growth of Reserves and a key driver in the ability for the Library to make major one-time purchases.



Our county library is leading America into a new era of library services and is an example of America's engine of enlightenment thriving in a diverse and challenging environment.

Congresswoman Jackie Speier

Budget Summary View

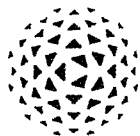
	FY 2014-15 Actuals	FY 2015-16 Adopted	FY 2016-17 Change	FY 2016-17 Recommended
Sources				
1000 Taxes	23,283,388	24,089,164	1,393,000	25,482,164
1500 Use of Money and Property	138,679	99,800	21,000	120,800
1600 Intergovernmental Revenues	367,793	180,572	(12,572)	168,000
2000 Charges for Services	282,762	333,000	(129,000)	204,000
2500 Interfund Revenue	137,366	501,396	(361,498)	139,898
2600 Miscellaneous Revenue	611,585	382,425	305,000	687,425
Total Revenue	24,821,573	25,586,357	1,215,930	26,802,287
333 Fund Balance	18,702,371	20,472,423	(5,404,160)	15,068,263
TOTAL SOURCES	43,523,944	46,058,780	(4,188,230)	41,870,550
Requirements				
4000 Salaries and Benefits	13,465,978	15,027,158	657,314	15,684,472
5000 Services and Supplies	18,086,309	29,556,744	3,411,708	32,968,452
6000 Other Charges	1,300,862	1,409,508	117,343	1,526,851
7000 Fixed Assets	8,988	1,160,000	(1,071,000)	89,000
7500 Other Financing Uses	12,155	12,051	301	12,352
Gross Appropriations	32,874,292	47,165,461	3,115,666	50,281,127
8000 Intrafund Transfers	(9,822,471)	(15,695,104)	(2,724,899)	(18,420,003)
Net Appropriations	23,051,821	31,470,357	390,767	31,861,124
8500 Agency Reserves	4,046,210	4,329,557	(902,164)	3,427,393
8700 Capital Reserves	16,426,213	10,258,866	(3,676,833)	6,582,033
TOTAL REQUIREMENTS	43,524,244	46,058,780	(4,188,230)	41,870,550
Salary Resolution	121.00	121.00	0	121.00
Funded Full-Time Equivalent (FTE)	108.68	110.25	0	110.25

Budget Detail View

		FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17
		Actuals	Adopted	Change	Recommended
Sources					
1021	Current Yr Secured	16,794,577	17,922,000	1,058,000	18,980,000
1024	PY Secured Redemption	13,642	45,000	(20,000)	25,000
1031	Current Yr Unsecured	950,862	945,000	15,000	960,000
1033	Prior Yr Unsecured	(37,965)	15,000	(5,000)	10,000
1041	CY SB 813 Secured Supplemental	549,076	430,000	10,000	440,000
1042	CY SB 813 Unsecured Supplemental	10,651	10,000	0	10,000
1043	PY SB 813 Redemption	7,258	11,000	0	11,000
1045	PY SB 813 Unsecured Supplemental	1,482	2,000	0	2,000
1046	ERAF Rebate	3,600,428	1,800,000	1,300,000	3,100,000
1047	Former RDA-Residuals	633,832	550,000	40,000	590,000
1058	Former RDA - Pass Through Payments	360,726	380,000	(20,000)	360,000
1129	Property Tax In Lieu of VLF	183,164	183,164	0	183,164
1135	Sales and Use Tax - Measure A	215,655	1,796,000	(985,000)	811,000
1000	Taxes	23,283,388	24,089,164	1,393,000	25,482,164
1521	County Pool Interest Earned	122,535	80,000	30,000	110,000
1525	LAIF Interest Earned	11,388	15,000	(9,000)	6,000
1556	County Land/Buildings Rentals	4,756	4,800	0	4,800
1500	Use of Money and Property	138,679	99,800	21,000	120,800
1661	Highway Property Tax Rental	877	1,000	0	1,000
1831	Homeowners Property Tax Relief	103,695	115,000	(10,000)	105,000
1868	Timber Tax Yield Guarantee	2,306	2,200	(200)	2,000
1871	State Aid	52,372	52,372	2,628	55,000
1955	Federal Categorical Programs	200,000	0	0	0
1977	Former RDA - Other Revenues	8,543	10,000	(5,000)	5,000
1600	Intergovernmental Revenues	367,793	180,572	(12,572)	168,000
2291	Library Fees & Fines	263,531	310,000	(130,000)	180,000
2451	Misc Services to Cities	19,231	23,000	1,000	24,000
2000	Charges for Services	282,762	333,000	(129,000)	204,000
2521	IFR - General Fund	137,366	136,396	3,502	139,898
2538	IFR - Library Donor Fund	0	365,000	(365,000)	0
2500	Interfund Revenue	137,366	501,396	(361,498)	139,898
2631	Sale of Literature	4,062	5,000	(1,000)	4,000
2643	Bad Debt Recoveries	12,503	0	0	0
2645	SDI Payments	7,411	40,000	(30,000)	10,000
2646	Donations	18,072	142,887	0	142,887
2647	Friends Donations	233,402	102,538	0	102,538
2655	Other Foundation Grants	101,699	67,000	(15,000)	52,000
2658	All Other Miscellaneous Revenue	234,436	25,000	351,000	376,000
2600	Miscellaneous Revenue	611,585	382,425	305,000	687,425

	FY 2014-15 Actuals	FY 2015-16 Adopted	FY 2016-17 Change	FY 2016-17 Recommended
Total Revenue	24,821,573	25,586,357	1,215,930	26,802,287
333 Fund Balance	18,702,371	20,472,423	(5,404,160)	15,068,263
TOTAL SOURCES	43,523,944	46,058,780	(4,188,230)	41,870,550
Requirements				
4110 Permanent Salaries	7,660,839	8,579,890	453,146	9,033,036
4160 Extra Help Salaries	1,244,220	1,610,000	147,000	1,757,000
4310 Retirement Contributions	3,283,328	3,388,389	(27,678)	3,360,711
4410 Employment Group Insurance	1,148,459	1,310,231	76,070	1,386,301
4450 Unemployment Insurance	44,870	42,629	2,315	44,944
4510 Worker Comp Insurance Contribution	62,818	57,067	1,097	58,164
4610 Other Benefits	21,444	38,952	5,364	44,316
4000 Salaries and Benefits	13,465,978	15,027,158	657,314	15,684,472
5184 SMCL Donor Revenue Set Aside	1,929,087	2,025,000	115,000	2,140,000
5193 Office Supplies	155,119	128,500	20,700	149,200
5198 Donations Funded Services	50,111	142,887	0	142,887
5199 Friends Funded Services	163,496	102,538	0	102,538
5212 Computer Equipment	587,525	1,279,900	692,876	1,972,776
5215 eBranch License/Maintenance Expense	72,094	328,550	(240,052)	88,498
5234 Furniture & Equipment	84,739	2,240,000	(365,000)	1,875,000
5331 Memberships	13,060	12,000	0	12,000
5343 Advertising Expense	5,891	1,000	0	1,000
5426 Other General Equipment Maintenance	137,621	8,700	0	8,700
5455 Facilities Maintenance	81,519	97,000	(4,700)	92,300
5712 Mileage Allowance	12,058	12,100	0	12,100
5721 Meetings & Conference Expense	100,613	125,000	0	125,000
5722 Employee Expense Reimbursement	26,543	25,000	0	25,000
5854 Contract Library Services	81,929	55,000	337,000	392,000
5856 Promotional Materials & Print Costs	72,688	357,500	(307,500)	50,000
5858 Other Professional Contract Services	734,664	430,000	(100,000)	330,000
5866 Fingerprinting Processing	12,336	10,000	2,000	12,000
5872 Cost Applied Support Charges	9,822,471	15,695,104	2,724,899	18,420,003
5875 Interagency Agreements - PLS Services	794,697	1,011,465	(74,015)	937,450
5876 Centrally Planned Programming	144,289	125,000	75,000	200,000
5926 Alcohol/Drug Testing	244	500	0	500
5927 Program Activities Expense	44,510	67,000	660,000	727,000
5931 Print Materials - Adult	421,568	420,000	(75,000)	345,000
5932 Print Materials - Children	295,647	470,000	(10,000)	460,000
5933 Videos - Children	58,262	50,000	8,000	58,000
5934 Print Materials - Serials	196,480	142,000	23,000	165,000
5936 Audio Materials	155,979	70,000	5,000	75,000
5937 Videos - Adult	235,334	144,000	22,000	166,000
5938 Digital Materials	662,611	790,000	178,500	968,500
5939 World Language Materials	132,143	114,000	106,000	220,000
5942 Other Library Expense	585,326	781,000	353,000	1,134,000
5969 Other Special Dept Expense - Measure A	215,655	2,296,000	(735,000)	1,561,000
5000 Services and Supplies	18,086,309	29,556,744	3,411,708	32,968,452

	FY 2014-15 Actuals	FY 2015-16 Adopted	FY 2016-17 Change	FY 2016-17 Recommended
6263 Redwood City, Daly City Contributions	582,897	585,000	20,000	605,000
6265 Commute Alternative Incentive	0	1,000	0	1,000
6712 Telephone Service Charges	66,994	60,000	15,000	75,000
6713 Automation Services-ISD	40,425	116,000	27,026	143,026
6714 County Facility Rental Charges	125,211	124,345	3,201	127,546
6715 Other Facilities Maintenance Charges	0	5,000	0	5,000
6717 Motor Vehicle Mileage Charges	42,218	57,300	6,700	64,000
6724 Auto Liability Insurance	687	1,413	(692)	721
6725 General Liability Insurance	85,479	89,018	0	89,018
6727 Official Bond Insurance	2,984	3,108	2	3,110
6728 County Property Insurance	32,355	37,932	(4,001)	33,931
6733 Human Resources Services	3,909	4,072	28	4,100
6734 Motor Vehicle Replacement Charge	5,272	744	0	744
6738 Countywide Security Services	4,112	6,555	0	6,555
6814 Misc Other Charges	56	0	0	0
6821 A-87 Expense	308,263	318,021	50,079	368,100
6000 Other Charges	1,300,862	1,409,508	117,343	1,526,851
7311 Fixed Assets - Equipment	8,988	1,160,000	(1,071,000)	89,000
7000 Fixed Assets	8,988	1,160,000	(1,071,000)	89,000
7548 Facility Maintenance Charge	12,155	12,051	301	12,352
7500 Other Financing Uses	12,155	12,051	301	12,352
Gross Appropriations	32,874,292	47,165,461	3,115,666	50,281,127
8142 Intrafund Transfers	(9,822,471)	(15,695,104)	(2,724,899)	(18,420,003)
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Net Appropriations	23,051,821	31,470,357	390,767	31,861,124
8611 Agency Reserves	4,046,210	4,329,557	(902,164)	3,427,393
8500 Agency Reserves	4,046,210	4,329,557	(902,164)	3,427,393
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TOTAL REQUIREMENTS	43,524,244	46,058,780	(4,188,230)	41,870,550
Position Count - Salary Resolution	121.00	121.00	0.00	121.00
Funded Full-time Equivalent (FTE)	108.68	110.25	0.00	110.25



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: May 10, 2016
Meeting: May 17, 2016
Re: Director's Report

This report summarizes significant library operations and program activities that have occurred since the last meeting of the JPA Operations Committee.

Programs and Services

Summer Learning

The Summer Learning Challenge 2016 runs from June 1-August 31; our goal is to enroll 36,000 youth in the program this year. This year's campaign features art by Christian Robinson, the most recent Caldecott winner and acclaimed children's illustrator. As a new component of the program designed to increase library visits and emphasize the importance of active learning experiences, all public library locations will be offering weekly raffles over the 12 weeks of summer. San Mateo County Libraries staff successfully solicited donations valued at more than \$25,000 from the San Mateo County Fair, Oakland A's, CuriOdyssey, De Young Museum, Bay Area Discovery Museum, Monterey Bay Aquarium, Legion of Honor, Children's Creativity, San Jose Giants, Asian Art Museum, Hidden Villa, Happy Hollow, Bel Mateo Bowl, Hiller Aviation Museum, Tech Museum & Exploratorium.

All San Mateo County Libraries will be offering more than 50 Summer Learning Challenge hours of high quality, enriching, drop-in learning experiences that cultivate creativity and STEAM skills. Featured youth programs include San Francisco Opera Guild live musical appreciation, Insect Lab, Fairy Tale Engineering, Paper Plane Engineering, Think-Make-Try with the Bay Area Discovery Museum, Juggling Workshops, Drawing Classes, Natural Dyeing with Peopleologie, The Amazing World of Edible Art, Clay Play, Inventor Workshops, Nature Connect, and much more.

Summer Camps

This summer San Mateo County Libraries will operate four learning camps in East Palo Alto, Atherton, Belle Haven, and Fair Oaks. We will also be supporting six Big Lift School sites in Half Moon Bay, Pescadero, South San Francisco, and Daly City. Combined, the programs will allow us to deeply enrich the summers of more than 1,100 youth, a tremendous increase over the number of youth served by enrolled camps last summer.

Camps in both the Big Lift schools and the libraries will run for five weeks. The ages served in the Big Lift schools are those entering kindergarten and first grade, the ages served at the libraries will be those entering first grade. A number of locations will be offering three additional weeks of meals with one hour of high quality hands-on programming after the conclusion of camps.

Summer Youth Employment

San Mateo County Libraries is building on our successful 2015 Youth Employment Pilot by continuing the program for Summer 2016. After recruiting youth throughout the County at local schools and hosting hiring events in Half Moon Bay, East Palo Alto, Belmont, Millbrae, and Atherton, San Mateo County Libraries has exceeded our goal for engaging high school candidates in meaningful work experiences, and expects to hire a minimum of 60 youth. Students from across the County will participate in our youth program to support summer learning and increase equitable enriching opportunities for all children and families. Youth will serve all San Mateo County Libraries' jurisdictions as well as Daly City, Redwood City, and South San Francisco.

Poetry Is Family

The San Mateo County Board of Supervisors created the honorary post of Poet Laureate in 2013. Caroline Goodwin was chosen as the first Poet Laureate and as part of her official duties, she launched a *Poetry Is* campaign to showcase poetry using many different themes. Since the first campaign, there have been numerous *Poetry Is* contests: Place, Love, Heritage, and Autumn. The campaigns have been open to County residents of all ages and background. Hearing the many individual voices that are living and writing throughout the County has allowed for many different voices to come together and be heard.

The current campaign, *Poetry Is Family*, explores what family means to individuals. Poems were submitted starting March 1st and closed April 15th, 2016. Over 200 poems were submitted, and a selection committee of poets has judged the poetry. The winning poets will be invited to participate in reading their poems at a poetry celebration to be held at the Millbrae Library on Saturday, June 11th, at 2:00 pm. The last *Poetry Is* contest will begin August 2016. The selected theme will be *Poetry Is Nature*.

CO.STARTERS

This spring, San Mateo County Libraries is piloting an exciting new entrepreneurial project called CO.STARTERS. The goal of this program is to bring together both aspiring and experienced entrepreneurs from around the county to work together in a 9-week workshop that helps small business startups develop their business ideas under the guidance of successful business leaders. CO.STARTERS facilitators were trained in mid-April and will begin leading the first cohort of twelve students at the Belmont Library in May; the sessions will wrap up in July. Facilitators and students have already been registered for the next two sets of cohorts planned to begin in August at Belmont and San Carlos. We hope to expand this project system-wide as we build the project forward.

WiFi Hotspots

It has been nearly a year since San Mateo County Libraries became the first library in the state of California to circulate WiFi hotspots to patrons in an effort to expand 24/7 broadband access to our users and to diminish the digital divide. We have lead this effort by circulating over 300 hotspots and 150 hotspot/laptop combos at all of our libraries. Recent reports show that circulation of these items tops 2,000 checkouts per month, with an average usage per patron of nearly 5GBps of data downloads. We will continue to monitor usage patterns in the coming months as we continue the pilot and expand access to this new format.

Vets Resource Center

In February, San Mateo County Libraries celebrated the grand opening of a new grant funded project at the East Palo Alto Library, called the Veterans Resource Center (VRC). Partially supported by funding from the State Library, our VRC is staffed by trained volunteers who provide information about veteran benefits, resources, and local services. The VRC also features a circulating book collection, up-to-date information from service providers, and access to internet-connected computers.

Career Online High School

San Mateo County Libraries recently launched a special new service for personal growth. The Career Online High School (COHS) offers adults the opportunity to earn an online accredited high school diploma and a career certificate. Approximately \$12,000 in matching funds have been awarded to support adults who wish to continue their formal education and receive their high school diploma. San Mateo County Libraries is administering its cohort of COHS enrolled students from our adult literacy programs in East Palo Alto and Half Moon Bay.

Library Projects

New Atherton Library

The Atherton Civic Center Advisory Committee (CCAC) recently finalized schematic design drawings for the new library and town center. Plans were unveiled March 21st at a well-attended community meeting held in Holbrook Park. Following the meeting, the CCAC incorporated feedback to form the final recommendation which will be presented to City Council in May. After Council acceptance of the schematic design, architects WRNS will move to the next phase, design development. This phase will last between five and six months while WRNS further refines the interior and exterior of the buildings.

New Brisbane Library

On April 7th, the Brisbane City Council approved an agreement with architects Siegel & Strain to begin planning and design activities for a new 7,000 square foot library. The work will be supported with \$300,000 in Measure A funding approved by the County Board of Supervisors in March. Initial work will focus on a schematic design and development of a cost model.

New Half Moon Bay Library

After extensive meetings with City, County and Library staff, architects Noll & Tam presented fully developed designs to community members at a special meeting held March 29th. The presentation included new computer-generated renderings of the exterior and the interior of the new library, along with samples of proposed exterior materials and detailed plans and images for landscape design.

The next step is approval at a Planning Commission hearing, scheduled for May 10th, to make determinations on the Initial Study/Mitigated Negative Declaration and other entitlements. Following that, permits and bids for the Phase 1 demolition and site preparation work will be pursued. Half Moon Bay library operations will move to the new temporary space at Shoreline Station in late June with an anticipated opening around July 1st. Demolition and site preparation work is expected to begin in mid-July and construction of the new building is expected to begin this fall, with completion in 2018.

New Pacifica Library Project

After City Council approval in November to spend \$167,000 of the City's Measure A match to begin planning work for a new library, the City recently posted an RFP to hire an architect to prepare a schematic design, and to initiate the process for a planned bond measure to pay for the new library. A team of City staff, Library staff and Pacifica Friends and Foundation members will review architect submittals in anticipation of hiring a firm by early summer. The City Council has also adopted a resolution creating a new Library Advisory Committee, which is still forming and will comprise a citizens' task force to lead communication for the project as it moves forward. Currently, the City is working with a polling firm to determine community support for the anticipated bond measure to pay for the new library.

Woodside Library Improvement Project

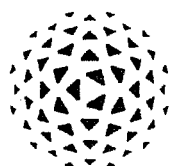
Following a nine-month construction period, the Woodside Library renovation was completed in early April. On April 16th, over 750 residents celebrated the grand re-opening of the newly refurbished space with a ribbon-cutting and a day long program of special events. All were delighted with the upgrades to the building, including ADA and seismic improvements, new furniture and finishes, dedicated spaces for children and teens, a new program room, a reconfiguration of the existing layout to enhance the delivery of programs and services, and new flexible spaces that will adapt to evolving community needs. At the grand re-opening, attendees expressed appreciation for the improvements made to the library enhancing the experience for all in the community for years to come.

Articles at: <http://www.almanacnews.com/news/2016/04/19/woodside-library-gets-warm-welcome-for-its-reopening>, and <http://www.almanacnews.com/news/2016/04/21/how-new-woodside-library-changes-things>

Organization

New Brand Launch

Through a process that began last fall, the JPA Governing Board approved a new brand in February. Execution of the new brand and core brand items, including brand image messaging and core identity elements, were shared with staff at our annual Staff Development Day; we introduced the public to our new look on Monday, May 9th.



San Mateo
County
Libraries

Open for Exploration™

Our new logo consists of a simple and imaginative “Burst of Knowledge” symbol representing the spread of information, our family of libraries, and radiating excitement that comes from experiencing something new. It also alludes to a central hub where shared ideas converge to ignite growth through transformative experiences.

We have many locations, but we are all part of one unified vision. In order to fully capture this, we have made the switch from “San Mateo County Library” to “San Mateo County Libraries.” Each of our libraries is part of a larger family offering a world of opportunities, all accessible through a single card. Our name change makes this clear and allows us to more effectively stand together as one.

Our corresponding brand tagline, *Open for Exploration™*, extends this spirit by conveying the essence of who we are, our mission, and our vision. It speaks to our various roles in the community, open access to information, a celebration of open-mindedness, and the welcoming atmosphere our patrons can expect to encounter.

Our bright new look is a reflection of our community. We have invited the public to take part in fun activities that celebrate who we are together. They can stop by for a new library card in their choice of four creative designs, share their vibrant personality on one of our coloring bookmarks and take part in a variety of experiences throughout our libraries with our *Open for Exploration™* Bingo.

By redesigning our visual identity, our welcoming spirit and dedication to knowledge will be reflected in everything we do. Video and more information at:
<http://www.smcl.org/ourbrand>

Employee Engagement Survey

Employee engagement is the degree to which employees are connected and committed to their work, their colleagues and the purpose of the organization. Engaged employees experience greater meaning, satisfaction and success in their work, while their organizations experience higher levels of customer satisfaction, service quality, innovation, and productivity.

Since 2011, San Mateo County has surveyed employees about their engagement. This year, a third party, BlessingWhite, administered the survey in October, maintaining the anonymity of respondents, using a research-based model to measure engagement, and providing aggregate team-level survey results to managers and supervisors via a customized web portal.

The 2015 Employee Engagement Survey shows again that San Mateo County Libraries is a great place to work. 72% of staff responded to the survey, and in nearly all measurements, San Mateo County Libraries rates higher than the County average. 93% of staff survey respondents report doing more than is expected of them, 90% like the work they do, and 84% have a great working relationship with their manager/supervisor. Areas of growth for us include career opportunities and communication. To follow up on the results, managers and supervisors held conversations with staff about what would increase their engagement at work in the coming months.

Pitch It

In an effort to encourage staff innovation and risk taking, and to increase employee engagement, we established the Pitch It Program in 2013. In February, we held the second Pitch It event for FY15-16, and all staff had an opportunity to participate by voting online and in person for their favorite ideas. Pitches selected by staff for funding included the Assistive Technology project, which will provide assistive learning devices to patrons to aid in learning and to increase participation by all; Arduino Workshops, which will promote engineering, computer literacy skills and creativity; and the What the Om? project, which will provide yoga and mindfulness workshops to incarcerated youth at San Mateo County correctional facilities.

Personnel Updates

I am pleased to announce the following new staff appointments:

Nicole Fernandez recently joined staff at the Brisbane Library as Library Assistant. Nicole received her Bachelors of Arts degree in History and a Minor in Modern Greek Studies from San Francisco State University in 2014. She is currently pursuing an MLIS at San Jose State University.

Rebecca Forth joined as the Senior Librarian at the Atherton Library. Rebecca comes to us from Sonoma County Library, where she worked for over eight years. Beginning in circulation, Rebecca has worked as a project manager, substitute cataloger, and librarian. For the past three years, she had worked on the Sonoma County Library management team, writing and implementing grants, managing large-scale projects, and overseeing system wide initiatives.

Laura Liang recently started as the new Senior Librarian at the Foster City Library. Laura received her MSLIS in 2014 from the Pratt Institute in New York, and holds a BA in Social Welfare with a minor in Education from the University of California, Berkeley. Prior experience includes working at the New York Public Library as a Senior Librarian with a focus on youth services and as a lead in the development of programs to promote reading, lifelong learning and digital literacy. Laura is bilingual in English and Cantonese.

Adrienne Mahar was recently appointed as Library Assistant at the Belmont Library. Adrienne graduated from Reed College in Oregon with a Bachelor's degree in Classics and Religion. She went on to get ESL certification from St. Giles International in San Francisco, and worked for ELS North Bay as an ESL instructor for over three years. Adrienne is currently at work on her MLIS at San Jose State University.

I am pleased to announce the following staff promotions:

Jessica Bundy has accepted a new position as Library Assistant at the San Carlos Library. Jessica has worked for San Mateo County Libraries since 2014, beginning as an Aide at the Atherton Library and then as an Extra Help Library Assistant. She graduated from Susquehanna University with a Bachelor's Degree in Creative Writing.

Kate Drabek has been appointed Library Assistant at the Atherton Library. Kate started with San Mateo County Libraries as an Aide at the Foster City Library. She studied history and anthropology in college and plans to enroll in an MLIS program in the near future.

May Ip has been appointed Library Assistant at the Foster City Library. She began her work with us as the learning coach for the Discovery Room at the Foster City Library, where she has been providing homework support for students from 5th-8th grade. In addition, May leads the adult ESL Conversation class, which has continued to be a popular program. May is bilingual in Chinese and English.

Silvia Urena has recently been promoted to IT Manager. Silvia began her career at the San Mateo County Libraries as a Library Aide in East Palo Alto. Since then she has worked at Portola Valley as a Library Assistant, in Access Services as a Library Technician, and most recently as a Senior IT Analyst in Automation Support Services. Silvia received her Bachelor of Science in Computer Science, with a minor in Mathematics, from San Jose State University. We are excited that we will continue to benefit from Silvia's experience and skills.

Welcome to Nicole, Rebecca, Laura and Adrienne; and congratulations to Jessica, Kate, May and Silvia!

Service Awards

Three employees were recently honored by the County for their completed years of service: Marie Fong, Portola Valley Library (10 years); Michelle Loomis, San Carlos Library (10 years); and Paula Teixeira, Pacific Libraries (10 years). Congratulations to these staff for their many years of service and numerous contributions to the Libraries!

