



# TOWN OF PORTOLA VALLEY <sup>Page 1</sup>

**5:30 PM – Special Joint Meeting of the Town Council  
and Emergency Preparedness Committee**

**7:00 PM – Regular Town Council Meeting**

**Wednesday, June 22, 2016**

**Historic Schoolhouse**

**765 Portola Road, Portola Valley, CA 94028**

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## **SPECIAL MEETING AGENDA**

### **5:30 PM - CALL TO ORDER AND ROLL CALL**

Councilmember Aalfs, Councilmember Wengert, Councilmember Richards, Vice Mayor Hughes and Mayor Derwin  
Committee members Howes, Koin, Raanes, Rothrock, Taylor, Trapp, Turner, Young, Vice Chair Kopf-Sill and Chair Pfau

### **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.

### **EMERGENCY TRAINING – TOWN COUNCIL / EMERGENCY PREPAREDNESS COMMITTEE**

### **ADJOURNMENT**

### **7:00 PM REGULAR MEETING AGENDA - 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** – May 25, 2016 (3)
2. **Approval of Minutes** – June 8, 2016 (10)
3. **Approval of Warrant List** – June 22, 2016 (19)
4. **Recommendation by Administrative Services Manager** – Amendment to Agreement with Maze & Associates (32)  
for Auditing Services
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of the First Amendment to Agreement for Audit Services Between the Town of Portola Valley and Maze & Associates Accountancy Corporation (Resolution No.\_\_)
5. **Recommendation by Administrative Services Manager** – Consultant Services Agreements Between the (43)  
Town of Portola Valley and
  - (a) Kutzmann and Associates, Inc. for Plan Review Services
  - (b) NV5 (formerly Nolte Associates) for Engineering Services
  - (c) Townsend Management for Engineering Services
6. **Recommendation by Administrative Services Manager** - Approval of 2016-2017 Appropriations Limit (52)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Determining and Establishing the Appropriations Limit for 2016-2017 (Resolution No.\_\_)
7. **Recommendation by Administrative Services Manager** – 2016/2017 Woodside Highlands and Wayside II Road (55)  
Maintenance District Tax Assessments
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2016-2017 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No.\_\_)

- (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2016-2017 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. \_\_)

- 8. **Recommendation by Town Clerk** – Approval of a Public Meeting Decorum Policy (58)
- 9. **Recommendation by Sustainability & Special Projects Manager** - Adoption of a Resolution Authorizing Town Staff to Enroll the Town’s Municipal Electricity Accounts in the Peninsula Clean Energy (PCE) Eco100 (100% Renewable Electricity) Program in Phase I (60)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing Town Staff to Enroll The Town’s Municipal Electricity Accounts in the Peninsula Clean Energy (PCE) Eco100 (100% Renewable Electricity Program) in Phase 1 of the Program (Resolution No. \_\_)
- 10. **Appointment by Mayor** –Request for Appointment of Beth Ellyn McClendon to the Historic Resources Committee (63)

**REGULAR AGENDA**

**PUBLIC HEARING**

- 11. **PUBLIC HEARING** – Adoption of the 2016-2017 Fiscal Year Budget (65)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2016-2017 (Resolution No. \_\_)
- 12. **Report by Planning Director** – Stanford General Use Permit (119)
- 13. **Presentation by Town Manager** – Changes to Authorized Classifications in the Salary Schedule (120)
- 14. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (131)
  - 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.*
- 15. **Town Manager Report** (132)

**WRITTEN COMMUNICATIONS**

- 16. **Town Council Digest** – June 10, 2016 (133)
- 17. **Town Council Digest** – June 17, 2016 (147)

**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. 930, MAY 25, 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 Jeff Aalfs, John Richards; Vice Mayor Craig Hughes, Mayor Mary Ann Moise Derwin.

Absent: Councilmember Ann Wengert

Others: Jeremy Dennis, Town Manager  
Leigh Prince, Town Attorney  
Brandi de Garmeaux, Sustainability & Special Projects Manager  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS** – None

**CONSENT AGENDA** [7:01 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of May 11, 2016. *[Pulled from Consent Agenda]*
- (2) Approval of Warrant List: May 25, 2016, in the amount of \$317,568.29.
- (3) Recommendation by Administrative Services Manager – Consultant Services Agreements between the 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 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. 2691-2016)
- (5) Recommendation by Sustainability and Special Projects Manager – Adoption of a Resolution Authorizing 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. 2692-2016)

Vice Mayor Hughes moved to approve Items 2, 3, 4, and 5. Seconded by Councilmember Richards, the motion carried 4-0 by roll call vote.

- (1) Approval of Minutes: Town Council Regular Meeting of May 11, 2016

Councilmember Aalfs moved to approve the minutes of the May 11, 2016 meeting, as amended. Seconded by Vice Mayor Hughes, the motion carried 3-0-1; Councilmember Aalfs abstained.

**REGULAR AGENDA [7:02 p.m.]****STAFF REPORTS AND RECOMMENDATIONS**

- (6) Recommendation by Sustainability and Special Projects Manager – Adoption of a Resolution Authorizing 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. 2693-2016)

Sustainability and Special Projects Manager Brandi de Garmeaux presented the staff report regarding the proposed resolution to authorize and approve automatically enrolling all of the ratepayers in Portola Valley in the highest renewable energy portfolio being offered by Peninsula Clean Energy.

Councilmember Aalfs provided a recap of the progress with PCE. He said this issue has been discussed at the County level for a year. He said throughout 2015 the Town was moving forward with the advisory and tech study. In February, all cities in the County unanimously passed ordinances joining the Peninsula Clean Energy Authority, forming the JPA. He said the JPA Board had its first meeting March 2016 and they are now meeting twice a month. He said they created and submitted an implementation plan to the CPUC, which is currently under review, expected to come back any day. He said they have now engaged with potential banking partners; have hired a CEO, Jan Pepper, from Silicon Valley Power; have selected Noble America as the vendor for data management and the call center; are currently negotiating for energy services contracts and banking and credit terms with a few different providers; and have engaged Circle Point, a marketing firm, and will officially begin marketing and outreach on June 1. He said they developed the technical feasibility study, which showed they could meet their environmental and economic goals and still be economically viable to effectively compete with PG&E. He said they've had 9 advisory committee meetings; 5 board meetings; 10 tabling events; 12 community workshops, including two in Portola Valley; 27 City study sessions, including Portola Valley's last December; and 43 presentations to various community environmental business groups. He said the current consultants are Lean Energy, a non-profit advocacy group working to establish more CCAs in California; Pacific Energy, the technical advisors working on the feasibility study, power contracts, rate setting; Circle Point, the marketing partner; and Noble America, who will handle the call center and data management, including the complicated data interactions with PG&E. He said the two big outstanding items are financial services (credit and handling transactions with the utilities) and the energy service provider contract. He said they are currently in Phase III, preparing for launch. He said they are currently having board meetings twice a month and are waiting on the implementation plan, and negotiating the energy supply and banking contract. He said once those items are in place, they will sign a utility services agreement with PG&E, which allows PG&E to pass the Town's power over their lines. He said they will be registering with the CPUC to delivery electricity. He said they are launching their marketing campaign and will have a call center up and running and sending out customer notifications. He said the first phase is expected to occur beginning in October 2016.

Councilmember Aalfs said they will officially set rates on June 9 and send out public notice of those rates to all of the presumptive ratepayers. He said they will be building staff to perform the tasks currently being performed by the County Office of Sustainability. He said they will send out the first customer enrollment notices in July and August. He said they will finalize a utility service agreement and post a bond with the CPUC. He said they will establish office space near County headquarters. He said the transitions will occur in a staggered manner, in conjunction with usual meter readings.

Councilmember Aalfs said there are 257,000 accounts in San Mateo County. Phase I in October 2016 will enroll approximately 20 percent of the residential, all small and medium commercial, and all municipal accounts, totaling approximately 68,000 customers. Phase II, in April 2017, will include all the large commercial and industrial and an additional 35 percent of residential. Phase III, the largest phase, will include everyone else – agricultural, street lighting, and the remaining residential. He said that anyone

who wants to be part of Phase I, whether or not they're scheduled for it, can go to PCE's website or call and volunteer to become part of Phase I.

Councilmember Aalfs said the law that enables CCA requires four notices to customers before and after they transition. He said 60 to 90 days before a customer is switched from PG&E to Peninsula Clean Energy, they will receive their first opt-out notice; a second postcard notice 30 to 45 days before they switch; another notice 30 days after they are switched over; and another notice 60 days after they are switched over. He said that during this period a customer can move back to PG&E for free. He said after this time, a customer can still move back to PG&E, but will have to pay a nominal charge (approximately \$5.00). He said this option is part of why they were comfortable enabling this program, because anyone can move back to PG&E at any time and can also choose among the various rate plans PCE offers at any time.

Councilmember Aalfs said the following options will be finalized at tomorrow's board meeting:

- Eco-50 -- 50 percent qualified renewable electricity (solar, wind, small hydroelectric, geothermal, and biomass), 20-25 percent GHG-free (mostly large hydroelectric), with the remainder being system power (mostly gas in California). The rate will be 5 to 10 percent lower for generation, resulting in a rough estimate of a 2-1/2 to 5 percent decrease in bills relative to current PG&E bills. PG&E is currently 22 percent renewable and approximately 50 percent GHG-free.
- Eco-100 – 100 percent qualified renewable electricity. The rate will be 2 to 5 percent higher than PG&E for the total bill.

Councilmember Aalfs said Portola Valley can go in with a default of 50 or 100 percent renewable for every customer. If the proposed ordinance is passed, all customers would be added to PCE during Phase II next April and will default in at Eco-100, with the option of opting for Eco-50 or PG&E. If the ordinance is not passed, 20 percent of Portola Valley customers get migrated to PCE during Phase I at the default of Eco-50, also with the option to opt up or out. He said that if Portola Valley passes the ordinance, they will be the first City or Town in California to default to the 100 percent renewable option.

He said that assuming 80 percent participation at Eco-100, 10 percent opt down to Eco-50, and 10 percent opt out to PG&E, the Town can achieve 1,787 tons of the current target of 1,861 GHG. Assuming 80 percent participation at Eco-50, 10 percent opt up to Eco-100, and 10 percent opt out to PG&E, the Town will only reach about a third of the current target.

Councilmember Aalfs said this is an opportunity for Portola Valley, long prided as being leaders and environmental stewards, to show their commitment to the environment.

Councilmember Aalfs said approximately 16 percent of Portola Valley households currently have rooftop solar, with 11 pending permit applications. He said the rates will essentially mirror PG&E rates, including their net metering plan, and there will not be a significant change. He said they will transition customers at the time of their annual true-up with PG&E so they do not lose their credits.

Vice Mayor Hughes said with the new PG&E ETOU rates and expiration of E6 and E7 rates, it seems that many solar customers are on the wrong rate plan. He said he hopes that PCE will help customers choose the most appropriate rate plan.

Mayor Derwin called for questions from the Council. Hearing none, Mayor Derwin called for questions from the audience.

Edith Collin asked how a user determines the most appropriate rate plan. Vice Mayor Hughes said it is very complicated and depends on customer usage, power generation, time of day, etc. Ms. Collin said she attended the PG&E meeting and found it very confusing. Vice Mayor Hughes said he has studied the PG&E rate plans. He said PG&E has been collecting data through smart meters and has detailed historic

usage information for customers. That usage history can be entered into a computer program that runs that data through all of the different rates plans for comparison. He said PG&E has a rough estimator on their website that he found to be accurate within approximately 10 percent. He said PG&E hoped to put something on their website for solar users by July of 2017, but hopefully PCE may be able to develop something faster. Ms. Collin said she was supportive of the PCE, but asked if it would be clear how to opt in and opt out. She said her reservation is that she does not consider being the first Town in California an advantage because we have nobody else to look to for examples of what can go wrong or right. Councilmember Aalfs said they are meeting regularly with PG&E so they have the correct account identifications and the information gets passed back and forth to the PCE data provider. Vice Mayor Hughes said while Portola Valley is the first city contemplating having a default option of 100 percent renewable, they are not the first city entering this type of energy program. He said Marin County, Sonoma County, and the City of Lancaster have all been in a program like his for quite some time. In response to Ms. Collin's question, Vice Mayor Hughes said PG&E will still maintain the lines, cut trees, read the meters, send the bills, etc.

Caroline Vertongen, 100 Palmer Lane, asked if the meters would have to be changed again. Councilmember Aalfs said PG&E still runs the wires and meters and nothing would change. Ms. Vertongen said upon activation of her solar system, PG&E had to come out and reset her meter for the E8 rate plan. Councilmember Aalfs said they shouldn't have to do that again. Ms. Vertongen asked how the startup of \$2.7 million was funded. Councilmember Aalfs said the \$2.7 million came from San Mateo County, basically a loan to Peninsula Clean Energy that will be paid back as revenues come in. Ms. Vertongen asked about the other budget estimate of \$20 million. Councilmember Aalfs said they are working on financing contracts right now to develop a credit line to help finance that. Ms. Vertongen asked if that would come up in the form of bonds to be repaid. Councilmember Aalfs said it would not, but it would be a loan that would be paid back via the net positive cash flow used to pay off debts and contribute to a reserve fund. Ms. Vertongen asked regarding the estimated cash flow. Councilmember Aalfs said when all three phases have been launched, they estimate approximately \$35 million per year accumulating in the reserve fund. Vice Mayor Hughes said there are detailed budgets found on the PCE website which projects the revenue streams forward through the various phases of deployment, as well as the anticipated debt and how it will be serviced over time. Ms. Vertongen asked regarding the qualifications of the CEO, Jan Pepper. Councilmember Aalfs said Ms. Pepper has extensive experience in the electricity industry, approximately 35 years, starting with PG&E in 1984 siting the wind projects at the Altamont Pass. He said she started four separate companies. She founded a software company, WREGIS, the Western Renewable Energy Generation Information System, which is now the standard used to record renewable energy credits. He said that she has worked for the past several years with Silicon Valley Power as their Chief of Electricity Procurement and was with Alameda Power before that. Ms. Vertongen said Portola Valley only represents 1 percent of the entire group and does not understand how joining this group benefits Portola Valley citizens. She said if Portola Valley joins, it seems like a lot more cities would benefit from Portola Valley than vice versa, because the Town already produces so much solar energy. Ms. de Garreaux pointed out that Portola Valley energy usage is approximately two to three times the County average. She said this participation helps the town take responsibility for part of that, in addition to reducing the Town's greenhouse gas emissions.

With no further public comment, Mayor Derwin brought the topic back to the Council for discussion.

Councilmember Aalfs introduced Jim Eggemeyer and Carolyn Rader from the San Mateo County Office of Sustainability.

Councilmember Richards asked if there was any anticipated issue with PG&E continuing to provide historical usage data. Councilmember Aalfs said since Marin Clean Energy first launched in 2010, a lot of kinks have been worked out, including legislation that required the IOUs to behave properly with respect to the CCAs. He said they have been having pretty good interaction with PG&E and he expects it to be a smooth process. Vice Mayor Hughes said that Noble, the contractor handling data services, has experience in handling the data services for Marin and Sonoma. Councilmember Richards is supportive of the ordinance. He agrees with Councilmember Aalfs that the symbolic nature is important. He said that after seeing the statistics presented, he is even more convinced it is the right thing to do.

Vice Mayor Hughes said he has been pushing for this since the discussion began. He said at the initial switchover point, there may be a slight uptick in the average person's cost, but it is well worth it given the greenhouse gas reduction. He said once PG&E has gone through the initial rollout and everyone is onboard, there will be a lot of opportunities for dramatic reductions of those bills for most people. He said a short term increase in rates in order to achieve this huge amount of greenhouse gas reduction is well worth it.

Mayor Derwin said she was very excited about this proposal. She said she was also very happy that Portola Valley is being true to its roots and being on the leading edge of environmentalism. She said the enshrined values in the General Plan are to preserve open space and to conserve resources. She said the Climate Action Task Force was created in 2006 and she worked with Steve Toben and put forth many initiatives – the Green Building Ordinance, the Sustainability Element, etc. – into the General Plan. She said they decided to go Leed Platinum in building the Town Center at a time when Leed was not yet widely accepted. She said this proposed ordinance was completely in keeping with the Town's ethos. She said she was totally supportive of the ordinance. She thanked Councilmember Aalfs for stepping up and making the Town so proud to have him as the Vice Chair on the Board. She also thanked Vice Mayor Hughes for his work in this process.

Councilmember Aalfs moved to approve the Resolution of the Town Council Authorizing and Approving Automatically Enrolling all of its Ratepayers in Eco-100, the Highest Renewable Energy Portfolio being offered by Peninsula Clean Energy. Seconded by Vice Mayor Hughes; the motion carried 5-0.

(7) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS [7:35 p.m.]

Councilmember Aalfs – Attended two ASCC meetings since he last reported. He said that in addition to usual remodel and construction applications, they discussed an interesting project at Glenoaks where they are adding workforce housing for six employees, which will count for RHNA numbers for low income housing.

Councilmember Richards – Attended an Emergency Preparedness Committee meeting where Ms. de Garreaux gave a presentation on the wildland fire drill. He said there was considerable discussion about the emergency supply containers located at The Priory where the Town and CERPP each own one of them. They discussed making the ESCs portable instead of stationery. He said the Committee is preparing for the Town Picnic with banners and radio messages. He attended the May 12 Cultural Arts Committee meeting, which did not have a quorum. They discussed developing a pool of volunteers.

Vice Mayor Hughes – Attended the May 12 Cable and Undergrounding Committee meeting which did not have a quorum. He attended the Town Center Master Plan Update Committee meeting where they heard a report from the library with their requests, discussed the priority list, discussed public outreach ideas, and discussed their next steps which include a report to the Town Council in late-July or early-August. He attended a PCE Board meeting in place of Councilmember Aalfs, where the CEO was appointed. He said a launch party for PCE has been tentatively scheduled for October 9, 2016, at Filoli. He asked Councilmember Aalfs to double-check that Portola Valley municipal accounts are included in Phase I. Vice Mayor Hughes said there was an all-day strategy meeting on May 23 amongst all of the CCE entities in California regarding PCIA exit fees. Councilmember Aalfs said he attended that meeting. Vice Mayor Hughes said the timelines for implementation of the website and the call center are extremely tight but looked doable. He attended an intense ABAG General Assembly meeting on May 19 where the MTC/ABAG merger was discussed. He said the Assembly approved a minor variation to the recommendation by the ABAG Executive Board. He said there would be a temporary short-term semi-merger of the two entities, which would involve transferring all of the staff from ABAG to MTC with a contract between ABAG and MTC to provide the services that ABAG currently is required to provide under State law, but that when a new Executive Director is hired at MTC, expected to occur in the next couple of years, that new Director would officially report to both MTC and ABAG boards.

Mayor Derwin – Attended a Resource Management Climate Protection meeting. She said Adrienne Carr from BAWSCA reported that as of May 18 the snowpack was at 75 percent of the average. She said

there has been a 26.3 percent cumulative savings from June 2015 to March 2016. She said the Governor made an executive order in response to the State's drought situation; however, the State Board released their proposal to amend the regulations to be based on local water supply and demand conditions. She said the City of San Bruno recently replaced all (10,511) of their residential water meters with "advanced metering infrastructure for water," which provides real time billing and leak detection. She said she intended to lobby Cal Water about getting these advanced water meters in Portola Valley. She said Cal Water is apparently the only water company in the entire Bay Area that is not promoting smart water meters. She said there was a presentation by Craig Lewis from the Clean Coalition regarding the work they are doing. Mayor Derwin also attended a C/CAG meeting where they discussed the US 101 corridor managed lanes project, which covers the 26 miles from San Francisco to Santa Clara County. She said they supported SBX1-1, a transportation funding bill amended to address transit and truck weight fees. She attended a HEART Board meeting. She thanked Town Manager Dennis for attending the May 11 event at Devil's Canyon, which was quite successful, raising \$61,603. She said it appeared that HRC and HEART will likely separate but will share facilities and one employee. She said the County has committed half of their linkage fees to go to HEART for two years and are encouraging the cities to do the same. Mayor Derwin asked Town Manager Dennis when the Council would discuss linkage and impact fees. Town Manager Dennis said it is scheduled tentatively for July. Mayor Derwin attended her first C/CAG Finance Committee meeting with Councilmember Wengert. She said they discussed the post-retirement medical benefit. She attended the Bay Area Council Conference and said Cal Water agreed to partner on next year's garden tour. She said the meet and greet the Mayor event held at Robert's Market, along with Town Manager Dennis and Supervisor Horsley, was a great success and she enjoyed it. Mayor Derwin said the last film in the series, "Unbranded," was the best attended to date. She said she and Ms. de Garmeaux hope to do another film series next year.

(8) Town Manager Report – Town Manager Dennis reported on the recent release of the FAA report. He said a select committee has been appointed by three Congresspeople, with Councilmember Wengert one of the members from Congresswoman Eshoo's District. He said there was some dissatisfaction with some aspects of the study. He has provided a copy of the report to Williams Consulting and will be working with them to put together responses. Town Manager Dennis reported that Woodside, Ladera, and Portola Valley are experiencing a rash of mail thefts and have posted recommended precautions on Next Door and PV Forum. He said he and staff continue to work on the budget, which should be completed May 26 and ready for the Finance Committee meeting May 31. He said he and Woodside Town Manager Kevin Bryant met with PG&E representatives regarding the recent Portola Road closure and lack of warning provided. He said it was a good meeting and the representatives were receptive to and understood the concerns related to the lack of warning. He said staff is hoping to soon make an announcement regarding the new hire for the Associate or Senior Planner position. He said the SOD Blitz was a great success. He said he reached out to all Committee and Commission Chairs asking them to agendaize discussions regarding the need for EOC volunteers in staff's absence and for staff relief. He reported that this week is the Celebration of the Horse and there will be a fair on Sunday. He reported the Town Picnic is scheduled for June 4. He said there will be a Town Center Master Plan table and an ASCC outreach table. He said staff is working to try to set up a table to solicit for volunteers for Town Committees. Town Manager Dennis said he met with Assistant Sheriff Trisha Sanchez, Area Commander Greg Rothaus (San Carlos Police Chief), and Mark Kuykendall to discuss the emergency preparedness activities that occur in Portola Valley, and they were all impressed with the Town's efforts. Mr. Rothaus even requested that Town Manager Dennis go with some people from EPC to talk to other towns about how to develop effective emergency preparedness plans. Town Manager Dennis said staff is preparing an exhibition of quotes from the General Plan to be displayed at the Town Center. He said a new intern, Adrienne Smith, will be helping with sustainability and planning projects four days a week.

#### **WRITTEN COMMUNICATIONS** [8:07 p.m.]

(9) Town Council Digest – May 13, 2016

(10) Town Council Digest – May 20, 2016

#### **ADJOURNMENT** [8:10 p.m.]



Mayor Derwin adjourned the meeting.

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Mayor

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Town Clerk

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 931, JUNE 8, 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 Jeff Aalfs, John Richards, Ann Wengert; Vice Mayor Craig Hughes, Mayor Mary Ann Moise Derwin.

Absent: None

Others: Jeremy Dennis, Town Manager  
Leigh Prince, Town Attorney  
Debbie Pedro, Planning Director  
Howard Young, Public Works Director  
Susan Cope, Administrative Services Manager  
Brandi de Garmeaux, Sustainability and Special Projects Manager  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS** – None

**CONSENT AGENDA** [time]

(1) Approval of Warrant List: June 8, 2016, in the amount of \$325,217.94.

Councilmember Richards moved to approve Item 1. Seconded by Councilmember Aalfs, the motion carried 5-0, by a roll call vote.

**REGULAR AGENDA** [7:01 p.m.]

**STAFF REPORTS AND RECOMMENDATIONS**

(2) Recommendation by Sustainability and Special Projects Manager – Presentation and Consideration of Adoption of Resolutions Authorizing Participation in the California HERO Program and the California Statewide Communities Development Authority's (CSCDA) Open PACE Program; and the Approval of the Association of Bay Area Governments (ABAG) Regional Collaborative Services Agreement (RCSA) with Residential Property Assessed Clean Energy (PACE) Providers

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Consenting to the Inclusion of Properties within the Town in the California HERO Program and Approving the Amendment to a Certain Joint Powers Agreement Related Thereto (Resolution No. 2694-2016)

(b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Consenting to the Inclusion of Properties in the CSCDA Open PACE Programs and Other Matters Related Thereto (Resolution No. 2695-2016)

(c) Authorize the Town Manager to approve and sign the acknowledgement addendums of the Association of Bay Area Governments (ABAG) Regional Collaborative Services Agreement (RCSA) with Residential PACE Providers (RPPs) for the purpose of ensuring consistent application of consumer protection and data provision policies, and supporting existing ratepayer funded energy efficiency programs and related matters.

Sustainability and Special Projects Manager Brandi de Garmeaux presented the staff report for the Council's consideration of two Property-Assessed Clean Energy (PACE) programs – the California HERO Program and the California Statewide Communities Development Authorities (CSCDA) Open PACE Program. She also presented the Regional Collaborative Services Agreement (RCSA) developed by ABAG that provides some additive benefits with PACE providers.

Ms. Oriana Estevez introduced herself as the Community Development Manager of the California HERO Program. She said Leah Rowell is the representative who has been working with Portola Valley's Sustainability and Special Projects Manager and the Town Attorney throughout the process. Ms. Estevez presented a PowerPoint presentation describing PACE, a method of financing costs of energy efficiency, water conservation, and renewable energy improvements to properties, which is repaid via a special voluntary property tax assessment.

Mayor Derwin called for questions from the Council.

Councilmember Wengert asked if HERO was a private company. Ms. Estevez said the parent company is Renovate America and the HERO program is their product. She said the JPA is Western Riverside Council of Governments (WRCOG). She said HERO is a private/public partnership, privately funded.

Councilmember Wengert asked where the subordination would appear on a title report as a lien against property. Ms. Estevez said it is not an automatic subordinated assessment and the subordination process is not done until an applicant is in the process of refinancing or selling. She said it's a simple request application that the sellers would sign and then be processed by HERO. She said HERO would then be forfeiting their rights to the first lien placed. Ms. Estevez said HERO would subordinate to most everything but could not say with certainty that they would be last to all assessments that could show up for each individual property owner.

Councilmember Wengert asked regarding existing leased solar programs, which are liens against properties. That precede this program. Bob Johnson of PACE said the solar leases are third-party ownership types of structures for the tax standpoint. He said they are dependent on FICO scores and personal credit obligations, and are not liens against the property. He said the PACE structure is embedded at the property level and not the individual creditor.

Councilmember Wengert asked regarding the judicial validation. Ms. Estevez said the HERO program files a quarterly judicial validation process where they report all the cities that have adopted the resolution and file it through the court to ensure that the program is legitimate and nothing will change. She said it is part of the background process that their JPA (WRCOG) performs to ensure, through the core process, the validity of the program. She said CSCDA is completely different. She said there is a waiting period and then a launch.

Councilmember Wengert asked the Town Attorney regarding the Town's liability exposure as an associate member in this JPA. Town Attorney Leigh Prince said as an associate member there are no voting rights and the Town isn't responsible for any financing. She said it is only a mechanism to make it available for members of the community. Ms. Prince said she was concerned about the neutral indemnity position, which she discussed with Leah Rowell of HERO, who has been very responsive. She said HERO has a separate indemnity and insurance agreement that they are willing to enter into that specifically covers the Town entirely. Councilmember Wengert said she was trying to understand the impact of a public/private partnership such as this. She said she was unclear if these were similar competing proposals or side-by-side proposals, and the differences between them.

Ms. Estevez said multiple programs are proposed to communities to provide options and competition, which drives the interest rates down. She said they all know each other and work together frequently. She said HERO has developed a PACE Consumer Protection Policy document with CSCDA, but they are two different entities.

Councilmember Richards asked if there have been requests for this type of funding mechanism in Town. Ms. de Garneau said there have not, but they have heard concerns from homeowners who are hesitant to do water and energy upgrades because they don't know how long they'll live in their homes. She said this can potentially alleviate that concern.

Councilmember Richards said consumer protection is important and a big concern, because this is a prime example of something that could be taken advantage of by swindlers, particularly for elderly folks in Town who may be more susceptible. Ms. Estevez said the HERO program has additional consumer protection built into their "Elder Protections," which applies to anyone 64 and older, such as multiple phone calls by representatives making sure the applicants fully understand, offering to talk to family members, etc.

Councilmember Wengert asked how interest rates are initially set and how they are reset. Ms. Estevez said it's a fixed interest rate for 5, 10, 15, or 20 years based on the financing term chosen. She said today, the 5-year term is approximately 6.75 percent and the 20-year term is 8.35 percent. She said the payment that is added to the property taxes will be the same throughout the term of financing and does not fluctuate.

Councilmember Aalfs asked if the interest rate was calculated based on an index. Ms. Estevez said there is an administrative fee and a one-time \$95 recording fee built in. She said the interest rate is not based on an index. She said the interest rates she quoted are for HERO and it is different for different programs and providers, which drives the competition to have lower rates.

Vice Mayor Hughes asked if the financing was deductible since it was floating through property taxes. Ms. Estevez said they advise clients to talk to tax consultants, but said the interest is typically tax deductible. She said the calculator used by the contractors provides more detailed information based on an individual homeowner's tax bracket on a case-by-case scenario.

Councilmember Wengert asked why a homeowner would not just use a home equity line of credit, a second mortgage, or increase their first mortgage at the time they purchase the property. Ms. Estevez said the main reason is the qualifications for PACE are not based on credit score and the financing does not affect a person's debt-to-income ratio. She said many customers feel more comfortable because of the contractor consumer protections in place. She said she always advises potential customers to do their due diligence because PACE may not be appropriate for everyone.

Vice Mayor Hughes asked what the burden would be on the Town staff to get through the launch and beyond. Ms. Estevez said there is zero staff time because the community development managers are there to support the Town. She said a lot of communities have Climate Action Plans and other goals they are trying to meet, and that's when communities become more involved. She said they will have an informational kick-off meeting prior to the launch and there will be a HERO portal available to check statistics without ever having to call HERO. She said some cities call her once a week and some have launched and she's never heard from them again. She said it is meant to be a turnkey program.

Mayor Derwin asked how many cities in San Mateo County have these programs. Ms. Estevez said there are 14 cities and the unincorporated area; 13 have launched and Colma is the only one that will be part of the judicial validation process.

Mayor Derwin asked how a resident goes about using this service. Ms. Estevez said residents can access their website or call a HERO hotline available seven days a week with extended hours. She said 80 percent of customers are introduced to PACE by a contractor.

Councilmember Wengert asked staff how they decided upon these two providers – PACE and CSCDA – since there are a number of alternatives available in the market. Ms. de Garneau said she will be bringing more providers to the Council. She said, Fig Tree, for example, focuses on nonprofits and small businesses. She said this is the Town's first sweep. They were approached by HERO and, as part of

staff's process, they found CSCDA's program. She said the idea is to open up the competitive market with more providers, starting with these two.

Councilmember Wengert asked if staff considered the risk profile. She said as a resident, and not as a Councilperson, she would want to understand that her Town had vetted the companies they are introducing and understand their financial capabilities, wherewithal, advantages, disadvantages, etc., as opposed to opening it up to all that are coming in a relatively new arena. Ms. de Garneau said CSCDA and HERO have consumer protections in place and are recommending signing onto ABAG's regional services agreement for additional protection. She said the companies she would bring forward to Council would be under ABAG's agreement. Town Manager Dennis said these programs have been around for a while and Portola Valley is not the first to join. He said staff feels comfortable knowing that their neighbors and literally hundreds of communities in California have already joined. He said through staff's own vetting process, they haven't seen anything of concern.

With no further comments or questions, Ms. de Garneau introduced Bob Giles, CEO and Founder of PACE Funding Group. He said they are a full-service PACE Program manager, a private company with private financing, providing another consumer financing option for these various types of energy-efficient or renewable energy-related projects, as well as water conservation. He said they are slightly different in that they work through CSCDA, which has been around for decades offering varieties of financing programs to their 515 city and county members. He said CSCDA works through WRCOG. He said their process is shorter in that they did a statewide judicial validation requiring only the passage of an opt-in resolution with no delay in coming to market. He said there are only four programs that offer residential PACE and the underwriting criteria and eligibility product lists are remarkably similar. He said they all vet their contractors as an important part of their obligation to the municipal agencies. He said they have an automated quoting tool for the contractors who are able to quickly fill out an application and get an underwriting decision back. He said they also provide financing documents that can be signed online.

Mr. Giles offered to skip his PowerPoint presentation, which he said provided information very similar to HERO's presentation, and instead show a video clip on how the programs are vetted. He said the video clip is for Open PACE. He said they've all been vetted by CSCDA.

The Council agreed to skip the PowerPoint presentation or go directly to questions.

Councilmember Richards asked what happens if someone signs up for a 20-year program and changes their mind 10 years down the road. Mr. Giles said the assessments can be prepaid at any time with no prepayment penalty.

Councilmember Wengert asked what pace of adoption they would expect in Portola Valley since most of their residents would not need to finance their improvements. Ms. de Garneau said 16 percent of the households in Portola Valley have solar already. She said they've had a difficult time recruiting participation in energy efficiency upgrades other than solar because they were more expensive and less flashy. She said they are hoping that a program like this would make those options more attractive. She said she could not estimate how many residents would participate. She pointed out the selection of upgrades covered is vast and covers more than energy efficiency. Mayor Derwin said five or six years ago when they were considering this, it was difficult garnering interest because it was infrastructure and not visible. She said this option to more easily finance the work and the tie with the property may be a way to encourage people to install the upgrades.

Mr. Giles said PACE users are mostly middle income families and it has really taken hold in the Valley, Riverside, San Bernardino, etc. He said he is sure there are people in Portola Valley who would appreciate having this option available. Ms. de Garneau said there have been 65,000 projects throughout California and 70 homes improved with 164 improvements in San Mateo County. She said the 13 cities in San Mateo County have been live for about a year.

Mr. Giles said the companies have also been vetted by ABAG.

Ms. de Garmeaux said in addition to the two PACE programs, ABAG has developed a Regional Cooperative Services Agreement which helps ensure the PACE best management practices apply to residential PACE providers active within the Town. She said the Regional Collaborative Services Agreement (RCSA) is additive to other resolutions and/or agreements with other PACE providers and provides assurances that all PACE programs implemented here will adhere to the high program standards, provide relevant data for local program performance checking, and minimizing risk for community members. She said the Town Council would authorize the Town Manager to sign a participating entity and acknowledgement form with any PACE provider operating in Portola Valley that has already signed the Regional Collaborative Services Agreement with ABAG. She said staff plans to continue to develop the competitive marketplace afforded by allowing the HERO program and the CSCDA Open PACE programs to operate in Portola Valley and will likely bring forward additional PACE programs for the Council to review as they become available. She said they plan to bring those programs forward that have signed the RCSA with ABAG.

Ms. de Garmeaux concluded her presentation.

Mayor Derwin asked what happened if ABAG dissolves. Ms. de Garmeaux said if ABAG merge with MTC, then the Town has assurances that the agreements will move forward with whatever the organization looks like in the future.

Councilmember Wengert said she has concerns about how well the complexities will be understood by the average homebuyer. Ms. Estevez said the initial step will be training the contractors so that they are all registered and trained, with access to the contractor portal, which walks the contractor and the homeowner through the process. She said all the documents have been simplified to be straightforward and easier to understand. She said, for example, the one-page financing summary explains the product being installed, the financing term, and the exact amount that will be added to the yearly property tax bill.

Councilmember Wengert asked if the consumer would also be provided with the outstanding balance of the loan. Ms. Estevez said the consumer could call the hotline to get that information. Mr. Giles said the financing statement that is generated spells out all of the loan details, principal, interest, and balance.

Councilmember Wengert expressed concern that the older residents may not be comfortable with the portals. Ms. Estevez said the Elder Protections provide multiple verification calls every step of the way and the dispute resolution team provides 100 percent resolution, although he noted that is rarely needed. She said they are in the process of launching a 100 percent call verification process so that every project will get a phone call for verification. Mr. Giles said homeowners over 64 years of age must be asked a list of questions to confirm that they understand the process.

Vice Mayor Hughes asked if the consumers were provided with a balance statement or is it just a line on the property tax statement. Ms. Estevez said the consumer could call the HERO hotline anytime to get that information. She said the long version of the contract details out each year's balance, but they do not mail out a regular balance statement.

Mayor Derwin brought the topic back to the Council for comments, questions, and discussion.

Councilmember Wengert asked the Town Attorney if she saw any issues related to the Town's role. Town Attorney Leigh Prince said she was surprised to see a mutual indemnity provision, given that the action taken tonight was just to open the door for homeowners to have the opportunity to take advantage of these programs. She said she would recommend adding the indemnity agreement to Resolution 1, which she has reviewed and is comfortable with.

Councilmember Aalfs said he is a fan of these types of programs and has been following it for a while. He said the program has been very successful here in California. He said Connecticut has a very robust program and other states are also adopting it. He said it works more in middle-income and lower-income communities, has also worked for commercial, and has helped get a lot of projects approved and

completed. He said he does not know how much it will be implemented in Portola Valley. He said Peninsula Clean Energy (PCE) is looking for tools like this and he is interested in pushing PACE as far as possible for PCE because they would like to continue lowering electricity use and carbon footprints.

Councilmember Richards said he had some misgivings upfront and his expectation is that there will not be a lot of people in Portola Valley taking advantage of the program. He said the hope that additional or larger sustainable projects may be done as a result of this is why he would support it. He said he is particularly leery about disreputable contractors, so he is supportive of the robust response to the consumer protection issues, particularly with the elderly.

Vice Mayor Hughes is supportive of the recommendation. He said it is really just offering residents another option to improve the energy efficiency of their homes, reduce water usage, etc. He said he is supportive of the consumer protections in place and the flexibility of the different options and multiple providers to shop.

Mayor Derwin said she has also been following this for a long time and is supportive of the recommendation.

Councilmember Wengert said the best part of the recommendation is providing an opportunity that hasn't been fully made available before. She said she is supportive of the consumer safeguards. She said she has concerns about any product that is based on the value of an asset and has a material impact on it. She said her concern is ensuring that the homeowner clearly understands the impact on their asset should they use the program. She said she is supportive of the recommendation.

Councilmember Aalfs said he has discussed the programs with other cities and they are supportive and say it has been well received by their residents and the elected officials.

Councilmember Aalfs moved to approve Item 2(a), the Adoption of a Resolution of the Town Council of the Town of Portola Valley Consenting to the Inclusion of Properties within the Town in the California HERO Program and Approving the Amendment to a Certain Joint Powers Agreement Related Thereto subject to the extended indemnity agreement. Seconded by Vice Mayor Hughes; the motion carried 5-0.

Councilmember Aalfs moved to approve Item 2(b), the Adoption of a Resolution of the Town Council of the Town of Portola Valley Consenting to the Inclusion of Properties in the CSCDA Open PACE Programs and Other Matters Related Thereto. Seconded by Vice Mayor Hughes; the motion carried 5-0.

Councilmember Aalfs moved to approve Item 2(c), to Authorize the Town Manager to approve and sign the acknowledgement addendums of the Association of Bay Area Governments (ABAG) Regional Collaborative Services Agreement (RCSA) with Residential PACE Providers (RPPs) for the purpose of ensuring consistent application of consumer protection and data provision policies, and supporting existing ratepayer funded energy efficiency programs and related matters. Seconded by Vice Mayor Hughes; the motion carried 5-0.

(3) Presentation by Town Manager – Review Proposed 2016/2017 Fiscal Year Budget and Set Public Hearing

Town Manager Jeremy Dennis presented the Town of Portola Valley Proposed Budget Fiscal Year 2016-2017. He said the Senior Staff was present and available for any questions or comments. He acknowledged this year's impressive accomplishments under the impressive interim leadership of Debbie Pedro, and said it was a testament to the hard work of a staff that was under-filled. He presented a slide show highlighting and explaining any significant changes in the budget.

Councilmember Aalfs asked if the property tax forecast was based on forecasted sales prices and tax bases on new owners. Town Manager Dennis said it was based on that among many other things, including large macro trends seen in the economy.

Administrative Services Manager Susan Cope explained Measure M and Prop 42 Funds.

Councilmember Wengert said that the increase on the Town Planning Charges seems to indicate that adding the individual to the staff was because there was a significantly increased demand or that the Town wasn't meeting the basic needs for this current year. Planning Director Pedro said the numbers speak to the allocation of the funds. In the last fiscal year, the Town has used a part time contract planner and those planning charges are pass-through billings. Next year, with the in house planner, the planning charges would go to a different fund account. Town Manager Jeremy Dennis said it was an accounting number, switching from different sources.

Councilmember Wengert said if the allocations haven't changed in terms of the Town's percentage of the pooled funds, what would drive 26 and 39 percent decreases? Ms. Cope said she has been calling the Assessor and Controller, but has been unable to get a clear explanation. She said it has been decreased for everyone. Town Manager Dennis said they have been wholly unsatisfied with the lack of any explanations they've received but will continue trying. Mayor Derwin suggested Town Manager Dennis have a conversation with Warren Slocum, President of the Board of Supervisors.

Mayor Derwin asked regarding the recreation software. Ms. Cope said this software will handle all the classes, events, and fields, as well as accept electronic payments. She said the goal is to automate the entire function, which is currently very manual and paper oriented. She said they have looked at four companies and are doing their due diligence.

Upon completion of Town Manager Dennis's presentation, Mayor Derwin invited questions and comments from the Town Council.

Councilmember Richards asked if joining Peninsula Clean Energy affected the PG&E franchise fee. Town Manager Dennis said it has been discussed and it is not believed it will have any effect at all, but it will be monitored.

Councilmember Wengert asked if some portion of the Ford Field capital improvements was Little League contributed and if that money was being held in Fund 5. Public Works Director Howard Young said some leftover money was being held for Little League for future improvements.

Town Manager Dennis said the budget will show multiple revenue sources related to multiple expenditure sources on multiple pages and it will be challenging being able to trace it out and is a source of frustration. He said one of their commitments in the coming year, working through a subcommittee of the Finance Committee, is to create a document that does not require cross-referencing to multiple pages of the report.

Councilmember Wengert noted the proposed budgets for the Committee and Commissions had declined. Town Manager Dennis said this coming fiscal year is an opportunity for him and the staff to view the budget and expenditures through a different set of eyes. He said for the most part all committee budget requests were honored.

Councilmember Richards asked for some clarification regarding the different accounts listed in the Annual Street Resurfacing line items in the Capital Improvements Programs section. Public Works Director Howard Young said the resurfacing programs come from four different accounts – Measure M, Measure A, General Fund, etc. Councilmember Richards asked why there was such a large difference between adopted, projected, and proposed figures in Account 05-68-4538. Public Works Director Young said the amounts are based on the funds received, which changes every year. He said staff determines a need, determines how much money will be available from the funds, and makes up the difference with General Fund dollars. Town Manager Dennis said this goes back to the PCI=80 commitment which has been in place for some time. He said staff would welcome a discussion with the Council regarding if they should continue to make that commitment.



Councilmember Wengert said the budgets should be easier to read, with more of a balance sheet and income statement approach, making them easier to follow. Town Manager Dennis said that is the intent and the challenge will be reconstructing past budgets so there is some sort of relationship with a newly formatted budget.

Town Manager Dennis said they anticipate that the projected figures may change a little bit here and there as they get closer to June 30, and he will make the Council aware of any significant changes.

Councilmember Wengert suggested the dollar increases or decreases as described in the budget cover memo should also be represented as percentages. Town Manager Dennis agreed.

Councilmember Wengert said that the concentrated shift of county sales and use tax to county pools and distribution centers is less of an issue for Portola Valley. Town Manager Dennis said there are certain commodities that people are purchasing more online and will change the way people look at the corner store.

Councilmember Wengert said she would favor leaving the expanded commentary regarding the state of the Town (yearly accomplishments, Council priorities, etc.) separate from the budget.

Town Manager Dennis said any opportunity the Town can make to link its accomplishments and the year's goals to the budget is important. He would suggest they look at ways to maintain that linkage because there should be a relationship between what the Town plans to accomplish in the coming year and the numbers to fund that. Councilmember Wengert agreed the linkage is important, but said the report went from the budget numbers, then to accomplishments and staffing, then back to the budget numbers. Town Manager Dennis said there were other models they can explore.

Mayor Derwin acknowledged Town Manager Dennis and Administrative Services Manager Cope for their extraordinary work.

(4) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS [9:05 p.m.]

Councilmember Aalfs – Attended a PCE Board Meeting. He said the Town's adoption of the 100 percent renewable energy has been well received. In response to Mayor Derwin's question, Councilmember Aalfs said no other cities have come in at 100 percent. He said the Board continues to finalize their finance and power energy purchasing contracts. He said rate setting will occur on June 23.

Councilmember Wengert – Attended the Santa Cruz Kickoff Select Committee Meeting attended by 650 people. She said there will be another meeting next Wednesday, which she cannot attend, and encouraged Councilmembers who are interested to attend. She attended an Airport Roundtable Meeting which has seen improved changes in departure flights and continues to work on the more difficult and complicated subject of South Bay arrivals. She said the Select Committee and the Roundtable are moving in parallel paths with both groups responding to the FAA on a timely basis. She attended the Finance Committee Meeting with Vice Mayor Hughes, where they discussed a potential subcommittee to help redesign next year's financial reports. They also discussed the UUT. Councilmember Wengert, Town Manager Dennis, and residents Tina Nguyen and Vic Schacter met to discuss the ongoing FAA noise issues and responses to the FAA's report.

Councilmember Richards – None to report.

Vice Mayor Hughes – Attended the Finance Committee Meeting with Councilmember Wengert and Town Manager Dennis. He attended the Bicycle, Pedestrian & Traffic Safety Committee Meeting. He said he talked to Public Works Director Young, who would be sending an email to the contractor regarding repairing the temporary patching done by Cal Water that is starting to deteriorate in spots. He said they discussed possible permanent signage for the Windy Hill parking lot, tree trimming at the Los Trancos and Alpine Road intersection, and traffic alleviation at the intersection at Alpine and Arastradero Roads.

He attended a CERPP Operations Committee Meeting that is working to standardize procedures and create a resource guide for CERPP division leaders.

Mayor Derwin – Attended a Jobs/Housing Gap Task Force Meeting where they discussed community outreach and engagement strategies and saw a presentation on the logo. She said they broke into groups and discussed target audiences, included activities, promotion, etc. She said they are doing an accessory dwelling study that analyzes cities in unincorporated San Mateo County to find zoning gaps that prohibited certain types of accessory dwelling units. Town Manager Dennis reviewed the report and found it to be not very relevant to Portola Valley. She attended the May Council of Cities dinner meeting in Half Moon Bay and heard from speaker Jon Haveman from Marin Economic Consulting who spoke about inequality, poverty, and the middle class in the Bay Area. She attended a meeting in Sacramento with C/CAG to lobby for transportation funds but it did not look promising. She said they also lobbied for the storm water issue which is expected to be a \$37 million deficit in San Mateo County.

(5) Town Manager Report – Town Manager Dennis reported that the June 4th Town Picnic was a great success. He said the Parks and Recreation Chair thanked the Town staff for their assistance this year. He said the ASCC and Town Center Master Plan tables did not have as much traffic as they had hoped, but were able to engage with some residents on their issues of note. He shared the flyer that was passed out regarding the Town Center Master Plan online engagement tool. He has scheduled a meeting with the Girl Scouts regarding a proposed lemonade stand at Town Center. He said the entire staff has attended CPR training. Planning Director Pedro attended one of the public meetings regarding Stanford's General Use Permit and will report back to Council at its June 22nd meeting. Town Manager Dennis said that upon the conclusion of staff's outreach to committees they have identified 15 to 20 residents to contact who may be able to volunteer for EOC coverage, including three Commissioners. He said Arly Cassidy has accepted the Town's offer and will fill the new Planner position. He said Ms. Cassidy was previously the Assistant Planner in the City of Emeryville. Town Manager Dennis said he will attend the FAA meeting being held in Redwood City on June 15. He met with a HIP Housing representative to discuss their home shares program and discussed how the Town might be more proactive in connecting them with people in Town.

**WRITTEN COMMUNICATIONS** [9:33 p.m.]

(6) Town Council Digest – May 27, 2016

(7) Town Council Digest – June 3, 2016

**ADJOURNMENT** [9:35 p.m.]

Mayor Derwin adjourned the meeting.

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Mayor

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Town Clerk

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

06/22/2016

Date: 06/17/2016

Time: 10:05 am

Page: 1

TOWN OF PORTOLA VALLEY

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

ALLIANT INSURANCE SERVICES	2016 Horse Fair, Ins Premium	17609	06/22/2016	
			06/22/2016	
SPECIAL EVENTS	475		06/22/2016	0.00
NEWPORT BEACH	BOA	50717	06/22/2016	0.00
CA 92658	461031			306.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4167	Trails & Paths Committee	306.00	0.00

Check No.	50717	Total:	306.00
Total for	ALLIANT INSURANCE SERVICES		306.00

AT&T (2)	June Microwave	17588	06/22/2016	
			06/22/2016	
P.O. BOX 5025	877		06/22/2016	0.00
CAROL STREAM	BOA	50719	06/22/2016	0.00
IL 60197-5025				67.60

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	67.60	0.00

Check No.	50719	Total:	67.60
Total for	AT&T (2)		67.60

AT&T	05/06/16 - 06/05/16 Statement	17629	06/22/2016	
			06/22/2016	
P.O. BOX 9011	441		06/22/2016	0.00
CAROL STREAM	BOA	50718	06/22/2016	0.00
IL 60197-9011				279.20

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	279.20	0.00

Check No.	50718	Total:	279.20
Total for	AT&T		279.20

BANK OF AMERICA	May Bank Statement	17635	06/22/2016	
Bank Card Center			06/22/2016	
P.O. BOX 53155	0022		06/22/2016	0.00
PHOENIX	BOA	50720	06/22/2016	0.00
AZ 85072-3155				4,137.79

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	500.00	0.00
05-52-4165	Sustainability Committee	91.04	0.00
05-64-4308	Office Supplies	195.32	0.00
05-64-4311	Internet Service & Web Hosting	259.99	0.00
05-64-4326	Education & Training	2,124.47	0.00
05-64-4335	Sustainability	433.86	0.00
05-64-4336	Miscellaneous	437.90	0.00
05-64-4337	Bank Fees	95.21	0.00

Check No.	50720	Total:	4,137.79
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**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

06/22/2016

Date: 06/17/2016

Time: 10:05 am

Page: 2

TOWN OF PORTOLA VALLEY

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

Total for	BANK OF AMERICA	4,137.79
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JANE BOURNE	Reimbursement, Broom Pull	17589	06/22/2016	
			06/22/2016	
501 PORTOLA ROAD #8011	1412		06/22/2016	0.00
PORTOLA VALLEY	BOA	50721	06/22/2016	0.00
CA 94028				18.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	18.00	0.00

Check No.	50721	Total:	18.00
Total for	JANE BOURNE		18.00

BW CONSTRUCTION	Woods H'Lands, Debris Box	17590	06/22/2016	
	Clean-up May 2016		06/22/2016	
110 RUSSELL AVE	930		06/22/2016	0.00
PORTOLA VALLEY	BOA	50722	06/22/2016	0.00
CA 94028	1879			1,010.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	1,010.00	0.00

Check No.	50722	Total:	1,010.00
Total for	BW CONSTRUCTION		1,010.00

CALPERS	June Unfunded Liability	17637	06/22/2016	
FISCAL SERVICES DIVISION			06/22/2016	
ATTN: RETIREMENT PROG ACCTG	0107		06/22/2016	0.00
SACRAMENTO	BOA	50723	06/22/2016	0.00
CA 94229-2703				446.59

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	446.59	0.00

Check No.	50723	Total:	446.59
Total for	CALPERS		446.59

CHRIST EPISCOPAL CHURCH	Deposit Refund, 6/2/16 Event	17608	06/22/2016	
			06/22/2016	
815 PORTOLA ROAD	0395		06/22/2016	0.00
PORTOLA ROAD	BOA	50724	06/22/2016	0.00
CA 94028				100.00

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

Check No.	50724	Total:	100.00
Total for	CHRIST EPISCOPAL CHURCH		100.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CITY OF REDWOOD CITY (IT)	May IT Support	17610	06/22/2016	
			06/22/2016	
P.O. BOX 3629	586		06/22/2016	0.00
REDWOOD CITY	BOA	50725	06/22/2016	0.00
CA 94064	BR40317			2,111.08

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

Check No.	50725	Total:	2,111.08
Total for	CITY OF REDWOOD CITY (IT)		2,111.08

CLEANSTREET	May Litter/Street Clean	17591	06/22/2016	
			06/22/2016	
1937 W. 169TH STREET	0034		06/22/2016	0.00
GARDENA	BOA	50726	06/22/2016	0.00
CA 90247-5254	82526			1,603.62

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	74.00	0.00
20-60-4266	Litter Clean Up Program	659.52	0.00
22-60-4266	Litter Clean Up Program	870.10	0.00

Check No.	50726	Total:	1,603.62
Total for	CLEANSTREET		1,603.62

ECONO TREE SERVICE	ROW Emergency Tree Removal	17621	06/22/2016	
			06/22/2016	
1914 SPRING STREET	1252		06/22/2016	0.00
REDWOOD CITY	BOA	50727	06/22/2016	0.00
CA 94063	339040, 339065			4,409.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	4,409.00	0.00

Check No.	50727	Total:	4,409.00
Total for	ECONO TREE SERVICE		4,409.00

G. BORTOLOTTI COMPANY	CIP 2015/16 Street Resurf Proj	17634	06/22/2016	
	Surf Seals #2015-PW05, Pmt #2		06/22/2016	
580 BRAGATO ROAD	0025		06/22/2016	0.00
SAN CARLOS	BOA	50728	06/22/2016	0.00
CA 94070	4408			60,041.95

GL Number	Description	Invoice Amount	Amount Relieved
60-68-4540	CIP15/16 Street Resurface	60,041.95	0.00

Check No.	50728	Total:	60,041.95
Total for	G. BORTOLOTTI COMPANY		60,041.95

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

JEANNIE GOLDMAN	Instructor Fees, Spring 2016	17625	06/22/2016	
			06/22/2016	
741 MANZANITA ROAD	706		06/22/2016	0.00
WOODSIDE	BOA	50729	06/22/2016	0.00
CA 94062				16,055.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	16,055.00	0.00

Check No.	50729	Total:	16,055.00
Total for	JEANNIE GOLDMAN		16,055.00

PAT GRADY	Deposit Refund, 205 Cervantes	17607	06/22/2016	
			06/22/2016	
2800 SAND HILL ROAD, SUITE 101	0579		06/22/2016	0.00
MENLO PARK	BOA	50730	06/22/2016	0.00
CA 94025				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,000.00	0.00

Check No.	50730	Total:	1,000.00
Total for	PAT GRADY		1,000.00

GUTTER AND ROOFING SOLUTIONS	Refund Deposit, 300 Cervantes	17592	06/22/2016	
			06/22/2016	
3555 HAVEN AVE.	453		06/22/2016	0.00
MENLO PARK	BOA	50731	06/22/2016	0.00
CA 94025				1,000.00

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

Check No.	50731	Total:	1,000.00
Total for	GUTTER AND ROOFING SOLUTIO		1,000.00

HORIZON	Sprinkler Heads	17618	06/22/2016	
		00006389	06/22/2016	
P.O. BOX 52758	0289		06/22/2016	0.00
PHOENIX	BOA	50732	06/22/2016	0.00
AZ 85072-2758	1N262567			596.45

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	596.45	596.45

HORIZON	Sprinkler Riser, Fields	17630	06/22/2016	
			06/22/2016	
P.O. BOX 52758	0289		06/22/2016	0.00
PHOENIX	BOA	50732	06/22/2016	0.00
AZ 85072-2758	1N262347			130.80

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	130.80	0.00

Check No.	50732	Total:	727.25
Total for	HORIZON		727.25

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

INTERSTATE TRAFFIC CNTRL	Decals/Stickers	17614	06/22/2016	
			06/22/2016	
1700 INDUSTRIAL ROAD, STE B	564		06/22/2016	0.00
SAN CARLOS	BOA	50733	06/22/2016	0.00
CA 94070	211487			176.13

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	176.13	0.00

Check No.	50733	Total:	176.13
Total for	INTERSTATE TRAFFIC CNTRL		176.13

J.W. ENTERPRISES	Portable Lavs, 6/9/16-7/6/16	17631	06/22/2016	
			06/22/2016	
1689 MORSE AVE	829		06/22/2016	0.00
VENTURA	BOA	50734	06/22/2016	0.00
CA 93003	192747			242.44

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

Check No.	50734	Total:	242.44
Total for	J.W. ENTERPRISES		242.44

JENSEN LANDSCAPE SERVICES INC	On-Call Routine Maint, Feb/Mar /April 2016	17622	06/22/2016	
			06/22/2016	
1983 CONCOURSE DRIVE	849		06/22/2016	0.00
SAN JOSE	BOA	50735	06/22/2016	0.00
CA 95131	159170,159171,159169			6,078.75

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	4,863.00	0.00
05-66-4342	Landscape Supplies & Services	1,215.75	0.00

Check No.	50735	Total:	6,078.75
Total for	JENSEN LANDSCAPE SERVICES I		6,078.75

JORGENSON SIEGEL MCCLURE & FLEGEL	May Statement	17624	06/22/2016	
			06/22/2016	
1100 ALMA STREET	0089		06/22/2016	0.00
MENLO PARK	BOA	50736	06/22/2016	0.00
CA 94025				10,527.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	7,380.00	0.00
96-54-4186	Attorney - Charges to Appls	3,147.50	0.00

Check No.	50736	Total:	10,527.50
Total for	JORGENSON SIEGEL MCCLURE &		10,527.50

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

STEPHEN KIRBY	PV Summer Concert Series	17619	06/22/2016	
dba SOUNDS LIKE MUSIC LLC		00006391	06/22/2016	
4811 TONINO DRIVE	0541		06/22/2016	0.00
SAN JOSE	BOA	50737	06/22/2016	0.00
CA 95136	102			900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	900.00	900.00

Check No.	50737	Total:	900.00
Total for	STEPHEN KIRBY		900.00

KUTZMANN & ASSOCIATES	May Plan Check	17593	06/22/2016	
			06/22/2016	
39355 CALIFORNIA STREET	0090		06/22/2016	0.00
FREMONT	BOA	50738	06/22/2016	0.00
CA 94538				1,325.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	1,325.00	0.00

Check No.	50738	Total:	1,325.00
Total for	KUTZMANN & ASSOCIATES		1,325.00

SIMONE LAVALLE	Reimbursement, Extension Cord	17594	06/22/2016	
	Town Picnic 2016		06/22/2016	
103 GAMBETTA LANE	0410		06/22/2016	0.00
PORTOLA VALLEY	BOA	50739	06/22/2016	0.00
CA 94028				53.40

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	53.40	0.00

Check No.	50739	Total:	53.40
Total for	SIMONE LAVALLE		53.40

LOS GATOS ROOFING	Deposit Refund, 165 Canyon	17596	06/22/2016	
			06/22/2016	
888 FAULSTICH CT.	862		06/22/2016	0.00
SAN JOSE	BOA	50740	06/22/2016	0.00
CA 95112				1,000.00

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

Check No.	50740	Total:	1,000.00
Total for	LOS GATOS ROOFING		1,000.00

TOM MALLOY	Deposit Refund, 10 Mapache	17595	06/22/2016	
			06/22/2016	
10 MAPACHE	0575		06/22/2016	0.00
PORTOLA VALLEY	BOA	50741	06/22/2016	0.00
CA 94028				889.00

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

96-54-4207	Deposit Refunds, Other Charges	889.00	0.00	
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Check No.	50741	Total:	889.00
Total for	TOM MALLOY		889.00

NCE	May CIP Street Resurf Proj.	17616	06/22/2016	
Nichols Consulting Engineers	2015-2016, Pavement Des Svcs		06/22/2016	
1885 S. ARLINGTON AVE	0183		06/22/2016	0.00
RENO	BOA	50742	06/22/2016	0.00
NV 89509	424185504			2,100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	2,100.00	0.00

Check No.	50742	Total:	2,100.00
Total for	NCE		2,100.00

NOLTE ASSOCIATES, INC. NV5	Applicant Charges, 3/27/16 -	17615	06/22/2016	
	4/30/16		06/14/2016	
P.O. BOX 93243	0104		06/22/2016	0.00
LAS VEGAS	BOA	50743	06/22/2016	0.00
NV 89193-3243	46154			3,204.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	3,204.00	0.00

Check No.	50743	Total:	3,204.00
Total for	NOLTE ASSOCIATES, INC. NV5		3,204.00

PCH	Refund Deposit/Fees, 5070	17597	06/22/2016	
			06/22/2016	
1401 OLD COUNTY ROAD	0576		06/22/2016	0.00
SAN CARLOS	BOA	50744	06/22/2016	0.00
CA 94070				2,690.00

GL Number	Description	Invoice Amount	Amount Relieved
05-20-3132	Architectural Review Fees	690.00	0.00
96-54-4207	Deposit Refunds, Other Charges	2,000.00	0.00

Check No.	50744	Total:	2,690.00
Total for	PCH		2,690.00

PEELLE TECHNOLOGIES, INC	Digital Scan	17611	06/22/2016	
			06/22/2016	
197 EAST HAMILTON AVE	961		06/22/2016	0.00
CAMPBELL	BOA	50745	06/22/2016	0.00
CA 95008	TOPV2665			388.04

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	388.04	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

PEELLE TECHNOLOGIES, INC	Digital Scan/Parcel File Proj.	17612	06/22/2016	
			06/22/2016	
197 EAST HAMILTON AVE	961		06/22/2016	0.00
CAMPBELL	BOA	50745	06/22/2016	0.00
CA 95008	TOPV2666			1,273.56

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	1,273.56	0.00

Check No.	50745	Total:	1,661.60
Total for	PEELLE TECHNOLOGIES, INC		1,661.60

PETTY CASH	Reimbursement	17633	06/22/2016	
			06/22/2016	
765 PORTOLA ROAD	993		06/22/2016	0.00
PORTOLA VALLEY	BOA	50746	06/22/2016	0.00
CA 94028				917.47

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	69.74	0.00
05-60-4267	Tools & Equipment	232.63	0.00
05-64-4326	Education & Training	11.00	0.00
05-64-4328	Mileage Reimbursement	330.70	0.00
05-64-4335	Sustainability	70.00	0.00
05-64-4336	Miscellaneous	203.40	0.00

Check No.	50746	Total:	917.47
Total for	PETTY CASH		917.47

PG&E	May Statements	17598	06/22/2016	
			06/22/2016	
BOX 997300	0109		06/22/2016	0.00
SACRAMENTO	BOA	50747	06/22/2016	0.00
CA 95899-7300				64.36

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	64.36	0.00

Check No.	50747	Total:	64.36
Total for	PG&E		64.36

PLATINUM FACILITY SERVICES	May Janitorial Services	17613	06/22/2016	
			06/22/2016	
1530 OAKLAND RD., #150	402		06/22/2016	0.00
SAN JOSE	BOA	50748	06/22/2016	0.00
CA 95112	24219			2,987.51

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	722.01	0.00
05-66-4344	Janitorial Services	1,487.65	0.00
25-66-4344	Janitorial Services	777.85	0.00

Check No.	50748	Total:	2,987.51
Total for	PLATINUM FACILITY SERVICES		2,987.51

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

RAMONA'S SECRETARIAL SERVICES	May Transcription	17599	06/22/2016	
			06/22/2016	
18403 WATTERS DRIVE	1370		06/22/2016	0.00
CASTRO VALLEY	BOA	50749	06/22/2016	0.00
CA 94546	5910			1,664.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,664.00	0.00

Check No.	50749	Total:	1,664.00
Total for	RAMONA'S SECRETARIAL SERVIC		1,664.00

DARCI REIMUND	Deposit Refund, 6/10 Event	17600	06/22/2016	
			06/22/2016	
155 GROVE DRIVE	0178		06/22/2016	0.00
PORTOLA VALLEY	BOA	50750	06/22/2016	0.00
CA 94028				100.00

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

Check No.	50750	Total:	100.00
Total for	DARCI REIMUND		100.00

RON RAMIES AUTOMOTIVE, INC.	May Fuel Statement	17601	06/22/2016	
			06/22/2016	
115 PORTOLA ROAD	422		06/22/2016	0.00
PORTOLA VALLEY	BOA	50751	06/22/2016	0.00
CA 94028				349.31

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	349.31	0.00

Check No.	50751	Total:	349.31
Total for	RON RAMIES AUTOMOTIVE, INC.		349.31

S.P. MCCLLENHAN CO. INC	Tree Removal, Alpine Road	17627	06/22/2016	
			06/22/2016	
1 ARASTRADERO ROAD	399		06/22/2016	0.00
PORTOLA VALLEY	BOA	50752	06/22/2016	0.00
CA 94028-8012	71623			250.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	250.00	0.00

S.P. MCCLLENHAN CO. INC	Tree Removal, Pedestrian Bridg	17628	06/22/2016	
			06/22/2016	
1 ARASTRADERO ROAD	399		06/22/2016	0.00
PORTOLA VALLEY	BOA	50752	06/22/2016	0.00
CA 94028-8012	71167			1,200.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	1,200.00	0.00

Check No.	50752	Total:	1,450.00
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City	Bank	Check No.	Check Date	Discount Amount
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Total for S.P. MCCLLENHAN CO. INC 1,450.00

SMALL BUSINESS BENEFIT PLAN TR	July Dental/Vision	17602	06/22/2016	
			06/22/2016	
	0132		06/22/2016	0.00
BELMONT	BOA	50753	06/22/2016	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. 50753 Total: 1,689.60

Total for SMALL BUSINESS BENEFIT PLAN 1,689.60

ADRIENNE SMITH	Reimbursement, TC MasterPlan	17603	06/22/2016	
	Outreach		06/22/2016	
	0577		06/22/2016	0.00
	BOA	50754	06/22/2016	0.00
				115.92

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	115.92	0.00

Check No. 50754 Total: 115.92

Total for ADRIENNE SMITH 115.92

LAURA TEUTSCHEL	TCMP, Communications Consult	17604	06/22/2016	
LT & Associates Marketing & PR			06/22/2016	
809 LAUREL STREET #591	0578		06/22/2016	0.00
SAN CARLOS	BOA	50755	06/22/2016	0.00
CA 94070	PV001			750.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	750.00	0.00

Check No. 50755 Total: 750.00

Total for LAURA TEUTSCHEL 750.00

TURF & INDUSTRIAL EQUIPMENT CO	Tractor, Battery/Drive Shaft	17617	06/22/2016	
			06/22/2016	
2715 LAFAYETTE STREET	513		06/22/2016	0.00
SANTA CLARA	BOA	50756	06/22/2016	0.00
CA 95050	IV16623			275.77

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	275.77	0.00

Check No. 50756 Total: 275.77

Total for TURF & INDUSTRIAL EQUIPMENT 275.77

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

TYLER TECHNOLOGIES INC	EnerGov Project, Configuration and Set-up	17632	06/22/2016	
			06/22/2016	
P.O. BOX 203556	0240		06/22/2016	0.00
DALLAS	BOA	50757	06/22/2016	0.00
TX 75247-8142	025-158627			4,718.75

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4539	Permit Tracking Software	4,718.75	0.00

Check No.	50757	Total:	4,718.75
Total for	TYLER TECHNOLOGIES INC		4,718.75

US POSTAL SERVICE	Replenish Postage Meter	17620	06/22/2016	
		00006392	06/22/2016	
U.S. POSTAL SERVICE CMRS-FP	0127		06/22/2016	0.00
LOS ANGELES	BOA	50758	06/22/2016	0.00
CA 90096-4707				3,646.75

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	3,646.75	3,646.75

Check No.	50758	Total:	3,646.75
Total for	US POSTAL SERVICE		3,646.75

VERIZON WIRELESS	May Cellular	17605	06/22/2016	
			06/22/2016	
P.O. BOX 660108	0131		06/22/2016	0.00
DALLAS	BOA	50759	06/22/2016	0.00
TX 75266-0108				258.38

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	258.38	0.00

VERIZON WIRELESS	Deposit Refund	17606	06/22/2016	
			06/22/2016	
P.O. BOX 660108	0131		06/22/2016	0.00
DALLAS	BOA	50759	06/22/2016	0.00
TX 75266-0108				100.00

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

Check No.	50759	Total:	358.38
Total for	VERIZON WIRELESS		358.38

VORTEX INDUSTRIES, INC.	Library, Low Energy Door Operator	17626	06/22/2016	
File 1095			06/22/2016	
1801 W. OLYMPIC BLVD	0581		06/22/2016	0.00
PASADENA	BOA	50760	06/22/2016	0.00
CA 91199	45-1014646-1			5,253.00

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4346	Mechanical Sys Maint & Repair	5,253.00	0.00

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

06/22/2016

Date: 06/17/2016

Time: 10:05 am

Page: 12

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
VORTEX INDUSTRIES, INC.	Auto-Timer, Library Entry Door	17636	06/22/2016	
File 1095		00006394	06/22/2016	
1801 W. OLYMPIC BLVD	0581		06/22/2016	0.00
PASADENA	BOA	50760	06/22/2016	0.00
CA 91199	45-1033386-1			1,244.56
GL Number	Description	Invoice Amount	Amount Relieved	
25-66-4346	Mechanical Sys Maint & Repair	1,244.56	1,244.56	

Check No.	50760	Total:	6,497.56
Total for	VORTEX INDUSTRIES, INC.		6,497.56

KATHY WADDELL	Instructor Fees, Spring 2016	17623	06/22/2016	
			06/22/2016	
460 CERVANTES ROAD	1354		06/22/2016	0.00
PORTOLA VALLEY	BOA	50761	06/22/2016	0.00
CA 94028				5,440.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	5,440.00	0.00	

Check No.	50761	Total:	5,440.00
Total for	KATHY WADDELL		5,440.00

WOODSIDE FIRE PROTECTION DISTR	Rapid Notify Program 2015	17638	06/22/2016	
			06/22/2016	
3111 WOODSIDE ROAD	709		06/22/2016	0.00
WOODSIDE	BOA	50762	06/22/2016	0.00
CA 94062	PV-Rapid2015			2,683.34
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4333	Fire Prevention	2,683.34	0.00	

Check No.	50762	Total:	2,683.34
Total for	WOODSIDE FIRE PROTECTION DI		2,683.34

Total Invoices:	51	Grand Total:	157,869.62
		Less Credit Memos:	0.00
		Net Total:	157,869.62
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	157,869.62

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**June 22, 2016**

Claims totaling \$157,869.62 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:** June 22, 2016

**RE:** Consultant Service Agreement, Maze & Associates Accountancy Corporation

### RECOMMENDATION

Staff recommends that the Town Council approve the attached resolution authorizing execution of the Agreement between the Town of Portola Valley and Maze & Associates Accountancy Corporation.

### BACKGROUND/DISCUSSION

The Town has been employing Maze & Associates Accountancy Corporation to provide auditing services and wishes to retain Maze's services as auditor under existing terms and conditions. Staff is satisfied with the service Maze has provided to the Town, and the attached resolution and agreement will continue their provision of auditing services to the Town for the fiscal year ending June 30, 2016.

Along with audit review and preparation of the Town's annual financial statements, Maze also assists Town staff in the completion of other required financial reports, including Measure A compliance reports and the state's annual reports of financial transactions (both for the Town itself and four maintenance districts).

### FISCAL IMPACT

Sufficient funds have been included in the proposed budget for 2016-17 for costs associated with the contract.

### ATTACHMENTS

1. Agreement between Town and Maze Associates
2. Resolution of the Town of Portola Valley Approving and Authorizing Execution of an Agreement for Auditing Services Between the Town of Portola Valley and Maze & Associates Accountancy Corporation.

APPROVED: Jeremy Dennis, Town Manager



**FIRST AMENDMENT TO  
AGREEMENT FOR AUDIT SERVICES**

**RECITALS**

A. This First Amendment to Agreement for Audit Services ("Amendment") is made as of this 22<sup>nd</sup> day of June 2016, by and between the Town of Portola Valley, ("Town") and Maze & Associates Accountancy Corporation ("Consultant").

B. The parties hereto desire to amend that certain Agreement for Audit Services ("Agreement") entered into by and between them on April 22, 2015.

**AMENDMENT**

1. The parties desire to extend the term of the Agreement for one (1) year. Section 5 of the Agreement is hereby amended to read as follows:

TERM. This Agreement shall cover auditing services rendered for the July 1, 2015 to June 30, 2016 fiscal year. This Agreement shall remain in effect until the services required hereunder have been satisfactorily completed by Consultant, unless earlier terminated pursuant to Section 17, below.

2. The parties desire to update Exhibit A to the Agreement which is referenced in Section 1, Scope and Level of Services, Section 2, Time for Performance, Section 6, Compensation, and Section 7, Method of Payment. Exhibit A of the Agreement is hereby replaced in its entirety with the Exhibit A-1 attached hereto and incorporated herein.

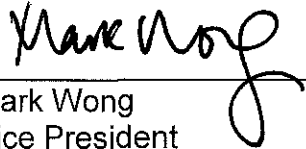
3. The remainder of the Agreement shall remain unamended and in full force and effect. In the event of conflict between the Agreement and this Amendment, the terms of this Amendment shall prevail.

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

TOWN OF PORTOLA VALLEY

MAZE & ASSOCIATES ACCOUNTANCY  
CORPORATION:

\_\_\_\_\_  
Maryann Derwin  
Mayor

  
\_\_\_\_\_  
Mark Wong  
Vice President  
EIN 94-25901749

ATTEST:

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



April 13, 2016

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

Dear Jeremy:

We are pleased to confirm our understanding of the services we are to provide for the Town of Portola Valley for the year ended June 30, 2016. The services we have been engaged to provide are outlined below, but we are also available to provide additional services at your request:

- 1) Audit of the Basic Financial Statements, and assistance with the preparation of the Basic Financial Statements, and review of Management Discussion & Analysis.
- 2) Testing of compliance for Measure A and preparation of required reports.
- 3) Additional testing and footnote disclosure assistance related to the Government Accounting Standards Board Statements #68 and #71 (Accounting and Financial Reporting for Pensions).
- 4) Preparation of the Annual Report of Financial Transaction for the Town.
- 5) Preparation of the Annual Report of Financial Transaction for the 4 Special Districts.
- 6) Perform procedures and issue agreed upon procedures opinion to comply with Proposition 111 Appropriation Limit increment requirements.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

If the Town's financial statements are accompanied by supplementary information other than RSI, we will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and will provide an opinion on it in relation to the financial statements as a whole.

Other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information.

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the accompanying supplementary information when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. Our reports will be addressed to the Council of the Town. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with Town management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the Town or to acts by management or employees acting on behalf of the Town.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of physical existence of inventories, and direct confirmation of cash, investments and certain other assets and liabilities by correspondence with selected customers, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill the Town for responding to this inquiry. At the conclusion of our audit we will also require certain written representations from management about the financial statements and related matters.

**Audit Procedures - Internal Controls**

Our audit will include obtaining an understanding of the Town and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

**Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with certain provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

**Agreed-Upon Procedures**

Our services to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the report either for the purpose for which the report had been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement. Because agreed-upon procedures do not constitute an examination, we will not express an opinion. In addition, we have no obligation to perform any procedures beyond those agreed to.

**Other Services**

We will also assist in preparing the financial statements and related notes in conformity with U.S. generally accepted accounting based on information provided by you.

**Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. We understand that the Town will provide us with the Closing Checklist information required for our audit and that the Town is responsible for the accuracy and completeness of that information. You are also responsible for providing us with access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, additional information that we may request for the purpose of the audit, and unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Management is responsible for adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud or suspected fraud affecting the Town received in communications from employees, former employees, regulators, or others. In addition, management is responsible for identifying and ensuring that the Town complies with applicable laws and regulations.

Management is responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that: management is responsible for presentation of supplementary information in accordance with GAAP; that management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management agrees to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accepting responsibility for them.

#### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

The audit documentation for this engagement is our property and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request in a timely manner to a federal agency providing oversight of direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Maze & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. We will retain audit documentation for seven years after the report release date pursuant to state regulations.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We expect to begin our audit in April 2016 and to issue our reports no later than December 2016. Mark Wong is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services are billed based on our contract with the Town. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if the Town's account becomes thirty days or more overdue and may not be resumed until the Town's account is paid in full.

These fees are based on anticipated cooperation from Town personnel, the completion of schedules and data requested on our Checklists, and the assumption that there will be no unexpected increases in work scope, such as new debt issues, etc., or delays which are beyond our control, as discussed on the Fees Attachment to this letter. If significant additional time is necessary, we will discuss it with Town management and arrive at a new fee before we incur any additional costs.

We understand you will provide us with basic workspace sufficient to accommodate the audit team assigned to your audit. We understand the basic workspace will be equipped with a telephone and direct Internet access, preferably a temporary network outside of your network, a public IP address and a wired connection. We understand you will also provide us with access to a fax machine and read only access to your general ledger system.

*Government Auditing Standards* require that we provide the Town with a copy of our most recent external peer review report, and any subsequent peer review reports received during the period of the contract. Our most recent peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Town and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return the entire copy to us.

*Maze & Associates*

Maze & Associates

RESPONSE:

This letter correctly sets forth the understanding of the Town.

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Town of Portola Valley Engagement Letter  
Fees Attachment**

Our fees for the work described in the attached engagement letter will be as follows, unless they are adjusted for one or more of the items below.

Basic Financial Statements	\$21,533
Measure A	578
Audit steps required for GASB Statements #68 and #71 (Accounting and Financial Reporting for Pensions)	No Charge
Controller's Report – Town	3,152
Controller's Report – 4 special districts	1,615
Proposition 111 Appropriation Limit	<u>469</u>
Total:	<u>\$27,347</u>

**2016 Fees** – Our recurring fees have been adjusted only for the change in the services component of the Bay Area Cost of Living Index for the San Francisco Bay Area of 4.2%, except as noted below:

Audit steps required for GASB #68 and #71 includes costs of expanded testing related to assistance with preparation of related footnote disclosures and supplementary information, and are now included in the Basic Financial Statements fee.

**PDF Copies of Reports** – scanned copies of the above reports are available upon request at no charge. These scanned copies (300 dpi) are not high quality and the file sizes may be large, depending on the length of the report. **If you intend to post the CAFR to your website, we do not recommend using the scanned copies to do so.** If you would like a higher quality PDF file, we have listed three options below. Please contact us for more information on the specifics of these options. **Please contact us if you would like us to prepare one of the following three options** for your CAFR, or if you'd like a quote for the preparation of a file for another type of report. In addition, should you decide on one of the following options, please let us know at least a week in advance.

1. INDIVIDUAL PDF CAFR PAGES - \$200
2. WEB PDF CAFR - \$750
3. CAMERA READY PDF CAFR - \$1,000

**Additional Services** - The above fees are for audit and assurance services described in the accompanying engagement letter. They do not include fees for assisting with closing the books nor providing other accounting services. Should the Town require assistance beyond audit services we will provide an estimate before proceeding.

**Report Finalization** - Our fee is based on our understanding that all information and materials necessary to finalize all our reports will be provided to us before we complete our year-end fieldwork in your offices. In the case of financial statements, this includes all the materials and information required to print the financial statements. As in the past, we will provide final drafts of all our reports before we leave your offices. We will schedule a Final Changes Meeting with you for a date no more than two weeks after we complete our fieldwork. At that meeting, we will finalize all reports for printing. After that date, report changes you make and changes required because information was not received timely will be billed at our normal hourly rates.

**Post-Closing Client Adjusting Entries** - The first step in our year-end audit is the preparation of financial statement drafts from your final closing trial balance. That means any entries you make after handing us your closing trial balance must be handled as audit adjustments, or in extreme cases, by re-inputting the entire trial balance, even if the amounts are immaterial. If you make such entries and the amounts are in fact immaterial, we will bill you for the costs of the adjustments or re-input at our normal hourly rates.

**Recurring Audit Adjustments** - Each year we include the prior year's adjusting entries as new steps in our Closing Checklist, so that you can incorporate these entries in your closing. If we are required to continue to make these same adjustments as part of this year's audit, we will bill for this service at our normal hourly rates.

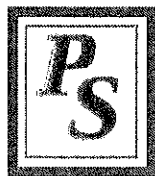
**CAFR Printing** - As a convenience, we can send your CAFR to a printer we use locally. We do not charge for delivering camera-ready print masters to any printer of your choice and delivering the CAFRs or BFS to you. However, we will bill you for any additional time spent on the CAFR printing at our normal hourly rates. This includes changes after the report goes to the printer, obtaining, reviewing and / or delivering printer's proofs, etc.

We can also help with CAFR design, including covers, tabs, dividers, color choices, binding, organization charts, maps, etc. We will estimate these costs for you before processing.

**Grant Programs Requiring Separate Audit** - Grant programs requiring separate audits represent a significant increase in work scope, and fees for these audits vary based on the grant requirements. If you wish us to determine and identify which programs are subject to audit, we will bill you for that time at our normal hourly rates. /

**Changes in Town Personnel** - Our experience is that changes and /or reductions in Finance Department staff can have a pronounced impact on costs of performing the audit. If such changes occur, we will meet with you to assess their impact and arrive at a new fee before we begin the next phase of our work. However, we reserve the right to revisit this subject at the conclusion of the audit, based on your actual performance and our actual costs.





**POWELL & SPAFFORD, INC.**  
CERTIFIED PUBLIC ACCOUNTANTS

Jessie C. Powell, CPA (Ret.)  
Patrick D. Spafford, CPA

Licensed by the California Board of Accountancy  
Member: American Institute of Certified Public Accountants

## SYSTEM REVIEW REPORT

To the Shareholders of  
Maze & Associates Accountancy Corporation  
and the Peer Review Committee of the CalCPA Peer Review Program

We have reviewed the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation (the firm) in effect for the year ended May 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation in effect for the year ended May 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maze & Associates Accountancy Corporation has received a peer review rating of *pass*.

August 27, 2014

**RESOLUTION NO. \_\_\_\_\_-2016**

**RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING  
EXECUTION OF THE FIRST AMENDMENT TO AGREEMENT FOR AUDIT  
SERVICES BETWEEN THE TOWN OF PORTOLA VALLEY  
AND MAZE & ASSOCIATES ACCOUNTANCY CORPORATION**

**WHEREAS**, the Town of Portola Valley (“Town”) has contracted for audit services with Maze & Associates Accountancy Corporation (“Maze & Associates”) for the past eleven (11) years and has been satisfied with their performance;

**WHEREAS**, the existing Agreement for Audit Services is expiring and the Town desires to enter an amendment extending the term for one (1) year for auditing services for the fiscal year ended June 30, 2016;

**WHEREAS**, the Town Council has read and considered the First Amendment to Agreement for Audit Services (“Amendment”) between the Town and Maze & Associates.

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

1. Public interest and convenience require the Town of Portola Valley to extend the agreement for auditing services as described above.
2. The Town Council of the Town of Portola Valley hereby approves and authorizes the Mayor to execute the Amendment on behalf of the Town.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of June, 2016.

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

ATTEST:

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



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Susan Cope, Administrative Services Manager

**DATE:** June 22, 2016

**RE:** **Consultant Service Agreements**

### RECOMMENDATION

Staff recommends that the Town Council authorize entry into each of the agreements indicated below and attached per corresponding attachment numbers:

1. Kutzmann and Associates, Inc. for Building Plan Review/Support Services
2. Nolte Associates, Inc. (doing business as NV5) for Engineering Services
3. Townsend Management Inc. (TMI) for Construction 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

**Kutzmann and Associates for Building Plan Review/Support Services** – Rates reflect a 10% decrease based on the plan check fee collected by the Town.

**Nolte Associates, Inc. (NV5) for Engineering Services** – Rates are effective through June 30, 2017. If contract assignment extends beyond that date, an increase of 2.5% per contract anniversary year will be added to the remaining agreed term per year.

**Townsend Management Inc. (TMI) Services for Construction Inspection Services** – Rates are effective through June 30, 2017. The rates shall be increased, through mutual agreement with the Town of Portola Valley, on July 1, 2017 and on July 1, 2018 in accordance with the current CPI.

**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. Kutzmann and Associates
2. Nolte Associates, Inc.
3. Townsend Management, Inc.

APPROVED: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read "JDennis", is positioned to the right of the "APPROVED" text.

**FIRST AMENDMENT TO AGREEMENT FOR  
PLAN REVIEW SERVICES**

**RECITALS**

A. This First Amendment to Agreement for Plan Review Services ("Amendment") is made as of this 22<sup>nd</sup> day of June 2016, by and between the Town of Portola Valley ("Town") and Kutzmann and Associates, Inc. ("Consultant").

B. The parties hereto desire to amend that certain Agreement for Plan Review 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

KUTZMANN AND ASSOCIATES, INC.

\_\_\_\_\_  
Mayor

By:   
Patricia Kutzmann  
President

Taxpayer I.D. No.: 94-3132142

ATTEST:

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

## EXHIBIT C

For a complete plan review including architectural, structural, plumbing, mechanical, electrical, energy and disabled access review (as applicable): 65% of the plan check fee collected by the Town. This fee covers the initial plan review and two recheck. Additional reviews and revisions to projects which have obtained a permit are invoiced based on consultant's hourly billing rate.

The yearly retainer for CASp is \$450.00 which entitles the jurisdiction to 3 hours of consultation.

### HOURLY CHARGES

The hourly billable rates and charges indicated below are reviewed in July of each year and modified when appropriate. Unless other arrangements have been made, charges on all projects will be based on the latest schedule of charges.

#### A. PERSONNEL CHARGES HOURLY BILLING RATE

Plan Checkers	\$100.00
Support Services (including plan sheet insertion as needed)	\$47.50
CASp Consultation (Certified Accessibility Specialist)	\$150.00

Personnel charges are not billed for general secretarial services, office management, accounting and maintenance; these items are included in overhead.

#### B. MISCELLANEOUS CHARGES

1. Car travel (includes mileage from consultant's office to jurisdiction and return, and mileage within the jurisdiction)	\$0.50 per mile
2. Printing and copying	\$0.25 per page
3. Other outside services	Actual cost plus 10%

**FIRST AMENDMENT TO AGREEMENT  
FOR ENGINEERING SERVICES**

**RECITALS**

A. This First Amendment to Agreement for Engineering Services (“Amendment”) is made as of this 22<sup>nd</sup> day of June 2016, by and between the Town of Portola Valley (“Town”) and Nolte Associates, Inc. (“Consultant”).

B. The parties hereto desire to amend that certain Agreement for 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.

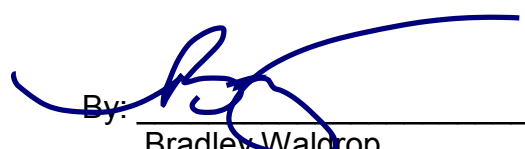
3. The remainder of the Agreement shall remain unamended and in full force and effect. In the event of conflict between the Agreement and this Amendment, the terms of this Amendment shall prevail.

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

TOWN OF PORTOLA VALLEY

NOLTE ASSOCIATES, INC.

\_\_\_\_\_  
Mayor

By:   
\_\_\_\_\_  
Bradley Waldrop  
Office Director

Taxpayer I.D. No.: 94-2706173

ATTEST:

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

# NV5, INC.

## Northern California 2016 Charge Rates Schedule\*

### Office:

#### Technical Services

Engineering Aide/Planning Aide .....	\$84.00/hour
Project Assistant.....	\$98.00/hour
Project Administrator.....	\$120.00/hour
CADD Technician I.....	\$115.00/hour
CADD Technician II .....	\$127.00/hour
CADD Technician III.....	\$143.00/hour
Senior CADD Technician/Designer.....	\$151.00/hour
Design Supervisor.....	\$179.00/hour

#### Professional

Junior Engineer/Planner/Surveyor .....	\$124.00/hour
Assistant Engineer/Planner/Surveyor .....	\$143.00/hour
Associate Engineer/Planner/Surveyor .....	\$167.00/hour
Senior Engineer/Planner/Surveyor.....	\$183.00/hour
Manager .....	\$199.00/hour
Structural Engineer .....	\$220.00/hour
Associate.....	\$203.00/hour
Principal.....	\$220.00/hour

### Field:

#### Construction Management

Junior Field Engineer .....	\$124.00/hour
Assistant Field Engineer .....	\$135.00/hour
Associate Field Engineer .....	\$156.00/hour
Senior Field Engineer.....	\$181.00/hour
Construction Manager.....	\$195.00/hour

#### Surveying

1-Person Survey Crew (GPS) (Robotic).....	\$187.00/hour
1-Person Survey Crew.....	\$147.00/hour
2-Person Survey Crew.....	\$235.00/hour
3-Person Survey Crew.....	\$337.00/hour

### Expenses:

Plotting and In-house Reproduction .....	1.15 x Cost
Subsistence.....	1.15 x Cost
Other Expenses - Including Subconsultants & Purchased Services through Subcontracts ..	1.15 x Cost
Mileage - Outside local area .....	Per accepted IRS rate

\*Rates are effective through June 30, 2017. If contract assignment extends beyond that date, an escalation factor of 2.5% per contract anniversary year (July 1) will be added to the above rates. Litigation support will be billed at \$300.00 per hour. Rates based on "Prevailing Wage" (PW) for Construction Management and Surveying will be determined by Project and County per California law.



**FIRST AMENDMENT TO AGREEMENT  
FOR INSPECTION/CONSTRUCTION MANAGEMENT SERVICES**

**RECITALS**

A. This First Amendment to Agreement for Inspection/Construction Management Services ("Amendment") is made as of this 22<sup>nd</sup> day of June 2016, by and between the Town of Portola Valley ("Town") and Townsend Management, Inc. ("Consultant").

B. The parties hereto desire to amend that certain Agreement for Inspection/Construction Management Services ("Agreement") entered into between them on August 28, 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.

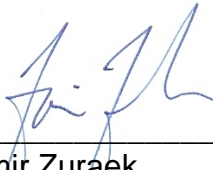
3. The remainder of the Agreement shall remain unamended and in full force and effect. In the event of conflict between the Agreement and this Amendment, the terms of this Amendment shall prevail.

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

TOWN OF PORTOLA VALLEY

TOWNSEND MANAGEMENT, INC.

\_\_\_\_\_  
Mayor

By:   
\_\_\_\_\_  
Zamir Zuraek  
President

Taxpayer I.D. No.: 94-3381432

ATTEST:

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



*project planning, engineering, and management solutions*

June 10, 2016

Howard Young  
Public Works Director  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

Dear Howard,

Pursuant to our discussion yesterday, Townsend Management, Inc. (TMI) is pleased to offer the revised proposal and unit price list for available engineering, management and construction support services on upcoming projects in the Town of Portola Valley, effective July 1, 2016 through June 30, 2017.

Available Staff	Scope of Services	Regular Labor	Overtime Labor
Construction Inspector	Public and private works inspection, plan review, daily field reports, SWPPP review and field verification, including miscellaneous inspection; Construction Inspector 1 Construction Inspector 2	\$113 \$124	\$115 \$125
Office Engineer	Maintain document control (RFI's, Submittals, COR's, CCO's, pay estimates, and various associated record logs). Develop and maintain an overall project filing system.	\$ 97	N/A
Project Engineer	Manage field operations to ensure contract compliance with plans/specs. Review and verify COR's for contract compliance.	\$ 129	N/A
Project Manager	Manage overall project construction. Develop and maintain tracking reports for project budget and schedule. Initial point of contact for the Town of Portola Valley on medium to large sized projects.	\$ 145	N/A
Scheduler /Estimator	Develop and maintain project schedule. Provide update reports as needed/required. Estimate an opinion of construction costs for public and private works projects. Value Engineering and Cost Comparisons. Verify COR's and applicable project credits.	\$ 145	N/A
Design Engineer	Provide construction documents on site grading, development and lot line adjustments. Plan check, Peer review, Value Engineering and constructability review.	\$ 145	N/A
Principal	Company Principal	\$ 183	N/A

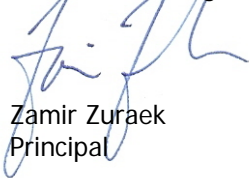
The above rates shall be in effect from July 1, 2016 through June 30, 2017. The rates shall be increased, through mutual agreement with the Town of Portola Valley, on July 1, 2017 and on July 1, 2018 in accordance with the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland Metropolitan Area. In those instances when then CPI is unchanged or reduced, the rates shall remain unchanged.

For purposes of the adjustment, the base rates shall be the rates in effect on January 1 of the year in which the adjustment is made. Each rate shall be adjusted based on the changes in the index from the prior December to the December of the current adjustment year and as mutually agreed to with the Town of Portola Valley.

It is further understood that the Town of Portola Valley Public Works Director will request the specific staff person required for the work needed and all work will be authorized through the Public Works Director. TMI will include a 10% fee on the following billable items: reproductions, delivery and mail service, film developing and processing, as well as various testing and special inspection services.

As discussed and agreed to with the Town of Portola Valley, TMI herewith includes the above revised unit price list, effective July 1, 2016 through June 30, 2017 as a means to facilitate contract administration and Agreement update between the Town of Portola Valley and Townsend Management, Inc. The above noted unit price list, shall be made part of any future executed contract amendments or included with new contracts and/or agreements for execution as required.

Very Truly Yours,  
Townsend Management, Inc.



Zamir Zuraek  
Principal

c: file



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

TO: Mayor and Members of the Town Council

FROM: Susan Cope, Administrative Services Manager

DATE: June 22, 2016

RE: **2016-2017 Appropriations Limit**

### RECOMMENDATION

Staff recommends that the Town Council adopt the attached resolution determining and establishing the Town's 2016-2017 Appropriations Limit.

### BACKGROUND

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

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

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

increase in tax base through new and extensive development, which would outstrip increases in inflation or population.

The Town's Appropriations Limit for 2016-2017 is \$3,224,732. The amount subject to limitation is \$2,897,049, which is \$327,683 below the current year limit (please see worksheets #4 and #6 of Exhibit A).

**ATTACHMENTS**

1. Resolution Determining and Establishing the Appropriations Limit for 2016-17 with Exhibit A of Worksheets Calculating Limit

APPROVED – Jeremy Dennis, Town Manager



**RESOLUTION No. \_\_\_\_\_-2016**

**A RESOLUTION OF THE TOWN COUNCIL  
OF THE TOWN OF PORTOLA VALLEY  
DETERMINING AND ESTABLISHING THE  
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2016-2017**

**WHEREAS**, the calculation of the Appropriations Limit for the Fiscal Year 2016-2017 has been completed by the Administrative Services Manager; and

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

**WHEREAS**, the City Council has reviewed and considered the Appropriations Limit calculation.

**NOW, THEREFORE**, be it resolved that the Town Council of the Town of Portola Valley Appropriations Limit for Fiscal Year 2016-2017 is determined to be \$3,224,732.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of June 2016.

\_\_\_\_\_  
Mayor

ATTEST:

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



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Susan Cope, Administrative Services Manager

**DATE:** June 22, 2016

**RE:** **2016-17 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments**

### RECOMMENDATION:

Staff recommends that the Town Council adopt the attached resolutions authorizing the San Mateo County Controller to apply charges to the 2016-2017 tax roll for the two road maintenance districts, and authorizing the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

### BACKGROUND:

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

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

### ATTACHMENTS:

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

**APPROVED:** Jeremy Dennis, Town Manager

ATTACHMENT #1

RESOLUTION NO. \_\_\_\_\_2016

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AUTHORIZING THE SAN MATEO COUNTY CONTROLLER TO APPLY THE SPECIAL TAX FOR THE WOODSIDE HIGHLANDS ROAD MAINTENANCE DISTRICT TO THE 2016-2017 TAX ROLL AND TO COLLECT THE TAX AT THE SAME TIME AS GENERAL COUNTY TAXES**

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

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

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

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

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

1. The Town of Portola Valley authorizes the San Mateo County Controller to apply the charges to the 2016-2017 tax roll in accordance with documents supplied by the Woodside Highlands Road Maintenance District; and
2. The Town of Portola Valley authorizes the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

**PASSED AND ADOPTED this 22nd day of June, 2016.**

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

ATTEST:

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



ATTACHMENT #2

RESOLUTION NO. \_\_\_\_\_-2016

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AUTHORIZING THE SAN MATEO COUNTY CONTROLLER TO APPLY THE SPECIAL TAX FOR THE WAYSIDE II ROAD MAINTENANCE DISTRICT TO THE 2016-2017 TAX ROLL AND TO COLLECT THE TAX AT THE SAME TIME AS GENERAL COUNTY TAXES**

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

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

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

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

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

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

1. The Town of Portola Valley authorizes the San Mateo County Controller to apply the charges to the 2016-2017 tax roll in accordance with documents supplied by the Wayside II Road Maintenance District; and
2. The Town of Portola Valley authorizes the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

**PASSED AND ADOPTED this 22nd day of June, 2016.**

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

ATTEST:

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



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** June 22, 2016

**RE:** **Public Meeting Decorum Policy**

### **RECOMMENDATION**

Adopt a policy regarding decorum for public meetings.

### **BACKGROUND & DISCUSSION**

Many cities and towns provide attendees to their public meetings with a defined policy related to audience decorum during these meetings. This is done to minimize interruptions and allow members of the public to provide input to the governing bodies in a safe and equitable manner.

A published meeting decorum would help ensure that all participants know of the protocol they are to follow during public meetings.

### **ATTACHMENTS:**

Public Meeting Decorum Policy

## TOWN OF PORTOLA VALLEY

### PUBLIC MEETING DECORUM POLICY

Public comment at open meetings of the Town Council, Commissions and Committees are a cherished element of local government.

It is the intent of these rules to allow everyone to be heard without fear of being discouraged from participating.

Members of the public attending a Portola Valley public meeting shall observe the same rules of order and decorum applicable to the governing body. Any person wishing to address the Council is requested to announce his/her name and address (address disclosure is not a requirement). Any person while addressing a governing body who;

- Makes slanderous, impertinent and profane remarks
- whistles, yells, disturbs or displays disruptive behavior that impedes the orderly conduct of meeting

shall, at the discretion of the Presiding Officer, or a majority of the governing body, be barred from further audience during that meeting.

No matter how passionate one is about an issue, the goal is to conduct oneself in a way that will add to one's credibility and standing as a thoughtful member of the community. Following the chairperson's direction will ensure a positive experience for all who attend.

#### **SUGGESTED TIME LIMITS FOR PUBLIC COMMENT:**

1. Individual Speakers – 3 Minutes.
2. Organized group (in lieu of individual speakers) – up to 15 minutes, depending on the number of speakers represented.
3. The Mayor may, at his/her discretion, allow additional time and/or limit the amount of time allotted to the speaker(s) when needed.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

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

**DATE:** June 22, 2016

**RE:** **Adoption of a Resolution Authorizing Town Staff to Enroll the Town's Municipal Electricity Accounts in the Peninsula Clean Energy Eco100 (100% Renewable Electricity) Program in Phase I**

### RECOMMENDATION

Staff recommends that the Town Council adopt the attached Resolution (Attachment 1) authorizing Town Staff to Enroll the Town's Municipal Electricity Accounts in the Peninsula Clean Energy (PCE) Eco100 (100% Renewable Electricity) Program in Phase I.

### BACKGROUND & DISCUSSION

On May 25, 2016 the Town Council adopted a resolution to enroll all the ratepayers (i.e., residential, commercial and municipal accounts) in the Town to the 100% renewable electricity portfolio that provides the greatest level of GHG reductions with the option to "Opt Down" to a lower percentage renewable electricity portfolio or "Opt Out" to stay with PG&E's current offering.

The County Office of Sustainability (County) has indicated that due to the time needed to procure additional power, cities who chose to default to the 100% renewable electricity portfolio will be part of the Phase II launch in April of 2017, rather than Phase I in October of 2016. As such, the town as a whole will enter PCE in Phase II; however, any ratepayer in PCE is free to "Opt Up" to the 100% renewable electricity portfolio in Phase I or anytime thereafter.

The County has requested that municipalities interested in opting up their municipal accounts to the 100% renewable electricity product in Phase I let them know now to assist with their power procurement planning for the October launch. For this purpose, staff is requesting that the Council indicate their desire to enroll the Town's municipal accounts in Phase I by adopting the attached Resolution.

Mayor and Members of the Town Council  
June 22, 2016  
Page 2

**The County provided the following information to clarify price premiums:**

Once PCE launches, electricity bills will have two components: PCE energy generation charges and PG&E transmission charges, each making up approximately half of the bill. Cities that opt up to the 100% renewable electricity portfolio for their municipal accounts would pay approximately 5% - 8% more than they currently pay for energy supplied by PG&E (i.e., energy generation only). This translates to a 2.5% - 4% premium on the total bill. See the example below.

Existing Bill

- PG&E generation charges: \$500
- PG&E transmission and delivery charges: \$500
- Total PG&E monthly electricity bill: \$1,000

New Bill with 100% Renewable Electricity

- PCE generation charges: \$500 + \$40 (assuming an 8% increase)
- PG&E transmission and delivery: \$500
- Total monthly electricity bill: \$1,040 (represents a 4% increase)

The Town's two main electricity accounts (Town Hall/Library/Community Hall & Maintenance Buildings) have solar photovoltaic systems that offset a considerable amount of the electricity use. Over the past three years, the Town has paid an average of \$8,000 per year for electricity. A 4% premium for an additional six months will result in a nominal increase of approximately \$160.

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 electricity portfolio will result in measurable achievements in meeting the 15% reduction in greenhouse gas (GHG) emissions by 2020 adopted by the Council. Authorizing Staff to enroll the Town's municipal electricity accounts in PCE's 100% renewable electricity program in Phase I is inline with this commitment and may lead others in the community to enroll in PCE in advance of the automatic enrollment in April 2017.

**ATTACHMENTS**

- Attachment 1: Resolution

Approved: Jeremy Dennis, Town Manager



**RESOLUTION NO. \_\_\_\_\_-2016**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY  
AUTHORIZING TOWN STAFF TO ENROLL THE TOWN’S MUNICIPAL  
ELECTRICITY ACCOUNTS IN THE PENINSULA CLEAN ENERGY (PCE) ECO100  
(100% RENEWABLE ELECTRICITY PROGRAM) IN PHASE I OF THE PROGRAM**

**WHEREAS**, the Town Council of the Town of Portola Valley (Town) 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, through 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**, the Town Council approved and authorized PCE to default all the ratepayers (i.e., residential, commercial and municipal accounts) in the Town to the 100% renewable energy electrical power portfolio that provides the greatest level of GHG reductions through Resolution 2693-2016 on May 25, 2016; and

**WHEREAS**, defaulting all the ratepayers in the Town of Portola Valley to the 100% renewable energy electrical power portfolio will result in the Town entering PCE in Phase II, which is expected to begin in April of 2017; and

**WHEREAS**, all ratepayers in PCE will have the option to voluntarily enroll in PCE in Phase I, which is expected to begin in October of 2016; and

**NOW, THEREFORE, IT IS HEREBY RESOLVED THAT** the Town Council of the Town of Portola Valley authorizes Town Staff to Enroll the Town’s Municipal Electricity Accounts in the PCE Eco100 (100% Renewable Electricity) Program in Phase I.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of June, 2016.

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

ATTEST:

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

From: webmaster@portolavalley.net [mailto:webmaster@portolavalley.net]

Page 63

Sent: Wednesday, May 25, 2016 2:18 PM

To: Sharon Hanlon <shanlon@portolavalley.net>

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

**Form Name:** Committee Application

**Date & Time:** 05/25/2016 2:18 PM

**Response #:** 27

**Submitter ID:** 910

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## Survey Details

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Page 1

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

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

Historic Resources

### Applicant Information

<b>Full Name</b>	Beth Ellyn McClendon
<b>Email Address</b>	<a href="#">_____</a>
<b>Street Address</b>	
<b>City/Zip</b>	Portola Valley
<b>Number of years in Portola Valley</b>	8
<b>Cell Phone</b>	
<b>Home Phone</b>	
<b>Other Phone</b>	Not answered

**Preferred  
Phone  
Contact  
Number**

Cell

**I prefer to receive Town communications via**

E-mail (recommended)

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

I spent 20 years in tech, have web/coding skills, graphics skills, GIS and mapping skills. I have digitized and digitally repaired thousands and thousands of historical photographs, letters and documents. I have lots of experience doing genealogical & historical research. I have translated diaries from German dating from the mid-1800s and early 1900's. I have also French, and limited Spanish. I would be interested in supporting the committee on any work it might do related to digitizing the town's historical assets, and perhaps making those available online. It's a little unclear from the statement below what the time commitment would be, and I am on the road frequently, so perhaps I am not an ideal committee member but I would be happy to be an asset to the committee on a project by project basis, if that makes more sense. After 8 years of living in town, I do feel it's time to give something back. If I can be helpful, please let me know.

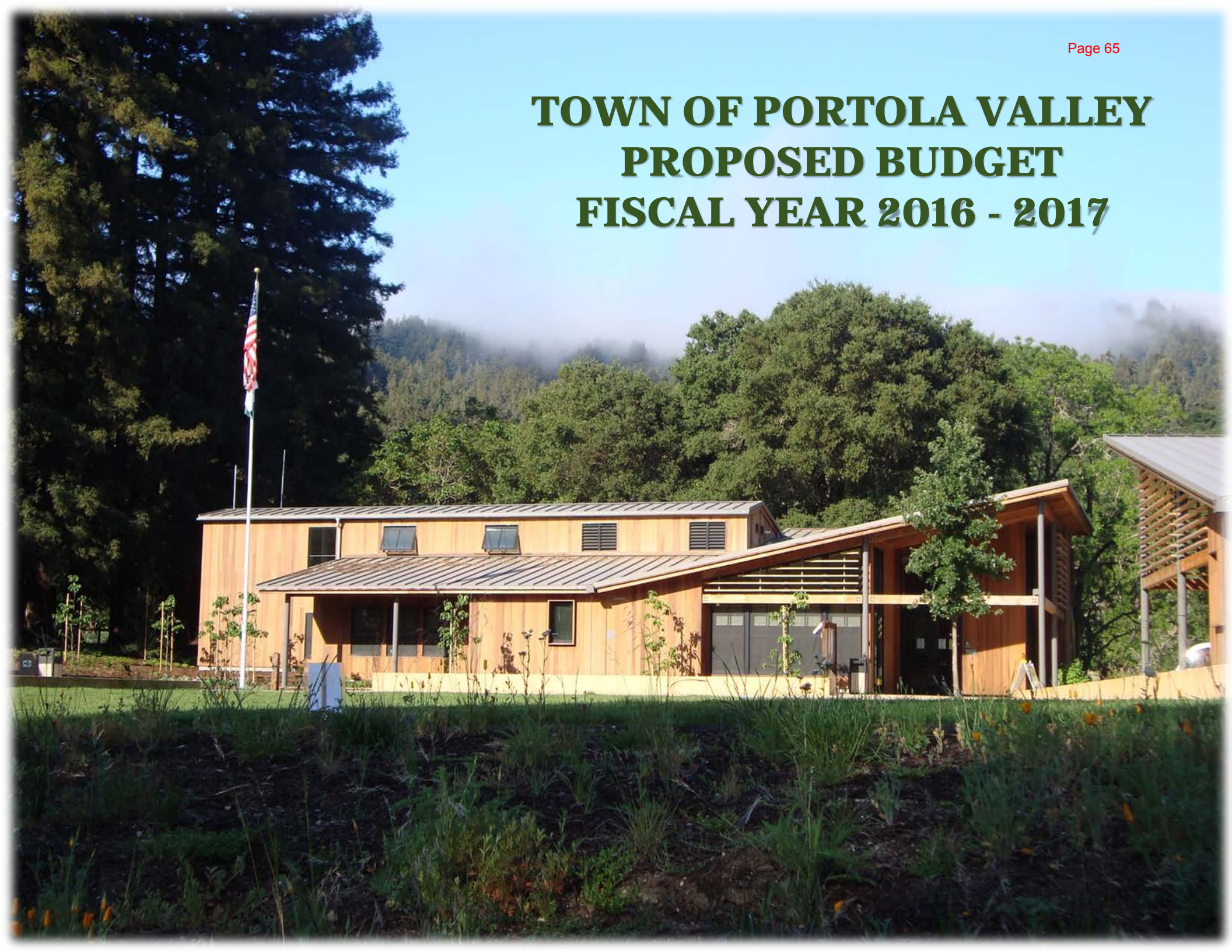
**Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.**

Nope.

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



# **TOWN OF PORTOLA VALLEY PROPOSED BUDGET FISCAL YEAR 2016 - 2017**



# **TOWN OF PORTOLA VALLEY**

---

## **PROPOSED OPERATING & CAPITAL BUDGETS**

**Fiscal Year 2016-17**

Presented to:

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

Prepared by:

Jeremy Dennis, Town Manager  
Susan Cope, Administrative Services Manager

June 2016

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# TOWN OF PORTOLA VALLEY

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

**FROM:** Jeremy Dennis, Town Manager  
Susan Cope, Administrative Services Manager

**DATE:** June 22, 2016

**RE:** Proposed 2016-17 Budget

We are pleased to present the Town of Portola Valley proposed 2016-17 budget. As with previous budgets, this document is the fiscal realization of the Town's values and aspirations, and recommends support for the programs, projects and outcomes that have come to define Portola Valley since its incorporation in 1964 – sustainability, protection of the community's natural features and beauty, and participation by our residents in the Town's decision-making.

## **General Fund Overview**

Town's fiscal condition continues to be strong in the 2016-17 fiscal year, with a projected General Fund operating surplus of \$713,406. The operating surplus is reduced by \$571,332 to provide for general capital improvements and equipment purchases. The surplus is further reduced by \$126,883 to the Transportation Fund that is necessary to fill the gap between the Town's street maintenance effort and the available Gas Tax revenues. The final General Fund surplus after these expenditures and transfer is \$15,191.

## **General Fund Revenues**

Overall, General Fund revenues total \$5,106,977, an increase of \$398,097 when compared to the prior year's budget. The significant changes of note in General Fund revenues are as follows:

**Property taxes-** 2015-16 property tax revenue is expected to be \$2,384,449 or \$17,575 over the budgeted amount. Property tax growth assumptions in the last two years have been extremely accurate (on average, within 5% of budgeted amount). If the 2015-16 projected amount does not change considerably, the difference will be within .75%.

In the coming fiscal year, the budget for 2016-17 assumes a conservative 5% increase, or \$119,222, based on forecasts provided by the San Mateo County Assessor's Office. Other municipalities are also projecting a 5% increase in their property taxes in the coming year.

**Sales and Use Tax** – Sales and use tax revenue for 2016-17 is budgeted to increase by \$12,496 over projected levels due to higher savings levels and an increase in discretionary spending. Future gains are expected to be moderate as tax growth will see concentrated shifting to county pools and distribution centers.

**Town Planning Service Charges** – With the anticipated hire of a previously-approved planner, Town Planning charges for the review of planning applications are expected to increase in 2016-17 by \$74,490. These charges are the hourly rates each planning staff member use when reviewing planning applications, and are in addition to flat fees charged for each permit.

### **General Fund Operating Expenditures**

General fund operating expenditures for 2016-17 are \$4,393,571, a decrease of \$105,766 when compared to the prior year's budget. Significant changes of note in General Fund expenditures are as follows:

**Administration and Operations (personnel)** – Overall, Administration and Operations expenditures will increase by \$309,920 over projected for this fiscal year, but will be a reduction of \$67,928 from this year's budgeted amount. Reasons for this include:

- Budgeted positions not being filled in this fiscal year
- New employees replacing previous employee's contracts or salaries/benefit structure
- Hiring a permanent Building Official that results in a reduction in temporary staff expenditures

The budget also includes a 3% CPI adjustment for salaries in 2016-17.

**Consultant Services** – Consultant Services shows a decrease of \$35,012 over projected and a decrease from this year's budgeted amount of \$40,645. Reasons for this include:

- Lower charges for Town Attorney activities

- Change in scope for the public information consultant's duties, resulting in a significantly lower expenditure
- Significantly lower expenditures for Town Geologist and Town Engineer duties, which are typically budgeted at a higher level
- Extended use of contract planning services that were charged to applicants resulting from a delay in hiring a permanent town planner

Overall expenditures are expected to remain relatively flat in future years, notwithstanding identified projects that require additional support or unanticipated need. As many of the expenditures in Consultant Services are passed through to applicants, impacts from imprecise budgeting are minimal.

**Sheriff Contract** – Portola Valley is in the second year of a three year contract with the Sheriff's Office, and 2016-17 incorporates a contracted \$20,894 increase. It is worth noting that this cost to the Town is considerably lower than the operating cost of an independent police department and the Town has access to a number of otherwise unavailable resources to assist in all manner of law enforcement, including detectives, physical assets, and opportunities for immediately scaling responses to incidents.

**Landscaping Supplies and Services** – An additional increase of \$13,080 in Town Center Facilities to support weeding and right-of-way mowing is budgeted to intensify the already quality efforts by town staff to maintain the Town's public spaces.

### **General Fund Capital Improvement Projects/Capital Equipment Purchases**

The adopted budget includes \$571,332 in General Fund monies to provide for several Capital Improvement projects including:

- The annual street resurfacing program, which is also supported by Measure A and M dollars
- The local match for the San Mateo Transportation Agency (SMTA) Measure A grant reimbursement project that supports a variety of road widening projects
- Potential improvement projects at Ford Field and on the Crowder Trail, as needed
- The purchase of parks and recreation software and an earthquake information management system (jointly with Woodside Fire Protection District and the Town of Woodside)

Capital Equipment expenditures include:

- Budgeted dollars, at a slightly lower amount, for the purchase of two used electric vehicles for fleet use – staff

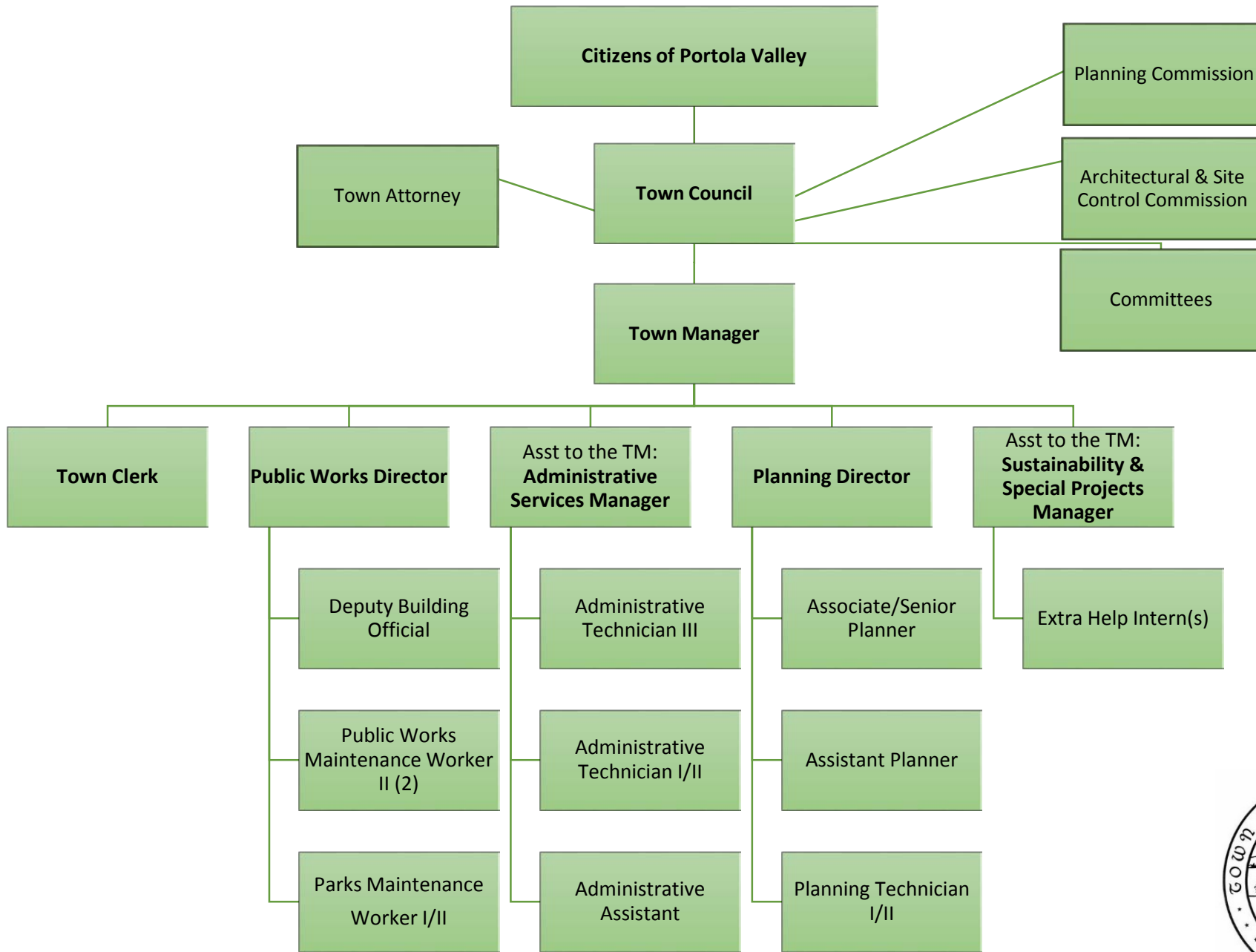
currently uses their own vehicles for planning site visits, code enforcement and visits to construction sites, which has caused damage to personal vehicles. One possible purchase could be with Nissan, which offers refurbished used Leafs at significantly reduced costs to municipalities. Audio-visual improvements to the Community Hall, the Schoolhouse and the Conference Room (to support emergency operation needs) - previous audio-visual improvements, particularly to the Community Hall, were not fully implemented and the current system required considerable staff time to set up and secure after use.

### **General Fund Reserves**

In Fiscal Year 2015-16 there were no adjustments to the current General Fund Balance Assignments (Reserves), which on June 30, 2017 is projected at \$2,116,112.

### **Acknowledgments**

As with most budgets, it can be easily forgotten that expenditures aren't just monies spent – they represent the hard work of dedicated public servants who come to work every day ready to improve the lives of the residents they serve. Although I have only had the privilege of serving as Town Manager for a short period of time, it quickly became clear that Town Hall is staffed by truly exceptional people who care deeply for this community. This budget could not have been developed without each of their suggestions, comments and profound understanding of community needs. I especially want to thank Susan Cope, Cindy Rodas and Teresa Bowerman for the countless hours they spent calculating, double-checking, and scrutinizing every line item to provide the document you see today. I also wish to thank the Finance Committee for their keen eyes and sharp questions that improved the draft budget.







## Town of Portola Valley Fund Descriptions

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

2016-17 Revenues and Expenses by Governmental Fund																
	Fund 5		Fund 8	Fund 10	Fund 15	Fund 20	Fund 22	Fund 25	Fund 30	Fund 40	Fund 45	Fund 50	Fund 60	Fund 65	Fund 96	TOTALS
<b>Revenues</b>	OPERATING	CAPITAL IMPR'S	GRANTS	PUBLIC SAFETY	OPEN SPACE	TRANSPORTATION	MEASURE M/C/CAG	LIBRARY	C O P S	Park-in-Lieu	Inclusionary-in-Lieu	Storm Damage	MEASURE A	ROAD FEES	CASE REVIEWS	
Government Agency	\$ 23,285		\$ 145,372	\$ 13,390		\$ 98,117	\$ 89,830	\$ 81,103	\$ 100,000			\$ -	\$ 274,523			\$ 825,620
Franchise Fees	\$ 281,669															281,669
Permits & Fees	\$ 588,000															588,000
Other Revenues	\$ 127,994				1,000						573,524					702,518
Parks & Recreation	\$ 77,866															77,866
Service Charges	\$ 190,865														255,500	446,365
Revenue from Taxes	\$ 3,015,398															3,015,398
Town Center Facilities	\$ 220,000															220,000
Interest	\$ 57,750															57,750
Utility Users' Taxes	\$ 524,151				229,755											753,905
<b>Revs. Sub-Totals</b>	<b>\$ 5,106,977</b>	<b>\$ -</b>	<b>\$ 145,372</b>	<b>\$ 13,390</b>	<b>\$ 230,755</b>	<b>\$ 98,117</b>	<b>\$ 89,830</b>	<b>\$ 81,103</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 573,524</b>	<b>\$ -</b>	<b>\$ 274,523</b>	<b>\$ -</b>	<b>\$ 255,500</b>	<b>\$ 6,969,091</b>
<b>Expenditures</b>																
Administration & Operations	\$ 2,161,465															\$ 2,161,465
Committees & Commissions	\$ 66,625															66,625
Consultant Services	\$ 424,200					25,000									255,500	704,700
Miscellaneous	\$ 49,288		26,600													75,888
Parks Operations	\$ 237,800															237,800
Public Works Operations	\$ 3,000					200,000	10,775									213,775
Service Agreements	\$ 919,344			13,390					100,000							1,032,734
Services & Supplies	\$ 370,017															370,017
Town Center Facilities	\$ 161,832							41,500								203,332
<b>Exp. Sub-Totals</b>	<b>\$ 4,393,571</b>		<b>\$ 26,600</b>	<b>\$ 13,390</b>	<b>\$ -</b>	<b>\$ 225,000</b>	<b>\$ 10,775</b>	<b>\$ 41,500</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 255,500</b>	<b>\$ 5,066,336</b>
<b>Capital Improvements</b>																
2016-17 Road Improvement		209,422					44,055						274,523			\$ 528,000
Annual Road Testing/Inspection		50,000														50,000
Annual Road Future Year Design		50,000														50,000
SMTA Grant Reimb Road Proj		59,242	118,772													178,014
Springdown Improvement					110,000											110,000
Storm Drain Repairs							35,000									35,000
Ford Field Improvements		34,570														34,570
Crowder Trail Improvements		76,098														76,098
Permit Tracking Software		-														-
Recreation Software		8,000														8,000
Earthquake Info Mgmt Software		7,000														7,000
Capital Equipment Purchases		77,000														77,000
<b>Capital Improvements</b>	<b>\$ -</b>	<b>\$ 571,332</b>	<b>\$ 118,772</b>	<b>\$ -</b>	<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ 79,055</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 274,523</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,153,682</b>
<b>Revs Less Exps/Cap Imps</b>	<b>713,406</b>	<b>-71,332</b>	<b>0</b>	<b>0</b>	<b>120,755</b>	<b>-126,883</b>	<b>0</b>	<b>39,603</b>	<b>0</b>	<b>0</b>	<b>573,524</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>749,073</b>
<b>Interfund Transfers</b>																
General Fund to Transportation	(126,883)					126,883										-
General Fund Capital Transfer	(571,332)	571,332														-
<b>Transfers</b>	<b>\$ (698,215)</b>	<b>\$ 571,332</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 126,883</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance (Revenue - Exp - CIP + Transfers)</b>	<b>\$ 15,191</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120,755</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,603</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 573,524</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 749,073</b>

## Town of Portola Valley 2016-17 Fund Activity Summary

FUND	7/1/2016 ESTIMATED BALANCE	2016-17 ESTIMATED REVENUES	2016-17 ESTIMATED EXPENDITURES	2016-17 TRANSFERS IN(OUT)	6/30/2017 PROJECTED BALANCE
<b>General Purpose Funds</b>					
General Fund Unassigned	2,100,921	5,106,977	4,964,903	(126,883)	2,116,112
Unfunded Pension Liab Assigned	47,773				47,773
Equipment Replacemt Assigned	200,000				200,000
Capital Reserve Assigned	1,400,000				1,400,000
Legal Contingency Assigned	100,000				100,000
Unfunded Retiree Medical OPEB	308,280				308,280
<b>Sub-Total</b>	\$ 4,156,974	\$ 5,106,977	\$ 4,964,903	\$ (126,883)	4,172,165
<b>Restricted Funds</b>					
Bonds and Grants (8)	844	145,372	145,372		844
Public Safety (10)	5,514	13,390	13,390		5,514
Open Space (15)	4,811,003	230,755	110,000		4,931,758
Transportation/Public Works (20)	-	98,117	225,000	126,883	-
Measure M (22)	-	89,830	89,830		-
Library Fund (25)	361,852	81,103	41,500		401,455
Public Safety/COPS (30)	2,307	100,000	100,000		2,307
Park In Lieu (40)	6,277	-	-		6,277
Inclusionary In Lieu (45)	2,888,799	573,524	-		3,462,323
Measure A (60)	-	274,523	274,523		-
Road Fee Fund (65)	-	-	-		-
Applicant Deposits (96)	508,931	255,500	255,500		508,931
<b>Sub-Total</b>	\$ 8,585,527	\$ 1,862,114	\$ 1,255,115	126,883	9,319,409
<b>Grand Total</b>	<b>\$ 12,742,501</b>	<b>\$ 6,969,091</b>	<b>\$ 6,220,018</b>	<b>\$ -</b>	<b>\$ 13,491,575</b>

# REVENUES

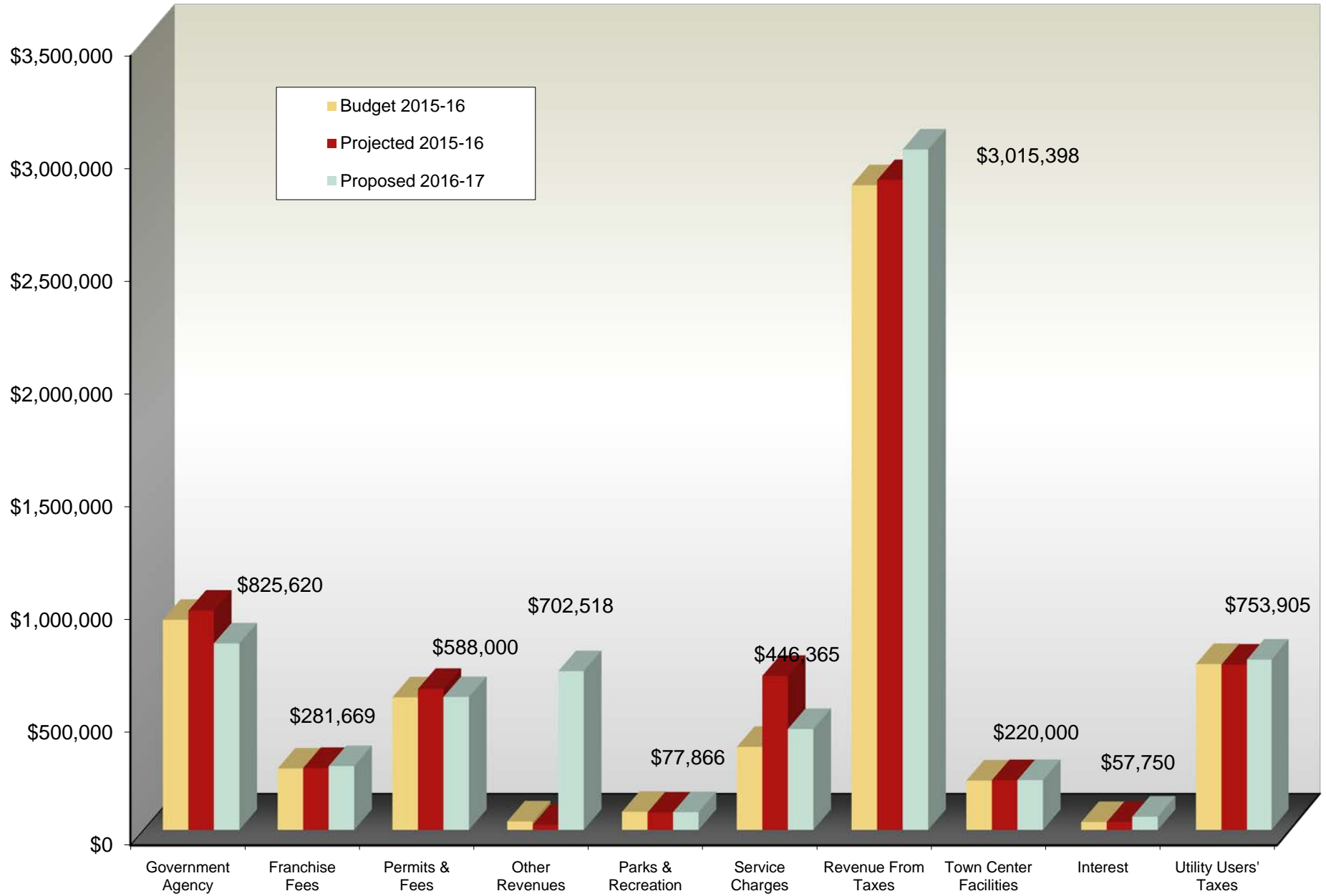
Government Agency.....	13	Parks & Recreation .....	18
Motor Vehicle Fees		Lease Income – Parks	
Measure A Sales Tax		Sports League Field Use	
Proposition 172 Funds		Annual Community Events	
COPS		Service Charges.....	19
State Gas Tax		Zoning & Planning Permits	
HOPTR		Variances	
Prop 42 Funds		Subdivision Fees	
Measure M		Pre-Application Meeting Fees	
C/CAG		Residential Data Reports	
Miscellaneous Grants		Architectural Review	
Franchise Fees.....	15	Geology Fees	
PG&E		Town Engineer/Planner Fees	
California Water		Applicant Charges	
Greenwaste Recovery		Town Library Maintenance Support	
Comcast Cable		Miscellaneous Revenues	
Permits & Fees.....	16	Revenue from Taxes .....	21
Building Permit/Plan Check/Inspections		Property Taxes, Secured & Unsecured	
Site Development		Sales & Use Tax	
Encroachment		Business License Tax	
Conditional Use		Real Property Transfer Tax	
Building Permit Review/Planning		Miscellaneous Other Taxes	
Horsekeeping		Town Center Facilities.....	22
Construction & Demolition		Community Hall & Room Rentals	
Other Revenues .....	17	Parking Lot & Field Rentals	
Fines & Forfeitures		Class Fees	
Miscellaneous Contributions		Interest .....	23
Crowder Trail Maintenance Reimbursement		Utility Users' Taxes.....	24
Open Space		General Purpose Use	
		Open Space Use	

**Town of Portola Valley  
2016-17  
Total Revenues Budget Summary**

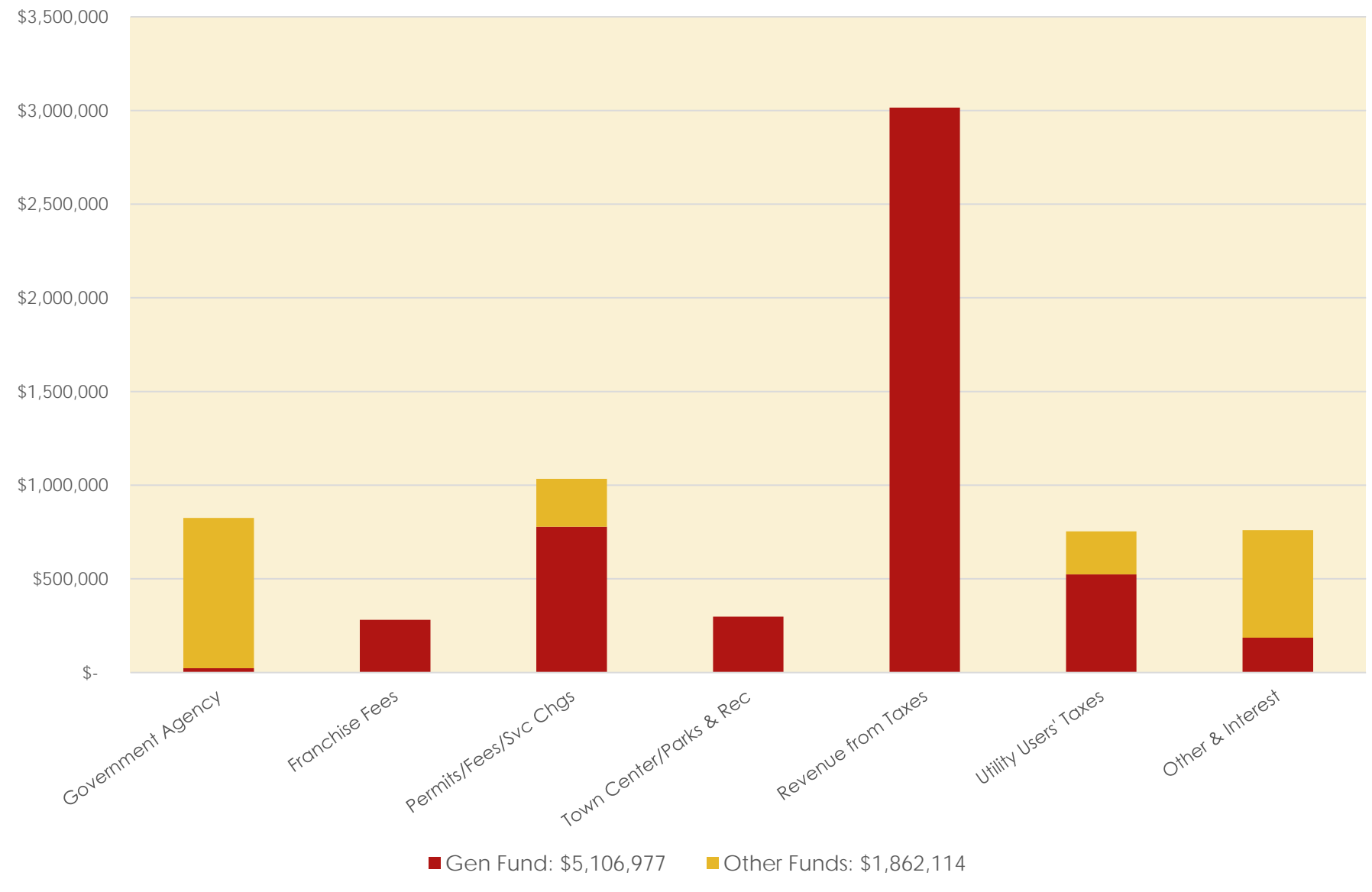
Revenues	2015-16 Adopted Budget	2015-16 Projected at Year End	2016-17 Proposed Budget	\$ / Change per Projected Year End	% / Change per Adopted 15-16 Budget	% / Change per Projected Year End
Government Agency	929,943	970,957	825,620	(145,337)	(11.22)	(14.97)
Franchise Fees	271,038	273,465	281,669	8,204	3.92	3.00
Permits & Fees	586,500	623,938	588,000	(35,938)	0.26	(5.76)
Other Revenues	36,785	22,602	702,518	679,916	1,809.79	3,008.21
Parks & Recreation	79,693	76,223	77,866	1,644	(2.29)	2.16
Service Charges	366,710	681,649	446,365	(235,284)	21.72	(34.52)
Revenue From Taxes	2,857,054	2,880,000	3,015,398	135,398	5.54	4.70
Town Center Facilities	218,000	219,600	220,000	400	0.92	0.18
Interest	34,000	34,500	57,750	23,250	69.85	67.39
Utility Users' Taxes	734,600	731,947	753,905	21,958	2.63	3.00
<b>Grand Total</b>	<b>6,114,323</b>	<b>6,514,881</b>	<b>6,969,091</b>	<b>454,210</b>	<b>14%</b>	<b>7%</b>



## 2015-16 Budget/Projected Revenue vs 2016-17 Proposed Revenue



## 2016-17 Proposed Revenues: \$6,969,091

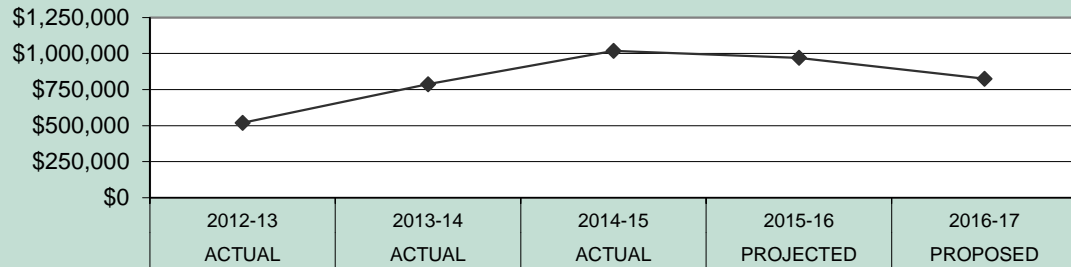


# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



## Government Agency



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODE
<b>1 Motor Vehicle</b> VLF funding was diverted by State legislation in 2011/12 to support the continuation of COPS funding.	2,442	2,871	1,936	-	-	-	05-10-3001
<b>2 Measure A Sales Tax</b> Half percent sales tax restricted for transportation uses.	242,011	252,012	269,709	286,341	281,306	274,523	60-10-3002
<b>3 Proposition 172 Funds - Public Safety Sales Tax</b> Half-cent sales tax restricted for public safety issues.	12,301	12,828	13,418	14,237	13,500	13,390	10-10-3004
<b>4 Public Safety COPS Grant</b> Annual state allotment which can only be used for public safety.	91,291	99,476	100,000	100,000	100,000	100,000	30-10-3006
<b>5 State Gas Tax</b> Pooled Statewide and reallocated based upon population and other factors.	77,033	87,235	90,874	83,620	83,000	87,138	20-10-3008 20-10-3012 20- 10-3014
<b>6 Homeowners' Property Tax Relief (HOPTR)</b>	5,416	9,533	9,429	9,000	8,000	10,285	05-10-3016
<b>State Mandated Costs Reimbursements</b> State reimbursements totalling \$57,400 filed for legislated municipal expenses from 2001 forward.	-	24	18,136	14,500	12,132	13,000	05-10-3017
<b>7 Proposition 42 Funds</b> Traffic Congestion Relief funds expired, Prop 42 funding replaces.	41,092	62,548	49,996	21,402	24,207	10,979	20-10-3015



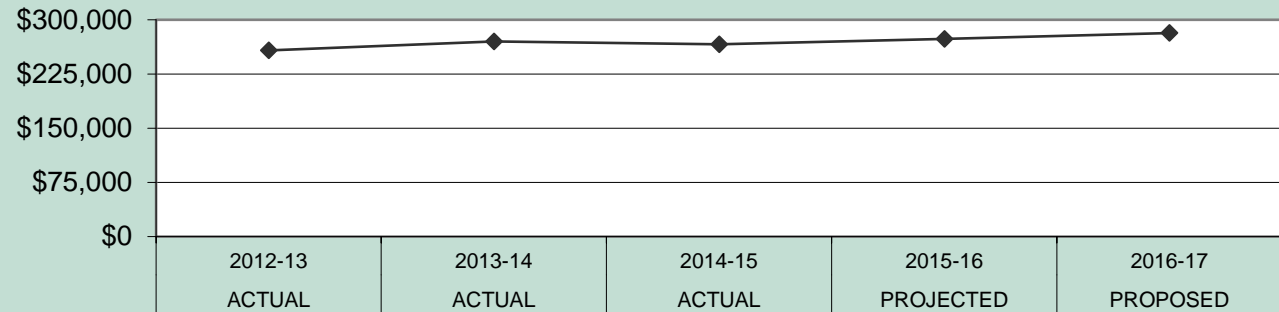
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODE
<b>8</b>	<b>Measure M</b> This reimbursement-based revenue is derived from an additional vehicle registration fee for San Mateo County residents and is to be used for improvements to local streets and roads.	40,960	15,150	123,000	100,000	98,000	80,057	22-10-3019
<b>9</b>	<b>Supplemental C/CAG Program: Trash Reduction</b>		10,441	-	10,500	10,441	9,773	22-10-3096
<b>10</b>	<b>CalTrans Emergency Relief (Upper Alpine Rd)</b>	-	-	73,482	-	163,799	-	50-10-3021
<b>11</b>	<b>San Mateo County Library Donor Funds</b>	-	-	-	-	-	81,103	25-16-3092
<b>12</b>	<b>Miscellaneous Grants</b>							
	County of San Mateo Energy Upgrade Grant	-	-	-	-	5,000	-	08-10-3027
	ABAG-PLAN Risk Management Grant	6,602	2,872	4,086	1,600	1,600	1,600	08-10-3029
	OBAG Federal Aid Grant for Road Improvement	-	-	224,000	-	-	-	08-10-3031
	SMTA Measure A Grant Reimbursement	-	-	40,600	288,743	169,971	118,772	08-10-3033
	2000 Park Bond Act - provides funds for park/rec	-	220,000	-	-	-	-	08-10-3030
	Roberti-Z'berg Grant - provides funds for parks/rec purposes, including development and renovation.	-	12,212	-	-	-	-	08-10-3032
	Beverage Container Recycling Programs - Cal Recycle	-	-	-	-	-	25,000	08-10-3038
	<b>Sub-Total Miscellaneous Grants</b>					176,571	145,372	
	<b>Sub-Total</b>	<b>519,149</b>	<b>787,202</b>	<b>1,018,666</b>	<b>929,943</b>	<b>970,957</b>	<b>825,620</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



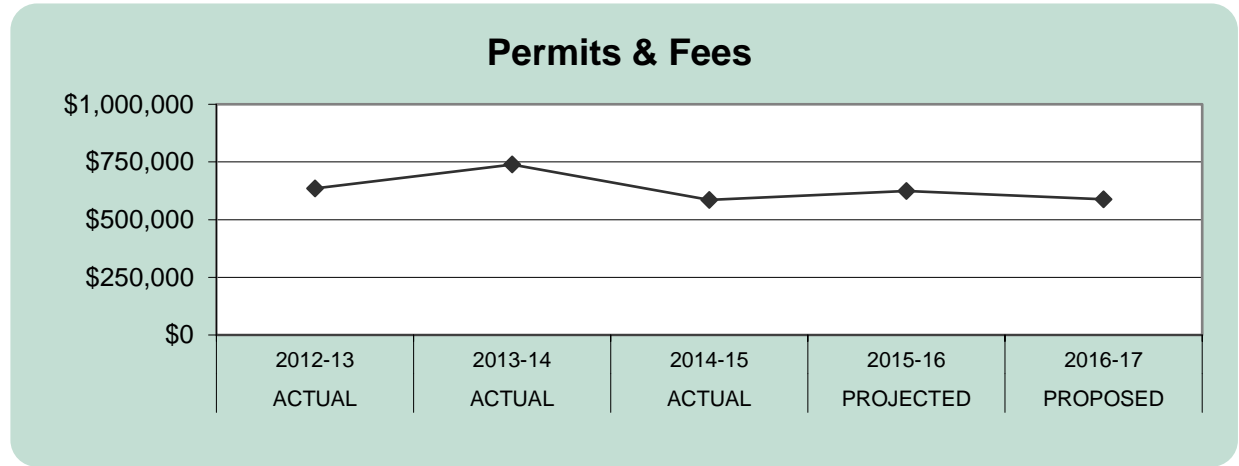
## Franchise Fees



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODE
<b>1 PG&amp;E</b>	75,486	76,944	73,405	75,240	76,788	79,092	05-12-3040
Franchise fee for PG&E regulated by the State through a Town franchise ordinance.							
<b>2 California Water Company</b>	38,459	42,831	36,628	37,000	36,000	37,080	05-12-3042
Fees based upon 1% of total water revenues generated by Cal-Water in the Town.							
<b>3 Greenwaste Recovery Company</b>	66,504	67,854	70,698	72,544	74,378	76,609	05-12-3044
Franchise fees based upon 7.7% of total revenues generated by GWR within the Town. Eighth year of 10-year agreement.							
<b>4 Comcast and AT&amp;T Cable Services</b>	77,177	82,298	85,384	86,254	86,299	88,888	05-12-3046
Franchise fees based upon 5% of total revenues generated by Comcast Cable Services within the Town. Includes \$500/mo PEG fees.							
<b>Sub-Total</b>	<b>257,626</b>	<b>269,927</b>	<b>266,115</b>	<b>271,038</b>	<b>273,465</b>	<b>281,669</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



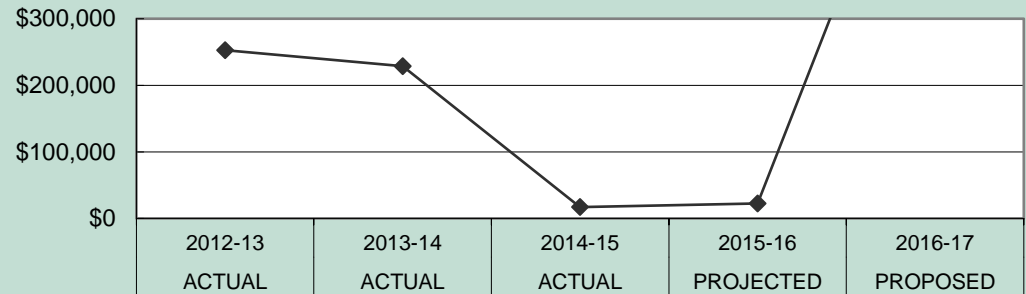
Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODE
<b>1 Building Permits/Plan Check/Inspection Fees</b> Issued for all building construction within the Town.	563,475	645,472	523,301	525,000	547,991	525,000	05-14-3060
<b>2 Site Development Permits</b> Filing fee for permits required to prepare a private property site as a result of property improvements or construction.	39,213	47,965	30,255	27,500	40,785	30,000	05-14-3062
<b>3 Encroachment Permits</b> Filing fee for permits required to conduct work in public right-of-way.	7,274	12,793	8,125	10,000	11,040	10,000	05-14-3064
<b>4 Conditional Use Permits</b> Permits required for a special use on private property.	5,940	10,110	4,150	4,000	6,230	5,000	05-14-3066
<b>5 Building Permit Review/Planning Fee</b> Building permit fee for review of building permits for ASCC/Planning compliance.	3,690	6,130	6,640	5,000	5,327	5,000	05-14-3068
<b>6 Horsekeeping Permits</b> Permits required to keep horses on private property. There are currently 185 permitted horses.	3,150	3,045	2,960	3,000	2,960	3,000	05-14-3070
<b>7 Construction and Demolition Fee</b> Fee to offset cost of implementing C&D Ordinance.	12,025	13,155	10,150	12,000	9,605	10,000	05-14-3072
<b>Sub-Total</b>	<b>634,767</b>	<b>738,670</b>	<b>585,581</b>	<b>586,500</b>	<b>623,938</b>	<b>588,000</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



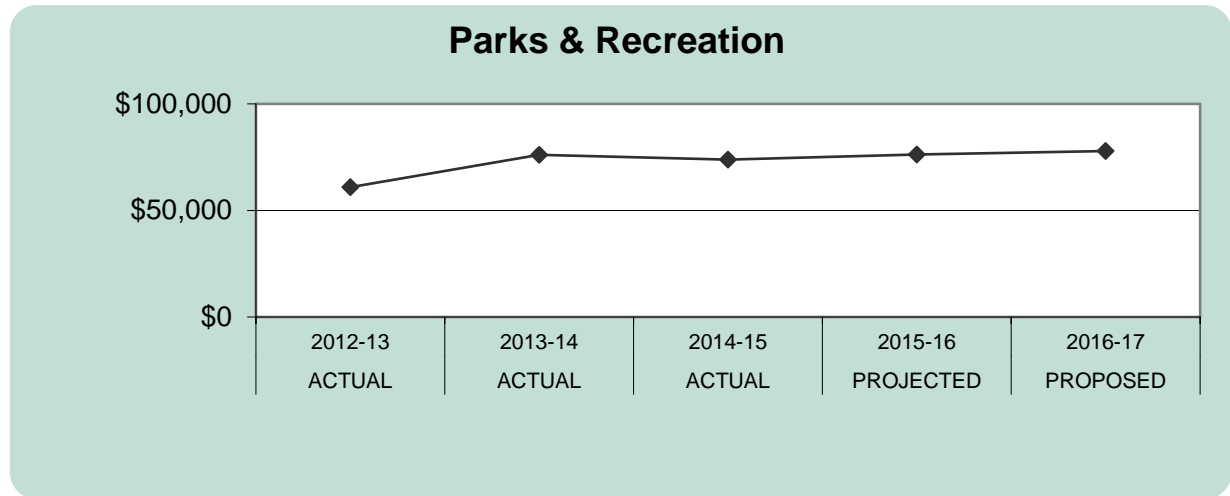
## Other Revenues



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODE
<b>1 Fines and Forfeitures</b>	12,512	12,629	16,998	15,785	15,850	16,326	05-16-3082
Town's portion of traffic and parking citations.							
<b>2 Misc Contribs - received for designated projects</b>	-	-	-	1,000	5,845	1,000	05-16-3086
<b>3 Remaining Revenue Funds</b>							
Crowder Trail Maintenance	-	111,212	-	15,000	-	76,098	05-16-3086
Ford Field Contributions	233,157	21,932	-	-	-	34,570	05-16-3086
<b>4 Open Space</b>	7,274	83,163	-	5,000	907	1000	15-16-3090
Contributions towards the Town's Open Space funds.							
<b>5 Inclusionary In-Lieu Fees - Subdivision Fees</b>	-	-	-	-	-	573,524	45-00-3375
<b>Sub-Total</b>	<b>252,943</b>	<b>228,936</b>	<b>16,998</b>	<b>36,785</b>	<b>22,602</b>	<b>702,518</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



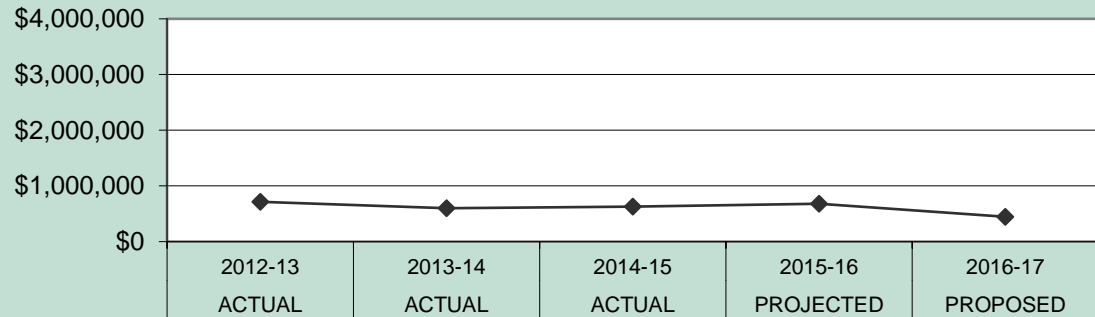
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT NUMBER
<b>1</b>	<b>Lease Income - Parks</b>	7,609	7,791	7,993	8,193	8,123	8,366	05-18-3100
	Lease of Town property for private uses (Alpine Inn Parking Lot and Ladera Oaks).							
<b>2</b>	<b>Sports League Field Use</b>	50,922	66,557	65,820	70,000	66,600	68,000	05-18-3102
	Use fees charged to organized sports leagues for the use of Town fields. Effective 2013-14, soccer league now included with this user group.							
<b>3</b>	<b>Annual Community Events</b>							
	Town Picnic	2,382	1,789	-	1,500	1,500	1,500	05-18-3104
	<b>Sub-Total</b>	<b>60,913</b>	<b>76,136</b>	<b>73,813</b>	<b>79,693</b>	<b>76,223</b>	<b>77,866</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



## Service Charges



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODE
<b>1 Zoning and Planning Permits</b>	620	620	-	620	-	620	05-20-3120
Fee for permits required for commercial use changes.							
<b>2 Variances</b>	2,340	7,200	2,455	890	2,455	2,455	05-20-3122
Filing fee required for consideration of variance requests.							
<b>3 Subdivision Fees</b>	1,600	4,750	1,680	1,600	1,680	3,190	05-20-3124
Filing fee required to process a subdivision.							
<b>4 Residential Data Reports</b>	8,400	9,200	7,125	7,100	8,030	7,100	05-20-3126
Filing fee required for a property status report.							
<b>5 Pre-Application Meeting Fee</b>	6,875	5,205	4,840	4,500	1,210	4,500	05-20-3127
<b>6 Architectural Review Fees</b>	34,130	34,645	18,210	20,000	27,705	20,000	05-20-3132
Filing fee for consideration of improvements to private property.							
<b>7 Geology Fees</b>	7,000	10,930	8,820	8,000	5,110	8,000	05-20-3136
Filing fee for review by Town Geologist for private property improvements, map modifications.							
<b>8 Town Engineering Charges</b>	6,660	7,325	4,800	5,000	2,000	5,000	05-20-3138
Charges to applicant for <u>Engineering staff's</u> review of plans for improvements to private property.							

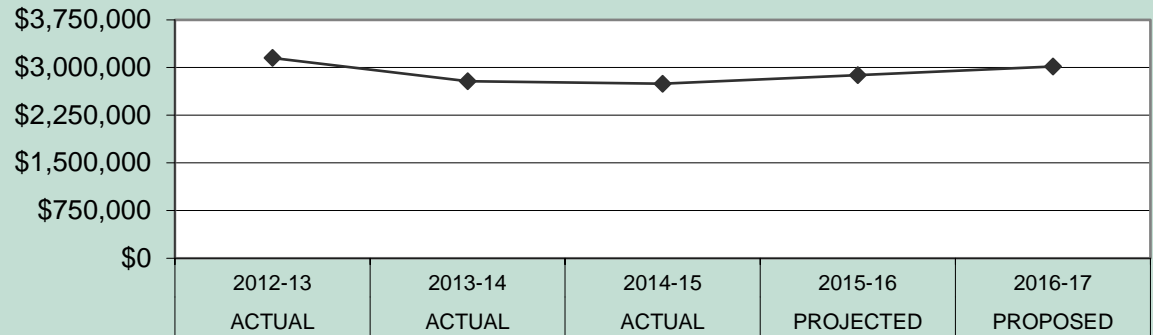
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODE
<b>9</b>	<b>Town Planning Charges</b>	862	17,136	51,286	44,000	50,510	125,000	05-20-3139
	Charges to applicants for <u>Planning staff's</u> review of applications.							
<b>10</b>	<b>Planning Services - Charges to Applicants</b>	-	-	-	55,000	55,000	45,000	96-20-3140
	Charges to applicants for Town Planning review of applications.							
<b>11</b>	<b>Geological Services - Charges to Applicants</b>	-	-	-	125,000	125,000	125,000	96-20-3140
	Charges to applicants for Geological Consultant's review of applications.							
<b>12</b>	<b>Engineering Services - Charges to Applicants</b>	-	-	-	55,000	55,000	60,500	96-20-3140
	Charges to applicants for Engineering Consultant's review of applications.							
<b>13</b>	<b>Attorney Services - Charges to Applicants</b>	-	-	-	25,000	25,000	25,000	96-20-3140
	Charges to applicants for legal review of private applications.							
	<b>Sub-Total - Charges to Applicants</b>	553,214	492,525	509,142	260,000	547,273		96-20-3140
<b>14</b>	<b>Miscellaneous</b>	93,542	8,550	18,005	15,000	35,426	15,000	05-20-3154
<b>15</b>	<b>Appeals</b>					250	-	05-20-3142
	<b>Sub-Total</b>	<b>715,243</b>	<b>598,086</b>	<b>626,363</b>	<b>366,710</b>	<b>681,649</b>	<b>446,365</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



## Revenue From Taxes



Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODE
<b>1</b>	<b>Property Taxes - Secured</b>	2,471,477	2,095,071	2,227,812	2,366,874	2,384,449	2,503,671	05-22-3160
	Town receives 7% of collected property tax revenues from the County, and a 5% growth rate is projected.							
<b>2</b>	<b>Property Taxes - Unsecured</b>	48,236	86,837	89,960	96,180	96,882	101,726	05-22-3162
	Non-property fixed assets (boats, airplanes, capital equipment, etc).							
<b>3</b>	<b>Sales &amp; Use Tax</b>	414,914	328,675	181,914	172,000	195,504	208,000	05-22-3164
<b>4</b>	<b>Business License Tax</b>	66,180	124,163	114,134	105,000	101,971	100,000	05-22-3166
<b>5</b>	<b>Real Property Transfer Tax</b>	138,081	148,503	116,803	115,000	101,194	100,000	05-22-3168
	Transaction tax charged when private property transfers.							
<b>6</b>	<b>Miscellaneous Other Taxes</b>	12,219	1,381	15,797	2,000	-	2,000	05-22-3170
	<b>Sub-Total</b>	<b>3,151,107</b>	<b>2,784,630</b>	<b>2,746,421</b>	<b>2,857,054</b>	<b>2,880,000</b>	<b>3,015,398</b>	

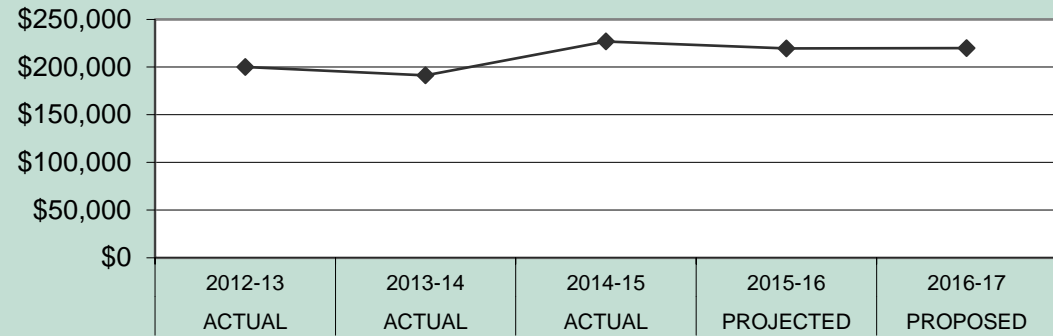


# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



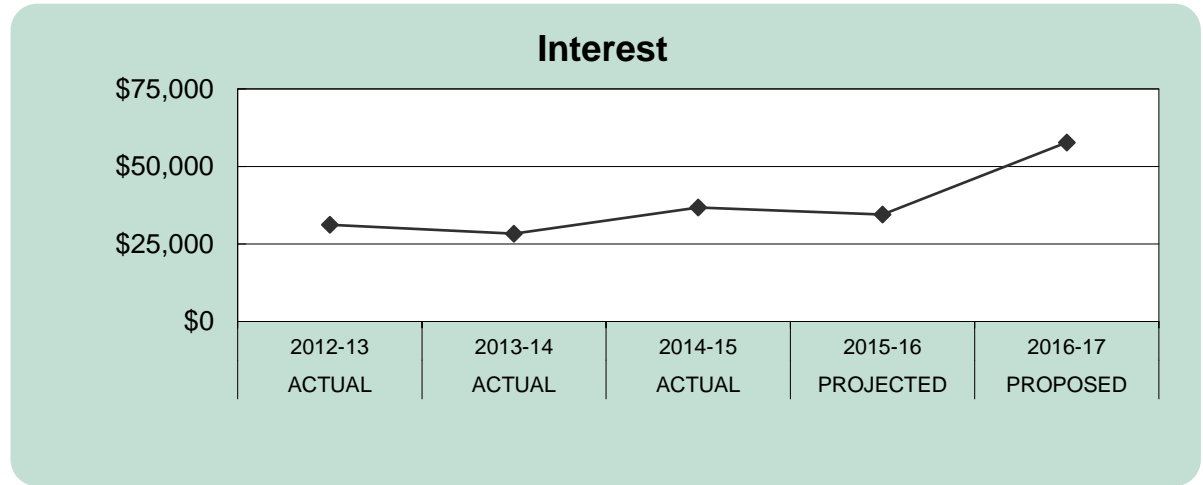
## Town Center Facilities



Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODE
<b>1</b>	<b>Community Hall / Activity Room Rentals</b>	34,465	11,598	20,757	14,000	17,600	16,000	05-24-3184
	Facilities are available for private use by residents 24 times per calendar year.							
<b>2</b>	<b>Parking Lot &amp; Field Rentals</b>	9,687	6,230	1,879	4,000	2,000	4,000	05-24-3188
	Short term rentals of the Town Center parking lot for private parties and events by residents.							
<b>3</b>	<b>Class Fees</b>	156,019	173,512	204,247	200,000	200,000	200,000	05-24-3190
	Four activity rooms available. This revenue is offset by instructor fees, see page 28.							
	<b>Sub-Total</b>	<b>200,171</b>	<b>191,340</b>	<b>226,883</b>	<b>218,000</b>	<b>219,600</b>	<b>220,000</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



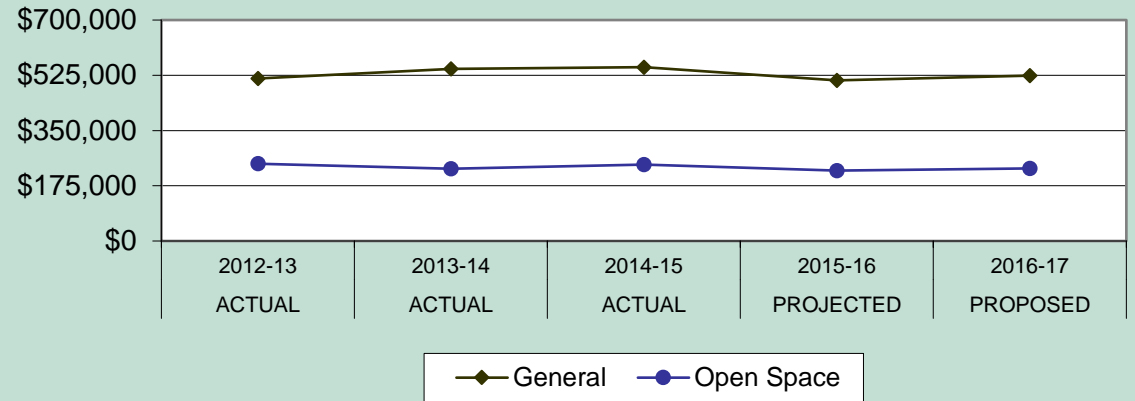
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODE
<b>1</b>	<b>Interest</b>	15,818	9,754	11,714	34,000	34,500	57,750	05-26-3200
	The Town's reserves are invested in the State Local Agency Investment Fund, with an average effective yield for the month of April 2016 of .525%.							
<b>2</b>	<b>Interest - Restricted</b>	15,399	18,572	25,000	-	-	-	
	Allocated quarterly based on average cash balances.							
	<b>Sub-Total</b>	<b>31,217</b>	<b>28,326</b>	<b>36,714</b>	<b>34,000</b>	<b>34,500</b>	<b>57,750</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



## Utility Users Tax



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODES
<b>1 General Purpose Use</b>							
Based on utility revenues generated in Town. Nov 2006 election lowered to 4.5%.							
Electricity and Gas	337,678	341,226	327,801	325,000	325,120	334,874	05-28-3220
Telephone	23,847	24,233	26,477	27,200	24,572	25,309	05-28-3222
Water	183,930	185,279	160,899	157,000	159,192	163,968	05-28-3224
<b>Sub-Total General Purpose Use Tax</b>	<b>545,455</b>	<b>550,738</b>	<b>515,177</b>	<b>509,200</b>	<b>508,884</b>	<b>524,151</b>	
<b>2 Open Space Use</b>							
2% applied to total utility revenues generated by Town residents and businesses. Use restricted for the preservation and purchase of open space. Originally approved by the voters in November 1997.							
Electricity and Gas	150,045	151,649	145,678	143,000	144,278	148,606	15-28-3220
Telephone	10,634	10,773	11,782	12,400	12,143	12,507	15-28-3222
Water	81,748	82,347	71,512	70,000	66,642	68,641	15-28-3224
<b>Sub-Total Open Space Use Tax</b>	<b>242,427</b>	<b>244,769</b>	<b>228,971</b>	<b>225,400</b>	<b>223,063</b>	<b>229,755</b>	
<b>Sub-Total</b>	<b>787,882</b>	<b>795,507</b>	<b>744,149</b>	<b>734,600</b>	<b>731,947</b>	<b>753,905</b>	

# EXPENDITURES

<b>Administration &amp; Operations</b> .....	30	<b>Parks &amp; Recreation Operations</b> .....	35
Permanent, Part-time and Temporary Staff		Parks & Fields Maintenance	
Benefits		Portable Lavatories	
<b>Committees &amp; Commissions</b> .....	31	Special Events Insurance	
Bicycle, Pedestrian & Traffic Safety		Instructors	
Cable & Utilities Undergrounding		<b>Public Works Operations</b> .....	36
Conservation		Public Road Surface & Drainage	
Community/Volunteer Events		Street Sweeping and ROW Maintenance	
Cultural Arts		ROW Tree Trimming & Mowing	
Emergency Preparedness		Litter Cleanup	
Historic Resources		Tools and Equipment	
Open Space Acquisition Advisory		Street Signs & Striping	
Parks & Recreation		Trails Surface Rehabilitation	
Science & Nature		C-1 Trail Maintenance	
Sustainability		Storm Damage/Emergency Repairs	
Trails & Paths		<b>Service Agreements</b> .....	37
Water Conservation		Animal Control	
<b>Consultant Services</b> .....	32	San Mateo County Sheriff's Office, COPS	
Accounting & Auditing		Emergency Services Council JPA	
Town Attorney		NPDES – Stormwater Program	
Transcription		<b>Services &amp; Supplies</b> .....	38
Geologist		Elections	
Engineer		Liability Insurance	
Planner		Office Supplies	
Plan Check		Town Publications	
Miscellaneous Consultants		Web Site Hosting & Spam Filtering	
<b>Miscellaneous</b> .....	34	Office Equipment – Maintenance & Repairs	
Contingency		Equipment Services Contracts	
Community Services		Postage	
H.E.A.R.T. JPA		Telephones and Wi-Fi	
Risk Management Programs		Advertising	

- Dues
- Education & Training
- Mileage Reimbursement
- Utilities
- Fire Prevention / Wood Chipping
- Vehicle Maintenance
- Miscellaneous
- Bank Fees
- Sustainability Series
- Town Center Facilities..... 40
  - Building Maintenance Equipment & Supplies
  - Landscape Supplies & Services
  - Janitorial Services
  - Mechanical Systems Maintenance/Repair
  - Repairs/Vandalism
  - Property Insurance
- Capital Improvements Program..... 41

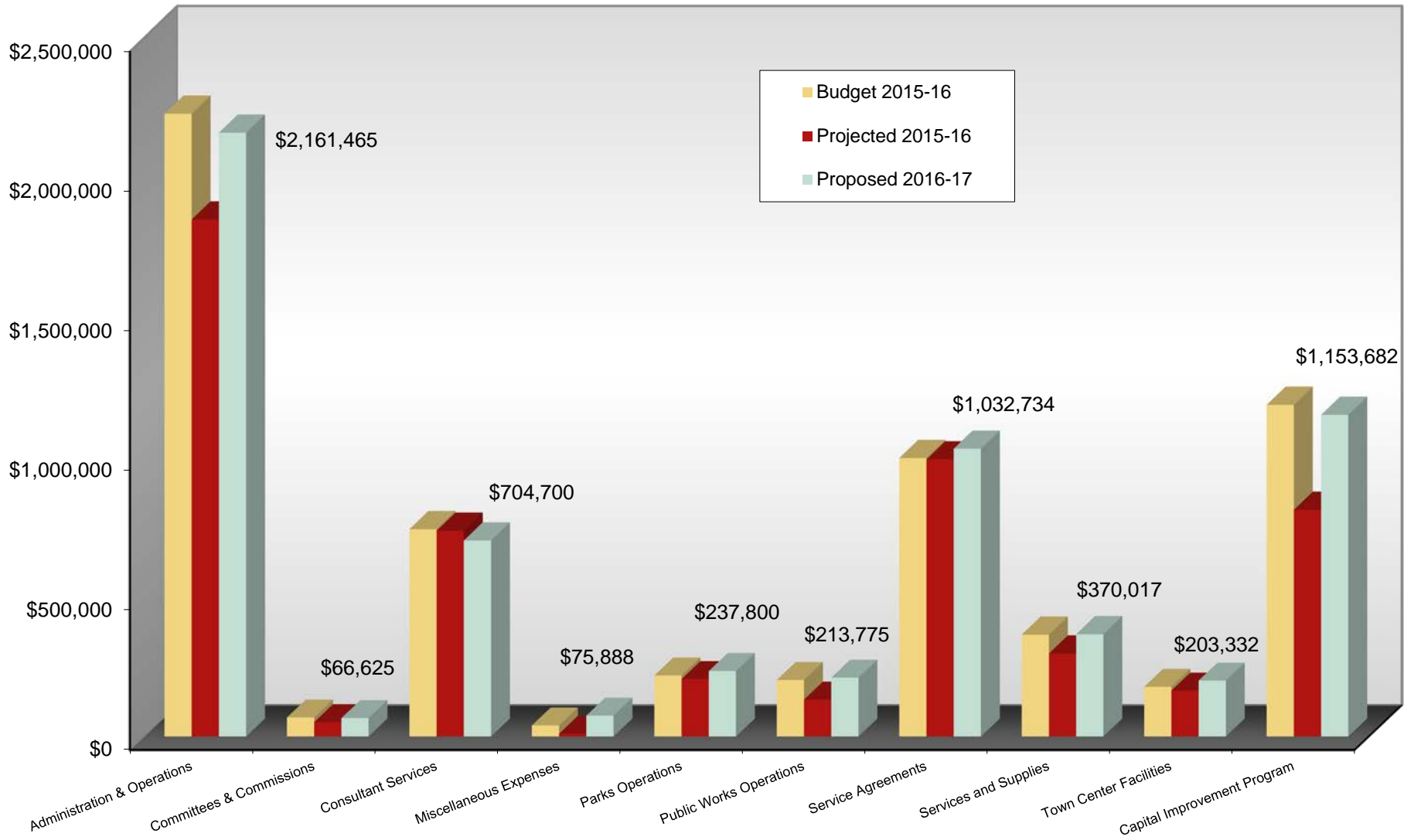
**Town of Portola Valley**  
**2016-17**  
**Total Expenditures Budget Summary**

Expenditures	2015-16 Adopted Budget	2015-16 Projected at Year End
Administration & Operations	2,229,393	1,851,545
Committees & Commissions	69,000	51,934
Consultant Services	745,345	739,712
Miscellaneous Expenses	40,100	10,017
Parks Operations	221,600	208,808
Public Works Operations	205,500	134,121
Service Agreements	999,543	994,454
Services and Supplies	368,455	300,984
Town Center Facilities	180,700	166,884
<b>Subtotal</b>	<b>5,059,636</b>	<b>4,458,458</b>
<b>Capital Improvement Program</b>		
Programs	1,189,500	814,308
Equipment	35,000	-
<b>Subtotal</b>	<b>1,224,500</b>	<b>814,308</b>
<b>Grand Total</b>	<b>6,284,136</b>	<b>5,272,767</b>

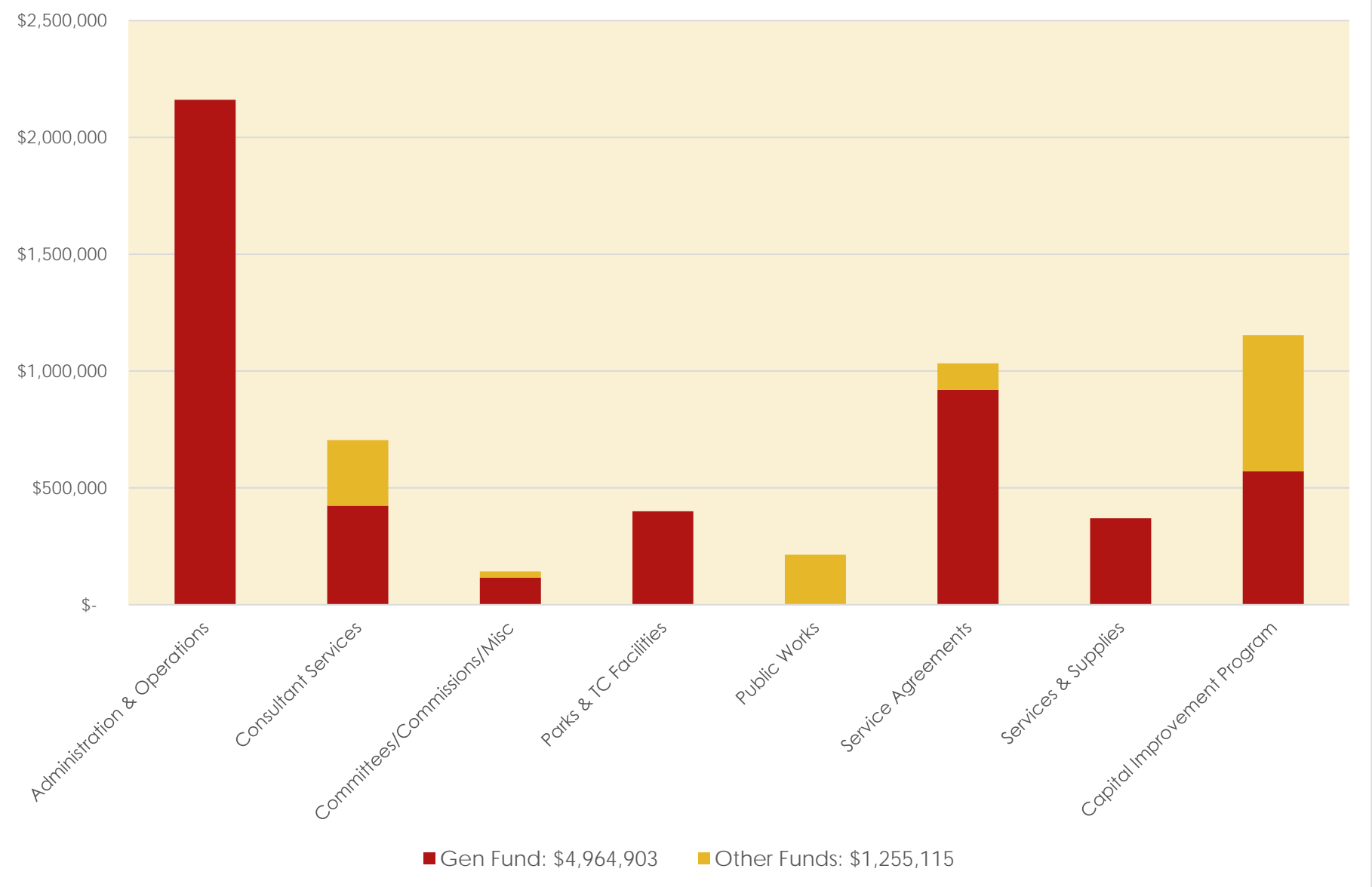
2016-17 Proposed Budget	\$ / Change per Projected Year End	%/Change per Adopted 15-16 Budget	%/Change per Projected Year End
2,161,465	309,920	(3.05)	16.74
66,625	14,691	(3.44)	28.29
704,700	-35,012	(5.45)	(4.73)
75,888	65,871	89.25	657.59
237,800	28,992	7.31	13.88
213,775	79,654	4.03	59.39
1,032,734	38,280	3.32	3.85
370,017	69,033	0.42	22.94
203,332	36,448	12.52	21.84
<b>5,066,336</b>	<b>607,877</b>	<b>0.13</b>	<b>13.63</b>
1,076,682	262,374	(9.48)	32.22
77,000	77,000	120.00	-
<b>1,153,682</b>	<b>339,374</b>	<b>(5.78)</b>	<b>41.68</b>
<b>6,220,018</b>	<b>947,251</b>	<b>-1%</b>	<b>18%</b>



## 2015-16 Budget/Projected Exps. vs 2016-17 Proposed Expenditures



### 2016-17 Proposed Expenditures: \$6,220,018



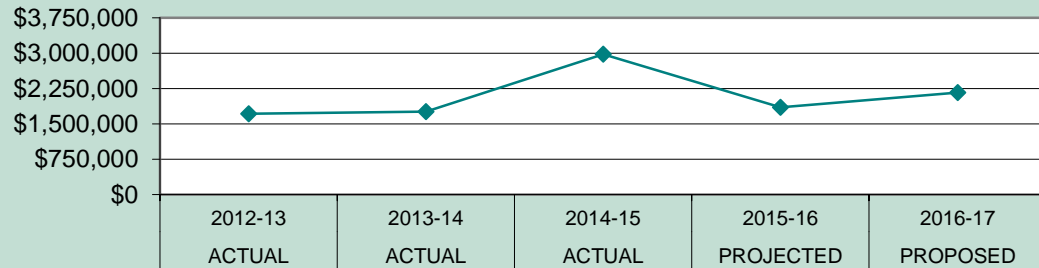


# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



## Administration and Operations



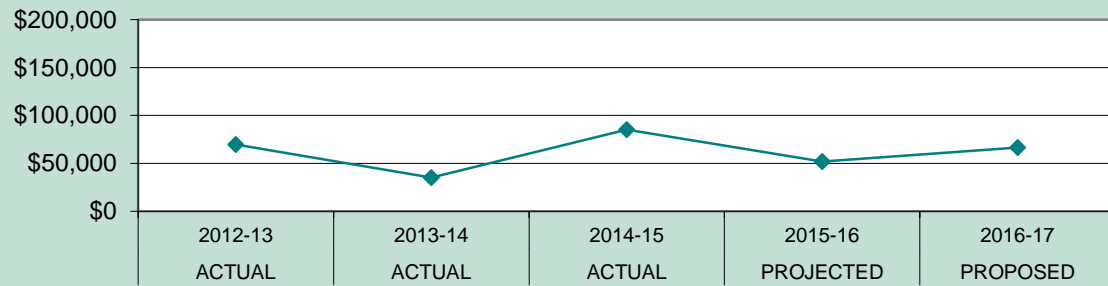
Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODES
<b>1 Permanent Full-Time Staff (15)</b>							
Administration/Finance (6)	463,553	501,630	542,078	564,767	520,066	601,558	
Planning/Building/Public Wks (6)	384,978	519,508	596,785	696,218	522,899	702,472	
Maintenance (3)	184,771	131,835	135,631	242,365	109,762	194,764	
<b>2 Permanent Part-Time Staff</b>							
Administrative (2) (Intern/Admin Staff)	-	-	360	40,000	34,093	40,000	05-50-4058
Horsekeeping (Bldg Official as of Feb-2014)	704	429	-	-	-	-	05-50-4044
<b>3 Temporary Staff</b>							
Building Inspection (Contractor)	8,697	12,886	180,405	10,000	111,008	10,000	05-50-4062
Temporary Planning/Admin Staff	160,191	39,167	36,524	35,000	14,589	-	05-50-4060
<b>4 Benefits</b>							
Retirement - PERS (06/30/15 payment to reduce unfunded liability (\$907,699))	170,993	180,467	1,119,396	225,746	167,547	198,958	05-50-4080
Retirement - Social Security	62,635	66,777	73,600	86,028	61,860	83,576	05-50-4082
Medicare	15,265	17,196	19,000	22,570	18,036	21,863	05-50-4084
Health Insurance/Retiree Service Charges	209,065	231,573	177,202	220,866	190,046	187,107	05-50-4086
Health Insurance/Dental & Vision	-	-	22,178		22,449	25,403	05-50-4090
Long-Term Disability Insurance	-	-	3,267	3,500	3,055	3,100	05-50-4091
Unemployment/Workers' Compensation	41,981	20,380	14,397	20,000	21,973	30,018	05-50-4092
Cafeteria Plan Management (FSA)	-	1,000	1,000	1,000	1,000	1,000	05-50-4097
Automobile Allowance	6,000	9,000	10,150	13,200	6,400	9,000	05-50-4096
Overtime	868	10,243	7,830	8,000	5,457	7,000	05-50-4100
Tuition Reimbursement	-	-	6,000	3,000	3,000	6,000	05-50-4104
Town-Paid Deferred Compensation	-	-	8,358	17,133	14,361	17,647	05-50-4098
<b>5 Vacation Sell Back</b>	4,951	15,609	22,386	20,000	23,943	22,000	05-50-4102
<b>Sub-Total</b>	<b>1,714,652</b>	<b>1,757,700</b>	<b>2,976,547</b>	<b>2,229,393</b>	<b>1,851,545</b>	<b>2,161,465</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



## Committees and Commissions



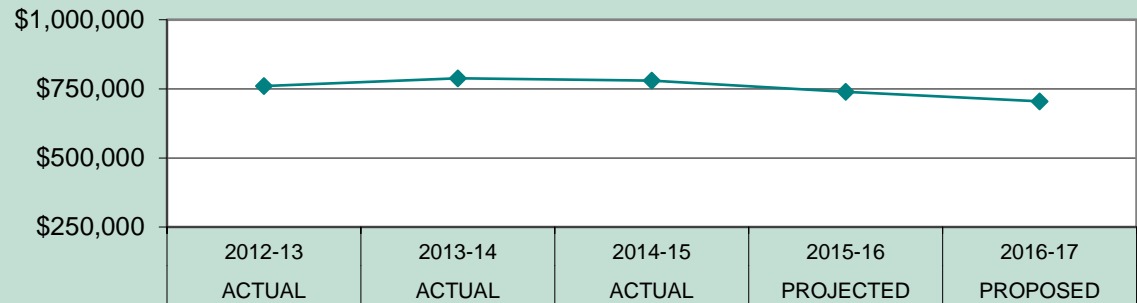
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODES
1	<b>Bicycle, Pedestrian and Traffic Safety</b>	2,429	100	-	500	500	750	05-52-4143
2	<b>Cable and Utilities Undergrounding</b>	-	-	-	1,650	-	500	05-52-4142
3	<b>Conservation</b>	1,185	1961	830	3,950	3,000	3,125	05-52-4144
4	<b>Community Volunteer Events</b>							
	Blues & Barbecue (suspended in 2014)	34,926	-	-	-	-	-	05-52-4146
	Fiftieth Anniversary Party		624	37,290	-	-	-	
	Town Picnic (line item moved to Parks & Rec 2014-15)	17,182			-	-	-	05-52-4147
	Holiday Party		18,736	11,576	12,000	11,169	13,000	05-52-4147
5	<b>Cultural Arts</b>	5,213	3,234	4,751	6,000	5,616	6,850	05-52-4150
	Holiday Fair, Summer Concerts, Lecture Series							
6	<b>Emergency Preparedness</b>	2,811	4,931	7,747	8,100	8,100	10,500	05-52-4152
	Includes cost of microwave line to County, emergency supplies and radio-related costs.							
7	<b>Historic Resources</b>	1,779	1,013	2,114	4,300	846	5,750	05-52-4154
8	<b>Open Space Acquisition Advisory</b>	-	-	102	500	-	500	05-52-4156
9	<b>Parks and Recreation</b>							
	Town Picnic (line item moved to P&R 2014-15)	-	-	7,878	11,000	11,000	11,000	05-52-4158
	Zots to Tots Run	1,794	1,900	3,612	3,000	3,000	3,000	05-52-4158
10	<b>Science and Nature</b>	227	360	398	1,000	1,204	1,000	05-52-4163
11	<b>Sustainability</b>	2,084	2,317	5,136	9,000	-	-	05-52-4165
12	<b>Trails &amp; Paths</b>	-	-	306	2,500	2,500	4,000	20-60-4270
13	<b>Water Conservation</b>	-	-	3,455	5,500	5,000	6,650	05-52-4168
	<b>Sub-Total</b>	<b>69,630</b>	<b>35,176</b>	<b>85,194</b>	<b>69,000</b>	<b>51,934</b>	<b>66,625</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



## Consultant Services



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODES
<b>1 Accounting and Auditing</b>	23,451	24,148	26,276	27,345	28,534	30,200	05-54-4180
Preparation of the Town's annual audit and other accounting services. Expenditures for Community Hall audit is located at Town Center Facilities.							
<b>2 Town Attorney</b>	99,123	116,135	131,304	125,000	119,753	125,000	05-54-4182
Town Attorney is appointed by the Town Council to provide legal advice to the Town Council, committees, and staff.							
<b>3 Town Attorney - Charges to Applicants</b>	36,034	14,888	14,844	25,000	19,748	25,000	96-54-4186
Charges to applicants for legal reviews of applications. Paid through the applicant deposit system.							
<b>4 Transcription Services</b>	25,549	21,367	16,938	20,000	11,840	20,000	05-54-4188
Cost to transcribe the proceedings of the Town Council and Planning Commission meetings.							
<b>5 Town Geologist</b>	2,717	3,993	14,981	16,000	1,856	16,000	05-54-4189
The Town Geologist is retained to provide geology reviews and to provide advice to the Town Council and staff.							
<b>6 Town Geologist - Charges to Applicants</b>	76,972	98,188	122,551	125,000	128,238	125,000	96-54-4190
Charges to applicants for geological consultant reviews of applications. Paid through applicant deposit system.							

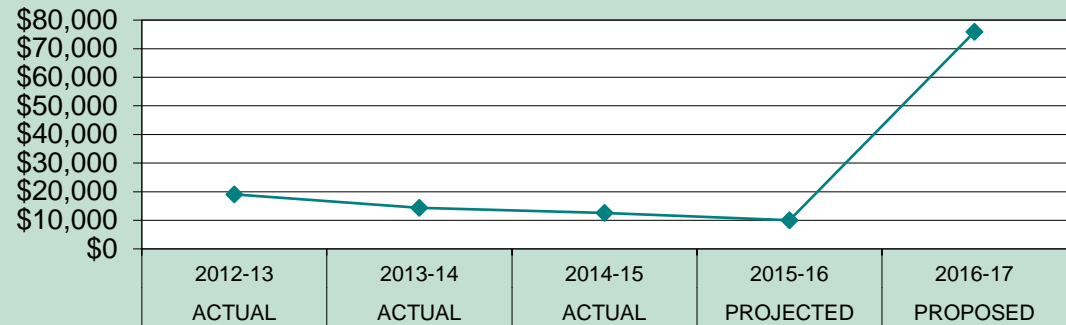
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODES
7	<b>Engineer Services</b> This provides backup consulting to the Town Engineer (e.g., traffic analysis, surveying, NPDES).	14,800	95	3,373	25,000	690	25,000	5/20-54-4192
8	<b>Engineer - Charge to Applicants</b> Charges to applicants for engineering consultant review of applications. Public Works inspections paid through applicant deposit system.	17,900	42,749	45,882	55,000	80,172	60,500	96-54-4194
9	<b>Planner</b> Contract planning services as needed.	142,787	124,668	93,585	50,000	-	20,000	05-54-4196
10	<b>Planner - Charge to Applicants</b> Charges to applicants for planning consultant reviews of applications. Paid through applicant deposit system.	202,962	165,456	62,874	55,000	125,114	45,000	96-54-4198
11	<b>Plan Check</b> Services provided to review building department plans submitted by applicants for consistency with conditions and codes.	82,407	126,015	91,559	100,000	99,664	100,000	05-54-4200
12	<b>Miscellaneous Consultants</b>							
	Peelle - Scanning & Indexing Town Documents	-	-	-	6,000	32,554	3,500	05-54-4208
	Lynx Tech - GIS Training, Updates, Completion of General Plan Diagrams	4,214	8,672	8,351	-	-	-	05-54-4208
	Public Information Consultant (shared)			65,000	40,000	4,509	8,500	05-54-4215
	Website/IT Consulting & Training Services	18,740	23,510	25,826	26,000	25,333	26,000	05-54-4216
	Master Plan Update	-	-	-	-	-	65,000	05-54-4214
	Other Consultants	-	-	-	-	-	10,000	05-54-4214
	<b>Sub-Total Miscellaneous Consultants</b>	12,550	18,210	56,237	50,000	61,707	113,000	05-54-4214
	<b>Sub-Total</b>	<b>760,206</b>	<b>788,094</b>	<b>779,580</b>	<b>745,345</b>	<b>739,712</b>	<b>704,700</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



## Miscellaneous Expenses



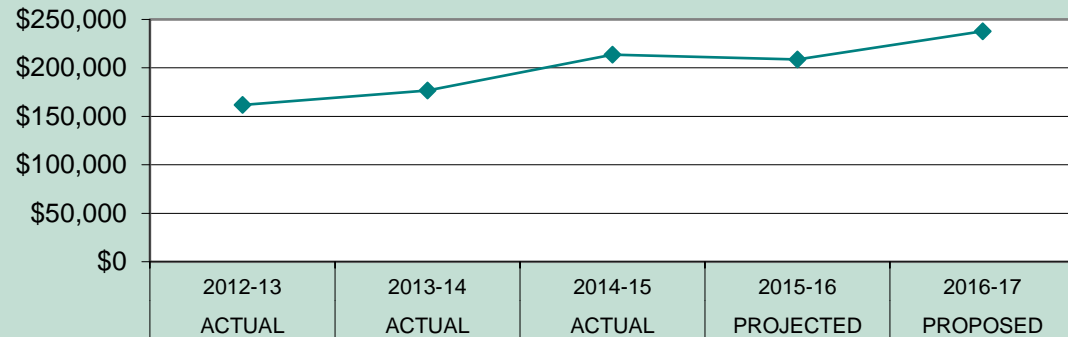
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODE
<b>1</b>	<b>Contingency</b>	-	-	-	30,000	-	30,000	05-56-4220
	Contingency funding provides for unexpected funding needs; cannot be spent without Town Council authorization.							
<b>2</b>	<b>Community Services</b>							05-56-4222
	Heart Investment Project						3,000	
	Joint Venture						1,000	
	Pennisula Conflict Resolution						525	
	Sustainable San Mateo County						2,500	
	HIP Housing						3,000	
	Housing Outreach Team						2,763	
	Citizens Emergency Response Preparedness Program						5,000	
	<b>Sub-Total Community Services</b>	11,000	10,000	7,000	7,000	7,000	17,788	
<b>3</b>	<b>H.E.A.R.T. JPA</b>	1,432	1,432	1,432	1,500	1,432	1,500	05-56-4223
	For participation in endowment to create a regional approach to affordable housing.							
<b>4</b>	<b>Risk Management Programs (grant funded)</b>	6,602	2,872	4,086	1,600	1,585	1,600	08-56-4221
<b>5</b>	<b>Beverage Container Recycling Programs - Cal Recycle</b>	-	-	-	-	-	25,000	08-56-4222
	<b>Sub-Total</b>	<b>19,034</b>	<b>14,304</b>	<b>12,518</b>	<b>40,100</b>	<b>10,017</b>	<b>75,888</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



## Parks & Recreation Operations



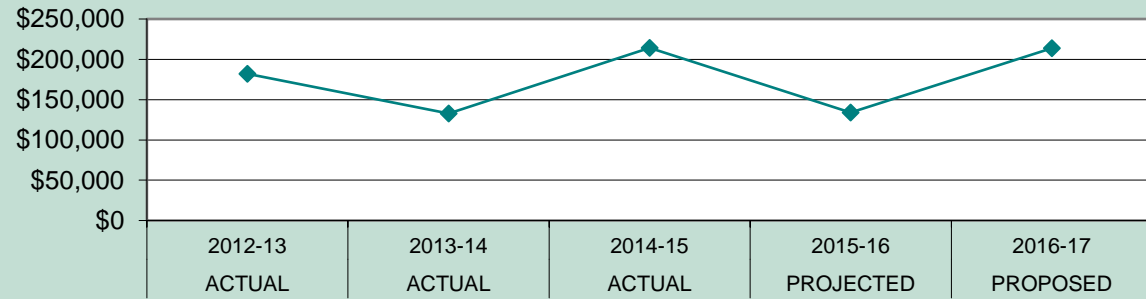
Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODES
<b>1 Parks and Fields Maintenance</b>	30,605	33,082	46,112	56,400	51,056	72,300	05-58-4240
Maintenance cost for all Town-owned playing fields and parks.							
<b>2 Portable Lavatories</b>	3,169	3,295	3,147	3,000	3,152	3,300	05-58-4244
Portables at both Rossotti and Ford playing fields.							
<b>3 Instructors</b>	124,505	138,167	162,283	160,000	153,100	160,000	05-58-4246
Percentage of fees (80%) remitted to instructors from classroom revenues.							
<b>4 Special Event Insurance</b>	3,472	2,190	2,200	2,200	1,500	2,200	05-58-4338
<b>Sub-Total</b>	<b>161,751</b>	<b>176,733</b>	<b>213,742</b>	<b>221,600</b>	<b>208,808</b>	<b>237,800</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



## Public Works Operations



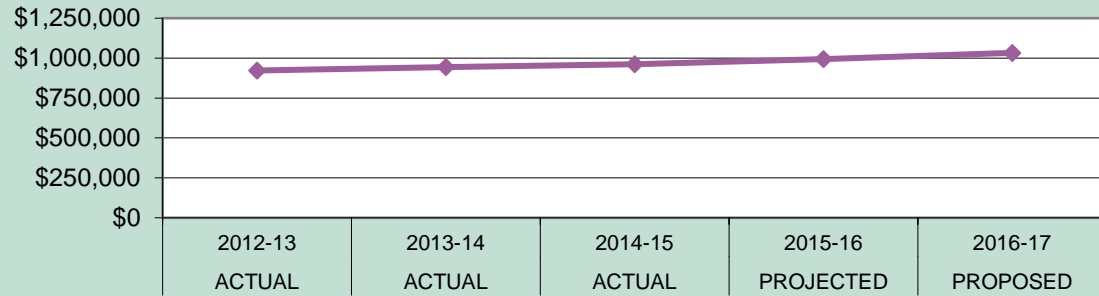
Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODES
<b>1 Public Road Surface &amp; Drainage Maintenance</b>	38,745	14,563	21,100	35,000	9,756	35,000	20-60-4260
<b>2 Street Sweeping</b>	21,187	18,451	19,110	22,000	18,117	20,000	20-60-4262
<b>3 Right of Way Tree Trimming &amp; Mowing Program</b>	35,030	42,075	53,282	60,000	51,268	70,000	20-60-4264
<b>4 Public Right of Way Litter Clean-up Program</b>	9,731	-	6,370	10,500	10,441	10,775	22-60-4266
<b>5 Tools and Equipment</b> Includes safety garments, hand tools, and small mowers.	2,788	985	2,642	3,000	4,301	3,000	05-60-4267
<b>6 Street Signs &amp; Striping Maintenance</b>	8,209	4,865	9,911	15,000	6,500	15,000	20-60-4268
<b>7 Trail Surface Rehabilitation</b>	44,633	29,775	42,175	40,000	25,000	40,000	20-60-4270
<b>8 Storm Damage/Emergency Repairs</b> Non-disaster related storm damage.	21,569	22,053	59,579	20,000	8,738	20,000	20-60-4271
<b>Sub-Total</b>	<b>181,892</b>	<b>132,768</b>	<b>214,169</b>	<b>205,500</b>	<b>134,121</b>	<b>213,775</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



## Service Agreements



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODES
<b>1 Animal Control</b>	36,099	28,712	20,254	16,000	15,761	18,404	05-62-4280
Animal Control services are provided by the Peninsula Humane Society through a contract with San Mateo County.							
<b>2 San Mateo County Sheriff's Office</b>	616,229	634,716	653,757	692,100	692,100	712,994	05-62-4282
Contract law enforcement through San Mateo County. This is the first year of a three-year agreement.							
<b>3 Additional Traffic Patrols</b>							
Portion funded by Public Safety COPS Grant	100,000	100,000	100,000	100,000	100,000	100,000	30-62-4284
Portion of program to be funded by General Fund.	151,868	129,712	154,206	152,943	154,031	165,681	05-62-4284
Portion of program to be funded by Public Safety Fund.	-	29,712	13,000	18,000	12,218	13,390	10-62-4284
<b>Sub-Total Additional Traffic Patrols</b>	<b>251,868</b>	<b>259,424</b>	<b>267,206</b>	<b>270,943</b>	<b>266,249</b>	<b>279,071</b>	
<b>4 Emergency Services Council JPA</b>	13,328	13,626	13,848	14,000	15,765	15,765	05-62-4286
<b>5 NPDES Stormwater Program</b>	4,852	6,395	5,826	6,500	4,579	6,500	05-62-4288
Cost of county-wide stormwater discharge permit as mandated by Federal and State legislation.							
<b>Sub-Total</b>	<b>922,376</b>	<b>942,873</b>	<b>960,891</b>	<b>999,543</b>	<b>994,454</b>	<b>1,032,734</b>	

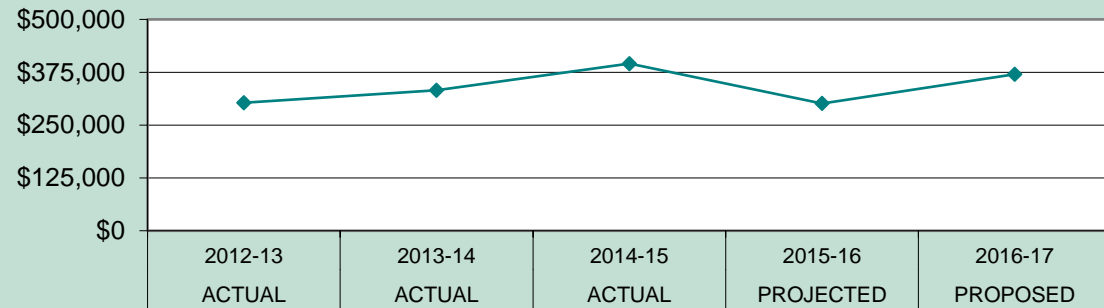


# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



## Services & Supplies



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODES
<b>1 Codification</b> Annual codification of the Town's ordinances.	4,624	-	1,987	-	0	1,900	05-64-4300
<b>2 Elections</b> Bi-annual Town elections. Funds used to pay County to administer Town elections.	51	6,499	-	5,000	59	-	05-64-4302
<b>3 Liability Insurance/Bonds</b> Town's liability insurance, automobile insurance and officials' bonding. ABAG has increased liability cap from \$10 to \$15 million.	42,075	43,708	39,195	40,000	43,112	46,950	05-64-4304
<b>4 Office Supplies</b> Includes outside printing, purchase of building code books, and various training books. 100% recycled purchasing when possible.	12,651	15,810	15,447	18,000	18,000	18,500	05-64-4308
<b>5 Town Publications</b> Production costs for postcards	12,723	1,818	1,689	4,000	2,600	3,000	05-64-4310
<b>6 Web Site, Spam Filtering, Software subscriptions</b> Includes offsite hosting of Municipal Code, security certificate for website, website hosting, spam filtering services, MS365 subscription, Adobe Creative Cloud.	4,138	18,520	9,334	9,300	9,485	10,300	05-64-4311
<b>7 Office Equipment, Maintenance &amp; Repairs</b> Includes domain server, scheduled computer replacement	12,958	22,592	37,325	14,000	14,000	14,000	05-64-4312

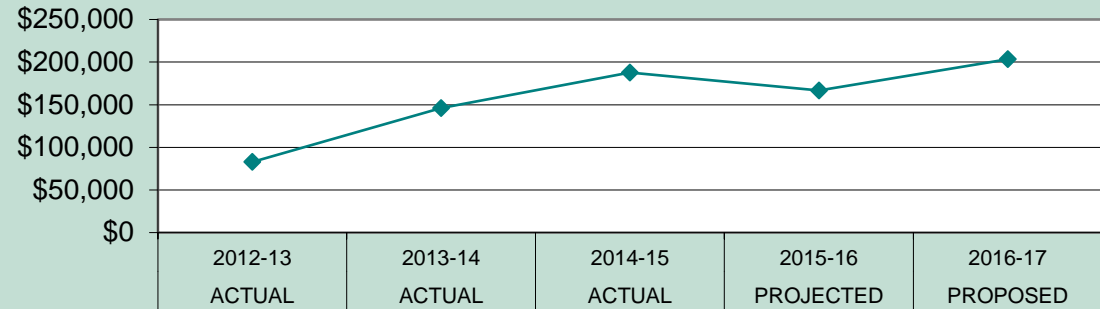
Account Description/Activity		ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODES
<b>8</b>	<b>Equipment Service Contracts</b>	12,003	14,173	12,019	14,500	11,763	14,500	05-64-4314
	Maintenance agreements for GIS/financial software, postal meter and other service agreements as needed.							
<b>9</b>	<b>Postage</b>	3,190	7,707	6,629	7,000	7,000	7,000	05-64-4316
<b>10</b>	<b>Telephones and Wi-Fi Internet</b>	4,164	4,878	7,022	7,000	15,519	7,000	05-64-4318
	Includes land lines, cell phones, and wi-fi service.							
<b>11</b>	<b>Advertising</b>	8,543	9,141	7,905	9,000	7,279	9,000	05-64-4320
	Legal notices and advertisements.							
<b>12</b>	<b>Dues</b>	21,860	21,284	22,643	26,815	23,596	30,000	05-64-4322
<b>13</b>	<b>Education, Training and Staff Development</b>	4,990	7,450	8,001	13,500	7,580	15,000	05-64-4326
<b>14</b>	<b>Education &amp; Training - Council, Commissions, &amp; Committees</b>	2,075	989	870	5,580	2,507	5,000	05-64-4327
<b>15</b>	<b>Mileage Reimbursement (2016 rate is 0.575/mile)</b>	1,518	2,061	1,676	2,000	1,627	2,000	05-64-4328
<b>16</b>	<b>Utilities</b>							
	PG&E and water expenses for Town Center buildings and fields.							
	PG&E	79,562	74,670	77,854	11,000	11,475	12,000	
	Cal-Water Recreational (Fields & Triangle Park)				65,000	50,700	66,330	25/05-64-4330
	Cal-Water Non-Recreational				3,000	2,500	3,015	
<b>17</b>	<b>Fire Prevention/Wood Chipping/CERPP</b>	29,010	36,473	59,426	64,000	34,700	36,047	05-64-4333
	Includes wood chipping program, annual renewal for Rapid Notify, shared CERPP coordinator and defensible space matching grant program.(see 8-56-4221 - up to \$1600 paid by grant)							
<b>18</b>	<b>Vehicle Maintenance</b>	13,879	13,822	10,657	14,000	7,286	14,000	05-64-4334
	Includes yearly service of all vehicles and fuel costs.							
<b>19</b>	<b>Sustainability Programs</b>	3,636	6,754	4,798	9,000	9,000	27,575	05-64-4335
	Earth Fair, PCE Support, Climate Action Plan 2030, Re-Launch of H2O Tool, Film Series.							
<b>20</b>	<b>Miscellaneous</b>	20,843	12,308	59,943	15,000	10,180	15,000	05-64-4336
<b>21</b>	<b>Bank Fees</b>	8,474	11,434	11,052	11,760	11,017	11,900	05-64-4337
	<b>Sub-Total</b>	<b>302,967</b>	<b>332,092</b>	<b>395,472</b>	<b>368,455</b>	<b>300,984</b>	<b>370,017</b>	

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



## Town Center Facilities



Account Description/Activity	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	PROJECTED 2015-16	PROPOSED 2016-17	ACCOUNT CODES
<b>1 Building Maint Equipment/Supplies - Town Center</b>	7,380	5,817	4,755	10,000	6,315	8,000	05-66-4340
<b>2 Building Maint Equipment/Supplies - Library</b>	-	2,377	2,456	2,500	5,975	3,300	25-66-4340
<b>3 Community Hall</b>	23,628	33,496	76,328	35,700	31,369	35,000	05-66-4341
Includes purchase of tables, annual piano tuning, post-event janitorial, maintenance costs, deep cleaning and annual usage audit.							
<b>4 Landscape Supplies and Services</b>	19,641	35,322	29,749	43,800	44,920	58,000	05-66-4342
Includes care of native garden, plantings, trees and irrigation.							
<b>5 Janitorial Services - Town Center</b>	5,070	19,985	19,452	25,000	21,000	32,832	05-66-4344
<b>6 Janitorial Services - Library</b>		11,459	10,509	12,000	12,761	19,200	25-66-4344
<b>7 Mechanical Systems Maint/Repairs - Town Center</b>	21,550	17,736	24,331	25,000	18,173	20,000	05-66-4346
<b>8 Mechanical Systems Maint/Repairs - Library</b>	-	8,838	4,203	12,000	12,000	9,000	25-66-4346
Includes maintenance of electrical, photovoltaic, and dashboard.							
<b>9 Library Maintenance - Staff Support</b>	-	2,531	6,092	6,700	6,700	10,000	25-66-4351
<b>10 Repairs/Vandalism</b>	-	2,373	3,213	1,000	855	1,000	05-66-4348
<b>11 Property Insurance</b>	5,581	6,284	6,490	7,000	6,816	7,000	05-66-4350
<b>Sub-Total</b>	<b>82,850</b>	<b>146,219</b>	<b>187,578</b>	<b>180,700</b>	<b>166,884</b>	<b>203,332</b>	40

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Capital Improvements: Programs Account Description/Activity		ACCOUNT CODE	ADOPTED 2015-16	PROJECTED 2015-16	PROPOSED 2016-17
<b>1</b>	<b>Annual Street Resurfacing Program</b>				
	Construction	22-68-4538	65,000	65,000	44,055
		60-68-4538	286,000	281,306	274,523
		05-68-4538	149,000	39,000	209,422
<b>2</b>	<b>Annual Street Resurfacing - Testing &amp; Inspections</b>	05-68-4538	40,000	30,000	50,000
<b>3</b>	<b>Annual Street Resurfacing - Future Year Design</b>	05-68-4503	40,000	40,000	50,000
<b>4</b>	<b>SMTA Measure A Grant Reimbursement Project - Road widening, retaining wall, planning, specs, estimate</b>				
	Required local match	05-68-4537	128,757	69,515	59,242
	SMTA match	08-68-4537	288,743	169,971	118,772
<b>5</b>	<b>Springdown Open Space Improvement</b>	15-68-4414	15,000	17,087	110,000
<b>6</b>	<b>Storm Drain Inventory/Repairs - Measure M</b>	22-68-4413	35,000	5,000	35,000
	Replacement and repairs				
<b>7</b>	<b>Donor Funded Improvements - Remaining Reserve Funds</b>				
	Funds used as improvements are necessary				
	Ford Field Improvements	05-68-4531	47,000	12,430	34,570
	Crowder Trail Improvements	05-68-4532	15,000	5,000	76,098
<b>8</b>	<b>Permit Tracking Software</b>	05-68-4539	80,000	80,000	-
<b>9</b>	<b>Recreation Software</b>				8,000
<b>10</b>	<b>Earthquake Information Management Software</b>				7,000
	<b>Sub-Total</b>		<b>1,189,500</b>	<b>814,308</b>	<b>1,076,682</b>

# TOWN of PORTOLA VALLEY

2016-17 BUDGET WORKSHEET



Capital Improvements: Equipment		ADOPTED	PROJECTED	PROPOSED	ACCOUNT
Account Description/Activity		2015-16	2015-16	2016-17	CODES
1	Vehicle for Planning & Code Enforcement	35,000	-	30,000	05-70-4481
2	Integrated Audio-Visual System for Conference Room, Community Hall and Schoolhouse			20,000	05-70-4480
3	Plotter			2,000	05-70-4480
4	Ergo Evaluation/Equipment			5,000	05-70-4480
5	Library Capital Improvements			20,000	
	<b>Sub-Total</b>	<b>35,000</b>	<b>-</b>	<b>77,000</b>	

## **Town of Portola Valley 2015-16 Accomplishments**

### **2015-16 Accomplishments**

#### **Peninsula Clean Energy 100% Opt In**

In May of 2016 Portola Valley became one of the first cities in California to opt in to purchasing 100% of its energy from renewable sources. As a member of a community choice power aggregation model named Peninsula Clean Energy, the Town continues its long history as a trailblazer in sustainability and environmental protection actions.

#### **Water Reductions Goals Achieved**

When the drought became a state emergency, the Governor implemented emergency rules to, among other things, require strict reductions of water use. In Portola Valley, these mandatory reductions meant that the Town would need to reduce water consumption by 36%. Through intense education efforts, the introduction of online tools to help understand consumption, innovative water reduction strategies in town buildings and facilities, and changes in Town code, Portola Valley residents were able to achieve this 36% reduction.

#### **Staffing Stabilized**

The Town brought a new steadiness to its staffing by hiring a new Town Manager, Administrative Services Manager, Deputy Building Official, an Assistant Planner, and a Public Works Maintenance Worker. These hires have allowed overworked staff to return to core duties, as well as a significant reduction to the monies expended on consultants and temporary staff. Most importantly, it brought new experiences to be shared at Town Hall and more people for residents to interact with and help them achieve their needs.

#### **Town Center Master Plan Committee Formed**

In September of 2015, the Ad Hoc Town Center Master Plan Committee was formed to provide a venue for discussion about the future of the Town Center campus. As the Town Center has grown in use and popularity, the need to make important decisions about its future is critical, and the Committee will lead that conversation with the public into the next fiscal year.

#### **Permit Tracking Software Purchased**

The Town recently purchased a new permit tracking software that modernizes the Town's business licensing systems and an automated process of routing job assignments, schedules and permit issuance. In addition, the system brings planning and building land use permitting online and available for review remotely by residents. The system will replace an outdated database and connect disparate systems being used by Town staff. The system will be operational in the early part of the next fiscal year.

**Second Unit Ordinance Amended**

With the need for new housing in the community reaching crisis levels, the Town Council adopted new rules governing the construction of second units that provided for larger units, and an opportunity to build units on lots that could not previously accommodate them. These second units are ideal for family members, local workers, and others seeking an affordable option in what has become an incredibly expensive region to live.

**Spring Film Series Launched**

In recent years, Town committees and staff have utilized the Town Center campus for a variety of programs and gatherings that highlight the versatility of the public space and bring entertaining and thought-provoking content to residents. This year, the “Bring Your Own Cup” film series was introduced giving residents an opportunity to re-think food waste, examine ways to feed the hungry, and witness a 3,000 mile journey to save thousands of unwanted wild mustangs.

**Emergency Power Expanded**

The emergency power system that supported the Town’s emergency operations center was expanded to the entirety of Town Hall and the Community Hall, ensuring their use during a major emergency.

**Communications Consultant Hired**

Communications with residents continues to be a high priority for the Town Council and staff, and this year a consultant was hired to assist Town staff in understanding areas of need, gaps in communication with the public, and how technology can be used to publicize out important messages and information. The ongoing audit will give the Town Council a broad insight into how future communications can be managed effectively and improved, both to relate Town events and assist residents with their issues.

**El Nino Targeted**

Town Staff developed handouts and online literature to assist residents with the expected impacts from a powerful El Nino year.

**Water Conservation Tool Provided**

The Water Conservation Committee and Town Staff provided residents with a tool to analyze water use. The “H2OKnow” tool allows residents to automatically import their water consumption data and provide feedback on areas of water waste, both inside and outside the home. During this time of drought, not only is water waste frowned upon; it can be very expensive!

**Planning Department Reorganization Completed**

The final steps in what ultimately was a multi-year effort to transform the Town's planning functions from a primarily consultant-based services to fully "in house" operations culminated in July of 2015 with the implementation of the final position changes adopted by the Town Council in the previous fiscal year.

**Beautification Efforts Intensified**

Per the direction of the Conservation Committee, the Public Works Department began an intensive scenic corridor/right-of-way weeding program, targeting invasive species that are prevalent in Portola Valley. Wildflower seeds were spread in the right-of-way and in targeted town open space. These efforts have enhanced the views on our most travelled roads and added to the already recognized natural beauty of the Town.

**Finance Department Rebuilt**

In addition to the hiring of a new Administrative Services Manager, an administrative technician has been moved full-time to supporting the Town's financial and accounting needs.

**Annual Road Resurfacing Completed**

Nearly 4.7 miles of 15 streets in Town were resurfaced as part of the annual resurfacing project.

**Green Building Ordinance Drafted**

Town Staff worked with the Water Conservation Committee to develop an update to the Green Building Ordinance that includes innovative measures that reduce the use of potable water for irrigation; the update has been approved by the ASCC and Planning Commission and will be reviewed by the Town Council in the coming fiscal year.

**Local Hazard Mitigation Plan Submitted**

Every five years, local municipalities are required to submit a Local Hazard Mitigation Plan (LHMP) in order to properly understand the threats in one's community, create reduction strategies for those threats, coordinate action and relief efforts, and allow for a mechanism to ensure proper financing of emergency operations. As the tools for understanding hazards become more sophisticated, the pressures on communities to understand and plan for them grow. This year proved to be no exception, and development of the LHMP took months, during which Town staff analyzed current hazard mitigations, reviewed current code and rules, and described new efforts to minimize hazard impacts. The 2015 LHMP has been submitted for final review and will be folded into existing town procedures and code in the coming fiscal year.



### **New Records Retention Schedule Adopted**

One of the core responsibilities of municipal government is to “preserve the record” of the myriad decisions made on behalf of its residents over the years. However, retaining those records can be an arduous process and requires a significant amount of physical space to ensure success. The Town recently adopted a new records retention schedule that brings our last 1998 adoption current with the latest state rules.

### **Remote Public Access to Town Records Implemented**

The Town implemented Weblink, a tool that allows residents to go online and view decades of town records on issues as diverse as Council meeting minutes to permits for land use decisions. Prior to Weblink, residents were required to visit Town Hall to search through paper records.

## **Town of Portola Valley 2016-17 Council Priorities**

Recognizing the opportunity to share with the community a vision for the year ahead, and a need to focus limited resources (both staff and financial), the Portola Valley Town Council states that the following shall be its priorities for 2016-17:

1. Sustainability – As a leader in the pursuit of a more sustainable way of life, Portola Valley will continue to adopt innovative sustainability measures, both for its residents and for town government.
2. Community Engagement – Portola Valley’s most unique feature is the unbreakable connection between its residents and its government. Through the existing robust committee structure, Town residents have an opportunity to shape policy and plan for the community they wish to see. To that end, Portola Valley will improve two-way communications with its residents, share opportunities for residents to participate in their government, and ensure continued transparency in its public business.
3. Quality of Life – Portola Valley residents have historically enjoyed an unparalleled quality of life – little traffic, access to world-class recreational amenities, and the enjoyment of a rural community. In recent years, however, this quality of life has been challenged by a booming economy and external forces. The Town Council commits to pursuing all avenues to maintain and enhance the quality of life residents and employees have all grown to cherish.
4. Infrastructure – The literal foundation for Portola Valley’s prosperity has been its infrastructure, and the extraordinary attention staff and residents alike pay to guaranteeing public facilities are built and maintained to the Town’s quality standards and rural character. Critical infrastructure projects to be completed will be the focus of staff’s efforts.

Based on the above statements, these projects will be the Council’s priorities (in alphabetical order):

- Affordable Housing – As housing costs continue to skyrocket, the opportunities for those who have grown up in Portola Valley, those who have been here many years and wish to stay, and those who work in town have shrunk. The Council is committed to exploring ways to keep families whole, protecting those seniors who want to stay in the community they have called home for decades, and demonstrate the value of those who are employed here, through second units, affiliated housing, and other inventive tools.

- Code Enforcement – With a changing population comes the potential for a lack of understanding of the Town’s rules. As a result, there has been an increase in the number of actionable code violations. The Council and staff will explore ways to strengthen the tools to deal with these increases.
- Communications with Town Residents – Given its location in the Silicon Valley, the Town’s suite of communication tools is not reflective of the innovation we are known for. Even the simplest message to residents can be lost in older technology and competing mediums. The Town is committed to exploring ways to improve communications with its residents and serve as a portal and repository of important and useful information.
- Community Choice Energy Support - The County and Cities of San Mateo County, recognizing their desire to further alternative energy availability, and the buying power of hundreds of thousands of customers, has created Peninsula Clean Energy (PCE). PCE is a community choice energy program that allows consumers to buy cleaner forms of energy, reinvest in local infrastructure, and provide more affordable power. The Town is committed to PCE and the promise it brings.
- FAA/Noise Abatement – With the implementation of new landing approaches to SFO, and an overall increase in traffic to Bay Area airports, Portola Valley residents have suffered from a huge increase in aircraft noise impacts. The FAA has finally acquiesced to a collaborative process to address these quality of life concerns. Council and staff will work with the FAA, regional partners, and other interested parties to alleviate this impact to our quality of life.
- LAIF (Local Agency Investment Fund) Improvement – Municipalities are allowed to participate in a state-run investment portfolio that has been in operation for nearly 60 years. Although the fund is successful, it is not as beneficial as other vehicles. The City Council wants staff to work with the Finance Committee to explore alternative ways to invest appropriate public funds in more worthwhile instruments, particularly open space and inclusionary housing funds.
- Other Post-Employment Benefits (OPEB) Liability Review– While the Town has done much to improve its long-term commitments to staff, and the State has passed powerful legislation to help communities deal with these costs, much more remains to be done. The Town’s fiscal health, especially as it relates to those benefits retired employees receive, will be a priority for examination and amending.

- Portola Road Shoulder Widening Completion – Our roads provide multiple transportation options – roads, bicycles, horses, and pedestrians. The completion of major shoulder widening along one of our most traveled arterials will improve safety and make our roads even more accessible.
- Springdown Vernal Pool Permitting – With the purchase of much of the front portion of Springdown Equestrian Center, the Town added to its open space. After the equestrian center vacated the site, the Town began efforts to restore it to an open space atmosphere. Seeding the field with grasses and installing a perimeter trail were the beginning steps. The remaining work consists of transitioning a former stock pond into a vernal pool. This pool requires a number of State and Federal approvals to be fully allowable, and be integrated into the Town's plans for the site.
- Town Center Master Planning Support – Town Center is an envy of San Mateo County, and has become a popular destination, not only for residents, but for regional visitors. As the demands on local government and its physical space change, a Town Center Master Plan Committee has been formed to chart the future of our shared public center.

**RESOLUTION NO. \_\_\_\_-2016**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN  
OF PORTOLA VALLEY ADOPTING THE OPERATING  
AND CAPITAL BUDGETS FOR FISCAL YEAR 2016-17**

**WHEREAS**, the Town Manager has reviewed and analyzed the Town of Portola Valley's finances and has projected revenues and expenditures for Fiscal Year 2016-17;

**WHEREAS**, the Town Manager presented the proposed budget to the Town's Finance Committee on May 31, 2016 and to the Town Council on June 8, 2016 for review and consideration; and

**WHEREAS**, the Town Council conducted a noticed public hearing on June 22, 2016 to review the proposed operating and capital budget.

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

1. To adopt the Town's Fiscal Year 2016-17 operating and capital budgets, overall reflecting the following:
  - a. Projected revenues: **\$6,969,091**
  - b. Projected expenditures & transfers: **\$6,220,018**
2. The budget shall be effective July 1, 2016.
3. The amount of the 2016-2017 Fiscal Year operating and capital budget for each account area of the budget may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of the California Government Code Sections 37208 and 37209.
4. The Town Manager shall periodically report to the Town Council the amount and classification of revenues received and expenditures made.
5. A copy of the adopted budget shall be kept on file with the Town Clerk of the Town of Portola Valley, as the official budget of the Town of Portola Valley for the 2016-2017 Fiscal Year.

**REGULARLY PASSED AND ADOPTED** this 22<sup>nd</sup> day of June 2016.

\_\_\_\_\_  
Mayor

ATTEST

Town Clerk

#12

There are no written materials for the Stanford General Use Permit item on tonight's Council agenda



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Jeremy Dennis, Town Manager

**DATE:** June 22, 2016

**RE:** Changes to Authorized Classifications in the Salary Schedule

### RECOMMENDATION

It is recommended that the Town Council:

1. Change the title for the Administrative Technician I to Administrative Assistant and approve the description of the position as attached
2. Change the title for the Administrative Technician III to Accounting Technician and approve the description of the position as attached
3. Delete the Administrative Technician II position
4. Amend the titles within the Town Salary Schedule

### BACKGROUND

As the needs of the community have changed and subsequently affected the type and amount of service delivery by Town staff, periodic review of the Town's approved positions is necessary.

Over the last year, personnel decisions were begun to reflect these needs. The current Administrative Technician III has been reassigned fully to support the Administrative Services Manager, while still serving as a backup to front desk duties. With that reassignment, a new full-time front desk presence was required. Since February, the Town has contracted on a part-time basis front desk assistance with an individual who had previously served in a similar capacity when full time staff had been on medical leave.

On May 13<sup>th</sup>, the Town Council approved the deletion of the Recreational Facilities Coordinator, which had not been filled in some time.



## **DISCUSSION**

The changes recommended by staff primarily reflect changes that were already in motion due to the increased support needed by the Administrative Services Manager over the last 2 years. A clearer understanding of personnel responsibilities is made by formalizing these changes in the position descriptions and salary schedule.

The new Administrative Assistant position accommodates the majority of the duties of the current Administrative Technician I position but also incorporates the enhanced support to the Planning and Building and Public Works departments. In addition, the new Administrative Assistant position will coordinate all event planning activities with Town Committees and third-party groups as well as ad hoc event planning responsibilities taken on by other Town staff, and assume field scheduling duties of the recently-deleted Recreational Facilities Coordinator position.

## **FISCAL IMPACT**

There is no fiscal impact related to the title changes for the new Accounting Technician position, as it is currently filled. Salary savings is realized by effectively replacing on the salary schedule the recently-deleted Recreational Facilities Coordinator with the new Administrative Assistant position.

## **ATTACHMENTS**

- Attachment #1 Administrative Assistant position description
- Attachment #2 Accounting Technician position description
- Attachment #3 Amended Salary Schedule

APPROVED – Jeremy Dennis, Town Manager



## **TOWN OF PORTOLA VALLEY ADMINISTRATIVE ASSISTANT**

FLSA Status: Non-exempt  
Adopted: June 2016

Classification specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### **GENERAL DEFINITION**

The Administrative Assistant performs a variety of complex responsible and confidential office support and administrative duties. Incumbents perform tasks in support of various departments while maintaining direct responsibility for recreational classes/events and their corresponding reports, advertising, and financial accounting. Incumbents are normally expected to solve most work problems independently and to refer to supervisory personnel only those matters which involve policy decisions, technical questions and unusual problems. The Incumbent provides information regarding department policies, procedures and functions and performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Assistant receives direct supervision from the Administrative Services Manager with general supervision from other staff when assigned to specific tasks.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Acts as a receptionist. Provide front counter assistance to residents, general public, vendors, contractors, other professionals or office visitors
- Provide information within area of assignment; respond to requests for information and distribute appropriate forms, manuals, pamphlets or documents
- Accept planning, public works and building permit applications and documents; receive payments for departmental fees. Refer inquiries as appropriate
- Answer multi-line telephone and route calls to appropriate personnel; provide information on departmental and Town policies and procedures as required
- Receives and routes incoming mail
- Manage the enrollment/registration, roster, and instructor information for Town classes and events
- Maintain and reconcile records for audit program for Community Hall and work closely with the Administrative Services Manager to complete audit material

- Maintain master calendar of activities, meetings, various events for the Town, classes, facility rentals and field schedules/rentals
- Provide a variety of information, documents and reservations of facilities/fields to the general public
- Receive and process fees for documents, reservations and other payments as required. Maintains rental agreements and insurance
- Provide assistance with reports and correspondence for facilities/fields
- Manage business license applications, payments and records. Manage business license database, send annual renewals to customers, and update business license information
- Take the lead on Town and committee events in respect to communicating committee calendars, website updates, and schedules. Coordinates set-up and break-down of events. Ensure and/or coordinate pre-and post-cleaning for these events plus other special programs/events held in the Community Hall
- Develop and manage Wellness Program; work closely with the Administrative department to seek grants/funding or other resources to promote wellness initiatives
- Performs other duties as assigned

#### **When assigned to Planning/Building/Public Works**

- Maintain Inspection calendar and schedule appointments as necessary
- Accepts permit applications, supports department staff at front counter with fee calculation and collection of fees for all departments
- Assist with day-to-day Planning/Building/Public Works department customer service operations and takes necessary steps to provide efficient and effective customer service
- Assists residents and professionals through the zoning, site development and building permit process both over the counter and on the phone
- Answers basic Planning/Building/Public Works department procedural questions
- Perform related duties as assigned

#### **EXAMPLES OF MARGINAL DUTIES:**

- Assist in a variety of department operations and perform special assignments as assigned
- Perform a variety of office administrative tasks including ordering supplies, arranging for meetings, transmitting information, making copies, and a variety of mailings
- May participate in the preparation of special events, budget packet preparation, or other related duties as required
- Respond to emergency situations as required
- Attend and participate in group meetings; stay abreast of new developments within assigned area of responsibility

## QUALIFICATIONS

### **Knowledge of:**

- The Municipal Code
- Modern office technology
- Principles and practices of customer service
- Application of data processing in accounting including data input and reporting
- Methods and techniques of administrative analysis
- Pertinent Federal, State, Town and department guidelines and procedures
- Standard office practices and procedures, including filing and the operation of standard office equipment, including a computer
- Computer applications involving word processing, spreadsheets, data entry, database access and/or standard report generation
- Business letter writing and the standard format for typed materials
- Methods and techniques for basic report preparation and writing
- Recordkeeping principles and practices

### **Ability to:**

- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Analyze, interpret, and explain financial policies and procedures
- Conceive, propose, implement and maintain sound fiscal procedures and records
- Conceive and effectively propose solutions to problems
- Acquire knowledge of, interpret and apply policies, procedures, codes, regulations and laws related to assignment, department, other functions of the city and other governmental agencies in a timely manner
- Effectively train and/or educate other employees
- Perform duties on a regular and consistent basis; meet critical deadlines
- Acquire knowledge of applicable policies, codes and other functions of the city and other governmental agencies
- Utilize word processing, spreadsheet programs and personal computer
- Process, input, compute and reconcile financial data
- Provide general clerical support
- Coordinate office functions
- Make adjustments to standard operating procedures as is appropriate
- Prepare and maintain accurate documents, records and reports
- Maintain accurate office files

- Respond to and interact with elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone

### **EDUCATION AND EXPERIENCE**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Education: Graduation from high school or G.E.D. equivalent supplemented by specialized business or secretarial training.
- Experience: Two years of increasingly responsible clerical experience in a government setting.

### **SPECIAL REQUIREMENTS**

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Perform all duties listed on the job description except those determined to be incidental
- Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; lifting and carrying weight of 10 pounds or less; reaching; extensive use of computer keyboard; near visual acuity for composing reports using a computer, and/or as specified in the job analysis
- Possession of, or ability to obtain, a valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis

## TOWN OF PORTOLA VALLEY ACCOUNTING TECHNICIAN

FLSA Status: Non-exempt  
Adopted: June 2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### **GENERAL DEFINITION**

The Accounting Technician is an experienced journey-level accounting classification. The incumbents apply specialized knowledge in the performance of advanced level technical accounting work. Under direction, performs tasks related to account payable/receivable and other fiscal maintenance operations such as payroll, general ledger, fixed assets, financial reporting, annual audit, purchasing, business registrations, involvement in the Town's budget preparation, and related work as required. Incumbents are normally expected to solve most work problems independently and to refer to supervisory personnel only those matters which involve policy decisions, technical questions and unusual problems, but do not have independent purchasing authority.

Further, this classification assumes some website management, coverage for Town Clerk responsibilities, and coverage for Administrative Assistant duties.

### **DISTINGUISHING CHARACTERISTICS**

The Accounting Technician receives supervision from the Administrative Services Manager with general supervision from the Town Clerk when assigned to specific tasks.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to:

- Performs responsible accounting clerical work involving the processing, maintenance and reconciliation of financial and statistical records in an accounting system
- Posts, computes, compares and files a variety of routine and complex financial, accounting, payroll and statistical information utilizing manual and automated financial records and processing systems
- Makes recommendations for the adjustment of journals or transfer of entries to make revenue or expenditure corrections; enters data into automated financial system
- Prepares spreadsheets used by Departments to develop their budgets, enters budget information into the financial system based on numbers provided, and generates summary schedules
- Searches records and provides factual data from information on file
- Researches and solves a variety of problems related to assigned activity
- Provides information and assistance to Town staff and to the public

- regarding applicable departmental policies, rules and procedures
- Interprets financial policy, providing recommendations and works with operational staff in solving financial problems of varied complexity
- Processes accounts payable/accounts receivable and revenue
- Reviews invoices for accuracy and appropriate authorization
- Verifies account balances
- Receives payment and prepares business license certificates
- Posts receipts, encumbrances and expenditures to various accounts
- Reconciles accounts and prepares general ledger entries
- Performs general office support and reception duties
- Exhibits and encourages behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property
- Performs other duties as assigned

#### **When assigned to the Town Clerk**

- Provide assistance to residents, the general public, vendors, or other professionals or office visitors; respond to requests for information and distribute appropriate forms, manuals, pamphlets and documents; assist in fulfilling requests under the Public Information Act
- Compose, publish and post notices for regular and special meetings, public hearings and public bids and openings; ensure compliance with legal guidelines; adhere to proper legal noticing procedures
- Provides backup for posting of council/committee packets as needed
- Update website as needed with meeting and committee material
- Update Master Calendar of activities, meetings, and various events about upcoming Town functions as required
- Manage incoming emails to Town Center

#### **When covering for the Administrative Assistant**

- Perform duties as required including business license management and event/recreation oversight
- Updated event/recreation calendar
- Process class registrations, instructor paperwork and payments

#### **EXAMPLES OF MARGINAL DUTIES:**

- Assist in a variety of department operations and perform special assignments as assigned
- Perform a variety of office administrative tasks including ordering supplies, arranging for meetings and transmitting information
- May participate in the preparation of special events, budget packet preparation, or other related duties as required
- Respond to emergency situations as required
- Attend and participate in group meetings; stay abreast of new developments within assigned area of responsibility

## **QUALIFICATIONS**

### **Knowledge of:**

- The Municipal Code
- Modern office technology
- Principles and practices of customer service
- Principles and practices of financial administration, fund accounting and basic budgeting, including generally accepted accounting principles
- Application of data processing in accounting including data input and reporting
- Methods and techniques of administrative analysis
- Pertinent Federal, State, Town and department guidelines and procedures
- Standard office practices and procedures, including filing and the operation of standard office equipment, including a computer
- Computer applications involving word processing, spreadsheets, data entry, database access and/or standard report generation
- Business letter writing and the standard format for typed materials
- Methods and techniques for basic report preparation and writing
- Recordkeeping principles and practices

### **Ability to:**

- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Analyze, interpret, and explain financial policies and procedures
- Prepare accurate and timely financial statements and reports
- Conceive, propose, implement and maintain sound fiscal procedures and records
- Compile, correlate and analyze a large volume of written and numerical data
- Conceive and effectively propose solutions to problems
- Acquire knowledge of, interpret and apply policies, procedures, codes, regulations and laws related to assignment, department, other functions of the city and other governmental agencies in a timely manner
- Effectively train and/or educate other employees
- Perform duties on a regular and consistent basis; meet critical deadlines
- Acquire knowledge of applicable policies, codes and other functions of the city and other governmental agencies
- Utilize word processing, spreadsheet programs and personal computer
- Process, input, compute and reconcile financial data
- Provide general clerical support
- Coordinate office functions
- Make adjustments to standard operating procedures as is appropriate
- Prepare and maintain accurate documents, records and reports
- Maintain accurate office files



- Respond to and interact with elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a two-year degree in accounting, business, finance or closely related field.
- Experience: Three to five years of progressively responsible accounting experience, preferably including at least two years of local government or non-profit agency experience.

### **SPECIAL REQUIREMENTS**

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Perform all duties listed on the job description except those determined to be incidental
- Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; lifting and carrying weight of 10 pounds or less; reaching; extensive use of computer keyboard; near visual acuity for composing reports using a computer, and/or as specified in the job analysis
- Possession of, or ability to obtain, a valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis

**Town of Portola Valley  
Salary Schedule**

Proposed 06-22-16

	Annual Range		Hourly Range	
	Bottom	Top	Bottom	Top
<b>Administration</b>	<b>Current</b>			
Town Manager	set by contract		<i>salary</i>	
Town Clerk	\$ 70,762	\$ 108,546	\$ 34.0200	\$ 52.1858
Assistant to the Town Manager	\$ 70,762	\$ 108,546	<i>salary</i>	
<del>Administrative Technician III</del> Accounting Technician	\$ 54,384	\$ 83,420	\$ 26.1460	\$ 40.1055
<del>Administrative Technician II</del>	<del>\$ 47,290</del>	<del>\$ 72,539</del>	<del>\$ 22.7356</del>	<del>\$ 34.8745</del>
<del>Administrative Technician I</del> Administrative Assistant	\$ 42,991	\$ 65,945	\$ 20.6688	\$ 31.7041
<b>Planning</b>				
Planning Director/Town Planner	\$ 114,131	\$ 175,059	<i>salary</i>	
Senior Planner	\$ 70,762	\$ 108,546	\$ 34.0202	\$ 52.1858
Associate Planner	\$ 62,541	\$ 91,761	\$ 30.0678	\$ 44.1159
Assistant Planner	\$ 54,384	\$ 83,420	\$ 26.1461	\$ 40.1055
Planning Technician II	\$ 47,290	\$ 72,539	\$ 22.7357	\$ 34.8745
Planning Technician I	\$ 42,991	\$ 65,945	\$ 20.6688	\$ 31.7041
<b>Public Works / Facilities Maintenance</b>				
Public Works Director/Town Engineer	\$ 114,131	\$ 175,059	<i>salary</i>	
Deputy Building Official	\$ 85,214	\$ 130,713	\$ 40.9682	\$ 62.8427
Maintenance Worker III	\$ 52,605	\$ 80,690	\$ 25.2909	\$ 38.7933
Maintenance Worker II	\$ 44,491	\$ 68,256	\$ 21.3897	\$ 32.8152

Notes:

1. All hourly positions are based on a 40.0 hour work week (2,080 hours per year) unless noted otherwise.
2. Not all classifications detailed above are authorized to be filled, please refer to the Town's budget for authorizations.

#14

There are no written materials for Council Liaison Committee and Regional Agencies Reports

#15

There are no written materials for Town Manager Report

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – June 10, 2016**

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1. Agenda (Action) – Town Council – Wednesday, June 8, 2016
2. Agenda (Special) – Parks & Recreation Committee - Monday, June 13, 2016
3. Agenda – ASCC – Monday, June 13, 2016
4. Agenda – Trails & Paths Committee – Tuesday, June 14, 2016
5. Agenda – Planning Commission – Wednesday, June 15, 2016
6. Invitation to Council of Cities Dinner Meeting - Friday June 24, 2016
7. HIP Housing re: “Thank you” for Supporting Annual Luncheon
8. [Western City Magazine – June 2016](#)
9. [San Mateo County Mosquito & Vector Control District – June 2016 District Report](#)

### **Attached Separates (Council Only)**

*(placed in your town hall mailbox)*

1. LABOR Newsletter – June 2016



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council  
 Wednesday, June 8, 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

*All Present*

### ORAL COMMUNICATIONS

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

*None*

### CONSENT AGENDA

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

1. **Approval of Warrant List** – June 8, 2016

*Approved 5-0*

### REGULAR AGENDA

### STAFF REPORTS AND RECOMMENDATIONS

2. **Recommendation by Sustainability and Special Projects Manager** – Presentation and Consideration of Adoption of Resolutions Authorizing Participation in the California HERO Program and the California Statewide Communities Development Authority's (CSCDA) Open PACE Program; and the Approval of the Association of Bay Area Governments (ABAG) Regional Collaborative Services Agreement (RCSA) with Residential Property Assessed Clean Energy (PACE) Providers
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Consenting to the Inclusion of Properties within the Town in the California HERO Program and Approving the Amendment to a Certain Joint Powers Agreement Related Thereto (Resolution No. 2694-2016)
 

*Approved subject to insurance and indemnity agreement 5-0*
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Consenting to the Inclusion of Properties in the CSCDA Open PACE Programs and Other Matters Related Thereto (Resolution No. 2695-2016)
 

*Approved 5-0*
  - (b) Authorize the Town Manager to approve and sign the acknowledgement addendums of the Association of Bay Area Governments (ABAG) Regional Collaborative Services Agreement (RCSA) with Residential PACE Providers (RPPs) for the purpose of ensuring consistent application of consumer protection and data provision policies, and supporting existing ratepayer funded energy efficiency programs and related matters
 

*Approved 5-0*
2. **Presentation by Town Manager** – Review Proposed 2016/2017 Fiscal Year Budget and Set Public Hearing

*Approved and set for Public Hearing on June 22, 2016 5-0*

### 4. 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 Aalfs -**

**Attended a PCE Board Meeting. Report of Portola Valley's approved 100% renewable energy offered by Peninsula Clean Energy was well received. The Board continues to finalize their Finance and Power Energy Purchasing Contracts.**

**Councilmember Wengert –**

**Attended the Santa Cruz Kickoff Select Committee Meeting attended by six hundred and fifty people. Attended an Airport Roundtable Meeting which has seen improved changes in departure flights and continues to work on the more difficult and complicated subject of South Bay arrivals. Attended the Finance Committee Meeting that discussed the UUT and formation of a subcommittee to help redesign financial reports for next year's budget. Councilmember Wengert, Town Manager Dennis, residents Tina Nguyen and Vic Schacter met to discuss the ongoing FAA noise issues and responses to the FAA's report.**

**Councilmember Richards -**

**None to Report**

**Vice Mayor Hughes -**

**Attended the Finance Committee Meeting with Councilmember Wengert and Town Manager Dennis. Attended the Bicycle, Pedestrian & Traffic Safety Committee Meeting which discussed possible permanent signage for the Windy Hill parking lot, tree trimming at Los Trancos and Alpine Road and possible traffic alleviation at Alpine and Arastradero Roads. Attended a CERPP Operations Committee Meeting that is working to standardize procedures and create a resource guide for CERPP division leaders.**

**Mayor Derwin –**

**Attended a Jobs/Housing Gap Task Force Meeting where the discussed community outreach and engagement strategies. Attended the May Council of Cities dinner meeting in Half Moon Bay and heard from speaker Jon Haveman who spoke about inequality, poverty and the middle class in the bay area. Attended a meeting in Sacramento with C/CAG to lobby for transportation funds.**

**5. Town Manager Report -**

**Town Manager Dennis reported that the June 4<sup>th</sup> Town Picnic was a great success. He has scheduled a meeting with the Girl Scouts regarding proposed lemonade stand at Town Center and identified fifteen to twenty resident who have volunteered for EOC coverage. Town Manager Dennis announced an offer has been accepted for a new planner. Planning Director Pedro attended one of the public meetings regarding Stanford's General Use Permit and will report back to Council at its June 22<sup>nd</sup> meeting. He will attend an FAA meeting being held in Redwood City on June 15<sup>th</sup>. He met with a HIP Housing representative to discuss their home shares program.**

**WRITTEN COMMUNICATIONS**

**6. Town Council Digest – May 27, 2016**

**None**

**7. Town Council Digest – June 3, 2016**

**None**

**ADJOURNMENT: 9:35 pm**

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

**AVAILABILITY OF INFORMATION**

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

**SUBMITTAL OF AGENDA ITEMS**

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

**PUBLIC HEARINGS**

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





**Town of Portola Valley**  
**Special Parks & Recreation Committee Meeting**  
**Monday, June 13, 2016 – 7:30 pm**  
**Buckeye Room** in Community Hall at Town Center  
765 Portola Road, Portola Valley, CA

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**AGENDA**

1. Call to Order
2. Oral Communications (*5 minutes*)  
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: May 2, 2016
4. Community Outreach
5. Town Center Master Plan Update
6. PV Parks & Recreation Survey Update
7. Zots to Tots Race & Town Picnic Debrief
8. Tiles Update
9. Horse Shoe Pit
10. Signage around athletic fields
11. PV Fields
12. Adjournment

Next Meeting, August 1, 2016



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, June 13, 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. 20 Shoshone Place. Field meeting for Architectural Review and Site Development Permit of a proposed new residence and detached garage/carport.

**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 of a Proposed Conditional Use Permit Amendment to Add an Attached Six Bedroom Dwelling Unit to the Existing Facility. File #15-2016, 3639 Alpine Road, Glen Oaks Equestrian Center/Stanford University. (Staff: D. Pedro)
5. New Business:
  - a. Preliminary Architectural Review and Site Development Permit for a New Residence and Detached Garage/Carport, File #: 19-2016 and X9H-708, 20 Shoshone Place, Kish Residence. (Staff: D. Pedro)
  - b. Architectural Review for a Driveway Entry Gate, File #: 22-2016, 1390 Westridge Drive, Wismer Residence. (Staff: D. Pedro)
6. Commission and Staff Reports:
7. Approval of Minutes: May 23, 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.

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

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

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### **ASSISTANCE FOR PERSONS WITH DISABILITIES**

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

### **PUBLIC HEARINGS**

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

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

Date: June 10, 2016

Carol Borck  
Assistant Planner

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**TOWN OF PORTOLA VALLEY**  
**Trails and Paths Committee**  
**Tuesday, June 14, 2016 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**MEETING AGENDA**

- 1. Call to Order**
- 2. Oral Communications**
- 3. Approval of Minutes** – Regular meeting of May 10, 2016
- 4. Old Business**
  - a. Financial Review and Trail Work Update – May 2016
  - b. Committee budget
  - c. Trail signage - bicycles
  - d. Horse fair
- 5. New Business**
  - a. New site development applications
  - b. Committee handbook / minutes
- 6. Other Business**
- 7. Adjournment**

**Enclosures:**

Minutes from May 10, 2016  
Financial Review for May 2016  
Trail Work Map & Memo – May 2016



**TOWN OF PORTOLA VALLEY  
REGULAR PLANNING COMMISSION MEETING  
Wednesday, June 15, 2016 – 7:00 p.m.  
Council Chambers (Historic Schoolhouse)  
765 Portola Road, Portola Valley, CA 94028**

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**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. Old Business:
    - a. *Public Hearing:* Review of a Proposed Conditional Use Permit Amendment to Add an Attached Six Bedroom Dwelling Unit to the Existing Facility. File #15-2016, 3639 Alpine Road, Glen Oaks Equestrian Center/Stanford University. (Staff: D. Pedro)
  5. New Business:
    - a. *Review of 2015 Housing Element Progress Report* (Staff: D. Pedro)
  5. Commission, Staff, Committee Reports and Recommendations:
    - a. Grading Policy Information Handout
  6. Approval of Minutes: June 1, 2016
  7. Adjournment:
- 

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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**AVAILABILITY OF INFORMATION**

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

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

### **PUBLIC HEARINGS**

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

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

Date: June 10, 2016

Carol Borck  
Assistant Planner

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San Mateo County  
**COUNCIL**  *of* **CITIES**

**Dinner/Meeting Announcement**  
**Friday, June 24, 2016**

*Everyone is encouraged to attend these monthly meetings. This is a great opportunity to meet colleagues from other cities, work together on solutions for our county, get to know how other cities handle issues, make friends and helpful connections, and learn what's going on with the "big" issues we seldom have time to discuss at council meetings.*

**Location:**

**Hillsborough Town Hall**  
 1600 Floribunda Avenue  
 Hillsborough, CA 94010

**Schedule:**

5:30 pm Social Time  
 6:15 pm Business Meeting  
 6:30 pm Dinner  
 7:15 pm Program  
 8:30 pm Adjourn

Please contact Chair Marie Chuang if you wish  
 to bring up an item for group discussion or give a committee report.  
 Telephone: (650) 348-8106 or email: [mchuang@hillsborough.net](mailto:mchuang@hillsborough.net)

**BUFFET STYLE DINNER**

Salad with Spring Greens, Pears, Pecans, Plum Tomatoes  
 and Gorgonzola Cheese  
 Tri-Tips of Beef with Demi Glace  
 Fresh Grilled Salmon with Dill Caper Sauce  
 Pasta with Sun Dried Tomatoes and Pesto Sauce  
 Garlic Mashed Potatoes  
 Zucchini and Squash  
 Assorted Breads  
 Assorted Mini Desserts

**\$50 per person**

Please rsvp by Monday, June 20, 2016, to Miyuki Yokoyama at  
[myokoyama@hillsborough.net](mailto:myokoyama@hillsborough.net) or 650-375-7412

Please make checks payable to:

Town of Hillsborough  
 Attn: Miyuki Yokoyama  
 1600 Floribunda Avenue, Hillsborough, CA 94010



**Business Meeting**  
**Friday, June 24, 2016**  
**6:15 p.m.**

- ❖ Call to Order
- ❖ Roll Call and Introduction of Mayors, Council Members and Guests
- ❖ Welcome by Mayor Larry May
- ❖ Approval of Minutes of Previous Meeting and Treasurer's Report
- ❖ Committee Reports
- ❖ Old Business
- ❖ New Business
- ❖ Announcements
- ❖ Next Meeting Date/Location

**Program: The future of personal data security and its roll in law enforcement investigations**

The recent FBI / Apple case brought to the forefront the importance of law enforcement's efforts towards public safety and the public's interest in privacy. Emerging security technologies will allow an evolution of greater public and private cooperation.



## Directions

**Hillsborough Town Hall  
1600 Floribunda Avenue, Hillsborough, CA 94010**

### **From 280 Southbound:**

- Take the Trousdale Drive exit toward Burlingame
- Turn left onto Trousdale Drive
- Turn right onto El Camino Real
- Turn right onto Floribunda Avenue

### **From 280 Northbound:**

- Merge onto CA-92 toward San Mateo/Hayward
- Take the El Camino Real North exit
- Turn slight right onto El Camino Real
- Turn left onto Floribunda Avenue

### **From 101:**

- Take the Broadway/Burlingame exit toward Broadway
- Continue on Broadway
- Turn left on El Camino Real
- Turn right on Floribunda Avenue

## Thank you for supporting HIP Housing's Annual Luncheon!

Harold and Margarita are perfect examples of how the Self Sufficiency Program helps families obtain a brighter future.



Harold, Self Sufficiency Participant



Margarita, Self Sufficiency Participant



Special Guest: **Wendy Davis**, Former State Texas Senator. (above)

Nearly **400** guests joined the celebration.

The event raised over **\$150,000** for HIP Housing's affordable housing programs.



Guests opened up their hearts and wallets to help raise funds for more Self Sufficiency Program housing scholarships. The Fund-a-Need

raised over **\$41,000**, exceeding our goal of \$25,000. **99%** of tables participated!

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – June 17, 2016**

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1. Agenda (Special) – Water Conservation Committee – Monday, June 20, 2016
2. Agenda (Special) – Nature & Science Committee – Thursday, June 23, 2016
3. Letter from Sustainability San Mateo County re: Request for Support for 2016-17
4. Letter from League of California Cities re: Designation of Voting Delegates and Alternates for the League's Annual Conference in October
5. Article from the June, 16, 2016 Mercury News re: Portola Valley Opts for 100 Percent Clean Energy

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

1. Survey Request from National Fire Protection Association (NFPA)
2. Kaiser Permanente Newsletter – Spring 2016
3. Sequoia Healthcare District Newsletter – June 2016



**TOWN OF PORTOLA VALLEY**  
**Special Water Conservation Committee Meeting**  
**Monday, June 20, 2016 11:00 AM to 1:00 PM**  
**Town Hall - Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

- 1. Call To Order**
- 2. Roll Call**
- 3. Oral Communications**
- 4. Approval of Minutes – May 18, 2016**
- 5. Old Business:**
  - a. Update from Maryann**
  - b. Update from Brandi**
  - c. Report Back on Town Picnic Outreach**
- 6. New Business:**
  - a. Updates from Subcommittees (see minutes)**
    - Smart Irrigation (Al, Brandi, Loverine, Mia)**
    - Graywater (Rebecca, Judy)**
    - Rainwater Capture (Loverine)**
    - Leaks (Brandi, Rebecca, Mia)**
    - Survey Tool/HEA (Brandi, Adrienne)**
    - Native Garden Tour (Judy, Delle, Marge, Danna)**
    - Welcome to PV (Whitney, CheyAnne)**
- 7. Announcements**
- 8. Set Date and Topics for next meeting**
- 9. Adjournment**



**Town of Portola Valley**  
**Special Nature and Science Committee Meeting**  
**Thursday, June 23, 2016 – 5:00 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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### **MEETING AGENDA**

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)  
Introduction of visitors
3. Approval of April 14, 2016 minutes
4. Old Business:
  - Nature Center
  - Star Party
  - Flight Night
5. New Business:
  - Possible Audubon community inclusion event
6. Other Business:
7. Adjournment

Next meeting August 11, 2016



# Sustainable San Mateo County

Economy. Equity. Environment.

*Dedicated to the long-term health and vitality of our region*

(650) 638-2323 • Fax: (650) 361-1395  
177 Bovee Road, Sixth Floor, San Mateo, CA 94402  
Email: [advocate@sustainablesanmateo.org](mailto:advocate@sustainablesanmateo.org)  
Web: [www.sustainablesanmateo.org](http://www.sustainablesanmateo.org)  
Facebook.com/SustainableSanMateo  
Twitter.com/SustainableSMC

**Founders**  
MARCIA PAGELS  
RUTH PETERSON  
**BOARD OF DIRECTORS**  
**CHAIR EMERITUS**  
WILLIAM SCHULTE

Jeremy Dennis  
Town Manager  
Town of Portola Valley  
765 Portola Rd.  
Portola Valley, CA 94028

June 13, 2016

Dear Jeremy,

**CHAIR**  
AFSOON SHAHRDAR  
**VICE CHAIR**  
BRYAN CHEN  
**SECRETARY**  
BETH BHATNAGAR  
**TREASURER**  
BARBARA MCHUGH  
**MEMBERS**  
KAMAL HUBBARD  
SEAMUS MURPHY  
DAN PETERSON  
PATRICK WOOLIEVER  
CHRISTOPHER WU

Sustainable San Mateo County’s goal is to provide citizens and government officials with the fact-based knowledge they need to make informed decisions that will improve the long-term health and quality of life of our community. So every year, we ask our local agencies to support the **Indicators for a Sustainable San Mateo County Report**.

Your contributions to our surveys over the years and growing interest in building sustainable communities prove that local governments are committed to our cause. So this year we have set a **goal of having 100% participation from our cities in financially supporting this program**. You can help us meet this goal by contributing at any level comfortable to your city.

**Last year Portola Valley sent us \$2,500 in support earning a Gold sponsorship level; we hope this year the Town can support the Indicators at the full request level, \$4,000.**

**ADVISORY COUNCIL**  
JULIA BOTT  
RICHARD GORDON  
JERRY HILL  
ANNE HINCKLE  
DAVID HINCKLE  
ARTHUR LLOYD  
THERESA LYNGSO  
DOUG MCGLASHAN  
RICKI MCGLASHAN  
CLEM MOLONY  
MARK MOULTON

We'd like to thank all the cities and the county who supported us for the 2015-16 year. All sponsors are listed on our printed Executive Summaries as well as prominently on all Indicators web pages. Continuing financial support is essential for maintaining our proud tradition of publishing the Indicators Report as a service to our community. Enclosed is a formal proposal for funding the Report and an invoice to assist with streamlining the process.

Thank you for your consideration. We look forward to hearing from you.

Sincerely,

**Executive Director**  
ADRIENNE ETHERTON  
**Project Manager**  
**Indicators Report**  
FLORA KAPLAN

Adrienne Etherton  
Executive Director

P.S. Please visit us online at [www.sustainablesanmateo.org/indicators-report](http://www.sustainablesanmateo.org/indicators-report) to review our current findings.



Sustainable  
San Mateo County  
Economy. Equity. Environment.

<p>Request for Support <b>Town of Portola Valley</b> <i>Indicators for a Sustainable San Mateo County, FY 2016-17</i> <b>Amount Requested: \$4000</b></p>	<p>Sustainable San Mateo County 177 Bovet Road, 6<sup>th</sup> Floor San Mateo, CA 94402 Contact: Adrienne Etherton, Executive Director Ph: 650-638-2323 Email: <a href="mailto:adrienne@sustainablesanmateo.org">adrienne@sustainablesanmateo.org</a></p>
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**Sustainable San Mateo County is requesting support for research and production of the *Indicators for a Sustainable San Mateo County Report* for Fiscal Year 2016-17.** Sponsorship Levels, as listed on each page of the Indicators website, in the printed Executive Summaries and at the Awards:

Platinum: support above \$5,000  
Gold: support between \$2,000 and \$4,999  
Silver: support between \$500 and \$1,999

### **Organizational Overview**

SSMC is a non-profit, 501(c)3 public benefit corporation whose mission is to stimulate community action on economic, environmental and social issues by providing accurate, timely and empowering information. We are staffed primarily by volunteers who help research, write, edit, and layout our Indicators Report.

### **Program Description and Goals**

The *Indicators for a Sustainable San Mateo County Report* (IR) is SSMC's core program and **compiles many interdependent issues into a single source for decision-makers and citizens to monitor progress toward or away from sustainability** in any given area. The Report includes over 40 indicators of the County's quality of life such as economic trends, community health, unemployment, poverty, land use, transportation, housing affordability, education funding, water quality, and others. Our goal is to provide government officials with the fact-based knowledge needed to make informed policy decisions that improve the long-term health and quality of life of our community. In the face of climate change and our housing crisis, the SSMC IR is an invaluable resource tool to educate, empower, and motivate residents to make sustainable choices and ensure thriving, resilient communities now and for future generations. The intention of the IR is, and has always been to provide metrics viewed through the lens of sustainability in order to provide a platform for positive change.

### **Recent Accomplishments and Updates**

SSMC continues to develop and expand the usefulness and range of the Indicators, build upon your past feedback, and look for opportunities to work with you. **In recent years, we have made a number of improvements to increase the utility and value of the report:**

- The report is now web-based to save resources and provide greater flexibility and full color, easier to read graphics. Visit and bookmark [www.sustainablesanmateo.org/indicators-report/](http://www.sustainablesanmateo.org/indicators-report/).
- In 2014, SSMC started updating the IR as fresh data becomes available, with three releases throughout year. Every calendar year, SSMC focuses on one **Key Indicator –Food Systems in 2016** – to build a dialogue around core issues affecting our community.
- With each update, we host a forum to facilitate the dialogue. The “launch” events include an update on the latest indicators, expert speakers on our Key Indicator Topic, and (when space allows) exhibitors from around the community working to address the subject matter being discussed.

- Additionally, a brief summary document is printed with each update to provide highlights of the report. These handouts are helpful educational tools that serve to generate interest in the report's content and direct readers to our website for additional information.
- In addition to data, the report includes programmatic highlights and success stories as well as new Legislation Watch and Resources components for the year's key indicator.
- In collaboration with San Mateo County Energy Watch and the RICAPS program, last year we tailored our annual City/County Survey to incorporate the information necessary for BEACON Award applications. We continue to work with this group to ensure programmatic efficiencies and further sharing of data, successes and challenges to our collective goals.
- Recently our team has been working with the County Open Data Portal Community Liaison and a Civic Tech meetup group to incorporate our indicators into the Open Data Portal and to generate additional related content. For instance, one project underway is compiling zoning code information related to urban agriculture to be used in an interactive map, website or app for local citizens.

### **Benefits to Your Organization**

Many elected and appointed officials have told us of its value and usefulness in helping them do their job. Here are some of the ways the Indicators Report may benefit you:

- The Indicators Report is the **only comprehensive report** in San Mateo County that evaluates the health of the county and its cities in terms of sustainability. The online report and printed summary document provide a means for city officials to make educated decisions when considering sustainable policies – what gets measured, gets managed.
- A report from all the peninsula cities and the county is included, featuring a basic profile and allowing each city or town to highlight their sustainability efforts. **Additional data is provided by many partner agencies and organizations** including BAWSCA, County Department of Health, Housing Leadership Council and Child Care Coordinating Council. This collaboration keeps the Report timely and relevant, creates unity of message, and assures the accuracy of the data.
- Printed Summary reports are distributed throughout the county to governments, chambers, businesses, SAMCAR, SAMCEDA, libraries, citizens and others. In addition to downloadable PDF versions of past reports, current findings are available in a mobile-friendly searchable online version at [www.sustainablesanmateo.org/indicators-report](http://www.sustainablesanmateo.org/indicators-report).
- The report summary and online content are **great resources for local businesses and business groups** to distribute to their clientele. Real estate agents, recruiters, and other business people use the Indicators Report to show why San Mateo County and its cities and towns are great places to live and work.
- We provide **educational presentations** on the Indicators to city and community groups upon request. We also provide **Letters of Support** for programs whose goals align with our mission and indicators. Please contact our staff to request a presentation or letter.
- **You are encouraged to reference findings from the Indicators Report in your own presentations or reports, to highlight an area of need or make a case for a program or initiative.** Charts and graphs are downloadable from our website, and staff can assist you with the underlying data or questions.
- Sponsors are listed on every page of the Indicators; on the Executive Summary; and featured in several ways at our Annual Awards evening. **Make sure your city is recognized as a champion of sustainability.**

### **Funds Support:**

- The Program Manager who researches and writes portions of the report and coordinates the numerous volunteers who participate as researchers, writers, graphic designers, editors and expert reviewers.
- Online Indicators, including preparing and posting the report on the SSMC website.
- Printing and mailing the summary reports.
- Publicity for the report, including Launch events and presentations to groups all over the county.
- Administrative support associated with the Indicators Report, Summary, website and outreach.





**Sustainable  
San Mateo County**  
Economy. Equity. Environment.

Contact: Adrienne Etherton, Executive Director  
650-638-2323 · [adrienne@sustainablesanmateo.org](mailto:adrienne@sustainablesanmateo.org)  
[www.sustainablesanmateo.org](http://www.sustainablesanmateo.org)

# INVOICE

June 13, 2016

Jeremy Dennis  
Town Manager  
Town of Portola Valley  
765 Portola Rd.  
Portola Valley, CA 94028

**FY2015-16 contribution for *Indicators for a Sustainable San Mateo County* \$4000**

**Thank You**

Sustainable San Mateo County (SSMC) is a 501(c)(3) California public benefit corporation. Contributions are tax deductible. SSMC's federal tax identification number is 48-1265207.

Please make your check payable to *Sustainable San Mateo County* and send to:  
Sustainable San Mateo County  
177 Bovet Road, 6<sup>th</sup> Floor  
San Mateo, CA 94402



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<b>Council Action Advised by July 31, 2016</b>
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June 10, 2016

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
 League of California Cities Annual Conference – October 5 – 7, Long Beach**

The League's 2016 Annual Conference is scheduled for October 5 – 7 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for noon on Friday, October 7, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 23, 2016. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, October 5, 8:00 a.m. – 6:00 p.m.; Thursday, October 6, 7:00 a.m. – 4:00 p.m.; and Friday, October 7, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 23. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

## Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: \_\_\_\_\_

2016 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, September 23, 2016. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

2. VOTING DELEGATE - ALTERNATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

3. VOTING DELEGATE - ALTERNATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_ Phone: \_\_\_\_\_
(circle one) (signature)

Date: \_\_\_\_\_

Please complete and return by Friday, September 23, 2016

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# Portola Valley opts for 100 percent clean energy

*By John Orr, Daily News Staff Writer*

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PORTOLA VALLEY -- The Town Council decided to bring all its resident rate payers into the Peninsula Clean Energy program at 100 percent renewable.

The program, which is to come online in April 2017, allows PG&E customers to demand that the utility deliver electricity from renewable sources, such as solar power or wind power.

Other cities, such as Atherton, have decided to enter the program at 50 percent renewable, and allow residents to choose to opt up to 100 percent if desired.

Portola Valley is the first municipality to choose 100 percent as the default, although individual customers can choose to opt in at a lower level, or not at all.

The 100 percent option is expected to add about 2 or 2.5 percent to PG&E bills.

The Town Council voted on May 25 to make Portola Valley one of the first cities in California to move to 100 percent renewable electricity. Mayor Maryann Moise Derwin said the decision "reflects our historic environmental town values and is a fitting continuation of the work started 10 years ago when the Climate Protection Task Force was first created."

According to a statement from the town, Councilmember Jeff Aalfs, Portola Valley's representative to the Peninsula Clean Energy Board of Directors, was "instrumental in educating the community about the program, the benefits of which include far more local control over the mix of renewable electricity procured. With a higher percentage of renewable electricity, Portola Valley will realize measurable reductions in its greenhouse gas emissions and thus help meet its 2020 target of emissions that are 15 percent below 2005 levels. "

Commented Aalfs at the Town Council meeting, "Adopting a 100 percent renewable mix as the default product will be a great show of leadership and environmental stewardship, two of Portola Valley's defining characteristics."

Town Manager Jeremy Dennis, in a phone call this week, said residents "probably won't see much of a change" in their bills which will still come from PG&E, with "a very slight, nominal change in the amount."