



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, August 25, 2010

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

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## REGULAR MEETING AGENDA

### **7:30 PM – CALL TO ORDER AND ROLL CALL**

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

**TRIBUTE** – Honoring the Life of L.W. “Bill” Lane, Jr.

### **ORAL COMMUNICATIONS**

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

### **CONSENT AGENDA**

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

- (1) [Approval of Minutes – Regular Town Council Meeting of July 28, 2010](#)
- (2) [Ratification of Warrant List – August 11, 2010](#)
- (3) [Approval of Warrant List – August 25, 2010](#)
- (4) [Recommendation by Town Attorney – Accept the Grant of Pathway Easement from the Portola Glen Estates Homeowner’s Association](#)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing the Execution of the Grant of Pathway Easement from the Portola Glen Estates Homeowner’s Association to the Town of Portola Valley (Resolution No. \_\_)
- (5) [Recommendation by Public Works Director – Notice of Completion for the 2009/2010 Street Resurfacing Project #2010-PW01](#)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept the Completed 2009/2010 Resurfacing Project #2010-PW01 and Authorizing Final Payment to G. Bortolotto & Co., Inc. Concerning Such Work, and Directing the Town Clerk to File a Notice of Completion (Resolution No. \_\_)
- (6) [Recommendation by Assistant Town Manager - Agreement Between the Town of Portola Valley and Jorgenson, Siegel, McClure & Flegel, LLP for Provision of Legal Services](#)

### **REGULAR AGENDA**

- (7) [Recommendation by Public Works Director – Agreement with Bob Wire Electric to provide additional Lighting at Town Center](#)

### **COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

- (8) [Appointment by Mayor – Request for Appointment of Member to the Conservation Committee](#)
- (9) [Recommendation by the Nature and Science Committee – Proposed change to Committee Charter](#)
- (10) [Recommendation by Assistant Town Manager – Proposed Policy relating to Donations of Art to the Town](#)
- (11) **Reports from Commission and Committee Liaisons**  
*There are no written materials for this item.*

**WRITTEN COMMUNICATIONS**

- (12) [Town Council Weekly Digest – July 30, 2010](#)
- (13) [Town Council Weekly Digest – August 6, 2010](#)
- (14) [Town Council Weekly Digest – August 13, 2010](#)
- (15) [Town Council Weekly Digest – August 20, 2010](#)

**CLOSED SESSION** - *There are no written materials for items 16, 17 and 18.*

(16) **REAL ESTATE NEGOTIATIONS**

**CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Government Code Section 54956.8

Property: Parcel # 076-261-010, 900 Portola Road

Negotiators – Town Attorney and Town Manager

(17) **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Government Code Section 54956.9(b)

Significant Exposure to Litigation: T-Mobile appeal of Planning Commission decision

(18) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Government Code Section 54957

Title – Town Manager

**REPORT OUT OF CLOSED SESSION**

**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. 797, JULY 28, 2010

ROLL CALL

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

Present: Councilmembers Maryann Derwin and Ann Wengert, Vice Mayor Ted Driscoll and Mayor Steve Toben

Absent: Councilmember John Richards

Others: Angela Howard, Town Manager  
Howard Young, Public Works Director  
Tom Vlastic, Town Planner  
Sandy Sloan, Town Attorney  
George Mader, Town Planning Consultant  
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None

- (1) Presentation – Robert Gay, District Manager, San Mateo County Mosquito and Vector Control District

Mayor Toben welcomed Joe Fil, who represents Portola Valley on the San Mateo County Mosquito and Vector Control District's Board of Trustees, and District Manager Robert Gay. Mr. Fil, who chairs the District's Strategic Planning Committee, said that mosquitoes – which can produce 400 million offspring in a single season – transmit not only West Nile virus and malaria, but also dengue fever, encephalitis viruses, Rift Valley fever and neuroinvasive disease, which can cause permanent disability and even death. Mosquitoes are vectors for animal diseases as well, including Western equine encephalitis and canine and feline heartworm.

Mr. Gay spoke of the evolution of the San Mateo County Mosquito and Vector Control District and its current priorities.

Mr. Gay said that California's Anopheles mosquito, the malaria vector, is present in Portola Valley, where it thrives in slow-moving fresh water creeks, ponds and streams, particularly with vegetation. Portola Valley also has salt marsh mosquitoes, which travel 20 kilometers for blood meals. The urban house mosquito is the type that vectors the West Nile virus.

There have been West Nile virus cases in Santa Clara County this year, but so far none in San Mateo County. The District monitors carefully, though, taking blood samples every other week from a sentinel chicken flock at Searsville Lake to check for the virus. Mosquitoes caught in CO<sub>2</sub> traps and dead birds are tested as well.

The District also tests ticks – about 1,200 per year, most of them taken from parks and along trails during the January-June period – for Lyme disease spirochetes. About 1-3% of ticks test positive; when they do, the District post signs about the presence of ticks along with information about personal protective measures. They also put up warning signs when small deer mice they capture in hantavirus and plague surveys test positive. In addition, Mr. Guy explained that the District's rodent surveillance activities include technicians monitoring tens of thousands of bait stations in sewers for rodent activity. The District cannot go into residents' homes for any sort of pest control, but from the outside technicians do help homeowners determine where roof rats may be living, how they get in and out, what they're feeding on

and what they're drinking. The District also performs free ground-nesting yellowjacket control services, Mr. Guy said, noting that these insects are particularly aggressive in September. Finally, he said, the District also plays a role in controlling invasive cordgrass, which is a concern in many of the tidal areas and shorelines they already patrol for mosquitoes.

Mayor Toben thanked Mr. Gay for the substantive presentation, praising the District's for its important public health services. He said that we are fortunate to have such a self-managed and proactive agency carrying on this largely under-reported work.

Vice Mayor Driscoll asked where the District obtains its funds. Mr. Gay named a number of sources: 1) \$3.74 special tax passed when the first ERAF (Educational Revenue Augmentation Funds) hit; 2) \$0.0000185505 from each \$1 of ad valorem property taxes; 3) a benefit assessment of \$15 per single-family equivalent in areas where there are no ad valorem property taxes; 4) service fees from agencies that don't pay taxes but breed mosquitoes – such as sewage treatment plants. They pay \$50 an hour plus the price of materials for treatment, or about \$2,800 a year.

In response to a question from Councilmember Wengert about the volume of calls the District receives from citizens, Mr. Guy explained that the number dropped dramatically when the District took a proactive rather than reactive stance. The West Nile virus changed the whole nature of mosquito abatement in California, he said, comparing it to battling malaria in the early 1900s.

#### CONSENT AGENDA [8:05 p.m.]

By motion of Vice Mayor Driscoll, seconded by Councilmember Derwin, Items 3 and 4 were approved with the following roll call vote:

Aye: Councilmembers Maryann Derwin and Ann Wengert, Vice Mayor Ted Driscoll and Mayor Steve Toben

No: None

(3) Warrant List of July 28, 2010 in the amount of \$101,633.82

(4) Recommendation by Assistant Town Manager – Response to June 7, 2009-2010 Grand Jury Report

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Determining and Establishing the Appropriations Limit for 2010-2011

#### REGULAR AGENDA [8:10 p.m.]

(2) Minutes of Regular Town Council Meeting of July 14, 2010 – approved as amended 4-0 [Removed from Consent Agenda]

By motion of Vice Mayor Driscoll, seconded by Councilmember Derwin, the minutes were approved as amended 4-0

(5) Public Hearing – Recommendation by Public Works Director Establishing an Underground Utility District on Alpine Road

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Establishing an Underground Utility District on Alpine Road between Nathhorst Avenue and the Town Limit at Ladera (Resolution No. 2499-2010)

Mayor Toben invited Mr. Young to introduce the item. Mr. Young explained that the Exhibit A map, which delineates the outer limits of the proposed Underground Utility District, was put together so that Portola Valley will be able to get into PG&E's queue for design of the Town's undergrounding project. Once this district is in place, no utility will be able to install new overhead equipment within its boundaries. About 40 residential parcels are in this vicinity; about six have service laterals that would require conversion.

PG&E Rule 20A allows the Town Council to decide whether Portola Valley covers the cost of such conversions out of its Rule 20A allocation or requires the homeowners to pay. The Rule 20A allocation would apply to installation for a maximum of 100 feet of underground cabling/wiring past the right of way (at approximately \$100 per foot) and up to \$1,500 for panel conversion. The maximum within those constraints would be \$11,500. The Town Council would not make this decision until after PG&E determines what actual costs should be for the scope, at which time the resolution would be amended based on Council's decision. He said that when the resolution comes back to the Town Council for its decision about any funding allocation for homeowners, it also will establish a date by which all parties and properties must be ready to connect – AT&T, Comcast, PG&E and all the residents. Mr. Young emphasized that this project is in its infancy, so there will be changes as the design is developed and finalized.

Mayor Toben pointed out that it would be at least 2014 before design work begins, and 2017 before the work might be done. In response to Mayor Toben, Mr. Young explained that the \$100 per foot is a construction estimate, so it might well escalate by the time construction begins. The cost of the panel conversion, too, could exceed \$1,500 in the future.

Councilmember Wengert asked whether Mr. Young had a sense of the average distance that would be involved in undergrounding on the 40 parcels. He said that it is all over the board, but did not think many would exceed 100 feet, inasmuch as the right-of-way is rather wide.

Councilmember Wengert asked whether there is an inflation provision for the \$11,500 maximum, in that it may be 7 to 10 years before the work is done. Mr. Young said he did not believe so. The Town's Rule 20A funds, however, accrue at the rate of about \$30,000 a year.

Having followed recent discussions about cellular service facilities, Councilmember Derwin wanted to understand whether any new technology that emerges would be permitted on poles in the proposed district. Mr. Young said that is an issue he will discuss with the Town Attorney, because he does not feel it would be fair to give exemptions to wireless operators. Replacing old equipment is permissible, but additional equipment is problematic. At this time, there are three telecommunications towers in the proposed district.

Town Planner Vlastic pointed out that AT&T recently applied for approval of installation of two new antennae on one of the poles in the proposed district. Mayor Toben, noting the lengthy delay before design even begins, asked whether the prohibition on new installations could be postponed until design work begins. Mr. Young said that was acceptable to him, as long as the Town informs utilities upfront what's coming down the line. Ms. Sloan said she also believes we could negotiate around it. Mr. Vlastic said State law mandates a 10-year life for a use permit for a wireless facility barring any substantial land use reasons, but he believes that the existence of an undergrounding district would be a substantial reason for a shorter term.

At the June 9, 2010 Town Council meeting, Vice Mayor Driscoll brought up the idea of talking with Stanford about the C-1 trail improvements in the proposed district to share costs, avoid digging up the area twice and maybe getting Portola Valley moved up in PG&E's queue to take advantage of the trail work. He asked if that idea went anywhere. Mr. Young said that it did not, because the Stanford project is on one side of the road and the undergrounding will be on the other, where they hope to dig in the dirt rather than under the asphalt. Vice Mayor Driscoll said he thinks we're missing an opportunity to save some money. Recalling how long it took to get the trail agreement finalized, Attorney Sloan said that getting Stanford's cooperation would probably be problematic. Mayor Toben suggested that the discrepancy in timing would be a deal-breaker in any case, because the trail work will begin soon.

Mayor Toben inquired about the nature of notification to affected owners, asking whether they were informed about the potential costs to them or some ballpark figure. He wanted to ascertain that everyone understands it is not a trivial financial undertaking. Mr. Young said the notice said only that homeowners might be liable for costs, depending on the direction the Council took. Observing that homeowners might have paid more attention to a number, Mayor Toben also asked whether there is a sense of how much the design work will take of the Rule 20A funds. Mr. Young estimated in general terms, design is typically 15% of a project and our project is about half a million dollars.

Councilmember Wengert asked whether any advance communication with residents in the area to get their thoughts about the idea of undergrounding had taken place. Cable Committee Chair, Ken Lavine, indicated that the entire reason for establishing this undergrounding district is to get Portola Valley into the PG&E queue. The area mapped out is much larger than it ultimately will be. In Area A, there are currently no laterals to homes or businesses. In Area B, there are three. Once some design work is done, it will be easier to judge costs per linear foot and which of the two areas (A or B) makes more sense. At that time, more information and real numbers would be available to give to residents. By then, residents might even have addressed the issue themselves, since current regulations already require undergrounding during substantial remodels.

Mayor Toben said that Mr. Young made a good point about the essential purpose being getting in line at PG&E. The Council's action tonight would not commit to anything other than creating the district. If in the long run the project proves not viable for any reason, the district could be dissolved.

Mr. Lavine said that in discussions with PG&E, he learned that counties also get Rule 20A funds and seem to have more funds than they do projects. The PG&E representative suggested that it would be worthwhile for Portola Valley to partner in some way with Santa Clara County, which abuts Area A at the far end of Alpine Road.

Mayor Toben opened the public hearing.

Diana Raines, 4320 Alpine Road, lives in one of the three Area B homes with laterals and is concerned about the bottom line, about residents having to pay for the conversion, and being penalized and discriminated against for living in that section of Alpine Road. She said that she and her husband are both retired, and object to the prospect of having to pay \$10,000 or more, no matter how much they like the idea of undergrounding. When Vice Mayor Driscoll said that he didn't hear that residents *would* be paying for it; they *could* be. Ms. Raines responded that if she were told that the Town will cover the cost, she would say, "Go for it." Mr. Young said that undergrounding experiences in other communities suggest that sometimes homeowners see value in getting this done even if they shoulder some of the cost, because undergrounding enhances property values and improves reliability in terms of not worrying about trees falling on overhead utility lines.

Mayor Toben explained that the part of the rationale for looking at Alpine Road is safety, because it is so heavily traveled and people run into poles. Furthermore, since it is less densely populated, fewer properties would be affected. Ms. Raines said that she has no trees on her property that would take down lines or a pole. Mr. Lavine said only three homes do not already have utilities undergrounded. Mayor Toben pointed out that many of Ms. Raines' neighbors have already incurred this expense because the Town requires undergrounding when homeowners do substantial remodeling. He assured Ms. Raines that if this plan goes forward, there will be many opportunities to make her feelings known, because the conversation is at a very early stage.

Mike Mangiatini of Atherton, a real estate representative with AT&T Mobility, heard about the project and wanted to learn more. He said his company has a couple of projects in the planning stages, including an intended attachment to a utility pole in Area A. He said that it sounds as if Portola Valley is open to allowing equipment modifications or upgrades at existing sites, and even adding a new site at its own risk. That being the case, he said that his company would support it. In fact, he said that the whole industry probably would be supportive. For now, he said, at a minimum, his company wants to be able to modify and upgrade an existing site, and will go to the Planning Commission with this project soon. The project

involves switching out two existing antennae with a new model and adding some ground equipment. Mr. Mangiatini said that he anticipates more similar projects over the next 5 to 10 years.

In reference to Ms. Raines' concerns, Mr. Lavine said that during the process of investigating undergrounding over the past several years, he's learned that Palo Alto – which has an aggressive long-term undergrounding program – has a mechanism to fund underground work for homeowners in exchange for a lien or a claim on the property. The city funds are then reimbursed when the property is sold. Mayor Toben said the existence of such a program suggests that a variety of mechanisms could be considered if property owners were to be obligated to have undergrounding work done.

Mayor Toben closed the public hearing and brought the matter back to the Council for discussion.

Vice Mayor Driscoll said that Portola Valley needs to get into the PG&E queue. He favors establishing the district, but because he does not want it to be a burden on isolated individuals, he said he will go on the assumption that as part of the economics of the decision the Town includes the cost of covering the expense for the property owners. In other words, he said, we don't do it if we can't afford to assist them or subsidize their individual burdens.

Mayor Toben said that Vice Mayor Driscoll articulated a principle that individual property owners should not be unduly burdened financially, and wondered how that principle should be expressed in the resolution. Vice Mayor Driscoll said that he would not change the wording of the resolution itself, but make a motion that incorporates that principle. He would like to start the ball rolling with the good intention of furthering Portola Valley's undergrounding program but with the express provision that it not unduly burden individual homeowners.

Councilmember Wengert said that she sees a very clear first step – get in the queue. However the matter ultimately is resolved, this is a good first step. She said when the time comes to define the specifics of that project, fairness and the wishes, desires, needs and abilities of affected homeowners will be at the top of the list of considerations. She said she is uncomfortable prescribing that in tonight's action, but it is appropriate to take the first step.

Councilmember Derwin asked whether this resolution assures AT&T that they can make modifications to equipment on power poles. Attorney Sloan said no, the modifications can be made only if they are approved. The Telecommunications Act requires use permits issued for wireless facilities to have 10 years' duration barring overriding significant land use issues. In this case, we could say, "This is an area where we have plans, so we'll issue a permit for 7 years." Mr. Mangiatini said that he agrees, and AT&T is fully prepared to cooperate.

Councilmember Derwin also addressed the issue of the undue burden on homeowners, in part because there are no provisions for escalating construction costs; \$100 per foot could become \$200 per foot; \$1,500 could become \$3,000. She said she is not comfortable simply offering reassurances without some language in the resolution. Vice Mayor Driscoll said that the motion could be couched in such a way as to provide guidance to a future Town Council. Councilmember Derwin asked if the present Council could do anything that would be binding. Mayor Toben said that it would be up to a future Council to resolve that issue.

Councilmember Wengert asked whether a 10-year conditional use permit that is already in existence in this corridor would be grandfathered in. Mr. Vlasic says there are none.

Vice Mayor Driscoll moved to Adopt the Resolution of the Town Council of the Town of Portola Valley Establishing an Underground Utility District on Alpine Road between Nathhorst Avenue and the Town Limit at Ladera (Resolution No. 2500-2010) for the purpose of taking the first step toward design work. The Council wants to 1) avoid inflicting undue financial burden on individual homeowners to upgrade and underground service laterals; 2) clarify that new installations on existing poles will be negotiated on a

case by case basis with utilities understanding that their time on a conditional use permit will be limited. Councilmember Derwin seconded and the motion carried 4-0.

(6) Public Hearing – Recommendation by Town Planning Consultant – Consideration of a Resolution approving the Revisions to the Amendment to the Safety Element of the Town’s General Plan as directed at the July 14 Council meeting [9:05 p.m.]

(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. 2501-2010)

Mayor Toben recused himself and Vice Mayor Driscoll took the gavel.

Mr. Mader said that in making the changes since the prior Town Council meeting, he tried to minimize identification of specific localities and generalize more. Councilmember Wengert said that it was very artfully done, particularly Section 4140a.

Vice Mayor Driscoll closed the public hearing.

Mr. Toben, who lives at 12 Santa Maria Avenue in the Woodside Heights neighborhood, said that he appreciated the opportunity for input and thought the work is very well done.

Vice Mayor Driscoll opened the public hearing.

Councilmember Wengert moved to Adopt the 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. 2501-2010). Councilmember Derwin seconded and the motion carried 3-0-1 (Toben abstained).

#### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [9:08 p.m.]

Mayor Toben returned to the dais.

(7) Reports from Commission and Committee Liaisons

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

Councilmember Derwin reported that she will be serving as Vice Chair of the Resource Management and Climate Protection Committee (RMCP), a subcommittee of C/CAG, with Woodside Councilmember Deborah Gordon as the new Chair. At its July 15, 2010 meeting, the group discussed adding a chamber of commerce member and will approach Google, Adobe and Whole Foods about a replacement for the large business slot. Members reviewed the economic and leadership sections. They also discussed San Mateo County becoming more aggressive in recruiting clean tech businesses. Portola Valley was mentioned often as a leader in green building. PG&E just hired some new people to help the cities with sustainability efforts, one dedicated to San Mateo County. Development of the Climate Action Plan template, which Sustainability & Resource Efficiency Coordinator Brandi deGarmeaux has been working on since last fall, is on track.

(b) Cultural Arts Committee

Councilmember Derwin reported that the Cultural Arts Committee debriefed on the very successful Music Night held at Town Center and is planning the next one, which is scheduled for Friday, August 27. They discussed damage to tiles at the children’s playground and above the water fountain at the restrooms. The committee will hold its first Movie Night on Friday, August 20.



(c) Sustainability Committee

Councilmember Derwin reported that the Sustainability Committee met for the second time, with Sustainability & Resource Efficiency Coordinator Brandi deGarmeaux giving an update on the California First Program. She indicated that the program has been stalled by recent developments in Washington regarding PACE funding. Debbie Mytels from Acterra reported to the Sustainability Committee that the Acterra Green at Home High Energy Program still has not been given the contact from the California Energy Commission (CEC). She also talked about principles and techniques of community-based social marketing. The committee also discussed the pros and cons of Acterra's strategy to offer the 150 free home audits to residents.

(d) ASCC (Architectural and Site Control Commission)

The ASCC met to review a new residence on Antonio Court and a review of a remodel on Bow Way.

(e) Community Events Committee

Councilmember Wengert reported that the Community Events Committee is desperate for new members. At this point, there aren't enough people to run the silent auction at the Blues and BBQ event. Staff will place a notice on the Town website and the PV Forum.

(f) California Clean Tech Open

Vice Mayor Driscoll represented the Town at the California Clean Tech Open (CCTO) held in San Jose. He reported that Portola Valley was lauded repeatedly for being a leader.

(g) Conservation Committee

Vice Mayor Driscoll reported that at its July 27, 2010 meeting, the Conservation Committee discussed the need for a storage place for archival material – books, maps, open space preserves, etc. Committee members also asked what happened to the Open Space Preserves recommendations that they made to the Town Council last fall.

(h) Trails & Paths Committee/Safe Routes to School Coalition

Vice Mayor Driscoll said that he and Councilmember Derwin joined the July 28, 2010 Safe Routes to School Coalition group walk as part of a Trails & Paths Committee responsibility (but not a formal committee meeting). They discussed a second drop-off area for use by carpoolers only and trail improvements to get people off the roads. Ms. Howard reported that staff has a plan in place that they would like to complete before the school year begins and are looking at carpooling software to encourage people to carpool or walk together or ride bikes together.

(i) Firewise Advisory Committee

Mayor Toben reported on the July Firewise Advisory Committee meeting and is pleased about the sense of how serious members are about intensifying fire prevention work. Woodside committed an additional \$25,000 from its 2011 budget. Portola Valley committed \$5,000. He said that the committee is looking at abatement work done by Los Trancos Water District and its program to help homeowners with financial support for SOD abatement. The August meeting will consist of close study of specific sites, based in part on the Moritz maps. By the September meeting, plans should be finalized for the expenditure of the fire prevention funds. The October meeting will feature a distilled version of the previously held weekend-long training program.

WRITTEN COMMUNICATIONS [9:35 p.m.]

(8) Town Council 7/16/2010 Weekly Digest

- (a) #2 – Memorandum to Town Council from Brandi de Garneau regarding Update on Energy Upgrade San Mateo County, the CaliforniaFIRST Program and the Status of PACE (Property Assessed Clean Energy) Financing – July 16, 2010

Staff will draft a letter in support of PACE financing for Town Council's consideration.

(9) Town Council 7/23/2010 Weekly Digest – None

CLOSED SESSION: [9:38 p.m.]

- (10) Real Estate Negotiations with Real Property Negotiator, Town Attorney and Town Manager; Government Code Section 54956.8, Parcel # 076-261-010, 900 Portola Road,

REPORT OUT OF CLOSED SESSION

No report

ADJOURNMENT TO CLOSED SESSION: 10:25 p.m.

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Mayor

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Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
AUGUST 11, 2010

Date: 08/05/2010  
Time: 12:56 pm  
Page: 1

TOWN OF PORTOLA VALLEY

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

AMERICAN DIABETES ASS'N	Bike Event Deposit Refund	11038	08/11/2010	
			08/11/2010	
1701 N. BEAUREGARD STREET	0087		08/11/2010	
ALEXANDRIA	BOA	43715	08/11/2010	0.00
VA 22311				100.00

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

Check No.	43715	Total:	100.00
Total for	AMERICAN DIABETES ASS'N		100.00

ANIMAL DAMAGE MGMT INC	July Pest Control	11039	08/11/2010	
			08/11/2010	
16170 VINEYARD BLVD. #150	804		08/11/2010	
MORGAN HILL	BOA	43716	08/11/2010	0.00
CA 95037	46488			310.00

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

Check No.	43716	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

ARROWHEAD MT SPRING WATER	July Statement	11040	08/11/2010	
			08/11/2010	
P.O. BOX 856158	463		08/11/2010	
LOUISVILLE	BOA	43717	08/11/2010	0.00
KY 40285-6158				98.24

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	98.24	0.00

Check No.	43717	Total:	98.24
Total for	ARROWHEAD MT SPRING WATER		98.24

AT&T (2)	July Microwave	11041	08/11/2010	
			08/11/2010	
PAYMENT CENTER	877		08/11/2010	
SACRAMENTO	BOA	43718	08/11/2010	0.00
CA 95887-0001				65.61

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	65.61	0.00

Check No.	43718	Total:	65.61
Total for	AT&T (2)		65.61

BANK OF AMERICA	July Statement	11042	08/11/2010	
			08/11/2010	
Bank Card Center	0022		08/11/2010	
P.O. BOX 53155	BOA	43719	08/11/2010	0.00
PHOENIX				2,948.31
AZ 85072-3155				

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
AUGUST 11, 2010

Date: 08/05/2010  
Time: 12:56 pm  
Page: 2

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
05-60-4267	Tools & Equipment	1,156.25	0.00	
05-64-4308	Office Supplies	215.83	0.00	
05-64-4312	Office Equipment	130.93	0.00	
05-64-4326	Education & Training	475.00	0.00	
05-64-4335	Sustainability Series	694.05	0.00	
05-64-4336	Miscellaneous	189.88	0.00	
05-68-4426	CIP EmerqOpsCenter	86.37	0.00	

Check No. 43719 Total: 2,948.31  
Total for BANK OF AMERICA 2,948.31

BAY AREA PAVING CO	Woodside Highlands M.D. (Repace Trinity Lane)	11043	08/11/2010	
P.O. BOX 6339	567		08/11/2010	
SAN MATEO	BOA	43720	08/11/2010	0.00
CA 94403				10,980.00
GL Number	Description	Invoice Amount	Amount Relieved	
90-00-4375	General Expenses	10,980.00	0.00	

Check No. 43720 Total: 10,980.00  
Total for BAY AREA PAVING CO 10,980.00

CHRIS BELLOMO	C&D Refund	11044	08/11/2010	
			08/11/2010	
150 SHAWNEE PASS	734		08/11/2010	
PORTOLA VALLEY	BOA	43721	08/11/2010	0.00
CA 94028				5,000.00
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	5,000.00	0.00	

Check No. 43721 Total: 5,000.00  
Total for CHRIS BELLOMO 5,000.00

MARLON BISHOP	Summer Instructor Fee	11045	08/11/2010	
			08/11/2010	
48 CLINTON STREET	2035		08/11/2010	
REDWOOD CITY	BOA	43722	08/11/2010	0.00
CA 94062				1,125.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	1,125.00	0.00	

Check No. 43722 Total: 1,125.00  
Total for MARLON BISHOP 1,125.00

BOB-WIRE ELECTRIC	Install Microphone Wiring at Historic Schoolhouse	11075	08/11/2010	
			08/11/2010	
PO BOX 808	0024		08/11/2010	
REDWOOD CITY	BOA	43723	08/11/2010	0.00
CA 94064	#12823			1,350.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4346	Mechanical Sys Maint & Repair	1,350.00	0.00	

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

BOB-WIRE ELECTRIC	Repairs to Library Skylight	11076	08/11/2010	
			08/11/2010	
PO BOX 808	0024		08/11/2010	
REDWOOD CITY	BOA	43723	08/11/2010	0.00
CA 94064	#12825			162.50

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	162.50	0.00

Check No.	43723	Total:	1,512.50
Total for	BOB-WIRE ELECTRIC		1,512.50

LOUIS BORDERS	Gas Deposit Refund	11046	08/11/2010	
			08/11/2010	
16 REDBERRY RIDGE	582		08/11/2010	
PORTOLA VALLEY	BOA	43724	08/11/2010	0.00
CA 94028				830.10

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	830.10	0.00

Check No.	43724	Total:	830.10
Total for	LOUIS BORDERS		830.10

MICHAEL BRAY	Reimb for 2010 Town Picnic	11048	08/11/2010	
			08/11/2010	
140 CHEROKEE WAY	854		08/11/2010	
PORTOLA VALLEY	BOA	43725	08/11/2010	0.00
CA 94028				513.53

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	513.53	0.00

Check No.	43725	Total:	513.53
Total for	MICHAEL BRAY		513.53

BREATHE CALIFORNIA	Bike Event Deposit Refund	11049	08/11/2010	
			08/11/2010	
2171 JUNIPERO SERRA BLVD	0052		08/11/2010	
DALY CITY	BOA	43726	08/11/2010	0.00
CA 94014-1999				100.00

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

Check No.	43726	Total:	100.00
Total for	BREATHE CALIFORNIA		100.00

KIRSTEN CAHILL	Grove Deposit Refund	11051	08/11/2010	
			08/11/2010	
230 2. FLOREST WAY	573		08/11/2010	
PORTOLA VALLEY	BOA	43727	08/11/2010	0.00
CA 94028				100.00

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

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

Check No.	43727	Total:	100.00
Total for	KIRSTEN CAHILL		100.00

CAL WATER SERVICE CO	Statements 6/12 - 7/14	11087	08/11/2010	
3351 EL CAMINO REAL	0035		08/11/2010	
ATHERTON	BOA	43728	08/11/2010	0.00
CA 94027				8,652.05

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	8,652.05	0.00

Check No.	43728	Total:	8,652.05
Total for	CAL WATER SERVICE CO		8,652.05

CELL SITE ASSOCIATES INC	Refund Building Fee/Deposit	11052	08/11/2010	
654 BALTURSROL DRIVE	549		08/11/2010	
APTOS	BOA	43729	08/11/2010	0.00
CA 95003				2,080.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	580.00	0.00
96-54-4207	Deposit Refunds, Other Charges	1,500.00	0.00

Check No.	43729	Total:	2,080.00
Total for	CELL SITE ASSOCIATES INC		2,080.00

CITY OF MENLO PARK	Dinner Meeting, Derwin	11074	08/11/2010	
ATTN: PAT CARSON			08/11/2010	
701 LAUREL STREET	696		08/11/2010	
MENLO PARK	BOA	43730	08/11/2010	0.00
CA 94025				40.00

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

Check No.	43730	Total:	40.00
Total for	CITY OF MENLO PARK		40.00

DELL MARKETING L.P.	Computer, Hanlon	11054	08/11/2010	
c/o DELL USA L.P.		5885	08/11/2010	
P.O. BOX 910916	0194		08/11/2010	
PASADENA	BOA	43731	08/11/2010	0.00
CA 91110-0916	XF1JC7644			1,849.83

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	1,849.83	0.00

Check No.	43731	Total:	1,849.83
Total for	DELL MARKETING L.P.		1,849.83

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State/Province Zip/Postal	Invoice Number			Check Amount

MICHAEL FANG	Deposit Refund, 765 Portola	11047	08/11/2010	
			08/11/2010	
1430 LEAVENWORTH #5	575		08/11/2010	
SAN FRANCISCO	BOA	43732	08/11/2010	0.00
CA 94109				405.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	405.00	0.00

Check No.	43732	Total:	405.00
Total for	MICHAEL FANG		405.00

G. BORTOLOTTO COMPANY	2009-10 CIP Road Project	11077	08/11/2010	
	Progress Payment		08/11/2010	
580 BRAGATO ROAD	0025		08/11/2010	
SAN CARLOS	BOA	43733	08/11/2010	0.00
CA 94070	2			255,629.92

GL Number	Description	Invoice Amount	Amount Relieved
65-68-4482	CIP09/10 Street Resurfacing	255,629.92	0.00

Check No.	43733	Total:	255,629.92
Total for	G. BORTOLOTTO COMPANY		255,629.92

MARK GAINEY	Deposit Refund	11056	08/11/2010	
			08/11/2010	
6 REDBERRY RIDGE	539		08/11/2010	
PORTOLA VALLEY	BOA	43734	08/11/2010	0.00
CA 94028				1,509.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,509.00	0.00

Check No.	43734	Total:	1,509.00
Total for	MARK GAINEY		1,509.00

JEANNIE GOLDMAN	Summer Instructor Fee	11057	08/11/2010	
			08/11/2010	
741 MANZANITA ROAD	706		08/11/2010	
WOODSIDE	BOA	43735	08/11/2010	0.00
CA 94062				8,467.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	8,467.00	0.00

Check No.	43735	Total:	8,467.00
Total for	JEANNIE GOLDMAN		8,467.00

GUSTAVO DE LA CRUZ	Field Lining for PVASL	11053	08/11/2010	
			08/11/2010	
896 S. BAYWOOD AVE	0195		08/11/2010	
SAN JOSE	BOA	43736	08/11/2010	0.00
CA 95128-3305				865.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4160	Parks & Rec Adult Sports	865.00	0.00

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Check No.	43736	Total:	865.00
Total for	GUSTAVO DE LA CRUZ		865.00

HIGHWAY TECHNOLOGIES, INC	Reflective Sheeting for TC Parking Berms	11078	08/11/2010	
P.O. BOX 51581	0067		08/11/2010	
LOS ANGELES	BOA	43737	08/11/2010	0.00
CA 90051-5881	65058254			137.64

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	137.64	0.00

Check No.	43737	Total:	137.64
Total for	HIGHWAY TECHNOLOGIES, INC		137.64

KDSA CONSULTING LLC	August Spam Control	11058	08/11/2010	
1600 OSGOOD STREET	555		08/11/2010	
N. ANDOVER	BOA	43738	08/11/2010	0.00
MA 01845	10743			75.00

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

Check No.	43738	Total:	75.00
Total for	KDSA CONSULTING LLC		75.00

KLEINFELDER, INC.	2009-10 CIP Road Project Testing	11079	08/11/2010	
P.O. BOX 51958	922		08/11/2010	
LOS ANGELES	BOA	43739	08/11/2010	0.00
CA 90051-6258	656725			3,780.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	3,780.00	0.00

Check No.	43739	Total:	3,780.00
Total for	KLEINFELDER, INC.		3,780.00

LESLIE LAMBERT	July Mileage	11059	08/11/2010	
80 CHESTER CIRCLE	0291		08/11/2010	
LOS ALTOS	BOA	43740	08/11/2010	0.00
CA 94022				74.50

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	74.50	0.00

Check No.	43740	Total:	74.50
Total for	LESLIE LAMBERT		74.50



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

PRIYA MATHEW	Grove Deposit Refund	11050	08/11/2010	
			08/11/2010	
280 W. FLORESTA WAY	565		08/11/2010	
PORTOLA VALLEY	BOA	43741	08/11/2010	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.	43741	Total:	100.00
Total for	PRIYA MATHEW		100.00

NICHOLS CONSULTING ENGG	2010-11 CIP Road Project	11080	08/11/2010	
	Design Services 5/29-7/16		08/11/2010	
1885 S. ARLINGTON AVE	0183		08/11/2010	
RENO	BOA	43742	08/11/2010	0.00
NV 89509	1			22,930.38

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	22,930.38	0.00

NICHOLS CONSULTING ENGG	09/10 CIP Road Project	11081	08/11/2010	
	Final Inspections 5/22-7/16		08/11/2010	
1885 S. ARLINGTON AVE	0183		08/11/2010	
RENO	BOA	43742	08/11/2010	0.00
NV 89509	3			1,181.42

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	1,181.42	0.00

Check No.	43742	Total:	24,111.80
Total for	NICHOLS CONSULTING ENGG		24,111.80

OFFICE EQUIPMENT FINANCE SERV	August Copier Lease	11088	08/11/2010	
			08/11/2010	
P. O. BOX 790448	472		08/11/2010	
ST. LOUIS	BOA	43743	08/11/2010	0.00
MO 63179	156764250			589.38

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	589.38	0.00

Check No.	43743	Total:	589.38
Total for	OFFICE EQUIPMENT FINANCE SE		589.38

PALO ALTO ROOFING	C&D Refund, 33 Grove	11072	08/11/2010	
			08/11/2010	
P.O. BOX 1056	0245		08/11/2010	
PALO ALTO	BOA	43744	08/11/2010	0.00
CA 94302				1,000.00

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

Check No.	43744	Total:	1,000.00
Total for	PALO ALTO ROOFING		1,000.00

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PAW PRINTS	Banner for Town Picnic 2010	11060	08/11/2010	
			08/11/2010	
3166 BAY ROAD	857		08/11/2010	
REDWOOD CITY	BOA	43745	08/11/2010	0.00
CA 94063	22515			54.63

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	54.63	0.00

Check No.	43745	Total:	54.63
Total for	PAW PRINTS		54.63

PG&E	July Statements	11061	08/11/2010	
			08/11/2010	
BOX 997300	0109		08/11/2010	
SACRAMENTO	BOA	43746	08/11/2010	0.00
CA 95899-7300				227.73

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	227.73	0.00

Check No.	43746	Total:	227.73
Total for	PG&E		227.73

PHILIP WILLIAMS & ASSOC. INC	Sausal Creek Design, Final	11062	08/11/2010	
			08/11/2010	
550 KEARNY STREET	542		08/11/2010	
SAN FRANCISCO	BOA	43747	08/11/2010	0.00
CA 94108-2404				1,022.40

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4425	CIP TC Creek Daylighting	1,022.40	0.00

Check No.	43747	Total:	1,022.40
Total for	PHILIP WILLIAMS & ASSOC. INC		1,022.40

PORTOLA VALLEY HARDWARE	July Statement	11063	08/11/2010	
			08/11/2010	
112 PORTOLA VALLEY ROAD	0114		08/11/2010	
PORTOLA VALLEY	BOA	43748	08/11/2010	0.00
CA 94028				513.51

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	181.19	0.00
05-66-4340	Building Maint Equip & Supp	75.80	0.00
05-66-4342	Landscape Supplies & Services	41.49	0.00
20-60-4270	Trail Surface Rehabilitation	215.03	0.00

Check No.	43748	Total:	513.51
Total for	PORTOLA VALLEY HARDWARE		513.51

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REPUBLIC ELECTRIC	Repairs to Lighted Crosswalk	11064	08/11/2010	
		5855	08/11/2010	
371 BEL MARIN KEYS BLVD	743		08/11/2010	
NOVATO	BOA	43749	08/11/2010	0.00
CA 94949-5699	18755R1			1,900.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	1,900.00	0.00

Check No.	43749	Total:	1,900.00
Total for	REPUBLIC ELECTRIC		1,900.00

SAN MATEO CO INF SERVICES	June Microwave Channel	11065	08/11/2010	
			08/11/2010	
455 COUNTY CENTER, 3RD FLOOR	0307		08/11/2010	
REDWOOD CITY	BOA	43750	08/11/2010	0.00
CA 94063	1YPV11006			76.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	76.00	0.00

SAN MATEO CO INF SERVICES	Microwave Circuit Service	11089	08/11/2010	
	July-Oct 2009 (#1YPV5)		08/11/2010	
455 COUNTY CENTER, 3RD FLOOR	0307		08/11/2010	
REDWOOD CITY	BOA	43750	08/11/2010	0.00
CA 94063				271.20

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	271.20	0.00

Check No.	43750	Total:	347.20
Total for	SAN MATEO CO INF SERVICES		347.20

SHARP BUSINESS SYSTEMS	July Copies	11066	08/11/2010	
			08/11/2010	
DEPT. LA 21510	0199		08/11/2010	
PASADENA	BOA	43751	08/11/2010	0.00
CA 91185-1510	AR291714			43.24

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	43.24	0.00

Check No.	43751	Total:	43.24
Total for	SHARP BUSINESS SYSTEMS		43.24

ART SIROTA	C&D Refund, 815 Portola	11073	08/11/2010	
			08/11/2010	
601 HARRISON AVE	826		08/11/2010	
REDWOOD CITY	BOA	43752	08/11/2010	0.00
CA 94062				1,000.00

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

Check No.	43752	Total:	1,000.00
Total for	ART SIROTA		1,000.00

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State/Province Zip/Postal	Invoice Number			Check Amount

SPANGLE & ASSOCIATES	June 24 - July 22 Statement	11067	08/11/2010	
			08/11/2010	
770 MENLO AVENUE	0121		08/11/2010	
MENLO PARK	BOA	43753	08/11/2010	0.00
CA 94025-4736				33,606.70

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4140	ASCC	2,300.00	0.00
05-52-4162	Planning Committee	4,598.00	0.00
05-54-4196	Planner	12,675.50	0.00
96-54-4198	Planner - Charges to Appls	14,033.20	0.00

Check No.	43753	Total:	33,606.70
Total for	SPANGLE & ASSOCIATES		33,606.70

STATE COMP INSURANCE FUND	July Premium	11068	08/11/2010	
			08/11/2010	
PO BOX 7980	0122		08/11/2010	
SAN FRANCISCO	BOA	43754	08/11/2010	0.00
CA 94120-7854				1,936.75

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

STATE COMP INSURANCE FUND	Deposit Premium 2010-11	11069	08/11/2010	
			08/11/2010	
PO BOX 7980	0122		08/11/2010	
SAN FRANCISCO	BOA	43754	08/11/2010	0.00
CA 94120-7854				655.24

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	655.24	0.00

Check No.	43754	Total:	2,591.99
Total for	STATE COMP INSURANCE FUND		2,591.99

STEVE STERN	Deposit Refund	11055	08/11/2010	
			08/11/2010	
19 LE ROY	558		08/11/2010	
PORTOLA VALLEY	BOA	43755	08/11/2010	0.00
CA 94028				2,090.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,090.00	0.00

Check No.	43755	Total:	2,090.00
Total for	STEVE STERN		2,090.00

TOWNSEND MGMT, INC	09/10 CIP Road Project	11082	08/11/2010	
	Inspections thru 7/31		08/11/2010	
P.O. BOX 24442	609		08/11/2010	
SAN FRANCISCO	BOA	43756	08/11/2010	0.00
CA 94124	200058-07-10			11,700.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	11,700.00	0.00

Check No.	43756	Total:	11,700.00
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for TOWNSEND MGMT, INC 11,700.00

TREE SPECIALIST	Remove Oak at Triangle Park	11083	08/11/2010	
			08/11/2010	
1198 NEVADA AVE	839		08/11/2010	
SAN JOSE	BOA	43757	08/11/2010	0.00
CA 95125	07-15-10			1,500.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming Program	1,500.00	0.00

TREE SPECIALIST	Weed Removal on Trails	11084	08/11/2010	
			08/11/2010	
1198 NEVADA AVE	839		08/11/2010	
SAN JOSE	BOA	43757	08/11/2010	0.00
CA 95125	07-02-10			4,800.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	4,800.00	0.00

TREE SPECIALIST	ROW Tree Trimming	11085	08/11/2010	
			08/11/2010	
1198 NEVADA AVE	839		08/11/2010	
SAN JOSE	BOA	43757	08/11/2010	0.00
CA 95125	07-19-10			700.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming Program	700.00	0.00

TREE SPECIALIST	Remove Dead Oak at Los Trancos	11086	08/11/2010	
			08/11/2010	
1198 NEVADA AVE	839		08/11/2010	
SAN JOSE	BOA	43757	08/11/2010	0.00
CA 95125	07-08-10			600.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming Program	600.00	0.00

Check No. 43757 Total: 7,600.00  
Total for TREE SPECIALIST 7,600.00

VERIZON WIRELESS	July Admin Cellular	11071	08/11/2010	
			08/11/2010	
P.O. BOX 9622	0131		08/11/2010	
MISSION HILLS	BOA	43758	08/11/2010	0.00
CA 91346-9622				113.44

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	113.44	0.00

Check No. 43758 Total: 113.44  
Total for VERIZON WIRELESS 113.44

Total Invoices: 51	Grand Total: 395,860.25
	Less Credit Memos: 0.00
	Net Total: 395,860.25
	Less Hand Check Total: 0.00
	Outstanding Invoice Total: 395,860.25

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**August 11, 2010**

Claims totaling \$359,860.25 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date \_\_\_\_\_

\_\_\_\_\_  
Angela Howard, Treasurer

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

Signed and sealed this (Date) \_\_\_\_\_

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

\_\_\_\_\_  
Mayor

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

ALMANAC	July Advertising	11090	08/25/2010	
			08/25/2010	
PO BOX 1610	0048		08/25/2010	
MENLO PARK	BOA	43777	08/25/2010	0.00
CA 94302				174.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	174.00	0.00

Check No.	43777	Total:	174.00
Total for	ALMANAC		174.00

ALPINE MOTORS INC	July Statement	11091	08/25/2010	
			08/25/2010	
115 PORTOLA ROAD	422		08/25/2010	
PORTOLA VALLEY	BOA	43778	08/25/2010	0.00
CA 94028				337.01

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	337.01	0.00

Check No.	43778	Total:	337.01
Total for	ALPINE MOTORS INC		337.01

AT&T	July Statements	11092	08/25/2010	
			08/25/2010	
PO BOX 989048	441		08/25/2010	
WEST SACRAMENTO	BOA	43779	08/25/2010	0.00
CA 95798-9048	000001542138			263.11

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	263.11	0.00

Check No.	43779	Total:	263.11
Total for	AT&T		263.11

BKF	C1 Civil Eng'g, 5/24-6/20/10	11123	08/25/2010	
			08/25/2010	
255 SHORELINE DRIVE	2036		08/25/2010	
REDWOOD CITY	BOA	43780	08/25/2010	0.00
CA 94065	10070363			2,178.26

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	2,178.26	0.00

Check No.	43780	Total:	2,178.26
Total for	BKF		2,178.26

CITY OF REDWOOD CITY	IT Services, June 2010	11107	08/25/2010	
			08/25/2010	
P.O. BOX 3629	586		08/25/2010	
REDWOOD CITY	BOA	43781	08/25/2010	0.00
CA 94064-3629	BR24721			3,189.00

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

05-54-4216	IT & Website Consultants	3,189.00	0.00	
CITY OF REDWOOD CITY	IT Services, July 2010	11108	08/25/2010	
			08/25/2010	
P.O. BOX 3629	586		08/25/2010	
REDWOOD CITY	BOA	43781	08/25/2010	0.00
CA 94064-3629	BR24777			1,799.50
GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4216	IT & Website Consultants	1,799.50	0.00	

Check No.	43781	Total:	4,988.50
Total for	CITY OF REDWOOD CITY		4,988.50

DEIRDRE CLARK	Reimb Movie Night Cult Art	11094	08/25/2010	
			08/25/2010	
149 CORTE MADERA	687		08/25/2010	
PORTOLA VALLEY	BOA	43782	08/25/2010	0.00
CA 94028				100.53
GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4150	Cultural Arts Committee	100.53	0.00	

Check No.	43782	Total:	100.53
Total for	DEIRDRE CLARK		100.53

CLEANSTREET	July Street Sweep & ROW Clean	11095	08/25/2010	
			08/25/2010	
1937 W. 169TH STREET	0034		08/25/2010	
GARDENA	BOA	43783	08/25/2010	0.00
CA 90247-5254				1,425.55
GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4262	Street Sweeping & ROW Mowing	614.65	0.00	
20-60-4266	Litter Clean Up Program	810.90	0.00	

Check No.	43783	Total:	1,425.55
Total for	CLEANSTREET		1,425.55

COAST LANDSCAPE MGMT, INC	Mainline Repairs	11096	08/25/2010	
			08/25/2010	
1474 BERGER DRIVE	949		08/25/2010	
SAN JOSE	BOA	43784	08/25/2010	0.00
CA 95112	80996			170.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	170.00	0.00	

Check No.	43784	Total:	170.00
Total for	COAST LANDSCAPE MGMT, INC		170.00

DLT SOLUTIONS INC.	AutoCAD Software Update	11097	08/25/2010	
		5886	08/25/2010	
SUITE 400	0192		08/25/2010	
HERNDON	BOA	43785	08/25/2010	0.00
VA 20171	SI126391			2,890.12



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

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4312	Office Equipment	2,890.12	0.00	
		Check No. 43785	Total:	2,890.12
		Total for	DLT SOLUTIONS INC.	2,890.12

MARK GAINEY	Deposit Refund	11109	08/25/2010	
6 REDBERRY RIDGE	539		08/25/2010	
PORTOLA VALLEY	BOA	43786	08/25/2010	0.00
CA 94028				1,113.80

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	1,113.80	0.00	
		Check No. 43786	Total:	1,113.80
		Total for	MARK GAINEY	1,113.80

HORIZON	Turf Gro & Flags	11098	08/25/2010	
P.O. BOX 52758	0289		08/25/2010	
PHOENIX	BOA	43787	08/25/2010	0.00
AZ 85072-2758	1N020735			106.23

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	106.23	0.00	
		Check No. 43787	Total:	106.23
		Total for	HORIZON	106.23

J.W. ENTERPRISES	September Lavatories	11099	08/25/2010	
1689 MORSE AVE	829		08/25/2010	
VENTURA	BOA	43788	08/25/2010	0.00
CA 93003	150997			219.48

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4244	Portable Lavatories	219.48	0.00	
		Check No. 43788	Total:	219.48
		Total for	J.W. ENTERPRISES	219.48

JORGENSON SIEGEL MCCLURE & FLEGEL	July Statement	11106	08/25/2010	
1100 ALMA STREET	0089		08/25/2010	
MENLO PARK	BOA	43789	08/25/2010	0.00
CA 94025				6,526.25

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4182	Town Attorney	3,590.00	0.00	
96-54-4186	Attorney - Charges to Appls	2,936.25	0.00	
		Check No. 43789	Total:	6,526.25
		Total for	JORGENSON SIEGEL MCCLURE &	6,526.25

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

JUDY KORMANAK	Deposit Refund, Community Hall	11122	08/25/2010	
			08/25/2010	
450 RAMONA ROAD	583		08/25/2010	
PORTOLA VALLEY	BOA	43790	08/25/2010	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.	43790	Total:	500.00
Total for	JUDY KORMANAK		500.00

KUTZMANN & ASSOCIATES	July Plan Check	11100	08/25/2010	
			08/25/2010	
39355 CALIFORNIA STREET	0090		08/25/2010	
FREMONT	BOA	43791	08/25/2010	0.00
CA 94538				1,016.64

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	1,016.64	0.00

Check No.	43791	Total:	1,016.64
Total for	KUTZMANN & ASSOCIATES		1,016.64

J CRYSTAL MELIN	Deposit Refund, Community Hall	11120	08/25/2010	
			08/25/2010	
1198 WOODFLOWER WAY	826		08/25/2010	
SAN JOSE	BOA	43792	08/25/2010	0.00
CA 95117				1,000.00

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

Check No.	43792	Total:	1,000.00
Total for	J CRYSTAL MELIN		1,000.00

MINTON DOOR COMPANY	Installation of Door Closers	11101	08/25/2010	
			08/25/2010	
1150 ELKO DRIVE	988		08/25/2010	
SUNNYVALE	BOA	43793	08/25/2010	0.00
CA 94089	4420-1			2,800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	2,800.00	0.00

Check No.	43793	Total:	2,800.00
Total for	MINTON DOOR COMPANY		2,800.00

JON MYERS	PVASL Reimbursement	11102	08/25/2010	
			08/25/2010	
4540 ALPINE ROAD	900		08/25/2010	
PORTOLA VALLEY	BOA	43794	08/25/2010	0.00
CA 94028				175.00

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

05-52-4160	Parks & Rec Adult Sports	175.00	0.00	
		Check No. 43794	Total:	175.00
		Total for JON MYERS		175.00

NEXTEL COMMUNICATIONS	July Statement	11103	08/25/2010	
			08/25/2010	
P.O. BOX 4181	0200		08/25/2010	
CAROL STREAM	BOA	43795	08/25/2010	0.00
IL 60197-4181	944745522-076			156.02

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	156.02	0.00	
		Check No. 43795	Total:	156.02
		Total for NEXTEL COMMUNICATIONS		156.02

NICHOLS CONSULTING ENGG	2010-11 CIP Road Design	11124	08/25/2010	
	7/16 - 7/30/10		08/25/2010	
1885 S. ARLINGTON AVE	0183		08/25/2010	
RENO	BOA	43796	08/25/2010	0.00
NV 89509	2			4,997.50

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4503	CIPStreetDesignFutureFY	4,997.50	0.00	
		Check No. 43796	Total:	4,997.50
		Total for NICHOLS CONSULTING ENGG		4,997.50

OLBERDING ENVIRONMENTAL, INC	C-1 Trail, June 2010	11125	08/25/2010	
			08/25/2010	
193 BLUE RAVINE ROAD	2025		08/25/2010	
FOLSOM	BOA	43797	08/25/2010	0.00
CA 94630	2010184			709.75

GL Number	Description	Invoice Amount	Amount Relieved	
96-00-4528	C-1 Trail	709.75	0.00	
		Check No. 43797	Total:	709.75
		Total for OLBERDING ENVIRONMENTAL, IN		709.75

MAXWELL PALEY	Deposit Refund	11111	08/25/2010	
			08/25/2010	
410 GOLDEN OAK DRIVE	631		08/25/2010	
PORTOLA VALLEY	BOA	43798	08/25/2010	0.00
CA 94028				1,722.20

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	1,722.20	0.00	
		Check No. 43798	Total:	1,722.20
		Total for MAXWELL PALEY		1,722.20

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

PENINSULA BACKFLOW (DBA)	CalWater Mandated Repair	11104	08/25/2010	
Thomas D. Woodhams			08/25/2010	
1261 WEBSTER ST.	383		08/25/2010	
PALO ALTO	BOA	43799	08/25/2010	0.00
CA 94301				183.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	183.00	0.00

Check No.	43799	Total:	183.00
Total for	PENINSULA BACKFLOW (DBA)		183.00

PENINSULA DIGITAL IMAGING	Blue Oaks PPC Bond	11105	08/25/2010	
			08/25/2010	
599 FAIRCHILD DRIVE	0135		08/25/2010	
MOUNTAIN VIEW	BOA	43800	08/25/2010	0.00
CA 94043	193846			21.41

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	21.41	0.00

Check No.	43800	Total:	21.41
Total for	PENINSULA DIGITAL IMAGING		21.41

PERS HEALTH	September Premium	11093	08/25/2010	
			08/25/2010	
VIA EFT	0108		08/25/2010	
	BOA	43801	08/25/2010	0.00
	395			13,572.58

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

Check No.	43801	Total:	13,572.58
Total for	PERS HEALTH		13,572.58

MARK RYAN	Deposit Refund	11110	08/25/2010	
			08/25/2010	
20 ANTONIO COURT	851		08/25/2010	
PORTOLA VALLEY	BOA	43802	08/25/2010	0.00
CA 94028				986.40

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	986.40	0.00

Check No.	43802	Total:	986.40
Total for	MARK RYAN		986.40

SAN MATEO CO INF SERVICES	July Microwave Channel	11114	08/25/2010	
			08/25/2010	
455 COUNTY CENTER, 3RD FLOOR	0307		08/25/2010	
REDWOOD CITY	BOA	43803	08/25/2010	0.00
CA 94063	1YPV11007			76.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	76.00	0.00

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

Check No.	43803	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SAN MATEO SHERIFF	FY 10/11 Haz Mat Services	11112	08/25/2010	
OFFICE OF EMERGENCY SERVICES			08/25/2010	
400 COUNTY CENTER	0119		08/25/2010	
REDWOOD CITY	BOA	43804	08/25/2010	0.00
CA 94063-0978	3344			13,250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4286	Emergency Services Council JPA	13,250.00	0.00

Check No.	43804	Total:	13,250.00
Total for	SAN MATEO SHERIFF		13,250.00

CONNIE STACK	Summer Instructor Fee	11113	08/25/2010	
			08/25/2010	
10127 LAMPLIGHTER SQUARE	648		08/25/2010	
CUPERTINO	BOA	43805	08/25/2010	0.00
CA 95014				768.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	768.00	0.00

Check No.	43805	Total:	768.00
Total for	CONNIE STACK		768.00

STAPLES	July Statement	11115	08/25/2010	
			08/25/2010	
STAPLES CREDIT PLAN	430		08/25/2010	
DES MOINES	BOA	43806	08/25/2010	0.00
IA 50368-9020				292.08

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	292.08	0.00

Check No.	43806	Total:	292.08
Total for	STAPLES		292.08

SYMANTEC SMB RENEWALS	Support for Servers	11116	08/25/2010	
	through 8/5/2011	5887	08/25/2010	
P.O. BOX 202475	2007		08/25/2010	
DALLAS	BOA	43807	08/25/2010	0.00
TX 75320-2475	SYM782800			1,033.79

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	1,033.79	0.00

Check No.	43807	Total:	1,033.79
Total for	SYMANTEC SMB RENEWALS		1,033.79

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

STEVE TOBEN	Deposit Refund, Community Hall	11121	08/25/2010	
			08/25/2010	
12 SANTA MARIA	666		08/25/2010	
PORTOLA VALLEY	BOA	43808	08/25/2010	0.00
CA 94028				883.85

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	883.85	0.00

Check No.	43808	Total:	883.85
Total for	STEVE TOBEN		883.85

VISION INTERNET PROVIDERS INC	Site Hosting, Jul/Aug 2010	11117	08/25/2010	
			08/25/2010	
P.O. BOX 251588	827		08/25/2010	
LOS ANGELES	BOA	43809	08/25/2010	0.00
CA 90025	18134,18067			400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	400.00	0.00

Check No.	43809	Total:	400.00
Total for	VISION INTERNET PROVIDERS INC		400.00

WOLFPACK INSURANCE	September Dental/Vision	11118	08/25/2010	
			08/25/2010	
SMALL BUSINESS BENEFIT PLAN	0132		08/25/2010	
BELMONT	BOA	43810	08/25/2010	0.00
CA 94402				2,256.20

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,256.20	0.00

Check No.	43810	Total:	2,256.20
Total for	WOLFPACK INSURANCE		2,256.20

WORRELL ROOFING	C&D Refund, 1 Woodfern	11119	08/25/2010	
			08/25/2010	
3790 EL CAMINO REAL	669		08/25/2010	
PALO ALTO	BOA	43811	08/25/2010	0.00
CA 94306				1,000.00

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

Check No.	43811	Total:	1,000.00
Total for	WORRELL ROOFING		1,000.00

Total Invoices:	36	Grand Total:	68,293.26
		Less Credit Memos:	0.00
		Net Total:	68,293.26
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	68,293.26

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**August 25, 2010**

Claims totaling \$68,293.26 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 Councilmembers  
**FROM:** Sandy Sloan, Town Attorney  
**DATE:** August 25, 2010  
**RE:** Portola Glen Estates Grant of Pathway Easement

**RECOMMENDATION:** Approve the resolution authorizing the Mayor on behalf of the Town of Portola Valley to execute and accept the grant of pathway easement from the Portola Glen Estates Homeowner's Association.

**BACKGROUND:** This item is being brought back to the Council after some clarifications were made in the easement documents.

The Public Works Director and Town Planner have reviewed the revised trail easement documents and agree with the recommendation.

Trails in the open space parcels (Parcels A and B) of Portola Glen Estates ("PGE", a subdivision on Los Trancos Road) were staked, constructed and have been used since approximately 1989-1990. The trails, however, were never officially dedicated to the Town. The Town and the residents became aware of this when a tree on the open space fell across a Town maintained trail.

The PGE Homeowner's Association ("HOA") recently reformed and desires to dedicate the existing trails to the Town of Portola Valley. The HOA has authorized Sandra Lee in writing to represent the HOA regarding the issue of granting the trail easement to the Town.<sup>1</sup> Ms. Lee has signed the Town's standard Grant of Pathway Easement.

The location of the trail easements are described and depicted in more detail in the plat maps and legal descriptions attached as Exhibit A to the Grant of Pathway Easement. Exhibit A includes an overall site description of the parcels and the surveyed alignment of the centerline of the existing trails. The trails are described in six segments with

---

<sup>1</sup> Corporations Code Section 7211 allows the board of a homeowner's association to take action without a meeting if all members consent in writing to the action. All members of the HOA board consented in writing to Ms. Lee's representation of PGE on the issue of granting the trail easement.



associated plat maps. The easement descriptions clarify that when the trail gets closer than seven and one-half feet to an adjacent parcel line, the 15-foot easement width shifts from being centered on the trail to being measured as a 15-foot distance from the nearest parcel boundary to the common lot.

cc: Town Manager

Enclosure: Resolution Approving and Authorizing the Execution of the Grant of Pathway Easement  
Grant of Pathway Easement, including Exhibit A  
Certificate of Acceptance

RESOLUTION NO.

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF  
PORTOLA VALLEY APPROVING AND AUTHORIZING THE  
EXECUTION OF THE GRANT OF PATHWAY EASEMENT  
FROM THE PORTOLA GLEN ESTATES HOMEOWNER'S  
ASSOCIATION TO THE TOWN OF PORTOLA VALLEY**

WHEREAS, the Town Council of the Town of Portola Valley ("Town") has read and considered that certain Grant of Pathway Easement dated August 2, 2010 from the Portola Glen Homeowner's Association.

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

1. Public interest and convenience require the Town to accept the Grant of Pathway Easement described above.
2. The Town hereby approves the Grant of Pathway Easement and the Mayor is hereby authorized on behalf of the Town to execute the Grant of Pathway Easement and the Certificate of Acceptance.

PASSED AND ADOPTED this 25th day of August, 2010.

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

ATTEST:

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

RECORDED WITHOUT FEE UNDER  
GOVERNMENT CODE SECTION 6103

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:  
TOWN OF PORTOLA VALLEY 765 PORTOLA RD  
PORTOLA VALLEY CA 94028  
ATTN TOWN CLERK

GRANT OF PATHWAY EASEMENT

Portola Glen Estates Homeowners Association owner, ("Owner") of the Common Area in Portola Valley, California, known as Lot A of that certain Map of Portola Glen Estates recorded August 30, 1988 in Volume 118 of Maps at Pages 84-86, San Mateo County Records, does hereby grant to the Town of Portola Valley, a general law city of the State of California, a perpetual right and nonexclusive easement for pathway and trail purposes, together with a right of access thereto, on, under, over, and along the real property situated in the Town of Portola Valley, County of San Mateo, State of California, described more fully as follows:

See Exhibit A attached hereto and made a part hereof.

Owner shall not place any structures and/or improvements on said easement.

IN WITNESS WHEREOF, the Owner has executed this instrument.

OWNER  
PORTOLA GLEN ESTATES  
HOMEOWNERS ASSOCIATION

Dated: August 2, 2010

By: Sandra Lee  
Name: SANDRA LEE  
Title: PORTOLA GLEN ESTATES HOA - REP

This Grant of Easement is hereby accepted by the Town of Portola Valley.

ATTEST:

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

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

STATE OF CALIFORNIA )  
COUNTY OF San Mateo ) ss:

On August 2, 2010, before me, Sharon Hanlon, Notary Public, personally appeared Jandra Lee, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument. I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Sharon Hanlon



STATE OF CALIFORNIA )  
COUNTY OF \_\_\_\_\_ ) ss:

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument. I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

**EXHIBIT A**  
**15 FOOT PATHWAY EASEMENT**

Real property situate in the Town of Portola Valley, County of San Mateo, State of California:

An easement for pathway purposes over strips of land of uniform width of 15.00 feet, being a portion Lot A, of that certain Map entitled "Portola Glen Estates", filed August 30, 1988, in Volume 118 of Maps at Pages 84 through 86, Records of San Mateo County, the centerline of said strips described as follows:

**SEGMENT A**

**Commencing** at the Northeastern corner of Lot 1 of said map; thence along the Southerly line of Oak Forest Court of said map, North 87°25'00" East, 40.93 feet to the **Point of Beginning**; thence leaving last said line, along the following forty-three (45) courses:

1. Along the arc of a non-tangent curve to the right, having a radial which bears South 80°43'21" East, a radius of 182.43 feet, a delta of 14°58'56", an arc length of 47.70 feet (C10)
2. Along the arc of a reverse curve to the left, having a radius of 84.52 feet, a delta of 25°50'08", an arc length of 38.11 feet (C11)
3. South 06°25'23" East, 64.54 feet (L25)
4. Along the arc of a non-tangent curve to the right, having a radial which bears North 68°44'08" East, a radius of 88.61 feet, a delta of 34°12'42", an arc length of 52.91 feet (C12)
5. South 12°56'51" West, 54.48 feet (L27)
6. South 00°42'39" West, 53.96 feet (L28)
7. South 24°21'48" West, 48.17 feet (L29)
8. South 05°26'10" West, 71.09 feet (L30)
9. Along the arc of a curve to the right, having a radius of 100.00 feet, a delta of 15°31'08", an arc length of 27.09 feet (C13)
10. Along the arc of a reverse curve to the left, having a radius of 126.00 feet, a delta of 26°05'23", an arc length of 57.37 feet (C14)
11. Along the arc of a reverse curve to the right, having a radius of 148.29 feet, a delta of 27°18'01", an arc length of 70.66 feet (C15)
12. Along the arc of a reverse curve to the left, having a radius of 60.00 feet, a delta of 43°04'51", an arc length of 45.11 feet (C16)
13. Along the arc of a reverse curve to the right, having a radius of 106.91 feet, a delta of 20°13'56", an arc length of 37.75 feet (C17)
14. South 00°40'59" East, 9.04 feet (L31)
15. Along the arc of a curve to the right, having a radius of 55.55 feet, a delta of 35°50'23", an arc length of 34.75 feet (C18)
16. South 35°09'24" West, 37.88 feet (L32)
17. Along the arc of a curve to the left, having a radius of 29.58 feet, a delta of 32°03'28", an arc length of 16.55 feet (C45)
18. North 86°54'04" West, 14.44 feet (L33)
19. South 04°40'51" West, 25.93 feet (L34)

**EXHIBIT A**  
**15 FOOT PATHWAY EASEMENT**

20. South 67°24'16" West, 4.56 feet (L35)
21. North 68°41'14" West, 19.21 feet (L36)
22. North 89°29'33" East, 7.02 feet (L37)
23. North 08°13'55" East, 7.84 feet (L38)
24. Along the arc of a non-tangent curve to the left, having a radial which bears South 44°16'50" East, a radius of 145.00 feet, a delta of 16°16'51", an arc length of 41.20 feet (C19)
25. Along the arc of a compound curve to the left, having a radius of 86.00 feet, a delta of 38°14'02", an arc length of 57.39 feet (C20)
26. North 08°47'43" West, 27.38 feet (L40)
27. Along the arc of a curve to the left, having a radius of 80.00 feet, a delta of 39°55'08", an arc length of 55.74 feet (C21)
28. South 11°51'27" West, 6.81 feet (L41)
29. Along the arc of a non-tangent curve to the right, having a radial which bears North 62°00'55" East, a radius of 73.25 feet, a delta of 41°28'34", an arc length of 53.02 feet (C22)
30. South 13°29'29" West, 33.60 feet (L43)
31. Along the arc of a non-tangent curve to the right, having a radial which bears South 62°09'56" East, a radius of 143.54 feet, a delta of 43°55'23", an arc length of 110.03 feet (C23)
32. Along the arc of a reverse curve to the left, having a radius of 203.00 feet, a delta of 14°19'30", an arc length of 50.75 (C24)
33. South 57°25'57" West, 12.20 feet (L45)
34. Along the arc of a curve to the right, having a radius of 4.00 feet, a delta of 173°43'23", an arc length of 12.13 feet (C25)
35. North 51°09'20" East, 93.19 feet (L46)
36. Along the arc of a non-tangent curve to the left, having a radial which bears South 29°08'52" East, a radius of 34.67 feet, a delta of 69°35'41", an arc length of 42.11 feet (C26)
37. Along the arc of a compound curve to the left, having a radius of 257.95 feet, a delta of 33°31'33", an arc length of 150.94 feet (C27)
38. Along the arc of a compound curve to the left, having a radius of 80.00 feet, a delta of 58°32'13", an arc length of 81.73 feet (C28)
39. Along the arc of a reverse curve to the right, having a radius of 45.00 feet, a delta of 56°27'32", an arc length of 44.34 feet (C29)
40. Along the arc of a compound curve to the right, having a radius of 206.28 feet, a delta of 27°50'57", an arc length of 100.26 feet (C30)
41. Along the arc of a reverse curve to the left, having a radius of 58.80 feet, a delta of 113°15'43", an arc length of 116.24 feet (C31)
42. South 50°14'28" West, 86.11 feet (L48)
43. South 58°15'50" West, 18.76 feet (L49)
44. North 76°29'36" West, 57.34 (L51)
45. Along the arc of a non-tangent curve to the left, having a radial which bears North 33°08'50" East, a radius of 113.51 feet, a delta of 48°30'25", an arc length of 96.10 feet (C32) to a point on the line of the course "North 76°29'36" West, 832.69 feet" of said Lot A.

**EXHIBIT A**  
**15 FOOT PATHWAY EASEMENT**

The sidelines of herein described easement are to be extended or shortened so as to terminate at said Southerly line of Oak Forest Court and said line of Lot A.

**SEGMENT B**

**Commencing** at the terminus of aforementioned Segment A; thence along the common line between Lots A and B of said map, North 76°29'36" West, 115.90 feet to the **Point of Beginning**; thence leaving last said line, along the following twenty-nine (29) courses:

1. Along the arc of a non-tangent curve to the left, having a radial which bears South 62°39'10" East, a radius of 79.89 feet, a delta of 26°01'24", an arc length of 36.28 feet (C33)
2. Along the arc of a reverse curve to the right, having a radius of 42.00 feet, a delta of 77°05'35", an arc length of 56.51 feet (C34)
3. North 78°25'01" East, 108.64 feet
4. North 57°16'58" East, 16.41 feet (L55)
5. North 49°21'46" West, 6.59 feet (L56)
6. Along the arc of a non-tangent curve to the right, having a radial which bears South 00°24'28" East, a radius of 150.00 feet, a delta of 21°15'40", an arc length of 55.66 feet (C35)
7. Along the arc of a reverse curve to the left, having a radius of 156.87 feet, a delta of 57°13'08", an arc length of 156.66 feet (C36)
8. North 64°10'15" West, 65.59 feet (L58)
9. North 33°21'30" East, 7.90 feet (L59)
10. North 88°02'39" East, 40.20 feet (L60)
11. Along the arc of a non-tangent curve to the right, having a radial which bears North 35°08'27" West, a radius of 287.89 feet, a delta of 11°48'46", an arc length of 59.35 feet (C37)
12. North 14°06'31" West, 6.99 feet (L62)
13. South 83°30'03" West, 18.89 feet (L63)
14. Along the arc of a curve to the right, having a radius of 44.70 feet, a delta of 60°07'25", an arc length of 46.90 feet (C38)
15. North 14°32'50" East, 5.90 feet (L64)
16. South 89°28'37" East, 16.29 feet (L65)
17. Along the arc of a non-tangent curve to the left, having a radial which bears South 30°59'50" West, a radius of 25.41 feet, a delta of 81°19'10", an arc length of 36.07 feet (C39)
18. North 75°00'17" East, 48.17 feet (L67)
19. North 04°10'56" East, 3.97 feet (L68)
20. North 34°51'32" West, 5.13 feet (L69)
21. North 62°32'05" West, 43.31 feet (L70)
22. North 25°10'36" East, 6.92 feet (L71)
23. North 71°49'06" East, 22.92 feet (L72)

**EXHIBIT A**  
**15 FOOT PATHWAY EASEMENT**

24. North 32°29'45" East, 10.50 feet (L73)
25. North 19°56'53" West, 17.49 feet (L74)
26. Along the arc of a curve to the right, having a radius of 40.00 feet, a delta of 81°27'08", an arc length of 56.86 feet (C40)
27. North 61°30'15" East, 85.71 feet (L75)
28. Along the arc of a curve to the right, having a radius of 66.00 feet, a delta of 37°44'56", an arc length of 43.48 feet (C41)
29. South 80°44'50" East, 7.12 feet (L76)
30. North 60°45'00" East, 104.74 feet (L84)
31. South 87°19'31" East, 9.29 feet (L77)
32. South 29°15'00" East, 15.76 feet (L78)
33. Along the arc of a non-tangent curve to the left, having a radial which bears South 19°24'17" East, a radius of 45.08 feet, a delta of 45°47'53", an arc length of 36.04 feet (C42)
34. North 64°10'37" East, 24.19 feet (L80)
35. Along the arc of a curve to the left, having a radius of 44.00 feet, a delta of 101°41'15", an arc length of 78.09 feet (C43)
36. North 37°30'38" West, 29.35 feet (L81)
37. North 66°11'27" West, 30.25 feet (L82)
38. Along the arc of a non-tangent curve to the right, having a radial which bears North 85°37'20" West, a radius of 43.91 feet, a delta of 39°04'00", an arc length of 29.94 feet (C44)
39. Along the arc of a reverse curve to the left, having a radius of 32.72 feet, a delta of 47°38'17", an arc length of 27.20 feet (C46)
40. North 04°11'37" West, 5.86 feet (L93) to a point on the Northwesterly line of said Lot A.

The sidelines of herein described easement are to be extended or shortened so as to terminate at said course "North 76°29'36" West, 832.69 feet" of Lot A and said Northwesterly line of Lot A.

**SEGMENT C**

**Commencing** at the Southeastern corner of Lot 2 of said map; thence along the Northerly line of Oak Forest Court of said map, North 87°25'00" East, 35.00 feet to the Point of Beginning; thence leaving last said line and along the following six (6) courses:

1. North 00°53'53" West, 33.59 feet (L92)
2. North 06°33'21" East, 47.05 feet (L91)
3. North 00°15'43" East, 85.72 feet (L90)
4. North 21°24'36" East, 16.51 feet (L89)
5. North 54°04'48" East, 42.69 feet (L88)
6. North 10°05'01" East, 66.12 feet (L87) to the most Northeasterly line of aforesaid Lot A.



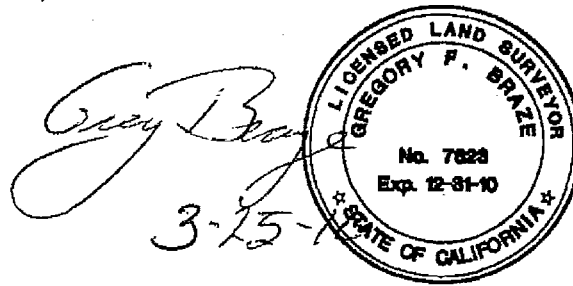
**EXHIBIT A**  
**15 FOOT PATHWAY EASEMENT**

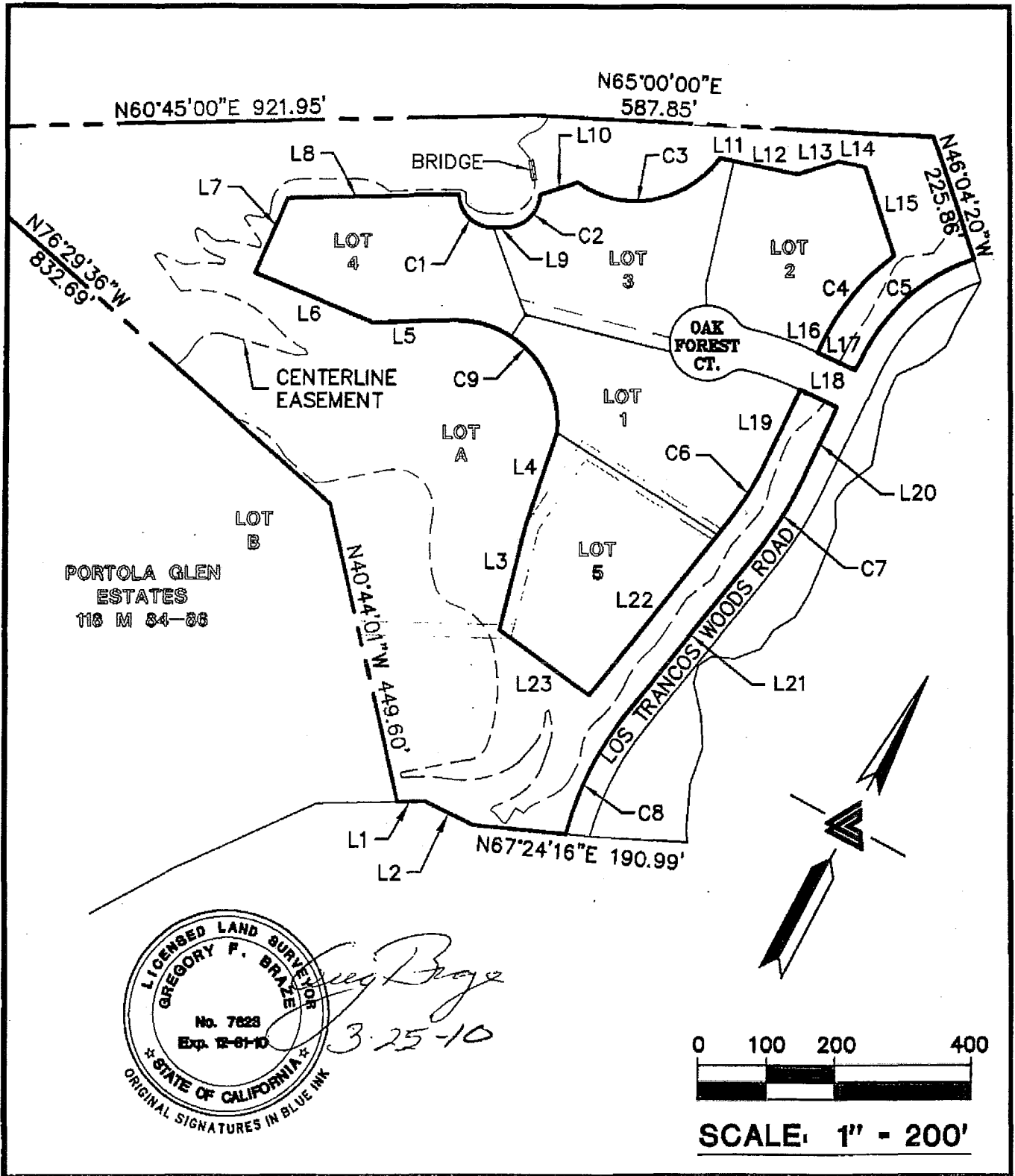
The sidelines of herein described easement are to be extended or shortened so as to terminate at said Northerly line of Oak Forest Court and said Northeasterly line of Lot A.


**SEGMENT D**

**Beginning** at the most Northern corner of said Lot A; thence along the most Northeasterly line of said lot, South  $46^{\circ}04'20''$  East, 2.14 feet; thence leaving last said line and along a line parallel with and distant 2.00 feet Southeasterly, measured at right angles to the Northwesterly line of said lot, South  $65^{\circ}00'00''$  West, 380.77 feet; thence leaving last said parallel line, North  $25^{\circ}00'00''$  West, 2.00 feet to the Northwesterly line of said lot; thence along last said line, North  $65^{\circ}00'00''$  East, 380.00 feet to the **Point of Beginning**.

Containing 760.77 square feet, more or less.






**LEA & BRAZE ENGINEERING, INC.**  
 CIVIL ENGINEERS • LAND SURVEYORS  
 2495 INDUSTRIAL PARKWAY WEST  
 HAYWARD, CALIFORNIA 94545  
 (510) 887-4086  
 FAX (510) 887-3019  
 WWW.LEABRAZE.COM

OVERALL SITE  
 LOT A  
 OAK FOREST COURT  
 PORTOLA VALLEY, CALIFORNIA  
 JOB NO 2070225  
 SCALE: 1" = 200'

LINE	BEARING	LENGTH
L1	N60°56'40"E	40.00'
L2	N87°50'20"E	78.54'
L3	N14°00'00"W	160.00'
L4	N09°19'52"W	142.06'
L5	N60°45'00"E	120.00'
L6	N84°53'59"E	184.92'
L7	N05°15'00"W	120.00'
L8	N60°45'00"E	250.00'
L9	N60°45'00"E	20.00'
L10	N44°12'25"E	60.00'
L11	N74°12'25"E	20.00'
L12	N74°12'25"E	95.00'
L13	N44°12'25"E	64.00'
L14	N74°12'25"E	40.00'
L15	N46°04'20"W	137.45'
L16	N02°35'00"W	16.00'
L17	N87°25'00"E	60.00'
L18	N87°24'57"E	60.00'
L19	N02°35'00"W	118.79'
L20	N02°35'00"W	118.79'
L21	N10°30'00"E	309.72'
L22	N10°30'00"E	302.00'
L23	N82°00'00"W	164.00'

CURVE	RADIUS	LENGTH	DELTA
C1	50.00	78.54'	90°00'00"
C2	50.00	75.30'	86°17'35"
C3	150.00	235.59'	89°59'15"
C4	345.00	167.02'	27°44'16"
C5	277.74	230.57'	47°33'47"
C6	455.00	103.90'	13°05'00"
C7	515.00	125.59'	13°05'00"
C8	485.00	200.89'	23°05'57"
C9	150.00	253.01'	96°38'30"

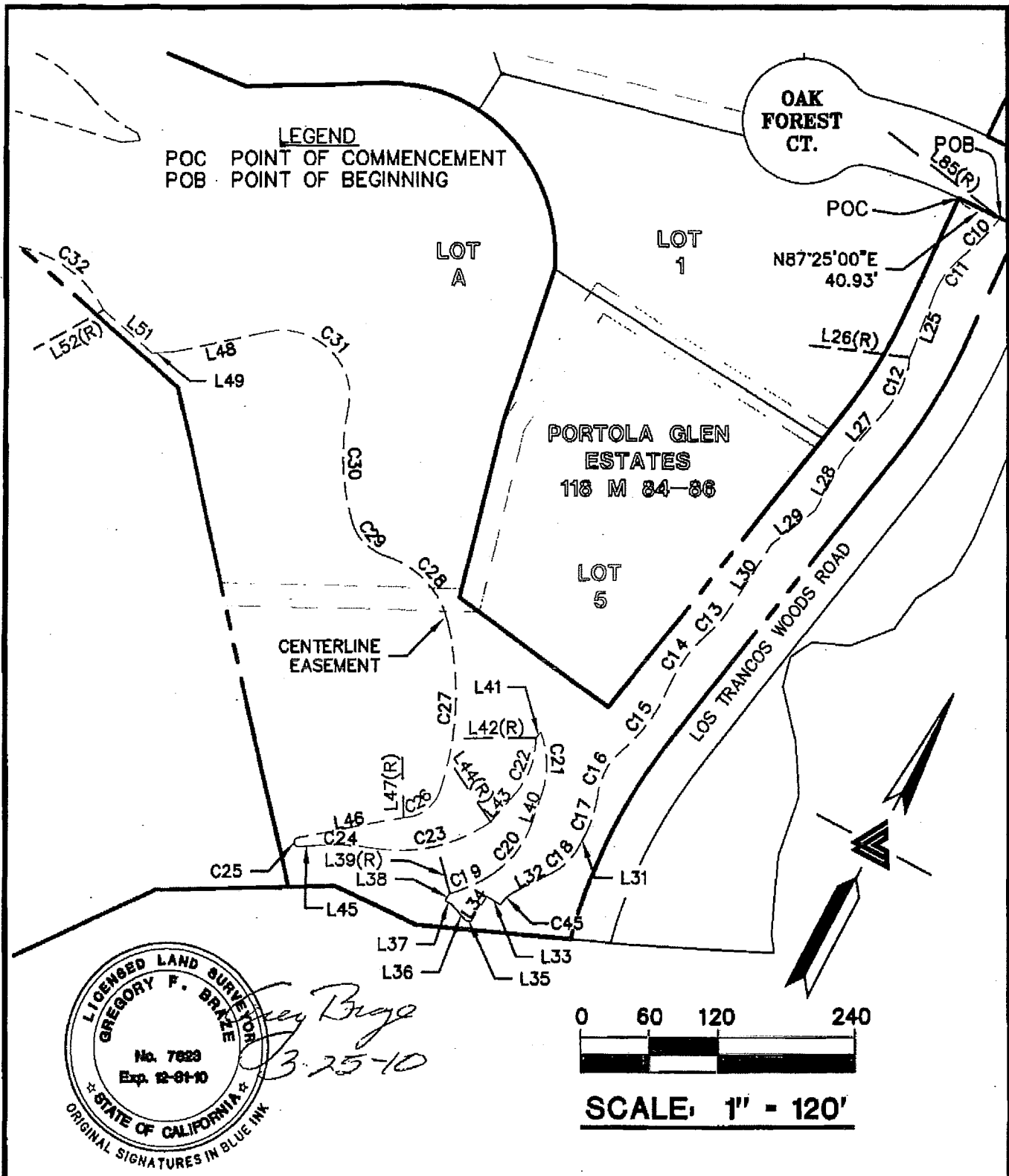
*Greg Braze*  
325-10

 **LEA & BRAZE ENGINEERING, INC.**  
CIVIL ENGINEERS • LAND SURVEYORS

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OVERALL SITE TABLE  
LOT A  
OAK FOREST COURT  
PORTOLA VALLEY, CALIFORNIA

JOB NO 2070225



**LEA & BRAZE ENGINEERING, INC.**  
 CIVIL ENGINEERS • LAND SURVEYORS  
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**SEGMENT A**  
**LOT A**  
**OAK FOREST COURT**  
**PORTOLA VALLEY, CALIFORNIA**  
 JOB NO 2070225      SCALE: 1" = 120'

LINE	BEARING	LENGTH
L25	S06°25'23"E	64.54'
L26	N68°44'08"E	RADIAL
L27	S12°56'51"W	54.48'
L28	S00°42'39"W	53.96'
L29	S24°21'48"W	48.17'
L30	S05°26'10"W	71.09'
L31	S00°40'59"E	9.04'
L32	S35°09'24"W	37.88'
L33	N86°54'04"W	14.44'
L34	S04°40'51"W	25.93'
L35	S67°24'16"W	4.56'
L36	N68°41'14"W	19.21'
L37	N89°29'33"E	7.02'
L38	N08°13'55"E	7.84'
L39	S44°16'50"E	RADIAL
L40	N08°47'43"W	27.38'
L41	S11°51'27"W	6.81'
L42	N62°00'55"E	RADIAL
L43	S13°29'29"W	33.60'
L44	S62°09'56"E	RADIAL
L45	S57°25'57"W	12.20'
L46	N51°09'20"E	93.19'
L47	S29°08'52"E	RADIAL
L48	S50°14'28"W	86.11'
L49	S58°15'50"W	18.76'
L51	N76°29'36"W	57.34'
L52	N33°08'50"E	RADIAL
L85	S80°43'21"E	RADIAL

CURVE	RADIUS	LENGTH	DELTA
C10	182.43	47.70'	14°58'56"
C11	84.52'	38.11'	25°50'08"
C12	88.61'	52.91'	34°12'42"
C13	100.00'	27.09'	15°31'08"
C14	126.00'	57.37'	26°05'23"
C15	148.29'	70.66'	27°18'01"
C16	60.00'	45.11'	43°04'51"
C17	106.91'	37.75'	20°13'56"
C18	55.55'	34.75'	35°50'23"
C19	145.00'	41.20'	16°16'51"
C20	86.00'	57.39'	38°14'02"
C21	80.00'	55.74'	39°55'08"
C22	73.25'	53.02'	41°28'34"
C23	143.54'	110.03'	43°55'23"
C24	203.00'	50.75'	14°19'30"
C25	4.00'	12.13'	173°43'23"
C26	34.67'	42.11'	69°35'41"
C27	257.95'	150.94'	33°31'33"
C28	80.00'	81.73'	58°32'13"
C29	45.00'	44.34'	56°27'32"
C30	206.28'	100.26'	27°50'57"
C31	58.80'	116.24'	113°15'43"
C32	113.51'	96.10'	48°30'25"
C45	29.58'	16.55'	32°03'28"

*Greg Braze*  
3-25-10



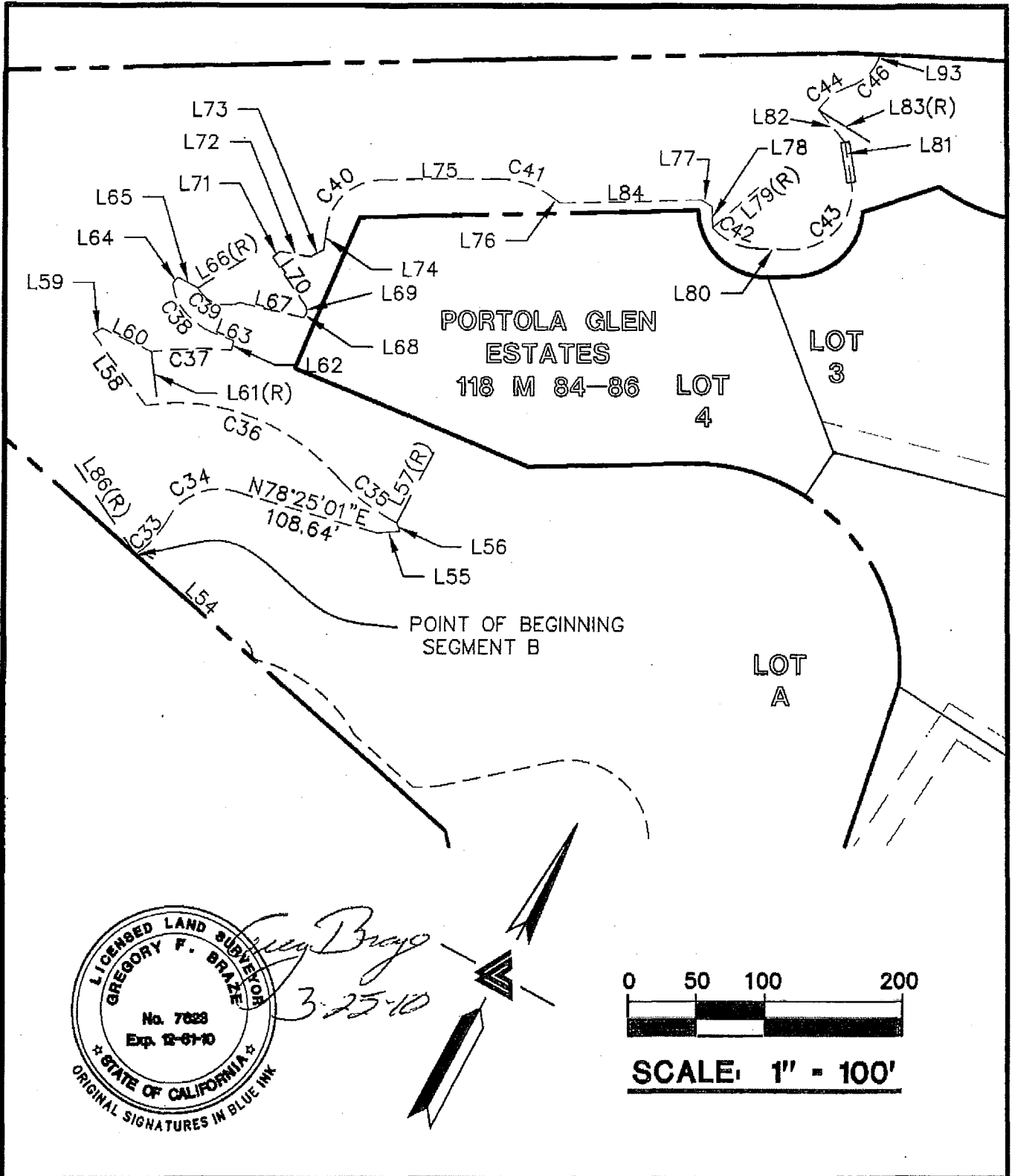
**LEA & BRAZE ENGINEERING, INC.**

CIVIL ENGINEERS • LAND SURVEYORS

2495 INDUSTRIAL PARKWAY WEST  
HAYWARD, CALIFORNIA 94545  
(510) 887-4086  
FAX (510) 887-3019  
WWW.LEABRAZE.COM

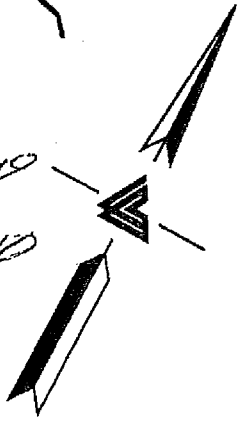
SEGMENT A - TABLES  
LOT A  
OAK FOREST COURT  
PORTOLA VALLEY, CALIFORNIA

JOB NO 2070225



LICENSED LAND SURVEYOR  
 GREGORY F. BRAZE  
 No. 7028  
 Exp. 12-31-10  
 STATE OF CALIFORNIA  
 ORIGINAL SIGNATURES IN BLUE INK

*Gregory Braze*  
 3-25-10



**SCALE: 1" = 100'**



**LEA & BRAZE ENGINEERING, INC.**

CIVIL ENGINEERS - LAND SURVEYORS  
 2495 INDUSTRIAL PARKWAY WEST  
 HAYWARD, CALIFORNIA 94545  
 (510) 887-4086  
 FAX (510) 887-3019  
 WWW.LEABRAZE.COM

SEGMENT B  
 LOT A  
 OAK FOREST COURT  
 PORTOLA VALLEY, CALIFORNIA

JOB NO 2070225

SCALE: 1" = 100'

LINE	BEARING	LENGTH
L54	N76°29'36"W	115.90'
L55	N57°16'58"E	16.41'
L56	N49°21'46"W	6.59'
L57	S00°24'28"E	RADIAL
L58	N64°10'15"W	65.59'
L59	N33°21'30"E	7.90'
L60	N88°02'39"E	40.20'
L61	N35°08'27"W	RADIAL
L62	N14°06'31"W	6.99'
L63	S83°30'03"W	18.89'
L64	N14°32'50"E	5.90'
L65	S89°28'37"E	16.29'
L66	S30°59'50"W	RADIAL
L67	N75°00'17"E	48.17'
L68	N04°10'56"E	3.97'
L69	N34°51'32"W	5.13'
L70	N62°32'05"W	43.31'
L71	N25°10'36"E	6.92'
L72	N71°49'06"E	22.92'
L73	N32°29'45"E	10.50'
L74	N19°56'53"W	17.49'
L75	N61°30'15"E	85.71'
L76	N80°44'50"W	7.12'
L77	N44°33'31"E	9.29'
L78	N74°14'24"E	15.76'
L79	S19°58'31"E	RADIAL
L80	N64°10'37"E	24.19'
L81	N37°30'38"W	29.35'
L82	N66°11'27"W	30.25'
L83	N85°37'20"W	RADIAL
L84	N60°45'00"E	104.74'
L86	S62°39'10"E	RADIAL
L93	N04°11'37"W	5.86'

CURVE	RADIUS	LENGTH	DELTA
C33	79.89'	36.28'	26°01'24"
C34	42.00'	56.51'	77°05'35"
C35	150.00'	55.66'	21°15'40"
C36	156.87'	156.66'	57°13'08"
C37	287.89'	59.35'	11°48'46"
C38	44.70'	46.90'	60°07'25"
C39	25.41'	36.07'	81°19'10"
C40	40.00'	56.86'	81°27'08"
C41	66.00'	43.48'	37°44'56"
C42	45.08'	36.04'	45°47'53"
C43	44.00'	78.09'	101°41'15"
C44	43.91'	29.94'	39°04'00"
C46	32.72'	27.20'	47°38'17"

*Gregory P. Braze*  
375-1



**LEA & BRAZE ENGINEERING, INC.**

CIVIL ENGINEERS • LAND SURVEYORS

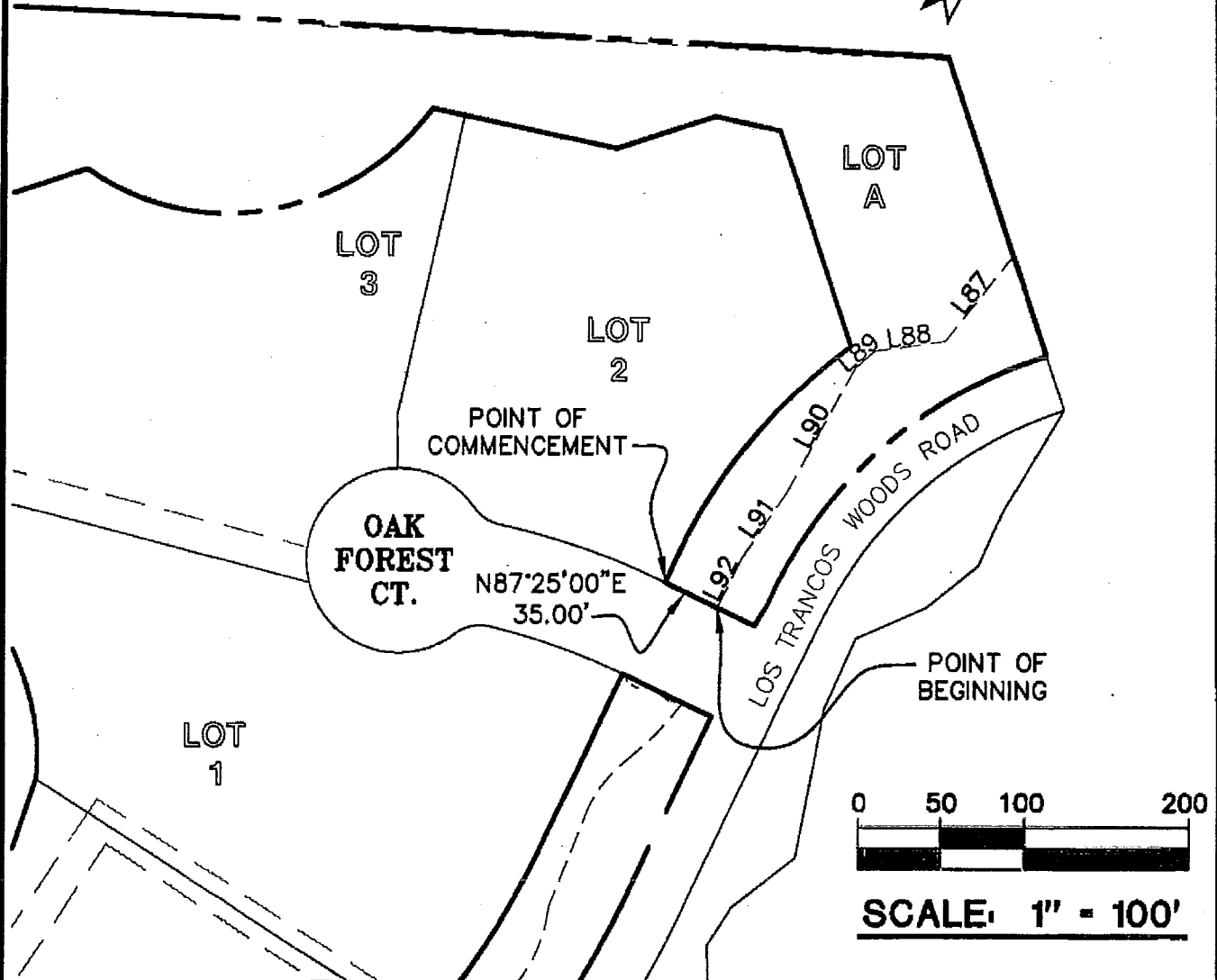
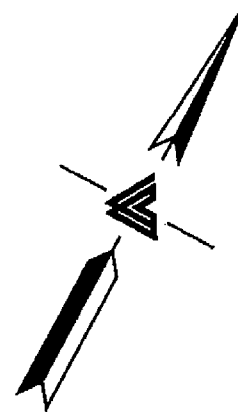
2495 INDUSTRIAL PARKWAY WEST  
HAYWARD, CALIFORNIA 94545  
(510) 887-4086  
FAX (510) 887-3019  
WWW.LEABRAZE.COM

SEGMENT B - TABLES  
LOT A  
OAK FOREST COURT  
PORTOLA VALLEY, CALIFORNIA

JOB NO 2070225



LINE	BEARING	LENGTH
L87	N10°05'01"E	66.12'
L88	N54°04'48"E	42.69'
L89	N21°24'36"E	16.51'
L90	N00°15'43"E	85.72'
L91	N06°33'21"E	47.05'
L92	N00°53'53"W	33.59'



**LEA & BRAZE ENGINEERING, INC.**

CIVIL ENGINEERS • LAND SURVEYORS

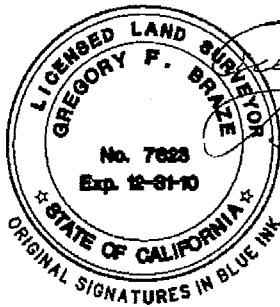
2495 INDUSTRIAL PARKWAY WEST  
 HAYWARD, CALIFORNIA 94545  
 (510) 887-4086  
 FAX (510) 887-3019  
 WWW.LEABRAZE.COM

SEGMENT C  
 LOT A  
 OAK FOREST COURT  
 PORTOLA VALLEY, CALIFORNIA

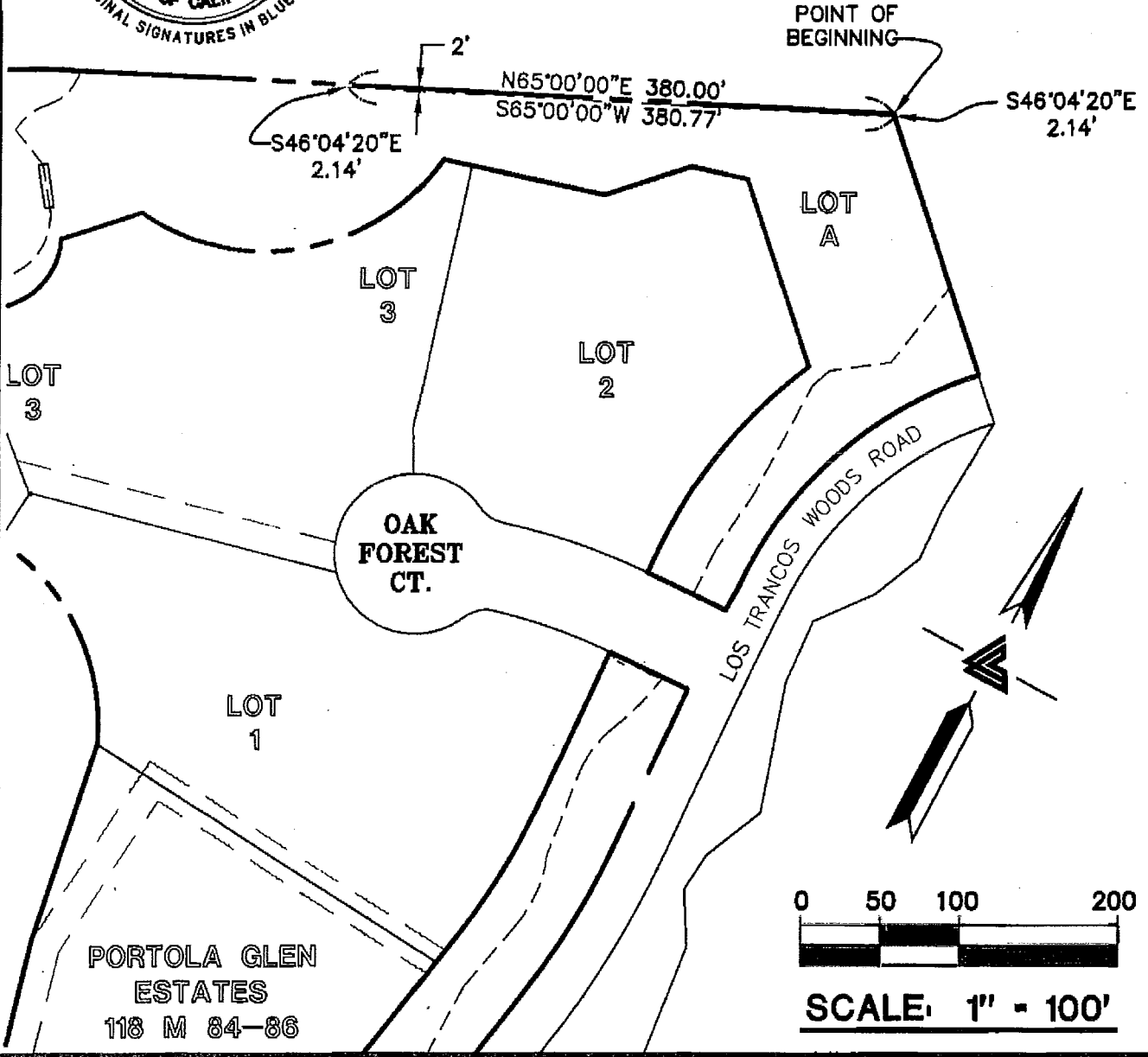
JOB NO 2070225

SCALE: 1" = 100'





*Gregory Braze*  
3-25-10



 **LEA & BRAZE ENGINEERING, INC.**  
CIVIL ENGINEERS • LAND SURVEYORS  
2495 INDUSTRIAL PARKWAY WEST  
HAYWARD, CALIFORNIA 94545  
(510) 887-4086  
FAX (510) 887-3019  
WWW.LEABRAZE.COM

SEGMENT D  
LOT A  
OAK FOREST COURT  
PORTOLA VALLEY, CALIFORNIA  
JOB NO 2070225      SCALE: 1" = 100'

**CERTIFICATE OF ACCEPTANCE  
(GOVERNMENT CODE SEC. 27281)**

This to certify that the interest in real property conveyed by the foregoing deed, grant or other instrument dated \_\_\_\_\_, from Portola Glen Estates Homeowners Association to the Town of Portola Valley, a California general law municipality, is hereby accepted by the undersigned on behalf of the Town pursuant to authority conferred by Resolution of the Town Council of the Town of Portola Valley bearing No. \_\_\_\_\_ adopted on \_\_\_\_\_ and said Town consents to recordation thereof.

TOWN OF PORTOLA VALLEY

Dated \_\_\_\_\_, 2010

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

ATTEST:

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



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Howard Young, Public Works Director

**DATE:** August 25, 2010

**RE:** Acceptance of the 2009/2010 Resurfacing Project #2010-PW01

### Recommendation

It is recommended that the Town Council adopt the attached resolution accepting as completed the 2009/2010 Resurfacing Project #2010-PW01, authorizing final payment concerning such work, and directing the Town Clerk to file a Notice of Completion.

At its April 28, 2010 meeting, the Town Council approved the 2009/2010 Street Resurfacing plans and called for sealed bids for the project. G. Bortolotto & Co., Inc. was awarded the contract for the project. The Council authorized the Town Manager to award the project to the lowest responsible bidder. Construction on the project was started mid-June 2010 and was substantially completed at the end of July, 2010. The contract still requires G. Bortolotto & Co., Inc. to warranty all improvements for 1 year.

The contractor and staff have performed a final inspection of the improvements. Staff recommends to the Town Council acceptance of the improvements as complete.

Attachment

**Approved:** Angela Howard  
Angela Howard, Town Manager

**RESOLUTION NO. \_\_\_\_\_-2010**

**RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY TO ACCEPT THE COMPLETED 2009/2010  
RESURFACING PROJECT #2010-PW01 AND AUTHORIZING FINAL PAYMENT TO  
"G. BORTOLOTTI & CO., INC." CONCERNING SUCH WORK, AND DIRECTING  
TOWN CLERK TO FILE A NOTICE OF COMPLETION**

**WHEREAS**, the Public Works Director of the Town of Portola Valley has, in writing, made and filed in the Office of Town Clerk his notice certifying that the work under the contract described above has been completed in conformance with the Plans and Specifications for said project, and has recommended that said work be accepted as complete and satisfactory,

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

1. The above-described work as mentioned in the Notice of Completion of the Public Works Director is hereby accepted as substantially complete, and the appropriate officer of the Town is authorized to make final payment concerning the above-described work.

2. The Town Clerk is hereby authorized and directed to file with the County Recorder of the County of San Mateo, the Notice of Completion of said project within ten (10) days from the date of this resolution.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Mayor

ATTEST:

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

This Document is Recorded  
For the Benefit of the  
Town of Portola Valley  
And is Exempt from Fee  
Per Government Code  
Sections 6103 and 27383

When Recorded, Mail to:

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

## NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that G. Bortolotto, on May 27, 2010 did enter into a contract for the 2009/2010 Street Resurfacing Project, Project # 2010-PW01 in Portola Valley, situated in San Mateo County, within the Town of Portola Valley. Said improvements were completed in accordance with the Plans and Specifications adopted by the Town Council and upon the terms and conditions set forth and identified by the written contract.

On the 12th day of August, 2010, the work provided to be done under contract was fully completed in accordance with the terms of the contract.

NOTICE IS FURTHER GIVEN that the public board for whom the above-described work was done is the Town Council of the Town of Portola Valley, a municipal corporation of the State of California, and that the name and address of the political subdivision for which the above-described work was done is the Town of Portola Valley, State of California, Town Hall, 765 Portola Road, Portola Valley, California 94028.

NOTICE IS FURTHER GIVEN that the name of the contractor by whom the above-described work was done is as follows:

CONTRACTOR: G. Bortolotto & Co., Inc.  
582 Bragato Road  
San Carlos, CA 94070-6227

---

Howard Young  
Public Works Director  
Town of Portola Valley

DATE: \_\_\_\_\_

I hereby certify the foregoing to be a full, true and correct copy of a resolution adopted by the Council of the Town of Portola Valley, California, at a meeting thereon held on the 25th day of August, 2010, by the following vote of the members thereof:

AYES, and in favor thereof, Council members:

NOES, Council members:

ABSENT, Council members:

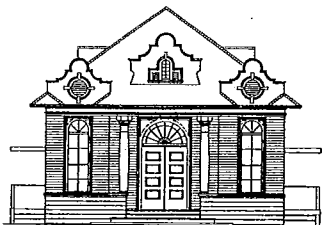
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Town Clerk of the  
Town of Portola Valley  
(SEAL)

APPROVED:

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Mayor



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Janet McDougall, Assistant Town Manager

**DATE:** August 25, 2010

**RE:** **Agreement Between the Town of Portola Valley and Jorgenson, Siegel, McClure & Flegel, LLP for Provision of Legal Services**

**Recommended Action:**

Authorize Mayor to execute agreement.

**Discussion:**

The Town Attorney has requested an increase in the hourly rates her firm, Jorgenson, Siegel, McClure & Flegel, LLP the firm is paid for the legal services the firm provides. It should be noted that there has been no increase to the rates the firm charges since 2007.

The standard form agreement that was recently revised by the Town Attorney has been prepared with minor revisions to reflect differences between legal service provision and typical consulting activities, and is attached as Exhibit "A". The agreement will have a three-year term as the other agreements now have.

The rate increases reflected within the proposed agreement range from 10 to 12 percent, and are well within the range of other firms providing quality legal services in the region.

Approved:

  
\_\_\_\_\_  
Angela Howard, Town Manager

**AGREEMENT FOR  
LEGAL SERVICES**

THIS AGREEMENT is made and entered into this \_\_\_ day of \_\_\_\_\_, 2010 by and between the Town of Portola Valley, a municipal corporation, ("Town") and Jorgenson, Siegel, McClure & Flegel, LLP ("Attorney").

RECITALS

A. The Town desires to retain the professional legal services of Attorney as an independent contractor to provide legal services to the Town, as described in more detail in Exhibit A. Attorney will work with the Town to provide routine and special legal services.

B. Attorney 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 Attorney are as set forth in detail in Exhibit A attached hereto.

2. STANDARD OF PERFORMANCE. As a material inducement to the Town to enter into this Agreement, Attorney hereby represents and warrants that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement. Attorney shall perform all work to the highest professional standards and in a manner reasonably satisfactory to the Town. Attorney hereby covenants that it shall follow the highest professional standards in performing all services required hereunder and will perform the services to a standard of reasonable professional care.

3. COMPLIANCE WITH LAW. All services rendered hereunder by Attorney 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.

4. TERM. This Agreement is effective as of September 1, 2010 and shall remain in effect for three (3) years or until terminated in accordance with Section 15, below.

5. COMPENSATION. The Town agrees to compensate Attorney for its services according to the fee schedule set forth in Exhibit C. The Town also agrees to



compensate Attorney for its out-of-pocket expenses to the extent authorized in Exhibit C.

6. METHOD OF PAYMENT. Attorney shall invoice the Town for work performed on a monthly basis. Payments to Attorney by Town shall be made within thirty (30) days after receipt by Town of Attorney's itemized invoices.

7. REPRESENTATIVE. Margaret A. Sloan is hereby designated as the representative of Attorney 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 Margaret A. Sloan were a substantial inducement for Town to enter into this Agreement. Therefore, Margaret A. Sloan shall be responsible during the term of this Agreement for directing all activities of Attorney and devoting sufficient time to personally supervise the services hereunder. The representative may not be changed by Attorney without the express written approval of the Town.

8. INDEPENDENT CONTRACTOR. Attorney is, and shall at all times remain as to the Town, a wholly independent contractor and not an agent or employee of Town. Attorney shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Attorney receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Attorney shall not be eligible for benefits and shall receive no compensation from the Town except as expressly set forth in this Agreement. Attorney 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 Attorney or any of Attorney's employees, except as set forth in this Agreement. Attorney 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. Attorney agrees to pay all required taxes on amounts paid to Attorney 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. Attorney shall fully comply with the worker's compensation law regarding Attorney and Attorney's employees. Attorney further agrees to indemnify and hold the Town harmless from any failure of Attorney 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 Attorney under this Agreement any amount due to Town from Attorney as a result of Attorney's failure to promptly pay the Town any reimbursement or indemnification arising under this Section.

9. CONFIDENTIALITY. Attorney, in the course of its duties, may have access to financial, accounting, statistical and personal data of private individuals and employees of the Town. Attorney covenants that all data, documents, discussion, or other information developed and received by Attorney or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Attorney 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. Attorney's covenant under this Section shall survive the termination of this Agreement.

10. OWNERSHIP OF MATERIAL. All reports, documents, or other written materials developed or discovered by Attorney or any other person engaged directly or indirectly by Attorney 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.

11. CONFLICT OF INTEREST. Attorney shall comply with the California Rules of Professional Conduct, including, but not limited to, the rules concerning conflicts of interest.

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

13. INDEMNIFICATION.

13.1. To the fullest extent permitted by law, Attorney 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 Attorney or Attorney'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.

13.2 With regard to Attorney's professional services, Attorney agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of the legal profession, including without limitation adherence to all applicable ethical and safety standards. To the fullest extent permitted by law, Attorney 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 Attorney or Attorney'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.

13.3 The Town does not and shall not waive any rights that they may possess against Attorney 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.

14. INSURANCE REQUIREMENTS. Attorney 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 Manager as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the Town Manager. Attorney 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.

15. TERMINATION.

15.1 This Agreement may be terminated by either the Town or Attorney following five (5) days written notice of intention to terminate. In the event the Agreement is terminated, Attorney shall be paid for any services properly performed to the last working day the Agreement is in effect. Attorney 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.

15.2 In the event of termination, Attorney shall deliver to the Town copies of all reports, documents, computer disks, and other work prepared by Attorney under this Agreement, if any. If Attorney's written work is contained on a hard computer disk, Attorney 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 Attorney for services performed by Attorney through the last working day the Agreement is in effect unless and until Attorney has delivered the above described items to the Town.

16. ATTORNEY'S BOOKS AND RECORDS. Attorney 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 Attorney pursuant to this Agreement.

17. 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 Attorney 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 Attorney 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 Attorney, 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.

18. 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:

Town Manager  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028  
Fax: (650) 851-4677

To Attorney:

Margaret A. Sloan, Esq.  
Jorgenson, Siegel, McClure &  
Flegel, LLP  
1100 Alma Street, Suite 210  
Menlo Park, CA 94025  
Fax: (650) 324-0227

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.

19. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. In the performance of this Agreement, Attorney 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. Attorney 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.

20. 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.

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

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

23. 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 Attorney. 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 Attorney shall be for only a not-to-exceed sum.

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

**TOWN:**

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

**ATTORNEY:**

By: Margaret A. Sloan

Name (printed): Margaret A. Sloan

Title: Partner

EIN 94-1531369

**ATTEST:**

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

## EXHIBIT A

### SCOPE AND LEVEL OF SERVICES

1. The following routine legal services shall be provided to Town by Attorney:
  - a. Attendance at all regular and special Town Council meetings and study sessions;
  - b. Attendance at Planning Commission meetings when requested by the Chairman of the Planning Commission or the Mayor;
  - c. Attendance at meetings with Town staff and members of the public as needed;
  - d. Routine legal advice, consultation and opinions (both oral and written) to the Town Council, Planning Commission, and staff on general municipal matters, including but not limited to areas such as updating ordinances, land use, CEQA, general municipal law, civil and criminal enforcement of codes, liability, risk management and personnel issues, and informing staff and Town officials of new laws affecting municipalities;
  - e. Preparation/review of all proposed staff reports, ordinances, resolutions, contracts, and related documents pertaining to the Town's business;
  - f. Assistance/advice/correspondence regarding code enforcement and enforcement of state and local laws and codes up to the point of litigation (criminal and civil);
  - g. Assistance/preparation of documents in connection with land acquisition or easements up to the point that the Town Council authorizes the commencement of eminent domain proceedings; and
  - h. Assistance to the Town Council in selection of outside legal counsel as needed for specialized legal services.
2. The following special services shall be provided to the Town:
  - a. Litigation services, including mediation, arbitration, and supervision and/or coordination with any outside counsel hired by the Town for specialized legal services, such as bond/assessment proceedings and personnel litigation;
  - b. Legal services regarding personnel complaints, disability and workers' compensation claims, including supervision and/or coordination with any outside counsel hired by the Town;

- c. Services related to franchise agreements, such as agreements for solid waste and cable TV; and
- d. Any other legal services agreed by Town and Attorney in advance of the services being rendered to be non-routine.

3. The following project services shall be provided to the Town:

All legal services related to development applications including, without limitation, advice to staff, Planning Commission, and Town Council, review and/or preparation of documents, negotiations with applicants and/or their agents, and attendance at Town meetings where such an application is the only non-consent item discussed.

**EXHIBIT B**

**SCHEDULE OF PERFORMANCE**

Not applicable



**EXHIBIT C**  
**COMPENSATION**

1. Hourly fee for routine Town Business:

Margaret A. Sloan and other attorneys \$220.00

2. Hourly fee for special services and litigation:

Margaret A. Sloan and other attorneys \$235.00

3. Hourly fee for project specific work for development:

Margaret A. Sloan and other attorneys \$250.00

4. Hourly fee for Paralegals/Legal Assistants:

\$100.00

5. Hourly fee will not be charged for travel time and no travel  
Expenses will be billed

6. No additional expenses will be billed other than:

- a. Long distance telephone calls (outside 650 area code)
- b. Federal Express or messenger services
- c. Computerized legal research
- d. Expenses in connection with litigation or for any outside consultants

These expenses will be billed at actual cost

## EXHIBIT D

### INSURANCE REQUIREMENTS

Attorney 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 Attorney, 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 Attorney 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 Attorney's profession. Architects' and Attorney's' coverage is to be endorsed to include contractual liability.

2. MINIMUM LIMITS OF INSURANCE. Attorney 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 Attorney 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 Attorney 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 Attorney 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 insurance policy 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 Attorney including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Attorney on premises owned, leased or used by the Attorney. 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 Attorney'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 Attorney'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 Attorney'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 Attorney for a period of 5 years after completion of the contract.

5. VERIFICATION OF COVERAGE. Attorney 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 Attorney'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. Attorney 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

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**TO:** Mayor and Members of the Town Council  
**FROM:** Howard Young, Public Works Director  
**DATE:** August 25, 2010  
**RE:** **Town Center – Additional site lighting along pedestrian corridors**

**Recommendation:** To review and approve the attached proposed lighting improvement plan and authorize the Town Manager to execute a contract for the installation of the proposed lights not to exceed \$20,000 with Bob Wire Electric. To continue to have the subgroup consisting of Council Members Ted Driscoll, John Richards, and staff monitor the lighting needs and make improvements as needed.

**Background:** During the Town Center's design, the consensus concerning site lighting was that "less is better" and to make adjustments or add additional lights as needed after the buildings were in operation.

At its May 12, 2010 Council meeting, Council established a working subgroup consisting of staff and Council members Driscoll and Richards to provide input to the proposed additional lighting plan by IDEAS. The consensus of the subgroup was to have a phased approach to adding and modifying lights.

**Analysis:** The subgroup reviewed the site and agreed that the 3 porch pendulum lights, 5 additional bollards through the Redwood Grove, and 2 seat wall lights be added. Concerning the existing bollard fixtures, the subgroup felt that changing the diffusers to a clear lens and adding a reflector inside was preferable to considering other fixtures that spilled out more light. Concerning the 2 seat wall lights, staff has ordered portable solar LED lights to try out before considering permanently installed fixed lights.

The estimated cost for this work and materials is \$20,000. There is \$45,000 in the current budget for Town Center lighting improvements.

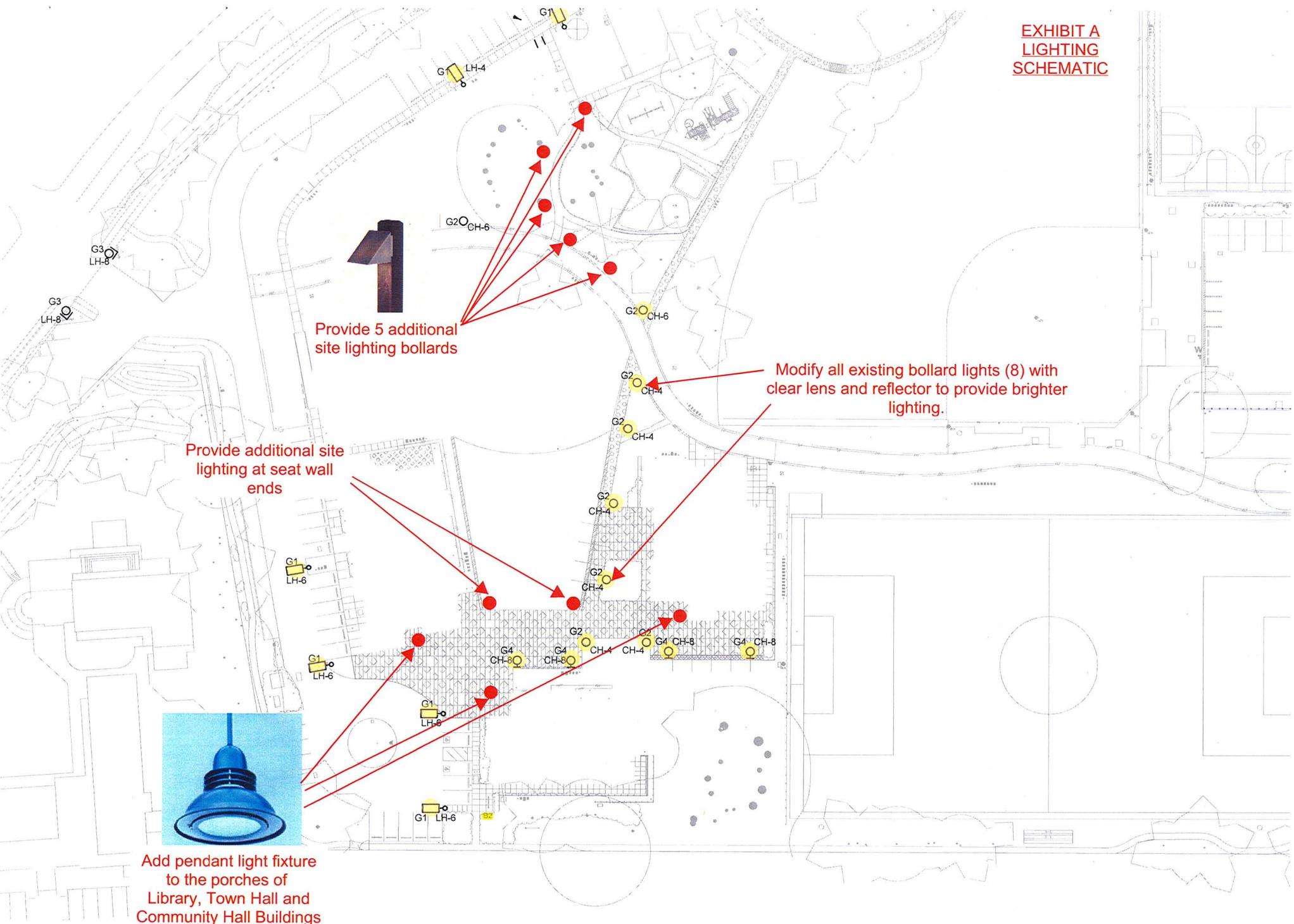
The current lighting improvements are not as extensive as those presented at the May 12, Council meeting. This approach would add additional lights only as necessary. Once the lighting improvements have been installed, the subgroup will monitor the lighting for any issues or needed revisions. This would include the possibility of increasing the wattage of the existing pathway fixtures.

Attachment

Approved: \_\_\_\_\_

*Angela Howard*  
Angela Howard, Town Manager

**EXHIBIT A  
LIGHTING  
SCHEMATIC**



Provide 5 additional site lighting bollards

Modify all existing bollard lights (8) with clear lens and reflector to provide brighter lighting.

Provide additional site lighting at seat wall ends

Add pendant light fixture to the porches of Library, Town Hall and Community Hall Buildings



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**Subject:** Application to Serve on Conservation Committee

From: marianne plunder [mailto:mplunder@finemech.com]  
Sent: Wednesday, July 28, 2010 11:04 AM  
To: Sharon Hanlon  
Cc: Steve Toben; Ted Driscoll  
Subject: RE: Application to Serve on Conservation Committee

Hi Sharon,

The conservation committee voted last night to recommend Judith Murphy to join the CC. Can you pls. send this on to the TC for final approval.

Thanks,  
Marianne Plunder

---

**Subject:** FW: Application to Serve on Committee Conservation - Murphy

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

From: webmaster@portolavalley.net [mailto:webmaster@portolavalley.net]  
Sent: Wednesday, July 14, 2010 10:45 AM  
To: Sharon Hanlon  
Subject: Application to Serve on Committee Conservation - Murphy

Submission information

Submitter DB ID : 724  
Submitter's language : Default language  
Time to take the survey : 3 min. , 39 sec.  
Submission recorded on : 7/14/2010 10:44:33 AM

Survey answers

Name of Committee I'm Interested in Serving On:  
(Please note that only the committees currently seeking volunteers are listed.)

- Community Events Committee
- Conservation Committee
- Cultural Arts Committee
- Emergency Preparedness Committee
- Parks & Recreation Committee
- Sustainability Committee
- Teen Committee
- Traffic Committee
- Trails & Paths Committee

Full Name:\*  
Judith Murphy

Email Address:\*  
[judithamurphy@prodigy.net](mailto:judithamurphy@prodigy.net)

Address:\*

Number of years in Portola Valley:\*  
20

Preferred Telephone Contact #1:\*



Preferred Telephone Contact #2:

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

I've had a garden since college no matter where I lived, composting from the very beginning. 30 years Sierra Club, fewer NRDC, Greenpeace....

I moved to Portola Valley expressly for the rural, forested nature of the place and would like to do my part to preserve this.

Thanks

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

no

August 11, 2010

Portola Valley Town Council

Re: Request change for the Nature and Science Committee charter

Honorable Council members,

The Nature and Science Committee voted on August 10 to change the Committee charter. The change includes new objectives and meeting time from 2<sup>nd</sup> Tuesday to 2<sup>nd</sup> Thursday of even numbered months at 4 p.m. in the Historic Schoolhouse.

Please approve this amendment to the charter.

Nature and Science Committee

Andrew C. Browne, Chair

A handwritten signature in cursive script, reading "A C Browne".

To the Portola Valley Town Council

Please change the Charter of the Nature and Science Committee to read as follows. There is no change in the intent, only the wording. We also wish to change the meeting time to make it more flexible for members with multiple commitments to attend.

The Nature and Science Committee

*Ann F. Pi* *Yvonne Tryce*  
*Paul W. Blythe*  
*M. B. Towne*

PROPOSED CHARTER

The objectives of the Nature and Science Committee are to increase appreciation for Portola Valley's natural environment by:

- Providing opportunities for residents and visitors to observe and study local natural history
- Encouraging scientific dialog and promoting scientific literacy in the community
- Providing information to the community about science, technology, and natural history through:
  - After-school classes
  - Evening and weekend programs
  - Sharing of local natural history archives
  - Preservation of local plant, animal, and geologic specimens

Meeting time: *Thursday 4:00 p.m. (2nd Thursday, even months)*  
Every other month at Town Center

## Current Charter with Proposed Changes

### NATURE AND SCIENCE COMMITTEE

#### OBJECTIVES:

The objectives of the Nature and Science Committee are to:

Serve the community by maintaining an archive to preserve specimens of local plants, animals, and rocks;

- Provide information to the community about the natural heritage of our special community through after-school science and nature classes, science-related programs of special interest to adults and teens, support for school and youth organization programs related to science and nature and maintenance of both written materials and realia for use in research by local students or adults.
- Enhance appreciation for Portola Valley's natural environment by providing opportunities for residents of the area to observe and study the fascinating plants and animals that share this valley with us.

**The objectives of the Nature and Science Committee are to increase appreciation for Portola Valley's natural environment by:**

- **Providing opportunities for residents and visitors to observe and study local natural history**
- **Encouraging scientific dialog and promoting scientific literacy in the community**
- **Providing information to the community about science, technology, and natural history through:**
  - After-school classes**
  - Evening and weekend programs**
  - Sharing of local natural history archives**
  - Preservation of local plant, animal, and geologic specimens**

#### RESPONSIBLE TO:

Town Council

#### COORDINATION:

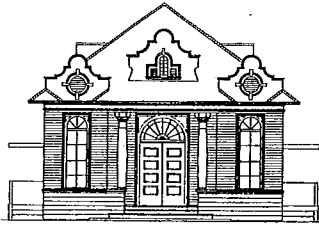
Council Liaison  
Town Administrator

#### MEMBERSHIP:

Five to nine members appointed by the Mayor with Council concurrence for one year terms. Rotating Chair selected by Committee.

#### MEETINGS:

Alternate even numbered months, on the second Tuesday **Thursday** at 4:00 p.m.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Janet McDougall, Assistant Town Manager

**DATE:** August 25, 2010

**RE:** **Proposed Policy Governing Acceptance of Donations of Art**

Recommendation:

Adopt policy.

Discussion:

Over the years there have been a few residents who have offered to donate artwork to the Town for display. In cases when it was determined the Town had an appropriate location to display the artwork and the subject was relevant to Portola Valley, the donations were accepted.

Notable examples of donated artwork that has been accepted are a watercolor print of Windy Hill by Jane Gallagher that currently hangs in the Town Manager's Office, and the Herb Dengler wildflower prints that were donated upon completion of the Town Center and are displayed in the lobby of Town Hall.

Since moving into the new Town Center, there appears to be an increase in the number of offers to donate artwork for display. One early offer to donate paintings to hang in the Community Hall was declined, due to a lack of wall space, as well as concerns over how the artwork could be properly secured, with so many people utilizing the facility.

More recently, a local resident has offered a painting of Georgia Lane, done by her mother, and another resident has offered to donate a bronze sculpture of children playing, with the donor having expressed a desire to see it displayed outdoors on the Town Center campus.

At the Mayor's request, staff researched how other communities handle donations of artwork, and developed the proposed policy for Council consideration.

It should be noted that the proposed policy was reviewed and approved by the Cultural Arts Committee at its August 19<sup>th</sup> meeting.

In summary, the proposed policy would establish a panel to review the artwork offered, the location of its display, artistic merit, compatibility with the surrounding environment, and other similar criteria. The panel would then make its recommendation to the Town Council to either accept the artwork or decline it, with the Council making the final determination. If the artwork is to be accepted, the Town Attorney will prepare an appropriate agreement setting forth the terms of the acceptance, and making it clear that once donated, the artwork would belong to the Town.

Approved:

  
\_\_\_\_\_  
Angela Howard, Town Manager

# PROPOSED

## TOWN OF PORTOLA VALLEY

### POLICY GOVERNING ACCEPTANCE OF DONATIONS OF ART

With its rolling hills, heritage oaks, and tranquil open space, Portola Valley is fortunate to enjoy a spectacular setting. The buildings at the Portola Valley Town Center, with their simple yet elegant architecture, have been designed to blend into the natural surroundings. This simplicity of design and preservation of the natural setting reflect essential values of the Town.

The Town Council recognizes that from time to time residents may wish to make donations of artwork for the enjoyment of the community. The desire to protect the simplicity of design of the Town Center and other public places in Town, as well as the limitations of space available to display artwork, necessitate the establishment of guidelines for the acceptance of donated art. The following policy sets forth the process and criteria to be used in considering gifts of artwork to the Town.

#### A. Process

Offers to donate artwork to the Town shall be considered utilizing the following process:

1. A panel shall be convened whose purpose shall be to evaluate each piece of artwork that is offered for donation to the Town. The panel shall be comprised of:

Town Manager

Chair or designee of the Cultural Arts Committee

Two members of the Cultural Arts Committee appointed by the Chair

Council liaison to the Cultural Arts Committee (or alternate)

For art that has been offered for outdoor display at the Town Center or other Town-owned property, the following representatives shall be added to the panel:

Chair or designee of Parks & Recreation Committee

Chair or designee of ASCC

2. Upon receipt of an offer of artwork by a donor, the offer will be forwarded to the Town Manager.

3. The Town Manager will convene a meeting of the panel to evaluate whether or not the artwork should be accepted.
4. Once convened, the panel shall evaluate the piece of artwork that has been offered to the Town, utilizing the criteria set forth in this policy. The panel may include a meeting with the donor as part of its deliberations.
5. Following the evaluation process, the panel shall vote to either approve or decline the offer of artwork.
6. The Town Manager shall place the panel's recommendation to accept or decline the artwork, together with a recommendation for its placement if accepted, on the next available Town Council agenda for its consideration and final determination.

#### B. Criteria

The following criteria shall be considered in reviewing an offer to donate artwork to the Town:

1. Artistic merit.
2. Availability of a suitable site for display of the artwork that is compatible with other public uses and functions.
3. The aesthetic or historical significance of the artwork to the Town.
4. The artwork's physical condition and whether the object is of exhibition quality.
5. Whether the Town already has another example or a better example of the type of artwork offered.
6. Whether the Town has the facilities necessary to properly care for and keep the artwork secure. Gifts of high value may create added security concerns and insurance costs for the Town. If there are any special costs or methods associated with maintaining the artwork, such costs and methods must be made known to the Town prior to a decision to accept the artwork.
7. Signage for the artwork to be displayed on public property shall be limited to the artist's name, title and date of work, and where appropriate, a dedication. The name of the donor may be part of the installation.
8. Whether the artwork is appropriate for the general public.
9. Whether or not the artist is or has been a Portola Valley resident.



10. Whether or not the donor has offered the artwork with restrictions (clear and unrestricted gifts are encouraged).

11. Only artwork that has been offered for donation shall be accepted. Offers to loan artwork for display shall be declined.

### C. Acceptance Procedures

Upon Town Council determination that a piece of artwork should be accepted by the Town, the Town Attorney shall prepare an agreement to be executed by the donor and the Mayor setting forth the following terms:

1. Any restrictions to which the Town Council has agreed.
2. Any arrangements regarding payment by the donor for costs to maintain the artwork.
3. Any agreement that has been made relative to provision of signage identifying the artist, the work and the donor.
4. That upon acceptance, the artwork will be deemed to belong to the Town of Portola Valley, and the donor and/or his heirs, successors and assigns shall have no rights to the artwork or in dictating its display.
5. That the artwork will be accepted with no guarantee of exhibition in perpetuity.
6. That in the event the Town determines that continued display of the artwork does not serve a public purpose, the Town may dispose of the item in any manner it deems appropriate, including but not limited to making the artwork available for sale in connection with fund raising events that will benefit the Town (i.e. Blues and Barbecue auction to benefit open space acquisition).

# **TOWN COUNCIL WEEKLY DIGEST**

Friday – July 30, 2010

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- 1. Letter to Neighbors of The Sequoias from Leslie Lambert regarding the generators at the Sequoias being used on Thursday, August 5<sup>th</sup> from 7:00 am to 11:00 pm because of a major shutdown – July 30, 2010
  - 2. Memorandum to San Mateo County Sheriff's Department from Sharon Hanlon regarding Town Center Reservations for August 2010 – July 30, 2010
  - 3. August 2010 Meeting Schedule
  - 4. Issued Building Permit Activity – July 2010
  - 5. Article entitled "Public pensions put state, cities in crisis" from SFGate.com – July 25, 2010
  - 6. Memorandum to Planning Commission from Leslie Lambert regarding Cancellation of Planning Commission Meeting scheduled for August 4, 2010 – July 30, 2010
  - 7. Notice of Cancellation of Traffic Committee Meeting scheduled for Thursday, August 5, 2010
  - 8. Agenda – Special Trails and Paths Committee Meeting – Tuesday, August 3, 2010
  - 9. Action Agenda – Regular Planning Commission Meeting – Wednesday, July 21, 2010
  - 10. Action Agenda – ASCC Meeting – Monday, July 26, 2010
  - 11. Action Agenda – Regular Town Council Meeting – Wednesday, July 28, 2010

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

- 1. Invitation to San Mateo County Council of Cities Dinner/Meeting on Friday, August 27, 2010
- 2. San Mateo County Sheriff's Office Crime Activity Report for April – June, 2010

# **TOWN COUNCIL WEEKLY DIGEST**

Friday – August 6, 2010

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- 1. Letter to Mayor Toben from Paul Albritton regarding Appeal of Planning Commission Decision on T-Mobile's Application for Conditional Use Permit – August 5, 2010
- 2. Memorandum to Council from Brandi de Garneau regarding Safe Routes to School Trail Walk & Proposed Work – August 6, 2010
- 3. Notice of Cancellation of Trails and Paths Committee scheduled for Tuesday, August 10, 2010
- 4. Agenda – Special ASCC Field Meeting – Monday, August 9, 2010
- 5. Agenda – Nature and Science Committee Meeting – Tuesday, August 10, 2010
- 6. Agenda – Emergency Preparedness Committee Meeting – Thursday, August 12, 2010

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

- 1. Memorandum to Mayor Toben from Sandy Sloan regarding Emergency Situations and the Brown Act – August 5, 2010
- 2. Invitation to attend the 10<sup>th</sup> anniversary of Shelter Network on Wednesday, October 13, 2010
- 3. Invitation to attend Community Gatepath's The Power of Possibilities recognition breakfast on Thursday, October 21, 2010
- 4. Estuary News – August 2010
- 5. Western City – August 2010

# **TOWN COUNCIL WEEKLY DIGEST**

Friday – August 13, 2010

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- ☐ 1. Month End Financial Report for the Month of July, 2010
- ☐ 2. Notice that Portola Valley Town Hall will be closed on Wednesday, August 18, 2010 from 8:30 am until 1:00 pm for staff to attend First Aid Training
- ☐ 3. Notice that the Planning Commission meeting scheduled for Wednesday, August 18, 2010 has been cancelled – August 13, 2010
- ☐ 4. Agenda – Sustainability Committee Meeting – Monday, August 16, 2010
- ☐ 5. Agenda – Parks & Recreation Committee Meeting – Monday, August 16, 2010
- ☐ 6. Agenda – Cultural Arts Committee Meeting – Thursday, August 19, 2010
- ☐ 7. Action Agenda – Special ASCC Field Meeting – Monday, August 9, 2010

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

- ☐ 1. League of Women Voters of the Bay Area Education Fund's "Bay Area Monitor" – August/September 2010

# **TOWN COUNCIL WEEKLY DIGEST**

Friday – August 20, 2010

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- 1. Letter to Leslie Lambert from the California Chapter of the American Planning Association regarding George Mader winning the Distinguished Leadership Award: Professional Planner Award – July 30, 2010
- 2. Open Letter and Perspective of San Mateo County Central Labor Council regarding the Post listing Menlo Park employees' salaries
- 3. Information regarding Women's Equality Day on Thursday, August 26, 2010
- 4. Cancellation Notice for ASCC Meeting scheduled for Monday, August 23, 2010
- 5. Agenda – Sustainability Committee Meeting – Monday, August 23, 2010
- 6. Agenda – Conservation Committee Meeting – Tuesday, August 24, 2010
- 7. Agenda – Special Open Space Acquisition Advisory Committee Meeting – Tuesday, August 24, 2010

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

- 1. Invitation to attend the 2<sup>nd</sup> annual Active San Mateo County Symposium on Tuesday, October 12, 2010 and Streets Alive 2011 on May 1, 2011
- 2. The Sequoian – August 2010