



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, September 8, 2010

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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 August 25, 2010](#)
- (2) [Approval of Warrant List – September 8, 2010](#)
- (3) [Report from Administrative Services Officer – Annual Report of Fiscal Year Ending June 30, 2010 Budget and Interfund Transfers](#)

REGULAR AGENDA

- (4) [Recommendation by Assistant Town Manager – Purchasing Authorization Limit for Town Manager](#)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Increasing the Purchasing Authorization Limit for the Town Manager
- (5) [Recommendation by Public Works Director – Authorize Town Manager to Enter Into Agreement with O. Nelson & Son for Construction of Perimeter Trail on Open Space at Former Spring Down Property](#)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (6) [Recommendation by Trails Committee – Proposed Change to Committee Charter](#)
- (7) **Reports from Commission and Committee Liaisons**
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (8) [Town Council Weekly Digest – August 27, 2010](#)
- (9) [Town Council Weekly Digest – September 3, 2010](#)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

SUBMITTAL OF AGENDA ITEMS

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

TOWN COUNCIL MEETING NO. 798, AUGUST 25, 2010

ROLL CALL

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

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

Absent: None

Others: Angela Howard, Town Manager
Janet McDougall, Assistant Town Manager
Howard Young, Public Works Director
Tom Vlastic, Town Planner
Sandy Sloan, Town Attorney

TRIBUTE TO BILL LANE

Mayor Toben announced that tonight's meeting is dedicated to the memory of Bill Lane. He recognized Mr. Lane's widow, Jean; their son, Bob; their daughter and son-in-law Brenda and Greg Munks and grandson Bryan in the audience, paid tribute to Mr. Lane and his countless contributions to the community, and led the Pledge of Allegiance, a ritual that Mr. Lane held sacrosanct.

Councilmembers Wengert and Richards, Vice Mayor Driscoll and Mayor Toben all shared personal reflections on Mr. Lane's tremendous impact on the community, as did Mr. Vlastic and Ms. Howard, who spoke on the staff's behalf. Among members of the audience to share their fond memories were Jon Silver, Bill Phillips, Phyllis Quilter, and Bernie Bayuk. The Lanes' daughter, Brenda, and son, Bob, also talked about their father's positive nature, his generous spirit and his influence on so many lives. Mayor Toben concluded the tribute by calling for a moment of silence in gratitude to Mr. Lane for his life in Portola Valley and dedication to the Town, and to his family for sharing him with us.

ORAL COMMUNICATIONS [8:12 p.m.]

None

CONSENT AGENDA [8:12 p.m.]

By motion of Councilmember Derwin, seconded by Councilmember Wengert, Items 2-6 were approved with the following roll call vote:

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

No: None

(2) Ratification of Warrant List of August 11, 2010 in the amount of \$395,860.25

(3) Ratification of Warrant List of August 25, 2010 in the amount of \$68,293.26

(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. Bortolato & 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 [8:13 p.m.]

- (1) Minutes of Regular Town Council Meeting of July 28, 2010 [*Removed from Consent Agenda*]

By motion of Vice Mayor Driscoll, seconded by Councilmember Derwin, the minutes were approved as amended 4-0-1 [*Richards abstained*]

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

Mr. Young reported that the subgroup established by the Town Council in May (Vice Mayor Driscoll, Councilmember Richards and Mr. Young) evaluated IDEAS Lighting's proposed plan for Town Center and determined steps necessary to rectify problems with lighting in the area. The group agreed on a phased approach, adding three porch pendulum lights, five bollards through the Redwood Grove, and two solar seat wall lights close to the Town Hall. They decided to change the diffusers on eight existing bollard fixtures to clear lenses with reflectors inside. They will monitor the effectiveness of these changes and then recommend additional changes as appropriate. In response to Councilmember Wengert, Mr. Young said that two bollards have been modified already; and together with the additional fixtures and modifications planned, they will correct the problem.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [8:21 p.m.]

- (8) Appointment by Mayor – Request for Appointment of Member to the Conservation Committee

Mayor Toben asked for a motion if the Town Council concurs with the appointment of Judith Murphy to the Conservation Committee. The motion by Vice Mayor Ted Driscoll, seconded by Councilmember Derwin, passed 5-0.

- (9) Recommendation by the Nature and Science Committee – Proposed Change to Committee Charter

Councilmember Derwin expressed some concern that the Nature and Science Committee will be requesting more space. Vice Mayor Driscoll reported an inquiry about a special session for people interested in radio-controlled airplanes and flying them inside the Community Hall. He discouraged the idea, suggesting that the considerable downside risk, in terms of damage and injury, outweighed the upside benefit.

Town Manager Howard suggested a minor change in terminology in the revised charter the Nature and Science Committee submitted for approval (from "Town Administrator" to "Town Manager" under the

"Coordination" heading). Vice Mayor Driscoll moved to approve the revised charter, with the modification suggested. Councilmember Richards seconded and the motion carried 5-0.

(10) Recommendation by Assistant Town Manager – Proposed Policy relating to Donations of Art to the Town

Ms. McDougall indicated that the Cultural Arts Committee endorsed the policy that has been submitted for the Town Council's approval. Councilmember Wengert, who concurred with Mayor Toben that the policy and process were laid out very well, asked about possible situations in which gifts are declined. In response to a question from Councilmember Wengert, Ms. Howard said that because the numbers of potential donors have increased since the development of the Town Center, a group process is appropriate to ensure fair treatment for each offer in preparing recommendations for the Town Council. Councilmember Wengert suggested that for space reasons, the Town should reserve the right to rotate contributions. Provision C, Acceptance Procedures, item 6 indicates "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..." Vice Mayor Driscoll said as far as rotation goes, he has some concern about it resulting in more items to keep in storage and loss of a reason to decline an offer of artwork. Councilmember Wengert said it might be appropriate to accept an item on a temporary basis and then return the artwork to the original owner, but we would want to avoid accepting loans of art because of the caretaking responsibilities that implies and leaving donors with the impression that their gifts ultimately will be returned to them. Town Attorney Sloan said that when the Town accepts a gift, a contract that spells out such details with the donor could be prepared, and that C-6 could be modified to say, "...in the event the Town chooses not to display the artwork..." Vice Mayor Driscoll moved to approve the proposal, with the "chooses not to" modification suggested. Councilmember Wengert seconded and the motion carried 5-0.

(11) Reports from Commission and Committee Liaisons

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

Councilmember Wengert, substituting for Councilmember Derwin at the August 12 C/CAG meeting, said that the high-speed rail presentation generated the most discussion. The presenter was there to talk about engineering alternatives, and Councilmember Wengert said it was fascinating to hear about platform options (center, outdoor, stacked, surround), hybrid solutions and various other things. The Public Employee Retirement System (PERS) benefits issue also came up, clearly signaling changes afoot in a number of communities relative to their ability to fund those benefits. C/CAG members also heard a Peninsula Traffic Congestion Relief Alliance report on the Countywide Voluntary Trip Reduction Program.

(b) Parks & Recreation Committee

The Ford Field renovation was the primary topic at the August 16 Parks & Recreation Committee meeting. Councilmember Wengert reported that \$220,000 in grant money may be available for the scaled-back refurbishment that the Committee agreed upon, but to secure the grant the project must move forward. Thus, the Committee must prioritize the items to be completed. Ms. McDougall and Mr. Howard are working with Committee members to kick-start the project, including attaching dollar amounts to specific projects and helping finalize a proposal to bring back to the Town Council.

(c) Community Events Committee

Although the Community Events Committee did not have a meeting, Councilmember Wengert indicated that this year's Blues & Barbecue had to be canceled because there wasn't enough time to mobilize a sufficient number of volunteers. The Committee needs more people and more community involvement going forward.

(d) Cultural Arts Committee

Councilmember Derwin reported on the Cultural Arts Committee meeting of August 19, indicating that the latest movie night was a success, and a concert is scheduled for Friday, August 27. She said that no vandalism had been involved in tile damage, and that once the large tile is restored and reframed, the Committee will discuss relocating tiles and possibly come to the Town Council with a recommendation. The Committee reviewed the proposed policy and procedure regarding donations of artwork. The possibility of a combined effort that brings together Cultural Arts, Parks & Recreation and Community Events Committees for Blues & Barbecue also was discussed.

(e) Resource Management and Climate Protection (RMCP) Task Force

The C/CAG's RMCP Task Force heard an excellent presentation by a representative from BAWSCA (Bay Area Water Supply and Conservation Agency), Councilmember Derwin said. The speaker noted that BAWSCA will be posting its Long-Term Reliable Water Supply Strategy, and that that communities should adopt model water ordinances and ensure they are being implemented.

(f) Firewise Advisory Committee

Councilmember Derwin reported that she, Mayor Toben and Ms. Howard attended the Firewise Advisory Committee meeting, during which the Committee established a workshop date on October 8 and guest speaker Charlie Krenz from the Los Trancos County Water District discussed the district's incentive program to help residents create and maintain defensible spaces. Funding a similar program in Portola Valley would be challenging.

(g) Sustainability Committee

Councilmember Derwin said that the Sustainability Committee met on August 16 and again on August 23. At the August 16 meeting, Douglas Alfaro talked about the San Mateo County program. With the county program in partnership with the stalled PACE financing and CaliforniaFIRST program as well as elements the Acterra Green@Home High Energy audits, the sustainability effort is complicated. This slows development. Frustrated and anxious to get moving, Sustainability Committee members discussed having to wait on the other programs at the August 23 meeting.

(f) Conservation Committee

Vice Mayor Driscoll reported that the Conservation Committee met on August 24 but he did not attend.

(g) Nature & Science Committee

Mayor Toben indicated that Nature & Science Committee Chair Andy Browne decided to step aside, and Yvonne Tryce is back in the leadership role. The group has many action items and some good results. About 100 people attended the star-gazing event, looking at the night sky through eight telescopes. Mayor Toben said that the event was very well done.

(h) Open Space Committee

Meeting on August 24, the Open Space Committee is brimming with ideas and good energy, according to Mayor Toben. He said that the Committee comprises an excellent team, including Karin Wick, Chip McIntosh, Jeanie Treichel, Ward Paine, Gary Nielsen, Charlene Kabcenell and Chair Ron Walter. They have ideas about putting up sign markers along the Herb Dengler Trail to make it a true educational experience. A question that continues to emerge concerns any opportunity to use Utility Users Tax (UUT) open space funds for maintenance or capital improvements as well as purchasing. Ms. Sloan said that the answer is yes, the language consistently refers to "open space purposes."

(i) Emergency Preparedness Committee

Mayor Toben attended the Emergency Preparedness Committee meeting on August 12 in Vice Mayor Driscoll's absence. Lacking a quorum, there were no action items, just conversation. He observed that the Committee has a capable group with a lot of assets. They talked about Ray Rothrock mobilizing the ham radio operators in the fall, about the agenda for the upcoming Fifth Wednesday meeting to be held September 29th. Councilmember Wengert indicated she plans to attend.

WRITTEN COMMUNICATIONS [9:02 p.m.]

Vice Mayor Driscoll asked whether at least the parts of the Digests that are internally created might be available electronically.

(12) Town Council 7/30/2010 Weekly Digest

- (a) #1 – Letter to Neighbors of The Sequoias from Leslie Lambert regarding the generators at the Sequoias being used on Thursday, August 5, from 7 a.m. to 11 p.m. because of a major shutdown – July 30, 2010

Mayor Toben expressed appreciation for Ms. Lambert's thoughtful notice, indicating that such proactive moves generate goodwill and preempt problems.

- (b) #11 – Action Agenda – Regular Town Council Meeting – Wednesday, July 28, 2010

Mayor Toben noted small typographical errors: "inflect" should be "inflict" and "permit" should be plural.

- (c) Attached Separates #2 – San Mateo County Sheriff's Department Crime Activity Report for April – June 2010

Page 6 was missing from the Councilmembers' packets; the report will be included with the August 27 Digest.

(13) Town Council 8/6/2010 Weekly Digest

- (a) Attached Separates #4 – Estuary News – August 2010

Councilmember Richards said there was an interesting article about parking lot drainage and the use of bioswales. He also mentioned seeing another recent article about a bioswale project for treating stormwater runoff. He indicated that the Springdown property's water feature, somewhere between a marsh and a deep pond, might be a place to try a bioswale demonstration project.

- (b) #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

Ms. Sloan said that the appeal will be heard on October 13, 2010. Town Council will have another closed session on September 22 for any updates.

- (c) #2 – Memorandum to Council from Brandi de Garneau regarding Safe Routes to School Trail Walk & Proposed Work – August 5, 2010

Councilmember Derwin said that Ms. De Garneau did a perfect memo, and Mayor Toben agreed.

(14) Town Council 8/13/2010 Weekly Digest

- (a) #2 – Notice that Portola Valley Town Hall will be closed on Wednesday, August 18, 2010 from 8:30 a.m. to 1 p.m. for staff to attend First Aid Training

Ms. Howard indicated the entire staff is now certified in First Aid, CPR and AED (Automated External Defibrillator). Ms. McDougall reported that ABAG recommends installing a landline telephone next to the AED in the Community Hall for 9-1-1 calls, because cell signals can be spotty.

(15) Town Council 8/20/2010 Weekly Digest

- (a) #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

Mayor Toben said it was very nice to see recognition of Mr. Mader, and credited Ms. Lambert with taking the initiative to make that happen.

CLOSED SESSION: [9:10 p.m.]

- (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

No report

ADJOURNMENT: [10:25 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 8, 2010

Date: 09/01/2010
 Time: 10:43 am
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TOWN OF PORTOLA VALLEY

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

ACOUSTIC MAGIC	Voice Tracker Microphone	11126	09/08/2010	
		5883	09/08/2010	
35 PEAKHAM ROAD	1015		09/08/2010	
SUDBURY	BOA	43832	09/08/2010	0.00
MA 01776	111643			261.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	261.00	0.00

ACOUSTIC MAGIC	Voice Tracker Microphone	11127	09/08/2010	
		5889	09/08/2010	
35 PEAKHAM ROAD	1015		09/08/2010	
SUDBURY	BOA	43832	09/08/2010	0.00
MA 01776	111648			259.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	259.00	0.00

Check No.	43832	Total:	520.00
Total for	ACOUSTIC MAGIC		520.00

MIKE & PATTI AGOFF	Summer Instructor Fee	11150	09/08/2010	
			09/08/2010	
2341 KEHOE AVENUE	0016		09/08/2010	
SAN MATEO	BOA	43833	09/08/2010	0.00
CA 94403				792.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	792.00	0.00

Check No.	43833	Total:	792.00
Total for	MIKE & PATTI AGOFF		792.00

ANIMAL DAMAGE MGMT INC	August Pest Control	11163	09/08/2010	
			09/08/2010	
16170 VINEYARD BLVD. #150	804		09/08/2010	
MORGAN HILL	BOA	43834	09/08/2010	0.00
CA 95037	47147			310.00

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

Check No.	43834	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

AT&T (2)	August Microwave Line	11151	09/08/2010	
			09/08/2010	
PAYMENT CENTER	877		09/08/2010	
SACRAMENTO	BOA	43835	09/08/2010	0.00
CA 95887-0001				67.86

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	67.86	0.00

Check No.	43835	Total:	67.86
Total for	AT&T (2)		67.86

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 SEPTEMBER 8, 2010

Date: 09/01/2010
 Time: 10:43 am
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TOWN OF PORTOLA VALLEY

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

BANK OF AMERICA	August Statement	11149	09/08/2010	
Bank Card Center			09/08/2010	
P.O. BOX 53155	0022		09/08/2010	
PHOENIX	BOA	43836	09/08/2010	0.00
AZ 85072-3155				623.84

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	153.37	0.00
05-64-4335	Sustainability Series	105.56	0.00
05-64-4336	Miscellaneous	325.41	0.00
05-66-4340	Building Maint Equip & Supp	39.50	0.00

Check No.	43836	Total:	623.84
Total for	BANK OF AMERICA		623.84

CAL WATER SERVICE CO	Statements, 7/15-8/12	11145	09/08/2010	
			09/08/2010	
3351 EL CAMINO REAL	0035		09/08/2010	
ATHERTON	BOA	43837	09/08/2010	0.00
CA 94027				7,361.61

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	7,361.61	0.00

Check No.	43837	Total:	7,361.61
Total for	CAL WATER SERVICE CO		7,361.61

BRIGITTE CARNOCHAN	Class Refund	11153	09/08/2010	
			09/08/2010	
138 CERVANTES ROAD	851		09/08/2010	
PORTOLA VALLEY	BOA	43838	09/08/2010	0.00
CA 94028				54.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	54.00	0.00

Check No.	43838	Total:	54.00
Total for	BRIGITTE CARNOCHAN		54.00

CCAG	2010-11 Annual Dues	11152	09/08/2010	
City of San Carlos Finance			09/08/2010	
P.O. BOX 3009	0028		09/08/2010	
SAN CARLOS	BOA	43839	09/08/2010	0.00
CA 94070-1309	18506			11,637.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	11,637.00	0.00

Check No.	43839	Total:	11,637.00
Total for	CCAG		11,637.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
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TOWN OF PORTOLA VALLEY

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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

CINDY'S FLOWERS & GIFTS	Lane Flower Arrangement	11128	09/08/2010	
			09/08/2010	
558 SANTA CRUZ AVE.	404		09/08/2010	
MENLO PARK	BOA	43840	09/08/2010	0.00
CA 94026				114.70

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	114.70	0.00

Check No.	43840	Total:	114.70
Total for	CINDY'S FLOWERS & GIFTS		114.70

COTTON SHIRES & ASSOC. INC.	Applicant Charges, August	11146	09/08/2010	
			09/08/2010	
330 VILLAGE LANE	0047		09/08/2010	
LOS GATOS	BOA	43841	09/08/2010	0.00
CA 95030-7218				3,650.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geoloqist - Charges to Appls	3,650.00	0.00

Check No.	43841	Total:	3,650.00
Total for	COTTON SHIRES & ASSOC. INC.		3,650.00

KATHERINE COURTNEY	Litter Deposit Refund	11154	09/08/2010	
			09/08/2010	
2333 EASTRIDGE AVE #11	632		09/08/2010	
MENLO PARK	BOA	43842	09/08/2010	0.00
CA 94025				100.00

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

Check No.	43842	Total:	100.00
Total for	KATHERINE COURTNEY		100.00

CSG CONSULTANTS INC	July Building Inspections	11130	09/08/2010	
			09/08/2010	
1700 S. AMPHLETT BLVD	622		09/08/2010	
SAN MATEO	BOA	43843	09/08/2010	0.00
CA 94402	018611			2,184.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	2,184.00	0.00

Check No.	43843	Total:	2,184.00
Total for	CSG CONSULTANTS INC		2,184.00

DEL RIO ROOFING	Refund Deposit (Re-issue Void #43656)	11131	09/08/2010	
			09/08/2010	
2660 BAY ROAD, #B	630		09/08/2010	
REDWOOD CITY	BOA	43844	09/08/2010	0.00
CA 94063				1,000.00

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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
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TOWN OF PORTOLA VALLEY

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

Check No.	43844	Total:	1,000.00
Total for	DEL RIO ROOFING		1,000.00

FEDEX	Shipping Charges	11132	09/08/2010	
P.O. BOX 7221	0066		09/08/2010	
PASADENA	BOA	43845	09/08/2010	0.00
CA 91109-7321	7-196-97385			25.38

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	25.38	0.00

Check No.	43845	Total:	25.38
Total for	FEDEX		25.38

HORIZON	Irrigation Repairs	11133	09/08/2010	
P.O. BOX 52758	0289		09/08/2010	
PHOENIX	BOA	43846	09/08/2010	0.00
AZ 85072-2758	1N021016			158.42

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	33.87	0.00
05-66-4342	Landscape Supplies & Services	124.55	0.00

HORIZON	Irrig & Field Maint Supplies	11164	09/08/2010	
P.O. BOX 52758	0289		09/08/2010	
PHOENIX	BOA	43846	09/08/2010	0.00
AZ 85072-2758	1N022436			83.88

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	83.88	0.00

Check No.	43846	Total:	242.30
Total for	HORIZON		242.30

JAMES COFFEE STUDIOS	Wooden Name Tags	11155	09/08/2010	
870 GRETNA GREEN WAY	636		09/08/2010	
ESCONDIDO	BOA	43847	09/08/2010	0.00
CA 92025-7419	3034			171.18

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	171.18	0.00

Check No.	43847	Total:	171.18
Total for	JAMES COFFEE STUDIOS		171.18

KDSA CONSULTING LLC	September Spam Filtering	11158	09/08/2010	
1600 OSGOOD STREET	555		09/08/2010	
N. ANDOVER	BOA	43848	09/08/2010	0.00
MA 01845	11000			75.00

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

05-64-4311	Internet Service & Web Hosting	75.00	0.00	
		<u>Check No. 43848</u>	<u>Total: 75.00</u>	
		<u>Total for</u>	<u>KDSA CONSULTING LLC</u>	<u>75.00</u>

KLEINFELDER, INC.	Compaction Testing	11161	09/08/2010	
	09-10 Road Project		09/08/2010	
P.O. BOX 51958	922		09/08/2010	
LOS ANGELES	BOA	43849	09/08/2010	0.00
CA 90051-6258	661797			1,320.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4503	CIPStreetDesignFutureFY	1,320.00	0.00	
		<u>Check No. 43849</u>	<u>Total: 1,320.00</u>	
		<u>Total for</u>	<u>KLEINFELDER, INC.</u>	<u>1,320.00</u>

MARIA LEYVA	Litter Deposit Refund	11134	09/08/2010	
			09/08/2010	
1965 PORTOLA ROAD	826		09/08/2010	
WOODSIDE	BOA	43850	09/08/2010	0.00
CA 94062				100.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4226	Facility Deposit Refunds	100.00	0.00	
		<u>Check No. 43850</u>	<u>Total: 100.00</u>	
		<u>Total for</u>	<u>MARIA LEYVA</u>	<u>100.00</u>

LOS GATOS ROOFING	Refund C&D Deposit	11135	09/08/2010	
			09/08/2010	
P.O. BOX 1726	862		09/08/2010	
LOS GATOS	BOA	43851	09/08/2010	0.00
CA 95031				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	1,000.00	0.00	
		<u>Check No. 43851</u>	<u>Total: 1,000.00</u>	
		<u>Total for</u>	<u>LOS GATOS ROOFING</u>	<u>1,000.00</u>

MCCLLENAHAN CONSULTING, LLC	Tree Removal Appeal	11136	09/08/2010	
			09/08/2010	
1 ARASTRADERO RD	832		09/08/2010	
PORTOLA VALLEY	BOA	43852	09/08/2010	0.00
CA 94028	1540			175.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4214	Miscellaneous Consultants	175.00	0.00	
		<u>Check No. 43852</u>	<u>Total: 175.00</u>	
		<u>Total for</u>	<u>MCCLLENAHAN CONSULTING, LLC</u>	<u>175.00</u>

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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

NOLTE ASSOCIATES INC.	Applicant Charges	11137	09/08/2010	
			09/08/2010	
2495 NATOMAS PARK DRIVE	0104		09/08/2010	
SACRAMENTO	BOA	43853	09/08/2010	0.00
CA 95833-2935	10110405			499.56

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	499.56	0.00

NOLTE ASSOCIATES INC.	Applicant Charges, July 2010	11147	09/08/2010	
			09/08/2010	
2495 NATOMAS PARK DRIVE	0104		09/08/2010	
SACRAMENTO	BOA	43853	09/08/2010	0.00
CA 95833-2935	10120091			1,188.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,188.00	0.00

Check No.	43853	Total:	1,687.56
Total for	NOLTE ASSOCIATES INC.		1,687.56

O. NELSON & SON	Trail Maint, Alpine Road	11160	09/08/2010	
			09/08/2010	
3355 TRIPP ROAD	634		09/08/2010	
WOODSIDE	BOA	43854	09/08/2010	0.00
CA 94062	120			9,670.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	9,670.00	0.00

Check No.	43854	Total:	9,670.00
Total for	O. NELSON & SON		9,670.00

OFFICE DEPOT	August Office Supplies	11138	09/08/2010	
			09/08/2010	
P.O. BOX 70025	0105		09/08/2010	
LOS ANGELES	BOA	43855	09/08/2010	0.00
CA 90074-0025	529750750001			15.01

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	15.01	0.00

Check No.	43855	Total:	15.01
Total for	OFFICE DEPOT		15.01

PENINSULA DIGITAL IMAGING	Blueprints	11139	09/08/2010	
			09/08/2010	
599 FAIRCHILD DRIVE	0135		09/08/2010	
MOUNTAIN VIEW	BOA	43856	09/08/2010	0.00
CA 94043	195008			85.74

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	85.74	0.00

Check No.	43856	Total:	85.74
Total for	PENINSULA DIGITAL IMAGING		85.74

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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

SAN MATEO SHERIFF	FY 10/11, 1st Qtr Law Enforce	11144	09/08/2010	
OFFICE OF EMERGENCY SERVICES			09/08/2010	
400 COUNTY CENTER	0119		09/08/2010	
REDWOOD CITY	BOA	43857	09/08/2010	0.00
CA 94063-0978	8571			191,117.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4282	San Mateo County Sheriff's Ofc	136,547.25	0.00
30-62-4284	COPS Addl Traffic Patrols	54,569.75	0.00

Check No.	43857	Total:	191,117.00
Total for	SAN MATEO SHERIFF		191,117.00

SHARP BUSINESS SYSTEMS	July/August Copies	11140	09/08/2010	
			09/08/2010	
DEPT. LA 21510	0199		09/08/2010	
PASADENA	BOA	43858	09/08/2010	0.00
CA 91185-1510	AR298517			69.38

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	69.38	0.00

Check No.	43858	Total:	69.38
Total for	SHARP BUSINESS SYSTEMS		69.38

SPANGLE & ASSOCIATES	7/23 - 08/19 Statement	11141	09/08/2010	
			09/08/2010	
770 MENLO AVENUE	0121		09/08/2010	
MENLO PARK	BOA	43859	09/08/2010	0.00
CA 94025-4736				46,331.20

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	4,426.40	0.00
96-54-4198	Planner - Charges to Appls	35,006.80	0.00

Check No.	43859	Total:	46,331.20
Total for	SPANGLE & ASSOCIATES		46,331.20

LINDA STARR	Class Refund	11156	09/08/2010	
			09/08/2010	
151 N. CASTANYA WAY	581		09/08/2010	
MENLO PARK	BOA	43860	09/08/2010	0.00
CA 94025				54.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	54.00	0.00

Check No.	43860	Total:	54.00
Total for	LINDA STARR		54.00

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

STATE COMP INSURANCE FUND	August Premium	11142	09/08/2010	
			09/08/2010	
			09/08/2010	
PO BOX 7980	0122		09/08/2010	0.00
SAN FRANCISCO	BOA	43861	09/08/2010	
CA 94120-7854				1,936.75

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

Check No.	43861	Total:	1,936.75
Total for	STATE COMP INSURANCE FUND		1,936.75

THERMAL MECHANICAL, INC	CH/Buckeye Room Pump Repair	11143	09/08/2010	
			09/08/2010	
425 ALDO AVENUE	955		09/08/2010	
SANTA CLARA	BOA	43862	09/08/2010	0.00
CA 95054	45360			3,500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	3,500.00	0.00

THERMAL MECHANICAL, INC	HVAC Bi-Monthly Service, July	11162	09/08/2010	
			09/08/2010	
425 ALDO AVENUE	955		09/08/2010	
SANTA CLARA	BOA	43862	09/08/2010	0.00
CA 95054	45354			1,395.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	1,395.00	0.00

Check No.	43862	Total:	4,895.00
Total for	THERMAL MECHANICAL, INC		4,895.00

TAMI WARR	Class Refund	11157	09/08/2010	
			09/08/2010	
260 WILLOWBROOK DRIVE	575		09/08/2010	
PORTOLA VALLEY	BOA	43863	09/08/2010	0.00
CA 94028				54.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	54.00	0.00

Check No.	43863	Total:	54.00
Total for	TAMI WARR		54.00

WOODSIDE FIRE PROTECTION DISTR	Staff First Aid Training	11148	09/08/2010	
			09/08/2010	
3111 WOODSIDE ROAD	886		09/08/2010	
WOODSIDE	BOA	43864	09/08/2010	0.00
CA 94062				260.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	260.00	0.00

Check No.	43864	Total:	260.00
Total for	WOODSIDE FIRE PROTECTION DI		260.00

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

ELIZABETH WRIGHT	Summer Instructor Fee	11159	09/08/2010	
			09/08/2010	
147 HEDGE ROAD	620		09/08/2010	
MENLO PARK	BOA	43865	09/08/2010	0.00
CA 94025				1,281.60

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,281.60	0.00

Check No.	43865	Total:	1,281.60
Total for	ELIZABETH WRIGHT		1,281.60

Total Invoices: 38

Grand Total:	288,981.11
Less Credit Memos:	0.00
Net Total:	288,981.11
Less Hand Check Total:	0.00
Outstanding Invoice Total:	288,981.11

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
September 8, 2010

Claims totaling \$288,981.11 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

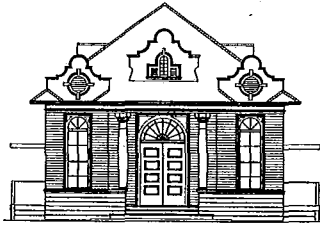
Angela Howard, Treasurer

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

Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Officer

DATE: September 8, 2010

RE: Year End 2009-10 Budget & Interfund Transfers

With the closing of the fiscal year ending 6/30/10, the Council is requested to approve the following annual interfund transfers and budget amendments:

1. Fund Transfers:

<i>From Fund</i>	<i>To Fund</i>	<i>Amount</i>	<i>Comment</i>
General Fund (05)	Gas Tax (20)	\$92,894.58	Fund Transfer to zero Gas Tax Fund at FYE 6/30/10 *
General Fund (05) (TC Project des'g fund)	PVCF (98)	\$6,213.76	Fund Transfer to apply remaining designated funds to PVCF fund at FYE 6/30/10
General Fund (05)	PVCF (98)	\$35,000.00	Fund Transfer to apply 09/10 pledge revenue to PVCF fund at FYE 6/30/10

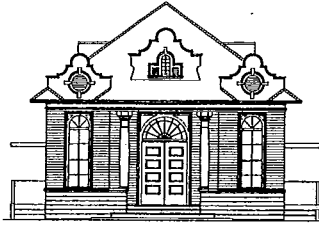
* Gas Tax fund has fund balance of \$134,000 due to Prop 1B revenues.

2. Budget Amendments:

The following year-end budget amendments are completed in anticipation of the annual audit to more accurately reflect the Town's financial condition.

<i>From Account</i>	<i>To Account</i>	<i>Amount</i>	<i>Comment</i>
Vacation Buyout	Health/Medical	\$8,300	
	Health/Dental	2,000	
	Workers Comp	8,400	
Permit & Fee Study	Town Attorney	6,400	
Miscellaneous Consultants	Town Attorney	8,400	
	IT & Website Support	1,400	
	Parks & Rec Committee	Parks & Rec Adult Sports	5,000
Contingency	Temp Building Inspection	14,800	
	Elections	6,770	
	Utilities	8,900	
Building Maintenance	Building Maint: Comm'y Hall	2,400	

Approved: Angela Howard
Angela Howard, Town Manager



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Janet McDougall, Assistant Town Manager

DATE: September 8, 2010

RE: **A Resolution of the Town Council of the Town of Portola Valley
Increasing the Purchasing Authorization Limit for the Town Manager**

Recommended Action:

Adopt resolution attached as Exhibit "A" raising the Town Manager's purchasing authorization to \$25,000.

Discussion:

Through a resolution adopted by the Town Council on March 28, 2007, the Town Manager's purchasing authorization limit was increased from \$5,000 to \$10,000. At that time the threshold requiring issuance of a purchase order was also raised from \$250 to \$500, and check signing authority limits were established.

The Town Manager's current purchasing limit of \$10,000 is the lowest in our region, and requires that many relatively routine purchases be brought to the Council for approval.

Portola Valley	Atherton	Brisbane	Colma	Hillsborough	Los Altos Hills	Woodside
\$10,000	\$15,000	\$25,000	\$50,000	\$30,000 (If included in budget)	\$15,000	\$20,000

The need to obtain Council approval for relatively small, routine purchases can often delay completion of work projects, often by two weeks and sometimes three, depending upon when the next Council meeting will take place. During winter storm events this is not possible.

Many of these purchases have already been approved by the Council by virtue of their inclusion in the Town's annual budget.

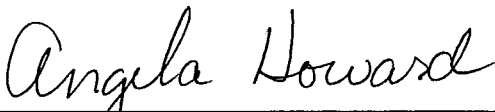
Some examples are:

1. A contract for \$14,945.00 with Accent Painting to seal the windows at the Town Center required the Council's approval in August, 2010. The work was included in the current fiscal year's budget.
2. Work in connection with storm damage often requires that staff contract for only that work that can be done within the current \$10,000 limit that is deemed essential, leaving the remaining work to be done later in the year as part of a smaller contract. Or, in some cases work must be done, then brought to the Council after the fact. This has been the case with contracts with O. Nelson & Son, Tree Specialist, and other area contractors. From staff's perspective, having the ability to complete all work at once immediately following a storm event, and when the contractors are already on site, would be far more efficient and cost effective, since mobilization costs are typically passed on to the Town.
3. Contracts with Tree Specialist for weed whacking as part of ongoing maintenance efforts. This work can cost \$20,000 or more annually. Often weather related conditions make it necessary to take immediate action to perform weed control to protect public safety, since growth can occur very rapidly, making this a maintenance function that often can't wait for Council approval. Currently, staff must often determine the areas that need immediate attention and contract for removal in those areas only up to \$10,000, deferring the remaining work until later in the season. Again, it would be more efficient and cost effective, and residents would be left with a better impression of overall maintenance efforts if the work could be completed all at one time.

Finally, over time inflation does have a negative impact on the Manager's purchasing authorization limit. If the higher limit is approved, staff does not foresee a need to return to the Council for an increase in the limit for several years.

Staff recommends that the limit be increased to \$25,000 to allow for maximum efficiency and timeliness of overall work completion. Maximizing efficiency is always a goal in any organization.

Approved:



Angela Howard

RESOLUTION NO. _____-2010

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
INCREASING THE PURCHASING AUTHORIZATION LIMIT FOR THE
TOWN MANAGER**

WHEREAS, the current purchasing authorization limit for the Town Manager is \$10,000.00, and

WHEREAS, Town business can be more efficiently conducted by reducing administrative time spent in preparing staff reports for the purchase of routine goods and services,

NOW, THEREFORE, the Town Council of the Town does RESOLVE that the Town adopts:

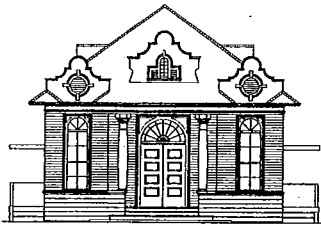
A purchasing authorization limit of \$25,000.00 for the Town Manager

PASSED AND ADOPTED this 8th day of September, 2010.

Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Howard Young, Public Works Director
DATE: September 8, 2010
RE: **Open Space at Former Spring Down Property – Perimeter trail**

Recommendation: To review and approve the attached proposed schematic trail diagram and authorize the Town Manager to execute a Town standard short form contract for the installation of the proposed trail not to exceed \$18,685 plus a 10% contingency with O.Nelson and Son.

Background: The Ad-Hoc Spring Down Master Plan Committee was formed to streamline and spear head improvements on the Open Space lot at the former Spring Down Equestrian Center. The group consisted of Council and committee members from various Town committees and staff. Neighbors of the lot were also invited to the meeting for input. Among the improvements discussed at the ad-hoc committees April 15, 2010 meeting was a perimeter trail around the lot. It was understood that for the perimeter trial, a formal base rock 1,700’ trail was to be installed and that informal foot trails towards the center of the lot would develop by themselves. The committee would continue to monitor these informal trails as they develop and determine if any formal action will need to take place at a future date.

Analysis: Comments received from the committee members included: an interest to maximize the length of trail on the property, allow enough width for 2 people to walk side by side, trail width can be graded to 6’ but have a base rock tread width of 4’, should allow for multi-use, and accommodate bikes. The trail will be built according to the Towns adopted Trail Standards. The neighboring properties were also contacted for input. The Whites requested that the trail be away from their bee hives. The Goodstein’s preferred that the trail be away from their property line for the safety of their horse riders. In addition, the Trails and Path Committee has discussed.

As a follow up to the meeting, two field meetings were held with members of the ad-hoc committee to lay out the trail. Those included were: Gary Nielson, Lynne Davis, Susan Gold, Mary Smith, and staff. The trail is marked with orange paint and flags.

Due to budget constraints, a phased approach was assumed for improvements to the lot. The estimated cost for this trail work is \$21,000. There is \$75,000 in the current budget for Phase 1 Springdown Open Space Improvements. Proposals were provided by O.Nelson and Son \$18,685 and Casey Construction \$20,000.

Other improvements are being considered for the lot. Those items will be brought forth to the Council for approval once more information is available.

Attachment: Exhibit A Schematic trail diagram

Approved: Angela Howard
Angela Howard, Town Manager

DRAFT

Charter—Trails and Paths Committee

Objectives

The Town recognizes the need for a system of trails and paths to provide passageways for people, whether on foot, horseback or bicycle. It is the Trails Committee's objective that these trails are safe and pleasant and that they provide access to all parts of the Town—especially our schools, as well as the Library and Town Center, and to areas of scenic beauty.

Duties and Functions

1. Advises the Town Council and Staff on all aspects of Town trails and paths and trail easements including promotion, preservation, planning, maintenance, repair and improvement. The Town Manager will administer work by Town Staff and Committee members.
2. Ensures the preservation of trails and trail easements and their appropriate uses and reports any infringements or deleterious use.
3. Reviews the Trails and Paths Committee budget.
4. Reviews new Town developments and proposed new Town trails; advises on all aspects of trails and path planning and suggests appropriate usage guidelines.
5. Periodically reviews current usage guidelines.
6. Coordinates occasional volunteer trail work days.

Responsible to:

Town Council

Coordinates with:

Planning Commission

Architectural and Site Control Commission

Building Inspector

Town Engineer

Trail Users

Other Town Staff, Town Committees as needed

Outside agencies: Stanford University, Mid Peninsula Regional Open Space as needed

Membership

Nine members, appointed by the Mayor with Council concurrence, who represent the broad diversity of the trail user community. One year terms, rotating chair and vice chair selected by the committee.

Meetings

Meets every other month, or as needed.

Place and time to be determined

TRAILS AND PATHS COMMITTEE

OBJECTIVES

The Town recognizes the need for a system of trails and paths to provide passageways for people, whether on foot, horseback or bicycle. It is the Trails Committee's objective that these trails shall be safe and pleasant, and that the trails and paths shall provide access to all parts of town, as well as to areas of special scenic beauty.

DUTIES AND FUNCTIONS

1. Advise Town Council and Staff on all aspects of Town trails and paths and trail easements including promotion, preservation, planning, maintenance, repair and improvement. The Town Administrator will administer work by Town Staff and Committee members.
2. Insure the preservation of trails and trail easements and their appropriate use by reporting to the responsible body or official any deleterious use or infringement thereof.
3. Review and recommend the acceptance of new trails and paths.
4. Prepare the Trails and Paths Committee budget.
5. Review new Town developments and advise on trail and path planning, easements, and their appropriate uses.

RESPONSIBLE TO:

The Town Council

COORDINATION:

Town Council
Planning Commission
Architectural and Site Control Commission
Conservation Committee
Building Inspector
Town Engineer
Property Owners
Trail Users
San Mateo County Parks and Recreation Dept. and trail groups of adjacent jurisdictions
Midpeninsula Regional Open Space District

MEMBERSHIP

Nine members appointed by the Mayor with Council Concurrence. One year terms. Rotating chair selected by committee.

MEETINGS

Held on 2nd Tuesday of the month

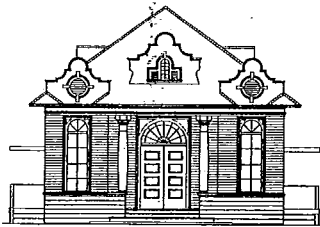
TOWN COUNCIL WEEKLY DIGEST

Friday – August 27, 2010

-
- ☐ 1. Memorandum to the Mayor and Town Council from Janet McDougall regarding the Hasso-Plattner Six-Month Report – January to June, 2010 – August 27, 2010
 - ☐ 2. E-mail to Council from Jon Silver expressing appreciation for comments made at Town Council Meeting regarding Bill Lane – August 26, 2010
 - ☐ 3. Letter to Council Members from San Mateo County Central Labor Council regarding A Garbage Strike in San Mateo County – August 20, 2010
 - ☐ 4. Memorandum to San Mateo County Sheriff's Department from Sharon Hanlon regarding Town Center Reservations for September 2010 – August 27, 2010
 - ☐ 5. September 2010 Meeting Schedule
 - ☐ 6. Agenda – Special Emergency Preparedness Committee Meeting – Saturday, August 28, 2010
 - ☐ 7. Agenda – Special ASCC Meeting – Monday, August 30, 2010
 - ☐ 8. Notice of Cancellation of Planning Commission Meeting scheduled for Wednesday, September 1, 2010
 - ☐ 9. Notice of Cancellation of Traffic Committee Meeting scheduled for Thursday, September 2, 2010
 - ☐ 10. Action Agenda – Regular Town Council Meeting – Wednesday, August 25, 2010

Attached Separates (Council Only)

- ☐ 1. Invitation to attend BAYMEC's Meet and Greet on Friday, September 24, 2010
- ☐ 2. Invitation to Sustainable Cities event on Thursday, September 2, 2010
- ☐ 3. Invitation to SLAC Public Lecture on Tuesday, September 28, 2010
- ☐ 4. San Mateo County Sheriff's Office Town of Portola Valley Crime Activity Report – April to June, 2010
- ☐ 5. San Mateo County/Silicon Valley Convention & Visitors Bureau's 2010/2011 Official Visitors Guide
- ☐ 6. Midpeninsula Regional Open Space District's Annual Report 2009-2010



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Janet McDougall, Assistant Town Manager

DATE: August 27, 2010

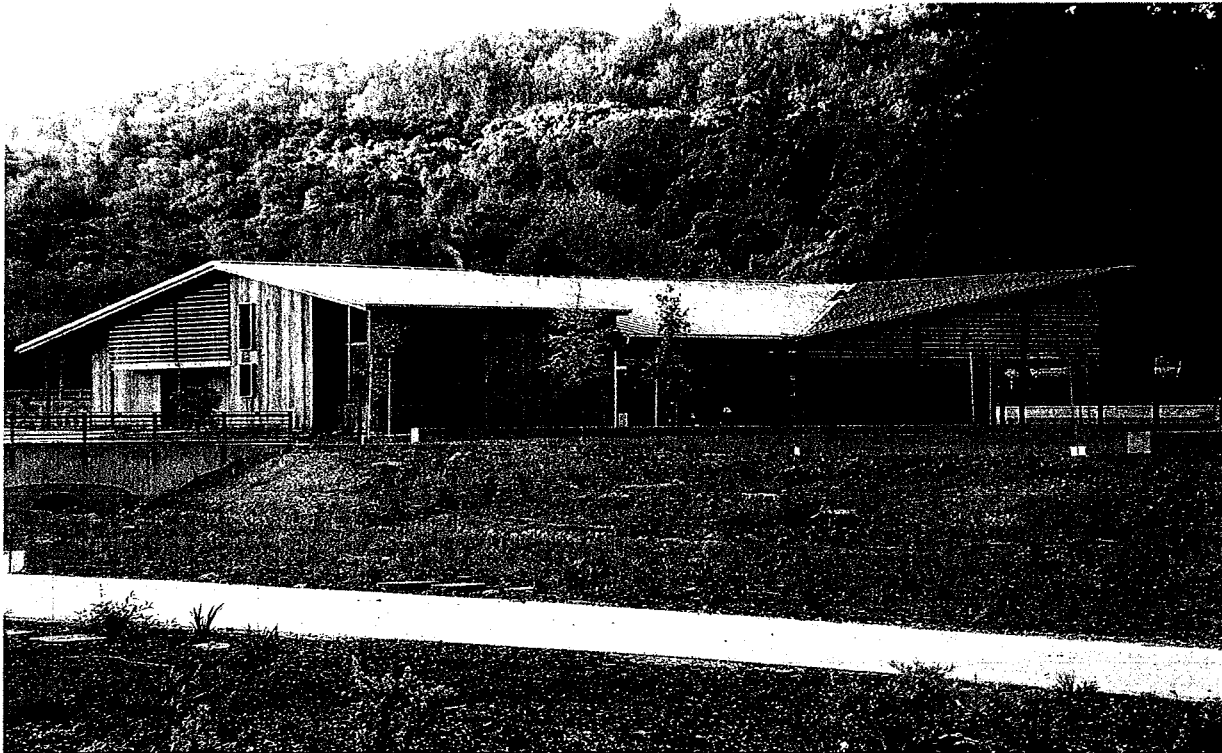
RE: **Hasso-Plattner Six-Month Report – January – June, 2010**

Attached is a copy of the six-month activity report for the Community Hall and classes that has been prepared in compliance with the Hasso-Plattner grant agreement. The class listing and detail regarding Community Hall events has not been included here, due to their length; staff will be happy to provide that detail to anyone interested in reviewing it.

Worthy of note is the significant increase in the number of events held during the first six months of 2010 (135 events) over the same period in 2009 (50 events). This comparison can be found on Page 2 of the report.



Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
(650) 851-1700



Grant Activity Report

January 1 Through June 30, 2010

Prepared for:

**Wipfler & Partner
Steuerberater-Sozietät**

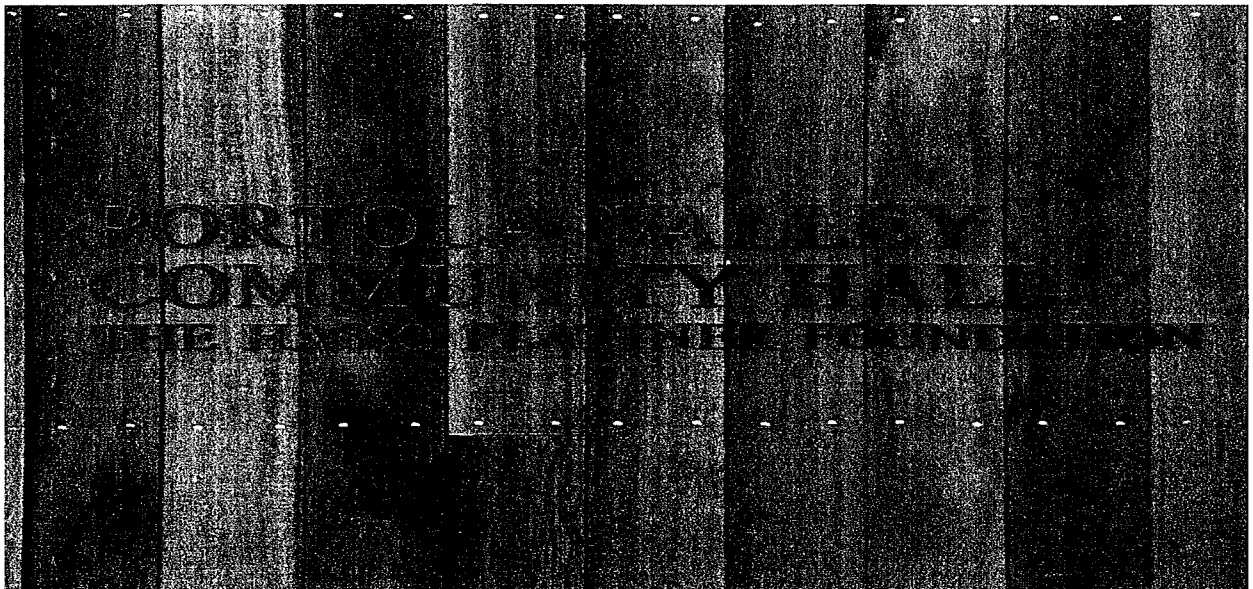
INTRODUCTION

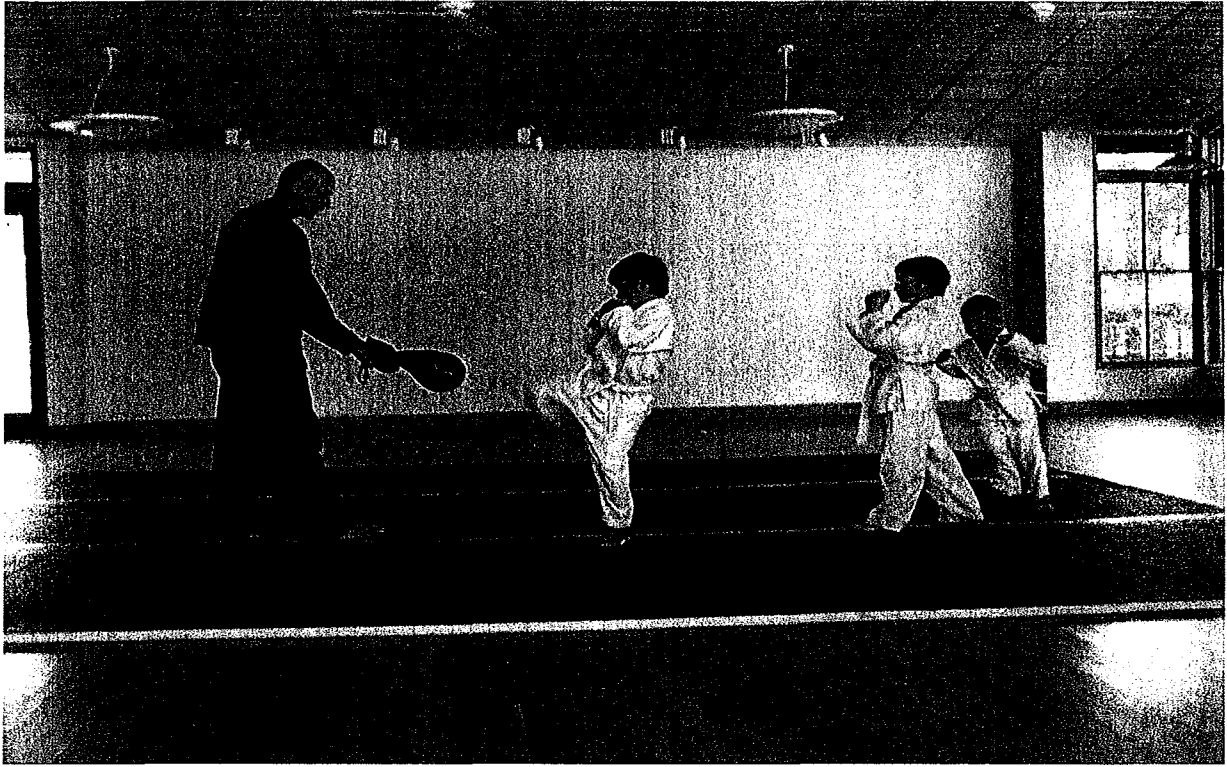
Since the Portola Valley Community Hall's opening in October, 2008, a vast array of activities have taken place in this now thriving community center. In the past, class offerings consisted primarily of children's art and science classes. Today, residents of all ages enjoy classes ranging from creative writing, Italian, French and Mandarin language courses, kids karate, yoga, and art classes.

In addition to the myriad classes held, the Community Hall has hosted numerous public meetings and special events, ranging from community lectures about such diverse topics as geomagnetism, sustainability and green building, and local plants and wildlife. First aid training, Boy Scout troop gatherings and the local knitting and garden clubs have all found a home in which to gather and share information, ideas and friendship.

The Town is pleased that enrollment in the classes has grown from 289 students in the first six-month period from January through June of 2009, to 428 students during the first six months of 2010. Even more impressive is the growth in the number of events held in the Community Hall. During the first six months of 2009 there were 50 events held in the Hall. This year the Community Hall hosted 135 events from January 1st through June 30th. Clearly, our residents are enjoying this wonderful space!

The Town is extremely proud that all of the buildings on the new Town Center campus, including the Community Hall have received the distinguished platinum LEED certification, signifying the highest level of green, sustainable building that can be achieved. The Portola Valley community is extremely grateful to the Hasso-Plattner Foundation for providing funding for the Community Hall project; the Foundation's grant made this wonderful community gathering place possible.





Activity/Revenue

The following is a summary of the activities and revenue generated through use of the Portola Valley Community Hall during the period commencing January 1 through June 30, 2010:

Classes (Schedule Attached)

Enrollment: 428

Revenue			\$112,444.00
Expenses			
Instructor Fees	\$89,955.20		
Insurance	800.00		
Town Costs *	22,488.80		
			\$112,444.00

Community Events (Schedule Attached)

Number of Public Events: 127

Number of Private Events: 8

Revenue			
Fees Collected	\$15,704.00		
Deposits	12,000.00		
Insurance (Applicant Paid)	<u>1,424.23</u>		
		Total Revenue	\$29,128.23

Expenses			
Refunded Deposits	\$11,500.00		
Insurance	1,424.23		
Town Costs *	16,204.00		
		Total Expenses	\$29,128.23

* Town Costs include janitorial labor, cleaning supplies, paper products, utilities (water), audit costs, administrative labor (student registration, rental scheduling/coordination, accounting and other functions necessary to operate the facility.) Town expenses are not fully covered through the revenue generated; the Town general fund budget subsidizes these costs.

Michele Arana

From: Angela Howard
Sent: Thursday, August 26, 2010 9:00 AM
To: Michele Arana
Subject: FW: Thank you

For the digest, thanks

From: Jon Silver [mailto:jon3silver@yahoo.com]
Sent: Thursday, August 26, 2010 2:40 AM
To: Steve Toben; Ted Driscoll; Maryann Derwin; Ann Wengert; John Richards; Angela Howard; Tom Vlasic
Cc: Ed Davis; Lynne Davis; Phyllis Blum Quilter
Subject: Thank you

Comrades—you all really did a great job last night. It would have warmed Bill's heart, not so much to hear his praises sung, but to see us— Portola Valley, that is—living up to the high standard which he played such a pivotal role in helping us set for ourselves.
Thank you,
Jon Silver

San Mateo County Central Labor Council



1153 Chess Drive, Suite 200
Foster City, California 94404
(650) 572-8848
Fax (650) 572-2481
www.sanmateolaborcouncil.org



AFL-CIO

August 20, 2010

Dear City Council Member:

A Garbage Strike in San Mateo County??????

Allied Waste is the franchise holder for the collection of trash and recyclable materials in San Mateo County. The Teamsters have long represented the drivers and yard personnel who perform the heavy work. We have enjoyed labor peace and the employees have enjoyed stable work and fair wages and conditions. This is the way it should be!

But Allied Waste apparently thinks the Teamsters insulted this Company when the Union did the unpardonable....it organized the predominantly female employees in its office. The office workers ("the girls" in the Company's mind) had the nerve to believe that they were entitled to the same effective representation and fair contracts that the Teamsters had won for its members.

After months of bargaining, Allied Waste is still treating its office employees as second class citizens. The Company is insisting on:

- Lower wage increases than it has given its male employees
- Lesser health and welfare benefits
- Lower pension benefits
- No guaranteed hours
- Discriminatory discipline rules that victimize the office employees

The Teamsters are not going to accept a settlement that discriminates on the basis of gender.

The Union has the full support, not only of the office employees, but also of the drivers, helpers, mechanics, etc.

This letter is going out to others who, like yourself, are in a position to influence Allied Waste. None of us wants a labor dispute which on its face is about whether women employees should be treated as inferiors in the labor market.

We are asking that you do what you can to be sure Allied Waste does not get away with its offensive attitude toward its women employees.

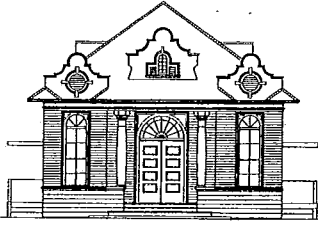
TOWN OF PORTOLA VALLEY

Very truly yours,

Shelley Kessler *AK*
Executive Secretary-Treasurer

AUG 23 2010

RECEIVED



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: San Mateo County Sheriff's Department
FROM: Sharon Hanlon
DATE: August 27, 2010
SUBJ: Town Center Reservations for September 2010

Following is the current September 2010 schedule of events for the Town Center and surrounding area.

September 6: Town Hall Closed / Labor Day / 8:30 am – 5:00 pm

Town of Portola Valley

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

SEPTEMBER 2010 MEETING SCHEDULE

Note: Unless otherwise noted below and on the agenda, all meetings take place in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA

TOWN COUNCIL – 7:30 PM (Meets 2nd & 4th Wednesdays)

Wednesday, September 8, 2010

Wednesday, September 22, 2010

Wednesday, September 29, 2010 – **SPECIAL MEETING**

PLANNING COMMISSION – 7:30 PM (Meets 1st & 3rd Wednesdays)

Council Liaison – John Richards

Wednesday, September 1, 2010

Wednesday, September 15, 2010

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:30 PM (Meets 2nd & 4th Mondays)

Council Liaison – Maryann Derwin

Monday, September 13, 2010

Monday, September 27, 2010

CABLE TV COMMITTEE – 8:15 AM (Meets 2nd Thursday) alternate odd numbered months

Council Liaison – John Richards

Thursday, September 9, 2010

COMMUNITY EVENTS COMMITTEE – 9:00 AM

Council Liaison – Ann Wengert

As announced

CONSERVATION COMMITTEE – 8:00 PM (Meets 4th Tuesday)

Council Liaison – Ted Driscoll

Tuesday, September 28, 2010

CULTURAL ARTS COMMITTEE

Council Liaison – Maryann Derwin

Thursday, September 9, 2010

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM in the EOC/Conference Room at Town Hall (Meets 2nd Thursday)

Council Liaison – Ted Driscoll

Thursday, September 9, 2010

FINANCE COMMITTEE

Council Liaison – Ann Wengert

As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Ted Driscoll

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Maryann Derwin

As announced

NATURE AND SCIENCE COMMITTEE – 4:00 PM (Meets 2nd Thursday) alternate even numbered months

Council Liaison – Steve Toben

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Steve Toben

As announced

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 3rd Monday)

Council Liaison – Ann Wengert

Monday, September 20, 2010

PUBLIC WORKS COMMITTEE

Council Liaison – John Richards

As announced

SUSTAINABILITY COMMITTEE – 4:00 PM (Meets 3rd Monday) / in the Buckeye Room

Council Liaison – Maryann Derwin

Monday, September 20, 2010

TEEN COMMITTEE

Council Liaison – Ann Wengert

As announced

TRAFFIC COMMITTEE – 8:15 AM (Meets 1st Thursday)

Council Liaison – Steve Toben

Thursday, September 2, 2010 - **CANCELLED**

TRAILS & PATHS COMMITTEE (Meets 2nd Tuesday)

Council Liaison – Ted Driscoll

Tuesday, September 14, 2010 – 7:30 PM



TOWN OF PORTOLA VALLEY

Special Meeting of the

Emergency Preparedness Committee

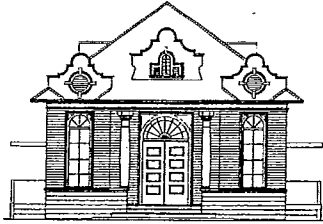
Saturday, August 28, 2010 - 8:00 AM to 10:00 AM

EOC / Town Hall Conference Room

765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to order
2. Oral communications
3. Dry run of EOC procedures to prepare for future exercises and training, including the review of new quick cards, and top level "how to" documents.
4. Adjourn promptly at 10AM



7

TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, August 30, 2010
7:30 PM – Special ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

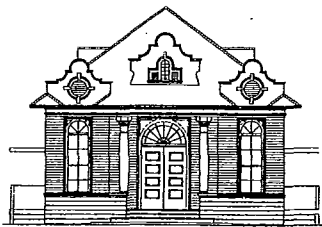
7:30 PM - SPECIAL AGENDA*

1. Call to Order:
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr
3. Oral Communications:

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

4. Old Business:
 - a. Continued Architectural Review for "Train Room" House Additions and Detached Accessory Structure "Workshop" and Related Site Improvements, and Site Development Permit X9H-587, 385 Westridge Drive, Cooper (*Continued to September 13, 2010 regular meeting*)
 - b. Follow-up Review – Request for Approval of Redwood Tree Removal, 330 and 340 Golden Hills Drive, Oak Hills Subdivision, Klope (Tri State Capital)
 - c. Follow-up Consideration – Conditional Use Permit (CUP) Amendment for CUP X7D-161, 4115 Alpine Road, Replacement of Existing Wireless Communication Facilities, AT&T Mobility
5. New Business:
 - a. Architectural Review for Proposed Carport Addition and Driveway Modifications, 190 Golden Oak Drive, Sweetnam
6. Approval of Minutes: August 9, 2010
7. Adjournment

*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission
FROM: Leslie Lambert, Planning Manager
DATE: August 27, 2010
RE: Cancellation of Planning Commission Meeting

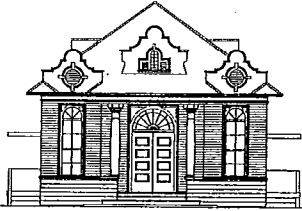
The Regular Meeting of the Planning Commission scheduled for Wednesday, September 1, 2010 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, September 15, 2010 at 7:30 p.m.

cc: Town Manager
Town Council
Town Planner
Country Almanac
Barbara Templeton

This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: August 27, 2010

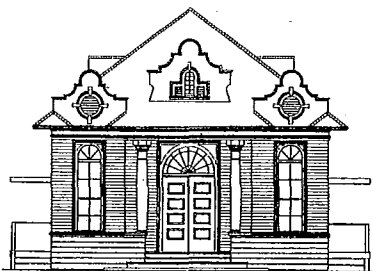
CheyAnne Brown
Planning & Building Assistant



Town of Portola Valley
Traffic Committee
Notice of Cancellation
Thursday, September 2, 2010

TRAFFIC COMMITTEE
Thursday, September 2, 2010
NOTICE OF CANCELLATION

The Traffic Committee meeting scheduled for Thursday, September 2, 2010 at 8:15 a.m. is cancelled.



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, August 25, 2010

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

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

Approved as Amended 5-0

- (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

Items 2, 3, 4, 5 & 6 Approved 5-0

REGULAR AGENDA

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

Approved by Consensus

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Appointment by Mayor** – Request for Appointment of Member to the Conservation Committee

Appointment of Judith Murphy Approved 5-0

(9) **Recommendation by the Nature and Science Committee** – Proposed change to Committee Charter

Approved as Amended 5-0

(10) **Recommendation by Assistant Town Manager** – Proposed Policy relating to Donations of Art to the Town

Approved as Amended 5-0

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

There are no written materials for this item.

Councilmember Wengert attended the CCAG meeting; high speed rail, PERS employee benefits and the Traffic Congestion Relief Alliance Report were discussed.

The Parks & Recreation Committee focused on Ford Field and determined that a refurbishment of the field utilizing grant funds as opposed to construction of all new field improvements is the appropriate course of action. Staff will continue to refine project costs and work with the Committee to finalize a proposal to be brought back to the Council.

The Community Events Committee realized very late in the process that they did not have enough volunteers to manage Blues & BBQ this year. A strategy to bolster the Committee will be needed to ensure the Committee has adequate resources for future events.

Councilmember Derwin reported that the Cultural Arts Committee-sponsored movie night had been a success, and a concert will be held Friday, August 27. During the Committee's last meeting the tiles created by children were discussed; there has been no vandalism. One large panel is being restored and the Committee will come back to the Council for approval to have them mounted in a new location. The Committee also expressed disappointment that Blues & BBQ would not be held this year, and indicated a willingness to help in the future.

A Resource Management & Climate Protection Committee (RMCP) meeting was held with BAWSCA discussing long-term water supply strategies. The Town's recently adopted water ordinance is being implemented through the permitting process.

A Firewise meeting was held. A workshop has been scheduled for October 8, 2010. Charlie Krenz discussed the availability of grant funding in the Los Trancos Woods area to aid residents in creating defensible space. Finding funding for a similar Town program is challenging.

The Sustainability Committee met twice, on August 16 and August 23. Both Acterra and San Mateo County programs were discussed.

Mayor Toben attended the Nature & Science Committee. The recent star gazing party the Committee hosted was extremely successful.

The Open Space Committee has developed a number of ideas and is exploring use of the Herb Dengler Trail as an educational/interpretive nature trail. Town Attorney Sloan confirmed that use of UUT monies is appropriate for trail construction and maintenance.

The Emergency Preparedness Committee did not have a quorum, but those in attendance held a brief, informal discussion regarding outreach for Ham radio operators and the upcoming 5th Wednesday Emergency Preparedness meeting.

WRITTEN COMMUNICATIONS

(12) **Town Council Weekly Digest** – July 30, 2010

Attached Separates #2 – Crime Report did not copy correctly and will be included in the August 27 Digest

(13) **Town Council Weekly Digest** – August 6, 2010

(14) **Town Council Weekly Digest** – August 13, 2010

#2 – Town Manager Howard advised the Council that all members of staff have received CPR/AED and First Aid Training

(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 WEEKLY DIGEST

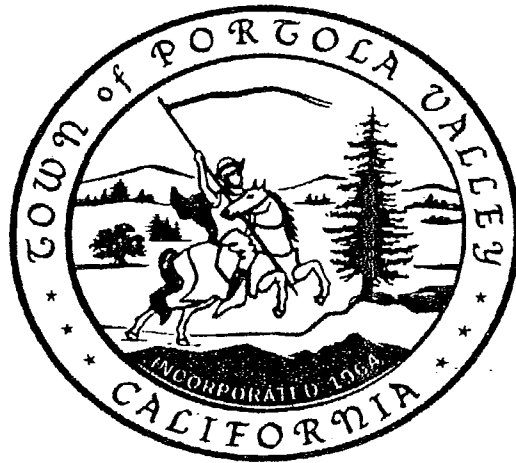
Friday – September 3, 2010

-
- ☐ 1. Notice that Town Hall will be closed Monday, September 6, 2010 in observance of Labor Day
 - ☐ 2. Month End Financial Report for the Month of August 2010
 - ☐ 3. Agenda – Emergency Preparedness Committee Meeting – Thursday, September 9, 2010
 - ☐ 4. Agenda – Cable & Undergrounding Committee Meeting – Thursday, September 9, 2010
 - ☐ 5. Agenda – Cultural Arts Committee Meeting – Thursday, September 9, 2010
 - ☐ 6. Agenda – Teen Committee Meeting – Sunday, September 12, 2010
 - ☐ 7. Action Agenda – Special ASCC Meeting – Monday, August 30, 2010

Attached Separates (Council Only)

- ☐ 1. Transactions – Summer 2010
- ☐ 2. League of California Cities “Western City” – September 2010
- ☐ 3. Indicators for a Sustainable San Mateo County Fourteenth Annual Report Card April 2010

PORTOLA VALLEY TOWN HALL



WILL BE CLOSED

**Monday,
September 6, 2010**

In observance of Labor Day

In Case of Emergency: Sheriff's Office: 911

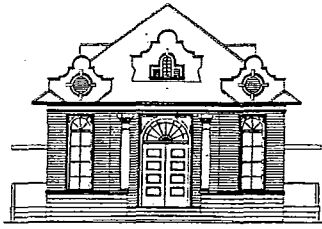


MONTH END FINANCIAL REPORT

FOR THE MONTH OF: August 2010

C	Bank of America	\$	552,800.58
A	Local Agency Investment Fund (0.531%)	\$	6,778,731.10
S			
H	Total Cash	\$	7,331,531.68
F	05 General Fund	\$	2,396,199.28
U	08 Grants	\$	(19,600.00)
N	10 Safety Tax	\$	149,973.50
D	15 Open Space	\$	2,722,169.98
S	20 Gas Tax	\$	35,839.36
	25 Library Fund	\$	396,507.57
	30 Public Safety/COPS	\$	38,864.69
	40 Park in Lieu	\$	6,169.15
	45 Inclusion In Lieu	\$	157,456.29
	60 Measure A	\$	26,434.65
	65 Road Fees	\$	870,667.69
	75 Crescent M.D.	\$	74,936.93
	80 PVR M.D.	\$	13,212.49
	85 Wayside I M.D.	\$	5,671.36
	86 Wayside II M.D.	\$	(117,487.58)
	90 Woodside Highlands M.D.	\$	146,512.21
	95 Arrowhead Mdws M.D.	\$	(1,799.67)
	96 Customer Deposits	\$	497,728.86
	98 PV Community Fund	\$	(67,925.08)
	Total Fund Balance	\$	7,331,531.68
A	Revenues for Month:	\$	470,930.61
C	LAIF Interest Deposit (0.00%)		
T	Total Revenues for Month:	\$	470,930.61
I			
V	Warrant List 8/11/10	\$	(395,860.25)
I	Warrant List 8/25/10	\$	(68,293.26)
T	Payroll	\$	(121,052.65)
Y	Total Expenses for Month:	\$	(585,206.16)
	Activity Balance	\$	(114,275.55)
S	Beginning Cash Balance:	\$	7,445,807.23
U	Total Revenues	\$	470,930.61
M	Total Expenses	\$	(585,206.16)
M	Total JE's and Void Checks*		
A	Ending Cash Balance	\$	7,331,531.68
R			

Per CGC #53646 governing the reporting of cash and investments, the Town's investment portfolio is in compliance with its adopted Investment Policy. Based on anticipated cash flows and current investments, the Town is able to meet its expenditure requirements for the next six months.



TOWN OF PORTOLA VALLEY

Meeting of the

Emergency Preparedness Committee

Thursday, September 9, 2010 - 8:00 AM

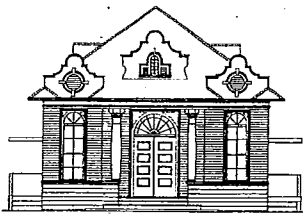
EOC / Town Hall Conference Room

765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to order
2. Oral communications
3. Review and approve minutes of regular August meeting
4. Review and approve minutes of special August meeting
5. Discussion and preparation for June Special Joint EPC – Town Council meeting (5th Wed meeting)
6. Discussion of Annual process calendar
7. Discussion of subcommittees (new subcommittees needed, permanent or ad-hoc basis)
8. Report from subcommittees
9. Review of Goals for the year (standing agenda item)
10. Other business
11. Adjourn promptly at 9AM

Meeting minutes were not available for distribution. They will be made available at the meeting.

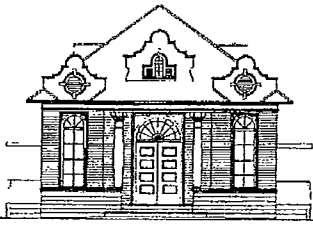


TOWN OF PORTOLA VALLEY
Cable & Undergrounding Committee
Thursday, September 9, 2010 – 8:15 AM
Historic School House
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Minutes: Approval of July minutes
3. Communications from Members of the Public
4. Comcast:
 - a. Monthly outage reports:
5. Old Business
 - a. Undergrounding
 - Status of posting Solana write-up to website and PV Post
 - PG&E Rule 20A project status and next steps
6. New Business
 - a. Web page redesign and committee description
 - b. SAMCAT report
7. Adjournment:

Next meeting on November 11, 2010 at 8:15 am



5

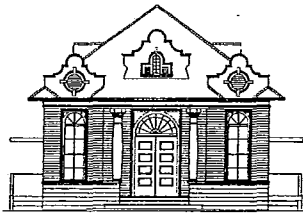
Town of Portola Valley
Cultural Arts Committee
Thursday, September 9, 2010 – 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from August 19, 2010
4. Introduce members and visitors
5. Review Movie night and Music night
6. Discuss future plans for movie and music night
7. Jeannette discuss art selection procedures and next steps
8. Art / Christmas Faire
9. All members need to volunteer
10. Susan Thomas tile installation update
11. Adjournment

Enclosure: Minutes of August 19, 2010 Committee meeting

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TOWN OF PORTOLA VALLEY
Teen Committee Meeting
Sunday, September 12, 2010 - 4:00 PM
Historic Schoolhouse & PV Library
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approve minutes from June 17 meeting
4. "Sharing the Bounty" project. Report on progress—actions for each member to make this happen and deliver produce to Second Harvest in San Carlos for the needy.
 - a) Georgia Reid was designing a poster and Andrea Reid posted on PV Forum.
 - b) Sharon wrote a press release and it ran in the Almanac, and is posted on the town's website, asking residents if they can donate produce
 - c) Meredith McClintock is reaching out to the Westridge Garden Club
 - d) Kate Savoca is writing to local grocers to see if they will let us take their unwanted produce to Second Harvest (Webb Ranch is probably on board – waiting to hear from others)
 - e) Need a plan to get word out – can some members bring flyers to churches and friends – and ask neighbors?
 - f) Team up with teens in MP, Redwood City, and Woodside for a broader effort?
5. Report on proposal for other activities such as an outside "movie night, a "battle of the bands," and "class reunions" for high school locals.
 - a) The Community Events Committee is supposed to be coordinating with us for a teen oriented movie night
 - b) Sharon to write to Town Council—explore costs.
6. Report on August dance
7. Follow up on plan to use donations raised at dances for future events or donate to open space in honor of Bill and Jean Lane? Pets in Need and Shelter Network were already agreed upon.
8. Teen Committee video project for a "History of Portola Valley"
 - a) Interview with Bill & Jean Lane, scheduled for May 8, was cancelled when Jean was in hospital. Then we heard the sad news that Bill had passed away.
 - b) Do we want to revisit this project?
9. Nomination/vote of Katie Putnam (per her letter to the chair and TC) as a member
10. Meetings will be monthly on second Sunday of each month unless otherwise agreed.

*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

PROPERTY OWNER ATTENDANCE. The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

WRITTEN MATERIALS. Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Technician at 650-851-1700, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

This Notice is Posted in Compliance with the Government Code of the State of California.

Date: August 27, 2010

CheyAnne Brown
Planning & Building Assistant
