



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, February 10, 2010

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

(Time Estimate – 5 Minutes)

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

(Time Estimate – 5 Minutes)

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 January 27, 2010](#)

(2) [Approval of Warrant List – February 10, 2010](#)

(3) [Recommendation by Assistant Town Manager – COPS Funding 2009-10](#)

- (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 2009-2010 Fiscal Year (Resolution No. __)

REGULAR AGENDA

(Time Estimate – 110 Minutes)

(4) [PUBLIC HEARING – Public Hearing on Adoption of Amended Fees for Town Center Community Hall Rental Rates](#)

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Community Hall Rental Rates (Resolution No. __)

(5) [Request from the Cultural Arts Committee – Placement of Tiles on Town Center Buildings](#)

(6) [Recommendation by Assistant Town Manager – Adoption of the Amended Policies for Use of Town Facilities](#)

(7) [Recommendation by Town Attorney – Suspension of Collection of Construction Traffic Road Fees](#)

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Suspending the Collection of Construction Traffic Road Fees Pursuant to Municipal Code Chapter 10.72 (Resolution No. __)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(Time Estimate – 65 Minutes)

(8) [Request from Portola Valley School District – for Use of Town Center Facilities Tennis/Sports Courts](#)

(9) [Discussion – Commercial flight patterns and arrival protocol over Southern San Mateo County](#)

(10) **Reports from Commission and Committee Liaisons**

There are no written materials for this item.

WRITTEN COMMUNICATIONS

(Time Estimate – 10 Minutes)

(11) [Town Council Weekly Digest – January 29, 2010](#)

(12) [Town Council Weekly Digest – February 5, 2010](#)

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).

UNAPPROVED MINUTES

TOWN COUNCIL MEETING NO. 783, JANUARY 27, 2010

ROLL CALL

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

Present: Councilmembers Derwin, Richards and Wengert, and Mayor Toben
Absent: Councilmember Driscoll
Others: Town Planner Mader, Town Attorney Sloan, Town Manager Howard, Asst. Town Manager McDougall, Admin. Services Officer Nerdahl and Town Clerk Hanlon

ORAL COMMUNICATIONS

Mayor Toben said Eleanor Boushey passed away at 97 years of age. He asked Jon Silver to comment on her life and service to the Town. Mr. Silver said Ms. Boushey was one of the original Town Councilmembers. The year she left office, he came on the Council; when he left, Ted Driscoll came on the Council. When Ms. Boushey was elected, it was the exception to have women serve at any level of government. She was a trailblazer in many ways with a great deal of grace and conviction that won the respect of everyone. He discussed his interactions with Ms. Boushey over the years and her interest in preserving Town values. Mayor Toben noted that the article in *The Almanac* detailed her array of interests and viewpoints. During the first few years that Ms. Boushey was a member of the Council, a number of cornerstones of the Town's land use policies were put in place such as: a) adoption of interim zoning, subdivision, and building ordinances; b) establishment of the ASCC; c) adoption of the General Plan with its emphasis on preservation of steep and unstable hillsides; d) adoption of slope density ordinance, etc. These were not easy measures to enact. Portola Valley was extraordinarily fortunate to have that history and early leadership to build on. The original five Councilmembers operated from a set of very clear-headed convictions and established the bedrock on which the Town was built.

CONSENT AGENDA [7:40 p.m.]

By motion of Councilmember Derwin, seconded by Councilmember Wengert, the item listed below was approved with the following roll call vote:

Ayes: Councilmembers Derwin, Richards and Wengert, and Mayor Toben
Noes: None

(2) Warrant List of January 27, 2010, in the amount \$45,072.77.

REGULAR AGENDA

(1) Minutes of the Town Council Meeting of 1/13/10 (Removed from Consent Agenda)

Councilmember Richards and Mayor Toben submitted changes to the minutes of the 1/13/10 meeting. By motion and second, the minutes were approved as amended by a vote of 2-0, with Councilmembers Derwin and Wengert abstaining.

(3) Review of 2008-2009 Annual Audit [7:45 p.m.]

Ms. Nerdahl reviewed her memo of 1/27/10 on the 2008-2009 audit and financial statements. She said the two significant factors that impacted the statements were: a) completion of the Town Center project; and b) the economy. She reviewed: 1) financial highlights set forth in the management's discussion section (p. 3); 2) condensed statement of activities (p. 6); 3) budgetary highlights (p. 7-8); 4) long-term debt (p. 8); 5)

statement of net assets as of June 30, 2009 (p. 12); 5) expenditures in excess of budget (p. 26); 6) donated stock value (p. 28); 7) capital assets (p. 30); 8) PERS pension plan rates (p. 34); and 9) Schedule of Revenues, Expenditures and Changes in Fund Balance (p. 38).

Councilmember Wengert noted that the general government expenses of \$2.9 million were 64% of the Town's operating expenses (p. 7). The unrestricted general fund balance was about \$2.3 million. Factoring out the impacts of the Town Center, she asked what the historical average was and how much cushion the Town normally had. Ms. Nerdahl said she would need to pull the financial statements from prior years and do an analysis. Councilmember Wengert said it would be helpful in understanding how the Town was managing with unrestricted cash reserves. Ms. Howard said historically, there was about \$2 million in general fund reserves, which was about the general fund operating expenses. In the past, it had been a benchmark to keep one year of operating expenses in reserves. In the past five years, it had fluctuated greatly. She recommended that the Town adopt a reserves policy; the Town should know how much it needed to have in reserves. Responding to Mayor Toben, she said a proposal would be presented to the Finance Committee in conjunction with the 2011 budget process.

By motion of Councilmember Wengert, seconded by Councilmember Richards, Council voted 4-0 to accept and file the Basic Financial Statements for fiscal year 2008-2009.

(4) Approval of Computerized General Plan Diagrams [8:05 p.m.]

Town Planner Mader reviewed his memo of 1/11/10 on the computerized version of six general plan diagrams. He described the old and new diagrams and the process used to update the diagrams and make them consistent. Referring to the Town Center Area Plan diagram, he pointed out that the location of the creek was indicated regardless of whether it was above or below ground. There was no plan to bring the below ground sections to the surface. He discussed the scale of the diagrams noting that with GIS they could all be enlarged. He said the way the diagrams were originally prepared, they conveyed a certain feeling. When they were converted to a computer, that design sense evaporated, but they showed what was proposed. Staff had worked with the engineer on symbols, etc., to give a more reasonable sense of what needed to be shown. He said the process had been very tedious, and there had been some periods of inactivity for various reasons. The Town Attorney recommended that the Council adopt a resolution recognizing the plan diagrams and their certification. Since this was not a project, there was no CEQA finding necessary.

Ms. Lambert thanked Town Planner Mader for his thorough and extraordinary review of the documents. Electronic versions would be included on the Town website. She also thanked the consultant, Rich Laureta of Freyer/Laureta. Town Planner Mader added that Mr. Laureta was very patient in making the changes.

Responding to Councilmember Wengert, Ms. Lambert said the computer files had not yet been compressed. The plan was to keep electronic versions as the diagrams were updated with the latest version on the website. Town Planner Mader said a large amount of storage was also needed for the computerized biologic mapping and fire mapping. Those would also be revised from time to time.

By motion of Councilmember Derwin, seconded by Councilmember Richards, Resolution No. 2472-2010 Approving Revised Diagrams for the General Plan was adopted by a vote of 4-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [8:18 p.m.]

(5) Appointment of 2010 Commission and Committee Members

Referring to the list of memberships for 2010, Ms. Howard noted that James Sansbury had resigned from the Parks and Rec Committee. She said vacancies would be advertised, and Committee Chairs would be doing some person-to-person recruiting. Responding to Mayor Toben, Ms. Lambert confirmed that no Planning Commissioners' or ASCC members' terms were up this year. Mayor Toben appointed the Commission and Committee members shown on the 2010 roster. By motion of Councilmember Wengert, seconded by Councilmember Derwin, Councilmembers concurred by a vote of 4-0.

(6) Reports from Commission and Committee Liaisons [8:21 p.m.]

(a) Cable and Undergrounding Committee

Councilmember Richards said the Committee and PG&E representatives discussed undergrounding under Rule 20A, 20B and 20C programs. The Town had about \$500,000 for undergrounding projects. Costs were discussed, and PG&E would be reviewing the numbers. There was a fair amount of audience participation—especially from one group representing Woodside Highlands who had general dissatisfaction with the services of Comcast and AT&T. Responding to Mayor Toben, Ms. Howard confirmed that the Committee was meeting with PG&E to come up with firmer cost numbers for projects the Committee wanted to pursue.

(b) Planning Commission

Councilmember Richards said the Commission held a study session on the Town's Geologic and Ground Movement Potential Maps and related changes to the zoning ordinance and policies to implement those. Town Planner Mader added that one of the interesting questions was whether the Town wanted to restrict non-habitable buildings (e.g., barns, stables, workshops, etc.) from fault setbacks. That was complicated and would be coming back to the Commission.

(c) Cultural Arts Committee

Councilmember Derwin said the Committee discussed what kind of art to hang and where to hang it. They decided they would like to have three local artists' shows in the Community Hall. They also discussed the Holiday Fair and the children's tiles, which would be on the Council's next agenda.

(d) Firewise Advisory Committee

Councilmember Derwin said the Committee discussed the 2-day workshop on March 20-21 that would involve students from Woodside and Portola Valley. She said she would attend.

Mayor Toben said last June, the Fire Board indicated there would be \$130,000 for fire prevention activities this fiscal year. At this meeting, he asked about the status, but had not received an answer. This Committee was meant to be a forum where everyone could pitch in together and come up with some collaboration around a comprehensive program of fire prevention and fuel abatement. He thought an accounting of what was happening with the fire prevention budget would be forthcoming. Additionally, he proposed there be a joint meeting with the Woodside Town Council on the fifth Wednesday in March to discuss fire issues. That would also send a message to the communities that the Councils were quite concerned about this. Ms. Howard said she was working with Ms. George on setting the meeting up. Councilmember Derwin added that CERPP was interested in having a fire presentation.

(e) Safe Routes to School Coalition

Councilmember Derwin said a survey had gone out and had a 40% return rate. The SuRE Coordinator would be sorting through the data and comments. A regional scatter gram/grid had been discussed that would show bus stops, etc., and help to put together carpools. In order to get people out of their cars, carpool or take the bus, it had to be safe and convenient for the parents. Additionally, the SamTrans bus was arriving late to school and the kids were getting tardies. She would look into it.

(f) C/CAG

Councilmember Derwin said she attended a meeting of the Resource/Climate Protection Committee last week.

(g) Parks and Rec Committee

Councilmember Derwin said the Committee discussed the definition of open space and wanted it known that they did not agree with the other Committees. One member felt Spring Down should have more recreational uses and that the voters should decide. Additionally, some Committee members wanted to be involved in discussions with Corte Madera about use of the tennis courts.

(h) Trails and Paths Committee

Councilmember Derwin said the new Chair was Elizabeth Rubin who was an equestrian, runner and biker. The Committee discussed routes for kids to get from Corte Madera to Alpine Hills after school. The trail was on the market side and the crosswalk on Alpine was treacherous. Kids were walking/riding on the other side of the street, which was not a designated safe route to school and was difficult to ride on. The Committee and the Public Works Director would investigate what could be done. The Committee also discussed the trail on the Town Center property with the hitching post by the redwoods, which would result in a loss of parking spaces. That would be coming to the Council. Mayor Toben noted that all improvements to Town Center had been deferred for this fiscal year.

WRITTEN COMMUNICATIONS

(7) Town Council 1/15/10 Weekly Digest [8:38 p.m.]

(a) Groups of Bicycles/Pelotons and Safety

Referring to e-mails from/to Sherry Cagan, Councilmember Wengert said Ms. Cagan had been very proactive in trying to reach out to the bike community about safety concerns. Pelotons were viewed by many, including cyclists, as a danger to pedestrians, bicyclists, equestrians, and motorists. There were DMV regulations that were citable for potential enforcement. But, she felt Ms. Cagan's approach, which was to make the bike community aware of the dangers and hazards, was much better. Woodside shared the problem, and the question was what outreach the combined communities could make to these groups. Responding to Councilmember Derwin, she described times when pelotons rode through the Town.

Mayor Toben said he saw two legal questions: 1) whether the Town could require groups of bike riders of 12 or more to post their riding schedule; and 2) whether the Town could limit the number of riders to, for example, no more than 12 per grouping. Responding, Ms. Sloan said the answer was "no" to both questions. The Town had discussed this before, and nothing had changed in the law. Bicyclists were allowed to proceed on streets just like cars and fell under the Vehicle Code. The Town could not limit the number of people or force them to ride single file. They had to obey traffic laws, and people could call the Sheriff if there were violations. But, there was little the Town could do—especially if they were spontaneous rides. Her understanding was that some of the groups were very informal and weren't associated with any bicycle shop or club. She felt the cooperative things that Ms. Cagan was doing were important—especially if she could get a dialog going that wasn't hostile. She described the Town of Woodside's special events ordinance that could apply to bicycle events that raised money for charity. But, the Woodside Town Attorney had told staff that the ordinance they had on the books was not enforceable and didn't solve the problem. She noted that Woodside received many more complaints because riders rode on smaller roads, and there were many more horses. Responding to Councilmember Wengert, she confirmed that a single bicyclist or a group could ride in the lane of traffic. Basically, the law said bicycles should be treated like all other vehicles.

Mayor Toben said Vehicle Code 21759 required any vehicle, including a cyclist, to exercise caution when approaching an animal and rider. If a cyclist group chose to do nothing and there was serious injury, he asked if the injured rider could bring a negligence case claiming that the club/bicyclists had knowledge of the law and elected not to slow down, etc. He felt education of the cycling community might include a clear understanding of the liability implications if they saw a horse and rider and chose not to slow down. He suggested the Town follow up on Ms. Cagan's work and make it known that the Town was worried about this issue—even though the Vehicle Code limited the Town in what it could do.

Councilmember Wengert said the biggest issue with pelotons in Town was the stop sign at Alpine and Portola Road because the intersection was so busy. She understood that there had been some selective enforcement from time to time by the Sheriff's Dept. While she had huge sympathy with the horse incident, she felt that was much less likely to occur on a recurring basis. Outreach to the bike groups should indicate that the communities were considering stronger enforcement of the traffic regulations/stop signs for pelotons. That might mean having a deputy at Roberts Market from noon to 12:30 p.m. The focus should be the violation of clear traffic laws. The lead rider of a peloton also needed to understand that they had a responsibility to make it safe for horses.

Mayor Toben said he did not feel it was necessary to subordinate the equestrian issue to traffic laws—both were important. There had been a very troubling incident, and this was an equestrian community. He wanted to formalize some of Ms. Cagan's efforts. Councilmember Wengert said she would be happy to be the spokesperson for the Town's official viewpoint, but she wanted to be very clear on what message the Town was delivering and that it was a consistent message being delivered by Woodside as well. It was important to have a cooperative effort on this. Stanford and Palo Alto were also part of it.

Mayor Toben said Laurie Kastanis would be attending the February meeting of a club. Councilmember Wengert said she would also attend and indicate the Town's shared concerns and the need for education and understanding. Mayor Toben asked that the Town Attorney provide a sense of negligence theories and how this could play out. When people realized they might be sued for negligence in a wrongful death or court case, they might be more inclined to change their behavior in the presence of horses.

Referring to Ms. Cagan's e-mail of 1/26/10, Ms. Sloan said she thought it would be good to post on the Town's website that there were often pelotons coming through Town around noon. Councilmember Wengert said Ms. Cagan's list of clubs was fairly comprehensive. Councilmember Derwin said this information should also be made available to the Trails Committee. Ms. Sloan suggested working with Ms. Cagan on language to put on the website. Mayor Toben said he would take the lead on coordinating communication. Everyone needed to understand that the sensitivity was as heightened as it could be.

(b) Development Project on Golden Oak Drive

Referring to Virginia Bacon's letter of 1/11/10, Ms. Lambert said she spoke with Ms. Bacon, and her concerns were brought up at the last ASCC meeting. She said the Town files were not in disarray. Ms. Bacon wanted a great deal of data on houses in her neighborhood, which required staff to go through all the files, permits and staff reports for information that was not readily available.

Responding to Councilmember Derwin, Mayor Toben discussed the iterations the project went through. He felt the staff did a perfectly able job of informing all interested parties. By the last meeting, only a handful of residents attended. Ms. Lambert added that this project was very complicated, and the applicant had changed architects in the middle of the review process. The neighbors were very upset, but the applicant had met all of the requests of the residents and did far more than the ASCC expected. Responding to Councilmember Derwin, she said the architect brought plans in with respect to the sewer connection, and everyone had an opportunity to look at them. Generally, the ASCC did not see that level of detail, which did not come in until the building permit stage.

(8) Town Council 1/22/10 Weekly Digest [9:05 p.m.]

(a) Douglas v. Town of Portola Valley (Federal Case)

Referring to her memo of 1/20/10, Ms. Sloan said the judge's decision to grant the Town's motion to dismiss was very satisfying. Responding to Councilmember Wengert, she said the Douglases had 20 days to amend their claim.

(b) Request from Teen Committee to Donate to the Haiti Fund

Referring to Sharon Driscoll's e-mail of 1/21/10, Ms. Sloan said the request was appropriate; the Council authorized the donation.

CLOSED SESSION [9:08 p.m.]

- (9) CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation
Government Code § 54956.9(b)
One case

REPORT OUT OF CLOSED SESSION: None to Report

ADJOURNMENT: 9:25 p.m.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
FEBRUARY 10, 2010

Date: 02/04/2010
Time: 10:16 am
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TOWN OF PORTOLA VALLEY

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

MIKE & PATTI AGOFF	Winter Instructor Fees	10428	02/10/2010	
2341 KEHOE AVENUE	0016		02/10/2010	
SAN MATEO	BOA	42918	02/10/2010	0.00
CA 94403				6,072.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	6,072.00	0.00

Check No.	42918	Total:	6,072.00
Total for	MIKE & PATTI AGOFF		6,072.00

AL'S NURSERY INC.	Gift for Richard Merk	10429	02/10/2010	
900 PORTOLA ROAD	0012		02/10/2010	
PORTOLA VALLEY	BOA	42919	02/10/2010	0.00
CA 94028	3917			34.52

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	34.52	0.00

Check No.	42919	Total:	34.52
Total for	AL'S NURSERY INC.		34.52

ANIMAL DAMAGE MGMT INC	January Pest Control	10430	02/10/2010	
16170 VINEYARD BLVD. #150	804		02/10/2010	
MORGAN HILL	BOA	42920	02/10/2010	0.00
CA 95037	43231			310.00

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

Check No.	42920	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

ARROWHEAD MT SPRING WATER	January Statement	10431	02/10/2010	
P.O. BOX 856158	463		02/10/2010	
LOUISVILLE	BOA	42921	02/10/2010	0.00
KY 40285-6158	A5743876004			58.89

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	58.89	0.00

Check No.	42921	Total:	58.89
Total for	ARROWHEAD MT SPRING WATER		58.89

DAVID BAILEY	C&D Refund	10432	02/10/2010	
230 WYNDHAM	419		02/10/2010	
PORTOLA VALLEY	BOA	42922	02/10/2010	0.00
CA 94028				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 FEBRUARY 10, 2010

Date: 02/04/2010
 Time: 10:16 am
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TOWN OF PORTOLA VALLEY

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

96-54-4205	C&D Deposit		1,000.00	0.00
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Check No.	42922	Total:	1,000.00
Total for	DAVID BAILEY		1,000.00

BANK OF AMERICA	January Statement	10433	02/10/2010	
Bank Card Center	(Tool purch reimb by ABAG grt)		02/10/2010	
P.O. BOX 53155	0022		02/10/2010	
PHOENIX	BOA	42923	02/10/2010	0.00
AZ 85072-3155				2,655.12

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	1,738.06	0.00
05-64-4312	Office Equipment	193.40	0.00
05-64-4346	Miscellaneous	823.66	0.00

Check No.	42923	Total:	2,655.12
Total for	BANK OF AMERICA		2,655.12

CAL WATER SERVICE CO	12/16 - 1/14 Statements	10434	02/10/2010	
			02/10/2010	
3351 EL CAMINO REAL	0035		02/10/2010	
ATHERTON	BOA	42924	02/10/2010	0.00
CA 94027				1,334.01

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,334.01	0.00

Check No.	42924	Total:	1,334.01
Total for	CAL WATER SERVICE CO		1,334.01

CITY OF SAN BRUNO	Dinner Meeting, Derwin	10467	02/10/2010	
			02/10/2010	
ATTN: KATHY CASTLE	0010		02/10/2010	
SAN BRUNO	BOA	42925	02/10/2010	0.00
CA 94066				40.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train Council & Commissn	40.00	0.00

Check No.	42925	Total:	40.00
Total for	CITY OF SAN BRUNO		40.00

CLEANSTREET	Storm Cleanup	10472	02/10/2010	
			02/10/2010	
1937 W. 169TH STREET	0034		02/10/2010	
GARDENA	BOA	42926	02/10/2010	0.00
CA 90247-5254	59323			2,762.21

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	2,762.21	0.00

Check No.	42926	Total:	2,762.21
Total for	CLEANSTREET		2,762.21

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
FEBRUARY 10, 2010

Date: 02/04/2010
Time: 10:16 am
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TOWN OF PORTOLA VALLEY

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

COUNTY OF SAN MATEO (2)	Election Fees	10435	02/10/2010	
Office of the Assessor			02/10/2010	
555 COUNTY CENTER	389		02/10/2010	
REDWOOD CITY	BOA	42927	02/10/2010	0.00
CA 94063	910010			15,462.22

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4302	Elections	15,462.22	0.00

Check No.	42927	Total:	15,462.22
Total for	COUNTY OF SAN MATEO (2)		15,462.22

RON DOLIN	Deposit Refund	10436	02/10/2010	
			02/10/2010	
228 WESTRIDGE DRIVE	385		02/10/2010	
PORTOLA VALLEY	BOA	42928	02/10/2010	0.00
CA 94028				1,306.79

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds-Other Charges	1,306.79	0.00

Check No.	42928	Total:	1,306.79
Total for	RON DOLIN		1,306.79

TED DRISCOLL	Reimb for Seismograph	10437	02/10/2010	
			02/10/2010	
11 SANDSTONE	796		02/10/2010	
SAN MATEO	BOA	42929	02/10/2010	0.00
CA 94028				173.31

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	173.31	0.00

Check No.	42929	Total:	173.31
Total for	TED DRISCOLL		173.31

JEANNIE GOLDMAN	Winter Instructor Fee	10438	02/10/2010	
			02/10/2010	
741 MANZANITA ROAD	706		02/10/2010	
WOODSIDE	BOA	42930	02/10/2010	0.00
CA 94062				20,618.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	20,618.00	0.00

Check No.	42930	Total:	20,618.00
Total for	JEANNIE GOLDMAN		20,618.00

GOODCO PRESS INCORPORATED	Stationery, Business Cards	10439	02/10/2010	
			02/10/2010	
2480 OLD MIDDLEFIELD WAY	0328		02/10/2010	
MOUNTAIN VIEW	BOA	42931	02/10/2010	0.00
CA 94043	43175			367.92

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
05-64-4308	Office Supplies	367.92	0.00	

Check No.	42931	Total:	367.92
Total for	GOODCO PRESS INCORPORATEI		367.92

GRANITE ROCK COMPANY	Sandbags	10470	02/10/2010	
			02/10/2010	
P.O. BOX 50001	0322		02/10/2010	
WATSONVILLE	BOA	42932	02/10/2010	0.00
CA 95077-5001	557279			191.19

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	191.19	0.00

Check No.	42932	Total:	191.19
Total for	GRANITE ROCK COMPANY		191.19

LISA HENNEFARTH	Field Deposit Refund	10440	02/10/2010	
			02/10/2010	
470 CERVANTES ROAD	411		02/10/2010	
PORTOLA VALLEY	BOA	42933	02/10/2010	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.	42933	Total:	500.00
Total for	LISA HENNEFARTH		500.00

JENSEN LANDSCAPE SERVICES INC	Rossotti, Slit Seed	10441	02/10/2010	
			02/10/2010	
1983 CONCOURSE DRIVE	849		02/10/2010	
SAN JOSE	BOA	42934	02/10/2010	0.00
CA 95131	079894			3,342.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	3,342.00	0.00

JENSEN LANDSCAPE SERVICES INC	Miller Field, Slit Seed	10442	02/10/2010	
			02/10/2010	
1983 CONCOURSE DRIVE	849		02/10/2010	
SAN JOSE	BOA	42934	02/10/2010	0.00
CA 95131	079895			3,342.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	3,342.00	0.00

JENSEN LANDSCAPE SERVICES INC	Rossotti Field, Resod 500 sf	10443	02/10/2010	
			02/10/2010	
1983 CONCOURSE DRIVE	849		02/10/2010	
SAN JOSE	BOA	42934	02/10/2010	0.00
CA 95131	079896			1,155.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	1,155.00	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
JENSEN LANDSCAPE SERVICES INC.	Miller Field, Topdress	10444	02/10/2010	
			02/10/2010	
1983 CONCOURSE DRIVE	849		02/10/2010	
SAN JOSE	BOA	42934	02/10/2010	0.00
CA 95131	079897			4,683.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	4,683.00	0.00

JENSEN LANDSCAPE SERVICES INC	Rossotti Field, Topdress	10445	02/10/2010	
			02/10/2010	
1983 CONCOURSE DRIVE	849		02/10/2010	
SAN JOSE	BOA	42934	02/10/2010	0.00
CA 95131	079898			4,683.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	4,683.00	0.00

Check No.	42934	Total:	17,205.00
Total for	JENSEN LANDSCAPE SERVICES I		17,205.00

KDSA CONSULTING LLC	February Spam Filtering	10446	02/10/2010	
			02/10/2010	
1600 OSGOOD STREET	555		02/10/2010	
N. ANDOVER	BOA	42935	02/10/2010	0.00
MA 01845	09757			75.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	75.00	0.00

Check No.	42935	Total:	75.00
Total for	KDSA CONSULTING LLC		75.00

LCC PENINSULA DIVISION	LCC Dinner Meeting, Derwin	10468	02/10/2010	
ATTN: Tina McVay			02/10/2010	
CITY OF MORGAN HILL	623		02/10/2010	
MORGAN HILL	BOA	42936	02/10/2010	0.00
CA 95037				40.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ Train Council & Commissn	40.00	0.00

Check No.	42936	Total:	40.00
Total for	LCC PENINSULA DIVISION		40.00

JANET MCDUGALL	TV/Mounting Bracket for EOC	10448	02/10/2010	
			02/10/2010	
765 PORTOLA ROAD	769		02/10/2010	
PORTOLA VALLEY	BOA	42937	02/10/2010	0.00
CA 94028				1,335.98

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4426	GP Emerg Obs Center	1,335.98	0.00

Check No.	42937	Total:	1,335.98
Total for	JANET MCDUGALL		1,335.98

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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
MTC	Town Portion for P-TAP Funding	10447	02/10/2010	
	Eng'g Svcs for Road Constr Prj		02/10/2010	
101 EIGHTH STREET	741		02/10/2010	
OAKLAND	BOA	42938	02/10/2010	0.00
CA 94607-4700				2,160.00

GL Number	Description	Invoice Amount	Amount Relieved
05-88-4503	CLIP Street Design Future FY	2,160.00	0.00
		Check No. 42938	Total: 2,160.00
		Total for MTC	2,160.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
O. NELSON & SON	Drainage Ditch Maintenance	10469	02/10/2010	
			02/10/2010	
3355 TRIPP ROAD	634		02/10/2010	
WOODSIDE	BOA	42939	02/10/2010	0.00
CA 94062	111			9,880.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	9,880.00	0.00
		Check No. 42939	Total: 9,880.00
		Total for O. NELSON & SON	9,880.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
AMY E PAYNE	Winter Instructor Fee	10449	02/10/2010	
			02/10/2010	
367 OLD LA HONDA ROAD	686		02/10/2010	
WOODSIDE	BOA	42940	02/10/2010	0.00
CA 94062				2,150.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,150.00	0.00
		Check No. 42940	Total: 2,150.00
		Total for AMY E PAYNE	2,150.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PG&E	January Statements	10450	02/10/2010	
			02/10/2010	
BOX 997300	0109		02/10/2010	
SACRAMENTO	BOA	42941	02/10/2010	0.00
CA 95899-7300				1,074.89

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,074.89	0.00
		Check No. 42941	Total: 1,074.89
		Total for PG&E	1,074.89

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
CATHERINE PLOTTIER	Winter Instructor Fee	10451	02/10/2010	
			02/10/2010	
1658 SOUTH MARY AVENUE	2008		02/10/2010	
SUNNYVALE	BOA	42942	02/10/2010	0.00
CA 94087				814.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	814.00	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. 42942 Total: 814.00
Total for CATHERINE PLOTTIER 814.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	182.16	0.00
05-66-4340	Building Maint Equip & Supp	193.28	0.00
20-60-4260	Public Road Surface & Drainage	106.98	0.00
20-60-4270	Trail Surface Rehabilitation	15.28	0.00

Check No. 42943 Total: 497.70
Total for PORTOLA VALLEY HARDWARE 497.70

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

Check No. 42944 Total: 2,000.00
Total for SABER ROOFING INC 2,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	13.74	0.00

Check No. 42945 Total: 13.74
Total for SHARP BUSINESS SYSTEMS 13.74

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	250.00	0.00

Check No. 42946 Total: 250.00
Total for SMC CITY MGRS' ASSN 250.00

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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

SPANGLE & ASSOCIATES	January Statement	10455	02/10/2010	
			02/10/2010	
770 MENLO AVENUE	0121		02/10/2010	
MENLO PARK	BOA	42947	02/10/2010	0.00
CA 94025-4736				37,495.60

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4140	ASCO	2,236.00	0.00
05-52-4162	Planning Committee	4,464.00	0.00
05-54-4196	Planner	10,072.30	0.00
96-54-4198	Planner - Charges to Appis	20,724.30	0.00

Check No.	42947	Total:	37,495.60
Total for	SPANGLE & ASSOCIATES		37,495.60

CONNIE STACK	Winter Instructor Fee	10456	02/10/2010	
			02/10/2010	
10127 LAMPLIGHTER SQUARE	648		02/10/2010	
CUPERTINO	BOA	42948	02/10/2010	0.00
CA 95014				1,872.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,872.00	0.00

Check No.	42948	Total:	1,872.00
Total for	CONNIE STACK		1,872.00

STATE COMP INSURANCE FUND	January Premium	10457	02/10/2010	
			02/10/2010	
PO BOX 7980	0122		02/10/2010	
SAN FRANCISCO	BOA	42949	02/10/2010	0.00
CA 94120-7854				2,301.83

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Workers Compensation	2,301.83	0.00

Check No.	42949	Total:	2,301.83
Total for	STATE COMP INSURANCE FUND		2,301.83

SHELLY SWEENEY	Winter Instructor Fee	10473	02/10/2010	
			02/10/2010	
285 GRANDVIEW DRIVE	407		02/10/2010	
WOODSIDE	BOA	42950	02/10/2010	0.00
CA 94062				3,936.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	3,936.00	0.00

Check No.	42950	Total:	3,936.00
Total for	SHELLY SWEENEY		3,936.00

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Vendor Name	Invoice Description 1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description 2	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
THE CLINTON BUSH HAITI FUND	Donation from Dance Proceeds	10459	02/10/2010	
c/o WILLIAM J. CLINTON FDN	Teen Committee		02/10/2010	
DONATIONS DEPARTMENT	0337		02/10/2010	
LITTLE ROCK	BOA	42951	02/10/2010	0.00
CA 72201				200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4166	Teen Committee	200.00	0.00

Check No.	42951	Total:	200.00
Total for	THE CLINTON BUSH HAITI FUND		200.00

Vendor Name	Invoice Description 1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description 2	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
TREE SPECIALIST	S.O.D. Spraying, Portola Road	10471	02/10/2010	
1198 NEVADA AVE	839		02/10/2010	
SAN JOSE	BOA	42952	02/10/2010	0.00
CA 95125	111009			750.00

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4269	SOD Spraying ROW	750.00	0.00

Check No.	42952	Total:	750.00
Total for	TREE SPECIALIST		750.00

Vendor Name	Invoice Description 1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description 2	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
YVONNE TRYCE	Winter Instructor Fee	10460	02/10/2010	
90 JOAQUIN ROAD	512		02/10/2010	
PORTOLA VALLEY	BOA	42953	02/10/2010	0.00
CA 94028				3,150.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	3,150.00	0.00

Check No.	42953	Total:	3,150.00
Total for	YVONNE TRYCE		3,150.00

Vendor Name	Invoice Description 1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description 2	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
UNIVAR USA INC	Sign for Pesticide Storage	10461	02/10/2010	
FILE 56019	2004		02/10/2010	
LOS ANGELES	BOA	42954	02/10/2010	0.00
CA 90074-6019	SJ-173301			3.90

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	3.90	0.00

Check No.	42954	Total:	3.90
Total for	UNIVAR USA INC		3.90

Vendor Name	Invoice Description 1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description 2	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	January Admin Cellular	10462	02/10/2010	
P.O. BOX 9622	0131		02/10/2010	
MISSION HILLS	BOA	42955	02/10/2010	0.00
CA 91346-9622				109.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	109.21	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.	42955	Total:	109.21
Total for	VERIZON WIRELESS		109.21

VISION INTERNET PROVIDERS INC	January Site Hosting, Site Mod	10463	02/10/2010	
P.O. BOX 251588	827		02/10/2010	
LOS ANGELES	BOA	42956	02/10/2010	0.00
CA 90025	16943			267.50

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	267.50	0.00

Check No.	42956	Total:	267.50
Total for	VISION INTERNET PROVIDERS IN		267.50

ELIZABETH WRIGHT	Winter Instructor Fee	10464	02/10/2010	
147 HEDGE ROAD	620		02/10/2010	
MENLO PARK	BOA	42957	02/10/2010	0.00
CA 94025				6,120.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	6,120.00	0.00

Check No.	42957	Total:	6,120.00
Total for	ELIZABETH WRIGHT		6,120.00

GEORGE ZDASIUK	Refund of Road Fee	10465	02/10/2010	
48 HILLBROOK	363		02/10/2010	
PORTOLA VALLEY	BOA	42958	02/10/2010	0.00
CA 94028				4,970.40

GL Number	Description	Invoice Amount	Amount Relieved
65-00-4377	Refund of Bidd Fees	4,970.40	0.00

Check No.	42958	Total:	4,970.40
Total for	GEORGE ZDASIUK		4,970.40

Total Invoices:	45	Grand Total:	151,558.93
		Less Credit Memos:	0.00
		Net Total:	151,558.93
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	151,558.93

TOWN OF PORTOLA VALLEY

Warrant Disbursement Journal

February 10, 2010

Claims totaling \$151,558.93 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: February 10, 2010

RE: **COPS Funding 2009-10**

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."

Portola Valley's COPS allocation for 2009/2010 is \$100,000, as it was in 2008-2009. 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.

Recommendation

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

Approved: _____
Angela Howard, Town Manager

Attachment

RESOLUTION NO. _____-2010

**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 2009-2010 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 2009-2010; 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;

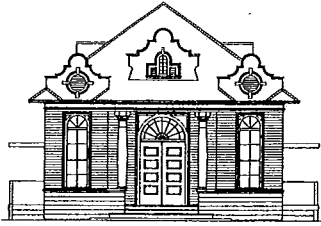
NOW, THEREFORE, the Town Council of the Town does RESOLVE that the Town will receive and appropriate its 2009-2010 share of COPS funds (\$100,000) and expend these funds during the fiscal year on special law and traffic enforcement services within the Town's boundaries as performed under contract by the San Mateo County Sheriff's Department.

PASSED AND ADOPTED this 10th day of February, 2010.

Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Council
FROM: Janet McDougall, Assistant Town Manager
DATE: February 10, 2010
RE: **Adoption of Amended Fees for Town Center Community Hall Rental**

Recommended Action:

Conduct public hearing; adopt resolution setting forth the rental fee schedule.

Issue Statement/Discussion:

At its January 13, 2010 meeting, the Town Council reviewed a proposal for an increase to the Town's rental fees for use of the Community Hall and activity rooms. The Council expressed conceptual approval of the fee structure, and directed that staff schedule the matter as a noticed public hearing to be held on February 10, 2010. The noticing requirements have been met.

For the Council's reference, the rental rate comparison chart that had been included in the January 13, 2010 materials relating to this issue has been attached as Exhibit "A".

Also attached is a rental fee analysis that provides information about the events that were held in the Community Hall and activity rooms during 2009, the fees that were collected, and the impact of the increased fees for similar events in the future. Included in the analysis is information relating to the expenses that were incurred in 2009 and those that are anticipated for 2010 (calendar year). While this information appears to project a shortfall for 2010, we believe there will be an increase in the number of weddings that will occur this year, which will result in increased revenue generation. The analysis is attached as Exhibit "B".

The resolution establishing the new rental fees is attached as Exhibit "C".

Approved:


Angela Howard, Town Manager

Attachments – Exhibits "A", "B" & "C"

Exhibit "A"

RENTAL RATE COMPARISON

Town/City	Community Hall/Ballroom		Meeting Rooms		Kitchen
	Resident	Non-Resident	Resident	Non-Resident	
Atherton (Holbrook Palmer Park)	1-100 \$3,000 101-200 \$3,500	1-100 \$3,500 101-200 \$4,000	\$200 4 Hrs. \$300 All day	\$200 4 Hrs. \$300 All day	Included with rental
Menlo Park	M-Th \$113 Hr. Fri-Sun \$156 Hr.	M-Th \$153 Hr. Fri-Sun \$211 Hr.	M-Th \$56 Hr. Fri-Sun \$75 Hr.	M-Th \$76 Hr. Fri-Sun \$101 Hr.	Included with rental
Palo Alto (Auditorium)	\$85 Hr.	\$85 Hr.	\$55 Hr.	\$82.50 Hr.	\$102 Hr. Resident \$153 Hr. Non-Res.
Woodside	Liberty Hall Private Social Functions 0-3 Hrs. 0-50 \$ 75 51-100 \$150 101-148 \$225 Public Meetings 0-50 \$ 50 51-100 \$100 101-148 \$150 Add'l Hrs. > fee	Residents Only	Liberty Hall is used for events and meetings	Residents Only	No kitchen Sink and refrigerator only
Valley Presbyterian Church	Weddings \$1,850 (no reception) Memorials \$1,490 (includes staff cost)	N/A	N/A	N/A	N/A
Portola Valley Current	\$1,200 (Includes kitchen) Memorials \$100	\$1,500	\$75 Hr. 2 Hr. minimum	\$95 Hr. 2 Hr. minimum	Included with rental of Community Hall
Portola Valley Proposed	\$1,800 (Includes kitchen) 8:00 am – midnight Memorials \$1,000	\$2,800 (Includes kitchen) 8:00 am – midnight	\$100 Hr. 2 Hr. minimum- meetings 4 Hr. minimum- parties	\$150 Hr. 2 Hr. minimum- Meetings 4 Hr. minimum- parties	Included with rental of Community Hall \$100 use fee when needed with Activity Room

Exhibit "A"

Exhibit "B"

Rental Fee Analysis

The following is a list of the events held in 2009, with a comparison of the actual fees collected with what would be collected if the proposed fee increases were adopted:

<u>Event Date</u>	<u>Event Type</u>	<u>Time</u>	<u>Room</u>	<u>2009 Fee</u>	<u>2010 Fee</u>
1/10/09	Birthday Party*	7-10pm	Alder	\$ 225	\$300
3/7/09	Birthday Party*	10am-1pm	Coffeeberry	225	300
3/21/09	Private Party*	8am-1pm	Community Hall	1,200	1,800
5/16/09	Private Party*	3:30-9:30pm	Coffeeberry	450	600
6/14/09	Retirement Party*	12:30-5:30pm	Coffeeberry	375	500
7/18/09	Birthday Party*	3:30-6:30pm	Alder	225	300
7/25/09	Birthday Party*	8am-midnight	Community Hall	1,200	1,800
8/2/09	Almanac Party	3:30-6:30pm	Buckeye	285	450
8/8/09	Wedding	8am-midnight	Community Hall	1,500	2,800
8/30/09	Birthday Party*	11am-1pm	Alder	150	200
9/27/09	Wedding	8am-midnight	Community Hall	1,500	2,800
10/3/09	Wedding*	8am-midnight	Community Hall	1,200	1,800
10/16/09	Memorial*	8am-2pm	Community Hall	100	1,000
10/17/09	Quinceanera*	7am-midnight	Community Hall	1,200	1,800
10/18/09	Birthday Party	8am-midnight	Community Hall	1,500	2,800
10/24/09	Engagement Party*	8am-midnight	Community Hall	1,200	1,800
11/28/09	Bat Mitzvah*	8am-midnight	Community Hall	1,200	1,800
12/12/09	Birthday Party	8am-midnight	Community Hall	<u>1,500</u>	<u>2,800</u>
TOTAL				\$15,235	\$25,650

*Denotes local resident fees

2009

Other than janitorial and basic maintenance, we had only nominal maintenance expenses because the building is only one year old. Income did not cover all expenses of the Community Hall rentals. Expenses for the year were:

Salaries/Benefits	\$17,135
(13% of Office Asst. salary/benefits & 8.5% of Sr. Maintenance Worker salary/benefits)	
Outside Janitorial (One intensive cleaning)	<u>1,167</u>
	\$18,302

2010

Maintenance costs will increase, due to the need to paint the interior of the building. Expenses for the year are anticipated to be:

Salaries/Benefits	\$17,991
Outside Janitorial (Two intensive cleanings)	2,334
Interior Painting	<u>7,500</u>
	\$27,825

Note: Costs of water are not factored in.

RESOLUTION NO. _____-2010

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING
COMMUNITY HALL RENTAL RATES**

WHEREAS, the Town has conducted a survey of surrounding communities to determine what, if any, modifications should be made to the Town's rates for rental of the Community Hall and, based on market trends, it appears an increase is warranted; and

WHEREAS, the Town Council has considered the proposed increase of the rental fees; and

WHEREAS, the data upon which the amount of the fees are based has been available to the public for at least ten days prior to the adoption of the fee; and

WHEREAS, the Town Council has conducted a public hearing prior to the adoption of the fee.

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

The Community Hall rental rates are hereby increased in accordance with the rate schedule attached hereto as Exhibit "A", and shall become effective on March 1, 2010. Events that have been scheduled and paid for prior to the effective date of the new rates shall not be subject to the fee increase.

PASSED AND ADOPTED this 10th day of February, 2010.

By: _____
Mayor

ATTEST:

Town Clerk

Exhibit "A"
Portola Valley Community Hall Rental Fees

Rental Fees

The facility rental rates and deposits for the Community Hall and Activity Rooms are as follows:

Room Name	Resident	Non-Resident	Minimum Rental	Deposit
Community Hall	\$1,800 per day	\$2,800 per day	8am – midnight	\$1,000
Alder or Buckeye Room	\$100 per hr.	\$150 per hr.	2 Hrs. meetings 4 Hrs. parties	\$ 250
Kitchen (must rent with room – No fee with Community Hall)	\$100 use fee per event	\$125 use fee per event	none	\$ 100
Redwood Grove (weddings only)	\$150 per event	\$200 per event	none	\$ 100

Memorial services for local residents only, with a fee of \$1,000 together with a refundable \$500 deposit.

Annual Consumer Price Index (CPI) Adjustment

Each April, or as soon thereafter as may be practical, the Town shall, as part of its annual budget process, review the Community Hall rental fees and shall increase them by 100% of the change in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland Metropolitan Area in any year an increase to the CPI has occurred. In those instances when the CPI is unchanged or reduced, the fees shall remain unchanged.

For purposes of the adjustment, the base rates shall be the rates in effect on January 1 of the year in which the adjustment is made. Each rate shall be adjusted based on the changes in the index from the prior December to the December of the current adjustment year. CPI increases to the fees shall become effective on July 1 and remain in effect throughout the fiscal year.

CAC Council Note

A. History of the Tiles

The tiles were created by PV students of Robin Toews, and were used at Ormondale for many years. Some of those students, now adults, are current residents or have descendants living in the valley. The tiles have been preserved as well as possible in the limited space of the Town Archives for many years, with the hope that at some point an appropriate display site could be found. A wider audience, of multiple generations, will be able to view them. Placing the tiles on Town Center sites is an opportunity to bring the schools into the Center and demonstrates the partnership between them.

B. Site Placement

The committee carefully selected representative tile boards. The content, quality, color, theme, size and relationship to each site were also examined. The CAC recommends the Tile Boards be placed as shown in the photos.

C. Vandalism

We considered the loss or vandalism that may occur by placement on public view. They were created to be seen enjoyed and used; sitting on a shelf is not their highest and best use. The risk of loss is outweighed by the benefits & pleasure of public placement.

D. Preservation & Restoration

The tile boards are in need of preservation and restoration. They need to be weatherproofed and durable. All of them will be protected by building overhang. Professional advice from local residents is a viable way of allowing community members to contribute expertise to the project. We acknowledge it will require time to properly restore and prepare the tiles. We propose they be presented to the public in situ at the Town Picnic.

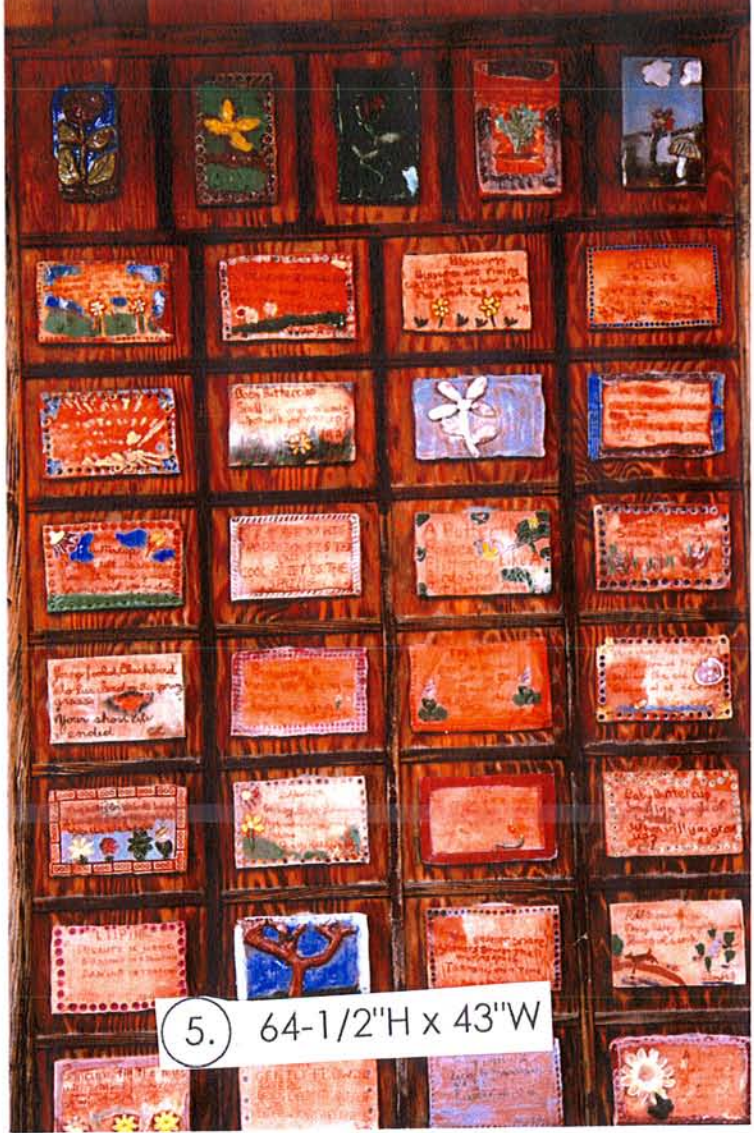
E. CAC members have a broad professional foundation in the arts and are qualified to make artistic recommendations to Town staff and Council.

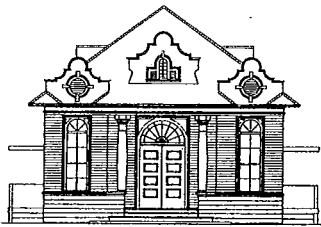


3. 50-1/2"H x 41-3/4"W



5. 64-1/2"H x 43"W





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Council

FROM: Janet McDougall, Assistant Town Manager

DATE: February 10, 2010

RE: Adoption of Amended Policies for Use of Community Hall

Recommended Action:

Adopt amended policies.

Issue Statement/Discussion:

At its January 13, 2010 meeting, the Town Council reviewed amended policies relating to rental of the Community Hall and activity rooms. Upon that initial review, the Council requested a few refinements to the proposed policies which are reflected in the policies that are attached as Exhibit "A".

Further, in light of additional information and review, the proposal relating to memorial services has been altered slightly to limit use of the Community Hall for these services to local residents only. This change was made after careful analysis of the number of memorial services held to date; three of the four services conducted were for non-residents. Through this limitation, there will be increased capacity for events that will ultimately benefit local residents.

It should be noted that the policies contain a table of rental fees that reflect those that have been proposed for consideration during the public hearing process. In the event the rental fees are modified as a result of the public hearing process, obviously, the rates contained in the policy document will be changed to reflect those that have been adopted.

Approved:

A handwritten signature in cursive script that reads "Angela Howard".

Angela Howard, Town Manager

Attachment – Exhibit "A"

**TOWN OF PORTOLA VALLEY
Community Hall and Activity Rooms
Use/Rental Policies and Procedures**

Reservations

The Town of Portola Valley makes its Community Hall, Activity Rooms and kitchen available for use by Portola Valley residents 21 years of age or older. Portola Valley residency is defined as those residents who live within the legal Town Limits of Portola Valley. Non residents may be eligible to use the facilities provided they are sponsored by a Portola Valley resident. Sponsors assume responsibility in the event of damage to the facility that is not covered by the deposit.

To make a reservation to use the Town's facilities, the user must visit Town Hall during normal Town business hours:

Monday – Friday 8:00 a.m. – 1:00 p.m. and 3:00 p.m. – 5:00 p.m.

Priority	User Type	Can Schedule	Fees	Deposit	Insurance
1	Town of Portola Valley & Committees	Anytime	No	No	No
2	Public Agencies (Woodside Fire; CERPP; Library JPA; PV School District; Woodside Priory)	12 months prior	No	No	Ins. Cert. & Hold Harmless
3	Community/Neighborhood Sponsored Local Groups (4-H; PTA; AYSO; Little League; PV Garden Club; Children's Theater; Westridge Garden Club; Local Homeowners' Associations.)	12 months prior	No	Yes	Ins. Cert. & Hold Harmless
4	Local Non-profits (Windmill School; Blood Drive; Our Lady of the Wayside Church; Christ Church; Valley Presbyterian Church)	12 months prior	Free Event-No Fee Fundraiser 50% fee	Yes	Ins. Cert. & Hold Harmless
5	Special Events – Local Residents (Private parties)	12 months prior	Yes	Yes	Special Event Insurance
6	Special Events – Non-local Residents with local resident sponsor	9 months prior	Yes	Yes	Special Event Insurance

Reservations are taken on a priority and/or first paid, first served basis. The Town accepts cash and checks as forms of payment. Reservations are not confirmed until the completed reservation form has been approved, all required fees and security deposits have been paid, and any required evidence of insurance is submitted. Approval is dependent upon intended use, availability, and the applicants' agreement to abide by the policies set forth herein.

Use of the Community Hall and Activity Rooms for private events is limited to twenty-four (24) events in a calendar year.

All applicants must meet with the Facility Coordinator (Office Assistant) prior to their reservation being approved.

Users of the Town of Portola Valley Community Hall or Activity Rooms must be a local resident at the time the reservation is made, as well as on the date of the event. Non-residents may be eligible to use the facilities only if a local resident is willing to sponsor their use.

Community neighborhood sponsored groups and local non-profit organizations are eligible to reserve space in the facilities up to twice each month at no charge

Individuals or organizations requesting use of the Town's facilities to host a discussion of issues relating to public health concerns must be sponsored by the San Mateo County Health Department to ensure that information disseminated is in the public's best interest. Local residents who are licensed medical doctors are exempt from this provision.

No resident may rent or sponsor the Community Hall or Activity Rooms more than twice in a calendar year.

Town of Portola Valley activities have priority in the Community Hall, Activity Rooms and the Town Center campus generally. The Town reserves the right to deny use of the Community Hall and Activity rooms when the facilities are needed for Town sponsored activities, such as the Green Speaker Series, Volunteer Holiday Party, Blues & Barbecue, the Town Picnic, and other similar events.

The Town reserves the right to relocate or cancel an event if emergency conditions exist, in which case all fees will be refunded to the renter. An emergency is defined as a natural disaster, such as an earthquake, fire, flood, etc., or a condition that renders the facility inoperable.

Room Availability

The Community Hall and Activity Rooms are subject to availability and may be reserved for all or part of the following periods:

Monday – Thursday

8:00 a.m. – 9:00 p.m. (meetings only/no parties without Town Administration approval)

Friday, Saturday & Sunday

8:00 a.m. – midnight

Use time includes the time needed for set-up, delivery of supplies, break down and clean up. The facilities may be closed on certain days of the year for maintenance at the discretion of the Town Manager or his/her designee.

Due to staffing constraints, only one event may be scheduled during each weekend period from Friday through Sunday. The Town Manager may, in his/her discretion, allow additional weekend events when it is necessary to accommodate a Town sponsored event.

Facility Rental Rates & Deposits

The facility rental rates and deposits for the Community Hall and Activity Rooms are as follows:

Room Name	Resident	Non-Resident	Minimum Rental	Deposit
Community Hall	\$1,800 per day	\$2,800 per day	8am – midnight	\$1,000
Alder or Buckeye Room	\$100 per hr.	\$150 per hr.	2 Hrs. meetings 4 Hrs. parties	\$ 250
Kitchen (must rent with room – No fee with Community Hall)	\$100 use fee per event	\$125 use fee per event	none	\$ 100
Redwood Grove (weddings only)	\$150 per event	\$200 per event	none	\$ 100

Local Non-profit organizations holding a fundraising activity that is not Town sponsored will be required to pay one-half of the fee for the room they wish to reserve. Non-profits that do not have an incorporation address within Portola Valley are not eligible to receive a reduction in rental fees.

Memorial services honoring a decedent who was a resident of Portola Valley at the time of death may be held in the Community Hall. The fee for a memorial service is \$1,000, and must be accompanied by a \$500 refundable deposit.

Insurance

Evidence of insurance coverage providing a minimum of \$1,000,000 general comprehensive liability coverage is required for all special events and events that are not Town sponsored. The Town must be named as an additional insured on any policy

endorsement. Evidence of insurance coverage must be provided to the Town no later than ten (10) working days prior to the date of the event.

The Town may arrange appropriate special event insurance on behalf of renters or others using the facility; all costs of such insurance coverage are to be paid by the renter or organization utilizing the facilities. The Town requires that special event coverage offered through the Town be obtained for any event at which alcohol will be served.

Damage

A damage deposit for each event/room to be used will be required for all events excluding those that are Town-sponsored. Damage deposits are refundable provided the following conditions are met:

1. All rules/guidelines governing rental usage of the facilities are met
2. The room and common areas (including surrounding outside areas) are left clean and orderly per the Room Clean Up Check List
3. Restrooms are left in neat order
4. User of room does not exceed the scheduled time
5. All equipment is accounted for and undamaged
6. Additional staff time is not required
7. Damage to the building has not occurred.
8. All rules/guidelines governing alcohol consumption as stated in this policy document are met
9. The user must be on the premises throughout the event and clean up of the facility
10. The user, participants, and/or contracted staff do not cause a false fire alarm (for example, using a smoke or fog machine as part of entertainment; smoking inside the facility; using the kitchen without turning on the fan)

If these conditions are not met to the satisfaction of the staff, an appropriate fee will be deducted from the damage deposit. If any damage caused during the period of use exceeds the amount of the deposit, the user will be charged the difference and may lose facility use privileges for one year. Any damage will be documented by staff following the event through use of notes and photographs.

The user should allow four weeks for the arrival of any damage deposit refund that is due.

Cancellations and Changes

The cancellation policy is as follows:

1. To receive a full refund with no penalty, a renter may cancel facility reservations thirty (30) days in advance. Full refund includes the rental fee and deposit.

2. If a renter cancels with less than thirty (30) days but fourteen (14) or more days in advance of the event, one half of the rental fee and the full deposit will be returned.
3. If a renter cancels with less than fourteen (14) days notice, they will forfeit the entire rental fee; the deposit will be returned; the Town will retain any monies collected to cover the costs of insurance for the event that may have been arranged by the Town.
4. A renter may change the facility rental date with no penalty fourteen (14) days or more in advance of the event. At the time the renter requests a change in event date, the new date must be determined, based upon availability, and 20% of the rental charge will be assessed as a re-scheduling fee.
5. Users of the facility who are not required to pay a rental fee but have paid a deposit will be issued a refund for the entire deposit amount.

Note: The Town reserves the right to change or cancel any part of a use agreement and the related scheduled activity.

Community Hall Kitchen Information

The kitchen may be reserved for use only in conjunction with the use of the Community Hall or an Activity Room. An additional use fee and damage deposit will be collected for use of the kitchen when it is used in conjunction with rental of an Activity Room.

Use of the kitchen includes the following:

Refrigerator and freezer	Microwave Oven
Stove/oven	Coffee Urn
Dishwasher	

It is the responsibility of the user to provide their own cooking equipment, serving and eating dishes, tablecloths, paper products, utensils, and all other kitchen related items.

Users may not store any items in the kitchen prior to or following their event. Town staff must be contacted if additional rental time for the kitchen is needed.

Room Set-Up

The user is responsible for setting up the room rented for an event. Town staff is not available to set up tables, chairs and other equipment.

Care must be taken in moving tables and chairs into position. TABLES, CHAIRS AND OTHER EQUIPMENT SHOULD NOT BE DRAGGED ACROSS THE FLOOR IN THE

COMMUNITY HALL. Damage that occurs to the floor is the responsibility of the user and may result in forfeiture of the entire damage deposit.

The user will not be allowed access to the room prior to the start time designated on the use contract. Please be sure to allow enough time to complete the room set-up and decorating when reserving the room. The user will be charged for any and all time used for set-up and clean up.

The user is responsible for cleaning the tables and chairs prior to returning them to the storage area at the conclusion of their event. Please refer to the clean up checklist for more information regarding clean up.

The Town does not rent or supply linens for events and receptions. Linens are the responsibility of the person arranging use of the facility.

Youth & Teen Events

Users must notify and receive approval from the Town Manager or his/her designee prior to a use application being accepted for an event where youth and teen guest participation outnumbers the adult participation.

For these types of events the user may be asked to meet the following conditions:

- Provide chaperones for minors at a ratio of 1 adult for every 15 youth/teen
- Pay additional deposit fees
- Purchase special event liability insurance through the Town

Failure to notify the Town staff of youth and teen events where the youth and teen guest participation outnumbers the adult participation may result in the user losing their rental deposit, additional deposit fees being charged, and the user may lose facility rental privileges for up to one year.

Alcohol is strictly prohibited for youth oriented events (i.e. teen dances, graduation parties, etc.).

Charging for Events or Cover Charges

Users may not collect an admission or any other charge for an event held in the Community Hall or Activity Rooms. Exceptions may be granted by the Town Manager or his/her designee in advance and in writing for:

- Fundraising activities undertaken on behalf of the Town, Portola Valley School District, or other local-serving public agencies; or
- Events that serve the Portola Valley community for which funds are used to offset reasonable costs of hosting the event (i.e. a class reunion for which

attendees pay a fee to defray the actual costs of the event). A detailed budget demonstrating how funds will be used must be submitted with the use application for consideration.

Unauthorized collection of admission charges or sales of services or products of any kind that have not been expressly approved in advance and in writing by the Town Manager or his/her designee will result in the user losing their rental deposit, additional deposit fees being charged, and the user may lose facility rental privileges for up to one year.

Alcohol Information

Alcohol is permitted in the Community Hall and Activity Rooms, provided the plan to serve alcohol is disclosed to the Town at the time the application for use is submitted. Alcohol may only be served to adults over the age of twenty-one.

In the event a user would like to serve alcohol at an event they must purchase event insurance through the Town that expressly provides coverage relating to the service of alcohol during the event.

Users serving alcohol during their event without obtaining insurance coverage through the Town that specifies that alcohol will be served will forfeit their entire damage deposit, and may forfeit all future facility use privileges.

Alcohol Rules & Regulations

- Alcohol is only permitted, if approved, in the Community Hall, Activity Rooms and the adjoining patio outside the Community Hall.
- Users are responsible for the conduct and behavior of their participants and any problems related to the presence of alcohol.
- THE USE OF KEGS IS LIMITED TO THE PATIO AREAS ONLY. Kegs are not to be placed on the wooden floor in the Community Hall.
- Minors, under 21 years of age, may not consume or distribute alcoholic beverages.

Failure to follow these rules may result in forfeiture of the damage deposit and possible loss of future facility use privileges.

Maximum Room Capacities

Room	Square Footage	Room Capacity Seated	Room Capacity Standing
Community Hall	2,638	175	402
Alder Room	878	59	125
Buckeye Room	700	47	47

Exceeding the maximum room capacity may result in forfeiture of the damage deposit, and possible loss of future facility rental privileges.

Equipment Included in the Rental

Chairs: 195
Tables 15 (72" round)
Rectangular Tables: 15 (5 ft. – 4; 6 ft. – 6; 8 ft. – 5)

Town-owned tables and chairs are not available to be loaned for off-premises events. The Town Manager or his/her designee may make exceptions to this policy on a case-by-case basis in writing.

Check in Prior to the Event

The user must check in with the Town during normal business hours prior to the event to obtain a key to the facility for any event that will be held after normal business hours or on the weekend.

The user must remain on site at all times during the event, and must have a copy of the use agreement in his/her possession. If the user leaves the premises during the event he/she may forfeit their deposit.

A staff member will conduct a pre-event room inspection prior to the start of the event to ensure cleanliness of the facility.

Loading, Deliveries, and Storage

All delivery vehicles must remain in the parking lot or on the delivery path for loading and unloading of vehicles. Vehicles may not pull up on grass areas, in front of doorways, in handicapped parking spaces or on sidewalks. Upon completion of deliveries, vehicles must be immediately moved from the delivery path.

All deliveries must occur during designated use times only. Deliveries that arrive early will not be accepted. Town staff will not sign for any delivery items. All items must be removed from the premises at the conclusion of the event. In the event tables, chairs and other items rented for use during an event must be left for removal by a rental

company or others, these items must be removed no later than 12:00 noon on the first business day following the event.

The Town reserves the right to dispose of any items that the user fails to remove from the premises following an event. Users are not permitted to store items at the facility under any circumstances.

Cleaning the Facility

Users are responsible for cleaning the room(s) in accordance with the supplemental Checklist.

All garbage is to be removed from the facility and placed in the cans provided outside on the patio area adjacent to the kitchen, with care given to dumping any liquids down the kitchen sink. In the event there is an inadequate supply of cans and plastic trash bags must be used, care should be taken that bags do not contain liquids that can leak onto the patio area leaving stains.

All tables and chairs are to be cleaned and returned to the storage area, and neatly stacked.

The user may utilize cleaning equipment and supplies (brooms, mops, etc.) that are located in the janitor's closet in the storage area. To ensure the return of the damage deposit, the room must be left in a clean condition that would enable a subsequent user to use the facility in the condition it is left in.

If the time reserved is exceeded, the additional time will be deducted from the damage deposit and any remainder charged to the user.

Users are responsible for ensuring the facility is locked and secured prior to leaving the premises following an event.

Following the event a staff member will inspect the premises for cleanliness and damage and will document through notes and photographs any conditions for which all or a portion of the deposit will be withheld.

Entertainment

DJ's, bands, clowns, magicians, etc. are permitted at the Community Hall and Activity Rooms. However, music should be kept at a volume that cannot be heard by surrounding neighbors and must cease no later than 11:30 p.m.

Use of smoke/fog machines is not permitted, for they may activate the fire alarm system. The Town does not have a stage on the premises. In the event a user would like to bring a stage onto the premises for use during an event, prior written approval of

the Town Manager or his/her designee must first be obtained, and care must be used in assembling/disassembling it within the room rented.

Decorations

Tacks, nails, and staples are prohibited everywhere. Only painter's tape may be used to affix decorations to the painted wall board. Violation will result in forfeiture of the entire damage deposit.

All decorations must be flame retardant treated. The Town may require the user to obtain approval from the Woodside Fire Protection District for use of certain types of decorations.

Balloons may be used, but care must be taken to ensure that helium balloons do not become entangled in light fixtures and ceiling fans, causing damage.

Candles/Flammable Materials & General Fire Safety

Candles with flames may not be used in the Community Hall or Activity Rooms, except when their use is limited to placement on a birthday cake or utilized with a chafing dish. Otherwise, use of any type of candle with a flame or any other type of open flame is strictly prohibited, and will result in forfeiture of the damage deposit.

Chafing dishes and other heating devices for food may only be used in the Community Hall room and kitchen.

Users are responsible for ensuring that exit doors and aisles are not obscured or obstructed and that fire extinguishers are in place and access to fire extinguishers is not obscured or obstructed.

Cooking & Re-Heating of Food in Activity Rooms Prohibited

No cooking or re-heating of food may take place in the Activity Rooms. Cold foods, such as sandwiches, finger foods, cake, cookies, etc. may be served. In the event hot foods are to be served, the kitchen must be reserved and used in its preparation or re-heating.

Rice, Birdseed, Confetti, Dance Wax, Sand, Etc. Prohibited

The use of rice, birdseed, confetti, dance wax, sand and similar materials is strictly prohibited at the Community Hall building, both inside and outside. Use of these materials in violation of this policy will result in forfeiture of the deposit.

Parking

Users and guests of the Community Hall and Activity Rooms may park in designated parking areas around the Town Center. Parking in undesignated areas under oak and redwood trees is strictly prohibited.

Smoking

The entire Town Center campus has been declared smoke free; therefore, smoking, is prohibited at all locations at the Town Center.

Recreational Drugs Strictly Prohibited

Recreational drugs of any kind are prohibited on all Town-owned property. Violation of this policy will result in forfeiture of the damage deposit, possible criminal charges, and loss of future facility use privileges.

Barbecues

With prior approval from the Town Manager or his/her designee, the use of barbecues may be permitted on the patio areas immediately adjacent to the kitchen or the Community Hall. No grills of any kind are permitted inside the building.

The only types of barbeques permitted are those typically found in residential use, such as kettle style or propane-style barbeques. Ashes and briquettes from a kettle-style barbeque should be extinguished and disposed of at an appropriate location other than on Town property.

Fireworks

Fireworks (including sparkler, firecrackers, bottle rockets, and all other types of fireworks) are not permitted in any area of the Town Center campus. Use of fireworks in violation of this policy will result in forfeiture of the damage deposit and may result in forfeiture of future facility use privileges.

Additional Equipment

Users may bring in barbecues, band equipment, DJ equipment or other equipment to be used during an event, provided items brought in are not expressly prohibited by these policies and are disclosed to the Town as part of the rental application process.

Security Services

The Town reserves the right to require that security services be provided throughout the event. When it is deemed such services are warranted, all associated costs will be borne by the user.

Animals

Animals, other than service animals, are not permitted inside the Community Hall or kitchen.

Use of Areas Limited to Space Rented

Users of the Community Hall and Activity Rooms must limit their activities to the room(s) and patio areas they have reserved.

Bounce houses, jumpers and other outdoor recreation and play equipment may not be placed on adjacent lawn areas, in the redwood grove or on athletic fields.

Participants at events held at the Community Hall and Activity Rooms may not interfere with other residents' use of amenities at the Town Center campus.

Unauthorized use of additional areas may result in the assessment of additional rental fees, forfeiture of deposit and loss of future facility rental privileges.

Sales of Products or Services Prohibited

Users of the Community Hall and Activity Rooms are strictly prohibited from offering for sale any type of product or services.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Councilmembers

FROM: Sandy Sloan, Town Attorney

DATE: February 3, 2010

RE: Suspension of Collection of Construction Traffic Road Fees

RECOMMENDATION: Adopt the attached Resolution Suspending the Collection of Construction Traffic Road Fees Pursuant to Municipal Code Chapter 10.72.

BACKGROUND: Since 2001, the Town has collected a construction road impact fee on developments in order to repair the damage to the Town's roads that result from construction activities. Such an impact is specifically authorized by the Mitigation Fee Act (Government Code Section 66000 *et seq.*), and the amount of the fee was determined by the Council based on a "nexus study" by the firm of Muni Financial.

However, the legality of the construction traffic road fee has been called into question as a result of a southern California case that ruled a fee on the trucking of sewage sludge violated the California Vehicle Code. *County Sanitation District No. 2 of Los Angeles County v. County of Kern* (2005) 127 Cal.App. 4th 1544. This case is not binding on the appellate court with jurisdiction over Portola Valley, but, as a published opinion, it will be considered seriously by any court faced with this issue.

Currently the Town has other restricted funding sources (Measure A and State Gas Tax) that are earmarked for road maintenance and so the Town Manager does not believe additional monies are needed for road maintenance at this time.

Because of the questionable legality of the Town's construction traffic road fee and the fact that currently Measure A funds and State Gas Tax funds seem sufficient revenue sources for the Town to keep its roads in good condition, it is recommended that the Town adopt a resolution suspending enforcement of Chapter 10.72. If the Measure A and/or State Gas Tax funds are eliminated or decrease drastically, the issue of road impact fees will need to be re-evaluated.

cc: Town Manager

RESOLUTION NO. ____

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
SUSPENDING THE COLLECTION OF CONSTRUCTION TRAFFIC ROAD FEES
PURSUANT TO MUNICIPAL CODE CHAPTER 10.72**

WHEREAS, Chapter 10.72 of the Town's Municipal Code authorizes the collection of construction traffic road fees according to a specific formula; and

WHEREAS, there is presently a legal controversy in California about the legality of such road impact fees; and

WHEREAS, the Town has other sources of funding for maintaining its roads which, at this time, should be sufficient to maintain the Town's roads in accordance with the pavement condition index.

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

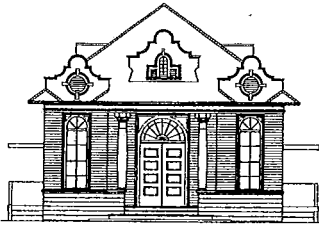
1. The collection of the construction traffic road fees pursuant to Municipal Code Chapter 10.72 is suspended immediately; and
2. This suspension shall remain in effect until this Resolution is superceded.

PASSED AND ADOPTED this ____ day of _____, 2010.

By: _____
Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Council

FROM: Janet McDougall, Assistant Town Manager

DATE: February 10, 2010

RE: **Request from Portola Valley School District – Use of Town Center Facilities Tennis/Sports Courts**

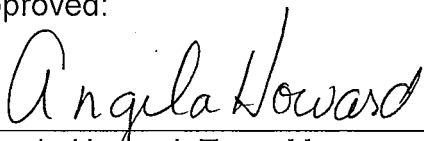
The Portola Valley School District has submitted a request to allow the Corte Madera School to utilize the Town's two tennis courts and the all-sports court in connection with the school's junior varsity and varsity tennis program on a limited basis. The proposal is attached as Exhibit "A".

It should be noted that this proposal had previously been included as part of a proposal currently being developed by a sub-committee of the Parks & Recreation Committee relating to Town-sponsored tennis instruction. In discussions at the Committee level, the school's proposal for use received a favorable response. With the March 15, 2010 proposed start-up date rapidly approaching, the school is eager to receive approval from the Council to enable program planning and outreach to proceed.

In discussing this proposal with Dan Flahavan, the school's Athletic Director, he has graciously agreed to provide assistance with court maintenance during the period of the school from March 15th through May 28th each year. We envision that this will involve using a lawn and leaf blower to remove debris from the oak trees that falls onto the courts.

Staff is in support of the proposal; however, we are recommending that the school be responsible for erecting the portable net on the all sports court and removing it each day to enable others in the morning and evening to use the court for basketball, volleyball and other activities. Mr. Flahavan has indicated a willingness to do this and we will be happy to provide instruction on net installation.

Approved:



Angela Howard, Town Manager

Attachment

cc: Dan Flahavan

Portola Valley Town Center
Facility Request
1/12/10

Facility: PVTC Tennis Courts

Requested By: Portola Valley School District/Corte Madera School

Contact Person: Corte Madera School Athletic Director

- Dan Flahavan (dflahavan@pvsd.net or #650 208-1357)

TOWN OF PORTOLA VALLEY

Season: March 15 – May 28

Court Usage: Monday - Friday from 3:15 - 5:30

JAN 12 2010

RECEIVED

Description of Program:

Corte Madera School (CMS) has 45 students participating on their tennis teams. Approximately 20 students play on the varsity team and another 25 play on the junior varsity team. This program has grown tremendously in the past few years. The varsity team will practice or play matches on Monday, Wednesday and Friday. The junior varsity team will practice or play matches on Tuesday and Thursday.

Prior to construction at the Portola Valley Town Center (PVTC), CMS used the PVTC courts 5 days a week from 3:15 – 5:30. During construction, Alpine Hills generously donated court time - we used their facility 5 days a week from 3:15 – 5:30.

Now that the PVTC courts are available, Alpine Hills is expecting us to use those courts. The partnership of the PVTC and Corte Madera School is vital in serving the needs of the kids of Portola Valley. Over 90% of the students on the CMS tennis team are PV residents.

We are requesting the use of all 3 courts. On any given day, we will have 20 players participating. Having access to all 3 courts is vital for the safety of our athletes.

The coaching staff consists of all PV residents. They are willing to be trained to set up and take down the nets. Safety is the #1 priority and

our coaches will uphold a very high standard. They will model respect and responsible use of this facility.

CMS Student Athlete Expectations:

1. Have fun – winning is the bi-product of hard work, discipline, teamwork, etc...
2. Improvement – our goal is to have every player improve over the course of the season.
3. Student Athlete characteristics
 - a. Safety first (physical/emotional)
 - b. Student First – Maintain 2.0 GPA
 - c. Personal Best/Improvement/Pride in representing CMS
 - d. Character Building/Responsibility – Be prepared (Attend all practices/games prepared and on time), dedicated, hard working, respectful, good sportsmanship, & team player.
 - e. Communication – students should email or call you if they are going to miss practice/game.
4. Communication – students should email or call you if they are going to miss practice (please have them communicate directly with you).
5. Coaches, players, & fans model good sportsmanship.
6. Coaches and players respect equipment and facility.

Closing Comments:

We look forward to reestablishing this partnership and we are open to your ideas and understand the importance of working together. Please call me if you have any questions or concerns.

Sincerely,



Dan Flahavan
Athletic Director
Corte Madera School
dflahavan@pvsd.net



Anne Campbell
Superintendent
Portola Valley School District
acampbell@pvsd.net

TOWN OF PORTOLA VALLEY

MEMORANDUM

To: Town Council

From: Steve Toben

Re: Commercial Air Traffic over Southern San Mateo County

Date: February 3, 2010

I would appreciate the input of the Town Council regarding commercial air traffic over southern San Mateo County. The question is whether the Council should ask Congresswoman Anna Eshoo to engage the FAA regarding flight arrival patterns over the mid-Peninsula.

A few orienting comments may be helpful. Generally speaking, commercial air traffic coming into San Francisco from the East flies over the Sierra Nevada, makes a gentle right turn on approach to the Bay Area, and travels up the Bay and into the airport. Commercial flights coming from the north, south, and west arrive by a different route: many are funneled over the mid-Peninsula by a flight path directly over Woodside and Portola Valley that descends on down over the South County cities before making a left turn at the Bay and merging with the final approach route. (See **Attachment 1** for a graphic depiction of arrival and take-off routes; the violet pathways are the approaches to SFO.)

Now let me turn to a bit of history¹. In the mid-90s, noise from low-flying commercial aircraft had grown intolerable for a large number of South County and Santa Clara County citizens. In 1995, a special meeting of the SFO Airport/Community Roundtable (A/CRT) was held in Atherton to address the complaints of these citizens. The A/CRT had been established in 1981 as a committee of local governments surrounding SFO to address noise impacts from aircraft operations. At the time of the Atherton meeting, the membership of the A/CRT did not include South County cities.

Around 200 people attended the Atherton meeting, and many left dissatisfied with the response of the A/CRT to their concerns. They perceived that the A/CRT was not interested in South County issues and furthermore, that A/CRT staff lacked the expertise to analyze flight arrival alternatives. A group calling itself UPROAR was formed to work on these issues. The group was led by two Atherton residents, Frank Sebastian and Jack Gottsman.

The membership of UPROAR grew rapidly and eventually included elected officials from South San Francisco to Los Altos. The name UPROAR was the suggestion of the mayor of Foster City. Between 1995 and 2000, UPROAR held meetings throughout the Peninsula both for members only and with various interested groups -- NASA,

¹ Most of this history has been supplied to me by Frank Sebastian of Atherton, a co-founder of UPROAR and an early activist on aircraft noise issues.

the Sierra Club, and Federal, State, and City elected officials. The group met in private homes and offices of the cities of Menlo Park and Palo Alto. Members of the A/CRT, city officials, state elected officials and/or their staff often attended the sessions. In the interest of learning the state of the art of airplane noise technology UPROAR engaged engineers at NASA and arranged a session at Moffett Field that was attended by roughly 100 mayors and city officials from up and down the Peninsula.

During this period, UPROAR members appeared repeatedly at A/CRT meetings to plea for changes to flight arrival altitudes over South County. These pleas were based on data that UPROAR had obtained from NASA confirming that safety would not be compromised by the establishment of higher altitude arrivals. Unfortunately, UPROAR's appeals to the A/CRT fell on deaf ears. The only outcome of UPROAR's effort to work through the A/CRT was a decision by the Roundtable to expand its membership to include South County cities.

There was one bright spot in UPROAR's early years of activity: in May 1998 SFO Airport Director John Martin took the initiative to broker an agreement with the FAA that raised the target arrival altitude over Woodside from 6,000 feet to 7,000 feet. This took place without the involvement of the A/CRT.

Matters took a dramatic turn in 2000. Sometime in the late '90s a representative from Congresswoman Anna Eshoo's office had joined UPROAR's meetings at the Palo Alto City Chambers. The leaders of UPROAR were surprised and delighted when on April 20, 2000, UPROAR's meeting in Palo Alto was interrupted by a request to join Congresswoman Eshoo for a press conference in front of the Palo Alto City Hall. Congresswoman Eshoo announced that she had brokered an agreement with the FAA to raise the altitude requirements over the mid-Peninsula (**see Attachment 2**). The A/CRT played no role in reaching this agreement. Congresswoman Eshoo's efforts resulted in a change to the FAA procedures manual for SFO and Oakland International stating that "all oceanic jet arrivals inbound from the west shall cross OSI [the navigational radio beacon located near the intersection of Skyline Boulevard and Highway 85] at or above 8,000 feet MSL," air traffic permitting.

This appeared to be a major victory for UPROAR and residents of the mid-Peninsula. However, by 2004, FAA compliance with the 8,000 foot procedure was lagging. This is about the time I joined the Roundtable as Portola Valley's representative. With outstanding assistance from resident Nate McKittrick, who had been attending A/CRT meetings prior to my appointment, I began pressing for improvements to performance.

I was warned by the leaders of UPROAR that the A/CRT would not be a productive venue for getting anything done because the Roundtable was an ineffectual organization unwilling to challenge the FAA. However, I was determined to work within the Roundtable structure. In 2005, the Chairman of the A/CRT agreed to create a committee of the Roundtable to address compliance with the Woodside overcrossing procedure. I chaired the committee, which included Supervisor Mark Church (current chair of the A/CRT) and representatives from Woodside and San Carlos. The outcome of the committee's work was an agreement by the A/CRT to report on compliance with the OSI procedure twice a year. Other recommendations, including one calling for greater accountability by the FAA for non-compliance, were rejected by the A/CRT.

On the performance side, flight arrival altitudes showed improvement soon after we began calling attention to the problem in early 2004. Unfortunately, compliance has since fallen back to the levels that prompted our complaints in 2004 (**see Attachment 3**)². The FAA has no explanation for this, other than to assert the pressures of air traffic, weather, etc. I certainly do not discount these factors, but the persistent underperformance is disappointing and raises a question of why the FAA ever agreed to the 8,000 foot standard.

Lately, the FAA has asserted another reason for lagging compliance. As part of its nationwide "Next Gen" program, the FAA is introducing something called "Oceanic Tailored Arrivals" technology that programs inbound aircraft by type for smooth, gradual descents into SFO from a distance of about 200 miles. By contrast, a conventional descent involves "stair-stepping" down an aircraft, requiring the use of noise-generating flaps and air brakes. OTA technology appears to save significant amounts of jet fuel, *which has both economic and environmental benefits*. The FAA also claims that OTA is a quieter technology even when aircraft utilizing it are coming in at lower altitudes. The FAA has been piloting OTA on inbound flights to SFO over South County.

(Interestingly, there is no clear evidence for why the use of OTA could not conform to the 8,000 foot standard. Some flights using partial OTA have come in well above the 8,000 foot mark.)

Last summer, a resident of Woodside, Kenneth Cooper, wrote several letters to elected officials and the FAA expressing vehement concerns about air traffic over South County. Cooper's concerns were forwarded to Dave Burow of the Woodside Town Council, who serves with me on the A/CRT. Around the same time, a resident of Atherton made a similar complaint to Elizabeth Lewis, Atherton's A/CRT representative. As a result, Dave, Liz and I requested a meeting with airport representatives. Through the Noise Abatement Office, we were refused a meeting on the grounds that regional and national representatives of the FAA (and their lawyers) would need to be present. We then requested a compilation of flight arrival information for a one-week period in early June to assess the merits of the residents' complaints. This was eventually provided, but not before the Vice-Chair of the A/CRT chastised us for asking the Noise Abatement Office to generate the requested information.

The June data revealed that only a small handful of the flights coming in over South County were utilizing OTA. However, at the semi-annual update in October on compliance with the 8,000 foot procedure, the manager of the Noise Abatement Office Bert Ganoung stated that as many as two-thirds of inbound flights were utilizing OTA, and this was what was causing lagging compliance with the 8,000 foot procedure.³ I was startled to learn that, evidently, wholesale implementation of OTA had occurred between June and October without prior disclosure of noise impacts caused by this new technology. My experience at the October meeting was consistent with a pattern of non-disclosure and general opaqueness about all aspects

² However, for the most sensitive time of day (10:30 p.m. to 6:30 a.m.), the performance of some inbound flights has been better (**see Attachment 4**).

³ Ganoung has recently retracted his estimate of the extent of OTA usage, now stating that it is about one quarter of oceanic arrivals.

of the OTA implementation. I specifically asked if environmental review under NEPA was required and was told that this activity was exempt.

I was aware that the A/CRT was to be given an update on OTA at its February 3 meeting, and so starting last December, I began to request information pertinent to the implementation of this technology, first through the Noise Abatement Office and, failing there, directly to Patty Daniel. Specifically, I sought (1) legal authority for the FAA's position that OTA was exempt from environmental review; (2) documentation detailing the implementation of OTA, including the period from June 2009 forward; and (3) the methodology used to assess noise impacts. I also requested information on the relevant decision-makers at the FAA and the criteria on which OTA decisions were being made. **Attachment 5** documents the correspondence that ensued. As you will see, Patty Daniel responded very negatively, complaining to Mark Church, Chair of the Roundtable, who apologized to her on my behalf. There has still been no response to my requests.⁴

The question now is whether to ask Congresswoman Eshoo to re-engage in this issue. Aside from pressing the general question of lackluster compliance with the procedure she helped put in place, she could resolve an interesting question about the scope of the procedure. The FAA and Noise Abatement Office contend that the procedure applies only to flights arriving from the west, not the south and north, even though these flights also cross South County. Their reasoning is that the language in the Procedures Manual refers to "oceanic arrivals inbound from the west", which does not include flights coming down from Pt. Reyes or up from Big Sur. The illogic of this position is that the problem of aircraft flying low over South County is obviously not limited to flights from the west (essentially Hawaii), which comprise only about a third of all Woodside overcrossings, and it is hard to believe that Congresswoman Eshoo would have settled for resolving only one piece of the problem. On the other hand, the FAA contends that when flights are coming in, for example, from Pt. Reyes, they are already below the 8,000 level and it would be nonsensical to increase their altitude. We have never been provided data to substantiate this claim, however.

South County communities are affected by aircraft noise as follows⁵:

- For every 1,000 feet of reduced altitude, aircraft noise approximately doubles. Thus a flight at 6,000 feet is approximately four times louder than one at 8,000 feet (all other factors being equal). Note too that the 8,000 foot standard is mean sea level, whereas our communities are at higher elevations, and Skyline area residents are most acutely affected.

⁴ At the February 3 A/CRT meeting, Bert Ganoung briefly described the noise monitoring methodology that his office had used to assess the impacts of OTA compared with baseline data. I have not yet had the opportunity to study this methodology. It would have been preferable for Ganoung to have disclosed his methodology before the noise impact study took place. Ganoung's study was not the first time an effort had been made to analyze OTA noise impacts. A previous effort by NASA was shown to have methodological shortcomings, due largely to financial constraints.

⁵ This listing was prepared by Nate McKitterick in 2004.

- The 8,000 foot floor compels aircraft to begin a low-powered descent as they pass over South County communities and Palo Alto using a "gliding" flight procedure that allows engines to be run a lower levels. Lower-altitude flights using a "stepped altitude" approach use more power – and thus generate more noise – to maintain a constant altitude.
- The dense, moist air (often fog and low clouds) located just above the Santa Cruz mountains carries sound far better than drier air at 8,000 feet.
- A majority of mid-Peninsula homes (apartments and houses) are more than thirty years old and are constructed with single pane windows and/or *uninsulated walls (and underinsulated roofs)*. Such construction tends to transmit more noise.
- Most homes in the mid-Peninsula are not air conditioned, and thus the late spring, summer and fall months find windows open and outdoor living exposing residents to aircraft noise.
- Advances in jet engine technology have reduced noise, but altitude and power level are still critical factors in noise generation.

In summary, here are reasons to request Congresswoman Eshoo's involvement:

1. Compliance with the agreement the Congresswoman negotiated in 2000 has been sub-par, and she is entitled to know why.
2. The scope of the agreement related to "oceanic arrivals" is ambiguous and needs clarification.
3. The FAA has not been forthcoming about the implementation of OTA, and residents of South County deserve greater transparency about potential impacts.
4. The Airport/Community Roundtable, which ordinarily should be the vehicle for resolving these issues, has proven to be ineffectual and even actively resistant to South County concerns, just as it was in the years leading up to Congresswoman Eshoo's initial involvement.
5. While complaints regarding noise are not frequent at the present time, future increases in air traffic over South County (e.g., from the Far East) warrant investigation of these issues now.

Here are reasons NOT to request Congresswoman Eshoo's involvement:

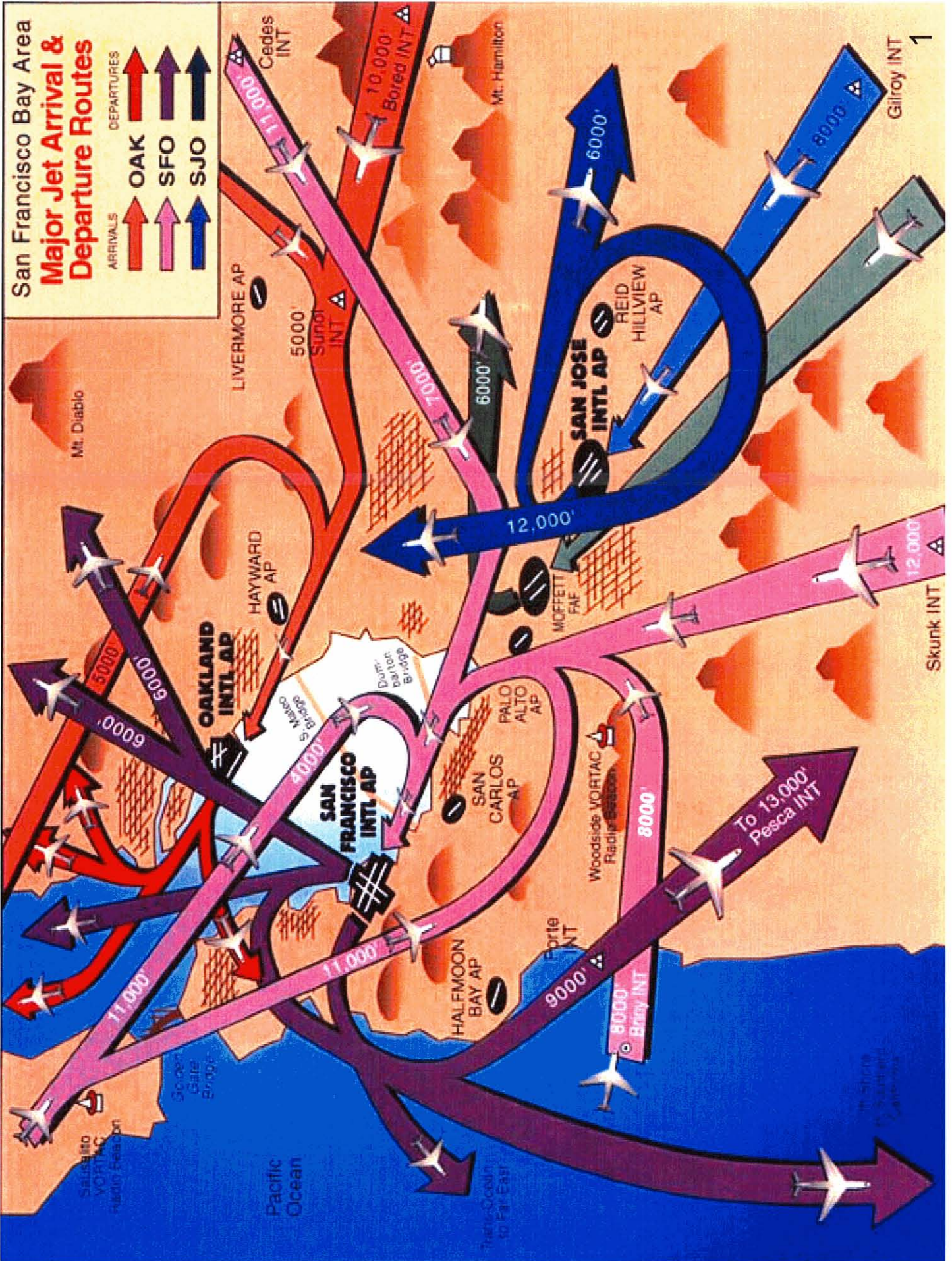
1. We are hearing few complaints from South County residents about aircraft noise (although the ones we do hear are quite vociferous). There is nothing out there to match the groundswell of concern that gave rise to UPROAR fifteen years ago. Moreover, no other local city council has identified this issue as a priority. The Menlo Park and Atherton representatives to the A/CRT seldom attend A/CRT meetings. Mayor Dave Burow of Woodside is sympathetic, but it is not clear that the Woodside Town Council would endorse an appeal to Congresswoman Eshoo. We'd probably be going it alone.

2. OTA appears to be a beneficial technology, and if its noise impacts are nil, then we should not be concerned about the 8,000 foot standard, i.e., it's noise, not altitude, that matters. The standard will just wither away over time.
3. Compliance with the 8,000 foot procedure is better at nighttime, when compliance is most important.
4. Stepped-up interaction with the FAA could require more time than any of us has to give to this issue. Frankly, I am unqualified to analyze the FAA's and Noise Abatement Office's technical data. Ideally, a noise expert would be brought in on behalf of Congresswoman Eshoo and the South County cities to evaluate the claims that OTA technology does not worsen noise and won't lead to a deterioration in the quality of life in South County as air traffic increases in the future. On February 3, Bert Ganoung made the telling comment that "there are many ways to describe noise". His data may or may not reflect the negative experience of noise by South County residents.
5. An end-run around the A/CRT to Congresswoman Eshoo could alienate some elected officials in San Mateo County who are loyal to the A/CRT.
6. Your mayor is overly involved in this issue and needs to let it go. There are more pressing issues at hand.

This would not be the first time that Congresswoman Eshoo has intervened since 2000. In 2005, pursuant to an inquiry from Nate McKitterick, Congresswoman Eshoo wrote the FAA Regional Administrator requesting an explanation for the agency's failure to meet the standard (see **Attachment 6**). This is what prodded the A/CRT chairman to create the committee that I chaired.

I think the decision to contact Congresswoman Eshoo requires a unanimous stance by the Council, yea or nay. I'm fine either way. If the Council chooses to contact the Congresswoman, I would like this to be done in the form of a letter hand-signed by all five members of the Council.

Thank you for your counsel.



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Anna G. Eshoo
14th District, California
Congress of the United States
House of Representatives
Washington, DC 20515-0514

COMMITTEE ON COMMERCE
SUBCOMMITTEES:
TELECOMMUNICATIONS, TRADE, AND
CONSUMER PROTECTION
HEALTH AND ENVIRONMENT
WHIP AT LARGE
CO-CHAIR
MEDICAL TECHNOLOGY CAUCUS
VICE-CHAIR
DEMOCRATIC BUDGET GROUP
CO-CHAIR
DEMOCRATIC ADVISORY GROUP
ON HIGH TECHNOLOGY

May 12, 2000

Dear UPROAR Member,

Because of your interest and concerns about airplane noise on the mid-Peninsula and the reduction of it, I'm pleased to report to you some important news on the subject.

After hearing from you and many constituents from communities in our area, I launched a collaborative effort with city officials to curb aircraft noise. Elected officials from Palo Alto, East Palo Alto, Menlo Park, Atherton, Los Altos, Woodside, Redwood City and Portola Valley wrote letters to San Francisco Airport Director John Martin requesting the opportunity to meet and to discuss the issue in person. I followed up with San Francisco Airport officials and was able to arrange a meeting between San Francisco Airport Director John Martin and the local officials where a variety of proposals to combat aircraft noise were discussed. Three objectives were established:

1. Need for residents to communicate directly with Airport Noise Abatement Officials
2. Increase in maximum altitude at which planes fly over mid-Peninsula cities
3. Establish a permanent device in the field to monitor aircraft noise

In short, we were successful in achieving all these goals and I think this is a terrific step in the right direction until better technologies are created to make this an obsolete issue. First, Airport officials agreed to set up a complaint line, which identifies the locations of complaint calls.

Second, I contacted the Federal Aviation Administration to request the lifting of altitude requirements over the mid-Peninsula in order to curb the noise of the 70 daily flights that are routed across the 14th Congressional District and into SFO. The FAA responded to our request and agreed with our recommendations. The new flight procedure that has been approved by the FAA will raise the altitudes at which airplanes fly over mid-Peninsula cities. These changes did not require the use of new technology but did need FAA approval due to the alterations of arrival and departure paths.

The new flight patterns have already been implemented and airplanes flying into SFO from Southern California, Mexico, Phoenix, Las Vegas, Hawaii and north from Point Reyes are now crossing a navigation fix located at the Menlo Park-Palo Alto border at 5,000 feet rather than the previous 4,000 feet. It's important to note that since the glide

slope angle is increased by the altitude change, a normal descent to the runway requires a maximum reduction of engine thrust in order to reduce speed and configure the aircraft for landing.

It is anticipated that this change will bring about a reduction of between 1-2 decibels at ground level, which equates to a 41% reduction in noise when factoring in both the altitude and glide slope change.

Lastly, San Francisco Airport will install a permanent noise monitor near the navigation marker at the border of Palo Alto and Menlo Park that will aid in the enforcement of the new flight procedures.

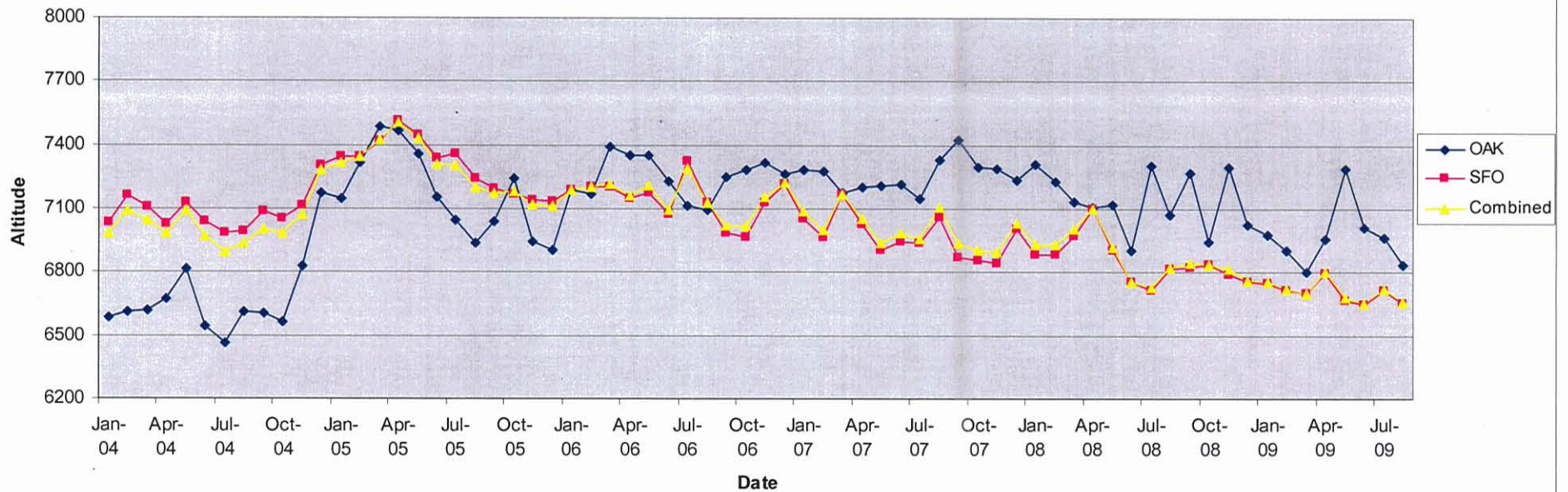
I'm very pleased and excited about the positive changes we've been able to make. I appreciate your patience and your advocacy and I hope, of course, that the changes will bring about peaceful nights of sound sleep and more quality of life during the day!

Sincerely,

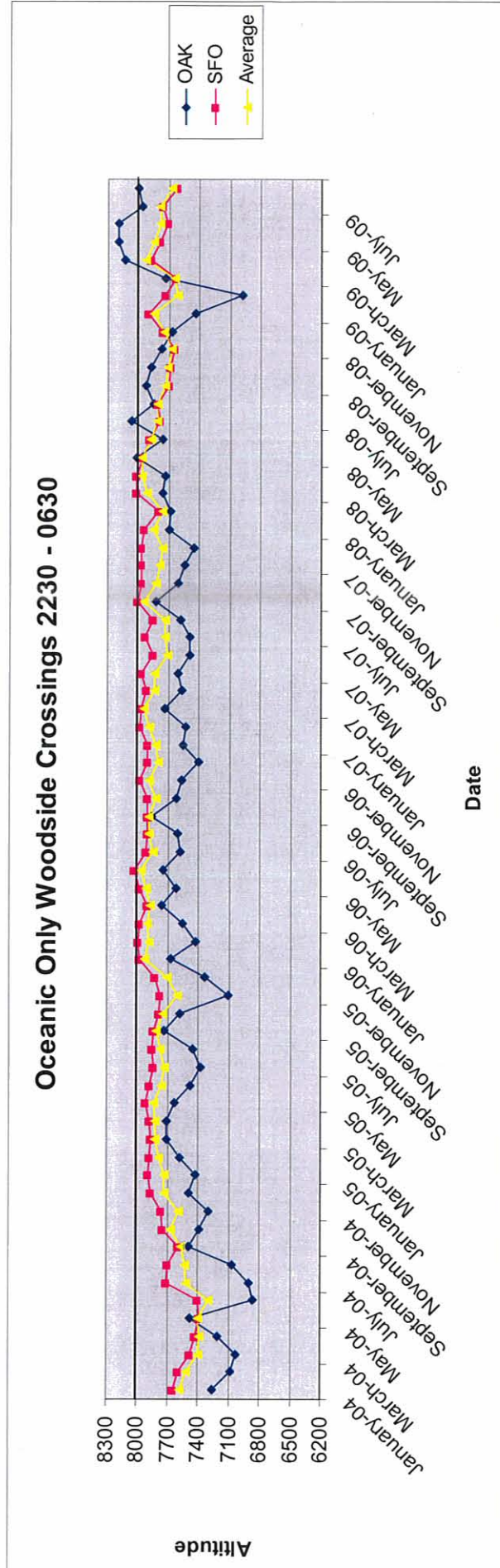
A handwritten signature in black ink, appearing to read 'A. Eshoo', written over a circular stamp or mark.

Anna G. Eshoo
Member of Congress

All OSI Crossing Altitudes During All Hours



January 2004 – August 2009



NOTE: The desired goal is that all aircraft be at 8,000 feet or above when crossing the Woodside VOR (OSI). The solid green line denotes the 8,000 goal.

January 2004 – August 2009

From: Steve Toben [mailto:stoben@florafamily.org]
Sent: Wednesday, January 06, 2010 6:10 PM
To: 'Patty Daniel'
Cc: Bert Ganoung; Mark Church; 'David Burow'; Elizabeth Lewis
Subject: February 3 Airport Roundtable Meeting

Item IV
No. D - 5

#1

Dear Patty,

My understanding is that the Airport Roundtable will receive an update on *Oceanic Tailored Arrivals* at the February 3 meeting. I assume you will be assisting Bert in preparing for this presentation. I would like to request the inclusion of certain pertinent information.

At the October 7 meeting you stated that as many as two-thirds of arrivals to SFO are now using OTA, and that this is a factor in the lower altitudes we are now seeing for arrivals over southern San Mateo County. Flight data for the first week of June provided to us in August by Bert's office indicated that only a small number of flights were using OTA in early summer, so there clearly must have been a substantial ramp-up in the implementation of OTA technology between June and October. I expressed concern at the October meeting that the implementation of OTA should be subject to environmental review. However, Bert stated to me after the meeting that you had informed him that the FAA had received legal advice that this activity was exempt from environmental review. I would appreciate your providing the legal authority for this position prior to the February 3 meeting. I would also request the documentation detailing the planned implementation of OTA, including the period from June 2009 forward. Finally, Bert informed me in October that noise monitoring has been carried out to assess the impacts of flights utilizing OTA. I would appreciate seeing the methodology that has been employed in collecting this data.

Thank you very much for your cooperation in providing these documents.

Regards,

Steve Toben

Mayor, Town of Portola Valley

From: "Bert Ganoung" <Bert.Ganoung@flysfo.com>
To: "Steve Toben" <stoben@florafamily.org>, "Patty Daniel" <patty.daniel@f...
Date: 1/6/2010 7:07 PM
Subject: RE: February 3 Airport Roundtable Meeting
CC: "Mark Church" <mchurch@co.sanmateo.ca.us>, "David Burow" <d.burow@wood...

#2

Steve,

I just saw the email and feel that I should jump in here stating that SFO Noise Abatement used our equipment for the noise monitoring and sent the data to Boeing for analysis. The methodology we used was to place three of our Environmental Monitoring Units (EMU) at three locations under or near the approach course between the Woodside VOR and the MENLO Intersection. We took baseline noise data in the period prior to the commencement of the OTA trial and continued in these locations during the trial. We then retrieved the units to fulfill our other noise monitoring obligations to the local community and then replaced the units for the next round of testing. Our data was downloaded from the devices weekly and then uploaded to our ANOMS system and then given to Boeing for analysis.

Sincerely,

Bert

Bert Ganoung
Manager, Aircraft Noise Abatement
San Francisco International Airport
(650) 821-5100
(650) 821-5112 FAX

From: Steve Toben [mailto:stoben@florafamily.org]
Sent: Thursday, January 07, 2010 2:14 PM
To: Patty.Daniel@faa.gov
Cc: Bert Ganoung; 'David Burow'; 'Elizabeth Lewis'; 'Mark Church'
Subject: RE: February 3 Airport Roundtable Meeting

#3

Dear Patty,

Below is an e-mail from Bert dated December 16, 2009, in which he restates his and your statements from the October 7 Roundtable meeting that up to two-thirds of incoming flights are utilizing OTA.

Regards,

Steve

From: Bert Ganoung [mailto:Bert.Ganoung@flysfo.com]
Sent: Wednesday, December 16, 2009 4:15 PM
To: Steve Toben
Cc: David Burow; Elizabeth Lewis; Dave Carbone
Subject: RE: Follow-up

Hello Steve,

You are correct in your recollection that I was to speak with Patty and as luck would have it we have been passing each other in voicemail. I am sure that we will connect soon and that I will be able to get the information for you. **If I recall both Patty and I made the comment of the increased flights to as many as two-thirds in October as well.**

Regards,
Bert

Bert Ganoung
Manager, Aircraft Noise Abatement
San Francisco International Airport
(650) 821-5100
(650) 821-5112 FAX

From: "Bert Ganoung" <Bert.Ganoung@fllysfo.com>
To: "Steve Toben" <stoben@florafamily.org>
Date: 1/7/2010 3:10 PM
Subject: RE: February 3 Airport Roundtable Meeting
CC: "David Burow" <d.burow@woodsidetown.org>, "Elizabeth Lewis" <elewis@...>

#4

Steve,

I did make this statement based on research that I was doing with my Boeing contact to obtain the noise data that you requested and thought that I recalled Patty concurring. When we were speaking about the Woodside Overflights in October I spoke to the increase in OTA operations and noted that the increased flights were as many as two-thirds of the Oceanic Arrivals.

I have made a request for the meeting tapes from the October meeting with the Roundtable Staff and will review them for what was said when I receive them.

Sincerely,
Bert

Bert Ganoung
Manager, Aircraft Noise Abatement
San Francisco International Airport
(650) 821-5100
(650) 821-5112 FAX

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

From: Patty.Daniel@faa.gov [mailto:Patty.Daniel@faa.gov]
Sent: Thursday, January 07, 2010 6:48 AM
To: Steve Toben
Cc: 'Bert Ganoung'; 'David Burow'; Elizabeth Lewis; Mark Church
Subject: Re: February 3 Airport Roundtable Meeting

#5

Please send me the transcript of the October 7 meeting so that I might verify exactly what I said. I have no recollection of ever stating that 2/3 of arrivals into SFO are using the OTA. That would be an absurd statement and I find it hard to believe I said it.

Patty Daniel
Operations Support Manager
Northern California TRACON
TWG-NCT
916 366-4004
916 366-4209 (f)

From: "Steve Toben" <stoben@florafamily.org>
To: "'Bert Ganoung'" <Bert.Ganoung@flysfo.com>
Date: 1/7/2010 3:55 PM
Subject: RE: February 3 Airport Roundtable Meeting
CC: "'David Burow'" <d.burow@woodsidetown.org>, "'Elizabeth Lewis'" <elewis@...>

#6

Bert –

It seems an unnecessary waste of your time to listen to the tapes from the October meeting. There is no need to increase your work load. Whether you and Patty misspoke at the October meeting with regard to the precise extent of OTA arrivals is unimportant. What is important is proper disclosure of the OTA implementation plan – the timeline, the decision-makers, the decision-making process, and the factors to be taken into account. This information surely exists in documents somewhere, but it has never been provided to the Roundtable or the public. It should take minutes to pull this off a shelf somewhere and provide it to us. You and Patty appear to agree that there has been a substantial increase in the number of OTA arrivals over the past several months and that this has been a factor in the lower arrival altitudes we're seeing over southern San Mateo County. We're simply trying to understand what's going on. Everything may be entirely proper, but right now the OTA implementation plan is completely opaque. As I said to you at the October 7 meeting when I asked you to seek this information from Patty, "Transparency is a good deodorant."

Regards,

Steve

From: "Steven Alverson" <SAlverson@esassoc.com>
To: "Dave Carbone" <DCarbone@co.sanmateo.ca.us>
CC: "Bert Ganoung" <Bert.Ganoung@flsfo.com>, <rnewman@rochex.com>
Date: 1/11/2010 2:10 PM
Subject: FW: Roundtable correspondence

#7

Dave,

Please see the e-mail below that Patty Daniel sent to Mark Church and copied me on. I have copied both Bert Ganoung and Rich Newman on Patty's e-mail, since they both were on one of the earlier e-mail exchanges.

Patty's e-mail will warrant a response from Mark.

Thanks, Steve

Steven R. Alverson
Director
ESA Airports
2600 Capitol Avenue, Suite 200
Sacramento, CA 95816
916.564.4500 | 916.564.4501 fax
salverson@esassoc.com

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

From: Patty.Daniel@faa.gov [mailto:Patty.Daniel@faa.gov]
Sent: Monday, January 11, 2010 1:48 PM
To: mchurch@co.sanmateo.ca.us
Cc: Steven Alverson
Subject: Roundtable correspondence

Mr. Church,

Please take a moment to help me understand how I can possibly respond to these emails. It is my understanding that I am not a member of the Roundtable, nor do I work for the Roundtable, nor do I work for Mr. Toben, nor do I work for the San Francisco International Airport, nor am I an attorney, nor am I an environmental law specialist; I believe I serve as a technical consultant regarding matters of air traffic control in the Bay Area. The OTAs were briefed to the Roundtable extensively by Mr. Rich Coffenbarger and Mr. Rich Lanier on more than one occasion. The OTAs are a NextGen product instigated by numerous entities, none of which is Northern California TRACON.

I believe I have been nothing by honest and forthright (not to mention pleasant and accommodating) with all members of the San Francisco Community Roundtable at all times and I do not believe that I deserve emails such as those below (from a member of the Community Roundtable) that appear to me to contain numerous accusations aimed at me personally.

Please ensure that any and all San Francisco Community Roundtable correspondence is directed to the San Francisco International Airport Aircraft Noise Abatement office or via official written mail to the District Manager, Northern California TRACON and should there be a need for the Aircraft Noise Abatement office to contact me, I will work with them.

Thank you,

Patty Daniel
Operations Support Manager
Northern California TRACON
TWG-NCT
916 366-4004
916 366-4209 (f)

"You must love those you lead before you can be an effective leader, you can certainly command without that sense of commitment, but you cannot lead without it. And without leadership, command is a hollow experience, a vacuum often filled with mistrust and arrogance." ~ Gen. Eric K. Shinseki

----- Forwarded by Patty Daniel/AWP/FAA on 01/11/2010 01:30 PM -----

"Steve Toben"
<stoben@florafami
ly.org> To
"Bert Ganoung"
01/07/2010 04:01 <Bert.Ganoung@flysfo.com>
PM cc
"David Burow"
<d.burow@woodsidentown.org>,
"Elizabeth Lewis"
<elewis@ci.atherton.ca.us>, "Mark
Church"
<mchurch@co.sanmateo.ca.us>,
<rnewman@rochex.com>, "Dave
Carbone"
<DCarbone@co.sanmateo.ca.us>,
"Michael McCarron"
<Michael.McCarron@flysfo.com>,
"Dave Ong" <Dave.Ong@flysfo.com>,
Patty Daniel/AWP/FAA@FAA
Subject
RE: February 3 Airport Roundtable
Meeting



Item IV No. D - 6

San Francisco International
Airport/Community Roundtable

1828 El Camino Real, Suite 705
Burlingame, CA 94010
T (650) 692-6597
F (650) 692-6152
www.sforoundtable.org

Jan. 15, 2010

Patty Daniel
Operations Support Manager
Northern California TRACON

Dear Patty,

Thank you for your January 11, 2010 e-mail expressing your concern to me about how you were treated by a member of the San Francisco Airport Community Roundtable as it related to inquiries regarding the OTA procedure into San Francisco International Airport. I am sorry that you felt mistreated by the e-mail correspondence that you received from Mr. Toben on January 6 and 7, 2010.

The Roundtable has enjoyed a great working relationship with all members of the Federal Aviation Administration and, in particular, with you and other staff from the Northern California TRACON (NCT). You have been very generous with your personal and professional time by attending Roundtable meetings and by hosting Roundtable members on visits to NCT.

Your willingness to explain the complexities of the air traffic control system in very simple terms to the Roundtable members and the public is invaluable. You and the other staff that provide technical support to the Roundtable must not be mistreated for the services you provide.

You should be aware that Mr. Toben's inquiries to you and Bert Ganoung were of his own volition on behalf of his own community and were not authorized by me or made on behalf of the Roundtable as a whole.

Although I cannot control how Roundtable members communicate with SFO Noise Abatement Staff or FAA when they are acting in their capacity as elected officials representing their constituency, please be assured that I will discuss with Mr. Toben the importance of maintaining a professional demeanor in every interaction Roundtable members have with Roundtable Staff and the staff at the various agencies that provide technical support to the Roundtable such as the FAA.

Again, please accept my apologies on behalf of the Roundtable for the concern Mr. Toben's e-mails caused you.

Sincerely,

Mark Church
Chairman

OAKLAND AIRPORT-COMMUNITY NOISE MANAGEMENT FORUM

MEETING NOTICE

~~Item IV~~
No. D - 7

Date: Wednesday, Jan. 20, 2010

TIME: 6:30-8:30 P.M.

PLACE: BOARD ROOM
2ND FLOOR
PORT OF OAKLAND
530 WATER STREET
OAKLAND, CA

AGENDA

1. INTRODUCTIONS—MIKE McCLINTOCK
2. ANNOUNCEMENTS— MIKE McCLINTOCK, FACILITATOR
 - A. UNION CITY NEW APPOINTMENT
3. APPROVAL OF MINUTES (OCT. 21, 2009)—FACILITATOR
4. PUBLIC COMMENT (THIS IS AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK ON ISSUES NOT ON THE AGENDA BUT RELEVANT TO AIRPORT NOISE AT OAKLAND INTERNATIONAL AIRPORT—TWO MINUTE TIME LIMIT PER SPEAKER)
5. NOISE NEWS UPDATE - VINCE MESTRE
6. NOISE ABATEMENT OFFICE - LARRY GALINDO
 - A) NON COMPLIANT FLIGHT - OFFICE PROCEDURES
 - B) QUARTERLY NOISE MONITORING REPORT (3RD QUARTER 2009)
7. STATUS REPORTS—NORTH AND SOUTH FIELD WORKING GROUPS - ROB FORESTER
8. SWA RNP PROPOSED PROCEDURES – PRESENTATION BY SWA
9. NOISE LEGISLATIVE CONFERENCE UPDATE—MIKE McCLINTOCK
10. NEW BUSINESS AND MEMBER COMMENTS
 - A. UC DAVIS NOISE/AIR QUALITY SYMPOSIUM—MIKE McCLINTOCK
11. CONFIRM-NEXT SCHEDULED MEETING DATE (APRIL 21, 2010)
12. ADJOURNMENT

For information contact Mike McClintock, Forum Facilitator at (650) 341-7331



Item IV No. D - 8

San Francisco International
Airport/Community Roundtable

1828 El Camino Real, Suite 705
Burlingame, CA 94010
T (650) 692-6597
F (650) 692-6152
www.sforoundtable.org

January 27, 2010

Honorable Steve Toben, Mayor
Town of Portola Valley
2121 Sand Hill Road
Menlo Park, CA 94025

Dear Mayor Toben:

A recent exchange of e-mails between you and Ms. Patty Daniel at the Federal Aviation Administration (FAA) Northern California TRACON (NCT) resulted in Ms. Daniel sending me an e-mail dated January 11, 2010 expressing her concern to me about how she was treated by a member of the San Francisco Community Roundtable as it related to inquiries regarding the OTA procedure into San Francisco International Airport. I have written to Ms. Daniel to apologize since she felt mistreated by the e-mail correspondence that she had received from you on January 6 and January 7, 2010.

The Roundtable has enjoyed a great working relationship with all members of the FAA and, in particular, with Ms. Daniel and other staff from the Northern California TRACON (NCT). The FAA personnel have been very generous with their personal and professional time by attending Roundtable meetings and by hosting Roundtable members on visits to NCT and the Air Traffic Control Tower at SFO. The support FAA staff provide to Roundtable is invaluable.

While I understand that you have been frustrated at times with aircraft overflights of your jurisdiction, it is imperative that the Roundtable maintain positive relationships with all of the resource agencies that support our efforts. To that end and in the same spirit of the recent change we made to the Roundtable Bylaws regarding requests of Roundtable staff/consultants, I would ask that in the future you and the other members of the Roundtable pass all requests for assistance from the resource agencies (i.e., FAA, Caltrans) we work with through the Chairperson.

I will do my best to expedite member requests for information and, in particular, make sure that we are asking the *correct resource agency for the information Roundtable members are interested in receiving.*

I sincerely appreciate your understanding and cooperation on this matter.

Sincerely,

Mark Church, Chairperson

MC/cms

cc: Roundtable Representatives and Alternates





**Item VI
No. B**

San Francisco International
Airport Community Roundtable

1828 El Camino Real, Suite 705
Burlingame, CA 94010
T (650) 692-6597
F (650) 692-6152
www.sforoundtable.org

RESOLUTION 10-01

**A Resolution to Express Sincere Thanks From the Members of
the San Francisco International Airport/Community Roundtable to**

Jerry Deal

**Upon His Departure From His Service on the
San Francisco International Airport/Community Roundtable
as Representative for the City of Burlingame, California**

WHEREAS, the San Francisco International Airport/Community Roundtable (Roundtable) was established in 1981 and meets five times per year to provide a forum for the public, local elected officials, Airport management, and FAA and airline representatives to address community noise impacts from aircraft operations at San Francisco International Airport (SFO); and

WHEREAS, the City of Burlingame is a founding member of the Roundtable; and

WHEREAS, Jerry Deal has provided distinguished public service to the citizens of Burlingame, during his service on the Burlingame City Council; and

WHEREAS, Jerry Deal has served as the Burlingame Representative on the Roundtable, to ensure that the aircraft noise concerns of his constituents, related to aircraft operations at SFO, were part of the ongoing dialogue with the key stakeholders to pursue feasible mitigation actions; and

WHEREAS, Jerry Deal has supported the Roundtable forum, as an example of successful intergovernmental cooperation, to improve the quality of life for the citizens of Burlingame and for those who live in many other communities in the vicinity of SFO; and

NOW THEREFORE, BE IT RESOLVED, that the members of the Roundtable do hereby express their sincere thanks to **Jerry Deal** for his service and support of the Roundtable, on behalf of the citizens of Burlingame, and wish him well in the future.

* * * * *

**UNANIMOUSLY PASSED, APPROVED AND ADOPTED BY THE MEMBERS OF THE
SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE ON
WEDNESDAY, FEBRUARY 3, 2010**

Roundtable Chairperson

Date



*Congress of the United States
House of Representatives
Washington, D.C. 20515*

*Anna G. Eshoo
Fourteenth District
California*

December 15, 2005

Mr. William C. Withycombe, Regional Administrator
Federal Aviation Administration, Western-Pacific Region
Post Office Box 92007
Los Angeles, California 90009

Dear Mr. Withycombe,

I'm writing on behalf of my constituent, Nathaniel McKitterick, who has contacted me regarding increased aircraft noise and his concern that aircraft flying over the Peninsula are not observing the minimum altitude requirements.

As you know, between 1998 and 2001 the Federal Aviation Administration approved the requirement that aircraft approaching San Francisco International Airport fly at a higher altitude over several communities on the Peninsula. We agreed then that the minimum altitude for aircraft flying over Skyline would be 8,000 feet, that the minimum altitude for aircraft flying over Menlo Interchange would be 5,000 feet, and that air traffic controllers would enforce these regulations for approaching flights into San Francisco and Oakland Airports.

Because of the impact this issue has on my constituents residing on the Peninsula, I respectfully request that you respond to the concerns raised by Mr. McKitterick in the enclosed correspondence. Please direct your response to Amanda Vaughn in my Palo Alto District Office.

Thank you for your attention to this matter and I look forward to your timely response.

Sincerely,

Anna G. Eshoo
Member of Congress

Enclosure

u

TOWN COUNCIL WEEKLY DIGEST

Friday – January 29, 2010

-
- ☐ 1. Memorandum to the Council from Angela Howard and Stacie Nerdahl regarding Funding and Expenditure Recap for Portola Valley Community Fund – January 26, 2010
 - ☐ 2. Letter to Council from Christine Krolik regarding 2010 Council of Cities schedule – January 25, 2010
 - ☐ 3. Memorandum to San Mateo County Sheriff's Department from Sharon Hanlon regarding Town Center Reservations for February 2010 – January 28, 2010
 - ☐ 4. February 2010 Meeting Schedule
 - ☐ 5. Notice of Cancellation of Traffic Committee Meeting scheduled for February 4, 2010
 - ☐ 6. Agenda – Regular Planning Commission Meeting – Wednesday, February 3, 2010
 - ☐ 7. Action Agenda – Regular Town Council Meeting – Wednesday, January 27, 2010

Attached Separates (Council Only)

- ☐ 1. Invitation from Carole Groom to participate in World Health Day 2010
- ☐ 2. Request for Support for Adoption of Template Indoor and Outdoor Water Use Efficiency Ordinances
- ☐ 3. Information from DART regarding foam recycling initiatives (CD available at Town Hall)
- ☐ 4. Sustainable San Mateo County – January 2010

TOWN COUNCIL WEEKLY DIGEST

Friday – February 5, 2010

1. Letter to Council from Noel Hartzell and Hadley Wilkins introducing themselves – January 29, 2010
2. E-mail from Mayor Toben to Sherry Cagan regarding Safety for Equestrians and Cyclists – January 29, 2010
3. Memorandum to Council from Howard Young regarding Town Center Oak Trees along Portola Road and along rear property line – February 5, 2010
4. Memorandum to Council from Howard Young regarding Traffic Lane Striping in front of Town Center – February 5, 2010
5. Letter to Leslie Lambert and Jeff Clark from Colleen Barton and Larry Tesler regarding the garage at 10 Grove Court – February 1, 2010
6. Letter to Leslie Lambert and Jeff Clark from Clair and Jay Jernick regarding the structure at 10 Grove Court – February 1, 2010
7. Letter to the Planning Commission and Fellow Townspeople from Larry Tesler regarding the garage at 10 Grove Court – February 3, 2010
8. Memorandum to the Planning Commission from Tom Vlastic regarding the Neighbor Concerns over Garage Project at 10 Grove Court – February 3, 2010
9. Letter addressed to Town of Portola Valley from PG & E regarding Assembly Bill 920 and Your New PG & E Net Energy Metering (NEM) Options – January 29, 2010
10. Month End Financial Report – January 2010
11. Issued Building Permit Activity – January 2010
12. Notice that Portola Valley Town Hall will be closed Monday, February 15, 2010 in observance of Presidents' Day
13. San Mateo County Sheriff's Office Town of Portola Valley Crime Activity Report – October through December, 2009
14. Agenda – ASCC Meeting – Monday, February 8, 2010
15. Agenda – Special Parks & Recreation Committee Meeting – Monday, February 8, 2010
16. Agenda – Nature and Science Committee Meeting – Tuesday, February 9, 2010
17. Agenda – Trails and Paths Committee Meeting – Tuesday, February 9, 2010
18. Agenda – Cultural Arts Committee Meeting – Thursday, February 11, 2010
19. Action Agenda – Regular Planning Commission Meeting – Wednesday, February 3, 2010

Attached Separates (Council Only)

- ☐ 1. Invitation to Sustainable San Mateo County Awards and Green Building Awards on Thursday, March 11, 2010
- ☐ 2. Invitation to attend Packard 101 on Thursday, March 25 and Friday, March 26, 2010
- ☐ 3. Information regarding the Redwood City Industrial Saltworks site
- ☐ 4. Western City – February 2010

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