



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, January 12, 2011

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

Vice Mayor Derwin, Mayor Driscoll, Councilmember Richards, Councilmember Toben, Councilmember Wengert

ORAL COMMUNICATIONS

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

CONSENT AGENDA

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

- (1) **Approval of Minutes** – Regular Town Council Meeting of December 8, 2010
- (2) **Ratification of Warrant List** – December 22, 2010
- (3) **Approval of Warrant List** – January 12, 2011
- (4) **Recommendation by Assistant Town Manager** – COPS Funding 2010-2011
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Continuing the Supplemental Law Enforcement Services Fund Through Citizens Options for Public Safety Program and Maintaining a Separate Budget Account for 2010-2011 Fiscal Year (Resolution No. __)
- (5) **Recommendation by Town Attorney** – Adopt Ordinance Amending the Conflicts of Interest Code
 - (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending the Appendix to Chapter 2.36 [Conflicts of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code (Ordinance No. __)

REGULAR AGENDA

PUBLIC HEARING

- (6) **PUBLIC HEARING - Recommendation by Planning Manager** – Public Hearing on the proposed Amendments to the Zoning Ordinance to implement portions of the Town's Housing Element.
 - (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Title 18 [Zoning] of the Portola Valley Municipal Code to reflect the Updated Housing Element (Ordinance __)
- (7) **Recommendation by Administrative Services Officer** – Review of FY 2009–2010 Annual Audit
- (8) **Recommendation by Assistant Town Manager** – Ford Field Refurbishment Project
 - (a) Discussion of Project Scope – Consideration of Granting Non-conforming (“Grandfathered”) Status for Batting Cage relative to Creek Setback Ordinance

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (9) **Reports from Commission and Committee Liaisons**
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (10) **Town Council Weekly Digest** – December 10, 2010
- (11) **Town Council Weekly Digest** – December 17, 2010
- (12) **Town Council Weekly Digest** – December 24, 2010

(13) **Town Council Weekly Digest** – January 7, 2011

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).

TOWN COUNCIL MEETING NO. 806, DECEMBER 8, 2010

Mayor Steve Toben called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Ms. Howard called the roll.

Present: Councilmembers Maryann Derwin and John Richards, Vice Mayor Ted Driscoll and Mayor Steve Toben

Absent: Councilmember Ann Wengert

Others: Angela Howard, Town Manager
Janet McDougall, Assistant Town Manager
Sharon Hanlon, Town Clerk
Sandy Sloan, Town Attorney
Brandi de Garreaux, Sustainability & Resource Efficiency (SURE) Coordinator
Leslie Lambert, Planning Manager

ORAL COMMUNICATIONS [7:05 p.m.]

Ms. Lambert began a tribute to Ms. Howard on her 20th anniversary with the Town, for her dedication and commitment not only to Portola Valley but to her staff as well. Mayor Toben presented Ms. Howard with a Mayoral Proclamation on behalf of the Town Council, staff, volunteers and residents in recognition of achieving this milestone in providing exceptional services to the Town and its residents. He also presented her with a "one personal day free" certificate and a plaque from the Town Council. Ms. Howard, thanking everyone for coming out on this rainy day to surprise her on this occasion, said she has the most amazing staff in the world.

Bill Ashton, Westridge Drive, said he came to speak on behalf of the Woodside-area Horse Owners Association, WHOA. He said that the late Bill Lane – his neighbor for the past 52 years – was devoted to horse-related causes, and that the rural nature of Woodside and Portola Valley are a direct result of the influence of horses on the history of these valleys. He described Mr. Lane as a tireless supporter of horses and the unique trail system that knits the communities. His form of activism inspired the founding of the nonprofit WHOA; among its goals are preservation of the fundamental role of horses in maintaining the rural character of Woodside and neighboring foothill communities and enhancement of opportunities for equestrian activities. Mr. Lane embraced the concept of the First Annual Day of the Horse in Woodside in 2005, and helped launch the event with enthusiasm, sponsorship and personal involvement. He received the WHOA Hall of Fame Award in 2008. In his memory, WHOA is gifting the Town of Portola Valley a hitching post for installation at the Bill and Jean Lane Town Center. WHOA's suggestion for a bronze or brass plaque at the hitching post would say, subject to Ms. Lane's approval, "In memory of Bill Lane – Thank you for blazing the trail. We will follow the hoofprints you have left for us."

Christine Cooper, Martinez Road, Woodside, asked for publication of the number of votes that each applicant and incumbent received for membership on the Trails and Paths Committee. Because this issue is on the agenda as Item 11, Mayor Toben indicated that her request would be considered at that time.

PRESENTATION [7:05 p.m.]

Ms. de Garreaux said that the Bay Area Green Business Program has certified the Town of Portola Valley and the Portola Valley Library as a green business. The program distinguishes businesses and municipalities that protect, preserve and sustain our environment. ABAG (the Association of Bay Area Governments) coordinates the program, which is implemented by green business coordinators in the nine participating counties. She congratulated Town and library staff who worked together to complete the green business certification application, and credited Town leaders for creating a green Town Center and adopting an environmentally preferable purchasing policy – actions that helped meet about 75% of the certification requirements. As a green business, the Town and Library have committed to working actively

to show environmental responsibility to the community by complying with all applicable regulations and striving to exceed compliance – by conserving energy, water, materials and other resources, by developing and implementing practices that prevent pollution and waste, and by being an environmentally responsible business within our community. Ms. de Garmeaux said that there are many additional initiatives that can be undertaken as the Town continues to strive to make its operations as sustainable as possible. The Town also is working with The Sequoias to become the first senior living facility in San Mateo County to be certified as a green business, and also is planning to roll out a campaign in 2011 to encourage other local businesses to participate in the green business program.

With that, Ms. de Garmeaux presented a certificate for the certification of the Town Hall to the Mayor, and welcomed Alan Couch, branch Manager for the Portola Valley and Woodside Libraries, to accept the Green Business Certification Award for the Portola Valley Library.

REORGANIZATION OF THE TOWN COUNCIL [7:48 p.m.]

(a) Election of Mayor

Mayor Toben opened the floor to nominations for the office of Mayor for 2011. Councilmember Derwin nominated Vice Mayor Driscoll. Councilmember Richards seconded. Ted Driscoll was elected Mayor by a vote of 3-0, with Vice Mayor Driscoll abstaining. The Mayor-elect thanked Mayor Toben for his services, his organization and his ability to articulate.

(b) Election of Vice Mayor

Mayor Driscoll invited nominations for Vice Mayor. By motion and second, Councilmember Richards nominated Councilmember Derwin. Councilmember Toben seconded. Maryann Derwin was elected Vice Mayor by a vote of 3-0, with Councilmember Derwin abstaining.

(1) PRESENTATION – Recognition of Donors to the Kersten Property Trails [7:49 p.m.]

Mayor Driscoll said this is an extraordinary event. Portola Valley has some 36 miles of trails – more than miles of roadways – tonight we recognize the completion of three new trails and the people who made that possible. The Herb Dengler Trail and the Joan Targ Trail in the Dengler Preserve extend the Larry Lane Trail System and collectively create a wonderful set of wandering paths on the western slope. It's a rare privilege to create new trails. It's a testament to the Town founders, ongoing involvement by residents and community leaders that Portola Valley continues to extend its trail system. He thanked Monty Kersten and the Kersten family for a land donation and some funds to build the trails. Mr. Kersten also worked with the Open Space Committee to see this through to completion. Bill and Jean Lane gave their capping donation to help build the trails and put this project over the top, providing for trail construction and improvements that connect the new trail to the existing system. He thanked Jean Lane very much for coming to the meeting, and for the extraordinary contributions that she and Mr. Lane have made to Portola Valley. Mayor Driscoll also acknowledged Nicholas Targ and his father, Russell Targ, who granted the Town an additional trail easement that allowed extending an already wonderful trail system into the Hayfields development. This new trail has been named in memory of Joan Targ, Russell's wife and Nicholas's mother. Finally, Mayor Driscoll thanked everyone else involved, noting that this is the type of collective charitable and volunteer effort that makes this Town special. He cited, for example, the Woodside neighbors for their support in moving the project along, particularly Bill Henson, who first suggested the idea of a land donation; Town staff, particularly Public Works Director Howard Young; and the Trails and Paths Committee, particularly Craig Taylor.

CONSENT AGENDA [7:54 p.m.]

By motion of Councilmember Toben, seconded by Councilmember Richards, the Consent Agenda (Items 2, 3, 4, 5 and 6) was approved with the following roll call vote:

Aye: Councilmembers Richards and Toben, Vice Mayor Derwin, Mayor Driscoll

No: None

- (2) Minutes of Special Town Council Meeting of November 10, 2010
- (3) Ratification of Warrant List of November 24, 2010 in the amount of \$318,995.49
- (4) Ratification of Warrant List of December 8, 2010 in the amount of \$106,778.41
- (5) Recommendation by Deputy Building Official – Adoption of the 2010 California Building Code
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Section 15.04.010 [Definitions], Section 15.04.020 [Amendments to the Building Code], and Section 15.040.030 [Additions to the Building Code] of Chapter 15.04 [Building Code] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to Adopt an Updated Building Code (Ordinance No. 2010-388)
- (6) Appointment of representative to the Board of Trustees – of the San Mateo County Mosquito and Vector Control District

REGULAR AGENDA [7:56 p.m.]

- (7) Recommendation by Planning Manager – Adoption of a Resolution in Opposition to the Proposed Cargill Saltworks Project and discussion of a formal response to the Notice of Preparation (NOP)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Conveying to the City of Redwood City the Town Council's Opposition to the proposed DMB Redwood City/Saltworks Project as presented in the Notice of Preparation and Support of the Restoration of the Cargill Salt Ponds and their Inclusion in the Don Edwards National Wildlife Refuge (Resolution No. ____)

Ms. Lambert explained that staff and Councilmember Derwin worked on the resolution that strongly opposes the Saltworks project and incorporates recommendations from the Town Attorney. Mayor Driscoll indicated that he and Councilmember Toben met for a brief conversation with Redwood City Mayor Jeff Ira and Vice Mayor Alicia Aguirre. He said that neither Mayor Ira nor Vice Mayor Aguirre seems to particularly favor the application, and expect it to change substantially during the Environmental Impact Statement (EIS) process. They mentioned significant concerns about flooding, traffic and other issues. That said, Mayor Driscoll stated that their conversation changes nothing about the resolution, because it responds to the proposal that is currently on the table.

Councilmember Toben added that another issue facing Redwood City is the fact that there is no money available to restore degraded marshland, which is highly deteriorated from 100 years of use as an industrial saltworks. Ideally, the final transaction would include committed funds from the developer to restore approximately 50% of the available land. The question is whether a project would permit a modicum of development, enable massive restoration and, importantly, incorporate a levee to deal with flooding issues. Councilmember Toben noted that flooding, due to runoff from the upland areas and the encroaching Bay, periodically closes the Stanford Outpatient Clinic on the Bayshore Freeway. He said that he came away from the meeting with the Redwood City officials with a new appreciation of the dilemmas they're trying to manage, and the fact that they don't have the revenue to either solve their flooding problem as it is or to restore the Baylands.

Councilmember Richards said that if anything, he would make the opposition even stronger. He noted that the paragraph reading, " Whereas, the era of filling in San Francisco Bay is over – we stopped that

destruction 40 years ago – the proposed project seeks to reverse the longstanding regional policies that have protected the bay and its wetlands" makes it sound as if all is well now, when in fact it is but a vestige of what it was originally and we're still trying to catch up. In response, Mayor Driscoll suggested substituting "sought to protect" for "protected."

Vice Mayor Derwin stated that she had taken part in a scoping meeting with Redwood City's city planner with Ms. Lambert and Mr. Vlastic, and also a very productive community meeting. She also went to a session over the weekend attended by Congresswoman Jackie Speier and Congressman Mike Thompson (Napa). Rep. Thompson said that the U.S. Secretary of the Interior has come out in strong opposition to further water transfers, a sentiment that Vice Mayor Derwin said was underscored at a water conference she attended at Stanford. The Cargill proposal relies heavily on water from Kern County.

Mayor Driscoll invited public comment.

Jon Silver, Portola Road, asked whether the version of the resolution on the Town website is the same as the one before the Town Council. Mayor Driscoll said yes, except for the wording changes agreed to in response to Councilmember Richards's comments. Mr. Silver thanked the Council for its role in getting information about the Saltworks project out and for ensuring that Portola Valley plays a leadership role on a matter of such regional importance. He is concerned about the "slippery slope" of giving up parts of the wetlands bit by bit, and is also concerned on the basis of having observed what has gone on in Redwood City over the years. He said that he has attended many city council meetings, and considers the Portola Valley Town Council the best, the most professional and the most decent. He said that he once considered Portola Valley too self-congratulatory, "But hey, I've got the bug too. We do deserve compliments."

Councilmember Richards had a further change: "sought to repair and protect."

Derry Kabcenell, Alpine Road, said he is very glad to see the Town Council leaning toward adopting the resolution and considering the comments of the public. He also said he isn't convinced that the Redwood City folks look at the Bay as a regional asset (as it is described in the proposed resolution); even the section of the Bay at Redwood City does not belong to Redwood City. The shoreline is integral to the Bay, he pointed out; without shoreline, he pointed out, there is no Bay. Mr. Kabcenell said that he has sometimes felt that the process, including the EIR process, should go forward. However, as a friend pointed out to him, part of the process is also a way to shortcut the process when it is appropriate. As examples, he said that judges have discretion to dismiss a case or grant summary judgments, noting that such shortcuts avoid wasting everyone's time when the outcome of a question is fairly assured. In this instance, he said that he would like to see a suggestion to that effect incorporated into the resolution.

Responding to Councilmember Toben's comments about whether this application could be hammered into something appropriate for Redwood City and the region, Mr. Kabcenell said that he doesn't think that's the right way to proceed. Considering that the proposal as it stands is "pretty outrageous," he said that it could be years of gradually hammering it into something that does not look anything like what is proposed now. Because the current proposal is not a good one, he added, it should not be allowed to go forward, but rather the applicant should be encouraged to submit a proposal that at least remotely resembles something that might be approved.

Mr. Silver said that during the meeting on December 1, 2010, there was considerable discussion about the political lay of the land. At one point, Mary Paine suggested getting to specific concerns about the development and moving past the politics, because nothing can be done about the politics. Later, Mr. Silver said, he thought how sad it is that in a democracy people all agree we can't do anything about the politics. The amount of money involved in a project such as this can have a tremendously corrupting influence, and most communities aren't immune to that. He mentioned that none of the four candidates running for Mark Church's seat on the San Mateo County Board of Supervisors will take a position on the Saltworks proposal because they don't want to take on Cargill. Two of the candidates seeking to replace Democrat Ira Ruskin in the California Assembly came out in opposition to the Saltworks proposal, and the other remained neutral, at least publicly. A smear went out against Yoriko Kishimoto, and then after the

election a Cargill public relations representative admitted that he funneled money through a labor organization of Santa Clara County to fund the smear. Mr. Silver said that his own read on this activity is that Cargill wanted the PR guy to let this be known. It is sad that citizens who are active say they can't change the politics; that shouldn't happen in a democracy.

Vice Mayor Derwin asked whether anyone wanted to entertain adding language to the proposed resolution to reflect Mr. Kabcenell's thoughts. Mr. Kabcenell said that any approved application is not likely to look remotely like the existing application and we should encourage Redwood City to not move forward with this application. Mayor Driscoll said that he believes that the message about not moving forward with this application already comes through in other words in the resolution. Vice Mayor Derwin recollected something that Mr. Vlasic had written in a draft response to the NOP in which he addressed the issue of all the time and money all the concerned cities would have to deal with the EIR.

Town Attorney Sloan asked whether "be it resolved" point 4, which says,

...Declare, that the Portola Valley Town Council opposes the proposed project as described in the Notice of Preparation and Initial Study and supports the restoration of the Cargill salt ponds and their inclusion in the Don Edwards National Wildlife Refuge.

might go on to say "and urges the Redwood City Council to disapprove the project even before the environmental review is concluded." Councilmember Richards said that would be good. Mayor Driscoll said he was fine with those words. Councilmember Toben said he does not think such an addition would be consistent with the environmental review process prescribed by CEQA and is very different from a legal process such as motions for summary judgments and motions to dismiss, which are subject to precise definitions. He said that Redwood City is obliged to consider an application; a process is required. Ms. Sloan indicated that no environmental review is required of a project that is disapproved. Councilmember Toben said that he respects the fact that the Redwood City mayor and vice mayor want to go through a process that they perceive will yield a clear set of choice points for them, and he further said that it is appropriate for Portola Valley to respect their desire to go through a process and let them spend money on it. Vice Mayor Derwin pointed out that the process also inflicts costs on other cities. Councilmember Toben said that the resolution drafted is "quite complete, quite strong," and as Vice Mayor Derwin had indicated, Mr. Vlasic's response includes language about what is appropriate and what isn't.

Mayor Driscoll said that he would like to see a unanimous vote on this subject. He suggested considering the formal response to the NOP before voting on the resolution. Vice Mayor Derwin indicated that the formal response was not ready to be voted on tonight. Mayor Driscoll invited a motion.

With the addition of the "sought to repair and protect" language previously discussed Councilmember Toben moved to adopt the amended resolution of the Town Council of the Town of Portola Valley Conveying to the City of Redwood City the Town Council's Opposition to the proposed DMB Redwood City/Saltworks Project as presented in the Notice of Preparation and Support of the Restoration of the Cargill Salt Ponds and their Inclusion in the Don Edwards National Wildlife Refuge (Resolution No. 2509-2010). Councilmember Richards seconded, and the motion carried 4-0.

(b) Discussion of Formal Response to Notice of Preparation

Ms. Lambert said that at Town Council's direction, staff looked into the steps needed to provide a formal response on the NOP. This would include participation of those who voiced concerns at the Town Council meeting of November 10, 2010, staff coordination, involvement of the Town Planner and the associated expenditures. As Vice Mayor Derwin reported, she – along with Mr. Vlasic and Ms. Lambert – met with Blake Lyon, the Senior Planner from Redwood City on November 19, 2010. He provided a thorough update on the proposed project and an overview of community participation during the environmental review process. He indicated that at least two more scoping sessions would take place in February 2011.

On December 1, 2010 then-Councilmember Derwin chaired a productive afternoon session with interested parties who had attended the Town Council meeting of November 10, 2010. This provided an opportunity to gather comments, share an outline of key issues the Town should address in its NOP

response, and invite the parties to submit comments in writing. In addition, on November 30, 2010, Councilmember Derwin attended a scoping session that focused on water supply, wastewater and flooding. Ms. Lambert said that staff is proposing an NOP response that includes a letter from the Town Council along with background letters from the community as a packet. At the Council's direction, she and Mr. Vlastic will draft the Town letter for the Town Council's consideration at its January 12, 2011 meeting. Mr. Vlastic estimates that his work on the NOP response would be between \$4,000 and \$5,000. The funds would be reallocated from existing programs within the approved Planning Budget for FY 2010/2011.

Councilmember Toben asked for a "not to exceed" budget of \$5,000. Councilmembers concurred when Mayor Driscoll asked whether there was consensus that the Council authorizes staff to proceed.

In response to Mayor Driscoll's request for clarification about CEQA requirements, Ms. Sloan said that she would send out the information. Councilmember Toben said that there will be a process to go through at some point.

- (8) Recommendation by Planning Manager – Adoption of a Resolution to enter into an agreement with NBS for Comprehensive Fee and Rate Study [8:25 p.m.]
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley approving and authorizing execution of an Agreement for Consultant Services between the Town of Portola Valley and NBS (Resolution No. __)

Ms. Lambert indicated that because many of the fees that Portola Valley currently charges for services are out-of-date, the General Fund winds up subsidizing some services that benefit individual property owners. Staff is confident that the current fees far fall below what State law allows – fees that cover the cost of providing the services. She said that the document distributed to the Town Council from NBS is a proposal to perform a comprehensive fee review and rate study, which Portola Valley has not undertaken in more than a decade.

The Town had sent out RFPs (Request for Proposals) to 15 consulting firms. Out of the six that responded, with totals ranging between \$16,776 and \$35,750, Ms. Lambert and Ms. Howard interviewed project teams of the three most qualified firms. They felt very confident and comfortable with NBS, and received excellent references. NBS also did Alherton's fee study, which involved going through 10 committees. Staff recommended approval of the resolution to engage the services of NBS. If approved, staff would begin the review and then bring a draft proposal to the Town Council for discussion before it is finalized. She said she expects the process to take three to four months.

Councilmember Toben read a sentence from Ms. Lambert's December 8, 2010 memorandum to the Town Council on this subject, and then offered a minor clarification. One sentence said, "The Town Council has the right to set fees at whatever level they choose (as long as they don't exceed the legal maximum as determined by the results of the study)." Noting that the term "legal maximum" is imprecise, he said, it is important for the record to indicate that fees can go up only to the full amount it costs to process applications.

Mayor Driscoll said that he was struck by the breadth of the dollar range represented by the six RFP responses. Ms. Lambert said that she believes some of the firms conduct comprehensive fee and rate studies on a regular basis and that others perhaps don't have the same qualifications. She also said the state of the economy probably has something to do with the extremes. Some of the proposals seemed to be more "rubber stamp" than well-considered. Ms. Howard added that with the low-end proposal, the consultant did not understand the full scope of the Town's needs. Councilmember Toben said that there also have been some big swings in public works projects.

In response to Councilmember Toben, Ms. Howard said that the Town had budgeted \$35,000 for this project.

Vice Mayor Derwin moved to adopt the resolution of the Town Council of the Town of Portola Valley approving and authorizing execution of an agreement for consultant services between the Town of Portola Valley and NBS (Resolution No. 2510-2010). Councilmember Richards seconded, and the motion carried 4-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (9) Discussion and Council Action – Cultural Arts Committee with Proposed New Location for Tiles [8:30 p.m.]

Steve Marra, Cultural Arts Committee co-chair, referred to the Committee's December 3, 2010, proposal for the Town Council to consider (instead of placing the tiles on the back of the schoolhouse) approving a location in front of the restrooms. Mayor Driscoll noted that the location the Town Council originally approved would be less likely to result in damage to the tiles.

Cultural Arts Committee member Susan Thomas, Cervantes Road, said that according to Don Niederaus, the materials on the tiles are very strong and would be difficult to remove.

With no objections from any Councilmembers, Mayor Driscoll authorized the placement requested.

- (10) Discussion and Council Action – Ford Field State Grant Status and Design Work [8:32 p.m.]

Ms. McDougall stated that before applying for two grants, staff contacted the State to discuss issues of timing and funding, and was given 99.9% assurance that the funding would be extended by at least one more year. The reason for the extension was that the State essentially had breached its agreement with the Town in relation to this funding. Ms. McDougall said she decided the Town needed something in writing to avoid getting into a situation in which the Town expends funds and counts on reimbursement. At that point, she said, the State started back-pedaling all the way.

Now, Ms. McDougall said, one option seems to be to seek a legislative extension, by first notifying the Natural Resources Agency in writing that we wish to seek such an extension. Then, we would be provided with specific instructions concerning how to proceed. Staff has prepared the required letter if the Council wants to take that direction. Staff also wants direction from the Council regarding whether to proceed with design work without a commitment for guaranteed reimbursement. Only 25% of the grant money can apply to preliminary work, including design and no reimbursement is made until the project is completed. Accordingly, the timing will not work for this project without the legislative extension.

Councilmember Toben said that the Town already had paid for design work for Ford Field, so he is unclear as to why we need to spend up to \$35,000 more on design. Ms. McDougall replied that the prior expenditures were for a preliminary site plan; this would be for construction drawings for the project to actually be built. Councilmember Toben had several questions about how legislative extension works – How is it done? Would Portola Valley's extension be bundled with other legislative extensions? Would our new assemblyman shepherd these extensions through the Legislature? Does it take a legislative act? How quickly would we get the extension? Would approval of the extension lock in receipt of the funds in FY 2012? Ms. McDougall said that all the information she was able to obtain amounted to being told that upon receipt of the letter she mentioned, they would provide further instruction, sending something that would say exactly what the next steps were. They informed her about specific language that needed to go into the request-for-extension letter, which we would send to our representatives, who would then take it through the State process. She said there are many unknowns at this point.

Ms. Howard said that she sees two choices:

- 1) Move ahead and get the design work done, understanding that the money is coming out of the General Fund. If the extension is granted, we would move forward immediately with construction and get reimbursed for the rest of the project in 2011-12. If the extension is denied, the design would be

set aside unless alternative funding can be found for the rest of the project. Having the design ready for use would not mean the design expenditure was wasted money.

2) Set the preliminary design work on a shelf until the funding picture clears up.

Mayor Driscoll asked whether we could get grant money several years from now as reimbursement for any design expenditures we made now. Both Ms. Howard and Ms. McDougall said no.

Councilmember Toben said that we should proceed with the design work. He said that although up to \$35,000 was not specifically budget for this, the consulting budget had contemplated about \$20,000 for the aircraft noise study, which does not seem a top priority right now. The amount budgeted for the fee and rate study came in at about \$9,000 less than budgeted. Councilmember Toben said it also would be a shame to slow the significant momentum within the Parks & Recreation Committee.

Councilmember Richards said there is also fundraising potential with the Little League. Mayor Driscoll also recalled the backstop itself may be determined structurally deficient. He said that it seems that the Town Council favors moving ahead as if the legislative extension would be forthcoming.

Ms. McDougall said that the total estimated cost of the project was \$305,000, and the State grants were expected to be \$232,000. If the State puts the money back on the table, she said that we'd be poised to move quickly if the design work was complete.

(11) Appointment by Mayor – Request for Appointment of Members to the Trails and Paths Committee
[8:45 p.m.]

Mayor Driscoll recapped the process that the Town embarked upon in the fall to update the Trails and Paths Committee charter and rejuvenate the Committee's shrinking membership roster. A total of 13 candidates applied for membership; when combined with the incumbents, a field of 15 or 16 individuals were prepared to serve on the nine-member Committee. The Trails and Paths Committee interviewed 10 applicants at the November 9, 2010 Committee meeting, and later individual Committee members separately submitted comments and rankings of the candidates for the Mayor and Vice Mayor to consider. Two of the applicants who did not go to the November 9, 2010 meeting subsequently withdrew their applications. The third was ill that evening but was interviewed by the Mayor and Vice Mayor on November 16, 2010. Incumbent Mayor Toben and incoming Mayor Driscoll (also liaison to the Trails and Paths Committee) conducted a second round of interviews on November 11 and November 16, 2010, meeting with new applicants and incumbents alike. One of them, Dorothea (Dot) Nell, elected to withdraw her application for reappointment.

As Mayor Driscoll explained, the criteria used to select members basically were designed to preserve continuity, provide diversity of views and rejuvenate the Committee. Because they spoke with far more qualified, perfectly capable applicants than there were openings, Mayor Driscoll said, they had to make some tough choices. They agreed upon nine people whom they thought met a blend of wide diversity of users, some Committee experience, some fresh blood and a spectrum of ages. Two incumbents, Jeannette Hansen and Craig Taylor, were not reappointed.

Councilmember Toben stressed that they considered not only individual qualifications but also how to assemble a team with good chemistry – an imperfect art. Five out of the nine new members have not previously served on a standing committee in Portola Valley: Judith Hasko, Judy Paris, Cathy Siegel, Shelly Sweeney and Joe Coleman. He said it is a plus to attract new volunteers. He also said the roster also represents a great diversity of experience – equestrians, hikers, dog-walkers, mothers with children in strollers. No cyclists applied.

In response to a question raised earlier in the meeting, Councilmember Toben said that they did not use a scoring system. Some members of the Committee ranked interviewees on a 1-10 basis, but the scores were never intended for publication. An exception was Ellie Ferrari, whose comments about the

applicants were published in the Weekly Digest (November 19, 2010) because she addressed them to the Town Council.

Mayor Driscoll invited public comments.

Dorothea (Dot) Nell, Valley Oak, said that the Committee will suffer without Jeannette Hansen, because she knows the trails better than anyone else as she rides them almost every day. She suggested that the first time there is another opening on the Committee that Ms. Hansen is asked to join.

With no further comments, Mayor Driscoll appointed nine members to the Trails and Paths Committee – Joe Coleman, Lynne Davis, Ellie Ferrari, Susan Gold, Judith Hasko, Judy Paris, SallyAnn Reiss, Cathy Siegel and Shelly Sweeney – to be effective January 1, 2011. He requested a motion of concurrence. Councilmember Toben moved to concur; Councilmember Richards seconded and the motion carried 4-0.

To be discussed at the Committee's meeting in January 2011 is shifting from evening meetings to morning meetings to facilitate Mr. Young's involvement during his working hours.

(12) Appointment by Mayor – Request for Appointment of Member to the Cultural Arts Committee [8:51 p.m.]

As liaison to the Cultural Arts Committee, Vice Mayor Derwin proposed the appointment of Paige Fulkerson, an "incredible contributor to the group" who has been active in organizing Music Nights, as a member of the Committee. Mayor Driscoll agreed. Councilmember Toben moved the Town Council's concurrence with the Mayor's appointment of Paige Fulkerson to the Cultural Arts Committee. Vice Mayor Derwin seconded, and the motion carried 4-0.

(13) Reports from Commission and Committee Liaisons [8:51 p.m.]

(a) Cable & Utilities Undergrounding Committee

Councilmember Richards reported that Cable & Utilities Undergrounding Committee members talked about changing the Committee name. Most of their meeting focused on the upcoming Undergrounding District and how to decide which portion of the overall District to settle on. The biggest stumbling block is a group of four to six private residences that want undergrounding and who would pay for what in terms of the drops. The Committee also worked on developing a logical list of how to rank and to best spend the money. The Committee may have two openings coming up.

(b) Planning Commission

At its November 17, 2010 meeting, Councilmember Richards said, the Planning Commission held a very short meeting, primarily reviewing a preliminary three-lot subdivision proposal for the Shorestein property. Another option is to take a PUD (Planned Unit Development) approach. A site meeting is scheduled for Monday, December 13, 2011.

The Planning Commission discussed the Shorestein application in further detail at its December 1, 2011 meeting, at which time the Planning Commission also approved a lot-line adjustment on Wayside Road and zoning amendments needed to implement the Housing Element.

(c) Historic Resources Committee

Vice Mayor Derwin reported on the Historic Resources Committee meeting of November 11, 2010. Among items discussed:

- The Committee will cosponsor an event with the Sempervirens Fund, the oldest land trust in California, in January 2011. Mark Hylkema, an expert on Ohlone Indians, will speak about the history of the Santa Cruz Mountains.
- The School District will be 150 years old in 2011. A celebration set for October 1-2, 2011 will include a big reunion, open house and school tour. Town Historian Nancy Lund will produce a book. Volunteers are needed to help coordinate a luncheon or other event.
- *The Almanac* archives, including a number of large, bound documents, will go on newly installed shelves in the Historic Resources Room. Ms. Howard said that the installation is near completion. The shelving is on the same wall as the door, and low because the volumes are cumbersome and heavy.
- Vice Mayor Derwin reported that the Committee is still concerned about the Woods property, since it's the only mansion left in Town. They have a question to the Council: Why can't this be included in the Historic Element? Mayor Driscoll said that he believes the idea is to wait for the Mid Peninsula Regional Open Space District to complete the transfer, because any change might encumber the property and make the transfer from the estate to the open space more difficult legally.

(d) Firewise Advisory Committee

At the Firewise Advisory Committee meeting on November 16, 2010, Vice Mayor Derwin reported, Woodside Fire Protection District Fire Chief Armando Muela debriefed on a very successful one-day Home Ignition Zone workshop on October 8, 2010. A total of 25 people attended, and in addition to the "classroom" work, they paid a site visit to two homes in the Portola Valley Ranch. Next year, the Committee wants to schedule two more one-day workshops, one in March and one in October. They also want to invite the public to attend these workshops, with first preference going to equal numbers of Portola Valley and Woodside residents. Other news from the Committee meeting:

- A Fire Safe speaker will be scheduled to speak in May 2011 at the Woodside Elementary Theatre – Steve Quarles from the UC Berkeley Center for Fire Research and Outreach.
- Woodside reported allocating \$25,000 from its budget to the Defensible Space Grant Program and sending a card about the program to every Woodside resident. On a first-come, first-served basis, the program will provide 50-50 matching grants (of up to \$1,000). The Woodside Fire Protection District will produce a document indicating the required protocol, i.e., the actions to take and the sequence in which to take them.
- The Committee reviewed its chipper program for 2010. The collection of data will include days using a crew and days using a contractor. They aren't sure whether they will be able to calculate volume for 2010, but will do so going forward. In the future, they also will track numbers of houses served, hours, and fire crew versus contractor days versus Fire District crew. The Committee plans to have a manager track this information on a daily or weekly basis.
- CERT (the Community Emergency Response Team) wants to post approximately 10 signs in neighborhoods during fire season (July until October) to alert residents of high fire danger.
- Portola Valley Ranch will be the first Certified Firewise Community.
- Planning Commission Chair Denise Gilbert attended a Firewise workshop in Seattle and brought back copies of the NFPA Code. As Vice Mayor Derwin explained, one of the things that interests Chair Gilbert is a better way of dealing with noncompliant properties. The Half Moon Bay Fire Code, for

instance, enables the Fire Department to go onto private property, do the necessary work and bill the homeowner via property taxes.

Councilmember Toben said that the Town Council has expressed a desire to make sure we're getting value for the investment in Firewise, and asked whether that topic came up at the meeting. Vice Mayor Derwin said that she thinks it did, and that Fire Chief Muela will bring notes to the next Firewise Advisory Committee meeting, which is scheduled for January 18, 2011. A representative of Portola Valley Ranch also will be at that meeting.

(e) Cultural Arts Committee

Vice Mayor Derwin reported that the Cultural Arts Committee discussed tile placement and the holiday fair at its meeting.

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

Vice Mayor Derwin said that C/CAG's Resource Management and Climate Protection Committee met on November 18, 2010. The group is looking for two new members. Rosanne Foust, the president of SAMCEDA (San Mateo County Economic Development Association) and former Redwood City Mayor and Councilmember, spoke on the economy.

The C/CAG Board will formally oppose the San Francisco Board of Supervisors proposal to charge a toll to enter the San Francisco. Measure M passed with 54% of the votes. The \$10 it adds to every vehicle registration fee (VRF) will go directly to the cities and the county for transportation-related projects. Portola Valley will receive \$75,000. The C/CAG Board interviewed candidates for the C/CAG Bicycle and Pedestrian Advisory Committee and selected four people. Vice Mayor Derwin said that C/CAG also discussed the pre-tax Commuter Outreach Effort, in which companies of 100 or more employees can receive \$230 per employee per month payroll tax deduction for those who bike, bus or ride in vanpools to work. Test claims have been filed by 21 of 22 member agencies related to the Municipal Regional Stormwater Permit – including Portola Valley. Only one claimant per county will be accepted, however, so it will be from Brisbane, the first to file in San Mateo County. A report was presented on the Sustainable Community Strategy (SB 375) and the Regional Housing Needs Assessment (RHNA). During closed session, the C/CAG Board discussed compensation for its executive director, reviewing compensation and benefits for executive directors at similar agencies. Despite the review, the incumbent's performance and Board evaluations, economic circumstances led the Compensation Committee to offer no salary increase and no bonus.

(g) Council of Cities

On November 19, 2010, the Council of Cities meeting in San Carlos included what Vice Mayor Derwin characterized as a very moving program, "San Bruno: Lessons Learned." Connie Jackson, San Bruno's City Manager, spoke about many things that would be applicable to Portola Valley. Specifically, there weren't enough first responders and paramedics for the first hour after the explosion on Thursday, September 9, 2010, so residents were performing some of those roles themselves. Ms. Jackson said that the experience taught her the true value of a mutual network and the value of community expertise. Despite not having a great deal of training at their Emergency Operations Center in the San Bruno City Hall basement, the people there figured out what to do and set to work, anticipating what would be needed. They evacuated 1,000 residents in the first hour and set up shelter for evacuees. The next day, they established a local assistance center for evacuees to obtain replacement driver's licenses, Social Security cards, hotel vouchers, etc. On Saturday, they convened a Town Hall meeting in a local church, attended by some 500-600 people. Congresswoman Jackie Speier, who was among the speakers, stressed the importance of the people seeing their city in action, seeing their elected officials, and knowing people were there for them. A little bit of training went a long way.

(h) Architectural and Site Control Commission (ASCC)

Vice Mayor Derwin reported that the ASCC continued review of the T-Mobile cell tower on November 22, 2010, and discussed T-Mobile's landscape plan. Neighbors continue to be anxious about design specifics, maintenance and other issues. They want to be involved in the landscape design decision. The ASCC also discussed Ford Field, with some Commissioners thinking that using some of the open space would help the field show a little less strain and a little more gathering space.

(i) Nature and Science Committee

Reporting on the Nature and Science Committee, Councilmember Toben said that Committee member Yvonne Tryce contacted the Midpeninsula Open Space District about placing the Woodchopper's house on its property near the Windy Hill parking lot. A star-gazing party is planned for next year and the motor glider event is scheduled for May 2011.

(j) Open Space Committee

At the Open Space Committee meeting, Councilmember Toben stated that members had a lot of thoughtful discussion about the extent to which funds in the Town's open space account should be available for anything beyond land acquisition – for instance, to clear out excessive fire fuel loads that have accumulated over time. Members also discussed whether clearing is needed to make the Shady Trail property more accessible and more attractive. The Committee also is working on a new nature trail, including an interpretive walk, on the Kersten property.

(k) SFO Airport/Community Roundtable

Councilmember Toben said that he did not attend the SFO Airport/Community Roundtable meeting.

(l) Emergency Preparedness Committee

Mayor Driscoll said that the Emergency Preparedness Committee meeting is scheduled for Thursday, December 9, 2010.

(m) Wireless Task Force

Mayor Driscoll said that the Wireless Task Force met for the second time. Among topics discussed were legality issues and legislative issues, equipment options for wireless installations, the possibility of zoning regulations to prohibit cell towers being sited on residential properties.

(n) General

Speaking generally about responsibilities of commission and committee liaisons going forward, Mayor Driscoll stated that for continuity's sake, he would like to preserve current assignments where it makes sense to do so. At the same time, he said that he likes the idea of new assignments to give Councilmembers the opportunity to vary their exposure to the various committees. Until new assignments are made, he asked everyone to continue the liaison assignments from 2010.

WRITTEN COMMUNICATIONS [8:58 p.m.]

(14) Town Council 11/12/2010 Weekly Digest – None

(15) Town Council 11/19/2010 Weekly Digest

- a) #3 – Letter to Will Patterson from Janet McDougall expressing appreciation for the donation to the Town of a John Deere lawn tractor and trailer – November 12, 2010

Ms. Howard commented that Mr. Patterson's donation was very thoughtful and will be very useful.

- b) #4 – E-mail to Steve Hedlund from John Gardner resigning from the Public Works Committee – November 16, 2010

Ms. Howard will send a letter of thanks to Mr. Gardner for his long service.

(16) Town Council 12/3/2010 Weekly Digest

- (a) #1 – Memorandum to Town Council from Leigh Prince regarding Proposition 26 – November 30, 2010

In response to Mayor Driscoll, Ms. Howard said that the information is not particularly pertinent to the Town Council, but she wanted to make sure the Councilmembers had an opportunity to review it.

- (b) #2 – E-mail to/from Steve Toben from/to Noah Eisner regarding use of artificial turf at Town Center Fields – November 26, 2010

Councilmember Toben sent a written response.

- (c) #4 – Letter to Town Council from Jo Ann Dearman regarding the appointment of a new representative to the Board of Trustees of the San Mateo County Mosquito and Vector Control District – November 17, 2010

Ms. Howard confirmed that the appointment of a representative to the Board of Trustees for the San Mateo County Mosquito and Vector Control District is for a four-year term.

CLOSED SESSION: [9:37 p.m.]

(17) Real Estate Negotiations [*item cancelled*]

REPORT OUT OF CLOSED SESSION [n/a]

ADJOURNMENT: [9:37 p.m.]

Mayor

Town Clerk

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ALL THINGS PRINTED	Fall 2010 Post	11455	12/22/2010	
		5907	12/22/2010	
1420 S. WINCHESTER BLVD	800		12/22/2010	
SAN JOSE	BOA	44272	12/22/2010	0.00
CA 95128	53849			3,971.24

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	3,971.24	0.00

Check No.	44272	Total:	3,971.24
Total for	ALL THINGS PRINTED		3,971.24

ALLIANT INSURANCE SERVICES	4th Qtr Insurance Premium	11456	12/22/2010	
			12/22/2010	
SPECIAL EVENTS	475		12/22/2010	
NEWPORT BEACH	BOA	44273	12/22/2010	0.00
CA 92658				1,130.66

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	1,130.66	0.00

Check No.	44273	Total:	1,130.66
Total for	ALLIANT INSURANCE SERVICES		1,130.66

ALMANAC	November Advertising	11457	12/22/2010	
			12/22/2010	
PO BOX 1610	0048		12/22/2010	
MENLO PARK	BOA	44274	12/22/2010	0.00
CA 94302				464.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	464.00	0.00

Check No.	44274	Total:	464.00
Total for	ALMANAC		464.00

AMERICAN ASPHALT R&R CO. INC.	Crack Seal, Various Streets	11494	12/22/2010	
			12/22/2010	
PO BOX 3367	0312		12/22/2010	
HAYWARD	BOA	44275	12/22/2010	0.00
CA 94540-0288	964984			11,200.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	11,200.00	0.00

Check No.	44275	Total:	11,200.00
Total for	AMERICAN ASPHALT R&R CO. INC		11,200.00

ANIMAL DAMAGE MGMT INC	November Pest Control	11458	12/22/2010	
			12/22/2010	
16170 VINEYARD BLVD. #150	804		12/22/2010	
MORGAN HILL	BOA	44276	12/22/2010	0.00
CA 95037	48954			310.00

GL Number	Description	Invoice Amount	Amount Relieved
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State/Province Zip/Postal	Invoice Number			Check Amount

05-58-4240	Parks & Fields Maintenance	310.00	0.00	
		Check No. 44276	Total:	310.00
		Total for	ANIMAL DAMAGE MGMT INC	310.00

ARROWHEAD MT SPRING WATER	November Statement	11459	12/22/2010	
P.O. BOX 856158	463		12/22/2010	
LOUISVILLE	BOA	44277	12/22/2010	0.00
KY 40285-6158))K5743876004			98.20

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	98.20	0.00	
		Check No. 44277	Total:	98.20
		Total for	ARROWHEAD MT SPRING WATER	98.20

ASSOCIATED BUSINESS MACHINES	Ink Cartridge, Postage Machine	11460	12/22/2010	
1552 BEACH STREET	0017		12/22/2010	
EMERYVILLE	BOA	44278	12/22/2010	0.00
CA 94608	2101141			184.54

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	184.54	0.00	
		Check No. 44278	Total:	184.54
		Total for	ASSOCIATED BUSINESS MACHINI	184.54

AT&T (2)	November Microwave	11462	12/22/2010	
PAYMENT CENTER	877	q	12/22/2010	
SACRAMENTO	BOA	44280	12/22/2010	0.00
CA 95887-0001				65.61

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4152	Emerq Preparedness Committee	65.61	0.00	
		Check No. 44280	Total:	65.61
		Total for	AT&T (2)	65.61

AT&T	November Statements	11461	12/22/2010	
PO BOX 989048	441		12/22/2010	
WEST SACRAMENTO	BOA	44279	12/22/2010	0.00
CA 95798-9048				256.60

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	256.60	0.00	
		Check No. 44279	Total:	256.60
		Total for	AT&T	256.60

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BMI	Music License	11463	12/22/2010	
			12/22/2010	
10 MUSIC SQUARE EAST	1349		12/22/2010	
NASHVILLE	BOA	44281	12/22/2010	0.00
TN 37203				305.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	305.00	0.00

Check No.	44281	Total:	305.00
Total for	BMI		305.00

BOB-WIRE ELECTRIC	TC Maintenance	11495	12/22/2010	
			12/22/2010	
PO BOX 808	0024		12/22/2010	
REDWOOD CITY	BOA	44282	12/22/2010	0.00
CA 94064	12978,12961			620.72

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	620.72	0.00

BOB-WIRE ELECTRIC	Wi-Fi Hookups, School/C.H.	11496	12/22/2010	
			12/22/2010	
PO BOX 808	0024		12/22/2010	
REDWOOD CITY	BOA	44282	12/22/2010	0.00
CA 94064	12977,12979			998.70

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	998.70	0.00

BOB-WIRE ELECTRIC	TC Additional Lighting	11497	12/22/2010	
			12/22/2010	
PO BOX 808	0024		12/22/2010	
REDWOOD CITY	BOA	44282	12/22/2010	0.00
CA 94064	12905-Final			2,917.50

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4412	CIP10/11 TC Lighting	2,917.50	0.00

Check No.	44282	Total:	4,536.92
Total for	BOB-WIRE ELECTRIC		4,536.92

MICHAEL BRAY	Reimb for Volunteer Party	11464	12/22/2010	
			12/22/2010	
140 CHEROKEE WAY	854		12/22/2010	
PORTOLA VALLEY	BOA	44283	12/22/2010	0.00
CA 94028				1,005.76

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	1,005.76	0.00

Check No.	44283	Total:	1,005.76
Total for	MICHAEL BRAY		1,005.76

CAL WATER SERVICE CO	10/15 - 11/12 Statements	11466	12/22/2010	
			12/22/2010	
3351 EL CAMINO REAL	0035		12/22/2010	
ATHERTON	BOA	44284	12/22/2010	0.00
CA 94027				2,454.49

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State/Province Zip/Postal	Invoice Number		Discount Amount
			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	2,454.49	0.00
		Check No. 44284	Total: 2,454.49
		Total for CAL WATER SERVICE CO	2,454.49

CALIFORNIA CHAMBER OF COMMERCE	2011 Employer Posters	11465	12/22/2010	
P.O. BOX 526020	847		12/22/2010	
SACRAMENTO	BOA	44285	12/22/2010	0.00
CA 95852-6020	10466028			35.08

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	35.08	0.00
		Check No. 44285	Total: 35.08
		Total for CALIFORNIA CHAMBER OF COMM	35.08

CITY OF REDWOOD CITY	IT Services, November	11467	12/22/2010	
P.O. BOX 3629	586		12/22/2010	
REDWOOD CITY	BOA	44286	12/22/2010	0.00
CA 94064-3629	BR25189			1,799.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	1,799.50	0.00
		Check No. 44286	Total: 1,799.50
		Total for CITY OF REDWOOD CITY	1,799.50

CLEANSTREET	November Street/Litter Clean	11498	12/22/2010	
1937 W. 169TH STREET	0034		12/22/2010	
GARDENA	BOA	44287	12/22/2010	0.00
CA 90247-5254	62399			1,425.55

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4262	Street Sweeping & ROW Mowing	614.65	0.00
20-60-4266	Litter Clean Up Program	810.90	0.00
		Check No. 44287	Total: 1,425.55
		Total for CLEANSTREET	1,425.55

COMPUCOM	MS Project Software for PW Director's Computer	11468	12/22/2010	
P.O. BOX 79335	2030		12/22/2010	
CITY OF INDUSTRY	BOA	44288	12/22/2010	0.00
CA 91716-9335	60608121			382.31

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	382.31	0.00
		Check No. 44288	Total: 382.31
		Total for COMPUCOM	382.31

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State/Province Zip/Postal	Invoice Number			Check Amount

TED DRISCOLL	Reimb for iPad/Good Reader	11469	12/22/2010	
	(Paperless Packet)		12/22/2010	
11 SANDSTONE	796		12/22/2010	
SAN MATEO	BOA	44289	12/22/2010	0.00
CA 94028				655.49

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	655.49	0.00

Check No.	44289	Total:	655.49
Total for	TED DRISCOLL		655.49

GO NATIVE INC	TC Weed Maintenance	11499	12/22/2010	
	November 2010		12/22/2010	
P.O. BOX 370103	632		12/22/2010	
MONTARA	BOA	44290	12/22/2010	0.00
CA 94037	2139			1,496.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	1,496.00	0.00

Check No.	44290	Total:	1,496.00
Total for	GO NATIVE INC		1,496.00

ARTHUR GRAHAM	Comm'ty Hall Deposit Refund	11470	12/22/2010	
			12/22/2010	
700 WESTRIDGE DRIVE	575		12/22/2010	
PORTOLA VALLEY	BOA	44291	12/22/2010	0.00
CA 94028				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	500.00	0.00

Check No.	44291	Total:	500.00
Total for	ARTHUR GRAHAM		500.00

HIGHWAY TECHNOLOGIES, INC	Signage for Trail	11471	12/22/2010	
			12/22/2010	
P.O. BOX 51581	0067		12/22/2010	
LOS ANGELES	BOA	44292	12/22/2010	0.00
CA 90051-5881	65067785-001			54.16

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	54.16	0.00

Check No.	44292	Total:	54.16
Total for	HIGHWAY TECHNOLOGIES, INC		54.16

INTEGRATED DESIGN ASSOC INC	TC Lighting Design	11501	12/22/2010	
			12/22/2010	
1084 FOXWORTHY AVENUE	2029		12/22/2010	
SAN JOSE	BOA	44293	12/22/2010	0.00
CA 95118	14350			2,355.00

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

05-68-4412	CIP10/11 TC Lighting	2,355.00	0.00	
		Check No. 44293	Total:	2,355.00
		Total for	INTEGRATED DESIGN ASSOC INC	2,355.00

J.W. ENTERPRISES	Portable Lavs, 12/2 - 12/29	11472	12/22/2010	
1689 MORSE AVE	829		12/22/2010	
VENTURA	BOA	44294	12/22/2010	0.00
CA 93003	153038			219.48

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4244	Portable Lavatories	219.48	0.00	
		Check No. 44294	Total:	219.48
		Total for	J.W. ENTERPRISES	219.48

LONHYN JASINSKYJ	Deposit Refund	11473	12/22/2010	
155 CANYON DRIVE	573		12/22/2010	
PORTOLA VALLEY	BOA	44295	12/22/2010	0.00
CA 94028				293.90

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	293.90	0.00	
		Check No. 44295	Total:	293.90
		Total for	LONHYN JASINSKYJ	293.90

JORGENSON SIEGEL MCCLURE & FLEGEL	November Statement	11474	12/22/2010	
1100 ALMA STREET	0089		12/22/2010	
MENLO PARK	BOA	44296	12/22/2010	0.00
CA 94025				10,022.90

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4182	Town Attorney	6,732.00	0.00	
96-00-4528	C-1 Trail	650.00	0.00	
96-54-4186	Attorney - Charges to Appls	2,640.90	0.00	
		Check No. 44296	Total:	10,022.90
		Total for	JORGENSON SIEGEL MCCLURE &	10,022.90

KUTZMANN & ASSOCIATES	November Plan Check	11475	12/22/2010	
39355 CALIFORNIA STREET	0090		12/22/2010	
FREMONT	BOA	44297	12/22/2010	0.00
CA 94538				6,758.47

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4200	Plan Check Services	6,758.47	0.00	
		Check No. 44297	Total:	6,758.47
		Total for	KUTZMANN & ASSOCIATES	6,758.47

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

MAZE & ASSOCIATES	Audit Services for FYE 6/30/10	11476	12/22/2010	
			12/22/2010	
3478 BUSKIRK AVENUE	879		12/22/2010	
PLEASANT HILL	BOA	44298	12/22/2010	0.00
CA 94523	25549			2,620.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	2,620.00	0.00

Check No.	44298	Total:	2,620.00
Total for	MAZE & ASSOCIATES		2,620.00

KAREN MOBLEY	Reimb for Volunteer Party	11477	12/22/2010	
			12/22/2010	
9 APPLEWOOD LANE	0298		12/22/2010	
PORTOLA VALLEY	BOA	44299	12/22/2010	0.00
CA 94028				1,182.94

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	1,182.94	0.00

Check No.	44299	Total:	1,182.94
Total for	KAREN MOBLEY		1,182.94

NEXTEL COMMUNICATIONS	November Field Cellular	11478	12/22/2010	
			12/22/2010	
P.O. BOX 4181	0200		12/22/2010	
CAROL STREAM	BOA	44300	12/22/2010	0.00
IL 60197-4181				150.67

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	150.67	0.00

Check No.	44300	Total:	150.67
Total for	NEXTEL COMMUNICATIONS		150.67

O. NELSON & SON	Clean Ditch at Alpine Road	11500	12/22/2010	
			12/22/2010	
3355 TRIPP ROAD	634		12/22/2010	
WOODSIDE	BOA	44301	12/22/2010	0.00
CA 94062	125			5,943.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	5,943.00	0.00

Check No.	44301	Total:	5,943.00
Total for	O. NELSON & SON		5,943.00

OFFICE EQUIPMENT FINANCE SERV	December Copier Lease	11479	12/22/2010	
			12/22/2010	
P. O. BOX 790448	472		12/22/2010	
ST. LOUIS	BOA	44302	12/22/2010	0.00
MO 63179	165574450			408.92

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

05-64-4312	Office Equipment	408.92	0.00	

	Check No.	44302	Total:	408.92
	Total for	OFFICE EQUIPMENT FINANCE SE		408.92

OLBERDING ENVIRONMENTAL, INC	C-1 Trail, July-Oct 2010	11504	12/22/2010	
			12/22/2010	
193 BLUE RAVINE ROAD	2025		12/22/2010	
FOLSOM	BOA	44303	12/22/2010	0.00
CA 94630	2010240,2010212			1,419.50

GL Number	Description	Invoice Amount	Amount Relieved	
96-00-4528	C-1 Trail	1,419.50	0.00	

	Check No.	44303	Total:	1,419.50
	Total for	OLBERDING ENVIRONMENTAL, IN		1,419.50

PACIFIC GEOTECHNICAL ENG'G	C-1 Trail Geotechnical November 2010	11502	12/22/2010	
			12/22/2010	
16055-D CAPUTO DRIVE	737		12/22/2010	
MORGAN HILL	BOA	44304	12/22/2010	0.00
CA 95037	101206			614.70

GL Number	Description	Invoice Amount	Amount Relieved	
96-00-4528	C-1 Trail	614.70	0.00	

	Check No.	44304	Total:	614.70
	Total for	PACIFIC GEOTECHNICAL ENG'G		614.70

PG&E (2)	Deposit Refund, 230 Wyndham	11481	12/22/2010	
			12/22/2010	
PG&E San Carlos Sevice Center			12/22/2010	
ATTN: B. FEDERICO/PERMITDESK	1161		12/22/2010	
SAN CARLOS	BOA	44306	12/22/2010	0.00
CA 94070				88.65

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	88.65	0.00	

	Check No.	44306	Total:	88.65
	Total for	PG&E (2)		88.65

PG&E	December Statement (1)	11480	12/22/2010	
			12/22/2010	
BOX 997300	0109		12/22/2010	
SACRAMENTO	BOA	44305	12/22/2010	0.00
CA 95899-7300				400.37

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4330	Utilities	400.37	0.00	

	Check No.	44305	Total:	400.37
	Total for	PG&E		400.37

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

PORTOLA VALLEY HARDWARE	November Statement	11482	12/22/2010	
			12/22/2010	
112 PORTOLA VALLEY ROAD	0114		12/22/2010	
PORTOLA VALLEY	BOA	44307	12/22/2010	0.00
CA 94028				364.06

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	123.41	0.00
05-66-4340	Building Maint Equip & Supp	240.65	0.00

Check No.	44307	Total:	364.06
Total for	PORTOLA VALLEY HARDWARE		364.06

REGINA PLUMBING INC	Repairs to Drinking Fountain at Children's Playground	11483	12/22/2010	
			12/22/2010	
1955 CARMELITA DRIVE	685		12/22/2010	
SAN CARLOS	BOA	44308	12/22/2010	0.00
CA 94070	356610			125.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	125.00	0.00

Check No.	44308	Total:	125.00
Total for	REGINA PLUMBING INC		125.00

RON RAMIES AUTOMOTIVE, INC.	November Fuel	11484	12/22/2010	
			12/22/2010	
115 PORTOLA ROAD	422		12/22/2010	
PORTOLA VALLEY	BOA	44309	12/22/2010	0.00
CA 94028				340.88

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	340.88	0.00

Check No.	44309	Total:	340.88
Total for	RON RAMIES AUTOMOTIVE, INC.		340.88

SPARTAN ENGINEERING	Repairs to Security System	11485	12/22/2010	
		5909	12/22/2010	
540 PARROTT STREET	0095		12/22/2010	
SAN JOSE	BOA	44310	12/22/2010	0.00
CA 95112	22035			685.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	685.00	0.00

Check No.	44310	Total:	685.00
Total for	SPARTAN ENGINEERING		685.00

STUART RENTAL COMPANY	Rentals for Volunteer Party	11486	12/22/2010	
		5899	12/22/2010	
454 S. ABBOTT AVE	0205		12/22/2010	
MILPITAS	BOA	44311	12/22/2010	0.00
CA 95035				539.20

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

05-52-4147	Picnic/Holiday Party	539.20	0.00	
		Check No. 44311	Total:	539.20
		Total for	STUART RENTAL COMPANY	539.20

SUPERIOR BODY SHOP	Repairs to Resident Vehicle	11487	12/22/2010	
956 BRANSTEN ROAD	0338		12/22/2010	
SAN CARLOS	BOA	44271	12/22/2010	0.00
CA 94070				9,911.25

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	9,911.25	0.00	
		Check No. 44271	Total:	9,911.25
		Total for	SUPERIOR BODY SHOP	9,911.25

TOWNSEND MGMT, INC	November Applicant Charges	11488	12/22/2010	
P.O. BOX 24442	609		12/22/2010	
SAN FRANCISCO	BOA	44312	12/22/2010	0.00
CA 94124				3,135.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4194	Engineer - Charges to Appls	3,135.00	0.00	

TOWNSEND MGMT, INC	Crack Sealing & Trail Inspectn	11503	12/22/2010	
P.O. BOX 24442	609		12/22/2010	
SAN FRANCISCO	BOA	44312	12/22/2010	0.00
CA 94124	200064			760.00

GL Number	Description	Invoice Amount	Amount Relieved	
20-54-4192	Engineer Services	665.00	0.00	
96-54-4194	Engineer - Charges to Appls	95.00	0.00	

		Check No. 44312	Total:	3,895.00
		Total for	TOWNSEND MGMT, INC	3,895.00

VERIZON WIRELESS	November Admin Cellular	11489	12/22/2010	
P.O. BOX 9622	0131		12/22/2010	
MISSION HILLS	BOA	44313	12/22/2010	0.00
CA 91346-9622				117.91

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	117.91	0.00	

		Check No. 44313	Total:	117.91
		Total for	VERIZON WIRELESS	117.91

WINDMILL SCHOOL	Comm'ty Hall Deposit Refund	11490	12/22/2010	
4141 ALPINE ROAD	753		12/22/2010	
PORTOLA VALLEY	BOA	44314	12/22/2010	0.00
CA 94028				1,000.00

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

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	1,000.00	0.00
		Check No. 44314	Total: 1,000.00
		Total for WINDMILL SCHOOL	1,000.00

WOLFPACK INSURANCE	January Vision/Dental Premiums	11491	12/22/2010
SMALL BUSINESS BENEFIT PLAN	0132		12/22/2010
BELMONT	BOA	44315	12/22/2010
CA 94402			0.00
GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,256.20	0.00
		Check No. 44315	Total: 2,256.20
		Total for WOLFPACK INSURANCE	2,256.20

WOODLAND SCHOOL	Comm'ty Hall Deposit Refund	11492	12/22/2010
360 LA CUESTA DRIVE	0280		12/22/2010
PORTOLA VALLEY	BOA	44316	12/22/2010
CA 94028			0.00
GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	224.55	0.00
		Check No. 44316	Total: 224.55
		Total for WOODLAND SCHOOL	224.55

WOODSIDE DELIVERY SERVICE	Delivery thru 2/21/11	11493	12/22/2010
PO BOX 784	0219		12/22/2010
RIVERBANK	BOA	44317	12/22/2010
CA 95367			0.00
GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	111.72	0.00
		Check No. 44317	Total: 111.72
		Total for WOODSIDE DELIVERY SERVICE	111.72

Total Invoices: 50	Grand Total:	84,380.38
	Less Credit Memos:	0.00
	Net Total:	84,380.38
	Less Hand Check Total:	9,911.25
	Outstanding Invoice Total:	74,469.13

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
December 22, 2010

Claims totaling \$84,380.38 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 _____

Angela Howard, 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

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

ACTION SIGN SYSTEMS INC	Installation of Children's Art	11542	01/12/2011	
			01/12/2011	
1200 INDUSTRIAL ROAD	0270		01/12/2011	
SAN CARLOS	BOA	44338	01/12/2011	0.00
CA 94070-4129	20062			445.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4150	Cultural Arts Committee	445.00	0.00	

Check No.	44338	Total:	445.00
Total for	ACTION SIGN SYSTEMS INC		445.00

ANIMAL DAMAGE MGMT INC	December Pest Control	11538	01/12/2011	
			01/12/2011	
16170 VINEYARD BLVD. #150	804		01/12/2011	
MORGAN HILL	BOA	44339	01/12/2011	0.00
CA 95037	49544			310.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	310.00	0.00	

Check No.	44339	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

AT&T (2)	December Microwave	11505	01/12/2011	
			01/12/2011	
PAYMENT CENTER	877		01/12/2011	
SACRAMENTO	BOA	44340	01/12/2011	0.00
CA 95887-0001				65.54

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4152	Emerg Preparedness Committee	65.54	0.00	

Check No.	44340	Total:	65.54
Total for	AT&T (2)		65.54

BANK OF AMERICA	December Statement	11506	01/12/2011	
			01/12/2011	
Bank Card Center			01/12/2011	
P.O. BOX 53155	0022		01/12/2011	
PHOENIX	BOA	44341	01/12/2011	0.00
AZ 85072-3155				1,497.48

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	85.89	0.00	
05-64-4311	Internet Service & Web Hosting	9.99	0.00	
05-64-4312	Office Equipment	670.16	0.00	
05-64-4336	Miscellaneous	625.54	0.00	
05-66-4341	Community Hall	105.90	0.00	

Check No.	44341	Total:	1,497.48
Total for	BANK OF AMERICA		1,497.48

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Vendor Address	Vendor Number		Due Date	
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State/Province Zip/Postal	Invoice Number			Check Amount

BOB-WIRE ELECTRIC	Bulbs/Ballast in Schoolhouse	11543	01/12/2011	
			01/12/2011	
PO BOX 808	0024		01/12/2011	
REDWOOD CITY	BOA	44342	01/12/2011	0.00
CA 94064	12984			487.10

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4346	Mechanical Sys Maint & Repair	487.10	0.00	

Check No.	44342	Total:	487.10
Total for	BOB-WIRE ELECTRIC		487.10

CALIFORNIA BLDG STANDARDS COMM	BSC Fee Report, Oct-Dec 2010	11507	01/12/2011	
			01/12/2011	
2525 NATOMAS PARK DRIVE	458		01/12/2011	
SACRAMENTO	BOA	44343	01/12/2011	0.00
CA 95833				285.30

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4224	BSA/SMIP Fees	285.30	0.00	

Check No.	44343	Total:	285.30
Total for	CALIFORNIA BLDG STANDARDS C		285.30

CALIFORNIA WATER SERVICE CO	Statements, 11/13 - 12/14/10	11508	01/12/2011	
			01/12/2011	
3351 EL CAMINO REAL	0011		01/12/2011	
ATHERTON	BOA	44344	01/12/2011	0.00
CA 94027-3844				764.37

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4330	Utilities	764.37	0.00	

Check No.	44344	Total:	764.37
Total for	CALIFORNIA WATER SERVICE CC		764.37

COMCAST	WiFi Internet, 12/21 - 1/20	11509	01/12/2011	
			01/12/2011	
PO BOX 34744	0045		01/12/2011	
SEATTLE	BOA	44345	01/12/2011	0.00
WA 98124-1744	8155 20 017 0101945			64.90

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	64.90	0.00	

Check No.	44345	Total:	64.90
Total for	COMCAST		64.90

COTTON SHIRES & ASSOC. INC.	November Applicant Charges	11510	01/12/2011	
			01/12/2011	
330 VILLAGE LANE	0047		01/12/2011	
LOS GATOS	BOA	44346	01/12/2011	0.00
CA 95030-7218				4,518.25

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4190	Geoloqist - Charges to Appls	4,518.25	0.00	

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

Check No.	44346	Total:	4,518.25
Total for	COTTON SHIRES & ASSOC. INC.		4,518.25

DEPARTMENT OF CONSERVATION	SMISHMF, Oct-Dec 2010	11512	01/12/2011	
Division of Administrative			01/12/2011	
801 K STREET MS22-15	0054		01/12/2011	
SACRAMENTO	BOA	44347	01/12/2011	0.00
CA 95814-3531				636.02

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP Fees	636.02	0.00

Check No.	44347	Total:	636.02
Total for	DEPARTMENT OF CONSERVATIO		636.02

MARYANN MOISE DERWIN	Reimb for ICLEI Summit	11513	01/12/2011	
	Wash'n DC, 9/23 - 9/26		01/12/2011	
148 RAMOSO ROAD	0193		01/12/2011	
PORTOLA VALLEY	BOA	44348	01/12/2011	0.00
CA 94028				1,050.52

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	1,050.52	0.00

MARYANN MOISE DERWIN	Reimb ABAG Fall Gen'l Assbly	11514	01/12/2011	
	San Jose, 10/21/10		01/12/2011	
148 RAMOSO ROAD	0193		01/12/2011	
PORTOLA VALLEY	BOA	44348	01/12/2011	0.00
CA 94028				85.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	85.00	0.00

MARYANN MOISE DERWIN	Reimb Sust Silicon Valley	11515	01/12/2011	
	WEST Summit, Stanford 12/6/10		01/12/2011	
148 RAMOSO ROAD	0193		01/12/2011	
PORTOLA VALLEY	BOA	44348	01/12/2011	0.00
CA 94028				52.24

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	52.24	0.00

Check No.	44348	Total:	1,187.76
Total for	MARYANN MOISE DERWIN		1,187.76

ESRI	GIS Maint Agreement	11516	01/12/2011	
	Mar 2011 - Mar 2012		01/12/2011	
FILE #54630	0212		01/12/2011	
LOS ANGELES	BOA	44349	01/12/2011	0.00
CA 90074-4630	92268175			1,401.75

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	1,401.75	0.00

Check No.	44349	Total:	1,401.75
Total for	ESRI		1,401.75

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

GARY FITZER	Reimb for ICC Renewal,	11517	01/12/2011	
	Plan Exam Cert'n Renewal		01/12/2011	
765 PORTOLA ROAD	447		01/12/2011	
PORTOLA VALLEY	BOA	44350	01/12/2011	0.00
CA 94028				85.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	85.00	0.00

Check No.	44350	Total:	85.00
Total for	GARY FITZER		85.00

GO GREEN HEATING AND AC	Business License Refund	11518	01/12/2011	
			01/12/2011	
32936 MONROVIA STREET	592		01/12/2011	
UNION CITY	BOA	44351	01/12/2011	0.00
CA 94587				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	100.00	0.00

Check No.	44351	Total:	100.00
Total for	GO GREEN HEATING AND AC		100.00

GUSTAVO DE LA CRUZ	Field Lining, Aug-Nov 2010	11511	01/12/2011	
			01/12/2011	
896 S. BAYWOOD AVE	0195		01/12/2011	
SAN JOSE	BOA	44352	01/12/2011	0.00
CA 95128-3305	1388			445.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4160	Parks & Rec Adult Sports	445.00	0.00

Check No.	44352	Total:	445.00
Total for	GUSTAVO DE LA CRUZ		445.00

HORIZON	Wattles for Drainage	11539	01/12/2011	
			01/12/2011	
P.O. BOX 52758	0289		01/12/2011	
PHOENIX	BOA	44353	01/12/2011	0.00
AZ 85072-2758	IN033661			142.15

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	142.15	0.00

Check No.	44353	Total:	142.15
Total for	HORIZON		142.15

ANDREW HULME	Bldg Permit Cancellation	11519	01/12/2011	
	Refund Road Fees		01/12/2011	
1365 WESTRIDGE DRIVE	851		01/12/2011	
PORTOLA VALLEY	BOA	44354	01/12/2011	0.00
CA 94028				5,549.90

GL Number	Description	Invoice Amount	Amount Relieved
65-00-4377	Refund of Bldq Fees	5,549.90	0.00

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

Check No.	44354	Total:	5,549.90
Total for	ANDREW HULME		5,549.90

INT'L INSTITUTE OF MUNI CLERKS	2011 Dues, Hanlon	11520	01/12/2011	
8331 UTICA AVENUE	635		01/12/2011	
RANCHO CUCAMONGA	BOA	44355	01/12/2011	0.00
CA 91730				135.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	135.00	0.00

Check No.	44355	Total:	135.00
Total for	INT'L INSTITUTE OF MUNI CLERKS		135.00

J.W. ENTERPRISES	Portable Lavs, 12/30 - 1/26	11521	01/12/2011	
1689 MORSE AVE	829		01/12/2011	
VENTURA	BOA	44356	01/12/2011	0.00
CA 93003	153492			219.48

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	219.48	0.00

Check No.	44356	Total:	219.48
Total for	J.W. ENTERPRISES		219.48

JENSEN LANDSCAPE SERVICES INC	Rossotti Field, Slit Seed and Top Dress	11540	01/12/2011	
1983 CONCOURSE DRIVE	849		01/12/2011	
SAN JOSE	BOA	44357	01/12/2011	0.00
CA 95131	087194			6,987.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	6,987.00	0.00

Check No.	44357	Total:	6,987.00
Total for	JENSEN LANDSCAPE SERVICES I		6,987.00

KILLROY PEST CONTROL	Pest Control, Town Hall	11522	01/12/2011	
1175 DELL AVE.	840		01/12/2011	
CAMPBELL	BOA	44358	01/12/2011	0.00
CA 95008	0497928			225.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	225.00	0.00

Check No.	44358	Total:	225.00
Total for	KILLROY PEST CONTROL		225.00

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

RENE LACERTE	C&D Deposit Refund	11523	01/12/2011	
			01/12/2011	
35 ANTONIO COURT	627		01/12/2011	
PORTOLA VALLEY	BOA	44359	01/12/2011	0.00
CA 94028				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	5,000.00	0.00

Check No.	44359	Total:	5,000.00
Total for	RENE LACERTE		5,000.00

LAKE TRAFFIC SOLUTIONS	Ped Crossing Signs	11544	01/12/2011	
		5890	01/12/2011	
1839 YGNACIO VALLEY ROAD	0096		01/12/2011	
WALNUT CREEK	BOA	44360	01/12/2011	0.00
CA 94598	10-161			827.10

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	827.10	0.00

Check No.	44360	Total:	827.10
Total for	LAKE TRAFFIC SOLUTIONS		827.10

LESLIE LAMBERT	December Mileage	11524	01/12/2011	
			01/12/2011	
80 CHESTER CIRCLE	0291		01/12/2011	
LOS ALTOS	BOA	44361	01/12/2011	0.00
CA 94022				65.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	65.00	0.00

Check No.	44361	Total:	65.00
Total for	LESLIE LAMBERT		65.00

NANCY LUND	Reimb for Materials (Almanac)	11525	01/12/2011	
			01/12/2011	
240 GOLDEN HILLS	0241		01/12/2011	
PORTOLA VALLEY	BOA	44362	01/12/2011	0.00
CA 94028				357.58

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	357.58	0.00

Check No.	44362	Total:	357.58
Total for	NANCY LUND		357.58

MAZE & ASSOCIATES	Audit Services for FYE 6/30/10	11526	01/12/2011	
			01/12/2011	
3478 BUSKIRK AVENUE	879		01/12/2011	
PLEASANT HILL	BOA	44363	01/12/2011	0.00
CA 94523	25575			1,670.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	1,670.00	0.00

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

Check No.	44363	Total:	1,670.00
Total for	MAZE & ASSOCIATES		1,670.00

OFFICE EQUIPMENT FINANCE SERV	January Copier Lease	11545	01/12/2011	
P. O. BOX 790448	472		01/12/2011	
ST. LOUIS	BOA	44364	01/12/2011	0.00
MO 63179	167712017			468.58

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	468.58	0.00

Check No.	44364	Total:	468.58
Total for	OFFICE EQUIPMENT FINANCE SE		468.58

PEELLE TECHNOLOGIES, INC	Doc Scanning/Indexing	11527	01/12/2011	
197 EAST HAMILTON AVE	961	5914	01/12/2011	
CAMPBELL	BOA	44365	01/12/2011	0.00
CA 95008	TOPV1768			1,040.17

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	1,040.17	0.00

Check No.	44365	Total:	1,040.17
Total for	PEELLE TECHNOLOGIES, INC		1,040.17

PERS HEALTH	January Health Premium	11528	01/12/2011	
VIA EFT	0108		01/12/2011	
	BOA	44366	01/12/2011	0.00
				14,644.45

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	14,644.45	0.00

Check No.	44366	Total:	14,644.45
Total for	PERS HEALTH		14,644.45

PETTY CASH	Reimb Petty Cash	11529	01/12/2011	
765 PORTOLA ROAD	993		01/12/2011	
PORTOLA VALLEY	BOA	44367	01/12/2011	0.00
CA 94028				1,125.73

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	20.48	0.00
05-64-4316	Postage	14.78	0.00
05-64-4326	Education & Training	64.14	0.00
05-64-4328	Mileage Reimbursement	316.20	0.00
05-64-4333	Fire Prevention	86.54	0.00
05-64-4336	Miscellaneous	623.59	0.00

Check No.	44367	Total:	1,125.73
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for PETTY CASH 1,125.73

PG&E	December Statements	11530	01/12/2011	
			01/12/2011	
BOX 997300	0109		01/12/2011	
SACRAMENTO	BOA	44368	01/12/2011	0.00
CA 95899-7300				3,603.42

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	3,603.42	0.00

Check No. 44368 Total: 3,603.42

Total for PG&E 3,603.42

PORTOLA VALLEY HARDWARE	December Statement	11531	01/12/2011	
			01/12/2011	
112 PORTOLA VALLEY ROAD	0114		01/12/2011	
PORTOLA VALLEY	BOA	44369	01/12/2011	0.00
CA 94028				482.79

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	199.35	0.00
05-60-4267	Tools & Equipment	98.32	0.00
05-66-4340	Building Maint Equip & Supp	176.39	0.00
96-00-4528	C-1 Trail	8.73	0.00

Check No. 44369 Total: 482.79

Total for PORTOLA VALLEY HARDWARE 482.79

RON RAMIES AUTOMOTIVE, INC.	December Statement	11546	01/12/2011	
			01/12/2011	
115 PORTOLA ROAD	422		01/12/2011	
PORTOLA VALLEY	BOA	44370	01/12/2011	0.00
CA 94028				383.89

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	383.89	0.00

Check No. 44370 Total: 383.89

Total for RON RAMIES AUTOMOTIVE, INC. 383.89

SHARP BUSINESS SYSTEMS	Nov/Dec Copies	11532	01/12/2011	
			01/12/2011	
DEPT. LA 21510	0199		01/12/2011	
PASADENA	BOA	44371	01/12/2011	0.00
CA 91185-1510	AR330565			13.49

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	13.49	0.00

Check No. 44371 Total: 13.49

Total for SHARP BUSINESS SYSTEMS 13.49

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

SPANGLE & ASSOCIATES	Nov 19 - Dec 21 Statement	11533	01/12/2011	
			01/12/2011	
770 MENLO AVENUE	0121		01/12/2011	
MENLO PARK	BOA	44372	01/12/2011	0.00
CA 94025-4736				42,185.90

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4140	ASCC	2,300.00	0.00
05-52-4162	Planning Committee	4,598.00	0.00
05-54-4196	Planner	19,237.10	0.00
96-54-4198	Planner - Charges to Appls	16,050.80	0.00

Check No.	44372	Total:	42,185.90
Total for	SPANGLE & ASSOCIATES		42,185.90

STAPLES	December Statement	11534	01/12/2011	
			01/12/2011	
STAPLES CREDIT PLAN	430		01/12/2011	
DES MOINES	BOA	44373	01/12/2011	0.00
IA 50368-9020				191.78

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	191.78	0.00

Check No.	44373	Total:	191.78
Total for	STAPLES		191.78

STATE COMP INSURANCE FUND	December Premium	11535	01/12/2011	
			01/12/2011	
PO BOX 7980	0122		01/12/2011	
SAN FRANCISCO	BOA	44374	01/12/2011	0.00
CA 94120-7854				1,936.75

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	1,936.75	0.00

Check No.	44374	Total:	1,936.75
Total for	STATE COMP INSURANCE FUND		1,936.75

BARBARA TEMPLETON	Nov/Dec Transcription	11536	01/12/2011	
			01/12/2011	
304 MELVEN COURT	369		01/12/2011	
SAN LEANDRO	BOA	44375	01/12/2011	0.00
CA 94577-2011				2,857.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	2,857.50	0.00

Check No.	44375	Total:	2,857.50
Total for	BARBARA TEMPLETON		2,857.50

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TOWN OF PORTOLA VALLEY

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

VERIZON WIRELESS	December Admin Cellular	11537	01/12/2011	
			01/12/2011	
P.O. BOX 9622	0131		01/12/2011	
MISSION HILLS	BOA	44376	01/12/2011	0.00
CA 91346-9622				118.72

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	118.72	0.00

Check No.	44376	Total:	118.72
Total for	VERIZON WIRELESS		118.72

VISION INTERNET PROVIDERS INC	December Site Hosting	11547	01/12/2011	
			01/12/2011	
P.O. BOX 251588	827		01/12/2011	
LOS ANGELES	BOA	44377	01/12/2011	0.00
CA 90025	18967			200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	200.00	0.00

Check No.	44377	Total:	200.00
Total for	VISION INTERNET PROVIDERS INC		200.00

BRUCE WILLARD	Reimb for Woodside High'ds MD	11548	01/12/2011	
			01/12/2011	
110 RUSSELL AVE	836		01/12/2011	
PORTOLA VALLEY	BOA	44378	01/12/2011	0.00
CA 94028				1,120.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	1,120.00	0.00

Check No.	44378	Total:	1,120.00
Total for	BRUCE WILLARD		1,120.00

Total Invoices:	43	Grand Total:	103,844.85
		Less Credit Memos:	0.00
		Net Total:	103,844.85
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	103,844.85

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
January 12, 2011

Claims totaling \$103,844.85 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 _____

Angela Howard, 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: Janet McDougall, Assistant Town Manager

DATE: January 12, 2011

RE: **COPS Funding 2010-2011**

Recommendation

It is recommended that the Town Council approve the attached resolution expressing continued interest in receiving COPS funding.

Issue Statement/Discussion

Annually, the Town must reaffirm its interest in continuing to receive the Citizens' Option for Public Safety (COPS) funds.

Since 1996, the state budget has appropriated general fund monies for local law enforcement to continue the COPS Program, which allocates funds to eligible jurisdictions for the purpose of increasing local law enforcement activities and ensuring public safety.

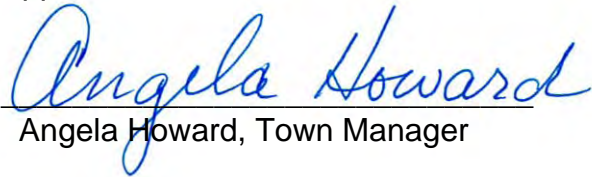
The law requires that a Supplemental Law Enforcement Services Fund (SLESF) be established in each county and town treasury to receive COPS funds. The funds are then allocated upon a written request from the local agency. The request must specify the front line law enforcement needs of the requesting entity including the personnel, equipment, and programs that are necessary to meet those needs. The COPS funds must "supplement existing services and shall not be used to supplant any existing funding for law enforcement services provided by that entity."

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COPS Funding Resolution
January 12, 2011

Portola Valley's COPS allocation for 2010/2011 is \$100,000, as it was in 2009-2010. We combine our funds with Woodside's to provide both Towns with two additional deputies on duty 24 hours a day, 7 days a week. The Town Council approved continuation of our partnership with Woodside under the agreement with the Sheriff's Office.

It should be noted that the Town Council typically considers adoption of the required resolution in October or December of each year; however with the uncertainty associated with the state's budget, it was unknown whether or not these funds would be available this year. Having received notice that the funds will be made available, it is prudent for us to act quickly to obtain these monies during the current fiscal year.

Approved:



Angela Howard, Town Manager

Attachment

Exhibit "A"

RESOLUTION NO. _____-2011

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
CONTINUING THE SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND
THROUGH CITIZENS OPTIONS FOR PUBLIC SAFETY PROGRAM AND
MAINTAINING A SEPARATE BUDGET ACCOUNT FOR 2010-2011 FISCAL YEAR**

WHEREAS, as part of the final 1996-97 State budget agreement, \$10 million of general fund monies were appropriated to create a new subvention to augment local law enforcement efforts (Chapter 134, Statutes of 1996). Citizens' Options for Public Safety ("COPS") was intended to be one-time supplemental funding for front line police activities, jail operations and prosecutions; and

WHEREAS, the COPS program was continued in all subsequent State budget agreements; and

WHEREAS, the Town of Portola Valley ("Town") participated in all subsequent programs and wishes to continue the program for 2010-2011; and

WHEREAS, the Town has established a Supplemental Law Enforcement Services Fund in the Town Treasury that has been and will be kept separate and apart from the regular budget adoption;

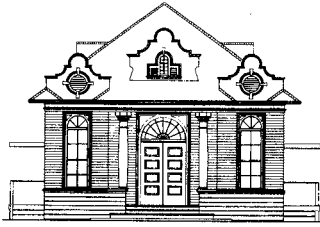
NOW, THEREFORE, the Town Council of the Town does RESOLVE that the Town will receive and appropriate its 2010-2011 share of COPS funds (\$100,000) and expend these funds during the fiscal year on special law and traffic enforcement services within the Town's boundaries as performed under contract by the San Mateo County Sheriff's Department.

PASSED AND ADOPTED this 12th day of January, 2011.

Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Council

FROM: Sandy Sloan, Town Attorney

DATE: December 21, 2010

RE: Conflict of Interest Ordinance

RECOMMENDATION: Read title, waive further reading and introduce the ordinance amending the appendix to Chapter 2.36 [Conflicts of Interest] of the Portola Valley Municipal Code regarding designated positions and disclosure obligations.

BACKGROUND: The Political Reform Act (“Act”) requires certain designated public officials, employees and consultants that make or participate in making governmental decisions to file statements of economic interests. The Act requires every agency to adopt a conflict of interest code and to review it every two years to determine if it is accurate or needs to be amended.

The Town’s conflict of interest code is found at Chapter 2.36 [Conflicts of Interest]. It was last amended in 2004. Since that time, some position titles have changed; for example, the Town Administrator is now the Town Manager. The current position titles are reflected in the attached ordinance. The Town Attorney and Town Manager also determined that there should be some changes to the positions required to file disclosure statements. The position of Assistant to Town Attorney has been added and the position of Administrative Services Officer has been deleted. These changes reflect those individuals who make or participate in making a governmental decision and whose positions involve more than clerical, ministerial or manual activities.

In addition, the Town Attorney’s office is recommending a few minor changes, such as establishing disclosure categories (full and limited), to simplify the required disclosure obligations and who must comply with the different levels of disclosure.

cc: Town Manager

ORDINANCE NO. 2011-

ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AMENDING THE APPENDIX TO CHAPTER 2.36 [CONFLICTS OF INTEREST] OF TITLE 2 [ADMINISTRATION AND PERSONNEL] OF THE PORTOLA VALLEY MUNICIPAL CODE

WHEREAS, the Political Reform Act, Government Code Section 81000, et. seq., requires state and local government agencies to adopt and promulgate conflict of interest codes and review those codes biennially;

WHEREAS, the Town of Portola Valley (“Town”) last updated its conflict of interest codes in 2004 and since that time the title of a number of Town positions have changed; and

WHEREAS, the Town desires to amend the Appendix to Chapter 2.36 [Conflicts of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code to reflect current position titles and disclosure requirements.

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

1. Amendment of Code. The Appendix to Chapter 2.36 [Conflicts of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code is hereby amended to read as follows:

APPENDIX TO CHAPTER 2.36

**DESIGNATED POSITIONS
AND DISCLOSURE OBLIGATIONS**

DESIGNATED PUBLIC OFFICIALS

- Member of Town Council
- Planning Commissioner
- Town Manager
- Town Attorney

OTHER DESIGNATED EMPLOYEES, INCLUDING CONSULTANTS SERVING IN THESE POSITIONS

- Member of the Architectural and Site Control Committee

Assistant Town Manager
 Assistant to Town Attorney
 Town Engineer
 Public Works Director
 Town Planner
 Deputy Town Planner
 Planning Manager
 Town Geologist
 Consultant (if so determined)

DISCLOSURE CATEGORIES

Disclosure Category 1: Full Disclosure - All investments, business positions, interests in real property and sources of income, including gifts, loans and travel payments.

Disclosure Category 2: Limited Disclosure - The Town Manager may determine in writing that a particular consultant is required to provide Limited Disclosure. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination of the Town Manager is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

REQUIRED DISCLOSURES FOR DESIGNATED POSITIONS

Designated Position	Disclosure Category
Member of Town Council	1
Planning Commissioner	1
Town Manager	1
Town Attorney	1
Member of the Architectural and Site Control Committee	1
Assistant Town Manager	1
Assistant to Town Attorney	1
Town Engineer	1
Public Works Director	1
Town Planner	1
Deputy Town Planner	1
Planning Manager	1
Town Geologist	1
Consultant	2

2. Environmental Review. This Ordinance is not a project for the purposes of the California Environmental Quality Act.

3. Effective Date: Posting. This Ordinance shall become effective thirty (30) days after the date of its adoption and shall be posted within the Town of Portola Valley in three (3) public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

Town Clerk

Town Attorney



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council

FROM: Karen Kristiansson, Senior Planner, Spangle Associates
Tom Vlastic, Town Planner

DATE: January 6, 2011

RE: Zoning ordinance amendments to implement portions of the housing element update

Background and Town Council Action

In December of 2009, the town council adopted a revised General Plan housing element that has also been certified by the California Department of Housing and Community Development. The adopted element provides for a number of amendments to be made to the town's zoning ordinance to implement the provisions of the certified element. These amendments are explained below and are attached to this report in both redline form and ordinance form. The planning commission has concluded its public hearing on the proposed amendments and unanimously recommended town council adoption, as is also explained below. In addition, the town attorney has reviewed the changes and participated in preparing them in ordinance form for council action.

At this time, it is recommended that the town council introduce the zoning ordinance amendments recommended by the planning commission and conduct a public hearing. The town council can then discuss the amendments and indicate whether the council is ready to act on the amendments and whether any changes are necessary. Consideration of the amendments can then be continued to the January 26th town council meeting for the required second reading and formal adoption.

Overview of Proposed Ordinance Amendments

Portola Valley's certified housing element calls for a number of specific changes to be made to the town's zoning ordinance. These include the following:

1. Second units (Program 3): Amend the zoning ordinance to allow staff level review and approval for both a) second units located within the footprint and on the first floor of an existing home, and b) second units 400 square feet in area or smaller that do not require grading or tree removal permits.

2. Waiver of fees (Program 4): Amend the zoning ordinance to allow some or all fees to be waived for projects in which at least 50% of units will be set aside for households with moderate incomes or below.
3. Emergency shelters (Program 6): Amend the zoning ordinance to allow shelters on church properties.
4. Removal of constraints to housing for people with disabilities (Program 9): These amendments include updating the definition of household, allowing residential facilities for six or fewer persons by right, allowing group homes for seven or more people with a conditional use permit in the C-C and A-P zones, allowing access ramps and railings, and adding a reasonable accommodations ordinance.
5. Farmworker housing (Program 11): Amend the town's zoning ordinance to be consistent with state regulations for farmworker housing.
6. Transitional and supportive housing (Program 12): Amend the zoning ordinance to be consistent with state regulations for transitional and supportive housing.

Attachment A shows the proposed amendments, with text to be deleted shown using ~~strikeout~~ and text to be added shown underlined. An ordinance to adopt these amendments is also attached.

Planning Commission Consideration and Recommendation

These zoning ordinance amendments were considered by the planning commission at a study session on November 3, 2010 and a public hearing on December 1, 2010. The planning commission recommended the amendments to the town council for approval with a few changes, which have been incorporated into the attached zoning ordinance amendments.

As is required by Section 18.74.090 of the zoning ordinance, the planning commission found that the proposed amendments are in general conformity with the general plan. Since all of these amendments are called for in the certified housing element of the general plan, the amendments clearly conform with the general plan. The zoning ordinance also mandates a finding that public necessity, convenience and general welfare require the proposed amendment. The housing element explains the purpose and need for each of the amendments. In general, the amendments are needed to ensure adequate housing and access to housing for all segments of the community. As a result, it seems clear that public necessity, convenience and general welfare require the amendments.

Proposed Zoning Ordinance Amendments

The proposed amendments to the zoning ordinance that are needed for each program of the housing element are described below. All of these changes were discussed when the town considered and adopted the housing element. In addition to being called for in the housing element, the amendments for Programs 6, 9, 11 and 12 are also required for consistency with state law. Beyond these changes, there are also a few minor clean-up items which can be fixed at the same time; these are discussed separately below.

Second Units (Program 3)

Program 3 of the housing element sets forth a goal of increasing the number of second units built each year from five units per year to six units per year. To do this, the housing element proposes two changes to the zoning ordinance:

1. Allow staff level review and approval for second units that are located on the first floor of an existing home and either completely within the existing footprint or partially within the existing home and partially within a proposed addition of 400 square feet (sf) or less.
2. Allow staff level review and approval for second units that are 400 sf in area or smaller and that do not require a site development permit.

In both cases, staff could refer an application to the ASCC if the application includes any changes to the exterior of the home that could significantly affect the aesthetics of the structure. These changes to the zoning ordinance are shown in Section 18.12.040.B, as shown in Attachment A.

This program calls for additional steps that will be implemented at a later date. One step will be to increase publicity about second units and develop a second unit manual by early next year with step-by-step guidance for homeowners considering building a second unit. The town will also monitor the number of second units being permitted annually and will, if necessary, take action to increase second unit production to achieve six new units each year.

Waiver of Fees (Program 4)

Because fees in Portola Valley could be a significant barrier to affordable housing, Program 4 of the housing element calls for the town to amend its zoning ordinance so that fees could be waived for projects with at least 50% of units for households with moderate incomes or below. The town council would have the discretion to determine for each project which fees would be waived and whether the fees would be partially or completely waived. Money from the existing in-lieu housing fee fund could be used to pay some or all fees that could not be waived. These amendments are shown in Section 18.34.070.C of the zoning ordinance.

Emergency shelters (Program 6)

State law now requires each jurisdiction with unmet homeless need to allow homeless shelters as a permitted use in at least one zoning district. Because homeless people were seen in town during the most recent Homeless Census, the town needs to amend its zoning ordinance to comply with this law. The housing element proposes to allow emergency shelters to locate on any of the church properties in the R-E district as a permitted accessory use to the church use. A number of standards are proposed for the shelters to ensure that they follow best practices for their clients while also minimizing impacts on neighboring properties. Sections 18.04.153 and 18.12.040.K shows the proposed amendments that address this issue.

Removal of constraints to housing for people with disabilities (Program 9)

State law requires that each jurisdiction, as part of its housing element, identify any potential constraints to housing for people with disabilities and propose changes that would remove these constraints. To remove the constraints identified in Portola Valley's current housing element, several zoning amendments are needed:

1. Update the definition of household so that it complies with current state law. State and federal law now prohibits distinguishing between related and unrelated groups of people or establishing a maximum number of inhabitants (other than the maximum established by the Uniform Housing Code).
2. To comply with state law, add a definition for "residential care facility", allow residential care facilities for six or fewer persons by right, and allow facilities for seven or more people with a conditional use permit. State law requires towns to treat facilities for six or fewer people in the same way as single-family households, which means that the town cannot establish any additional standards for this type of use.
3. Allow access ramps for handicapped residents and related railings to extend into required yards, so that disabled residents can more easily retrofit their homes to be accessible.
4. Add a reasonable accommodations ordinance. This type of ordinance, while not required by state law, is considered good practice. The ordinance would allow a person with a disability to apply for an accommodation (an exception to a town regulation or policy) if needed in order to "use and enjoy the dwelling." The Town Planner would review the application and make a decision based on specified criteria. Decisions could be appealed to the town council.

The changes proposed to the zoning ordinance related to these items can be found in Attachment A in Sections 18.04.23, 18.04.415, 18.12.020, 18.12.030.H (deletion), 18.14.020, 18.14.030.D (deletion), 18.16.020, 18.16.030.A (deletion), 18.20.030.H, 18.22.030.J, 18.52.070.C. The proposed reasonable accommodations ordinance is provided as Attachment B and would add a new Chapter 18.11 to the zoning ordinance.

Farmworker housing (Program 11)

Because of concern at the state level over housing for farm workers, state law now establishes certain requirements for local government regulation of farm worker housing (Health and Safety Code Sections 17021.5 and 17021.6). On properties with an existing agricultural use, or where an agricultural use is proposed at the same time, farm worker housing for six or fewer persons must be permitted in the same way as a single family home and farm worker dormitories must be treated as an agricultural use. Because agricultural buildings are allowed with a conditional use permit (CUP), a CUP would also be required for farm worker dormitories. The town could approve or deny the permit depending on whether or not the findings required for a conditional use permit could be made for the proposed housing. These requirements are addressed in Sections 18.12.030.L, 18.16.030.A, and 18.26.030.E.

Transitional and supportive housing (Program 12)

Supportive housing provides permanent housing and services for people with disabilities. Transitional housing is temporary housing for people who are working to find and afford permanent housing. Usually, residents make use of transitional housing for at least six months. State law requires local governments to treat both of these types of housing as residential uses, subject only to the restrictions and standards that apply to other residential uses of the same type in the same zoning district. The proposed zoning ordinance amendments address transitional and supportive housing by adding definitions of transitional and supportive housing in Sections 18.04.515 and 18.04.523, and by clarifying that these uses are permitted in residential zoning districts (Sections 18.12.020.B, 18.14.020.B, and 18.16.020.B).

Clean-up Items

While putting together these amendments, we noticed several items in the zoning ordinance that should be changed to help update and clean up the zoning ordinance. There are four of these:

1. Replace “church” with “religious institution” and add a definition of this new term. This will clarify that synagogues, mosques and other types of religious institutions are permitted, as well as churches. (Sections 18.04.405 and 18.12.030.D.1)
2. Remove “golf course with standard length fairways” from the list of conditional uses in the R-E zoning district (Section 18.12.030.D.3). This use is unlikely to occur and can be removed.
3. Amend the wording of the section that limits the height of second units (Section 18.12.040.B.9). Current wording allows taller second units with ASCC approval when the second units are attached to an accessory structure. In some cases, applications have therefore proposed to build a very small accessory structure so that they could have a taller second unit attached to the structure. The proposed amendment would remove the reference to an accessory structure and would simply allow taller second units with ASCC approval.
4. Remove the second unit amnesty section (Section 18.12.040.K [this has been replaced with the proposed emergency shelter provisions]). Since the second unit amnesty program has expired, it can be removed from the zoning ordinance.

Re-Numbering Sections of the Zoning Ordinance

Council members will note that in some cases, the draft zoning ordinance amendments propose to re-number (or re-letter) subsections to reflect an addition or deletion, while in other cases the numbering is kept the same. This is because some sections of the zoning ordinance refer to other sections, or subsections, and changing the numbering or lettering would therefore require a change to another section. The proposed zoning ordinance amendments update the numbering or lettering when possible. Where there is only one reference to a section elsewhere in the zoning code, the amendments include a change to the referring section as well. In cases where there are multiple references to a section, the numbering or lettering has not been changed. New subsections have been added to the end of the section, and deleted subsections have been replaced with the words “not used.”

CEQA Analysis

All of these changes, other than the clean-up items, were considered as part of the CEQA analysis completed for the Housing Element Update, and the Negative Declaration for that project found that there would be no significant impacts from the project. None of the proposed amendments would significantly affect the development potential or the future use of land. Several of the amendments simply change the procedures needed for a land use approval. Because it can be seen with certainty that these amendments could not have a significant environmental impact, this project is exempt from CEQA (CEQA Guidelines Section 15061(b)(3)).

Town Council Action

The town council should read the title of the ordinance, waive further reading, introduce the ordinance for adoption and hold a public hearing. The town council can then discuss the amendments and indicate whether the council is ready to act on the amendments and whether any changes are necessary. Consideration of the amendments can then be continued to the January 26th town council meeting for the required second reading and formal adoption.

KK

Attachments

cc. Leslie Lambert, Planning Manager
Angela Howard, Town Manager
Sandy Sloan, Town Attorney
Nate McKitterick, Planning Commission Chairperson

ATTACHMENT A: PROPOSED ZONING AMENDMENTS

18.04 – Definitions

18.04.23 – Household. ~~"Household" means an individual or two or more persons related by blood or marriage, or a group of not more than five persons who need not be related by blood or marriage, living as one or more people living together as the functional equivalent of a family where the residents share a single kitchen and form a single housekeeping unit by sharing living expenses, chores and/or meals, and are a close group with social and economic commitments to each other. with a legally responsible head of household, together with any domestic servants resident on the premises.~~

18.04.153 – Emergency shelter. An "emergency shelter" provides temporary housing, usually for six months or less, with minimal supportive services for homeless persons.

18.04.405 – Religious Institution. A facility such as a church, mosque, temple or synagogue run by a nonprofit establishment, organization or association intended to advance or promote religious purposes or beliefs. Activities at such institutions shall be limited to those related to the purpose of the institution and may include religious activities, office space, living space for clergy and other members of religious orders who carry out their primary duties on site, religious education classes and other similar activities customarily associated with religious institutions.

18.04.415 – Residential Care Facility. "Residential Care Facility" means an establishment which is maintained and operated to provide 24-hour non-medical residential care and supervision to children or adults.

18.04.515 – Supportive housing.

"Supportive housing" is housing with no limit on length of stay, that is occupied either by adults with low-income having one or more disabilities or by individuals eligible for services provided under the Lanterman Developmental Disabilities Act (Welfare and Institutions Code, Section 4500 et seq.), and that is linked to on- or off-site services that assist the supportive housing residents in retaining the housing, improving their health, and maximizing their abilities to live, and when possible, work in the community.

18.04.523 – Transitional Housing.

"Transitional housing" is housing that is intended to be occupied for a limited period, usually between six and twenty-four months, in order to provide stability for residents so that they can transition into permanent housing.

18.12 – R-E (Residential Estate) District Regulations

18.12.020 Principal uses permitted. Principal uses permitted in the R-E district shall be as follows:

- A. Uses permitted by Section 18.36.010;
- B. Single family dwellings, including residential care facilities for six or fewer persons, supportive housing for six or fewer persons, and transitional housing for six or fewer persons;
- C. Temporary uses permitted by Section 18.36.030;
- D. Public school or other public building when located in conformance with the general plan.

18.12.030 Conditional use permitted. The following uses shall be permitted only when a conditional use permit is granted therefor as provided in Chapter 18.72:

- A. Uses permitted by Section 18.36.020;
- B. Crop and tree farming and truck gardening, including sale of products grown exclusively on the premises;
- C. Nurseries and greenhouses used only for the propagating and cultivating of plants, provided no retail sale be allowed;
- D. The following when located on an arterial or expressway as shown on the general plan:
 - 1. ~~Church~~Religious institution,
 - 2. Private noncommercial club or recreation facility,
 - 3. ~~Golf courses with standard length fairways,~~Not used,
 - 4. Private or parochial elementary or secondary schools,
 - 5. Group living accommodations for senior citizens provided such facilities in the town shall not in total at any time provide accommodations for a greater number of occupants than the number estimated to be equivalent to the total demand generated by town residents for similar facilities, regardless of locations, during the ensuing ten-year period,
 - 6. Boarding stables, subject to the provisions of the stable ordinance,
 - 7. Nursery schools and day care centers;
- E. Residential planned unit developments as regulated by Chapters 18.44 and 18.72;
- F. On parcels of ten acres or more, two single-family dwellings may be permitted and on parcels of one hundred acres or more three single-family dwellings may be permitted, provided that in each instance it is demonstrated to the satisfaction of the planning commission that were the land to be subdivided the requirements of the subdivision title could be met with the dwellings and accessory structures in the locations approved as a part of the conditional use permit;
- G. Horticulture and grazing of cattle;
- H. ~~A state authorized, certified, or licensed family care home, foster home, or group home serving six or fewer mentally disordered or otherwise handicapped persons or dependent and neglected children, provided care is provided on a twenty four hour a day basis;~~Not used;
- I. Not used;

- J. Wineries which include all or any combination of the following:
 1. Growing of grapes,
 2. Importation of grapes for the purpose of establishing and sustaining a winery operated for the purpose of producing wine from grapes grown on the premises,
 3. Making of wine,
 4. Wholesale and retail trade of wine produced exclusively on the premises,
 5. Winery buildings and related structures;
- K. Publicly-owned park, recreation or open space areas when located in conformance with the general plan.
- L. [Employee housing for qualified agricultural uses, as permitted under the California Employee Housing Act \(Health and Safety Code Section 17000 et seq.\).](#)

18.12.040 Accessory uses permitted. Accessory uses permitted in the R-E district shall be as follows:

- A. Accessory uses, as permitted by Section 18.36.040 and Chapter 18.40;
- B. One second unit on a parcel of one acre or larger subject to the following provisions:
 1. All provisions of Title 18 (Zoning) pertaining to this district prevail unless otherwise provided for in this subsection B.
 2. A second unit shall comply with all provisions of the site development and tree protection ordinance, set forth in Chapter 15.12.
 3. The parcel already contains an existing single-family dwelling or the second unit is being built simultaneously with a new single-family dwelling that will be the principal dwelling.
 4. The second unit is attached to the principal dwelling, at the ground floor level or in a basement, and does not exceed a floor area of ~~two-four~~ hundred square feet. Second unit floor area is inclusive of any basement area, but exclusive of garage or carport area. Second units that are larger than ~~two-four~~ hundred square feet in floor area, ~~detached from the principal dwelling that require a permit under Chapter 15.12, the Site Development and Tree Protection Ordinance, or that are located~~ above the first story are subject to [Architectural and Site Control Commission \(ASCC\)](#) approval per Chapter 18.64.
 5. Whether attached or detached from the principal dwelling, the second unit floor area may exceed ~~two-four~~ hundred square feet subject to ASCC approval per Chapter 18.64. In such cases, however, the second unit floor area may not exceed seven hundred fifty square feet.
 6. [Second units up to 750 square feet may be created by converting space within an existing home. When created within the first floor of an existing home, or including an addition of 400 square feet or less, such second units may be permitted solely with a zoning permit, and without review of the Architectural and Site Control Commission \(ASCC\). However, staff at their discretion may refer an application to the ASCC if the application includes proposals for doors, windows or other exterior improvements that could potentially have a significant effect on the aesthetics of the structure.](#)
- 76. The second unit complies with the definition of dwelling unit in Section 18.04.150.

- ~~87~~. The second unit is served by the same vehicular access to the street as the principal dwelling and complies with off-street parking requirements for dwellings set forth in Section 18.60 except that parking spaces do not have to be covered, guest spaces are not required and tandem parking is permitted.
- ~~98~~. The second unit shall have the same address as the principal dwelling.
- ~~109~~. A second unit shall not exceed a height, as defined in Section 18.54.020, of eighteen feet with a maximum height of twenty-four feet. A second unit ~~attached to a principal dwelling or an accessory building~~ may be permitted to a height of twenty-eight feet and a maximum of thirty-four feet subject to ASCC approval per Chapter 18.64.
- ~~1110~~. The second unit shall have colors, materials and architecture similar to the principal dwelling. Architecture not similar to the architecture of the principal dwelling is subject to ASCC approval per Chapter 18.64.
- ~~1211~~. Color reflectivity values shall not exceed forty percent except that trim colors shall not exceed fifty percent. Roofs shall not exceed fifty percent reflectivity.
- ~~1312~~. Exterior lighting on the structure shall not exceed one light fixture per entry door. Each fixture shall be fitted with only one bulb and the bulb wattage shall not exceed seventy-five watts incandescent light if frosted or otherwise diffused, or twenty-five watts if clear. Each fixture shall be manually switched and not on a motion sensor or timer. Path lights, if any, shall be the minimum needed for safe access to the second unit and shaded by fixtures that direct light to the path surface and away from the sky.
- ~~1413~~. Landscape plantings shall be selected from the town's list of approved native plants and shall adhere to the town's landscaping guidelines.
- ~~1514~~. An application for a second unit shall be referred to the town geologist, director of public works, fire chief and, if dependent on a septic tank and drain field, to the county health officer in accordance with town policies.
- ~~1615~~. An application for a second unit shall supply all information required by Section 18.64.040 A.1--13.
- ~~1716~~. Second units on parcels with frontage on Portola Road or Alpine Road, both of which are identified as local scenic corridors in the general plan, are subject to ASCC approval per Chapter 18.64 to ensure consistency with the general plan.
- C. Equestrian facilities serving a single residential dwelling including stables, corrals, exercise rings, and the like, provided that (i) requirements of the stable ordinance, Chapter 6.12, shall apply, (ii) for a corral, the sum of the maximum depth of cut and maximum height of fill shall not exceed six feet and (iii) corrals and riding rings shall be set back a minimum of twenty feet from property lines.
- D. The renting of rooms and/or the providing of table board in a dwelling as an incidental use to its occupancy as a dwelling, provided that not more than one paying guest is accommodated. Provided further that this shall not be construed as authorizing the establishment of any rest home, convalescent home, boarding home, or any other institution of a type which requires any state or local license, nor any other operation which tends to change the character of the property involved or of the neighborhood;

- E. Home Occupation. The conduct of an art or profession, the offering of a service, or the handcraft manufacture of products subject to the following conditions:
1. Such occupations shall be conducted entirely by resident occupants.
 2. The floor area used for such occupations shall not exceed that equivalent to one-fourth of the floor area of the main residence but shall not be more than four hundred square feet in any case.
 3. No products shall be sold or stocked for sale other than those finished products which are produced on the premises.
 4. There shall be no unusual external alteration of the dwelling to accommodate a home occupation, and the existence of a home occupation shall not be apparent beyond the boundaries of the parcel.
 5. There shall be no show window, window display, or sign to attract customers or clients.
 6. There shall be no emission readily discernible at the property lines of sound, vibration, odor, electrical interference, light, dust, waste, or other properties not normally associated with residential occupancies.
 7. No motor power other than electrically operated motors shall be used in connection with a home occupation. The horsepower of any single motor shall not exceed one-half horsepower, and the total horsepower of such motors shall not exceed one horsepower.
 8. Automobile, pedestrian or truck traffic attendant to such occupations shall not be other than on an infrequent or occasional basis, and shall not be significantly in excess of the normal amount required for residential uses in the district. Vehicles or equipment of types not normally accessory to a dwelling shall not be parked or stored in any exterior location.
 9. In the case of a physician, surgeon, or dentist, the use shall be subordinate to the use of an office located elsewhere unless the practice is of such restricted nature as to involve only occasional visits by patients.
 10. The uses permitted under this subdivision shall not include a commercial photo studio, beauty parlor or barbershop, or any similar service enterprise; or a music school, dancing school, business school, or other school of any kind with organized classes or similar activity.
- F. Private swimming pools, cabanas, tennis courts, and similar recreation facilities;
- G. Private garages, carports, and parking areas;
- H. Signs as permitted and regulated by Chapter 18.40;
- I. The sale of agricultural products grown on the premises, provided that no building or structure is maintained specifically for such purposes;
- J. Household pets and domestic animals permitted by town ordinances;
- K. Emergency shelters for up to 10 individuals only when located on a parcel with a conditional use for a religious institution, subject to a zoning permit. Architectural and Site Plan Review shall be required for the design of the emergency shelter unless the shelter is located within an existing structure, but no discretionary approval shall be required. Emergency shelters shall comply with the following standards:

1. Temporary shelter shall be available to residents for no more than 60 days. Extensions up to a total stay of 180 days may be permissible if no alternative housing is available.
 2. On-site management shall be provided during the hours of shelter operation.
 3. Emergency shelters may include common space for the exclusive use of the guests, and office and meeting space for the exclusive use of emergency shelter staff.
 4. Each shelter shall have a designated outdoor smoking area that is not visible from the street or from adjacent properties. The outdoor smoking area may be screened by vegetation.
 5. On-site parking may be provided as shared parking with the church use. If separate on-site parking is needed, the maximum amount required shall be 0.35 parking spaces per one bed plus one space per staff member on duty when guests are present.
- ~~K. Second Unit Amnesty Provisions. Existing second units, with or without kitchens, which were constructed prior to the effective date of the ordinance codified in this subsection (August 10, 1991) without first obtaining required town approvals may be approved pursuant to the following provisions:~~
- ~~1. The second unit complies with all provision of subsection B of this section except for the following:

 - ~~a. Parking as required by subsection B4d of this section may be tandem if necessary;~~
 - ~~b. Findings required by subsection B7 and 8 of this section need not be made.~~~~
 - ~~2. A kitchen may be added to a second unit without a kitchen.~~
 - ~~3. A second unit may be approved which encroaches into required yards; provided that, in the opinion of the town planner, the second unit does not significantly adversely affect adjoining properties and it is approved by the fire marshal.~~
 - ~~4. To legalize an existing second unit, an application for a zoning permit shall be filed, but no fee shall be required. The application shall contain all the following information:

 - ~~a. A site plan of the property showing streets, property lines, the location of the principal dwelling and the second unit, garages, carports, driveways and accessory structures;~~
 - ~~b. A floor plan of the second unit as it exists and showing any proposed changes;~~
 - ~~c. Evidence of the date of the establishment of the second unit;~~
 - ~~d. Consent for physical inspection of the second unit at reasonable hours upon notice.~~~~
 - ~~5. In addition, an application for a building permit shall be submitted which covers any construction not previously approved by a building permit. Such permit shall be accompanied by normal building permit fees as of the date of the application.~~
 - ~~6. Once a zoning permit application for legalization of a second unit has been filed, owners of contiguous properties shall be mailed notices of the application and shall be given ten days in which to submit any comments on the application to the planning coordinator.~~

- ~~7. A zoning permit application for legalization shall be referred to the town planner, health officer, building official, fire marshal and town geologist for review and comment.~~
- ~~8. The building inspector shall determine if the second unit is in tenantable condition. A second unit shall be deemed untenable when it substantially lacks any of the following:
 - ~~a. Effective waterproofing and weather protection of roof and exterior walls, and sound windows and doors in particular;~~
 - ~~b. Plumbing facilities which conformed to applicable law in effect at the time of installation, maintained in good working order;~~
 - ~~c. A water supply capable of producing hot and cold running water, or a system which is under control of the landlord or owner, which produces hot and cold running water, furnished in appropriate fixtures and which conformed to applicable law in effect at the time of installation, and connected to a sewage system approved under applicable law;~~
 - ~~d. Heating facilities which conformed to applicable law at the time of installation, maintained in good working order;~~
 - ~~e. Sufficient electrical lighting, with wiring and electrical equipment which conformed with applicable law at the time of installation, maintained in good working order;~~
 - ~~f. Buildings, grounds and appurtenances, clean sanitary and free in every part from all accumulation of debris, filth, rubbish, garbage, rodent and vermin;~~
 - ~~g. An adequate number of approved receptacles for garbage and rubbish, in clean condition and in good repair;~~
 - ~~h. Floors, required floor covering, stairway and railings maintained in good repair;~~
 - ~~i. One hour fire protection from attached units;~~
 - ~~j. In addition, any other condition determined by the building official to endanger the life, limb, health, property, safety or welfare of the public or occupants must be corrected per accepted standards.~~~~
- ~~9. The town planner shall review the zoning permit application, staff comments and any comments from contiguous property owners with respect to the requirements of this section. The application shall comply with all provisions of the zoning title unless otherwise provided for in this subsection K. If the town planner finds the application complies with the requirements of this section, he shall approve the zoning permit. Alternatively, he may refer the application to the planning commission for action. The commission action need not be taken at a noticed public hearing.~~
- ~~10. After the terms of the zoning permit and the building permit, if one is required, have been met, a certificate of occupancy shall be issued.~~
- ~~11. Second units which the building official finds do not meet the requirements of subdivision 8 of this subsection and for which a building permit to correct deficiencies has not been processed shall constitute a nuisance and be subject to abatement at the direction of the building official.~~
- ~~12. This subsection K shall expire one year after its effective date of August 10, 1991, unless extended by the town council. Applications received by the town and found to be~~

~~complete prior to the expiration date will be processed under the provisions of this section.~~

18.14 – R-1 (Single-Family Residential) District Regulations

18.14.020 Principal uses permitted. Principal uses permitted in the R-1 district shall be as follows:

- A. Uses permitted by Section 18.36.010;
- B. Single family dwellings, [including residential care facilities for six or fewer persons, supportive housing for six or fewer persons, and transitional housing for six or fewer persons](#);
- C. Temporary uses permitted by Section 18.36.020;
- D. Public school when located in conformance with the general plan.

18.14.030 Conditional use permitted. The following uses shall be permitted only when a conditional use permit is granted therefor as provided in Chapter 18.72:

- C. Landscaping, open space, growing of plants and similar low intensity uses each of which is attendant to adjoining uses in the C-C district, provided such uses are not required to meet the requirements of Chapters 18.42 and 18.48 through 18.60;
- ~~D. Uses permitted by subsection H of Section 18.12.030.~~
- DE. Publicly-owned park, recreation or open space areas when located in conformance with the general plan.

18.16 - M-R (Mountainous Residential) District Regulations

18.16.020 Principal uses permitted. Principal uses permitted in the M-R district shall be as follows:

- A. Uses permitted by Section 18.36.010;
- B. Single family dwellings, [including residential care facilities for six or fewer persons, supportive housing for six or fewer persons, and transitional housing for six or fewer persons](#);
- C. Temporary uses permitted by Section 18.36.020;

18.16.030 Conditional uses permitted.

- A. Uses permitted by subsections A, B, C, D(2), D(6), E, F, G, ~~H, I, and J~~ and L of Section 18.12.030.

Chapter 18.20 – C-C (Community Commercial) District Regulations

18.20.030 Conditional uses permitted. The uses listed in this section shall be permitted only when a conditional use permit is granted therefor as provided in Chapter 18.72:

- A. Uses permitted by Section 18.36.020;
- B. Commercial planned unit developments as regulated by Chapter 18.44 and 18.72, provided any such development conforms to the floor area limitations of Section 18.54.052;
- C. The following convenience goods and consumer service establishments, provided any such establishment conforms to the floor area limitations of Section 18.54.052:
 - 1. Apparel shops,
 - 2. Automobile service stations for only the sale of gasoline, oil, and new accessories, and services including washing, lubrication, installation of accessories, motor tune-ups, and minor automotive repairs. Used tires accepted in trade on the premises may be resold;
 - 3. Bakeries, including baking for sale on premises only,
 - 4. Banks, including drive-in facilities;
 - 5. Barbershops,
 - 6. Beauty shops,
 - 7. Drug stores,
 - 8. Eating and drinking places except drive-ins and except establishments with entertainment and dancing;
 - 9. Foodstores,
 - 10. Garment pressing, repair, and alteration,
 - 11. Gift shop,
 - 12. Hardware stores,
 - 13. Laundromats and self-service dry cleaning establishments,
 - 14. Laundry and dry cleaning pick-up stations,
 - 15. Liquor stores, package only,
 - 16. Nurseries for the propagation and/or sale of plants, shrubs, and trees,
 - 17. Saddlery,
 - 18. Shoe repair,
 - 19. Variety stores, limited price;
- D. Business offices and professional offices that meet the domestic needs for the residents of the town and its spheres of influence or that provide services to other businesses or institutions in the town or its sphere of influence meeting such domestic needs. All office uses are subject to the limitations of Sections 18.20.050 and the floor area limitations of Section 18.54.052. When approving an office use, the conditional use permit shall expressly indicate, as specifically as possible, the type of office use being permitted, such as the type of medical practice or type of legal practice;
- E. Educational, cultural, institutional, and recreational uses such as churches, nursery schools, private clubs, or recreational facilities;
- F. Existing single-family dwellings as interim uses for periods of time approved by the planning commission, such periods to be the time estimated until the property will be needed for nonresidential uses permitted by this section;

- G. Personal offices pursuant to the following provisions:
1. Personal offices as defined and treated in this section are established as a separate type of use.
 2. Personal offices shall be no larger than three hundred fifty square feet, no less than one hundred fifty square feet and shall be occupied by no more than two persons; however, the ratio of occupants to floor area shall not exceed one person per two hundred square feet of floor area on a cumulative basis. If parking is provided in excess of one space per two hundred square feet of floor area up to one space per one hundred fifty square feet of floor area, the ratio of occupants to floor area may be the same as the ratio of parking spaces to floor area.
 3. At the time a conditional use permit is issued for personal offices, the permit shall indicate which offices are so designated and may not be altered without the approval of the planning commission, but such determination need not be subject to a public hearing.
 4. The total floor area approved for all personal offices in the town in the C-C and A-P districts combined shall not exceed five thousand square feet.
 5. A zoning permit shall be applied for and approved prior to occupancy of a personal office which will verify compliance with the foregoing provisions. Annually thereafter, concurrent with the issuance and renewal of business licenses for personal offices, information shall be submitted by the occupant of the personal office which verifies compliance with the foregoing provisions. A fee may be charged by the town for the processing of such annual compliance information.
 6. If a business conducted in personal offices meets the test that the majority of the business serves the town and its spheres of influence, it is subject to the provisions of this ordinance that pertain to offices in general except that it must in addition conform to subsection G 1 through 5 above.
 7. If the primary occupant of a personal office is a resident of the town or its spheres of influence, the provision of such space is deemed to meet the criteria of serving primarily the town and its spheres of influence. In such a case, the occupant may conduct a personal business which need not meet the test of serving primarily the town and its spheres of influence. Such a business, however, shall not attract other than occasional traffic by other than the occupants and shall be separate from other businesses conducted in personal offices.
- H. [Residential care facilities for seven or more individuals](#);
- ~~I.H.~~ Any other use which is determined by the commission, as provided in Chapter 18.38, to be of the same character as other uses permitted by this section, provided that a use found to be of the same character as another use must meet the floor area limitations of that use as set forth in Section 18.54.052.

Chapter 18.22 – A-P (Administrative-Professional) District Regulations

18.22.030 Conditional uses permitted. Conditional uses permitted in the A-P district shall be as follows:

- A. Uses permitted by Section 18.36.020;
- B. Administrative-professional planned unit developments as regulated by Chapters 18.44 and 18.72, provided any such development conforms to the floor area limitations of Section 18.54.052;
- C. Administrative and professional offices that meet the domestic needs of the residents of the Town and its spheres of influence or which provide services to other businesses or institutions in the Town or its spheres of influence meeting domestic needs, provided any such establishment conforms to the floor area limitations of Section 18.54.052;
- D. Medical and dental clinics, provided any such clinic conforms to the floor area limitations of Section 18.54.052;
- E. Physical therapy and fitness training, provided any such use conforms to the floor area limitations of Section 18.54.052;
- F. Veterinary clinics, provided any such clinic conforms to the floor area limitations of Section 18.54.052;
- G. Real estate and insurance offices, provided any such office conforms to the floor area limitations of Section 18.54.052;
- H. Convenience goods and consumer service establishments permitted by Section 18.20.030 C 1 and 3 through 19, subject to the requirements of Section 18.22.050 C, and provided any such establishment conforms to the floor area limitations of Section 18.54.052;
- I. Uses permitted by Section 18.20.030 G;
- J. [Residential care facilities for seven or more individuals](#);
- ~~K.~~ Any other use which is determined by the commission, as provided in Chapter 18.38, to be of the same character as other uses permitted by this section, provided that a use found to be of the same character as another use must meet the floor area limitations of that use as set forth in Section 18.54.052.

Chapter 18.26 - O-A (Open Area) District Regulations

18.26.030 Conditional Uses Permitted

The following uses are permitted only when a conditional use permit is granted therefor as provided in Chapter 18.72.

- A. Uses permitted by Section 18.36.020;
- B. Barns and agricultural equipment storage sheds exceeding one story in height;
- C. Private and commercial recreation uses and buildings;
- D. Residential uses as provided for in the residential and combining districts shown in parentheses in association with the O-A designation on the zoning map, subject to a height limit of twenty-six feet, and when developed as a residential planned unit development;
- E. [Employee housing for qualified agricultural uses as set forth in California Health and Safety Code Section 17021.6](#);
- ~~F.~~ Any other use which is determined by the planning commission, as provided in Chapter 18.38, to be of the same general character as the above permitted uses.

Chapter 18.34 – Administration

18.34.070 Waiver of fees. Any fees required under this title may be waived by the council for:

- A. Any public body, district or agency of federal, state, county or municipal government, or
- B. Any applicant for a conditional use permit for an existing use, when a use permit issued by the county was in effect on the date the ordinance codified in this section became effective, provided that such is permitted as a conditional use under this title.

C. Any residential development project with 10 or more units in which at least 50% of the dwelling units will be price-restricted to be affordable to households with incomes at moderate incomes or below, as defined by the California Department of Housing and Community Development. A development agreement shall be used to grant any fee waiver under this subsection. The development agreement shall set forth the total number of units in the development project, the number of affordable units to be included, and the level of affordability of the units, as well as the amount of fees to be waived. The development agreement shall be prepared to the satisfaction of the town attorney. The Council's determination as to whether and what portion of fees to waive shall be based on the following criteria:

1. The mix of units by income level;
2. The extent to which the units are anticipated to serve populations in town with a particular need for affordable housing in the town, such as senior citizens and people who work in town;
3. The expected financial impact on the town of waiving fees; and
4. The financial feasibility of the project if some or all of the fees are not waived.

Chapter 18.46 – Nonconforming Structures and Uses

18.46.030 Replacement of involuntarily damaged or destroyed nonconforming structure or structure occupied by a nonconforming use.

- A. A nonconforming structure or a structure occupied by a nonconforming use that is involuntarily damaged to less than fifty percent of the structure's current appraised value at the time of damage, may be repaired or reconstructed up to the same height, floor area, building coverage, yard, special building setbacks and impervious surfaces that existed prior to the structure being damaged, provided all other provisions of the zoning regulations are complied with and the extent of the nonconformity is not enlarged.
- B. If damage meets or exceeds 50% of a structure's current appraised value at the time of damage, and such structure complied with height and floor area limitations when constructed or was legalized through the ~~amnesty~~ provisions of the town's former

~~second unit amnesty program Section 18.12.040.K~~, such structure may be reconstructed or replaced up to the same height, floor area, building coverage and impervious surfaces that existed prior to the structure being damaged, provided all other provisions of the zoning regulations are complied with, the extent of nonconformity is not enlarged and the design is approved by the architectural and site control commission as provided for in Chapter 18.64. In all other cases, if damage meets or exceeds fifty percent of a structure's appraised value, restoration or reconstruction of such structure shall conform to all other provisions of the zoning regulations in effect at the time of such restoration or reconstruction.

Chapter 18.52 - Yards

18.52.070 – Exceptions—Certain features projecting into yard.

The following enumerated features may project into required yards as set forth in this section, provided that, in a case of an interior side yard, the projection shall not exceed one-fifth of the required least width of side yard:

- A. Cornices, canopies, eaves or any other similar architectural features may project a distance not exceeding three feet;
- B. An uncovered stair and necessary landings may project a distance not to exceed six feet provided that such stair and landings shall not extend above the entrance floor of the building except for a railing not to exceed three feet in height;
- B-C. Ramps used to provide handicapped access to a structure may extend into any required yards, including railings and guardrails in conformity with Title 24 standards for handicap access.

ATTACHMENT B: REASONABLE ACCOMMODATIONS ORDINANCE

18.11 -- Reasonable Accommodation for Individuals with Disabilities

18.11.010 - Purpose

The purpose of this section is to establish a procedure that individuals with disabilities can use to request reasonable accommodation in the town's laws, standards, policies, practices and procedures, so that the individuals will have equal access to housing in accordance with the federal Fair Housing Amendments Act of 1988 and the California Fair Employment and Housing Act. In addition, this section describes the process that shall be used to consider and decide on such requests.

18.11.020 Applicability and Eligibility

- A. An individual with a disability is someone who has a physical or mental impairment that limits one or more major life activities; anyone who is regarded as having such impairment; or anyone with a record of such impairment.
- B. A request for reasonable accommodation may be made by any individual with a disability, his or her representative, or a developer or provider of housing for individuals with disabilities, when the application of a land use, zoning or building regulation, policy, practice or procedure acts as a barrier to fair housing opportunities.

18.11.030 Notice of Availability

To ensure that individuals with disabilities are aware of the reasonable accommodation procedure, notice of the availability of reasonable accommodation shall be prominently displayed at public information counters in Town Hall, advising the public of the availability of the procedure for eligible individuals. Forms for requesting reasonable accommodation shall be available to the public at Town Hall.

18.11.040 Request for Reasonable Accommodation

- A. Requests for reasonable accommodation shall be in writing and provide the following information:
 - (1) Name, address and telephone number of the individual(s) requesting reasonable accommodation;
 - (2) Name and address of the property owner(s);
 - (3) Address of the property for which accommodation is requested;

- (4) Description of the requested accommodation and the regulation, policy or procedure for which accommodation is sought; and
 - (5) Reason that the requested accommodation may be necessary for the individual(s) with the disability to use and enjoy the dwelling.
- B. Any information identified by an applicant as confidential shall be retained in a manner so as to respect the privacy rights of the applicant and shall not be made available for public inspection.
 - C. A request for reasonable accommodation in regulations, policies, practices and procedures may be filed at any time that the accommodation may be necessary to ensure equal access to housing. A reasonable accommodation does not affect an individual's obligations to comply with other applicable regulations not at issue in the requested accommodation.
 - D. If an individual needs assistance in making the request for reasonable accommodation, the jurisdiction will provide assistance to ensure that the process is accessible.

18.11.050 Review and Decision

- A. The reviewing authority for requests for reasonable accommodations shall be the Town Planner or his/her designee.
- B. The written decision to grant, grant with modifications, or deny a request for reasonable accommodation shall be consistent with fair housing laws and based on the following criteria:
 - (1) Whether the housing, which is the subject of the request for reasonable accommodation, will be used by an individual with disabilities protected under fair housing laws;
 - (2) Whether the requested accommodation is necessary to make housing available to an individual with disabilities protected under the fair housing laws;
 - (3) Whether the requested accommodation would impose an undue financial or administrative burden on the town;
 - (4) Whether the requested accommodation would require a fundamental alteration in the nature of the jurisdiction's land use and zoning or building program;
 - (5) The potential impact of the requested reasonable accommodation on surrounding properties; and

- (6) The potential for other reasonable accommodation with less impact on neighbors and/or the town.
- C. In granting the request or granting the request with modifications, the reviewing authority may impose any conditions of approval that are reasonable and necessary to ensure that the reasonable accommodation is consistent with the criteria in subsection B above.
- D. The reviewing authority shall issue a written decision on a request for reasonable accommodation within forty-five (45) days of the date of the application and may either grant, grant with modifications, or deny a request for reasonable accommodation in accordance with the required findings set forth in Sec. 7.
- E. If necessary to reach a determination on the request for reasonable accommodation, the reviewing authority may request further information from the applicant consistent with fair housing laws, specifying in detail the information that is required. In the event that a request for additional information is made, the forty-five (45) day period to issue a decision is stayed until the applicant responds to the request.
- E. The written decision on the request for reasonable accommodation shall explain in detail the basis of the decision, including the reviewing authority's findings on the criteria set forth in subsection B. All written decisions shall give notice of the applicant's right to appeal and to request reasonable accommodation in the appeals process as set forth below. The written decision shall be sent to the applicant by certified mail.
- F. The written decision of the reviewing authority shall be final unless an applicant appeals it to the jurisdiction's planning commission.
- G. While a request for reasonable accommodation is pending, all laws and regulations otherwise applicable to the property that is the subject of the request shall remain in full force and effect.

18.11.060 Appeal

- A. An applicant or any abutting neighbor may appeal an adverse decision within thirty (30) days of the date of the reviewing authority's written decision.
- B. The appeal shall be in writing and shall state the grounds for the appeal. If an individual needs assistance in filing an appeal on an adverse decision, the jurisdiction will provide assistance to ensure that the appeals process is accessible.

- C. Any information identified by an applicant as confidential shall be retained in a manner so as to respect the privacy rights of the applicant and shall not be made available for public inspection.
- D. The appeal shall be heard by the town council in a public hearing, with notice given to all property owners of land directly abutting the proposed site.
- E. Nothing in this procedure shall preclude an aggrieved individual from seeking any other state or federal remedy available.

ORDINANCE NO. 2011-

ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AMENDING TITLE 18 [ZONING] OF THE PORTOLA VALLEY MUNICIPAL CODE TO REFLECT THE UPDATED HOUSING ELEMENT

WHEREAS, the Town of Portola Valley (“Town”) adopted an updated housing element in December 2009, which calls for a number of changes to be made to the Town’s zoning ordinance; and

WHEREAS, zoning amendments to implement the changes called for in Programs 3, 4, 6, 9, 11 and 12 were drafted and presented to the Planning Commission at a study session on November 3, 2010; and

WHEREAS, the Planning Commission held a duly noticed public hearing on these zoning amendments on December 1, 2010; and

WHEREAS, after due consideration of the amendments, public comments, and the staff report, the Planning Commission found that the proposed amendments are in general conformity with the general plan, and that public necessity, convenience and general welfare require the proposed amendments; and

WHEREAS, the Planning Commission recommended that the Town Council adopt the proposed zoning ordinance amendments; and

WHEREAS, the Town Council held a duly noticed public hearing to consider the zoning ordinance amendments on January 12, 2011; and

WHEREAS, at its meeting of January 12, 2011, the Town Council carefully considered the zoning ordinance amendments, comments made at the public hearing, and the staff report; and

WHEREAS, the Town desires to amend Title 18 [Zoning] of the Portola Valley Municipal Code to reflect the updated housing element;

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

1. Amendment of Code. Section 18.04.23 [Household] of Chapter 18.04 [Definitions] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended to read as follows:

18.04.23 Household. "Household" means one or more people living together as the functional equivalent of a family where the residents share a single kitchen and

form a single housekeeping unit by sharing living expenses, chores and/or meals, and are a close group with social and economic commitments to each other.

2. Addition of Code. Sections 18.04.153 [Emergency Shelter], 18.04.405 [Religious Institution], 18.04.415 [Residential Care Facility], 18.04.515 [Supportive Housing], and Section 18.04.523 [Transitional Housing] are hereby added to Chapter 18.04 [Definitions] of Title 18 [Zoning] of the Portola Valley Municipal Code to read as follows:

18.04.153 Emergency Shelter. An “emergency shelter” provides temporary housing, usually for six months or less, with minimal supportive services for homeless persons.

18.04.405 Religious Institution. A facility such as a church, mosque, temple or synagogue run by a nonprofit establishment, organization or association intended to advance or promote religious purposes or beliefs. Activities at such institutions shall be limited to those related to the purpose of the institution and may include religious activities, office space, living space for clergy and other members of religious orders who carry out their primary duties on site, religious education classes and other similar activities customarily associated with religious institutions.

18.04.415 Residential Care Facility. “Residential Care Facility” means an establishment which is maintained and operated to provide 24-hour non-medical residential care and supervision to children or adults.

18.04.515 Supportive Housing. “Supportive housing” is housing with no limit on length of stay, that is occupied either by adults with low-income having one or more disabilities or by individuals eligible for services provided under the Lanterman Developmental Disabilities Act (Welfare and Institutions Code, Section 4500 *et seq.*), and that is linked to on- or off-site services that assist the supportive housing residents in retaining the housing, improving their health, and maximizing their abilities to live, and when possible, work in the community.

18.04.523 Transitional Housing. “Transitional housing” is housing that is intended to be occupied for a limited period, usually between six and twenty-four months, in order to provide stability for residents so that they can transition into permanent housing.

3. Addition of Code. Chapter 18.11 [Reasonable Accommodation for Individuals with Disabilities] is hereby added to Title 18 [Zoning] of the Portola Valley Municipal Code to read as follows:

18.11.010 – Purpose. The purpose of this section is to establish a procedure that individuals with disabilities can use to request reasonable accommodation in the town’s laws, standards, policies, practices and procedures, so that the individuals will

have equal access to housing in accordance with the federal Fair Housing Amendments Act of 1988 and the California Fair Employment and Housing Act. In addition, this section describes the process that shall be used to consider and decide on such requests.

18.11.020 Applicability and Eligibility.

A. An individual with a disability is someone who has a physical or mental impairment that limits one or more major life activities; anyone who is regarded as having such impairment; or anyone with a record of such impairment.

B. A request for reasonable accommodation may be made by any individual with a disability, his or her representative, or a developer or provider of housing for individuals with disabilities, when the application of a land use, zoning or building regulation, policy, practice or procedure acts as a barrier to fair housing opportunities.

18.11.030 Notice of Availability. To ensure that individuals with disabilities are aware of the reasonable accommodation procedure, notice of the availability of reasonable accommodation shall be prominently displayed at public information counters in Town Hall, advising the public of the availability of the procedure for eligible individuals. Forms for requesting reasonable accommodation shall be available to the public at Town Hall.

18.11.40 Request for Reasonable Accommodation

A. Requests for reasonable accommodation shall be in writing and provide the following information:

1. Name, address and telephone number of the individual(s) requesting reasonable accommodation;
2. Name and address of the property owner(s);
3. Address of the property for which accommodation is requested;
4. Description of the requested accommodation and the regulation, policy or procedure for which accommodation is sought; and
5. Reason that the requested accommodation may be necessary for the individual(s) with the disability to use and enjoy the dwelling.

B. Any information identified by an applicant as confidential shall be retained in a manner so as to respect the privacy rights of the applicant and shall not be made available for public inspection.

C. A request for reasonable accommodation in regulations, policies, practices and procedures may be filed at any time that the accommodation may be necessary to ensure equal access to housing. A reasonable accommodation does not affect an individual's obligations to comply with other applicable regulations not at issue in the requested accommodation.

D. If an individual needs assistance in making the request for reasonable accommodation, the jurisdiction will provide assistance to ensure that the process is accessible.

18.11.50 Review and Decision

A. The reviewing authority for requests for reasonable accommodations shall be the Town Planner or his/her designee.

B. The written decision to grant, grant with modifications, or deny a request for reasonable accommodation shall be consistent with fair housing laws and based on the following criteria:

1. Whether the housing, which is the subject of the request for reasonable accommodation, will be used by an individual with disabilities protected under fair housing laws;
2. Whether the requested accommodation is necessary to make housing available to an individual with disabilities protected under the fair housing laws;
3. Whether the requested accommodation would impose an undue financial or administrative burden on the town;
4. Whether the requested accommodation would require a fundamental alteration in the nature of the jurisdiction's land use and zoning or building program;
5. The potential impact of the requested reasonable accommodation on surrounding properties; and
6. The potential for other reasonable accommodation with less impact on neighbors and/or the town.

C. In granting the request or granting the request with modifications, the reviewing authority may impose any conditions of approval that are reasonable and necessary to ensure that the reasonable accommodation is consistent with the criteria in subsection B above.

D. The reviewing authority shall issue a written decision on a request for reasonable accommodation within forty-five (45) days of the date of the application and may either grant, grant with modifications, or deny a request for reasonable accommodation in accordance with the required findings set forth in Subsection B above.

E. If necessary to reach a determination on the request for reasonable accommodation, the reviewing authority may request further information from the applicant consistent with fair housing laws, specifying in detail the information that is required. In the event that a request for additional information is made, the forty-five (45) day period to issue a decision is stayed until the applicant responds to the request.

F. The written decision on the request for reasonable accommodation shall explain in detail the basis of the decision, including the reviewing authority's findings on the criteria set forth in subsection B, above. All written decisions shall give notice of the applicant's right to appeal and to request reasonable accommodation in the appeals process as set forth below. The written decision shall be sent to the applicant by certified mail.

G. The written decision of the reviewing authority shall be final unless an applicant appeals it to the jurisdiction's planning commission.

H. While a request for reasonable accommodation is pending, all laws and regulations otherwise applicable to the property that is the subject of the request shall remain in full force and effect.

18.11.060 Appeal.

A. An applicant or any abutting neighbor may appeal an adverse decision within thirty (30) days of the date of the reviewing authority's written decision.

B. The appeal shall be in writing and shall state the grounds for the appeal. If an individual needs assistance in filing an appeal on an adverse decision, the jurisdiction will provide assistance to ensure that the appeals process is accessible.

C. Any information identified by an applicant as confidential shall be retained in a manner so as to respect the privacy rights of the applicant and shall not be made available for public inspection.

D. The appeal shall be heard by the town council in a public hearing, with notice given to all property owners of land directly abutting the proposed site.

E. Nothing in this procedure shall preclude an aggrieved individual from seeking any other state or federal remedy available.

4. Amendment of Code. Sections 18.12.020 [Principal uses permitted], 18.12.030 [Conditional use permitted], and 18.12.040 [Accessory uses permitted] of Chapter 18.12 [R-E (Residential Estate) District Regulations] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended to read as follows:

18.12.020 Principal uses permitted. Principal uses permitted in the R-E district shall be as follows:

A. Uses permitted by Section 18.36.010;

B. Single family dwellings, including residential care facilities for six or fewer persons, supportive housing for six or fewer persons, and transitional housing for six or fewer persons;

C. Temporary uses permitted by Section 18.36.030;

D. Public school or other public building when located in conformance with the general plan.

18.12.030 Conditional use permitted. The following uses shall be permitted only when a conditional use permit is granted therefor as provided in Chapter 18.72:

A. Uses permitted by Section 18.36.020;

B. Crop and tree farming and truck gardening, including sale of products grown exclusively on the premises;

C. Nurseries and greenhouses used only for the propagating and cultivating of plants, provided no retail sale be allowed;

D. The following when located on an arterial or expressway as shown on the general plan:

1. Religious institution,

2. Private noncommercial club or recreation facility,

3. Not used,
 4. Private or parochial elementary or secondary schools,
 5. Group living accommodations for senior citizens provided such facilities in the town shall not in total at any time provide accommodations for a greater number of occupants than the number estimated to be equivalent to the total demand generated by town residents for similar facilities, regardless of locations, during the ensuing ten-year period,
 6. Boarding stables, subject to the provisions of the stable ordinance,
 7. Nursery schools and day care centers;
- E. Residential planned unit developments as regulated by Chapters 18.44 and 18.72;
- F. On parcels of ten acres or more, two single-family dwellings may be permitted and on parcels of one hundred acres or more three single-family dwellings may be permitted, provided that in each instance it is demonstrated to the satisfaction of the planning commission that were the land to be subdivided the requirements of the subdivision title could be met with the dwellings and accessory structures in the locations approved as a part of the conditional use permit;
- G. Horticulture and grazing of cattle;
- H. Not used;
- I. Not used;
- J. Wineries which include all or any combination of the following:
1. Growing of grapes,
 2. Importation of grapes for the purpose of establishing and sustaining a winery operated for the purpose of producing wine from grapes grown on the premises,
 3. Making of wine,
 4. Wholesale and retail trade of wine produced exclusively on the premises,
 5. Winery buildings and related structures;
- K. Publicly-owned park, recreation or open space areas when located in conformance with the general plan.
- L. Employee housing for qualified agricultural uses, as permitted under the California Employee Housing Act (Health and Safety Code Section 17000 *et seq.*).

18.12.040 Accessory uses permitted. Accessory uses permitted in the R-E district shall be as follows:

- A. Accessory uses, as permitted by Section 18.36.040 and Chapter 18.40;
- B. One second unit on a parcel of one acre or larger subject to the following provisions:
 1. All provisions of Title 18 (Zoning) pertaining to this district prevail unless otherwise provided for in this subsection B.
 2. A second unit shall comply with all provisions of the site development and tree protection ordinance, set forth in Chapter 15.12.

3. The parcel already contains an existing single-family dwelling or the second unit is being built simultaneously with a new single-family dwelling that will be the principal dwelling.
4. The second unit is attached to the principal dwelling, at the ground floor level or in a basement, and does not exceed a floor area of four hundred square feet. Second unit floor area is inclusive of any basement area, but exclusive of garage or carport area. Second units that are larger than four hundred square feet in floor area, that require a permit under Chapter 15.12, the Site Development and Tree Protection Ordinance, or that are located above the first story are subject to Architectural and Site Control Commission (ASCC) approval per Chapter 18.64.
5. Whether attached or detached from the principal dwelling, the second unit floor area may exceed four hundred square feet subject to ASCC approval per Chapter 18.64. In such cases, however, the second unit floor area may not exceed seven hundred fifty square feet.
6. Second units up to 750 square feet may be created by converting space within an existing home. When created within the first floor of an existing home, or including an addition of 400 square feet or less, such second units may be permitted solely with a zoning permit, and without review of the ASCC. However, staff at their discretion may refer an application to the ASCC if the application includes proposals for doors, windows or other exterior improvements that could potentially have a significant effect on the aesthetics of the structure.
7. The second unit complies with the definition of dwelling unit in Section 18.04.150.
8. The second unit is served by the same vehicular access to the street as the principal dwelling and complies with off-street parking requirements for dwellings set forth in Section 18.60 except that parking spaces do not have to be covered, guest spaces are not required and tandem parking is permitted.
9. The second unit shall have the same address as the principal dwelling.
10. A second unit shall not exceed a height, as defined in Section 18.54.020, of eighteen feet with a maximum height of twenty-four feet. A second unit may be permitted to a height of twenty-eight feet and a maximum of thirty-four feet subject to ASCC approval per Chapter 18.64.
11. The second unit shall have colors, materials and architecture similar to the principal dwelling. Architecture not similar to the architecture of the principal dwelling is subject to ASCC approval per Chapter 18.64.
12. Color reflectivity values shall not exceed forty percent except that trim colors shall not exceed fifty percent. Roofs shall not exceed fifty percent reflectivity.
13. Exterior lighting on the structure shall not exceed one light fixture per entry door. Each fixture shall be fitted with only one bulb and the bulb wattage shall not exceed seventy-five watts incandescent light if frosted or otherwise diffused, or twenty-five watts if clear. Each fixture shall be

manually switched and not on a motion sensor or timer. Path lights, if any, shall be the minimum needed for safe access to the second unit and shaded by fixtures that direct light to the path surface and away from the sky.

14. Landscape plantings shall be selected from the town's list of approved native plants and shall adhere to the town's landscaping guidelines.

15. An application for a second unit shall be referred to the town geologist, director of public works, fire chief and, if dependent on a septic tank and drain field, to the county health officer in accordance with town policies.

16. An application for a second unit shall supply all information required by Section 18.64.040 A.1--13.

17. Second units on parcels with frontage on Portola Road or Alpine Road, both of which are identified as local scenic corridors in the general plan, are subject to ASCC approval per Chapter 18.64 to ensure consistency with the general plan.

C. Equestrian facilities serving a single residential dwelling including stables, corrals, exercise rings, and the like, provided that (i) requirements of the stable ordinance, Chapter 6.12, shall apply, (ii) for a corral, the sum of the maximum depth of cut and maximum height of fill shall not exceed six feet and (iii) corrals and riding rings shall be set back a minimum of twenty feet from property lines.

D. The renting of rooms and/or the providing of table board in a dwelling as an incidental use to its occupancy as a dwelling, provided that not more than one paying guest is accommodated. Provided further that this shall not be construed as authorizing the establishment of any rest home, convalescent home, boarding home, or any other institution of a type which requires any state or local license, nor any other operation which tends to change the character of the property involved or of the neighborhood;

E. Home Occupation. The conduct of an art or profession, the offering of a service, or the handcraft manufacture of products subject to the following conditions:

1. Such occupations shall be conducted entirely by resident occupants.

2. The floor area used for such occupations shall not exceed that equivalent to one-fourth of the floor area of the main residence but shall not be more than four hundred square feet in any case.

3. No products shall be sold or stocked for sale other than those finished products which are produced on the premises.

4. There shall be no unusual external alteration of the dwelling to accommodate a home occupation, and the existence of a home occupation shall not be apparent beyond the boundaries of the parcel.

5. There shall be no show window, window display, or sign to attract customers or clients.

6. There shall be no emission readily discernible at the property lines of sound, vibration, odor, electrical interference, light, dust, waste, or other properties not normally associated with residential occupancies.

7. No motor power other than electrically operated motors shall be used in connection with a home occupation. The horsepower of any single motor

shall not exceed one-half horsepower, and the total horsepower of such motors shall not exceed one horsepower.

8. Automobile, pedestrian or truck traffic attendant to such occupations shall not be other than on an infrequent or occasional basis, and shall not be significantly in excess of the normal amount required for residential uses in the district. Vehicles or equipment of types not normally accessory to a dwelling shall not be parked or stored in any exterior location.

9. In the case of a physician, surgeon, or dentist, the use shall be subordinate to the use of an office located elsewhere unless the practice is of such restricted nature as to involve only occasional visits by patients.

10. The uses permitted under this subdivision shall not include a commercial photo studio, beauty parlor or barbershop, or any similar service enterprise; or a music school, dancing school, business school, or other school of any kind with organized classes or similar activity.

F. Private swimming pools, cabanas, tennis courts, and similar recreation facilities;

G. Private garages, carports, and parking areas;

H. Signs as permitted and regulated by Chapter 18.40;

I. The sale of agricultural products grown on the premises, provided that no building or structure is maintained specifically for such purposes;

J. Household pets and domestic animals permitted by town ordinances;

K. Emergency shelters for up to 10 individuals only when located on a parcel with a conditional use for a religious institution, subject to a zoning permit. Architectural and Site Plan Review shall be required for the design of the emergency shelter unless the shelter is located within an existing structure, but no discretionary approval shall be required. Emergency shelters shall comply with the following standards:

1. Temporary shelter shall be available to residents for no more than 60 days. Extensions up to a total stay of 180 days may be permissible if no alternative housing is available.

2. On-site management shall be provided during the hours of shelter operation.

3. Emergency shelters may include common space for the exclusive use of the guests, and office and meeting space for the exclusive use of emergency shelter staff.

4. Each shelter shall have a designated outdoor smoking area that is not visible from the street or from adjacent properties. The outdoor smoking area may be screened by vegetation.

5. On-site parking may be provided as shared parking with the church use. If separate on-site parking is needed, the maximum amount required shall be 0.35 parking spaces per one bed plus one space per staff member on duty when guests are present.

5. Amendment of Code. Sections 18.14.020 [Principal uses permitted] and 18.14.030 [Conditional use permitted] of Chapter 18.14 [R-1 (Single Family Residential)]

District Regulations] of Title 18 [Zoning] of the Portola Valley Municipal Code are hereby amended to read as follows:

18.14.020 Principal uses permitted. Principal uses permitted in the R-1 district shall be as follows:

- A. Uses permitted by Section 18.36.010;
- B. Single family dwellings, including residential care facilities for six or fewer persons, supportive housing for six or fewer persons, and transitional housing for six or fewer persons;
- C. Temporary uses permitted by Section 18.36.020;
- D. Public school when located in conformance with the general plan.

18.14.030 Conditional use permitted. The following uses shall be permitted only when a conditional use permit is granted therefor as provided in Chapter 18.72:

- A. Uses permitted by Section 18.36.020;
- B. Residential planned unit developments as regulated by Chapters 18.44 and 18.72
- C. Landscaping, open space, growing of plants and similar low intensity uses each of which is attendant to adjoining uses in the C-C district, provided such uses are not required to meet the requirements of Chapters 18.42 and 18.48 through 18.60;
- D. Publicly-owned park, recreation or open space areas when located in conformance with the general plan.

6. Amendment of Code. Sections 18.16.020 [Principal uses permitted] and 18.16.030 [Conditional use permitted] of Chapter 18.16 [M-R (Mountainous Residential) District Regulations] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended to read as follows:

18.16.020 Principal uses permitted. Principal uses permitted in the M-R district shall be as follows:

- A. Uses permitted by Section 18.36.010;
- B. Single family dwellings, including residential care facilities for six or fewer persons, supportive housing for six or fewer persons, and transitional housing for six or fewer persons;
- C. Temporary uses permitted by Section 18.36.020;

18.16.030 Conditional uses permitted.

- A. Uses permitted by subsections A, B, C, D(2), D(6), E, F, G, I, J and L of Section 18.12.030.
- B. Publicly-owned recreation or open space areas when located in conformance with the general plan.

7. Amendment of Code. Section 18.20.030 [Conditional use permitted] of Chapter 18.20 [C-C (Community Commercial) District Regulations] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended to read as follows:

18.20.030 Conditional uses permitted. The uses listed in this section shall be permitted only when a conditional use permit is granted therefor as provided in Chapter 18.72:

- A. Uses permitted by Section 18.36.020;
- B. Commercial planned unit developments as regulated by Chapter 18.44 and 18.72, provided any such development conforms to the floor area limitations of Section 18.54.052;
- C. The following convenience goods and consumer service establishments, provided any such establishment conforms to the floor area limitations of Section 18.54.052:
 - 1. Apparel shops,
 - 2. Automobile service stations for only the sale of gasoline, oil, and new accessories, and services including washing, lubrication, installation of accessories, motor tune-ups, and minor automotive repairs. Used tires accepted in trade on the premises may be resold;
 - 3. Bakeries, including baking for sale on premises only,
 - 4. Banks, including drive-in facilities;
 - 5. Barbershops,
 - 6. Beauty shops,
 - 7. Drug stores,
 - 8. Eating and drinking places except drive-ins and except establishments with entertainment and dancing;
 - 9. Food stores,
 - 10. Garment pressing, repair, and alteration,
 - 11. Gift shop,
 - 12. Hardware stores,
 - 13. Laundromats and self-service dry cleaning establishments,
 - 14. Laundry and dry cleaning pick-up stations,
 - 15. Liquor stores, package only,
 - 16. Nurseries for the propagation and/or sale of plants, shrubs, and trees,
 - 17. Saddlery,
 - 18. Shoe repair,
 - 19. Variety stores, limited price;
- D. Business offices and professional offices that meet the domestic needs for the residents of the town and its spheres of influence or that provide services to other businesses or institutions in the town or its sphere of influence meeting such domestic needs. All office uses are subject to the limitations of Sections 18.20.050 and the floor area limitations of Section 18.54.052. When approving an office use, the conditional use permit shall expressly indicate, as specifically as possible, the type of office use being permitted, such as the type of medical practice or type of legal practice;

- E. Educational, cultural, institutional, and recreational uses such as churches, nursery schools, private clubs, or recreational facilities;
- F. Existing single-family dwellings as interim uses for periods of time approved by the planning commission, such periods to be the time estimated until the property will be needed for nonresidential uses permitted by this section;
- G. Personal offices pursuant to the following provisions:
 - 1. Personal offices as defined and treated in this section are established as a separate type of use.
 - 2. Personal offices shall be no larger than three hundred fifty square feet, no less than one hundred fifty square feet and shall be occupied by no more than two persons; however, the ratio of occupants to floor area shall not exceed one person per two hundred square feet of floor area on a cumulative basis. If parking is provided in excess of one space per two hundred square feet of floor area up to one space per one hundred fifty square feet of floor area, the ratio of occupants to floor area may be the same as the ratio of parking spaces to floor area.
 - 3. At the time a conditional use permit is issued for personal offices, the permit shall indicate which offices are so designated and may not be altered without the approval of the planning commission, but such determination need not be subject to a public hearing.
 - 4. The total floor area approved for all personal offices in the town in the C-C and A-P districts combined shall not exceed five thousand square feet.
 - 5. A zoning permit shall be applied for and approved prior to occupancy of a personal office which will verify compliance with the foregoing provisions. Annually thereafter, concurrent with the issuance and renewal of business licenses for personal offices, information shall be submitted by the occupant of the personal office which verifies compliance with the foregoing provisions. A fee may be charged by the town for the processing of such annual compliance information.
 - 6. If a business conducted in personal offices meets the test that the majority of the business serves the town and its spheres of influence, it is subject to the provisions of this ordinance that pertain to offices in general except that it must in addition conform to subsection G 1 through 5 above.
 - 7. If the primary occupant of a personal office is a resident of the town or its spheres of influence, the provision of such space is deemed to meet the criteria of serving primarily the town and its spheres of influence. In such a case, the occupant may conduct a personal business which need not meet the test of serving primarily the town and its spheres of influence. Such a business, however, shall not attract other than occasional traffic by other than the occupants and shall be separate from other businesses conducted in personal offices.
- H. Residential care facilities for seven or more individuals;
- I. Any other use which is determined by the commission, as provided in Chapter 18.38, to be of the same character as other uses permitted by this section,

provided that a use found to be of the same character as another use must meet the floor area limitations of that use as set forth in Section 18.54.052.

8. Amendment of Code. Section 18.22.030 [Conditional use permitted] of Chapter 18.22 [A-P (Administrative Professional) District Regulations] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended to read as follows:

18.22.030 Conditional uses permitted. Conditional uses permitted in the A-P district shall be as follows:

- A. Uses permitted by Section 18.36.020;
- B. Administrative-professional planned unit developments as regulated by Chapters 18.44 and 18.72, provided any such development conforms to the floor area limitations of Section 18.54.052;
- C. Administrative and professional offices that meet the domestic needs of the residents of the Town and its spheres of influence or which provide services to other businesses or institutions in the Town or its spheres of influence meeting domestic needs, provided any such establishment conforms to the floor area limitations of Section 18.54.052;
- D. Medical and dental clinics, provided any such clinic conforms to the floor area limitations of Section 18.54.052;
- E. Physical therapy and fitness training, provided any such use conforms to the floor area limitations of Section 18.54.052;
- F. Veterinary clinics, provided any such clinic conforms to the floor area limitations of Section 18.54.052;
- G. Real estate and insurance offices, provided any such office conforms to the floor area limitations of Section 18.54.052;
- H. Convenience goods and consumer service establishments permitted by Section 18.20.030 C 1 and 3 through 19, subject to the requirements of Section 18.22.050 C, and provided any such establishment conforms to the floor area limitations of Section 18.54.052;
- I. Uses permitted by Section 18.20.030 G;
- J. Residential care facilities for seven or more individuals;
- K. Any other use which is determined by the commission, as provided in Chapter 18.38, to be of the same character as other uses permitted by this section, provided that a use found to be of the same character as another use must meet the floor area limitations of that use as set forth in Section 18.54.052.

9. Amendment of Code. Section 18.26.030 [Conditional uses permitted] of Chapter 18.26 [O-A (Open Area) District Regulations] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended to read as follows:

18.26.030 Conditional Uses Permitted. The following uses are permitted only when a conditional use permit is granted therefor as provided in Chapter 18.72.

- A. Uses permitted by Section 18.36.020;

- B. Barns and agricultural equipment storage sheds exceeding one story in height;
- C. Private and commercial recreation uses and buildings;
- D. Residential uses as provided for in the residential and combining districts shown in parentheses in association with the O-A designation on the zoning map, subject to a height limit of twenty-six feet, and when developed as a residential planned unit development;
- E. Employee housing for qualified agricultural uses as set forth in California Health and Safety Code Section 17021.6;
- F. Any other use which is determined by the planning commission, as provided in Chapter 18.38, to be of the same general character as the above permitted uses.

10. Amendment of Code. Section 18.34.070 [Waiver of fees] of Chapter 18.34 [Administration] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended to read as follows:

18.34.070 Waiver of fees. Any fees required under this title may be waived by the council for:

- A. Any public body, district or agency of federal, state, county or municipal government, or
- B. Any applicant for a conditional use permit for an existing use, when a use permit issued by the county was in effect on the date the ordinance codified in this section became effective, provided that such is permitted as a conditional use under this title.
- C. Any residential development project with 10 or more units in which at least 50% of the dwelling units will be price-restricted to be affordable to households with incomes at moderate incomes or below, as defined by the California Department of Housing and Community Development. A development agreement shall be used to grant any fee waiver under this subsection. The development agreement shall set forth the total number of units in the development project, the number of affordable units to be included, and the level of affordability of the units, as well as the amount of fees to be waived. The development agreement shall be prepared to the satisfaction of the town attorney. The Council's determination as to whether and what portion of fees to waive shall be based on the following criteria:
 - 1. The mix of units by income level;
 - 2. The extent to which the units are anticipated to serve populations in town with a particular need for affordable housing in the town, such as senior citizens and people who work in town;
 - 3. The expected financial impact on the town of waiving fees; and
 - 4. The financial feasibility of the project if some or all of the fees are not waived.

10. Amendment of Code. Section 18.46.030 [Replacement of involuntarily damaged or destroyed nonconforming structure or structure occupied by a nonconforming use] of Chapter 18.46 [Nonconforming Structures and Uses] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended to read as follows:

18.46.030 Replacement of involuntarily damaged or destroyed nonconforming structure or structure occupied by a nonconforming use.

A. A nonconforming structure or a structure occupied by a nonconforming use that is involuntarily damaged to less than fifty percent of the structure's current appraised value at the time of damage, may be repaired or reconstructed up to the same height, floor area, building coverage, yard, special building setbacks and impervious surfaces that existed prior to the structure being damaged, provided all other provisions of the zoning regulations are complied with and the extent of the nonconformity is not enlarged.

B. If damage meets or exceeds 50% of a structure's current appraised value at the time of damage, and such structure complied with height and floor area limitations when constructed or was legalized through the provisions of the town's former second unit amnesty program, such structure may be reconstructed or replaced up to the same height, floor area, building coverage and impervious surfaces that existed prior to the structure being damaged, provided all other provisions of the zoning regulations are complied with, the extent of nonconformity is not enlarged and the design is approved by the architectural and site control commission as provided for in Chapter 18.64. In all other cases, if damage meets or exceeds fifty percent of a structure's appraised value, restoration or reconstruction of such structure shall conform to all other provisions of the zoning regulations in effect at the time of such restoration or reconstruction.

11. Amendment of Code. Section 18.52.070 [Exceptions — Certain features projecting into yard] of Chapter 18.52 [Yards] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended to read as follows:

18.52.070 Exceptions — Certain features projecting into yard. The following enumerated features may project into required yards as set forth in this section, provided that, in a case of an interior side yard, the projection shall not exceed one-fifth of the required least width of side yard:

A. Cornices, canopies, eaves or any other similar architectural features may project a distance not exceeding three feet;

B. An uncovered stair and necessary landings may project a distance not to exceed six feet provided that such stair and landings shall not extend above the entrance floor of the building except for a railing not to exceed three feet in height;

C. Ramps used to provide handicapped access to a structure may extend into any required yards, including railings and guardrails in conformity with Title 24 standards for handicap access.

12. Environmental Review. This Ordinance is not a project for the purposes of the California Environmental Quality Act.

13. Effective Date: Posting. This Ordinance shall become effective thirty (30) days after the date of its adoption and shall be posted within the Town of Portola Valley in three (3) public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

Town Clerk

Town Attorney



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Officer

DATE: January 12, 2011

RE: **2009-10 Audit and Financial Statements**

The Town's independent auditor, Maze & Associates, has prepared the Town's fiscal year 2009-10 Basic Financial Statements for all funds.

The Town is required to annually utilize the services of an independent auditor to review and audit the Town's financial records. The audit has been completed on all Town funds and the results are found in the attached reports.

Finance Committee Action

The Finance Committee has reviewed the financial statements as submitted in draft form. At its December 14 meeting, the Finance Committee reviewed and commented on the *Basic Financial Statements* and *Memorandum on Internal Control & Required Communications* and recommended forwarding the statements to the Town Council for consideration and acceptance.

Recommendation

It is recommended that the Town Council review, accept, and file the Basic Financial Statements for the fiscal year 2009-10.

TOWN OF PORTOLA VALLEY
BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED
JUNE 30, 2010

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TOWN OF PORTOLA VALLEY
Basic Financial Statements
For the Year Ended June 30, 2010
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Basic Financial Statements
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**INDEPENDENT AUDITOR'S REPORT
ON BASIC FINANCIAL STATEMENTS**

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

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Portola Valley as of and for the year ended June 30, 2010, which collectively comprise the Town's basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Portola Valley as of June 30, 2010, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Management's Discussion and Analysis and Budget and Actual statements for the General Fund and each major special revenue fund are not required parts of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The supplemental section listed in the Table of Contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Maze & Associates

October 15, 2010

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MANAGEMENT'S DISCUSSION AND ANALYSIS

This analysis of the Town of Portola Valley's (Town) financial performance provides an overview of the Town's financial activities for the fiscal year ended June 30, 2010. Please read it in conjunction with the accompanying financial statements.

Financial Highlights

- The Town's net assets increased \$668,931 to \$38,240,745. *(pages 6 and 11)*
- The Town's total funds reported combined ending fund balances of \$7,226,397, a 1.7% decrease over the previous year. Of this amount, \$3.6 million is unreserved and undesignated, available to finance government operations in accordance with the funds' intended purposes. The balance is reserved and/or designated and therefore unavailable. *(pages 14-15 & 18-19)*
- The General Fund's fund balance decreased by \$290,426 to \$2,854,060. Tax-based revenues were negatively impacted by the economy and the State's Prop 1A property tax borrowing of \$137,000. In addition, the payment of several delayed final retentions for the Town Center project affected the General Fund expenditures for the year. As of June 30, \$1,934,515 is unreserved and undesignated in the General Fund, and therefore available for operations. *(pages 14-15)*
- The Town's total liabilities decreased by over 30% to \$1.3 million, of which \$846,057 is for accounts payable paid in July/August 2010. The remaining liability is related to refundable deposits and compensated absences. *(page 10)*
- The Town's capital assets increased by 2% to \$31.1 million, with zero related long-term liability. *(pages 8 and 10)*

Overview of the Financial Statements

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

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

Government-Wide Financial Statements

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

The Statement of Net Assets (page 10) and the Statement of Activities (page 11) report information about the Town as a whole and about its activities. These statements include *all* assets, liabilities, revenues and expenses of the Town using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies.

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

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

Fund Financial Statements

The fund financial statements (pages 14-20) provide detailed information about the Town's major funds—not the Town as a whole. Some funds are required to be established by State law. However, management establishes other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other money.

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

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

The General Fund, Open Space Restricted Fund, Road Impact Fees Fund, and Measure A Fund are considered major funds. They are reported in detail in the Governmental Funds financial statements. All other funds are non-major funds and

Management's Discussion and Analysis

reported in the aggregate.

Notes to Basic Financial Statements

The notes (pages 23-36) provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Required Supplementary Information

In addition to the basic financial statements, this report also presents certain Required Supplementary Information (pages 37-41) including the Town's budgetary comparison schedules for the General, Open Space Restricted, Road Impact Fee, and Measure A funds.

Supplementary Information

Supplementary schedules (pages 43-52) concerning balance sheets and changes in fund balances for all other funds are presented immediately following the Required Supplementary Information. Financial activity related to the Town's agency funds (maintenance districts and Portola Valley Community Fund) is also presented separately in this section.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Statement of Net Assets

Net assets are a good indicator of an agency's financial position. At the end of this fiscal year, net assets of the Town were \$38,240,745, an increase of \$668,931 from the prior year.

The following is the condensed Statement of Net Assets for the fiscal year ended 6/30/2010.

Town of Portola Valley
Condensed Statement of Net Assets

	Fiscal Year Ended		Change	
	6/30/2010	6/30/2009	Amount	Percent
Assets:				
Current Assets	\$ 8,565,424	\$ 9,035,942	\$ (470,518)	-5.2%
Capital Assets, Net	31,105,563	30,500,477	605,086	2.0%
Total Assets	39,670,987	39,536,419	134,568	0.3%
Liabilities:				
Current Liabilities	846,057	1,352,704	(506,647)	-37.5%
Long-term Liabilities	584,185	611,901	(27,716)	-4.5%
Total Liabilities	1,430,242	1,964,605	(534,363)	-27.2%
Net Assets:				
Invested in Capital Assets, Net of Related Debt	31,105,563	30,308,770	796,793	2.6%
Restricted	4,372,337	4,209,500	162,837	3.9%
Unrestricted	2,762,845	3,053,544	(290,699)	-9.5%
Total Net Assets	\$ 38,240,745	\$ 37,571,814	\$ 668,931	1.8%

Management's Discussion and Analysis

The Town's *Current Assets* of \$8.5 million represents readily available cash and the valuation of a stock donation. *Total Liabilities* of \$1.4 million represent 3.6% of the *Total Assets*.

The Town has \$4.37 million in restricted net assets that it cannot spend at its discretion because these funds are restricted by State law, municipal code and contractual obligation for public works and safety, open space, and the Town Hall construction project. Further information on these restricted assets is provided in the discussion of the fund financial statements. The \$2.7 million in unrestricted assets represents funds that are not restricted by law; however \$483,038 of these funds remain designated by the Town for special programs.

Statement of Activities

The following is the condensed Statement of Activities for the fiscal year ended 6/30/2010, along with comparative data for the previous fiscal year ending 6/30/2009.

Town of Portola Valley Condensed Statement of Activities				
	Fiscal Year Ended		Change	
	6/30/2010	6/30/2009	Amount	Percent
Revenues				
Program Revenues:				
Charges for Services	\$ 1,070,045	\$ 831,713	\$ 238,332	28.7%
Grants and Contributions	698,651	4,105,294	(3,406,643)	-83.0%
General Revenues:				
Property Taxes	1,771,411	2,050,541	(279,130)	-13.6%
Agency Revenues	539,024	656,206	(117,182)	-17.9%
Franchise Fees	225,498	220,390	5,108	2.3%
Utility Users Tax	723,214	718,928	4,286	0.6%
Investment Earnings	47,527	256,958	(209,431)	-81.5%
Miscellaneous	22,990	52,386	(29,396)	-56.1%
Total Revenues	<u>5,098,360</u>	<u>8,892,416</u>	<u>(3,794,056)</u>	<u>-42.7%</u>
Expenses:				
General Government	2,639,615	2,899,646	(260,031)	-9.0%
Parks and Recreation	267,548	187,259	80,289	42.9%
Town Center Facilities	326,339	385,375	(59,036)	-15.3%
Public Safety	725,643	663,120	62,523	9.4%
Road Impact Fees	51,563	35,977	15,586	43.3%
Public Works	418,721	340,716	78,005	22.9%
Total Expenses	<u>4,429,429</u>	<u>4,512,093</u>	<u>(82,664)</u>	<u>-1.8%</u>
Change in Net Assets	668,931	4,380,323	(3,711,392)	-84.7%
Net Assets - Beginning	37,571,814	33,191,491	4,380,323	13.2%
Net Assets - Ending	<u>\$ 38,240,745</u>	<u>\$ 37,571,814</u>	<u>\$ 668,931</u>	<u>1.8%</u>

As a result of operations the Town's net assets increased \$668,931. This year, 21% of the Town's revenues came from *Charges for Services*. Tax revenues of \$2.7 million (Property Taxes, Sales & Use Tax, Franchise Fees, Utility Users Tax) made up 53% of the Town's revenues, and Agency Revenues (intergovernmental revenues) made up 10%.

General Government expenses of \$2.6 million represent 60% of the Town's operating

expenses, with *Public Safety* the second largest expense at 16% of total expenses.

FUND FINANCIAL STATEMENT ANALYSIS

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

At year-end the Town's governmental funds reported combined fund balances of \$7,226,397. The following reserve fund balance can only be used for its specified purpose *within the General Fund*; the designated fund balances can be redesignated at the Council's discretion:

- Reserved for Town Center construction (stock) \$ 319,000
- Designated for open space acquisition 377,499
- Designated for other purposes 105,539

The Town has at its discretion \$6.5 million for future budgets. Of this amount \$2.1 million is in the General Fund and therefore available for any purpose. The remainder of \$4.4 million can only be used for projects within the intended purpose of the funds.

Fund Budgetary Highlights

The Town's overall adopted budget for 2009-10 was balanced at \$5.5 million, with the General Fund portion of the budget balanced at \$3.8 million. The impact of the economy and the State's own budget issues were several unresolved elements when the budget was prepared.

General Fund revenues were \$53,617 less than the final budget estimate. Tax-based revenues were impacted negatively by the economy and the State's Proposition 1A borrowing of \$137,000 in property tax revenues. (It should be noted that if the State had not borrowed these property tax funds, the actual revenue for secured property taxes would have been 3% over budget.)

However, with the slump in tax-based revenues came a welcome upsurge in licenses, permits, service charges and fees, with these revenues at 42% over the budgeted amounts. Additionally, the Town's new facilities, including the Community Hall, are very popular and continue to generate much activity; therefore, these revenues were 11% over the budgeted amounts.

Total expenditures for the General Fund were \$51,493 over the original budget, primarily as a result of the increased classroom activity with the Community Hall (which in turn generates corresponding instructor fees) and two final retentions paid for the Town Center project. The impact of these overages was softened by savings realized in General Government operations and maintenance expenditures for Town Center Facilities.

Management's Discussion and Analysis

CAPITAL ASSET AND DEBT ADMINISTRATION**Capital Assets**

As of June 30, 2010 the Town had \$31.1 million invested primarily in buildings and land, as summarized below. During the year the Town acquired over \$1.2 million in capital assets. This included design and construction expenditures for the annual road project and final expenditures relating to the Town Center and Sausal Creek projects. Additional information on the Town's capital assets can be found in Note 3 on pages 29-30 of this report.

Condensed Statement of Capital Assets

	Fiscal Year Ended		Change	
	6/30/2010	6/30/2009	Amount	Percent
Land	\$ 6,485,959	\$ 6,485,959	\$ -	0%
Land improvements	2,627,145	2,569,058	58,087	2%
Buildings	19,752,463	19,538,869	213,594	1%
Equipment	197,238	197,238	-	0%
Infrastructure	3,892,902	2,884,984	1,007,918	35%
Total Capital Assets	32,955,707	31,676,108	1,279,599	4%
Accumulated Depreciation	(1,850,144)	(1,175,631)	(674,513)	57%
Total Net Capital Assets	\$ 31,105,563	\$ 30,500,477	\$ 605,086	2%

Long-Term Debt

The Town has \$91,215 in the long-term liability of compensated absences, with no new debt incurred during the fiscal year.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

With the passage of Proposition 22, we do not anticipate any new raids from the State on local revenues. While the property tax grab of \$137,000 in fiscal year 2009/2010 was less than anticipated, it remains to be seen if and when these funds will be returned to the Town by the State.

The passage of Measure M will provide a new revenue stream that will add an additional \$75,000 to annual revenues for the next 25 years. These funds are to be used for improvements to local streets and roads. As the Town does not anticipate any new capital construction projects other than improvements to infrastructure, this new revenue is welcome news.

A matter of concern for next year's budget will be whether the State will continue to fund COPS (Citizens' Options for Public Safety). This revenue stream provides the Town \$100,000 annually to help support funding of additional traffic patrols.

In summary, the Town continues to successfully navigate its way through the economic crisis. With continued careful fiscal management, it is anticipated that the immediate future will not require reductions to Town staffing or services.

CONTACTING THE TOWN'S FINANCIAL MANAGEMENT

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

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

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

The Statement of Net Assets reports the difference between the Town's total assets and the Town's total liabilities, including all the Town's capital assets and all its long-term debt.

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

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

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

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

TOWN OF PORTOLA VALLEY
STATEMENT OF NET ASSETS
JUNE 30, 2010

	<u>Governmental Activities</u>
ASSETS	
Cash and investments (Note 2)	\$7,336,942
Restricted cash - customer deposits (Note 2)	492,970
Accounts and interest receivable	618,005
Loans receivable (Note 5)	117,507
Capital assets, net (Note 3)	
Nondepreciable	6,485,959
Depreciable, net of accumulated depreciation	<u>24,619,604</u>
Total Assets	<u>39,670,987</u>
LIABILITIES	
Accounts payable	846,057
Refundable customer deposits	492,970
Accrued compensated absences due within one year (Note 1F)	<u>91,215</u>
Total Liabilities	<u>1,430,242</u>
NET ASSETS (Note 6)	
Invested in capital assets	31,105,563
Restricted for:	
Special Revenue Projects	4,372,337
Unrestricted	<u>2,762,845</u>
Total Net Assets	<u><u>\$38,240,745</u></u>

See accompanying notes to financial statements

TOWN OF PORTOLA VALLEY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2010

Functions/Programs	Program Revenues			Net (Expense) Revenue
	Operating Expenses	Charges for Services	Operating Grants and Contributions	
Governmental Activities:				
General government	\$2,639,615	\$471,731		\$38
Parks and recreation	267,548	154,997	\$265,000	
Town center facilities	326,339	286,981		156,130
Public safety	725,643		101,083	
Public works	418,721			176,400
Road impact fees	51,563	156,336		
Total governmental activities	<u>\$4,429,429</u>	<u>\$1,070,045</u>	<u>\$366,083</u>	<u>\$332,568</u>
General Revenues:				
Property Tax Revenues				1,771,411
Agency Revenues				539,024
Franchise Fees				225,498
Utility User Tax				723,214
Investment Earnings				47,527
Miscellaneous Revenue				22,990
Total general revenues				<u>3,329,664</u>
Change in net assets				668,931
Net Assets, beginning of year				<u>37,571,814</u>
Net Assets, end of year				<u>\$38,240,745</u>

See accompanying notes to financial statements

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FUND FINANCIAL STATEMENTS

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

TOWN OF PORTOLA VALLEY
GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2010

	General	Open Space Restricted	Road Impact Fees	Measure A
ASSETS				
Cash and investments (Note 2)	\$2,449,901	\$2,693,032	\$1,272,812	\$171,432
Restricted cash - customer deposits (Note 2)	492,970			
Accounts and interest receivable	437,089	21,643	1,622	19,245
Due from other funds (Note 4)	19,600			
Loans receivable (Note 5)	117,507			
Total Assets	\$3,517,067	\$2,714,675	\$1,274,434	\$190,677
LIABILITIES				
Accounts payable	\$170,037		\$492,103	\$177,750
Refundable deposits	492,970			
Due to other funds (Note 4)				
Total Liabilities	663,007		492,103	177,750
FUND BALANCES (Note 6)				
Reserved for:				
Loans receivable	117,507			
Open space		\$2,714,675		
Donated stock	319,000			
Unreserved, designated for:				
Open space	377,499			
Children's theater	2,660			
Historic museum fund	2,879			
Designated for other	100,000			
Unreserved, undesignated reported in:				
General fund	1,934,515			
Special revenue fund			782,331	12,927
Capital project fund				
Total Fund Balances	2,854,060	2,714,675	782,331	12,927
Total Liabilities and Fund Balances	\$3,517,067	\$2,714,675	\$1,274,434	\$190,677

See accompanying notes to financial statements

Other Governmental Funds	Total Governmental Funds
\$749,765	\$7,336,942
138,406	492,970
138,406	618,005
138,406	19,600
138,406	117,507
<u>\$888,171</u>	<u>\$8,585,024</u>
\$6,167	\$846,057
19,600	492,970
19,600	19,600
<u>25,767</u>	<u>1,358,627</u>
718,379	117,507
144,025	2,714,675
144,025	319,000
144,025	377,499
144,025	2,660
144,025	2,879
144,025	100,000
144,025	1,934,515
144,025	1,513,637
<u>144,025</u>	<u>144,025</u>
<u>862,404</u>	<u>7,226,397</u>
<u>\$888,171</u>	<u>\$8,585,024</u>

TOWN OF PORTOLA VALLEY
 RECONCILIATION OF THE
 GOVERNMENTAL FUNDS BALANCE SHEET
 TO THE
 STATEMENT OF NET ASSETS
 JUNE 30, 2010

Fund Balances - Total Governmental Funds		\$7,226,397
<p>Amounts reported for governmental activities in the statement of net assets are different because:</p>		
<p>Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds:</p>		
Governmental capital assets	\$32,955,707	
Less: accumulated depreciation	<u>(1,850,144)</u>	31,105,563
<p>Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds</p>		
Compensated absences	<u>(91,215)</u>	<u>(91,215)</u>
Net Assets of Governmental Activities		<u><u>\$38,240,745</u></u>

See accompanying notes to financial statements

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TOWN OF PORTOLA VALLEY
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2010

	General Fund	Open Space Restricted	Road Impact Fees	Measure A
REVENUES				
Taxes				
Property taxes	\$1,771,411			
Sales tax	97,825			\$189,937
Gas tax				
Business license tax and other taxes	97,756			
Total taxes	<u>1,966,992</u>			<u>189,937</u>
Agency revenues	18,975			
Grants				
Contributions	39,036	\$3,230		
Franchise fees	225,498			
Utility users tax	500,684	222,530		
Licenses and permits	370,561			
Service charges and fees	101,170		\$156,336	
Parks and recreation	345,485			
Investment and other revenues	250,347	17,345	8,267	740
Total Revenues	<u>3,818,748</u>	<u>243,105</u>	<u>164,603</u>	<u>190,677</u>
EXPENDITURES				
General government	2,636,141			
Parks and recreation	235,810			
Town center facilities	78,085			
Public safety	611,804			
Public works	2,858			
Road impact fees			51,563	
Capital improvement program	362,086		410,763	177,750
Total Expenditures	<u>3,926,784</u>		<u>462,326</u>	<u>177,750</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>(108,036)</u>	<u>243,105</u>	<u>(297,723)</u>	<u>12,927</u>
OTHER FINANCING SOURCES (USES)				
Transfers in (Note 4)		89,495		
Transfers (out) (Note 4)	(182,390)			
Total Other Financing Sources (Uses)	<u>(182,390)</u>	<u>89,495</u>		
NET CHANGE IN FUND BALANCES	<u>(290,426)</u>	<u>332,600</u>	<u>(297,723)</u>	<u>12,927</u>
FUND BALANCES, BEGINNING OF YEAR	<u>3,144,486</u>	<u>2,382,075</u>	<u>1,080,054</u>	
FUND BALANCES, END OF YEAR	<u>\$2,854,060</u>	<u>\$2,714,675</u>	<u>\$782,331</u>	<u>\$12,927</u>

See accompanying notes to financial statements

Other Governmental Funds	Total Governmental Funds
	\$1,771,411
\$9,742	297,504
124,789	124,789
	97,756
<u>134,531</u>	<u>2,291,460</u>
	18,975
277,483	277,483
	42,266
	225,498
	723,214
	370,561
	257,506
	345,485
<u>269,213</u>	<u>545,912</u>
<u>681,227</u>	<u>5,098,360</u>
	2,636,141
	235,810
	78,085
112,405	724,209
217,684	220,542
	51,563
<u>329,000</u>	<u>1,279,599</u>
<u>659,089</u>	<u>5,225,949</u>
<u>22,138</u>	<u>(127,589)</u>
92,895	182,390
	(182,390)
<u>92,895</u>	
<u>115,033</u>	<u>(127,589)</u>
<u>747,371</u>	<u>7,353,986</u>
<u><u>\$862,404</u></u>	<u><u>\$7,226,397</u></u>

TOWN OF PORTOLA VALLEY
RECONCILIATION OF THE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN THE FUND BALANCE OF GOVERNMENTAL FUNDS TO THE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2010

Net Change in Fund Balances - Total Governmental Funds		(\$127,589)
<p>Amounts reported for governmental activities in the statement of net assets are different because:</p> <p>Capital outlay is an expenditure in the government funds financial statement, but the cost of those assets is allocated over their estimated useful lives as depreciation expense in the statement of activities.</p>		
Capital outlay	\$1,279,599	
Depreciation expense	<u>(674,513)</u>	605,086
Net change in retention payable		191,707
Net change in compensated absences		<u>(273)</u>
Change in Net Assets of Governmental Activities		<u><u>\$668,931</u></u>

See accompanying notes to financial statements

AGENCY FUNDS

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

TOWN OF PORTOLA VALLEY
 AGENCY FUNDS
 STATEMENT OF AGENCY FUNDS NET ASSETS
 JUNE 30, 2010

	Agency Funds
ASSETS	
Cash and investments (Note 2)	\$220,976
Accounts and interest receivable	29,519
Total Assets	\$250,495
 LIABILITIES	
Deposits and accrued liabilities	\$250,495
Total Liabilities	\$250,495

See accompanying notes to financial statements

TOWN OF PORTOLA VALLEY
Notes to Basic Financial Statements
For the Year Ended June 30, 2010

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

A. Reporting Entity

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

B. Basis of Presentation

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

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

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

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

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

C. Major Funds

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

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

TOWN OF PORTOLA VALLEY
Notes to Basic Financial Statements
For the Year Ended June 30, 2010

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

Open Space Restricted Fund is a major fund of the Town. Through the years, residents and others have raised funds to preserve some 100 acres of open space within the Town's boundaries. Several fund-raising committees have worked at various times to achieve this goal, culminating in today's Open Space Acquisition Fund (PVOSAF). This fund, overseen by the Town Council, is composed of monies accrued from a special 2% utility tax approved by the voters in 1997, 2001, 2005, 2009 and from private donations. It can be used for the acquisition and support of open space within the Town. Private donations are generally in the form of tax-deductible checks or appreciated securities.

Road Impact Fees is used to account for the recovery of road repair costs from building permit applicants due to road wear and tear from construction vehicles. Collection of this fee was suspended in February 2010.

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

The Town also reports the following fund types:

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

D. Basis of Accounting

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

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

TOWN OF PORTOLA VALLEY
Notes to Basic Financial Statements
For the Year Ended June 30, 2010

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

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

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

E. Property Taxes

County tax assessments include secured and unsecured property taxes. Unsecured taxes are taxes on personal property. Tax assessments are secured by liens on the property being taxed.

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

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

F. Compensated Absences

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

The changes of the compensated absences are as follows:

Beginning balance	\$90,942
Additions	88,258
Payments	<u>(87,985)</u>
Ending balance	<u>\$91,215</u>

TOWN OF PORTOLA VALLEY
Notes to Basic Financial Statements
For the Year Ended June 30, 2010

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

For all governmental funds, amounts expected to be paid out of current financial resources are recorded as fund liabilities; the long-term portion is recorded in the Statement of Net Assets.

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

G. *Deferred Compensation Plan*

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

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

H. *Expenditures in Excess of Budget*

The funds below incurred expenditures in excess of their budgets in the amounts below for the year ended June 30, 2010:

General Fund	\$51,493
Gas Tax Special Revenue Fund	166,684.

NOTE 2 - CASH AND INVESTMENTS

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

A. *Policies*

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

TOWN OF PORTOLA VALLEY Notes to Basic Financial Statements For the Year Ended June 30, 2010
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NOTE 2 - CASH AND INVESTMENTS (Continued)
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The Town's investments are carried at fair value, as required by the generally accepted accounting principles. The Town adjusts the carrying value of its investments to reflect their fair value at each fiscal year end, and it includes the effects of these adjustments in income for that fiscal year.

B. Classification

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

Statement of Net Assets:	
Cash and Investments	\$7,336,942
Restricted cash and investments	492,970
Cash and investments of the Town	7,829,912
Cash and investments in Fiduciary Funds (separate statement)	220,976
Total cash and investments	\$8,050,888

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

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

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

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

D. Interest Rate Risk

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

TOWN OF PORTOLA VALLEY
Notes to Basic Financial Statements
For the Year Ended June 30, 2010

NOTE 2 - CASH AND INVESTMENTS (Continued)

Information on the fair values of the Town's cash and investments at June 30, 2010, is provided by the following table:

	Cash and Investments	Restricted Cash and Investments	Total
California Local Agency Investment Fund	\$6,925,482	\$492,970	\$7,418,452
Common stocks	319,000		319,000
Cash in Bank			
Checking Account	311,936		311,936
Cash on Hand	1,500		1,500
	<u>\$7,557,918</u>	<u>\$492,970</u>	<u>\$8,050,888</u>
Total cash and investments	<u>\$7,557,918</u>	<u>\$492,970</u>	<u>\$8,050,888</u>

As of June 30, 2010, the Town had recorded a total of \$319,000 of donated common stocks. The common stocks are traded over the counter. The value of the common stocks has been volatile with its price ranging from about \$2.11 per share to about \$6.07 per share over the last 52 weeks from October 2009 to October 2010. The Town receives monthly statements indicating the current value of the stocks and will attempt to liquidate when the stock reaches an appropriate value. At June 30, 2010, the Town has reserved fund balance for the amount of the donated common stock because the common stocks do not represent currently available, spendable resources.

The Town is a participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The Town reports its investment in LAIF at the fair value amount provided by LAIF. The balance is available for withdrawal on demand, and is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligation, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, and corporations. At June 30, 2010, these investments matured in an average of 203 days.

E. Credit Risk

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

TOWN OF PORTOLA VALLEY
Notes to Basic Financial Statements
For the Year Ended June 30, 2010

NOTE 3 - CAPITAL ASSETS

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

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

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

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

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

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

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

TOWN OF PORTOLA VALLEY Notes to Basic Financial Statements For the Year Ended June 30, 2010
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NOTE 3 - CAPITAL ASSETS (Continued)
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A. Capital Asset Additions and Retirements

Capital asset activity during the fiscal year ended June 30, 2010 was as follows:

	<u>Balance</u> <u>June 30, 2009</u>	<u>Additions</u>	<u>Balance</u> <u>June 30, 2010</u>
Governmental Activities			
Capital assets not being depreciated:			
Land	\$6,485,959		\$6,485,959
Total capital assets not being depreciated	6,485,959		6,485,959
Capital assets being depreciated:			
Infrastructure	2,884,984	\$1,007,918	3,892,902
Land improvements	2,569,058	58,087	2,627,145
Buildings and improvements	19,538,869	213,594	19,752,463
Equipment	197,238		197,238
Total capital assets being depreciated	25,190,149	1,279,599	26,469,748
Less accumulated depreciation for:			
Infrastructure	(461,551)	(198,179)	(659,730)
Land improvements	(381,323)	(72,984)	(454,307)
Buildings and improvements	(195,389)	(392,913)	(588,302)
Equipment	(137,368)	(10,437)	(147,805)
Total accumulated depreciation	(1,175,631)	(674,513)	(1,850,144)
Total depreciable assets, net	24,014,518	\$605,086	24,619,604
Capital assets, net	\$30,500,477		\$31,105,563

B. Depreciation Allocation

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

Governmental Activities	
General Government	\$3,201
Parks and Recreation	31,738
Town Center Facilities	439,961
Public Safety	1,434
Public Works	198,179
Total Governmental Activities	\$674,513

TOWN OF PORTOLA VALLEY
Notes to Basic Financial Statements
For the Year Ended June 30, 2010

NOTE 4 - INTERFUND TRANSACTIONS

A. Current Interfund Balances

Current interfund balances arise in the normal course of business and are expected to be repaid shortly after the end of the fiscal year. As of June 30, 2010, the Grants Special Revenue Fund owes the General Fund \$19,600.

B. Transfers

With Council approval, resources may be transferred from one Town fund to another. The purpose of the majority of transfers is to finance operations of the fund receiving the transfer. Less often, a transfer may be made to open or close a fund.

Transfers between individual funds during the fiscal year ended June 30, 2010 are shown below. These transfers were generally made to reimburse the receiving fund for expenditures made on behalf of the fund making the transfer.

<u>Fund Making Transfers</u>	<u>Fund Receiving Transfers</u>	<u>Amount</u>
General Fund	Open Space Restricted Special Revenue Fund	\$89,495 (A)
General Fund	Gas Tax Special Revenue Fund	<u>92,895 (B)</u>
		<u>\$182,390</u>

Purpose of transfer:

(A) General Fund transfer of revenue from the annual barbeque fundraising net proceeds

(B) Annual transfer from General Fund to Gas Tax Fund.

NOTE 5 – LOAN RECEIVABLE

In fiscal year 2007, the Town issued a loan to Wayside II Road Maintenance District for the amount of \$198,000 to maintain the private roads within the Wayside Road area of the Town. The loan was scheduled to be paid off before the end of fiscal year 2017. The District repays the Town on annual basis and the interest rate varies in each fiscal year based on quarterly LAIF statements. As of June 30, 2010, the remaining balance of the loan is \$117,507.

TOWN OF PORTOLA VALLEY Notes to Basic Financial Statements For the Year Ended June 30, 2010
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NOTE 6 – NET ASSETS AND FUND BALANCES
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A. Net Assets

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

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

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

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

B. Fund Balances, Reserves and Designations

Governmental fund balance is measured on the modified accrual basis and represents the net current assets of each fund. Net current assets generally represent a fund's cash and receivables, less its liabilities. Portions of a fund's balance may be reserved or designated for future expenditure.

Reserves are restrictions placed by outside entities, such as other governments, which restrict the expenditures of the reserved funds to the purpose intended by the entity which provided the funds. Reserves also reflect assets which are not spendable such as prepaids. The Town cannot modify or remove these restrictions or reserves.

Reserved for donated stock represents the portions of fund balance equivalent to the amount of donated stock that do not represent current available spendable resources, even though they are component of assets.

C. Fund Deficit

As of June 30, 2010 the following fund had a fund deficit, which is expected to be eliminated by future revenues:

Fund	Amount
Grants Special Revenue Fund	\$19,600

TOWN OF PORTOLA VALLEY
Notes to Basic Financial Statements
For the Year Ended June 30, 2010

NOTE 7 - PERS PENSION PLAN

CALPERS Miscellaneous Employees Plan

Substantially all Town employees are eligible to participate in the pension plan offered by California Public Employees Retirement System (CALPERS), an agent multiple employer defined benefit pension plan which acts as a common investment and administrative agent for its participating member employers. CALPERS provides retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. The Town's employees participate in the Miscellaneous Employee Plan. Benefit provisions under the Plan are established by State statute and Town resolution. Benefits are based on years of credited service, equal to one year of full time employment. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CALPERS; the Town must contribute these amounts. The Plan provisions and benefits in effect at June 30, 2010, are summarized as follows:

	<u>Miscellaneous</u>
Benefit vesting schedule	5 years service
Benefit payments	Monthly for life
Retirement age	55
Monthly benefits, as a % of annual salary	1.426% - 2.418%
Required employee contribution rates	7%
Required employer contribution rates	13.075%

The Town pays employee contributions as well as its own.

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

CALPERS uses the market related value method of valuing the Plan's assets. An investment rate of return of 7.75% is assumed, including inflation rate at 3.0%. Annual salary increases are assumed to vary by duration of service. Changes in liability due to plan amendments, changes in actuarial assumptions, or changes in actuarial methods are amortized as a level percentage of payroll on a closed basis over twenty years. Investment gains and losses are accumulated as they are realized and amortized over a rolling thirty year period.

TOWN OF PORTOLA VALLEY
Notes to Basic Financial Statements
For the Year Ended June 30, 2010

NOTE 7 - PERS PENSION PLAN (Continued)

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

Fiscal Year	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
2008	\$189,875	100%	\$0
2009	223,691	100%	\$0
2010	222,739	100%	\$0

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

State-wide Pool Miscellaneous Plan:

Actuarial						
Actuarial Valuation Date	Entry Age Accrued Liability	Value of Assets	Unfunded (Overfunded) Liability	Funded Ratio	Annual Covered Payroll	(Overfunded) Liability as % of Payroll
2006	\$2,754,396,608	\$2,492,226,176	\$262,170,432	90.5%	\$699,897,835	37.5%
2007	2,611,746,790	2,391,434,447	220,312,343	91.6%	665,522,859	33.1%
2008	2,780,280,768	2,547,323,278	232,957,490	91.6%	688,606,681	33.8%

The City's Miscellaneous Plan represents approximately 0.14%, 0.13%, 0.11% of the State-wide pool for the years ended June 30, 2008, 2007, 2006, respectively, based on covered payroll of \$950,809, \$859,938, and \$735,581 for those years.

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

NOTE 8 - RISK MANAGEMENT

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

A. Liability Coverage

ABAG Plan Corporation (ABAG Plan) covers general liability claims in an amount of \$5,000,000 per occurrence. The Town has a deductible or uninsured liability of up to \$25,000 per claim. Once the Town's deductible is met, the ABAG Plan becomes responsible for payment of all claims up to the limit. During the fiscal year ended June 30, 2010, the Town contributed \$33,325 for current year coverage.

TOWN OF PORTOLA VALLEY
Notes to Basic Financial Statements
For the Year Ended June 30, 2010

NOTE 8 RISK MANAGEMENT (Continued)

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

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

B. *Workers Compensation Coverage*

The State Compensation Insurance Fund covers workers compensation claims up to \$200,000 for each claim and has coverage above that limit to a maximum of \$1,000,000. The Town has no deductible for these claims. During the fiscal year ended June 30, 2010, the Town contributed \$30,436 for current year coverage.

C. *Liability for Uninsured Claims*

The Town has retained the risk for the deductible or uninsured portion of general liability claims. The Town's liability for uninsured claims at June 30, 2010 is believed by management to be nil based on the absence of any asserted claims.

NOTE 9 - JOINT POWERS AGREEMENT

A. *C/CAG*

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

C/CAG was established under a 1990 Joint Exercise of Powers Agreement between the Town, San Mateo County and a majority of cities within San Mateo County for the purpose of developing State mandated plans such as an integrated waste management plan. The Town makes annual nonrefundable contributions to C/CAG which are used along with other member contributions to finance C/CAG operations. Audited financial statements may be obtained from the Town of San Carlos, 666 Elm Street, San Carlos, CA, 94070. The Town's payments to C/CAG during the year totaled \$11,637. The Town's share of year-end assets, liabilities, or fund equity has not been calculated by C/CAG.

TOWN OF PORTOLA VALLEY
Notes to Basic Financial Statements
For the Year Ended June 30, 2010

NOTE 9 - JOINT POWERS AGREEMENT (Continued)

B. *San Mateo County Free Library Systems*

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

NOTE 10 - COMMITMENTS AND CONTINGENT LIABILITIES

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

MAJOR GOVERNMENTAL FUNDS

The funds described below were determined to be Major Funds by the Town in fiscal year 2010. Individual non-major funds may be found in the Supplemental section.

GENERAL FUND

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

OPEN SPACE RESTRICTED

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

ROAD IMPACT FEES

Accounts for the recovery of road repair costs from building permit applicants due to road wear and tear from construction vehicles.

MEASURE A FUNDS

Accounts for the half-cent County sales tax revenue restricted for the improvement of local transportation, including streets and roads.

TOWN OF PORTOLA VALLEY
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2010

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	Variance Positive (Negative)
REVENUES				
Taxes:				
Property taxes	\$1,814,650	\$1,814,650	\$1,771,411	(\$43,239)
Sales tax	158,700	158,700	97,825	(60,875)
Business license tax and other taxes	130,000	130,000	97,756	(32,244)
Total Taxes	<u>2,103,350</u>	<u>2,103,350</u>	<u>1,966,992</u>	<u>(136,358)</u>
Franchise fees	233,242	233,242	225,498	(7,744)
Utility users tax	555,810	555,810	500,684	(55,126)
Agency revenues	20,820	20,820	18,975	(1,845)
Contributions	103,000	103,000	39,036	(63,964)
Licenses and permits	276,317	276,317	370,561	94,244
Service charges and fees	55,970	55,970	101,170	45,200
Parks and recreation	311,000	311,000	345,485	34,485
Investment and other revenues	215,856	215,856	250,347	34,491
Total Revenues	<u>3,875,365</u>	<u>3,875,365</u>	<u>3,818,748</u>	<u>(56,617)</u>
EXPENDITURES				
General government	2,684,594	2,677,229	2,636,141	41,088
Parks and recreation	185,158	185,158	235,810	(50,652)
Town center facilities	96,000	103,365	78,085	25,280
Public safety	610,939	610,939	611,804	(865)
Public works	8,600	8,600	2,858	5,742
Capital improvement program	290,000	290,000	362,086	(72,086)
Total Expenditures	<u>3,875,291</u>	<u>3,875,291</u>	<u>3,926,784</u>	<u>(51,493)</u>
Excess (Deficiency) of Revenues Over Expenses	<u>74</u>	<u>74</u>	<u>(108,036)</u>	<u>(108,110)</u>
OTHER FINANCING SOURCES (USES)				
Transfers (out)			(182,390)	(182,390)
Total Other Financing Sources (Uses)			<u>(182,390)</u>	<u>(182,390)</u>
NET CHANGE IN FUND BALANCE	<u>\$74</u>	<u>\$74</u>	<u>(290,426)</u>	<u>(\$290,500)</u>
Fund balance at beginning of year			<u>3,144,486</u>	
Fund balance at end of year			<u>\$2,854,060</u>	

TOWN OF PORTOLA VALLEY
 OPEN SPACE RESTRICTED SPECIAL REVENUE FUND
 SCHEDULE OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 BUDGET AND ACTUAL
 FOR THE YEAR ENDED JUNE 30, 2010

	Original and Final Budget	Actual	Variance Positive (Negative)
REVENUES			
Utility users tax	\$246,568	\$222,530	(\$24,038)
Contribution	5,000	3,230	(1,770)
Investment and other revenues		<u>17,345</u>	<u>17,345</u>
Total Revenues	<u>251,568</u>	<u>243,105</u>	<u>(8,463)</u>
OTHER FINANCING SOURCES (USES)			
Transfers in		<u>89,495</u>	<u>89,495</u>
Total Other Financing Sources		<u>89,495</u>	<u>89,495</u>
Net change in fund balance	<u>\$251,568</u>	332,600	<u>\$81,032</u>
Fund balance at beginning of year		<u>2,382,075</u>	
Fund balance at end of year		<u>\$2,714,675</u>	

TOWN OF PORTOLA VALLEY
ROAD IMPACT FEES SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
REVENUES				
Service charges and fees	\$155,031	\$155,031	\$156,336	\$1,305
Investment and other revenues			<u>8,267</u>	<u>8,267</u>
Total Revenues	<u>155,031</u>	<u>155,031</u>	<u>164,603</u>	<u>9,572</u>
EXPENDITURES				
Road impact fees			51,563	(51,563)
Capital improvement program	<u>\$605,650</u>	<u>605,650</u>	<u>410,763</u>	<u>194,887</u>
Total Expenditures	<u>605,650</u>	<u>605,650</u>	<u>462,326</u>	<u>143,324</u>
Net change in fund balance	<u>(\$450,619)</u>	<u>(\$450,619)</u>	(297,723)	<u>\$152,896</u>
Fund balance at beginning of year			<u>1,080,054</u>	
Fund balance at end of year			<u>\$782,331</u>	

TOWN OF PORTOLA VALLEY
 MEASURE A SPECIAL REVENUE FUND
 SCHEDULE OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCES
 FOR THE FISCAL YEAR ENDED JUNE 30, 2010

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
REVENUES				
Sales tax	\$177,750	\$177,750	\$189,937	\$12,187
Investment and other revenue			740	740
Total Revenues	<u>177,750</u>	<u>177,750</u>	<u>190,677</u>	<u>12,927</u>
EXPENDITURES				
Capital improvement program	<u>\$177,750</u>	<u>177,750</u>	<u>177,750</u>	
Total Expenditures	<u>177,750</u>	<u>177,750</u>	<u>177,750</u>	
Net change in fund balance			<u>12,927</u>	<u>\$12,927</u>
Fund balance at beginning of year				
Fund balance at end of year			<u>\$12,927</u>	

<p style="text-align: center;">TOWN OF PORTOLA VALLEY Notes to Required Supplementary Information</p>

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

1. The Town Manager submits a proposed budget to the Finance Committee for review and approval.
2. The Town Manager then submits to the Town Council a recommended draft budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them.
3. The Town Council reviews the proposed budget at one of its regularly scheduled meetings which is open to the public. The Council also conducts a public hearing on the proposed budget to obtain comments from interested persons.
4. Prior to July 1, the budget is adopted through the passage of a resolution. All appropriations lapse at year end.
5. From the effective date of the budget, which is adopted and controlled by the Town Manager at the fund level, the amounts stated therein as proposed expenditures become appropriations to the various Town activities. The Town Council may amend the budget by resolution during the fiscal year.
6. Capital Projects Funds are budgeted on a project length basis.

NON-MAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS:**PUBLIC SAFETY**

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

GAS TAX

Accounts for maintenance and repair for streets.

PUBLIC SAFETY COPS (Citizens' Options for Public Safety)

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

LIBRARY FUND

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

CAPITAL PROJECTS FUNDS:**PARK-IN-LIEU**

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

INCLUSIONARY-IN-LIEU

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

GRANTS

Accounts for grant activities.

TOWN OF PORTOLA VALLEY
NON-MAJOR GOVERNMENTAL FUNDS
COMBINING BALANCE SHEETS
JUNE 30, 2010

	Special Revenue Funds			
	Public Safety	Gas Tax	Public Safety COPS	Library Fund
ASSETS				
Cash and investments	\$148,025	128,334	\$28,899	\$281,112
Accounts and interest receivable	982	11,833	9,965	115,396
Total Assets	<u>\$149,007</u>	<u>\$140,167</u>	<u>\$38,864</u>	<u>\$396,508</u>
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Accounts payable		\$6,167		
Due to other funds				
Total Liabilities		<u>6,167</u>		
FUND BALANCES				
Unreserved, undesignated	<u>\$149,007</u>	<u>134,000</u>	<u>\$38,864</u>	<u>\$396,508</u>
Total Liabilities and Fund Balances	<u>\$149,007</u>	<u>\$140,167</u>	<u>\$38,864</u>	<u>\$396,508</u>

Capital Projects Funds			
Park In-Lieu	Inclusionary In-Lieu	Grants	Totals
\$6,160	\$157,235		\$749,765
9	221		138,406
<u>\$6,169</u>	<u>\$157,456</u>		<u>888,171</u>
		\$19,600	\$6,167
			19,600
		19,600	25,767
<u>\$6,169</u>	<u>\$157,456</u>	<u>(\$19,600)</u>	<u>862,404</u>
<u>\$6,169</u>	<u>\$157,456</u>		<u>\$888,171</u>

TOWN OF PORTOLA VALLEY
NON-MAJOR GOVERNMENTAL FUNDS
COMBINING STATEMENTS OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

	Special Revenue Funds			
	Public Safety	Gas Tax	Public Safety COPS	Library Fund
REVENUES				
Taxes				
Sales tax	\$9,742			
Gas tax		\$124,789		
Total taxes	9,742	124,789		
Agency revenue				
Grants			\$101,083	
Investment and other revenues	1,075		59	\$266,948
Total Revenues	10,817	124,789	101,142	266,948
EXPENDITURES				
General Government				
Public safety	13,269		99,136	
Public works		217,684		
Capital improvement program		133,000		
Total Expenditures	13,269	350,684	99,136	
Excess (Deficiency) of Revenues Over Expenses	(2,452)	(225,895)	2,006	266,948
OTHER FINANCING SOURCES				
Transfers in		92,895		
Total Other Financing Sources (Uses)		92,895		
Net change in fund balances	(2,452)	(133,000)	2,006	266,948
Fund balances at beginning of year	151,459	267,000	36,858	129,560
Fund balances at end of year	\$149,007	\$134,000	\$38,864	\$396,508

Capital Projects Funds			
Park In-Lieu	Inclusionary In-Lieu	Grants	Totals
			\$9,742
			124,789
			\$134,531
		\$176,400	277,483
\$42	\$1,089		269,213
42	1,089	176,400	681,227
			112,405
			217,684
		196,000	329,000
		196,000	659,089
42	1,089	(19,600)	22,138
			92,895
			92,895
42	1,089	(19,600)	115,033
6,127	156,367		747,371
\$6,169	\$157,456	(\$19,600)	\$862,404

TOWN OF PORTOLA VALLEY
NON-MAJOR GOVERNMENTAL FUNDS
COMBINING STATEMENTS OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

	PUBLIC SAFETY			GAS TAX		
	Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)
REVENUES						
Taxes						
Sales tax	\$10,600	\$9,742	(\$858)			
Gas tax				\$90,205	\$124,789	\$34,584
Total taxes	10,600	9,742	(858)	90,205	124,789	34,584
Agency revenue						
Grants						
Investment and other revenues		1,075	1,075			
Total Revenues	10,600	10,817	217	90,205	124,789	34,584
EXPENDITURES						
Public safety	13,270	13,269	1			
Public works				184,000	217,684	(33,684)
Capital improvement program					133,000	(133,000)
Total Expenditures	13,270	13,269	1	184,000	350,684	(166,684)
Excess (Deficiency) of Revenues Over Expenses	(2,670)	(2,452)	216	(93,795)	(225,895)	201,268
OTHER FINANCING SOURCES						
Transfers in					92,895	
Total Other Financing Sources					92,895	
Net change in fund balances	<u>(\$2,670)</u>	<u>(2,452)</u>	<u>\$216</u>	<u>(\$93,795)</u>	<u>(133,000)</u>	<u>\$201,268</u>
Fund balances, beginning of Year		151,459			267,000	
Fund balances, end of Year		<u>\$149,007</u>			<u>\$134,000</u>	

PUBLIC SAFETY COPS			LIBRARY FUND			GRANTS		
Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)
\$100,000	\$101,083 59	\$1,083 59	\$168,000	\$266,948	\$98,948	\$196,000	\$176,400	(\$19,600)
100,000	101,142	1,142	168,000	266,948	98,948	196,000	176,400	(19,600)
100,000	99,136	864				196,000	196,000	
100,000	99,136	864				196,000	196,000	
	2,006	278	168,000	266,948	98,948		(19,600)	(19,600)
	2,006	\$278	\$168,000	266,948	\$98,948		(19,600)	(\$19,600)
	36,858			129,560				
	\$38,864			\$396,508			(\$19,600)	

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AGENCY FUNDS

Agency Funds are presented separately from the Government-wide and Fund financial statements.

Agency Funds account for assets held by the Town as agent for individuals, governmental entities, and non-public organizations.

MAINTENANCE DISTRICTS

Accounts for all revenues and expenditures related to the maintenance districts.

PORTOLA VALLEY COMMUNITY FUND

This is a restricted fund for the sole purpose of receipt and expenditure of funds from the Portola Valley Community Fund, via the Peninsula Community Foundation (PVCF). Funds can only be spent for the fundraising expenses of the PVCF and the design, development and construction costs of the Town Center Project.

TOWN OF PORTOLA VALLEY
AGENCY FUNDS
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

	Balance June 30, 2009	Additions	Deductions	Balance June 30, 2010
<u>Maintenance Districts</u>				
<u>Assets</u>				
Cash and investments	\$275,902	\$85,870	\$114,085	\$247,687
Accounts and interest receivable	3,772		964	2,808
Total assets	<u>\$279,674</u>	<u>\$85,870</u>	<u>\$115,049</u>	<u>\$250,495</u>
<u>Liabilities</u>				
Deposits and other liabilities	<u>\$279,674</u>	<u>\$85,870</u>	<u>\$115,049</u>	<u>\$250,495</u>
<u>Portola Valley Community Fund</u>				
<u>Assets</u>				
Cash and investments	\$155,191		\$181,902	(\$26,711)
Accounts receivable		\$26,711		26,711
Total assets	<u>\$155,191</u>	<u>\$26,711</u>	<u>\$181,902</u>	
<u>Liabilities</u>				
Deposits and other liabilities	<u>\$155,191</u>		<u>\$155,191</u>	
Total liabilities	<u>\$155,191</u>		<u>\$155,191</u>	
<u>Total Agency Funds</u>				
<u>Assets</u>				
Cash and investments	\$431,093	\$85,870	\$295,987	\$220,976
Accounts and interest receivable	3,772	26,711	964	29,519
Total assets	<u>\$434,865</u>	<u>\$112,581</u>	<u>\$296,951</u>	<u>\$250,495</u>
<u>Liabilities</u>				
Deposits and other liabilities	<u>\$434,865</u>	<u>\$85,870</u>	<u>\$270,240</u>	<u>\$250,495</u>

**TOWN OF PORTOLA VALLEY
MEMORANDUM ON INTERNAL CONTROL
AND
REQUIRED COMMUNICATIONS

FOR THE YEAR ENDED
JUNE 30, 2010**

**TOWN OF PORTOLA VALLEY
MEMORANDUM ON INTERNAL CONTROL
AND
REQUIRED COMMUNICATIONS**

For the Year Ended June 30, 2010

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ACCOUNTANCY CORPORATION
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maze@mazeassociates.com
www.mazeassociates.com

MEMORANDUM ON INTERNAL CONTROL

October 15, 2010

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

We have audited the financial statements of the Town of Portola Valley for the year ended June 30, 2010, and have issued our report thereon dated October 15, 2010. In planning and performing our audit of the financial statements of the Town of Portola Valley as of and for the year ended June 30, 2010, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented, or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

The Town's written responses included in this report have not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of management, Town Council, others within the organization, and agencies and pass-through entities requiring compliance with generally accepted government auditing standards, and is not intended to be and should not be used by anyone other than these specified parties.

Maze & Associates

**TOWN OF PORTOLA VALLEY
SCHEDULE OF OTHER MATTERS**

2010-01: Donated Common Stocks Volatility and Monitoring

As of June 30, 2010, the Town had recorded a total of \$319,000 of donated common stocks. This is an OTC (Over the Counter) stock. OTC refers to stocks that are not traded on registered exchanges. Many OTC stocks are traded through the National Association of Securities Dealers Automated Quotations (NASDAQ), National Market System (NMS), OTCBB (Bulletin Board) or Pink Sheets. According to the OTC Bulletin Board Market, the value of the common stocks has been volatile with its price ranging from about \$2.11 per share to about \$6.07 per share over the 52 weeks from October 2009 to October 2010. The Town receives monthly statements indicating the current value of the stocks and will attempt to liquidate when the stock reaches an appropriate value. We encourage the Town to continue closely monitoring the value of the stocks and take the appropriate actions accordingly.

Management Response:

The Town receives monthly statements including the current value of the stocks and will attempt to liquidate when the stock reaches an appropriate value.

2010-02: Upcoming GASB Statement No. 54: Fund Balance Reporting and Governmental Fund Type Definitions (Effective for fiscal 2010/11)

This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

The initial distinction that is made in reporting fund balance information is identifying amounts that are considered **nonspendable**, such as fund balance associated with inventories. This Statement also provides for additional classification as **restricted, committed, assigned, and unassigned** based on the relative strength of the constraints that control how specific amounts can be spent.

The **restricted** fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

The **committed** fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Amounts in the **assigned** fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds *other than the general fund*, assigned fund balance represents the remaining amount that is not restricted or committed.

Unassigned fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. *In other funds*, the unassigned classification should be *used only to report a deficit balance* resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned. Governments are required to disclose information about the processes through which constraints are imposed on amounts in the committed and assigned classifications.

**TOWN OF PORTOLA VALLEY
SCHEDULE OF OTHER MATTERS**

Disclosure of the policies in the notes to the financial statements is required.

This Statement also provides guidance for classifying stabilization amounts on the face of the balance sheet and requires disclosure of certain information about stabilization arrangements in the notes to the financial statements.

The definitions of the general fund, special revenue fund type, capital projects fund type, debt service fund type, and permanent fund type are clarified by the provisions in this Statement. Interpretations of certain terms within the definition of the special revenue fund type have been provided and, for some governments, those interpretations may affect the activities they choose to report in those funds. The capital projects fund type definition also was clarified for better alignment with the needs of preparers and users. Definitions of other governmental fund types also have been modified for clarity and consistency.

Management Response:

Staff will work with the auditors to assure the Town's compliance to GASB 54 effective for the fiscal year ending 6/30/2011.

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REQUIRED COMMUNICATIONS

October 15, 2010

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

We have audited the financial statements of the Town of Portola Valley as of and for the year ended June 30, 2010 and have issued our report thereon dated October 15, 2010. Professional standards require that we advise you of the following matters relating to our audit.

Financial Statement Audit Assurance: Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit in accordance with generally accepted auditing standards does not provide absolute assurance about, or guarantee the accuracy of, the financial statements. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is an inherent risk that material errors, fraud, or illegal acts may exist and not be detected by us.

Other Information Included with the Audited Financial Statements: Pursuant to professional standards, our responsibility as auditors for other information in documents containing the Town's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. Our responsibility also includes communicating to you any information that we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements. This other information and the extent of our procedures are explained in our audit report.

Accounting Policies: Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Town is included in Note 1 to the financial statements. There have been no initial selections of accounting policies and no changes in significant accounting policies or their application during fiscal 2010.

Unusual Transactions, Controversial or Emerging Areas: No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus. There have been no initial selections of accounting policies and no changes in significant accounting policies or their application during fiscal 2010.

Estimates: Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. The most sensitive accounting estimates affecting the financial statements are common stocks (investments) fair value, depreciation and compensated absences.

- As of June 30, 2010, the Town had recorded a total of \$319,000 of donated common stocks as measured by fair value at that date. The common stocks are traded over the counter. The value of the common stocks has been volatile with its price ranging from about \$2.11 per share to about \$6.07 per share over the 52 weeks from October 2009 to October 2010.
- Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 3 to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.
- Accrued compensated absences are estimated using accumulated unpaid leave hours and hourly pay rates in effect at the end of the fiscal year as disclosed in Note 1F to the Financial Statements. We evaluated the key factors and assumptions used to develop the accrued compensated absences and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Disagreements with Management: For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the Town's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Retention Issues: We did not discuss any major issues with management regarding the application of accounting principles and auditing standards that resulted in a condition to our retention as the Town's auditors.

Difficulties: We encountered no serious difficulties in dealing with management relating to the performance of the audit.

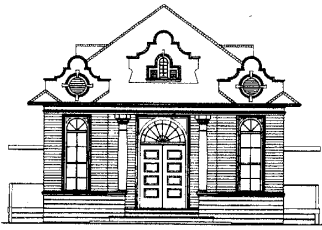
Audit Adjustments: For purposes of this communication, professional standards define an audit adjustment, whether or not recorded by the Town, as a proposed correction of the financial statements that, in our judgment, may not have been detected except through the audit procedures performed. These adjustments may include those proposed by us but not recorded by the Town that could potentially cause future financial statements to be materially misstated, even though we have concluded that the adjustments are not material to the current financial statements.

We did not propose any audit adjustments that, in our judgment, could have a significant effect, either individually or in the aggregate, on the Town's financial reporting process.

Uncorrected Misstatements: Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the audit committee.

This report is intended solely for the information and use of the Town Council, its committees, and management and is not intended to be and should not be used by anyone other than these specified parties.

Maze & Associates



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Council

FROM: Janet McDougall, Assistant Town Manager

DATE: January 6, 2011

RE: **Ford Field Refurbishment Project - Discussion of Project Scope – Consideration of Granting Non-conforming (“Grandfathered”) Status for Batting Cage Relative to Creek Setback Ordinance**

Recommended Action:

Following discussion, grant non-conforming (“grandfathered”) status for the batting cage relative to the Creek setback ordinance.

Issue Statement and Discussion:

At its December 8, 2010 meeting, the Town Council authorized staff to seek proposals from qualified firms to complete plans for the Ford Field refurbishment plan. Town staff immediately began a solicitation process and obtained proposals from three firms. At the same time, staff engaged the services of Lea & Braze to complete a topographical survey of the area for use in the project design/approval process. The survey carries a cost of \$4,200, and will be reimbursed through a grant from the Association of Bay Area Governments (ABAG).

On November 22, a special joint meeting of the ASCC and Planning Commission was conducted at the site to provide Commissioners an opportunity to view existing conditions, discuss the conceptual refurbishment plan, and provide preliminary input into the initial design process. One issue that was foremost on the minds of the participants was compliance with the Town’s creek setback ordinance that was adopted in 2007.

Staff had been operating under the assumption that the existing batting cage would be viewed as a non-conforming structure in its current location and would therefore be “grandfathered”, particularly since the footprint will not be expanded and the anticipated height reduction of the structure will enhance visual conditions on the site. In addition, there are two existing storage units that encroach into the creek setback to a greater degree than the batting cage (photo attached as Exhibit “A”). This storage will be relocated and/or removed, resulting in creation of approximately eight feet of additional setback over the existing condition.

Ford Field Batting Cage Status
Page 2 of 2
January 12, 2011


Upon reflecting upon the discussion at the special ASCC/Planning Commission site visit, staff determined that prior to engaging a design firm, the status of the batting cage must ultimately be determined.

On January 6, Leslie Lambert and Janet McDougall met with Jeff Aalfs and Jeff Clark, who were appointed by the ASCC to serve as a sub-committee to assist in advancing the project. The consensus reached at the meeting was that every effort should be made to honor the requirements of the creek setback ordinance, but that if the batting cage ultimately does encroach into the setback, it should be deemed non-conforming, but grandfathered, with the encroachment being as minimal as possible. To strictly enforce the creek setback ordinance could ultimately result in an inferior field design that would diminish the experience of teams using the facility.

In light of the extreme constraints present on the site, the consensus of the ASCC subcommittee, and the overall improvements to the site that will be achieved as a result of the refurbishment, staff is requesting the Town Council deem the existing batting cage a legal, non-conforming structure.

Staff plans to place consideration of an agreement for design services on the January 26, 2011 Council agenda for your consideration.

Approved:



Angela Howard, Town Manager

Attachment – Photo of Storage Units



#9

There are no written materials for this item.

TOWN COUNCIL WEEKLY DIGEST

Friday – December 10, 2010

-
- ☐ 1. E-mail to Town Council from Kevin Rarick expressing opposition to the Cargill/DMB baylands development – December 8, 2010
 - ☐ 2. E-mail to Town Council from Carol Kornfeld expressing opposition to the Cargill/DMB baylands development – December 10, 2010
 - ☐ 3. E-mail to Town Council from Deborah Beale expressing opposition to the Cargill/DMB baylands development – December 8, 2010
 - ☐ 4. E-mail to Town Council from Jen Pleasants expressing opposition to the Cargill/DMB baylands development – December 9, 2010
 - ☐ 5. Letter to David Rock from Michele Steinberg expressing congratulations for achieving Firewise Communities/USA recognition status – December 2, 2010
 - ☐ 6. Issued Building Permit Activity: November 2010
 - ☐ 7. San Mateo County Sheriff's Office Town of Portola Valley Crime Activity Report for July through September, 2010
 - ☐ 8. Notice of the Reorganization of the City of San Mateo's City Council – December 7, 2010
 - ☐ 9. Notice of the Reorganization of the City of East Palo Alto's City Council – December 8, 2010
 - ☐ 10. Notice of the Reorganization of the City of Millbrae's City Council – December 8, 2010
 - ☐ 11. Notice of the Reorganization of Daly City's City Council – December 7, 2010
 - ☐ 12. Notice of Cancellation of the Trails and Paths Committee Meeting scheduled for Tuesday, December 14, 2010
 - ☐ 13. Agenda – Special ASCC Field Meeting – Monday, December 13, 2010
 - ☐ 14. Agenda – Finance Committee Meeting – Tuesday, December 14, 2010
 - ☐ 15. Agenda – Regular Planning Commission Meeting – Wednesday, December 15, 2010
 - ☐ 16. Action Agenda – Regular Town Council Meeting – Wednesday, December 8, 2010

Attached Separates (Council Only)

- ☐ 1. Information from HEART of San Mateo County – December 1, 2010
- ☐ 2. Ombudsman Services of San Mateo County, Inc.'s "Ombuddy Review" – November 2010
- ☐ 3. Estuary News – December 2010

Michele Arana

From: Angela Howard
Sent: Wednesday, December 08, 2010 11:57 AM
To: Michele Arana
Subject: FW: Don't Pave Our Bay

For digest if Sharon has not already sent. Thanks

From: Kevin Rarick [mailto:kevin_rarick@yahoo.com]
Sent: Wednesday, December 08, 2010 11:19 AM
To: Steve Toben; Ted Driscoll; Maryann Derwin; John Richards; Ann Wengert
Cc: Angela Howard; jon3silver@yahoo.com
Subject: Don't Pave Our Bay

To Portola Valley Town Council Members :

First and foremost, thank you for taking responsible action after hearing from concerned citizens four weeks ago at the Council's November 10th meeting urging a strong stand against the Cargill/DMB baylands development.

I'm emailing you today to ask you to stand-fast and to follow through on the important action you have embarked on. I encourage you now to adopt the proposed resolution strongly opposing the misguided Cargill/DMB baylands development.

I can add nothing more to the overwhelming facts and information already presented which clearly show this as a hugely misguided project serving the interests of large out of state developers.

Sincerely,

Kevin Rarick
kevin_rarick@yahoo.com
mobile : +1.650.739.5289

Bay land development in Redwood City

Carol Kornfeld [capekorn@sbcglobal.net]

Sent: Friday, December 10, 2010 9:10 AM

To: TownCenter

I am opposed to any commercial development in the Bay lands(salt ponds) as proposed by the Cargill corporation. I support your opposition to this project which would have an enormous effect on the local environment. Please continue to oppose this project and protect the Bay lands!!

Carol Kornfeld

3

From: Angela Howard
Sent: Wednesday, December 08, 2010 12:42 PM
To: Sharon Hanlon; Michele Arana
Subject: FW: Cargill/DMB baylands development

for digest

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

From: Deborah Beale [<mailto:deborah.shazam@batnet.com>]
Sent: Wednesday, December 08, 2010 12:34 PM
To: Steve Toben; Ted Driscoll; Maryann Derwin; John Richards; Ann Wengert
Cc: Angela Howard
Subject: Cargill/DMB baylands development

Dear Councilmembers

I am writing to express my and my family's strong opposition to the proposed development. The destruction of baylands throughout the world is one piece of eco-disaster, but it is especially impactful for Californians. Baylands are vital to the health of shoreline lands. I write not as an expert, but as someone who grieves each little local step towards eco-disaster.

Please don't let this happen by omission, as Woodside Council seems to be moving to do. We should be stronger and better than that.

Sincerely, a very concerned resident

2085 Portola Rd
Woodside

4

Michele Arana

From: Angela Howard
Sent: Thursday, December 09, 2010 9:28 AM
To: Michele Arana
Subject: FW: tonights meeting

For the digest

From: Jen Pleasants [<mailto:jenpleasants@me.com>]
Sent: Wednesday, December 08, 2010 6:09 PM
To: Steve Toben; Ted Driscoll; Maryann Derwin; John Richards; Ann Wengert
Cc: Jon Silver; Angela Howard
Subject: tonights meeting

i know you all are getting ready to go to the town council meeting tonight to discuss Redwood City's further pursuit of Cargill/DMB's baylands development.

i am begging you to use your power to protect our baylands for our children's future. you all have the power to make change for the better. you all have the power to give the best holiday gift not only to our children, and to our community but to our earth. please consider taking the strongest action possible to oppose this development.

thank you in advance for all that you do to make the world a better place!!

xo jen pleasants
portola valley resident and mother of three

5



1 Batterymarch Park, Quincy, Massachusetts 02169-7471
 Phone: 617-770-3000 • Fax: 617-984-7056 • www.firewise.org

December 2, 2010



FWC/USA ID#: 00781

David Rock
 4 Franciscan Ridge
 Portola Valley,, CA 94028

Dear Mr. Rock:

Congratulations on achieving Firewise Communities/USA recognition status! It is with great pleasure that I welcome Portola Valley Ranch to the growing assembly of communities working to become safer from wildland fire hazards.

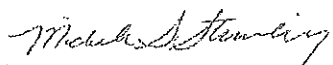
The national Firewise program will be providing you information and support as you continue maturing as a Firewise community. I am pleased to provide you with a Firewise Communities/USA Media Toolkit. The enclosed folder contains sample press releases, program fact sheets, media tips, a CD-Rom with electronic versions of all the materials and the Firewise Communities/USA logo artwork. You'll be receiving additional materials soon, including two Firewise Communities/USA signs, constructed for outdoor use, to be placed at the entries to your community. You'll find enclosed two 2010 decals that can be affixed to these signs. Each year when you renew your status, you will receive decals for that year.

Your hard work is already improving wildfire safety in Portola Valley Ranch. If you are seeking assistance to do more, your recognition status can help. Recognized Firewise Communities/USA sites get priority status in consideration for the Federal Emergency Management Agency's pre-disaster mitigation planning and project grants. Please note your identification number as shown in the upper right corner of this letter. This identifies Portola Valley Ranch as a unique participant in the recognition program.

I'd like to invite you to post information about your community to the Firewise website at MyFirewise (<http://network.firewise.org/>). It takes just a few minutes to sign up, create your profile, and share photos and messages with other MyFirewise members. To post your story and several photos in our Community Stories area on the main website, please contact Cheryl Blake for assistance at (617) 984-7444 or cblake@nfpa.org.

*Congratulations!
 PV Ranch*

My staff and I look forward to working with you. Please feel free to contact us should you need any type of information or assistance. Again, congratulations on your work to achieve national recognition status.

A handwritten signature in cursive script, appearing to read "Michele Steinberg".

Michele Steinberg
Project Manager, Firewise Communities

cc: Phyllis Banducci, Firewise Liaison
Del Walters, State Forester

Town of Portola Valley

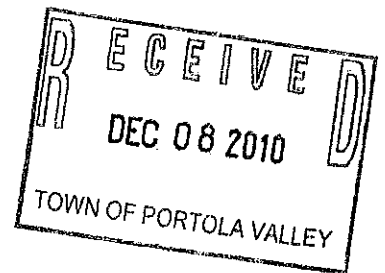
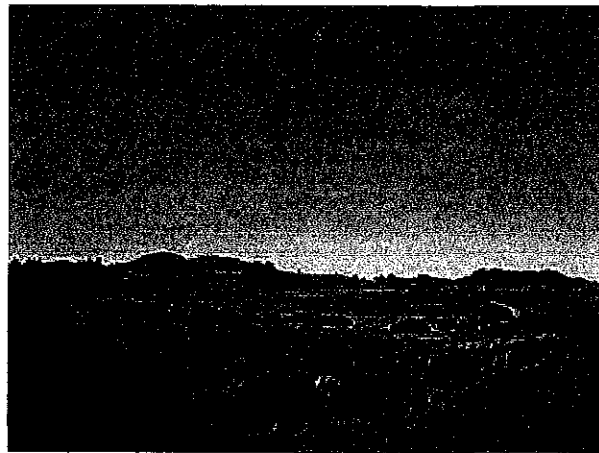
Issued Building Permit Activity: November 2010

	Permits This Month	Permits FY 10-11 To Date	Total Valuation This Month	Total Valuation FY 10-11 To Date	Application Fees Collected This Month	Application Fees FY 10-11 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 10-11 To Date	Total Fees Collected FY 10-11	Total Fees Collected FY 09-10
New Residence	2	4	3,196,000	5,952,750	15,582.90	29,563.45	10,128.57	19,215.93	48,779.38	48,900.56
Commercial/Other	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Additions	2	8	286,300	1,911,887	2,446.70	15,735.15	1,590.36	8,998.71	24,733.86	16,441.53
Second Units	2	4	423,000	739,000	3,236.30	5,873.40	2,103.60	3,817.72	9,691.12	0.00
Remodels	1	19	68,500	1,496,070	776.75	14,088.95	504.89	9,157.84	23,246.79	12,962.90
Pools	0	7	0	641,400	0.00	5,855.70	0.00	4,131.71	9,987.41	1,639.69
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	0	2	0	7,000	0.00	180.50	0.00	72.31	252.81	0.00
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	2	5	0	0	200.00	500.00	0.00	0.00	500.00	200.00
Other	8	76	423,100	2,157,178	4,125.00	22,920.10	2,109.91	5,249.84	28,169.94	42,499.07
	17	125	4,396,900	12,905,285	26,367.65	94,717.25	16,437.33	50,644.06	145,361.31	122,643.75
Electrical	11	52	0	0	1,010.51	3,803.32	0.00	0.00	3,803.32	3,629.56
Plumbing	9	41	0	0	809.60	3,566.80	0.00	0.00	3,566.80	2,982.80
Mechanical	10	27	0	0	805.60	2,531.05	0.00	0.00	2,531.05	2,466.80
Total Permits	47	245	4,396,900	12,905,285	28,993.36	104,618.42	16,437.33	50,644.06	155,262.48	131,722.91

San Mateo County Sheriff's Office

Town of Portola Valley

Crime Activity Report



Quarterly Summary

July - September, 2010

Greg Munks
Sheriff

San Mateo County Sheriff's Office

Crime Activities Town of Portola Valley

Quarterly Summary

July - September, 2010

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Quarterly Comparisons

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Crime Related Activities.....	1
Traffic Related Activities	2
Citations Issued	2
Summary of Quarterly Crime Statistics.....	3-9

San Mateo County Sheriff's Office

Crime Activities Town of Portola Valley

Quarterly Comparison for Year of 2010

Total dispatched and self-initiated activities:

	<i>1st Quarter</i> <i>Jan. - March</i>	<i>2nd Quarter</i> <i>April - June</i>	<i>3rd Quarter</i> <i>July - Sept.</i>	<i>4th Quarter</i> <i>Oct. - Dec.</i>	<i>Total</i> <i>Year to Date</i>
Activities	986	702	432		2,120

Crime related - reported and self-initiated activities:

<i>Type</i>	<i>1st Quarter</i> <i>Jan. - March</i>	<i>2nd Quarter</i> <i>April - June</i>	<i>3rd Quarter</i> <i>July - Sept.</i>	<i>4th Quarter</i> <i>Oct. - Dec.</i>	<i>Total</i> <i>Year to Date</i>
Homicide	0	0	0		0
Rape	0	0	0		0
Robbery	0	0	0		0
Assault	0	1	0		1
Burglary - Other*	1	0	1		2
Burglary - Auto	0	2	1		3
Theft	2	0	2		4
Auto Theft	0	0	0		0
Arson	0	0	0		0
Kidnap	0	0	0		0
Missing Person or Runaway	1	3	0		4
Firearm Discharge	0	3	3		6
Suspicious Circumstance**	49	37	24		110
Disturbances (F/N)***	6	7	9		22
Drug Activities	0	1	0		1
Vandalism	1	0	0		1
Intoxicated Person	0	0	0		0
Alarm Commercial	13	4	2		19
Alarm Other	88	100	46		234
Emergency Medical	7	3	3		13
Domestic Violence	1	1	0		2
Total Crime Activities	169	162	91		422

* Commercial / Residential

** Includes suspicious persons and vehicles

*** (F) Family / (N) Neighbor

San Mateo County Sheriff's Office

Crime Activities Town of Portola Valley

Quarterly Comparison for Year of 2010

Traffic related - reported and self-initiated activities:

<i>Type</i>	<i>1st Quarter Jan. - March</i>	<i>2nd Quarter April - June</i>	<i>3rd Quarter July - Sept.</i>	<i>4th Quarter Oct. - Dec.</i>	<i>Total Year to Date</i>
Enforcement Stops	382	194	146		722
Drunk Driving	4	5	0		9
Abandoned Vehicles	0	0	0		0
Vehicles Towed	0	0	0		0
Traffic Investigation*	31	30	15		76
Accidents -Total	6	4	6		16
Property	5	4	3		12
Injury	1	0	3		4
Total Traffic Activities	423	233	167		823

* Includes investigation of speeding vehicles, reckless drivers, parking violations, traffic hazards, traffic controls, etc.

Citations Issued:

<i>Type</i>	<i>1st Quarter Jan. - March</i>	<i>2nd Quarter April - June</i>	<i>3rd Quarter July - Sept.</i>	<i>4th Quarter Oct. - Dec.</i>	<i>Total Year to Date</i>
Citations Issued - Moving	356	201	203		760
Citations Issued - Parking	16	13	0		29
Citations Issued - Bicycles	55	51	93		199
Total Traffic Citations	427	265	296		988

SUMMARY OF PORTOLA VALLEY CRIME STATISTICS

July – September, 2010

<u>DATE</u>	<u>CRIME</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
07/03/10	Theft #10-3672	4400 Blk. Alpine Rd.	An unknown suspect stole the victim's purse from a shopping cart at the Robert's Market in the Town of Portola Valley. The purse contained a wallet, 1 credit card and 1 ATM/check card, \$80.00 in cash, as well as a cell phone that had not been used for quite some time. Deputies spoke to clerks in the market and reviewed video surveillance, but did not locate any suspect information or investigative leads. Deputies checked the interior of the store, as well as the property around the market but did not locate the purse. Within one hour of reporting the theft, the purse was found in the Ladera Shopping Center on Alpine Road. All of the items in the purse were accounted for except \$80.00 in cash. There are no suspect leads or further information at this time.
07/03/10	Accident w/ Injuries #10-3680	Portola Rd. / Stonegate Rd.	Deputies were dispatched to the report of an accident with major injuries. Upon arriving on scene, deputies determined the accident resulted in minor injuries. The driver stated she made a hard right turn, but did not have time to slow down enough to complete the turn in a safe manner. The vehicle then collided with a tree. Both parties sustained minor injuries, but were cleared at the scene.
07/06/10	Accident w/ Injuries #10-3742	Portola Rd. / Westridge Dr.	Deputies were dispatched to the report of a vehicle collision involving an auto and a bicycle.
7/12/10	Theft #10-3871	00 Blk. Meadow Creek Ct.	The victim reported that a package he was expecting was possibly stolen from either his mailbox or front door way. The item was ordered in the middle of June 2010. On today's date, he contacted personnel from Amazon, who provided him with a tracking number from the USPS. According to online records of this

tracking number, the package had been delivered on 06/29/10 without delivery confirmation. The package contained a T-Touch model Tissot brand watch valued at approximately \$577.00. There is no suspect information, possible witnesses, or investigative leads.

07/23/10	Vandalism #10-4083	100 Blk. Corte Madera Rd.	Two suspects walked on the hood of the victim's 1992 Mercedes Benz and kicked in the windshield. It was parked on the street in front of the residence. There were no witnesses and the damage was estimated to be approximately \$400.00. There are no further leads or information at this time.
07/23/10	Incident Report #10-4082	300 Blk. Grove Drive	Deputy was contacted by the victim in regards to several annoying phone calls he had received from a co-workers husband. The victim advised that he had received a phone call from one of his co-workers husband and was accused of having an affair with her. The victim stated that he had not directly spoken to the individual and wanted to make a report if the harassment continued.
07/24/10	Theft #10-4106	00 Blk. Iroquois Trl.	Deputies were dispatched to the report of a theft. The victim said that on 07-23-2010 at 7:30 PM he parked his vehicle in the front driveway of the residence, but did not lock it. There were also two other vehicles parked in the front driveway of the residence next to the vehicle. On today's date at 11:00 AM, the victim discovered that all three of the vehicles had been gone through and items moved around. The unknown suspect(s) removed an iPod Touch from the unlocked vehicle. The victim stated he has no idea who may have entered the vehicles, and that no one had permission to enter the vehicles and remove the iPod Touch.
7/24/10	Residential Burglary #10-4107	100 Blk. Brookside Dr.	Deputies were dispatched to the report of a residential burglary. The R/P arrived at the residence and discovered that the home had been broken into and had been ransacked. He stated that he has no idea who may have broken into the home, and

that no one had permission to enter the residence. There are no suspect leads or further information at this time.

07/30/10	Accident w/ Injuries #10-4230	Portola Rd./Westridge Dr.	Deputies were dispatched to the report of a minor injury traffic collision involving a bicyclist and a vehicle. The bicyclist sustained minor injuries and was not transported.
08/02/10	Incident Report #10-4296	00 Blk. Martinez Rd.	Deputies responded to the location with The California Department of Fish and Game to investigate and admonish the residents about feeding game animals. Deputies and Fish and Game officials were ordered off the property. Deputies made several attempts to contact via telephone, but there was no answer. A while later, the Reporting Party called the Sheriff's Office to report a possible gunshot heard from the property. Deputies responded to the scene and met with a male subject. He spoke with deputies and expressed his concerns.
08/14/10	Auto Burglary #10-4516	700 Blk. Portola Rd.	The victim's vehicle was burglarized while parked in the parking lot at the Spring Downs Equestrian Center. The victim claimed that her vehicle was locked but there were no signs of forced entry and no latent fingerprints were located. The suspect's purse was taken which contained 2 credit cards, a cell phone, and two gift cards.
08/19/10	Battery #10-4591	100 Blk. Pinon Dr.	Deputies were dispatched to the Emergency Room at Stanford Hospital to meet with the reporting party who stated that his brother assaulted him on the previous evening. The reporting party was cleared by hospital personnel for his injuries. He also stated he wished to press charges for misdemeanor battery against the suspect, his brother. Deputies later contacted the suspect via telephone. The two stories conflicted and deputies were unable to identify the aggressor was. The reporting party decided he did not want to press charges against his brother.
08/29/10	Theft	400 Blk. Minoca Rd.	Deputies were dispatched to the report of

#10-4780

a theft. Upon arriving on scene, deputies met with the victim who stated that he noticed some footprints embedded in the morning dew on the wooden bridge leading to his home. He found the footprints odd and also mentioned the person responsible for the foot prints was barefoot. The victim also noticed a trashcan was out of place on his property. The victim stated he pulled two saw horses out from his garage several weeks ago, but was only able to locate one where he had last left them. Instead, the trashcan was located where the missing saw horse used to be. There are no suspect leads or further information at this time.

09/02/10	Lost Property #10-4869	200 Blk Corte Madera Rd.	The reporting party believes she lost her wallet at an unknown location. The credit cards contained in her wallet were cancelled and there had been no fraudulent activity on the cards. There is no suspect information and no leads at this time.
09/05/10	Vandalism #10-4929	4000 Blk. Alpine Rd.	The Reporting Party indicated that she arrived on school campus and discovered that unknown suspect(s) had vandalized specific areas of the campus. She showed the deputy where grease had been applied to a tile mural and drinking fountain outside of one of the buildings. Some of the grease appeared to have been burned. There was a backpack that was on the ground outside of the office that was burned beyond recognition, a window screen was torn on one of the windows on the multi-purpose room, an axe was stuck into an oak tree in the "Quad" and there was a black spool of cable that was tied around the oak and then to a pole near the office. The reporting party also indicated that a couple of murals at the school suffered minor damage from a possible heat source. A dollar amount has not been placed on the damage and the majority of the work will be labor intensive.
09/07/10	ID Theft #10-4981	100 Blk. Bow Way	The unknown suspect attempted to cash a check with the victim's name, home address, signature and checking account

number on it. The victim received a phone call from the Manager of Wells Fargo Bank asking her if she had made a check out to a Victoria Gutierrez (Suspect) who was attempting to cash it. The suspect fled the bank while the manager was speaking with the victim on the phone.

09/09/10	Vandalism #10-5009	700 Blk. Portola Rd.	Unknown subject(s) has been removing the covers to irrigation valves at various locations at the Portola Valley Town Center. Once the covers are removed the subject(s) then breaks the pipes and irrigation valves contained within the semi secure enclosure. The Reporting Party also indicated that prior to the damage he noticed that someone was removing the covers and was tampering with the valves however did not damage them. Recently the tampering has escalated into breaking the valves and pipes that are protected by the enclosed box and cover. Total estimated loss at this point is around \$750.00.
09/11/10	Auto Burglary #10-5056	300 Blk. Portola Rd.	Unknown suspect(s) removed the victim's purse from her vehicle. The purse contained money, credit cards, driver's license, gift cards and miscellaneous papers. The vehicle was locked but the side door windows were rolled down approximately four inches. There was no sign of any forced entry and no physical evidence was located at the scene. This occurred in the south east parking lot next to the playing fields of the Priory School located at 302 Portola Road, in Portola Valley. At approximately 6:00 PM there were reports that Victim's stolen credit cards were being used in the City of Oakland.
09/12/10	Incident Report #10-5072	100 Blk. Brookside Dr.	Deputies were dispatched to the report of a "meet the citizen" call. Upon arriving on scene, deputies met with the reporting party who stated that he received a picture message on his cell phone from one of his daughter's friends that was "disturbing." This picture showed several unclothed juvenile females. This picture was found

			on one of his daughter's Facebook profiles. Deputies were provided with copies of the user's profile and of the photo.
09/12/10	Auto Burglary #10-5075	300 Blk. Portola Rd.	Unknown suspect(s) gained entry into the victim's vehicle by unknown means. This occurred in the main parking lot of 302 Portola Road in the Town of Portola Valley (Woodside Priory). Items stolen included one credit card and cash.
09/14/10	Mental #10-5120	100 Blk. Corte Madera	Deputies were dispatched to the report of a 911 medical aid. Upon arriving on scene, deputies met with the victim who stated that mother had fallen in her room upstairs and was frantic and pleading for me to go upstairs and aid her 92 year old mother. Deputies went up stairs and found the victim's mother standing in her room, asked if there was a medical issue or if she had fallen, and she replied no and seemed surprised that they were there. Deputies assessed her condition and determined that there was no medical component to the 911 call. Deputies contacted the reporting party again, who had become worked up. She had urinated on herself and her bedding and could not care for her basic personal needs. She was determined to be gravely disabled and was transported to San Mateo County General Hospital and placed on a 72-hour Psychiatric Evaluation Hold.
09/20/10	Theft #10-5241	Alpine Road / Golden Oak	Unknown suspect(s) entered an unlocked vehicle and took a brown purse that was located on the floor. Estimated loss is unknown.
09/26/10	Vandalism #10-5357	100 Blk. Westridge Drive	Unknown Suspect(s) threw a hand size rock at the Victim's vehicle while it was parked outside the residence. The rock shattered the left rear door window and was left on the rear floor. No property was taken out of the vehicle. There were no witnesses to the incident.
09/27/10	Theft #10-5374	500 Blk. Portola Rd.	The reporting party stated that she had recently realized that she was missing several pieces of jewelry from her

apartment. She described the jewelry, and valued it at approx. \$1500.00. She also described a pair of earrings that were valued at approx. \$500.00. The reporting party stated that she kept the jewelry in a small jewelry box in her bedroom. The R/P stated she was the only one who knew the jewelry was there and that she had house keepers but she was with them when ever they were there to clean. The R/P stated that the last time she saw the jewelry was sometime in early July 2010.



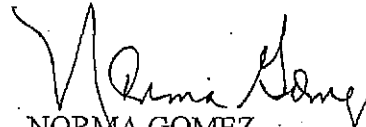
OFFICE OF THE CITY CLERK

330 West 20th Avenue
San Mateo, California 94403-1388
Telephone: (650) 522-7040
FAX: (650) 522-7041
TDD: (650) 522-7047
www.cityofsanmateo.org

December 7, 2010

At its regular meeting of December 6, 2010, the San Mateo City Council reorganized as follows:

JACK MATTHEWS, MAYOR
BRANDT GROTTÉ, DEPUTY MAYOR
JOHN LEE, COUNCIL MEMBER
DAVID LIM, COUNCIL MEMBER
ROBERT ROSS, COUNCIL MEMBER


NORMA GOMEZ,
CITY CLERK

cc: San Mateo County Clerk Assessor Recorder
San Mateo County Board of Supervisors
San Mateo County Cities
Regional Agencies
League of California Cities
Local Assembly, Senatorial and Congressional Offices
Department Heads

9



City of East Palo Alto
 Office of the City Council
 City Hall - 2nd Floor
 2415 University Avenue
 East Palo Alto, CA 94303-1164
 650.853.3100 Fax 650.853.3115

*Carlos Romero, Mayor/Vice Chair; Laura Martinez, Vice Mayor/Chair
 A. Peter Evans, Ruben Abrica, David E. Woods, Council/Agency Members
 M L Gordon, City Manager; Vincent C. Ewing, City Attorney*

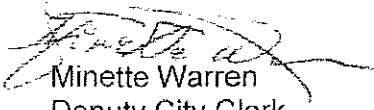
**NOTICE OF RE-ORGANIZATION
 EAST PALO ALTO CITY COUNCIL
 EAST PALO ALTO REDEVELOPMENT AGENCY**

December 8, 2010

At the December 7, 2010 City Council/Redevelopment Agency meeting, the City of East Palo Alto City Council and Redevelopment Agency reorganized as follows:

NAME	COUNCIL TERM ENDS
Carlos Romero: Mayor/Vice Chair	November, 2012
Laura Martinez: Vice Mayor/Chair	November, 2012
A. Peter Evans: Council/Agency Member	November, 2012
Ruben Abrica: Council/Agency Member	November, 2014
David E. Woods: Council/Agency Member	November, 2014

NOTE: On November 30, 2010, the City Council/Redevelopment Agency Appointed Mr. M L Gordon as City Manager/Clerk/Redevelopment Agency Executive Director


 Minette Warren
 Deputy City Clerk
 Office of the City Clerk



City of Millbrae
621 Magnolia Avenue, Millbrae, CA 94030

DANIEL F. QUIGG
Mayor
MARGE COLAPIETRO
Vice Mayor
GINA PAPAN
Councilwoman
NADIA V. HOLOBER
Councilwoman
PAUL SETO
Councilman

**NOTICE OF REORGANIZATION
MILLBRAE CITY COUNCIL
MILLBRAE REDEVELOPMENT AGENCY**

December 8, 2010

At the December 7, 2010 City Council meeting, the Millbrae City Council and Redevelopment Agency reorganized as follows:

<u>NAME</u>	<u>TERM ENDS:</u>
Mayor/Agency Vice Chair Daniel F. Quigg (Mayor terms ends 11/2011)	November 2011
Vice Mayor/Agency Vice Chair Marge Colapietro (Vice Mayor term ends 11/2011)	November 2011
Council/Agency Member Gina Papan	November 2013
Council/Agency Member Nadia V. Holober	November 2013
Council/Agency Member Paul Seto	November 2011



Angela Louis
City Clerk

City Council/City Manager/City Clerk
(650) 259-2334

Building Division/Permits
(650) 259-2330

Community Development
(650) 259-2341

Finance
(650) 259-2350

Fire
(650) 259-2400

Police
(650) 259-2300

Public Works/Engineering
(650) 259-2339

Recreation
(650) 259-2360



CITY OF DALY CITY

333-90TH STREET
DALY CITY, CA 94015-1895

PHONE: (650) 991-8000

December 7, 2010

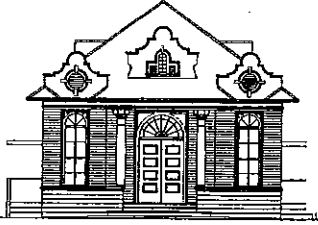
NOTICE OF CITY COUNCIL REORGANIZATION

On December 6, 2010, the City Council of Daly City reorganized as follows:

Mayor	CAROL L. KLATT
Vice Mayor	SAL TORRES
Councilmember	DAVID J. CANEPA
Councilmember	MAGGIE A. GOMEZ
Councilmember	MICHAEL P. GUINGONA

Distribution:

San Mateo County Board of Supervisors
Honorable Gavin Newsom
ABAG
All San Mateo County Cities
CASA
City/County Association of Governments (C/CAG)
City Selection Committee
Cow Palace
Daly City/Colma Chamber of Commerce
League of California Cities
Local Assembly, Senatorial and Congressional Offices
Metropolitan Transportation Commission
National League of Cities
United States Conference of Mayors



Town of Portola Valley
Trails and Paths Committee
Tuesday, December 14, 2010
Notice of Meeting Cancellation

TRAILS AND PATHS COMMITTEE MEETING

NOTICE OF CANCELLATION

Tuesday, December 14, 2010

The Regular Meeting of the Trails and Paths Committee, scheduled for Tuesday, December 14, 2010, has been cancelled.



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, December 13, 2010
Special Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL JOINT PLANNING COMMISSION/ASCC FIELD MEETING*

2:30pm 727 Westridge Drive Preliminary consideration of plans for residential redevelopment of this 2.9-acre Westridge Subdivision, Wang (ASCC review to continue at Regular Meeting)

3:30pm 1260 Westridge Drive Preliminary consideration of plans for a three lot subdivision of this 11.6-acre property, Shorenstein (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR AGENDA*

1. Call to Order:
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr
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. Continued Review – Conditional Use Permit (CUP) X7D-170, Installation of a Wireless Communication Antenna Facility, Golden Oak Drive at Peak Lane, T-Mobile West Corporation *Continued to January 10, 2011 Meeting*
5. New Business:
 - a. Preliminary Review – Proposed Subdivision X6D-210, 1260 Westridge, Shorenstein Realty
 - b. Architectural Review and Site Development Permit X9H-622, Proposed Residential Additions and Modifications, 95 Cheyenne Pointe, Berman *Continued to January 10, 2011 Meeting*
 - c. Preliminary Architectural Review for Residential Redevelopment – New Residence, Swimming Pool and Related Site Improvements, and Site Development Permit X9H-623, 727 Westridge Drive, Wang
6. Staff Report – Request for Temporary Trailer use as a Residence during Construction, 3350 Westridge Drive, Miller
7. Approval of Minutes: November 22, 2010
8. Adjournment

Architectural & Site Control Commission
December 13, 2010 Agenda
Page Two

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

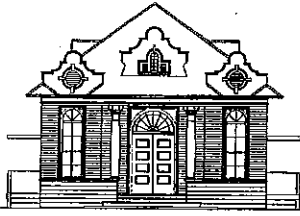
Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or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

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

Date: December 10, 2010

CheyAnne Brown
Planning & Building Assistant

14



TOWN OF PORTOLA VALLEY

Finance Committee

Tuesday, December 14, 2010 – 5:30 PM

Town Hall Conference Room

765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communication
3. Approve minutes from September 20, 2010 meeting
4. Review Basic Financial Statements for fiscal year ending June 30, 2010
5. Discussion: Health Care Benefits
6. Adjournment



15

TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
 765 Portola Road, Portola Valley, CA 94028
 Wednesday, December 15, 2010 – 7:30 p.m.
 Council Chambers (Historic Schoolhouse)

AGENDA

Call to Order, Roll Call

Commissioners McIntosh, Von Feldt, Zaffaroni, Chairperson Gilbert, and Vice-Chairperson McKitterick

Oral Communications

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

Regular Agenda

1. *Public Hearing:* Continued Consideration - Conditional Use Permit (CUP) X7D-169, Request to Permit Additional Floor Area and Impervious Surface Area on 229-Acre Parcel, 555 Portola Road, Spring Ridge LLC (Neely/Myers)

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: December 1, 2010

Adjournment

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Corte Madera School, Alpine Road and Indian Crossing.

Planning Commission Agenda
December 15, 2010
Page Two

PUBLIC HEARINGS

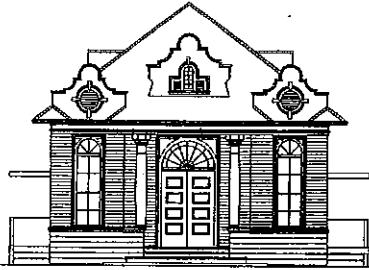
Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or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

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

Date: December 10, 2010

CheyAnne Brown *
Planning & Building Assistant

16



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting
 Wednesday, December 8, 2010
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

Councilmember Derwin, Vice Mayor Driscoll, Councilmember Richards, Mayor Toben, Councilmember Wengert

Absent: Councilmember Wengert

ORAL COMMUNICATIONS

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

Planning Manager Lambert congratulated Town Manager Howard on her 20th anniversary with the Town. Ms. Howard received a proclamation from Mayor Toben and thanked Council and Staff for 20 great years.

Bill Ashton with Woodside-area Horse Owners Association (WHOA) gifted a Town Center Hitching Post in memory of Bill Lane.

Christine Cooper requested the number of votes received for each applicant to the Trails Committee

PRESENTATION – Alan Couch, Branch Manager for Portola Valley and Woodside Libraries, accepting the Green Business Certification Award

There are no written materials for this item

Sustainability Coordinator, Brandi de Garmeaux, presented Alan Couch and Mayor Toben with Green Business Certification Awards

REORGANIZATION OF THE TOWN COUNCIL

- (a) Election of Mayor
- (b) Election of Vice Mayor

Mayor Elect – Ted Driscoll

Approved 3-0-1 Mayor Elect Driscoll abstained

Vice Mayor Elect – Maryann Derwin

Approved 3-0-1 Vice Mayor Elect Derwin abstained

- (1) PRESENTATION – Recognition of Donors to the Kersten Property Trails

There are no written materials for this item.

Mayor Driscoll noting two new trails in Town, the Herb Dengler and Joan Targ Trails, located in the Dengler Preserve. Mayor Toben thanked Monte Kersten and family, Bill and Jean Lane, Nicholas and Russell Targ, Woodside neighbor Bill Henson, Town Staff member Howard Young and the Trails Committee, particularly Craig Taylor.

CONSENT AGENDA (7:55 pm)

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

- (2) **Approval of Minutes** – Special Town Council Meeting of November 10, 2010
- (3) **Ratification of Warrant List** – November 24, 2010
- (4) **Approval of Warrant List** – December 8, 2010

- (5) **Recommendation by Deputy Building Official** – Adoption of the 2010 California Building Code
- (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Section 15.04.010 [Definitions], Section 15.04.020 [Amendments to the Building Code], and Section 15.04.030 [Additions to the Building Code] of Chapter 15.04 [Building Code] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to Adopt and Updated Building Code (Ordinance No. 2010-388)
- (6) **Appointment of Representative to the Board of Trustees** – of the San Mateo County Mosquito and Vector Control District

Items 2, 3, 4, 5 and 6 Approved 4-0

REGULAR AGENDA (7:56 pm)

- (7) **Recommendation by Planning Manager** – Adoption of a Resolution in Opposition to the Proposed Cargill Saltworks Project and Discussion of a Formal Response to the Notice of Preparation
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Conveying to the City of Redwood City the Town Council's Opposition to the proposed DMB Redwood City/Saltworks Project as presented in the Notice of Preparation and Support of the Restoration of the Cargill Salt Ponds and their Inclusion in the Don Edwards National Wildlife Refuge (Resolution No. 2509-2010)

Approved as Amended 4-0

- (b) Discussion of Formal Response to Notice of Preparation

Council agreed to proceed as proposed

- (8) **Recommendation by Planning Manager** – Adoption of a Resolution to Enter into an Agreement with NBS for Comprehensive Fee and Rate Study (8:25 pm)
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement for Consultant Services between the Town of Portola Valley and NBS (Resolution No. 2510-2010)

Approved 4-0

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (9) **Discussion and Council Action** – Cultural Arts Committee with Proposed New Location for Tiles (8:30 pm)

Approved 4-0

- (10) **Discussion and Council Action** – Ford Field State Grant Status and Design Work (8:32 pm)

Council directed staff to proceed with the Design Work

- (11) **Appointment by Mayor** – Request for Appointment of Members to the Trails and Paths Committee (8:45 pm)

Council appointed the recommended nine members to the Trails Committee effective 1/1/11. Approved 4-0

- (12) **Appointment by Mayor** – Request for Appointment of Member to the Cultural Arts Committee (8:50 pm)

Mayor, with the concurrence of Council appointed Paige Fulkerson to the Cultural Arts Committee

- (13) **Reports from Commission and Committee Liaisons** (8:51 pm)

There are no written materials for this item.

WRITTEN COMMUNICATIONS (9:30 pm)

- (14) **Town Council Weekly Digest** – November 12, 2010

Councilmember Richards – Cable Committee is considering a committee name change. The committee held continued discussion on undergrounding and may have two upcoming vacancies.

Planning Commission reviewed the Shorenstein property and a lot line adjustment on Wayside.

Vice Mayor Derwin – Historic Resource Committee will be sponsoring a Sempervirens Fund event. The committee discussed the upcoming Portola Valley School District 150 year anniversary in 2011, shelving for the Almanac archives and the Woods property.

Fire Wise Committee – Armando gave a debriefing on the very successful Home Ignition Workshop held on October 8. Scheduled next May is Fire Safe speaker, Steve Quarles from UC Berkeley Center for Fire Research. They reviewed the 2010 chipper program and CERPP wants to post high fire danger signs in CERPP divisions, July through October of next year.

Cultural Arts Committee – Continued discussion of tile placement and plans for the Holiday Crafts Fair.

CCAG – Resource/Climate Protection looking to recruit two members and Redwood City Councilmember Rosanne Foust spoke on the economy. CCAG Board meeting will formally oppose the San Francisco Board of Supervisors proposal to charge a toll to enter the city. Measure M passed which will add \$10 to every vehicle registration fee (VRF) which will go directly to the cities and the county for transportation projects.

Council of Cities – November meeting program was “San Bruno: Lessons Learned” presented by Connie Jackson, City Manager for the City of San Bruno

ASCC – Continued review of the cell tower landscape plan, approved the lot line adjustment on Wayside and discussed Ford Field

Councilmember Toben – Nature and Science Committee member Yvonne Tryce contacted MROSD about the possibility of placing the Woodchopper’s house on MROSD property near the parking lot at Windy Hill. Star gazing party planned for next year and motor glider event is scheduled for May, 2011.

Open Space – Discussed if funds in the open space account should be made available for things other than land acquisition. The committee is also working on a new nature trail on the Kersten property.

Mayor Driscoll – Wireless Task Force met and discussed the possibility of cell towers being zoned out of residential properties

(15) Town Council Weekly Digest – November 19, 2010

(16) Town Council Weekly Digest – December 3, 2010

#2 – Councilmember Toben will send a written response

#4 – Town Manager confirmed that the appointment of Representative to the Board of Trustees for the San Mateo County Mosquito and Vector Control District is for a 4 year term

The Closed Session item was cancelled
CLOSED SESSION -

(17) **REAL ESTATE NEGOTIATIONS**

CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Government Code Section 54956.8

Property: Blue Oaks Lots 23, 24, 25 and 26

Negotiators – Town Attorney and Town Manager

REPORT OUT OF CLOSED SESSION

ADJOURNMENT: 9:37 pm

TOWN COUNCIL WEEKLY DIGEST

Friday – December 17, 2010

- ☐ 1. E-mail from Steve Toben to Jeff Ira and Alicia Aguirre regarding the Cargill Project – Tuesday, December 14, 2010
- ☐ 2. Memorandum to Council from Howard Young regarding Alpine Road C-1 Path – General Update – December 10, 2010
- ☐ 3. Memorandum to Council from Howard Young regarding Town Center – Additional site lighting along pedestrian corridors – General Update – December 10, 2010
- ☐ 4. E-mail to Council from Majda Jones agreeing with the position taken by the Council in opposing the Cargill Redwood City Project – December 10, 2010
- ☐ 5. E-mail to Council from Jeannette Fowler expressing appreciation for their opposition of the Cargill project – December 10, 2010
- ☐ 6. Memorandum to Council from Judy King requesting a certificate of appreciation for Tom Rogers, a Portola Valley resident who volunteers at Filoli – December 16, 2010
- ☐ 7. Letter to Becky Romero from Andy Cohen requesting support for his appointment to South Bay ABAG/BCDC – December 13, 2010
- ☐ 8. Notice of the Reorganization of the City Council of Foster City
- ☐ 9. Notice of the Reorganization of the City Council for Rancho Palos Verdes
- ☐ 10. Notice of the Reorganization of the City Council of Menlo Park
- ☐ 11. Notice of the Reorganization of the Town Council of Woodside
- ☐ 12. Notice of the Reorganization of the City Council of San Carlos
- ☐ 13. Notice of the Reorganization of the City Council of Hillsborough
- ☐ 14. Notice of the Reorganization of the City Council of Atherton
- ☐ 15. Notice of the Governing Board Organization of Sequoia Union High School District Board of Trustees
- ☐ 16. Notice of Cancellation of the Parks and Recreation Committee Meeting scheduled for Monday, December 20, 2010
- ☐ 17. Agenda – Sustainability Committee Meeting – Monday, December 20, 2010
- ☐ 18. Action Agenda – Special ASCC Field Meeting – Monday, December 13, 2010
- ☐ 19. Action Agenda – Regular Planning Commission Meeting – December 15, 2010

Attached Separates (Council Only)

- ☐ 1. Card from California Water Service Group
- ☐ 2. Invitation to the reception for the election of the Mayor and Vice Mayor of Palo Alto on Tuesday, January 4, 2011
- ☐ 3. Comcast California – November 2010
- ☐ 4. Bay Area Monitor – December 2010/January 2011
- ☐ 5. The Sequoian – December 2010

Sharon Hanlon

From: Steve Toben [stoben@florafamily.org]
Sent: Tuesday, December 14, 2010 5:56 PM
To: Sharon Hanlon
Subject: FW: Cargill Project

For digest

From: Steve Toben [mailto:stoben@florafamily.org]
Sent: Tuesday, December 14, 2010 5:55 PM
To: 'jira@redwoodcity.org'; 'aaguirre@redwoodcity.org'
Subject: Cargill Project

Dear Jeff and Alicia,

Ted Driscoll and I sincerely appreciated your taking the time to meet with us on December 3. You provided us with an understanding of some of the challenges facing the city, notably flooding along the bayfront. You noted the lack of funding to restore the Cargill wetlands without a private source of capital. You made clear your intention to let the environmental review process take its course with the expectation that significant changes will be made to the project over time.

We conveyed all of your comments to the Portola Valley Town Council last week. While our council appreciated the concerns faced by Redwood City, in the end we voted unanimously to express opposition to the project. The sense of our council is that the location of this project in former wetlands of the Bay is just too fraught with difficulty and environmental harm to warrant further action by the RWC City Council.

It is unprecedented in my seven years on the Portola Valley Town Council for us to take a position like this, but we perceive that we share with Redwood City the obligation of stewardship of the Bay. We hope that the City will elect to reject the project at the earliest possible date.

Sincerely,

Steve

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MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Howard Young, Public Works Director
DATE: December 10, 2010
RE: **Alpine Road C-1 Path - General Update**

On February 24, 2010, the Town Council adopted a resolution approving the agreement with Stanford University for Stanford to fund the permitting, design and construction of the C-1 Trail project. The project consists of asphalt overlay, new sections of asphalt paths, a pedestrian bridge, creekside retaining wall, and landscaping. Below is a general update. Items are subject to change. Please contact me if additional detailed information is needed.

Permits:

- The Town has received its permit from the Department of Fish and Game.
- The Town is awaiting permits from the Regional Water Quality Control Board, Army Corps of Engineers, and National Marine Fisheries. These agencies have requested that additional design information be submitted. These permits are dependent on each other and therefore would all likely be issued at the same time.

Finalizing design:

- The Town and Stanford project managers have held progress meetings.
- Stanford has made the associated deposit payments to the Town for incurring costs.
- All major design team consultants are under contract with the Town and have met with the Town and Stanford staff. Staff will be notifying the Conservation Committee chair concerning landscaping.
- Core sampling of the existing asphalt path has been performed to determine the existing thickness of each section of trail for asphalt overlay or reconstruction. Geotechnical investigation for the proposed bridge and creek side retaining wall is scheduled for December.
- PG&E gas mains were located in the vicinity of the proposed creekside retaining wall. These have been physically located. The Town is in the process of applying for PG&E to relocate these lines by June 15, 2011.

Tentative schedule:

The contract between the Town and Stanford allow for a project completion date of December 2013. The current intent is to start construction June 2011.

Schedule can change due to permit or construction limitations. The tentative date for finalizing design documents is March 2011.

- The tentative date to obtain approval from Town Council to advertise for public bid is April 2011.
- Permits limit construction times adjacent to the creek from June 15 to October 15.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Howard Young, Public Works Director
DATE: December 10, 2010
RE: **Town Center – Additional site lighting along pedestrian corridors**
General update

On August 25, 2010, the Town Council approved a proposed lighting improvement plan at the Town Center and to continue to have the subgroup consisting of Council Members Ted Driscoll, John Richards, and staff monitor the lighting needs and make improvements as needed.

To date, all proposed lights have been installed. These included 3 porch lights at each building, 5 additional pathway bollards lights, modification of the lens of all existing pathway bollard lights, and seat wall LED markers.

Council Members Ted Driscoll, John Richards, and staff have reviewed the installation as satisfactory and have no additional recommendations at this time. If you have comments or concerns please let me know. The additional lighting has received positive comments.

4

Thank You for Opposing the Cargill project

Majda Jones [majdajones@gmail.com]

Sent: Friday, December 10, 2010 6:38 PM

To: TownCenter

I agree with the position the Town Council took in opposing the Cargill Redwood City development project. Thank you for your action,
Majda Jones
8 Longspur
Portola Valley, CA 94028

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Cargill's Plans

Jeannette Fowler [jofowler@ix.netcom.com]

Sent: Friday, December 10, 2010 2:12 PM**To:** TownCenter

I would like to thank the Town Council for their Resolution to oppose the Cargill project. The position, I believe, represents a majority of PV citizens.

The impact of the Cargill adventure into Bay development would be an environmental nightmare to wild life and the future health of the Bay. This kind of project has the potential to devastate the complex ecosystems that make up the Bay.

Although the supporters throw out a few carrots it is not enough to off set the basic undesirability of moving forward with massive development. If allowed, it is conceivable Cargill could be used as a precedent for other such projects, which would further complicate matters.

The health of the Bay, not development revenue for cities should be the primary focus. It is necessary to go through the process, and important neighboring communities speak out and make their views public. Thank you.....we all stand to lose if the project is allowed to proceed.

Sincerely,
Jeannette Fowler

Connecting the Arts in San Mateo County!



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At Large

Mara Grimes, Vice President
Art in Action

Bill Blodgett, Secretary
Music at Kohl Mansion

Stevan Aguirre, Treasurer
San Carlos Arts & Cultural Commission

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Film Commissioner, San Mateo
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Coastal Repertory Theatre

Julie Goodenough
Silicon Valley Open Studios

Kristina Hofler
Arts Education Advocate

Beth Mostovoy
Art on the Square - Redwood City

Jason Newblanc
Advocate for Public Art

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Peninsula Ballet Theatre

Christina Syrett
Filoli Center

Bonny Zanardi
City Arts of San Mateo

OFFICE MANAGER

Judy King
Belmont Parks & Recreation
Commission

December 16, 2010

To: Town of Portola Valley City Council

From: Judy King
Office Manager

Subject: Certificate of Appreciation

We would be honored to receive a certificate of appreciation from your city to be presented to a Diamond Award Recipient from Portola Valley.

***SPECIAL RECOGNITION - TOM ROGERS, FILOLI CENTER**

The 8th Annual Diamond Awards event is to be held January 27, 2011 at the Redwood Shores Public Library.

Please mail to address below and do not hesitate to call if you have questions.

Thank you in advance for your contribution.

***Although Tom volunteers at Filoli, he lives in Portola Valley**

FROM : ARTSHARE

FAX NO. : 6505912024

Dec. 16 2010 03:07PM P2

For your information

Connecting the Arts in San Mateo County!



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Peninsula Ballet Theatre

Christina Syrett
Filoli Center

Bonny Zanardi
City Arts of San Mateo

OFFICE MANAGER

Judy King
Belmont Parks & Recreation
Commission

October 22, 2010

Dear Arts Supporter,

Each year the Peninsula Arts Council presents the Diamond Awards to recognize individuals and organizations for their artistic achievements and contributions to the arts in San Mateo County. Last year's recipients were:

- ❖ The Ray Lorenzato Young Artist: Cindy Zhang
- ❖ Arts Educator: Michael Lederman, Coastal Repertory Theatre
- ❖ Arts Organization: Masterworks Chorale
- ❖ Individual Artist: Brooke Knight, Broadway by the Bay
- ❖ Arts Volunteer: Gail Gandolfi, Belmont Arts Council
- ❖ Local Business Support: Gelb Music/Kevin Jarvis
- ❖ Government Support: South San Francisco City Council
- ❖ Special Recognition: Lucy Tolmach, Filoli Center

On January 27, 2011, recipients, their families and friends, and the public are invited to a celebratory evening that includes a reception, silent auction, and presentation of the Diamond Awards.

Contributions from individuals and businesses like you make the event possible. Show your support by contributing and/or attending. The event is free, but we welcome both monetary and in-kind (tax deductible) donations:

- ❖ Diamond Sponsor: \$500
- ❖ Emerald Sponsor: \$250
- ❖ Ruby Sponsor: \$100
- ❖ In-kind gifts: tickets, gift certificates, food, wine, flowers, etc.

The Peninsula Arts Council's mission is to advance the arts in San Mateo County. We focus on key areas that have long-term countywide benefits: public art, arts education and developing our county into a destination for the arts, parks and culture. Forms are included to submit a sponsorship or nomination. Find more information online at www.peninsulaartscouncil.org

Thank you for your generosity. We look forward to seeing you at the 9th Annual Diamond Awards!

Sincerely,

Julie Fellers
President

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RICHARD CLINE
MAYOR

JOHN BOYLE
VICE MAYOR

ANDREW COHEN
COUNCIL MEMBER

HEYWARD ROBINSON
COUNCIL MEMBER

KELLY FERGUSSON
COUNCIL MEMBER



701 LAUREL STREET, MENLO PARK, CA 94025-3483
www.menlopark.org

December 13, 2010

Building
TEL 650.330.6704
FAX 650.327.5403

City Clerk
TEL 650.330.6620
FAX 650.328.7935

City Council
TEL 650.330.6630
FAX 650.328.7935

City Manager's Office
TEL 650.330.6610
FAX 650.328.7935

Community Services
TEL 650.330.2200
FAX 650.324.1721

Engineering
TEL 650.330.6740
FAX 650.327.5497

Environmental
TEL 650.330.6763
FAX 650.327.5497

Finance
TEL 650.330.6640
FAX 650.327.5391

Housing & Redevelopment
TEL 650.330.6706
FAX 650.327.1759

Library
TEL 650.330.2500
FAX 650.327.7030

Maintenance
TEL 650.330.6780
FAX 650.327.1953

Personnel
TEL 650.330.6670
FAX 650.327.5382

Planning
TEL 650.330.6702
FAX 650.327.1653

Police
TEL 650.330.6300
FAX 650.327.4314

Transportation
TEL 650.330.6770
FAX 650.327.5497

Becky Romero
City Selection Secretary
San Mateo County City Selection
County Government Center
Redwood City, CA 94063

Dear Becky:

I would be honored to have the support of the Mayors and Council Members of San Mateo County for the position of South Bay ABAG/BCDC seat.

As a second term council member in Menlo Park, I believe my four years of experience as Menlo Park's representative to various county bodies (including ABAG Legislative Committee, S.F. Airport Roundtable, HEART, Stanford Community Group, County Emergency Services, and having completed a term as mayor before being reelected, I know I have the energy and commitment necessary to bring new ideas forward, ensure inclusiveness, fiscal responsibility, and represent all the residents of our county. I will bring a fresh attitude of collaboration and cooperation to the job.

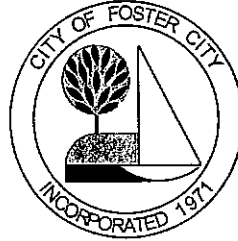
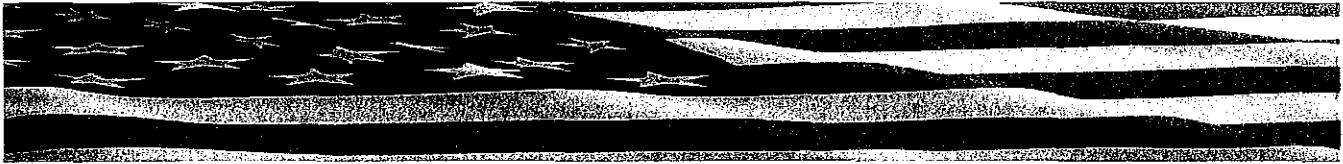
I will dedicate my time and energy to the job, and bring 35 years of legal experience (attorney and judge) to the tasks faced by the South Bay ABAG/BCDC. I pledge my fullest attention to the work, and will welcome your input at all times.

Please feel free to contact me at acohen@menlopark.org or (650) 327-5332 if you need additional information or have any questions.

Sincerely,


Andy Cohen
City Council Member

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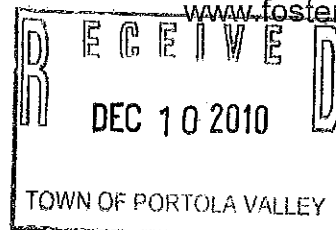
The City Council of the City of Foster City reorganized on December 6, 2010 as follows:

- Linda Koelling, Mayor**
lkoelling@fostercity.org **Term ends November 2011**
- Art Kiesel, Vice Mayor**
akiesel@fostercity.org **Term ends November 2011**
- Charlie Bronitsky, Councilmember**
cbronitsky.org@fostercity.org **Term ends November 2013**
- Pam Frisella, Councilmember**
pfrisella@fostercity.org **Term ends November 2013**
- Rick Wykoff, Councilmember**
rwykoff@fostercity.org **Term ends November 2011**

Doris L. Palmer, CMC
City Clerk

Distribution:
 San Mateo County Cities
 Board of Supervisors
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 Newspapers
 Citizen Advisory Committee Members

City of Foster City
 610 Foster City Boulevard
 Foster City, CA 94404
 650-286-3200
www.fostercity.org



9



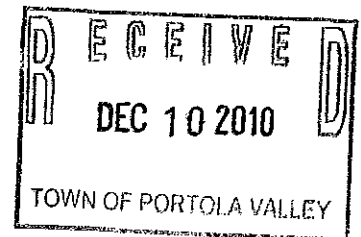
NOTICE OF CITY COUNCIL REORGANIZATION

The City of Rancho Palos Verdes is pleased to announce the reorganization of the City Council at its December 7, 2010 meeting as follows:

Mayor	Thomas D. Long
Mayor Pro Tem	Anthony M. Misetich
Councilmember	Brian Campbell
Councilmember	Douglas W. Stern
Councilmember	Stefan Wolowicz

Carla Morreale
City Clerk

Dated: December 8, 2010



10



December 15, 2009

CITY OF MENLO PARK

NOTIFICATION OF CITY COUNCIL REORGANIZATION

At a Regular Meeting of the City Council, held on December 14, 2010, the Menlo Park City Council reorganized as follows:

<u>NAME</u>	<u>TERM ENDS</u>
Richard Cline, Mayor	11/14
Kirsten Keith, Mayor Pro Tem	11/14
Kelly Fergusson, Councilmember	11/12
Andy Cohen, Councilmember	11/12
Peter Ohtaki, Councilmember	11/14

Margaret S. Roberts, MMC
Menlo Park City Clerk



TOWN OF WOODSIDE
2955 WOODSIDE ROAD
WOODSIDE, CA 94062

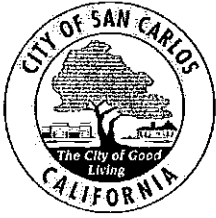
NOTICE OF TOWN COUNCIL REORGANIZATION

NOTICE IS HEREBY GIVEN that, at its regular meeting of December 14, 2010, the Town Council of the Town of Woodside reorganized as follows:

COUNCILMEMBER	TERM EXPIRES
Ron Romines, Mayor	November 2011
David Tanner, Mayor Pro Tempore	November 2013
Deborah C. Gordon	November 2013
Susan Boynton	November 2011
David Burow	November 2011
Anne Kasten	November 2013
Peter Mason	November 2011

Town Council meetings are held on the second and fourth Tuesday of each month, commencing at 7:30 P.M.

Janet G. Koelsch, CMC
Clerk of the Town of Woodside
December 15, 2010



CITY OF SAN CARLOS

Office of the City Clerk
 600 Elm Street San Carlos CA 94070
 (650) 802-4219 Fax: (650) 595-6719
 cboland@cityofsancarlos.org

REORGANIZATION OF ELECTED OFFICIALS

At a Regular Meeting of the City Council held on December 13, 2010, the San Carlos City Council reorganized as follows:

<u>NAME</u>	<u>TERM ENDS</u>
Omar Ahmad, Mayor (Mayor's term is one year)	November 2011
Andy Klein, Vice Mayor	November 2013
Robert Grassilli, Council Member	November 2013
Matthew Grocott, Council Member	November 2013
Randy Royce, Council Member	November 2011

Christine D. Boland

Christine D. Boland
 City Clerk



TOWN OF HILLSBOROUGH

1600 Floribunda Avenue • Hillsborough, CA 94010

Notice of City Council Reorganization

December 13, 2010

On December 13, 2010, the City Council of the Town of Hillsborough reorganized as follows:

		<u>Term Ends</u>
Mayor*	Thomas M. Kasten	December 2012
Vice Mayor*	Jess E. Benton	December 2012
Councilmember	Christine M. Krolik	December 2012
Councilmember	Marie Chuang	December 2014
Councilmember	Laurence M. May	December 2014

* Mayor and Vice Mayor serve a one-year term

Miyuki Yokoyama
City Clerk



Town of Atherton
Office of the City Clerk

91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0529
Fax: (650) 614-1212

TOWN OF ATHERTON
CITY COUNCIL NOTICE OF REORGANIZATION

NOTICE IS HEREBY GIVEN that at a special meeting of the City Council held on December 15, 2010 the Atherton City Council certified the results of the Gubernatorial General Election held on November 2, 2010, and installed Council Members Bill Widmer, Jerry Carlson, and Jim Dobbie. The Council reorganized as follows:

Jim Dobbie, Mayor

Bill Widmer, Vice Mayor

Elizabeth Lewis, Council Member

Jerry Carlson, Council Member

Kathy McKeithen, Council Member

City Council meetings are held on the third Wednesday of each month at 7:00 p.m. in the City Council Chamber located at 94 Ashfield Road, Atherton, California, 94027.

DATED: This 15th day of December, 2010

Theresa N. DellaSanta
Deputy City Clerk

SEQUOIA UNION HIGH SCHOOL DISTRICT

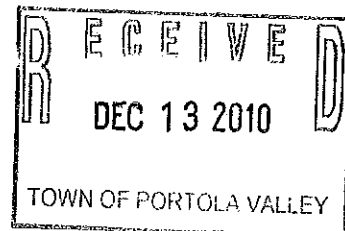
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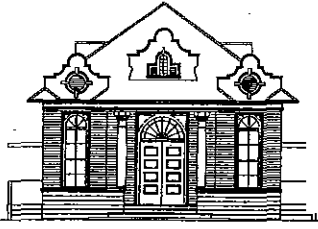
NOTICE OF GOVERNING BOARD ORGANIZATION

On December 8, 2010, the Sequoia Union High School District Board of Trustees reorganized as follows:

- | | |
|---|------------------------|
| Board President | Lorraine Rumley |
| Board Vice President | Alan Sarver |
| Board Clerk | Chris Thomsen |
| Board Member | Don Gibson |
| Board Member | Olivia Martinez |
| Representative to San Mateo County
Committee on School District Organization | Don Gibson |

- Distribution: Local City Councils
 San Mateo County Office of Education
 San Mateo County Chief Elections Officer
 San Mateo County Clerk-Recorder-Assessor
 San Mateo County Committee on School District Organization
 San Mateo County District Superintendents
 San Mateo County School Boards Association
 State of California Secretary of State





Parks & Recreation Committee
Notice of Cancellation
Monday, December 20, 2010

PARKS AND RECREATION COMMITTEE MEETING

NOTICE OF CANCELLATION

Monday, December 20, 2010

The Parks and Recreation Committee meeting regularly scheduled for Monday, December 20, 2010 has been cancelled.

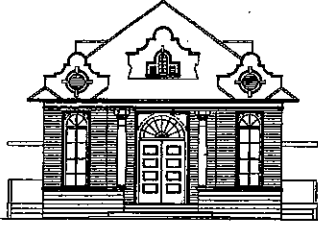


17

TOWN OF PORTOLA VALLEY
Sustainability Committee
Monday, December 20, 2010 – 4:00 PM
Community Hall, Alder Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Approval of Minutes from October 11, 2010 and November 8, 2010
4. Update on Programs
 - a. Energy Upgrade
 - b. Acterra
5. Presentation on Program Goal
6. Review & Discussion of Program & Marketing Plan
 - a. Findings – Survey of Committee on Audit Interest
 - b. Findings – Focus Group
 - c. Findings – Behavior in Energy & Climate Change Conference
7. Review Subcommittee Work for 2011
 - a. Smart Strip Guide & Display
 - b. Trip Advisor → Did You Consider Flyers
 - c. Focus Group → to Pilot Group
 - d. Loaner Kit
8. Vote on Program Name
9. Next Steps, Next Meeting Date & Reminders
 - a. Next Meeting: January 17, 2011 at 4:00 p.m. (back on third Monday of month schedule)
10. Announcements
11. Adjournment by 6:00 p.m.



TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Monday, December 13, 2010
Special Field Meeting (time and place as listed herein)
 7:30 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION

SPECIAL JOINT PLANNING COMMISSION/ASCC FIELD MEETING*

2:30pm 727 Westridge Drive Preliminary consideration of plans for residential redevelopment of this 2.9-acre Westridge Subdivision, Wang (ASCC review to continue at Regular Meeting)

3:30pm 1260 Westridge Drive Preliminary consideration of plans for a three lot subdivision of this 11.6-acre property, Shorenstein (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:30 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr **(Aalfs absent. Also present: Tom Vlasic Town Planner; Carol Borck Planning Technician; Chip McIntosh Planning Commission Liaison; Ann Wengert Town Council Liaison – arrived 7:40 p.m.)**

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.

Commissioner Breen brought up increasing presence of utility (PG&E) boxes at residence street-side, contribution to view clutter. Concern over the trend and what Town can do.

4. Old Business:

- a. Continued Review – Conditional Use Permit (CUP) X7D-170, Installation of a Wireless Communication Antenna Facility, Golden Oak Drive at Peak Lane, T-Mobile West Corporation *Continued to January 10, 2011 Meeting* **Continued to 1/10/11 meeting.**

5. New Business:

- a. Preliminary Review – Proposed Subdivision X6D-210, 1260 Westridge, Shorenstein Realty **Vlasic summarized discussion items from field meeting. ASCC heard additional public comment and provided feedback to project team. Comments to be forwarded to the Planning Commission.**
- b. Architectural Review and Site Development Permit X9H-622, Proposed Residential Additions and Modifications, 95 Cheyenne Pointe, Berman *Continued to January 10, 2011 Meeting* **Continued to 1/11/10 meeting.**

Architectural & Site Control Commission
December 13, 2010 Agenda
Page Two

- c. Preliminary Architectural Review for Residential Redevelopment – New Residence, Swimming Pool and Related Site Improvements, and Site Development Permit X9H-623, 727 Westridge Drive, Wang **Commission provided additional comments/input to project team. Review continued to 1/11/10 meeting.**
6. Staff Report.– Request for Temporary Trailer use as a Residence during Construction, 3350 Westridge Drive, Miller **Request approved subject to WASC approval and submission of cut sheet/photo of trailer for designated member review prior to delivery.**
7. Approval of Minutes: November 22, 2010 **Approved as submitted.**
8. Adjournment **8:47 p.m.**

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: December 10, 2010

CheyAnne Brown
Planning & Building Assistant



**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, December 15, 2010 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)**

**ACTION
AGENDA**

Call to Order, Roll Call 7:30 p.m.

Commissioners McIntosh, Von Feldt, Zaffaroni, Chairperson Gilbert, and Vice-Chairperson McKitterick **Chair Gilbert Absent**

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. **None**

Regular Agenda

1. *Public Hearing:* Continued Consideration - Conditional Use Permit (CUP) X7D-169, Request to Permit Additional Floor Area and Impervious Surface Area on 229-Acre Parcel, 555 Portola Road, Spring Ridge LLC (Neely/Myers)
Commission considered information presented at hearing, provided comments and direction, continued to January 19, 2011 meeting.

Commission, Staff, Committee Reports and Recommendations

None

Approval of Minutes: December 1, 2010 **Approved subject to changes**

Adjournment 10:15 p.m.

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Corte Madera School, Alpine Road and Indian Crossing.

Planning Commission Agenda
December 15, 2010
Page Two

PUBLIC HEARINGS

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

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

Date: December 10, 2010

CheyAnne Brown
Planning & Building Assistant

TOWN COUNCIL WEEKLY DIGEST

Friday – December 24, 2010

-
- ☐ 1. Memorandum to Town Council from Janet McDougall regarding Status of Work at Triangle Park – December 22, 2010
 - ☐ 2. Memorandum to Town Council from Judy King requesting Certificates of Appreciation for Tom Rogers and for Jenna Scandalios – December 22, 2010
 - ☐ 3. Letter to Town Council from Jane Warner regarding State of Tobacco Control Report to be Released January 20, 2011
 - ☐ 4. E-mail to Town Council from Anne Galli supporting the Council's opposition to the proposed development in Redwood City – December 18, 2010
 - ☐ 5. Memorandum to San Mateo's County Sheriff's Department from Sharon Hanlon regarding Town Center Reservations for January 2011 – December 20, 2010
 - ☐ 6. January 2011 Meeting Schedule
 - ☐ 7. Notice of the Reorganization of the City Council of San Bruno
 - ☐ 8. Notice of the Reorganization of the City Council of Pacifica
 - ☐ 9. Cancellation of the Planning Commission Meeting scheduled for Wednesday, January 5, 2011
 - ☐ 10. Notice of Cancellation of the Conservation Committee Meeting scheduled for Tuesday, December 28, 2010
 - ☐ 11. Notice of Cancellation of the Traffic Committee Meeting scheduled for Thursday, January 6, 2011

Attached Separates (Council Only)

- ☐ 1. Invitation to the swearing-in ceremony for the Honorable Betty T. Yee on Tuesday, January 4, 2011
- ☐ 2. Invitation to ABAG's Anniversary Reception and Dinner on Friday, January 21, 2011
- ☐ 3. Invitation to San Mateo County/Silicon Valley Convention & Visitors Bureau's 2011 Annual Meeting and Installation Luncheon on Tuesday, January 18, 2011
- ☐ 4. Invitation to The Peninsula Division League of California Cities' 9th Annual Reception on Thursday, January 27, 2011
- ☐ 5. Request for support from Parca



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Janet McDougall, Assistant Town Manager

DATE: December 22, 2010

RE: **Status of Work at Triangle Park**

You may have noticed some ongoing work to the easterly portion of Triangle Park that was recently undertaken. This work involves installation of a decomposed granite activity area and picnic tables that are compliant with the Americans with Disabilities Act (ADA). All of this work is part of the approved project that was developed by the Ad Hoc Triangle Park Committee in 2009.

Ongoing funding challenges have resulted in a delay in implementing this project. We recently learned that Association of Bay Area Governments (ABAG) grant funds sufficient to purchase the picnic tables, the drinking fountain and complete the work currently underway would be available through December 31, 2010, and on that basis we elected to press on to get as much of the overall work done as possible in order to take full advantage of this unexpected funding source.

In light of the recent heavy rains, the work has been stopped until after the holidays to allow the site to dry out; the project will be completed as soon as weather conditions allow. In the meantime, appropriate erosion control measures will be taken on the site.

Connecting the Arts in San Mateo County!

Arts

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At Large

Mara Grimes, Vice President
Art in Action

Bill Blodgett, Secretary
Music at Kohl Mansion

Steven Aguirre, Treasurer
San Carlos Arts & Cultural Commission

BOARD MEMBERS

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Film Commissioner, San Mateo
County Convention & Visitors Bureau

Denise Delany
Coastal Repertory Theatre

Julie Goodenough
Silicon Valley Open Studios

Kristina Hoffer
Arts Education Advocate

Beth Mostovoy
Art on the Square – Redwood City

Jason Newblanc
Advocate for Public Art

Judy Sleeth
Art in Action

ADVISORY COUNCIL

Lance Huntley
Peninsula Ballet Theatre

Christina Syrett
Filoli Center

Bonny Zanardi
City Arts of San Mateo

OFFICE MANAGER

Judy King
Belmont Parks & Recreation
Commission

December 22, 2010

To: Town of Portola Valley City Council

From: Judy King
Office Manager

Subject: Certificate of Appreciation

On December 16th, I requested a Certificate of Appreciation for Tom Rogers – Special Recognition.

We were just informed that another Diamond Awards recipient also resides in Portola Valley, so we respectfully request two from your Town:

Special Recognition – Tom Rogers, Filoli Center

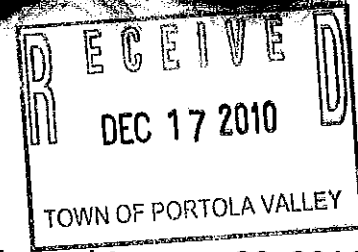
Ray Lorenzaro Young Artist – Jenna Scandalios

Thank you in advance.

Again, please mail to address below and do not hesitate to call if you have any questions.



1029 J Street, Suite 450
 Sacramento, CA 95814
 Phone: (916) 554-5864
 Fax: (916) 442-8585
www.californialung.org



State of Tobacco Control Report to be Released January 20, 2011

Report will include tobacco control grades for all 480 incorporated cities and towns in California

Dear Mayor and City Council Members:

I am pleased to announce that the American Lung Association will release its State of Tobacco Control Report on January 20, 2011. This report assigns grades to the federal government and states based on their tobacco control laws and regulations in effect as of January 2, 2011. The state grades cover policies for Smokefree Air, Cigarette Tax, Tobacco Control Spending and Smoking Cessation.

In coordination with the national report, the American Lung Association in California will release tobacco control report cards for all 480 incorporated cities and towns in California. The grades will be assigned for the following policy categories: Smokefree Outdoor Air; Smokefree Housing; and Reducing Sales of Tobacco Products. These three grades are then averaged for one Overall Tobacco Control Grade.

It is our hope that the local tobacco control grades will increase public knowledge about laws that help protect residents from tobacco's deadly toll, and encourage local leadership to take action where improvement is needed.

As you may know, California has historically earned low marks for its Cigarette Tax and Tobacco Control Spending grades, which is surprising considering the state's leadership role in reducing smoking and the health impacts from tobacco. To address this, the American Lung Association in California is joining its tobacco control partners and cancer research doctors to pass the California Cancer Research Act on the next statewide ballot. The initiative would increase the state's cigarette tax by \$1 per pack and direct the proceeds to cancer research and to the state's existing tobacco prevention and control programs.

I encourage you to visit the American Lung Association in California website www.lungusa.org/california on January 20 to view the local tobacco control report cards, join the movement to qualify and pass the California Cancer Research Act, and learn how to take action in the fight against tobacco.

Sincerely,

Jane Warner
 President & CEO

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to Town Council

Anne Galli [annegalli@sbcglobal.net]

Sent: Saturday, December 18, 2010 10:29 AM

To: TownCenter

Cc: Ted Driscoll

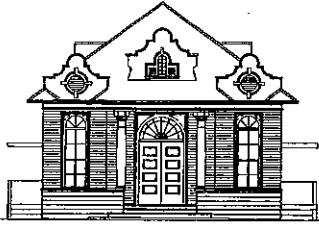
I support the PV Town Council in its opposition to the proposed development in Redwood City at the edge of SF Bay.

I am told that when the Ohlone people were the inhabitants of this region, they had two seasons that they referred to as "the black seasons."

The black seasons were those times in the fall and again in the spring when the sky would be blackened by vast numbers of waterfowl who would stop over on their migratory flights in the rich ecosystem of the marshes around San Francisco Bay. The Bay ecosystem has now deteriorated significantly, for waterfowl as well as other creatures that have depended on it. Further development around the Bay will accelerate this unfortunate trend.

*Anne Galli
2 Acorn
Portola Valley, CA 94028*

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MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: San Mateo County Sheriff's Department
FROM: Sharon Hanlon
DATE: December 20, 2010
SUBJ: Town Center Reservations for January 2011

Following is the current January 2011 schedule of events for the Town Center and surrounding area.

January 17: Town Hall Closed in recognition of Martin Luther King, Jr. Day

Town of Portola Valley

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

JANUARY 2011 MEETING SCHEDULE

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

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

Wednesday, January 12, 2011

Wednesday, January 26, 2011

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

Council Liaison – John Richards

Wednesday, January 5, 2011 - **CANCELLED**

Wednesday, January 19, 2011

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

Council Liaison – Maryann Derwin

Monday, January 10, 2011

Monday, January 24, 2011

CABLE TV COMMITTEE – 8:15 AM (Meets 2nd Thursday) alternate odd numbered months

Council Liaison – John Richards

Thursday, January 13, 2011

COMMUNITY EVENTS COMMITTEE

Council Liaison – Ann Wengert

CONSERVATION COMMITTEE – 8:00 PM (Meets 4th Tuesday)

Council Liaison – Ted Driscoll

Tuesday, January 25, 2011

CULTURAL ARTS COMMITTEE

Council Liaison – Maryann Derwin

Thursday, January 13, 2011 – 1:00 pm

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM in the EOC/Conference Room at Town Hall (Meets 2nd Thursday)

Council Liaison – Ted Driscoll

Thursday, January 13, 2011

FINANCE COMMITTEE

Council Liaison – Ann Wengert

As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Ted Driscoll

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Maryann Derwin

As announced

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

Council Liaison – Steve Toben

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Steve Toben

As announced

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 3rd Monday)

Council Liaison – Ann Wengert

Monday, January 17, 2011 - **CANCELLED**PUBLIC WORKS COMMITTEE

Council Liaison – John Richards

As announced

SUSTAINABILITY COMMITTEE – 4:00 PM (Meets 3rd Monday)

Council Liaison – Maryann Derwin

Monday, January 10, 2011 – 4:00 PM in the Alder Room at Community Hall – **SPECIAL MEETING**TEEN COMMITTEE

Council Liaison – Ann Wengert

Sunday, January 9th or 16th, 2011 – **DATE UNCONFIRMED AT TIME OF PUBLICATION**TRAFFIC COMMITTEE – 8:15 AM (Meets 1st Thursday)

Council Liaison – Steve Toben

Thursday, January 6, 2011 - **CANCELLED**TRAILS & PATHS COMMITTEE (Meets monthly, or as needed)

Council Liaison – Ted Driscoll

Tuesday, January 11, 2011 – 7:30 PM



NOTICE OF CITY COUNCIL REORGANIZATION

On December 14, 2010, the City Council of San Bruno, California reorganized as follows:

Mayor Jim Ruane

Mayor term expires December 2011; jruane@sanbruno.ca.gov

Vice Mayor Michael Salazar

Council term expires December 2011; msalazar@sanbruno.ca.gov

Councilmember Ken Ibarra

Council term expires December 2013; kibarra@sanbrunoca.gov

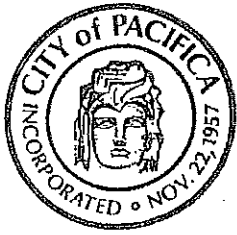
Councilmember Irene O'Connell

Council term expires December 2011; ioconnell@sanbrunoca.gov

Councilmember Rico Medina

Council term expires December 2013; rmedina@sanbruno.ca.gov

Carol Bonner
City Clerk



Scenic Pacifica

CITY MANAGER'S OFFICE
TEL (650) 738-7301
FAX (650) 359-6038

CITY ATTORNEY
TEL (650) 738-7409
FAX (650) 359-8947

CITY CLERK
TEL (650) 738-7307
FAX (650) 359-6038

CITY COUNCIL
TEL (650) 738-7301
FAX (650) 359-6038

FINANCE
TEL (650) 738-7392
FAX (650) 738-7411

FIRE ADMINISTRATION
TEL (650) 991-8138
FAX (650) 991-8090

HUMAN RESOURCES
TEL (650) 738-7303
FAX (650) 359-6038

**PARKS, BEACHES
& RECREATION**
TEL (650) 738-7381
FAX (650) 738-2165

**PLANNING &
ECONOMIC DEVELOPMENT**
TEL (650) 738-7341
FAX (650) 359-5807
• Building
TEL (650) 738-7344
• Code Enforcement
TEL (650) 738-7343

POLICE DEPARTMENT
TEL (650) 738-7314
FAX (650) 355-1172

PUBLIC WORKS
TEL (650) 738-3780
FAX (650) 738-9747
• Engineering
TEL (650) 738-3767
FAX (650) 738-3003
• Field Services
TEL (650) 738-3760
FAX (650) 738-9747

CITY HALL

170 Santa Maria Avenue • Pacifica, California 94044-2506

www.ci.pacifica.ca.us

MAYOR
Sue Digre

MAYOR PRO TEM
Mary Ann Nihart

COUNCIL
Peter DeJarnatt
James M. Vreeland, Jr.
Julie Lancelle

**CITY OF PACIFICA
REORGANIZATION OF THE CITY COUNCIL**

December 13, 2010

At a meeting of the City Council held on December 13, 2010, the Pacifica City Council reorganized as follows:

Mayor MaryAnn Nihart
(Term expires November 2012)

Mayor pro Tem Pete DeJarnatt
(Term expires November 2012)

Councilmember Jim Vreeland
(Term expires November 2014)

Councilmember Sue Digre
(Term expires November 2014)

Councilmember Len Stone
(Term expires November 2014)

Kathy O'Connell

Kathy O'Connell, City Clerk

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County Recorder
Local legislators
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School Districts
Newspapers (2)
Agenda recipients





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: Leslie Lambert, Planning Manager

DATE: December 22, 2010

RE: Cancellation of Planning Commission Meeting

The Regular Meeting of the Planning Commission scheduled for Wednesday, January 5, 2011 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, January 19, 2011 at 7:30 p.m.

cc: Town Manager
Town Council
Town Planner
Country Almanac
Barbara Templeton

This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: December 22, 2010

CheyAnne Brown
Planning & Building Assistant



**Town of Portola Valley
Conservation Committee
Notice of Cancellation
Tuesday, December 28, 2010**

CONSERVATION COMMITTEE

NOTICE OF CANCELLATION

Tuesday, December 28, 2010

The Conservation Committee meeting scheduled for Tuesday, December 28, 2010 has been cancelled. The next regularly scheduled meeting date is Tuesday, January 25, 2011.



Town of Portola Valley
Traffic Committee
Notice of Cancellation
Thursday, January 6, 2011

TRAFFIC COMMITTEE
NOTICE OF CANCELLATION

Thursday, January 6, 2011

The Traffic Committee meeting scheduled for Thursday, January 6, 2011 has been cancelled.

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TOWN COUNCIL WEEKLY DIGEST

Friday – January 7, 2011

-
- 1. Letter to Mayor Driscoll from Michael Brownrigg requesting support for his appointment to a seat on BCDC for the West Bay counties – January 5, 2011
 - 2. Month End Financial Report for the month of December 2010
 - 3. Issued Building Permit Activity: December 2010
 - 4. Notice of Reorganization of the South San Francisco City Council
 - 5. Agenda – Special Sustainability Committee Meeting – Monday, January 10, 2011
 - 6. Agenda – Regular ASCC Meeting – Monday, January 10, 2011
 - 7. Agenda – Trails and Paths Committee Meeting – Tuesday, January 11, 2011
 - 8. Agenda – Emergency Preparedness Committee Meeting – Thursday, January 13, 2011
 - 9. Agenda – Cable & Undergrounding Committee Meeting – Thursday, January 13, 2011
 - 10. Agenda – Cultural Arts Committee Meeting – Thursday, January 13, 2011

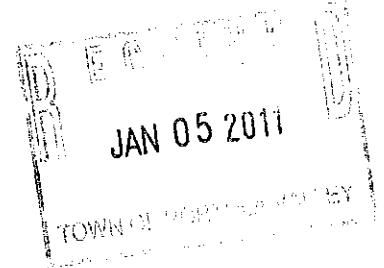
Attached Separates (Council Only)

- 1. Invitation to attend the Dinner/Meeting of the San Mateo County Council of Cities on Friday, January 28, 2011
- 2. Invitation to attend the Caltrain Summit on Saturday, January 29, 2011
- 3. Invitation to attend San Mateo County Martin Luther King, Jr. Day on Monday, January 17, 2011
- 4. Invitation to participate in Mayors for Meals Day on Wednesday, March 23, 2011
- 5. San Mateo County's "Labor" – January 2011
- 6. Peninsula Volunteers, Inc.'s Annual Report 2009-2010
- 7. League of California Cities "Western City" – January 2011



The City of Burlingame

501 PRIMROSE ROAD, BURLINGAME, CA 94010-3997
www.burlingame.org



TERRY NAGEL, MAYOR
 JERRY DEAL, VICE MAYOR
 ANN KEIGHRAN, COUNCILMEMBER
 MICHAEL BROWNRIGG, COUNCILMEMBER
 CATHY BAYLOCK, COUNCILMEMBER

TEL: (650) 558-7203
 FAX: (650) 342-8386
 EMAIL: council@burlingame.org

January 5, 2011

Dear Colleague:

I am applying for the open seat on BCDC for the West Bay counties. I would value your support; I promise to work hard to make sure we advance the BCDC mission of making the Bay better environmentally, economically and aesthetically.

I have a strong background in public service (12 years in the U.S. diplomatic corps, serving around the world) and have worked 13 years in private sector investment and venture capital. In Burlingame, I served on the Planning Commission for seven years, helping craft our city's Bayfront Specific Plan in 2004/5 and was a founding member of Burlingame's Green Ribbon Task Force, a city/citizen group aimed at bolstering Burlingame's environmental awareness and policies. In November 2009, I was elected to serve on the Burlingame City Council, which has entailed participating on the Airport Round Table, on a High Speed Rail task force and on our city's budget/finance committees, among other things.

I am familiar with the trade-offs concerning the Bay. Shortly before I joined the Planning Commission, there was a major battle over a bayside real estate development: a large project proposed by an influential developer would have thrown an inordinate "wind shadow" on the Bay, frustrating windsurfers in the area. In the end, Burlingame rejected it because we appreciated the importance of recreation on the Bay. We now have before us a recrafted proposal that would be beautiful, would improve bayshore facilities and which is sensitive to the needs of windsurfers. In short, this new project is a potential win-win outcome for our city, for Peninsula residents and for the Bay.

To my mind, economic opportunity on the Bay goes hand in hand with improving the Bay's natural environment. BCDC justly boasts that it has helped bayfront residents shift from turning their back on the Bay to turning toward the Bay.

Certainly, that has been Burlingame's experience. Two decades ago we set aside bayside property for hotel developments, and they have since flourished: all of them look squarely over the Bay and to the wonderful distant hills of the East Bay. In sum, Burlingame has been a direct beneficiary of embracing and enhancing the Bay, albeit in a very practical way that also promotes economic growth.

Our home in Hong Kong many years ago looked over Deep Water Bay. It was a beautiful way to end a day, looking over the water as the sun was setting. I appreciate San Francisco Bay every bit as much. BCDC plays a vital role for all of us in improving the Bay and creating an environment that supports our residents, our visitors, and the fish and birds and life that surround the Bay.

Warm regards,



Michael Brownrigg

Cell: 415 987 3230

Email: mbrownrigg@burlingame.org (official) or Michael@mbrownrigg.com

2



MONTH END FINANCIAL REPORT

FOR THE MONTH OF: December 2010

C	Bank of America	\$	861,844.47
A	Local Agency Inv't Fund (0.454%)	\$	6,387,803.03
S			
H	Total Cash	\$	7,249,647.50

F	05 General Fund	\$	2,144,257.61
U	10 Safety Tax	\$	144,230.90
N	15 Open Space	\$	2,901,476.45
D	20 Gas Tax	\$	50,609.07
S	25 Library Fund	\$	397,043.90
	30 Public Safety/COPS	\$	(61,575.13)
	40 Park in Lieu	\$	6,177.49
	45 Inclusion In Lieu	\$	157,669.27
	60 Measure A	\$	95,469.89
	65 Road Fees	\$	783,583.27
	75 Crescent M.D.	\$	67,757.60
	80 PVR M.D.	\$	13,162.02
	85 Wayside I M.D.	\$	5,679.03
	86 Wayside II M.D.	\$	(104,326.82)
	90 Woodside Highlands M.D.	\$	167,028.36
	95 Arrowhead Mdws M.D.	\$	(1,799.67)
	96 Customer Deposits	\$	509,915.58
	98 PVCF	\$	(26,711.32)
	Total Fund Balance	\$	7,249,647.50

A	Revenues for Month:	\$	824,962.34
C	LAIF Interest Deposit	\$	-
T	Total Revenues for Month:	\$	824,962.34
I			
V	Warrant List 12/8/10	\$	(106,778.41)
I	Warrant List 12/22/10	\$	(84,380.38)
T	Payroll for Month	\$	(122,708.32)
Y	Total Expenses for Month:	\$	(313,867.11)
	Activity Balance	\$	511,095.23

S	Beginning Cash Balance:	\$	6,738,214.12
U	Total Revenues	\$	824,962.34
M	Total Expenses	\$	(313,867.11)
M	JE#73879	\$	338.15
A			
R	Ending Cash Balance	\$	7,249,647.50
V			

Per CGC #53646 governing the reporting of cash and investments, the Town's investment portfolio is in compliance with its adopted Investment Policy. Based on anticipated cash flows and current investments, the Town is able to meet its expenditure requirements for the next six months.

Town of Portola Valley

Issued Building Permit Activity: December 2010

	Permits This Month	Permits FY 10-11 To Date	Total Valuation This Month	Total Valuation FY 10-11 To Date	Application Fees Collected This Month	Application Fees FY 10-11 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 10-11 To Date	Total Fees Collected FY 10-11	Total Fees Collected FY 09-10
New Residence	0	4	0	5,952,750	0.00	29,563.45	0.00	19,215.93	48,779.38	48,900.56
Commercial/Other	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Additions	2	10	372,200	2,284,087	2,933.90	18,669.05	1,907.04	10,905.75	29,574.80	18,651.05
Second Units	0	4	0	739,000	0.00	5,873.40	0.00	3,817.72	9,691.12	0.00
Remodels	3	22	199,442	1,695,512	2,146.78	16,235.73	1,394.71	10,552.55	26,788.28	12,962.90
Pools	0	7	0	641,400	0.00	5,855.70	0.00	4,131.71	9,987.41	1,639.69
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	0	2	0	7,000	0.00	180.50	0.00	72.31	252.81	0.00
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	0	5	0	0	0.00	500.00	0.00	0.00	500.00	200.00
Other	8	84	203,012	2,360,190	2,800.60	25,720.70	1,402.30	6,652.14	32,372.84	49,712.11
	13	138	774,654	13,679,939	7,881.28	102,598.53	4,704.05	55,348.11	157,946.64	132,066.31
Electrical	10	62	0	0	477.05	4,280.37	0.00	0.00	4,280.37	3,776.16
Plumbing	5	46	0	0	359.00	3,925.80	0.00	0.00	3,925.80	3,228.80
Mechanical	6	33	0	0	364.00	2,895.05	0.00	0.00	2,895.05	2,733.80
Total Permits	34	279	774,654	13,679,939	9,081.33	113,699.75	4,704.05	55,348.11	169,047.86	141,805.07



**NOTICE OF REORGANIZATION
OF THE
SOUTH SAN FRANCISCO CITY COUNCIL**

We are pleased to advise that the City Council of the City of South San Francisco, at a Regular Meeting held on December 6th, 2010, reorganized as follows:

MAYOR KEVIN MULLIN

Term expires November 2011

VICE MAYOR RICHARD A GARBARINO

Term expires November 2011

COUNCILMEMBER MARK N. ADDIEGO

Term expires November 2013

COUNCILMEMBER PEDRO GONZALEZ

Term expires November 2013

COUNCILMEMBER KARYL MATSUMOTO

Term expires November 2013

Dated this 4th day of January, 2011

Krista Martinelli

City Clerk

City of South San Francisco

400 Grand Avenue

South San Francisco, CA 94080

650-877-8519

krista.martinelli-larson@ssf.net



TOWN OF PORTOLA VALLEY
Special Sustainability Committee Meeting
Monday, January 10, 2011 – 4:00 PM
Community Hall, Alder Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Approval of Minutes from December 20, 2010
4. Update - Programs
 - a. Energy Upgrade
 - b. Acterra
5. Review & Discussion of Program & Marketing Plan
6. Review & Discussion of Items to Include in Letter of Interest to Audit Companies
7. Review Subcommittee Work for 201
 - a. Smart Strip Guide & Display
 - b. Did You Consider Flyer
 - c. Pilot Group
 - d. Loaner Kit
8. Next Steps, Next Meeting Date & Reminders
 - a. Decide on February meeting date (third Monday in February is a holiday)
9. Announcements
10. Adjournment



TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Monday, January 10, 2011
 7:30 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

7:30 PM - REGULAR AGENDA*

1. Call to Order:
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr
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. Conditional Use Permit X7D-170, Installation of a Wireless Communication Antenna Facility, Golden Oak Drive at Peak Lane, T-Mobile West Corporation *Continued to January 24, 2011 meeting*
 - b. Continued Architectural Review for Residential Redevelopment – New Residence, Swimming Pool, and Related Site Improvements, and Site Development Permit X9H-623, 727 Westridge Drive, Wang *Continued to January 24, 2011 meeting*
5. New Business:
 - a. Review for Conformity with Conditional Use Permit X7D-63, Main Building Transformer Relocation, 501 Portola Road, The Sequoias Portola Valley *Continued to January 24, 2011 meeting*
 - b. Architectural Review and Site Development Permit X9H-622, Proposed Residential Additions and Modifications, 95 Cheyenne Point, Berman
 - c. Architectural Review of Plans for Residential Additions, 151 Crescent Avenue, Wigley
 - d. Review for Conformity with Provision of Conditional Use Permit X7D-87, Proposed Installation of Photovoltaic Panels, 19501 Skyline Boulevard, Thomas Fogarty Winery
6. Approval of Minutes: December 13, 2010
7. Adjournment

Architectural & Site Control Commission
January 10, 2011 Agenda
Page Two

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

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

Date: January 7, 2011

CheyAnne Brown
Planning & Building Assistant



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, January 11, 2011 - 7:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – October 12 and November 9, 2010
4. Financial Review
5. New Business
 - A. Introduction of Members
 - B. Introduction of Staff
 - C. Trail Work – October, November and December
 - D. C-1 Trail Update
 - E. Dengler Preserve – Nature Trail – Field Trip
 - F. Change in meeting Day/Time
 - G. Selection of Officers
 - H. Committee Handbook – Highlights
 - I. Trail Committee Questions
6. Other Business
7. Adjournment

Enclosures:

Minutes of October 12 and November 9, 2010
October, November and December Financial Review
October, November and December Trail Work and Map



TOWN OF PORTOLA VALLEY
Meeting of the
Emergency Preparedness Committee
Thursday, January 13, 2011 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to order
2. Oral communications
3. Review and approve minutes of November meeting (No December meeting)
4. Review of EPC membership roster
5. Review of 2010 Goals for the year
 - Scorecard (verbal)
 - Spill over into 2011 Goals
6. Discussion of suggested goals for EPC for 2011
 - Discussion of Household and Neighborhood Preparedness (presumed significant goal for 2011)
 - Metrics
 - Definition
 - Discussion of community outreach approach (presumed significant goal for 2011)
 - Recruiting
 - Awareness
 - New subcommittee required
7. Discussion and review of training needs for 2011
 - Town staff and EPC members
8. Subcommittee discussion
 - Report(s)
 - New Subcommittees required
9. Other business
10. Adjourn promptly at 9AM



TOWN OF PORTOLA VALLEY
Cable & Undergrounding Committee
Thursday, January 13, 2011 – 8:15 AM
Historic School House
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Minutes: Approval of November minutes
3. Communications from Members of the Public
4. Comcast:
 - a. Monthly outage reports for Nov 22 – Dec 21
5. Old Business
 - a. Undergrounding
 - Next steps to progress the PG&E Rule 20A project
 - b. Wireless taskforce update
 - c. Committee membership for 2011
6. New Business
 - a. SAMCAT report
7. Adjournment:

Next meeting on March 10, 2011 at 8:15 am



Town of Portola Valley
Cultural Arts Committee
Thursday, January 13, 2011 – 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from November 18, 2010
4. Paige's appointment
5. Discuss goals for the coming year
6. Revisit art hanging, Jeannette debrief
7. Summer plans for concert series, Paige will share her thoughts
8. Discuss Holiday Faire
9. Susan Thomas update the group on Tile boards and plaque
10. Adjournment

Enclosure: Minutes of November 18, 2010 Committee meeting