

# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, March 23, 2011

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

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

Vice Mayor Derwin, Mayor Driscoll, Councilmember Richards, Councilmember 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 February 23, 2011
- (2) **Ratification of Warrant List** – March 9, 2011
- (3) **Approval of Warrant List** – March 23, 2011

### REGULAR AGENDA

- (4) **Recommendation by Town Attorney** – Introduction of Ordinance Relating to Informal Bidding and the Town Purchasing System
  - (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Chapter 2.38 [Informal Bidding] of Title 2 [Administration and Personnel], Repealing Chapter 3.24 [Quality and Non-Discrimination in City Contracts and Employment] and Amending Chapter 3.20 [Purchasing System] of Title 3 [Revenue and Finance] of the Portola Valley Municipal Code (Ordinance No. \_\_)
- (5) **Recommendation by Assistant Town Manager** – Introduction of Ordinance Relating to Commercial Use of Town Parks and Recreation Areas
  - (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 12.10 [Commercial Use of Town Parks and Recreation Areas] to Title 12 [Streets, Trails and Public Places] of the Portola Valley Municipal Code (Ordinance No. \_\_)

### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (6) **Discussion and Council Action** – Proposed Amendment to Town's Personnel Policy and Procedures regarding Use of the Community Hall by Town Staff
- (7) **Reports from Commission and Committee Liaisons**  
*There are no written materials for this item.*

### WRITTEN COMMUNICATIONS

- (8) **Town Council Weekly Digest** – February 25, 2011
- (9) **Town Council Weekly Digest** – March 4, 2011
- (10) **Town Council Weekly Digest** – March 11, 2011
- (11) **Town Council Weekly Digest** – March 18, 2011

### 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. 809, FEBRUARY 23, 2011

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

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

Absent: Councilmember John Richards

Others: Angela Howard, Town Manager  
Janet McDougall, Assistant Town Manager  
Sharon Hanlon, Town Clerk  
Sandy Sloan, Town Attorney  
Howard Young, Public Works Director

ORAL COMMUNICATIONS

None

CONSENT AGENDA [7:31 p.m.]

- (1) Approval of Minutes of Town Council Meeting of January 26, 2011 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List of February 9, 2011 in the amount of \$111,978.22
- (3) Ratification of Warrant List of February 23, 2011 in the amount of \$70,325.05
- (4) Recommendation by Assistant Town Manager – Approval of Amended Claim
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving the Claim of Sarah Lamb (Resolution No. 2514-2011)

By motion of Vice Mayor Derwin, seconded by Councilmember Toben, the Consent Agenda (Items 2, 3 and 4) was approved with the following roll call vote:

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

No: None

REGULAR AGENDA [7:33 p.m.]

- (1) Approval of Minutes of Town Council Meeting of January 26, 2011

Mayor Driscoll and Councilmember Toben submitted changes to the minutes of the January 26, 2011 meeting. By motion and second, the minutes were approved as amended by a vote of 4-0.

- (5) Recommendation by Public Works Director – Authorization for Town Manager to Enter into an Agreement with Western Wood Structures for the Construction of the Alpine Road C-1 Trail Pedestrian Bridge
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the 2010/2011 Resurfacing Project No 2010-PW02 (Resolution No. 2515-2011)

Mr. Young indicated that the Town Council's approval of a set of plans included a fabricated metal pedestrian bridge, but a wooden structure that fits Portola Valley's rural character better will be used instead. It will be made of Forest Stewardship Council Certified (FSC) wood, which meets the Town's environmentally preferable purchasing policies. FSC wood would add a bit of time to the schedule because it must be ordered further in advance than the alternative, but the schedule can accommodate the longer lead time. Should any delays occur, however, the bridge would use wood that is more readily available.

Councilmember Toben asked whether ASCC review is appropriate in this instance. Mr. Young said that although both the Planning Commission and the ASCC reviewed the original plans, the Town Council approved the final plans without further review. Still, he added, he shared copies of the bridge design with Town Planner Tom Vlastic, Trails and Paths Committee Chair Susan Gold, and a neighbor across the street, none of whom had issues with it.

In response to a question from Councilmember Wengert, Mr. Young said the project is expected to go out bid in March 2011, and although not all permits have been issued yet, they hope to start construction on June 15, 2011. That's the earliest the California Department of Fish & Game will allow entry into the creek area. It's about a five-month project.

Councilmember Toben moved that the Town Council adopt a resolution authorizing the Town Manager to enter into an agreement with Western Wood Structure Designs for the design, build, supply, and installation of the proposed pedestrian bridge for the Alpine Road C-1 Trail per staff's memorandum of February 23, 2011. Councilmember Wengert seconded, and the motion passed 4-0.

(6) Recommendation by Public Works Director – FY 2010/2011 Annual Street Resurfacing Project

Mr. Young reported that design is finished for resurfacing portions of Alpine Road between Ladera and Ford Field and the Glen Oaks Equestrian Center, Horseshoe Bend, Meadowood Drive, Sandstone, Fremontia, Deer Park Lane, Sunhill and Saddleback Drive, all at an estimated cost of \$665,000, including contingency. A total of \$700,000 was budgeted. Mr. Young asked that the Town Council adopt a resolution approving the plans and specifications for the project and calling for sealed bids, and to authorize the Town Manager to award the project to the lowest responsible bidder, with a contract and change order total not to exceed \$700,000. If bids come in lower than the budgeted amount, the authorization would also enable the Town Manager to add to the scope of the project to reach \$700,000.

In response to a question from Vice Mayor Derwin, Ms. Howard indicated that funding comes from a combination of sources, including Measure A (Fund 60), General Fund, gas taxes and road construction fees collected in the past.

As for the schedule, Mr. Young said the project would be out to bid for a month, with construction on Alpine Road beginning in April 2011. As he pointed out, a lot will be happening on Alpine Road. In response to Mayor Driscoll, Public Works will develop a traffic control/detour program as needed.

Vice Mayor Derwin moved to adopt a resolution approving the plans and specifications on the bids for the 2010-2011 resurfacing project. Councilmember Toben seconded, and the motion passed 4-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [7:45 p.m.]

(7) Discussion – Blues & BBQ

Vice Mayor Derwin said that she has been talking with people who have been responsible for Blues & BBQ as well as other people who have expressed concerns about the timing, the lack of volunteers and some other issues. Blues & BBQ is scheduled for September 18, 2011 this year, and the large party celebrating the Portola Valley School District's 150th anniversary is scheduled for the weekend of October 1-2, 2011. It will include a Saturday afternoon picnic, for which the Cultural Arts Committee may

bring in some musical entertainment. Having two major events two weeks apart will make it even harder to find volunteers, and also may over-saturate the community.

Merchant fatigue is another issue, Vice Mayor Derwin continued, noting that merchants are solicited for auction donations for the school district's annual Gala, which will take place in May 2011. Blues & BBQ on its scheduled 2011 date would mean going to merchants for silent auction donations. The third and perhaps most important issue, Vice Mayor Derwin said, is that the Community Events Committee does not have enough volunteer help to run Blues & BBQ. With those issues on the table, she requested Council input regarding what to do about Blues & BBQ for 2011.

Councilmember Toben said that considering the situation, it seems very sensible to defer Blues & BBQ this year and concentrate our energy on making the school district's celebration spectacular. He said that most of those who were disappointed by the last cancellation of Blues & BBQ missed the opportunity for a community get-together, and the school district event clearly affords that opportunity while drawing people together around an important historical event.

Mayor Driscoll said what Councilmember Toben proposed works for this year, but some of the concerns involve ongoing issues. He suggested that the traditional combination of both a Town Picnic and Blues & BBQ over-taxes volunteer resources, and a possible solution to that is to consolidate Blues & BBQ and the Town Picnic into a single event.

Councilmember Wengert said that she doesn't yet have a feel for where the community's interests lie – not only in terms of Blues & BBQ and the Town Picnic, but Movie Nights, Music Nights, fundraisers, etc. – and would like to know that before making any longer-term decisions. She said that she considers it part of a bigger strategy. Mayor Driscoll suggested perhaps using a forum such as the Town newsletter to seek public opinions and try a bit of a survey to better identify community interests in such events. And also to get a sense about the community's willingness to help, Councilmember Wengert added.

Vice Mayor Derwin, who also serves as Town Council liaison to the Community Events Committee, said that she and some Committee members had dinner with some Cultural Arts Committee members, because the latter group has been trying to help the Community Events Committee. They discussed postcard surveys and using SurveyMonkey. Councilmember Wengert said that's the kind of input that she would like to see, and she said it's a great step forward to have the two groups work together.

Mayor Driscoll said that he wonders if the Town Council in some ways is abrogating its responsibilities by being proactive in supporting community events if survey input becomes the major driver. Councilmember Wengert observed that this is already happening to some extent, with the Cultural Arts Committee now organizing a Holiday Crafts Fair, Music Nights, etc. Mayor Driscoll stressed the importance of having an annual Town-wide event, and is concerned that a survey-driven approach might produce such a broad range of events that people want that no single event would emerge to fill that need. He said that the main event that celebrates the Town could "prime the pump" each year.

Councilmember Wengert agreed about the importance of providing leadership rather than just being reactive, but said that some fresh input and data would be helpful. She also pointed out that too many events burn out volunteers, so conservation of resources is appropriate.

Mayor Driscoll invited input from the audience.

Sue Crane said that in the "olden days" the one affair, the Town Picnic – a big event run by volunteers that drew many, many people – grew so big that Blues & BBQ was born. She said that other groups have emerged for Astronomy Nights, Movie Nights, and so on. "What more could a Town want?" she asked. "It's beautiful." She said that it's Town-driven and will continue to be that way because people will attend only the events they want to attend. She said that she's been attending meetings about the school district's anniversary celebration, and says that it isn't just about the school but also the Town. She said that the idea of marrying the school celebration and the Town celebration is a wonderful thing. She said

that the idea of the Cultural Arts Committee helping the Community Events Committee is also a good one.

Nancy Lund, as a founder of Blues & BBQ, said that she's worried that about the event being canceled for the second consecutive year, but without a Gala and big school district event, she hopes that the energy generated this year will reenergize Blues & BBQ for next year with a larger staff of volunteers. An important element, too, is Blues & BBQ as a fundraiser for open space.

In response to a question from Councilmember Wengert about the etiology of the school district's 150th anniversary celebration and the Town's role in it, Historic Resources Committee Chair Nancy Lund said that the Town's anniversary group is an ad hoc subcommittee. In terms of the school district's history, she explained that the San Mateo County Board of Supervisors authorized the creation of Searsville School in April of 1861, and when the dam went in, that school was demolished and the 1894 school was built on Andrew Hallidie property – still called Searsville School. When the Historic Schoolhouse was built in 1909, she continued, the name changed to the Portola School District, and in 1955, it evolved into Portola Valley School District. So there were three one-room schools. Sue Crane said that it gets more exciting every time she goes to a meeting, as multiple generations of students and teachers from the past are identified.

Councilmember Toben said that in all of these discussion, the "who pays?" question needs consideration. A lot of community involvement will depend on admission prices. Ms. Lund said they're thinking of no admission charge. People can either bring their own picnics or buy from vendor's onsite, so the event will be self-funded except for posters, banners, mailings, etc. She said they don't expect to raise money either – they just want it to be "a feel-good time." Mayor Driscoll suggested that it may be a good idea to bring the anniversary group under the aegis of the Community Events Committee, because it does have a small budget to cover expenses of the sort she described. Vice Mayor Derwin said that she spoke with Portola Valley School District Superintendent Tim Hanretty, who said that the district might be able to help out as well.

Sue Crane asked if the Cultural Arts Committee will be working with the Community Events Committee and needed money, could they go to the Town? Yes, Mayor Driscoll responded, also noting that as long as the Community Events Committee is comfortable with it and has not already committed its budget to something else, that money also is available to spend. He also pointed out that benefactors could write checks as donations to the Town through the Community Events Committee. Councilmember Wengert pointed out that the Community Events Committee has Blues & BBQ budgeted for 2010-2011, and Councilmember Toben added that budget planning season is beginning soon, when committees can submit requests to Ms. Howard, who in turn submits appropriate requests to the Town Council for consideration.

Mayor Driscoll suggested that the Town Council advise the Community Events Committee to merge Blues & BBQ with the school district celebration this year. Councilmembers all concurred.

Sue Crane asked how much the Town Council wants to know as plans gel for the celebration and how it wants to be informed. Mayor Driscoll said that would be handled through the liaison (Vice Mayor Derwin). Councilmember Wengert explained that typically the committee prepares a budget for each event, and to the extent the anniversary group can do so, it would be a good first step. Ms. Crane said that if the anniversary celebration proves successful, the people who work on it might form a "ready-made committee" to go back to Blues & BBQ.

(8) Discussion – Traffic Committee Charter [8:10 p.m.]

Mayor Driscoll said that he asked to have this item on the agenda because the Traffic Committee has dwindled down to two members. He explained that the Committee charter is authorized by ordinance which Mayor Driscoll presumes was drawn from some form. For instance, he said, the ordinance makes reference to titles that Portola Valley does not have in Town staff – such as Traffic Engineer – and has been on the books for years. He said that perhaps one of the reasons for the decline in membership is

the fact that no major traffic controversies have emerged in recent years. Among the suggestions for what the Traffic Committee should do include redoubling efforts toward reconstituting the Committee or folding the Traffic Committee's responsibilities into another committee where there's some overlap, such as the Trails and Paths Committee or the Public Works Committee.

In response to Councilmember Wengert's inquiry about what the Traffic Committee has done in the past, Mayor Driscoll recalled a program to install plastic poles on the road to prevent traffic from cutting the corner at Cervantes Road and Shawnee Pass, near Ormondale Elementary School, and discussing whether two stop signs were needed there rather than just one. He also recalled the Traffic Committee's involvement in establishing crosswalks. The only current controversy that came to mind involves The Ranch being upset with the Corte Madera School traffic backup.

Councilmember Wengert said that what she's heard about concerns bicycle safety. After the accident at the Alpine Road intersection with I-280, she said three residents called her to ask what the Town was doing. On the issue of bicycle safety, Mayor Driscoll, noting that bicycle traffic probably has tripled or quadrupled over the last 10 years, said that he has already asked Mr. Young to begin collecting information about where there have been problems, and about how much leeway there is in widening roads. He said he plans also to reach out to the sheriff to find out about enforcement issues. Councilmember Wengert added that bicycles are increasingly parking along the right-of-way as well. Vice Mayor Derwin relayed an incident about a bicyclist who was hit by a motorist while turning right from Portola Road onto Westridge Drive. In response, Mayor Driscoll said that bicycle safety is indeed embedded in traffic issues, and he intends to have a major agenda item on the subject at the second Town Council meeting in April 2011. Hoping that the topic might raise the Traffic Committee's visibility and attract some new members, he also suggested holding off on the issue of the Traffic Committee's charter until after that meeting.

As Traffic Committee Chair Christopher Buja pointed out, the Safe Routes to School Coalition, which has been active as an ad hoc group focused on the crossroads of driving and bicycling with trails, may be another potential source of new members for the Traffic Committee. In response to Mayor Driscoll's question about the potential for folding the traffic group in with another committee, Mr. Buja said that the issues with the Traffic Committee are different enough from both the Public Works Committee and the Trails and Paths Committee that a separate Traffic Committee may still be warranted. He said that the committee would need a good communications line with the Public Works Department to secure necessary information about laws and regulations affecting the Town's traffic issues. He said that he and the other Traffic Committee member, Sonia Martinez, have had conversations with Mr. Young about adding bike lanes along Portola Road, which also might solve some of the parking issues around the trail head at the base of Windy Hill.

Mayor Driscoll returned to the issue of the Traffic Committee functioning under auspices of ordinance. Ms. Howard noted that the ordinance itself is outdated and barely relevant today, having been adopted in 1968. Most of what the ordinance covers, she said, has since been incorporated into the Public Works Director's job description. Mr. Buja pointed out, too, that the ordinance specifies membership of the Traffic Committee include a police department representative as an advisory member, but the Committee's only interaction in that regard has been the Town's contract with the San Mateo County Sheriff's Office. Mayor Driscoll said that the ordinance should be brought up to date and the Traffic Committee set up the same way as other committees. Ms. Sloan suggested that perhaps the entire ordinance should be repealed and a new, relevant one drafted to take its place. For now, the Council agreed that additional efforts will go toward attracting new members to serve on the Traffic Committee.

- (9) Appointment by Mayor – Request for appointment of member to the Community Events Committee [8:28 p.m.]

Mayor Driscoll requested a motion of concurrence with his appointment of Meghan Sweet to the Community Events Committee. Councilmember Toben moved to concur; Councilmember Wengert seconded and the motion carried 4-0.

- (10) Appointment by Mayor – Request for appointment of member to the Public Works Committee [8:29 p.m.]

Mayor Driscoll requested a motion of concurrence with his appointment of John Skadden to the Public Works Committee. Councilmember Wengert moved to concur; Councilmember Toben seconded and the motion carried 4-0.

- (11) Reports from Commission and Committee Liaisons [8:30 p.m.]

(a) Open Space Acquisition Advisory Committee

Councilmember Toben reported that the Open Space Acquisition Advisory Committee reviewed what should be the scope of its ability to use of open-space funds for items other than purchasing lands and/or conservation easements. The Committee discussed signage and modest improvements at proposed Nature Trail as one possible use of funds. While it is not appropriate to use this money for clearing brush, it may be appropriate to help fund periodic fire fuel mitigation measures. Other issues involving the Nature Trail concern the type of signage and how it should be used, legal access (because the roads in that area are bounded by private property rather than public right-of-way), and parking for trail users.

(b) Parks and Recreation Committee

At its recent meeting, the Parks and Recreation Committee expressed appreciation for the Town Council's approval to fund design drawings for Ford Field renovations despite the continuing uncertainty about State grant monies, Councilmember Toben reported. He said the Committee also discussed the fate of the storage lockers at Ford Field. The Alpine Little League's Tim Goode attended the meeting to ask if the Little League could have continued use of those lockers, but because the lockers intrude upon the new creek setback area, it may not be possible much longer to accommodate the storage needs of 60 Little League teams at Ford Field.

(c) Planning Commission

Councilmember Wengert said that on February 1, 2011, Planning Commissioners had a well-attended field meeting at The Priory to discuss its proposal to install artificial turf on a multipurpose field, with clearly some partisan feelings on both sides of the issue. The artificial turf issue was on the agenda for the Planning Commission's regular meeting of February 16, 2011, at which time she said that a very thoughtful discussion covered pros and cons of artificial turf that related to drainage, runoff and cleaning, as well as health-related issues and potential toxicity from runoff, particularly in terms of aquatic life. There also was considerable discussion around the matter of whether the project would require an Environmental Impact Report. Councilmember Toben said the final decision on the artificial turf matter should take into account the whole lifecycle of the material.

At its February 2, 2011 meeting, Councilmember Wengert reported, the Planning Commission approved a site development permit application on a project at 727 Westridge Drive, conducted a very thorough review of proposed changes to the Conservation Element, the Open Space Element and the Recreation Element of the General Plan, and confirmed the date for a special meeting for a preliminary review of a site development permit for 9 Redberry Ridge. In addition, Councilmember Wengert reported an interesting discussion about the Portola Valley Vineyards' winery concert series on Los Trancos Road. In addition to The Priory proposal, the Planning Commission's February 16, 2011 agenda also included a lot-line adjustment application at 20 and 30 Toro Court (approved) and continued review of the proposed PUD for the Shorestein property at 1260 Westridge Drive.



(d) Public Works Committee

Councilmember Wengert reported that the Public Works Committee reviewed activities relating to Spring Down, Ford Field and the C-1 Trail. The Committee also conducted its annual prioritization of storm drain cleanings and discussed reviewing all valve shutoffs at Town Center.

(e) Nature and Science Committee

Councilmember Wengert reported that at the latest Nature and Science Committee meeting, Yvonne Tryce and Treena Joi discussed the February 2, 2011 San Mateo County Science, Mathematics and Technology Fair, at which Portola Valley youth were well-represented. On the agenda at the same meeting was George Comstock reporting on the radio-controlled flight day, which is scheduled for May 19, 2011. In addition, the Committee, which is working with the Trails and Paths Committee, Open Space Acquisition Advisory Committee and Conservation Committee on the Dengler Preserve Nature Trail, discussed trail markers that Andy Browne is making. They also talked about the March 12, 2011 nature walk that Committee member Paul Heiple will lead, the Insect Activity Day that Ms. Joi has tentatively scheduled for April 9, 2011, and the possibility of a star party in October 2011.

(f) Library JPA Governing Board

Vice Mayor Derwin reported that the Library JPA discussed finances at its recent meeting. Issues include a \$1 million shortfall in the 2011-2012 budget, the need for a balanced budget by FY2015-2016 and a potential loss of Educational Revenue Augmentation Fund (ERAF) money. Vice Mayor Derwin also reported that a public celebration for the new bookmobile is planned at 3:30 p.m. on March 5, 2011 at Pescadero Elementary School, and that new library cards are now available. She also said that many libraries in the JPA, including Atherton, Pacifica, San Carlos and Woodside, are working on renovations. Woodside's six-month closure probably will start in May 2011. JPA Library Services Director Anne-Marie Despain will be on leave until early June. Patrick Sweeney, from the East Palo Alto Library, will be covering the Portola Valley Library. Vice Mayor Derwin said that East Palo Alto is the only library in the JPA with no Friends association, and one of the Portola Valley Library Friends has since met with Mr. Sweeney and East Palo Alto Vice Mayor Laura Martinez to help in an advisory role as they establish a similar support organization there. Informational meetings are scheduled for March 22 and March 25, 2011.

(g) Sustainability Committee

Regarding the Sustainability Committee, Vice Mayor Derwin indicated that Sustainability & Resource Efficiency Coordinator (SURE) Brandi de Garreaux was notified that the Town received the full Energy Upgrade California Program grant and two unpaid interns have been engaged to assist with this effort.

(h) Cultural Arts Committee

Vice Mayor Derwin indicated that the Cultural Arts Committee has requested help from the Community Events Committee for volunteer efforts with the school district's 150th Anniversary celebration. In terms of goals for this year, the Cultural Arts Committee discussed plans to host the Holiday Fair again this year and the idea of a website featuring local artists. Sharon Spurlock has indicated interest in designing the web page. The Committee seems to be steering away from the Community Hall art show.

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

Vice Mayor Derwin reported on C/CAG's discussion about a League of California Cities letter to Governor Brown opposing elimination of redevelopment funds. She said that C/CAG also voted to oppose the proposed High Occupancy Vehicle (HOV) lanes in San Mateo County as well as the proposed addition of San Jose and Oakland mayors to the Metropolitan Transportation Commission (MTC). The group tabled a discussion about a Safe Routes to School Program that would be administered and managed through the

San Mateo County Superintendent of Schools Office. Nominations for chair and vice chair also were announced.

(j) (RMCP) Resource Management and Climate Protection Committee

Vice Mayor Derwin said that C/CAG's Resource Management and Climate Protection Committee is doing well, and moving ahead with its many projects, including San Mateo County Energy Watch and the Climate Action Plan template, which Ms. de Garneau worked on for many months. Vice Mayor Derwin described this as a cutting-edge project that takes a regional approach. She also reported that RMCP discussed the Sustainable San Mateo County Energy & Water data report. Two new members are Jorge Jaramillo from the Hispanic Chamber of Commerce and Noelle Bell from Ecology Action.

(k) Firewise Advisory Committee

Vice Mayor Derwin reported that the Firewise Advisory Committee met to discuss the Home Ignition Workshop scheduled for March 25, 2011. It will accommodate the first 50 people who show up. Due to lack of grant, this year there will be only one extra chipper day. The Committee also discussed a number of noncompliant properties and the coming retirement of Fire Chief Armando Muela on April 30, 2011. Councilmember Toben added that there will be a conversation at the next Committee meeting (in March) about the direction of the strategy of three different agencies and a larger overall plan that builds resilience across all three agencies in terms of preventing, preparing for and fighting fires.

(l) Trails and Paths Committee

Mayor Driscoll reported that the Trails and Paths Committee is working on a number of issues, including the placement of the hitching post at Town Center and dividing up the trails map to assign particular areas to particular Committee members to monitor.

(m) Emergency Preparedness Committee

The Emergency Preparedness Committee met on February 10, 2011, and Mayor Driscoll, who attended in Councilmember Toben's place, commended the Committee on being a very organized group of people who are really dedicated to doing good things. He commended Chair Chris Raines on how well he listens and how well-organized he is. He said that Mr. Raines is trying to divide the year up in such a way that each meeting covers a particular aspect of emergency preparedness and the whole gamut is addressed within the year. The Committee's focus this year will be community outreach regarding residential emergency preparation.

(n) Wireless Task Force

Mayor Driscoll said that the Wireless Task Force met for the second time, and is working on possible cell tower limitations and test language for a policy that works within the framework of the Federal Telecommunications Act. Ms. Sloan indicated that Leigh Prince from her office had provided a great deal of background at one of the meetings.

WRITTEN COMMUNICATIONS [9:17 p.m.]

(12) Town Council January 28, 2011 Weekly Digest – None

- a) #2 – Letter to Mayors from Barbara Pierce regarding the efforts by the State to eliminate Redevelopment Agencies – January 26, 2011

Mayor Driscoll indicated that he sent an email apologizing for being unable to sign the letter on which his signature was requested.

## (13) Town Council February 4, 2011 Weekly Digest

- a) #1 – Memorandum to Council from Ms. de Garmeaux regarding Town of Portola Valley Wins Grant for Energy Upgrade Portola Valley – February 4, 2011

Ms. Howard expressed congratulations to Ms. de Garmeaux for obtaining a \$23,960 grant for Portola Valley from Energy Upgrade California for San Mateo County. In fact, Ms. Howard said that the Deputy County Manager told her that the application was “head and shoulders above anybody else and what a fantastic job Brandi had done.”

- b) #2 – Memorandum to Council from Ms. de Garmeaux regarding Update on the Safe Routes to School Program – February 4, 2011

Ms. Howard indicated that Ms. de Garmeaux had provided an update of Safe Routes to School accomplishments to the Portola Valley School District Governing Board. As Ms. Howard commented, even moving the bus stop from in front of the schoolhouse was a feat.

- (c) #3 – Memorandum to the Council from Michael Bray regarding dates for 2011 Events – February 1, 2011

Vice Mayor Derwin will send Mr. Bray a note to advise him of the Council's decision to cancel Blues & BBQ for 2011. Other events on the Community Events Committee schedule are the Town Picnic (June 4, 2011) and the Volunteer Appreciation Party (December 2, 2011).

## (14) Town Council February 11, 2011 Weekly Digest

- a) #2 – Information regarding Assemblyman Rich Gordon being appointed to serve on the Legislative Advisory Committee for the Wildlife Conservation Board – February 9, 2011

Mayor Driscoll will hold discussion with Assemblyman Gordon on the Cargill project.

## (15) Town Council February 18, 2011 Weekly Digest

- a) #1 – Letter from Mayor Driscoll regarding assistance in obtaining a legislative extension of grant funds – February 14, 2011

The letter is going to Assemblyman Gordon seeking his assistance in obtaining a legislative extension of grant funds of \$232,212 for Ford Field refurbishments.

- b) #3 – Memorandum to Mayor and Town Councilmembers from Ms. McDougall regarding San Mateo County Chamber of Commerce Diversity Awards – February 18, 2011

Ms. Howard and Councilmember Toben suggested that staff might check with the School District, perhaps the school principals, and perhaps find an individual to nominate who works with youth in Ravenswood, the Tinsley Program in East Palo Alto, or some other organization.

ADJOURNMENT: [9:25 p.m.]

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Mayor

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Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 9, 2011

Date: 03/02/2011  
Time: 12:37 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

ACCENT PAINTING	Painting of Community Hall	11715	03/09/2011	
			03/09/2011	
P.O. BOX 444	835		03/09/2011	
SUNOL	BOA	44610	03/09/2011	0.00
CA 94586	14			1,332.65

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	1,332.65	0.00

Check No.	44610	Total:	1,332.65
Total for	ACCENT PAINTING		1,332.65

BANK OF AMERICA	February Statement	11720	03/09/2011	
Bank Card Center			03/09/2011	
P.O. BOX 53155	0022		03/09/2011	
PHOENIX	BOA	44611	03/09/2011	0.00
AZ 85072-3155				848.41

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	218.44	0.00
05-64-4308	Office Supplies	97.48	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4336	Miscellaneous	522.50	0.00

Check No.	44611	Total:	848.41
Total for	BANK OF AMERICA		848.41

BOB-WIRE ELECTRIC	Repairs to Library Lighting	11708	03/09/2011	
			03/09/2011	
PO BOX 808	0024		03/09/2011	
REDWOOD CITY	BOA	44612	03/09/2011	0.00
CA 94064	13068			180.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	180.00	0.00

BOB-WIRE ELECTRIC	Repairs to Library Lighting	11709	03/09/2011	
			03/09/2011	
PO BOX 808	0024		03/09/2011	
REDWOOD CITY	BOA	44612	03/09/2011	0.00
CA 94064	13054			335.99

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	335.99	0.00

Check No.	44612	Total:	515.99
Total for	BOB-WIRE ELECTRIC		515.99

CAL WATER SERVICE CO	1/14/11 - 2/11/11 Statements	11716	03/09/2011	
			03/09/2011	
3351 EL CAMINO REAL	0035		03/09/2011	
ATHERTON	BOA	44613	03/09/2011	0.00
CA 94027				1,424.33

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,424.33	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 9, 2011

Date: 03/02/2011  
Time: 12:37 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

Check No.	44613	Total:	1,424.33
Total for	CAL WATER SERVICE CO		1,424.33

SUE CHAPUT	Reimb for Aug 2010 Movie Night	11680	03/09/2011	
358 ALAMOS ROAD	0266		03/09/2011	
PORTOLA VALLEY	BOA	44614	03/09/2011	0.00
CA 94028				50.03

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	50.03	0.00

Check No.	44614	Total:	50.03
Total for	SUE CHAPUT		50.03

GAVIN CHRISTENSEN	C&D Refund, 50 Alhambra	11701	03/09/2011	
281 S. BALSAMINA	540		03/09/2011	
PORTOLA VALLEY	BOA	44615	03/09/2011	0.00
CA 94028				4,400.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	4,400.00	0.00

Check No.	44615	Total:	4,400.00
Total for	GAVIN CHRISTENSEN		4,400.00

CLEANSTREET	Special Residential Sweeps	11710	03/09/2011	
1937 W. 169TH STREET	0034	5924	03/09/2011	
GARDENA	BOA	44616	03/09/2011	0.00
CA 90247-5254	62995			2,762.21

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4262	Street Sweeping & ROW Mowing	2,762.21	0.00

Check No.	44616	Total:	2,762.21
Total for	CLEANSTREET		2,762.21

COMCAST	WiFi Internet, 2/21 - 3/30	11681	03/09/2011	
P.O. BOX 34744	0045		03/09/2011	
SEATTLE	BOA	44617	03/09/2011	0.00
WA 98124-1744				64.90

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	64.90	0.00

Check No.	44617	Total:	64.90
Total for	COMCAST		64.90

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 9, 2011

Date: 03/02/2011  
Time: 12:37 pm  
Page: 3

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

GO NATIVE INC	TC Weed Maintenance, Feb 2011	11711	03/09/2011	
			03/09/2011	
P.O. BOX 370103	632		03/09/2011	
MONTARA	BOA	44618	03/09/2011	0.00
CA 94037	2170			2,992.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	2,992.00	0.00

Check No.	44618	Total:	2,992.00
Total for	GO NATIVE INC		2,992.00

GUZZARDO PARTNERSHIP INC	C-1 Landscape Architect, Jan	11712	03/09/2011	
			03/09/2011	
181 GREENWICH STREET	0339		03/09/2011	
SAN FRANCISCO	BOA	44619	03/09/2011	0.00
CA 94111	10544/2			4,801.18

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	4,801.18	0.00

Check No.	44619	Total:	4,801.18
Total for	GUZZARDO PARTNERSHIP INC		4,801.18

HORIZON	Field Supplies	11682	03/09/2011	
			03/09/2011	
P.O. BOX 52758	0289		03/09/2011	
PHOENIX	BOA	44620	03/09/2011	0.00
AZ 85072-2758	1N037913			125.57

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	125.57	0.00

Check No.	44620	Total:	125.57
Total for	HORIZON		125.57

INTEGRATED DESIGN ASSOC INC	TC Site Lighting, Prog Pmt	11713	03/09/2011	
			03/09/2011	
1084 FOXWORTHY AVENUE	2029		03/09/2011	
SAN JOSE	BOA	44621	03/09/2011	0.00
CA 95118	14776			295.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4412	CIP10/11 TC Lighting	295.00	0.00

Check No.	44621	Total:	295.00
Total for	INTEGRATED DESIGN ASSOC INC		295.00

J.W. ENTERPRISES	Portable Lavs, 2/24 - 3/23	11699	03/09/2011	
			03/09/2011	
1689 MORSE AVE	829		03/09/2011	
VENTURA	BOA	44622	03/09/2011	0.00
CA 93003	154354			223.48

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	223.48	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 9, 2011

Date: 03/02/2011  
Time: 12:37 pm  
Page: 4

TOWN OF PORTOLA VALLEY

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

Check No.	44622	Total:	223.48
Total for	J.W. ENTERPRISES		223.48

JON KAWAJA	Community Hall Deposit Refund	11683	03/09/2011	
45 TAGUS COURT	583		03/09/2011	
PORTOLA VALLEY	BOA	44623	03/09/2011	0.00
CA 94028				250.00

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

Check No.	44623	Total:	250.00
Total for	JON KAWAJA		250.00

KDSA CONSULTING LLC	March Spam Filtering	11702	03/09/2011	
1600 OSGOOD STREET	555		03/09/2011	
N. ANDOVER	BOA	44624	03/09/2011	0.00
MA 01845				75.00

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

Check No.	44624	Total:	75.00
Total for	KDSA CONSULTING LLC		75.00

LANDESCAPES	Deposit Refund, 244 Canyon	11704	03/09/2011	
1280 MIDDLEFIELD ROAD	663		03/09/2011	
REDWOOD CITY	BOA	44625	03/09/2011	0.00
CA 94062				405.00

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

Check No.	44625	Total:	405.00
Total for	LANDESCAPES		405.00

LEA & BRAZE ENGINEERING INC	Topo/Boundary Survey	11684	03/09/2011	
2495 INDUSTRIAL PARKWAY WEST	Ford Field		03/09/2011	
HAYWARD	731		03/09/2011	
CA 94545-5037	BOA	44626	03/09/2011	0.00
	37133			4,217.50

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	4,217.50	0.00

Check No.	44626	Total:	4,217.50
Total for	LEA & BRAZE ENGINEERING INC		4,217.50

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 9, 2011

Date: 03/02/2011  
Time: 12:37 pm  
Page: 5

TOWN OF PORTOLA VALLEY

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

JOHN LOPEZ	Deposit Refund	11703	03/09/2011	
			03/09/2011	
16 BUCK MEADOW DRIVE	558		03/09/2011	
PORTOLA VALLEY	BOA	44627	03/09/2011	0.00
CA 94028				3,267.20

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	3,267.20	0.00

Check No.	44627	Total:	3,267.20
Total for	JOHN LOPEZ		3,267.20

PACIFIC GEOTECHNICAL ENG'G	C-1 Insp/Testing, Dec/Jan	11714	03/09/2011	
			03/09/2011	
16055-D CAPUTO DRIVE	737		03/09/2011	
MORGAN HILL	BOA	44628	03/09/2011	0.00
CA 95037	110206			9,502.50

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	9,502.50	0.00

Check No.	44628	Total:	9,502.50
Total for	PACIFIC GEOTECHNICAL ENG'G		9,502.50

PERS HEALTH	March Health Premiums	11685	03/09/2011	
			03/09/2011	
VIA EFT	0108		03/09/2011	
	BOA	44629	03/09/2011	0.00
				14,644.59

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	14,644.59	0.00

Check No.	44629	Total:	14,644.59
Total for	PERS HEALTH		14,644.59

PG&E	February Statements	11707	03/09/2011	
			03/09/2011	
BOX 997300	0109		03/09/2011	
SACRAMENTO	BOA	44630	03/09/2011	0.00
CA 95899-7300				733.84

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	733.84	0.00

Check No.	44630	Total:	733.84
Total for	PG&E		733.84

PORTOLA VALLEY HARDWARE	February Statement	11717	03/09/2011	
			03/09/2011	
112 PORTOLA VALLEY ROAD	0114		03/09/2011	
PORTOLA VALLEY	BOA	44631	03/09/2011	0.00
CA 94028				216.88

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	182.51	0.00



INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 9, 2011

Date: 03/02/2011  
Time: 12:37 pm  
Page: 6

TOWN OF PORTOLA VALLEY

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

05-66-4340	Building Maint Equip & Supp	34.37	0.00
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Check No.	44631	Total:	216.88
Total for	PORTOLA VALLEY HARDWARE		216.88

SALLY ANN REISS	C&D Refund	11686	03/09/2011
145 GOLDEN OAK DRIVE	551		03/09/2011
PORTOLA VALLEY	BOA	44632	03/09/2011
CA 94028			0.00
			1,000.00

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

Check No.	44632	Total:	1,000.00
Total for	SALLY ANN REISS		1,000.00

GEORGE SALAH	C&D Refund	11687	03/09/2011
27900 VIA VENTANA WAY	561		03/09/2011
LOS ALTOS HILLS	BOA	44633	03/09/2011
CA 94022			0.00
			5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	5,000.00	0.00

Check No.	44633	Total:	5,000.00
Total for	GEORGE SALAH		5,000.00

SAN MATEO SHERIFF	FY 10-11, 3rd Qtr Law Enforce	11689	03/09/2011
OFFICE OF EMERGENCY SERVICES			03/09/2011
400 COUNTY CENTER	0119		03/09/2011
REDWOOD CITY	BOA	44634	03/09/2011
CA 94063-0978	8747		0.00
			191,117.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4282	San Mateo County Sheriff's Ofc	136,547.25	0.00
05-62-4284	COPS Addl Traffic Patrols	10,430.25	0.00
10-62-4284	COPS Addl Traffic Patrols	44,139.50	0.00

Check No.	44634	Total:	191,117.00
Total for	SAN MATEO SHERIFF		191,117.00

SMC CITY MGRS' ASSN	2011 Dues	11688	03/09/2011
CITY OF MENLO PARK			03/09/2011
CITY MANAGER'S OFFICE	0118		03/09/2011
MENLO PARK	BOA	44635	03/09/2011
CA 94025			0.00
			250.00

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

Check No.	44635	Total:	250.00
Total for	SMC CITY MGRS' ASSN		250.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 9, 2011

Date: 03/02/2011  
Time: 12:37 pm  
Page: 7

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

SOUTH BAY GUNITE	Refund Business License	11719	03/09/2011	
			03/09/2011	
4986 PARRISH COURT	851		03/09/2011	
SAN JOSE	BOA	44636	03/09/2011	0.00
CA 95111				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	100.00	0.00

Check No.	44636	Total:	100.00
Total for	SOUTH BAY GUNITE		100.00

SPANGLE & ASSOCIATES	Jan 21 - Feb 17 Statement	11691	03/09/2011	
			03/09/2011	
770 MENLO AVENUE	0121		03/09/2011	
MENLO PARK	BOA	44637	03/09/2011	0.00
CA 94025-4736				51,977.80

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	19,370.70	0.00
96-54-4198	Planner - Charges to Appls	25,709.10	0.00

Check No.	44637	Total:	51,977.80
Total for	SPANGLE & ASSOCIATES		51,977.80

SPARTAN ENGINEERING	Service to Alarm at Town Hall	11692	03/09/2011	
			03/09/2011	
540 PARROTT STREET	0095		03/09/2011	
SAN JOSE	BOA	44638	03/09/2011	0.00
CA 95112	22099			925.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	925.00	0.00

Check No.	44638	Total:	925.00
Total for	SPARTAN ENGINEERING		925.00

STATE COMP INSURANCE FUND	February Premium	11693	03/09/2011	
			03/09/2011	
PO BOX 7980	0122		03/09/2011	
SAN FRANCISCO	BOA	44639	03/09/2011	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

Check No.	44639	Total:	1,936.75
Total for	STATE COMP INSURANCE FUND		1,936.75

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 9, 2011

Date: 03/02/2011  
Time: 12:37 pm  
Page: 8

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

THERMAL MECHANICAL, INC	Acoustical Flex at Classes (2)	11694	03/09/2011	
			03/09/2011	
425 ALDO AVENUE	955		03/09/2011	
SANTA CLARA	BOA	44640	03/09/2011	0.00
CA 95054	SM47380			1,675.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	1,675.00	0.00

THERMAL MECHANICAL, INC	Repairs to Library Hot Water	11698	03/09/2011	
			03/09/2011	
425 ALDO AVENUE	955		03/09/2011	
SANTA CLARA	BOA	44640	03/09/2011	0.00
CA 95054	AC-47292			1,521.40

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	1,521.40	0.00

THERMAL MECHANICAL, INC	Service at Town Hall	11718	03/09/2011	
			03/09/2011	
425 ALDO AVENUE	955		03/09/2011	
SANTA CLARA	BOA	44640	03/09/2011	0.00
CA 95054	AC-47269			439.50

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	439.50	0.00

Check No.	44640	Total:	3,635.90
Total for	THERMAL MECHANICAL, INC		3,635.90

TOWNSEND MGMT, INC	Applicant Charges, January	11695	03/09/2011	
			03/09/2011	
P.O. BOX 24442	609		03/09/2011	
SAN FRANCISCO	BOA	44641	03/09/2011	0.00
CA 94124				2,280.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	2,280.00	0.00

Check No.	44641	Total:	2,280.00
Total for	TOWNSEND MGMT, INC		2,280.00

USAA CASUALTY INSURANCE CO	Claim Settlement - Lamb	11705	03/09/2011	
Subrogee of Ryan Phillip Lamb			03/09/2011	
P.O. BOX 659476	454		03/09/2011	
SAN ANTONIO	BOA	44642	03/09/2011	0.00
TX 78265-9476				9,089.55

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	9,089.55	0.00

Check No.	44642	Total:	9,089.55
Total for	USAA CASUALTY INSURANCE CO		9,089.55

JENNY VAUGHN	Community Hall Deposit Refund	11696	03/09/2011	
			03/09/2011	
41 STONEGATE ROAD	700		03/09/2011	
PORTOLA VALLEY	BOA	44643	03/09/2011	0.00
CA 94028				500.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 9, 2011

Date: 03/02/2011  
Time: 12:37 pm  
Page: 9

TOWN OF PORTOLA VALLEY

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

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	500.00	0.00

Check No.	44643	Total:	500.00
Total for	JENNY VAUGHN		500.00

BILL WELCH	C&D Refund	11700	03/09/2011	
166 SAUSAL DRIVE	538		03/09/2011	
PORTOLA VALLEY	BOA	44644	03/09/2011	0.00
CA 94028				1,050.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,050.00	0.00

Check No.	44644	Total:	1,050.00
Total for	BILL WELCH		1,050.00

BRUCE WILLARD	Reimb, Woodside M.D.	11697	03/09/2011	
110 RUSSELL AVE	836		03/09/2011	
PORTOLA VALLEY	BOA	44645	03/09/2011	0.00
CA 94028				600.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	600.00	0.00

Check No.	44645	Total:	600.00
Total for	BRUCE WILLARD		600.00

Total Invoices:	39	Grand Total:	322,610.26
		Less Credit Memos:	0.00
		Net Total:	322,610.26
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	322,610.26

Claims totalling \$322,610.26 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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 23, 2011

Date: 03/16/2011

Time: 12:44 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

AL'S NURSERY INC.	Refund Deposit, Community Hall	11721	03/23/2011	
			03/23/2011	
900 PORTOLA ROAD	0012		03/23/2011	
PORTOLA VALLEY	BOA	44664	03/23/2011	0.00
CA 94028				350.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	350.00	0.00

Check No.	44664	Total:	350.00
Total for	AL'S NURSERY INC.		350.00

ANIMAL DAMAGE MGMT INC	February Pest Control	11722	03/23/2011	
			03/23/2011	
16170 VINEYARD BLVD. #150	804		03/23/2011	
MORGAN HILL	BOA	44665	03/23/2011	0.00
CA 95037				310.00

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

Check No.	44665	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

ARROWHEAD MT SPRING WATER	February Statement	11723	03/23/2011	
			03/23/2011	
P.O. BOX 856158	463		03/23/2011	
LOUISVILLE	BOA	44666	03/23/2011	0.00
KY 40285-6158				17.46

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	17.46	0.00

Check No.	44666	Total:	17.46
Total for	ARROWHEAD MT SPRING WATER		17.46

AT&T (2)	February Microwave Line	11725	03/23/2011	
			03/23/2011	
PAYMENT CENTER	877		03/23/2011	
SACRAMENTO	BOA	44668	03/23/2011	0.00
CA 95887-0001				63.81

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	63.81	0.00

Check No.	44668	Total:	63.81
Total for	AT&T (2)		63.81

AT&T	February Statements	11724	03/23/2011	
			03/23/2011	
PO BOX 989048	441		03/23/2011	
WEST SACRAMENTO	BOA	44667	03/23/2011	0.00
CA 95798-9048				255.22

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 23, 2011

Date: 03/16/2011  
Time: 12:44 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

05-64-4318	Telephones	255.22	0.00	
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Check No.	44667	Total:	255.22
Total for	AT&T		255.22

BALANCE HYDROLOGICS INC.	C-1 Trail Creek, 12/19 - 1/15	11758	03/23/2011	
800 BANCROFT WAY	945		03/23/2011	
BERKELEY	BOA	44669	03/23/2011	0.00
CA 94710-2227	206203-0111			14,782.50

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	14,782.50	0.00

Check No.	44669	Total:	14,782.50
Total for	BALANCE HYDROLOGICS INC.		14,782.50

BIGGS CARDOSA ASSOC INC	C-1 Retaining Wall/Ped Bridge January 2011	11759	03/23/2011	
865 THE ALAMEDA	746		03/23/2011	
SAN JOSE	BOA	44670	03/23/2011	0.00
CA 95126-3133	58088			8,930.00

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	8,930.00	0.00

Check No.	44670	Total:	8,930.00
Total for	BIGGS CARDOSA ASSOC INC		8,930.00

BKF	C-1 Civil Eng'g, 12/27 - 1/23	11760	03/23/2011	
255 SHORELINE DRIVE	2036		03/23/2011	
REDWOOD CITY	BOA	44671	03/23/2011	0.00
CA 94065	11020317			16,722.24

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	16,722.24	0.00

Check No.	44671	Total:	16,722.24
Total for	BKF		16,722.24

CALIFORNIA WATER SVC	Dep Ref, Russell Ave Water Tnk	11734	03/23/2011	
1720 N. 1ST STREET	805		03/23/2011	
SAN JOSE	BOA	44672	03/23/2011	0.00
CA 95112				510.20

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	510.20	0.00

Check No.	44672	Total:	510.20
Total for	CALIFORNIA WATER SVC		510.20

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 23, 2011

Date: 03/16/2011  
Time: 12:44 pm  
Page: 3

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

CARDUCCI & ASSOCIATES INC	Ford Field Design, Prog Pmt	11726	03/23/2011	
			03/23/2011	
555 BEACH STREET, FOURTH FLOOR	0344		03/23/2011	
SAN FRANCISCO	BOA	44673	03/23/2011	0.00
CA 94133	7075			6,289.07

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	6,289.07	0.00

Check No.	44673	Total:	6,289.07
Total for	CARDUCCI & ASSOCIATES INC		6,289.07

CITY OF REDWOOD CITY	IT Services, February 2011	11727	03/23/2011	
			03/23/2011	
P.O. BOX 3629	586		03/23/2011	
REDWOOD CITY	BOA	44674	03/23/2011	0.00
CA 94064-3629	BR25552			1,799.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	1,799.50	0.00

Check No.	44674	Total:	1,799.50
Total for	CITY OF REDWOOD CITY		1,799.50

CLEANSTREET	February Litter/Street Cleanup	11761	03/23/2011	
			03/23/2011	
1937 W. 169TH STREET	0034		03/23/2011	
GARDENA	BOA	44675	03/23/2011	0.00
CA 90247-5254	63192			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.	44675	Total:	1,425.55
Total for	CLEANSTREET		1,425.55

ALAN COOPER	Deposit Refund	11728	03/23/2011	
			03/23/2011	
385 WESTRIDGE DRIVE	0269		03/23/2011	
PORTOLA VALLEY	BOA	44676	03/23/2011	0.00
CA 94028				1,089.07

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,089.07	0.00

Check No.	44676	Total:	1,089.07
Total for	ALAN COOPER		1,089.07

COTTON SHIRES & ASSOC. INC.	February Applicant Charges	11729	03/23/2011	
			03/23/2011	
330 VILLAGE LANE	0047		03/23/2011	
LOS GATOS	BOA	44677	03/23/2011	0.00
CA 95030-7218				12,998.75

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 23, 2011

Date: 03/16/2011  
Time: 12:44 pm  
Page: 4

TOWN OF PORTOLA VALLEY

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

96-54-4190	Geologist - Charges to Appls	12,998.75	0.00	
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Check No.	44677	Total:	12,998.75
Total for	COTTON SHIRES & ASSOC. INC.		12,998.75

FRANK CROW	Deposit Refund(s)	11730	03/23/2011	
			03/23/2011	
73 SANTA MARIA	412		03/23/2011	
PORTOLA VALLEY	BOA	44678	03/23/2011	0.00
CA 94028				2,859.93

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00
96-54-4207	Deposit Refunds, Other Charges	1,859.93	0.00

Check No.	44678	Total:	2,859.93
Total for	FRANK CROW		2,859.93

GIRL SCOUTS	Deposit Refund, Comm'ty Hall	11736	03/23/2011	
			03/23/2011	
177 BROOKSIDE DRIVE	559		03/23/2011	
PORTOLA VALLEY	BOA	44679	03/23/2011	0.00
CA 94028				1,000.00

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

Check No.	44679	Total:	1,000.00
Total for	GIRL SCOUTS		1,000.00

GUZZARDO PARTNERSHIP INC	C-1 Landscape Prog Pmt	11762	03/23/2011	
			03/23/2011	
181 GREENWICH STREET	0339		03/23/2011	
SAN FRANCISCO	BOA	44680	03/23/2011	0.00
CA 94111	10544/3			566.57

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	566.57	0.00

Check No.	44680	Total:	566.57
Total for	GUZZARDO PARTNERSHIP INC		566.57

HORIZON	Pest Control Coverall	11757	03/23/2011	
			03/23/2011	
P.O. BOX 52758	0289		03/23/2011	
PHOENIX	BOA	44681	03/23/2011	0.00
AZ 85072-2758	1N039541			12.94

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	12.94	0.00

Check No.	44681	Total:	12.94
Total for	HORIZON		12.94



INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 23, 2011

Date: 03/16/2011  
Time: 12:44 pm  
Page: 5

TOWN OF PORTOLA VALLEY

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

JENSEN LANDSCAPE SERVICES INC	Triangle Park Dec'd Granite	11737	03/23/2011	
			03/23/2011	
1983 CONCOURSE DRIVE	849		03/23/2011	
SAN JOSE	BOA	44682	03/23/2011	0.00
CA 95131	087187			11,655.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	11,655.00	0.00

JENSEN LANDSCAPE SERVICES INC	CO#1, Repair Asphalt Walkway	11738	03/23/2011	
			03/23/2011	
1983 CONCOURSE DRIVE	849		03/23/2011	
SAN JOSE	BOA	44682	03/23/2011	0.00
CA 95131	089503			1,800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	1,800.00	0.00

Check No.	44682	Total:	13,455.00
Total for	JENSEN LANDSCAPE SERVICES I		13,455.00

JORGENSON SIEGEL MCCLURE & FLEGEL	February Statement	11739	03/23/2011	
			03/23/2011	
1100 ALMA STREET	0089		03/23/2011	
MENLO PARK	BOA	44683	03/23/2011	0.00
CA 94025				6,040.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	5,427.50	0.00
96-54-4186	Attorney - Charges to Appls	612.50	0.00

Check No.	44683	Total:	6,040.00
Total for	JORGENSON SIEGEL MCCLURE &		6,040.00

JENNIFER JURIAN	Grove Deposit Refund	11740	03/23/2011	
			03/23/2011	
P.O. BOX 624	539		03/23/2011	
LA HONDA	BOA	44684	03/23/2011	0.00
CA 94020				100.00

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

Check No.	44684	Total:	100.00
Total for	JENNIFER JURIAN		100.00

MAHNAZ KALANAKI	Deposit Refund	11732	03/23/2011	
			03/23/2011	
171 CORTE MADERA ROAD	575		03/23/2011	
PORTOLA VALLEY	BOA	44685	03/23/2011	0.00
CA 94028				90.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	90.00	0.00

Check No.	44685	Total:	90.00
Total for	MAHNAZ KALANAKI		90.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 23, 2011

Date: 03/16/2011  
Time: 12:44 pm  
Page: 6

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

KUTZMANN & ASSOCIATES	February Plan Check	11741	03/23/2011	
			03/23/2011	
39355 CALIFORNIA STREET	0090		03/23/2011	
FREMONT	BOA	44686	03/23/2011	0.00
CA 94538				3,227.26

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	3,227.26	0.00

Check No.	44686	Total:	3,227.26
Total for	KUTZMANN & ASSOCIATES		3,227.26

CHONG MOON LEE	Deposit Refund	11735	03/23/2011	
			03/23/2011	
135 DEER MEADOW	411		03/23/2011	
PORTOLA VALLEY	BOA	44687	03/23/2011	0.00
CA 94028				3,073.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	3,073.50	0.00

Check No.	44687	Total:	3,073.50
Total for	CHONG MOON LEE		3,073.50

BEVERLY LIPMAN	Deposit Refund, Comm'ty Hall	11742	03/23/2011	
			03/23/2011	
188 FAVONIO ROUAD	0308		03/23/2011	
PORTOLA VALLEY	BOA	44688	03/23/2011	0.00
CA 94028				1,000.00

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

Check No.	44688	Total:	1,000.00
Total for	BEVERLY LIPMAN		1,000.00

NANCY LUND	Reimb for Archival Sleeves	11743	03/23/2011	
			03/23/2011	
240 GOLDEN HILLS	0241		03/23/2011	
PORTOLA VALLEY	BOA	44689	03/23/2011	0.00
CA 94028				63.98

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	63.98	0.00

Check No.	44689	Total:	63.98
Total for	NANCY LUND		63.98

MARCO ROOFING	C&D Refund, 110 Tan Oak	11744	03/23/2011	
			03/23/2011	
P.O. BOX 1745	0208		03/23/2011	
FREEDOM	BOA	44690	03/23/2011	0.00
CA 95019				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 23, 2011

Date: 03/16/2011  
Time: 12:44 pm  
Page: 7

TOWN OF PORTOLA VALLEY

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

96-54-4205	C&D Deposit		1,000.00	0.00
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Check No.	44690	Total:	1,000.00
Total for	MARCO ROOFING		1,000.00

JANET MCDOUGALL	Reimb Mileage	11745	03/23/2011	
765 PORTOLA ROAD	769		03/23/2011	
PORTOLA VALLEY	BOA	44691	03/23/2011	0.00
CA 94028				57.77

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	57.77	0.00

Check No.	44691	Total:	57.77
Total for	JANET MCDOUGALL		57.77

JUDITH MENDELSON	Deposit Refund, Comm'ty Hall	11746	03/23/2011	
130 PINON DRIVE	1078		03/23/2011	
PORTOLA VALLEY	BOA	44692	03/23/2011	0.00
CA 94028				1,000.00

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

Check No.	44692	Total:	1,000.00
Total for	JUDITH MENDELSON		1,000.00

NBS, INC	Fee Study, February Prog Pmt	11747	03/23/2011	
32605 TEMECULA PARKWAY	0341		03/23/2011	
TEMECULA	BOA	44693	03/23/2011	0.00
CA 92592	S02281116-TM			225.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4209	Permit & Fees Study	225.00	0.00

Check No.	44693	Total:	225.00
Total for	NBS, INC		225.00

O. NELSON & SON	Storm Removal, Retaining Walls	11764	03/23/2011	
3355 TRIPP ROAD	634		03/23/2011	
WOODSIDE	BOA	44694	03/23/2011	0.00
CA 94062	131			3,500.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	2,000.00	0.00
20-60-4271	Storm Damage	1,500.00	0.00

Check No.	44694	Total:	3,500.00
Total for	O. NELSON & SON		3,500.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 23, 2011

Date: 03/16/2011

Time: 12:44 pm

Page: 8

## 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

OFFICE EQUIPMENT FINANCE SERV	March Copier Lease	11748	03/23/2011	
			03/23/2011	
P. O. BOX 790448	472		03/23/2011	
ST. LOUIS	BOA	44695	03/23/2011	0.00
MO 63179	172205023			408.92

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4312	Office Equipment	408.92	0.00	

Check No.	44695	Total:	408.92
Total for	OFFICE EQUIPMENT FINANCE SE		408.92

PRINTER ASSIST	Repairs to Color Printer	11749	03/23/2011	
			03/23/2011	
P.O. BOX 1533	944		03/23/2011	
PALO ALTO	BOA	44696	03/23/2011	0.00
CA 94302-1533	5177			200.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4312	Office Equipment	200.00	0.00	

Check No.	44696	Total:	200.00
Total for	PRINTER ASSIST		200.00

ANDRE RAICHE	Deposit Refund	11731	03/23/2011	
			03/23/2011	
185 SHAWNEE PASS	0223		03/23/2011	
PORTOLA VALLEY	BOA	44697	03/23/2011	0.00
CA 94028				292.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	292.00	0.00	

Check No.	44697	Total:	292.00
Total for	ANDRE RAICHE		292.00

PAM ROBERTS	Deposit Refund, 1260 W'ridge	11733	03/23/2011	
			03/23/2011	
120 DEAN ROAD	415		03/23/2011	
WOODSIDE	BOA	44698	03/23/2011	0.00
CA 94062				50.60

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	50.60	0.00	

Check No.	44698	Total:	50.60
Total for	PAM ROBERTS		50.60

RON RAMIES AUTOMOTIVE, INC.	February Fuel Statement	11750	03/23/2011	
			03/23/2011	
115 PORTOLA ROAD	422		03/23/2011	
PORTOLA VALLEY	BOA	44699	03/23/2011	0.00
CA 94028				533.77

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4334	Vehicle Maintenance	533.77	0.00	

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 23, 2011

Date: 03/16/2011

Time: 12:44 pm

Page: 9

## TOWN OF PORTOLA VALLEY

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

Check No.	44699	Total:	533.77
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Total for	RON RAMIES AUTOMOTIVE, INC.		533.77
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SAN MATEO CO INF SERVICES	February M/W Service	11751	03/23/2011	
455 COUNTY CENTER, 3RD FLOOR	0307		03/23/2011	
REDWOOD CITY	BOA	44700	03/23/2011	0.00
CA 94063	1YPV11102			76.00

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

Check No.	44700	Total:	76.00
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Total for	SAN MATEO CO INF SERVICES		76.00
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SPARTAN ENGINEERING	Maint at Fire Alarm Panel	11752	03/23/2011	
540 PARROTT STREET	0095		03/23/2011	
SAN JOSE	BOA	44701	03/23/2011	0.00
CA 95112	20116			297.30

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	297.30	0.00

Check No.	44701	Total:	297.30
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Total for	SPARTAN ENGINEERING		297.30
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BARBARA TEMPLETON	Jan/Feb Transcription	11753	03/23/2011	
304 MELVEN COURT	369		03/23/2011	
SAN LEANDRO	BOA	44702	03/23/2011	0.00
CA 94577-2011	629			3,633.75

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	3,633.75	0.00

Check No.	44702	Total:	3,633.75
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Total for	BARBARA TEMPLETON		3,633.75
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THERMAL MECHANICAL, INC	Bi-Monthly Maintenance	11763	03/23/2011	
425 ALDO AVENUE	955		03/23/2011	
SANTA CLARA	BOA	44703	03/23/2011	0.00
CA 95054	PM-47495			1,426.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	1,426.00	0.00

Check No.	44703	Total:	1,426.00
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Total for	THERMAL MECHANICAL, INC		1,426.00
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MARCH 23, 2011

Date: 03/16/2011  
Time: 12:44 pm  
Page: 10

TOWN OF PORTOLA VALLEY

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

VERIZON WIRELESS	Feb Cellular, Field Phones (5)	11754	03/23/2011	
			03/23/2011	
P.O. BOX 9622	0131		03/23/2011	
MISSION HILLS	BOA	44704	03/23/2011	0.00
CA 91346-9622				545.93

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	545.93	0.00

Check No.	44704	Total:	545.93
Total for	VERIZON WIRELESS		545.93

WOLFPACK INSURANCE	April Dental/Vision	11755	03/23/2011	
			03/23/2011	
SMALL BUSINESS BENEFIT PLAN	0132		03/23/2011	
BELMONT	BOA	44705	03/23/2011	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.	44705	Total:	2,256.20
Total for	WOLFPACK INSURANCE		2,256.20

LINDA YATES	C&D Refund	11756	03/23/2011	
			03/23/2011	
170 MAPACHE DRIVE	0303		03/23/2011	
PORTOLA VALLEY	BOA	44706	03/23/2011	0.00
CA 94028				10,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	10,000.00	0.00

Check No.	44706	Total:	10,000.00
Total for	LINDA YATES		10,000.00

Total Invoices:	44	Grand Total:	122,535.79
		Less Credit Memos:	0.00
		Net Total:	122,535.79
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	122,535.79

Claims totalling \$122,535.79 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

\_\_\_\_\_  
Town Mayor



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

TO: Mayor and Members of the Council

FROM: Leigh F. Prince, Town Attorney's Office

DATE: March 23, 2011

RE: Ordinance Relating to Informal Bidding and the Town Purchasing System

Recommended Action:

Read title, waive further reading and introduce the ordinance amending Chapter 2.38 [Informal Bidding] of Title 2 [Administration and Personnel], repealing Chapter 3.24 [Quality and Non-Discrimination in City Contracts and Employment] and amending Chapter 3.20 [Purchasing System] of Title 3 [Revenue and Finance] of the Portola Valley Municipal Code.

Discussion:

Since the Town of Portola Valley ("Town") adopted Chapter 2.38 [Informal Bidding] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code, California Public Contract Code Sections 22000 et seq. have been revised to allow larger projects to be let by informal bidding procedures. The ordinance raises the limit on informal bidding from Seventy-Five Thousand Dollars (\$75,000) or less to One Hundred Twenty-Five Thousand Dollars (\$125,000) or less as allowed by State Law. The ordinance also adds that this dollar amount shall automatically be adjusted from time-to-time to reflect changes in the limits established by the State of California. By adding this sentence, the Town's ordinance will not need to be revised each time State law changes.

Chapter 3.24 [Quality and Non-Discrimination in City Contracts and Employment] of Title 3 [Revenue and Finance] was originally adopted in 1979. This chapter addresses non-discrimination in Town employment and in Town contracts. Federal Law and State law, including, but not limited to, the 5<sup>th</sup> and 14<sup>th</sup> Amendments to the United States Constitution, the Civil Rights Act, Article I Section 8 of the California Constitution, and the Fair Employment and Housing Act found at Government Code Sections 12900 et

seq., all prohibit discrimination in employment and contracts. As a result, the chapter in the Municipal Code is unnecessary.

Chapter 3.20 [Purchasing System] of Title 3 [Revenue and Finance] was adopted in 1964 and no longer reflects how the Town conducts the purchase of supplies and equipment, such as paper or a copier. Government Code Section 54202 indicates that every local agency shall adopt policies and procedures governing the purchase of supplies and equipment. The revisions to this chapter are designed to update the purchasing system to reflect the Town's current good business practices related to the purchase of supplies and equipment.

Attached: Ordinance of the Town Council of the Town of Portola Valley Amending Chapter 2.38 [Informal Bidding] of Title 2 [Administration and Personnel], Repealing Chapter 3.24 [Quality and Non-Discrimination in City Contracts and Employment] and Amending Chapter 3.20 [Purchasing System] of Title 3 [Revenue and Finance] of the Portola Valley Municipal Code

cc: Town Manager



ORDINANCE NO. 2011-\_\_\_\_\_

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AMENDING CHAPTER 2.38 [INFORMAL BIDDING] OF TITLE 2 [ADMINISTRATION AND PERSONNEL], REPEALING CHAPTER 3.24 [QUALITY AND NON-DISCRIMINATION IN CITY CONTRACTS AND EMPLOYMENT] AND AMENDING CHAPTER 3.20 [PURCHASING SYSTEM] OF TITLE 3 [REVENUE AND FINANCE] OF THE PORTOLA VALLEY MUNICIPAL CODE**

**WHEREAS**, since the Town of Portola Valley (“Town”) adopted Chapter 2.38 [Informal Bidding] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code, California Public Contract Code Sections 22000 et seq. have been revised to allow larger projects to be let by informal bidding procedures;

**WHEREAS**, the Town Council has determined that Chapter 3.24 [Quality and Non-Discrimination in City Contracts and Employment] of Title 3 [Revenue and Finance] is outdated and unnecessary; and

**WHEREAS**, Chapter 3.20 [Purchasing System] of Title 3 [Revenue and Finance] is outdated and needs to be amended to reflect the current Town purchasing policy.

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

1. Amendment of Code. Section 2.38.010 [Scope] and Section 2.38.060 [Exception] of Chapter 2.38 [Informal Bidding] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code is hereby amended to read as follows:

**2.38.010 Scope.** This chapter governs the selection of contractors to perform public projects of One Hundred Twenty-Five Thousand Dollars (\$125,000) or less using informal bidding procedures. This dollar amount shall be automatically adjusted from time-to-time to reflect changes in the limits established by the State of California.

**2.38.060 Exception.** If all bids received are in excess of One Hundred Twenty-Five Thousand Dollars (\$125,000), the Town Council may, by adoption of a resolution by a four-fifths vote, award the contract, at One Hundred Thirty-Seven Thousand Five Hundred Dollars (\$137,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the Town was reasonable. These dollar amounts shall be automatically adjusted from time-to-time to reflect changes in the limits established by the State of California.

2. Repeal of Code. Chapter 3.24 [Quality and Non-Discrimination in City Contracts and Employment] of Title 3 [Revenue and Finance] is hereby repealed in its entirety.

3. Amendment of Code. Chapter 3.20 [Purchasing System] of Title 3 [Revenue and Finance] of the Portola Valley Municipal Code is hereby amended to read as follows:

**3.20.010 Purpose.** In order to establish efficient procedures for procurement of supplies and equipment at the lowest possible cost commensurate with the quality needed, the Town adopts the purchasing system described in this chapter.

**3.20.020 Encumbrance of Funds.** Except in cases of emergency or where specific authority has been first obtained from the Town Council, no purchase order shall be issued for supplies or equipment unless there exists an unencumbered appropriation in the fund account against which such purchase is to be charged.

**3.20.030 Environmentally Preferable Products.** Recycled products and those that have been deemed environmentally preferable by the Town shall be purchased whenever it is determined that the recycled or environmentally preferable product will perform equal to or better than the typical product.

**3.20.040 Purchases.** All purchase orders or agreements shall be approved by the Town Manager or his/her designee.

A. Purchase of supplies and equipment having a monetary value of Five Thousand Dollars (\$5,000) or less may be completed without obtaining multiple quotes or proposals.

B. For any purchase of supplies and equipment having a monetary value of more than Five Thousand Dollars (\$5,000), prior to the issuance of a purchase order or agreement, the Town Manager or his/her designee shall obtain multiple quotes or proposals and shall determine which provides the supplies and equipment at the lowest possible cost commensurate with the quality needed.

C. The bidding requirements contained in this section may be dispensed with in the event that an emergency requires that a purchase be made from the nearest available source of supply or the supplies or equipment to be purchased can only be obtained from a single source

4. Repeal of Code. Sections 3.20.050 through 3.20.170 of Chapter 3.20 [Purchasing System] of Title 3 [Revenue and Finance] of the Portola Valley Municipal Code are hereby repealed in their entirety.

5. Environmental Review. This ordinance is not a project for the purposes of the California Environmental Quality Act.

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

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Town Attorney



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

TO: Mayor and Members of the Council

FROM: Janet McDougall, Assistant Town Manager

DATE: March 23, 2011

RE: Ordinance Relating to the Commercial Use of Town Parks and Recreation Areas

### Recommended Action:

Read title, waive further reading and introduce the ordinance adding Chapter 12.10 [Commercial Use of Town Parks and Recreation Areas] to Title 12 [Streets, Trails and Public Places] of the Portola Valley Municipal Code.

### Discussion:

Since the opening of the newly constructed tennis and all-sports courts, staff has found that there are individuals using the courts to provide athletic instruction for which they are being paid. This private commercial instruction is not Town sanctioned and has caused some confusion related to the allowable use of the Town's parks and recreation areas.

Currently, to conduct instructional classes on the Town's parks and recreation areas, an individual must enter into a written agreement with the Town which includes a requirement that the instructor provide insurance coverage naming the Town as an additional insured. The Town also requires organized athletic leagues or others who wish to use Town parks and recreation areas to obtain a permit for the use.

There is currently no ordinance which outlines these requirements and provides penalties for failure to comply. In light of this, the Town Attorney's office has prepared the proposed ordinance regulating commercial activities in the Town's parks, open space lands and recreation areas. The ordinance makes it unlawful to undertake commercial activity in these areas without a written agreement or permit from the Town. Town staff believes that this ordinance will provide an effective means of addressing unauthorized commercial activities on Town parks and recreation areas.

Ordinance Relating to Commercial  
Use of Town Property  
Page 2 of 2  
March 23, 2011

This issue has been discussed in the past by the Parks and Recreation Committee, and review of the proposed ordinance by the Committee will occur at its March 21<sup>st</sup> meeting. Staff will be prepared to share the outcome of the discussion orally at the Town Council meeting.

| Approved:



Angela Howard, Town Manager

**ORDINANCE NO. 2011-**

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADDING CHAPTER 12.10 [COMMERCIAL USE OF TOWN PARKS AND RECREATION AREAS] TO TITLE 12 [STREETS, TRAILS AND PUBLIC PLACES] OF THE PORTOLA VALLEY MUNICIPAL CODE**

**WHEREAS**, the Town of Portola Valley (“Town”) coordinates classes and instructional activities in parks, open space lands and recreational areas owned by the Town and enters into written agreements with the instructors; and

**WHEREAS**, the Town has an application and permit process in place for the use of parks, open space lands and recreational areas owned by the Town; and

**WHEREAS**, the Town desires to add Chapter 12.10 [Commercial Use of Town Parks and Recreation Areas] to Title 12 [Streets, Trails and Public Places] of the Portola Valley Municipal Code prohibiting the unauthorized commercial use of Town property.

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

1. Addition of Code. Chapter 12.10 [Commercial Use of Town Parks and Recreation Areas] is hereby added to Title 12 [Streets, Trails, and Public Places] of the Portola Valley Municipal Code to read as follows:

**CHAPTER 12.10  
COMMERCIAL USE OF PARKS AND RECREATION AREAS**

- |                  |                              |
|------------------|------------------------------|
| <b>12.10.010</b> | <b>Purpose</b>               |
| <b>12.10.020</b> | <b>Commercial Activities</b> |
| <b>12.10.030</b> | <b>Penalties</b>             |

**12.10.010 Purpose.** The purpose of this chapter is to regulate the use of the parks, open space lands, and recreation areas owned or controlled by the Town in order to provide for the orderly and safe use of such amenities.

**12.10.020 Commercial Activities.** No person shall engage in commercial activities in parks, open space lands or recreation areas owned or controlled by the Town without entering into a written agreement with the Town or obtaining the appropriate permit from the Town. For purposes of this chapter, commercial activities include the sale of goods, wares, merchandise, services or property or any other act or transaction involving the exchange of money or other consideration.

**12.10.030 Penalties.** Any person that violates the provisions of this chapter shall be guilty of an infraction.

2. Environmental Review. This Ordinance is not a project for the purposes of the California Environmental Quality Act.

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

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Town Attorney



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Angela Howard, Town Manager

**DATE:** March 23, 2011

**RE:** **Change In Policies and Procedures - Use of Community Hall by Staff**

On January 27, 1993 the Council, under the leadership of Mayor Jon Silver, adopted a policy that gave a “perk” to full time staff in that they could rent the Multi Use Room (MUR) for a discounted staff rate.

The resident rate was then \$700 with a \$500 deposit. After discussion it was decided that staff would be able to rent the MUR for \$200 with a \$150 cleaning deposit. Since the council adopted the policy in 1993 the staff has twice taken advantage of the discounted rate.

Now that the rental rates for the Community Hall have increased significantly from the rates for the MUR, it seems appropriate to also raise the rate for staff members. The current rate for residents is \$1,800 with a \$1,000 deposit and \$2,800 for non-residents, who must now be sponsored by a resident. The \$200 rate was approximately 29% of the resident rate for the MUR (the adopted minutes do not reflect exactly how the council decided on this rate). A 29% rate from the current resident rate would be \$525 with the \$1,000 refundable deposit. Another consideration would be a 50% discounted rate of \$900. Either way, I do believe that it is a nice perk to offer the staff a place to hold a major celebration at a reduced rate.

**Recommendation:**

After discussion it is recommended that the Council modify the Town’s Personnel Policy & Procedures to increase the rental fee of the Community Hall by salaried full time staff to either \$550 or \$900, with a deposit of \$1,000.



#7

There are no written materials for this item.

# TOWN COUNCIL WEEKLY DIGEST

Friday – February 25, 2011

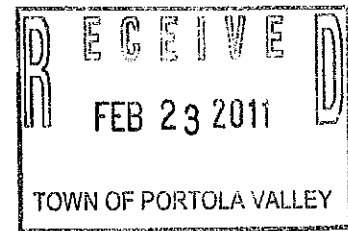
- 
- 
- ☐ 1. Letter to Mayor Ted Driscoll from Supervisor Rose Jacobs Gibson regarding Sustainable Communities Strategy Presentations & Planning – February 16, 2011
  - ☐ 2. Letter to Town Council from Gerald Buchwald regarding Grand Jury Selection – February 22, 2011
  - ☐ 3. Memorandum to the San Mateo County Sheriff's Department from Sharon Hanlon regarding Town Center Reservations for March 2011
  - ☐ 4. March 2011 Meeting Schedule
  - ☐ 5. Agenda – Annual Commissions and Committees Orientation Meeting – Monday, February 28, 2011
  - ☐ 6. Agenda – Regular ASCC Meeting – Monday, February 28, 2011
  - ☐ 7. Agenda – Special Trails and Paths Committee Meeting – Tuesday, March 1, 2011
  - ☐ 8. Agenda – Special Joint Meeting of the Community Events and Cultural Arts Committee – Tuesday, March 1, 2011
  - ☐ 9. Agenda – Regular Planning Commission Meeting – Wednesday, March 2, 2011
  - ☐ 10. Agenda – Traffic Committee Meeting – Thursday, March 3, 2011
  - ☐ 11. Action Agenda – Regular Town Council Meeting – Wednesday, February 23, 2011

### Attached Separates (Council Only)

- ☐ 1. Invitation to the 10<sup>th</sup> Annual North Fair Oaks Community Festival on Sunday, August 21, 2011
- ☐ 2. Invitation to the Sixth Annual Mayors' Appreciation Breakfast Meeting on Thursday, March 10, 2011
- ☐ 3. Recent publications that discuss programs and services provided by Lucile Packard Children's Hospital
- ☐ 4. Roster of Appointments by the San Mateo County Board of Supervisors and City Selection Committee



**ROSE JACOBS GIBSON**  
 SUPERVISOR, FOURTH DISTRICT  
 COUNTY OF SAN MATEO



February 16, 2011

Office of Supervisor Rose Jacobs Gibson  
 San Mateo County Board of Supervisors, District Four  
 400 County Center  
 Redwood City, California 94063

RE: Sustainable Communities Strategy (SCS) Presentations & Planning

Dear Mayor Edward Driscoll:

I am writing as an Executive Member of the Board and former President of the Association of Bay Area Governments (ABAG). The passage of Senate Bill 375 (Steinberg) has given the 101 cities comprised within our nine Bay Area counties a unique opportunity to plan for the sustainable growth and development of our region within a cohesive and creative framework. Specifically, SB 375 has enabled us to build partnerships among municipalities, transit agencies, housing authorities, and other regional agencies to forge a path that establishes a Sustainable Communities Strategy (SCS). The Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC) have partnered to coordinate with the Bay Area Air Quality Management District (Air District) and the Bay Conservation and Development Commission (BCDC) to accomplish the following objectives:

- Provide a new 25-year land use strategy for the Bay Area that is realistic and identifies areas to accommodate all of the Bay Area's population
- Forecast a land use pattern that integrates the transportation system in order to reduce our greenhouse gas emissions

A truly Sustainable Communities Strategy can only be developed in close consultation and collaboration with all respective municipalities. As a result, ABAG staff have since drafted and circulated a presentation template that provides an overview of the Sustainable Communities Strategy planning process mandated by SB 375. We hope each of you will take the time to work closely with your Planning Department staff to ensure your local priorities and preferences for growth and development are integrated into the Sustainable Communities Strategy by the first week of March 2011.

On March 11, 2011, ABAG will release an unconstrained Visioning Scenario, which integrates each Bay Area municipality's operational objectives for land use, housing, and transportation policy, and will articulate the Bay Area's vision of future land uses and assess its performance greenhouse gas and housing targets as well as other voluntary performance targets. The Initial Vision Scenario simply serves as a starting point for development. The ongoing partnerships and collaborative effort to forge a Sustainable Communities Strategy are intended to support efficient use of transportation and land use, housing affordability, and protection and management of natural resource areas. Ultimately, ABAG seeks to bring about performance objectives, which the state and regions can then leverage as a basis for allocating funds and other assistance.

As our state budget stabilizes and additional resources and allocations are secured for future projects, a holistic and well-conceived blueprint for growth and infrastructure development could enable a greater opportunity to secure the necessary support to execute the Bay Area's established Vision Scenario. I hope you and your staff will dedicate the time and resources to leverage this opportunity to be a critical part of planning for a sustainable and vibrant Bay Area.

My office and the greater ABAG membership look forward to a vibrant exchange. We are eager to receive input and are committed to incorporating the various municipalities' goals and objectives to create a regional blueprint for growth and development for the Bay Area we aspire to leave behind for future generations to come. A member of my staff will be in touch to discuss how we may ensure the needs and concerns of your communities are met. Additionally, Steve Monowitz, Interim Deputy Director of the Planning & Building Department of San Mateo County, is available for specific questions you may have about resources and information about SCS. Steve Monowitz may be reached at 650-363-4161 or via email at [Smonowitz@co.sanmateo.ca.us](mailto:Smonowitz@co.sanmateo.ca.us).

Thank you for your time and consideration of this matter.

Sincerely,



Rose Jacobs Gibson, Supervisor

cc: San Mateo County Supervisor Carole Groom, President, District Two  
cc: San Mateo County Supervisor Adrienne J. Tissier, Vice-President, District Five  
cc: San Mateo County Supervisor Don Horsley, District Three  
cc: Planning & Building Department, San Mateo County  
    Jim Eggemeyer, Director  
    Steve Monowitz, Interim Deputy Director

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO  
HALL OF JUSTICE  
400 COUNTY CENTER  
REDWOOD CITY, CA 94063

GERALD J. BUCHWALD  
JUDGE OF THE SUPERIOR COURT

(650) 363-4503  
FAX: (650) 363-4698

February 22, 2011

Town Council  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

Re: Grand Jury Selection

Dear Councilmembers:

I will be serving as the 2011-2012 Grand Jury Judge of San Mateo County. Over the next several months, I will be selecting citizens to serve on the Grand Jury. In order to ensure a high quality and fully representative Grand Jury, your help is needed.

You are invited to submit the names of possible nominees for Grand Jury service. If you know of any citizens who are residents of this county and would be interested in being considered for the 2011-2012 Grand Jury, would you kindly submit their names and addresses and any other pertinent information you may have to:

Hon. Gerald J. Buchwald  
Judge of the Superior Court  
Hall of Justice and Records  
400 County Center  
Redwood City, CA 94063

A response by March 18, 2011 would be appreciated. Thank you.

Very truly yours,



Gerald J. Buchwald  
2011-2012 Grand Jury Judge

GJB:ck

## A GOOD GRAND JUROR IS SOMEONE WHO:

- Is a good listener.
- Can cooperate with 18 others toward a common goal.
- Can keep a confidence, as all work is confidential.
- Is capable of asking thought-provoking questions.
- Can review documents and assist in writing lucid reports.
- Is interested in trying to increase the efficiency of local government.
- Wants to save taxpayers' dollars and improve services.
- Can contribute a minimum half-day twice a month to public service.

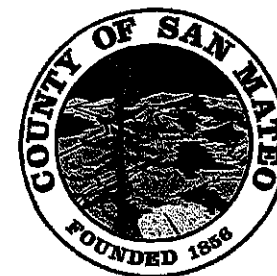
Interested citizens who wish to serve on the San Mateo County Civil Grand Jury should direct correspondence to:

Grand Jury Judge  
c/o Court Executive Officer  
400 County Center  
Redwood City, CA 94063-1655

Phone (650) 363-4766  
Fax (650) 363-4698

For additional grand jury information  
visit our web page

[www.sanmateocourt.org/grandjury](http://www.sanmateocourt.org/grandjury)



## Civil Grand Jury

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SUPERIOR COURT OF CALIFORNIA  
FOR THE COUNTY OF SAN MATEO



## HISTORY OF THE GRAND JURY

A grand jury derives its name from the fact that it has a greater number of jurors than a trial (petit) jury. The history of the grand jury traces back to the founding of the common law under the English system in the 11<sup>th</sup> and 12<sup>th</sup> centuries. The first grand jury in the United States was impaneled by the Massachusetts Bay Colony in 1635 to consider such crimes as murder, robbery, and wife beating. Early California grand juries investigated prisons, conducted audits of county books and looked into matters of community interest.

The function of the grand jury expanded over time from the role of indictment to that of a citizens' body with governmental watchdog functions. Today in California criminal and civil grand juries are separate. California's constitution mandates a civil grand jury be chosen each year in each county.

## OVERVIEW OF THE CIVIL GRAND JURY

The San Mateo County Civil Grand Jury is a volunteer, fact-finding body that has the potential to make constructive changes and suggest meaningful solutions to a wide range of local government problems.

A judicial body authorized by the constitution of the State of California, it is composed of 19 members selected by ballot from a pool of volunteers and nominees of the court. An attempt is made to impanel a jury that represents a diversity of men and women from socioeconomic, ethnic, age, educational background and geographical areas of the county. The jury monitors the performance of local government and makes recommendations that may improve services and save taxpayers' dollars.

## HOW THE CIVIL GRAND JURY WORKS

Jurors are sworn in and begin their 12-month service commencing the first day of July. The Grand Jury Judge may reappoint jurors to a second term. The Grand Jury Judge appoints a foreperson to preside at the meetings. The jury then organizes itself into committees and examines selected aspects of county and city government, including special districts. Most of the functions involve investigation, analysis, reporting and recommendation.

The civil grand jury has the authority to subpoena evidence as needed. If the civil grand

jury were to conclude there is an indictable offense, the District Attorney would determine how to proceed.

As an independent body the civil grand jury alone determines its agenda. The subjects to be investigated are generated by present or past grand jury panels or initiated by citizen concerns. All letters of complaint are kept confidential. The primary function of the civil grand jury is to make recommendations to improve local government. The County Counsel and the presiding Grand Jury Judge are available for advice.

## CIVIL GRAND JURY REPORTS

Civil grand jury reports are the results of investigations and contain findings, recommendations and, if merited, commendations. Responses are required from those agencies and officials to whom the recommendations are addressed.

Copies of the final San Mateo County Civil Grand Jury Report are available on the San Mateo County web site and at all county libraries and are issued to print, broadcast, cable and internet media.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** San Mateo County Sheriff's Department  
**FROM:** Sharon Hanlon  
**DATE:** February 25, 2011  
**SUBJ:** Town Center Reservations for March 2011

Following is the current March 2011 schedule of events for the Town Center and surrounding area.

**March 5: Broom Pull / Historic Schoolhouse Parking Lot / 9:00 am – 12:00 noon**

**March 12: CERPP (CERT Radio Class) / Historic Schoolhouse – 9:00 am**



# Town of Portola Valley

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

## MARCH 2011 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 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)

Wednesday, March 9, 2011

Wednesday, March 23, 2011

### PLANNING COMMISSION – 7:30 PM (Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)

Council Liaison – Ann Wengert

Wednesday, March 2, 2011

Wednesday, March 16, 2011

### ARCHITECTURAL & SITE CONTROL COMMISSION - 7:30 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays)

Council Liaison – John Richards

Monday, March 14, 2011

Monday, March 28, 2011

### CABLE TV COMMITTEE – 8:15 AM (Meets 2<sup>nd</sup> Thursday) alternate odd numbered months

Council Liaison – John Richards

Thursday, March 10, 2011

### COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

Tuesday, March 1, 2011 – Special Joint Meeting / CEC and CAC, 5:00 PM

### CONSERVATION COMMITTEE – 8:00 PM (Meets 4<sup>th</sup> Tuesday)

Council Liaison – John Richards

Tuesday, March 22, 2011

### CULTURAL ARTS COMMITTEE

Council Liaison – Maryann Derwin

Tuesday, March 1, 2011 – Special Joint Meeting / CEC and CAC, 5:00 PM

Thursday, March 10, 2011

### EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2<sup>nd</sup> Thursday) in the EOC /

Conference Room at Town Hall

Council Liaison – Steve Toben

Thursday, March 10, 2011

### 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 – John Richards

As announced

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

Council Liaison – Ann Wengert

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Steve Toben

As announced

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 3<sup>rd</sup> Monday)

Council Liaison – Steve Toben

Monday, March 21, 2011

PUBLIC WORKS COMMITTEE

Council Liaison – Ann Wengert

As announced

SUSTAINABILITY COMMITTEE – 4:00 PM (Meets 3<sup>rd</sup> Monday)

Council Liaison – Maryann Derwin

Monday, March 21, 2011

TEEN COMMITTEE

Council Liaison – Maryann Derwin

As announced

TRAFFIC COMMITTEE – 8:15 AM (Meets 1<sup>st</sup> Thursday)

Council Liaison – Ted Driscoll

Thursday, March 3, 2011

TRAILS & PATHS COMMITTEE – 8:15 AM (2<sup>nd</sup> Tuesday of each month, or as needed)

Council Liaison – Ted Driscoll

Tuesday, March 1, 2011 – Special Meeting / Field Trip, 1:00 PM

Tuesday, March 8, 2011 – 8:15 AM



**TOWN OF PORTOLA VALLEY**  
**Annual Commissions and Committees**  
**Orientation Meeting**  
**Monday, February 28, 2011 - 6:00 PM**  
**Alder Room / Community Hall at Town Center**  
**765 Portola Road, Portola Valley, CA 94028**

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## **AGENDA**

1. Call to Order
2. Oral Communications
3. Review Committee Policies & Procedures Handbook
  - a) Application Process
  - b) The Life Cycle of a Committee Meeting packet
  - c) Brown Act
  - d) Budget Process
4. Questions / Comments
5. Adjournment

**NOTE:** Please bring your Advisory Committee Handbook to the meeting. Copies will be available if needed.

6



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, February 28, 2011  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

**7:30 PM - REGULAR 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 New Residence and Site Development Permit X9H-624, 9 Redberry Ridge (Lot 10 Blue Oaks Subdivision), Srinivasan
  - b. Continued Review – Conditional Use Permit (CUP) X7D-170, Installation of a Wireless Communication Antenna Facility, Golden Oak Drive at Peak Lane, T-Mobile West Corporation
  - c. Architectural Review for Residential Additions and Remodeling Permit, 255 Golden Oak Drive, Geenen *Continued to March 14, 2011 meeting date*
5. New Business:
  - a. Architectural Review for Guest House/Accessory Structure, Swimming Pool, and Sports Court and Site Development Permit X9H-625, 55 Golden Oak, Rizvi
6. Approval of Minutes: February 15, 2011
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.

**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

Architectural & Site Control Commission  
February 28, 2011 Agenda  
Page Two

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.

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#### **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).

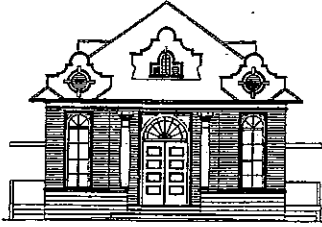
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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: February 25, 2011

CheyAnne Brown  
Planning & Building Assistant

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TOWN OF PORTOLA VALLEY  
*Special Trails and Paths Committee Meeting*  
*Field Trip to Blue Oaks Trails*  
Tuesday, March 1, 2011 - 1:00 PM  
Meet at Acorn in Portola Valley Ranch  
Portola Valley, CA 94028

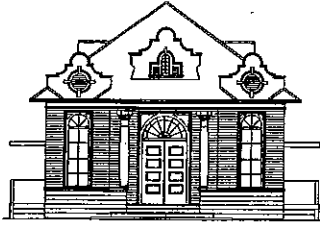
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## AGENDA

### 1:00 PM – Meet at Acorn in Portola Valley Ranch

1. Call to Order
2. Oral Communications
3. Inspect Los Trancos, Blue Oak and Black Oak Trails
4. Adjourn

**NOTE:** If you wish to meet at the Ranch House and carpool to Acorn, please arrive by 12:50 p.m.



Town of Portola Valley

**Special Joint meeting of the COMMUNITY EVENTS and CULTURAL ARTS COMMITTEES**

Tuesday, March 1, 2011 – 5:00 PM

Historic Schoolhouse

765 Portola Road

Portola Valley, CA 94028

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**AGENDA**

1. Call To Order
2. Roll Call
3. Oral Communications
4. Approval of CEC Minutes from meeting of January 24, 2011
5. Approval of CAC Minutes from meeting of February 10, 2011
6. Old Business
7. New Business
8. Planning for 2011 Events
  - a) Town Picnic
  - b) Blues & BBQ
  - c) Volunteer Appreciation Party
9. Adjourn

**\*Committee members please confirm attendance (yes or no) to Chair, Michael Bray at [michael@braycentral.com](mailto:michael@braycentral.com) or (650) 851-8177.**



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, March 2, 2011 – 7:30 p.m.  
Council Chambers (Historic Schoolhouse)

**AGENDA**

**Call to Order, Roll Call**

Commissioners Gilbert, McIntosh, Von Feldt, Chairperson McKitterick, and Vice-Chairperson Zaffaroni

**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.

**Regular Agenda**

1. *Public Hearing:* Request for Modifications to Town's Geologic and Movement Potential Maps, 141 Santa Maria, Orchard
2. *Public Hearing:* Site Development Permit X9H-624, 9 Redberry Ridge, Srinivasan

**Commission, Staff, Committee Reports and Recommendations**

**Approval of Minutes:** February 16, 2011

**Adjournment**

**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 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**AVAILABILITY OF INFORMATION**

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.



Planning Commission Agenda  
March 2, 2011  
Page Two

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Corte Madera School, Alpine Road and Indian Crossing.

**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).

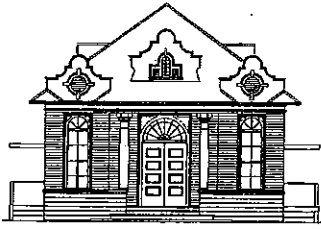
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This Notice is posted in compliance with the Government Code of the State of California.

Date: February 25, 2011

CheyAnne Brown  
Planning & Building Assistant

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**TOWN OF PORTOLA VALLEY**  
**Traffic Committee Meeting**  
**Thursday, March 3, 2011 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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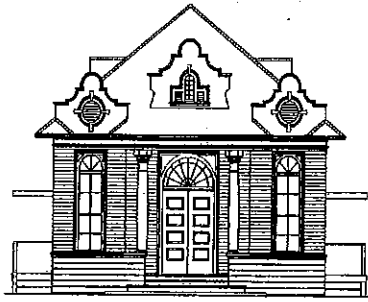
**AGENDA**

1. Call meeting to Order
2. Introduction of Guests
3. Approval of minutes (hand out at the meeting)
4. Oral Communications  
*Anyone is welcome to speak out on topics not on the agenda*
5. Old Business
  - a) Traffic Accident and Citation Report (January 2011)
6. New Business
  - a) Charter change to schedule meetings as needed
  - b) Council discussion on bicycles and committee direction
7. Other Business
  - a) New Members
8. Written Communications
9. Adjournment

Next meeting: April, 7, 2011 8:15 am (to be confirmed)

Enclosed: Application from Carlin Hansen

**PLEASE CALL CHRIS BUJA (851-8171) IF YOU ARE UNABLE TO ATTEND THE MEETING.**



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, February 23, 2011

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

## ACTION AGENDA

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

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

**Councilmember Richards absent**

### 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.

**None**

### CONSENT AGENDA (7:31 pm)

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

- (1) **Approval of Minutes** – Regular Town Council Meeting of January 26, 2011

**Approved as Amended 4-0**

- (2) **Ratification of Warrant List** – February 9, 2011

- (3) **Approval of Warrant List** – February 23, 2011

- (4) **Recommendation by Assistant Town Manager** – Approval of Amended Claim filed by Sarah Lamb

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving the Claim of Sarah Lamb (Resolution No. 2514-2011)

**Items 2, 3 & 4 Approved 4-0**

### REGULAR AGENDA (7:33 pm)

- (5) **Recommendation by Public Works Director** – Authorization for Town Manager to Enter into an Agreement with Western Wood Structures for the Construction of the Alpine Road C-1 Trail Pedestrian Bridge

**Approved 4-0**

- (6) **Recommendation by Public Works Director** – FY 2010/2011 Annual Street Resurfacing Project

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the 2010/2011 Resurfacing Project No. 2010-PW02 (Resolution No. 2515-2011)

**Approved 4-0**

### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS (7:45 pm)

- (7) **Discussion** – Blues & BBQ 2011

*There are no written materials for this item.*

**Defer Blues & BBQ for 2011 and concentrate on the 150<sup>th</sup> School District Anniversary Celebration. Community Events and Cultural Arts Committees will work with the Ad-Hoc School District Anniversary group to help fund and combine volunteer efforts.**

- (8) **Discussion** – Traffic Committee Charter (8:10 pm)

**Current Traffic Committee charter requires revisions. Charter will be revised to incorporate and address bicycle issues in Town once facts are gathered for proposed bicycle discussion scheduled for an upcoming April Council meeting.**

Traffic Committee will continue to recruit new members. Current Ordinance referencing Traffic Administration will be repealed. New charter will be written.

(9) **Appointment by Mayor** – Request for Appointment of member to the Community Events Committee (8:28 pm)

**Meghan Sweet appointed by Mayor with Council concurrence - Approved 4-0**

(10) **Appointment by Mayor** – Request for Appointment of member to the Public Works Committee (8:29 pm)

**John Skadden appointed by Vice Mayor with Council concurrence - Approved 4-0**

(11) **Reports from Commission and Committee Liaisons** (8:30 pm)

*There are no written materials for this item.*

**Councilmember Toben** – Open Space Committee reviewed what should be the scope of use of open space funds for items other than purchasing lands and/or conservation easements. Also discussed signage and legal access/parking at proposed Nature Trail. The Parks and Recreation Committee discussed the fate of the storage lockers at Ford Field.

**Councilmember Wengert** – There was a special turf meeting at the Priory, first site visit for the project. Planning Commission held a public hearing on a Westridge (Wang) project which was approved. Planning Commission reviewed the conservation element, open space element and recreational element of the Portola Valley general plan, confirm special meeting to review site at 9 Redberry Ridge and Portola Valley Vineyards, winery concert series on Los Trancos. The Public Works Committee reviewed Spring Down parcel, C1 Trail, annual review of storm drains, trimming at Ford Field and will review all valve shut offs at Town Center. Nature and Science Committee discussed the County Science Fair, radio control flight day scheduled for May 19 and Nature Trail (Dengler Preserve) trail markers, a nature walk in April and Insect activity day. The February 16 Planning Commission meeting held preliminary review of artificial turf at the Priory. Specifically, pros and cons of artificial turfs, drainage, runoff, cleaning and toxicity of the rubber surface, is an EIR required? Also reviewed was a lot line adjustment at Toro Court and continued reviewed of Shoreinstein property.

**Vice Mayor Derwin** – Library JPA discussed finances, they have a million dollar shortfall for '11-'12 budget and must achieve a balanced budget by FY '15-'16. They are also concerned about losing their "ERAF" money. Many libraries in the JPA are working on renovations, bookmobile celebration and new library cards are available. Regarding the Sustainability Committee, Sustainability Coordinator, Brandi de Garneau was notified that the Town received the full grant from the Energy Upgrade California Program and has hired two unpaid interns to assist with this effort. The Cultural Arts Committee requested help from the Community Events Committee for volunteer efforts with the 150th School District Anniversary celebration. The Holiday Fair will take place again this year and the Committee discussed a website for local artists. C/CAG discussed letter from the League of California Cities to Governor Brown regarding opposition to elimination of redevelopment funds, voted to oppose the proposed "HOV" High Occupancy Vehicle lanes in San Mateo County and discussed the Safe Routes to School Program. The Resource Management Climate Protection Committee is doing well and moving ahead with their many projects. The FireWise Committee met to discuss the Home Ignition Workshop scheduled for March 25 and due to lack of grant this year there will be only one extra chipper day this year. Fire Chief Armando Muela will retire on April 30, 2011.

**Mayor Driscoll** – Trails and Paths met to discuss the hitching post at Town Center. The Emergency Preparedness Committee will focus this year on community outreach regarding residential emergency preparation. The Wireless Task Force is working on cell tower limitations and test language for a policy.

**WRITTEN COMMUNICATIONS** (9:17 pm)

(12) **Town Council Weekly Digest** – January 28, 2011

(13) **Town Council Weekly Digest** – February 4, 2011

#1 – Congratulations to Brandi de Garneau for receiving \$23,960.00 grant from the County.

#2 – Congratulations on the many accomplishments of this program

#3 – Dates for events for 2011 – Blues & BBQ is cancelled

(14) **Town Council Weekly Digest** – February 11, 2011

#2 – Mayor Driscoll will hold discussion with Rich Gordon on the Cargill project

(15) **Town Council Weekly Digest** – February 18, 2011

#3 – Staff will check with the School District

**ADJOURNMENT: 9:25 pm**

## TOWN COUNCIL WEEKLY DIGEST

Friday – March 4, 2011

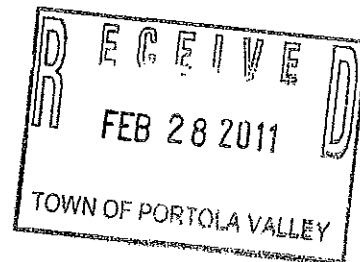
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- ☐ 1. Letter to Councilmembers from Anna Eshoo regarding job creation programs – February 22, 2011
  - ☐ 2. Memorandum to Town Council, Commissions & Committees, Staff and Consultants from Angela Howard and Stacie Nerdahl regarding 2011-12 Budget Calendar – March 4, 2011
  - ☐ 3. Memorandum to Town Council and Planning Commission from Karen Kristiansson and Tom Vlasic regarding Sustainable Communities Strategy and Initial Vision Scenario – March 4, 2011
  - ☐ 4. E-mail and attachment to Town Council from Sharon Driscoll regarding the proposal of the Bill and Jean Lane Civic Involvement Program – March 3, 2011
  - ☐ 5. Statistics from the Peninsula Conflict Resolution Center on the use of it's program by residents of Portola Valley – February 10, 2011
  - ☐ 6. Month End Financial Report for February 2011
  - ☐ 7. Issued Permit Activity: February 2011
  - ☐ 8. Agenda – Trails and Paths Committee Meeting – Tuesday, March 8, 2011
  - ☐ 9. Agenda – Emergency Preparedness Committee Meeting – Thursday, March 10, 2011
  - ☐ 10. Agenda – Cable & Undergrounding Committee Meeting – Thursday, March 10, 2011
  - ☐ 11. Agenda – Cultural Arts Committee Meeting – Thursday, March 10, 2011
  - ☐ 12. Agenda – Teen Committee Meeting – Sunday, March 13, 2011
  - ☐ 13. Action Agenda – Regular ASCC Meeting – Monday, February 28, 2011

### Attached Separates (Council Only)

- ☐ 1. Invitation to attend the Jobs for Youth 29<sup>th</sup> Annual Awards Fundraising Breakfast on May 26, 2011
- ☐ 2. Midpeninsula Regional Open Space District's "Views" – Spring 2011
- ☐ 3. ABAG's "Service Matters" – February/March 2011
- ☐ 4. Comcast California – January 2011



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



*Anna G. Eshoo  
Fourteenth District  
California*

February 22, 2011

The Honorable Steve Toben, Councilmember  
Town of Portola Valley  
765 Portola Road  
Portola Valley, California 94028

Dear ~~Councilmember~~ <sup>Steve</sup> Toben,

Because of your leadership position in our community and your interest in job creation programs, I want to share some of my recent work on this issue with you.

I'm proud to cosponsor H.R. 11, the *Build American Bonds to Create Jobs Now Act*. The measure will extend the successful Build America Bonds (BAB) program which assists states and local governments to finance the rebuilding of schools, hospitals, water systems, and transit projects at significantly lower costs.

These bonds have been an effective tool in job creation and helped finance over \$37 billion in infrastructure projects in California over the past two years. The Political Economy Research Institute estimates that for every \$1 billion in infrastructure investments, 18,000 jobs are created.

During these times of fiscal restraint, these bonds are a good deal for the American taxpayer. BAB wisely uses small public investments to leverage significant private funds to rebuild America and create jobs.

TIME magazine called BAB "one of the economic recovery effort's biggest successes" and the Wall Street Journal named it a "Stimulus Plan Success Story." With the program having expired at the end of 2010, H.R. 11 will extend BAB through 2012.

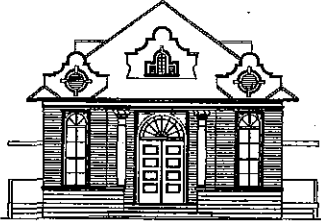
Build America Bonds are a top priority for the U.S. Conference of Mayors, the National Association of Counties, National League of Cities, National Association of State Treasurers, Council of State Governments, and National Association of State Auditors, Comptrollers and Treasurers. Representatives of the U.S. Chamber of Commerce and the Associated General Contractors of America also support the program.

Rest assured, I will do everything I can to see that the *Build American Bonds to Create Jobs Now Act* is signed into law.

Should you have any questions or comments, let me hear from you.

Sincerely,

Anna G. Eshoo  
Member of Congress



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

**TO:** Mayor and Members of the Town Council  
 Chairs and Members of the Town Commissions and Committees  
 Town Staff  
 Town Consultants

**FROM:** Angela Howard, Town Manager  
 Stacie Nerdahl, Administrative Services Officer

**DATE:** March 4, 2011

**RE:** 2011-12 Budget Calendar

It's time to begin the budget planning process for the Town of Portola Valley's next fiscal year (July 1, 2011 – June 30, 2012). The budget worksheets are being distributed via email to Town staff, consultants, and each committee's chair. Budget discussions should be agendized by committees/commissions in March and April.

The information submitted on these sheets will initially be reviewed and evaluated by Town staff. A recommended budget will then be forwarded to the Finance Committee for their review. Their comments and recommendations will be forwarded to the Town Council in a proposed budget. After review and public hearing, the Council will then adopt the budget in June.

2011-12 BUDGET SCHEDULE	
March 2011	Memorandum and Budget Worksheets distributed to Town Council, Commissions/Committees, Consultants and Town staff
Month of March 2011	Budget Worksheets reviewed and prepared by Committees, consultants and staff
Month of April 2011	Budget Worksheets finalized by Committees/Commissions, consultants and staff
<b>April 22, 2011</b>	<b>Deadline for Budget Worksheets! Submit directly to Town Manager Angela Howard (<a href="mailto:ahoward@portolavalley.net">ahoward@portolavalley.net</a>)</b>
First 2 weeks of May 2011	Requests reviewed by staff
3 <sup>rd</sup> week of May 2011	Recommended Budget forwarded to Finance Committee
4 <sup>th</sup> week of May 2011	Finance Committee Meeting
2 <sup>nd</sup> week of June 2011	Presentation of Proposed Budget to Town Council
4 <sup>th</sup> week of June 2011	Public Hearing on Proposed Budget, Adoption of Final Budget

If you have any questions or need assistance, please feel free to contact Stacie Nerdahl directly at 851-1700 (ext.219) or e-mail her at [sbnerdahl@portolavalley.net](mailto:sbnerdahl@portolavalley.net).







# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Town Council  
Planning Commission

**FROM:** Karen Kristiansson, Senior Planner, Spangle Associates  
Tom Vlastic, Town Planner

**DATE:** March 4, 2011

**RE:** Sustainable Communities Strategy and Initial Vision Scenario

### **Background**

Adopted in 2008, SB 375 aims to discourage sprawl and reduce greenhouse gas emissions by linking regional transportation, land use, and housing development policies. This law requires the California Air Resources Board to set greenhouse gas emissions targets for each region of the state. Each region must then develop a Sustainable Communities Strategy (SCS), which shows where future development and transportation improvements will be located. The SCS must meet the greenhouse gas emissions targets. In addition, the SCS must plan for the full amount of housing that will be needed in the region for all income levels. The region's Regional Transportation Plan (RTP), which determines which transportation projects will receive state and federal funding, must be consistent with the SCS. The Regional Housing Needs Allocation (RHNA) for the next housing element update will also need to be consistent with the SCS.

### **Sustainable Communities Strategy Process and the Initial Vision Scenario**

The two lead agencies charged with developing the SCS for the Bay Area are the Association of Bay Area Governments (ABAG) and the Metropolitan Planning Commission (MTC). These organizations have created a Regional Advisory Working Group (RAWG) to assist with the process. There is also a RHNA methodology committee which is charged with reviewing the implications of the SCS on the RHNA and providing feedback to the SCS as appropriate. All local jurisdictions, including Portola Valley, were able to provide information to ABAG about possible locations for significant future development (or the lack thereof).

On March 11, the Initial Vision Scenario for the SCS, including draft RHNA numbers, will be released. ABAG staff describe this scenario as a "preliminary draft" and emphasize that there will be opportunities to make changes. We will be reviewing the Initial Vision Scenario

for the town in order to be sure that the information presented about Portola Valley is logical and realistic. If there are problems with the data for the town, we will work with staff at ABAG to resolve any problems. Because Portola Valley has joined the county-wide sub-region for the RHNA and SCS, we also have the opportunity to work through that organization if necessary.

The sub-region is planning to hold two meetings in April to discuss the Initial Vision Scenario. One meeting will be for senior planning staff (on April 7), and the other meeting will be for elected officials (on April 14). The group of planning staff will function as a technical advisory committee and the elected officials will be the political advisory committee throughout the sub-region process. Sub-region organizers are asking that each jurisdiction assign representatives to each of these committees. Other staff or elected officials are welcome to attend any meetings, even if they have not been officially assigned.

ABAG and MTC intend to refine the Initial Vision Scenario and perhaps prepare a few alternatives over the next few months. By December 2011, they hope to approve the Draft Preferred SCS and the Draft RHNA Plan.

#### **Next Steps**

Once the Initial Vision Scenario is released, we will ensure that all Planning Commission and Town Council members receive copies, hopefully electronically. If you have any comments on the Initial Vision Scenario once you have had a chance to review it, please communicate those with Karen Kristiansson, who will be drafting any response to ABAG.

Designation of representatives to the Technical and Political Advisory Committees will be placed on a town council agenda. Council members may want to consider whether they could attend the April 14 meeting, which will be at 6:30pm, and would be willing to attend future meetings.

KK

#### **Attachments**

.cc. Leslie Lambert, Planning Manager  
Angela Howard, Town Manager  
Sandy Sloan, Town Attorney  
Nate McKitterick, Planning Commission Chairperson

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**From:** Sharon Driscoll [sdriscoll@law.stanford.edu]  
**Sent:** Thursday, March 03, 2011 10:30 AM  
**To:** Sharon Hanlon; Angela Howard  
**Subject:** for the council's packet  
**Attachments:** Teen Committee\_Bill and Jean Lane Civic Scholars Program Proposal\_Feb2011.docx

Dear Members of Portola Valley's Town Council,

We would like to launch a new program, a proposal for which is attached. I will need to discuss this with Jean Lane, but only after your review and approval.

All the best,

Sharon

Sharon Driscoll  
Editor, *Stanford Lawyer* magazine  
Stanford Law School, room 132  
(650)723-3019  
[sdriscoll@law.stanford.edu](mailto:sdriscoll@law.stanford.edu)  
[www.stanfordlawyer.com](http://www.stanfordlawyer.com)

## **Portola Valley Teen Committee**

### **Proposal: Bill and Jean Lane Civic Involvement Program, Feb., 2011**

**By Sharon Driscoll, Chair**

#### **Note**

This program would replace the mentorship program that was launched last year for local high school students interested in work done by specific town committees (had one teen paired up with the Architectural Site Committee).

#### **Project Overview and Objectives**

One of the most important missions for the Teen Committee is to engage local youth in the town. The late Bill Lane and his wife Jean have been examples to us all of the importance of civic involvement in our community and the value of democracy at the local level. This program, named in their honor, would provide an opportunity for local high school teens (10-12 grade) to learn about the town's government, to experience firsthand the vital work of the town's committees and the importance of citizen input. This would also provide the Teen Committee with an ideal "path" for members and teen involvement. A certificate would be awarded upon completion, and names posted on the website.

#### **Requirements**

The aim is for high participation, so the bar for both involvement and management/oversight will be low. We want students to dip their toe into this thing called town government—to attend meetings, listen to what's going on, and perhaps ask a few questions if they are so inclined. That will take them to the first level of "Bill and Jean Lane Civic Scholar." To get to the next level, the onus will be on the student to identify and formulate an agreement with a teacher at his/her school and to research and write a paper on a mutually agreed topic related to civic involvement. The paper would then be approved by the student's school as "passing," and posted on the Teen Committee's website.

#### **To become a "scholar":**

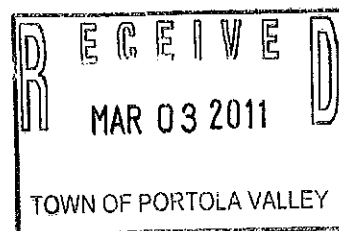
- Attend X number of Town Council meetings
- Attend X number of Teen Committee meetings
- Attend X number of town committees and/or events

#### **To become a "fellow":**

- Do all of the above
- Student enlist the oversight of a teacher at his/her school to review a paper written by the student (length tbd) on the subject



Peninsula Conflict Resolution Center  
 1660 So. Amphlett Blvd. #219 San Mateo, CA 94402  
 T 650.513.0330 F 650.513.0335  
 www.pcrweb.org



February 10, 2011

Dear City of Portola Valley:

The report enclosed gives statistics on the use of PCRC's mediation program by residents of Portola Valley through December of fiscal year 2010-2011. It reflects the full range of PCRC mediation services including: parent/teen and family mediation, neighbor disputes, consumer disputes, and much more.

**Portola Valley Highlights:**

- Adult siblings sought mediation to discuss ways to help an elderly parent facing mental health challenges.
- Neighbors contacted PCRC to resolve a dispute about a shared fence between their properties.

By contracting with PCRC you are subsidizing community mediation services available to your city (contracts give participants a 50% discount to our already modest fee). You are also providing valuable support to PCRC in all our work, making services such as facilitation for public and private meetings, training for youth and adults, civic engagement and violence prevention available to our community.

Having PCRC available to the City as a resource for your staff -- code enforcement, police, city attorney, planning, human resources, parks & recreation -- is a significant value to you and potential savings in city staff time. Using PCRC's non-adversarial approach to resolving problems helps make your community a safer and more peaceful place.

Please feel free to call me if you have any questions about this report or PCRC in general.

Many thanks,

Anne Bers  
 Manager of Mediation Programs

2010-2011

**Mediation Programs: Cases Opened and Calls Received**

PORTOLA VALLEY	Types of Conflict									Complex Cases	Inquiries	
	Landlord/Tenant	Neighbor/Neighbor	Consumer/Business	Workplace/Organizational	Inter-Organizational	Community	Family	Other	Total cases opened		Info and referral	Info and Assistance
Totals: Quarter 1	0	0	0	0	0	0	0	0	0	0	0	0
Totals: Quarter 2	0	1	0	0	0	0	1	0	2	1	0	0
Totals: Quarter 3	0	1	0	0	0	0	0	0	1	1	0	0
Totals: Quarter 4	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals to date</b>	0	2	0	0	0	0	1	0	3	2	0	0
<b>COUNTYWIDE</b>												
<b>Totals to date</b>	21	26	11	2	1	5	17	4	87	10	74	23

**Definition of Terms:**

- **Family** - Included in this conflict type are cases managed through PCRC specialized mediation programs for families: Parent/Teen, Juvenile Dependency, and Family Visitation Mediation Programs.
- **Complex cases** - Cases are designated as "Complex" when they involve multiple parties and/or require on-going service. Complex cases are included in the total.
- **Inquiries** - Calls to inquire about services but do not result in a case are included here. "Info and Referral" includes those calls that are referred to another resource or agency. "Info and Assistance" includes those calls that require more extensive assistance, such as research done on behalf of the caller or coaching.

2010-2011

## Mediation Programs: Disposition of Closed Cases

PORTOLA VALLEY	Case Outcomes										Mediation Agreements			Parties
	Mediation	Conciliation	One Party Assist	Case Cancelled	Declined	No Response	Not Appropriate	Mediation Cancelled	Did Not Appear	Total cases closed	Fully sustained	Partially sustained	Not sustained	# of participants
Totals: Quarter 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals: Quarter 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals: Quarter 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals: Quarter 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals to date</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COUNTYWIDE														
<b>Totals to date</b>	15	1	6	4	10	15	0	1	0	52	8	4	2	142

**Definition of Terms:**

**Mediation** - Parties have met face-to-face in the presence of mediators for at least one session.

**Conciliation** - PCRC worked with parties individually, but the parties did not meet face to face. The majority of the time these cases result in an agreement that resolves the situation.

**One Party Assist** - If mediation or conciliation did not occur, but assistance was provided to one of the parties.

**Sustained** - If an agreement is reached, PCRC contacts the parties at a later date to determine whether the agreement was fully, partially, or not sustained.

**Not Appropriate** - PCRC staff determines that mediation is not appropriate in this particular situation.



# MONTH END FINANCIAL REPORT

## FOR THE MONTH OF: February 2011

C	Bank of America	\$	1,430,498.93
A	Local Agency Inv't Fund (0.538%)	\$	6,395,309.75
S			
H	<b>Total Cash</b>	<b>\$</b>	<b>7,825,808.68</b>

F	05 General Fund	\$	2,421,146.92
U	10 Safety Tax	\$	145,883.01
N	15 Open Space	\$	2,964,878.97
D	20 Gas Tax	\$	54,329.80
S	25 Library Fund	\$	397,503.77
	30 Public Safety/COPS	\$	(1,606.01)
	40 Park in Lieu	\$	6,184.65
	45 Inclusion In Lieu	\$	157,851.89
	60 Measure A	\$	132,115.88
	65 Road Fees	\$	778,940.95
	75 Crescent M.D.	\$	68,186.61
	80 PVR M.D.	\$	13,199.77
	85 Wayside I M.D.	\$	5,685.61
	86 Wayside II M.D.	\$	(101,983.47)
	90 Woodside Highlands M.D.	\$	169,089.48
	95 Arrowhead Mdws M.D.	\$	(1,799.67)
	96 Customer Deposits	\$	616,200.52
	98 PVCF	\$	-
	<b>Total Fund Balance</b>	<b>\$</b>	<b>7,825,808.68</b>

A	Revenues for Month:	\$	792,448.50
C	LAIF Interest Deposit	\$	-
T	<b>Total Revenues for Month:</b>	<b>\$</b>	<b>792,448.50</b>
I			
V	Warrant List 2/9/11	\$	(111,978.22)
I	Warrant List 2/23/11	\$	(70,325.05)
T	Payroll for Month	\$	(124,560.86)
Y	<b>Total Expenses for Month:</b>	<b>\$</b>	<b>(306,864.13)</b>
	<b>Activity Balance</b>	<b>\$</b>	<b>485,584.37</b>

S	Beginning Cash Balance:	\$	7,326,861.98
U	Total Revenues	\$	792,448.50
M	Total Expenses	\$	(306,864.13)
M	JE's and Voids	\$	13,362.33
A			
R			
Y	<b>Ending Cash Balance</b>	<b>\$</b>	<b>7,825,808.68</b>

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

## Issued Building Permit Activity: February 2011

	Permits This Month	Permits FY 10-11 To Date	Total Valuation This Month	Total Valuation FY 10-11 To Date	Application Fees Collected This Month	Application Fees FY 10-11 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 10-11 To Date	Total Fees Collected FY 10-11	Total Fees Collected FY 09-10
New Residence	1	5	1,850,700	7,803,450	8,714.90	38,278.35	5,664.69	24,880.62	63,158.97	48,900.56
Commercial/Other	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Additions	0	10	0	2,284,087	0.00	18,669.05	0.00	10,905.75	29,574.80	22,043.67
Second Units	1	5	273,000	1,012,000	1,962.55	7,835.95	1,275.66	5,093.38	12,929.33	2,018.53
Remodels	5	29	1,312,000	3,118,907	8,945.95	26,391.68	5,814.88	17,153.94	43,545.62	19,898.02
Pools	1	8	34,500	675,900	492.25	6,347.95	319.96	4,451.67	10,799.62	3,556.58
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	0	2	0	7,000	0.00	180.50	0.00	72.31	252.81	0.00
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	2	7	0	0	200.00	700.00	0.00	0.00	700.00	200.00
Other	4	113	149,200	3,062,638	1,596.75	30,624.95	1,005.39	8,757.23	39,382.18	50,814.78
	14	179	3,619,400	17,963,982	21,912.40	129,028.43	14,080.58	71,314.90	200,343.33	147,432.14
Electrical	8	75	0	0	793.04	5,259.48	0.00	0.00	5,259.48	4,471.99
Plumbing	9	59	0	0	863.95	5,043.60	0.00	0.00	5,043.60	3,782.30
Mechanical	5	44	0	0	655.45	3,828.15	0.00	0.00	3,828.15	3,152.35
Total Permits	36	357	3,619,400	17,963,982	24,224.84	143,159.66	14,080.58	71,314.90	214,474.56	158,838.78



**TOWN OF PORTOLA VALLEY**  
***Trails and Paths Committee***  
**Tuesday, March 8, 2011 - 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

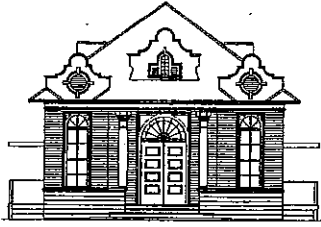
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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes – February 8, 2011
4. Financial Review
5. Old Business
  - a) Alpine Rd. / C1 Path - update
  - b) Eagle Scout Project - update
  - c) Shady Trail – update
  - d) Hitching rack – proposed placement
6. New Business
  - a) Trail Work - February
  - b) Field Trip – Blue Oaks Trails
  - c) Trail and Path Standards – reporting maintenance items
  - d) Westridge Trails and trail right of way
  - e) Trail assignments
7. Other Business
8. Adjournment

Enclosures:  
Minutes of February 8, 2011  
February Financial Review  
February Trail Work and Map

➔ **Reminder – Trails Committee now meets at 8:15 AM**



## TOWN OF PORTOLA VALLEY

### Meeting of the

### Emergency Preparedness Committee

Thursday, March 10, 2011 - 8:00 AM

EOC / Town Hall Conference Room

765 Portola Road, Portola Valley, CA 94028

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### AGENDA

1. Call to order
2. Oral communications
3. Review and approve minutes of February meeting (to be handed out at the meeting)
4. Review Goals for 2011
5. Review Training Matrix
6. Report from subcommittees
7. Discuss new subcommittees
8. Other Business
9. Adjourn promptly at 9AM



**TOWN OF PORTOLA VALLEY**  
***Cable & Undergrounding Committee***  
**Thursday, March 10, 2011 – 8:15 AM**  
**Historic School House**  
**765 Portola Road, Portola Valley, CA**

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## AGENDA

1. Call meeting to order
2. Minutes: Approval of January minutes
3. Communications from Members of the Public
4. Comcast:
  - a. Monthly outage report for Dec 22 – Jan 21
5. Old Business
  - a. Undergrounding
    - Next steps to progress the PG&E Rule 20A project
  - b. Wireless taskforce update
  - c. New member update
6. New Business
  - a. SAMCAT report
7. Adjournment:

Next meeting on May 12, 2011 at 8:15 am



Town of Portola Valley  
Cultural Arts Committee  
Thursday, March 10, 2011 – 1:00 PM  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

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## AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from February 10, 2011
4. Art In Action activities
5. Town Picnic
6. Music Series - Paige to discuss
7. Marketing pieces what need to create by when, banners, sandwich boards, town triangle
8. 150 year anniversary celebration
9. Quilt window hangings: Susan Thomas to discuss status
10. Virtual art community next steps
11. Tile Plaque: Susan Thomas update the group on plaque (material used, cost, wording diagram)
12. Adjournment

Enclosure: Minutes of February 10, 2011 Committee meeting



**TOWN OF PORTOLA VALLEY**  
**Teen Committee Meeting**  
**Sunday, March 13, 2011 - 4:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

**AGENDA**

1. Call to Order. Welcome.
2. Oral Communications
3. Approve minutes from November meeting
4. "Sharing the Bounty" project. Report on local stores' participation and the now agreed use of Corte Madera's garden during the summer.
5. Report on proposal for other social activities such as an outside "movie night, a "battle of the bands," and "class reunions"
  - a) The Community Events Committee was to be coordinating with us for a teen oriented movie night – set a date? There is money in the budget for a movie night. **Ned to hold a date and organize equipment asap.**
  - b) High School "class reunion" events?
6. A teen dance. CM dances: Dec. 10, March 11, and May 13. PVTC: **April 1 or 8.**
7. Report on donation of funds raised: \$100 to Bill Lane's Memorial Fund for Open Space and \$100 to San Bruno Fire Victim Relief Fund
8. Future projects:
  - a) Self defense instruction evening for local teens? Stanford's student group has offered to host this for us – could be on **April 1 or 8?**
  - b) Coordination of homeless feeding project (via Ruth Ann Wruckee)
  - c) Town Committee "Mentorship" project – Sharon to report on last year's progress and offer suggestions to make this easier and have broader reach
  - d) Other suggestions?
9. Adjourned



TOWN OF PORTOLA VALLEY  
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
 Monday, February 28, 2011  
 7:30 PM – Regular ASCC Meeting  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

ACTION

**7:30 PM - REGULAR AGENDA\***

1. Call to Order: 7:32 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr (**Breen absent. Also present: Tom Vlasic Town Planner; Carol Börck Planning Technician; Denise Gilbert Planning Commission Liaison; John Richards Town Council Liaison**)
3. Oral Communications: None.

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 New Residence and Site Development Permit X9H-624, 9 Redberry Ridge (Lot 10 Blue Oaks Subdivision), Srinivasan **Project approved subject to Planning Commission approval of SDP and conditions to be met to the satisfaction of staff and a designated ASCC member prior to building permit issuance.**
  - b. Continued Review – Conditional Use Permit (CUP) X7D-170, Installation of a Wireless Communication Antenna Facility, Golden Oak Drive at Peak Lane, T-Mobile West Corporation **Antenna style and landscaping plan approved as submitted subject to development of management agreement with the Town.**
  - c. Architectural Review for Residential Additions and Remodeling Permit, 255 Golden Oak Drive, Geenen *Continued to March 14, 2011 meeting date* **Continued to 3/14/11.**
5. New Business:
  - a. Architectural Review for Guest House/Accessory Structure, Swimming Pool, and Sports Court and Site Development Permit X9H-625, 55 Golden Oak, Rizvi **Project approved subject to SDP review/approval and conditions to be met to the satisfaction of staff and a designated ASCC member prior to building permit issuance.**
6. Approval of Minutes: February 15, 2011 **Approved as submitted.**
7. Adjournment 9:19 p.m.

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\*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.

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**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.

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#### **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).

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

Date: February 25, 2011

CheyAnne Brown  
Planning & Building Assistant

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## TOWN COUNCIL WEEKLY DIGEST

Friday – March 11, 2011

- 
- ☐ 1. Letter to Steven Turner from George Mader regarding Submittal for March 9, 2011 Public Meeting on the SUMC Project Final EIR – March 9, 2011
  - ☐ 2. Flyer sent to all Town Residents inviting them to attend the Firewise Workshop: "How to Identify Fire Hazards Around Your Property" on Friday, March 25, 2011
  - ☐ 3. Cancellation of Planning Commission Meeting scheduled for Wednesday, March 16, 2011
  - ☐ 4. Agenda – ASCC Meeting – Monday, March 14, 2011

### Attached Separates (Council Only)

- ☐ 1. Invitation to the Mayor and Members of the Town Council to attend Little League Opening Day Ceremonies on Saturday, March 19, 2011
- ☐ 2. Invitation to attend the PPLC's First San Mateo County Children & Youth Summit on Saturday, April 2, 2011
- ☐ 3. Invitation to participate in the 2011 Northern California MegaRegion Summit on Friday, April 15, 2011
- ☐ 4. Invitation to submit your name for nomination to the League of California Cities Board of Directors by Friday, May 13, 2011
- ☐ 5. Invitation to attend 2011 Legislative Action days & Advanced Leadership Workshop – Wednesday, May 18 – Friday, May 20, 2011
- ☐ 6. Invitation to Midpeninsula Regional Open Space District's Spring Social on Tuesday, April 19, 2011
- ☐ 7. League of California Cities "Western City" – March, 2011
- ☐ 8. "The Sequoian" – March, 2011
- ☐ 9. "Labor" – March, 2011



## Town of Portola Valley

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

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March 9, 2011

Mr. Steven Turner  
Advance Planning Manager  
City of Palo Alto  
250 Hamilton Avenue  
Palo Alto, CA 94301

Subject: Submittal for March 9, 2011 Public Meeting on the SUMC Project Final EIR

Dear Mr. Turner:

Portola Valley submitted comments on the SUMC project by a letter dated 7/21/10. Our comments related primarily to concerns about traffic. We have read the responses to comments provided by the city. We can only hope that the trust Palo Alto is putting in TDM, the GO Pass system, adaptive traffic signals and pedestrian and bicycle improvements will go a long way in solving the problem of adding 2,242 employees to the Stanford University Medical Center.

In our letter to Palo Alto of 7/21/10, Portola Valley noted the extreme traffic congestion on Alpine Road, particularly in the afternoon, in the one-mile stretch from the Junipero Serra Blvd./Santa Cruz Ave. intersection to IS 280. At times in the afternoon, traffic backs up on this entire one-mile distance causing delays and frustration to Portola Valley residents as well as many others. Table 3.4-21 in the Draft EIR notes an "Impact" on Alpine Road in 2025 with the SUMC project. Also, we have read the response to San Mateo County's comments where in item 5.1, Palo Alto states that the traffic on this leg will decrease by "about 375 vehicle trips per day." This would indeed be a welcome change. We do not, however, see verification of this provision in the Mitigation Monitoring Program. We therefore request that verification of the success of this mitigation be included in the MMP and that Portola Valley be informed of the results of this monitoring as the project is implemented.

We would look forward to a response to this letter.

Sincerely,

George G. Mader, FAICP  
Town Planning Consultant

Cc. Town Council  
Angela Howard, Town Manager  
Tom Vlasic, Town Planner

**THE TOWN OF PORTOLA VALLEY CORDIALLY  
INVITES YOU TO ATTEND:**

**Friday, March 25<sup>th</sup>, 9:00 a.m. – 5:00 p.m.**

**Firewise Workshop: How to Identify Fire Hazards  
Around Your Property**

The Towns of Woodside and Portola Valley, in tandem with the Woodside Fire Protection District, are offering this free one-day workshop aimed at teaching you how to identify and correct potential fire hazards on your property. Classroom training is combined with in-field inspections of local residences. Refreshments and lunch provided. The workshop is open to the first 50 residents of the Woodside Fire Protection District who reserve a space. Call the fire district at (650) 851-1594 to sign up today. This is the third offering of this workshop and past participants have given it high marks. Join us!

**The event will be held in Independence Hall at 2955  
Woodside Road.**

**Questions? Call (851-6790) or e-mail Angela  
Howard, the Town Manager, at  
ahoward@portolavalley.net**





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Planning Commission  
**FROM:** Carol Borck, Planning Technician  
**DATE:** March 11, 2011  
**RE:** Cancellation of Planning Commission Meeting

The Regular Meeting of the Planning Commission scheduled for Wednesday, March 16, 2011 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, April 6, 2011 at 7:30 p.m.

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

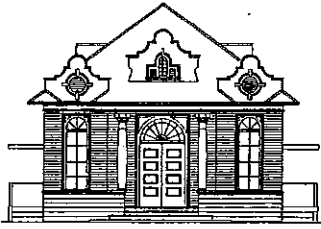
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This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: March 11, 2011

Carol Borck  
Planning Technician

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**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, March 14, 2011  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

**7:30 PM - REGULAR 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. Architectural Review for Residential Additions and Remodeling, 255 Golden Oak Drive, Geenen *Continued to March 28<sup>th</sup> Meeting*
5. New Business:
  - a. Architectural Review for House Additions, with Attached Guest Unit, 55 Adair Lane, Rayfield
6. Approval of Minutes: February 28, 2011
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.

**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.

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Architectural & Site Control Commission  
March 14, 2011 Agenda  
Page Two

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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**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).

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

Date: March 11, 2011

CheyAnne Brown  
Planning & Building Assistant

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## **TOWN COUNCIL WEEKLY DIGEST**

Friday – March 18, 2011

- 
- ☐ 1. Letter to John Paul Hanna from Margaret Sloan regarding Appeal from Planning Commission Action on January 19, 2011 – March 15, 2011
  - ☐ 2. Memorandum to Mayor and Town Council from Janet McDougall regarding San Mateo County Chamber of Commerce Diversity Awards – March 18, 2011
  - ☐ 3. Letter to Gary Fitzer from Joseph Loyer congratulating the Town on its approval of a stringent energy efficiency ordinance – January 20, 2011
  - ☐ 4. Agenda – Special Sustainability Committee Meeting – Monday, March 21, 2011
  - ☐ 5. Agenda – Parks & Recreation Committee Meeting – Monday, March 21, 2011
  - ☐ 6. Agenda – Conservation Committee Meeting – Tuesday, March 22, 2011
  - ☐ 7. Action Agenda – ASCC Meeting – Monday, March 14, 2011

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

- ☐ 1. Invitation to attend the Annual Community Heroes Luncheon on April 15, 2011
- ☐ 2. Invitation to attend the San Mateo County Council of Cities Dinner/Meeting on Friday, March 25, 2011
- ☐ 3. Invitation to attend the SLAC Public Lecture “Life Redefined – Microbes Built with Arsenic” on Tuesday, March 22, 2011

## JORGENSEN, SIEGEL, MCCLURE &amp; FLEGEL, LLP

WILLIAM L. MCCLURE  
 JOHN L. FLEGEL  
 MARGARET A. SLOAN  
 DAN K. SIEGEL  
 DIANE S. GREENBERG  
 JENNIFER H. FRIEDMAN  
 MINDIE S. ROMANOWSKY  
 DAVID L. ACH  
 LEIGH F. PRINCE

NICOLAS A. FLEGEL  
 KRISTINA B. ANDERSON  
 ZOE E. HUNTON

ATTORNEYS AT LAW  
 1100 ALMA STREET, SUITE 210  
 MENLO PARK, CALIFORNIA 94025-3392  
 (650) 324-9300  
 FACSIMILE (650) 324-0227  
 www.jsmf.com

RETIRED  
 JOHN D. JORGENSEN  
 JOHN R. COSGROVE  
 MARVIN S. SIEGEL

March 15, 2011

John Paul Hanna  
 5225 University Avenue, Suite 600  
 Palo Alto, CA 94301-1921

Re: Appeal from Planning Commission Action on January 19, 2011  
 Conditional Use Permit X7D-169 Spring Ridge, LLC (Neely/Myers)  
 555 Portola Road – Assessor's Parcel No. 076340-110

Dear John:


Your client, Spring Ridge, LLC ("Applicant") appealed the Planning Commission decision noted above on February 18, 2011, and the appeal is now scheduled (with your client's agreement) for a hearing at the Town Council on April 27, 2011.

You have told me that your client may withdraw the appeal and revise the application, either by revising it as a whole or revising it in two parts – one revision related to some of the proposed buildings and another revision (submitted at some later date) related to other proposed buildings.

Section 18.72.050 of the Portola Valley Municipal Code states that "[f]ollowing the denial or revocation of a conditional use permit, no application for a conditional use permit for the same or substantially the same conditional use on the same or substantially the same site shall be filed within one year from the date of denial or revocation of such conditional permit." However, the Town Planner and I have determined that this Section of the Code will not prevent the Applicant from revising its application if it withdraws its appeal. In fact, we encourage the Applicant to withdraw the appeal (or part of the appeal), reconsider issues raised at the staff and Commission level and have environmental analysis completed on all proposals. Such revisions – resubmitted in one or two parts – will not be considered new applications by the Town, but, instead, will be considered revisions to the original application submitted in 2009.

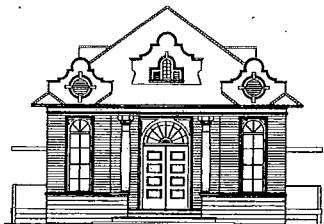
Please give me or Tom Vlasic a call if you have any further questions.

Sincerely,

  
 Margaret A. Sloan

cc: Town Manager  
 Town Planner  
 Mayor and Councilmembers





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

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

**DATE:** March 18, 2011

**RE:** San Mateo County Chamber of Commerce Diversity Awards

As you know, staff has done some outreach within the community to identify an appropriate recipient of the Mayor's Diversity Award for this year.

Staff has contacted the Portola Valley School District to see if they have a recommendation. Tim Hanretty has advised that the District would like to nominate Nicole Miller to be the recipient of this year's award.

Ms. Miller is a parent volunteer who has provided a high level of support to the students who live in East Palo Alto (primarily Hispanics and African-American) and attend Ormondale and Corte Madera Schools. This includes providing a breakfast meal each morning at school after their long bus ride from East Palo Alto, support to parents who require transportation to and from school events, and coordination of after school programs (i.e. Brownies) so that these students are able to participate with their fellow students.

Ms. Miller's contributions more than meet the criteria set forth for recipients of the award, and staff recommends Nicole Miller be named as the Mayor's Diversity Award honoree this year.

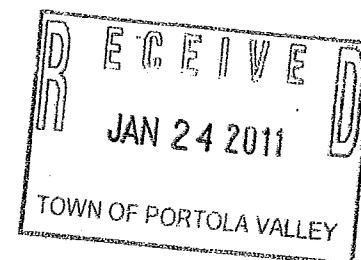
## CALIFORNIA ENERGY COMMISSION

1516 NINTH STREET  
SACRAMENTO, CA 95814-5512  
www.energy.ca.gov



January 20, 2011

Mr. Gary Fitzer  
Deputy Building Official/Building Inspector  
Town of Portola Valley  
765 Portola Road  
Portola Valley, Ca. 94028



Dear Mr. Fitzer:

The California Energy Commission congratulates the Town of Portola Valley on the approval of the local ordinance requiring energy efficiency more stringent than the 2008 *Building Energy Efficiency Standards* (Title 24, Part 6). Under Title 24, Part 1 Section 10-106, local governments are allowed to apply to the Energy Commission for approval of proposed standards that will save more energy than the current statewide standards. The Town of Portola Valley has complied with all requirements under Section 10-106 and has shown exemplary commitment to energy efficiency through the adoption of these standards. At the Business Meeting on December 29, 2010, the Town of Portola Valley local ordinance was approved before the full Energy Commission.

The Town of Portola Valley ordinance is a significant contribution in the continuing efforts of local governments to reduce overall energy use, curb the use of energy during peak periods, and improve the environment by lowering greenhouse gas emissions, water use and improving other environmental impacts. These issues impact all Californians and we are pleased that your efforts are in the forefront. The Energy Commission commends the Town of Portola Valley for seeking to achieve energy savings exceeding those of the 2008 *Building Energy Efficiency Standards* of the California Building Code.

Sincerely,

Joseph M. Loyer  
Associate Mechanical Engineer  
High Performance Buildings and  
Standards Development Office

CC: Thomas C. Vlasic, Vice President, Spangle Associates



TOWN OF PORTOLA VALLEY  
*Special Sustainability Committee Meeting*  
Monday, March 21, 2011 – 4:00 PM  
Town Hall, Conference Room  
765 Portola Road, Portola Valley, CA 94028

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## AGENDA

1. Call To Order
2. Oral Communications
3. Approval of Minutes from February 7, 2011
4. Appointment of New Member to Committee
5. Introduction of Sustainability Interns
6. Update on Programs
  - a. Energy Upgrade California in Portola Valley
    - a) Letter of Interest – Home Performance Companies
    - b) Grant Update
  - b. Acterra Green@Home High Energy Home – Debbie Mytels
7. Presentation on High Energy Home Software – Steve Schmidt
8. Discussion on Possible Evening Kick-Off Event – Debbie Mytels
9. Discussion on Subcommittee Work & Energy Upgrade Portola Valley Project Plan
  - a. Smart Strip Guide & Display
  - b. Did You Consider Flyer
  - c. Pilot Program
10. Next Steps, Next Meeting Date & Reminders
  - a. **Proposed date for next meeting: April 11, 2011** (before Earth Day Fair)
11. Announcements
12. Adjournment by 6:00 p.m.



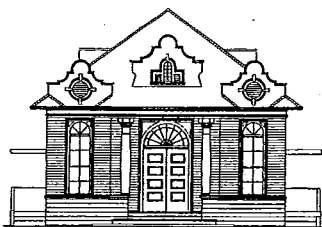
**Town of Portola Valley**  
**Parks & Recreation Committee Meeting**  
**Monday, March 21, 2011 – 7:30 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications (*5 minutes*)  
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: February 17, 2011 (*5 minutes*)
4. Reports from Staff and Council (*5 minutes*)
5. Budget for 2011-2012 Parks and Recreation Committee (*15 minutes*)
6. Review of Ford Field Design/Construction Drawings (*30 minutes*)
7. Review of Ordinance Prohibiting Commercial Use of Town Parks & Recreation Areas (*15 minutes*)
8. Zots to Tots Planning (*15 minutes*)
9. Adjournment

Next meeting: April 18, 2011



**TOWN OF PORTOLA VALLEY**  
**Conservation Committee**  
**Tuesday, March 22, 2011 - 8:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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## **AGENDA**

1. **Call to Order**
2. **Oral Communications**
3. **Approval of Minutes – February 22, 2011**
4. **Old Business**
  - A. Update from website subcommittee
    - Link photos
    - ASCC/town docs
    - Better website presence for plants lists
  - B. Update Town Open Space parcel management/owners
  - C. Tip of the month
  - D. Broom pull review
    - How to increase volunteer participation
  - E. Weeding checklist / Heiple
  - F. Clearing requirement subcommittee
    - Balancing need for fire clearing with need for habitat protection
  - G. Portola Road view shed
    - Mid Penn permission
  - H. Town panel event / habitat protection vs. fire clearance
5. **New Business**
  - A. Educational activities
    - Mountain lion sightings what to do/what not to do
    - Earth Day preparation help
  - B. CA Invasive Plant Council/Mapping activities
  - C. Site permits
  - D. Tree permits
6. **Announcements**
7. **Adjournment**



TOWN OF PORTOLA VALLEY  
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
 Monday, March 14, 2011  
 7:30 PM – Regular ASCC Meeting  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

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ACTION

**7:30 PM - REGULAR AGENDA\***

1. Call to Order: 7:32 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr (**Aalfs, Breen absent. Also present: Tom Vlasic Town Planner; John Richards Town Council Liaison**)
3. Oral Communications: **None.**

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. Architectural Review for Residential Additions and Remodeling, 255 Golden Oak Drive, Geenen *Continued to March 28<sup>th</sup> Meeting* **Continued to 3/28/11 meeting.**
5. New Business:
  - a. Architectural Review for House Additions, with Attached Guest Unit, 55 Adair Lane, Rayfield **Project approved subject to conditions to be met to the satisfaction of Planning staff prior to building permit issuance.**
6. Approval of Minutes: February 28, 2011 **Approved as corrected.**
7. Adjournment **8:00 p.m.**

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\*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.

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**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.

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**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).

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

Date: March 11, 2011

CheyAnne Brown  
Planning & Building Assistant

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