TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting
Wednesday, July 14, 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 June 23, 2010

(2) **Approval of Minutes** – Special Joint Town Council / EPC Meeting of June 30, 2010

(3) **Approval of Warrant List** – July 14, 2010

(4) **Recommendation by Assistant Town Manager** - Consultant Services Agreement Between the Town of Portola Valley and Townsend Management, Inc. for Inspection Services

(5) **Recommendation by Administrative Services Officer** – Adoption of the 2010-2011 Appropriations Limit

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Determining and Establishing the Appropriations Limit for 2010-2011 (Resolution No. __)

REGULAR AGENDA

(Time Estimate – 75 Minutes)

PUBLIC HEARING

(6) **PUBLIC HEARING** – Report from Town Planner on Recommendation from Planning Commission on proposed Amendment to the Safety Element of the Town's General Plan

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting a Revised Safety Element as an Amendment to the General Plan and Adopting a Negative Declaration for the Amendment (Resolution No. __)

(7) **Recommendation by Town Manager** – Approval of the 2010-2011 Planning Program

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(Time Estimate – 45 Minutes)

(8) **Recommendation by George Mader and the Conservation Committee** – Proposed letter to Stanford University requesting Town's involvement in the Stanford University Habitat Conservation Plan

(9) **Report from George Mader** – Draft EIR for the Stanford University Medical Center Renewal Project

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

There are no written materials for this item.

WRITTEN COMMUNICATIONS

(Time Estimate – 5 Minutes)

(11) **Town Council Weekly Digest** – June 25, 2010

(12) **Town Council Weekly Digest** – July 2, 2010

(13) **Town Council Weekly Digest** – July 9, 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. 794, JUNE 23, 2010

ROLL CALL

Vice Mayor Driscoll called the meeting to order at 7:33 p.m. and led the Pledge of Allegiance. Ms. Howard called the roll.

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

Absent: Councilmember Ann Wengert and Mayor Steve Toben

Others: Angela Howard, Town Manager
Janet McDougall, Assistant Town Manager
Sandy Sloan, Town Attorney
George Mader, Town Planner
Tom Vlasic, Deputy Town Planner
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS [*7:34 p.m.*]

Bill Lane brought to the Council's attention a book on Jasper Ridge that he and his wife Jean had treasured. Inscribed by the late Herb Dengler, it was published during David Kennedy's service at Stanford University and contains great geological history of the area. Mr. Lane also reported on an auction scheduled for July 24 for the sale of a large piece of land in Bear Gulch.

CONSENT AGENDA [*7:37 p.m.*]

By motion of Vice Mayor Driscoll, seconded by Councilmember Derwin, Items 2 and 4 were approved with the following roll call vote:

Aye: Councilmembers Derwin and Richards and Vice Mayor Driscoll

No: None

(2) Warrant List of June 23, 2010 in the amount of $112,638.59

(4) Recommendation by Administrative Services Officer – Annual Adoption of Investment Policy

(a) Adoption of a Resolution of the Town of Portola Valley Adopting Town Investment Policy (Resolution No. 2496-2010)

REGULAR AGENDA [*7:42 p.m.*]

(1) Minutes of Town Council Meeting of June 9, 2010 (Removed from Consent Agenda)

Councilmembers Derwin and Richards submitted changes to the minutes of the June 9, 2010 Town Council meeting. By motion of Councilmember Richards, seconded by Councilmember Derwin, the minutes were approved as amended by a vote of 3-0.

(3) Recommendation by Assistant Town Manager – 2010/2011 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments (Removed from Consent Agenda)

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands

Road Maintenance District to the 2010-2011 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2494-2010)

(b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2010-2011 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. 2495-2010)

By motion of Councilmember Derwin, seconded by Vice Mayor Driscoll, Item 3 from the Consent Agenda was approved by a vote of 2-0. Councilmember Richards abstained.

(5) Public Hearing – Adoption of Fiscal Year 2010-2011 Budget [*7:41 p.m.*]

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting the Operating and Capital Budgets for Fiscal Year 2010-2011 (Resolution No. 2497-2010)

Ms. Howard reported on the changes made in the budget based on discussions at the June 9, 2010 Town Council meeting.

Vice Mayor Driscoll opened the public hearing. In response to a question from Mr. Lane, Ms. Howard explained that Health Insurance Service Charges are fees charged to process the monthly bills. A small percentage reduction in these fees will result in a small savings. With no further speakers, the hearing was closed. Vice Mayor Driscoll commented that the town is fortunate to have a relatively solid, stable financial situation, in contrast to many other municipalities.

Councilmember Richards moved approval of Resolution No. 2497-2010 Adopting the Operating and Capital Budgets for Fiscal Year 2010-2011. Councilmember Derwin seconded. The motion carried 3-0.

(6) Recognition of Service – to George Mader for his Exceptional Service to the Town of Portola Valley [*7:47 p.m.*]

Vice Mayor Driscoll thanked Mr. Mader for his 45 years of dedicated service, stating, “This town is the way it is because of George Mader … We are permanently in his debt.” Mr. Mader said it has been a privilege to be the Town Planner for “an incredible, forward-thinking community.” He credited his involvement with Portola Valley with leading to 30 great years of teaching at Stanford (where he helped develop the Environmental Earth Sciences major) as well as involvement at state, national and international levels. He mentioned serving on an advisory committee to California’s Joint Legislative Committee on Seismic Safety, the California Seismic Safety Commission and, at the national level, the Working Group on Earthquake Hazards Reduction for the Office of Science and Technology Policy. Mr. Mader’s urban planning ties internationally, which took him China, Japan, Mexico, Ecuador, Italy, Algeria, Turkey and the former Yugoslavia, continue. He serves as chairman of the board of trustees of GeoHazards International, a nonprofit organization dedicated to making the world’s most vulnerable communities safe from earthquakes through preparedness and mitigation. Vice Mayor Driscoll presented Mr. Mader with a congratulatory plaque that was inscribed “Architect of our Community.”

(7) Appointment – of Tom Vlasic as Town Planner for the Town of Portola Valley [*8:02 p.m.*]

Councilmember Derwin moved to appoint Mr. Vlasic as Town Planner. Councilmember Richards seconded, and the motion carried 3-0.

Mr. Vlasic echoed Mr. Mader’s comment about what a privilege it is to work with this community, and spoke of how much he admires the level of passion of the community he sees despite differences of opinion that sometimes create controversy.

(8) Recommendation by Assistant Town Manager – Consultant Services Agreements Between the Town of Portola Valley and the six firms listed below: [*8:03 p.m.*]

(a) Cotton, Shires & Associates, Inc. for Geologic Services

(b) Spangle Associates for Planning Services

(c) Nolte Associates, Inc. for Engineering Services

(d) CleanStreet for Street Sweeping Services

(e) CSG Consultants, Inc. for building Plan Review/Inspection Services

(f) Kutzmann and Associates, Inc. for Plan Review Services

Ms. McDougall said she had nothing to add to her June 23, 2010 memorandum to the Town Council. In response to Councilmember Richards' question about the CSG Consultants, she explained that the consultant is called upon when Deputy Building Official Gary Fitzer is on vacation or otherwise unavailable.

Responding to Councilmember Derwin's inquiry, Ms. McDougall said that many of the charges are passed on to the resident and are thus offset by revenue. Councilmember Derwin also asked why contract terms are being lengthened from one to three years. Ms. McDougall replied that reducing the frequency of contract renewals will save time, and advance knowledge of fees may facilitate budget preparation. Ms. McDougall also pointed out that the town has long-standing relationships with all six of the firms.

In response to a question from Vice Mayor Driscoll, Mr. Sayre said that five years ago, Bill Cotton selected some senior staff members at Cotton, Shires & Associates to participate in an ownership transition. Pat Shires became president, John Wallace and Mr. Sayre became principals and Mr. Sayre also was named vice president. Mr. Sayre then reviewed a handout pertaining to fee increases in the firm's new agreement with Portola Valley. The new fee schedule reflects the market rate for geotechnical peer review services in the general Bay Area. The firm's fees are lower for geotechnical engineering and geologic services, which are generally comparable to rates for civil and structural engineering services.

Councilmember Derwin moved to approve Consultant Services Agreements Between the Town of Portola Valley and the six listed firms. Councilmember Richards seconded, and the motion carried 3-0.

(9) Recommendation by Town Manager – Setting Salary Schedule [*8:16 p.m.*]

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Modifying the Salary Schedule for Fiscal Year 2010-2011 (Resolution No. 2498-2010)

Ms. Howard explained that the town adjusts salary ranges every year or two to keep them aligned with the CPI, but the adjustments neither automatically nor necessarily result in individual salary increases. In response to Councilmember Derwin's question, Ms. Howard said the ranges did not change last year because the CPI change was only 0.2%. Now, the two years' worth of CPI increases amounts to almost 3%. When Vice Mayor Driscoll asked whether Ms. Howard would apportion out the increases, she indicated that the budget is the vehicle determining the funds available for salaries.

Councilmember Richards moved to approve Resolution No. 2498-2010 to modify the salary schedule for FY2010-2011. Councilmember Derwin seconded, and the motion carried 3-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(10) Reports from Commission and Committee Liaisons [*8:18 p.m.*]

(a) Planning Commission

Councilmember Richards reported that the Planning Commission meeting of June 16, 2010 was canceled, although he and Planning Manager Leslie Lambert met with Planning Commission Chair Denise Gilbert to discuss controlling costs and streamlining meetings.

(b) Safe Routes to School Coalition

Councilmember Derwin attended the last Safe Routes to School Coalition meeting of the school year, which included a presentation by carpooltoschool.com, an organization that offers an online tool to help parents set up and maintain carpools. Members were assigned projects to complete during the summer, after which they will come back to quarterly meetings.

(c) Sustainability Committee

Councilmember Derwin reported that the Sustainability Committee held its first meeting, with all but one member in attendance. The group discussed its focus and mission, to encourage a predetermined number of homeowners to do energy and/or water audits and green retrofits, as well as the status of the town's greenhouse gas emissions. Douglas Alfaro from the San Mateo County Manager's office spoke about a new Energy Upgrade program to help residents identify rebates, locate financing and so forth. Debbie Mytels from Acterra talked about the Green@Home Program as well as Acterra's work with communities that have high-energy use homes, including Portola Valley, Woodside, Atherton and Los Altos Hills. Committee members were given homework, including reading *Fostering Sustainable Behavior Through Community-Based Social Marketing*, and asked to write down barriers to and benefits of energy upgrades in their own lives. The Committee will meet again on July 19. Councilmember Derwin and Sustainability & Resource Efficiency Coordinator Brandi deGarmeaux are serving as co-chairs.

(d) Firewise Advisory Committee

Councilmember Derwin reported that the Firewise Advisory Committee, a joint effort of Portola Valley, Woodside and the Woodside Fire Protection District, discussed staging a second Home Ignition Zone workshop in the fall, probably condensed into a single day in early October. Members also are considering a number of possible programs to fund next year, such as sponsoring additional chipper days and removing fire fuels in the town rights-of-way. The idea that seemed to spark the most enthusiasm was a matching fund program, modeled after one in the Los Trancos Water District.

(e) Resource Management and Climate Protection Committee

Councilmember Derwin reported that a big item on the agenda at the Resource Management and Climate Protection Committee meeting was the Climate Action Plan (CAP) Template and Tool Grant Effort. C/CAG has funding to help two to four cities complete Government Operation and Community Scale CAPs using the template and tools, and is expected to look favorably on towns that provide matching funds. Having previously discussed this item with Sustainability & Resource Efficiency Coordinator Brandi deGarmeaux, Councilmember Derwin said that she pled Portola Valley's case to be high on the funding list. The town has such a small population that it did not receive much federal stimulus money to use as matching funds, she explained, but has been one of the communities working on the draft for this CAP template since last October. She indicated that Committee members responded favorably to the points she made, as well as to her caution that the Committee avoid letting a consultant take this project and run with it.

(f) ASCC (Architectural and Site Control Commission)

Councilmember Derwin said that ASCC reviewed a proposed driveway entry at 120 Golden Hills with automatic bollards, a system similar to those typically used in high-security applications such as embassies. Commissioner Derwin said ASCC members were receptive to the fact that this system has less visual impact than a gate, but expressed concern about the system's 24 LED lights. The project was approved subject to lighting inspection by a designated ASCC member prior to building permit final inspection. Commissioners also continued their review of a driveway proposed at a new residence at 35 Antonio Court where the neighbors have concerns about the driveway and visual impact of the house. Town Planner Vlasic said that the big issue is a driveway easement that was once a reserved right-of-way for a future road, and that a side impact of resolving that issue raises issues of where to locate guest parking. ASCC ultimately approved a plan that removes a large amount of asphalt from the front of the property and converts it more to an open landscape, although some guest parking remains at the front of the parcel. ASCC approved the project subject to conditions that must satisfy the full ASCC before the building permit is issued.

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

Councilmember Derwin indicated that the C/CAG Board approved its budget. Advocation reported on the news from Sacramento and none of it is good. Polling results were reviewed to determine the feasibility of putting a measure on the November ballot that would place a $10 registration fee on motor vehicles registered in San Mateo County. The measure, if passed, would produce a lot of money for transportation, even for Portola Valley. The Board approved putting such a measure on the ballot, realizing that there is a movement afoot to eliminate such fees as well as to require a two-thirds vote.

(g) Emergency Services Council

Vice Mayor Driscoll attended the Emergency Services Council meeting and reported that the County's EOC is in the basement of the Redwood City Courthouse, a building that has not been seismically retrofitted. The Council includes a representative of each of the cities, some country representatives and emergency preparedness people. Upcoming events are The Great American Shakeout and a series of 20 simulated emergency events with representatives attending from 18 countries.

(h) Conservation Committee

Vice Mayor Driscoll reported that the Conservation Committee opposes the removal of one of the oak trees in back of the Sausal Creek development.

WRITTEN COMMUNICATIONS [*8:33 p.m.*]

(11) Town Council 6/11/2010 Weekly Digest

(a) #2 – Memorandum to Council from Janet McDougall regarding Support for Implementation of AB 32 – June 9, 2010

The Town Council unanimously endorsed the letter and directed staff to send it.

(12) Town Council 6/18/2010 Weekly Digest – None

ADJOURNMENT: 8:34 p.m.

_____ _____

Mayor Town Clerk

TOWN COUNCIL MEETING NO. 795, JUNE 30, 2010

ROLL CALL

Vice Mayor Driscoll called the meeting to order at 7:03 p.m. and Clerk Hanlon called the roll.

Present: Councilmembers Maryann Derwin, Ann Wengert and Vice Mayor Ted Driscoll and; EPC members John Boice, David Howes, Anne Kopf-Sill, Marianne Plunder, Chair Chris Raanes and Craig Taylor

Absent: Mayor Toben, Councilmember Richards arrived at 7:10 p.m., EPC members Derry Kabcenell and Ray Rothrock

REGULAR AGENDA

Emergency Operations Center (EOC) – Simulation Exercise of 8.0 Earthquake

Emergency Preparedness Committee member Craig Taylor and Vice Mayor Driscoll provided a brief overview of the intended simulation exercise. Council and Committee members began the simulation and procedure of activating the EOC.

ADJOURNMENT: 9:25 p.m.

_____ _____

Mayor Town Clerk

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
ABAG PLAN CORPORATION	Premium 2010-11	10897	07/14/2010 07/14/2010	
PO BOX 2050	0006		07/14/2010	
OAKLAND	BOA	43544	07/14/2010	0.00
CA 94604-2050	18PREM10.11			36,373.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4304	Liability Insurance/Bonds	30,993.00	0.00
05-66-4350	Property Insurance	5,380.00	0.00

Check No. 43544 Total: 36,373.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
ABAG PLAN CORPORATION	FY 2010-11 Dues	10898	07/14/2010 07/14/2010	
PO BOX 2050	0006		07/14/2010	
OAKLAND	BOA	43545	07/14/2010	0.00
CA 94604-2050	1036329			1,438.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	1,438.00	0.00

Check No. 43545 Total: 1,438.00

Total for ABAG PLAN CORPORATION 37,811.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
ABOVE ALL ROOFING	C&D Refund, 180 Cherokee	10899	07/14/2010 07/14/2010	
810 E. SAN CARLOS AVE.	758		07/14/2010	
SAN CARLOS	BOA	43546	07/14/2010	0.00
CA 94070				1,000.00

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

Check No. 43546 Total: 1,000.00

Total for ABOVE ALL ROOFING 1,000.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
ACTERRA	Environmental Awards Reception	10900	07/14/2010 07/14/2010	
3921 EAST BAYSHORE ROAD	926		07/14/2010	
PALO ALTO	BOA	43547	07/14/2010	0.00
CA 94303	BEA052110			45.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	45.00	0.00

Check No. 43547 Total: 45.00

Total for ACTERRA 45.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
ALMANAC	Advertising, June 2010	10901	07/14/2010 07/14/2010	
PO BOX 1610	0048		07/14/2010	
MENLO PARK	BOA	43548	07/14/2010	0.00
CA 94302				464.00

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

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

Check No. 43548 Total: 464.00

Total for ALMANAC 464.00

ANIMAL DAMAGE MGMT INC
16170 VINEYARD BLVD. #150
MORGAN HILL
CA 95037

June Pest Control
804
BOA
45877

10902 07/14/2010
07/14/2010
07/14/2010
43549 07/14/2010 0.00
310.00

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

Check No. 43549 Total: 310.00

Total for ANIMAL DAMAGE MGMT INC 310.00

APA CALIFORNIA
1333 36TH STREET
SACRAMENTO
CA 95816

Membership 2010-11, Lambert
477
BOA
COJUL10-6

10903 07/14/2010
07/14/2010
07/14/2010
43550 07/14/2010 0.00
115.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	115.00	0.00

Check No. 43550 Total: 115.00

Total for APA CALIFORNIA 115.00

ARROWHEAD MT SPRING WATER
P.O. BOX 856158
LOUISVILLE
KY 40285-6158

June Statement
463
BOA
PPF5743876004

10904 07/14/2010
07/14/2010
07/14/2010
43551 07/14/2010 0.00
116.22

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	116.22	0.00

Check No. 43551 Total: 116.22

Total for ARROWHEAD MT SPRING WATER 116.22

ASSOCIATED BUSINESS MACHINES
1552 BEACH STREET
EMERYVILLE
CA 94608

Postage Meter Tape
0017
BOA
2100625

10905 07/14/2010
07/14/2010
07/14/2010
43552 07/14/2010 0.00
49.16

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	49.16	0.00

Check No. 43552 Total: 49.16

Total for ASSOCIATED BUSINESS MACHINI 49.16

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
VIRGINIA BACON	Reimb for Historic Resources	10906	07/14/2010	
			07/14/2010	
205 GOLDEN OAK	848		07/14/2010	
PORTOLA VALLEY	BOA	43553	07/14/2010	0.00
CA 94028				120.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	120.00	0.00

Check No. 43553 Total: 120.00

Total for VIRGINIA BACON 120.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
BALANCE HYDROLOGICS INC.	Spring Down Open Space Design	10937	07/14/2010	
		5836	07/14/2010	
800 BANCROFT WAY	945		07/14/2010	
BERKELEY	BOA	43554	07/14/2010	0.00
CA 94710-2227	210043-0410			705.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	705.00	0.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
BALANCE HYDROLOGICS INC.	C-1 Trail, Mar-Apr 10	10951	07/14/2010	
			07/14/2010	
800 BANCROFT WAY	945		07/14/2010	
BERKELEY	BOA	43554	07/14/2010	0.00
CA 94710-2227	206203-0410			639.50

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	639.50	0.00

Check No. 43554 Total: 1,344.50

Total for BALANCE HYDROLOGICS INC. 1,344.50

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
BANK OF AMERICA	June Statement	10907	07/14/2010	
Bank Card Center			07/14/2010	
P.O. BOX 53155	0022		07/14/2010	
PHOENIX	BOA	43555	07/14/2010	0.00
AZ 85072-3155				534.66

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	74.86	0.00
05-64-4308	Office Supplies	177.78	0.00
05-64-4336	Miscellaneous	282.02	0.00

Check No. 43555 Total: 534.66

Total for BANK OF AMERICA 534.66

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
CAL WATER SERVICE CO	Water Service, 5/14-6/11/10	10909	07/14/2010	
			07/14/2010	
3351 EL CAMINO REAL	0035		07/14/2010	
ATHERTON	BOA	43556	07/14/2010	0.00
CA 94027				4,399.94

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	4,399.94	0.00

Check No. 43556 Total: 4,399.94

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
	Total for	CAL WATER SERVICE CO		4,399.94
CALIFORNIA BLDG STANDARDS COMM 2525 NATOMAS PARK DRIVE SACRAMENTO CA 95833	BSC Fee Report, Apr-Jun 2010 458 BOA	10908 43557	07/14/2010 07/14/2010 07/14/2010 07/14/2010	0.00 243.90
GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4224	BSA/SMIP Fees	243.90	0.00	
	Check No.	43557	Total:	243.90
	Total for	CALIFORNIA BLDG STANDARDS C		243.90
CITY OF BRISBANE 50 PARK PLACE BRISBANE CA 94005-1310	SAMCAT Dues, Balance 0330 BOA	10910 43558	07/14/2010 07/14/2010 07/14/2010 07/14/2010	0.00 1,500.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4142	Cable Television Committee	1,500.00	0.00	
	Check No.	43558	Total:	1,500.00
	Total for	CITY OF BRISBANE		1,500.00
DEIRDRE CLARK 149 CORTE MADERA PORTOLA VALLEY CA 94028	Reimb for Outdoor Concert 687 BOA	10911 43559	07/14/2010 07/14/2010 07/14/2010 07/14/2010	0.00 209.76
GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4150	Cultural Arts Committee	209.76	0.00	
	Check No.	43559	Total:	209.76
	Total for	DEIRDRE CLARK		209.76
COAST LANDSCAPE MGMT, INC 1474 BERGER DRIVE SAN JOSE CA 95112	Irrigation Repairs 949 BOA 80673	10912 43560	07/14/2010 07/14/2010 07/14/2010 07/14/2010	0.00 286.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	286.00	0.00	
	Check No.	43560	Total:	286.00
	Total for	COAST LANDSCAPE MGMT, INC		286.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
BRANDI DEGARMEAUX	Reimb, Sustainability Series	10913	07/14/2010 07/14/2010	
17 LAUSSAT STREET	614		07/14/2010	
SAN FRANCISCO	BOA	43561	07/14/2010	0.00
CA 94102				434.94

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability Series	434.94	0.00

BRANDI DEGARMEAUX	Reimb Conference, March 2010 "Fostering Sust'ble Behavior"	10914	07/14/2010 07/14/2010	
17 LAUSSAT STREET	614		07/14/2010	
SAN FRANCISCO	BOA	43561	07/14/2010	0.00
CA 94102				180.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	180.00	0.00

Check No. 43561 Total: 614.94

Total for BRANDI DEGARMEAUX 614.94

DEL RIO ROOFING	C&D Refund, 139 Crescent	10915	07/14/2010 07/14/2010	
2660 BAY ROAD, #B	630		07/14/2010	
REDWOOD CITY	BOA	43562	07/14/2010	0.00
CA 94063				1,000.00

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

Check No. 43562 Total: 1,000.00

Total for DEL RIO ROOFING 1,000.00

DELL MARKETING L.P. c/o DELL USA L.P.	Laptop, Meeting Transcription	10916	07/14/2010 07/14/2010	
P.O. BOX 910916	0194		07/14/2010	
PASADENA	BOA	43563	07/14/2010	0.00
CA 91110-0916	XDX311538			1,085.04

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	1,085.04	0.00

Check No. 43563 Total: 1,085.04

Total for DELL MARKETING L.P. 1,085.04

DEPARTMENT OF CONSERVATION Division of Administrative	SMISHMF, Apr-June 2010	10917	07/14/2010 07/14/2010	
801 K STREET MS22-15	0054		07/14/2010	
SACRAMENTO	BOA	43564	07/14/2010	0.00
CA 95814-3531				573.85

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP Fees	573.85	0.00

Check No. 43564 Total: 573.85

Total for DEPARTMENT OF CONSERVATIO 573.85

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
DITTMANN PLUMBING, INC.	Install Drinking Fountain	10954	07/14/2010	
	Triangle Park	5871	07/14/2010	
941 S. CLAREMONT	866		07/14/2010	
SAN MATEO	BOA	43565	07/14/2010	0.00
CA 94402	6-2-10			3,299.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	3,299.00	0.00

Check No. 43565 Total: 3,299.00

Total for DITTMANN PLUMBING, INC. 3,299.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
FASTFRAME	Frames for Children's Tiles	10939	07/14/2010	
			07/14/2010	
1711 S. EL CAMINO ROAD	691		07/14/2010	
SAN MATEO	BOA	43566	07/14/2010	0.00
CA 94402	21068676			249.66

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	249.66	0.00

Check No. 43566 Total: 249.66

Total for FASTFRAME 249.66

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
FEDEX	Ship Charges, June 2010	10918	07/14/2010	
			07/14/2010	
P.O. BOX 7221	0066		07/14/2010	
PASADENA	BOA	43567	07/14/2010	0.00
CA 91109-7321	7-128-29390			67.64

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	67.64	0.00

Check No. 43567 Total: 67.64

Total for FEDEX 67.64

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
PAIGE FULKERSON	Reimb for Outdoor Concert	10919	07/14/2010	
			07/14/2010	
121 CRESCENT AVE	636		07/14/2010	
PORTOLA VALLEY	BOA	43568	07/14/2010	0.00
CA 94028				206.82

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	206.82	0.00

Check No. 43568 Total: 206.82

Total for PAIGE FULKERSON 206.82

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
G. BORTOLOTTO COMPANY	2009-10 Street Resurfacing	10938	07/14/2010	
	Progress Payment		07/14/2010	
580 BRAGATO ROAD	0025		07/14/2010	
SAN CARLOS	BOA	43569	07/14/2010	0.00
CA 94070	3777			325,885.94

GL Number	Description	Invoice Amount	Amount Relieved
60-68-4482	CIP09/10 Street Resurfacing	177,750.00	0.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
65-68-4482	CIP09/10 Street Resurfacing	148,135.94	0.00	
		Check No. 43569	Total:	325,885.94
		Total for G. BORTOLOTTO COMPANY		325,885.94
GOODCO PRESS INCORPORATED 2480 OLD MIDDLEFIELD WAY MOUNTAIN VIEW CA 94043	Envelopes 0328 BOA 43450	10920 43570	07/14/2010 07/14/2010 07/14/2010 07/14/2010	 0.00 444.65
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	444.65	0.00	
		Check No. 43570	Total:	444.65
		Total for GOODCO PRESS INCORPORATEI		444.65
GUSTAVO DE LA CRUZ 896 S. BAYWOOD AVE SAN JOSE CA 95128-3305	Field Lining, Soccer 0195 BOA 1311	10921 5837 43571	07/14/2010 07/14/2010 07/14/2010 07/14/2010	 0.00 500.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4160	Parks & Rec Adult Sports	500.00	0.00	
		Check No. 43571	Total:	500.00
		Total for GUSTAVO DE LA CRUZ		500.00
HIGHWAY TECHNOLOGIES, INC P.O. BOX 51581 LOS ANGELES CA 90051-5881	Reflective Strips, TC Parking 0067 BOA 65055389	10940 43572	07/14/2010 07/14/2010 07/14/2010 07/14/2010	 0.00 15.28
GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4340	Building Maint Equip & Supp	15.28	0.00	
		Check No. 43572	Total:	15.28
		Total for HIGHWAY TECHNOLOGIES, INC		15.28
BECKY HILDERBRAND 451 LA MESA PORTOLA VALLEY CA 94028	C&D Refund, 140 Meadowood 343 BOA	10922 43573	07/14/2010 07/14/2010 07/14/2010 07/14/2010	 0.00 5,000.00
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	5,000.00	0.00	
		Check No. 43573	Total:	5,000.00
		Total for BECKY HILDERBRAND		5,000.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
HORIZON	Turfgro, Fertilizer	10923	07/14/2010 07/14/2010	
P.O. BOX 52758	0289		07/14/2010	
PHOENIX	BOA	43574	07/14/2010	0.00
AZ 85072-2758	1N013089			278.23

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	278.23	0.00

Check No. 43574 Total: 278.23
Total for HORIZON 278.23

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
J.W. ENTERPRISES	July Lavatories	10924	07/14/2010 07/14/2010	
1689 MORSE AVE	829		07/14/2010	
VENTURA	BOA	43575	07/14/2010	0.00
CA 93003	150013			219.48

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

Check No. 43575 Total: 219.48
Total for J.W. ENTERPRISES 219.48

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
JENSEN LANDSCAPE SERVICES INC	Rossotti: Slit Seed, Top Dress	10925	07/14/2010 07/14/2010	
1983 CONCOURSE DRIVE	849		07/14/2010	
SAN JOSE	BOA	43576	07/14/2010	0.00
CA 95131	082801			5,676.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	5,676.00	0.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
JENSEN LANDSCAPE SERVICES INC	Rossotti: Verticut/Debris Offh	10926	07/14/2010 07/14/2010	
1983 CONCOURSE DRIVE	849		07/14/2010	
SAN JOSE	BOA	43576	07/14/2010	0.00
CA 95131	082802			1,605.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	1,605.00	0.00

Check No. 43576 Total: 7,281.00
Total for JENSEN LANDSCAPE SERVICES I 7,281.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
KDSA CONSULTING LLC	July Spam Filtering	10927	07/14/2010 07/14/2010	
1600 OSGOOD STREET	555		07/14/2010	
N. ANDOVER	BOA	43577	07/14/2010	0.00
MA 01845	010560			75.00

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

Check No. 43577 Total: 75.00
Total for KDSA CONSULTING LLC 75.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
KIRBYBUILT PRODUCTS	Message Board for Tennis	10928	07/14/2010	
		5847	07/14/2010	
5333 S EMMER DRIVE	640		07/14/2010	
NEW BERLIN	BOA	43578	07/14/2010	0.00
WI 53151	109317			1,181.38

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	1,181.38	0.00

Check No. 43578 Total: 1,181.38

Total for KIRBYBUILT PRODUCTS 1,181.38

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
ROBERT KLEIN	Deposit Refund	10929	07/14/2010	
			07/14/2010	
11 BUCK MEADOW DRIVE	684		07/14/2010	
PORTOLA VALLEY	BOA	43579	07/14/2010	0.00
CA 94028				578.80

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	578.80	0.00

Check No. 43579 Total: 578.80

Total for ROBERT KLEIN 578.80

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
KUTZMANN & ASSOCIATES	June Plan Check	10930	07/14/2010	
			07/14/2010	
39355 CALIFORNIA STREET	0090		07/14/2010	
FREMONT	BOA	43580	07/14/2010	0.00
CA 94538				7,188.69

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	7,188.69	0.00

Check No. 43580 Total: 7,188.69

Total for KUTZMANN & ASSOCIATES 7,188.69

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
LESLIE LAMBERT	June Mileage	10931	07/14/2010	
			07/14/2010	
80 CHESTER CIRCLE	0291		07/14/2010	
LOS ALTOS	BOA	43581	07/14/2010	0.00
CA 94022				104.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	104.00	0.00

Check No. 43581 Total: 104.00

Total for LESLIE LAMBERT 104.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
MAZE & ASSOCIATES	Audit for FYE 6/30/10	10932	07/14/2010	
	Progress Payment(s)		07/14/2010	
3478 BUSKIRK AVENUE	879		07/14/2010	
PLEASANT HILL	BOA	43582	07/14/2010	0.00
CA 94523	24763,24892			8,875.91

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	8,875.91	0.00

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

Check No. 43582 Total: 8,875.91

Total for MAZE & ASSOCIATES 8,875.91

OFFICE EQUIPMENT FINANCE SERV
P. O. BOX 790448
ST. LOUIS
MO 63179

July Copier Lease
472
BOA
154551857

10933 07/14/2010
07/14/2010
07/14/2010
43583 07/14/2010

0.00
396.91

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	396.91	0.00

Check No. 43583 Total: 396.91

Total for OFFICE EQUIPMENT FINANCE SE 396.91

PEELLE TECHNOLOGIES, INC
197 EAST HAMILTON AVE
CAMPBELL
CA 95008

Doc Scanning/Index/Digitizat'n
961
BOA
TOPV1591,1590

10934 07/14/2010
07/14/2010
07/14/2010
43584 07/14/2010

0.00
3,363.10

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	3,363.10	0.00

Check No. 43584 Total: 3,363.10

Total for PEELLE TECHNOLOGIES, INC 3,363.10

PENINSULA CONFLICT RESOLUTION
1660 S. AMPHLETT BLVD
SAN MATEO
CA 94402

2010-11 Contribution
0171
BOA

10936 07/14/2010
07/14/2010
07/14/2010
43585 07/14/2010

0.00
1,300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	Community Services	1,300.00	0.00

Check No. 43585 Total: 1,300.00

Total for PENINSULA CONFLICT RESOLUTI 1,300.00

PERS HEALTH
VIA EFT

July Health Premium
0108
BOA

10943 07/14/2010
07/14/2010
07/14/2010
43586 07/14/2010

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. 43586 Total: 13,572.58

Total for PERS HEALTH 13,572.58

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
PG&E	June Statements	10944	07/14/2010 07/14/2010	
BOX 997300	0109		07/14/2010	
SACRAMENTO	BOA	43587	07/14/2010	0.00
CA 95899-7300				309.71

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	309.71	0.00

Check No. 43587 Total: 309.71

Total for PG&E 309.71

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
PHILIP WILLIAMS & ASSOC. INC	Sausal Creek, Design	10953	07/14/2010 07/14/2010	
550 KEARNY STREET	542		07/14/2010	
SAN FRANCISCO	BOA	43588	07/14/2010	0.00
CA 94108-2404	509045			3,640.50

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4425	CIP TC Creek Daylighting	3,640.50	0.00

Check No. 43588 Total: 3,640.50

Total for PHILIP WILLIAMS & ASSOC. INC 3,640.50

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
PORTOLA VALLEY HARDWARE	June Statement	10945	07/14/2010 07/14/2010	
112 PORTOLA VALLEY ROAD	0114		07/14/2010	
PORTOLA VALLEY	BOA	43589	07/14/2010	0.00
CA 94028				743.68

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	219.96	0.00
05-60-4267	Tools & Equipment	355.06	0.00
05-66-4340	Building Maint Equip & Supp	89.52	0.00
20-60-4270	Trail Surface Rehabilitation	79.14	0.00

Check No. 43589 Total: 743.68

Total for PORTOLA VALLEY HARDWARE 743.68

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
PORTOLA VALLEY SCHOOL DISTRICT	Comm'ty Hall Deposit Refund	10946	07/14/2010 07/14/2010	
4575 ALPINE ROAD	0246		07/14/2010	
PORTOLA VALLEY	BOA	43590	07/14/2010	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. 43590 Total: 500.00

Total for PORTOLA VALLEY SCHOOL DISTI 500.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
PRINTER ASSIST	Repairs to Color Copier	10947	07/14/2010 07/14/2010	
P.O. BOX 1533	944		07/14/2010	
PALO ALTO	BOA	43591	07/14/2010	0.00
CA 94302-1533	4561			393.04

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	223.04	0.00
05-64-4312	Office Equipment	170.00	0.00

Check No. 43591 Total: 393.04

Total for PRINTER ASSIST 393.04

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
LALANIE ROBINS	Deposit Refund	10948	07/14/2010 07/14/2010	
2613 READ AVENUE	702		07/14/2010	
BELMONT	BOA	43592	07/14/2010	0.00
CA 94002				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	100.00	0.00

Check No. 43592 Total: 100.00

Total for LALANIE ROBINS 100.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
SCHWAAB INC	Self Inking Stamp	10949	07/14/2010 07/14/2010	
PO BOX 3128	0120		07/14/2010	
MILWAUKEE	BOA	43593	07/14/2010	0.00
WI 53201-3128	Y94504			47.52

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	47.52	0.00

Check No. 43593 Total: 47.52

Total for SCHWAAB INC 47.52

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
SHARP BUSINESS SYSTEMS	Copies, June 2010	10950	07/14/2010 07/14/2010	
DEPT. LA 21510	0199		07/14/2010	
PASADENA	BOA	43594	07/14/2010	0.00
CA 91185-1510	AR284160			60.80

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	60.80	0.00

Check No. 43594 Total: 60.80

Total for SHARP BUSINESS SYSTEMS 60.80

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
SHELTERBELT BUILDERS INC	Native Plant Maint, June 2010	10941	07/14/2010 07/14/2010	
1207 - 10TH STREET	338		07/14/2010	
BERKELEY	BOA	43595	07/14/2010	0.00
CA 94710	0916-05			1,494.00

GL Number	Description	Invoice Amount	Amount Relieved

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
05-66-4342	Landscape Supplies & Services	1,494.00	0.00	
		Check No. 43595		Total: 1,494.00
		Total for	SHELTERBELT BUILDERS INC	1,494.00

SHELTON ROOFING	C&D Refund, 156 Corte Madera	10955	07/14/2010	
			07/14/2010	
1988 LEGHORN	0309		07/14/2010	
MOUNTAIN VIEW	BOA	43596	07/14/2010	0.00
CA 94043				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00
		Check No. 43596	Total: 1,000.00
		Total for	SHELTON ROOFING 1,000.00

SPANGLE & ASSOCIATES	May 21-June 24 Statement	10956	07/14/2010	
			07/14/2010	
770 MENLO AVENUE	0121		07/14/2010	
MENLO PARK	BOA	43597	07/14/2010	0.00
CA 94025-4736				28,875.37

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4140	ASCC	2,235.00	0.00
05-52-4162	Planning Committee	4,464.00	0.00
05-54-4196	Planner	22,176.37	0.00

SPANGLE & ASSOCIATES	May 21-June 24 Appl Charges	10957	07/14/2010	
			07/14/2010	
770 MENLO AVENUE	0121		07/14/2010	
MENLO PARK	BOA	43597	07/14/2010	0.00
CA 94025-4736				21,905.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4198	Planner - Charges to Appls	21,905.00	0.00
		Check No. 43597	Total: 50,780.37
		Total for	SPANGLE & ASSOCIATES 50,780.37

STAPLES	May Statement	10958	07/14/2010	
			07/14/2010	
STAPLES CREDIT PLAN	430		07/14/2010	
DES MOINES	BOA	43598	07/14/2010	0.00
IA 50368-9020				575.22

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	575.22	0.00
		Check No. 43598	Total: 575.22
		Total for	STAPLES 575.22

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
STATE COMP INSURANCE FUND	June Premium	10959	07/14/2010 07/14/2010	
PO BOX 7980	0122		07/14/2010	
SAN FRANCISCO	BOA	43599	07/14/2010	0.00
CA 94120-7854				2,301.83

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	2,301.83	0.00

Check No. 43599 Total: 2,301.83

Total for STATE COMP INSURANCE FUND 2,301.83

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
STATE CONTROLLER'S OFFICE	09-10 Disbursement Listing	10960	07/14/2010	
	Filing Fee		07/14/2010	
DEPARTMENTAL ACCTG OFC	0218		07/14/2010	
SACRAMENTO	BOA	43600	07/14/2010	0.00
CA 94250-5877				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	100.00	0.00

Check No. 43600 Total: 100.00

Total for STATE CONTROLLER'S OFFICE 100.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
SUSTAINABLE SM COUNTY	2010-11 Contribution	10935	07/14/2010 07/14/2010	
177 BOVET ROAD 6TH FLOOR	0170		07/14/2010	
SAN MATEO	BOA	43601	07/14/2010	0.00
CA 94402				3,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	Community Services	3,000.00	0.00

Check No. 43601 Total: 3,000.00

Total for SUSTAINABLE SM COUNTY 3,000.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
MIGUEL TAPIA	C&D Refund, 175 Willowbrook	10961	07/14/2010 07/14/2010	
3008 PAGE STREET	712		07/14/2010	
REDWOOD CITY	BOA	43602	07/14/2010	0.00
CA 94063				1,000.00

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

Check No. 43602 Total: 1,000.00

Total for MIGUEL TAPIA 1,000.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
BARBARA TEMPLETON	June Transcription	10962	07/14/2010 07/14/2010	
304 MELVEN COURT	369		07/14/2010	
SAN LEANDRO	BOA	43603	07/14/2010	0.00
CA 94577-2011	602			1,710.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,710.00	0.00

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

Check No. 43603 Total: 1,710.00

Total for BARBARA TEMPLETON 1,710.00

TOMARK SPORTS | Jet Blast Hose, Tennis Courts | 10963 | 07/14/2010
P.O. BOX 1088 | 615 | 07/14/2010
CORONA | BOA | 43604 | 07/14/2010 | 0.00
CA 92878 | 93579709 | 252.49

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	252.49	0.00

Check No. 43604 Total: 252.49

Total for TOMARK SPORTS 252.49

TOWNSEND MGMT, INC | 09-10 Road Project, Inspection May 2010 | 10942 | 07/14/2010
P.O. BOX 24442 | 609 | 07/14/2010
SAN FRANCISCO | BOA | 43605 | 07/14/2010 | 0.00
CA 94124 | 200050-05-10 | 900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	900.00	0.00

Check No. 43605 Total: 900.00

Total for TOWNSEND MGMT, INC 900.00

TREE SPECIALIST | Remove greenery at Rossotti | 10964 | 07/14/2010
1198 NEVADA AVE | 839 | 07/14/2010
SAN JOSE | BOA | 43606 | 07/14/2010 | 0.00
CA 95125 | 05-13-10 | 800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	800.00	0.00

TREE SPECIALIST | Prune/Clean Oak at Ford Field | 10965 | 07/14/2010
1198 NEVADA AVE | 839 | 07/14/2010
SAN JOSE | BOA | 43606 | 07/14/2010 | 0.00
CA 95125 | 05-13-10b | 500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	500.00	0.00

Check No. 43606 Total: 1,300.00

Total for TREE SPECIALIST 1,300.00

YVONNE TRYCE | Spring Instructor Fee | 10966 | 07/14/2010
90 JOAQUIN ROAD | 512 | 07/14/2010
PORTOLA VALLEY | BOA | 43607 | 07/14/2010 | 0.00
CA 94028 | 140.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	140.00	0.00

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

Check No. 43607 Total: 140.00

Total for YVONNE TRYCE 140.00

TURF & INDUSTRIAL EQUIPMENT CO — Repairs to Mower — 10967 — 07/14/2010
5870 — 07/14/2010
2715 LAFAYETTE STREET — 513 — 07/14/2010
SANTA CLARA — BOA — 43608 — 07/14/2010 — 0.00
CA 95050 — 2,315.58

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	2,315.58	0.00

Check No. 43608 Total: 2,315.58

Total for TURF & INDUSTRIAL EQUIPMENT 2,315.58

TWO FISH WEST — IT Retainer, Apr/May 2010 — 10968 — 07/14/2010
07/14/2010
6114 LASALLE AVE — 974 — 07/14/2010
OAKLAND — BOA — 43609 — 07/14/2010 — 0.00
CA 94611 — 3068 — 2,850.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	2,850.00	0.00

Check No. 43609 Total: 2,850.00

Total for TWO FISH WEST 2,850.00

TYLER TECHNOLOGIES INC — 2010-11 Maintenance Agreement — 10969 — 07/14/2010
FundBalance Tech Support — 07/14/2010
P.O. BOX 678142 — 0240 — 07/14/2010
DALLAS — BOA — 43610 — 07/14/2010 — 0.00
TX 75247-8142 — 169821 — 2,978.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	2,978.00	0.00

Check No. 43610 Total: 2,978.00

Total for TYLER TECHNOLOGIES INC 2,978.00

KIM VAN VOORHIS — Deposit Refund — 10970 — 07/14/2010
07/14/2010
30 HAYFIELDS — 651 — 07/14/2010
PORTOLA VALLEY — BOA — 43611 — 07/14/2010 — 0.00
CA 94028 — 100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	100.00	0.00

Check No. 43611 Total: 100.00

Total for KIM VAN VOORHIS 100.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
VERIZON WIRELESS	June Admin Cellular	10971	07/14/2010	
			07/14/2010	
P.O. BOX 9622	0131		07/14/2010	
MISSION HILLS	BOA	43612	07/14/2010	0.00
CA 91346-9622				112.32

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	112.32	0.00

Check No. 43612 Total: 112.32

Total for VERIZON WIRELESS 112.32

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
VISION INTERNET PROVIDERS INC	June Site Hosting	10972	07/14/2010	
			07/14/2010	
P.O. BOX 251588	827		07/14/2010	
LOS ANGELES	BOA	43613	07/14/2010	0.00
CA 90025	17831			200.00

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

Check No. 43613 Total: 200.00

Total for VISION INTERNET PROVIDERS IN 200.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
BRUCE WILLARD	Woodside Highlands M.D. Reimbursement	10973	07/14/2010	
			07/14/2010	
110 RUSSELL AVE	836		07/14/2010	
PORTOLA VALLEY	BOA	43614	07/14/2010	0.00
CA 94028				1,034.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	1,034.00	0.00

Check No. 43614 Total: 1,034.00

Total for BRUCE WILLARD 1,034.00

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
JANE WILSON	Reimb for Town Picnic	10974	07/14/2010	
			07/14/2010	
557 CRESTA VISTA LANE	0237		07/14/2010	
PORTOLA VALLEY	BOA	43615	07/14/2010	0.00
CA 94028				127.65

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	127.65	0.00

Check No. 43615 Total: 127.65

Total for JANE WILSON 127.65

Vendor Name / Vendor Name Line 2 / Vendor Address / City / State/Province Zip/Postal	Invoice Description1 / Invoice Description2 / Vendor Number / Bank / Invoice Number	Ref No. / PO No. / Check No.	Discount Date / Pay Date / Due Date / Check Date	Discount Amount / Check Amount
WOLFPACK INSURANCE	July Dental/Vision Premium	10975	07/14/2010	
			07/14/2010	
SMALL BUSINESS BENEFIT PLAN	0132		07/14/2010	
BELMONT	BOA	43616	07/14/2010	0.00
CA 94402				2,337.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,337.00	0.00

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

Check No. 43616 Total: 2,337.00

Total for WOLFPACK INSURANCE 2,337.00

WOODSIDE DELIVERY SERVICE	Delivery thru 9/6/10	10976	07/14/2010	
			07/14/2010	
PO BOX 784	0219		07/14/2010	
RIVERBANK	BOA	43617	07/14/2010	0.00
CA 95367				111.72

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	111.72	0.00

Check No. 43617 Total: 111.72

Total for WOODSIDE DELIVERY SERVICE 111.72

WOODSIDE FIRE PROTECTION DISTR	2010 Chipper Program	10977	07/14/2010	
			07/14/2010	
3111 WOODSIDE ROAD	886		07/14/2010	
WOODSIDE	BOA	43618	07/14/2010	0.00
CA 94062				5,868.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	5,868.00	0.00

Check No. 43618 Total: 5,868.00

Total for WOODSIDE FIRE PROTECTION DI 5,868.00

Total Invoices: 80

Grand Total:	520,290.47
Less Credit Memos:	0.00
Net Total:	520,290.47
Less Hand Check Total:	0.00
Outstanding Invoice Total:	520,290.47

TOWN OF PORTOLA VALLEY

Warrant Disbursement Journal
July 14, 2010

Claims totaling $520,290.47 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date_____ _____
Angela Howard, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date)_____

_____ _____
Sharon Hanlon, Town Clerk Mayor

MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Janet McDougall, Assistant Town Manager

DATE: July 14, 2010

RE: **Consultant Services Agreement Between the Town of Portola Valley & Townsend Management, Inc.**

Recommendation:

Authorize the mayor to execute the agreement.

Discussion:

The Town has utilized the services of Townsend Management, Inc. to provide public and private works inspections since 2003, and staff has found the company to be thorough, professional and cost effective.

The agreement under consideration would have been included with the other consultant services agreements the Council approved at its June 23, 2010 meeting; however, we were unable to obtain signed copies prior to completing the agenda packet, making it necessary to bring this agreement to the Council as a separate item.

The document is the standard form agreement the Town Attorney has recently revised, and will have a three-year term as the other agreements now have.

No increase for 2010/2011 was sought; however, rates in each of the two subsequent years will be increased to reflect any change in the Consumer Price Index (CPI).

Approved: Angela Howard
Angela Howard, Town Manager

Attachment: Exhibit A - Agreement

AGREEMENT FOR INSPECTION/CONSTRUCTION MANAGEMENT SERVICES

THIS AGREEMENT is made and entered into this ___ day of _____, ____ by and between the Town of Portola Valley, a municipal corporation, ("Town") and Townsend Management, Inc. ("Consultant").

RECITALS

A. The Town desires to retain the professional consulting services of Consultant as an independent contractor to provide inspection and construction management services to the Town, as described in more detail in Exhibit A. Consultant will work with the Town to inspect and manage construction of public works projects and inspect private works projects within the Town's jurisdictions.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants and conditions contained herein, the parties hereby agree as follows:

1. SCOPE AND LEVEL OF SERVICES. The nature, scope and level of the specific services to be performed by Consultant are as set forth in detail in Exhibit A attached hereto.

2. TIME OF PERFORMANCE. The services shall be performed in accordance with the Schedule of Performance attached hereto as Exhibit B, or upon receipt of a Notice to Proceed setting forth the specific tasks to be completed. All services provided shall be performed on a timely basis.

3. STANDARD OF PERFORMANCE. As a material inducement to the Town to enter into this Agreement, Consultant hereby represents and warrants that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement. Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession and in a manner reasonably satisfactory to the Town. Consultant hereby covenants that it shall follow professional standards in performing all services required hereunder and will perform the services to a standard of reasonable professional care.

4. COMPLIANCE WITH LAW. All services rendered hereunder by Consultant shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the Town, and any federal, state or local governmental agency having jurisdiction in effect at the time the service is rendered.

5. TERM. This Agreement is effective on the date set forth in the initial paragraph of this Agreement and shall remain in effect for three (3) years or until terminated in accordance with Section 17 below.

6. COMPENSATION. The Town agrees to compensate Consultant for its services according to the fee schedule set forth in Exhibit C. The Town also agrees to compensate Consultant for its out-of-pocket expenses to the extent authorized in Exhibit C.

7. METHOD OF PAYMENT. Consultant shall invoice the Town for work performed after each task is completed as set forth in Exhibit B, or as identified within the Notice to Proceed. All work must be completed to the satisfaction of the Town. Payments to Consultant by Town shall be made within thirty (30) days after receipt by Town of Consultant's itemized invoices.

8. REPRESENTATIVE. Zamir Zuraek is hereby designated as the representative of Consultant authorized to act on its behalf with respect to the services specified herein. It is expressly understood that the experience, knowledge, capability and reputation of Zamir Zuraek were a substantial inducement for Town to enter into this Agreement. Therefore, Zamir Zuraek shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. The representative may not be changed by Consultant without the express written approval of the Town.

9. INDEPENDENT CONTRACTOR. Consultant is, and shall at all times remain as to the Town, a wholly independent contractor and not an agent or employee of Town. Consultant shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Consultant receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Consultant shall not be eligible for benefits and shall receive no compensation from the Town except as expressly set forth in this Agreement. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the Town or otherwise act on behalf of the Town as an agent. Neither the Town, nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall at no time, or in any manner, represent that it or any of its agents or employees are in any manner employees of the Town. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold the Town harmless from any and all taxes, assessments, penalties, and interest asserted against the Town by reason of the independent contractor relationship created by this Agreement. Consultant shall fully comply with the worker's compensation law regarding Consultant and Consultant's employees. Consultant further agrees to indemnify and hold the Town harmless from any failure of Consultant to comply with applicable worker's compensation laws. The Town shall not have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to Town from Consultant as a result of Consultant's failure to promptly pay the Town any reimbursement or indemnification arising under this Section.

10. CONFIDENTIALITY. Consultant, in the course of its duties, may have access to financial, accounting, statistical and personal data of private individuals and employees of the Town. Consultant covenants that all data, documents, discussion, or other information developed and received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by the Town. The Town shall grant such authorization if disclosure is required by law. Upon request, all Town data shall be returned to the Town upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

11. OWNERSHIP OF MATERIAL. All reports, documents, or other written materials developed or discovered by Consultant or any other person engaged directly or indirectly by Consultant in the performance of this Agreement shall be and remain the property of the Town without restriction or limitation upon its use or dissemination by the Town.

12. CONFLICT OF INTEREST. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Consultant shall avoid the appearance of having any interest which would conflict in any manner with the performance of its services pursuant to this Agreement. Consultant agrees not to accept any employment or representation during the term of this Agreement which is or may make Consultant "financially interested" (as provided in California Government Code Sections 1090 and 87100) in any decision made by the Town on any matter in connection with which Consultant has been retained pursuant to this Agreement. Nothing in this section shall, however, preclude Consultant from accepting other engagements with the Town.

13. ASSIGNABILITY; SUBCONTRACTING. The parties agree that the expertise and experience of Consultant are material considerations for this Agreement. Consultant shall not assign, transfer, or subcontract any interest in this Agreement, nor the performance of any of Consultant's obligations hereunder, without the prior written consent of the Town Council, and any attempt by Consultant to do so shall be void and of no effect and a breach of this Agreement.

14. INDEMNIFICATION.

14.1. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, employees agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Agreement due to the acts or omissions of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion

of the services or the termination of this Agreement. The acceptance of such services shall not operate as a waiver of such right of indemnification.

14.2 With regard to Consultant's professional services, Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession, including without limitation adherence to all applicable safety standards. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, and employees from and against all liabilities, including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including, but not limited to, reasonable attorneys' fees, court costs and costs of alternative dispute resolution regardless of nature or type that arise out of, pertain to, or relate to the negligence, reckless, or willful misconduct of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of said services and duties by Town shall not operate as a waiver of such right of indemnification.

14.3 The Town does not and shall not waive any rights that they may possess against Consultant because of the acceptance by the Town or the deposit with the Town of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

15. INSURANCE REQUIREMENTS. Consultant agrees to have and maintain the policies set forth in Exhibit D entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the Town Attorney as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the Town Attorney. Consultant agrees to provide Town with a copy of said policies, certificates, and/or endorsements before work commences under this Agreement. A lapse in any required amount or type of insurance coverage during this Agreement shall be a breach of this Agreement.

16. SUSPENSION. The Town may, in writing, order Consultant to suspend all or any part of Consultant's services under this Agreement for the convenience of the Town, or for work stoppages beyond the control of the Town or the Consultant. Subject to the provisions of this Agreement relating to termination, a suspension of work does not void this Agreement. In the event that work is suspended for a period exceeding 120 days, the schedule and cost for completion of the work will be adjusted by mutual consent of the parties.

17. TERMINATION.

17.1 This Agreement may be terminated by either the Town or Consultant following five (5) days written notice of intention to terminate. In the event the Agreement is terminated, Consultant shall be paid for any services properly performed to the last working day the Agreement is in effect. Consultant shall substantiate the final cost of services by an itemized, written statement submitted to the Town. The Town's right of termination shall be in addition to all other remedies available under law to the Town.

17.2 In the event of termination, Consultant shall deliver to the Town copies of all reports, documents, computer disks, and other work prepared by Consultant under this Agreement, if any. If Consultant's written work is contained on a hard computer disk, Consultant shall, in addition to providing a written copy of the information on the hard disk, immediately transfer all written work from the hard computer disk to a soft computer disk and deliver said soft computer disk to Town. Town shall not pay Consultant for services performed by Consultant through the last working day the Agreement is in effect unless and until Consultant has delivered the above described items to the Town.

18. CONSULTANT'S BOOKS AND RECORDS. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, supplies, materials, or equipment provided to Town for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement.

19. NON-WAIVER OF TERMS, RIGHTS AND REMEDIES. Waiver by either party of any breach or violation of any one or more terms or conditions of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. Acceptance by the Town of the performance of any work or services by Consultant shall not be deemed to be a waiver of any term or condition of this Agreement. In no event shall the Town's making of any payment to Consultant constitute or be construed as a waiver by the Town of any breach of this Agreement, or any default which may then exist on the part of Consultant, and the making of any such payment by the Town shall in no way impair or prejudice any right or remedy available to the Town with regard to such breach or default.

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20. NOTICES. Any notices, bills, invoices, reports or other communications required or permitted to be given under this Agreement shall be given in writing by personal delivery, by facsimile transmission with verification of receipt or by U.S. mail, postage prepaid, and return receipt requested, addressed to the respective parties as follows:

To Town:	To Consultant:
Town Manager Town of Portola Valley 765 Portola Road Portola Valley, CA 94028 Fax: (650) 851-4677	Zamir Zuraek Townsend Management, Inc. Post Office Box 24442 San Francisco, CA 94124 Fax: (415) 285-9011

Notice shall be deemed communicated on the earlier of actual receipt or forty-eight (48) hours after deposit in the U.S. mail, the date of delivery shown on deliverer's receipt, or by acknowledgment of facsimile transmission.

21. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition. Consultant will take affirmative action to ensure that employees are treated without regard to race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition.

22. ATTORNEYS' FEES; VENUE. In the event that any party to this Agreement commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which the successful party may be entitled. The venue for any litigation shall be San Mateo County.

23. COOPERATION. In the event any claim or action is brought against the Town relating to Consultant's performance or services under this Agreement, Consultant shall render any reasonable assistance and cooperation which Town might require.

24. EXHIBITS, PRECEDENCE. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement.

25. PRIOR AGREEMENTS AND AMENDMENTS; ENTIRE AGREEMENT. This Agreement, and any other documents incorporated herein by specific reference, represent the entire and integrated agreement between the Town and Consultant. This Agreement supersedes all prior oral and written negotiations, representations or

agreements. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by a written amendment duly executed by the parties to this Agreement. Any amendment relating to compensation for Consultant shall be for only a not-to-exceed sum.

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement effective as of the date written above.

TOWN:

By: _____
Mayor

CONSULTANT:

By: _____

Name (printed): Samir Zuraek

Title: Principal

EIN 94-3381437

ATTEST:

_____
Town Clerk

EXHIBIT A

(SCOPE AND LEVEL OF SERVICES)

Consultant shall provide the following services upon receipt of a written work authorization:

1. Public and private works inspection, plan checking, daily field reports, SWPPP review and field verification/inspection (misc.)

2. Maintain document control (RFI's, submittals, COR's, CCO's, pay estimates, and various associated record logs). Develop and maintain an overall project filing system.

3. Manage field operations to ensure contract compliance with plans/specs. Review and verify COR's for contract compliance.

4. Manage overall project construction. Develop and maintain tracking reports for project budget and schedule. Initial point of contact for the Town of Portola Valley on medium to large sized projects.

5. Develop and maintain project schedules. Provide update reports as needed/required.

6. Estimate an opinion of construction costs for public and private works projects. Value Engineering and Cost Comparisons. Verify COR's and applicable project credits.

7. Provide construction documents on site grading, development and lot line adjustments. Provide plan check, peer review, value engineering and constructability review.

EXHIBIT B

(SCHEDULE OF PERFORMANCE)

NOT APPLICABLE

Exhibit C

TMI Townsend Management Inc.

project planning, engineering and management solutions

June 28, 2010

Janet McDougall
Assistant Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Dear Janet,

As discussed, Townsend Management, Inc. (TMI) is pleased to offer the following unit price list for available engineering, management and construction support services on upcoming projects in the Town of Portola Valley, effective July 1, 2010 through June 30, 2011.

Available Staff	Scope of Services	Regular Labor	Overtime Labor
Construction Inspector	Public and private works inspection, plan review, daily field reports, SWPPP review and field verification, including miscellaneous inspection.	$ 95	$ 110
Office Engineer	Maintain document control (RFI's, Submittals, COR's, CCO's, pay estimates, and various associated record logs). Develop and maintain an overall project filing system.	$ 85	N/A
Project Engineer	Manage field operations to ensure contract compliance with plans/specs. Review and verify COR's for contract compliance.	$ 115	N/A
Project Manager	Manage overall project construction. Develop and maintain tracking reports for project budget and schedule. Initial point of contact for the Town of Portola Valley on medium to large sized projects.	$ 130	N/A
Scheduler /Estimator	Develop and maintain project schedule. Provide update reports as needed/required. Estimate an opinion of construction costs for public and private works projects. Value Engineering and Cost Comparisons. Verify COR's and applicable project credits.	$ 130	N/A
Design Engineer	Provide construction documents on site grading, development and lot line adjustments. Plan check, Peer review, Value Engineering and constructability review.	$ 130	N/A
Principal	Company Principal	$ 150	N/A

The above rates shall be in effect from July 1, 2010 through June 30, 2011. The rates shall be increased on July 1, 2011 and on July 1, 2012 in accordance with the increase in the prior year's Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland Metropolitan Area in any year an increase to the CPI has occurred. In those instances when then CPI is unchanged or reduced, the rates shall remain unchanged.

P.O. Box 24442, San Francisco, CA 94124 2945 3rd St., San Francisco, CA 94107 (415) 285-9009 main (415) 285-9011 fax

For purposes of the adjustment, the base rates shall be the rates in effect on January 1 of the year in which the adjustment is made. Each rate shall be adjusted based on the changes in the index from the prior December to the December of the current adjustment year.

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

As discussed and agreed to with the Town of Portola Valley, TMI herewith attaches the above revised unit price list, effective July 1, 2010 through June 30, 2011 as a means to facilitate contract administration and Agreement update between the Town of Portola Valley and Townsend Management, Inc. The above noted unit price list, shall be made part of any future executed contract amendments or included with new contracts and/or agreements for execution as required.

Very Truly Yours,
Townsend Management, Inc.

Zamir Zuraek
Principal

c: file

EXHIBIT D

(INSURANCE REQUIREMENTS)

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to or interference with property which may arise from, or in connection with, the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

1. MINIMUM SCOPE OF INSURANCE. Coverage shall be at least as broad as:

1.1 Insurance Services Office (ISO) Form No. CG 0001 covering Commercial General Liability on an "occurrence" basis, including products-completed operations, personal injury and advertising injury.

1.2 Insurance Services Office Form (ISO) No. CA 0001 covering Automobile Liability, Code 1 (any auto), or if Consultant has no owned autos Code 8 (hired autos) and Code 9 (non-owned autos).

1.3 Workers' Compensation Insurance as required by the Labor Code of the State of California and Employer's Liability Insurance.

1.4 Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Architects' and Consultants' coverage is to be endorsed to include contractual liability.

2. MINIMUM LIMITS OF INSURANCE. Consultant shall maintain limits no less than:

2.1 Commercial General Liability. (Including products-completed operations, personal & advertising injury) One Million Dollars ($1,000,000) per occurrence. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2.2 Automobile Liability. One Million Dollars ($1,000,000) combined single limit per accident for bodily injury and property damage.

2.3 Workers' Compensation and Employer's Liability. Workers' compensation insurance with Statutory Limits as required by the Labor Code of the State of California, and Employer's Liability Insurance with One Million Dollars ($1,000,000) per accident for bodily injury or disease.

2.4 Errors and Omissions Liability. One Million Dollars ($1,000,000) per occurrence or claim, Two Million Dollars ($2,000,000) aggregate.

3. DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to, and approved by, the Town. At the option of the Town, either: the Consultant shall purchase insurance to reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officials, employees, agents and contractors; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the Town. The Town may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4. OTHER INSURANCE PROVISIONS.

4.1 General Liability and Automobile Liability Coverages. The General Liability and Automobile Liability insurance policies required pursuant to Sections 1.1 and 1.2 shall contain or be endorsed contain the following provisions:

4.1.1 The Town, its officials, employees, agents, contractors and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by, or on behalf of, the Consultant including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Consultant on premises owned, leased or used by the Consultant. The coverage shall be at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 23 37 if later versions used.

4.1.2 The Consultant's insurance coverage is the primary insurance as respects the Town, its officials, employees, agents, contractors, and volunteers. Any insurance or self-insurance maintained by the Town, its officials, employees, agents, contractors, and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.1.3 The Insurance Company agrees to waive all rights of subrogation against the Town, its elected or appointed officers, officials, agents, and employees for losses paid under the terms of any policy which arise from work performed by the Town's insurer.

4.1.4 Coverage shall not be canceled by either party, except after thirty (30) days prior written notice (10 days for non-payment) by regular mail has been given to the Town.

4.1.5 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officials, employees, agents or contractors.

4.1.6 Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4.2 Worker's Compensation Insurance. The Worker's Compensation Policy required pursuant to Section 1.3 shall contain or be endorsed to contain the provisions set forth in subsections 4.1.3 and 4.1.4 above.

4.3 Acceptability of Insurers. All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Town.

4.3 Claims Made Policies. If any of the required policies provide claims-made coverage, the Town requires that coverage with a Retroactive Date prior to the contract effective date, or extended reporting period, be maintained by Consultant for a period of 5 years after completion of the contract.

5. VERIFICATION OF COVERAGE. Consultant shall furnish the Town with original certificates and amendatory endorsements affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Town before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Consultant's obligation to provide them. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

Proof of insurance shall be mailed to the following address:

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

6. SUBCONTRACTORS. Consultant shall include all subcontractors as insureds under its policies or shall require and verify that all subcontractors maintain insurance meeting all the requirements of this contract.

MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Officer

DATE: July 14, 2010

RE: 2010-2011 Appropriations Limits

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

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

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

The Town's Appropriations Limit for 2010-11 is $3,287,799, which is $1,073,839 over the Town's appropriations subject to limitation of $2,213,960.

Recommendation

It is recommended that the Town Council adopt the attached resolution adjusting the Town's 2010-11 Appropriations Limit.

Attachment

RESOLUTION No. _____-2010

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AND DETERMINING AND ESTABLISHING THE APPROPRIATIONS LIMIT FOR 2010-2011

WHEREAS, the calculation of the Appropriations Limit for the Fiscal Year 2010-2011 has been completed by the Administrative Services Officer; and

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

NOW, THEREFORE, be it resolved that the Town Council of the Town of Portola Valley Appropriations Limit for Fiscal Year 2010-2011 is determined to be $3,287,799.

REGULARLY PASSED AND ADOPTED this 14th day of July 2010.

_____
Mayor

ATTEST:

_____
Town Clerk

EXHIBIT "A"

USER FEES VERSUS COSTS
(Worksheet #1)

Town of Portola Valley
Fiscal Year 2010-2011
Town Council Adopted Budget

	Costs	Fees
Planning and Building		
Building Permits		$ 290,000
Zoning and Planning Permits		500
Construction & Demolition Fees		8,500
Consulting Fees – charges to applicants	1,000,800	1,000,800
Planning Manager	129,932	
Deputy Building Official	162,083	
Engineer/Planning Consultants	190,000	
Plan Checks and Inspections	68,000	
ASCC	27,630	
Planning Commission	55,180	
	$1,633,625	$1,299,800
Park & Recreation – Town Center		
Park & Recreation Revenue		179,230
Town Center Revenue		229,000
Recreation Coordinator	96,637	
Sr Maintenance Worker	100,817	
Maintenance Worker II	74,023	
Park & Town Center Utilities	52,000	
Vehicle Maintenance	12,000	
Town Center Facilities Costs	132,980	
Parks Operations	219,140	
	$ 687,597	$ 408,230
Public Works		
SDP/EP/CUP/Building Review		42,200
Franchise Fees		243,380
Public Works Director	196,379	
Public Works Operations	163,000	
	$ 359,379	$ 285,580
Public Safety		
Horsekeeping Permits		4,600
Horsekeeping	377	
	$ 377	$ 4,600

CALCULATION OF PROCEEDS OF TAXES
(Worksheet #2)

Town of Portola Valley
Fiscal Year 2010-2011
Town Council Adopted Budget

	Proceeds of Taxes	Non-proceeds of Taxes
Proceeds of Taxes		
Property Taxes	$ 1,824,260	
Sales & Use Tax	94,340	
Business License Tax	120,000	
Real Property Transfer Tax	70,000	
Utility Users' Tax	802,730	
Motor Vehicle in Lieu	14,000	
Measure A Sales Tax	198,590	
Public Safety Sales Tax 172	11,240	
Public Safety COPS Grant	100,000	
HOPTR	5,000	
User Fees		
Building Permits		$ 290,000
Construction & Demolition Fees		8,500
Zoning & Planning Permits		500
Consulting Fees – charges to applicant		1,000,800
Park & Recreation Revenue		179,230
Town Center Revenue		229,000
SDP/EP/CUP/Building Review		42,200
Franchise Fees		243,380
Horsekeeping Permits		4,600
Other Revenues		
State Gas Tax		81,110
Prop 42		46,200
Various Filing Fees		37,400
Miscellaneous		25,000
Fines & Forfeitures		11,500
Open Space/Schoolhouse Contributions		5,000
Miscellaneous Contributions		3,000
Town Center Renovation Contributions		20,000
Misc Taxes		8,000
Library JPA Donor City Revenue		120,000
Mandated Costs Reimbursement		21,400
PG&E Solar Rebate		17,500
Subtotal (for Worksheet #3)	3,240,160	2,394,320
Interest Earning (from Worksheet #3)	28,800	31,200
Total Revenue (for Worksheet #4)	3,268,960	2,425,520

INTEREST EARNINGS PRODUCED BY TAXES
(Worksheet #3)

Town of Portola Valley
Fiscal Year 2010-2011
Town Council Adopted Budget

		Amount	Source
A.	Non-interest tax proceeds:	$ 3,240,160	Worksheet #2
B.	Minus exclusions:	553,590	Worksheet #7
C.	Net invested taxes:	2,686,570	(A – B)
D.	Total non-interest revenue:	5,634,480	Worksheet #2
E.	Tax proceeds as percent of budget:	0.48	(C / D)
F.	Interest earnings:	60,000	Budget
G.	Amount of interest earned from taxes:	28,800	(E * F)
H.	Amount of interest earned from non-taxes:	31,200	(F – G)

I. Take the result of steps G and H; copy to Worksheet #2.

APPROPRIATIONS SUBJECT TO LIMITATION
(Worksheet #4)

Town of Portola Valley
Fiscal Year 2010-2011
Town Council Adopted Budget

		Amount	Source
A.	Proceeds of taxes	$ 3,268,960	Worksheet #2
B.	Exclusions	1,055,000	Worksheet #7
C.	Appropriations subject to limitation	2,213,960	(A – B)
D.	Current year limit (10/11)	3,287,799	Worksheet #6
E.	Over/(under) limit	(1,073,839)	(C – D)

APPROPRIATIONS LIMIT THROUGH 2008/2009
(Worksheet #5)

Town of Portola Valley
Fiscal Year 2010-2011
Town Council Adopted Budget

Appropriation Limit Base Year (AS AMENDED) 441,943.00

Year	Previous Year Limit	Adjustment Factor	Current Year Limit
1979-80	441,943.00	1.1199	494,931.97
1980-81	494,931.97	1.1053	547,048.30
1981-82	547,048.30	1.0567	578,065.94
1982-83	578,065.94	1.0736	620,611.59
1983-84	620,611.59	1.0261	636,809.56
1984-85	636,809.56	1.0670	679,475.80
1985-86	679,475.80	1.0445	709,712.47
1986-87	709,712.47	1.0504	745,481.98
1987-88	745,481.98	1.0557	787,005.32
1988-89	787,005.32	1.0542	829,661.01
1989-90	829,661.01	1.0704	888,069.15
1990-91	888,069.15	1.0552	937,090.56
1991-92	937,090.56	1.0571	990,598.44
1992-93	990,598.44	1.0183	1,008,726.39
1993-94	1,008,726.39	1.0448	1,053,917.33
1994-95	1,053,917.33	1.0259	1,081,213.79
1995-96	1,081,213.79	1.0672	1,153,871.36
1996-97	1,153,871.36	1.0561	1,218,603.54
1997-98**	1,218,603.54	1.0580	1,641,871.54
1998-99	1,641,871.54	1.0565	1,734,637.29
1999-00	1,734,637.29	1.0544	1,829,001.56
2000-01	1,829,001.56	1.0573	1,933,803.35
2001-02	1,933,803.35	1.0977	2,122,735.94
2002-03	2,122,735.94	1.0164	2,157,548.87
2003-04	2,157,548.87	1.0139	2,187,538.79
2004-05	2,187,538.79	1.0423	2,280,073.87
2005-06	2,280,073.87	1.0591	2,414,885.52
2006-07	2,414,885.52	1.0472	2,528,841.75
2007-08	2,528,841.75	1.0561	2,670,719.58
2008-09	2,670,719.58	1.0560	2,820,666.68
2009-10	2,820,666.68	1.0183	2,872,496.82

**Note: Appropriation limit for 1997-98 includes an added on Utility Users' Tax of $352,398 to temporarily increase the Appropriation Limit with the voter approval.

APPROPRIATIONS LIMIT
(Worksheet #6)

Town of Portola Valley
Fiscal Year 2010-2011
Town Council Adopted Budget

A.	FISCAL YEAR 2009-10 LIMIT	$ 2,872,496.81		
	1. Less UUT Adjustments for PY (1997-98)[1]	(352,398.00)		
	Fiscal Year 2009-10 Adjusted Limit		2,520,098.81	(A)
B.	ADJUSTMENT FACTORS			
	1. Population	101.18%		
	2. Per Capita Income	97.46%		
	Total Adjustment Factor	98.61%		
C.	ANNUAL ADJUSTMENT	(35,029.37)		
D.	OTHER ADJUSTMENTS			
	1. Lost Responsibility	-		
	2. Transfer to Private	-		
	3. Transfer to Fees	-		
	4. Assumed Responsibility	-		
	5. CY Utility Users' Tax (2010-11)[2]	802,730.00		
E.	TOTAL ADJUSTMENTS		767,700.63	(E)
F.	FISCAL YEAR 2010-11 LIMIT		3,287,799.44	(A + E)

[1] Per Worksheet #5, this amount was added to the Appropriations Limit to temporarily increase it per voter approval. The impact of this temporary increase should be removed. In the future, this line item will reflect the removal of the prior year's UUT adjustment (see line D.5).

[2] Per voter approval, the 2010-11 budgeted UUT revenue is included to temporarily increase the Town's Appropriation Limit. This amount will be removed at next year's calculation (see line A.1) and replaced with the newly budgeted UUT revenue.

EXCLUDED APPROPRIATIONS
(Worksheet #7)

Town of Portola Valley
Fiscal Year 2009-2010
Town Council Adopted Budget

Qualified Capital Outlay *	**Amount**
2010/11 Street Resurfacing Program – Construction	$700,000
2010/11 Street Resurfacing Program – Design/Inspection	30,000
2011/12 Street Resurfacing Program Design	40,000
Town Center Lighting Improvements	40,000
Spring Down Open Space Improvements	75,000
Storm Drain Inventory & Improvements	170,000
	$1,055,000

MEMORANDUM

TOWN OF PORTOLA VALLEY

TO : Town Council

FROM : George Mader, Town Planner

DATE : 6/28/10

RE : Public Hearing on Proposed Amendment to the Safety Element of the General Plan

Recommendation

It is recommended that the town council hold a public hearing with respect to the proposed amendment to the Safety Element of the General Plan (copy enclosed) and a proposed Negative Declaration (copy enclosed) with respect to the plan. The planning commission recommended approval of these documents to the town council at its 6/2/10 meeting (minutes are available on the town's web site). After consideration of these documents, the council should adopt a resolution (copy enclosed) that approves the Negative Declaration and adopts the element as an amendment to the general plan. Alternatively, if the council does not reach a conclusion on the matter at that hearing, the hearing should be continued to specific future council meeting.

Background

State planning law requires all cities and counties to have a safety element as a part of the general plan. The town's element was adopted in 1975 and updated in 1977, 1980 and 1998. A safety element is to address major hazards, which for Portola Valley consist mainly of earthquakes, landslides, major fires, and flooding along town creeks.

Revisions to the safety element have been in process since the beginning of the fiscal year that started on July 1, 2009. We have worked closely with the planning commission and the town geologist in preparing the revisions. The form of element before you has been reviewed by the public works director, building inspector, fire marshal, emergency preparedness committee and geologic safety committee. All comments received have been reflected in changes to the element.

A considerable amount of new information has become available since the element was last revised in 1998, or twelve years ago. Major new information includes the revised geologic and land movement potential maps prepared by the town geologist as well as the William Lettis & Associates study of faulting at the town center. Also, the town has, for the first time, detailed fire hazard maps prepared by Moritz Arboricultural Consulting. In addition, the state has issued new maps showing landslide prone areas and areas subject to liquefaction as well as areas of

earth shaking. Finally, the town has revised federal flood insurance rate maps. All of these sources were consulted and are cited in this revision of the safety element. The extensive bibliography at the end of the element lists many sources of information relevant to the element. The list is particularly important because it provides information relied upon when revising the element and provides a substantial justification for town policies.

Proposed Amended Element

The major changes to the element are in response to new information including that mentioned above. Changes are distributed throughout the document. The planning commission reviewed the element at a number of meetings. After each meeting the element was modified as directed and changes were tracked to show revisions from the last version. The result is that we do not have a tracked copy showing the original and all changes that have been made. We are transmitting, however, both the proposed amended element and the current element. We suggest council members scan the existing element and then read the proposed element. If questions arise, please contact Leslie Lambert.

Maps

Leslie Lambert will email the geologic and land movement potential maps to each council member. Interested residents may view the maps at town hall. The fire map is available on the town web site as well as at town hall. If residents want to see the maps, they should call Leslie Lambert at 851-1700, ext 212.

CEQA

An Initial Study has been completed (enclosed) pursuant to the California Environmental Quality Act. Based on that analysis, a negative declaration (enclosed) is recommended.

Next Steps

The town council should hold its public hearing and either approve the element and negative declaration or continue the hearing to a future meeting. If the council decides to approve the element it should:

1. Approve the Negative Declaration.

2. Approve the amended Safety Element.

cc. Angela Howard
Sandy Sloan
Leslie Lambert
Denise Gilbert
Ted Sayre

Enc. Revised Safety Element
Existing Safety Element
Initial Study
Negative Declaration
Resolution No _____ - 2010

Safety Element

June 2, 2010

Introduction

Purpose

4100 The safety element provides a policy framework for measures the town should take to protect persons, property and the economic and social well-being of the community from earthquakes, fires and floods as well as other natural hazards.

Scope

4101 The element deals with the potential geologic, fire and flooding hazards to persons and property in the planning area. Accordingly, geologic, fire and flooding hazards are addressed while hazards such as wind storm, lightning, falling trees, unsafe structures, motor vehicle accidents and crime are not included. These other hazards are dealt with to some degree in other elements of the general plan. In addition, town regulations and state laws provide public policy and regulate conduct in relation to a wide range of hazards.

Definitions

4102 The following definitions of technical terms are used in this element of the general plan:

1. **Hazard:** a source of danger, peril or jeopardy.

2. **Risk:** the chance of injury, damage or loss.

3. **High Risk:** high probability of property loss and/or personal injury.

4. **Seismic:** pertaining to or caused by an earthquake.

5. **Fault:** a plane or surface in earth materials along which shear failure has occurred and materials on opposite sides have moved relative to one another in response to the accumulation of stress in the rocks.

6. **Active Fault:** a fault that has moved in recent geologic time (last 10,000 years) and is likely to move again in the relatively near future.

7. **Inactive Fault:** a fault that shows no evidence of movement in recent geologic time and is inferred to have little potential for movement in the relatively near future.

8. **Fault Zone:** a zone of related faults that commonly are braided and sub-parallel, but which may be branching and divergent. Its width ranges from a few feet to several miles.

9. **Fault Trace:** the intersection between a fault plane and the ground surface. It is graphically portrayed as a line plotted on geologic maps, or in the case of an en echelon surface rupture as a series of short lines at an angle to the general alignment of the trace.

10. **"Maximum Probable" Earthquake:** the greatest magnitude earthquake that can reasonably be expected to occur in a particular area.

11. **Ground Failures:** includes landslide, soil liquefaction, lurch cracking,* surface faulting, ground settlement, lateral spreading,* soil creep and soil expansion.

12. **Soil Liquefaction:** change of water-saturated cohesionless soil to fluid-like state usually from intense ground shaking that causes soil to lose strength and flow as a liquid.

13. **Landslide:** the downslope movement of masses of earth material along a slip surface.

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* Not considered to be a significant hazard in Portola Valley, but if new information reveals problems of public concern, the element should be expanded to address the hazard.

14. **Active Landslide:** a landslide that is moving or shows signs of recent movement.

15. **Landslide Deposit:** earth materials that have been deposited through the process of landsliding.

16. **Richter Scale** (Est. 1935) – A logarithmic scale intended to express the total amount of energy released by an earthquake. The value is calculated from the amplitude of peaks recorded on a specific type of seismograph plus a distance conversion factor.

17. **Moment Magnitude Scale** – A more recent logarithmic earthquake magnitude scale intended to more accurately reflect the energy released by fault displacement. The calculated value considers the surface area of fault displacement, slip distance and rock rigidity. Determination of this value requires a greater period of time to calculate than the Richter Scale value which is based on a seismogram.

4103 Not used.

Goals

4104 The basic goals of the Town of Portola Valley in adopting this element of the general plan are to prevent loss of life, to reduce injuries and property damage and to minimize economic and social dislocation that may result from earthquakes, other geologic hazards, fires and flooding.

Objectives

4105 The objectives of the Town of Portola Valley in adopting this element of the general plan are:

1. To define the relative degree of risk in various parts of the planning area so that this information can be used as a guide for minimizing or avoiding risk for new construction and for risk abatement for existing development.

2. To minimize the risk to human life from structures located in hazardous areas.

3. To provide a basis for designating land uses that are appropriate to the geologic, fire and flooding risks in the planning area.

4. To ensure that facilities whose continued functioning is essential to society, and facilities needed in the event of emergency, are so located and designed that they will continue to function in the event of fire or natural disaster.

5. To facilitate post-disaster relief and recovery operations.

6. To increase public awareness of geologic, fire and flooding hazards, and of available ways to avoid or mitigate the effects of these hazards.

Principles

4106 The following principles are intended to guide the town and private parties in future actions.

1. Land uses should be controlled to avoid exposure to risk in excess of the level generally acceptable to the community (defined in this element as "Acceptable Risk").

2. Locate development, to the maximum extent feasible, so that it will avoid areas which present high risk exposure.

3. Development in hazardous areas should be limited to structures and improvements that would not threaten human life or cause substantial financial loss if damaged, or the development or site should be engineered to mitigate the hazard if possible without unduly disturbing the natural environment.

4. Where utility lines and roads are located in or cross high hazard areas, all reasonable measures should be taken to insure continuity or quick restoration of service and prevention of secondary hazards such as fire or flood.

5. High hazard areas should not be subdivided unless and until adequate mitigating measures are assured.

6. Critical facilities, such as major transportation links, communications and utility lines and emergency shelter facilities, should be located, designed and operated in a manner that maximizes their ability to remain functional after a disaster.

7. New structures should be designed and constructed to withstand, within levels of acceptable risk, the hazards known to exist at their locations.

8. Additions to or modifications of existing structures should increase rather than decrease the ability of the original structure to withstand any earthquake or other geologic hazards.

9. The public should be made aware of hazards and measures that can be taken to protect their lives and property.

10. Reports of geologic and/or soil investigations should be required in all instances when a permit is sought and available information indicates a potential substantial threat to life or property from a geological hazard.

11. The location and extent of areas covered by soil and geologic investigations received by the town should be recorded by the town geologist on the town's Geologic Map and Ground Movement Potential Map, and the reports thereon should be considered to be public records. Where appropriate, the results of such detailed investigations will be utilized to supplement and supersede more general information.

Acceptable Risk (In Relation to Structures and Occupancies)

4107 This section: (a) defines the term "acceptable risk", and (b) assigns various structures, occupancies and land uses to risk classes.

Acceptable Risk

4108 The term "acceptable risk" is used to describe the level of risk that the majority of citizens accept without expecting governmental action to provide protection. To illustrate this point, consider a site that is subject to occasional flooding. If the chances are one in a thousand that the site will be flooded in any given year, local citizens will probably accept that risk without asking for special protection. If the chances of flooding are one in ten, however, either governmental regulations would be enacted to keep people from building on the site (in order to protect life and property), or property owners would ask the government to build protection devices to control the flood waters.

Classification of Structures and Occupancies

4109 Five major classes of structures and occupancies are established in Table 1 for the purpose of risk rating. The first two classes include critical facilities and occupancies – those structures and occupancies that are especially important for the preservation of life, the protection of property or for the

continuing functioning of society. Less critical structures and occupancies are included in Classes 3, 4 and 5. The table includes structures and occupancies not presently or likely to ever be in the Portola Valley planning area. They are included, however, to provide a context for the particular structures and occupancies relevant to the planning area. The fourth column of Table 1 describes the maximum amount of damage deemed acceptable in the event of hazardous events such as a great earthquake similar to the one in 1906, a major fire or a significant flood. The last column classifies acceptable damage in terms of acceptable risk.

Potential Hazards in the Planning Area

4110 Each of the following potential hazards is briefly described in the following pages as it relates to the Portola Valley planning area:

1. Faulting
2. Ground Shaking
3. Landsliding
4. Ground Settlement
5. Soil Liquefaction
6. Flooding
7. Erosion and Sedimentation
8. Expansive Soils and Soil Creep
9. Fire Hazards

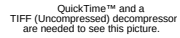
4111 Documents upon which these descriptions are largely based and that provide additional pertinent information are listed in Appendix 14. Also, the most pertinent references for each type of hazard are listed by numbers in parentheses within and following each hazard summary.

4112 The descriptions of the hazards contained herein and in the sources cited in Appendix 14 provide the general basis for applying the policies set forth in the element. As new information becomes available that supplements or modifies these descriptions of hazards, such new information, when officially accepted by the town, may be used in applying or interpreting town policy.

Faulting

4113 Portola Valley is bisected by the San Andreas Fault Zone which is made up of a number of individual fault traces along which movement has occurred at some time in the past. Some of the traces of the San Andreas Fault Zone are considered to be active; some are of undefined activity; some are deemed to be inactive; and others are poorly defined or are as yet unrecognized and the possibility of their activity is questionable. Experience in California and in other parts of the world where active faulting is taking place indicates that future fault movements are most likely to occur along the traces of recent displacements. Ground rupturing, with horizontal displacements of 8 to 10 feet, took place along several fault traces through Portola Valley in the 1906 earthquake. Measurable earth strain and other geologic considerations suggest that similar or greater amounts of displacement may be anticipated in the Portola Valley area in the years ahead. Recurrence intervals for major movements along the Portola Valley segment of the San Andreas Fault are calculated to be approximately 240 years (47).

4114 Although future fault movement is generally anticipated along only those faults judged to be active, there is always the possibility that movement may occur along traces that are of undefined activity, deemed inactive, poorly defined, or as yet unrecognized, or newly formed. The most detailed information regarding the description and location of the most readily recognizable active fault traces in the Portola Valley area are contained in the following reports: W.R. Dickinson, "Commentary and Reconnaissance



Note: Class numbers 1-5 refer to building types contained in the Uniform Building Code.

Photogeologic Map of San Andreas Rift Belt, Portola Valley, California" (1)*(2) (26) and accompanying map; William Letts & Associates, Inc., "Seismic Hazard Evaluation, Proposed Portola Valley Town Center" (36) and "Supplemental Surface-Fault Rupture Hazard Evaluation, Proposed Potola Valley Town Cetner" (37).

4115 The traces of the San Andreas Fault Zone judged to be active and with significant potential for future displacement are shown with distinctive heavy lines on the Geologic Map of the Town of Portola Valley (Scale 1" = 500') (34). Fault traces from this source are also shown on the Special Studies Zones Maps of the Mindego Hill and Palo Alto Quadrangles (Scale 1" = 2000') (2) (43), issued by the California Geological Survey in compliance with requirements of the Earthquake Fault Zoning Act.

4116 The hazard associated with active fault traces is clear. Any structure built across such a trace and subsequently offset by faulting would be in danger of collapse and constitute a threat to life. Studies of the San Andreas Fault in California and other similar faults elsewhere in the world show that dislocations associated with faulting tend to be concentrated along relatively narrow traces. In Portola Valley, however, a pattern of en echelon ground breakage has occurred along some of the San Andreas trace. In these locations ground breakage consists of short ruptures on the order of 40 feet oriented obliquely to the general fault trend. Also, a belt of disturbed ground several hundred feet wide or more, characterized by secondary fractures and cracks, ground lurching and warping may develop along traces of dislocation. Although deformation of this zone may result in serious structural damage to buildings within it, the risk of structural collapse due solely to permanent ground deformation is considerably less than for sites across or immediately adjacent to the principal trace of movement. For further information, see also references (4a) (4b) (4c) (4d) (5) (6) (7) (8) (9) (10) and (11) (36) (37) (41) (42) (43).

Ground Shaking

4117 Although sparsely populated, the Portola Valley area experienced considerable damage from ground shaking in the 1906 earthquake, which is estimated to have been of a Richter magnitude* 8.3, (or Moment Magnitude

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* All references referred to by number are listed in complete citation form in Appendix 1.

* Richter Magnitude is an instrumentally determined measurement of the energy released by an earthquake at its source. The magnitude scale is logarithmic, hence an increase in one unit of magnitude (e.g. 6 to 7) represents a ten-fold increase in seismic wave amplitude but an approximately 32 times increase in energy released at the

of 7.9) with local intensities ranging from VIII to X, on the Modified Mercalli scale** (1956 edition). Moment Magnitude, a new term describing earthquakes, takes into consideration more than the ground shaking at a location and includes such considerations as the surface area of a rupture. See Section 4102 for the definitions of Richter Magnitude and Moment Magnitude.

Recently published intensity maps by the Association of Bay Area Governments for a 7.9 Richter Magnitude earthquake (based on a model of the 1906 San Francisco Earthquake with a calculated Richter Magnitude of 7.9) on the San Andreas Fault shows Modified Mercalli Intensities ranging from X (Very Violent) on the floor of Portola Valley with bands on either side calculated as IX (Violent) and VIII (Very Strong). ABAG cautions that these intensities may be incorrect by one unit higher or lower. Nonetheless, it is clear that the town could be subject to very intense shaking forces. (28)

For comparison purposes, one can consider the shaking intensity felt in Portola Valley from the 1989 Loma Prieta Earthquake that had a Richter Magnitude of 6.9 but was at a great distance from Portola Valley. For this earthquake, ABAG's maps show the most violent shaking in the floor of the valley is estimated to be VII (Strong) with much of the rest of the town classified as VI (Moderate). (29) This earthquake did not result in significant damage in Portola Valley. It was, however, a much smaller earthquake than what might occur in the not-too-distant future.

Considerable study has been given to the probability of future earthquakes. ABAG, in collaboration with the U.S. Geological Survey, has published maps showing earthquake probabilities. The most recently published work gives a 62% probability of at least one earthquake of 6.7 or greater magnitude before 2032 somewhere in the San Francisco Bay Area. For the San Andreas Fault, the probability drops to 21%. (33)

Another way of looking at earthquake forces has been to estimate the size of the maximum credible earthquake. This does not, however, provide the probability of occurrence of such an event. More recently, the practice has been to stipulate the probability of exceedence of stated accelerations in terms of gravity. For the floor of Portola Valley there is an estimated 10% probability that ground motion will exceed 0.7 pga (peak ground

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source.

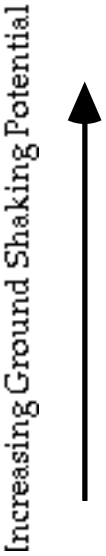
** See Appendix 15 for explanation of the Modified Mercalli Intensity Scale.

acceleraton) in the next 50 years (32). Of course, for lesser earthquakes the probability increases.

4118 Not Used

4119 Not Used

4120 The ground effects from seismic shaking in Portola Valley would vary with different underlying rock formations, soil conditions, and the amount of underground water present. Those areas underlain by relatively thick, unconsolidated, water-soaked surficial sediments (such as some recent alluvial deposits) have a greater potential for damaging effects due to ground shaking than do areas of firm bedrock. Table 2, below, defines three "geologic categories" in the Portola Valley planning area in which the geologic materials are grouped on the basis of their anticipated response to seismic shaking. *Surficial Materials* are considered likely to respond more actively to an earthquake than *Near-Bedrock Materials*, which in turn, would respond more actively than *Bedrock Materials*.



Surficial Materials – generally young, often saturated, unconsolidated alluvial deposits of gravel, sand, silt and clay commonly confined to valley floors; slope wash; landslide debris and artificial fill.

Near-Bedrock Materials – semi-consolidated to consolidated older alluvial deposits of gravel, sand, silt and clay (Santa Clara Formation).

Bedrock Materials – hard, stratified to massive, deposits of sandstone, shale, conglomerate, chert, mafic, igneous rocks and serpentine (generally shown as Stable Bedrock-Sbr-on Movement Potential Map of Portola Valley).

Table 2. Relative Ground Shaking Potential in the Portola Valley Planning Area*

For further information, see references (3)(5)(6)(7) (8) (9)(10)(11) (12) (13) (14) (15) (16) (17) (32) (33) (34) (35) (36) (37)(41) (42)(43)

* See Geologic and Movement Potential Maps of Town of Portola Valley for the location of areas underlain by materials described above, references (105) and (106).

It is clear that portions of Portola Valley are subject to surface fault rupture and that the entire community is subject to violent to less violent shaking. The amount of ground shaking at any location is based on the seismic energy released through the ground. It is prudent to analyze new developments and provide a reasonable level of protection to these two hazards. To that end, the town should adopt and apply the best available information on potential ground shaking. Land uses should be located where the level of risk from seismic forces is deemed acceptable to the community.

At any location, new structures have to comply with the California Building Code (38). Portola Valley and much of California are within the highest seismic risk category in the building code. The code provides differing levels of safety based on building occupancies. In addition, provisions in the code provide detailed requirements for calculating earthquake forces and requiring that buildings be appropriately designed. In Portola Valley, the Building Official is tasked with administering the provisions of the code.

Landsliding

4121 Landsliding is the mass-movement of soil and rock downslope along one or more recognizable slip surfaces; the movement may be rapid (as in rock-falls) or very slow (as in earth flows). In the California coast ranges, landsliding is a natural and widespread phenomenon occurring on many slopes underlain by relatively unstable rocks and soils. Initiation of movement of a new landslide or reactivation of an existing one may be caused by either natural processes or human activities. Strength of hillslope materials may be reduced by weathering and decay of rocks and soils, saturation and strong vibrations. The balance of forces acting on hillslopes, ordinarily in equilibrium, may be upset by addition of weight, removal of lateral support and seismic accelerations. Excavation, construction, irrigation and disposal of waste water in septic drainfields contribute to these processes. Strong ground motion during earthquakes may initiate new landslides and reactivate existing ones. Studies following larger earthquakes in California demonstrate that landsliding is commonly the most widespread type of earthquake related ground failure.

4122 The Geologic Map of Portola Valley shows the location of numerous landslides. Most notably, it indicates that more than half of the hillsides in the western portion of the Portola Valley planning area have been subject to landslide activity. Some of these landslides are ancient and naturally stabilized; some of them are recent and potentially hazardous; and some are actively moving. The hazard to public and private property as well as to public safety from landslides is clear. Roads and utility lines crossing an

active landslide may be blocked or severed. Structures may be damaged or destroyed if encroached on or carried downslope by an actively moving landslide. The Ground Movement Potential Map (35) of the town classifies landslides with respect to the potential for future movement and town regulations require that these maps be consulted when new development is proposed. In addition, the California Geological Survey issued Seismic Hazard Zone maps (30) (31) show areas of potential landsliding and require that prior to development in these areas the possibility of landsliding be investigated. For further information, see references (3) (7) (15) (18) (19) (34).

Ground Settlement

4123 Ground settlement is the sinking of the surface of the land and is most commonly due to the compaction of unconsolidated granular sediments and soils. Compaction and settlement of such materials is a natural process that ordinarily takes place slowly and imperceptibly. However, the process can be accelerated by loading imperfectly compacted soils with embankments or buildings, by excessive withdrawal of ground water, or by ground shaking resulting from earthquakes. Seismically induced ground settlement or "shakedown" may occur very rapidly. Settlement, particularly when aggravated by human or seismic processes, may be unequally distributed over a small area (differential settlement) with damaging effects to foundations of structures resting directly on the settled ground. Ground settlement during earthquakes has been a major source of property damage in many earthquake-prone regions of the world.

4124 Areas within Portola Valley with the highest potential for ground settlement are those shown on the Geologic Map of the town as alluvium, slope wash, and landslide deposits. However, some areas underlain by other units may also be subject to ground settlement. Detailed site investigations are required to determine local settlement potential. For further information, see references (3) (5) (15) (39) (40).

Soil Liquefaction

4125 Soil liquefaction is the phenomenon in which certain water-saturated soils temporarily lose their strength when subjected to intense shaking and flow as a fluid. Soils most susceptible to liquefaction are saturated, well-sorted, poorly-compacted, fine sands and silts. Substantial damage in California and other areas of the world has been caused by soil liquefaction brought about by earthquakes.

4126 Although sufficiently detailed geologic and engineering information to predict accurately sites of soil liquefaction in Portola Valley is not currently

available, the possibility of liquefaction in localized areas along the valley floor, underlain by unconsolidated alluvium and a seasonally high water table, is considered to be relatively high. In addition, the California Geological Survey issued Seismic Hazard Zone maps show areas of potential liquefaction and require that prior to development in these areas the possibility of liquefaction be investigated (30) (31).

Flooding

4127 In the past, Portola Valley has experienced minor flooding in areas adjacent to streams. These areas include portions of the natural floodplains of Corte Madera, Sausal and Los Trancos creeks, and locations where inadequate or obstructed drainage facilities have been unable to contain peak flows. Hydrologic principles suggest that similar minor flooding will recur sporadically and that somewhat more extensive flooding may take place during widely spaced intervals. The *Flood Insurance Study for Portola Valley* (45) prepared by the Federal Emergency Management Agency in 2008 focuses attention on Corte Madera, Sausal and Los Trancos Creeks. The maps show floodways that include stream channels and any adjoining floodplains where there is a 1% chance of flooding in any year. These floodways are to be kept clear of encroachments so that the 1% annual chance flood can be carried without any substantial increases in flood heights. Inundation by the 100 year flood is indicated for significant portions of the floodplain along Willowbrook Drive and between Westridge and the town boundary. The *Master Storm Drainage Report for Portola Valley* (1970) (21) cites a number of existing drainage facilities judged to be inadequate to pass 10 to 25 year flood flows or which are subject to obstruction by debris and which may contribute to local flooding conditions in their vicinity during periods of high runoff.

4128 In addition to the periodic recurrence of minor flooding due to intense rainfall, portions of Portola Valley are exposed to the hazard of flooding that may result from seismically induced failure of small dams. Boronda Lake in Palo Alto Foothills Park in the Los Trancos Creek drainage and the small reservoir behind The Sequoias and the Morshead Lake in the Sausal Creek drainage are retained by earthen embankments. Should either of these dams fail during an earthquake, some downstream flooding may be expected, although no data are available to assess accurately either the seismic stability of the dams or the potential flood hazard.For further information, see references (7) (22).

Erosion and Sedimentation

4129 Erosion and sedimentation are on-going natural processes in Portola Valley as they are elsewhere in the world. Factors influencing the rate of erosion at any particular location include climate, weather, rock and soil characteristics, slope and vegetation. Erosion occurs chiefly on steeper slopes in the upper reaches of drainage basins where runoff velocities are high. Sedimentation, on the other hand, takes place mainly in the lower reaches of drainages where stream gradients and velocities are reduced. No stream gauging or sediment load data are available for the streams in Portola Valley, but it is apparent that the highest erosion potential is found on the steep slopes descending from Skyline Boulevard to the valley floor. Moderately high erosion potential also exists along some short, steep drainages in the Westridge and Alpine Hills areas.

4130 Soil maps prepared by Natural Resources Conservation Service dated 1991 and 2008 (39 and 40) provide a generalized view of the distribution of principal soil associations in the Portola Valley area and the relative erodibility of the soil groups. These maps assign a high erosion hazard to the soils on the steep slopes west of the valley floor and a moderate hazard to the foothill areas to the east.

4131 Although no detailed studies of erodibility of the various geologic units (and their associated soils) shown on the Geologic Map of the town have been made, some generalizations are possible. Other factors being equal, surficial deposits of alluvium and slope wash as well as landslide deposits can be expected to be most susceptible to erosion; the beds of the Santa Clara Formation of intermediate erodibility; and the older bedrock units of least, but variable erodablility.

4132 Throughout much of Portola Valley and the surrounding area, the combination of natural slopes, soil structure and native vegetation contribute to a relatively slow natural erosion rate. On the other hand, where natural conditions are disturbed by grading and site development or poorly controlled animal keeping, erosion can be greatly accelerated and cause damage both to the site where it occurs and downstream where sedimentation of the eroded material takes place.

4133 With the exception of the flood plain of Corte Madera Creek along the Portola Valley-Woodside boundary west of Mapache Drive, few persistent areas of natural sedimentation exist in Portola Valley. Most of the sediment produced by erosion is exported by stream flow beyond the boundaries of the town. Local sedimentation does occur along the main creeks and tributary drainages chiefly where human activities have altered stream flow

characteristics. Here, sediment accumulations have partially obstructed a number of culverts and drainage ditches, increasing the hazard of local flooding at these points.

For further information, see references (7) and (24).

Expansive Soils and Soil Creep

4134 Some soils and bedrock materials in the Portola Valley area swell when they become wet and shrink when they dry as a result of water absorption by certain contained expansible clay minerals. Building foundations bearing on such materials may suffer destructive distortions if not properly engineered.

4135 Expansive soils may be encountered anywhere within the Portola Valley area, but they occur most frequently in areas shown on the town's Ground Movement Potential Map as expansive soils and bedrock. Individual site investigations and laboratory testing are required to identify expansive soil conditions.

4136 Repeated expansion and contraction of soils on slopes results in slow creep of the soil layer in a downslope direction. The expansion and contraction may be caused merely by bulk absorption and loss of water or freezing and thawing, but soils containing truly expansible clays are subject to pronounced soil creep. Soil creep may exert large enough lateral forces on building foundations to produce significant distortions of the structure or damage to the foundation if unanticipated in the foundation design. For further information, see references (3), (7), and (23).

Fire Hazards

4137 The Portola Valley planning area is served by the Woodside Fire Protection District, the California State Division of Forestry, and Stanford University. Northern and eastern portions of the planning area are also served by the Menlo Park Fire Protection District and the Palo Alto Fire Department. All of these fire protection services fight both structural and non-structural fires, although the equipment operated by the California State Division of Forestry is designed to be most effective against grass, brush and forest fires, rather than structural fires.

4138 A Fire Hazards Map (44), which designates areas subject to significant fire hazards, has been prepared for the town by Moritz Arboricultural Consulting.The map shows eleven vegetation associations and assigns a rating of potential fire behavior to each association. The ratings and general descriptions of associations are as follows:

"highest" (h+) includes a shrub type (chaparral) and three forest types (fire-prone oak woodland, mixed evergreen forest, and fire-prone urban forest)

"high" (h) includes two forest types (fire-prone urban forest and redwood forest) and one scrub type (coastal scrub)

"moderate" (m) includes urban savanna and grassland

"low" (l) includes mowed grass and vineyard

The Mortiz map and accompaning report provide guidance for reducing the fire threat from vegetation throughout the town. These informative references should be consulted by property owners and public agencies. Several large areas are discussed below that are of major concern, but the report and map should be consulted since they provide a comprehensive inventory and map of vegetation types as well as prescriptions for reducing fire hazard from vegetation.

Most of the developed parts of the town, that is the area east of the valley floor, is classified as an urban forest and therefore classified as "high" risk. In this area mitigation actions include careful thinning of vegetation, removal of dead materials, and raising of tree limbs. Many actions can be taken by property owners to greatly reduce the risks in these areas.

Several steep wooded canyons and steep slopes in this area are classified as fire-prone oak woodland and therefore classified as the "highest" risk. These canyons are generally the steep back portions of lots where homes are located higher on the properties. Fires in these somewhat remote areas pose a major threat and warrant coordinated actions by property owners bordering the canyons. In Alpine Hills, steep canyons with dense vegetation and south facing slopes are rated as "highest risk" and pose a threat to the many residential structures with wood roofs.

Large undeveloped portions of the western hillsides are classified as "highest" risk and "high" risk. It is impractical to undertake extensive removal and trimming of vegetation in these extensive areas. The boundaries of these areas are of greatest concern since they adjoin developed parts of the town. The Woodside Highlands and Hayfields Subdivision are the two major developed areas of greatest concern. The town and fire district should encourage homeowners to reduce the threat to these areas posed by vegetation. Further, the Woodside Highlands area is classified as a fire-prone urban forest and therefore classified as the "highest risk." Coordinated efforts need to be made to help reduce this risk.

4139 The Moritz map and report address the fire hazard presented by different vegetation types. The comprehensive fire hazard, however, is further complicated by other factors:

1. Water Supply. The current basic criterion for judging the adequacy of water supply for fire fighting purposes is the 2007 California Fire Code which requires 1,000 gallons per minute for a period of 2 hours, with a residual pressure of 20-lbs/sq. in. for structures under 3,600 sq. ft.

2. Accessibility. The factor of "accessibility" is measured in terms of travel time from a fire station to a potential fire location. It is a measure of the time and degree of roadway access including driveways, in which the responding fire apparatus can navigate to arrive at the incident and and start extinguishment or other operations.

3. Land Slope. Land slope influences fire safety in two ways. First, fire spreads up steep slopes far faster than it does on level land. Secondly, the slope of the land determines how easy it is to move firefighters and equipment to the scene of the fire or other emergencies.

4. Flammability of Structures. The ignition of fires in buildings is conditioned by the building materials that have been used. Concern is not only with respect to a particular building but also to the strong likelihood that fire brands can travel between buildings and thereby contribute to the spread of a fire.

4140 The following portions of the planning area are not shown on the Moritz Fire Hazards Map: the open lands of Stanford University in the northerly part of the planning area including Jasper Ridge Biological Preserve, SLAC, Webb Ranch and the Academic Reserve; the unincorporated area southeast of the town; and the sparsely developed portions of Santa Clara County including the Palo Alto Foothill Park that occupy the easterly fringe of the planning area. An analysis employing the basic fire hazard factors previously described likely would reveal portions of these areas subject to significant fire hazards. When data is available from the responsible fire protection agencies, such data should be referenced herein.

4140a Cal Fire has issued state-wide maps showing Fire Hazard Severity Zones. The map rates areas in State Responsibility Areas (SRA's) and Local Responsibility Areas (LRA's). The vast area west of Skyline Blvd. that borders Portola Valley is designated as SRA. This area is designated as having a small portion of very high fire hazard severity while the balance is classified as high and moderate fire hazard severity. In cities the maps only show areas classified as having a Very High Severity. The only Very High

Fire Hazard Severity Zone shown in Portola Valley includes Woodside Highlands, the Hayfields subdivision and some adjoining largely undeveloped areas. Within the Very High Fire Hazard Severity Zones, local agencies are to adopt Chapter 7A of the Uniform Building Code. While Portola Valley has not adopted the maps, it has adopted Chapter 7A to apply to all new construction throughout town limits. Chapter 7A dictates the use of fire resistant exterior materials and various design details.

4141 Conclusions drawn from the analysis of fire hazards in Portola Valley are:

1. While the eastern portion of Portola Valley has been developed with adequate roads and has good water supply systems, there are significant fire hazards in canyon areas as well as in heavily vegetated areas. More aggressive programs are needed to addresss these concerns. Fortunately, these areas can be reached quickly by fire fighting equipment, and firefighters are normally able to subdue fires in these areas quite rapidly.

2. The western hillsides of Portola Valley, which are steep, have few roads, lack an adequate water supply and have dense vegetation are relatively hazardous when judged from a fire safety point of view. These areas cannot be reached quickly by fire fighters, and when reached, fire fighters may have substantial difficulty in fighting the fire because of an inadequate road system, dependence on hand carried equipment, and lack of water. These lands are clearly the most hazardous in the planning area. For further information, see reference (25) (44).

3. The large number of homes built in the town with wood siding and wood shingle roofs pose a fire threat because of their relatively easy ignition. Residents should consider replacing these materials with fire resistant construction.

Policies

4142 The following policies are intended to guide the town and private parties in future actions.4143

1. ***Policies Concerning Fault Displacement Hazards***

   a. Consider all faults shown on the map "Fault Lines Mapped by W.R. Dickenson, November 1971" (2), "Special Studies Zones Maps" (4), the town's Geologic Map and maps prepared by Lettis and Associates (36, 37) as each may be amended, as active faults,

unless and until evidence to the contrary is developed through field investigations.

b. Show active and potentially active faults on the town Geologic Map and Ground Movement Potential Map. On the Ground Movement Potential Map show required setbacks for buildings for human occupancy and add corresponding provisions to the zoning ordinance.

c. Subdivisions, structures or other developments within the special studies zones shown on the maps Earthquake Fault Zoning maps (41) should at a minimum comply with pertinent state regulations.

d. Design and construct new roads, bridges and utility lines (either public or private) that cross active fault traces in a manner which recognizes the hazard of fault movement. Such designs should consider that there is a possibility of up to a 20-foot right-lateral displacement on the Woodside and Trancos traces of the San Andreas Fault. Equip water, gas, and electric lines that cross active fault traces with shut-off devices which utilize the best available technology for quick shut-off consistent with providing reliable service.

e. Examine all existing utility lines that cross active fault traces to determine their ability to survive fault movement (in the amount described in paragraph d. above). Utility companies should institute orderly programs of installing shut-off devices on these lines, starting with the lines that cross the Woodside and Trancos traces and those which serve the most people. Consider above-ground crossing of fault traces where continued service and safety cannot be assured for subsurface lines. Establish and maintain adequate emergency water supplies in areas served by water lines that cross active fault traces.

f. Consider fault traces identified as "Fault other than the San Andreas" in the review of applications for the construction of buildings for human occupancy, site development, land divisions and subdivisions. Appropriate geological investigations should be made and reviewed to determine the fault location and characteristics prior to the approval of any such applications.

4144 2. ***Policies Concerning Ground Shaking Hazards***

a. Design and construct essential services buildings to withstand the "Maximum Considered Earthquake" that has a 2% probability of exceedance in 50 years and remain in service (2007 California Building Code and California Geological Survey). (See Section 4154a for the definition of essential services buildings.)

b. Review the structural integrity of all essential services buildings in the town, and strengthen, remove or replace those that are found to be unable to meet policy a. above.

c. Design and construct residences to retain their structural integrity when subjected to the maximum earthquake that has a 10% probability of exceedance in 50 years (2007 California Building Code and California Geological Survey). Place emphasis on seismic design and seismic bracing systems. Where deemed appropriate by the town, designs should be reviewed by a structural engineer.

d. The Town of Portola Valley endorses the continuing review and updating of the California Building Code (109), which the town has adopted by reference, with the objective of adding to it revisions that reflect information gained from recent earthquakes.

4145 3. ***Policies Concerning Landslide Hazards***

a. Review all proposed developments with respect to the "Geologic Map" and "Ground Movement Potential Map" of the town. Require geologic and soil reports, when deemed necessary by the town geologist, for developments in all areas shown with landslides. Reports should be responsive to the information indicated on these maps.

b. Locate structures for human habitation and most public utilities so as minimize disturbances from potential landslides. Give due consideration to mitigating measures, based on geologic and other reports acceptable to the town, that can be taken to reduce the risk from seismic and non-seismic hazards to an acceptable level (as defined in Table 1 and related text).

c. Where roads or utility lines are proposed to cross landslide areas for reasons of convenience or necessity, they should be permitted only if special design and construction techniques can be employed to assure that acceptable risk levels will be met.

d. Adopt implementing policies and regulations that correlate the various land uses permitted by the zoning ordinance with the several categories of landslides shown on the Ground Movement Potential Map which will help assure that any failures of ground due to landslides will not endanger public or private property beyond levels of acceptable risk defined in this element.

e. When considering development in areas that contain unstable ground, it is preferable to develop on those areas of natural stable terrain and thereby avoid the potential negative environmental impacts from engineered solutions.

4146 4. ***Policy Concerning Ground Settlement***

a. Consider those areas shown on the "Geologic Map" as alluvium, slope wash or landslide deposits to be areas of potential ground settlement and require detailed site investigation of this potential. Address potential for settlement in other locations in routine site investigations.

4147 5. ***Policies Concerning Soil Liquefaction***

a. Consider the possibility of soil liquefaction in site investigations in connection with applications for development, especially in areas along the valley floor underlain by unconsolidated alluvium and a seasonally high water table.

b. Review new development proposals against the California Geologic Survey Seismic Hazard Zone Maps as a guide to investigations.

4148 6. ***Policies Concerning Flood Hazards***

a. Review all applications for subdivisions, building permits and other similar applications in the vicinity of major drainage channels with respect to potential flooding.

b. Do not erect structures in areas determined to be subject to "100 year floods" unless appropriate measures will mitigate potential adverse effects on the structures and nearby properties and will not adversely affect natural riparian zones. Minor structures where there is no threat to life and little threat to property may be allowed.

c. Rely upon Federally issued Flood Insurance Rate maps to define the "100 year flood" area along the relevant portions of Corte Madera Creek, Sausal Creek and Los Trancos Creek unless professionally prepared hydrological reports indicate that the subject site is not within an area that is subjected to "100 year floods."

d. Adopt flood plain regulations in the zoning ordinance to require new construction to minimize potential damage from mapped flood hazards.

e. Replace or improve existing drainage structures such as culverts and pipes deemed to be inadequate to meet acceptable standards. Where possible restore natural systems to convey water.

f. Do not erect structures which will impede the flow of flood waters in a flood channel.

g. Encourage owners of buildings that are in flood-prone areas to take appropriate measures to reduce the likelihood of flood damage to their property. Control any such measures so as to not increase the flood or erosion hazards to other properties or have adverse impacts on the natural riparian zone.

h. Maintain appropriate vegetation on the terrain in the Portola Valley planning area to minimize runoff of rainfall consistent with other safety practices.

i. The town intends to continue to participate in the National Flood Insurance Program and encourages the Federal Insurance Administration to continually update maps as appropriate that indicate the areas in Portola Valley subject to "100 year floods."

j. When the state required flood inundation map for Searsville Dam is available, it should be used in reviewing land uses proposed in the general plan for affected downstream areas.

k. The town should administer creek setback requirements to keep development set back from natural creek channels in order to not impede the flow of water and to limit the extent of development that could be affected by creekbank failure.

4149 7. ***Policies Concerning Erosion and Sedimentation***

a. Maintain natural slopes and preserve existing vegetation, especially in hillside areas. When change in natural grade or removal of existing vegetation is required, employ remedial measures to provide appropriate vegetative cover to control storm water runoff. Give special attention to minimizing erosion problems resulting from the keeping of animals. In specific applications, these policies will be tempered by the need for fire safety.

b. The town currently administers the provisions of the subdivision ordinance concerning landscaping and erosion control and the provisions of the site development ordinance concerning grading, giving special attention to the protective measures that are appropriate prior to the advent of seasonal rains.

4150 8. ***Policy Concerning Expansive Soils and Soil Creep***

a. In areas where information available to town officials indicates the probability of expansive soils or soil creep, soils reports should be submitted in connection with all applications for development. In those instances where expansive or creep soils are reported, measures as are necessary to mitigate the probable effects of this hazard should be required.

4151 9. ***Policies Concerning Fire Hazards***

a. Do not construct buildings for human occupancy, critical facilities and high value structures in areas classified as having the highest fire risk unless it is demonstrated that mitigation measures will be taken to reduce the fire risk to an acceptable level.

b. Prior to the approval of any subdivision of lands in an area of high fire risk, the planning commission should review the results of a study that includes at least the following topics:

1) A description of the risk and the factors contributing to the risk.

2) Actions that should be taken to reduce the risk to an acceptable level.

3) The costs and means of providing fire protection to the subdivision.

4) An indication of who pays for the costs involved, and who receives the benefits.

c. Homeowners should provide adequate clearance around structures to prevent spread of fire by direct exposure and to assure adequate access in times of emergency and for the suppression of fire.

d. Adopt a town program to reduce fire hazards along the town's public roads.

e. Establish a public information program regarding fire hazards and how property owners can reduce such hazards. Utilize the Moritz report in this effort.

f. In locations identified as presenting high fire hazard, require special protective measures to control spread of fire and provide safety to occupants, including but not limited to types of construction and use of appropriate materials.

g. When reasonable and needed, make privately owned sources of water, such as swimming pools, in or adjacent to high fire risk areas, accessible to fire trucks for use for on-site fire protection.

h. Establish street naming and numbering systems to avoid potential confusion for emergency response vehicles.

i. Design and maintain all private roads to permit unrestricted access for all Woodside Fire Protection District equipment.

j. Apply Chapter 7A of the California Building Code to the entire town to increase the resistance of buildings to fire ignition, and when reviewing developments under Chapter 7A, attempt to choose those materials and colors that are consistent with the visual aspects of the town.

k. When undertaking actions to reduce fire risk by removing or thinning vegetation, homeowners should try to remove the most hazardous material while leaving some native vegetaton to reduce risks of erosion, habitat loss and introduction of potentially dangerous invasive weeds.

Emergency Preparedness

4152 While the nature of hazardous events can be predicted, each event will be different and require different responses. For instance, while the general nature of forest fires is known at this time, the time of day or night and location will not be known until the fire occurs. Nonetheless, it is possible to anticipate the range of possible forest fires and have in place a generic set of actions from which specific actions needed for the particular forest fire can be selected and implemented. An emergency response plan should provide this type of information for the full range of anticipated hazardous events.

The preferable approach, of course, is for the town to take actions that will prevent or minimize the impacts of potential hazardous events. For instance, the town has adopted detailed geologic maps that are administered to prevent new homes from being built across active earthquake fault traces or in landslide prone areas. All impacts of earthquakes, however, are not so easily focused on a few discrete locations since ground shaking will be town-wide. To minimize the impacts of ground shaking, the building code is designed to minimize potential structural damage. For fire hazards, new building code provisions require the use of fire retardant building materials. Also, employment of defensive zones around houses where vegetation is managed to minimize the threat of fire spreading is another example of actions that can be taken before a hazard might occur. In sum the adage "an ounce of prevention is worth a pound of cure" holds true for preventing or minimizing hazardous events. Given that, however, an effective preparedness program is essential for the protection of the town.

4152a Effective response to emergencies requires that, in advance of need, emergency services be organized and necessary physical facilities be provided. Areas of concern include:

1. Fire fighting and rescue
2. Law enforcement
3. Medical services
    a. trained personnel: first aid, nurses, doctors
    b. ambulance service
    c. availability of hospitals
    d. stockpiling of medical supplies

4. Availability of emergency shelter

5. Provision of emergency food supplies

6. Communications networks

    a. emergency services

    b. citizen information

7. Public utilities

8. Transportation facilities

9. Evacuation routes to undamaged areas

10. Command and responsibility structure incorporating town officials, town emergency workers, and other emergency resources.

4153 The town program for emergency preparedness and disaster response should continue to give specific consideration to both the general nature of hazard exposure in the planning area and specific steps that can be taken in advance of natural disaster to facilitate emergency response.

4154 Emergency response measures for the Town of Portola Valley are set forth in the town's Emergency Plan.

4154a Essential services buildings shall be capable of providing essential services to the public after a disaster, be designed and constructed to minimize fire hazards and to resist, insofar as practical, the forces generated by earthquakes, and winds. Essential services buildings include all public buildings supporting emergency operations and those services interruption of which would pose a safety hazard or impede emergency response including but not limited to: fire stations, police stations, emergency operations and communication dispatch centers. (Reference Health and Safety Code Chapter 2, 16000 et seq)

4155 Emergency preparedness planning for the Portola Valley area is based on the premise that local emergencies will be dealt with quickly and effectively by local forces, such as local fire protection services, the County Sheriff, and local health services. The assumption is also made that any major disaster or emergency will require outside assistance, from nearby cities, the county, the state, or from federal sources.

4156 Portola Valley is aware that if an emergency situation affects a wide geographical area (as an earthquake might), that the densely populated areas will probably receive aid first, and that rural areas such as Portola Valley will receive lower priority attention. For this reason, residents of the Portola Valley area need to keep an adequate supply of food, water and medical supplies available, sufficient to sustain them for considerable time after a disaster. Residents also require information and training in self-sufficiency; nieghborhoods require locally-placed resources and an oranizational structure supporting local response; and the town needs to organize capabilities for basic rsponses such as shelter and medical care.

4157 ***Policies Concerning Emergency Preparedness***

1. Emergency Preparedness Committee

    a. The Emergency Preparedness Committee of the town should prepare and maintain the Town of Portola Valley Emergency Plan.

    b. The Emergency Plan should provide for the protection of persons and property in the town in the event of an emergency and provide for the coordination of emergency services of the town and with other public agencies, private persons, cooperation and organizations.

    c. The Emergency Plan should address: household preparedness and response, neighborhood preparedness and response, the emergency operations center (EOC), and town resources.

2. Coordination

    a. The establishment and maintenance of an emergency operations center is a high priority of the town.

    b. The town should cooperate in the activities of the Citizens Emergency Response and Preparedness Program (CERPP) as the town's primary resource for household and neighborhood preparedness and for neighborhood communication and response in an emergency.

    c. The town should continue to support measures to increase the ability of local fire, police and health forces to deal with emergencies as they arise, within affordable economic cost.

d. The town should continue its cooperation with county, state and federal agencies in emergency preparedness measures and in mutual assistance programs.

3. Roads

a. Interstate 280 and the arterial roads identified in the circulation element of this general plan are designated as "evacuation routes" that will be utilized in the event of an emergency.

b. The town recognizes the need to have roads of adequate capacity for use in times of emergency. The town has adopted specific standards for road design, including standards for road width, grade and alignment that it finds to be appropriate for the movement of emergency equipment.

c. The town recognizes the necessity of having emergency evacuation routes unimpeded by structures near the traveled way, by narrow bridges, by low overhead signs or by trees that would block the passage of vehicles in time of emergencies. It is therefore town policy to maintain emergency "evacuation routes" in usable condition. The town has adopted zoning regulations that set forth minimum setbacks for buildings from roads.

d. The town recognizes that in spite of precautions some primary emergency evacuation routes may become unusable in an emergency. Therefore, the town catalogs available secondary routes, such as fire and maintenance roads, and verifies operability of any gates and locks protectinng these routes.

4. Exercises

a. Routine emergency exercises should be conducted periodically to continually test the Emergency Plan and make improvements in the system.

b. Major town-wide emergency exercises should be conducted based on carefully prepared scenarios of the major events likely to face the town, most notably wildland fires and earthquakes. The results of these tests should be used to improve emergency response capabilities and also provide information for mitigation measures the town can take to reduce risk prior to a disaster.

5. Other Risk Reduction Measures

   a. The town supports a program to identify existing hazards and reduce the risks they pose. Risk reduction includes measures to improve water supplies, provide emergency "escape routes" in areas of high risk, provide legible road signs and other appropriate measures.

   b. The town recommends that residents of the Portola Valley planning area keep on hand supplies of food, water, and medical supplies that will be sufficient for their needs for several days in the event of a disaster.

   c. Subdivisions and other developments in the Portola Valley planning area should be constructed in such a manner that levels of "acceptable risk" are not exceeded and that built-in "mitigating measures" are taken. This includes the provision of adequate water supplies, roads that are suitable for the safe passage of emergency vehicles and adequate street-name signs.

   d. The town recognizes the necessity of having an adequate water supply for fire fighting purposes. It is town policy that lands within the Portola Valley planning area be provided with an adequate water supply as they are developed. More specific standards for water flow, water pressure and water availability for fire fighting are set forth in town regulations.

   e. The town endorses, and will continue to participate in, public information programs that will assist local residents in coping with local emergencies that arise from time to time (such as the need for fire protection, or emergency health services), as well as being prepared for possible major disasters.

   f. The town has in place and will administer a system to put placards on buildings after a disaster to indicate whether it is safe to occupy a building.

General Policies for Implementation

4158 The preceding pages contain recommendations for avoiding or mitigating hazards that have been identified. Many of the measures that might be taken to mitigate hazards cited in this element could produce results in conflict with other elements of the general plan. Just because natural hazards can be mitigated does not mean that in all cases they should be,

especially if such mitigation would produce results that are in conflict with the conservation element, the land use element, the open space element, or other sections of the general plan.

4159 For example, take a tract of land in the hillside areas of Portola Valley that is afflicted with several small landslides and is in an area with very poor fire protection. Merely because the hazards of landslide and fire can be reduced to an acceptably low level of risk does not mean that the town should approve the building of a subdivision there. Before any decision is made on the matter, the town should consider environmental impacts of the mitigation as well as the costs and the benefits of such hillside development, both immediate and long range, and then judge whether or not the public interest would be best served by the approval of the proposed land development.

4160 In translating the policies of this element into specific regulations, particular care should be taken to:

1. Define the scope of "mitigating measures" that should be taken for each hazard and each land use.

2. Provide for a means by which the data from which the policies in this element were derived can be updated or superseded as more accurate or more precise data become available.

Appendix 14

Safety Element References

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(42) State of California, Special Studies Zones, Palo Alto Quadrangle, Official Map, Effective July 1, 1974, scale 1:24,000.

(43) State of California, Special Studies Zones, Mindego Hill Quadrangle, Official Map, Effective July 1, 1974, scale 1:24,000.

(44) Moritz Arboricultural Consulting, Fuel Hazard Assessment Study for the Town of Portola Valley, October 2008. Includes an electronic version of a Fuel Hazard Map and a hard copy at a scale of 1" = 600'.

(45) Federal Emergency Management Agency, Preliminary Flood Insurance Study, San Mateo County, California and Unincorporated Areas, Volumes 1 and 2, (under cover of letter dated April 18, 2008) and Flood Insurance Rate Maps for Portola Valley (scale 1" = 500').

(46) California Geological Survey, California Geological Survey – Note 48, Checklist for the Review of Engineering Geology and Seismology Reports for California Public Schools, Hospitals and Essential Services Building, October 2007.

(47) U.S. Geological Survey, The Uniform California Earthquake Rupture Forecast, Version 2, by 2007 Working Group on California Earthquake Probabilities, USGS Open File Report 2007-1437, CGS Special Report 2003, SCEC Contribution #1138, Version 1.0, 2008.

(48) Blake, T.F., Chair of Implementing Committee, "Recommended Procedures for Implementation of DMG Special Publication 117, Guidelines for Analyzing and Mitigating Landslide Hazards in California," Southern California Earthquake Center, June 2002.

(49) Martin, G.R. and M. Lew, "Recommended Procedures for Implementation of DMG Special Publication 117, Guidelines for Analyzing and Mitigating Liquefaction Hazards in California, March 1999, Southern California Earthquake Center.

Appendix 15

Modified Mercalli Intensity Scale

(1956 Version, by Richter, as Reported in U.S. Geological Survey Circular 690)

I. Not felt.

II. Felt by persons at rest, on upper floors or favorably placed.

III. Felt indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.

IV. Hanging objects swing. Vibration like passing of heavy trucks, or sensation of a jolt like a heavy ball striking the walls. Standing automobiles rock. Windows, dishes, doors rattle. Wooden walls and frame may creak.

V. Felt outdoors; direction estimated. Sleepers awakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing. Shutters, pictures move. Pendulum clocks stop, start, change rate.

VI. Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc., off shelves. Pictures off walls. Furniture moved or overturned. Weak plaster and masonry D* cracked.

VII. Difficult to stand. Noticed by drivers of automobiles. Hanging objects quiver. Furniture broken. Weak chimneys broken at roof line. Damage to masonry D*, including cracks, fall of plaster, loose bricks, stones, tiles and unbraced parapets. Small slides and caving in along sand or gravel banks. Large bells ring.

VIII. Steering of automobile affected. Damage to masonry C*; partial collapse. Some damage to masonry B*; none to masonry A*. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundations if not bolted down; loose panel walls thrown out. Decayed piling broken off. Branches broken from trees.

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* Masonry A: Good workmanship and mortar, reinforced and designed to resist lateral forces.
Masonry B: Good workmanship and mortar, reinforced.
Masonry C: Good workmanship and mortar, unreinforced.
Masonry D: Poor workmanship and mortar, weak materials like adobe.

Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.

IX. General panic. Masonry D* destroyed; masonry C* heavily damaged, sometimes with complete collapse; masonry B* seriously damaged. General damage to foundations. Frame structures, if not bolted, shifted off foundations. Frames racked. Serious damage to reservoirs. Underground pipes broken. Conspicuous cracks in ground and liquefaction.

X. Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.

XI. Rails bent greatly. Underground pipelines completely out of service.

XII. Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown in the air.

Appendix 16

Implementation of the Safety Element, Actions to Date

1. Special building setbacks have been established along the San Andreas Fault traces in the town.

2. Geology has been mapped at a scale of 1"=500' and a map titled "Ground Movement Potential Map" has been prepared at the same scale.

3. Zoning regulations have been amended to reduce the amount of development possible on unstable lands to 10% of what might otherwise be permitted. Development must also be located on stable ground.

4. A resolution has been adopted that guides the application and revisions of the geology and ground movement potential maps.

5. Zoning, subdivision and site development regulations all require geologic reports in areas where unstable land has been identified.

6. The town engages a town geologist to advise the town on a regular basis with respect to all development where geologic conditions are of a concern.

7. The town has adopted a floodplain combining district in the zoning regulations to regulate development in areas of potential flooding. The town has also adopted the federal flood insurance rate maps.

7. The town has had a fire hazard map prepared based on type of vegetation.

(Current –1998 Revision)

Safety Element

Introduction

Purpose

4100 The safety element presents: 1) an identification and evaluation of geologic and fire hazards in the Portola Valley planning area, 2) a statement of official Portola Valley town policy for the avoidance, reduction or abatement of those hazards, and 3) guidelines for disaster response. The basic purpose of the element is to provide a policy basis for measures the town should take to prevent loss of life, reduce injuries and property damage, and minimize economic and social dislocations which could result from earthquake, conflagration and certain other natural hazards.

Scope

4101 The element deals with the potential geologic and fire hazards to persons and property in the planning area. Thus, geologic and fire hazards are treated while such hazards as wind storm, lightning, falling trees, unsafe structures, motor vehicle accidents and crime (including theft, threats to personal safety and vandalism) are not included. These other hazards are dealt with to some degree in other elements of the general plan. In addition, town regulations and state laws provide public policy and regulate conduct in relation to a wide range of hazards. The town should determine the further extent to which the powers and resources of town government could be utilized to improve public safety. Specific hazards could be ranked in relation to impact, efficacy of present programs, and costs. The basic question is: How can town powers to inform, regulate or provide facilities and services be more beneficially applied (in a cost-effective sense) to increase public safety without unduly infringing upon personal freedom of choice and action?

Definitions

4102 The following definitions of technical terms are used in this element of the general plan:

1. **Hazard:** a source of danger, peril or jeopardy.

2. **Risk:** the chance of injury, damage or loss.

3. **High Risk:** high probability of property loss and/or personal injury.

4. **Seismic:** pertaining to or caused by an earthquake.

5. **Fault:** a plane or surface in earth materials along which shear failure has occurred and materials on opposite sides have moved relative to one another in response to the accumulation of stress in the rocks.

6. **Active Fault:** a fault that has moved in recent geologic time (10,000 years m.o.l.) and which is likely to move again in the relatively near future.

7. **Inactive Fault:** a fault which shows no evidence of movement in recent geologic time and which is inferred to have little potential for movement in the relatively near future.

8. **Fault Zone:** a zone of related faults which commonly are braided and sub-parallel, but which may be branching and divergent. Its width ranges from a few feet to several miles.

9. **Fault Trace:** the intersection between a fault plane and the ground surface. It is graphically portrayed as a line plotted on geologic maps.

10. **"Maximum Probable" Earthquake:** the greatest magnitude earthquake which can reasonably be expected to occur in a particular area.

11. **Ground Failures:** includes landslide, soil liquefaction, lurch cracking*, surface faulting, ground settlement, lateral spreading*, soil creep, soil expansion.

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* Not considered to be a significant hazard in Portola Valley, but if new information reveals problems of public concern, the element should be expanded to address the hazard.

12. **Soil Liquefaction:** change of water-saturated cohesionless soil to fluid-like state usually from intense ground shaking; soil loses strength and flows as a liquid.

13. **Landslide:** the downslope movement of masses of earth material along a slip surface.

14. **Active Landslide:** a landslide which is moving or shows signs of movement within historic time.

15. **Ancient Landslide:** a landslide deposit which does not show signs of having moved within historic time.

16. **Landslide Deposit:** earth materials which have been deposited through the process of landsliding.

San Mateo City-County Planning Task Force Report

4103 During 1974-75, Portola Valley cooperated with the other cities in San Mateo County and the county in the preparation of a draft seismic and safety element. The county draft provides a broad setting for the Portola Valley element and includes matters which could later provide a basis for modifications to the Portola Valley element. The draft county element is in two volumes as follows: *Seismic and Safety Elements of the General Plan, Volume One: Goals, Policies and Programs; Volume Two: Technical Supplement.*

Goals

4104 The basic goals of the Town of Portola Valley in adopting this element of the general plan are to prevent loss of life, to reduce injuries and property damage and to minimize economic and social dislocation which may result from earthquakes, other geologic hazards and fires.

Objectives

4105 The objectives of the Town of Portola Valley in adopting this element of the general plan are:

1. To define the relative degree of risk in various parts of the planning area so that this information will be used as a guide for minimizing or avoiding risk for new construction and for risk abatement for existing development.

2. To minimize the risk to human life from structures located in hazardous areas.

3. To provide a basis for designating land uses which are appropriate to the geologic and fire risks of the various portions of the planning area.

4. To ensure that facilities whose continuing functioning is essential to society, and facilities needed in the event of emergency, are so located and designed that they will continue to function in the event of fire or natural disaster.

5. To facilitate post-disaster relief and recovery operations.

6. To increase public awareness of geologic and fire hazards, and of means available to avoid or mitigate the effects of these hazards.

Principles

4106 The following principles are intended to guide the town and private parties in future actions.

1. Land uses should be controlled to avoid exposure to risk in excess of the level generally acceptable to the community (defined in this element as "Acceptable Risk").

2. Locate development, to the maximum extent feasible, should avoid areas which present high risk exposure.

3. Development in hazardous areas should be limited to structures and improvements which would not threaten human life or cause substantial financial loss if damaged, or the development or site should be engineered to mitigate the hazard.

4. Where utility lines and roads are located in or cross high hazard areas, all reasonable measures should be taken to insure continuity or quick restoration of service and prevention of secondary hazards such as fire or flood.

5. High hazard areas should not be subdivided unless and until adequate mitigating measures are assured.

6. Critical facilities, such as major transportation links, communications and utility lines and emergency shelter facilities, should be located, designed and operated in a manner which maximizes their ability to remain functional after a disaster.

7. New structures should be designed and constructed to withstand, within levels of acceptable risk, the hazards known to exist at their locations.

8. Additions to or modifications of existing structures should not decrease the ability of the original structure to withstand any earthquake or other geologic hazards.

9. The public should be made aware of hazards and measures which can be taken to protect their lives and property.

10. Reports of geologic and/or soil investigations should be required in all instances in which a permit is sought and available information indicates a potential substantial threat to life or property from a geological hazard.

11. The location and extent of areas covered by soil and geologic investigations received by the town should be recorded on a town map, and the reports thereon should be considered to be public records. Where appropriate, the results of such detailed investigations will be utilized to supplement and supersede more general information.

Acceptable Risk (In Relation to Structures and Occupancies)

4107 This section: (a) defines the term "acceptable risk", and (b) assigns various structures, occupancies and land uses to risk classes.

Acceptable Risk

4108 The term "acceptable risk" is used to describe the level of risk that the majority of citizens will accept without asking for governmental action to provide protection. To illustrate this point, consider a site which is subject to occasional flooding. If the chances are one in a thousand that the site will be flooded in any given year, local citizens will probably accept that risk without asking for special protection. If the chances of flooding are one in ten, however, either governmental regulations would be enacted to keep people from building on the site (in order to protect life and property), or property owners would ask that government build protection devices to control the flood waters.

Classification of Structures and Occupancies

4109 Five major classes of structures and occupancies are established in Table 1 for the purpose of risk rating. The first two classes include critical facilities

and occupancies – those structures and occupancies which are especially important for the preservation of life, the protection of property or for the continuing functioning of society. Less critical structures and occupancies are included in Classes 3, 4 and 5. The table includes structures and occupancies not presently or likely to ever be in the Portola Valley planning area. They are included, however, to provide a context for the particular structures and occupancies relevant to the planning area. The fourth column in Table 1 describes the maximum amount of damage deemed acceptable in the event of a great earthquake similar to the 1906 earthquake or in the event of a major fire. The last column classifies the acceptable damage in terms of acceptable risk.

Potential Hazards in the Planning Area

4110 Each of the following potential hazards is briefly described in the following pages as it relates to the Portola Valley planning area:

1. Faulting
2. Ground Shaking
3. Landsliding
4. Ground Settlement
5. Soil Liquefaction
6. Flooding
7. Erosion and Sedimentation
8. Expansive Soils and Soil Creep
9. Fire Hazards

4111 Documents upon which these descriptions are largely based and which provide additional pertinent information are listed in Appendix 14. Also, the most pertinent references for each type of hazard are listed by numbers in parentheses within and following each hazard summary.

4112 The descriptions of the hazards contained herein and in the sources cited in Appendix 14 provide the general basis for applying the policies set forth in this element. As new information becomes available which supplements or modifies these descriptions of hazards, such new information, when

officially accepted by the town, may be used in applying or interpreting town policy.

Faulting

4113 Portola Valley is bisected by the San Andreas Fault Zone which is made up of a large number of individual fault traces along which movement has occurred at some time in the past. A few of the traces of the San Andreas Fault Zone are considered to be active; some are deemed to be inactive; and others are poorly defined or are as yet unrecognized, and the

Table 1. inserted this page

possibility of their activity is questionable. Experience in California and in other parts of the world where active faulting is taking place indicates that future fault movements are most likely to occur along the traces of recent displacements. Ground rupturing, with horizontal displacements of 8 to 10 feet, took place along several fault traces through Portola Valley in the 1906 earthquake. Measurable earth strain and other geologic considerations suggest that similar or greater amounts of displacement may be anticipated in the Portola Valley area in the years ahead. Recurrence intervals for major movements along the Portola Valley segment of the San Andreas Fault are calculated to be approximately 100 years.

4114 Although future fault movement is generally anticipated along only those faults judged to be active, there is always the possibility that movement may occur along traces deemed to be inactive, previously unrecognized, or newly formed. The most detailed information regarding the description and location of the most readily recognizable active fault traces in the Portola Valley area is contained in the report by W.R. Dickinson entitled "Commentary and Reconnaissance Photogeologic Map of San Andreas Rift Belt, Portola Valley, California" (1)* and accompanying map (2).

4115 The traces of the San Andreas Fault Zone judged to be active and with significant potential for future displacement are shown with distinctive heavy lines on the geologic map of the Town of Portola Valley (Scale 1" = 500') (3). Fault traces from this source are also shown on the Special Studies Zones Maps of the Mindego Hill and Palo Alto Quadrangles (Scale 1" = 2000') (4), issued by the California Division of Mines and Geology in compliance with requirements of the Alquist-Priolo Special Studies Zones Act.

4116 The hazard associated with active fault traces is clear. Any structure built across such a trace and subsequently offset by faulting would be in danger of collapse and constitute a threat of life. Studies of the San Andreas Fault in California and other similar faults elsewhere in the world show that dislocations associated with faulting tend to be concentrated along relatively narrow traces. A belt of disturbed ground several hundred feet wide or more, characterized by secondary fractures and cracks, ground lurching and warping may develop along traces of dislocation. Although deformation of this zone may result in serious structural damage to buildings within it, the risk of structural collapse due solely to permanent ground displacement is considerably less than for sites across or immediately adjacent to the

* All references referred to by number are listed in complete citation form in Appendix 1.

principal trace of movement. For further information, see also references (4a) (4b) (4c) (4d) (5) (6) (7) (8) (9) (10) and (11).

Ground Shaking

4117 Although sparsely populated, the Portola Valley area experienced considerable damage from ground shaking in the 1906 earthquake, which is estimated to have been of a Richter magnitude* 8.3, with local intensities ranging from VIII to X, on the Modified Mercalli scale** (1956 edition).

4118 Experts estimate that there is a "significant probability" that the San Andreas Fault will produce an earthquake of the magnitude of the 1906 earthquake sometime during the next 30 years (12); this could be in the Portola Valley area, or elsewhere along other sections of the fault.

4119 The characteristics of a "maximum probable" earthquake which might affect the Portola Valley planning area are described in Table 2. In estimating risk of loss from an earthquake, the occurrence of the maximum probable earthquake (8.3 Richter, XI Mercalli) should be the assumed basis for prudent planning.

Table 2. Maximum Probable Earthquake on the San Andreas Fault

Magnitude	8.3
Maximum*(a)* Acceleration (g)	0.5g (peak 1.0g)
Predominant*(a)* Period (Seconds)	0.2 to 0.45
Probable Duration*(b)* of Strongest Ground Shaking (Seconds)	35+(total duration 50 to 60)
Maximum Modified Mercalli Intensity	XI

(a) see Schnabel and Seed (13)
(b) see Seed (14)

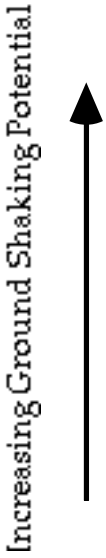
4120 Effects of ground shaking in Portola Valley would vary with different underlying rock formations, soil conditions, and the amount of underground water present. Those areas underlain by relatively thick, unconsolidated, water-soaked surficial sediments (such as some recent alluvial deposits) have a greater potential for damaging effects due to ground shaking than do

* Magnitude is an objective, instrumentally determined measure of the energy released by an earthquake at its source. The magnitude scale is logarithmic, hence an increase in one unit of magnitude (e.g. 6 to 7) represents a ten-fold increase in energy released at the source.

** See Appendix 14 for explanation of the Modified Mercalli Intensity Scale.

areas of firm bedrock. Table 3, below, defines three "geologic categories" in the Portola Valley planning area in which the geologic materials are grouped on the basis of their anticipated response to seismic shaking. Materials in Category A are considered likely to respond more actively to an earthquake than those in Category B, which in turn, would respond more actively than those in Category C.

Table 3. Relative Ground Shaking Potential in the Portola Valley Planning Area*



Geologic Category A	*Surficial Materials* – generally young, often saturated, unconsolidated alluvial deposits of gravel, sand, silt and clay commonly confined to valley floors; slope wash; landslide debris and artificial fill.
Geologic Category B	*Near-Bedrock Materials* – semi-consolidated to consolidated older alluvial deposits of gravel, sand, silt and clay (Santa Clara Formation)
Geologic Category C	*Bedrock Materials* – hard, stratified to massive, deposits of sandstone, shale, conglomerate, chert, mafic, igneous rocks and serpentine (generally shown as Stable Bedrock-Sbr-on Movement Potential Map of Portola Valley)

For further information, see references 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 and 17

Landsliding

4121 Landsliding is the mass-movement of soil and rock downslope along one or more recognizable slip surfaces; the movement may be rapid (as in rock-falls) or very slow (as in earth flows). In the California coast ranges, landsliding is a natural and widespread phenomenon occurring on many slopes underlain by relatively unstable rocks and soils. Initiation of movement of a new landslide or reactivation of an existing one may be caused by either natural processes or human activities. Strength of hillslope materials may be reduced by weathering and decay of rocks and soils,

* See Geologic and Movement Potential Maps of Town of Portola Valley for the location of areas underlain by materials described above, reference (3).

saturation and strong vibrations. The balance of forces acting on hillslopes, ordinarily in equilibrium, may be upset by addition of weight, removal of lateral support and seismic accelerations. Excavation, construction, irrigation and disposal of waste water in septic drainfields contribute to these processes. Strong ground motion during earthquakes may initiate new landslides and reactivate existing ones. Studies following larger earthquakes in California demonstrate that landsliding is commonly the most widespread type of earthquake related ground failure.

4122 The geologic map of Portola Valley shows the location of numerous landslides. Most notably, it indicates that more than half of the hillsides in the western portion of the Portola Valley planning area have been subject to landslide activity. Some of these landslides are ancient and naturally stabilized; some of them are recent and potentially hazardous; and some are actively moving. The hazard to public and private property as well as to public safety from landslides is clear. Roads and utility lines crossing an active landslide may be blocked or severed. Structures may be damaged or destroyed if encroached on or carried downslope by an actively moving landslide. For further information, see references (3) (7) (15) and (18).

Ground Settlement

4123 Ground settlement is the sinking of the surface of the land and is most commonly due to the compaction of unconsolidated granular sediments and soils. Compaction and settlement of such materials is a natural process that ordinarily takes place slowly and imperceptibly. However, the process can be accelerated by loading imperfectly compacted soils with embankments or buildings, by excessive withdrawal of ground water, or by ground shaking resulting from earthquakes. Seismically induced ground settlement or "shakedown" may occur very rapidly. Settlement, particularly when aggravated by human or seismic processes, may be unequally distributed over a small area (differential settlement) with damaging effects to foundations of structures resting directly on the settled ground. Ground settlement during earthquakes has been a major source of property damage in many earthquake-prone regions of the world.

4124 Areas within Portola Valley with the highest potential for ground settlement are those shown on the geologic map of the town as alluvium, slope wash, and landslide deposits. However, some areas underlain by other units may also be subject to ground settlement. Detailed site investigations are required to determine local settlement potential. For further information, see references (3) (5) and (15).

Soil Liquefaction

4125 Soil liquefaction is the phenomenon in which certain water-saturated soils temporarily lose their strength when subjected to intense shaking and flow as a fluid. Soils most susceptible to liquefaction are saturated, well-sorted, poorly-compacted, fine sands and silts. Substantial damage in California and other areas of the world has been caused by soil liquefaction brought about by earthquakes.

4126 Although sufficiently detailed geologic and engineering information to predict accurately sites of soil liquefaction in Portola Valley is not currently available, the possibility of liquefaction in localized areas along the valley floor, underlain by unconsolidated alluvium and a seasonally high water table, is considered to be relatively high.

Flooding

4127 In the past, Portola Valley has experienced minor flooding in areas adjacent to streams. These areas include portions of the natural floodplains of Corte Madera, Sausal and Los Trancos creeks, and locations where inadequate or obstructed drainage facilities have been unable to contain peak flows. Hydrologic principles suggest that similar minor flooding will recur sporadically and that somewhat more extensive flooding may take place during widely spaced intervals. The *Flood Insurance Study for Portola Valley* (20) prepared by the U.S. Soil Conservation Service in 1971 focuses attention on Corte Madera Creek and illustrates the potential for local to general overbank flooding for return periods between 10 and 500 years with floodplain water depths of up to 5 feet for the 100 year flood. Inundation by the 100 year flood is indicated for significant portions of the floodplain along Willowbrook Drive and between Westridge and the town boundary. The *Master Storm Drainage Report for Portola Valley* (1970) (21) cites a number of existing drainage facilities judged to be inadequate to pass 10 to 25 year flood flows or which are subject to obstruction by debris and which may contribute to local flooding conditions in their vicinity during periods of high runoff.

4128 In addition to the periodic recurrence of minor flooding due to intense rainfall, portions of Portola Valley are exposed to the hazard of flooding that may result from seismically induced failure of small dams. Boronda Lake in Palo Alto Foothills Park in the Los Trancos Creek drainage and the small reservoir behind The Sequoias and the Morshead Lake in the Sausal Creek drainage are retained by earthen embankments. Should either of these dams fail during an earthquake, some downstream flooding may be expected

although no data are available to assess accurately either the seismic stability of the dams or the potential flood hazard.

For further information, see references (7) and (22).

Erosion and Sedimentation

4129 Erosion and sedimentation are on-going natural processes in Portola Valley as they are elsewhere in the world. Factors influencing the rate of erosion at any particular location include climate, weather, rock and soil characteristics, slope and vegetation. Erosion occurs chiefly on steeper slopes in the upper reaches of drainage basins where runoff velocities are high. Sedimentation, on the other hand, takes place mainly in the lower reaches of drainages where stream gradients and velocities are reduced. No stream gauging or sediment load data are available for the streams in Portola Valley, but it is apparent that the highest erosion potential is found on the steep slopes descending from Skyline Boulevard to the valley floor. Moderately high erosion potential also exists along some short, steep drainages in the Westridge and Alpine Hills areas.

4130 The *Report and General Soil Map of San Mateo County* (23), revised in 1970 by the U.S. Soil Conservation Service, provides a generalized view of the distribution of principal soil associations in the Portola Valley area and the relative erodibility of the soil groups. It assigns a high erosion hazard to the soils on the steep slopes west of the valley floor and a moderate hazard to the foothill areas to the east.

4131 Although no detailed studies of erodibility of the various geologic units (and their associated soils) shown on the geologic map of the town have been made, some generalizations are possible. Other factors being equal, surficial deposits of alluvium and slope wash as well as landslide deposits can be expected to be most susceptible to erosion; the beds of the Santa Clara Formation of intermediate erodibility; and the older bedrock units of least, but variable, erosion potential.

4132 Throughout much of Portola Valley and the surrounding area, the combination of natural slopes, soil structure and native vegetation contribute to a relatively slow natural erosional rate. On the other hand, where natural conditions are disturbed by grading and site development or poorly controlled animal keeping, erosion can be greatly accelerated and cause damage both to the site where it occurs and downstream where sedimentation of the eroded debris takes place.

4133 With the exception of the flood plain of Corte Madera Creek along the Portola Valley-Woodside boundary west of Mapache Drive, few persistent areas of natural sedimentation exist in Portola Valley. Most of the sediment produced by erosion is exported by stream flow beyond the boundaries of the town. Local sedimentation does occur along the main creeks and tributary drainages chiefly where human activities have altered stream flow characteristics. Here, sediment accumulations have partially obstructed a number of culverts and drainage ditches, increasing the hazard of local flooding at these points.

For further information, see references (7) and (24).

Expansive Soils and Soil Creep

4134 Some soils and bedrock materials in the Portola Valley area swell when they become wet and shrink when they dry as a result of water absorption by certain expansible clay minerals they contain. Building foundations bearing on such materials may suffer destructive distortions if not properly engineered.

4135 Expansive soils may be encountered anywhere within the Portola Valley area, but they occur most frequently in areas shown on the town's Movement Potential of Undisturbed Ground Map as expansive soils and bedrock. Individual site investigations and laboratory testing are required to identify expansive soil conditions.

4136 Repeated expansion and contraction of soils on slopes results in slow creep of the soil layer in a downslope direction. The expansion and contraction may be caused merely by bulk adsorption and loss of water or freezing and thawing, but soils containing truly expansible clays are subject to pronounced soil creep. Soil creep may exert large enough lateral forces on building foundations to produce significant distortions of the structure or damage to the foundation if unanticipated in the foundation design. For further information, see references (3), (7), and (23).

Fire Hazards

4137 The Portola Valley planning area is served by the Woodside Fire Protection District, the California State Division of Forestry, and Stanford University. Northern and eastern portions of the planning area are also served by the Menlo Park Fire Protection District and the Palo Alto Fire Department. All of these fire protection services fight both structural and non-structural fires, although the equipment operated by the California State Division of Forestry

is designed to be most effective against grass, brush and forest fires, rather than structural fires.

4138 A Fire Hazards Map, on which are designated areas subject to significant fire hazards, has been prepared by the Woodside Fire Protection District for the Portola Valley planning area portion of the district. This map can be found in a pocket following this general plan. The boundaries are approximate because: 1) they are based on general information and 2) hazards usually increase or diminish gradually rather than abruptly as shown by the lines on the map.

4139 The map indicates that except for a few isolated small areas in the developed portion of the town, the significant fire hazard area is that which lies south and west of Portola Road and south and east of Alpine Road. This includes primarily all of the undeveloped portion of the town. To varying degrees these area are considered hazardous based on the following four basic fire safety factors:

1. Water Supply. The basic criterion for judging the adequacy of water supply for fire fighting purposes is 1,000 gallons per minute for a period of 2 hours, with a residual pressure of 20-lbs/sq. in.

2. Accessibility. The factor of "accessibility" is measured in terms of travel time from a fire station to a potential fire location. It is a measure of the time that a fire-fighting crew will need to get to the fire and start extinguishing it.

3. Land Slope. Land slope influences fire safety in two ways. First, fire tends to spread up steep slopes far faster than it does on level land. Secondly, the slope of the land determines how easy it is to move firefighters and equipment to the scene of the fire.

4. Flammability and Fuel Loading. The term "flammability" is an index of how easily material is ignited, while "fuel loading" is an index of how much material is present to burn. Dry grass, for example, is very flammable but has a very light fuel loading and would burn out quickly. On the other hand, a pile of firewood may be very hard to ignite, but once lit, would burn for a long time. The two factors are considered as a single rating factor in this study.

4140 The following portions of the planning area are not shown on the Fire Hazards Map: the open lands of Stanford University in the northerly part of the planning area including Jasper Ridge Biological Preserve, SLAC, Webb Ranch and the Academic Reserve; the unincorporated area southeast of the

town; and the sparsely developed portions of Santa Clara County including the Palo Alto Foothill Park which occupy the easterly fringe of the planning area. An analysis employing the basic fire hazard factors previously described likely would reveal portions of these areas would be subject to significant fire hazards. When data is available from the responsible fire protection agencies, such data should be referenced herein.

4141 The conclusions drawn from the analysis of fire hazards in Portola Valley are:

1. The relatively level sections of the Portola Valley planning area which have been developed with roads and have good water supply systems are relatively well protected from fire hazards. These areas can be reached quickly by fire fighting equipment, and firefighters area normally able to subdue fires in these areas quite rapidly. These lands include those which are not otherwise ascribed hazard designations on the fire hazards map.

2. The sections of the Portola Valley planning area which are in steep hillside terrain, have few roads and are lacking in water supply are relatively hazardous when judged from a fire safety point of view. These areas cannot be reached quickly by fire fighters, and when they are reached, fire fighters may have substantial difficulty in fighting the fire because of difficulty of movement, dependence on hand carried equipment, and lack of water. These lands are clearly the most hazardous in the planning area. For further information, see reference (25).

Policies

4142 The following policies are intended to guide the town and private parties in future actions.

4143 1. ***Policies Concerning Fault Displacement Hazards***

a. Consider all faults shown on the map "Fault Lines Mapped by W.R. Dickenson, November 1971" (2) and "Special Studies Zones Maps" (4), as each may be amended, as active faults, unless and until evidence to the contrary is developed through field investigations.

b. Locate structures for human occupancy appropriate distances from fault traces shown on the map "Fault Lines Mapped by W.R. Dickenson, November 1971" (2), as may be amended. Specify in town regulations appropriate distances from each type of fault trace and establish procedures for bringing about compliance with this policy.

c. Subdivisions, structures or other developments within the special studies zones shown on the maps "Special Studies Zones Maps" (4) should at a minimum comply with pertinent state regulations.

d. Design and construct new roads, bridges and utility lines (either public or private) that cross active fault traces in a manner which recognizes the hazard of fault movement. Such designs should consider that there is a possibility of a 20 foot right-lateral displacement on the Woodside and Trancos traces of the San Andreas Fault. Equip water, gas, and electric lines that cross active fault traces with shut-off devices which utilize the best available technology for quick shut-off consistent with providing reliable service.

e. Examine all existing utility lines that cross active fault traces to determine their ability to survive fault movement (in the amount described in paragraph d. above). Utility companies should institute orderly programs of installing shut-off devices on these lines, starting with the lines that cross the Woodside and Trancos traces and those which serve the most people. Consider above-ground crossing of fault traces where continued service and safety cannot be assured for subsurface lines. Establish and maintain adequate emergency water supplies in areas served by water lines which cross active fault traces.

f. Consider fault traces such as those of the Pilarcitos Fault, the unnamed fault that trends past Searsville Lake along Bear Creek (26), and others shown on the Geologic Map of the Town as inactive in the review of applications for the construction of buildings for human occupancy, site development, land divisions and subdivisions. Appropriate geological investigations should be made and reviewed to determine the fault location and characteristics prior to the approval of any such applications.

4144 2. Policies Concerning Ground Shaking Hazards

a. Design and construct critical facilities in the Portola Valley planning area to withstand the "maximum probable" earthquake and remain in service.

b. Review the structural integrity of all existing critical facilities in the town and strengthen, remove or replace those which are found to be unable to meet policy a. above.

c. Design and construct structures for human occupancy to retain their structural integrity when subjected to the anticipated shaking from a "maximum probable" earthquake. Place emphasis on seismic design and seismic bracing systems. Where deemed appropriate by the town, designs shall be reviewed by a structural engineer.

d. The Town of Portola Valley endorses the review and updating of the Uniform Building Code (which the town has adopted by reference), with the objective of adding to it revisions which reflect information gained from recent earthquakes.

3. Policies Concerning Landslide Hazards

a. Review all proposed developments with respect to the "Geologic Map" and "Movement Potential of Undisturbed Ground" map (3) of the town. Require geologic and soil reports for all significant development of all areas shown as landslides. Reports should be responsive to the information indicated on these maps.

b. Locate structures for human habitation and most public utilities so as not to risk other than minimum disturbances from potential landslides. Give due consideration to mitigating measures, based on geologic and other reports acceptable to the town, which can be taken to reduce the risk from seismic and non-seismic hazards to an acceptable level (as defined in Table 1 and related text).

c. Where roads or utility lines are proposed to cross landslide areas for reasons of convenience or necessity, they should be permitted only if special design and construction techniques can be employed to assure that acceptable risk levels will be met.

d. Adopt implementing policies and/or regulations which are consistent with Policies a. through e. above and which will help assure that any failures of ground due to landslides will not endanger public or private property beyond levels of acceptable risk defined in this element.

4146 4. Policy Concerning Ground Settlement

a. Consider those areas shown on the "Geologic Map" (3) as alluvium, slope wash or landslide deposits to be areas of potential ground settlement and require detailed site investigation of this potential. Address potential for settlement in other locations in routine site investigations.

4147 5. Policy Concerning Soil Liquefaction

a. Consider the possibility of soil liquefaction in site investigations in connection with applications for development, especially in areas along the valley floor underlain by unconsolidated alluvium and a seasonally high water table.

4148 6. Policies Concerning Flood Hazards

a. Review all applications for subdivisions, building permits and other similar approvals in the vicinity of major drainage channels with respect to potential flooding.

b. Do not erect structures in areas determined to be subject to "100 year floods" unless appropriate measures will mitigate potential adverse effects on the structures and nearby properties. Minor structures where there is no threat to life and little threat to property may be excepted.

c. Rely upon maps accompanying the *Flood Insurance Study, Portola Valley* (20), until superseded by more accurate maps, to define the "100 year flood" area along the relevant portion of Corte Madera Creek unless professionally prepared hydrological reports indicate that the subject site is not within an area which is subjected to "100 year floods."

d. Replace or improve existing drainage structures such as culverts and pipes deemed to be inadequate to meet acceptable standards.

e. Do not erect structures which will impede the flow of flood waters in a flood channel.

f. Encourage owners of buildings which are in flood-prone areas to take appropriate measures to reduce the likelihood of flood damage to their property. Control any such measures so as to not increase the flood or erosion hazards to other properties.

g. Maintain appropriate vegetation on the terrain in the Portola Valley planning area to minimize runoff of rainfall, consistent with other safety practices.

h. The town intends to continue to participate in the National Flood Insurance Program and recommends that the Federal Insurance Administration expedite completion of maps which will indicate the areas in Portola Valley which are subject to "100 year floods."

i. When more accurate maps are available indicating areas within the town which are subject to "100 year floods" the town should amend its codes and ordinances so as to prohibit construction which would be hazardous to life or property in these areas, or would adversely affect the flow of storm waters.

j. When the state required flood inundation map for Searsville Dam is available, it should be used in reviewing land uses proposed in the general plan for affected downstream areas.

4149 7. Policy Concerning Erosion and Sedimentation

a. Maintain natural slopes and preserve existing vegetation, especially in hillside areas. When change in natural grade or removal of existing vegetation is required, employ remedial measures to restore or provide appropriate vegetative cover and to control storm water runoff. Give special attention to minimizing erosion problems resulting from the keeping of animals. In specific application these policies will be tempered by needs for fire safety.

The town currently administers the provisions of the subdivision ordinance concerning landscaping and erosion control and the provisions of the site development ordinance concerning grading, giving special attention to the protective measures which are appropriate prior to the advent of seasonal rains.

4150 8. Policy Concerning Expansive Soils and Soil Creep

a. In areas where information available to town officials indicates the probability of expansive soils or soil creep, soils reports should be submitted in connection with all applications for development. In those instances in which expansive or creep soils are reported, measures as are necessary to mitigate the probable effects of this hazard will be required.

4151 9. Policies Concerning Fire Hazards

a. Do not construct buildings for human occupancy, critical facilities and high value structures in areas classified as having a high fire risk, unless it is demonstrated that mitigating measures will be taken which will reduce the fire risk to an acceptable level.

b. Prior to the approval of any subdivision of lands in an area of high fire risk, the planning commission should review the results of a study which includes at least the following topics:

1) the costs and means of providing fire protection to the subdivision, and

2) an indication of who pays for the costs involved, and who receives the benefits.

c. Provide adequate clearance around structures to prevent spread of fire by direct exposure to assure adequate access in times of emergency and for the suppression of fire.

d. In locations identified as presenting high fire hazard, require special protective measures to control spread of fire and provide safety to occupants, including but not limited to types of construction and use of appropriate materials.

e. When reasonable and needed, make privately owned sources of water, such as swimming pools, in or adjacent to high fire risk areas, accessible to fire trucks for use for on-site fire protection.

f. Establish street naming and numbering systems to avoid potential confusion for emergency response vehicles.

g. Design and permit all private roads for unrestricted access to all Woodside Fire Protection District equipment.

Emergency Preparedness

4152 Effective response to emergencies requires that, in advance of need, emergency services be organized and necessary physical facilities be provided. Areas of concern include:

1. Fire fighting and rescue

2. Law enforcement

3. Medical services
    a. trained personnel: first aid, nurses, doctors
    b. ambulance service
    c. availability of hospitals
    d. stockpiling of medical supplies
4. Availability of emergency shelter
5. Provision of emergency food supplies
6. Communications networks
    a. emergency services
    b. citizen information
7. Public utilities
8. Transportation facilities
9. Evacuation routes to undamaged areas

4153 The town program for emergency and disaster response should continue to give specific consideration to both the general nature of hazard exposure in the planning area and specific steps that can be taken in advance of natural disaster to facilitate emergency response.

4154 Emergency response measures for the Town of Portola Valley are set forth in the Portola Valley Emergency Preparedness Program (27) (a cooperative program with the San Mateo County Office of Emergency Preparedness, with support from the State of California Office of Emergency Preparedness).

4155 Emergency preparedness planning for the Portola Valley area is based on the premise that local emergencies will be dealt with quickly and effectively by local forces, such as local fire protection services, the County Sheriff, and local health services. The assumption is also made that any major disaster or emergency will require outside assistance, from nearby cities, the county, the state, or from federal sources.

4156 Portola Valley is aware that if an emergency situation affects a wide geographical area (as an earthquake might), that the densely populated areas will probably receive aid first, and that rural areas such as Portola Valley will

receive lower priority attention. For this reason, residents of the Portola Valley area need to keep an adequate supply of food, water and medical supplies available, sufficient to sustain them for considerable time after a disaster.

4157 Policies Concerning Emergency Preparedness

1. Interstate 280 and the arterial roads shown in the circulation element of this general plan are established as "evacuation routes" that will be utilized in the event of emergency.

2. The town recognizes the need to have roads of adequate capacity for use in times of emergency. The town has adopted specific standards for road design, including standards for road width, grade and alignment that it finds to be appropriate for the movement of emergency equipment.

3. The town recognizes the necessity of having emergency evacuation routes unimpeded by structures near the traveled way, by narrow bridges, by low overhead signs or by trees that would block the passage of vehicles in time of emergencies. It is therefore town policy to maintain emergency evacuation routes (described in paragraph 1 above) in usable condition. The town has adopted zoning regulations and a building code which set forth minimum distances around and between structures.

4. Design and construct subdivisions and other developments in the Portola Valley planning area in such a manner that levels of "acceptable risk" are not exceeded and that built-in "mitigating measures" are taken. This includes the provision of adequate water supplies, roads which are suitable for the safe passage of emergency vehicles and adequate street-name signs.

5. The Town of Portola Valley supports a program to identify existing hazards and reduce the risk from them. Risk reduction includes measures to improve water supplies, to provide emergency "escape routes" in areas of high risk, to provide legible road signs and other appropriate measures.

6. The Town of Portola Valley supports measures to increase the ability of local fire, police and health forces to deal with emergencies as they arise, within affordable economic cost.

7. The Town of Portola Valley will continue its cooperation with county, state and federal agencies in emergency preparedness measures and in mutual assistance programs.

8. The Town of Portola Valley recommends that residents of the Portola Valley planning area keep on hand supplies of food, water, and medical supplies that will be sufficient for their needs for several days in the event of disaster.

9. The town endorses, and will continue to participate in, public information programs which will assist local residents in coping with local emergencies that arise from time to time (such as the need for fire protection, or emergency health services), as well as being prepared for possible major disasters.

10. The town recognizes the necessity of having an adequate water supply for fire fighting purposes. It is town policy that lands within the Portola Valley planning area be provided with an adequate water supply as they are developed. More specific standards for water flow, water pressure and water availability for fire fighting are set forth in town regulations.

General Policies for Implementation

4158 The preceding pages contain recommendations for avoiding or mitigating the hazards that have been identified. Many of the measures that might be taken to mitigate the hazards cited in this element could produce results in conflict with other elements of the general plan. Just because natural hazards can be mitigated does not mean that in all cases they should be, especially if such action would produce results which are in conflict with the conservation element, the land use element, the open space element, or other sections of the general plan.

4159 For example, take a tract of land in the hillside areas of Portola Valley that is afflicted with several small landslides and is in an area with very poor fire protection. Merely because the hazards of landslide and fire can be reduced to an acceptably low level of risk does not mean that the town should approve the building of a subdivision there. Before any decision is made on the matter, the town should consider carefully the costs and the benefits of such hillside development, both immediate and long range, and then judge whether or not the public interest would be best served by the approval of the proposed land development.

4160 In translating the policies of this element into specific regulations, particular care should be taken to:

1. Define the scope of "mitigating measures" that should be taken for each hazard and each land use.

2. Provide for a means by which the data from which the policies in this element were derived can be updated or superseded as more accurate or more precise data becomes available.

Town of Portola Valley
Initial Study: Environmental Evaluation Checklist

I. Background

Project title: Revision of the Safety Element of the General Plan for the Town of Portola Valley

Lead agency name and address: Town Council, Town of Portola Valley, 765 Portola Rd., Portola Valley, CA 94028.

Contact person: Leslie Lambert, Planning Manager Phone number: (650) 851-1700

Project location: The Safety Element affects the entire town.

Project sponsor's name and address: Town Council, Town of Portola Valley, 765 Portola Rd., Portola Valley, CA 94028.

General plan designation: Safety Element Zoning: NA

Description of project (Describe the whole action involved, including but not limited to later phases of the project, and any secondary, support or off-site features necessary for its implementation. Attach additional sheets if necessary.):

The safety element was last amended in 1998. Since that time a number of studies have been made that provide new information and therefore these studies are included by reference in the safety element. The studies include: new mapping by the town of the San Andreas Fault and some faults other than the San Andreas Fault; new mapping by the town of geology and ground movement potential; new mapping by the town of the potential fire hazard posed by vegetation; new floodplain mapping by the federal government; new mapping of seismically induced liquefaction and landslides by the California Geological Survey;

Surrounding land uses and setting (Briefly describe the project's surroundings.): Project affects the entire town.

Other public agencies whose approval is required (e.g., permits, financing approval, or participation agreement): none

II. Environmental Factors Potentially Affected

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "potentially significant impact" as indicated by the checklist on the following pages.

_____ Aesthetics	_____ Mineral Resources
_____ Agricultural Resources	_____ Noise
_____ Air Quality	_____ Population/Housing
_____ Biological Resources	_____ Public Services
_____ Cultural Resources	_____ Recreation
_____ Geology/Soils	_____ Transportation/Traffic
_____ Hazards and Hazardous Materials	_____ Utilities/Service Systems
_____ Hydrology/Water Quality	_____ Mandatory Findings of Significance
_____ Land Use/Planning	

III. Determination (To be completed by the Lead Agency)

On the basis of this initial evaluation:

__x__ I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.

_____ I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.

_____ I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.

_____ I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect

1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and
2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets.

An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.

_____ I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects

1) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and
2) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Signature	Title	Date

Town of Portola Valley
Initial Study: Environmental Evaluation Checklist Attachment

Evaluation of Environmental Impacts:

1. A brief explanation is required for all answers except "No Impact" answers that are adequately supported by the information sources a lead agency cites following each question. A "No Impact" answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone). A "No Impact" answer should be explained where it is based on project specific factors as well as general standards (e.g., the project will not expose sensitive receptors to pollutants, based on a project specific screening analysis).

2. All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.

3. One the lead agency has determined that a particular impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. "Potentially Significant Impact" is appropriate if there is substantial evidence that an effect may be significant. If there are one or more "Potentially Significant Impact" entries when the determination is made, an EIR is required.

4. "Negative Declaration: Less Than Significant With Mitigation Incorporated" applied where the incorporation of mitigation measures has reduced an effect from "Potentially Significant Impact" to a "Less Than Significant Impact." The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from Section XVII, "Earlier Analyses," may be cross-referenced).

5. Earlier analyses may be used where, pursuant to the tiering, program EIR or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration. Section 15063 (c)(3)(D). In this case, a brief discussion should identify the following.

    a. Earlier Analysis Used. Identify and state where they are available for review.
    b. Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measured based on earlier analyses.
    c. Mitigation Measures. For effects that are "Less than Significant with Mitigation Measures Incorporated," describe the mitigation measures which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.

6. Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g., general plans, zoning ordinances). Reference to a

previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.

7. Supporting Information Sources. A source list should be attached, and other sources used or individuals contacted should be cited in the discussion.

8. This is only a suggested form, and lead agencies are free to use different formats; however, lead agencies should normally address the questions from this checklist that are relevant to a project's environmental effects in whatever format is selected.

9. The explanation of each issue should identify:
   a. the significance criteria or threshold, if any, used to evaluate each question; and
   b. the mitigation measure identified, if any, to reduce the impact to less than significance.

Town of Portola Valley
Initial Study: Environmental Evaluation Checklist Attachment

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
1.	AESTHETICS Would the project:					
1a.	Have a substantial adverse effect on a scenic vista?				x	19
1b.	Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a scenic highway?				x	19
1c.	Substantially degrade the existing visual character or quality of the site and its surroundings?				x	19
1d.	Create a new source of substantial light or glare which would affect day or nighttime views in the area?				x	19
2.	AGRICULTURAL RESOURCES In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Department of Conservation as an optional model to use in assessing impacts on agriculture and farmland. Would the project:					
2a.	Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non agricultural use?				x	19
2b.	Conflict with exiting zoning for agricultural use, or a				x	19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	Williamson Act contract?					
2c.	Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to nonagricultural use?				x	19
3.	AIR QUALITY Where available, the significant criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:					
3a.	Conflict with or obstruct implementation of the applicable air quality plan?				x	19
3b.	Violate any air quality standard or contribute substantially to an existing or projected air quality violation?				x	19
3c.	Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?				x	19
3d.	Expose sensitive receptors to substantial pollutant concentrations?				x	19
3e.	Create objectionable odors affecting a substantial number of people?				x	19
4.	BIOLOGICAL RESOURCES Would the project:					
4a.	Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a			x		19 Vegetation removal done for fire protection is to be reviewed with

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?					respect to impacts on native vegetation and consequently with respect on wildlife. (See 4151 j.)
4b.	Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?			x		19 Vegetation removal done for fire protection is to be reviewed with respect to impacts on native vegetation and consequently with respect on wildlife. (See 4151 j.)
4c.	Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?				x	19
4d.	Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?				x	19
4e.	Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?			x		19 Vegetation removal done for fire protection is to be reviewed with respect to impacts on native vegetation and

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
						consequently with respect on wildlife. (See 4151 j.)
4f.	Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?			x		19 Vegetation removal done for fire protection is to be reviewed with respect to impacts on native vegetation and consequently with respect on wildlife. (See 4151 j.)
5.	CULTURAL RESOURCES Would the project:					
5a.	Cause a substantial adverse change in the significance of a historical resource as defined in '15064.5?				x	19
5b.	Cause a substantial adverse change in the significance of an archaeological resource pursuant to '15064.5?				x	19
5c.	Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?				x	19
5d.	Disturb any human remains, including those interred outside of formal cemeteries?				x	19
6.	GEOLOGY AND SOILS Would the project:					
6a.	Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:					
i.	Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo				x	19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.					
ii.	Strong seismic ground shaking?				x	19
iii.	Seismic-related ground failure, including liquefaction?				x	19
iv.	Landslides?				x	19
6b.	Result in substantial soil erosion or the loss of topsoil?				x	19
6c.	Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?				x	19
6d.	Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?				x	19
6e.	Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?				x	19
7.	HAZARDS AND HAZARDOUS MATERIALS Would the project:					
7a.	Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?				x	19
7b.	Create a significant hazard to				x	19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?					
7c.	Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?				x	19
7d.	Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?				x	19
7e.	For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?				x	19
7f.	For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?				x	19
7g.	Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?				x	19
7h.	Expose people or structures to				x	19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?					
8.	HYDROLOGY AND WATER QUALITY Would the project:					
8a.	Violate any water quality standards or waste discharge requirements?				x	19
8b.	Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?				x	19
8c.	Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?				x	19
8d.	Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of				x	19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	surface runoff in a manner which would result in flooding on- or off-site?					
8e.	Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?				x	19
8f.	Otherwise substantially degrade water quality?				x	19
8g.	Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?				x	19
8h.	Place within a 100-year flood hazard area structures which would impede or redirect flood flows?				x	19
8i.	Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?				x	19
8j.	Inundation by seiche, tsunami, or mudflow?				x	19
9.	LAND USE AND PLANNING Would the project:					
9a.	Physically divide the physical community?				x	19
9b.	Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or				x	19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?					
9c.	Conflict with any applicable habitat conservation plan or natural community conservation plan?			x		19 Vegetation removal done for fire protection is to be reviewed with respect to impacts on native vegetation and consequently with respect on wildlife. (See 4151 j.)
10.	MINERAL RESOURCES Would the project:					
10a.	Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?				x	19
10b.	Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?				x	19
11.	NOISE Would the project result in:					
11a.	Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?				x	19
11b.	Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?				x	19
11c.	A substantial permanent				x	19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	increase in ambient noise levels in the project vicinity above levels existing without the project?					
11d.	A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?				x	19
11e.	For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?				x	19
11f.	For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?				x	19
12.	POPULATION AND HOUSING Would the project:					
12a.	Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?				x	19
12b.	Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?				x	19
12c.	Displace substantial numbers of people, necessitating the construction of replacement				x	19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	housing elsewhere?					
13.	PUBLIC SERVICES Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:					
13a.	Fire protection?			x		19 Minor vegetation modification along driveways and roads to to meet clearance standards will not be significant
13b.	Police protection?				x	19
13c.	Schools?				x	19
13d.	Parks?				x	19
13e.	Other public facilities?				x	19
14.	RECREATION					
14a.	Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?				x	19
14b.	Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?				x	19
15.	TRANSPORTATION/TRAFFIC Would the project:					
15a.	Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to				x	19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	capacity ratio on roads, or congestion at intersections)?					
15b.	Exceed, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?				x	19
15c.	Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?				x	19
15d.	Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?				x	19
15e.	Result in inadequate emergency access?				x	19
15f.	Result in inadequate parking capacity?				x	19
15g.	Conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?				x	19
16.	UTILITIES AND SERVICE SYSTEMS Would the project:					
16a.	Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?				x	19
16b.	Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?				x	19
16c.	Require or result in the				x	19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?					
16d.	Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?			x		19 Cal Water continues to serve new development.
16e.	Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?				x	19
16f.	Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?				x	19
16g.	Comply with federal, state, and local statutes and regulations related to solid waste?				x	19
17.	MANDATORY FINDINGS OF SIGNIFICANCE					
17a.	Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples			x		19 Vegetation removal done for fire protection is to be reviewed with respect to impacts on native vegetation and consequently with respect on wildlife. (See 4151 j.)

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	of the major periods of California history or prehistory?					
17b.	Does the project have impacts that are individually limited, but cumulatively considerable ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?				x	19
17c.	Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?				x	19

Sources

1. Town Base Map, 1996, as updated
2. USGS Maps, 1973
3. Aerial photos: 1992, 1991, 1980, 1970, 1968, 1965
4. Slope Map, 1972
5. Soils Map, 1970
6. Geologic Map, 1975, as updated
7. Movement Potential of Undisturbed Land Map, 1975 as updated
8. Flood Hazard Boundary Map, 1979
24. Building Inspector
25. Health Officer
26. Town Historian
27. Stable Inspector
28. Town Police Commissioner
29. San Mateo County Sheriff
30. Woodside Fire Protection District
31. West Bay Sanitary District

9. Master Storm Drainage Report, 1970
10. General Plan, amended June 12, 1996
11. Comprehensive Plan Diagram, amended June 12, 1996
12. Historic Element Diagram, adopted December 19, 1994
13. Trails and Paths Diagram, amended October 13, 1982
14. Nathhorst Triangle Area Plan, amended December 9, 1992
15. Alpine Parkway Diagram, amended May 28, 1980
16. Village Square Area Diagram, adopted December 9, 1992
17. Fire Hazards Map, adopted August 13, 1975
18. Zoning Map, current
19. Town Planner
20. Town Engineer
21. Town Traffic Engineer
22. Town Geologist
23. Town Attorney
32. Mosquito Abatement District
33. Architectural and Site Control Commission
34. Cable TV Committee
35. Conservation Committee
36. Emergency Preparedness Committee
37. Finance Committee
38. Geologic Safety Committee
39. Historic Resources Committee
40. Parks and Recreation Committee
41. Public Works Committee
42. Traffic Committee
43. Bicycle Subcommittee
44. Trails Committee
45. Applicant's Consultant's Professional Opinion

Town of Portola Valley
Notice of Intent to Adopt a Negative Declaration

A notice, pursuant to the California Environmental Quality Act of 1970, as amended (Public Resources Code 21,000 et sec.) that the following project will not have a significant effect on the environment.

Project Title: Revision of the Safety Element of the Portola Valley General Plan

Contact Person: Leslie Lambert Phone Number: (650) 851-1700

Project Location: Affects all of the town

Project Description: The safety element was last amended in 1998. Since that time the town has obtained new information about geologic and fire hazards. This new information is responded to in the revised element.

Purpose of Notice: The purpose of this notice is to inform you that a negative declaration has been recommended for this project. Approval of a Negative Declaration does not constitute approval of the project under consideration. The decision to approve or deny the project is a separate action.

Address where document may be received: 765 Portola Rd., Portola Valley, CA 94028

Public Review Period: Begins: 6/22/10 Ends: 7/13/10

Scheduled Public Hearings (date, time, place), if known: 7/14/10, 7:30 pm, Historic Schoolhouse, Portola Valley Town Center, 765 Portola Rd., Portola Valley, CA 94028

RESOLUTION NO. - 2010

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADOPTING A REVISED SAFETY ELEMENT AS AN AMENDMENT TO THE GENERAL PLAN AND ADOPTING A NEGATIVE DECLARATION FOR THE AMENDMENT

WHEREAS, the proposed revisions to the Safety Element were prepared in accordance with California Government Code Section 65302 et seq.,

WHEREAS, an Initial Study has been prepared based on substantial evidence analyzing the potential environmental impacts of the proposed revisions to the Safety Element,

WHEREAS, the Initial Study found no significant environmental impacts,

WHEREAS, a Negative Declaration has been prepared and Notice of Preparation issued,

WHEREAS, comments on the Initial Study and Negative Declaration were accepted until July 13, 2010,

WHEREAS, the Planning Commission considered the Initial Study, Negative Declaration, and the proposed revisions to the Safety Element at a duly noticed public hearing on June 2, 2010, and heard and considered public comments at the hearing, and recommended that the Town Council approve the Initial Study and Negative Declaration and adopt the proposed revisions to the Safety Element,

WHEREAS, the Town Council held a duly noticed public hearing on July 14, 2010, on the Initial Study, Negative Declaration, and the proposed revisions to the Safety Element as an amendment to the General Plan, and considered all information presented at that hearing, including, but not limited to, the minutes of the Planning Commission meetings and the staff report dated June 14, 2010,

WHEREAS, the Town Council finds that the Initial Study and Negative Declaration are complete and adequate pursuant to the California Environmental Quality Act, and that the Town Council has considered and reviewed all information contained therein, and

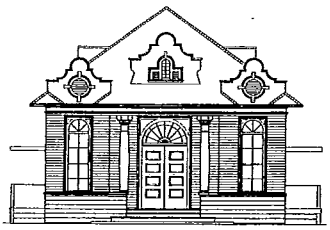
WHEREAS, the Town Council finds that the proposed revisions to the Safety Element of the General Plan add provisions relative to increasing safety for the Town from earthquakes, ground failures, fires and floods.

NOW, THEREFORE, be it resolved that the Town Council adopts a Negative Declaration for the proposed General Plan Amendment and adopts the Amendment to the General Plan contained in the following document: "Safety Element, June 2, 2010."

PASSED AND ADOPTED at the regular meeting of the Town Council of the Town of Portola Valley on July 14, 2010.

By: _____
Steve Toben, Mayor

Attest: _____
Sharon Hanlon, Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Angela Howard, Town Manager

DATE: July 14, 2010

RE: **Authorization for 2010-2011 Planning Program**

Historically, the Town Council (by way of a Planning Commission recommendation) approves the Town Planner's work program via the adopted budget. Therefore, attached you will find the Planning Commission's approved Planning Program for 2010-2011.

The draft plan was developed by both the former and current Town Planners and referred to a review committee, comprised of representatives from the Planning Commission (Denise Gilbert), ASCC (Carter Warr), Town Council (Steve Toben and John Richards), and Town Staff (Planning Manager Leslie Lambert and the Town Manager). After minor modifications, the plan was forwarded to the full Planning Commission on April 21 for review and consideration. The Commission's approval was then forwarded to the Town Council in the recommended 2010-2011 budget.

The Town Council adopts the planning budget as a single line item and should now approve the annual work plan, authorizing the funds from the Planning Commission's proposed budget for each project. These will be the financial guidelines under which the Town Planner will operate. The Town Planner and Town Manager will review a monthly progress report and submit to the Town Council and Planning Commission a semi-annual progress report. We have developed a format that allows for flexibility, reduces paper work, and yet maintains a high level of budgetary responsibility and accountability.

It should be noted that the Town Planner's budget is a "best guess" estimate of anticipated costs for various programs. Sometimes the numbers are accurate, and other times unanticipated events or problems occur that are not fully reflected in the estimate. As needs change or as directed from the Planning Commission, funds will be reallocated *within* the approved budget and from/to specific project budgets. We have once again included a "Special Requests" budget to provide funding for

unexpected projects; this year the amount is $20,000. Tom Vlasic will advise the Town Manager of work-to-date and whether it appears that there are sufficient funds to cover future work.

If a new project arises during the year that is not listed in the work program and cannot be accommodated through a reallocation of the approved budget, a separate request will be made. After discussion with the Town Manager a decision shall be made as to whether a budget augmentation will be requested from the Town Council. Under no circumstances will the overall budget amount be increased without Council approval.

Recommendation

The Town Planner and I recommend that the Town Council approve the 2010-2011 Planning Program in the amounts found in the attached.

Attachment

2010-2011 Planning Program

Major Items

1.	Conservation Element	$36,000
2.	Open Space Element	36,000
3.	Implementation of Sustainability & Green Building Regs & Guidelines	36,000
4.	Implementation of Housing Element	31,000

Other Items

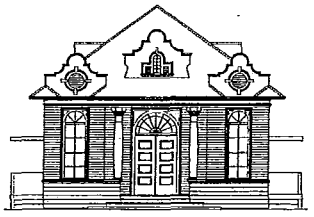
5.	Recordation of Historic Houses	7,000
6.	Implementation of Biological/Fire Study	4,000
7.	Coordination with ABAG re housing numbers	5,000

Annual Tasks

8.	Referrals from other jurisdictions	2,000
9.	Coordination with Homeowners' Associations	2,000
10.	Expenses	1,000

Special Requests

11.	Special Requests	20,000
	TOTAL	***$180,000***



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO : Planning Commission

FROM : George Mader, Town Planner
Tom Vlasic, Deputy Town Planner

DATE : 4/8/10

RE : Draft Planning Program and Budget for FY 10/11

Preamble

The budget committee met on 4/8/10 to discuss the proposed planning program and budget for FY 10/11. The committee comprised Steve Toben, John Richards, Denise Gilbert, Carter Warr, Angela Howard, Leslie Lambert, Tom Vlasic and George Mader. The committee reviewed this memo and recommended several changes that have been made to this version of the program and budget.

Planning Program and Budget

Each year a planning budget committee reviews the proposed work program and budget for the planning commission for the next fiscal year. The recommendations of the committee are forwarded to the planning commission and the planning commission in turn makes its recommendation to Angela Howard, Town Manager, for consideration as a part of the budget. Angie has asked to receive the commission's recommendations by April 19.

In this memo, we first review expenditures and progress under the planning program and budget for FY 09/10. Next, we suggest a planning program and budget for FY 10/11. The committee should review the program and budget and make its recommendations. The budget includes work intended to support the work of the planning commission as well as the ASCC.

The planning budget is carried as a single line item in the town's budget. Rough cost estimates are assigned to each work item within the planning budget. Once the budget is approved, the town planner proceeds with work on specific items in concert with the planning commission, ASCC, planning manager and town manager. The planner invoices the town on a monthly basis for work completed. It is usual that costs for individual work items will vary from the rough cost estimates. In these instances, the planner requests budget reallocations in which funds are transferred between work items.

Estimates for each work item in the budget are rough because it is not possible to develop exact estimates until the work has come into better focus and affected parties have had an opportunity to discuss the work item to make certain the scope is appropriate. Also, for projects that involve committees, public meetings and public hearings, it is difficult to estimate the amount of time that will be needed to accomplish a task. Not only does the process take time, but, it can lead to changes in direction.

If during the year entirely new planning matters arise that were not included in the original budget, then the town council can authorize budget augmentations that are implemented by purchase orders.

STATUS REPORT: FY 09/10 PLANNING PROGRAM AND BUDGET

The table "Status of Planning Program and Budget, FY 09/10" is provided at the end of this memorandum.

1. Safety Element – The safety element has been drafted and is now being reviewed by committees and staff. The town is now waiting for direction from ABAG on adoption of the federally required Local Hazard Mitigation Plan. The federal government requires that the LHMP be adopted as a part of the safety element in order to receive disaster related funds. Also, under this budget item, we have worked with the town geologist and Geologic Safety Committee in preparing for the adoption of the new geologic and ground movement potential maps and related changes to the zoning ordinance and resolution pertaining to the geologic maps.

2. Housing Element Implementation – The extended review process with the state Department of Housing and Community Development resulted in extensive communications and revisions. The element was finally adopted on 12/9/09 and certified by the state on 2/10/10. We have started drafting the zoning ordinance amendments called for in the housing element. In FY 10/11, we will implement the housing element programs as set forth in the element's Action Plan.

3. Integration of Sustainability, Green Building, Fire – Project experiences in use of green building elements and components have been monitored and proposed revisions to the town's green building program identified. The rapidly changing "green building" environment has been monitored, including changes to the rating programs, water requirements and state building code. All of these elements along with the local efforts relative to "green ups" are being considered as the town finalizes its green building system. Now that the town council has provided direction relative to the green building system, the ordinances for that system will be finalized and in light of the ordinances, work will continue on modifications of other ordinances and guidelines relative to green building.

4. Implementation of Biological Study – Time on this item has consisted of working with TRA Environmental in making final changes to the report. A start has been made on implementation but will need to be continued in FY 10/11.

5. Sustainability Building Rating Program Implementation – The program components were modified based on monitoring of projects in town and changing conditions associated with BIG, the state building code, LEED, etc. On March 10 the town council received the recommendations of the Planning Commission and ASCC

Subgroup and concurred with the recommendations. Now, work will proceed to put the program into ordinance form and this should be completed by the end of the 2009-2010 fiscal year.

6. ABAG Population Studies – We have not yet received new ABAG projections but will review them when they are available.

7. Referrals from other Jurisdictions – The major referral has been with respect to the Conroe residence on Los Trancos Road and across from Valley Oak in PVR.

8. Coordination with HOA's – Several referrals have been processed.

9. Routine Transfer of Important Information to the Town – We have started this process which should continue.

10. Expenses – This budget is still available for use as needed.

11. Special Requests – Major work items have included: completion of GIS work with Freyer and Laureta, development of memoranda on definition of open space, preparation for and community meeting re geologic maps, additional review of TRA report re biological resources, meetings and memos re Achermann/Friedmann access issue on Alpine Rd., review and response to next stages of C – 1 agreement approval, draft procedures report and discussion with Leslie Lambert, preparation of resolutions for adoption of revised GIS versions of general plan diagrams, start of work on FY 10/11 planning program and budget.

PLANNING PROGRAM AND BUDGET FOR FY 10/11

Angie has usually requested that two or three major projects be properly funded each year so they can be completed during the fiscal year. She stressed that budgets should be realistic and high enough to cover the work. Major items that have or should be completed prior to the end of the 09/10 fiscal year include: state approval of the housing element, the safety element including the revised geologic maps, and substantial work on the green building program.

In the following planning program, major items are listed first. It is anticipated that these can be completed in the fiscal year. As previously noted, the budget amounts are rough estimates. As work is undertaken, the scope of each item will be further defined. Also, experience has shown that what might appear to be a relatively minor item can become complex as it undergoes review by town officials and the public.

The items are grouped under several headings.

Major Items

1. Conservation Element	$36,000
2. Open Space Element	$36,000
3. Implementation of Sustainability & Green Building Regs and Guidelines	$36,000
4. Implementation of Housing Element	$31,000

Other Items

5. Recordation of Historic Houses	$7,000
6. Implementation of Biological/Fire Study	$4,000
7. Coordination with ABAG re housing numbers	$5,000

Annual Tasks

8. Referrals from other jurisdictions	$2,000
9. Coordination with Homeowners' Associations	$2,000
10. Expenses	$1,000
11. Special Requests	$20,000
Total	$180,000

Descriptions of Work Items

Preface to items 1. and 2. below: As has been discussed in the past, the Governor's Office of Planning and Research is mandated by state law to annually notify jurisdictions whether they are in compliance with the state requirement that at least five of the seven required general plan elements have been revised within the last eight years. If compliance with respect to the five elements has not been achieved within the last 10 years, OPR must notify the attorney general. Following is a list of the seven mandatory elements along with the town's most recent or anticipated dates of adoption.

Land use element, revised in 1998
Circulation element, revised in 1998
Housing element, revised in 2009

Conservation element, revised in 1998
Open space element, revised in 1998
Safety element, anticipated revision in 2009
Noise element, revised in 2008

Three of the elements have or will be revised within the last eight years: housing, safety and noise. We do not see a need to revise the land use and circulation elements at this time as they still appear to represent the desires of the town. Both the conservation and open space elements, however, should be revised to reflect new information and meet the state requirement.

1. Conservation Element of the General Plan

   Major changes to the conservation element would be in response to the recently completed biological/fire study. One of the most significant aspects of these studies is the interrelatedness between protecting native vegetation while at the same time reducing fire hazard from native vegetation. Policies should be established in the element to provide guidance with respect to these conflicting objectives. Also, the GIS system on which these studies are recorded will need to be compared with the land use element to determine if any changes in land use may be needed at a later date. In addition, this would be the time for the conservation committee to review the entire element and recommend any needed changes.

2. Open Space Element of the General Plan

   New open spaces including those within the Blue Oaks subdivision and probably the Woods property should be recognized in the element. Also, consideration should be given to establishing a residential open space preserve on the steep parts of the Stanford Wedge. In addition, the system of open spaces should be compared with the most recent geologic maps as well as the new biologic and fire hazard maps. If modifications to open space proposals are needed, they should be recommended. Of major concern is the desire to maintain the open feeling along the valley floor and this should also be addressed in the element.

3. Implementation of Sustainability and Green Building in Regulations and Guidelines

   The green point building system should have been adopted in ordinance form by June 30, 2010. During the next fiscal year, the town will administer the program and be working out any issues with it. Further, adjustments will be needed as both BIG and LEED entities work out details to address changes to the state building code. Further, we will need to take a comprehensive look at the town's planning ordinances and guidelines documents to ensure they are in sync with the green building provisions of the new green building system, sustainability element of the general plan, new water conservation ordinance, state emission standards, etc. In particular, we need to evaluate the carbon gas emissions associated with projects relative to such items as site grading and off-haul, construction staging, fuel efficiency in construction equipment used, etc. The planning commission has requested that we look in particular at the matter of grading and determine the carbon footprint trade-offs associated with grading operations. This could lead to further limits on grading, off-haul, or other trade-offs to minimize the carbon footprint of construction.

4. Housing Element Implementation

   The newly adopted housing element describes several programs that will need to be implemented. One of these is developing a second unit assistance manual for homeowners considering building a second unit, discussing issues such as designing a second unit and obtaining town permits, choosing tenants, non-discrimination laws, leases and insurance. A study should be made of the possibility of a housing impact fee, including researching examples and issues and working with staff and public bodies to determine whether a fee would be appropriate in Portola Valley. Another task is the annual monitoring of several programs: second units, inclusionary housing, and multifamily housing. Finally, some time is included for dealing with the BMR lots in the Blue Oaks subdivision as needs may arise, although substantial work on this project would require additional funds. It will be important for the town to take implementation programs included in the element seriously so that when the next revision of the element is due, the town can point to a good track record.

5. Recordation of Historic Houses

   The town learned, when considering the EIR for the new town center, that buildings 50 years or older need to be evaluated as to their potential historical significance prior to approving changes to such buildings. The 50-year criterion is listed in the Public Resources Code and is the generally accepted cutoff date for buildings that need to be considered as potentially historic. In addition, CEQA lists the criteria for determining if a building should be considered historic. The planning commission reviewed a preliminary report on this subject dated 10/12/06. Subsequently, the town council considered the matter at its 2/14/07 meeting and provided direction. Since that time, no further progress has been made. In order to comply with CEQA requirements, this project should be completed. Much of the needed work has already been accomplished.

6. Implementation of Biological/Fire Study

   Now that the reports by TRA Environmental Sciences and Moritz Arboricultural Consulting have been completed, it will be in order to develop the procedures and documents to implement the provisions of the reports. Time will be needed to coordinate with the consultants, as necessary, and town staff and to develop needed guidelines for application. These guidelines will also need to address protocols for updating the maps as new information becomes available, including when information is generated relative to new developments.

8. Coordination with ABAG

   During 2010/11, ABAG will be working to develop the Sustainable Communities Strategy (SCS) required by SB 375. The SCS will set forth a plan for future development for the Bay Area, and both transportation improvements and future housing element numbers will be based on the SCS. Some time is budgeted to review drafts, provide comments and attend meetings as necessary to ensure that the town is portrayed appropriately in the SCS.

8. Referrals from Other Jurisdictions

   As development proposals are referred to the town from mainly Stanford University, Palo Alto, Santa Clara County, Menlo Park and San Mateo County, some budget is needed to provide for reviews and responses. In some instances, responses will be recommended to the town council for consideration prior to being sent.

9. Coordination with HOA's

   This continues to be an annual work area as new homeowners are involved in the HOA process that includes administration of HOA requirements and communications with the town relative to areas where town and HOA authority overlap. This is particularly true for HOA's under a PUD, including the Portola Valley Ranch, Portola Glen Estates and Blue Oaks subdivisions and PUDs.

   For the next fiscal year we anticipate continuing interactions with the PV Ranch HOA on general PUD issues and proposals for possible for PUD refinement and clarification. Also, there are some PUD issues associated with Blue Oaks that need attention, and there will likely be the need for continuing efforts associated with Portola Glen Estates relative to the PUD-required HOA. In addition, the Westridge Homeowners Association periodically seeks input relative to general concerns of the Westridge Architectural Supervising Committee relative to the ASCC/town project review process and other land use and design matters affecting the Westridge area.

   Where possible, deposits would be obtained from the respective HOA to help cover costs. In order to move needed efforts ahead, however, some town time will be needed to facilitate the required communications and, particularly, start the process for addressing needed PUD changes or clarifications.

10. Expenses

    A small budget for unusual expenses, primarily duplication, is recommended.

11. Special Requests

    Experience has shown that many items arise during the year that were not anticipated. This provides a budget for these matters. There is no reason to think that this will not continue in 2010/11.

DEFER TO FUTURE YEARS

1. Portola Road Corridor Plan

   The preparation of this sub-area plan of the general plan plan was recommended by the planning commission after the most recent major revision of the general plan in 1998. The concept was to provide for the aesthetic and functional aspects of this major corridor in town that links the Nathhorst Triangle area and the Town Center area. The study would consist of an analysis of the visual and functional aspects of the corridor. It would include special attention to buildings and building design criteria, color controls, plantings, immediate and distant views, signage, any needed upgrades to the multi-use trail facility in the right-of-way and on easements, linkages to and from the town center,

relationship of the parcel purchased from Spring Down Farm to the corridor, and in general the ease of movement in the corridor.

While the corridor is largely developed, new buildlings, m odifications to buildings, new plantings and the growth of pl antings will occur. The approval and construction of a metal barn within the corridor within recent years raised the question whether the design criteria for the corridor have been adequately addressed. While the A SCC approved the barn, there has not been unanimity as to its appropriateness. The town can expect more buildings along the corridor in future years.

2. Consideration of Vineyard Regulations

There has been a trend to establish vineyards on residential properties. Sometimes the amount of area for vineyards can be considerable. Some persons may find this to fit in with the rural/agricultural environment, others may view it as a fundamental change to the ecology of the town. Currently, there is no control over the establishment of vineyards on residential properties except by virtue of a site development permit if the grading passes a certain threshold. The use itself, however, is not addressed. Crop and tree farming require conditional use permits, but vineyards on residential lots have generally been considered as an accessory use to a residence. This topic deserves consideration and being addressed in the zoning ordinance.

Encl.

MEMORANDUM

TOWN OF PORTOLA VALLEY

TO : Town Council

FROM : George Mader, Town Planning Consultant

DATE : 7/7/10

RE : Review of Draft EIS on the Stanford University Habitat Conservation Plan (HCP)

Introduction

The town council reviewed the 6/2/10 memo relative to the DEIS on HCP and the HCP from the town planner at its meeting on 6/9/10. At that meeting, the council referred the matter to the Conservation Committee and the town planner with the request that the DEIS be reviewed and a letter drafted for the council to send in response to the DEIS describing any concerns of the town. The Conservation Committee met on 6/22/10, considered the review comments of Paul Heiple, and asked Paul to collaborate on the draft letter. Subsequently Paul and George Mader met on 7/6/10 to review comments to be included in the draft letter.

Today, I learned from Catherine Palter, Associate Director, Land Use and Planning at Stanford, the person in charge of the HCP, that reviewers had requested a 45 day postponement from the 7/15/10 due date for comments on the DEIS to 8/30/10. We may not learn whether this delay will be approved until the current due date.

Given this uncertainty, Paul and I have drafted the enclosed letter of response to the DEIS. It is likely that other agencies, organizations and individuals will be submitting their concerns during the extended review period. It is even possible that the town could be asked to support such efforts. In other words, the council could be involved during the extended review period.

Proposed Letter from the Town

The proposed letter speaks for itself. In follow-up to the discussion with Paul Heiple, I talked with Ms. Palter about several concerns we had. In particular, I mentioned our concern with the feasibility of preparing an HCP for a fifty year period since circumstances could change and even new protected species might be found during that time. She pointed out three sections of the HCP that deal with this eventuality: 6.4 Annual Reporting, 6.5 Funding Assurances and 6.6 Changed or Unforeseen Circumstances. Basically these provisions address changes that could affect the listed species. Included under 6.6.2 is a discussion of Non-Native Invasive Species, a specific concern of Paul. By and large the topic is covered, however, there is a limit that Stanford would be required to spend to control such species, that is, costs are not to exceed 15% of the average annual cost of controlling non-native

species for a period of 3 consecutive years. Thus, to an extent Paul's concerns are addressed. It would also appear by definition, that were new Endangered Species discovered, Stanford would have to amend the HCP or develop a new plan.

We were also concerned about aspects of the environment not addressed in the focused HCP as prescribed by federal regulations. In the process we discovered that the 2000 Stanford Community Plan in Section SCP-LU 33, with reference to mapped Special Conservation Areas, calls for, among other matters: management of the habitat for 25 years; control of invasive, non-native species; minimization of human-caused impacts; resource conservation; vegetation management; and best management practices for Stanford lessees located in Special Conservation Areas. Also, the General Use Permit approved by the county on 12/12/00, in Section K. Biological Resources, sub item 7, requires Stanford to submit a Special Conservation Plan within 12 months of approval of the GUP to the county for its approval. Stanford did submit the plan within the 12 month period but Santa Clara County has not yet approved the plan. We understand that both Stanford and Santa Clara County anticipate moving ahead with that plan. The town should urge that this process be completed.

Recommendations

It is recommended that the town submit the attached letter in response to the DEIS and that it also send a letter to Stanford University and Santa Clara County urging completion of the Special Conservation Area plans.

Enc.

cc. Angela Howard
Sandy Sloan
Paul Heiple

MEMORANDUM

TOWN OF PORTOLA VALLEY

DRAFT LETTER

July 8, 2010

To: Eric Tattersall, Chief, Conservation Planning and Recovery Division, Fish and Wildlife Service, Sacramento Fish and Wildlife Office, 2800 Cottage Way, Room W 2605, Sacramento, California 95825; FAX (916) 414-6713

Gary Stern, San Francsisco Bay Region Supervisor at National Marine Fisheries Service, 777 Sonoma Avenue, Room 325, Santa Rosa, CA 95404, FAX (707) 578-3435.

Stanford.HCP@noaa.gov

Subject: Draft Environmental Impact Statement For Authorization for Incidental Take and Implementation of the Stanford University Habitat Conservation Plan - **Document Identifier - Stanford HCP**

Gentlemen:

The Town of Portola Valley has reviewed the above referenced DEIS and submits the following comments:

Other Species Important to Habitats

The emphasis in the plan is entirely with respect to the five federally listed species and their habitats. Species, however, do not live in isolation from other species. It would appear that the habitat descriptions should include other species that in effect support the endangered species. Ignoring these other species can lead to degradation of habitats and losses of species.

Inattention to Rare or Endangered Plants

The habitat descriptions do not include rare or endangered plants. While these are not animals, they should be protected and we believe the HCP should go beyond the constraints attendant to the five animals listed and give attention to these plants.

Control of Invasive Species

Invasive species are a major concern on Stanford lands as well as surrounding areas, including the Town of Portola Valley. It would appear that in order to preserve the habitats for the five listed species, the HCP should address the control of invasive species in those areas with more detailed plans and review of progress made in the control of invasive species.

Prohibition of Planting of Invasive Species

Portola Valley would like to see Stanford adopt as part of the HCP a program that would preclude the planting of invasive or potentially invasive species anywhere on Stanford lands and especially in habitats for endangered species. Lists of invasive species and potentially invasive species are readily available.

Continuing Evaluation of the 50-year HCP

The town has concerns that the 50-year term of the HCP may be overly long since it is not possible to anticipate changes in habitats or identification of other endangered species. We realize that the plan does include provisions for annual review and modifications where necessary. We urge that this process of review be shared with affected communities such as the Town of Portola Valley.

Maintenance of Minimum Flow Rates on San Francisquito Creek and Los Trancos Creek

Stanford's water rights allow for water diversion from these creeks. These diversions should be limited or curtailed during droughts to maintain a minimum flow of water to support the endangered species. Plants on the Stanford Campus should be drought tolerant and native to minimize the need for water diversion.

Aspects of the HCP relevant to Portola Valley

The town is pleased with the proposed conservation easement that will be placed on Los Trancos Creek, the dividing line between the town and Santa Clara County. The creek forms one side of the town's Alpine Road Scenic Corridor and its preservation is of benefit to the town.

The town is also pleased with the proposed conservation easement on San Francisquito Creek since the creek borders a good section of the Alpine Rd. approach to the town outside of the town limits. Also, a significant part of the creek corridor is visible from the easterly part of the town.

We appreciate the opportunity to submit these comments.

Sincerely,

Steven Toben, Mayor

MEMORANDUM

TOWN OF PORTOLA VALLEY

TO : Town Council

FROM : George Mader, Town Planning Consultant

DATE : 7/8/10

RE : Draft EIR on Stanford University Medical Center Project

Introduction

The City of Palo Alto has referred the following report to the town for review and comment: "Draft EIR on Stanford University Medical Center Project Facilities Renewal and Replacement, May 2010". Comments on the DEIR may be submitted up to the City Council meeting of 7/26/10. This memo is intended to introduce the document to the town and point out those aspects of the project that appear to have the most bearing on the town. The recommendations in this memo will be included in a response to the DEIR at the direction of the Town Council. The comments that follow are based on a preliminary review of the voluminous document.

The Project

The plan is based on meeting projected needs of the hospital for patient care and medical education. The hospital is described as greatly out-of-date with respect to current requirements for hospitals as well as current state seismic safety standards.

The Stanford University Medical Center Facilities Renewal and Replacement Project (SUMC Project) includes a total of 66 acres (medical center and Hoover Pavilion site). The current total floor area is approximately 2.3 million sf, of which 1.2 million sf will be demolished and replaced with 2.5 million sf. The increase will then be 1.3 million sf., or the equivalent of 30 acres of floor area. Given this increase, the project proposes buildings considerably taller than current buildings with heights up to 130 ft.

Employment at the center is projected to increase by 2,242 new full-time equivalent employees, an approximately 23% increase over 2007 employment. The expansion will also create the need for 2,053 new parking spaces by 2025. Two-thirds of the new spaces will be underground and the one-third in a building partially underground and partially above ground (*2-31).*

Expansion of the Stanford Shopping Center, while a part of earlier plans, is not a part of the current project and there is no speculation with respect to future plans.

Potential Impacts on Portola Valley

There appear to be two aspects of the project of significant concern to Portola Valley, traffic and the visual quality of the Sand Hill Rd. corridor. Of lesser concern are extent are housing impacts and climate change.

Traffic

The DEIR identifies four intersections that impact Portola Valley residents. They are identified as follows:

Intersection 27, Junipero Serra Blvd. and Alpine Rd. - Santa Cruz Ave.

Intersection 30, Santa Cruz Ave. and Sand Hill Rd.

Intersection 62, IS 280 NB Off-Ramp and Alpine Rd.

Intersection 63, IS 280 SB Off-Ramp and Alpine Rd.

Level of Service (LOS) criteria are used to indicate the delay times caused at intersections and are as follows:

LOS (Level of Service) Criteria are as follows:

A	Little or no delay	< 10 sec
B	Short traffic delays	10 - 15 sec
C	Average traffic delays	15 – 25 sec
D	Long traffic delays	25 – 35 sec
E	Very long traffic delays	35 – 50 sec
F	Extreme traffic delay with intersection capacity exceeded	> 50 sec

LOS Levels of Significance

A jurisdiction can adopt levels of significance beyond which measures should be taken to improve the LOS. In Portola Valley LOS has not been an issue. For instance, in the "Traffic Study for the Woodside Priory" conducted in 2003 relative to the conditional use permit for the school, the LOS for the most impacted intersection in the town, that is the intersection of Alpine and Portola Roads, was classified as LOS B at both Am and PM Peak Hours.

By contrast, Palo Alto by and large is concerned when the LOS drops below LOS D with particular attention to intersections where LOS E or F would further deteriorate. Menlo Park generally becomes concerned when an intersection operates at LOS D or below. The descriptions of allowable LOS are much more complicated, but the above serves as a very general summary.

Portola Valley residents simply do not face LOS issues within the town limits but are impacted by LOS standards outside of the town limits.

Existing and Projected Traffic Conditions (from tables 3.4-6 and 3.4-17)

Each of the four intersections are evaluated in the DEIR with respect to current traffic, traffic projected to 2025 without the SUMC project and traffic projected to 2025 with the SUMC project. Following is a summary of the calculations.

Intersection 27 - Junipero Serra Blvd. and Alpine Rd. - Santa Cruz Ave.
This intersection currently operates at LOS C in both AM and PM Peak Hours, **without** the SMUC project the intersection will **deteriorate** to LOS D+ in AM Peak Hour and D in PM Peak Hours, and **with** the SMUC project will stay at D+ in the AM Peak Hour but **deteriorate** to D- in PM Peak Hour.

Intersection 30 - Santa Cruz Ave. and Sand Hill Rd. This intersection operates at LOS C- in AM Peak Hour and D+ in PM Peak Hour, **without** the SMUC project the intersection will **deteriorate** to LOS D- in AM Peak Hour and D in PM Peak Hour and **with** the SMUC project will stay at D in the PM Peak Hour but **deteriorate** to E in AM Peak Hour.

Intersection 62 – Intersection 62, IS 280 NB Off-Ramp and Alpine Rd. This intersection operates at LOS F in AM and PM Peak Hours and will continue at LOS F by 2025 with or without the SMUC project.

Intersection 63 - IS 280 SB Off-Ramp and Alpine Rd. This intersection operates at LOS F in AM Peak Hour and C in PM Peak Hour, **without** the SMUC project LOS will not change and **with** the SMUC project, the AM Peak Hour will remain at F and the PM Peak Hour will **deteriorate** to D.

Mitigation Measures From Table 3.4 – 18)

Intersection 27 - Junipero Serra Blvd. and Alpine Rd. - the Santa Cruz Ave.

No improvements are proposed at this intersection so PV residents will be faced with D+ LOS in AM Peak Hour and D- LOS in PM Peak Hour.

Intersection 30 - Santa Cruz Ave. and Sand Hill Rd.

Intersection improvements are deemed “Not Feasible.” The intersection is described as “fully built-out” and that “improvements would be difficult to implement.” “Northbound Santa Cruz Avenue needs an additional right turn lane.” The right-of-way requirements and cost of improvements make the improvements infeasible. Accordingly, PV residents will be faced with LOS of D in the AM Peak Hours and E in the PM Peak Hours.

Intersection 62 – IS 280 NB Off-Ramp and Alpine Rd.

The DEIR recommends that Caltrans signalize this intersection. Table 3.4-1 incorrectly indicates the City/Jurisdiction as Palo Alto whereas San Mateo County has jurisdiction. Those people who travel on Alpine Rd. in the morning headed east of IS 280 toward Stanford and Palo Alto are surely aware of the backup on the north bound off ramp from the freeway. It appears there will be considerable pressure to install a traffic signal to ease that situation. It is not clear how much of the Alpine Rd. – IS 280 intersection would need to be signalized. Signals at this location would significantly affect the visual pleasure of those headed to Portola Valley but at the same time might help ease PM traffic congestion for

those traveling from west from the Alpine Rd. – Junipero Serra Blvd. intersection with the off and on ramps of IS 280.

Intersection 63 - IS 280 SB Off-Ramp and Alpine Rd.

No improvements are proposed for this off-ramp even though the LOS for AM Peak Hour is F and for the PM Peak Hour is D. It is not clear whether the signalization for Intersection 62 would include this off-ramp.

Traffic Adaptive Signal Technology

The DEIS notes that if Traffic Adaptive Signal Technology were employed, Intersections 30 and 62 would remain "significantly impacted" in the AM Peak Hour and Intersection 62 would remain "significantly impacted" in the PM Peak Hour.

Mitigation Measures

"Table S-4, SMUC: Project Summary of Impacts and Mitigation Measures" under TR-3, (page S-40) with respect to "Roadway Segments" states in part: "…the traffic impacts to Marsh Road, Sand Hill Road, Willow Road and Alpine Road would remain significant and unavoidable with mitigation." Thus, of the only four so impacted segments, two would affect Portola Valley residents.

Alpine Road Capacity

Those people who travel west on Alpine Road in the PM Peak Hour know that traffic can backup almost to the Junipero Serra Blvd. and Alpine Rd. - the Santa Cruz Ave. intersection. This problem is not addressed in the DEIR.

Other Traffic Solutions

DEIR describes a number of programs to help reduce traffic including providing free tickets to Caltrain to hospital employees, increasing Marguerite service, improving bicycle facilities, encouraging car pooling, etc. It is not clear if these would make a substantial impact on the figures described above which are largely related to major traffic flows headed to or coming from IS 280. We are a car dependent society and have developed without the public transportation infrastructure that would allow a significant shift from the private automobile. At the very local level, Stanford by means of Marguerite and other methods can help reduce the impact on roads, but this would appear to be a small percentage of the help that is needed. Nonetheless, some attention might be given to extending Marguerite service to Portola Valley as a regular service and also Stanford should continue efforts to develop the C-1 trail in order to provide more convenient and safe biking to the campus.

Caveat re Traffic Projections

Traffic projections are simply projections based on the best data currently available. In time these can prove to be understated or overstated but, nonetheless, they are the best descriptors of future conditions that are now available.

Comments on Traffic

Based on the foregoing, recommended comments on the DEIR are:

1. Intersection 62 - While the DEIR recommends signalizing the intersection of the north bound off ramp from IS 280, there is no description of how that would be designed. At least a preliminary design should be included that would clearly show how the on and off ramps on both sides of the freeway would be affected as well as how the through traffic on Alpine Road would be affected. Without this design, there is no adequate way to judge its acceptability. Also, the DEIR should be corrected to indicate the intersection is in unincorporated San Mateo County and not in Palo Alto.

2. The PM traffic backup that occurs on Alpine Road from Junipero Serra Blvd. to IS 280 needs to be studied and appropriate mitigation measures proposed. This should include study of the adequacy of two lanes for traffic.

3. Intersection 30 - The DEIR states that the intersection of Santa Cruz and Sand Hill Rd., even with Adaptive Signal Technology "…would remain significantly impacted." The DEIR also states that a right turn lane is needed on north-bound Santa Cruz but that it is not feasible. The DEIR should further investigate the feasibility of adding this turn lane and not simply conclude it is not feasible. Certainly an improved design is feasible and if so, the only issue is cost.

4. Intersection 27- This intersection is projected to operate at D+ in the AM Peak Hour and D- in the PM Peak Hour. Backups occur because there is no free right hand turn lane for traffic on Santa Cruz turning onto Alpine Rd. This should be studied as part of the DEIR.

5. A final comment: As noted on page 3.4-56 with Adaptive Signal Technology four intersections would still remain significantly impacted in the AM Peak Hour, two of these affect Portola Valley residents, intersections 30 and 62. Also, in the PM Peak Hour, nine would remain significantly impacted, including intersection 62. This indicates the extent of continuing problems for residents of Portola Valley. The solutions proposed do not appear adequate.

Visual Impacts

The new hospital buildings will be by far the highest and most massive of any existing buildings along the entire Sand Hill Corridor from Santa Cruz Ave. to El Camino Road. They will dwarf all nearby buildings. The sense of the corridor as including considerable open space and of a consistent scale will change. The driver on Sand Hill Road will have a much more urban scale experience that is foreign to the locality. The plan of the hospital project shows four building segments, each reaching 130 feet. By comparison, the highest nearby building, the Children's Hospital, reaches only 50 feet. This is simply the result of trying to accommodate the floor area needs of the hospital while still trying to keep some open spaces between the buildings. This is not dissimilar to what happens in central city areas, such as in San Francisco, where there is a constant push for more floor area on a limited amount of land. We are told by Stanford, however, that the trend is for hospitals to be built vertically for efficiency purposes.

The DEIR includes some visual simulations that help put the project in the context of the site and surrounding area. With respect to "Visual Quality" on pages S -27 to S- 28, the Mitigation Measures spell out in some detail how the Architectural Review Board (ARB) will review and

approve the final building plans. It is indicated that the ARB review will reduce visual impacts to a less than significant level because the ARB "…would address massing, layout, landscaping and architectural design impacts of the SUMC Project…." Under VQ-2.1 the DEIR states: "Architectural Review shall assess the appropriateness of proposed demolitions, proposed building heights and massing, siting of buildings and structures, architecture and façade treatments, landscaping, circulation plans and parking."

Also, under VQ-3 it is stated that the recommendations of the ARB are to be forwarded to the City Council for "consideration." Presumably, the final approval would be given by the City Council.

It appears that the project addressed in the DEIR is rather specific as to the amount of development to be allowed since it shows building outlines, locations and heights. Once the project is approved, it is not clear to what extent the scope of the project can be modified by the ARB and the City Council. If the scope is limited by what is described in the DEIR, that needs to be recognized in the DEIR. Subsequent changes by the ARB would then appear to need to be within that scope. In other words, the major decisions as to maximum bulk, etc. will appear to have been made prior the subsequent detailed review by the ARB and City Council. If the foregoing is accurate, then it is difficult to conclude that adequate design review has occurred as a part of the DEIR. That review should be conducted as a part of the DEIR or the subsequent design should also be subjected to the CEQA process.

Housing

As noted earlier in this memo, there will be a considerable increase in employees. It is strange that the DEIR on Table S-4, item 3.13, PH-1, recognizes this increase but then states that "…the percentage of regional housing demand resulting from the SUMC Project would be relatively small in comparison with projected housing growth in the region, and would comprise a less-than-significant environmental impact." It is impossible that the increase will not put a burden on nearby communities including Palo Alto, Menlo Park and possibly even Portola Valley. It also appears that Stanford should be required to provide some of this housing and that this should be evaluated in the DEIR.

Climate Change

Climate change is addressed in Section 3.6 of the SMUC Project Summary of Impacts and Mitigation Measures. The project is gauged against the Goals and Policies of the Palo Alto Climate Protection Plan and specifically with respect to emitting "Significant Greenhouse Gas Emissions." With respect to Mitigation Measures, the DEIR states "…even with these measures the SUMC Project would contravene the goals in the City's Climate Protection Plan and would have a cumulatively considerable contribution to global climate change. The adequacy of this provision is subject to question.

Recommendations

If the council concurs with the observations in this report, we will draft a letter response to the DEIR.

cc. Angela Howard
Sandy Sloan

TOWN COUNCIL WEEKLY DIGEST

Friday – June 25, 2010

1. Memorandum to Mayor and Members of the Town Council from Angela Howard regarding 2010 League of California Cities Conference – June 25, 2010
2. Letter to Ronald Boyer from Leslie Lambert regarding Town's Code Enforcement Ordinance – June 22, 2010
3. Memorandum to San Mateo County Sheriff's Department from Sharon Hanlon regarding Town Center Reservations for July 2010 – June 25, 2010
4. July 2010 Meeting Schedule
5. Notice of Cancellation of Traffic Committee Meeting scheduled for Thursday, July 1, 2010
6. Agenda – Special ASCC Field Meeting – Monday, June 28, 2010
7. Action Agenda – Regular Town Council Meeting – Wednesday, June 23, 2010

Attached Separates (Council Only)

1. Emergency Response Quick Task Card #1
2. League of Women Voters of the Bay Area Education Fund "Bay Area Monitor" – June/July 2010

TOWN COUNCIL WEEKLY DIGEST

Friday – July 2, 2010

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1. Memorandum to Chairman McKitterick and Planning Commission from Sandy Sloan regarding Local Control over Cellular Towers – June 30, 2010
2. Memorandum to Mayor and Town Council from Angela Howard regarding her being out of the office from Friday, July 9 through Monday, July 19, 2010 – July 2, 2010
3. Agenda – Regular Planning Commission Meeting – Wednesday, July 7, 2010
4. Agenda – Emergency Preparedness Committee Meeting – Thursday, July 8, 2010
5. Agenda – Cable and Undergrounding Committee Meeting – Thursday, July 8, 2010
6. Action Agenda – Special ASCC Field Meeting – Monday, June 28, 2010

Attached Separates (Council Only)

1. Invitation to become an Honorary Host for "Nature's Inspiration" on October 3, 2010
2. A Guide to the Bay Area Air Quality Management District and 2009 Annual Report From Bay Area Air Quality Management District

TOWN COUNCIL WEEKLY DIGEST

Friday – July 9, 2010

1. Memorandum to Mayor and Members of the Council from Brandi de Garmeaux regarding Proposed Location of LEED Plaques on Town Center Buildings – July 9, 2010
2. Memorandum to Mayor and Members of the Council from the Town's Green Team regarding Environmentally Preferable Purchasing Policy Status Report – June 30, 2010
3. Letter to Leslie Lambert, Tom Vlasic, Portola Valley Planning Commission and Town Council from Virginia Bacon regarding Proposed T-Mobile Tower – July 7, 2010
4. Postings on PV Forum by Phil Barth regarding T-Mobile Tower – July 7, 2010
5. Notice of Cancellation of Trails and Paths Committee Meeting scheduled for Tuesday, July 13, 2010
6. Agenda – Regular ASCC Meeting – Monday, July 12, 2010
7. Agenda – Cultural Arts Committee – Thursday, July 15, 2010
8. Action Agenda – Regular Planning Commission Meeting – Wednesday, July 7, 2010

Attached Separates (Council Only)

1. Information regarding In God We Trust – America, Inc.
2. Invitation to the 25th anniversary of Mills-Peninsula Senior Focus on Wednesday, July 21, 2010
3. HEART of San Mateo County's Annual Report for fiscal year 2009
4. Catalyst Magazine – Workforce development and training
5. Connections – Spring 2010
6. Western City – July 2010