



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, May 26, 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 May 12, 2010](#)
- (2) [Approval of Warrant List – May 26, 2010](#)
- (3) [Recommendation by Assistant Town Manager – Alpine Beer Garden Lease Renewal](#)
- (4) [Adoption of Green Building Ordinance - Adding Chapter 15.10 \[Green Building\] to Title 15 \[Buildings and Construction\] of the Portola Valley Municipal Code and Resolution Adopting Green Building Standards for Compliance](#)
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 15.10 [Green Building] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code (Ordinance No. __)
 - (b) A Resolution of the Town Council of the Town of Portola Valley Adopting Green Building Standards for Compliance (Resolution No. __)

REGULAR AGENDA

(Time Estimate – 45 Minutes)

- (5) [PUBLIC HEARING – Public Hearing on Adoption of Solicitation Permit Application Fee](#)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Establishing a Solicitation Permit Fee (Resolution No. __)
- (6) [Recommendation by Public Works Director – FY 2010 / 2011 Street Resurfacing Program](#)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the Town Manager to Enter into a Letter Agreement with Nichols Consulting, CHTD. for the FY 2010/2011 Street Resurfacing Design (Resolution No. __)
- (7) [Recommendation by Administrative Services Officer – Agreement to provide Information Technology Services and Support to Town Hall](#)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and the City of Redwood City (Resolution No. __)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(Time Estimate – 45 Minutes)

- (8) [Report from Sustainability and Resource Efficiency Coordinator – Safe Routes to School Recommendations from Coalition](#)
- (9) [Recommendation by Town Manager - Not-for-Profit Agency Funding Requests](#)

(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 – May 14, 2010](#)

(12) [Town Council Weekly Digest – May 21, 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).

TOWN COUNCIL MEETING NO. 790, MAY 12, 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 Maryann Derwin, John Richards and Ann Wengert, Vice Mayor Ted Driscoll and Mayor Steve Toben

Absent: None

Staff: Angela Howard, Town Manager
Sandy Sloan, Town Attorney
Howard Young, Public Works Director
Leslie Lambert, Planning Manager
Janet McDougall, Assistant Town Manager
Tom Vlastic, Deputy Town Planner

Others: Michael Bray, Chair, Community Events Committee
Jorge Jaramillo, President, San Mateo County Hispanic Chamber of Commerce

ORAL COMMUNICATIONS

Jorge Jaramillo, president of the San Mateo County Hispanic Chamber of Commerce, invited Councilmembers to participate in Diversity Awards Celebration on May 20, 2010.

- (1) Presentation – Community Events Committee with report on the 2009 Blues and Barbecue Fundraising Event and request for transfer of funds to the Open Space Acquisition Fund.

Michael Bray, Chair of the Community Events Committee, reported final figures from the Blues & BBQ fundraiser, noting that despite the fact this was the first time in years it rained on the event, the rain came late enough in the day that it actually had little impact. Total income was \$85,888.97, including donations, underwriting, silent auction, ticket sales, T-shirt sales and “tip jars.” Expenses totaled \$36,816.96, including caterer, appetizers, various rentals, miscellaneous supplies, beverages and a few auction items. Net proceeds came to \$49,072.01 for the Open Space Acquisition Fund. The Committee thanked everyone in town (and out of town) who supported the event.

In response to a question from Mayor Toben, Mr. Bray said that committee members easily devote 100 person-hours to the event. Mayor Toben, expressing the Council’s deep appreciation for the committee’s extraordinary efforts, said that the Blues & BBQ event is “woven into the fabric” of Portola Valley, and is as much associated with the town as any event. Furthermore, he considers it explicit affirmation of the community’s open space ethic.

CONSENT AGENDA

By motion of Vice Mayor Driscoll, seconded by Councilmember Derwin, Items 2, 3, 5 and 6 were approved with the following roll call vote:

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

No: None

- (2) Approval of Minutes – Regular Town Council Meeting of April 28, 2010

- (3) Amended Warrant List of April 28, 2010 in the amount of \$129,230.23 (from \$127,159.96 previously reported)
- (5) Recommendation by Assistant Town Manager – Solid Waste, Recyclables and Yard Trimmings Franchise Agreement with GreenWaste Recovery, Inc.
 - (a) A Resolution of the Town Council of the Town of Portola Valley Allowing a Rate Increase Under the Franchise Agreement for Collection of Garbage, Recyclables and Yard Trimmings Between the Town of Portola Valley and GreenWaste recovery, Inc. (Resolution No. 2488-2010)
- (6) Recommendation by Town Planner – Adoption of a Policy of a Specific Definition of Open Source Preserve
 - (a) A Resolution of the Town Council of the Town of Portola Valley Adopting a Policy of a Specific Definition of Open Space (Resolution No. 2489-2010)
- (4) Approval of Warrant List of May 12, 2010 in the amount of \$190,485.60

By motion of Vice Mayor Driscoll, seconded by Councilmember Derwin, Item 4 was approved with the following roll call vote:

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

No: None

REGULAR AGENDA

PUBLIC HEARING

- (7) Public Hearing – Green Building Ordinance and Resolution [7:35 p.m.]
 - (a) First Reading of Title, Waive Further Reading and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 15.10 [Green Building] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code.

Mayor Toben called on Mr. Vlasic to introduce the item. Mr. Vlasic referenced the May 5, 2010 staff report and prior Council meeting presentation on March 10, 2010, providing the combined recommendations of the Planning Commission and the ASCC Subgroup and BEET Committee for Portola Valley's Green Building Ordinance. Based on the Council's concurrence at that time, the Planning Department has worked with the Town Attorney to assemble the ordinance and the implementing resolution for compliance on tonight's agenda. These documents are based on four years' worth of interaction with the community to ensure sensitivity to the original objectives, namely to create a cost-effective program that would provide beautiful results, abundant choices and increased value. The ordinance has provisions that provide incentives and relief. Mr. Vlasic indicated that most architects now come in assuming they will have to meet code-enforced green building standards. He also said the town will have to submit a letter to the State to obtain approval to exceed minimum Title 24 requirements (Building Energy Efficiency Standards). The Build It Green (BIG) program certification requires reaching a standard at least 15% higher than imposed by Title 24. Mr. Vlasic pointed out that most of the applications the Planning Department has considered over the last year since the voluntary use of the program took effect, come in with building permit plans that exceed Title 24 minimums as called for in the proposed ordinance. Although Mr. Vlasic agrees that the program does have some "reach," as the Town Council heard at its March 10, 2010 meeting, that is certainly appropriate, particularly in light of the standards set for the Portola Valley Town Center. The ordinance may not be perfect in all aspects, he said, but it's a good

starting point and we want to move it along and put in place, knowing full well that adjustments are likely to be needed over time.

In response to a question from Councilmember Derwin, Mr. Vlasic responded that Palo Alto's factor is one additional BIG point required for each 70 square feet over 2,500 sf, whereas Portola Valley's is 30 square feet after passing the basic threshold. He clarified that the proposed base threshold is somewhat higher at 3,000 sf. He also noted that Palo Alto was considering revisions of its ordinance in light of the State green building code. He also noted that other cities in San Mateo County and the general Mid-Peninsula area with green building ordinances include San Mateo, Hillsborough, Palo Alto, Los Altos and some others. Initially, they all set standards at base BIG program levels; the BIG program is widely used.

Councilmember Wengert asked whether any particular issues have arisen in terms of achieving minimum thresholds while use of the BIG checklist has been voluntary. Even from the first days of the program, Mr. Vlasic replied, there has been no pushback whatsoever in terms of difficulty. The Subgroup initially looked at types of projects, up to maybe 150-170 points, and most of them were readily achievable. Referring to an architect's Palo Alto project that would have required 140 points in Portola Valley, he said that during the first go-round in voluntary use of the checklist, taking a relatively conservative approach, they achieved 136 points. There have been no problems hitting targets. He said some relief has been built in to the ordinance for circumstances that may require it, but he does not expect it to be needed very often. In addition, people are concerned enough about energy conservation in their projects that local architects are already prepared to include high green building standards in their designs.

Responding to another question from Councilmember Derwin, Mr. Vlasic indicated that no issues have arisen with remodels being unable to achieve points targets, either, although in some instances remodels can be more difficult than new construction.

There being no additional comments from Councilmembers, Mayor Toben opened the public hearing. No one came forward, so he closed the public hearing and brought the matter back to the Council for discussion and possible action.

Vice Mayor Driscoll said that the ordinance makes a good statement, but he is slightly concerned about self-certification of BIG elements projects (up to 400 square feet). Despite this minor concern, Vice Mayor Driscoll said that he is willing to vote for the ordinance/resolution. Worst case, an applicant might have to be told no, and/or some additional rules would have to be developed for self-certification to ensure that a project satisfies the Planning Department's satisfaction. However, he does not want to see staff put in the position where they have to deny remodel applications on the basis of self-certification. Ms. Lambert indicated that she is comfortable with monitoring the situation and seeing what develops.

Councilmember Derwin said that although Portola Valley is not the "first horse out of the gate," this work represents a thoughtful approach to a green building ordinance. Having seen what other communities are doing, she is proud of the document and believes the approach is working. She has noted a lot of projects are coming through at ASCC, including some large houses, and they all seem to be reaching ratings targets.

Councilmember Richards said he's "pretty happy" with the approach in that it supports improvement of Portola Valley's housing base. As long as the process continues to work the way it has been, he's satisfied. He indicated that the danger is getting so involved in supporting the whole effort that it becomes industry-focused rather than housing-focused. He believes there are a lot of skills in the green building industry, the verification industry, consultants, etc. It is desirable that the market ultimately drives green building, so that it makes financial as well as environmental sense. Up to this point, he said, that is the direction to which this ordinance leads. Mayor Toben indicated that he had recently had reason to shop for an asbestos consultant regarding a pipe to be removed, and it is difficult to know who to trust and who is related to whom, to identify conflicts of interest, etc. He favors a system that builds in oversight.

Following up on Councilmember Derwin's metaphor about Portola Valley not being first out of the gate in terms of implementing a green building ordinance, Councilmember Wengert said that it will be a long race

and we're in it for the long haul. She thanked Mr. Vlastic, as well as Mayor Toben and Councilmember Derwin, for the extensive work they have put into this over a long period of time. She said she is very enthusiastic and excited about the ordinance as a first step. Noting that she also appreciates the concern that Councilmember Richards expressed, Councilmember Wengert said that she has a variation on that concern, in that she worries about being able to keep abreast of emerging technology and adjusting rating schedules accordingly. On the other hand, she added, that's "probably a good challenge." A lot of changes will be coming, new materials will be introduced and so forth.

Mayor Toben thanked the staff and members of the community who put serious intellectual capital into putting the ordinance together. He feels that now the "wind is at our back." Because it seems to make sense to adopt the resolution and approve the ordinance simultaneously, he suggested continuing those items until the June 9, 2010 meeting, since Mr. Vlastic is unable to attend the May 26 meeting.

Vice Mayor Driscoll moved to introduce the First Reading of Title, Waive Further Reading and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 15.10 [Green Building] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code. Councilmember Richards seconded, and the motion carried 5-0.

- (b) A Resolution of the Town Council of the Town of Portola Valley Adopting Green Building Standards for Compliance (Resolution No. ____)

Vice Mayor Driscoll moved to continue consideration of a Resolution of the Town Council of the Town of Portola Valley Adopting Green Building Standards for Compliance to the consent calendar of the June 9, 2010 Town Council Meeting. Councilmember Wengert seconded, and the motion carried 5-0.

- (8) Recommendation by Public Works Director – Discussion of Additional Site Lighting along Pedestrian Corridors (Council will tour current lighting through Town Center) [7:58 p.m.]

Once the Council agreed to view the current Town Center lighting just prior to adjournment (and after sunset), Mayor Toben invited Mr. Young to introduce the item. Mr. Young reminded the Council that the consensus was to follow a "less is better" guideline, agree on a solution and implement it, and then revisit the situation when new lighting is functional, adding more lighting where needed. He outlined what he hoped to complete tonight, before coming back to the Council with a lighting plan for further discussion, approval and installation:

- Discuss potential conceptual lighting solutions, including a review of the exhibits of two options provided
 - Obtain direction for staff to continue working with the lighting consultant on an acceptable site lighting plan
 - Assign a Council liaison and establish a working subgroup to provide input during the design process
- Mr. Young explained that Exhibit A uses the existing 12-foot parking lot poles and supplements them with pedestrian poles to improve lighting in the parking lot, in the center courtyard, on pedestrian pathways from the Town Hall to the Schoolhouse – to increase public safety and to minimize hazards.

Mr. Young further indicated that incidents have generally occurred in the center courtyard, with people tripping over the low seat walls because they don't notice them in the dark, and tripping over wheel stops. In response a question from Vice Mayor Driscoll, Mr. Young said that the wheel stops would be painted when the rains stop and they are fully dry. Complaints about insufficient secure porch lighting have come primarily from visitors and Library employees, Mr. Young added. Pendant light fixtures, he said, would be added to all three buildings – Community Hall, Town Hall and Library. Both Exhibits A and B incorporated such fixtures.

He also indicated that there have been complaints about parking lot lamps not being bright enough. When first designed, they were 20-watt fixtures and then upgraded to 30 watts. Now they are at 42 watts. At this point, to install brighter lights – 50 to 80 watts – will require switching out the ballasts on all the parking lot lights. In response to a question from Vice Mayor Driscoll, he said 20-, 30- and 40-watt bulbs work in the

current fixtures without overheating. Higher-wattage fixtures, though, require a specific wattage; in other words, a 50-watt fixture accommodates only a 50-watt bulb, and a 60-watt bulb would require a 60-watt fixture. Mayor Toben asked if that implies a substantial cost in providing brighter lighting. While switching out the ballasts in the fixtures would be about \$2,000, Mr. Young answered, the bigger-ticket items would be the bollards and the pedestrian poles. Pedestrian poles run about \$4,000 each. Copper fixtures for the bollards are \$1,200 each. Exhibit A includes new pedestrian poles and also replaces existing bollards with pedestrian poles.

The Exhibit B scenario adds quite a number of bollards because it tries to light up the path itself. Mr. Young explained that when the site was first designed, it incorporated point-to-point lighting, which leaves dark spots in between. The additional bollards would eliminate those. He said there is the possibility of changing fixtures, too, but at this time the fixture is a downlight, which some of the green building ordinances specify. Mr. Young said there is probably sufficient wattage to spread more light using the existing bollards if the fixtures are right.

In response to Councilmember Derwin, Mr. Young said that the pedestrian poles would not be as tall as the parking lot poles. Answering a question from Councilmember Richards, Mr. Young confirmed that removing special baffling, or diffusers, in the bollards might increase the apparent wattage of the light, but the main purpose of the baffling is to direct the light downward. Whether the diffuser is clear or frosted would not make much difference, according to Vice Mayor Driscoll.

Councilmember Richards noted the importance of being consistent with the way residents and businesses are required to deal with lighting. Mr. Young agreed, but added that public safety is the overriding concern. Mayor Toben said that we have ample notice that there are some safety issues.

Vice Mayor Driscoll observed that in some cases problems have been blamed on inadequate lighting, but the footwall itself as an architectural feature with very few lights on it is probably part of problem. People don't expect to run into a wall without lights on it. He speculated that finding a way to clearly illuminate where that footwall action is might reduce the need for much additional site lighting. Councilmember Richards said that goes along with the idea of lighting a path more broadly, in which case he said using strategically placed small bollards might be the way to go.

Councilmember Derwin said that the area absolutely needs more light; at this time, it's as if you're walking the path blindfolded. Councilmember Wengert agreed, particularly as the number of evening events is increasing. Even if you know your way and have good eyesight, you have to go slowly to avoid stumbling. From an aesthetic viewpoint, she prefers shorter bollards as more subtle than taller poles, because there may be quite a few of them. A crowd of bollards may not be ideal aesthetically, but safety is more important.

Vice Mayor Driscoll, who has some experience in the field, volunteered to work as a subgroup with Commissioner Richards as Mr. Young requested. Vice Mayor Driscoll said that whatever features cause people to trip need to be made more visible, such as the wheel stops in the parking lots and the footwalls. Since it's hard to wire a solid concrete footwall for a light fixture, the idea of using screwed-on solar-powered fixtures intrigues him. There may be other creative solutions that will help. However, he stressed that he wants to avoid the appearance of holiday lights strung throughout the property. The best solution will strike a careful balance between celebrating the darkness and providing pedestrian safety.

Mayor Toben asked Mr. Young what other specific, additional direction he wants from the Council. Mr. Young said that he would work with Vice Mayor Driscoll and Councilmember Richards to refine the lighting plan.

In addition to concern for people's safety, Ms. Howard added that it's essential to proceed with a lighting solution and implement it fairly soon from a liability standpoint. Vice Mayor Driscoll said that knowing exactly where accidents have taken place might be very helpful in pinpointing particular problem areas. Ms. Howard said that the incidents she knows about occurred either in the courtyard or going from the courtyard into the parking lot.

Mr. Young confirmed that the Council concurs on the use of pendant lights on the porches. Speaking of porch lights, Vice Mayor Driscoll identified the relatively low-wattage lights mounted on the columns as a whole separate issue. When you come to a doorway, he said, these lights cast your shadow in the doorway. Early in the design process, he recalled, the architect said this might happen Centering light over the space might be a solution. Unfortunately, those fixtures aren't wired for it, which would entail considerable work figuring out how to solve this problem. Vice Mayor Driscoll added, however, that better porch lighting is definitely necessary, and since they're going to be behind the sunscreens in most cases, they're not apparent. Mr. Young said they could bounce around ideas of using lights mounted to a column.

In response to Mayor Toben asking how quickly the Council might have an action item to consider, Mr. Young estimated two to three weeks. Ms. Howard said she did not anticipate exceeding this year's \$30,000 budget for the project.

The Council postponed the Town Center tour to view the lighting until just before adjourning the meeting.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (9) Report from Planning Manager – Water Use Survey Reports for Town Center and Town Fields
[8:15 p.m.]

Ms. Lambert referred to the 5-12-10 staff memorandum reporting that staff coordinated water audits through a program offered by California Water Service at the Town Hall and Library, Town Center Landscape Areas and Fields, Ford Field and Rossotti Field. At the time the water audits were performed in October 2009, the irrigation systems had already been shut off for 1-½ months and the fields were still under heavy use by the user groups. Mayor Toben found that startling, inasmuch as the audits were conducted in October and the rains didn't come until November.

Surveyors with Water Wise Consulting conducted onsite station-to-station audits with Recreation Facilities Manager Tony Macias. As identified in their reports, the surveyors found some systems in need of repair, Ms. Lambert said that Mr. Macias would have those things in any case with the springtime maintenance and repair program. Some of the tips on water conservation that emerged from the audits turned out not to be relevant because the systems were shut down and were scheduled for spring maintenance; thus Ms. Lambert supposes that the total potential savings reported is overstated. However, she said the audits did bring out some good points, and because Mr. Macias has manual control over all systems except in the Town Center, he has the situation well under control. The audits confirmed that the landscape appeared to be sufficiently watered, noting there were no indications of dry spots or over watering Ms. Lambert indicated. Staff feels it may be unnecessary to replace the already-efficient aerators and showerheads in the Town Hall and Library. Staff feels that the surveyors did not take into account that the landscape areas are natives and once established will require less water. Watering for Town Center landscaping was already scheduled to be cut back somewhat once all the plantings are established.

Councilmember Derwin asked whether the water budget is theoretical. Ms. Lambert said the auditors looked at historical versus current water use to produce a landscape water budget for the Town Center. However, staff felt it was unrealistic in the sense that the amount of water usage will be reduced anyway. The water use records for the site were from January 2008 through January 2009 to establish a baseline. The auditors indicated that the facility has a dedicated irrigation meter, the current landscape water usage is the actual usage for the past 1 year period and the annual average landscape water use at the site was 4,469,300 gallons. The table provided a comparison of water use versus the landscape water budget for each month of the year. Because the total water usage for irrigation throughout the year is less than the annual allotment calculated, tweaks here and there will help.

Another factor that Ms. Lambert indicated should be taken into account is that Mr. Macias had already begun cutting back water on the performance lawn to see how it would fare through the summer, and it did quite well. Ms. Lambert said the auditors also found a leak right outside one of the rooms on the

pathway. Mr. Young indicated that a car had broken an irrigation pipe – which keeps recurring and it keeps getting repaired – so one should be careful in reviewing the numbers the auditors represent. The water savings suggested is based on that pipe leaking year-round.

Mr. Young added that some work was required in terms of installing sub-drains in the Town Center to correct a drainage problem. He said the sprinkler heads Portola Valley uses are quite efficient, but the auditors recommend changing all of them (at a cost of \$5,000). That investment won't be necessary because the native plantings won't be irrigated; they probably will be watered a couple of times during the summer.

Vice Mayor Driscoll expressed concern that making the recommended fixture changes, including low-flow faucets and showerheads might invoke the law of unforeseen consequences. Using even more efficient fixtures could decrease the water flow to the septic system causing problems. Mr. Young agreed, pointing out that flow from the water tank behind Town Hall must keep flowing. Furthermore, certain chemicals keep the water fresh. It is good to use water, he said, because all fixtures already are water-efficient – toilets, urinals, etc.

Mayor Toben acknowledged the superb job that Mr. Macias has done and the remarkable progress he has made over the last couple of years. He no longer hears grievances from any recreational community users about the condition of the fields; quite the contrary. However, Mayor Toben also said he senses an implication that the town doesn't need automated, climate-sensitive, GPS-controlled irrigation systems because Mr. Macias has mastered the intricacies of the fields' various microclimates. Mayor Toben is concerned what would happen if Mr. Macias should leave Portola Valley. "Boom and bust" experiences with the fields occurred not so long ago, he said. Technology coming on line is supposed to be very sensitive to changing temperatures, measures the amount of moisture in the soil via satellite and adjusts irrigation as appropriate so that the systems don't depend on a professional of Mr. Macias' caliber to do it. "Let us just be mindful about that," Mayor Toben said. He also asked whether it might be appropriate to perform water audits on a regular basis going forward.

Mayor Toben suggested repeating the audit in midsummer, when the demands on the system are most intensive. Noting that he doesn't think the issue warrants year-to-year evaluation, Mr. Young, suggested monitoring water usage and following up with an audit when a spike is noticeable and otherwise conducting an audit every two or three years.

Mayor Toben also asked about the audit finding 120-some sprinkler heads needing attention – approximately 17% of the total. Assuming that these sprinkler heads did not all fail in October, how long had they been in a state of disrepair? Could they have been spotted and fixed in June? He said it is worth flagging. Mr. Young said that Mr. Macias walks the sprinklers almost daily, but the way the auditors counted damaged sprinkler heads, they counted even those that were bent a little bit. Mayor Toben allowed that there is a lot to take care of and none of us is perfect, so having independent eyes look at it from time to time is useful.

(10) Appointment by Mayor – Request for Appointment of Members to the Sustainability Committee [8:30 p.m.]

Councilmember Derwin reported that the Sustainability Committee reviewed applications at its May 4 meeting and unanimously endorsed five volunteers to serve on the committee. The Council concurred with Mayor Toben's appointment of Don Yates, Judith Murphy, Victoria Klein, Lance Vaughan and Stefan Unnasch.

(11) Appointment by Mayor – Request for Appointment of a Member to the Community Events Committee [8:32 p.m.] -

With the unanimous concurrence of the Council, Mayor Toben officially appointed Karen Moblely to serve on the Community Events Committee.

(12) Reports from Commission and Committee Liaisons [8:33 p.m.]

(a) Community Events Committee

Councilmember Wengert reported the Community Events Committee meeting of May 10, 2010 was cancelled due to lack of quorum. If anyone has any volunteers in mind, their suggestions will be appreciated. The picnic is coming up soon.

(b) Planning Commission

Councilmember Richards reported the Planning Commission reviewed the geologic maps and proposed Safety Element of the General Plan. He said the Safety Element is impressive; the Planning Commission stuck to it and got every little word right. He further reported that he would be attending the Cable & Undergrounding Committee meeting May 13, 2010, and would remind the Committee to submit a letter requesting the Town initiate the undergrounding process. The committee wants the Council to adopt a resolution so that the engineering can get underway.

(c) Library-JPA

Councilmember Derwin reported she attended the Library-JPA meeting. The fiscal year 2010-2011 budget ran \$31.015 million. Since 88% of the operating revenues come from property taxes and property taxes are flat, the budget shows no increase in revenue. Over the next three years, 2011-2012 at 1% and 2012-2013 at 2% growth is anticipated – not good news. On the expenditure side, labor is the highest-cost item. Contracts with the major bargaining unit expires in August. The shortfall was offset by reducing collections and allocation for extra help and office expenses. \$10 million remains in reserves, but there was considerable discussion, including consensus that spending 65% of the budget on staff is not sustainable. There are also discussions about partnerships with libraries that are not affiliated with JPA, such as Burlingame, because apparently many city libraries are currently struggling and reducing hours. JPA libraries are not reducing hours.

Councilmember Derwin also said there was an announcement about Woodside Library having one of San Mateo County's best native gardens; she said Portola Valley ought to have markers identifying native plants in the Town Center. Councilmember Richards said he is not sure he favors that idea.

Councilmember Derwin further reported on the Safe Routes to School maps. Town Manager to contact Sheriff's Department to request increased enforcement of traffic safety and speed limits while students are being picked up and dropped off. Principals have made it clear that they would like to see that happen. Mayor Toben asked if anyone has followed up with the Sheriff's Department; Councilmember Derwin said that she will do so. The committee is also working on designating neighborhoods on a town map, with contacts in each neighborhood, to distribute in the directory and in back-to-school packets. Another effort involves improving safety at crosswalks. The last meeting of the school year is scheduled for June 10, 2010.

(d) Sustainability Committee

Councilmember Derwin reported that the Sustainability Committee held its first meeting, which was very short because the purpose was only to review applications. Also discussed was bringing members to the committee from neighborhoods that are under-represented, particularly Oak Hills, Ormondale, Blue Oaks, Lower Wayside, Santa Maria and Upper Wayside. Councilmember Derwin asked for any names to consider. The next meeting will be held on either June 1 or June 8, 2010.

(e) Trails and Paths Committee

Vice Mayor Driscoll reported that the May 11, 2010 Trails and Path Committee meeting was cancelled. Because there are a couple of issues about the Committee, he asked that with the Council's concurrence,

he and Mayor Toben would act as a subcommittee, sit down with the Committee and review its charter. Vice Mayor Driscoll said that the trails themselves are fine, except that SOD keeps killing trees and the trees then fall onto the trails.

(e) Conservation Committee

Mayor Toben reported that he attended the Living with Wildlife event sponsored by the Conservation Committee, and described it as a lovely, well-planned event with fantastic speakers. Unfortunately, attendance was thin. He said it was a revelation when the traditional yard, lawn, ornamental shrubs and other landscaping were compared to the soda pop rack at the grocery store – a source of no nutritional value for wildlife. He heard about a Half Moon Bay resident who transformed his tract subdivision property, and went from spotting two native bird species in year one to spotting 36 in year three – all on less than a quarter-acre parcel. Mayor Toben described it as an oasis in the middle of a sterile subdivision.

WRITTEN COMMUNICATIONS [8:43 p.m.]

(13) Town Council 4/30/2010 Weekly Digest

(a) Spring Business Mixer

Mayor Toben offered a tip of the cap to Sustainability & Resource Efficiency Coordinator Brandi deGarmeaux, who helped develop the Spring Business Mixer, which was staged on Monday, May 10, 2010, at the Priory. Mayor Toben said that it was significant to him how energetic the Priory was about playing host to this event. It was a very good idea to try and draw the business community into the conversation about Portola Valley's commitment to advance resource efficiency. The turnout was modest, but spirited. He said that he would like to see this idea germinate and go further.

(14) Town Council 5/7/2010 Weekly Digest

(a) Transcriber

After nearly 17 years of service transcribing proceedings of the Town Council and Planning Commission for the Town of Portola Valley and preparing the meeting minutes, Lynn Noble has retired. The new transcriber is Barbara Templeton.

RECESS [8:50 p.m.]

(8 continued) TOWN CENTER FIELD TRIP [8:55 p.m.]

Councilmembers recessed briefly and then toured Town Center to review current lighting situation and discuss areas of concern they encountered.

ADJOURNMENT: 9:05 p.m.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 26, 2010

Date: 05/20/2010
Time: 1:43 pm
Page: 1

TOWN OF PORTOLA VALLEY

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

ALMANAC	April Advertising	10759	05/26/2010	
			05/26/2010	
PO BOX 1610	0048		05/26/2010	
MENLO PARK	BOA	43357	05/26/2010	0.00
CA 94302				402.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	402.00	0.00

Check No.	43357	Total:	402.00
Total for	ALMANAC		402.00

AT&T	April Statements	10760	05/26/2010	
			05/26/2010	
PO BOX 989048	441		05/26/2010	
WEST SACRAMENTO	BOA	43358	05/26/2010	0.00
CA 95798-9048				283.09

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	283.09	0.00

Check No.	43358	Total:	283.09
Total for	AT&T		283.09

AVISTA AUDIO RENTALS, LLC	Outdoor Projection Rental	10761	05/26/2010	
	5/14/10	5860	05/26/2010	
25 STILLMAN ST.	643		05/26/2010	
SAN FRANCISCO	BOA	43359	05/26/2010	0.00
CA 94107				746.20

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	746.20	0.00

Check No.	43359	Total:	746.20
Total for	AVISTA AUDIO RENTALS, LLC		746.20

BACKYARD CARNIVALS	Town Picnic Rentals	10762	05/26/2010	
	Balance Due		05/26/2010	
3381 VINCENT ROAD	834		05/26/2010	
PLEASANT HILL	BOA	43360	05/26/2010	0.00
CA 94523				2,285.58

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	2,285.58	0.00

Check No.	43360	Total:	2,285.58
Total for	BACKYARD CARNIVALS		2,285.58

BAY AREA PAVING CO	Crescent Ave Maint District	10763	05/26/2010	
	Road Repairs		05/26/2010	
P.O. BOX 6339	567		05/26/2010	
SAN MATEO	BOA	43361	05/26/2010	0.00
CA 94403				17,787.00

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 26, 2010

Date: 05/20/2010
Time: 1:43 pm
Page: 2

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
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75-00-4375	General Expenses			17,787.00	0.00
		Check No.	43361	Total:	17,787.00
		Total for	BAY AREA PAVING CO		17,787.00

BILL HAMILTON ROOFING	C&D Refund, 25 Arapahoe	10764	05/26/2010		
			05/26/2010		
740 CAMDEN AVENUE	595		05/26/2010		
CAMPBELL	BOA	43362	05/26/2010		0.00
CA 95008					1,000.00

GL Number	Description	Invoice Amount	Amount Relieved		
96-54-4205	C&D Deposit	1,000.00	0.00		
		Check No.	43362	Total:	1,000.00
		Total for	BILL HAMILTON ROOFING		1,000.00

LOUIS BORDERS	C&D Refund, 16 Redberry	10765	05/26/2010		
			05/26/2010		
561 GUADALUPE DRIVE	582		05/26/2010		
LOS ALTOS	BOA	43363	05/26/2010		0.00
CA 94022					5,000.00

GL Number	Description	Invoice Amount	Amount Relieved		
96-54-4205	C&D Deposit	5,000.00	0.00		
		Check No.	43363	Total:	5,000.00
		Total for	LOUIS BORDERS		5,000.00

BUILD IT GREEN	Green Building Guidelines	10766	05/26/2010		
			05/26/2010		
1434 UNIVERSITY AVENUE	983		05/26/2010		
BERKELEY	BOA	43364	05/26/2010		0.00
CA 94702	2603				75.90

GL Number	Description	Invoice Amount	Amount Relieved		
05-64-4308	Office Supplies	75.90	0.00		
		Check No.	43364	Total:	75.90
		Total for	BUILD IT GREEN		75.90

CHRISTINE CELIO	Community Hall Deposit Refund	10767	05/26/2010		
			05/26/2010		
3622 N. HERMITAGE STREET	575		05/26/2010		
CHICAGO	BOA	43365	05/26/2010		0.00
IL 60613					500.00

GL Number	Description	Invoice Amount	Amount Relieved		
05-56-4226	Facility Deposit Refunds	500.00	0.00		
		Check No.	43365	Total:	500.00
		Total for	CHRISTINE CELIO		500.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 26, 2010

Date: 05/20/2010
Time: 1:43 pm
Page: 3

TOWN OF PORTOLA VALLEY

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CLEANSTREET	April Street/Litter Clean Up	10799	05/26/2010	
			05/26/2010	
1937 W. 169TH STREET	0034		05/26/2010	
GARDENA	BOA	43366	05/26/2010	0.00
CA 90247-5254	60304			1,425.55

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4262	Street Sweeping & ROW Mowing	614.65	0.00
20-60-4266	Litter Clean Up Program	810.90	0.00

Check No.	43366	Total:	1,425.55
Total for	CLEANSTREET		1,425.55

CLIMB ON!	Climbing Wall, Town Picnic	10768	05/26/2010	
MOBILE CLIMBING ENT'MENT,LLC	Balance Due		05/26/2010	
P.O. BOX 70717	811		05/26/2010	
PT RICHMOND	BOA	43367	05/26/2010	0.00
CA 94807				562.50

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	562.50	0.00

Check No.	43367	Total:	562.50
Total for	CLIMB ON!		562.50

COPYMAT	"Sudden Oak Death" postcards	10769	05/26/2010	
			05/26/2010	
1918 EL CAMINO REAL	0046		05/26/2010	
REDWOOD CITY	BOA	43368	05/26/2010	0.00
CA 94063-2113	61705			198.84

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	198.84	0.00

Check No.	43368	Total:	198.84
Total for	COPYMAT		198.84

COTTON SHIRES & ASSOC. INC.	April Applicant Charges	10770	05/26/2010	
			05/26/2010	
330 VILLAGE LANE	0047		05/26/2010	
LOS GATOS	BOA	43369	05/26/2010	0.00
CA 95030-7218				6,060.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	6,060.50	0.00

Check No.	43369	Total:	6,060.50
Total for	COTTON SHIRES & ASSOC. INC.		6,060.50

CSG CONSULTANTS INC	Bldg Inspections, 3/29-4/30/10	10800	05/26/2010	
			05/26/2010	
1700 S. AMPHLETT BLVD	622		05/26/2010	
SAN MATEO	BOA	43370	05/26/2010	0.00
CA 94402	018094			9,750.00

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 26, 2010

Date: 05/20/2010
Time: 1:43 pm
Page: 4

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	Bank	Due Date	
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05-50-4062	Temp Bldg Inspection		9,750.00	0.00

	Check No.	43370	Total:	9,750.00
	Total for	CSG CONSULTANTS INC		9,750.00

GEORGE DEMIENNE	Road Fee Refund	10772	05/26/2010	
			05/26/2010	
29995 AHERN AVENUE	552		05/26/2010	
UNION CITY	BOA	43371	05/26/2010	0.00
CA 94587				1,900.00

GL Number	Description	Invoice Amount	Amount Relieved	
65-00-4377	Refund of Bldg Fees	1,900.00	0.00	

	Check No.	43371	Total:	1,900.00
	Total for	GEORGE DEMIENNE		1,900.00

ANTHONY FADELL	Building Permit CX, Refund	10773	05/26/2010	
			05/26/2010	
40 HAYFIELDS ROAD	848		05/26/2010	
PORTOLA VALLEY	BOA	43372	05/26/2010	0.00
CA 94028				33,028.65

GL Number	Description	Invoice Amount	Amount Relieved	
65-00-4377	Refund of Bldg Fees	27,351.00	0.00	
96-54-4205	C&D Deposit	5,000.00	0.00	
96-54-4207	Deposit Refunds, Other Charges	677.65	0.00	

	Check No.	43372	Total:	33,028.65
	Total for	ANTHONY FADELL		33,028.65

GIRL SCOUTS	Community Hall Deposit Refund	10774	05/26/2010	
			05/26/2010	
177 BROOKSIDE DRIVE	559		05/26/2010	
PORTOLA VALLEY	BOA	43373	05/26/2010	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.	43373	Total:	500.00
	Total for	GIRL SCOUTS		500.00

KERRY GUINN	Community Hall Refund	10775	05/26/2010	
	Event Cancelled		05/26/2010	
3909 MARSHALL AVENUE	571		05/26/2010	
SAN MATEO	BOA	43374	05/26/2010	0.00
CA 94403				2,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4226	Facility Deposit Refunds	2,000.00	0.00	

	Check No.	43374	Total:	2,000.00
	Total for	KERRY GUINN		2,000.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 26, 2010

Date: 05/20/2010
Time: 1:43 pm
Page: 5

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
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HORSE PARK AT WOODSIDE	Alder Room Deposit Refund	10776	05/26/2010	
			05/26/2010	
P.O. BOX 620010	705		05/26/2010	
WOODSIDE	BOA	43375	05/26/2010	0.00
CA 94062				250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	250.00	0.00

Check No.	43375	Total:	250.00
Total for	HORSE PARK AT WOODSIDE		250.00

JORGENSON SIEGEL MCCLURE & FLEGEL	April Statement	10777	05/26/2010	
			05/26/2010	
1100 ALMA STREET	0089		05/26/2010	
MENLO PARK	BOA	43376	05/26/2010	0.00
CA 94025				9,382.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	7,982.00	0.00
96-54-4186	Attorney - Charges to Appls	1,400.00	0.00

Check No.	43376	Total:	9,382.00
Total for	JORGENSON SIEGEL MCCLURE &		9,382.00

KUTZMANN & ASSOCIATES	April Plan Check	10778	05/26/2010	
			05/26/2010	
39355 CALIFORNIA STREET	0090		05/26/2010	
FREMONT	BOA	43377	05/26/2010	0.00
CA 94538				7,603.01

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	7,603.01	0.00

Check No.	43377	Total:	7,603.01
Total for	KUTZMANN & ASSOCIATES		7,603.01

SALLY LILLIS	Community Hall Deposit Refund	10779	05/26/2010	
			05/26/2010	
3509 GREER ROAD	572		05/26/2010	
PALO ALTO	BOA	43378	05/26/2010	0.00
CA 94303				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	1,000.00	0.00

Check No.	43378	Total:	1,000.00
Total for	SALLY LILLIS		1,000.00

ELLEN MORAN	Community Hall Deposit Refund	10780	05/26/2010	
			05/26/2010	
365 CERVANTES ROAD	574		05/26/2010	
PORTOLA VALLEY	BOA	43379	05/26/2010	0.00
CA 94028				250.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 26, 2010

Date: 05/20/2010
Time: 1:43 pm
Page: 6

TOWN OF PORTOLA VALLEY

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

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	250.00	0.00
		Check No. 43379	Total: 250.00
		Total for ELLEN MORAN	250.00

SHARON MUELLER	Community Hall Deposit Refund	10781	05/26/2010	
1030 OAKLAND AVENUE	549		05/26/2010	
MENLO PARK	BOA	43380	05/26/2010	0.00
CA 94025				250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	250.00	0.00
		Check No. 43380	Total: 250.00
		Total for SHARON MUELLER	250.00

JON MYERS	Reimb for PV Soccer League	10809	05/26/2010	
4540 ALPINE ROAD	900		05/26/2010	
PORTOLA VALLEY	BOA	43381	05/26/2010	0.00
CA 94028				4,018.21

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4160	Parks & Rec Adult Sports	4,018.21	0.00
		Check No. 43381	Total: 4,018.21
		Total for JON MYERS	4,018.21

NEXTEL COMMUNICATIONS	April Field Cellular	10782	05/26/2010	
P.O. BOX 4181	0200		05/26/2010	
CAROL STREAM	BOA	43382	05/26/2010	0.00
IL 60197-4181				156.44

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	156.44	0.00
		Check No. 43382	Total: 156.44
		Total for NEXTEL COMMUNICATIONS	156.44

LYNN J NOBLE	April Transcription	10783	05/26/2010	
P.O. BOX 342	0103		05/26/2010	
LOS GATOS	BOA	43383	05/26/2010	0.00
CA 95031-0342				1,701.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,701.00	0.00
		Check No. 43383	Total: 1,701.00
		Total for LYNN J NOBLE	1,701.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 26, 2010

Date: 05/20/2010
Time: 1:43 pm
Page: 7

TOWN OF PORTOLA VALLEY

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O. NELSON & SON	Trail at Indian Crossing	10801	05/26/2010	
			05/26/2010	
3355 TRIPP ROAD	634		05/26/2010	
WOODSIDE	BOA	43385	05/26/2010	0.00
CA 94062	110			1,232.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	1,232.00	0.00

O. NELSON & SON	Shawnee Pass, Storm Cleanout	10802	05/26/2010	
			05/26/2010	
3355 TRIPP ROAD	634		05/26/2010	
WOODSIDE	BOA	43385	05/26/2010	0.00
CA 94062	114			3,934.23

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	3,934.23	0.00

O. NELSON & SON	Storm Cleanup, Various Sites	10803	05/26/2010	
			05/26/2010	
3355 TRIPP ROAD	634		05/26/2010	
WOODSIDE	BOA	43385	05/26/2010	0.00
CA 94062	115			5,225.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	5,225.00	0.00

O. NELSON & SON	Shady Trail, Willowbrook Trail	10804	05/26/2010	
			05/26/2010	
3355 TRIPP ROAD	634		05/26/2010	
WOODSIDE	BOA	43385	05/26/2010	0.00
CA 94062	118			7,260.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	7,260.00	0.00

O. NELSON & SON	Golden Hills Trail/Road	10805	05/26/2010	
			05/26/2010	
3355 TRIPP ROAD	634		05/26/2010	
WOODSIDE	BOA	43385	05/26/2010	0.00
CA 94062	119			3,958.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	1,688.00	0.00
20-60-4270	Trail Surface Rehabilitation	2,270.00	0.00

Check No.	43385	Total:	21,609.23
Total for	O. NELSON & SON		21,609.23

STEPHANIE O'CONNELL	Refund Class Registration	10784	05/26/2010	
			05/26/2010	
245 LINDENBROOK ROAD	551		05/26/2010	
WOODSIDE	BOA	43384	05/26/2010	0.00
CA 94062				60.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	60.00	0.00

Check No.	43384	Total:	60.00
Total for	STEPHANIE O'CONNELL		60.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 26, 2010

Date: 05/20/2010
Time: 1:43 pm
Page: 8

TOWN OF PORTOLA VALLEY

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OLBERDING ENVIRONMENTAL, INC	C-1 Trail Design	10785	05/26/2010	
			05/26/2010	
193 BLUE RAVINE ROAD	2025		05/26/2010	
FOLSOM	BOA	43386	05/26/2010	0.00
CA 94630	2010136			12,422.75

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	12,422.75	0.00

Check No.	43386	Total:	12,422.75
Total for	OLBERDING ENVIRONMENTAL, IN		12,422.75

PENINSULA BACKFLOW (DBA)	Irrigation Testing/Certific'n	10786	05/26/2010	
Thomas D. Woodhams		5864	05/26/2010	
1261 WEBSTER ST.	383		05/26/2010	
PALO ALTO	BOA	43387	05/26/2010	0.00
CA 94301	100514			820.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	820.00	0.00

Check No.	43387	Total:	820.00
Total for	PENINSULA BACKFLOW (DBA)		820.00

PERS HEALTH	June Health Premium	10787	05/26/2010	
			05/26/2010	
VIA EFT	0108		05/26/2010	
	BOA	43388	05/26/2010	0.00
				13,572.58

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	13,572.58	0.00

Check No.	43388	Total:	13,572.58
Total for	PERS HEALTH		13,572.58

PETTY CASH	Petty Cash Reimbursement	10788	05/26/2010	
			05/26/2010	
765 PORTOLA ROAD	993		05/26/2010	
PORTOLA VALLEY	BOA	43389	05/26/2010	0.00
CA 94028				869.95

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	373.30	0.00
05-64-4336	Miscellaneous	496.65	0.00

Check No.	43389	Total:	869.95
Total for	PETTY CASH		869.95

RON RAMIES AUTOMOTIVE INC	April Fuel Statement	10789	05/26/2010	
			05/26/2010	
115 PORTOLA ROAD	422		05/26/2010	
PORTOLA VALLEY	BOA	43390	05/26/2010	0.00
CA 94028				404.43

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 26, 2010

Date: 05/20/2010
Time: 1:43 pm
Page: 9

TOWN OF PORTOLA VALLEY

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

05-64-4334	Vehicle Maintenance	404.43	0.00	
		<u>Check No.</u> 43390	<u>Total:</u>	404.43
		<u>Total for</u>	RON RAMIES AUTOMOTIVE INC	404.43

SAN MATEO COUNTY HR DEPT	Excel Classes, Nerdahl	10771	05/26/2010	
455 COUNTY CENTER	610		05/26/2010	
REDWOOD CITY	BOA	43391	05/26/2010	0.00
CA 94063	CI10-0036			115.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4326	Education & Training	115.00	0.00	
		<u>Check No.</u> 43391	<u>Total:</u>	115.00
		<u>Total for</u>	SAN MATEO COUNTY HR DEPT	115.00

SVETLANA SPETZLER	Class Registration Refund	10790	05/26/2010	
2 OAK FOREST COURT	614		05/26/2010	
PORTOLA VALLEY	BOA	43392	05/26/2010	0.00
CA 94028				70.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	70.00	0.00	
		<u>Check No.</u> 43392	<u>Total:</u>	70.00
		<u>Total for</u>	SVETLANA SPETZLER	70.00

STANFORD UNIVERSITY CONTROLLER'S OFFICE	Buckeye Room Deposit Refund	10791	05/26/2010	
P.O. BOX 20410	822		05/26/2010	
STANFORD	BOA	43393	05/26/2010	0.00
CA 94309-0410				250.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4226	Facility Deposit Refunds	250.00	0.00	
		<u>Check No.</u> 43393	<u>Total:</u>	250.00
		<u>Total for</u>	STANFORD UNIVERSITY	250.00

STAPLES	April Office Supplies	10792	05/26/2010	
STAPLES CREDIT PLAN	430		05/26/2010	
DES MOINES	BOA	43394	05/26/2010	0.00
IA 50368-9020				348.71

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	348.71	0.00	
		<u>Check No.</u> 43394	<u>Total:</u>	348.71
		<u>Total for</u>	STAPLES	348.71

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 26, 2010

Date: 05/20/2010
Time: 1:43 pm
Page: 10

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

TOWNSEND MGMT, INC	April Applicant Charges	10793	05/26/2010	
			05/26/2010	
P.O. BOX 24442	609		05/26/2010	
SAN FRANCISCO	BOA	43395	05/26/2010	0.00
CA 94124				1,330.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,330.00	0.00

TOWNSEND MGMT, INC	Portola Road Storm Drain Pipe	10806	05/26/2010	
	Inspection Services		05/26/2010	
P.O. BOX 24442	609		05/26/2010	
SAN FRANCISCO	BOA	43395	05/26/2010	0.00
CA 94124	200059-04-10			1,425.00

GL Number	Description	Invoice Amount	Amount Relieved
20-54-4192	Engineer Services	1,425.00	0.00

TOWNSEND MGMT, INC	2009/10 Street Resurfacing	10807	05/26/2010	
	Pre-Construction Services		05/26/2010	
P.O. BOX 24442	609		05/26/2010	
SAN FRANCISCO	BOA	43395	05/26/2010	0.00
CA 94124	200058-04-10			1,265.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	1,265.00	0.00

Check No.	43395	Total:	4,020.00
Total for	TOWNSEND MGMT, INC		4,020.00

TREE SPECIALIST	Emergency Tree Removal	10808	05/26/2010	
	Alpine/Westridge		05/26/2010	
1198 NEVADA AVE	839		05/26/2010	
SAN JOSE	BOA	43396	05/26/2010	0.00
CA 95125	05-11-10			1,400.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming Program	1,400.00	0.00

Check No.	43396	Total:	1,400.00
Total for	TREE SPECIALIST		1,400.00

US POSTAL SERVICE	Replenish Postage Meter	10794	05/26/2010	
		5856	05/26/2010	
U.S. POSTAL SERVICE CMRS-FP	0127		05/26/2010	
LOS ANGELES	BOA	43397	05/26/2010	0.00
CA 90096-4707				3,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	3,000.00	0.00

Check No.	43397	Total:	3,000.00
Total for	US POSTAL SERVICE		3,000.00

US POSTMASTER	Replenish Bulk Mail #581	10795	05/26/2010	
		5857	05/26/2010	
3855 BOHANNON DRIVE	0287		05/26/2010	
MENLO PARK	BOA	43398	05/26/2010	0.00
CA 94025				2,000.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 26, 2010

Date: 05/20/2010
Time: 1:43 pm
Page: 11

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

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	2,000.00	0.00
		Check No. 43398	Total: 2,000.00
		Total for US POSTMASTER	2,000.00

VISION INTERNET PROVIDERS INC	April & May Web Site Hosting	10796	05/26/2010	
P.O. BOX 251588	827		05/26/2010	
LOS ANGELES	BOA	43399	05/26/2010	0.00
CA 90025	17499			400.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4311	Internet Service & Web Hosting	400.00	0.00	
		Check No. 43399	Total: 400.00	
		Total for VISION INTERNET PROVIDERS INC		400.00

KARIN WICK	Refund Class Registration	10797	05/26/2010	
170 RAMOSO ROAD	344		05/26/2010	
PORTOLA VALLEY	BOA	43400	05/26/2010	0.00
CA 94028				70.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	70.00	0.00	
		Check No. 43400	Total: 70.00	
		Total for KARIN WICK		70.00

WOLFPACK INSURANCE	June Dental/Vision Premium	10798	05/26/2010	
SMALL BUSINESS BENEFIT PLAN	0132		05/26/2010	
BELMONT	BOA	43401	05/26/2010	0.00
CA 94402				2,367.90
GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4090	Health Ins Dental & Vision	2,367.90	0.00	
		Check No. 43401	Total: 2,367.90	
		Total for WOLFPACK INSURANCE		2,367.90

Total Invoices: 51	Grand Total:	171,917.02
	Less Credit Memos:	0.00
	Net Total:	171,917.02
	Less Hand Check Total:	0.00
	Outstanding Invoice Total:	171,917.02

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
May 26, 2010

Claims totaling \$171,917.02 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 Council

FROM: Janet McDougall, Assistant Town Manager

DATE: May 26, 2010

RE: **Alpine Beer Garden Lease Renewal**

Recommendation:

Authorize Mayor to execute Lease Agreement

Issue Statement/Discussion:

The Alpine Beer Garden has leased land adjacent to Rossotti Field that is owned by the Town since 1982 to satisfy parking requirements that are contained in the Conditional Use Permit for the business. The lease arrangement makes available additional parking, on a non-exclusive basis, that is to be shared with users of Rossotti Field.

The current lease is set to expire on June 30, 2010.

At the time the Town entered into the original lease with the Alpine Beer Garden, the economic climate was healthy and the business realized a robust income. Since that time, the business has suffered losses; John Alexander, the original proprietor has died, and the vitality of the business has decreased over time. In addition, use of the Town's athletic fields has increased, with soccer players utilizing the parking area on a much more frequent basis.

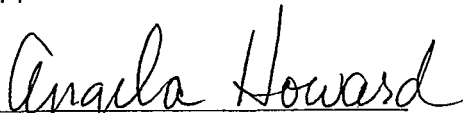
In light of current economic conditions and the increased use of the parking area by users of Rossotti Field, the owner of the business, Mrs. Molly Alexander, has requested a reduction in the rent for the parking area, and staff believes there is justification to grant her request. To that end, the attached lease agreement provides for a reduction in the rent from the current annual amount of \$8,091.16 to \$5,440.00. The rent will increase over the term of the lease on an annual basis in accordance with the Consumer Price Index (CPI).

The current lease set to expire next month contained a three-year term. The attached proposed lease provides for a two-year term. This will make the timing of the expiration

of this lease consistent with the lease the Town has with the Ladera Oaks Swim and Tennis Club, with both leases expiring June 30, 2012, making it easier to track both leases. It will also enable staff to revisit the terms of the lease sooner, to evaluate whether or not economic conditions have changed.

The decrease in rent and change in the length of the term of the lease are the only changes that have been made to the existing lease terms.

Approved:


Angela Howard

Attachment

LEASE

THIS LEASE ("Lease") is made and executed on the ___ day of _____, 2010, by and between the TOWN OF PORTOLA VALLEY, a municipal corporation, ("Town") and ALPINE BEER GARDEN, INC. ("Tenant").

WHEREAS, the Town and Tenant wish to lease the premises ("Premises") described below on the terms and conditions set forth below.

NOW, THEREFORE, the parties agree as follows:

1. PREMISES. The Premises consists of land in the Town of Portola Valley, County of San Mateo, State of California, that is shown as the portion of Parcel B labeled "PARKING LOT" on Exhibit A.

2. TERM. The term of this Lease shall be for a period of two (2) years commencing on July 1, 2010, and ending on June 30, 2012.

3. MONTHLY RENT.

3.1 During the first year of this Lease, Tenant shall pay to Town an annual base rent of Five Thousand Four Hundred Forty Dollars (\$5,440.00) due and payable on or before the 1st day of each month as follows:

3.1.1 The sum of Six Hundred Fifty Dollars (\$650.00) per month for the months of March, April, May, June, July, August, September and October; and

3.1.2 The sum of Sixty Dollars (\$60.00) per month for the months of November, December, January, and February.

This staggered payment schedule shall continue throughout the term of this agreement.

3.2 The annual base rent for each year of the Lease, and the proportionate monthly payments, shall be increased each year on the anniversary date of this Lease by multiplying the rent for the previous year by the Consumer Price Index on or before February 1. For the purpose of this Lease the Consumer Price Index shall be the Consumer Price Index for All Urban Consumers for the San Francisco-Oakland Metropolitan Area.

4. CONDITIONAL USE PERMIT. Tenant shall at all times comply with the Conditional Use Permit ("CUP") for the premises issued by the Town, attached as Exhibit B. Any noncompliance with the CUP by Tenant shall be deemed a default for purposes of this Lease.

5. USE OF PREMISES. Tenant shall use the Premises only for vehicle parking, garden and picnic areas, landscaping and other such purposes as may be permitted or required by the CUP and as permitted by the Grant Deed from the trustees of the Rossotti Trust to the Town of Portola Valley, recorded April 16, 1982, in the Official Records of San Mateo County, State of California, as document Number 82030372, and attached as Exhibit C. Tenant agrees to conduct its activities on the Premises in compliance with all present and future valid state, federal and municipal laws applicable to Tenant's operations, including any conditional use permits or other permits granted by the Town.

6. IMPROVEMENTS, MAINTENANCE & REPAIR. Tenant has installed at its own expense various improvements on the Premises including gravel paving, parking bumpers and lines, garden and picnic areas, and landscaping. Such improvements shall be maintained and repaired at Tenant's sole expense. Tenant shall promptly pay and discharge or bond against all claims for work or labor done, supplies and materials furnished, or services rendered at the request of Town, and will keep the Premises free and clear of all mechanic's and materialmen's liens.

7. HOLDING OVER BY TENANT. If Tenant remains in possession of the Premises after the expiration of the term of this Lease without executing a new lease, then such holding over shall be construed as a tenancy from month-to-month subject to all of the applicable conditions, provisions, and terms of this Lease.

8. POSSESSORY INTEREST TAX, ASSESSMENTS, LIENS & OTHER TAXES. This Lease may create a possessory interest subject to property tax and Tenant agrees to pay for any such tax. Tenant shall pay in full, satisfy and discharge as they become due, all assessments, liens and other taxes incurred by virtue of Tenant's leasehold interest in the Premises, or said liens, assessments and taxes shall be prorated to the date of termination as taxes would be prorated.

9. INSURANCE. Tenant shall maintain insurance in the amount of One Million Dollars (\$1,000,000) combined single limit per claim for bodily injury and property damage. Tenant shall cause Town, its officers, agents, employees, and volunteers to be included as additional insureds under said policies, and upon request of Town, Tenant shall furnish the Town a Certificate of Insurance, which shall be in accordance with this section and approved by the Town Attorney, and which shall provide that Town receive thirty (30) days prior written notice of cancellation, change in scope, or modification in coverage of any such policy. If the Town, its officers, agents, volunteers, and employees have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

10. INDEMNIFICATION AND HOLD HARMLESS. In addition to the insurance coverage, Tenant hereby waives any and all claims against Town for damages or injuries from any cause arising at any time from Tenant's occupancy of the Premises. Tenant agrees to indemnify and hold Town harmless from any damage or injury.

11. ASSIGNMENT AND SUBLEASE. Tenant shall not assign this Lease, or any interest therein, and shall not sublet the Premises or any part thereof, or any right or privilege related to the Premises, without the prior written consent of the Town. Consent by the Town to one assignment, subletting, occupation, or use by another shall not be deemed to be consent to any assignment, subletting, occupation or use by another. Any such assignment or subletting without the Town's prior written consent shall be void and, at the option of the Town, shall terminate this Lease.

12. UTILITIES. In the event that Tenant requires services or utilities furnished by a public utility, or public entity, Tenant agrees to take the service in its own name and pay any and all utility charges incurred for such services.

13. RESERVED RIGHTS FOR TRAIL PURPOSES. Town reserves, at no present or future cost to Town, rights of use for public equestrian and hiking trail purposes over, upon, and across a portion of the Premises comprising a strip approximately 15 feet in width adjacent to Alpine Road and approximately 354 feet in length, as generally depicted on Exhibit A and labeled "15' Easement", and as provided for in the CUP.

14. RESERVED RIGHTS FOR ACCESS AND PUBLIC PARKING PURPOSES. Town reserves, at no present or future cost to Town, non-exclusive rights of access to the lands adjoining the Premises to the west over, upon, and across that portion of the Premises to be used for vehicle parking purposes, and further reserves non-exclusive use of such portion of the Premises for public parking purposes when not in conflict with Tenant's use. Town further reserves, at no present or future cost to Town, all necessary and reasonable rights of access from that portion of Parcel B not leased by Tenant across the Premises and across adjacent lands of the Tenant so as to give and protect for the Town any and all of its recorded or retained access rights, easements and rights-of-way to and from Alpine Road an/or Arastradero Road.

15. RIGHT OF ENTRY FOR REPAIR/MAINTENANCE OF WATER PIPES. Town reserves the right to enter the Premises for repair and maintenance of water pipes which presently serve the lands of the Town to the west of the Premises. In the event that Tenant damages these water pipes, the damage shall be repaired at Tenant's sole expenses within forty eight (48) hours following notice from the Town that damage has occurred. In the event damage is not timely repaired, Town may repair the damage and charge the costs to Tenant to be paid within thirty (30) days of the invoice date.

16. HAZARDOUS MATERIALS. For the purposes of this Lease, the term "Hazardous Material" shall mean any substance or material which has been designated hazardous or toxic by any federal, state, county, municipal, or other governmental agency or determined by such agency to be capable of endangering or posing a risk of injury to, or adverse effect on, the health or safety of persons, the environment, or property, including without limitation those substances or materials described in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq. Tenant shall not use or store any Hazardous

Materials in, on, or about the Premises except in compliance with all applicable federal, state, and local laws, statutes, ordinances, and governmental regulations, and the highest standards prevailing in the industry for storage and use of any such Hazardous Materials, nor allow any Hazardous Materials to be brought in the Premises, except to use in the ordinary course of Tenant's business, and then only after written notice to Town of the Hazardous Materials to be used by Tenant. Tenant shall not cause or permit the escape, release, or disposal of any Hazardous Materials in the Premises. If any governmental agency or the beneficiary of any deed of trust against the Premises requires any testing of the Premises to ascertain whether any Hazardous Materials have been released in, on, or about the Premises, Tenant shall reimburse Town, within thirty (30) days of the invoice date, for the cost of any such inspection if the inspection, together with any other evidence obtained by Town, shows that the presence of such Hazardous Materials was caused by Tenant, its agents, employees, contractors or invitees. In addition, Tenant shall, at the Town's request, execute affidavits, representations, or other documents concerning Tenant's best knowledge and belief regarding the presence of any Hazardous Materials on the Premises. Tenant shall indemnify, defend, and hold harmless Town from any liability, cost, or expense, including reasonable attorneys' fees, arising from the use, storage, release or disposal of any Hazardous Materials in, on, or about the Premises by Tenant, its agents, employees, contractors, or invitees. The provisions of this section shall survive the expiration or earlier termination of this Lease.

17. ATTORNEYS' FEES. In any legal action brought by either party to enforce the terms of this Lease, the prevailing party is entitled to all costs incurred in connection with such an action, including reasonable attorneys' fees.

18. NOTICES. Any notice to be given hereunder must be in writing and shall be given by certified mail, return receipt requested, prepaid and addressed to the parties hereto as follows:

Town: Town of Portola Valley
Attn: Town Clerk
765 Portola Road
Portola Valley, CA 94028

Tenant: Alpine Beer Garden, Inc.
Amelia M. Alexander
3915 Alpine Road
Portola Valley, CA 94028

Notice shall be deemed to have been communicated on the earlier of actual receipt or forty eight (48) hours after deposit in the U. S. mail.

19. TERMINATION BY TOWN OR TENANT. If Town terminates or revokes Tenant's CUP, then Tenant may, at its option, terminate the Lease upon the effective date of the termination or revocation of the CUP provided that Tenant meets all of its

obligations of the Lease up to the effective date of termination. Town or Tenant shall have the right to terminate this Lease by written notice to the other party for any default or breach of any term or condition of this Lease by the other party; provided, however, the non-defaulting and non-breaching party must first deliver written notice to the other party of any such default or breach, and such breach or default must continue to exist for more than three (3) days after the delivery of such notice. Either party may terminate this Lease without cause by delivering sixty (60) days written notice to the other party of such termination.

20. ENTIRE AGREEMENT. Upon execution of this Lease by both parties, the prior Agreement of Lease executed July 25, 2007, and all amendments and documents relating thereto are rescinded, declared to be of no force or effect and are superseded by this Lease. This Lease contains all of the agreements of the parties and cannot be amended or modified except by written agreement.

21. NO WAIVER. Waiver by either party of a breach of any covenant of this Lease will not be construed to be a continuing waiver of any subsequent breach. Town's receipt of rent with knowledge of Tenant's violation of a covenant does not waive Town's right to enforce any covenant of this Lease. No waiver by either party of a provision of this Lease will be considered to have been made unless expressed in writing and signed by all parties.

22. BINDING ON SUCCESSORS. The terms and conditions of this Lease, subject to the provisions as to assignment set forth in Section 11, shall apply to and be binding upon the parties' successors in interest.

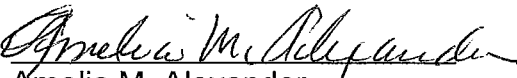
IN WITNESS WHEREOF, the parties hereto have executed this Lease on the day and year first above written.

TENANT:

TOWN:

ALPINE BEER GARDEN, INC.

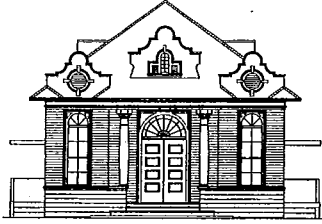
TOWN OF PORTOLA VALLEY

By: 
Amelia M. Alexander
Its: President

By: _____
Steve Toben
Its: Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council
FROM: Tom Vlastic, Deputy Town Planner
Sandy Sloan, Town Attorney
DATE: May 18, 2010
RE: Adoption of proposed Portola Valley "Green Building" Ordinance
And Compliance Resolution

Background and Adoption of Proposed Green Building Ordinance and Compliance Resolution

On May 12, 2010, the town council considered the May 5, 2010 staff report on the subject "Green Building" matter and enclosed proposed "Green Building" ordinance and Compliance Resolution. The council conducted a public hearing on the ordinance and, after closing the public hearing, acted to "waive first reading" and introduce the ordinance for adoption as proposed. The council also found the compliance resolution acceptable as proposed, but continued action on it so that such action could be taken when the ordinance is formally adopted.

As discussed at the May 12th meeting, and confirmed by the town attorney at the meeting, the proposed ordinance has been placed on the May 26, 2010 town council meeting consent agenda for "waiving of second reading" and adoption. In addition, the compliance resolution has also been placed on the consent agenda for approval.

Recommendations for Action

Based on the foregoing, and the May 12th public hearing and council actions, it is recommended that the proposed ordinance be adopted and compliance resolution approved. The ordinance would become effective 30 days after adoption.

TCV

Attach.

cc. Planning Commission and ASCC Subgroup
Angela Howard, Town Manager
Leslie Lambert, Planning Manager
Carol Borck, Planning Technician
Brandi deGarmeaux, Sustainability & Resource Efficiency Coordinator

ORDINANCE NO. 2010-

ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADDING CHAPTER 15.10 [GREEN BUILDING] TO TITLE 15 [BUILDINGS AND CONSTRUCTION] OF THE PORTOLA VALLEY MUNICIPAL CODE

WHEREAS, the Town of Portola Valley desires to add Chapter 15.10 [Green Building] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to implement goals and objectives set forth in the "Sustainability Element" of the Portola Valley General Plan for reducing greenhouse gas ("GHG") emissions, conserving water and energy, encouraging green building, protecting the natural environment, and protecting the health of residents and visitors;

WHEREAS, green building design, construction, restoration, operation and maintenance can have a significant positive effect on energy, water and resource conservation, waste management and pollution generation, and the health and productivity of a property's residents, workers and visitors over the life of a building and/or site;

WHEREAS, the provisions of California Assembly Bill 32 (Global Warming Solutions Act) require action on the part of state and local governments to significantly reduce GHG emissions within prescribed time periods and the Town Council has taken actions to commit the town to pursue the requirements of AB 32;

WHEREAS, the Town Climate Protection Task Force, at the request of the Town Council, considered how best to achieve AB 32 objectives, and the Building, Energy and Efficiency and Transportation ("BEET") Committee of the Task Force concluded that a building evaluation and rating system was appropriate for new buildings and major additions and remodeling of existing buildings to ensure these projects would make necessary contributions to the overall local program for meeting AB 32 objectives;

WHEREAS, based on the findings of the BEET committee, the Town Council appointed a Planning Commission and Architectural and Site Control Commission subgroup to study, test and inform the community of appropriate green building regulations and this subgroup completed its work, including public workshops, and forwarded its recommendations to the Town Council in the March 4, 2010 report to Town Council from the Deputy Town Planner;

WHEREAS, green building regulations comprise a significant component of a whole systems approach to the Town's sustainability program related to building and land use, other components of which include, but are not limited to, requirements for: recycling of construction and demolition debris, storm water quality and flood protection,

water conservation, protection against unstable slopes and earthquake faults, preservation of trees and natural landforms on building sites and open space conservation; and,

WHEREAS, the 2008 California Green Building Standards Code adopted by the California Building Standards Commission has set minimum Green Building Standards and, within the code, has expressly stated that the standards are viewed as “minimal” and that local government entities retain discretion, pursuant to Health and Safety Code Section 17958.5, to exceed the standards established by the code based on express findings relative to local climate, topographical or geological conditions.

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

1. Findings. The Town Council of the Town of Portola Valley hereby finds and declares as follows:

A. To the extent the proposed Green Building Ordinance effects changes to the California Building Standards Code as adopted by the Town, the Town Council finds the provisions herein to be reasonably necessary due to local climatic, geologic and topographic conditions.

B. The Town is located within the southern hillside portions of San Mateo County with elevations ranging from just below 300 feet to over 1,800 feet above sea level. The Town occupies approximately 5,785 acres consisting largely of a natural valley containing steep, rugged tree-covered slopes and open mountains on the west and lower more gently rolling hills on the east. The San Andreas Rift Zone, an area of past and probably future earth movement, follows the floor of the valley. Much of the land southwest of the San Andreas Rift Zone consists of active or geologically recent landslides. The Town has mapped the complex geology of the area and adopted land use regulations based on this mapping to reduce risk to residents and private and public improvements.

C. Due to its hillside location, the Town is in a climate zone that has precipitation averaging approximately 30 inches per year. Most precipitation falls during the months of November through April, with a relatively dry period extending over six months of the year. The rainfall and local storm water management system are essential to maintaining the natural vegetation of the planning area and ensuring against impacts associated with erosion, sedimentation and ground pollution. The Sustainability Element of the general plan recognizes that emission of GHG may impact weather patterns and sets forth goals, including those for green building, to minimize

impacts on the storm water management system and ensure against loss of natural vegetation, both essential to minimizing erosion and protection against unstable slopes.

D. Pursuant to the government partnership program of Pacific Gas and Electric Company, Gabel Associates, LLC, prepared the December 31, 2009, San Mateo County Green Building Ordinance Cost-Effectiveness Study ("Study") for jurisdictions in San Mateo County. The Study used the California 2008 Building Energy Efficiency Standards, effective January 1, 2010, to calculate the cost effectiveness of local green building regulations exceeding the 2008 Building Energy Efficiency Standards and identified the low incremental costs associated with exceeding the state standards as provided for in this proposed Green Building Ordinance for the Town.

E. Green building and landscape design, construction, operations, and maintenance techniques are increasingly widespread in residential, commercial and institutional building construction, and green building benefits can be spread throughout the systems and features of a building such that green building can include: use of certified sustainable wood products and high-recycled content products; reuse of existing facilities and recycling and salvage; reduced demands on heating and cooling systems; increased energy efficiency; enhancement of indoor air quality; reduced per capita demand on water resources and infrastructure; and installation of alternative and renewal energy systems.

F. At the national and state levels, the U.S. Green Building Council has taken the lead in promoting and defining commercial and institutional green building by developing the Leadership in Energy and Environmental Design ("LEED") Rating System™. LEED rating systems are also now available as an alternative for rating of single-family and other residential projects.

G. At the state level, Build It Green has taken the lead in promoting and defining residential green building by developing and continuing to refine the GreenPoint Rated Rating System™.

H. The Town pursued and in 2009 completed a new Town Center that has demonstrated green building can be accomplished in the local climate zone in a cost effective manner. This Town center has received the highest LEED rating of Platinum.

I. Nothing in this Ordinance is intended to duplicate, contradict, or infringe upon the provisions of state law, including the California Building Standards Code. The Ordinance and associated checklists provide many opportunities to achieve required points and credits that do not impact areas where the state has established building standards.

J. Since April of 2009, the Town has made voluntary use of the Build It Green GreenPoint Rated rating system for new residential projects and projects proposing substantial changes to existing residences. This voluntary use has demonstrated that exceeding State Building Energy Efficiency Standards as mandated by GreenPoint Rated checklist is achievable in a cost effective manner.

K. On March 10, 2010, at a publicly noticed meeting, the Town Council accepted the recommendations of the Planning Commission and Architectural and Site Control Commission subgroup for implementation of local Green Building Regulations as set forth in the March 4, 2010 report from the Deputy Town Planner.

L. On May 12, 2010, the Town Council held a duly noticed public hearing and heard testimony regarding the proposed Green Building Ordinance.

M. Because the design, restoration, construction and maintenance of buildings and structures within the Town can have a significant impact on the Town's environment, greenhouse gas emissions, resource usage, energy efficiency, waste management, and health and productivity of residents, workers, and visitors over the life of the building, requiring commercial, institutional and residential projects to incorporate green building measures is necessary and appropriate to achieve the public health and welfare benefits of green building.

2. Addition of Code. Chapter 15.10 [Green Building] is hereby added to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to read as follows:

**CHAPTER 15.10
GREEN BUILDING**

- 15.10.010 Purpose**
- 15.10.020 Applicability**
- 15.10.030 Definitions**
- 15.10.040 Standards for Compliance**
- 15.10.050 Incentives for Compliance**
- 15.10.060 Administrative Procedures and Implementing Regulations**
- 15.10.070 Hardship or Infeasibility Exemption**
- 15.10.080 Appeal**

15.10.010 Purpose.

The purpose of this chapter is to enhance the public health and welfare by promoting the environmental health of the town through the incorporation of green building practices in the design, construction, maintenance, operation and deconstruction of

buildings and other site development. The green building provisions in this chapter are designed to achieve the following goals:

- (a) Encourage the conservation of natural resources and reduction of greenhouse gas emissions;
- (b) Increase energy efficiency and lower energy usage;
- (c) Reduce waste generated by construction projects;
- (d) Provide durable buildings that are efficient and economical to own and operate;
- (e) Recognize and conserve the energy embodied in existing buildings; and
- (e) Promote the health of residents, workers, and visitors to the town.

15.10.020 Applicability

This chapter applies to all projects defined as "covered projects," as defined in Section 15.10.030, except that it shall not apply to any project for which a planning entitlement application (except for a preliminary architectural review application) or building permit application has been submitted prior to the effective date of this chapter.

15.10.030 Definitions

The following terms shall have the ascribed definition for the purposes of applying the criteria of this chapter.

- (a) "Addition" means new construction square footage added to an existing structure.
- (b) "Applicant" means anyone that applies to the town for the applicable permits or approvals to undertake any covered project within the town, or any subsequent owner of the site.
- (c) "Compliance official" means the town planner or his/her designee.
- (d) "Compliance threshold" means the minimum number of points or rating level of a green building rating system that must be attained for a particular covered project, as outlined in the standards for compliance in Section 15.10.040.
- (e) "Covered project" means any planning entitlement application(s) or building permit application(s) for commercial new construction or renovations, or for any residential new construction or renovation subject to the standards for compliance outlined in Section 15.10.040.

- (f) "Good faith effort" means a project that has not met the required compliance threshold, but for extenuating reasons or reasons beyond the control of the applicant, the compliance official has found the project meets the good faith effort provisions of Section 15.10.060.
- (g) "Green building" means a whole systems approach to the design, construction and operation of buildings that substantially mitigates the environmental, economic, and social impacts of buildings. Green building practices recognize the relationship between the natural and built environments and seek to minimize the use of energy, water and other natural resources and provide a healthy, productive indoor environment.
- (h) "Green building project checklist" means a checklist or scorecard developed for the purpose of calculating a green building rating.
- (i) "Green building rating system" means the rating system associated with specific green building criteria and used to determine compliance thresholds, as outlined in the standards of compliance adopted by town council resolution. Examples of rating systems include, but are not limited to, the LEED and GreenPoint Rated systems.
- (j) "GreenPoint Rated" means a residential green building rating system developed by the Build It Green organization.
- (k) "GreenPoint Rated Verification" means verification of compliance by a certified GreenPoint Rater, resulting in green building certification by Build It Green.
- (l) "LEED®" means the "Leadership in Energy and Environmental Design" green building rating system developed by the U.S. Green Building Council.
- (m) "LEED®/USGBC Verification" means verification to meet the standards of the U.S. Green Building Council ("USGBC") and resulting in LEED certification of the project by the USGBC.
- (n) "Multi-family residential" means a building containing three or more attached dwelling units.
- (o) "New building" means a new structure or a substantial addition/remodel to an existing structure where the remodel combined with any additions to the structure affects 50% or more of the exterior wall plane surface or affects 50% or more of the floor area as more particularly defined in section 15.04.010 of this code.
- (p) "New construction, commercial" means the construction of a new or replacement retail, office, institutional, semi-institutional or similar building(s), or additions to such building(s).

(q) "New construction, residential" means the construction of a new or replacement single-family or two-family dwelling unit or of new or replacement multi-family residential building(s), or additions to such building(s).

(r) "Qualified green building professional" means a person trained through the USGBC as a LEED accredited professional or through Build It Green as a certified green building professional, or similar qualifications if acceptable to the compliance official. For projects requiring "self-verification," the project architect or designer is considered a qualified green building professional.

(s) "Renovation" means any rehabilitation, repair, remodeling, change, or modification to an existing building, where changes to floor area and the footprint of the building are negligible. The valuation of renovation improvements shall be determined by the town planner, upon recommendation of the chief building official. The chief building official may exclude from such valuation the cost of (a) seismic upgrades, (b) accessibility upgrades, or (c) photovoltaic panels or other solar energy or similar devices exterior to the building. Renovation valuation thresholds identified in the standards for compliance shall be adjusted annually to reflect changes in the town's valuation per square foot for new construction in town, using valuations in effect as of July 1, 2008, as the base index.

(t) "Self verification" means verification by the project architect, designer or a qualified green building professional certifying that the project has met the standards and has attained the compliance threshold as indicated for the covered project type as set forth in the standards for compliance outlined in Section 15.10.040.

(u) "Single-family or two-family residential" means a single detached dwelling unit or two units in a single building or two separate buildings on a single parcel, such as a main residence and second unit.

(v) "Square footage" means all new and replacement square footage, including basement areas (seven feet or greater in height) and garages, except that unconditioned garage space shall only count as 50% of that square footage. Areas demolished shall not be deducted from the total new construction square footage.

(w) "Threshold verification by LEED AP" means verification by a LEED accredited professional certifying that each LEED checklist point listed was verified to meet the requirements to achieve that point. The LEED AP shall provide supporting information from qualified professionals (e.g. civil engineer, electrical engineer, Title 24 consultant, commissioning agent, etc.) to certify compliance with each point on the checklist. Documentation of construction consistent with building plans calculated to achieve energy compliance is sufficient verification in lieu of post-construction commissioning.

15.10.040 Standards for Compliance.

The town council shall establish by resolution, and shall periodically review and update as necessary, green building standards for compliance. The standards for compliance shall include, but are not limited to, the following:

- (a) The types of projects subject to regulation (covered projects);
- (b) The green building rating system to be applied to the various types of projects;
- (c) Minimum thresholds of compliance for various types of projects; and
- (d) Timing and methods of verification of compliance with these regulations.

The standards for compliance shall be approved after recommendation from the town planner, who shall refer the standards for recommendation by the architectural and site control commission, prior to council action.

15.10.050 Incentives for Compliance.

(a) In addition to the required standards for compliance, the town council may, through ordinance or resolution, enact financial, permit review process, or zoning incentives and/or award or recognition programs to further encourage higher levels of green building compliance for a project.

(b) For residential projects, the number of GreenPoint checklist points required shall be reduced by:

(1) Five points for maintaining a minimum of 75% of existing walls, floors, and roof of a structure;

(2) Five points (in addition to (1) above) for maintaining a minimum of 95% of existing walls, floors, and roof of a structure; and/or

(3) Ten points (in addition to (1) and/or (2) above) when applied to a structure that is designated on the town's historic inventory or any contributing structure located within a designated historic district, subject to determination by the architectural and site control commission that such additions and/or renovations are consistent with the Secretary of the Interior's Standards for Rehabilitation.

15.10.060 Administrative Procedures and Implementing Regulations.

(a) The town planner shall promulgate any rules and regulations necessary or appropriate to achieve compliance with the requirements of this chapter. The rules and regulations shall provide, at a minimum, for the incorporation of green building

requirements of this chapter into checklist submittals with planning entitlement and building permit applications, and supporting design, construction, or development documents to demonstrate compliance with this chapter.

(b) The procedures for compliance documentation shall include, but not be limited to, the following:

(1) Preliminary documentation. Applicants for a covered project are encouraged, but not required, to meet with the compliance official or his/her designated staff, in advance of submittal of an application, to determine required green building thresholds for compliance and to review the proposed green building program and details to achieve compliance.

(2) Discretionary planning entitlements. Upon submittal of an application for any discretionary planning entitlement for any covered project, including, but not limited to, architectural review, site development permit, conditional use permit, or variance requests, application materials shall include the appropriate completed checklists, as required by the standards for compliance specified in Section 15.10.040, accompanied by a text description of the proposed green building program and expected measures and milestones for compliance. The compliance official may allow the use of alternative checklists for historic buildings or for buildings that retain or re-use substantial portions of the existing structure.

(3) Building plan check review. Upon submittal of an application for a building permit, building plans for any covered project shall include a checklist and green building program description, reflecting any changes proposed since the planning entitlement phase (if a planning entitlement was required). The checklist shall be incorporated onto a separate plan sheet included with the building plans. A qualified green building professional shall provide evidence of adequate green building compliance or documentation to the compliance official to satisfy the requirements of the standards for compliance outlined in Section 15.10.040, prior to issuance of a building permit.

(4) Final building inspection, verification, and occupancy. Prior to final building inspection and occupancy for any covered project, a qualified building professional shall provide evidence of adequate green building compliance or documentation to the compliance official to satisfy the requirements of the standards for compliance outlined in Section 15.10.040. This information shall include, but is not limited to:

i. Documentation that verifies incorporation of the design and construction related credits specified in the project approval for the covered project;

ii. A letter from the qualified green building professional that certifies that the covered project has been constructed in accordance with the approved green building project checklist;

iii. Any additional documentation that would be required by the LEED reference guide for LEED certification (if required), or by the GreenPoint Rated manuals for GreenPoint Rated certification (if required); and

iv. Any additional information that the applicant believes is relevant to determining that a good faith effort has been made to comply with this chapter.

(5) Final determination of compliance and good faith effort to comply. Prior to the scheduling of a final building inspection for a covered project, the compliance official shall review the documentation submitted by the applicant, and determine whether the applicant has achieved the required compliance threshold as set forth in the standards for compliance outlined in Section 15.10.040 and/or demonstrate that measures are in place to assure compliance not later than one year after approval of final building inspection. If the compliance official determines that the applicant has met the requirements of Section 15.10.040 for the project, the final building inspection may proceed, provided the covered project has received approval of all other inspections required by the chief building official. If the compliance official determines that the required green building rating has not been achieved, the compliance official shall find one of the following:

i. Good faith effort to comply: When an applicant submits a request in writing to the compliance official for approval of a good faith effort to comply, the compliance official shall determine that the applicant has made a good faith effort to comply with this chapter when finding that either a) the cost for providing green building documentation or assuring compliance is disproportionate to the overall cost of the project, or b) the green building materials and technologies on the green building checklist are no longer available or not yet commercially available, or c) at least 80% of the required green point credits have been achieved, and measures are in place to assure full compliance not later than one year after approval of the final building inspection. Determination of a good faith effort to comply shall be made separately for each item on the green building project checklist. Granting of a good faith effort to comply for one item does not preclude the need for the applicant to comply with the other items on the green building checklist.

ii. Non-compliant project. If the compliance official determines that the applicant has not made a good faith effort to comply with this chapter, or if the applicant fails to submit the documentation required within the required time

period, then the project shall be determined to be non-compliant, and the final inspection and approval for the project shall be withheld. A final inspection shall not take place until the applicant has implemented equivalent alternate measures approved by the compliance official or unless an exemption is granted for the project.

(6) Post final inspection requirement. Not later than one year after approval of the final building inspection, the applicant or current owner shall submit to the compliance official documentation detailing compliance with the operation, efficiency, and conservation related credits from the approved checklist documentation for any covered project, if required by the compliance official. The applicant may also provide any additional information the applicant believes is relevant to determining its good faith efforts to comply with this chapter.

(7) Non-compliance. If, as a result of any inspection, the town determines that the covered project does not or is unlikely to comply with the approved plans or green building checklist, a stop order shall be issued if the compliance official determines that continuation of construction activities will jeopardize the project's ability to meet the required compliance threshold. The stop order shall remain in effect until the compliance official determines that the project will be brought into compliance with the approved plans and/or checklist.

(8) Interim compliance effort. For residential projects initiating construction not later than two years after the effective date of this chapter, a good faith effort shall be deemed to have been made when at least 75% of the required minimum green points have been achieved prior to final building inspection, and adequate remaining checklist points are outlined to demonstrate that at least 90% of the minimum points and GreenPoint certification will be achieved not later than one year after final inspection. For purposes of this subsection "initiating construction" shall mean the date when a building permit is issued. If 75% of the required minimum green points are not achieved prior to the request for final building inspection, the final inspection shall be withheld unless an exemption is granted by the compliance official. Residential projects initiating construction more than two years after the effective date of this chapter shall comply in full with the requirements of this chapter.

(9) Lack of inspectors. If the compliance official determines that there is a lack of third party or town inspectors available to perform green building inspections within a timely manner, the compliance official may allow self-verification of the project and determine that green building requirements have been met.

(c) The compliance official shall have the responsibility to administer and monitor compliance with the green building requirements set forth in this chapter and with any

rules and regulations promulgated thereunder, and to grant exemptions from the requirements, where so authorized.

(d) Compliance with the provisions of this chapter shall be listed as a condition of approval on any architectural and site control review or other discretionary permit approval, and on the building plans for building permit approval, for any covered project.

15.10.070 Hardship or Infeasibility Exemption.

(a) Exemption. If an applicant for a covered project believes that circumstances exist that make it a hardship or infeasible to meet the requirements of this chapter, the applicant may request an exemption as set forth below. In applying for an exemption, the burden is on the applicant to show hardship or infeasibility.

(b) Application. If an applicant for a covered project believes such circumstances exist, the applicant may apply for an exemption at the time of application submittal. The applicant shall indicate the maximum threshold of compliance he or she believes is feasible for the covered project and the circumstances that he or she believes create a hardship or make it infeasible to fully comply with this chapter. Circumstances that constitute hardship or infeasibility include, but are not limited to the following:

(1) There is conflict with the compatibility of the green building rating system with other town goals, such as those requiring historic preservation;

(2) There is conflict with the compatibility of the green building rating system and the California Building Standards Code;

(3) There is conflict with the compatibility of the green building rating system and the town's zoning ordinance and/or architectural review criteria;

(4) The green building compliance standards do not include enough green building measures that are compatible with the scope of the covered project; and/or

(5) There is a lack of commercially available green building materials and technologies to comply with the green building rating system.

(c) Review by Architectural & Site Control Commission (ASCC). For any covered project for which an exemption is requested and architectural and site control review is required by the ASCC, the ASCC shall provide a recommendation to the compliance official regarding whether the exemption shall be granted or denied, along with its recommendation on the project. For any project for which an exemption is requested based on the historic character of the building or site, the town historian shall provide a recommendation to the compliance official regarding whether the exemption shall be

granted or denied and shall determine whether the project is consistent with the Secretary of the Interior's Standards for Historic Rehabilitation.

(d) **Granting of Exemption.** If the compliance official determines that it is a hardship or is infeasible for the applicant to fully meet the requirements of this chapter based on the information provided, the compliance official shall determine the maximum feasible threshold of compliance reasonably achievable for the project. The decision of the compliance official shall be provided to the applicant in writing. If an exemption is granted, the applicant shall be required to comply with this chapter in all other respects and shall be required to achieve, in accordance with this chapter, the threshold of compliance determined to be achievable by the compliance official.

(e) **Denial of Exemption.** If the compliance official determines that it is reasonably possible for the applicant to fully meet the requirements of this chapter, the request shall be denied and the compliance official shall so notify the applicant in writing. The project and compliance documentation shall be modified to comply with this chapter prior to further review of any pending planning or building application.

(f) **Council Review of Exemption.** For any covered project that requires review and action by the town council, the council shall act to grant or deny the exemption, based on the criteria outlined above, after recommendation by the manager.

15.10.080 Appeal.

(a) Any aggrieved applicant may appeal the determination of the compliance official regarding: (1) the granting or denial of an exemption pursuant to section 15.10.070; or (2) compliance with any other provision of this chapter.

(b) Any appeal must be filed in writing with the planning manager not later than fourteen days after the date of the determination by the compliance official. The appeal shall state the alleged error or reason for the appeal.

(c) The appeal shall be processed and considered by the town council.

3. Environmental Review. This ordinance is exempt from the California Environmental Quality Act pursuant to Section 15309 because it is an action taken by a regulatory agency for the protection of the environment.

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

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

By: _____

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

RESOLUTION NO. _____-2010

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADOPTING GREEN BUILDING STANDARDS FOR COMPLIANCE

WHEREAS, the Town Council of the Town of Portola Valley adopted Ordinance No. 2010-_____ adding Chapter 15.10 [Green Building] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code; and

WHEREAS, Section 15.10.040 requires the Town Council to establish by resolution, green building standards for compliance;

WHEREAS, the Town Council received and reviewed the recommendations of the Planning Commission and the Architectural & Site Control Commission subgroup regarding green building standards.

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

The Town adopts the following green building standards for compliance:

1. New residential construction. New homes shall demonstrate GreenPoint rated certification using certified professional raters.
 - A. For projects up to and including 3,000 sf. A minimum threshold of 75 BIG points, with GreenPoint rated certification prior to building permit sign-off/occupancy.
 - B. For projects over 3,000 sf. A minimum threshold of 75 BIG points with one additional point for each 30 sf over 3,000 sf, and with GreenPoint rated certification prior to building permit sign-off/occupancy.
 - C. Basement floor area. Basement floor area must be included in the total floor area for point calculations.
 - D. LEED option. At the option of an applicant, the LEED for homes program may be used with a minimum threshold of silver LEED certification. Because LEED certification typically takes more time than is associated with BIG certification, the planning manager or his/her designee may as appropriate and in his/her sole discretion allow for some interim certification for occupancy prior to formal completion of the LEED process.
2. Substantial residential additions and/or rebuilding. For such projects make use of the BIG GreenPoint rated program for existing homes, with the threshold being the BIG minimum for a "whole house" project of 50 points and 25 points for a smaller "elements" project, both as defined by BIG. For a "whole house project" GreenPoint rated certification using certified professional raters shall be required and for an elements

project, self-certification is allowed. In all cases, new basement area would be counted as provided for above for "new construction" projects.

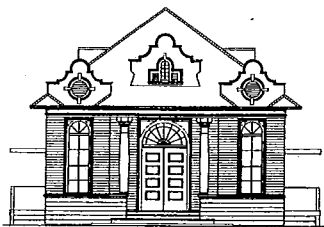
3. Small residential additions or remodels. For such projects completion of the BIG existing home checklist shall be required as a working/learning document, but no minimum points are required and self-certification is permitted. This would be for projects less than 400 sf in area, i.e. below the threshold for Architectural and Site Control Commission review.
4. Institutional and non-residential projects. The threshold for institutional and non-residential projects shall be the appropriate LEED program and formal LEED certification. The minimum LEED levels shall be as follows:
 - A. For projects less than 2,000 sf the appropriate LEED or BIG checklist should be used and the points proposed verified through the self-certification process.
 - B. For new buildings between 2,000 sf and 3,000 sf LEED certification with no minimum level.
 - C. For new buildings between 3,000 and 5,000 sf, LEED silver certification.
 - D. For new buildings over 5,000 sf LEED gold certification.

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: May 26, 2010

RE: **Resolution Establishing a Solicitation Permit
Application Fee**

Recommendation:

Adopt resolution.

Issue Statement/Discussion:

At its April 28, 2010 meeting, the Town Council adopted Ordinance No. 2010-385 pertaining to issuance of solicitation permits. Section 5.40.050(C) of the ordinance requires that an application fee be paid by a permit applicant at the time the permit is sought. The resolution under consideration establishes an application fee of \$25.00.

Notice of the required public hearing was published in the Almanac on May 12 and May 19, 2010.

Approved:



Angela Howard, Town Manager

Attachment

RESOLUTION NO. _____-2010

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY ESTABLISHING A
SOLICITATION PERMIT FEE**

WHEREAS, the Town Council has conducted a noticed public hearing to consider the staff recommendation that a \$25.00 fee be collected at the time a solicitation permit is sought.

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

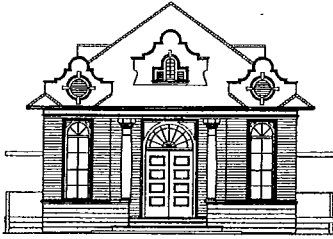
The Town shall assess a \$25.00 administrative fee at the time a solicitation permit application is submitted in accordance with Municipal Code Section 5.40.050(C).

PASSED AND ADOPTED this 26th day of May, 2010.

By: _____
Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Howard Young, Public Works Director
DATE: May 26, 2010
RE: FY 2010/2011 Street Resurfacing Project

Recommendation:

It is recommended that the Town Council adopt the attached resolution authorizing the Town Manager to execute a letter agreement between the Town of Portola Valley and Nichols Consulting Engineers for pavement design services in an amount not to exceed \$37,500.

Background:

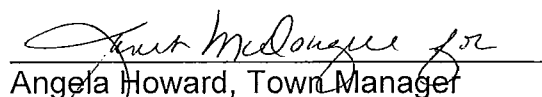
Town Staff is continuing its annual street repair and resurfacing program for 2010/11. The streets tentatively selected for treatment will consist of: Alpine Road between Arastradero Road and the Ladera town limit, Alpine Road between Portola Road and Corte Madera Road and other minor residential streets. The final sections of road to be treated will be identified by the Town staff, with information also coming from the Town's Pavement Management System (PMS). The final street list will be brought forth to the Town Council prior to advertising to bid. The Town's updated and revised 2009 PMS program was created by Nichols Consulting Engineers using Metropolitan Transportation Commission (MTC) standards. All public street surfaces were inspected and graded. The system is a method used by many municipalities to consistently prioritize maintenance work and select appropriate asphalt treatments. The target is to design a project that would result in a \$700,000 construction budget. Storm drainage rehabilitation work will also be considered.

The annual street repair and resurfacing process will involve field measurements, engineering design, preparation of construction documents, advertising the project for bid, and field markings. The adopted FY 2009/10 budget allocated \$85,000 for engineering design for both the 2009/2010 and 2010/2011 programs. There is \$43,500 remaining in the current budget for this project.

The Town has an existing professional services agreement with Nichols Consulting.

Attachment

Approved:


Angela Howard, Town Manager

RESOLUTION NO. _____-2010

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY AUTHORIZING THE TOWN MANAGER TO ENTER
INTO A LETTER AGREEMENT WITH NICHOLS CONSULTING, CHTD. FOR THE
FY 2010/2011 STREET RESURFACING DESIGN**

WHEREAS, the Town Council of the Town of Portola Valley has read and considered the staff report from the Public Works Director recommending the Town enter into an agreement with Nichols Consulting, CHTD. for development of the FY 2010/2011 street resurfacing design;

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

1. The Town Manager is hereby authorized to enter into a letter agreement with Nichols Consulting, CHTD in an amount not to exceed \$37,500; for the fiscal year 2010/2011 Street Resurfacing Design.

PASSED AND ADOPTED this 26th day of May, 2010.

By: _____
Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Officer

DATE: May 26, 2010

RE: Information Technology Services for Town Hall

For the past two years, the Town's IT support has been in the expert hands of Margaret Atmar of Two Fish West. Recently Ms. Atmar notified the Town that she will be making a professional shift and will therefore be concluding her agreement with the Town. (Staff will miss Margaret's friendly expertise but wishes her the best in her future endeavors.)

In researching the possibility of producing paperless packet agendas, several staff members recently met with Tony Gelpman, Manager of the City of Redwood City's IT Department, who offered valuable input towards this project. RWC's IT Department actually provides IT support services for many local public agencies, therefore, Angela Howard and I recently met with Tony to discuss the Town's IT needs. Based on our discussions with Tony and the high level of satisfaction indicated by the public agencies RWC is currently supporting in IT services, it is apparent that they are not only capable of servicing the Town's existing IT needs but also have the necessary experience to provide support for any future IT enhancements or revisions.

Recommendation

It is recommended that the Town Council approve the attached resolution approving and authorizing execution of an agreement between the Town of Portola Valley and the City of Redwood City for Information Technology Support.

Attachment

Approved: Angela Howard
Angela Howard, Town Manager

RESOLUTION NO. _____-2010

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING
EXECUTION OF AN AGREEMENT BETWEEN THE
TOWN OF PORTOLA VALLEY AND THE CITY OF REDWOOD CITY**

WHEREAS, the Town Council of the Town of Portola Valley has read and considered that certain Agreement for Consulting Services ("Agreement") between the Town and the City of Redwood City

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

1. Public interest and convenience require the Town of Portola Valley to enter into the Agreement described above.
2. The Town of Portola Valley hereby approves the Agreement and the Mayor is hereby authorized on behalf of the Town to execute the Agreement between the Town of Portola Valley and the City of Redwood City.

PASSED AND ADOPTED this 26th day of May, 2010.

By: _____
Mayor

ATTEST:

Town Clerk

**AGREEMENT
FOR
INFORMATION TECHNOLOGY SUPPORT BETWEEN THE CITY OF
REDWOOD CITY AND TOWN OF PORTOLA VALLEY**

THIS AGREEMENT is made and entered into this ____ day of _____, 2010, by and between the **CITY OF REDWOOD CITY**, hereinafter referred to as "**RWC**", and **TOWN OF PORTOLA VALLEY**, hereinafter referred to as "**TOPV**," and collectively herein called the "**Parties**."

RECITALS

This Agreement is entered into with reference to the following facts and circumstances:

WHEREAS, TOPV desires to engage RWC to render certain Information Technology services to TOPV related to carrying on the day to day technology related operations of TOPV; and

WHEREAS, RWC is qualified to provide such services to TOPV; and

WHEREAS, TOPV has elected to engage the services of RWC upon the terms and conditions as hereinafter set forth.

TERMS AND CONDITIONS

1. **Services**

The services to be performed by RWC under this Agreement shall include those services set forth in **Exhibit A**, which is by this reference incorporated herein and made a part hereof as though it were fully set forth herein.

Performance of the work specified in said Exhibit A is hereby made an obligation of RWC under this Agreement, subject to any changes that may be made subsequently hereto upon the mutual written agreement of said Parties.

Where in conflict, the terms of this Agreement supersede and prevail over any terms

set forth in Exhibit A.

2. Term of Agreement.

The term of this agreement shall be for thirteen (13) months, commencing June 1, 2010 and shall expire on June 30, 2011, or until terminated by sixty (60) days prior written notice by either party.

3. Compensation.

The normal business hours hourly rate for fiscal year 2009-2010 (July 1, 2009 through June 30, 2010) under this Agreement shall be \$135.72. The normal business hours hourly rate for fiscal year 2010-2011 (July 1, 2010 through June 30, 2011) under this Agreement shall be \$138.43. The estimated, and to be invoiced monthly total amount of this agreement is \$22,800.96. The amount is based on three (3) hours per week times 52 weeks of support during FY2010-11 plus one (1) month in FY2009-10 at FY09-10 rates. See Exhibit A section B.7 for end-of-year reconciliation description.

4. Effective Date of Agreement.

This Agreement becomes effective on June 1, 2010

5. Reliance of Professional Skill of RWC.

RWC represents that it has the necessary professional skills to perform the services required and TOPV shall rely on such skills of RWC to do and perform the work.

6. Relationship of Parties.

It is understood that the relationship of RWC to TOPV is that of an independent contractor and all persons working for or under the direction of RWC are its agents or employees and not agents or employees of TOPV.

7. Nonassignment.

This Agreement is not assignable either in whole or in part.

8. Amendments.

This Agreement may be amended or modified only by written agreement signed by both Parties.

9. Validity.

The invalidity, in whole or in part, of any provisions of this Agreement shall not void or affect the validity of any other provisions of this Agreement.

10. Governing Law/Litigation.

This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either Party shall be brought in the County of San Mateo, California. In the event of litigation between the Parties hereto to enforce any provision of the Agreement, the unsuccessful Party will pay the reasonable expenses of litigation of the successful Party.

11. Mediation.

Should any dispute arise out of this Agreement, the Parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither Party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the Parties. If a mediated settlement is reached, neither Party shall be deemed the prevailing party for purposes of the settlement, and each Party shall bear its own legal costs.

12. Entire Agreement.

This Agreement, including Exhibit A, comprises the entire Agreement.

13. Indemnity.

RWC shall defend, indemnify and hold TOPV and its officers and employees harmless from any and all claims and liabilities related to or as a result of RWC's performance of this Agreement, to the extent they are caused by RWC's negligent acts, or willful wrongful acts.

14. Insurance.

RWC shall not commence work under this Agreement until all insurance required

under this paragraph has been obtained. Upon request, RWC shall furnish TOPV with certificates of insurance evidencing the required coverage.

A. Workers' Compensation and Employers' Liability Insurance.

RWC shall have in effect during the entire life of this Agreement Workers' Compensation and Employers' Liability Insurance providing full statutory coverage. In signing this Agreement, RWC makes the following certification, required by Section 1861 of the California Labor Code:

I am aware of the provisions of Section 37900 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

B. Liability Insurance.

RWC shall take out and maintain during the life of this Agreement such bodily injury liability and property damage liability insurance as shall protect RWC while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from RWC's work under this Agreement, whether such work be by RWC or by any subcontractor or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be One Million and no/100 Dollars (\$1,000,000.00) combined single limit bodily injury and property damage for each occurrence. TOPV, its officers, employees and agents shall be maintained as additional insured's on said policy, and a certificate of said coverage shall be delivered to TOPV before any work commences. All insurance shall be with insurance carriers licensed in the State of California and in good standing with the California Department of Insurance.

C. Notwithstanding the above, RWC shall have the right to self-insure against any and all perils and/or liabilities against which it would otherwise be required to insure and shall also have the right to effect any such insurance by means of so called "blanket" or

"umbrella" policies of insurance. If RWC decides to self-insure, RWC must provide TOPV with written notice of self-insurance identifying the type of policy coverage and the amount for which it shall self-insure.

15. Notice.

All notices required by this Agreement shall be given to RWC and TOPV in writing, by first class mail, postage paid, addressed as follows:

RWC: The City of Redwood City
Attention: IT Manager
1017 Middlefield Road
Redwood City, CA 94063

TOPV: TOWN OF PORTOLA VALLEY
Attention: City Manager
765 Portola Road
Portola Valley, CA 94028

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date indicated on page one (1).

DATED: 5/20, 2010 ⁽²⁰⁾ CITY OF REDWOOD CITY:

BY: *Magda Gonzalez*
Magda Gonzalez, ~~INTERIM~~ CITY MANAGER

Attest: *Silvia Vonderlinden*
acting
per Silvia Vonderlinden, City Clerk

DATED: _____, 20____ TOWN OF PORTOLA VALLEY:

BY: _____
Angela Howard, TOWN MANAGER

EXHIBIT A

A. SCOPE OF SERVICES

1. Definitions:

A. Normal Business Hours: Defined as Monday through Friday, 8:00 a.m. through 5:00 p.m. except the following currently recognized RWC holidays (calendar dates vary depending on the year):

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- 4th of July
- Labor Day
- Veterans Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve

Rates for hours worked by RWC during normal business hours will be at the current rate in which they are worked.

B. Non-business hours: All hours worked outside of normal business hours. TOPV requested work to be performed during non-business hours will be charged at a rate equal to one-and-one-half times the then current rate. Examples: A request from TOPV for RWC to install new equipment during a weekend to minimize disruption during TOPV normal business hours; an after-hours call to RWC to fix a downed server or internet connection.

- C. Maintain and support:** RWC will keep the type of equipment or specific named equipment operational as defined by its purpose. If RWC staff is unable to resolve an issue without external vendor support, RWC will contact and work with the appropriate vendor until the malfunctioning equipment is operational. RWC staff will keep the same equipment optimized and its firmware/software current as deemed appropriate to maintain optimized operations, while minimizing down time.
2. **Internet Access Support:** RWC will maintain and support this connection.
 3. **Firewall Support:** RWC will maintain and support this appliance and in some instances make recommendations to improve security to reduce network vulnerabilities.
 4. **Network Support:** RWC will maintain and support all the switches and other networking devices in TOPV.
 5. **Server Support:** RWC will maintain and support all servers used in TOPV. RWC staff will provide full support for the following:
 - Operating systems
 - File and print services
 - Email
 - Antivirus and spam filtering
 - Internet blocking
 - Applications running on the servers
 6. **Desktop, Laptop, and Mobile Computing Device Support (DLM):** RWC will maintain and support all DLM on the TOPV network including future connected or non-connected DLM. Support will include, but not be limited to: developing and providing specifications; purchasing, setting up, and installing; optimizing and patching; and protecting against unwanted intrusion – spyware, viruses, etc.
 7. **Other:** Common technologies not currently named will be maintained and supported to best of RWC ability. Unique applications will be maintained and supported upon written agreement by TOPV and RWC. Written agreement can be in the form of an email request. The following are covered under this agreement as they are known technologies currently in use:

- 3 Servers (Dell and HP brand) function: Email, file sharing, printer sharing, and Image management.
- 1 HP printer
- 1 HP plotter
- 1 Sharp copier (TOPV has support contract with vendor, RWC will assist in any way needed to support this device)
- 20 Desktops and 2 Laptops with the possibility of 10 more at a later date for the council
- Tape backup (single LTO 3)
- Sonic Wall
- 2 network switches (3Com and Net gear)
- ISP-Comcast with 5 static IP addresses

8. For all supported technologies, RWC will work with manufacturers and vendors to purchase new, as well as return and replace failed parts, such as hard drives, monitors, printers, etc. From time to time additional external contractors may be required, such as for larger cabling or electrical work. RWC will find, coordinate, and schedule the efforts of external contractors. For all emergency and non-emergency issues during normal business hours, RWC will respond within four (4) hours, usually faster. RWC will respond with its best effort for all emergencies during non-business hours.

B. COMPENSATION

1. TOPV agrees to pay to RWC the full cost of providing technology services as shown in this Exhibit A, as the same may be amended from time to time by written agreement between the Parties.
2. TOPV and RWC acknowledge and agree that compensation paid by TOPV to RWC under this Agreement is based upon RWC's cost of providing the services required hereunder, including salaries and benefits of employees.
3. TOPV agrees to compensate RWC for Information Technology services. Direct external

costs such as external contractors and equipment purchases on behalf of TOPV are borne by TOPV. Information Technology services costs include those expenses necessary to administer this Agreement. RWC will provide these services for an hourly rate of \$135.72 for work done during fiscal year 2009-2010 (July 1, 2009 to June 30, 2010) and \$138.43 for work done during fiscal year 2010-2011 (July 1, 2010 to June 30, 2011). The hourly rate is adjusted on an annual fiscal year basis.

4. Remote support will be billed in fifteen (15) minute intervals.
5. **Terms of Payment.** In July of 2010 RWC shall invoice TOPV for work performed during June 2010 at 2009-10 rates of \$135.72 per hour. Beginning July 1, 2010, RWC shall, on the first of each month, invoice TOPV \$1,764.36 (3 hours per week times 52 weeks times \$138.43 per hour, divided by 12 months).
6. **Charges for other services and special projects:** Additional hours for special projects requested of RWC will be charged at the current rate in the fiscal year in which the work was done. These hours will be invoiced in the month following the completion of the requested service or incurred expense or at the end of the fiscal year, at either RWC discretion or TOPV request. Special projects are typically projects requested by TOPV that require RWC resources well-above the initially agreed upon 180 hours per year, and where TOPV wants to save the agreed upon hours for normal support, or where TOPV wants RWC to track and invoice requested work separate from normal invoicing. Special projects are subject to RWC staff availability.

External vendor charges and equipment purchases will be paid directly by TOPV or reimbursed by TOPV if paid by RWC, and shall be without RWC overhead fees.

7. **End of year reconciliation:** During July 2011, RWC will reconcile the previous fiscal year's purchased hours (180) against the worked hours. RWC will invoice TOPV for all worked and non-invoiced hours, or refund TOPV for all invoiced but non-worked hours.
8. **Reporting:** Each month RWC will submit to TOPV a spreadsheet showing and recording the hours worked to date, the name of the tech who worked the hours, and a brief description of the work completed.

9. Requesting Support:

- **Non-emergency support** – support request during normal business hours, as defined in Exhibit A, section A.1.A, and where RWC staff is not on-site, can be requested using one of the following three methods:
 - i. Logging into RWC's online help desk system at <http://thecity.redwoodcity.org:8080/hd/index.htx>.
 - ii. Calling or emailing the primary Analyst assigned to TOPV.
 - iii. Calling RWC help desk at (650) 780-7093
- **Emergency support** – non-planned support requests for services during non-business hours, as defined in Exhibit A, section A.1.B, to resolve issues in which a business function cannot be performed.
 - i. Logging into RWC's online help desk system at <http://thecity.redwoodcity.org:8080/hd/index.htx>.
 - ii. The highest ranking, on-site staff member from TOPV calls the RWC Information Technology Manager at (650) 464-9575.

Important Note: Emergency support is considered a best effort as RWC is not a 24 X 7 shop. Emergency support is charged at one-and-one-half times the normal hourly rate.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Safe Routes to School Coalition
Brandi de Garmeaux, Sustainability & Resource Efficiency Coordinator

DATE: May 26, 2010

RE: Safe Routes to School Coalition Recommendations

SUMMARY:

In the fall of 2009, the Town of Portola Valley and the Portola Valley School District formed a Safe Routes to School Coalition (SRTS Coalition). Town Staff and the School District worked together to form a coalition of key people to gather information, identify issues, explore funding sources, organize incentive-based events and promote the Safe Routes to School program.

SRTS programs can improve safety, not just for children, but for a community of pedestrians and bicyclists. They provide opportunities for people to become more physically active and rely less on their motor vehicles. SRTS programs benefit the environment and a community's quality of life by reducing traffic congestion and motor vehicles emissions:

- Safety – provides safe options for walking/biking/busing to school
- Health – promotes physical activity; studies show that children who walk/bike to school are more active in general
- Transportation – reduces traffic congestion and emissions

SRTS programs use a variety of education, engineering and enforcement strategies to make routes safer and encouragement strategies to entice more children to walk, bike or bus. As a first step in developing these strategies for the Portola Valley SRTS program, the SRTS Coalition created a survey for parents in the School District. The goal of the survey was to identify safety issues and gain insight on barriers to allowing children to walk, bike, bus or carpool to school. The Coalition considered the survey a crucial step in developing a SRTS program to ensure that recommended strategies were based on input from the community. The survey was completed in December of 2009.

In addition to the parent survey, the Coalition conducted observations during two car counts before and the day of Bike/Walk to School Day. The schools have also conducted student surveys in the classroom to determine how children arrive at school. Since December, the Coalition has been compiling and analyzing the survey data and comments. From this information and the direct observations, the Coalition identified the major issues and a list of recommendations for next steps. Attachment 1 provides a summary of the survey results and Attachment 2 provides a list of the issues, potential solutions and recommendations from the SRTS Coalition. The Coalition is requesting support and assistance from the Town Council and the Portola Valley School District to take the next steps to implement the recommendations.

BACKGROUND:

The parent survey had an extraordinary response rate – 43% of households in the school district responded to the survey and provided over 350 specific comments (Attachment 1). The survey included questions about how children get to school, safety concerns, biking/walking and carpooling, etc. As you will notice in the survey summary (Attachment 1), approximately 63% of children arrive at school by family car with only children from their family and 68% leave school by family car with only children from their family. 63% of respondents had concerns about safety along the route to school. Survey question 10 provides insight on why parents choose to drive their children to school and survey question 11 provides insight on what would have to change for parents to allow their children to walk or bike to school. Parents also provide additional insight in response to survey question 14: “If you have any other ideas about how to reduce traffic congestion and increase the number of children who walk, bike, bus or carpool to school, we would love your input!” Most of the comments provide specific details on safety concerns and suggestions for reducing traffic congestion. Some of the issues brought up in the survey have already been addressed, such as installing more bike racks near the Kindergarten area.

As mentioned above, the SRTS Coalition compiled and used the survey data, specific comments and direct observation of traffic around the schools to identify the major issues. The Coalition then developed recommendations, assigned responsibility and set preliminary timelines where possible. The issues and recommendations are categorized under nine action areas:

- Bus
- Buses
- Carpool/Walking/Biking Groups
- Crosswalks/Crossing Guards
- Education/Programs
- Enforcement/Speeding
- Scheduling
- Trails/Paths/Bikes
- Traffic

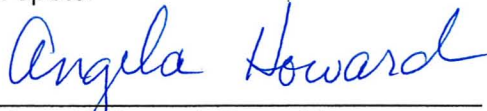
The recommendations of the SRTS Coalition increase the safety of biking and walking to school and increase options for busing or carpooling for those who live too far away to bike or walk. Reducing the amount of single family car transport to school reduces traffic congestion around schools, reduces emissions from fuel use, increases safety for children who are biking and walking and also improves the health and safety for all children entering or exiting the school grounds.

With support from the Town Council and the Portola Valley School District, we have a great opportunity to reduce traffic congestion, improve safety, increase the health of the community's children and provide an opportunity for them to learn and exercise independence.

RECOMMENDATION:

Staff recommends that the Town Council direct the Public Works Director and Council Liaisons to work with the Traffic Committee and the Trails & Paths Committee to review the action areas and recommendations from the SRTS Coalition, investigate the issues and develop recommendations. Staff recommends that the Town Council set a deadline for the Traffic Committee and Trails & Paths Committee to report back with this information. Staff will then develop timelines for implementation and a budget. Staff also recommends that the Town Council direct the Sheriff to review the list of speeding and enforcement issues and regularly monitor the hot spots.

Approved: _____



Angela Howard, Town Manager

Attachments

- Attachment 1: Safe Routes to School Parent Survey Summary
- Attachment 2: Safe Routes to School Coalition Recommendations
- Attachment 3: Safe Routes to School Coalition - List of Hot Spots



ATTACHMENT 1

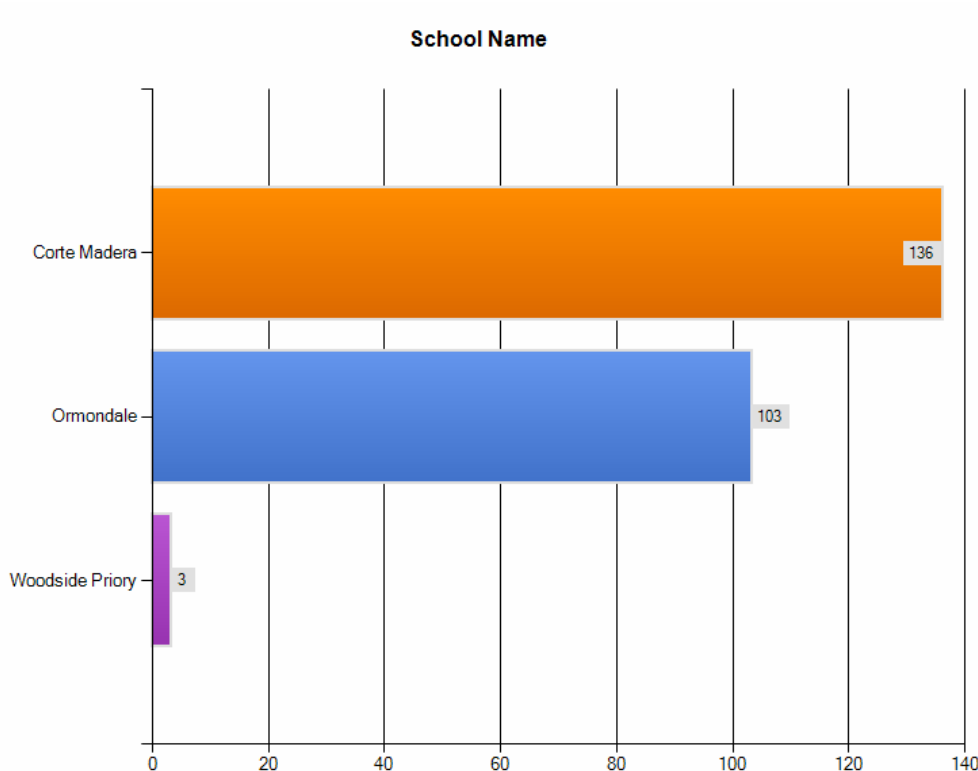
Portola Valley Safe Routes to School Parent Survey Summary

Safe Routes to School (SRTS) programs use a variety of education, engineering and enforcement strategies to make routes safer and encouragement strategies to entice more children to walk, bike or bus. As a first step in developing these strategies for the Portola Valley SRTS program, the SRTS Coalition created a survey for parents in the School District. The goal of the survey was to identify safety issues and gain insight on barriers to allowing children to walk, bike, bus or carpool to school. The Coalition considered the survey a crucial step in developing a SRTS program to ensure that recommended strategies were based on input from the community. The survey was completed in December of 2009 and is summarized below.

Responses

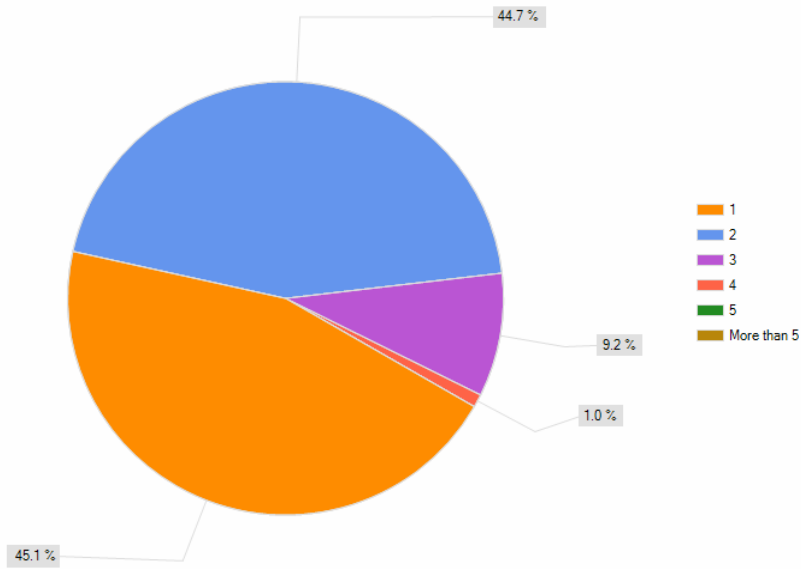
Households in School District	472
Responses	206
Percent Responded	~43.64%

1. School Name



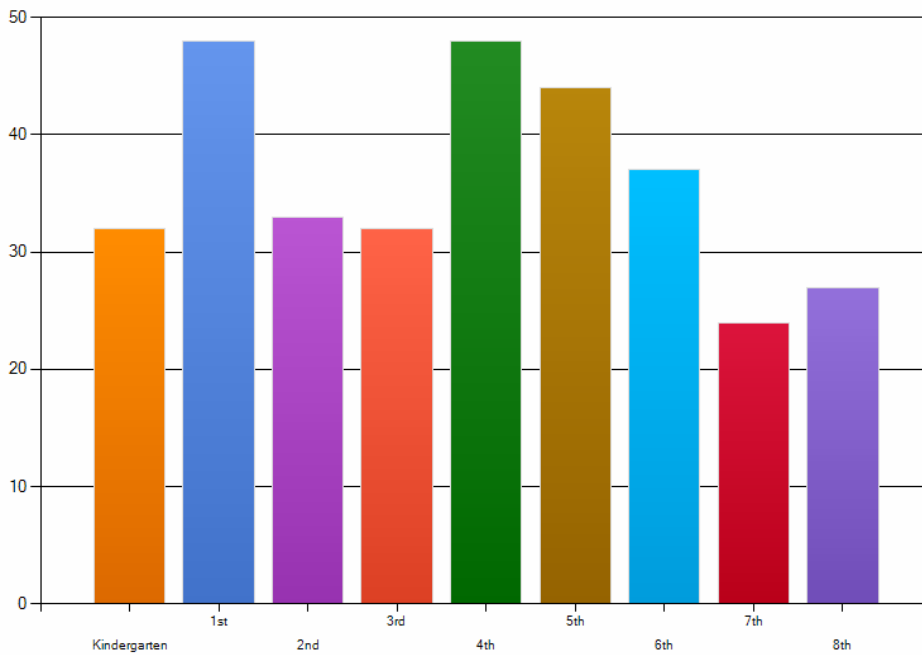
2. How many children do you have in Kindergarten through 8th grade?

How many children do you have in Kindergarten through 8th Grade?



3. What is the grade level of your child(ren)?

What is the grade level of your child(ren)?



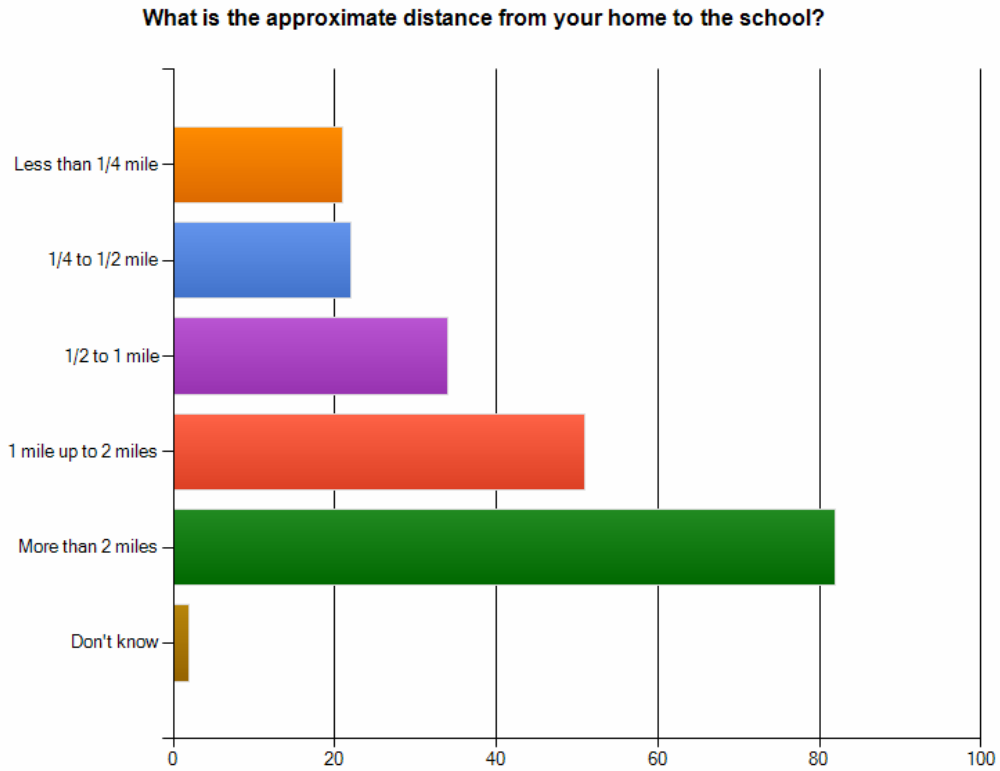
4. What is the gender of your child(ren)?

Male = 56%
Female = 44%

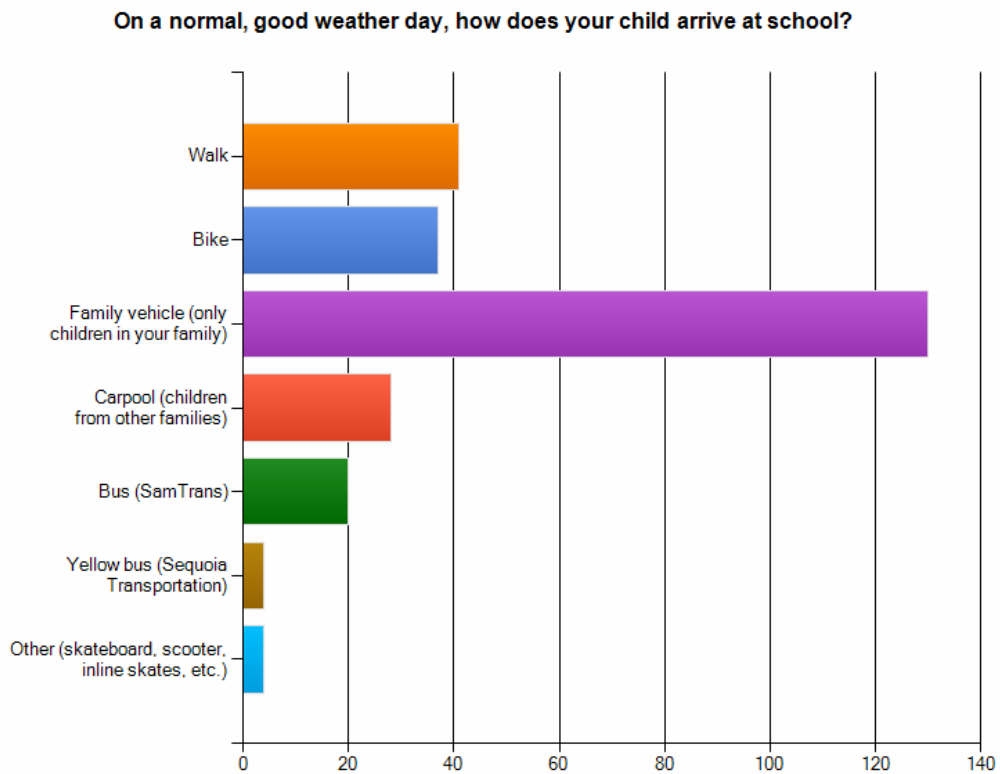
5. What is the street intersection nearest your home? (Provide the names of two intersecting streets)

SUMMARY	#		#		#
Adair and Sausal	1	Family Farm and Westridge	1	Old La Honda and Portola	5
Alamos and Westridge	1	Farm Rd and Hidden Valley	1	Old La Honda and Skyline	3
Alpine	2	Farm Rd and Portola	1	Old Spanish Trail and Ramona	1
Alpine and Brookside Dr	1	Favonio and Westridge	1	Old Spanish Trail and Vista Verde	2
Alpine and Canyon	1	Fawn and Golden Hills	1	Out of Portola Valley	2
Alpine and Corte Madera	3	Foxwood and Los Trancos	1	Palmer and Sausal	2
Alpine and Creek Park	1	Gambetta Lane and Portola	2	Paloma and Westridge	1
Alpine and Golden Oak	7	Georgia Lane and Portola	1	Paloma and Westridge	1
Alpine and Groveland	1	Golden Hills and Meadowood	1	Phillip Rd and Portola	2
Alpine and Hillbrook	2	Golden Oak	1	Pinon Dr and Westridge	2
Alpine and Hillbrook Dr.	1	Golden Oak and Holden	1	Portola and Sand Hill Rd	1
Alpine and La Mesa	1	Golden Oak and Minoca	1	Portola and Santa Maria	6
Alpine and Los Trancos	2	Golden Oak and Peak	1	Portola and Wayside	7
Alpine and Nathorst	1	Grandview and H85	2	Portola and Westridge	2
Alpine and Paso del Arroyo	1	Grandview and La Honda	1	Portola and Woodside	1
Alpine and Portola	5	Grove and Portola	2	Portola and Wyndham	1
Alpine and Saddleback	1	Hayfield and Portola	1	Portola	4
Alpine and Westridge	2	Hillbrook and Sausal	3	Portola and Portola Green Circle	2
Alpine and Willowbrook	3	Home Rd and Portola	1	Portola and Willowbrook	1
Arapahoe and Cervantes	1	Horseshoe Bend and Pomponio	1	Portola Road and Stonegate Rd	1
Bear Gulch and Cordova Ct	1	Horseshoe Bend and Quail	1	Ranch and Stadler	1
Bear Gulch and Golden Oak	4	Hwy 35 and Hwy 84	2	Rapley Ranch Rd and Skyline	1
Brookside and Portola	4	Hwy 84 and Blakewood Way	1	Rapley Ranch Rd and Stadler	1
Buck Meadow and Los Trancos	2	Hwy 84 and Skyline	1	RWC	1
Canyon and Corte Madera	1	Hwy 84 and Skywood	1	San Mateo	1
Canyon and Echo	2	Hwy 84 and Skywood Way	1	Sand Hill Rd	1
Canyon and Portola	1	Indian Crossing	2	Santa Maria and Tynan	1
Canyon and Crescent	1	Indian Crossing and Bearpaw	1	Sausal	1
Cervantes and Cherokee Ct	1	Indian Crossing and Horseshoe Bend	1	Skyline and Woodside Rd	2
Cervantes and Kiowa Ct	1	Iriquois	1	Skyline Blvd	1
Cervantes and Meadowood	3	Joaquine and Old Spanish Trail	1	Skywood and Woodside Rd	1
Cervantes and Minoca	1	Los Charros and Sausal	1		
Cervantes and Shawnee Pass	6	Los Trancos	1		
Cervantes and Sioux	3	Los Trancos and El Nido Rd	1		
Cervantes and Westridge	4	Los Trancos and Foxwood	1		
Chapman and Skyline	1	Los Trancos and Oak Forrest	2		
Corte Madera	3	Los Trancos Circle and Bonita	1		
Corte Madera and Crescent	3	Los Trancos Circle and Vista Verde	1		
Corte Madera and Portola	3	Lower Lake and Old La Honda	1		
Deer Park Lane and Golden Hills	1	Mapache and Westridge	3		
East Palo Alto	2	Menlo Park	1		
Elk Tree and Skyline	1	Oconor	1		
Elk Tree and Skyline	1	Ohlone and Valley Oak	1		

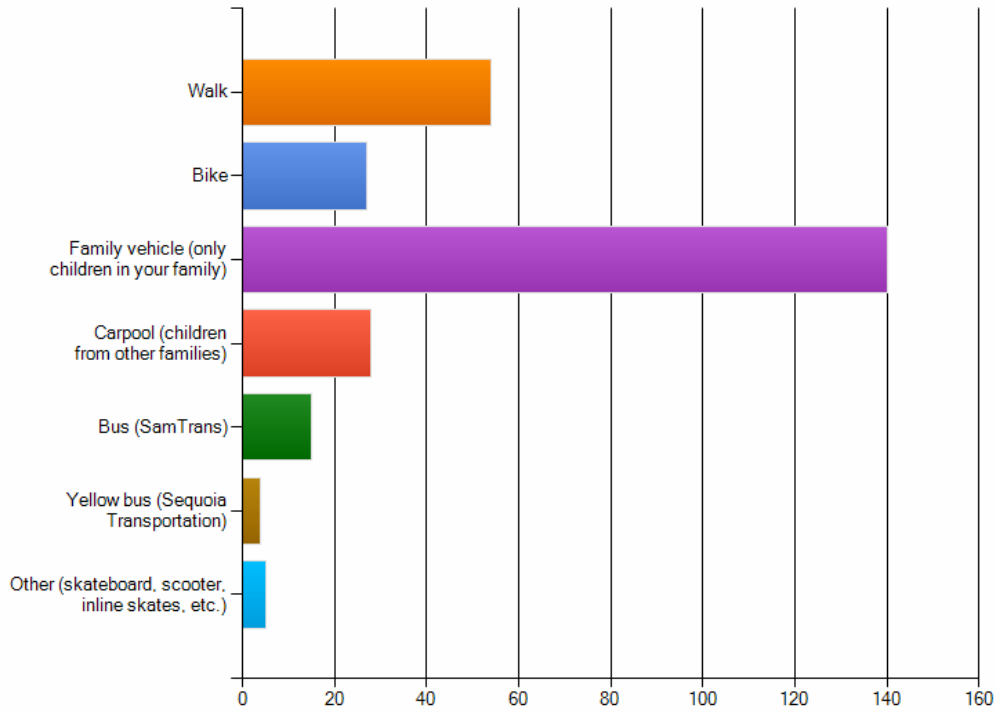
6. What is the approximate distance from your home to the school?



7. On a normal, good weather day, how does your child arrive at and leave from school?

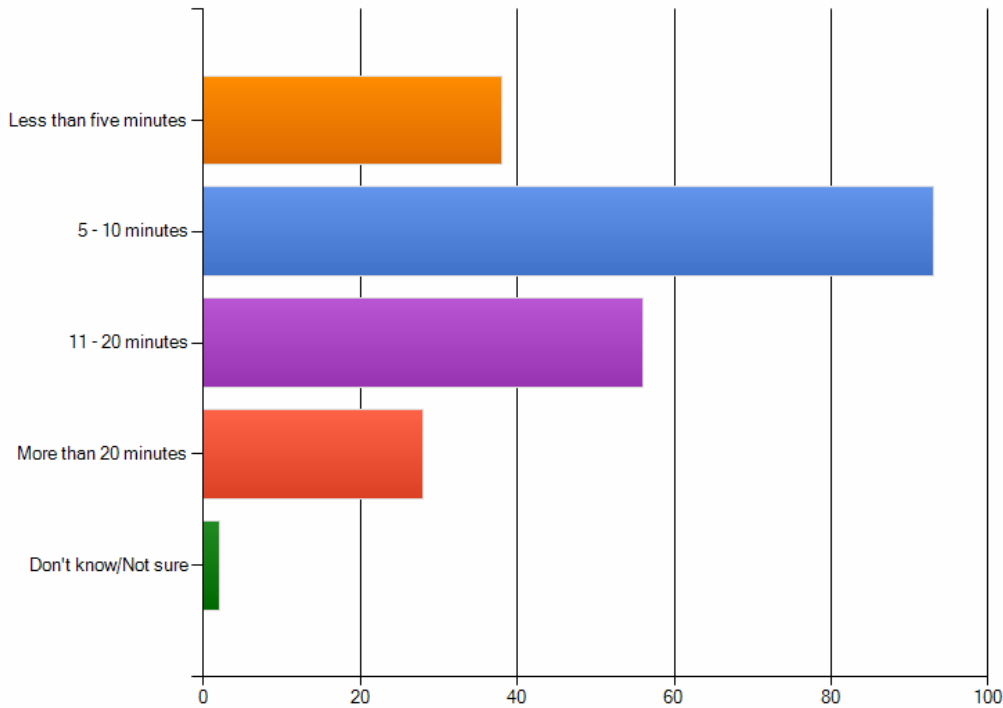


On a normal, good weather day, how does your child leave from school?



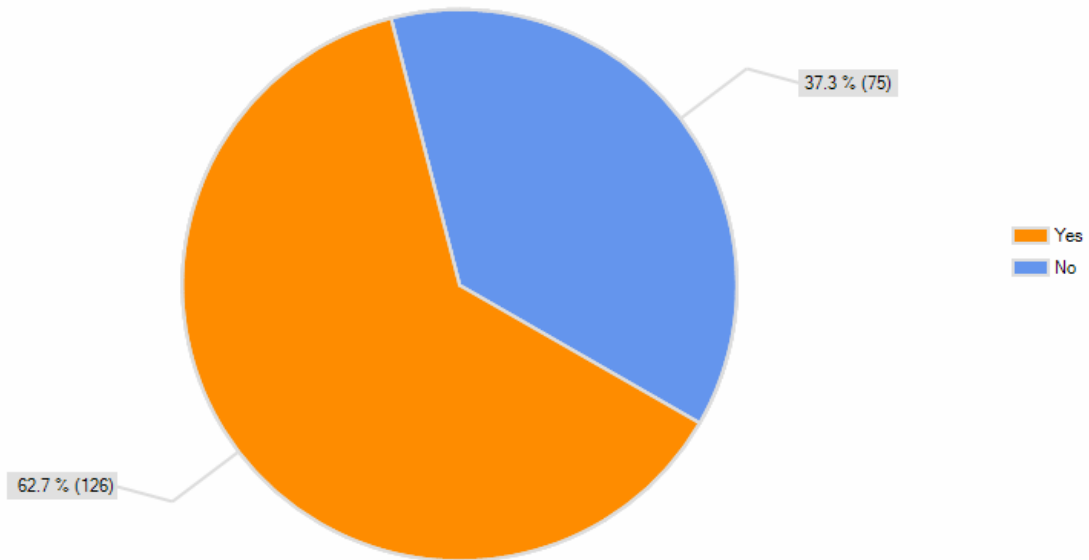
8. How long does it take your child to get to/from school?

How long does it take your child to get to school?



9. Do you have concerns about traffic safety along the routes to school?

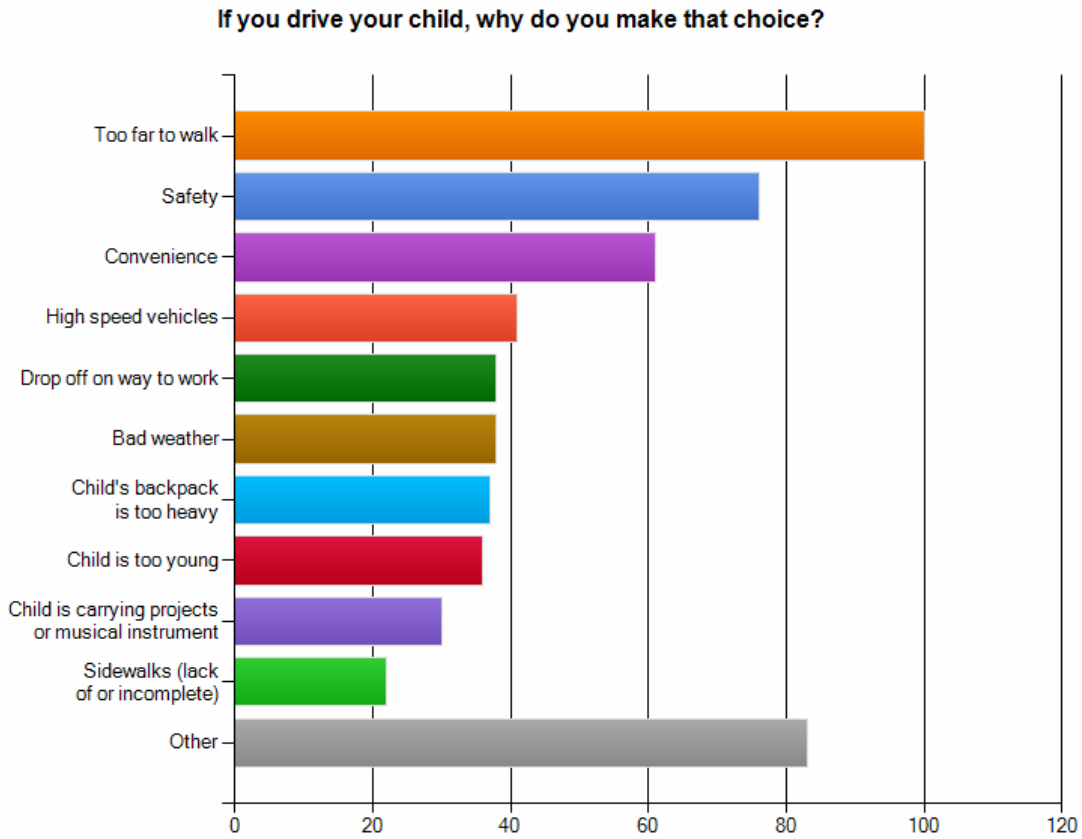
Do you have concerns about traffic safety along the routes to school?



If yes, please elaborate (include specific streets or intersections that are problematic)

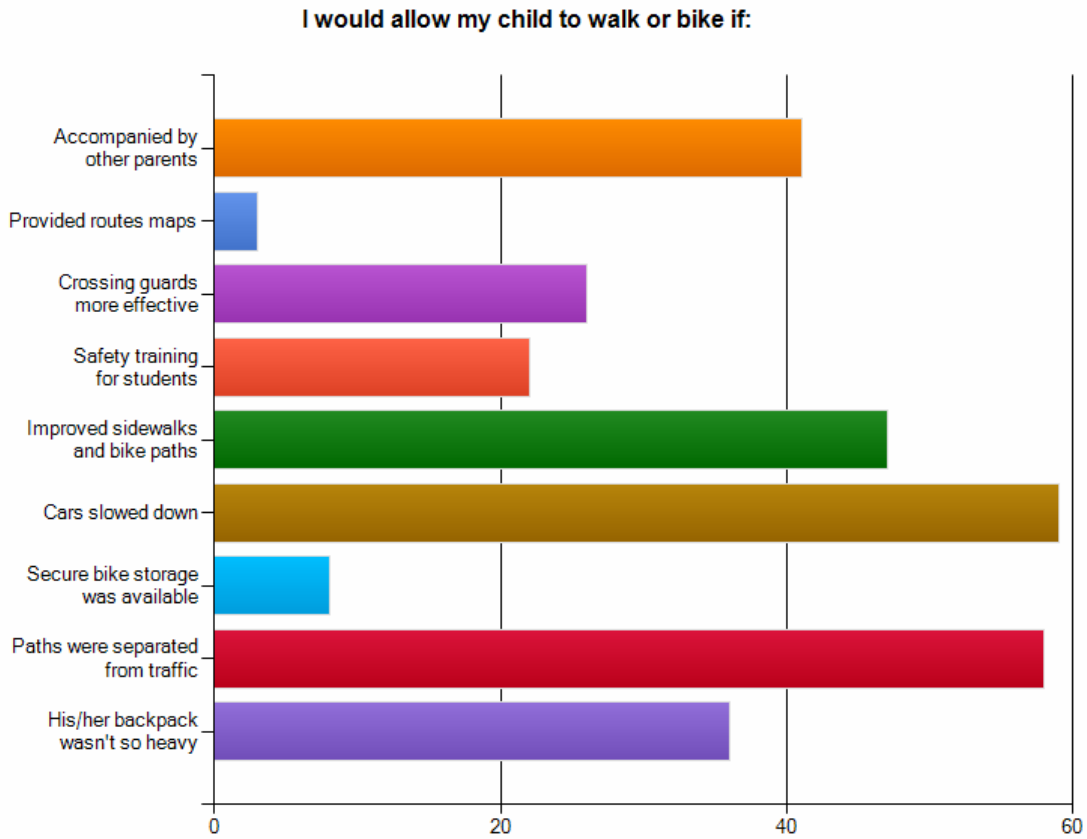
Comments summarized into action areas in Attachment 2.

10. If you drive your child, why do you make that choice?



OTHER	#
Accident	1
Before/after school activities	4
Careless and/or speeding drivers	1
Drive and walk part way	4
Live too far away	3
Missed the bus	1
No bus	1
No safe route	1
No sidewalks or bike paths	1
Not enough time in morning/would have to get up too early	5
Route too hilly/steep	8
SamTrans Bus arrives too close to start of school	11
Time	7
Too dark after activities	1
Two kids in two different schools/daycare	4
Unfair because other kids don't have to walk	1

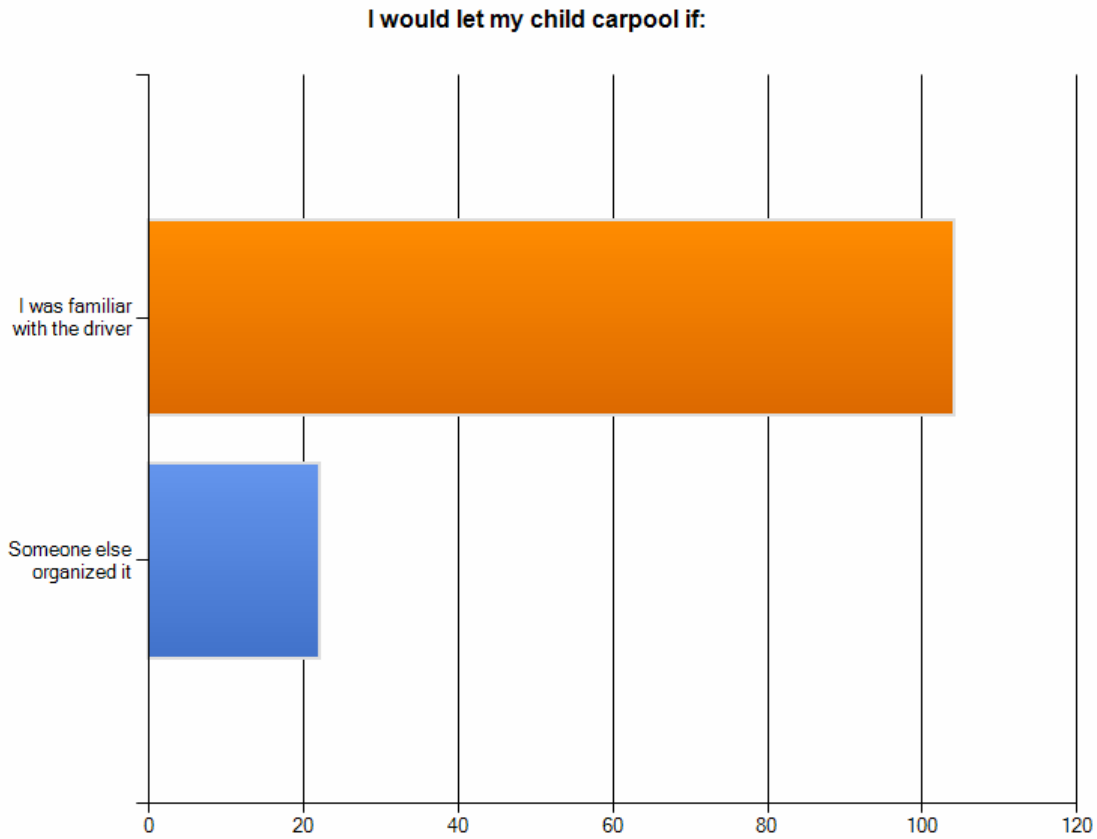
11. I would allow my child to walk or bike if:



OTHER

	#
3-way stop at Corte Madera to provide safety at crosswalks	1
Accompanied by other children	5
Better sidewalk on Shawnee	1
Community norm	1
Crossguard at 3-way stop by Deli	1
Crossguard at each crosswalk	1
Crossguard at Westridge and Cervantes	1
Crossing at Portola and Alpine	2
Crossing flag at Meadowood (like at Menlo Library)	1
Drivers more aware	4
If bus stopped closer	1
If more off road trails open to bikes	1
If route wasn't so steep	4
Lived closer	28
More bike racks around Kingergarten area	1
Once older	2
Rather a school bus	1
Safety crossing Alpine near Rossotti's	1
School started later	1
Storage for musical instruments provided at school	1
Worry about them in front of Ormondale (on bike)	1

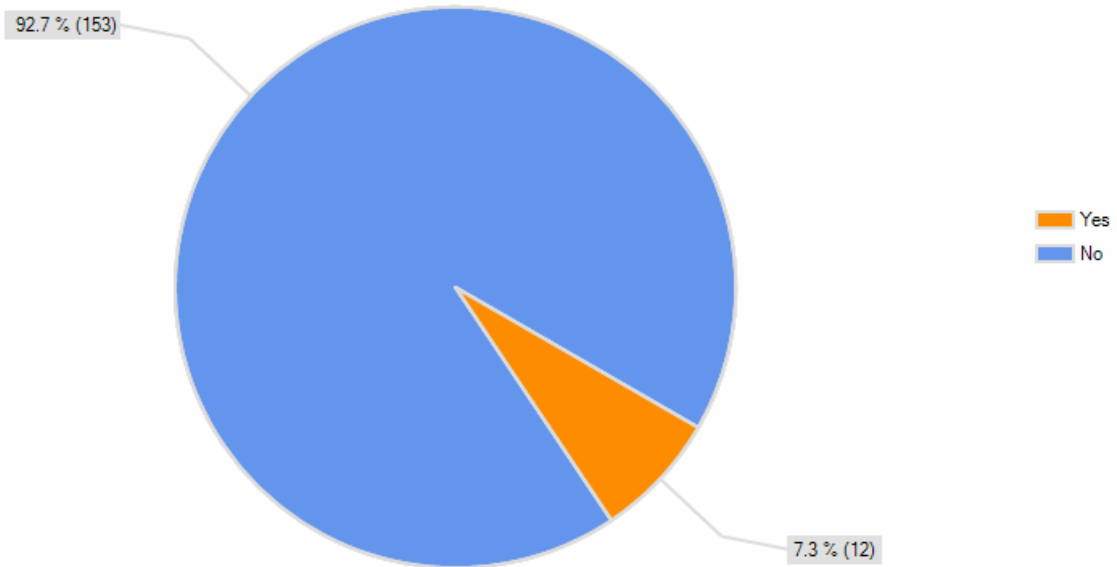
12. I would let my child carpool if:



OTHER	#
Already carpool	15
Can't reciprocate	1
Child not interested	1
Cramps spontaneous departures	1
Doesn't work/not an option	2
Felt confident we could be ontime	1
Felt confident others would be ontime	1
Hard to organize as people run late	1
If other drivers had similar car safety views	1
If someone else attended same after school activities	1
Knew someone else who wanted to in area	3
More people in area to carpool with	1
Not worth the effort	1
If parents committed to work schedule out	1
Prefer to drive	1
Prefer to use it as a time to talk to children	2
Reliability of drivers/schedule conflicts	4
Walk already	2
Would not let child carpool	1

13. Would you be interested in volunteering to help set up or maintain a walking or biking program?

Would yo be interested in volunteering to help set up or maintain a walking or biking program?



If yes, please give your name, phone number and email address

12 responses

14. If you have any other ideas about how to reduce traffic congestion and increase the number of children who walk, bike, bus or carpool to school, we would love your input!

Comments summarized into action areas in Attachment 2.

15. Additional Comments

Comments summarized into action areas in Attachment 2.

ATTACHMENT 2
Safe Routes to School Coalition Recommendations

ACTION AREA	ISSUE	RECOMMENDATION	TO DO	WHO RESPONSIBLE	TIMELINE
BUS					
	Parents drive because SamTrans bus does not serve interior areas of Portola Valley	Expand current SamTrans service; target areas based on population info	Questions for SamTrans: Routes - where & why? Expanded service - how much earlier would pick up time be? How did they work the old route? What does ridership have to be to get another route in Los Trancos? Why is there a second afternoon bus?	SRTS Coalition	Research during summer
		Add additional bus service (privately funded bus)	Investigate bus option in addition to SamTrans. How do Woodside and Menlo Park fund their school bus?	SRTS Coalition	Research during summer
	Parents drive because SamTrans arrives too close to the start of school (and is often late)	SamTrans: can bus arrive to school a little earlier		SRTS Coalition	Before school starts in August
	Cost to ride the bus to school is too high (parents want a free bus)	Supplement the bus fee to allow children to ride free within town limits	Question for SamTrans: how much would it cost to make the bus free within Portola Valley?	SRTS Coalition	Research during summer
	Parents not aware of or don't know how to use the bus	Create and color code map for best stops; publish in school directory with bus info		SRTS Coalition & School	Before school starts in August
		Promote drop off points for bus (Town Center, Rossotti, Alpine Hills, etc.)		School & Town	At Back to School - August

ATTACHMENT 2
Safe Routes to School Coalition Recommendations

ACTION AREA	ISSUE	RECOMMENDATION	TO DO	WHO RESPONSIBLE	TIMELINE
BUSHES					
	Bushes overgrown in a few key areas, which impairs visibility of drivers to children walking/biking	Town Council direct Public Works to trim bushes in hot spots and add to schedule to trim quarterly		Town	Before school starts in August
CARPOOLING/ WALKING/ BIKING GROUPS					
	Parents would carpool if they new the driver or if someone else organized it	Facilitate carpooling groups	SRTS Coalition meet for carpooltoschool.com demo	SRTS Coalition	June 10
			Ask Priory how carpooltoschool.com is working for them	SRTS Coalition	Before June 10
			Review SRTS Guide for additional ideas	SRTS Coalition	Research during summer
			Have sign-up at Welcome Breakfast & Back to School Night	SRTS Coalition	At Back to School - August
			Create list of interested parents	SRTS Coalition	September
			Publish map in school directory by region	School	September
	Parents expressed concern about issues surrounding carpooling (e.g. late pickup)	Participating parents sign carpooling agreement including carpooling rules	Create carpooling agreement and list of rules	SRTS Coalition	Before school starts in August

ATTACHMENT 2
Safe Routes to School Coalition Recommendations

ACTION AREA	ISSUE	RECOMMENDATION	TO DO	WHO RESPONSIBLE	TIMELINE
CARPOOLING/ WALKING/ BIKING GROUPS Cont'd					
	Parents would allow child to bike or walk if accompanied by other parents (or other children)	Facilitate walking and biking groups by neighborhood	Have sign-up at Welcome Breakfast & Back to School Night	SRTS Coalition	At Back to School - August
			Create list of interested parents	SRTS Coalition	September
			Create map and volunteer list for parent escort and publish in school directory	SRTS Coalition & School	September
CROSSWALKS/ CROSSING GUARDS					
	Parents have expressed concern over safety at specific intersections (see list of hot spots)	Town Council direct Traffic Committee to investigate hot spots and develop strategies to make crosswalks safer (using SRTS Guide as a reference)	Send Traffic Committee list of hot spots and SRTS Guide	Town	TBD
	Parents would allow child to bike or walk if there was a crossing guard at specific intersections (see list of hot spots)	Enlist volunteer crossing guards (parents, Sequoias, older student)	Investigate volunteer crossing guards as an option - need to be consistent for parents to feel allow children to walk or bike	SRTS Coalition	TBD
		Town Council direct Traffic Committee investigate use of crossing flags at problem intersections	Investigate crossing flags as an option - what if they all end up on the wrong side of the street	Town	TBD

ATTACHMENT 2
Safe Routes to School Coalition Recommendations

ACTION AREA	ISSUE	RECOMMENDATION	TO DO	WHO RESPONSIBLE	TIMELINE
EDUCATION/ PROGRAMS					
	Survey responses revealed there is a lack of knowledge about the SamTrans bus and Safe Routes to School	Enlist point person from each school's Site Council to help collect data and promote SRTS program (build this into schools' program to ensure it lives on year after year)		SRTS Coalition	Before end of school in June
		Distribute materials at Welcome Breakfast, Back to School Night, school directory and in welcome packet	Prepare materials during summer	SRTS Coalition	At Back to School - August
		Create transportation page on School & Town websites where residents can access info on SRTS, bus, carpooling groups, etc.		School & Town	Before school starts
		Post "did you know" in Weekly Post and on Town website (e.g. bus from school to Town Center for activities; how to get to Alpine Hills)	Prepare set of "did you know" articles during summer	SRTS Coalition	When school starts in August
	Parents would let child walk or bike if there was safety training for students (Need education of parents, kids and community)	Town Council direct Trails & Paths Committee to develop a pedestrian/bike/horse training as part of Town Event (e.g. Town Picnic)		Town	TBD
		Expand bike rodeo to other grades (currently 3rd only)		School	TBD
	Parents expressed many concerns over traffic congestion and safety	Change community norm to biking, walking, carpooling, busing instead of single car	Brainstorm methods for how to socialize this within the parent community	SRTS Coalition	Research during summer

ATTACHMENT 2
Safe Routes to School Coalition Recommendations

ACTION AREA	ISSUE	RECOMMENDATION	TO DO	WHO RESPONSIBLE	TIMELINE
EDUCATION/ PROGRAMS Cont'd					
		Implement program like www.drivelesschallenge.com	Research effectiveness of this program in cities were it was implemented	SRTS Coalition	TBD
ENFORCEMENT /SPEEDING					
	Parents expressed concern over traffic safety along the routes to school (see list of hot spots)	Town Council direct Sheriff to monitor and enforce speeding at hot spots (consistently)	Send list of hot spots to Sheriff	Town	TBD
		Town Council direct Traffic Committee to investigate hot spots and recommend enforcement strategies/traffic calming measures (using SRTS Guide as a reference)	Send Traffic Committee list of hot spots and SRTS Guide	Town	TBD
		Post SRTS signs (like in Menlo Park)		SRTS Coalition	TBD
	Parents using cell phones and pdas in pickup/drop-off areas	Sheriff at schools for two weeks enforcing speeding/cell phone use		Town	TBD
		Educate parents about accidents while using cell phones	Post notices Weekly Post and Town Website; enlist Student Council for ideas	SRTS Coalition	When school starts

ATTACHMENT 2
Safe Routes to School Coalition Recommendations

ACTION AREA	ISSUE	RECOMMENDATION	TO DO	WHO RESPONSIBLE	TIMELINE
SCHEDULING					
	Parents would let child walk or bike if school started later (school starts so early that it's hard to wake up early enough to walk/bike)	Later start time for one or both schools	Investigate possibility of changing starting school later	School	TBD
	Children have to be at two schools within 15 minutes	Promote taking SamTrans bus between schools		SRTS Coalition & School	At Back to School
TRAILS/PATHS /BIKES					
	Parents would let child walk or bike if the sidewalks and bike paths were improved (see list of hot spots)	Town Council direct Trails and Paths Committee to walk whole SRTS route and make recommendations for improvements	Send Trails & Paths Committee list of hot spots and SRTS Guide	Town	TBD
		Town Council direct Trails and Paths Committee to investigate and recommend necessary measures link up trails that lead to school		Town	TBD
		Town Council direct Trails and Paths Committee to determine how to make key trails (those that reduce vehicle travel) multi-use		Town	TBD
	Parents would let child walk or bike if paths were separated from traffic	Town Council direct Trails and Paths Committee to investigate separation of paths from traffic in specific hot spots (e.g. Alpine Road) and make recommendations		Town	TBD

ATTACHMENT 2
Safe Routes to School Coalition Recommendations

ACTION AREA	ISSUE	RECOMMENDATION	TO DO	WHO RESPONSIBLE	TIMELINE
TRAFFIC					
	Parents expressed concern over traffic safety along the routes to school (see list of hot spots)	Town Council direct Traffic Committee to analyze traffic hot spots and make recommendations	Send Traffic Committee list of hot spots and SRTS Guide	Town	TBD
	School zones not effective for all schools and routes; not enough signage to promote slowing down near schools	Town Council direct Traffic Committee investigate effectiveness of school zones and make recommendations on additional areas or changes to the flashing light schedule		Town	TBD
ISSUES TO ADDRESS LATER					
Backpacks/ Instruments Too Heavy					
Issues in Drop-Off/Pickup Areas					
Incentives					

ATTACHMENT 3
Safe Routes to School Coalition - List of Hot Spots

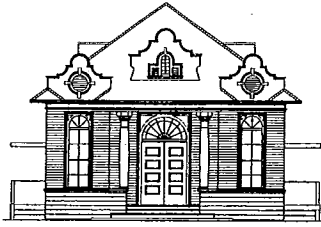
BUSHES	HOT SPOTS	SUGGESTIONS FROM SURVEY AND SRTS COALITION
	Alpine Road and Corte Madera - trimming bushes on NE (neighborhood side) of Alpine would improve visibility	
	Shawnee near Ormondale - no room for pedestrians because of overgrown bushes	
	Triangle Park Shopping Center - the bushes and trees along the park block visibility for children crossing the street (entrance to shopping center)	
CROSSWALKS/ CROSSING GUARDS	HOT SPOTS	SUGGESTIONS FROM SURVEY AND SRTS COALITION
	Ormondale - crosswalk at Cervantes & Mapache is a huge issue for walking/biking	Investigate the feasibility of installing a stop sign
	Alpine Rd near Rossotti - safety of crossing	
	3-way stop at Alpine Rd & Portola Rd - guard needed	Crossing guard and/or signs painted on ground "look before you go"
	Westridge & Cervantes - guard needed	
	Portola Rd & Brookside - guard needed in afternoon	
	Alpine & Indian Crossing - guard needed in morning	
	Drivers unaware of children at crosswalks when making right turns	
	No safe crossing when going to Town Center on bike (cars speeding)	
ENFORCEMENT /SPEEDING	HOT SPOTS	SUGGESTIONS FROM SURVEY AND SRTS COALITION
	Speeding in general - especially near drop-off/pick up areas	Need Sheriff at Ormondale for two weeks enforcing speeding/cell phone use
	Sheriff hesitant to give tickets	Town support for enforcing speed limits
	Cell phone/pda use when driving in drop off/pick up areas	Need Sheriff at Ormondale for two weeks enforcing speeding/cell phone use
	Cars not stopping at crosswalks	
	Ormondale - parking in red zones (Sheriffs aren't consistent about enforcing)	

ATTACHMENT 3
Safe Routes to School Coalition - List of Hot Spots

ENFORCEMENT /SPEEDING Cont'd	HOT SPOTS	SUGGESTIONS FROM SURVEY AND SRTS COALITION
	School Zone near Priory not being enforced	
	Priory - passing on right (into bike lane)	
	Priory - speeding through crosswalk (used by all schools)	
	Speeding on Alpine (around CMS)	Stop sign at Alpine & Indian Crossing; Speed bump on Alpine on way to Corte Madera School; traffic calming devices on Alpine Rd west of Portola
	Speeding on Corte Madera Rd between Alpine and Portola	
	Speeding on Canyon Drive	
	Speeding on Cervantes	
	Speeding on Cervantes when cross from Arapahoe Ct to trail on west side of Cervantes	
	Speeding on Georgia Lane	
	Speeding on Golden Oak	
	Speeding on Indian Crossing	
	Speeding on Sausal	
	Speeding on Shawnee	
	Speeding at Shawnee / Iroquois Intersection	
	Speeding on Westridge	
	Speeding on Portola Road near Town Center	
TRAILS/PATHS /BIKES	HOT SPOTS	SUGGESTIONS FROM SURVEY AND SRTS COALITION
	Improve bike paths/lanes	
	Major roads should have a marked shoulder or bike lane for biking	
	Open off road trails to bikes (Los Trancos)	
	Trails could be more open/lighter/backpack/bike friendly	Good surface material for trails is base rock on Alpine Trail between Alpine Hills and Hillbrook
	Alpine Road between Portola Rd and Indian Crossing: children drift into street while walking 3-4 abreast and when biking (sun in driver's eyes dangerous during certain times of year makes it difficult to see children walking/biking)	Raised or colored lane or curb; sidewalk or dirt path along north side of Alpine Rd

ATTACHMENT 3
Safe Routes to School Coalition - List of Hot Spots

TRAILS/PATHS /BIKES Cont'd	HOT SPOTS	SUGGESTIONS FROM SURVEY AND SRTS COALITION
	Alpine Rd: no safe place for kids to walk except the trail, which is hidden and not safe	
	Alpine Path: path has snakes in Spring and is not well traveled (making in undesirable for using instead of Alpine Rd)	
	Need a safe way to get from Corte Madera School to Alpine Hills Tennis Club	
	Need a safe way to get from Corte Madera School to Town Center	
	Alpine Rd between CMS & Willowbrook no shoulder or trail is from road	
	Grading on Portola Rd near Priory is sloped such that it is difficult for a young bike rider	
	Crossing at Westridge to get to Cervantes - cars speed from east on Westridge	
	No bike lane along Westridge	
	No safe bike route on Portola Rd	



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Angela Howard, Town Manager
DATE: May 26, 2010
RE: **Not-for-Profit Agency Funding Requests**

In the past, the Town has funded various agencies providing services benefiting the Town, its residents, or the larger Peninsula community. In most cases, the rationale for these disbursements has been that the recipients' work is closely aligned with policy priorities of the town, such as environmental protection and emergency preparedness. Over the past four years the Town has annually allocated \$11,000 to \$13,000 for outside agencies. Below is a listing of the donations made in the **2009/2010** fiscal year:

<i>Sustainable San Mateo County</i>	<i>2,500</i>
<i>Peninsula Conflict Resolution Center</i>	<i>1,300</i>
<i>San Francisquito Watershed Council</i>	<i>4,500</i>
<i>Total 2009/10 Paid</i>	<i>\$8,300</i>

In addition, the Council authorized a \$5,000 donation to CERPP, but this was not paid in 2009/2010, due to a reduced program of activity.

To date the following organizations have requested financial assistance for the **2010/2011** fiscal year (the agencies' letters of inquiry are attached):

<i>Sustainable San Mateo County</i>	<i>3,000</i>
<i>Peninsula Conflict Resolution Center</i>	<i>1,300</i>
<i>Jobs for Youth</i>	<i>570</i>
<i>HIP Housing (Human Investment Project)</i>	<i>2,000</i>
<i>Joint Venture Silicon Valley</i>	<i>1,000</i>
<i>Total 2010/11 Requests</i>	<i>\$7,870</i>

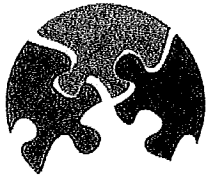
Jobs for Youth, HIP Housing and Joint Venture Silicon Valley received grants in previous years, but not in 2009-10. Although the above-mentioned agencies are requesting a specific amount, as in the past the Council may choose to fund only a portion of the requested amount.

In addition, the Town authorized funding for the following agencies last year, but we have not yet received a formal request for assistance this year:

<i>CERPP (not paid in 2009/2010)</i>	<i>5,000</i>
<i>San Francisquito Watershed Council</i>	<i>4,500</i>

It has been previously requested that staff bring the funding requests to the Council prior to adopting the budget. I am recommending that we not renew our historic grants to Jobs for Youth, HIP Housing, and Joint Venture Silicon Valley, because the town's budget is under pressure and these organizations' missions do not relate as closely to town priorities as those groups that were funded in 2009-10. I am also recommending that the total of any allocations to outside agencies not exceed \$10,000 this year, in view of our budget constraints. My suggestion would be that grant authorizations made this year be reduced proportionately from last year to stay within this \$10,000 maximum.

After discussion, please let me know if you would like to include any of these agency requests, or others, in the proposed 2010/2011 budget.



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

(650) 638-2323 • Fax: (650) 341-1395

177 Bovet Road, Sixth Floor, San Mateo, CA 94402

E-mail: advocate@sustainablesanmateo.org

Web: www.sustainablesanmateo.org

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

May 3, 2010

TOWN OF PORTOLA VALLEY

MAY 05 2010

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Executive Director
KARI BINLEY
Director of Education
TINA KING
Project Coordinator
Indicators Report
ADAM LYNCH

Angela Howard, City Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Dear Ms. Howard,,

We know that times are tough economically, and that cities are facing difficult choices in the year ahead. Yet, public interest continues to grow as it relates to sustainability in ensuring a healthy environment, society and economy for the long term. Sustainable San Mateo County (SSMC) is proud to fill the vital role of providing our community with the fact-based information about our County's performance on environmental, economic and social indicators. We believe that what gets measured gets managed.

We are asking for your city's support by investing \$3,000 for the production of the Indicators for a Sustainable San Mateo County, 2011 Report Card. Our new program, the Sustainability Hub online webtool (www.sustainabilityhub.net), builds upon the report, and your financial support will aid this program as well. ←

Assemblymember Jerry Hill commented on the report: *"We are very fortunate to have Sustainable San Mateo County as part of the family of organizations in our community. The Indicators Report is the conscience of San Mateo County and stimulates a dialogue when it comes to the environmental, social, and economic sustainability of our community."*

Robert Gottschalk, former Mayor, City of Millbrae recently said of the report: *"When I first entered public office ten years ago, I asked Supervisor Mark Church where to find good information on the County...he handed me the Indicators Report."*

Enclosed is SSMC's formal proposal for funding. Also included is an invoice as some cities have requested that we send an invoice in order to streamline the process.

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

Sincerely,

Kari Binley
Executive Director

cc: Mr. Steve Toben, Mayor



Peninsula Conflict Resolution Center

Empowering people. Building relationships. Reducing violence.

March 18, 2010

Angela Howard, Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Dear Town Manager,

This is another financially dire year for many local governments, schools, businesses, and families. While there are promises of recovery, we know that the state, county and local governments are still struggling. In the light of such circumstances, we know you are facing tough budget choices. When services are being reduced or restructured, PCRC is needed in the community more than ever. More stress can result in more conflict and more need for support in helping people work together collaboratively.

PCRC's services alleviate the costs of lawsuits, police responses, and unnecessary calls for city services such as code enforcement and planning. We can help relieve the burden on your already strained resources by reducing violence, resolving community problems and meeting your city's varied needs for effective communication. A few examples:

- A neighborhood dispute can lead to multiple complaints to city staff and elected officials. A referral to PCRC can help create resolution and no more calls to city hall.
- PCRC has trained over 100 public employees in facilitative leadership skills. 90% said that the information was applicable to their work. These staff will be more able to manage situations before they become HR problems.
- PCRC facilitators helped a city gather input about community priorities that will inform the City Council's budgeting process.

To continue to provide those services to all of our residents and businesses, PCRC needs the financial support of every city in San Mateo County. A 2010-2011 proposed scope of work is enclosed. We understand that resources are stretched. **Therefore, we are not including an annual COLA increase in our contracts again this year. Instead, we are proposing a renewal of our 08-09 arrangement.**

Difficult times can either bring people together or create divisions. PCRC's mission is to provide opportunities for people to connect with one another and find the common interests they share. By supporting PCRC, you are doing the same for your community. We look forward to our continued partnership in the coming year.

Sincerely,

Anne Bers
Manager of Mediation Programs

TOWN OF PORTOLA VALLEY

MAR 22 2010

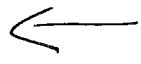
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P.S. Please don't hesitate to contact me with any questions about the contract enclosed.

- D. **Administration of a Community Mediation Program:** In collaboration with the contracting city, PCRC will administer a mediation program responsive to the needs of the community. PCRC may solicit input from city staff about unique areas of concern to a city and appropriate approaches to program implementation, improvement and promotion.
- E. **Recruitment and training of community volunteers:** PCRC will develop and maintain a pool of trained volunteer mediators, case developers and facilitators to serve the conflict resolution needs of the community. These residents of local communities will become skillful in the interest-based approach to conflict resolution. PCRC volunteers complete a minimum of 25 hours of training, according to regulations that govern programs receiving support from the California Dispute Resolution Trust Fund.

PCRC also offers on-going skill development opportunities to volunteers to improve and enhance their conflict resolution skills. These volunteer will also serve as ambassadors in the community, promoting the ideas of interest-based conflict resolution.

II. What the Town of Portola Valley will provide:

- A. Funding in the amount of \$1300 for Fiscal Year 2010-11. This fee is full payment for the services defined above. Payments will be made upon receipt of invoice. 
- B. Support for the program from city officers and staff members, demonstrated through public statements, publicity, and referrals through city departments.
- C. At least one article or ad placed in a city run publication to promote the use of PCRC services among residents and businesses in the city. A PCRC staff person is available to work with a city contact person to develop this material.
- D. Assistance in scheduling appointments for PCRC representatives to make outreach presentations to groups of city staff, civic organizations and other relevant groups.
- E. No cost use of city-controlled public meeting space, as needed and as available, for training sessions, meetings and mediations. This use will be subject to the existing rules and regulations that govern the use of these spaces.

III. Agreement by both parties, *in concept*:

Both PCRC and the City recognize that this is an ongoing program. If the Community Mediation Program meets the terms of this agreement to the City's satisfaction, and in the absence of unexpected financial constraints, it is expected that the City will consider funding the Community Mediation Program, on an annual basis, as negotiated between the two parties.



TOWN OF PORTOLA VALLEY

FEB 18 2010

RECEIVED



Dear Town Administrator Angela Howard,

The Jobs for Youth staff and volunteers would like to thank you for your continued support in assisting us with providing employment services to the youth in San Mateo County. From September 2008 to August 2009, we served 3,329 youth and placed 530, or 15% of them in jobs and internships throughout the county. On May 27 at 7:30am, we will hold our 28th Annual Fundraising Breakfast at the Foster City Crowne Plaza Hotel to celebrate the program's success.

Jobs for Youth is a unique program designed to serve all youths ages 14 to 21-years-old regardless of income or socio-economic background at **no cost to them or employers**. They learn to master job applications, prepare for interviews, create resumes, and are provided with job and/or internship leads. Upon request, Jobs for Youth participants are also provided with work and interview clothing through the Children's Fund program. We have offices in three locations to serve our youth countywide: Redwood City, Daly City, San Mateo, and a satellite office in Half Moon Bay.

Jobs for Youth has developed into a successful year-round program since its initial inception in 1982. In 2005, the Al Teglia Jobs for Youth Endowment Fund was created to provide college and vocational scholarships for Jobs for Youth program participants. We have awarded 42 scholarships thus far through the fund. In addition, Jobs for Youth created a summer internship program with the County of San Mateo. Since 2005, we have placed a total of 254 youth in internships throughout County departments. Furthermore, our strong partnerships with local businesses and community agencies continue to grow and connect youth with jobs and internships.

Ongoing support from cities, schools, businesses, and civic organizations, like yours, provide youth in our communities a chance for success. **We kindly request a contribution of \$570 from the Town of Portola Valley or an amount agreeable to you and the city council members. All contributions go directly to youth services.** If you would like more information, please call the program coordinator, Ruby Tomas, 650-301-8492. ←

Sincerely,

Richard Gordon
Jobs for Youth Honorary Chairman
President, San Mateo County Board of Supervisors

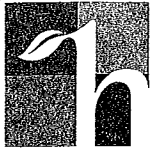
Ron Kahn
Jobs for Youth Chairman
Financial Advantage

PeninsulaWorks Daly City
271 92nd St.
Daly City, CA 94015
(650) 301-8492

San Mateo Adult School
789 East Poplar Ave.
San Mateo, CA 94401
(650) 558-2114

PeninsulaWorks Menlo Park
1200 O'Brien Dr.
Menlo Park, CA 94025
(650) 330-6570

PeninsulaWorks Redwood City
2500 Middlefield Road
Redwood City, CA 94063
(650) 599-3827



HIPhousing

TOWN OF PORTOLA VALLEY

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February 24, 2010

A Place to Call Home

- Home Sharing
- Self-Sufficiency
- Home Equity Conversion
- Property Development

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Development Director
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Accounting Director

Ms. Angela Howard
Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

cc: Mayor Steve Toben

Dear Ms. Howard,

HIP Housing (Human Investment Project) is a nonprofit organization founded in 1972, with a mission to invest in human potential by improving the housing and lives of people in our community.

As the programs HIP Housing provides strengthen all the cities in San Mateo County, 15 cities in San Mateo County provide financial support for HIP Housing's programs. To continue to provide programs that help residents of the Town of Portola Valley and the County of San Mateo, we respectfully request the Town of Portola Valley to join with the other cities that support our programs, by providing \$2,000 in support of our affordable housing programs. ←

With the support of the cities in San Mateo County, every year HIP Housing helps over 1,000 people throughout the County find a place to call home. We also provide referrals for an additional 1,500 individuals. With the support of the Town of Portola Valley, along with other cities in the County, working together, we can leverage HIP Housing's capacity to provide affordable housing programs.

HIP Housing offers innovative housing solutions for low-income families, individuals, seniors, and persons with disabilities through its four programs: Home Sharing, Self-Sufficiency, Property Development and Home Equity Conversion Counseling.

Over the years residents of Portola Valley have directly benefited from our programs, especially the Home Sharing Program and Home Equity Conversion Counseling. Portola Valley residents benefit from HIP Housing's programs because these programs strengthen communities throughout San Mateo County, making our communities better places to work and live.

Human Investment Project
364 South Railroad Avenue
San Mateo, CA 94401

p 650 348-6660
f 650 348-0284
www.hiphousing.org

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San Jose Silicon Valley Chamber of Commerce
- Mary Dent
SVB Financial Group
- Dan Fenton
San Jose Convention & Visitors Bureau
- Ben Foster
Optony
- Glenn Gabel
Webcor Builders
- Kevin Gillis
Bank of America
- Judith Maxwell Greig
Notre Dame De Namur University
- Gustafson
Group
- Bothy Haight
Menlo College
- Chester Haskell
Cognswell Polytechnical College
- Joe Head
Summerhill Homes
- Mark Jansen
Deloitte & Touche
- W. Keith Kennedy, Jr.
Con-way
- Alex Kennett
Solutions, Inc.
- Tom Klein
Greenberg Traurig LLP
- Dave Knapp
City of Cupertino
- Hon. Liz Kniss
Santa Clara County Board of Supervisors
- James MacGregor
Silicon Valley / San Jose Business Journal
- Tom McCalmont
Real Goods Solar
- James McCaughey
Lucille Salter Packard Children's Hospital
- Jean McCown
Stanford University
- Curtis Ho
Wilmer Cutler Pickering Hale & Dorr LLP
- Mafrini Ni Dhornhnaill
Accretive Solutions
- Joseph Parisi
Thema
- Lisa Portnoy
Ernst & Young
- Bobby Ram
SunPower Corporation
- Paul Roche
McKinsey & Company, Inc.
- Harry Slim
Cypress Envtrosystems
- Susan Smarr
Kaiser Permanente
- John Sobrato, Sr.
Sobrato Development Companies
- Nell Struthers
iding & Construction Trades Council
- .k. Walker
pited Materials
- Chuck Weiss
Santa Clara County Office of Education
- Linda Williams
Planned Parenthood Mar Monte
- Jon Whitmore
San Jose State University
- Daniel Yost
Orrick, Herrington & Sutcliffe, LLP

23 April 2010

Ms. Angela Howard
Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, California 94028

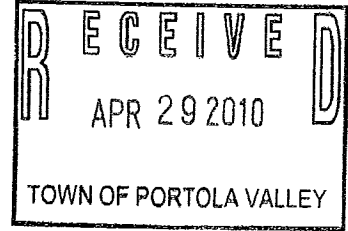
Dear Ms. Howard:

We are writing to request continuing support from the Town of Portola Valley for *Joint Venture: Silicon Valley Network*. Specifically, we are requesting \$1,000 for the July 2010—June 2011 fiscal year, the same amount request in the previous fiscal years.

We are mindful of the fiscal pressures faced by all our local government partners, and we strive to bring high-value programs to your town which extends your capabilities and reduces costs. Thirty Silicon Valley cities and towns across four counties joined you as investors last year, demonstrating the region's commitment to *Joint Venture* as a shared resource.

Our work program continues to evolve, based on the needs of our members and reflects both the diversity and commonalities of Silicon Valley. Here are some highlights, with an emphasis on the government-facing aspects:

1. **Climate Protection Task Force:** *Joint Venture* provides our region's governments with a venue to work together on strategies to reduce costs for alternative energy and collaborate on strategies to reduce greenhouse gas emissions.
2. **California Governance:** State government reform is a high priority for *Joint Venture*, as evidenced by our work in support of the constitutional convention, the Reviving California program we co-sponsor with American Leadership Forum-Silicon Valley, and our role in the formation of California Forward. Our goals are to stop the raids on local revenue and improve the state's accountability.
3. **Silicon Valley Economic Development Alliance:** The Silicon Valley EDA is a unique regional partnership among cities who share a goal of retaining and attracting businesses to their jurisdiction while promoting Silicon Valley as a whole.
4. **Grand Boulevard:** A nationally-recognized model in regional cooperation, this multi-agency project is devoted to improving El Camino Real/State Highway 82 from Daly City's Top of the Hill to San Jose's Diridon Station. Current projects include studying the corridor's capacity for commercial and residential growth through the Economic



and Housing Opportunities Assessment and modeling future roadway and transportation options in the Multimodal Corridor Study.

Through these and other projects we work to deliver value to our member jurisdictions. We can and do raise most of our budget from the private sector, but your investment as a local government partner is essential to our success and ability to deliver high-quality programming to you. Our local government partners include:

City of Belmont	City of Monte Sereno	City of South San Francisco
City Brisbane	City of Morgan Hill	City of Sunnyvale
City Burlingame	City of Mountain View	City of Union City
City of Campbell	City of Newark	City of Watsonville
City of Cupertino	City of Palo Alto	County of Alameda
City of East Palo Alto	City of Redwood City	County of San Mateo
City of Foster City	City of San Carlos	County of Santa Clara
City of Fremont	City of San Jose	County of Santa Cruz
City of Gilroy	City of San Mateo	Town of Los Altos Hills
City of Los Altos	City of Santa Clara	Town of Los Gatos
City of Menlo Park	City of Santa Cruz RDA	
City of Milpitas	City of Saratoga	

We hope you continue to find value in our collaboration and that your investment in Joint Venture yields returns for you this year and in the years to come.

Sincerely,



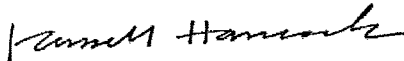
Chuck Reed
Mayor, City of San Jose and Co-Chair, Joint Venture Board



David S. Boesch
San Mateo County Manager



David Knapp
City Manager, City of Cupertino



Russell Hancock
President & CEO, Joint Venture: Silicon Valley Network

Copy: Ms. Brandi deGarmeaux, Sustainability & Resource Efficiency Coordinator

TOWN COUNCIL WEEKLY DIGEST

Friday – May 14, 2010

- 📁 1. Notice that Portola Valley Town Hall will be closed Tuesday, May 25, 2010 so that staff can attend Emergency Preparedness Training
- 📁 2. Agenda – Parks & Recreation Committee Meeting – Monday, May 17, 2010
- 📁 3. Agenda – Regular Planning Commission Meeting – Wednesday, May 19, 2010
- 📁 4. Agenda – Cultural Arts Committee – Thursday, May 20, 2010
- 📁 5. Action Agenda – Special ASCC Field Meeting – Monday, May 10, 2010
- 📁 6. Action Agenda – Regular Town Council Meeting – Wednesday, May 12, 2010

Attached Separates (Council Only)

- 📁 1. Request for donations from the Redwood City Library Foundation – May 2010
- 📁 2. The Sequoian – May 2010
- 📁 3. ABAG's Service Matters – May, June 2010
- 📁 4. Comcast California – April 2010
- 📁 5. San Mateo County Mosquito and Vector Control's Entomology Report – April 2010
- 📁 6. San Mateo County Mosquito and Vector Control's District Programs

TOWN COUNCIL WEEKLY DIGEST

Friday – May 21, 2010

1. Letter to George Mader, Town Planner, from Mayor Toben, extending thanks and congratulations on his upcoming retirement – May 12, 2010
2. Memorandum from Howard Young – Bid results for the 2009/2010 road resurfacing project – May 18, 2010
3. E-mailed memorandum from CheyAnne Brown - Information concerning status of the 2010 census process in San Mateo County – May 19, 2010
4. Memorandum to Council from Janet McDougall - Request for modifications to the Town's tennis instruction program – May 21, 2010
5. Cancellation Notice – ASCC Meeting – Monday, May 24, 2010
6. Agenda – Conservation Committee Meeting – Tuesday, May 25, 2010
7. Agenda – Finance Committee Meeting – Thursday, May 27, 2010
8. Agenda – Special Emergency Preparedness Committee Meeting – Thursday, May 27, 2010
9. Action Agenda – Planning Commission Meeting – Wednesday, May 19, 2010

Attached Separates (Council Only)

1. E-mailed memorandum from Melanie Brabenec, Town of Atherton, requesting Town join in opposing assessment of costs of Context Sensitive Solutions relative to high-speed rail – May 5, 2010
2. Letter to Mayor and Councilmembers from various California Cities, requesting support for the California Jobs Initiative, temporarily suspending the state's global warming law (AB 32) – May 17, 2010
3. Invitation to serve on Honorary Committee for Shelter Network - May 18, 2010