

TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting
 Wednesday, April 13, 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.

- (1) **PRESENTATION** on the Occasion of the Retirement of Woodside Fire Chief, Armando Muela

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.

- (2) **Approval of Minutes** – Regular Town Council Meeting of March 23, 2011
- (3) **Approval of Warrant List** – April 13, 2011
- (4) **Recommendation by Town Manager** – Support of West Nile Virus / Mosquito and Vector Control Awareness Week
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Declaring April 24 through April 30, 2011 Mosquito and Vector Control and West Nile Virus Awareness Week (Resolution No. __)
- (5) **Recommendation by Town Attorney** – Adoption of Ordinance Relating to Informal Bidding and the Town of Portola Valley
- (a) Second Reading of Title, Waive Further Reading, and Adopt 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. __)

REGULAR AGENDA

- (6) **Discussion and Council Action** – Report from the Ad-Hoc Spring Down Master Plan Committee - Recommended uses of Town Owned Property
- (7) **Recommendation by Public Works Director** – Calling for Bids for the Alpine Road C-1 Trail Project, also known as the Alpine Road Paved Path
- (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 Portola Valley Alpine Road Paved Path Project No. 2008-PW02 (Resolution No. __)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Recommendation by the Finance Committee** – Town Staff Employees Pay a Percentage of Dependant Health Care Costs and Reduction of “Special Traffic Patrols”
- (9) **Appointment of Subcommittee** – Discuss Spring Ridge LLC Conditional Use Permit Application with the Applicant
- (10) **Appointment by Mayor** – Request for Appointment of Member to the Sustainability Committee
- (11) **Appointment by Mayor** – Request for Appointment of Member to the Teen Committee
- (12) **Reports from Commission and Committee Liaisons**
There are no written materials for this item.

WRITTEN COMMUNICATIONS

(13) **Town Council Weekly Digest** – March 25, 2011

(14) **Town Council Weekly Digest** – April 1, 2011

(15) **Town Council Weekly Digest** – April 8, 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).

**PROCLAMATION OF THE MAYOR
HONORING CHIEF ARMANDO MUELA
OF THE WOODSIDE FIRE PROTECTION DISTRICT
ON THE OCCASION OF HIS RETIREMENT**

WHEREAS, Armando Muela has dedicated thirty-three years to serving the public through emergency medical response and fire service within the greater San Francisco Bay Area; and

WHEREAS, in 2006 the Woodside Fire Protection District Board showed great wisdom in selecting him to fill the role of Fire Chief for the District; and

WHEREAS, Chief Muela's extensive knowledge and strong leadership capabilities have helped guide the efforts of the Citizens Emergency Response & Preparedness Program (CERPP), aiding in overall disaster preparedness for our region, and residents of the Portola Valley and Woodside communities have received exceptional fire suppression and emergency medical response under his direction; and

WHEREAS, Chief Muela is highly respected as a consummate professional, not only by the communities he serves, but also by his peers in public safety service throughout our region; and

WHEREAS, Chief Muela has repeatedly shown a deep understanding of the unique ethos of Portola Valley and has provided politically astute and committed leadership in his role in protecting the public's safety, while maintaining a friendly, yet well-respected presence within the community; and

WHEREAS, as he concludes a distinguished career in service to the people of the Portola Valley and Woodside communities, it is fitting that we wish him well as he makes time to enjoy other pursuits, friends, and family, and;

WHEREAS, it is our hope that with rest and more leisure time, Chief Muela will be prepared to set a new record this year as he gathers with his loved ones to carry out the mass production of tamales at the holidays, a treasured Muela family tradition.

NOW, THEREFORE, I, Ted Driscoll, Mayor of the Town of Portola Valley, on behalf of the Council, staff, volunteers and residents of the Town of Portola Valley, convey our heartiest thanks and congratulations to Chief Muela on his retirement.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Portola Valley to be affixed hereto this 13th day of April, 2011.

By: Ted Driscoll
Ted Driscoll, Mayor

TOWN COUNCIL MEETING NO. 810, MARCH 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 John Richards, Steve Toben and Ann Wengert; Vice Mayor Maryann Derwin and Mayor Ted Driscoll

Absent: None

Others: Angela Howard, Town Manager
Janet McDougall, Assistant Town Manager
Sharon Hanlon, Town Clerk
Leigh Prince, Town Attorney Representative

ORAL COMMUNICATIONS [7:31 p.m.]

Ms. Howard asked that an urgency item be added to the agenda for Closed Session Real Estate Negotiations, GC Section 54956.8, involving 900 Portola Road. Councilmember Richards moved to add the item to the agenda as Item 12. Seconded by Vice Mayor Derwin, the motion passed 5-0.

CONSENT AGENDA [7:31 p.m.]

- (1) Approval of Minutes of Town Council Meeting of February 23, 2011 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List of March 9, 2011 in the amount of \$322,610.26
- (3) Ratification of Warrant List of March 23, 2011 in the amount of \$122,535.79

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

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

No: None

REGULAR AGENDA [7:35 p.m.]

- (1) Approval of Minutes of Town Council Meeting of February 23, 2011

Councilmember Toben moved to approve minutes of Town Council Meeting of February 23, 2011 as amended. Seconded by Councilmember Wengert, the motion passed 4-0-1 (Richards abstaining).

- (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. __)

Ms. Prince briefly explained each of the three elements that the proposed changes would affect.

When Portola Valley adopted its informal bidding policy (Chapter 2.38), she said, it set a maximum of \$75,000, but the State has since authorized higher limits, up to \$125,000. The revised ordinance raises the Town limit to correspond to the current State limit, and inserts language that will enable the Town to periodically ratchet up the limit automatically without having to amend the ordinance.

The proposed revisions also repeal Chapter 3.24, which Ms. Prince explained has become unnecessary since so many Federal and State laws and regulations address the issue of quality and non-discrimination in contracts and employment.

Chapter 3.20, which involves the purchasing system, embraces supplies rather than the services covered by the informal bidding code. State law requires municipalities to have policies covering such purposes, and Portola Valley's policy dates back to 1954, Ms. Prince said. Accordingly, the proposed amendment will bring the code up to date with current practices and procedures.

In response to Councilmember Richards, she explained the difference between formal and informal bidding. In formal bidding, which usually involves capital expenditure projects, the Town goes through the full process of putting out invitations to bid to a list of contractors, defining conditions and establishing deadlines, etc.

Councilmember Richards moved to approve the Introduction and First Reading of Title to amend Chapter 2.38 [Informal Bidding] of Title 2 [Administration and Personnel], repeal Chapter 3.24 [Quality and Non-Discrimination in City Contracts and Employment] and amend Chapter 3.20 [Purchasing System] of Title 3 [Revenue and Finance] of the Portola Valley Municipal Code (Ordinance No. ____). Seconded by Councilmember Toben, the motion passed 5-0.

Ms. Howard noted that staff will be bringing further outdated portions of the Portola Valley Municipal Code to the Town Council for its consideration.

[Note: The second reading of the proposed changes is scheduled for the Town Council meeting of April 13, 2011.]

- (6) Recommendation by Assistant Town Manager – Introduction of Ordinance Relating to Commercial Use of Town Parks and Recreation Areas [7:39 p.m.]
 - (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 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. ____)

Ms. McDougall said that this issue came up as a result of concerns expressed by the Parks and Recreation Committee and some staff members about use of tennis and all-sports courts for fee-based organized play and sports clinics without ensuring necessary insurance coverage and without Town sanctions. Some committee members thought these activities undermine efforts to get the Town's tennis program underway, and create inequities in that the tennis pro the Town has engaged must maintain insurance and turn over a portion of the registration fees collected to the Town.

This proposed ordinance language has been drafted to address this situation, making it unlawful to undertake commercial activity in the in the Town's parks, open space lands and recreation areas without a written agreement or permit from the Town.

Ms. McDougall indicated that there had been questions raised about whether there would be exceptions for occasional one-on-one personal training, dog training, yoga instruction, coaching in tennis, pitching and so forth, which led to discussions about whether the regulations should be based on intensity, frequency, regularity and other such factors.

Vice Mayor Derwin asked whether one tennis instructor teaching one student on a court would require a Town sanction. According to the current draft, Ms. McDougall said, the answer is “yes,” provided it is paid instruction. She confirmed that this would differ from past practices.

In response to Councilmember Richards’ inquiry about when insurance becomes an issue, Ms. Prince said that she believes insurance questions come into play regardless of whether one or two people are involved or a group of people. Ms. Howard said that her concern stemmed from the lack of parity between the Town-sanctioned lessons taking place on one court and the commercial competitors on a neighboring court.

In terms of determining the need for further regulation, Councilmember Wengert asked whether there have been any citizen complaints about lack of access to facilities due to these activities. Ms. McDougall said she was not aware of any complaints of that nature, but that the issues are more a matter of parity, liability and the need for funds for maintenance.

Councilmember Toben suggested that periodic one-on-one activities probably would fall below the level of discretionary enforcement. The intensity-frequency-regularity triggers and enforcement intervention would come into play, on the other hand, if a coach met weekly with 10 students and monopolized half the courts.

Mayor Driscoll pointed out an additional dimension, describing a scenario in which two instructors are teaching tennis to 10 students each, with one class consisting entirely of out-of-town students. He said that might be another case in which it might be worthwhile to draw a distinction, because the idea is to maintain the facilities primarily for the benefit of Portola Valley residents.

Nate McKitterick, Wayside Road, said that a similar issue came up a couple of years ago when the Town Center was new and staff was asked to enforce a policy of noncommercial use. He said that the ordinance as currently drafted seems overly broad, in that it could apply to a nanny or an elder companion as well as a coach or trainer, and that more precision would be helpful to Town staff as well as residents about what would – and would not – be permissible. He said that it is appropriate to apply the Town’s 50% rule from the General Plan (specifying that in commercial activities at least 50% of the participant/beneficiaries are Town residents).

Mr. McKitterick, Portola Valley Planning Commission chair and an attorney specializing in insurance and indemnification also commented on the liability issue. He did not address the issue of the Town’s tennis pro, but said that if someone is using Town facilities for the intended purpose of those facilities – such as playing basketball on the basketball courts – it may not be appropriate to require specific, additional insurance because the activity poses no additional risk to the Town. He said that he does not believe that San Francisco, Woodside, Los Altos, Los Altos Hills and other communities have such requirements.

Councilmember Toben posed a hypothetical situation of a college student approaching some youth playing basketball, sets up some drills for them and a child gets hurt, suing the student and the Town as an additional named defendant. While the activity is within the intended use of the facility (basketball), he said there is still a credible claim of negligence on the part of the coach and, by inference, the Town is aware of the activity. Councilmember Toben asked whether these circumstances wouldn’t necessitate additional liability coverage.

Ms. Prince said that she is concerned about the added risk to the Town if it is not named an additional insured. Ms. Howard said that another important point is the fact that Portola Valley is self-insured via the ABAG Plan, which is proactive in the risk-management arena and imposes certain requirements on entities in the pool. Ms. Prince said that she did not check with ABAG for model ordinance language, but did look at ordinances in other communities, such as Menlo Park and Palo Alto. She also said she has reviewed some of the actions other places are taking to address the somewhat related issue of boot camps.

Mayor Driscoll said that he sees two philosophical approaches. In one instance, he said, it could be a sweeping, minimally enforced ordinance that gives the Town substantial power over a broad range of facilities – parks, open space lands and recreational areas owned by the Town. On the other hand, he said, the approach could be to start off with a more defined ordinance that targets a specific, clearly identified problem and modify it as circumstances change. In other words, he said, the starting point might be a tennis court ordinance that later broadens to include fields, and so on down the line. In summary, he said that the problem is much more complicated than the proposed ordinance addresses.

Councilmember Wengert agreed with the latter approach, adding that it might be appropriate for the initial ordinance to be limited to the use of the tennis and sport courts, with the parameters of intensity, frequency of use and resident-to-nonresident standard. She noted, too, that fields have been highly regulated for a long time, with very clear policies and rules in place. Ms. McDougall, in response to a question from Mayor Driscoll, said that to conduct a soccer clinic, for example, a person has to pay a user fee, etc., but that presently no fee would apply to the pitching coach who comes in for a single session with a few children. In response to a question about dog trainers' use of the fields, Ms. McDougall indicated that policy prohibits dogs, but the performance lawn may be an exception, because dog-walkers do often use it.

Mayor Driscoll indicated that perhaps a distinction should be drawn between playing fields and park-like expanses of grass, and suggested that Councilmember Wengert's idea might extend to the playing fields as well as the tennis and sports courts. Mayor Driscoll also said that it is not clear to him whether certain activities are preventing others from using the facilities.

Councilmember Toben, assessing various ways in which the Town might incur liability, described another scenario, that of a trainer conducting a circuit-training class that includes calisthenics on the performance lawn, jumps on the inner side of the retaining wall and jogging through Redwood Grove. If someone breaks an ankle while jumping or trips over a root while jogging in the course of that activity, he is concerned about liability if the activity is not regulated. He said that it makes sense to him to cover as many scenarios as possible from the start.

Mayor Driscoll said that he is not inclined to craft an ordinance that requires figuring all of the possible scenarios. Councilmember Toben said he takes the opposite point of view, beginning with something that is more over-arching with enforcement based on judgment and discretion.

Mr. McKetterick said that he is not sure that the field ordinance authorizes the Town to issue citations to people who offer sports classes. Because that has been identified as an issue at least as regards the soccer fields, he said that it would be appropriate to include the fields in the ordinance under discussion. Councilmember Richards and Vice Mayor Derwin said that they agree. Councilmember Richards also said that it is unclear what to target as far as insurance issues go, whether it includes property damage or just personal injury, and whether the insurance issues extend beyond commercial uses.

Mayor Driscoll asked Ms. McDougall to go back and try to incorporate some of the ideas presented, and come back for further discussion. Ms. McDougall said that perhaps the best approach for now would be to aim to regulate only activities that have the potential to make the facilities unavailable to other users. That would exclude one-on-one circuit training, but it would include the tennis and sports courts as well as the performance lawn. Councilmember Wengert reiterated that the ordinance should incorporate the intensity and frequency of use and the resident-nonresident parameters. Mayor Driscoll said that he wanted to avoid regulating the activities of individual residents in their private transactions with individual instructors. He also suggested looking to the ABAG organization for model ordinances.

[Note: With a revised draft to consider, this item is scheduled for the agenda of Town Council meeting on April 13, 2011.]

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [8:10 p.m.]

- (6) Discussion and Council Action – Proposed Amendment to Town’s Personnel Policy and Procedures regarding Use of the Community Hall by Town Staff

Ms. Howard said that this proposal is an example of the effort to update policies. The Town adopted a policy enabling full-time staff members to rent the Town’s old Multi Use Room (MUR) at a discounted rate 18 years ago. The current rate for residents to rent Community Hall at the Town Center is \$1,800 plus a refundable \$1,000 cleaning deposit. She said that the discounted facility is a nice perk, but the initial rate is no longer reasonable. She recommended raising the staff fee from the \$200 established in 1993 (with a \$150 cleaning deposit), to either \$550 (which is still less than 30% of what residents pay) or to one-half of the current rate (\$900). She also said that eliminating the policy entirely is another option, but one that she does not favor.

Councilmember Richards said that the lower rate makes sense to him. Councilmember Wengert agreed, suggesting an even \$500 (rather than \$550).

Vice Mayor Derwin said that she had considered suggesting extending the discount to members of the Town Council also, but decided that limiting it to full-time staff seems logical because otherwise it might prove difficult to draw the line.

Councilmember Wengert moved to modify the Portola Valley Personnel Policy and Procedures to establish a rental fee of \$500 for Community Hall rental by salaried, full-time staff. Seconded by Councilmember Richards, the motion passed 5-0.

- (7) Reports from Commission and Committee Liaisons [8:15 p.m.]

- (a) Planning Commission

Councilmember Toben reported that at its March 2, 2011 meeting the Planning Commission approved a request for modification to Town's Geologic and Movement Potential Maps for property at 141 Santa Maria Avenue in the Woodside Highlands, and a site-development permit for 9 Redberry Ridge in Blue Oaks.

- (b) Emergency Preparedness Committee

The Emergency Preparedness Committee met on March 10, 2011, and Councilmember Toben said that the Committee reviewed its goals for the year, and Vice Chair Craig Taylor described the training metrics that he has put together. After the meeting, Councilmember Toben checked in with Ms. Howard because some of her 2011 performance goals also relate to emergency preparedness. He also said that a Fifth Wednesday training program is scheduled for June 29, 2011, and a friend from Marin County – who has been involved in some extraordinary programs in wildfire evacuation in Mill Valley – will take part.

- (c) Parks and Recreation Committee

Councilmember Toben indicated that at the Parks and Recreation Committee meeting on March 21, 2011 members focused on the Ford Field renovation, discussed the proposed ordinance regulating commercial activity at Town parks and recreation areas, and listened to a resident who expressed interested in establishing and funding a skate park in Town.

- (d) Committee and Commission Orientation

Councilmember Wengert indicated that she attended the Annual Committee and Commission Orientation meeting on February 28, 2011, as did Vice Mayor Derwin, Ms. Howard and others. She said that it was a well-attended meeting, with approximately 20 individuals taking part, including several new members of

the Trails and Paths Committee. Councilmember Wengert said that it's good to hold this annual meeting, and Ms. Hanlon did a great job of providing information and explaining policies and procedures. Vice Mayor Derwin said that, in the future, everything possible should be done to ensure that all new committee members and committee chairs take part in this event.

(e) Architectural and Site Control Commission (ASCC) resume

Councilmember Richards reported on the ASCC meetings of February 28, 2001, and March 14, 2011. At the former, he said the ASCC reviewed the T-Mobile landscaping plan, continued review of the site development permit application for a new residence at 9 Redberry Ridge in the Blue Oaks Subdivision, a proposal for a new guest house at the 255 Golden Oak Drive property, and also discussed a proposal for an accessory structure, swimming pool and sports court at 55 Golden Oak. During its March 14 meeting, the group continued discussion of the T-Mobile plans, and discussed a remodeling permit application.

(f) Cable & Utilities Undergrounding Committee

Councilmember Richards said that the Cable and Undergrounding Committee, meeting on March 10, 2011, is now up to its full membership again. The group continued its discussion on the PG&E Rule 20A project.

(g) Cultural Arts Committee

Councilmember Richards, noting that Ms. Howard also attended the March 10, 2011 meeting of the Cultural Arts Committee, said that, among other things, the Committee discussed blending Blues & BBQ with the Portola Valley School District's anniversary celebration.

(h) Conservation Committee

At its March 22, 2011 meeting, Councilmember Richards reported, the Conservation Committee, with Marianne Plunder now as chair, asked about the status of the Conservation Element of the Town's General Plan. He said that resident Majda Jones, from Portola Valley Ranch, brought up the subject of mitigating to minimize fire risk without overly zealous clearing, and that resident Derry Kabcenell initiated an interesting discussion about mountain lion sightings. Ms Howard told the Town Council that she followed up with Lt. Larry Schumaker in the Sheriff's Office to inquire about the process for handling reports of mountain lion sightings, and has asked Julia Dillingham to run an educational article about mountain lions in the next *Portola Valley Post*.

Councilmember Richards also said that a Committee member brought up the fact that they were looking at open-space areas, and wanted Mr. Young to provide maps so they can see where the boundaries are.

(i) Council of Cities

Vice Mayor Derwin said that the Council of Cities discussed shared services at its February meeting.

(j) Community Events Committee / Cultural Arts Committee

At the special joint meeting of the Community Events and Cultural Arts Committees on March 1, 2011, Vice Mayor Derwin reported, members divided work for the Portola Valley School District anniversary celebration between the two committees and discussed whether to solicit funds for the open-space program at the event. In a related meeting about the school district celebration, Vice Mayor Derwin and Ms. Howard met with Town Historian Nancy Lund, PV School District Superintendent Tim Hanretty and representatives of the Cultural Arts and Community Events committees to ensure that all parties were in agreement in terms of roles.

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

Vice Mayor Derwin said that the big discussion at the C/CAG focused on the \$2 million for the Safe Routes to School program that will be administered through the San Mateo County School Superintendent's Office. Previous Superintendent Ann Campbell was present, answering questions. C/CAG also elected new Chair, Bob Grassilli of San Carlos, and two new Vice Chairs, Carlos Romero of East Palo Alto and Brandt Grotte of San Mateo. Vice Mayor Derwin said that the group also reviewed and recommended approval of Measure M, the \$10 vehicle registration fee that will give Portola Valley \$75,000 per year for traffic congestion management, stormwater pollution prevention and other programs.

(l) Teen Committee

Although lacking a quorum, the Teen Committee met on March 13, 2011, and Vice Mayor Derwin reported that members are interested in taking part in the Sharing the Bounty project, growing and/or harvesting produce for programs that feed the needy, such as Second Harvest, holding a Movie Night, and launching a new Bill and Jean Lane Civic Involvement Teen program. Vice Mayor Derwin also indicated that one member asked about whether a garden could be planted at the Spring Down property.

Councilmember Toben pointed out that with the new budget year beginning on July 1, 2011, if the Teen Committee wants to have a Movie Night in August, they might be able to apply for an allocation of funding in the 2012 budget. Vice Mayor Derwin said that she would share that information with the Committee.

(m) Safe Routes to School Coalition

Vice Mayor Derwin said that the Safe Routes to School Coalition met to review the idea of a school turnaround at Corte Madera and the possibility of a bus for transportation.

(n) Sustainability Committee

The Sustainability Committee held a special meeting, Vice Mayor Derwin reported, at which Steve Schmidt gave a presentation on the High Energy Home software package. The Committee also discussed smart strips.

(o) Bill Lane Memorial

Vice Mayor Derwin said that she and Ms. Howard, as well as Mr. Young and his entire family, attended a ceremony memorializing the late Bill Lane – a tree-planting event in Humboldt Redwoods State Park – that was organized by the Lanes' daughter, Sharon Lane. Vice Mayor Derwin described the experience as magical.

(p) Trails and Paths Committee

Mayor Driscoll attended the Trails and Paths Committee meeting on March 1, 2011, and reported that the Committee is definitely making progress.

(q) Traffic Committee

Mayor Driscoll reported that the Traffic Committee is the only committee in Town with its charter governed by ordinance, a situation that is in the process of being addressed. A new charter is being drafted and an initiative on bicycles is being discussed.

(r) Other

Mayor Driscoll also reported that in conjunction with the Peninsula Volunteers' Meals on Wheels program; he participated in the annual Mayors on Wheels event, met with Assemblyman Rich Gordon to convey

Portola Valley's concerns about the Cargill Saltworks Project, and would be attending a Joint Venture Silicon Valley conference on regionalism at the invitation of the organization's president.

WRITTEN COMMUNICATIONS [8:45 p.m.]

(8) Town Council February 25, 2011 Weekly Digest – None

- a) #2 – Letter to Town Council from Gerald Buchwald regarding Grand Jury Selection – February 22, 2011

Ms. Howard noted that it's not too late to nominate people to serve on the San Mateo County Grand Jury.

(9) Town Council March 4, 2011 Weekly Digest

- a) #4 – Email and attachment to Town Council from Sharon Driscoll regarding the proposal of the Bill and Jean Lane Civic Involvement Program – March 3, 2011

The Town Council unanimously approved the Teen Committee's proposed Bill and Jean Lane Civic Involvement Teen program. This program would provide an opportunity for local high school students (grades 10-12) to experience firsthand the work of various Town committees, and to learn about Town government and the importance of citizen input.

(10) Town Council March 11, 2011 Weekly Digest

- a) #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

In response to Councilmember Toben, Ms. Howard said that 22 people have registered so far. Mayor Driscoll suggested that it might make more sense to schedule these workshops when fire danger is high.

(11) Town Council March 18, 2011 Weekly Digest

- a) #1 – Letter to John Paul Hanna from Margaret Sloan regarding appeal from Planning Commission action on January 19, 2011 – March 15, 2011

Mayor Driscoll said that this letter was drafted in consultation with the Town Attorney in the interest of finding a negotiated solution to the Neely/Myers application. Meanwhile, Ms. Howard pointed out, the item is on the agenda for the April 27, 2011, meeting of the Town Council.

- b) #2 – Memorandum to Mayor and Town Council from Janet McDougall regarding San Mateo County Chamber of Commerce Diversity Awards – March 18, 2011

The Town Council approved of recommended nominee Nicole Miller for the San Mateo County Chamber of Commerce Diversity Award. As Ms. McDougall noted in her memo, Ms. Miller is a parent volunteer who has provided a high level of support to the students who live in East Palo Alto and attend Ormondale and Corte Madera Schools. She provides the students with breakfast each morning at school after the long bus ride from East Palo Alto, supports their parents who require transportation to and from school events, and coordinates after-school programs (i.e., Brownies) so that these students are able to participate with their fellow students.

Councilmember Toben noted that Ms. Miller was among the candidates who applied for the Trails and Paths Committee, and he said that she is clearly a civic-minded resident.

CLOSED SESSION [8:50 p.m.]

(12) Real Estate Negotiations

Conference with Real Property Negotiator
Government Code Section 54956.8
Property: Parcel # 076-261-010, 900 Portola Road
Negotiators – Town Attorney and Town Manager

REPORT OUT OF CLOSED SESSION: None to Report

ADJOURNMENT [9:25 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 13, 2011

Date: 04/06/2011
 Time: 11:18 am
 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

ALLIANT INSURANCE SERVICES	1st Qtr Insurance Premium	11765	04/13/2011	
			04/13/2011	
SPECIAL EVENTS	475		04/13/2011	
NEWPORT BEACH	BOA	44727	04/13/2011	0.00
CA 92658				1,156.15

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	1,156.15	0.00

Check No.	44727	Total:	1,156.15
Total for	ALLIANT INSURANCE SERVICES		1,156.15

ALMANAC	March Advertising	11802	04/13/2011	
			04/13/2011	
PO BOX 1610	0048		04/13/2011	
MENLO PARK	BOA	44728	04/13/2011	0.00
CA 94302				841.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	841.00	0.00

Check No.	44728	Total:	841.00
Total for	ALMANAC		841.00

ANIMAL DAMAGE MGMT INC	March Pest Control	11803	04/13/2011	
			04/13/2011	
16170 VINEYARD BLVD. #150	804		04/13/2011	
MORGAN HILL	BOA	44729	04/13/2011	0.00
CA 95037	51223			310.00

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

Check No.	44729	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

ARC MOUNTAIN VIEW	Blueprints	11766	04/13/2011	
			04/13/2011	
1400 W. MIDDLEFIELD ROAD	0112		04/13/2011	
REDWOOD CITY	BOA	44730	04/13/2011	0.00
CA 94043	208599			193.19

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	193.19	0.00

Check No.	44730	Total:	193.19
Total for	ARC MOUNTAIN VIEW		193.19

ARROWHEAD MT SPRING WATER	March Statement	11804	04/13/2011	
			04/13/2011	
P.O. BOX 856158	463		04/13/2011	
LOUISVILLE	BOA	44731	04/13/2011	0.00
KY 40285-6158	01C5743876004			91.82

GL Number	Description	Invoice Amount	Amount Relieved
-----------	-------------	----------------	-----------------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
APRIL 13, 2011

Date: 04/06/2011
Time: 11:18 am
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

05-64-4336	Miscellaneous	91.82	0.00	
		<u>Check No.</u> 44731	<u>Total:</u>	91.82
		<u>Total for</u>	ARROWHEAD MT SPRING WATER	91.82

AT&T (2)	March Microwave	11767	04/13/2011	
			04/13/2011	
PAYMENT CENTER	877		04/13/2011	
SACRAMENTO	BOA	44732	04/13/2011	0.00
CA 95887-0001				63.81

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4152	Emerq Preparedness Committee	63.81	0.00	
		<u>Check No.</u> 44732	<u>Total:</u>	63.81
		<u>Total for</u>	AT&T (2)	63.81

BALANCE HYDROLOGICS INC.	C-1 Trail Creek, 1/16-2/19	11817	04/13/2011	
			04/13/2011	
800 BANCROFT WAY	945		04/13/2011	
BERKELEY	BOA	44733	04/13/2011	0.00
CA 94710-2227	206203-0211			15,046.60

GL Number	Description	Invoice Amount	Amount Relieved	
96-00-4528	C-1 Trail	15,046.60	0.00	
		<u>Check No.</u> 44733	<u>Total:</u>	15,046.60
		<u>Total for</u>	BALANCE HYDROLOGICS INC.	15,046.60

BANK OF AMERICA	March 2011 Statement	11768	04/13/2011	
Bank Card Center			04/13/2011	
P.O. BOX 53155	0022		04/13/2011	
PHOENIX	BOA	44734	04/13/2011	0.00
AZ 85072-3155				943.36

GL Number	Description	Invoice Amount	Amount Relieved	
05-60-4267	Tools & Equipment	113.40	0.00	
05-64-4308	Office Supplies	11.94	0.00	
05-64-4311	Internet Service & Web Hosting	137.46	0.00	
05-64-4326	Education & Training	150.00	0.00	
05-64-4336	Miscellaneous	429.96	0.00	
05-66-4342	Landscape Supplies & Services	100.60	0.00	

		<u>Check No.</u> 44734	<u>Total:</u>	943.36
		<u>Total for</u>	BANK OF AMERICA	943.36

BIGGS CARDOSA ASSOC INC	C-1 Ret. Wall & Ped Bridge	11818	04/13/2011	
	February 2011		04/13/2011	
865 THE ALAMEDA	746		04/13/2011	
SAN JOSE	BOA	44735	04/13/2011	0.00
CA 95126-3133	58246			4,439.36

GL Number	Description	Invoice Amount	Amount Relieved	
96-00-4528	C-1 Trail	4,439.36	0.00	

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 13, 2011

Date: 04/06/2011
 Time: 11:18 am
 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

Check No.	44735	Total:	4,439.36
Total for	BIGGS CARDOSA ASSOC INC		4,439.36

BILL HAMILTON ROOFING	C&D Refund, 140 Cherokee	11769	04/13/2011	
740 CAMDEN AVENUE	604		04/13/2011	
CAMPBELL	BOA	44736	04/13/2011	0.00
CA 95008				1,000.00

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

Check No.	44736	Total:	1,000.00
Total for	BILL HAMILTON ROOFING		1,000.00

CAL WATER SERVICE CO	Statements, 2/12 - 3/14/11	11770	04/13/2011	
3351 EL CAMINO REAL	0035		04/13/2011	
ATHERTON	BOA	44737	04/13/2011	0.00
CA 94027				940.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	940.21	0.00

Check No.	44737	Total:	940.21
Total for	CAL WATER SERVICE CO		940.21

CALIFORNIA BLDG STANDARDS COMM	BSC Fee Report, Jan-Mar	11805	04/13/2011	
2525 NATOMAS PARK DRIVE	458		04/13/2011	
SACRAMENTO	BOA	44738	04/13/2011	0.00
CA 95833				269.50

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP Fees	269.50	0.00

Check No.	44738	Total:	269.50
Total for	CALIFORNIA BLDG STANDARDS C		269.50

CITY OF FOSTER CITY	Dinner Meeting, Derwin	11771	04/13/2011	
ATTN: Cyndy Smith			04/13/2011	
610 FOSTER CITY BLVD.	0039		04/13/2011	
FOSTER CITY	BOA	44739	04/13/2011	0.00
CA 94404				40.00

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

Check No.	44739	Total:	40.00
Total for	CITY OF FOSTER CITY		40.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 13, 2011

Date: 04/06/2011
 Time: 11:18 am
 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

COAST LANDSCAPE MGMT, INC	Replace Irrigation Heads	11806	04/13/2011	
			04/13/2011	
1474 BERGER DRIVE	949		04/13/2011	
SAN JOSE	BOA	44740	04/13/2011	0.00
CA 95112	383156			860.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	860.00	0.00

Check No.	44740	Total:	860.00
Total for	COAST LANDSCAPE MGMT, INC		860.00

COMCAST	WiFi Internet, 3/21-4/20	11772	04/13/2011	
			04/13/2011	
P.O. BOX 34744	0045		04/13/2011	
SEATTLE	BOA	44741	04/13/2011	0.00
WA 98124-1744				64.90

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

Check No.	44741	Total:	64.90
Total for	COMCAST		64.90

COPYMAT	Firewise Postcard	11773	04/13/2011	
			04/13/2011	
1918 EL CAMINO REAL	0046		04/13/2011	
REDWOOD CITY	BOA	44742	04/13/2011	0.00
CA 94063-2113	62699			214.13

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	214.13	0.00

COPYMAT	Earth Day Flyers	11816	04/13/2011	
			04/13/2011	
1918 EL CAMINO REAL	0046		04/13/2011	
REDWOOD CITY	BOA	44742	04/13/2011	0.00
CA 94063-2113	62798			243.63

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability Series	243.63	0.00

Check No.	44742	Total:	457.76
Total for	COPYMAT		457.76

COTTON SHIRES & ASSOC. INC.	Applicant Charges, Culkin	11774	04/13/2011	
			04/13/2011	
330 VILLAGE LANE	0047		04/13/2011	
LOS GATOS	BOA	44743	04/13/2011	0.00
CA 95030-7218	34009			346.25

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	346.25	0.00

Check No.	44743	Total:	346.25
Total for	COTTON SHIRES & ASSOC. INC.		346.25

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
APRIL 13, 2011

Date: 04/06/2011
Time: 11:18 am
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

CURIOSITY QUEST	Recycling DVD (3)	11775	04/13/2011	
			04/13/2011	
P.O. BOX 1654	631		04/13/2011	
RANCHO CUCAMONGA	BOA	44744	04/13/2011	0.00
CA 91729	032411			80.85

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability Series	80.85	0.00

Check No.	44744	Total:	80.85
Total for	CURIOSITY QUEST		80.85

BROOKE DAY	Litter Deposit Refund	11776	04/13/2011	
			04/13/2011	
115 BROOKSIDE DRIVE	367		04/13/2011	
PORTOLA VALLEY	BOA	44745	04/13/2011	0.00
CA 94028				100.00

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

Check No.	44745	Total:	100.00
Total for	BROOKE DAY		100.00

DENNIS DEBROECK	Deposit Refunds	11777	04/13/2011	
			04/13/2011	
215 GOLDEN HILLS	841		04/13/2011	
PORTOLA VALLEY	BOA	44746	04/13/2011	0.00
CA 94028				7,648.58

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	6,648.58	0.00

Check No.	44746	Total:	7,648.58
Total for	DENNIS DEBROECK		7,648.58

DEPARTMENT OF CONSERVATION	SMISHMF, Jan-Mar	11807	04/13/2011	
Division of Administrative			04/13/2011	
801 K STREET MS22-15	0054		04/13/2011	
SACRAMENTO	BOA	44747	04/13/2011	0.00
CA 95814-3531				551.28

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP Fees	551.28	0.00

Check No.	44747	Total:	551.28
Total for	DEPARTMENT OF CONSERVATIO		551.28

NYNA AND WILLIAM DOLBY	Community Hall Deposit Refund	11778	04/13/2011	
			04/13/2011	
905 MAYWOOD COURT	684		04/13/2011	
LOS ALTOS	BOA	44748	04/13/2011	0.00
CA 94024				1,600.00

GL Number	Description	Invoice Amount	Amount Relieved
-----------	-------------	----------------	-----------------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 13, 2011

Date: 04/06/2011
 Time: 11:18 am
 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

05-56-4226	Facility Deposit Refunds	1,600.00	0.00	
------------	--------------------------	----------	------	--

Check No.	44748	Total:	1,600.00
Total for	NYNA AND WILLIAM DOLBY		1,600.00

GO NATIVE INC	TC Weed Maint., Mar 2011	11819	04/13/2011	
P.O. BOX 370103	632		04/13/2011	
MONTARA	BOA	44749	04/13/2011	0.00
CA 94037	2186			2,992.00

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

Check No.	44749	Total:	2,992.00
Total for	GO NATIVE INC		2,992.00

HORIZON	Pro Mound Clay for Fields	11779	04/13/2011	
P.O. BOX 52758	0289		04/13/2011	
PHOENIX	BOA	44750	04/13/2011	0.00
AZ 85072-2758	1NO40318			267.83

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	267.83	0.00

Check No.	44750	Total:	267.83
Total for	HORIZON		267.83

ICC PENINSULA CHAPTER	Permit Tech Seminar, C. Brown	11815	04/13/2011	
ATTN: MIKE WAYNE			04/13/2011	
P.O. BOX 391	0345		04/13/2011	
REDWOOD CITY	BOA	44751	04/13/2011	0.00
CA 94064				50.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	50.00	0.00

Check No.	44751	Total:	50.00
Total for	ICC PENINSULA CHAPTER		50.00

INT'L CODE COUNCIL, INC	Code Books for Planning Dept	11808	04/13/2011	
25442 NETWORK PLACE	790		04/13/2011	
CHICAGO	BOA	44752	04/13/2011	0.00
IL 60673-1254	0008321			193.28

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	193.28	0.00

Check No.	44752	Total:	193.28
Total for	INT'L CODE COUNCIL, INC		193.28

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
APRIL 13, 2011

Date: 04/06/2011
Time: 11:18 am
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

J.W. ENTERPRISES	Portable Lavs, 3/24 - 4/20	11781	04/13/2011	
			04/13/2011	
1689 MORSE AVE	829		04/13/2011	
VENTURA	BOA	44753	04/13/2011	0.00
CA 93003	154773			223.48

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

Check No.	44753	Total:	223.48
Total for	J.W. ENTERPRISES		223.48

KDSA CONSULTING LLC	April Spam Filtering	11782	04/13/2011	
			04/13/2011	
1600 OSGOOD STREET	555		04/13/2011	
N. ANDOVER	BOA	44754	04/13/2011	0.00
MA 01845	012322			75.00

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

Check No.	44754	Total:	75.00
Total for	KDSA CONSULTING LLC		75.00

KUTZMANN & ASSOCIATES	March Plan Check	11809	04/13/2011	
			04/13/2011	
39355 CALIFORNIA STREET	0090		04/13/2011	
FREMONT	BOA	44755	04/13/2011	0.00
CA 94538				1,243.35

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	1,243.35	0.00

Check No.	44755	Total:	1,243.35
Total for	KUTZMANN & ASSOCIATES		1,243.35

LAKE TRAFFIC SOLUTIONS	Traffic Posts	11783	04/13/2011	
		5928	04/13/2011	
1839 YGNACIO VALLEY ROAD	0096		04/13/2011	
WALNUT CREEK	BOA	44756	04/13/2011	0.00
CA 94598	11026			565.25

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	565.25	0.00

Check No.	44756	Total:	565.25
Total for	LAKE TRAFFIC SOLUTIONS		565.25

LOS GATOS ROOFING	C&D Refund, 50 Valencia	11810	04/13/2011	
			04/13/2011	
P.O. BOX 1726	862		04/13/2011	
LOS GATOS	BOA	44757	04/13/2011	0.00
CA 95031				1,000.00

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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
APRIL 13, 2011

Date: 04/06/2011
Time: 11:18 am
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

Check No.	44757	Total:	1,000.00
Total for	LOS GATOS ROOFING		1,000.00

LYNGSO GARDEN MATERIALS INC	Rock/Sand for Storm Damage	11820	04/13/2011	
19 SEAPORT BOULEVARD	923		04/13/2011	
REDWOOD CITY	BOA	44758	04/13/2011	0.00
CA 94063				333.22

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	333.22	0.00

Check No.	44758	Total:	333.22
Total for	LYNGSO GARDEN MATERIALS INC		333.22

MARTHA MORRELL	Deposit Refund	11785	04/13/2011	
190 CHEROKEE	583		04/13/2011	
PORTOLA VALLEY	BOA	44759	04/13/2011	0.00
CA 94028				473.20

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	473.20	0.00

Check No.	44759	Total:	473.20
Total for	MARTHA MORRELL		473.20

STEVE NEWMAN	Deposit Refund	11784	04/13/2011	
20 BOW WAY	781		04/13/2011	
PORTOLA VALLEY	BOA	44760	04/13/2011	0.00
CA 94028				78.20

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	78.20	0.00

Check No.	44760	Total:	78.20
Total for	STEVE NEWMAN		78.20

NOLTE ASSOCIATES INC.	Applicant Charges, January	11787	04/13/2011	
2495 NATOMAS PARK DRIVE	0104		04/13/2011	
SACRAMENTO	BOA	44761	04/13/2011	0.00
CA 95833-2935				2,222.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	2,222.00	0.00

Check No.	44761	Total:	2,222.00
Total for	NOLTE ASSOCIATES INC.		2,222.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 13, 2011

Date: 04/06/2011
 Time: 11:18 am
 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

OFFICE EQUIPMENT FINANCE SERV	April Copier Lease	11811	04/13/2011	
			04/13/2011	
P. O. BOX 790448	472		04/13/2011	
ST. LOUIS	BOA	44762	04/13/2011	0.00
MO 63179	174406736			408.92

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

Check No.	44762	Total:	408.92
Total for	OFFICE EQUIPMENT FINANCE SE		408.92

PACIFIC GEOTECHNICAL ENG'G	C-1 Trail, Insp/Test Feb 2011	11821	04/13/2011	
			04/13/2011	
16055-D CAPUTO DRIVE	737		04/13/2011	
MORGAN HILL	BOA	44763	04/13/2011	0.00
CA 95037	122546			1,631.40

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	1,631.40	0.00

Check No.	44763	Total:	1,631.40
Total for	PACIFIC GEOTECHNICAL ENG'G		1,631.40

PERS HEALTH	April Health Premium	11788	04/13/2011	
			04/13/2011	
VIA EFT	0108		04/13/2011	
	BOA	44764	04/13/2011	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.	44764	Total:	14,644.59
Total for	PERS HEALTH		14,644.59

PG&E	March Statements	11789	04/13/2011	
			04/13/2011	
BOX 997300	0109		04/13/2011	
SACRAMENTO	BOA	44765	04/13/2011	0.00
CA 95899-7300				800.02

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	800.02	0.00

Check No.	44765	Total:	800.02
Total for	PG&E		800.02

PORTOLA VALLEY HARDWARE	March Statement	11790	04/13/2011	
			04/13/2011	
112 PORTOLA VALLEY ROAD	0114		04/13/2011	
PORTOLA VALLEY	BOA	44766	04/13/2011	0.00
CA 94028				258.94

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	86.85	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 13, 2011

Date: 04/06/2011
 Time: 11:18 am
 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

05-66-4340	Building Maint Equip & Supp	172.09	0.00	
		<u>Check No. 44766</u>	<u>Total:</u>	258.94
		<u>Total for</u>	PORTOLA VALLEY HARDWARE	258.94

REGINA PLUMBING INC	Water Fountain Repairs	11791	04/13/2011	
1955 CARMELITA DRIVE	685		04/13/2011	
SAN CARLOS	BOA	44767	04/13/2011	0.00
CA 94070	356905,913			375.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	375.00	0.00	
		<u>Check No. 44767</u>	<u>Total:</u>	375.00
		<u>Total for</u>	REGINA PLUMBING INC	375.00

RELIABLE FIRE EXTINGUISHER CO	Maint on Fire Exts at TC	11792	04/13/2011	
P.O. BOX 3461	2028		04/13/2011	
REDWOOD CITY	BOA	44768	04/13/2011	0.00
CA 94064	68666			297.28

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4346	Mechanical Sys Maint & Repair	297.28	0.00	
		<u>Check No. 44768</u>	<u>Total:</u>	297.28
		<u>Total for</u>	RELIABLE FIRE EXTINGUISHER C	297.28

SABER ROOFING INC	C&D Refund, 35 Buckeye and 287 Portola	11793	04/13/2011	
2995 WOODSIDE ROAD	577		04/13/2011	
WOODSIDE	BOA	44769	04/13/2011	0.00
CA 94062				2,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	2,000.00	0.00	
		<u>Check No. 44769</u>	<u>Total:</u>	2,000.00
		<u>Total for</u>	SABER ROOFING INC	2,000.00

MOLLY SCHMIDT	Litter Deposit Refund	11794	04/13/2011	
2995 WOODSIDE ROAD	372		04/13/2011	
WOODSIDE	BOA	44770	04/13/2011	0.00
CA 94062				100.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4226	Facility Deposit Refunds	100.00	0.00	
		<u>Check No. 44770</u>	<u>Total:</u>	100.00
		<u>Total for</u>	MOLLY SCHMIDT	100.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
APRIL 13, 2011

Date: 04/06/2011
Time: 11:18 am
Page: 11

TOWN OF PORTOLA VALLEY

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

BRIAN SCHULTZE	Community Hall Insurance Ref	11795	04/13/2011	
			04/13/2011	
1754 LARKIN STREET, #6	519		04/13/2011	
SAN FRANCISCO	BOA	44771	04/13/2011	0.00
CA 94109				176.15

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	176.15	0.00

Check No.	44771	Total:	176.15
Total for	BRIAN SCHULTZE		176.15

SIERRA PACIFIC TURF SUPPLY INC	Turface Mound Master	11812	04/13/2011	
			04/13/2011	
P.O. BOX 84	842		04/13/2011	
CAMPBELL	BOA	44772	04/13/2011	0.00
CA 95009	0347554-IN			374.42

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	374.42	0.00

Check No.	44772	Total:	374.42
Total for	SIERRA PACIFIC TURF SUPPLY IN		374.42

SPANGLE & ASSOCIATES	2/18 - 3/24 Statement	11796	04/13/2011	
			04/13/2011	
770 MENLO AVENUE	0121		04/13/2011	
MENLO PARK	BOA	44773	04/13/2011	0.00
CA 94025-4736				37,787.40

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	18,705.50	0.00
96-54-4198	Planner - Charges to Appls	12,183.90	0.00

Check No.	44773	Total:	37,787.40
Total for	SPANGLE & ASSOCIATES		37,787.40

STAPLES	Feb/Mar Statement	11798	04/13/2011	
			04/13/2011	
STAPLES CREDIT PLAN	430		04/13/2011	
DES MOINES	BOA	44774	04/13/2011	0.00
IA 50368-9020				227.68

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	227.68	0.00

Check No.	44774	Total:	227.68
Total for	STAPLES		227.68

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 13, 2011

Date: 04/06/2011
 Time: 11:18 am
 Page: 12

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

STATE COMP INSURANCE FUND	March Premium	11799	04/13/2011	
			04/13/2011	
PO BOX 7980	0122		04/13/2011	
SAN FRANCISCO	BOA	44775	04/13/2011	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.	44775	Total:	1,936.75
Total for	STATE COMP INSURANCE FUND		1,936.75

THERMAL MECHANICAL, INC	Bi-Monthly Maintenance	11823	04/13/2011	
			04/13/2011	
425 ALDO AVENUE	955		04/13/2011	
SANTA CLARA	BOA	44776	04/13/2011	0.00
CA 95054	PM-47838			1,426.00

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

Check No.	44776	Total:	1,426.00
Total for	THERMAL MECHANICAL, INC		1,426.00

TOWNSEND MGMT, INC	Applicant Charges, February	11813	04/13/2011	
			04/13/2011	
P.O. BOX 24442	609		04/13/2011	
SAN FRANCISCO	BOA	44777	04/13/2011	0.00
CA 94124				1,520.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,520.00	0.00

Check No.	44777	Total:	1,520.00
Total for	TOWNSEND MGMT, INC		1,520.00

TREE SPECIALIST	Emerg Tree Removals	11822	04/13/2011	
			04/13/2011	
1198 NEVADA AVE	839		04/13/2011	
SAN JOSE	BOA	44778	04/13/2011	0.00
CA 95125				3,500.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	3,500.00	0.00

Check No.	44778	Total:	3,500.00
Total for	TREE SPECIALIST		3,500.00

HEN TRUONG	Deposit Refund	11786	04/13/2011	
			04/13/2011	
250 ALAMOS ROAD	544		04/13/2011	
PORTOLA VALLEY	BOA	44779	04/13/2011	0.00
CA 94028				405.00

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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 13, 2011

Date: 04/06/2011
 Time: 11:18 am
 Page: 13

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

Check No.	44779	Total:	405.00
Total for	HEN TRUONG		405.00

US POSTMASTER	Replenish Bulk Mail #581	11800	04/13/2011	
		5929	04/13/2011	
3855 BOHANNON DRIVE	0287		04/13/2011	
MENLO PARK	BOA	44780	04/13/2011	0.00
CA 94025				2,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	2,000.00	0.00

Check No.	44780	Total:	2,000.00
Total for	US POSTMASTER		2,000.00

VERIZON WIRELESS	March Cellular	11814	04/13/2011	
			04/13/2011	
P.O. BOX 9622	0131		04/13/2011	
MISSION HILLS	BOA	44781	04/13/2011	0.00
CA 91346-9622	0962925693			294.38

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	294.38	0.00

Check No.	44781	Total:	294.38
Total for	VERIZON WIRELESS		294.38

WOODSIDE DELIVERY SERVICE	Delivery, 2/21 - 6/13	11801	04/13/2011	
			04/13/2011	
PO BOX 784	0219		04/13/2011	
RIVERBANK	BOA	44782	04/13/2011	0.00
CA 95367				138.10

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	138.10	0.00

Check No.	44782	Total:	138.10
Total for	WOODSIDE DELIVERY SERVICE		138.10

Total Invoices:	57	Grand Total:	117,063.46
		Less Credit Memos:	0.00
		Net Total:	117,063.46
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	117,063.46

WARRANT DISBURSEMENT JOURNAL - APRIL 13, 2011

Claims totalling \$117,063.46 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date: _____

 Angela Howard, Treasurer

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

Signed and sealed this (date) _____

 Sharon Hanlon, Town Clerk

 Mayor



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Council

FROM: Sharon Hanlon, Town Clerk

DATE: April 6, 2011

RE: **A Resolution of the Town Council of Portola Valley Declaring April 24 through April 30, 2011 West Nile Virus and Mosquito And Vector Control Awareness Week**

The Town has received its annual request from the San Mateo County Mosquito and Vector Control District requesting the adoption of a resolution declaring April 24 through April 30, 2011 Mosquito and Vector Control and West Nile Virus Awareness Week. The attached resolution has been prepared for the Council's consideration.

Recommendation

Adopt the resolution

Approved:



Angela Howard, Town Manager

Attachment

RESOLUTION NO. _____-2011

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY
DECLARING APRIL 24 THROUGH APRIL 30, 2011
MOSQUITO AND VECTOR CONTROL AND WEST NILE VIRUS
AWARENESS WEEK**

WHEREAS, The Town of Portola Valley recognizes that West Nile Virus is a mosquito-borne disease that can result in death or severe debilitation for humans, horses, birds, and wildlife; and

WHEREAS, in 2010, West Nile virus resulted in five deaths in California residents, and sickened over 100 others; and

WHEREAS, adequately funded mosquito control, disease surveillance, and public awareness programs are the best ways to prevent outbreaks of West Nile virus; and

WHEREAS, mosquitoes continue to be a source of illness, death, and human suffering; and

WHEREAS, professional mosquito control based on scientific research has made great advances in reducing mosquitoes and the diseases they transmit; and

WHEREAS, the San Mateo County Mosquito Vector Control District works with other public health agencies to reduce pesticide risks to humans, animals, and the environment while protecting human health; and

WHEREAS, West Nile Virus and Mosquito and Vector Control Awareness Week will increase the public's awareness of West Nile virus and of the importance of integrated management in controlling mosquitoes and other vectors in San Mateo County.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Portola Valley, that the week of April 24 through April 30, 2011, be designated as West Nile Virus and Mosquito and Vector Control Awareness Week in Portola Valley.

PASSED AND ADOPTED this 13th day of April, 2011.

By: _____
Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: April 7, 2011

RE: Adoption of an Ordinance Amending Informal Bidding and Purchasing System and Repealing Quality and Non-Discrimination in City Contracts and Employment

At its March 23, 2011 meeting, the Town Council considered and voted to approve the amendment to the 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 amend Chapter 3.20 [Purchasing System] of Title 3 [Revenue and Finance] of the Portola Valley Municipal Code.

This matter has come before the Council for second reading of the ordinance title, waiving further reading and adoption of the ordinance. If approved, the ordinance shall become effective thirty (30) days after the date of adoption and posting.

Recommendation

It is recommended that the Town Council adopt the attached 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.

Approved: 
Angela Howard, 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 Town Council

FROM: Howard Young, Public Works Director
Leslie Lambert, Planning Manager
Ann Wengert, Committee Chair
John Richards, Council Liaison

DATE: April 13, 2011

RE: **Report from the Ad-Hoc Spring Down Master Plan Committee
Spring Down Open Space Parcel Master Plan
Discussion items and direction**

Discussion

Staff is requesting that the Town Council discuss the following items and provide direction:

1. Discussion of the purpose and intent of the Spring Down Open Space lot as it relates to intended type of use and future improvements. Review and approval of the recommendations of the Ad-Hoc Spring Down Master Plan Committee.
2. To proceed with Phase 1 improvements and prepare for Phase 2 pond improvements as recommended by the Ad-Hoc Spring Down Master Plan Committee.

Background and Public Process

The Town's Open Space Fund was used to purchase 6 acres fronting on Portola Road, from the Spring Down Equestrian Center in 2000 from owners Stan and Carol Goodstein. In November 2008, Spring Down Equestrian Center, under agreement, removed their horse ring facilities from the parcel. In 2008, in conjunction with the Town Center Project and as part of the restoration, the Town placed dirt fill and applied native grass seed to the lot. Before proceeding further with any alterations or improvements to the site, Council recognized the need for a master plan for the newly acquired parcel.

At its December 9, 2009 Town Council meeting, the Council authorized the formation of the Ad-Hoc Spring Down Master Plan Committee to review site alternatives, develop a consensus on the optimal master plan for the site and present its recommendations to the Town Council. The members were appointed from applicants and members of Town Committees, Council, staff, and other interested members of the public to provide an open process (Exhibit A: List of Ad-Hoc Committee members). Adjacent property owners Stan and Carol Goodstein and Phil White were also invited to the meetings. As part of the process, meetings were publicly noticed, posted on the Town's website, and the PV Forum. The Committee meeting minutes are attached as Exhibit B.

The Committee held public meetings 4 times in 2010 and had lengthy and productive discussions concerning the future of the Town owned Spring Down lot. The recommendations and general summary of discussions are incorporated into this report to the Town Council for presentation and direction.

The meetings consisted of a tour of the property, review and discussion of various handouts including the Town's Open Space Definition (Exhibit C), History of Spring Down (Exhibit D), the Town's General Plan, proposed site uses, and refinement of those ideas. There were also initial field studies and conceptual planning performed by the consultant Balance Hydrologics, Inc. The Balance Hydrologics report was also reviewed and discussed by the Committee and Staff (copies are available with the Town Clerk for review).

Discussion items:

Discussion of the purpose and intent of the Spring Down Open Space lot as it relates to intended type of use and future improvements. Review and approval of the recommendations of the Ad-Hoc Spring Down Master Plan Committee.

The general consensus of the Ad-Hoc Committee members and its adjacent neighbors participating in the meetings, was that the lot remain as open space, in an undeveloped state. The General Plan designates the parcel for the former equestrian center as a park/preserve. Members of the Committee further agreed that if the equestrian center ceased its operations, the parcel should be retained by the Town as open space. Members also noted that donations collected for the Open Space Acquisition Fund were intended for parcels retained as open space. However, there were a minority of committee members with the opinion that the lot could be considered for more developed recreational facilities such as a skate park or accommodating a baseball game. Staff recommends that Council discuss and concur with the Ad-Hoc Committee consensus for the property to remain in a natural state and as open space as indicated in the meeting minutes of 2/25/10.

To direct staff to proceed with Phase 1 improvements and prepare for Phase 2 pond improvements as recommended by the Ad-Hoc Spring Down Master Plan Committee.

Balance Hydrologics Inc. was retained to perform basic conceptual planning for the lot based on comments received from the Committee, to analyze the condition of the manmade pond to determine what options were available and to provide a rough preliminary cost estimate. The plan was reviewed by the Committee and it was determined that the plan was too complex and expensive. Input was provided by the Committee and staff to modify the plan into a simpler one. As a result, it was recommended that a 2 phased approach be adopted for the project. The first phase would involve improvements to the land areas of the parcel. The second phase would involve improvements to the existing manmade pond and its adjacent areas. Any pond related items will need to be reviewed by an environmental consultant prior to developing any formal plans. The Committee moved to recommend to the Town Council, that Phase 1 be constructed in such a way as to prepare for the Committee's long term goal of vernal restoration. In the immediate term the Committee recommends the following:

Phase 1: Land

1. Perimeter Trail - Start with a single loop, similar to what was identified by the Open Space Committee. A proposed trail alignment was field staked by members of the Committee and Staff. (Exhibit E)
2. Middle Trail – Do not identify the trail, let it be created by where people walk
3. Other:
 - Keep pear trees in place for time being
 - Remove privets
 - Provide plantings to fill in shrubs along Portola Road and access road – screen with Oaks and Toyon now and eventually remove the eucalyptus trees. Conservation Committee could make recommendations on a phased approach for landscape removal and light revegetation
 - Plant in fall
4. Signage – No need for interpretive signs
5. Fence – Perimeter
 - Keep it rustic – existing fence is historic and in keeping with the stable facilities

Estimated Cost: \$30,000 (see Exhibit F for additional details)

Phase 2: Vision of Manmade Pond to Vernal Pool (a phased approach)

Minimum work recommended:

1. Lower water level below cyclone fence to make the area safe, and improve drainage. Clean-Up Non-Natives, thin out vegetation, remove garbage.

Recommended work for planning and future implementation:

2. Turn the existing manmade pond into a shallow vernal pool. This would involve

some design, re-grading of the existing manmade pond and adjacent areas, and revegetation. An environmental consultant will need to be retained to assist in developing perimeters. If the concept is approved, a final design would be brought forth to the Ad-Hoc committee and Council for approval. This item may involve regulatory permitting. Staff will engage regulatory agencies and if needed, an environmental consultant, when practical to determine what, if any, permits are necessary.

Estimated Cost: \$79,500 (see Exhibit F for additional details)

Total estimated cost phase 1 and 2: \$109,500.00

Additional cost of regulatory permit procedure if required: \$20,000.00

Budget

The adopted 2010/2011 Town budget allowed \$75,000 for work related to the Spring Down lot. This amount was allocated as a place holder for anticipated improvements to the lot once direction was provided. Funds may be budgeted in the 2011/2012 budget as needed.

Attachments: Exhibit A - List of Ad-Hoc Committee members
Exhibit B - Ad-Hoc Committee Minutes 2/11/10, 2/25/10, 4/15/10, 9/30/10
Exhibit C - Open Space Definition
Exhibit D - History of Spring Down
Exhibit E - Proposed perimeter trail alignment
Exhibit F - Preliminary Cost Estimate

Approved:


Angela Howard, Town Manager

Exhibit A:
Ad-Hoc Committee Members

Ad-Hoc Committee members:

1. Jane Bourne, Conservation Committee
2. Lynne Davis, Resident
3. Marge DeStaebler, Conservation Committee
4. Kathy Feldman, Parks and Recreation Committee
5. Susan Gold, Trails Committee
6. Mr. & Mrs. Stan Goodstein, Advisory
7. Paul Heiple, Conservation Committee
8. Jon Myers, Parks and Recreation Committee
9. Gary Nielsen, Open Space Acquisition Advisory Committee
10. Robert Pierce, Parks and Recreation Committee
11. Jon Silver, Resident
12. Mary Smith, Resident
13. Alexandra Von Feldt, Planning Commission
14. Ron Walter, Open Space Acquisition Advisory Committee
15. Mr. & Mrs. Phil White, Advisory

Ad-Hoc Committee Chairs and Liaisons:

16. John Richards, Council Liaison
17. Ann Wengert, Council Member and Committee chair
18. Leslie Lambert, Planning Manager
19. Howard Young, Public Works Director

Ad-Hoc Spring Down Master Plan Committee – Minutes of February 11, 2010
Committee Meeting No. 1 Historic School House, 765 Portola Road, Portola Valley, Ca.

Chair Wengert called the meeting to order at 4:00 p.m. at the Spring Down Property. Chair Wengert provided committee members with an overview of meeting protocol, anticipation of three meetings to reach consensus and each meeting would run approximately two hours.

Oral Communications: No one was present to offer comment.

Public Works Director Howard conducted a tour of the property, informing committee members of what actions were required to be undertaken by the Goodstein's upon transfer of the property, including removal of all the structures and to grade the property. Mr. Young noted that little has been done to the property with the notable exception of hydroseeding wildflowers in the spring of 2008.

Ad-Hoc Committee members present:

Ann Wengert, Councilmember and committee chair
 John Richards, Councilmember and committee co-chair
 Jane Bourne
 Lynne Davis
 Marge DeStaebler
 Kathy Feldman
 Susan Gold
 Paul Heiple
 Gary Nielsen
 Robert Pierce
 Jon Silver
 Mary Smith
 Alexandra Von Feldt
 Ron Walter

Ad-Hoc Committee members absent:

Jon Myers

Ad-Hoc Committee staff and consultants:

Angela Howard, Town Manager
 Leslie Lambert, Planning Manager
 Howard Young, Public Works Director

Others present:

Lindsay Bowen

David Boyce
 Carol and Stan Goodstein
 Bev Lipman
 Dot Nell
 Marilyn Walters
 Phil White

Agenda:

Welcome, "thank you" to committee members for willingness to serve and introduction by Councilmember Wengert.

Open Space Definition and History of Spring Down provided by Leslie Lambert. Copies of reports provided to committee members. Email version along with Town Planner's memorandums will be forwarded to committee members.

Discussion: Review of Proposed Site Uses. Chair Wengert reviewed intensity of uses at existing Town Owned Properties. High, Medium and Low. Lowest – Frog Pond; Highest – Ford Field.

Committee Comments

Lindsay Bowen offered since the removal of the riding rings, consider space to replace the loss of recreational facilities for the younger teenagers in town, i.e., skateboards, and bikes.

Bob Pierce suggested that we need to find out what the town residents needs are. As this property is adjacent to the Town Center it should augment the uses by enhancing living and lifestyle of the people in town. Hope we can keep this in mind as we all look at the parcel.

Jon Silver use as an open space does augment the Town Center and this area, so does orchards @ El Mirador. As this is the first visit to the site, would like to some to think about it and reflect.

Mary Smith what was represented when funds were raised, keeping in mind the use of the painting by Jane Gallagher of open space, this was not represented as developed area.

Marge agree with Mary and Jon property should be left as a preserve, noting when she was asking for donations it was specifically for open space.

Stan Goodstein added that when the property was sold to the town, it was meant to be kept as open space, pretty much as it is. He noted concerns over safety to people and students on the property with the horsekeeping facility next door.

Paul Heiple referenced work by the Conservation Committee on the open space definition, property should be kept natural with low impact.

Gary Nielsen read a statement on behalf of the Open Space Committee, agreeing with Mary, Jon and others regarding the donor intent. Keeping the use low intensity use with trails, signage and benches for resting.

Marilyn Walter added that the property should be a community preserve, recommending that the definition needs to be changed in the General Plan.

Susan Gold concurred and added on behalf of the trails committee that the use should be low impact, trails and perhaps a hitching post.

Phil White informed the committee of the bee keeping on his property and concern over too much activity in the front of the property, suggesting that removing the pear trees on the Town's property would assist with keeping the bees onto their property. He also suggested that the town should consider the placement of a fence close to the ponds for insurance and liability. He suggested that signage be posted to identify the bees and ponds. He shared a photo of a hunter sited on their property, noting there have been three incidents and have been reported to the Sheriff's Department.

Alex Von Feldt acknowledged the emphasis in the General Plan language regarding open space, keeping the property as low impact with trails, benches, and signage. We should also consider criteria and flexibility of use, environmental impacts, cost to develop and maintain.

Kathy Feldman hoped that we could all be satisfied, noting the Parks & Recreation Committee spent a lot of time trying to meet the needs of community. The Town Center does not meet all of the needs, this is a wonderful opportunity to provide more activities for the community and kids so close to the Town Center.

Lynn Davis agreed with comments offered by Gary Nielsen, suggesting perhaps the addition of picnic tables.

Dot Nell questioned if kids could have a pick up baseball game at the site.

Ron Walter added his vision to see this as an extension of the Town Center property, getting away from the multiple uses with trails to allow for the peace and quiet and to enjoy the natural surroundings.

There was discussion over recreational uses, the need for mowing some portion of the property to accommodate for Frisbee throwing, pickup baseball game, etc. Perhaps involving kids in restoration work, suggesting Yvonne Tryce may be able to set up a program. Other suggestions included a small organic garden, natural pristine, agricultural open space uses. It was noted that a fence would be required for a garden and concern over fertilizer and irrigation.

Further discussion on the types of vegetation is on the site, native grasses, shrubs, and trees. What invasives needed to be addressed and how to manage the property thereby

allowing a more natural habitat for birds and animals. Could be a wonderful experience to appreciate the natural settings, perhaps using a moveable boardwalk.

Chair Wengert asked the Committee members to think about what they have heard and what they saw on the property, asking everyone to report back to Leslie with their vision for the Spring Down property.

Next Meeting Date and Time: The next meeting of the Committee will be held on Thursday, February 25, 2010 at 4:00 p.m. in the Historic School House at Town Center.

Adjournment: The meeting was adjourned 5:45 p.m.

Prepared by
Leslie Lambert

**Ad-Hoc Spring Down Master Plan Committee – Minutes of February 25, 2010
Committee Meeting No. 2 Historic School House, 765 Portola Road, Portola
Valley, Ca.**

Chair Wengert called the meeting to order at 4:00 p.m.

Oral Communications: No one was present to offer comment.

Ad-Hoc Committee members present:

Ann Wengert, Councilmember and committee chair
John Richards, Councilmember and committee co-chair
Jane Bourne
Lynne Davis
Marge DeStaebler
Kathy Feldman
Susan Gold
Paul Heiple
Jon Myers
Gary Nielsen
Robert Pierce
Jon Silver
Mary Smith
Alexandra Von Feldt
Ron Walter

Ad-Hoc Committee members absent:

Lynn Davis

Ad-Hoc Committee staff and consultants:

Angela Howard, Town Manager
Leslie Lambert, Planning Manager
Howard Young, Public Works Director

Others present:

Lindsay Bowen
Susan Coffman
Carol and Stan Goodstein
Marilyn Walters

Agenda:

February 11, 2010 minutes approved as submitted.

Lambert provided copies of the February 24, 2010 Summary: Visions for Spring Down Property. In response to questions from committee members, she provided the definition of "park" from the General Plan and described how the funds for open space were defined to be utilized.

Chair Wengert directed committee members to the General Plan definition for the Spring Down property as a "Community Preserve". Section 2302 provides: Community Preserves are scenic areas kept essentially in a natural state for the benefit of residents of the town. Such preserves provide visual pleasure and accommodate very limited access and use, such as trails and paths. She expressed an overriding definition as defined in the General Plan and the desires of the Goodstein's when the property was transferred and their expectations for the property.

Referring to the Visions for Spring Down Property Summary, Chair Wengert noted that there was a strong consensus for the property to remain in natural state. The Committee began a review of the summary, starting with the highest frequency of responses/suggestions.

Committee members discussed the different uses and features for the property, coming to consensus on the following:

1. Paths & Trails
 - a. Pervious surface – natural
 - b. Handicapped accessible
 - c. Use Types (pedestrians, bicycles, wheelchairs, etc.)
2. Remainder of Parcel – Natural State
 - a. Trees (types what is on the property)
 - b. Re-introducing plants, shrubs, grasses
 - c. Bird/Bee Houses
3. Features
 - a. Benches
4. Pond
 - a. Attractiveness
 - b. Accessibility
 - c. Drainage – creek connections
 - d. Biologist/Hydrologist
 - e. Boardwalk/Platform

Committee Comments

The following comments were offered for uses and features:

Proposed Boardwalks:

- Concerns over maintenance and cost associated
- May not be necessary after a plan is developed to get access over the property from the Town Center
- Should be accessible to handicapped

Area Designations:

- Should certain areas be designated for meditation?
- Create a quiet sitting area surrounded by plant mixtures of shrubs and grasses
- Keep less programmatic – the beauty if openness – a more holistic approach
- Perhaps certain uses at certain times of day
- Restoration of entire property is too ambitious, too costly to maintain and not enough volunteers or staff to assist with upkeep. Suggest we go slow and replace weeds with natives
- Remove pears and replace with oaks
- Keep the willow, remove eucalyptus, keep pears for consistency with orchard

Features:

- Should picnic tables be allowed within a preserve? If allowed, should be closer to roadway to allow for clean-up. Trash will be a problem
- Do MROSD lands allow picnic tables?
- More picnic tables to be installed at Town Center. Hold off and see what demand is

Pond:

- Liability
- View pond as a natural feature similar to Sausal Pond
- Crown Jewel of the site
- Leave some fence/willows and excavate to make more accessible
- Have consultant review and make recommendations on best approach
- Incorporate drainage system for entire property, including creek
- Natural meandering creek – flood control area (not engineered)
- Grading/Drainage
- Mosquito Abatement Issues

Other Comments:

- Fire hazard during summer months
- Provide for fire break
- Weed Whack rather than mowing

- Living Laboratory
- Pending design of Pond area:
 - Introduce more native plants
 - Bird Houses/Bee Houses

Dog Park:

- Off Leash Dogs to be allowed at certain times of day
- Town Petition
- Small fence area behind the berm
- Problems associated with dogs and horses
- Dogs in packs
- Not compatible uses
- Consistency with Leash Law
- Probably not the appropriate location
- Open Space Committee looking for properties to accommodate Dog Park and Garden
- Ford Field is designated a park, perhaps Dog Park could be accommodated

Other Uses:

- Accommodate bicycles at certain times of day. More places for kids to ride
- During the day when children are at school, area will be a quiet reflective place to enjoy

Next Steps:

The Town staff will consult with a Biologist/Hydrologist to review the conditions of the property, in order to see what is viable around the pond, investigate drainage, and creek.

Next Meeting:

No specific date and time were determined. When the Biologist/Hydrologist consultant has completed their analysis of the property, another meeting with the Committee will be arranged. This is anticipated to occur within the next month.

In order to complete review and focus on the above agreed to items, the following committees would be invited to join us at the next meeting, Conservation, Open Space, Parks & Recreation and Trails & Paths.

Adjournment: The meeting was adjourned at 6:05 p.m.

Prepared by
Leslie Lambert

Ad-Hoc Spring Down Master Plan Committee – Minutes of April 15, 2010
Committee Meeting No. 3 Historic School House, 765 Portola Road, Portola Valley, Ca.

Chair Wengert called the meeting to order at 4:00 p.m.

Oral Communications: No one was present to offer comment.

Ad-Hoc Committee members present:

Ann Wengert, Councilmember and committee chair
John Richards, Councilmember and committee co-chair
Jane Bourne
Lynne Davis
Susan Gold
Gary Nielsen
Robert Pierce
Jon Silver
Mary Smith
Alexandra Von Feldt

Ad-Hoc Committee members absent:

Marge DeStaebler
Kathy Feldman
Paul Heiple
Jon Myers
Ron Walter

Ad-Hoc Committee staff and consultants:

Angela Howard, Town Manager
Leslie Lambert, Planning Manager
Howard Young, Public Works Director

Others present:

Lindsay Bowen
Marianne Plunder
Marilyn Walters
Phil White

Agenda:

February 11, 2010 minutes approved with correction.

Young provided an overview of the outline of ideas and conceptual public-use enhancement plans provided by Balance Hydrologics, Inc.

Committee recommended that a monitoring program be established over the summer with the biologist as suggested by Mr. Young. Questions to be addressed:

- What is the maximum depth of pond in winter?
- What should be the ultimate depth?
- Should tree cover be reduced to provide air to the creek?
- How much grading is needed to make the pond more approachable?
- What types of wildlife are present?
- What vegetation should be left or incorporated?

Committee and members of the public discussed the pond located on the White property and at Portola Ranch. In response Mr. White informed everyone that their pond is 10' deep covered with algae and used for irrigation using windmill to pump. It was added that the two ponds at Portola Ranch were created, they have algae and frogs and wildlife.

Committee members were concerned over the complexity of the plan provided by Balance Hydrologics, adding their concern over expense to create the project plans and on-going maintenance of the areas. Specifically, the expense of the boardwalk and bridges were of concern.

The following comments were offered during discussion of uses and features.

Perimeter Trail Width:

- Trail identified is similar that that prepared by the open space committee
- Maximize trail with connections
- Allow 2 people side by side
- The smaller the width the better
- 4' compromise and maintain that width
- Can be graded to 6' and have trail with 4' width
- Should allow for multi-use
- May not be able to accommodate wheelchair access, but likely bikes depending upon the surface (little kids on bikes)
- Should trail be similar to that at Indian Crossing and Alpine
- Should surface be a gold base rock
- Trail should be permeable
- Adjust trail away from Bees

Middle Trail:

- Designate, but not as wide as perimeter
- Wait and see where people start to walk and use it
- Start with single loop and see what happens

Pond, Vernal Pools, Swales:

- Let Balance Hydrologics or Biologist evaluate over summer months to see what happens, what types of wildlife, etc.
- Is it possible to bring pond to life?
- Should water be funneled through the pond?
- Will the pond and vernal pools work?
- Can create more opportunity for habitat
- Can water be organized into depressions?
- Create more opportunity for habitat
- Don't create bigger maintenance for the future
- Grade swales wide and long to avoid using bridges, or move swale inside perimeter trail area

Viewing Areas:

- Keep it simple
- Wait on this portion and see how pond, vernal pools and swales work

After discussion, the Committee agreed on a Phased Approach, as follows:

Phase 1:

1. Perimeter Trail - Start with a single loop, similar to what was identified by the Open Space Committee
2. Middle Trail – Do not identify the trail, let it be created by where people walk
3. Other:
 - Keep pear trees in place for time being
 - Remove privets
 - Provide plantings to fill in shrubs along Portola Road and access road – screen with oaks and toyons now and eventually remove the eucalyptus trees. Conservation Committee could make recommendations on a phased approach to landscape removal and light revegetation
 - Plant in fall
4. Signage – No need for interpretive signs

5. Fence – Perimeter

- Keep it rustic – existing fence is historic and in keeping with the stable facilities

Phase 2: (After monitoring over summer months)

1. Hydrology Work

- Timing
- Costs
- Maintenance
- Leave as is or improve
- Simulate aeration of pond
- Self sustaining if possible

2. Pond

a. Legal liabilities

- i. Town Attorney
- ii. ABAG

- Slope with one beach (minimal grading)
- Remove berm around pond
- Keep blackberries for deterrent
- Berm up slighting instead of using boardwalk
- Minimal weeding
- Slope pond gradually and remove vegetation if biologist concurs

Committee agreed that once the study comes back from Balance Hydrologics the committee should meet again. This should occur at the end of summer.

Committee recommendations will be forwarded to Town Council. Committee members will be notified when item is on Town Council agenda for discussion.

Adjournment: The meeting was adjourned 5:15 p.m.

Prepared by
Leslie Lambert

**Ad-Hoc Spring Down Master Plan Committee–Minutes of September 30, 2010
Committee Meeting No. 4 Historic School House, 765 Portola Road, Portola
Valley, Ca.**

Chair Wengert called the meeting to order at 4:00 p.m.

Oral Communications: No one was present to offer comment.

Ad-Hoc Committee members present:

Ann Wengert, Councilmember and committee chair
John Richards, Councilmember and committee co-chair
Jane Bourne
Marge DeStaebler
Susan Gold
Paul Heiple
Gary Nielsen
Jon Silver
Mary Smith

Ad-Hoc Committee members absent:

Kathy Feldman
Jon Myers
Ron Walter

Ad-Hoc Committee staff and consultants:

Angela Howard, Town Manager
Leslie Lambert, Planning Manager
Howard Young, Public Works Director

Others present:

Lindsay Bowen
Brad Peyton
Marilyn Walters

Agenda:

April 15, 2010 minutes approved as submitted.

Chair Wengert provided committee members with an update since the last meeting, informing members that Balance Hydrologics conducted the summer study of the Spring Down property and Public Works Director Young would provide an overview.

Young reviewed the results of the water quality sampling and monitoring during the summer months conducted by Balance Hydrologics, Inc. The Spring Down Pond is an artificial pond approximately 8 to 10 feet deep during winter months, remains ponded throughout dry season up to 5 feet in depth and has a surface area of roughly 400 sf in dry season, and significantly larger area during wet season. The pond has inadequate oxygen levels and a recognizable hydrogen sulfide odor when pond sediments are disturbed, and elevated dissolved iron and manganese levels. This is a typical condition of deep ponds having limited surface area in proportion to water volume, where surrounding trees and relatively dense canopies prevent winds from causing strong and regular mixing of the water, resulting that the water near the pond bottom becomes increasingly oxygen depleted, and anoxic and stagnant unable to support most aquatic life. The area surrounding the pond is used by birds and tree frogs and serves as an important habitat for these species.

Young informed the committee that this portion of the Spring Down property is and always has been identified as a wetland area and thus under jurisdictional review by regulatory agencies. Even though the pond was manmade and used for irrigation purposes, it too is classified as wetland area under the definitions of U.S. Army Corps of Engineers.

Young reviewed the permitting requirements for any work within the pond and wetland area, noting there are various State and Federal environmental regulations that will require obtaining permits prior to implementation of projects that could affect regulated habitats and wetlands. These include permits from California Department of Fish and Game, Regional Water Quality Control Board, U.S. Army Corps of Engineers and U.S. Fish and Wildlife Service.

Young offered options for the pond and wetland area:

1. Do Nothing
2. Basic Plan - Minimal Approach – Make Pond and Area More Aesthetically Pleasing:
 - a. Improve Drainage
 - b. Clean-Up Non-Natives
 - c. Lower Water Level
 - d. Install Catch Basins
3. Enhance Area and Create Pond – Restore to More Natural Wetland; Bring Life to Pond

Young provided committee with rough cost estimates for the options.

1. Do Nothing – No Cost
2. Basic Plan – Lower water level behind cyclone fence; swale – catch basins - \$5,000
3. Basic Plan Plus (Basic Plan and Basic Plan Plus) – Clean-up, Remove invasives, garbage - \$20,000
 - a. Add Trail Work: \$20,000
 - TOTAL: \$40,000
4. First Class – Vernal Pool and Trail - \$120,000

Ms. Howard informed committee there was \$75,000 in budget this fiscal year for trail and additional work.

Committee members discussed a phased approach to reach optimal desire of use and associated costs for each step. Committee members reviewed the benefits to each proposal. Committee members discussed the idea of fund raising to support proposals.

Young indicated that there would be on-going basic maintenance, mowing, etc. Committee and staff expressed concern of over extending the public works staff with on-going removal of invasives, suggesting a need for volunteer clean up days or similar.

Silver moved to recommend option for Basic Plus with a view toward planning and implementing vernal pond restoration and look at steps to move forward. Discussion ensued relative to budget allowance in the next fiscal year, incremental phased approach and the longer-term goal, other items the committee reviewed previously, i.e., perimeter fence, removal of privets. Motion withdrawn.

Silver moved to recommend to Town Council, Phase 1 be conducted in such a way to prepare for our ultimate vision of vernal restoration as layed out by Public Works Director Howard Young, including keeping pear trees in place for time being, removing privets, no need for interpretive signage, providing a perimeter fence keeping it rustic as the existing fence is historic and in keeping with the stable facilities. DeStaebler seconded motion and the motion carried. Gold and Bowen opposed.

Staff will distribute minutes and staff report to committee prior to presenting to Town Council. Young will obtain actual costs associated with proposal and will incorporate into staff report for the Town Council consideration.

Adjournment: The meeting was adjourned at 5:35 p.m.

Prepared by
Leslie Lambert

Open Space Definition

State planning law defines open space as serving four purposes: preservation of natural resources, managed production of resources, outdoor recreation, and public health and safety. The Town's General Plan identifies the same purposes of open space.

The Open Space Element of the Town's General Plan provides a framework for preservation of open space within the planning area. It includes all open areas, large and small, public and private. The element is mainly concerned with the open space lands that are major significance for public recreation and aesthetics, public health and safety, and protection of natural processes and which require special actions to ensure their preservation.

Section 2203 of the Open Space Element provides the following definition of open space. "Open space land" is any parcel or area of land or water which is essentially unimproved and devoted to an open space use which is designated on a local, regional or state open space plan as any of the following:

1. Open space for the preservation of natural resources, including but not limited to areas required for preservation of plant and animal life, including habitat for fish and wildlife species, areas required for ecological and other scientific study purposes; rivers, wetlands, streams, lake shores, banks or rivers and streams, and watershed lands.
2. Open space used for the managed production of resources, including but not limited to forest lands, rangeland, agricultural lands and areas of economic importance for the production of food or fiber; areas required for recharge of ground-water basins; and marshes, rivers and streams which are important for the management of commercial fisheries.
3. Open space for outdoor recreation, including but not limited to areas of outstanding scenic, historic and cultural value; areas particularly suited for park and recreation purposes, including access to lake shores, rivers and streams; and areas which serve as links between major recreation and open space reservations, including utility easements, banks of rivers and streams, trails and scenic highway corridors.
4. Open space for public health and safety, including, but not limited to areas of which require special management or regulation because of hazardous or special conditions such as earthquake fault zones, unstable soil areas, flood plains, watersheds, areas presenting high fire risks, areas required for the protection of water quality and water reservoirs, and areas required for the protection and enhancement of air quality.

February 6, 2010



TO: Spring Down Master Plan Committee
FROM: Leslie Lambert, Planning Manager
DATE: February 6, 2010
RE: Spring Down Property Overview

Town Owned Spring Down Property

The property consists of two parcels, approximately 6+acres, identified as parcels 3 and 4 of the Goodstein subdivision. The Town purchased the parcels in 2000 using Open Space Funds. The property was leased back to Spring Down for a ten-year period to be used primarily as riding rings. The lease was terminated in November 2008. As part of the purchase agreement with Spring Down they were required to remove all of the existing structures and grade the property prior to it being turned over to the Town. Public Works Director Howard Young supervised the grading operations. Since the Town took over the property, little has been done on the property, with the exception of hydroseeding of wildflowers in the spring of 2008.

Assessor's Parcel Numbers:

076-280-140 and 076-280-150

Property Description:

The property is essentially a slice out of the floor of the valley. It is characterized by a large, open, gently sloped meadow surrounded by Coast Live Oak trees and a few Redwood trees. A thick growth of Red Willows dominates the southwest corner of the property. Hidden by the willows is a pond excavated by Spring Down to control flooding. The property has approximately 500 feet of frontage along Portola Road, identified as a Greenway in the Town's General Plan. Sausal Creek, located on the adjacent Spring Down Equestrian Center property, drains a substantial portion of the Rancho Corte Madera and Neils Gulch, which extends up toward Skyline ridge.

Access to the property is via a recorded mutual access easement, with the roadway maintained by the Town and various private property owners who use it.

Planning Permits:

Subdivision (File X6D-175) 11.69-acre site subdivided into four parcels (Parcel Map Vol. 73/13-14) in 1992.

Development Agreement entered into in 1993 by the Town and Stan and Carol Goodstein to allow subdivision of the 11.69-acre site into four residential parcels.

Conditional Use Permit (File X7D-29) approved by Planning Commission in 1968 to allow a boarding stable on the property to Mr. Myrl Stearns. The boarding stable was identified as meeting a special need in the Town and was compatible with the uses on the surrounding properties, and the improvements on the property would be rural in character. The owner of the property was the Roman Catholic Archbishop of San Francisco. The Planning Commission approved an amendment to the Conditional Use Permit in 1984 and the property owners were identified as Stan and Carol Goodstein.

General Plan Designation:

The General Plan diagram and legend identify the land as a park/preserve. The general plan text in Section 2314a, under the heading of Community Preserves, provides the following description.

The Stables Preserve occupies a parcel between the town center and the Orchard Preserve. The boarding stable buildings are set back approximately 700 feet from Portola Road. The front part of the property is used for the training of horses and forms part of the open space corridor along Portola Road. The boarding stable is part of the recreation facilities in the town. Should the boarding stable ever cease, the town should attempt to see that the front part of the property along Portola Road be retained as open space. (emphasis added)

Since the parcel is listed as a community preserve, it is important to look at the definition of community preserves, which is found in Section 2302 as follows:

Community Preserves are scenic areas kept essentially in a natural state for the benefit of the residents of the town. Such preserves provide visual pleasure and accommodate very limited access and use, such a trails and paths.

It is therefore clear that the general plan intends that the land remain as open space. Also, since the Stables Preserve is listed under the category of Community Preserve, without a general plan amendment, it would remain under the Community Preserve category.

As noted in the separate memo "Open Space Definition," open space is defined as land that: preserves natural resources, is used for managed production of resources, is used for outdoor recreation or is used for public health and safety purposes. Were the subject land to be used for one of these purposes, the classification as a community preserve would likely no longer be appropriate and a general plan amendment would likely be required. Alternatively, the land could continue to be classified as a community preserve.

It is also important that Portola Road Corridor, as described in Sections 2159 -2162 of the General Plan, provides a context for Stables Preserve. In general, the corridor is to: connect the Nathhorst Triangle area with the Town Center area; provide for safe travel by

foot, car or horse; provide a coordinated design; be developed so that the character of the existing orchards and open fields will be maintained. (emphasis added)

The corridor is also classified as a Greenway. Greenways are defined as "...corridors of beauty, natural or enhanced by landscaping, through which riding and hiking trails, cycling and walking paths, or roads pass linking portions of the planning area. (Section 2302.)

Zoning Designation:

R-E/3.5A/SD-2/D-R (Residential-Estate/3.5 Acre Minimum Lot Size/Slope Density Table No. 2/Design-Review).

The R-E district is intended to promote and encourage the establishment and maintenance of a rural environment suitable for family living with parcels of adequate size to accommodate single-family dwellings, and where appropriate, accessory equestrian facilities.

Principal uses permitted in this district include: single-family dwellings, public schools or other public buildings when located in conformance with the general plan.

Conditional uses include publicly owned park, recreation or open space areas when located in conformance with the general plan.

Geologic and Ground Movement Potential Maps:

A majority of the two front parcels owned by the Town is within the fault setbacks from the San Andreas Fault as shown on the new geologic map (ground movement potential map). All but a strip averaging 150 ft in width along Portola Road is within the setbacks.

According to the Town's Geologic Map the property is located in an area underlain by alluvium (Qal) generally described as unconsolidated to moderately consolidated gravel, sand, and silt. According to the Town's Ground Movement Potential Map the property is located in a zone characterized as (Sbr) relatively stable ground, identified as level ground to moderately steep slopes underlain by bedrock.

Biological and Fire Hazard Map:

According to the Town's Biologic Map the property is located within Urban Forest/Garden designation. This landscape dominates the eastern half of the town. It has transformed what was historically grassland, oak savanna and chaparral into densely planted woodland that includes native oaks and chaparral shrubs along with landscape trees and shrubs. Larger patches of native habitat remain intact in a few areas. This vegetation type occurs in areas immediately adjacent to homes and roads where landscape species have been planted, or where the natural vegetation is managed as a suburban landscape.

According to the Town's Fire Hazard Map the property is located within the FPUF (h) Fire-Prone Urban Forest (high) designation.

Flood Zone Designation

According to the FEMA Community Panel 065052-0001 C, dated November 13, 1979, Zone "C", an area of minimal flooding that does not typically require flood insurance.

Definition of Open Space

Since there has been considerable discussion in the town with respect to the definition of open space, committee members may want to review the definition of open space as contained in the memorandum from the town planner to the town council dated 11/4/09 re. Open Space Definition and the follow-up memorandum dated 11/19/09.

Note: This memorandum has been prepared in consultation with the town planner.

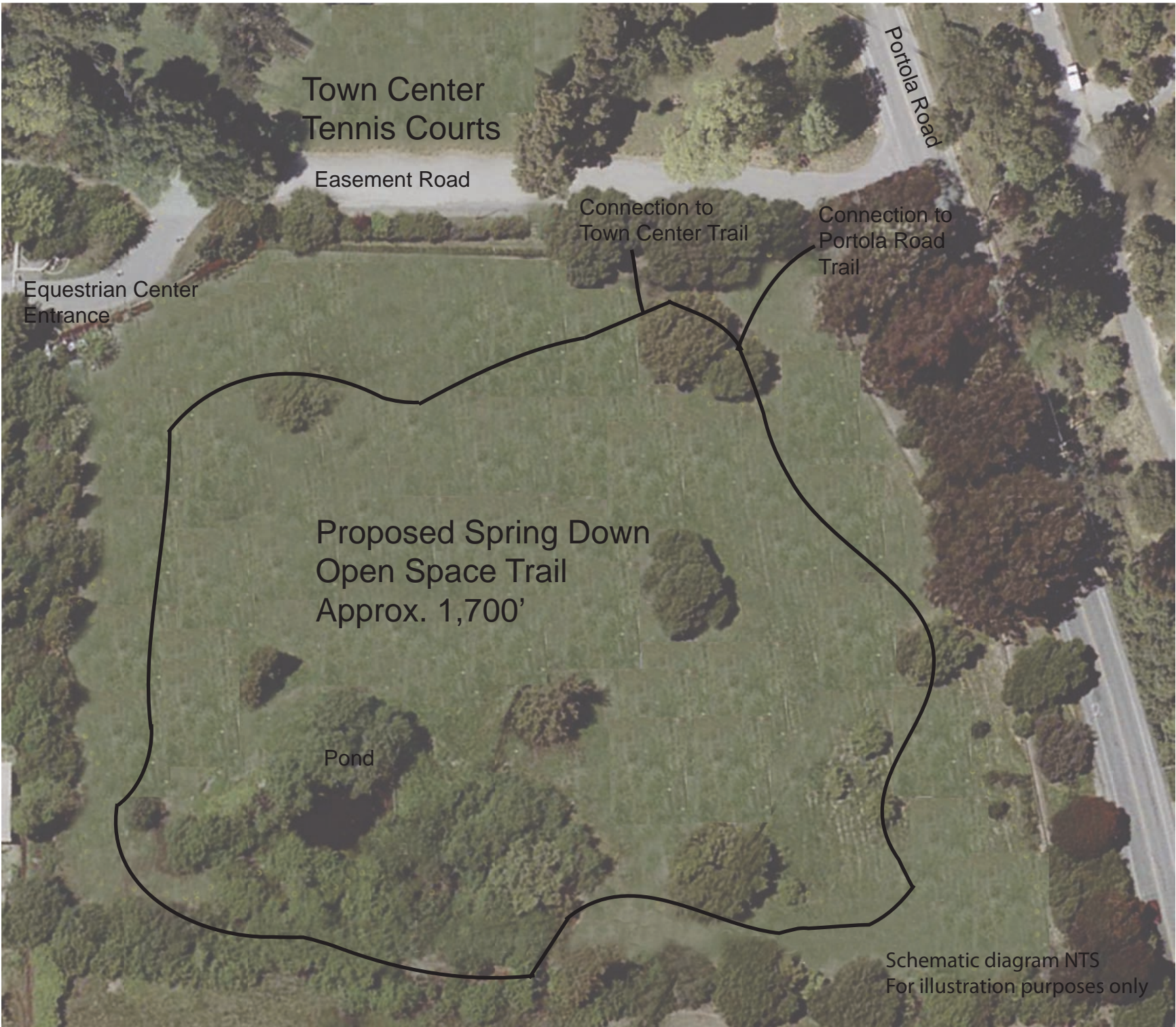


Exhibit F - Preliminary Estimate Spring Down Open Space Restoration		
To provide magnitude of costs		
Phase 1		
1	Base rock perimeter trail	\$ 22,000.00
3	Restore perimeter fence	\$ 5,000.00
4	Remove privets and add native plantings	\$ 3,000.00
Subtotal Phase 1		\$ 30,000.00
Phase 2		
5	Basic drainage improvements	\$ 2,500.00
6	Tree trimming, brushing, debris removal	\$ 20,000.00
7	Initial biological assessment and frog survey	\$ 5,000.00
8	Land survey / topography	\$ 2,000.00
9	Design (allowance)	\$ 10,000.00
10	Grading, clearing, and debris removal associated with new vernal pool	\$ 30,000.00
11	Hydroseeding w/ native mix / wildflowers / new plants if needed	\$ 10,000.00
Subtotal Phase 2		\$ 79,500.00
Estimated Phase 1 + 2 total		\$ 109,500.00
Other		
12	Permits if required when determined by biological assessment	\$ 20,000.00
Subtotal permits		\$ 20,000.00
Estimate: Phase 1 + 2 + permits		\$ 129,500.00
*	Phase 2 design plans need to be refined for a more accurate construction estimate	



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Howard Young, Public Works Director
DATE: April 13, 2011
RE: **Portola Valley Alpine Road Paved Path project also known as the Alpine Road C-1 Trail Project #2008-PW02**

Recommendation:

1. That the Town Council adopt the attached resolution approving plans and specifications for the "Portola Valley Alpine Road Paved Path" project and calling for sealed bids for this project. It is also recommended that the Town Council authorize the Town Manager to award the project to the lowest responsible bidder with a total contract and change order amount not to exceed \$2,043,475. This would include authorization to add (or subtract) to the project as the budget allows, additional work recommended by the Public Works Director and Stanford's Director of Design and Construction if the budget allows.
2. Authorize the Town Manager to enter into agreements with construction management, inspection, and materials testing firms as budgeted for in the Trail agreement with Stanford University.

Background:

Stanford is required by the County of Santa Clara to construct or fund improvements for a trail within the Town identified as the C-1 trail in Santa Clara County's trails master plan, and to dedicate easements over Stanford lands for portions of those improvements. The purpose of the offer is for Stanford to satisfy conditions within their General Use Permit requirements imposed by Santa Clara County that allowed Stanford to expand development. In February 2006, Stanford University sent the Town a formal offer to construct and pay up to \$2,800,000 for improvements to the existing paved trail on Alpine Road (also known as the Dwight Crowder Memorial Path) from Arastradero Road to the Town limits bordering Ladera (approximately 1 mile). The plans also include construction of a retaining wall along the creek bank. The alignment of the trail was based on comments, field meetings, and extensive reviews with the Trails and Path Committee, members of the Conservation Committee, Council Liaisons, Town Geologist, Town Planner, and staff. Full size project plans are available at Town Hall for review. This project was agenzized for discussion at previous Council meetings held on June 27, 2007 and August 12, 2009. At its February 24, 2010 meeting, the Town Council approved a resolution adopting the Mitigated Negative Declaration for the C-1 Trail Project and approving the agreement with Stanford University for Stanford to fund the permitting, design and construction of the C-1 Trail project, that the alignment was

acceptable, and no additional public outreach was necessary before moving ahead. Since that time, staff has shared progress plans with members of the Trails Committee, Conservation Committee, and the Town Planner. No additional major comments were received.

Analysis:

The preparation of construction documents for this project is completed. The plans were finalized in conjunction with Stanford representatives and approved by Stanford. This project will include repair of trail base, asphalt overlay, new asphalt trail sections, pedestrian bridge installation, creek bank stabilization, vegetation removal and landscaping. All regulatory permits have been applied for but not all received. It is anticipated that all permits will be issued to the Town prior to start of construction. A copy of the Plans and Specifications are available for review at Town Hall in the office of the Town Clerk.

Since the project covers a large area of the paved path from the Ladera Town Limits to Arastradero Road, large sections of the trail will be posted closed in advance. In addition, construction staging will occur along Alpine Road and one of the town’s athletic field parking lots along Alpine road. Standard traffic control will be used where necessary. To notify users, the Town will utilize signs, the website and the PV forum to update users of trail closures.

\$2,043,475 was allocated for construction costs in the agreement with Stanford. The estimated construction cost of this project is \$1,664,477 including a 10% contingency. The agreement with Stanford allows for \$2,919,045 total for construction soft costs, hard costs, and maintenance. The adopted 2010/2011 budget for this project is \$590,800. The appropriate funds will be placed into the Town’s 2011/2012 budget. Stanford is required to deposit funds in advance to the Town for all anticipated costs per written agreement.

The intent is to complete the project in the 2011/2012 fiscal year. The following is our anticipated project schedule for this project weather and permit dependent:

Town publicly advertises for the project:	Week of April 18, 2011
Bid Opening:	Week of May 9, 2011
Town Manager awards contract:	Week of May 16, 2011
Construction begins:	Week of June 6, 2011
Construction completed:	Week of November 7, 2011

The project will be executed according to standard Town policies and the agreement with Stanford University titled “Agreement Regarding the Portola Valley Trail Project” dated February 25, 2010.

Attachment: Resolution

Approved: 
 Angela Howard, Town Manager

RESOLUTION NO. _____ - 2011

A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY
APPROVING PLANS AND SPECIFICATIONS AND
CALLING FOR BIDS FOR THE
PORTOLA VALLEY ALPINE ROAD PAVED PATH
No. 2008-PW02

The Town Council of the Town of Portola Valley does RESOLVE as follows:

Section 1. The Town Council hereby approves and adopts plans and specifications for certain work in the Town known as the Portola Valley Alpine Road Paved Path Project.

Section 2. Due to public interest and convenience, the Town Council hereby orders that the work and improvements, as set forth and described in said plans and specifications, be performed. The Town Council further orders that: All said work and improvements will be done under the direction of and satisfaction of the Public Works Director; and all the work shall be done in accordance with said plans and specifications.

Section 3. Not less than the prevailing rate of per diem wages and holiday and overtime work referred to above shall be paid for any work proposed to be performed in the performance of the public work under said plans and specifications.

Section 4. The Town Clerk of the Town is hereby directed to post by two (2) successive postings in the three (3) public places that have been designated by ordinance as the places for posting public notices, there being no newspaper published in the Town, and not less than five (5) days apart, a Notice inviting sealed proposals or bids for the construction of said work and improvement and referring to the Plans and Specifications on file in the Office of the Town Clerk, the first of which postings shall be at least ten (10) days prior to the time fixed for opening bids.

Section 5. All proposals or bids shall be accompanied by a certified check payable to the order of the Town, or cash, amounting to ten percent (10%) of the bid, or by a bond in said amount and payable to the Town, signed by a corporate surety or by the bidder and two sureties who shall justify before any officer competent to administer an oath, in double said amount and over and above all statutory exemptions. The check shall be forfeited, or the bond shall become payable to the Town, in case the bidder depositing the same does not, after the contract has been awarded, and within the time specified in said plans and specifications, enter into a contract, in form as set forth in said specifications, with the Town, the faithful performance of which shall be assured by an undertaking in the amount of one hundred percent (100%) of the amount so bid, with sureties satisfactory to the Town, and which shall be accompanied by a payment bond (labor and materials) in a sum not less than one hundred percent (100%) of the amount of said bid.

Section 6. The sealed proposals or bids shall be delivered to the Public Works Director of the Town on the time and date to be set forth by the Public Works Director in the notice of invitation to bid, at the Office of the Town Clerk in the Town Hall, 765 Portola Road, in the Town, said time being not less than ten (10) days from the time of the first publication of said Notice. Bids will be publicly opened, examined, and the Town Manager will take action awarding the contract or rejecting all bids not later than thirty (30) days after the expiration of the time prescribed for the receipt of bids; provided the award may be made after the expiration of the specified times, if the bidder shall not have given to the Council notice in writing of the withdrawal of such bid on proposal.

Section 7. The Town Council of the Town hereby reserves the right to reject any and all bids.

PASSED AND ADOPTED this 13^h day of April 2011.

Mayor

ATTEST:

Town Clerk

Portola Valley Finance Committee
Recommendations to Portola Valley Town Council
April 13, 2011 Meeting

Background

In the 2008-2009 San Mateo County Grand Jury report entitled *Reversing the Upward Trajectory of Employee Costs in the Cities of San Mateo County*, the employee costs paid by the Town of Portola Valley are **very** modest when compared to the other 19 cities in the County. In the letter of response dated August 24, 2009 to the recommendations of the Grand Jury Report, Mayor Ann Wengert wrote to the Superior Court of San Mateo County that the Finance Committee would hold a meeting to discuss controlling employee costs.

At a subsequent Finance Committee meeting on September 20, 2010, the Committee discussed the Health Benefits Comparison for 2010 prepared by Town staff between Portola Valley and 6 other nearby towns. While the Town again compared very favorably to its peer towns, the Committee noted that the Town benefits seemed more favorable than available in the private sector.

At its most recent meeting on December 14, 2010, the Committee reviewed the 2010 Annual Survey of Employer Health Benefits produced by the Kaiser Family Foundation which stated that medical premium contributions by covered workers averaged 19% for single coverage and 30% for family coverage. For Town employees, both employee and dependent medical insurance is **free** up to the cost of Kaiser medical insurance. So an employee who selects Kaiser for themselves and his/her dependents pays nothing for medical insurance. An employee who selects Blue Shield pays the additional cost of Blue Shield over Kaiser.

Proposal 1

The Finance Committee recommends that the Town continue to offer free medical insurance up to the Kaiser cost to its employees but that dependents start contributing 12.5% of their medical insurance cost. In addition, a regular audit (every 1-2 years) should verify the eligibility of spouses/dependents for coverage.

Arguments for the proposal

--Failure to charge something for medical insurance causes spouses, who may also receive coverage from their own employer, to automatically choose the free coverage offered by the Town thus unnecessarily burdening the Town with more insurance cost.

--Town taxpayers employed by private sector employers generally receive much less generous benefits based on data from reports analyzed.

--Current trends and actions across the vast majority of private and public sector health benefit plans already incorporate a much higher level of cost sharing with a noticeable trend to require that employees and their dependents carry an even higher percentage of costs in the future.

Arguments against the proposal

--Many towns in San Mateo County currently provide full medical premium coverage for both employees and spouses/dependents. Requiring contributions would make the Town less competitive in attracting and retaining employees.

--The Town's total employee benefit package is less generous than many other local towns.

--There is no pressing financial or other reason to change the current policy which has been a long standing policy.

Proposal 2

The Town spends roughly \$218,000 per year to share an *additional* traffic patrol officer with Woodside. This cost is reduced by \$100,000 of COPS funding from the State. The current three year contract with the San Mateo County Sheriff's Office has one more year remaining. More than half of the cost is due to generous pension and other benefits rather than the direct cash compensation paid to the patrol officers.

The Committee recommends that a more limited extra patrol be explored prior to the next contract negotiation, perhaps having patrols only during prime drive time or school start/end hours such that total expense does not exceed the \$100,000 COPS grant. If the COPS grant is reduced or terminated by the State, the Committee recommends termination of the extra patrol.

A review of patrol call reports revealed that the vast majority of activity involved minor traffic infractions (not directly related to serious safety concerns) and non-emergency routine patrol matters. The Town will receive only an estimated \$11,500 from traffic and parking citations this fiscal year while picking up the entire cost of the patrols.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Angela Howard, Town Manager

DATE: April 13, 2011

RE: Finance Committee's Recommendation to Require Employee Partial Premium Payment for Dependent Medical Insurance Costs

The Town staff has worked diligently over the years to provide high-quality services at the lowest possible cost to its residents. We have the smallest of dedicated staffs, and even with the addition of two staff members we continue to have the lowest employee-per-capita ratio.

A great deal of discussion about employee benefits has occurred in recent months, partly due to the revelations of egregious wrongdoing in the southern California city of Bell. At both state and local levels there is demand for pension and general benefit reform; I agree that in many cases reform is desperately needed.

However, it cannot be overstated that while many municipalities have enriched benefit packages with increased pension benefit plans (2.5% to 2.7% at 55), life insurance, and lifetime health insurance benefits, to name a few, in comparison (see chart below) Portola Valley has maintained a basic no-frills employee benefits package.

	POPULATION	4671	7468	3938	11395	8889	5666
	TOWN/CITY	PORTOLA VALLEY	ATHERTON	BRISBANE	HILLS-BOROUGH	LOS ALTOS HILLS	WOODSIDE
OTHER BENEFITS							
Employee Contribution for Medical		0	5%	0	0	0	Dep's over \$150
Life Insurance		NO	YES	YES	YES	YES	YES
Matching Deferred Compensation		NO	NO	NO	NO	NO	YES
PERS Plan		2% @ 55	2% @ 55	2.7% @ 55	3% @ 60	2% @ 55	2.5% @ 55
Social Security (6.2%)		YES	NO	NO	YES	NO	YES
Retirement Health		NO	YES	YES	YES	YES	YES
				(after 15 yrs)	(hired before 2002)	(hired before 2007)	

Memo to Mayor and Members of the Council

April 13, 2011

Page 2 of 2

Simply put, there is no financial reason to implement the Finance Committee's recommended change. Per the chart below, the reduced expenditure of \$1,556 per month is insignificant from the Town's perspective. However, for the affected employees who net less than \$6,900 per month, reducing their net income by another \$163 to \$217 will be significant.

EMP'EE	CURRENT MONTHLY NET	2011 PREMIUMS - per MONTH			PREMIUMS PAID per MONTH	Emp'ee Portion of Premium per Month	Proposed Add'l 12.5% Per Month	Total Proposed Employee Paid Prem per Month
		Medical	Dental	Vision				
1	8,199	1756.33	232.00	25.80	2014.13	292.96	251.77	544.73
2	6,868	1479.37	232.00	25.80	1737.17	16.00	217.15	233.15
3	5,203	1137.98	155.70	15.70	1309.38	5.90	163.67	169.57
4	4,785	1137.98	155.70	9.80	1303.48	0.00	162.94	162.94
5	4,377	1137.98	155.70	15.70	1309.38	5.90	163.67	169.57
6	4,115	1479.37	232.00	15.70	1727.07	5.90	215.88	221.78
7	3,047	1137.98	155.70	15.70	1309.38	5.90	163.67	169.57
8	3,073	1479.37	232.00	25.80	1737.17	16.00	217.15	233.15
Month	39,666	10,746	1,551	150	12,447	349	1,556	1,904
Annual	475,991	128,956	18,610	1,800	149,366	4,183	18,671	22,853

Recommendation

If the Town were to further reduce its overall compensation and benefit package, this would continue to erode the Town's competitiveness in attracting and retaining employees. It is my recommendation to leave the policy as is for the time being. Should the economic climate and comparative public employee benefit packages merit, the Council can revisit this issue at a later date.



Town of Portola Valley

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

April 5, 2011

Via E-Mail: neely@stanford.edu

Dr. Kirk Neely
 555 Portola Road
 Portola Valley, CA 94028

Subject: Withdrawal of February 18, 2011 Appeal to Town Council
 of Planning Commission denial of Conditional Use Permit X7D-169
 Spring Ridge LLC (Neely/Myers)

Dear Dr. Neely:

This is to acknowledge receipt of the April 4, 2011 letter to me from John Hanna, on your behalf, withdrawing the subject appeal. Based on this letter the town will proceed to remove the appeal from the April 27, 2011 Town Council agenda. In addition, it is my understanding that at the April 13, 2011 Town Council meeting the council intends to appoint a subcommittee to meet with you relative to the policy and other issues that were raised during the planning commission public hearing process on the use permit application and discussed in your appeal documents. This would be consistent with your request as stated in the April 4th letter from Mr. Hanna.

Once the subcommittee is in place, we would look forward to meet with you to discuss the issues and advise you of the specific steps needed to revise the use permit application so it can be fully processed and considered, including environmental analysis, as suggested in the March 15, 2011 letter to Mr. Hanna from Town Attorney Sandy Sloan. As noted in that letter, we would view the application as a revision to the original application submittal.

511

We appreciate the concerns you have expressed and the considerations you have made in deciding to withdraw the appeal. Again, we look forward to working with you to discuss and resolve the issues in a timely and mutually beneficial manner.

Best regards,

Tom Vlasic
 Town Planner

cc. Angela Howard, Town Manager
 Sandy Sloan, Town Attorney
 Mayor Ted Driscoll and Members of the Town Council
 John Hanna, Hanna & Van Atta

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

From: Ted Driscoll [<mailto:ted@driscoll.com>]

Sent: Wednesday, April 06, 2011 9:40 PM

To: Angela Howard

Cc: Sandy Sloan; Tom Vlastic

Subject: Neely (for the 4/27 agenda item)

PV Town Council:

In February, Kirk Neely requested a meeting to discuss the process in hearing his appeal. We met in Carter Warr's office. In that discussion, I asked about whether there was a way to avoid the expense and confrontation of the public appeal process. Tom Vlastic and I suggested that we might find a reasonable compromise that was acceptable to both the Neely's and the Town, but that was not easily done in the context of a formal appeal. We suggested that if the appeal were withdrawn, we could more easily find a win/win solution. The Neely's have chosen to take that step, and withdraw their appeal.

I request that the council authorize a sub-committee of two councilmembers to discuss alternatives with the Neely's, and propose that the committee consist of Councilmember Wengert and myself. If a compromise position is found, then it would be returned to the Planning Commission as a replay of the normal process. The delay would also allow the Town Planner's office to complete their environmental review of all the aspects of the Neely's application.

Respectfully,
Ted

Ted Driscoll
Town Council, Mayor '11
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
tdriscoll@portolavalley.net



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Maryann Derwin, Vice Mayor & Chair of Sustainability Committee

DATE: March 22, 2011

RE: Appointment of New Member to Committee

At its March 21 meeting, the Sustainability Committee voted to approve Onnolee Trapp as a new member to the Committee. The Sustainability Committee asks that the Mayor, with concurrence of Council, appoint Onnolee to the Sustainability Committee.

Sharon Hanlon

Subject: FW: Application to Serve on Committee - Sustainability / Trapp

Subject: Application to Serve on Committee - Sustainability / Trapp

Submission information

Submitter DB ID : 1001
Submitter's language : Default language
Time to take the survey : 8 min. , 2 sec.
Submission recorded on : 3/4/2011 12:25:30 PM

Survey answers

Full Name:*
Onnolee Trapp

Name of Committee I'm Interested in Serving On:
(Please note that only the committees currently seeking volunteers are listed.) Cable &
Utilities Undergrounding []
Community Events Committee []
Cultural Arts Committee []
Emergency Preparedness Committee []
Finance Committee []
Parks & Recreation Committee []
Sustainability []
Traffic Committee []

Email Address:*
onnoleet@sbcglobal.net

Address (include city/zip):*

Number of years in Portola Valley:*
42

Home Telephone Number:*

Cellular Telephone Number:

Other Telephone Number:
Not answered

Preferred Telephone Contact Number

- Home
- Cell
- Other

I prefer to receive Town communications via:

- E-Mail (recommended)
- U.S. Mail

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

I am Chair of the Green Committee at The Sequoias, where I live, and work with residents, staff, and Brandi De Garneau in our efforts to achieve Green Business Certification. Living in a apartment at Sequoias is quite different from living in a single family home, but there are many "green" practices that can be applied to both. I appreciate the opportunity to learn from the meetings of the Sustainability Committee about things that could be helpful to us at Sequoias. I also believe that it is important to have a link between Sequoias and the Town on this committee and several others.

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

No

April 6, 2011

Dear Members of the Portola Valley Town Council,

I would like to recommend Julia Brandman for membership in the Portola Valley Teen Committee. Julia wrote to you in the fall requesting membership to this committee, and she has since attended two of our meetings. The committee voted unanimously to recommend her membership.

Many thanks,

Sharon Driscoll
Chair, Portola Valley Teen Committee

Sharon Hanlon

Subject: FW: Application to Serve on Committee - Teen / Brandman

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

From: webmaster@portolavalley.net [<mailto:webmaster@portolavalley.net>]

Sent: Friday, October 01, 2010 2:35 PM

To: Sharon Hanlon

Subject: Application to Serve on Committee - Teen / Brandman

Submission information

Submitter DB ID : 879
Submitter's language : Default language
Time to take the survey : 2 min. , 37 sec.
Submission recorded on : 10/1/2010 2:35:26 PM

Survey answers

Full Name:*
Julia Brandman

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

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

Email Address:*
cbrandman@yahoo.com

Address:*

Number of years in Portola Valley:*
8

Preferred Telephone Contact #1:*

Preferred Telephone Contact #2:
Not answered

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

I am an 8th grade student at Corte Madera and want to help with activities for teens in our community. I think it is a good way to bring kids closer together.

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

NO

#12

There are no written materials for this item.

TOWN COUNCIL WEEKLY DIGEST

Friday – March 25, 2011

- ☐ 1. Letter to Town Council from Mary Jane and William Kelly regarding T-Mobile Proposal, California Water Property, Peak Lane and Golden Oak – March 22, 2011
- ☐ 2. Memorandum to San Mateo County Sheriff's Department from Sharon Hanlon regarding Town Center Reservations for April 2011
- ☐ 3. April 2011 Meeting Schedule
- ☐ 4. Notice of Cancellation of ASCC Meeting scheduled for Monday, March 28, 2011
- ☐ 5. Amended Agenda – Teen Committee Meeting – Friday, April 1, 2011
- ☐ 6. Action Agenda – Regular Town Council Meeting – Wednesday, March 23, 2011

Attached Separates (Council Only)

- ☐ 1. Invitation to San Mateo County Central Labor Council's Cope Banquet on Friday, July 15, 2011
- ☐ 2. Invitation to Jorgenson, Siegel, McClure & Flegel's 50th Anniversary on Thursday, April 28, 2011
- ☐ 3. Invitation to Stanford University's 8th Annual Community Partnership and Volunteer Service Awards Luncheon on Tuesday, May 10, 2011
- ☐ 4. ABAG's 50th Anniversary Spring General Assembly and Business Meeting on Thursday, April 14, 2011
- ☐ 5. San Mateo County Mosquito and Vector Control's Entomology Report – February 2011

**Mary Jane and William Kelly
10 Peak Lane
Portola Valley, California 94028
wmk13@columbia.edu.**

March 22, 2011

Members of the Town Council
Town of Portola Valley

**T-Mobile Proposal
California Water Property
Peak Lane and Golden Oak**

Dear Council Members,

You have no doubt seen this week's announcement of AT&T's definitive agreement to acquire T-Mobile. The stated purpose of this acquisition is to permit a "combination of network assets" of the two companies throughout the United States. We believe that this development should cause the Town to reconsider its preliminary decision to approve T-Mobile's application for a conditional use permit for the construction of a tower at the California Water property.

We all recall the Town Council's decision this past October to overrule the Planning Commission and to give preliminary approval to the T-Mobile proposal. The Council said at the time that it took this action reluctantly, and because it believed that legally it had no choice. The Council recognized that the Town, unlike some other jurisdictions, lacks an overall conceptual framework for considering projects like this, and it committed to a longer-term process that would develop such a framework and guide the Town in the assessment of future proposals. But in the immediate case the Council determined that a "significant gap" existed in T-Mobile's network and that the proposed tower would address this gap. In those circumstances, and given applicable legal precedents, the Town felt compelled to proceed.

The proposed transaction changes everything. T-Mobile has voluntarily entered into a legally binding agreement that, if consummated, will redraw the coverage map of Portola Valley and throughout the United States. If the transaction is completed then the relevant network for the purpose of the "significant gap" determination will not be that of T-Mobile alone but rather that of the two companies combined. Looked at on this basis it is not clear that there would be a gap at all, much less a "significant" gap.

T-Mobile, of course, may argue that it is not clear that the acquisition will receive regulatory approval, and that in the meantime construction should go forward. We agree that there is federal regulatory uncertainty, although AT&T's agreement to pay a \$3 billion breakup fee in the event the deal does not receive approval suggests that they are confident that the deal will go forward.

But the fact that there is regulatory uncertainty--generated not by the Town but by a transaction that T-Mobile voluntarily entered into--underscores the need to avoid undue haste. No one knows who will control the T-Mobile network in a year's time, or what federal regulatory conditions might be attached to any approval of the transaction. In the face of this uncertainty this is not the time to be taking the irreversible step of constructing a massive tower in the midst of a residential neighborhood in a rural town. This uncertainty also means that the legal precedents previously cited by T-Mobile are inapplicable, since none of those cases involved this fact pattern.

The T-Mobile announcement gives the Town the opportunity to do what we believe the Council would have preferred to do anyway: declare a moratorium on the construction of new towers until the Town develops a comprehensive approach to proposals of this sort, and then, once the federal regulators have acted with respect to the proposed transaction, evaluate this and any other proposals under the new framework. We urge you to seize this opportunity.

Thanks for your consideration.

Sincerely,

Mary Jane and William Kelly

cc: Members of the ASCC and Planning Commission
Tom Vlasic

2



MEMORANDUM

TOWN OF PORTOLA VALLEY

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

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

April 16: Earth Day Fair / Town Center Community Hall and Courtyard / 10:00 am – 2:00 pm

Town of Portola Valley

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

APRIL 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 2nd & 4th Wednesdays)

Wednesday, April 13, 2011

Wednesday, April 27, 2011

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

Council Liaison – Ann Wengert

Wednesday, April 6, 2011

Wednesday, April 20, 2011

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

Council Liaison – John Richards

Monday, April 11, 2011

Monday, April 25, 2011

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

Council Liaison – John Richards

COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

Tuesday, April 5, 2011 at 5:00 PM

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

Council Liaison – John Richards

Tuesday, April 26, 2011

CULTURAL ARTS COMMITTEE

Council Liaison – Maryann Derwin

Thursday, April 14, 2011 at 1:00 PM

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

Conference Room at Town Hall

Council Liaison – Steve Toben

Thursday, April 14, 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

Thursday, April 7, 2011, at 3:30 pm in the Heritage Room

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

Council Liaison – Ann Wengert

Thursday, April 14, 2011

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Steve Toben

As announced

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

Council Liaison – Steve Toben

Monday, April 18, 2011

PUBLIC WORKS COMMITTEE

Council Liaison – Ann Wengert

As announced

SUSTAINABILITY COMMITTEE – 4:00 PM (Meets 3rd Monday)

Council Liaison – Maryann Derwin

Monday, April 11, 2011 – Special Meeting

Monday, April 18, 2011 – Regular Meeting Cancelled

TEEN COMMITTEE

Council Liaison – Maryann Derwin

Friday, April 1, 2011 at 5:00 PM

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

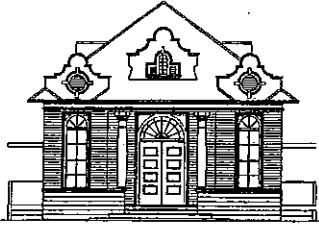
Council Liaison – Ted Driscoll

Thursday, April 7, 2011

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

Council Liaison – Ted Driscoll

Tuesday, April 12, 2011 – 8:15 AM



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Architectural Site and Control Commission
FROM: CheyAnne Brown, Planning & Building Assistant
DATE: March 25, 2011
RE: Cancellation of ASCC Meeting

The Regular Meeting of the ASCC scheduled for Monday, March 28, 2011 is cancelled. The next regular meeting of the ASCC is scheduled for Monday, April 11, 2011 at 7:30 p.m.

CC: Town Manager
Town Council
Town Planner
Country Almanac

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

Date: March 25, 2011

CheyAnne Brown
Planning & Building Assistant



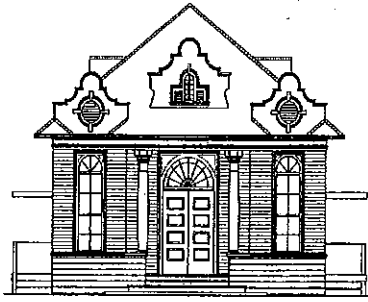
TOWN OF PORTOLA VALLEY
Teen Committee Meeting
Friday, April 1, 2011 - 5:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AMENDED AGENDA

1. Call to Order. Welcome.
2. Oral Communications
3. Approve minutes from November meeting
4. Application to Serve – Julia Brandman
5. “Sharing the Bounty” project. Report on local stores’ participation and the now agreed use of Corte Madera’s garden during the summer.
6. 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?
7. A teen dance. CM dances: Dec. 10, March 11, and May 13. PVTC: **April 1 or 8.**
8. 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
9. 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?
10. Committee Budget for 2011-2012
11. Adjournment

Enclosure: Application from Julia Brandman

6



TOWN OF PORTOLA VALLEY
7:30 PM – Regular Town Council Meeting
Wednesday, March 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

All Present

ORAL COMMUNICATIONS (7:31 pm)

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.

Town Manager asked that an urgency item be added to the agenda. Closed Session/Real Estate Negotiations for 900 Portola Road, GC Section 54956.8. Council approved 5-0. Item was added as #12 of the agenda.

CONSENT AGENDA (7:32 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 February 23, 2011

Approved as Amended 4-0-1 Councilmember Richards abstained

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

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

Items 2 & 3 approved 5-0

REGULAR AGENDA (7:35 pm)

- (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. __)

First Reading of Ordinance, Approved 5-0
Second Reading scheduled for the April 13 Council meeting

- (5) **Recommendation by Assistant Town Manager** – Introduction of Ordinance Relating to Commercial Use of Town Parks and Recreation Areas (7:39 pm)

- (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. __)

Ordinance referred back to staff with amendments. Revised Ordinance will be agendized at the April 13 Council meeting.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS (8:10 pm)

- (6) **Discussion and Council Action** – Proposed Amendment to Town's Personnel Policy and Procedures regarding Use of the Community Hall by Town Staff

Council approved proposed policy with a rental rate of \$500 and \$1,000 deposit for salaried full time staff.

(7) Reports from Commission and Committee Liaisons (8:15 pm)

There are no written materials for this item.

Councilmember Toben – Planning Commission held discussion on request for modification to Town's Geologic Maps for property on Santa Maria and a site development permit in Blue Oaks. The Emergency Preparedness Committee continues to review goals for 2011. Parks and Recreation Committee focused on the Ford Field renovation and heard under oral communications from a resident interested in funding a skate park in Town.

Councilmember Wengert – The Annual Committee and Commission Orientation meeting was held on 2/28. This annual meeting is good practice and should include all new committee and commission members.

Councilmember Richards – ASCC reviewed a site development permit in Blue Oaks, T-Mobile landscaping and a new guest house on Golden Oak. The Cable and Undergrounding Committee continues discussion on next steps for undergrounding plan. The Cultural Arts Committee discussed replacing Blues and BBQ with the PVSD anniversary celebration.

Vice Mayor Derwin – The February Council of Cities discussed shared services between cities. The Community Events and Cultural Arts Committees held a special joint meeting to divide work for PVSD celebration between the two committees and looked at whether to solicit funds for open space at the event. Maryann and Town Manager Howard met with Nancy Lund and Tim Hanretty to clarify everyone was in agreement on rules and budget procedure. At the C/CAG meeting there was discussion of the two million dollars for the Safe Routes to School program, elected new Chair, Bob Grassilli of San Carlos and two new Vice Chairs and reviewed and recommended approval of Measure M which will give Portola Valley \$75,000 per year. The Teen Committee meeting did not have a quorum. The Safe Routes to School Coalition met to review the idea of a school turn around at Corte Madera and the possibility of a bus for transportation. There was a special Sustainability Committee meeting where Steve Schmidt gave a presentation on High Energy Home Software. The Committee also discussed smart strips. The Bill Lane tree planting event in Humboldt Redwoods State Park was magical!

Mayor Driscoll – The Mayor attended the Trails and Paths and Traffic Committee meetings and participated in the Mayors on Wheels annual event and the Joint Venture Silicon Valley regional conference. The Mayor met with Rich Gordon regarding the Cargill project.

WRITTEN COMMUNICATIONS (8:45 pm)**(8) Town Council Weekly Digest – February 25, 2011**

#2 – Town Manager reminded Council that there is still time to nominate someone for the San Mateo County Grand Jury

(9) Town Council Weekly Digest – March 4, 2011

#4 – Council unanimously approved the Teen Committee's proposed Bill and Jean Lane Civic Involvement Teen program

(10) Town Council Weekly Digest – March 11, 2011**(11) Town Council Weekly Digest – March 18, 2011**

#1 – The Neely appeal is scheduled for the April 27 Council meeting

#2 – Council approves of recommended nominee Nicole Miller for the San Mateo County Chamber of Commerce Diversity Award

CLOSED SESSION: 8:50 pm

Urgency Item added to the agenda

(12) REAL ESTATE NEGOTIATIONS**CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Government Code Section 54956.8

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

Negotiators – Town Attorney and Town Manager

REPORT OUT OF CLOSED SESSION – None to Report**ADJOURNMENT: 9:25 pm**

TOWN COUNCIL WEEKLY DIGEST

Friday – April 1, 2011

-
- ☐ 1. Month End Financial Report For the Month of March, 2011
 - ☐ 2. Agenda – Community Events Committee Meeting – Tuesday, April 5, 2011
 - ☐ 3. Agenda – Regular Planning Commission Meeting – Wednesday, April 6, 2011
 - ☐ 4. Notice of Cancellation of Traffic Committee Meeting scheduled for Thursday, April 7, 2011
 - ☐ 5. Agenda – Historic Resources Committee Meeting – Thursday, April 7, 2011

Attached Separates (Council Only)

- ☐ 1. Invitation to ABAG's 50th Anniversary Spring General Assembly and Business Meeting on Thursday, April 14, 2011
- ☐ 2. Comcast California – February 22, 2011
- ☐ 3. Estuary News – April 2011



MONTH END FINANCIAL REPORT

FOR THE MONTH OF: March 2011

CASH	Bank of America	\$	1,070,442.02
	Local Agency Inv't Fund (0.512%)	\$	6,395,309.75
	Total Cash	\$	7,465,751.77
FUNDS	05 General Fund	\$	2,151,498.15
	10 Safety Tax	\$	102,859.55
	15 Open Space	\$	2,984,621.95
	20 Gas Tax	\$	56,802.85
	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	\$	151,978.66
	65 Road Fees	\$	778,940.95
	75 Crescent M.D.	\$	68,227.71
	80 PVR M.D.	\$	13,202.16
	85 Wayside I M.D.	\$	5,685.61
86 Wayside II M.D.	\$	(101,918.59)	
90 Woodside Highlands M.D.	\$	168,616.46	
95 Arrowhead Mdws M.D.	\$	(1,799.67)	
96 Customer Deposits	\$	527,101.68	
	Total Fund Balance	\$	7,465,751.77
ACTIVITY	Revenues for Month:	\$	210,963.94
	LAIF Interest Deposit	\$	-
	Total Revenues for Month:	\$	210,963.94
	Warrant List 3/9/11	\$	(322,610.26)
	Warrant List 3/23/11	\$	(122,535.79)
	Payroll	\$	(125,784.72)
	Total Expenses for Month:	\$	(570,930.77)
	Activity Balance	\$	(359,966.83)
SUMMARY	Beginning Cash Balance:	\$	7,825,808.68
	Total Revenues	\$	210,963.94
	Total Expenses	\$	(570,930.77)
	JE#76034,76151	\$	(90.08)
	Ending Cash Balance	\$	7,465,751.77

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.

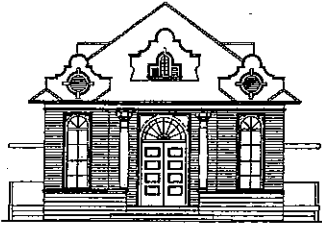


Town of Portola Valley
COMMUNITY EVENTS COMMITTEE MEETING
Tuesday, April 5, 2011 – 5:00 PM
Historic Schoolhouse
765 Portola Road
Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Roll Call
3. Oral Communications
4. Approval of Minutes from meeting of March 1, 2011
5. Communications
 - Teen Committee – Movie Night, June 4, 2011
6. Planning for 2011 Events
 - Town Picnic – June 4, 2011
 - PVSD 150 Celebration – October 2, 2011
 - Volunteer Appreciation Party – December 2, 2011
7. Committee Budget for 2011-2012
8. Adjourn

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



**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, April 6, 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:* General Plan Amendments to Conservation Element, Open Space Element and Recreation Element, and Related CEQA Findings

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: March 2, 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
April 6, 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.

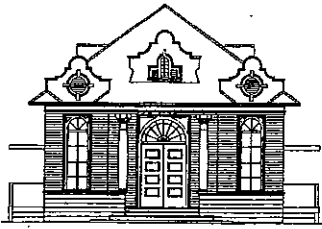
PUBLIC HEARINGS

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).

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

Date: April 1, 2011

CheyAnne Brown
Planning & Building Assistant



Town of Portola Valley
Traffic Committee
Notice of Cancellation
Thursday, April 7, 2011

TRAFFIC COMMITTEE
Thursday, April 7, 2011
NOTICE OF CANCELLATION

The Traffic Committee meeting scheduled for Thursday, April 7, 2011 at 8:15 a.m. is cancelled.



Town of Portola Valley
Historic Resources Committee
Thursday, April 7, 2011 – 3:30 PM
Heritage Room / Portola Valley Library at Town Center
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

1. Roll Call
2. Oral Communications
3. Approval of Minutes from November 2010
4. Budget for 2011-2012
5. Report on Almanac acquisitions
6. Report on School District sesquicentennial plans
7. Possible purchase of aerial photos from 40s-80s
8. Adjourn

If you are unable to attend this meeting - please notify Nancy Lund at 851-1072

TOWN COUNCIL WEEKLY DIGEST

Friday – April 8, 2011

-
- ☐ 1. E-mail with letter attachment to the Editor at Almanac News from Sandy Sloan regarding the article "Portola Valley: Town Council ran afoul of open-meeting law, CNPA attorney says" – April 7, 2011
 - ☐ 2. Letter to Council from Barbara Boxer regarding the Community Development Block Grant program – March 31, 2011
 - ☐ 3. Letter with attachments to Council from Chris Cobey regarding the establishment of a Redistricting Advisory Committee – April 3, 2011
 - ☐ 4. Letter to Tom Vlastic from John Paul Hanna regarding Spring Ridge LLC CUP Application – April 4, 2011
 - ☐ 5. Letter from Armando Muela announcing the appointment of Daniel Ghiorso to the position of Woodside Fire Protection District Fire Chief effective May 1, 2011 – March 28, 2011
 - ☐ 6. Issued Building Permit Activity for March, 2011
 - ☐ 7. Flyer announcing Earth Day Fair 2011 on Saturday, April 16, 2011
 - ☐ 8. Agenda – Special Sustainability Committee Meeting – Monday, April 11, 2011
 - ☐ 9. Agenda – Regular ASCC Committee Meeting – Monday, April 11, 2011
 - ☐ 10. Agenda – Trails and Paths Committee Meeting – Tuesday, April 12, 2011
 - ☐ 11. Agenda – Emergency Preparedness Committee Meeting – Thursday, April 14, 2011
 - ☐ 12. Agenda – Public Works Committee Meeting – Thursday, April 14, 2011
 - ☐ 13. Agenda – Cultural Arts Committee Meeting – Thursday, April 14, 2011
 - ☐ 14. Agenda – Nature and Science Committee Meeting – Thursday, April 14, 2011

Attached Separates (Council Only)

- ☐ 1. Request for contribution from CASA of San Mateo County
- ☐ 2. Community Gatepath's "Pathways" – Spring, 2011
- ☐ 3. Labor – April, 2011
- ☐ 4. Western City – April, 2011
- ☐ 5. CalPERS "Local Elected Official Toolkit – Pension Funding and Retiree Health Benefits Funding" – March 2011

From: Leigh F. Prince [mailto:lfpr@jsmf.com]

Sent: Thursday, April 07, 2011 8:40 AM

To: editor@AlmanacNews.com

Cc: Dave Boyce

Subject: Letter to the Editor

Attached please find a letter to the editor from the Portola Valley Town Attorney.

Regards,

Leigh Prince

Leigh Prince

Jorgenson, Siegel, McClure & Flegel, LLP

1100 Alma Street, Suite 210

Menlo Park, CA 94025

(650) 324-9300

(650) 324-0227 Fax

EDITOR:

Despite claims in the recent article "Portola Valley: Town Council ran afoul of open-meeting law, CNPA attorney says", the Town Council did not violate the Brown Act by adding an urgent closed session item to the Council agenda. California Government Code Section 54954.2(b)(2) allows the Town Council to place an item on the agenda even if the item of business did not appear on the posted agenda if two-thirds of the Councilmembers determine that there is a need to take immediate action and that need for action came to the attention of the Town subsequent to the agenda being posted. That is exactly what happened at the meeting of March 23, 2011.

After the posting of the agenda, information came to the attention of the Town related to a real property transaction (an item appropriate for closed session pursuant to Government Code Section 54956.8). At the beginning of the meeting, the Town Manager indicated that since the posting of the agenda the Town had learned information that could require immediate action related to a real property negotiation. The Town Manager stated the address of the property involved, as reported in the Almanac. The Town Manager requested a vote of the Councilmembers regarding the need for immediate action to add this closed session item to the agenda, and the Councilmembers voted unanimously. The process the Town Council undertook was legal and in accordance with the letter of the law.

Because the Town Council chose not to take any action and there was nothing to report out of closed session does not mean that the Town Council's action violated the Brown Act. It simply means that after learning all the available information and considering the matter, the Town Council decided it best not to take any action. There was no violation of open meeting law.

Sandy Sloan, Portola Valley Town Attorney

United States Senate

HART SENATE OFFICE BUILDING
SUITE 112
WASHINGTON, DC 20510-0505
(202) 224-3553
<http://boxer.senate.gov>

March 31, 2011

APR 04 2011

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

Dear Ms. Howard:

As a former county supervisor, I know first-hand how critically important the Community Development Block Grant (CDBG) program is to California's cities and counties.

That is why I recently joined a group of colleagues in writing to Senate Appropriations Committee Chairman Daniel Inouye and Vice-Chairman Thad Cochran, urging them to preserve funding for this vital and effective economic development program. (A copy of our letter is enclosed.)

These difficult economic times have placed enormous strains on state and local budgets. In order to maintain basic services and assistance to low- and moderate-income families in California and across the nation, we must continue CDBG formula funding at the Fiscal Year 2010 level of \$3.948 billion.

Over the past six years, CDBG investments have created or retained 259,346 jobs for low- and moderate-income persons. Although Congress must take steps to reduce the federal deficit, it is essential that we not do so in ways that will cost jobs and harm our fragile economy, or hurt the most vulnerable among us.

As the appropriations process for Fiscal Years 2011 and 2012 continues to unfold, be assured that I will keep working to preserve federal funding for the Community Development Block Grant (CDBG) program.

Sincerely,



Barbara Boxer
United States Senator

United States Senate
WASHINGTON, DC 20510

March 16, 2011

The Honorable Daniel Inouye
Chairman
Committee on Appropriations
United States Senate
Washington, D.C. 20510

The Honorable Thad Cochran
Vice-Chairman
Committee on Appropriations
United States Senate
Washington, D.C. 20510

Dear Chairman Inouye and Vice-Chairman Cochran:

As the Senate works toward completing action on the Fiscal Year 2011 appropriations bills, we urge you to preserve funding for one of the most effective federal programs for promoting economic development, the Community Development Block Grant (CDBG) Program. We ask that in any short or long term continuing resolution you maintain the Fiscal Year 2010 level of \$3.984 billion in formula funding for the program.

CDBG is the centerpiece of the federal government's efforts to help more than 1,200 cities, counties, and states meet the needs of low- and moderate-income persons. CDBG is one of the most effective federal domestic programs to revitalize communities with proven results. It helps fund a wide-range of activities, including housing-related assistance, public improvements, public services, and economic development projects. Any reduction in CDBG funding would severely slow down or eliminate thousands of local and state projects and programs that are directly contributing to local and regional recovery. Based on data that grantees have reported to the U.S. Department of Housing and Urban Development over the past six years, the CDBG program has:

- Assisted 865,874 low- and moderate-income households through single-family and multifamily residential rehabilitation, homeownership assistance, energy efficient improvements and lead-based paint abatement;
- Created or retained 259,346 jobs for low- and moderate-income persons through a variety of economic development activities;
- Benefitted 22,998,047 low- and moderate-income households through such public improvements as the development of senior centers, child care centers, and centers for the disabled;
- Benefitted 73,863,286 low- and moderate-income households through public services such as employment and training, youth services, meals and other assistance to the elderly, and services for abused and neglected children; and
- Every \$1.00 of CDBG leverages an additional \$1.62 in non-CDBG funding.

This is an impressive track record that grantees have compiled in their wise stewardship of the

program. Grantees distribute CDBG funds through a large network of local organizations that provide direct assistance to low- and moderate-income beneficiaries. In this current economic climate the need to maintain services and assistance to low- and moderate-income households is overriding. Maintaining CDBG formula funding at its FY10 level of \$3.948 billion would maintain the commitment to these households. Therefore, we strongly urge you to provide this minimum funding level.

Sincerely,

Franz Lesky

Th Wj

Kirsten E. Hillbrand

Rep Sanchez

Bob Carey, Jr.

Mayor of Oakland

John F. King

Johnstone

Jim Webb

Bill Nelson

Carl Davis

Tom Harkin

Mark Begich

Jeanne Shaheen

Jeffrey A. Merkley

Ken Card

Bill Alford

Jay Rockefeller

Page 3
FY11 CDBG CR Appropriations
Senate Appropriations Committee

Rabih Merangy
Dennis P. Finn
Frank R. Lautenberg
Nellie Petersen
Angie Klobuchar
Chris Coons

John Deard
Cliff Fankler
Janice K. Spata
Bob By
Nick Rahall

CC: THUD Appropriations Subcommittee Chairman Murray
THUD Appropriations Subcommittee Ranking Member Collins

3

To the Mayors and Councilmembers of the cities and towns of San Mateo County:

- Do you believe impartial redistricting once every ten years is an important feature of our democratic process of electing our representatives?
- Do you believe that a citizens redistricting advisory committee might offer districting plans that are alternatives to plans developed only by the members of the San Mateo County Board of Supervisors for their own districts?
- Do you believe the County Board of Supervisors should put on its agenda for its April 12 meeting a proposal to set up a short-term citizens redistricting advisory committee to make this decade's adjustment to the boundaries of the County's supervisorial districts?

If you answered "Yes" to these three questions, **please e-mail or fax the Board your opinion, as an individual, by this Wednesday, April 6, and request that the proposal be placed on the Board's April 12 meeting agenda for discussion and decision** (The agenda's set 6 days ahead.)

In the past three years, San Mateo County residents have voted three times on the subject of using a commission in the redistricting process: 2008's Proposition 11 (creating the Citizens Redistricting Commission), and 2010's Propositions 20 (extending the CRC's responsibilities to congressional districts) and 27 (abolishing the CRC). All three times, County voters were in favor of using a commission in the redistricting process, and by increasing majorities.

Attached to this email are copies of the request to the Board, and a draft resolution establishing such a redistricting advisory committee. This proposal is to create a short-term, advisory committee. The committee would be short-term because the authorizing statute (Cal. Elections Code § 21505; text in p. 2, para. 2 of proposed resolution) requires the committee to submit its report and recommendations to the Board by August 1, 2011. The committee would be advisory, because the Board is free to redistrict in whatever way it wants, as long as it does so by November 1, 2011 (Elections Code § 21500; text on p. 1 of proposed resolution). At last count, the County has 33 citizens advisory committees. The Census Bureau will release later this month final data on which the redistricting will be based.

As indicated in the letter, at least five other California county boards of supervisors have created such redistricting advisory committees. The committees in Santa Clara and San Diego have particularly informative websites (websites links in letter).

As an elected official, your opinion carries weight. Please contact me at my weekday direct telephone number (408 795 3425) or by reply e-mail if you have questions or you wish to receive more information. If you contact the Board, I'd appreciate a copy or forward of your comment. Thanks for reading this, and for your service to the citizens of your city or town.

Chris Cobey

Chris Cobey (Atherton councilmember 1986-1994; mayor 1990-1992)

April 3, 2011

Christopher E. Cobey
Atherton, California

March 28, 2011

VIA E-MAIL:

cgroom@co.sanmateo.ca.us

The Honorable Carole Groom, President
Board of Supervisors, San Mateo County
Hall of Justice
400 County Center
Redwood City, CA 94063

RE: Creation of Redistricting Advisory Committee

Dear President Groom:

By November 1, 2011, the Board of Supervisors is required to redraw the boundaries of its supervisorial districts in accordance with the results of the 2010 Census, and applicable state and federal law. (California Elections Code section 21500.) The Census results are being released as soon as next Friday -- four days from now.

As indicated in the County Counsel's January 22, 2010 memo to members of the Charter Review Committee, California Elections Code section 21505 permits the Board to establish a citizens' advisory committee on redrawing boundaries of supervisorial districts to conform to the results of the Census. Several Boards of Supervisors have already established such committees. See, e.g., Santa Clara County ([http://www.sccgov.org/portal/site/bnc/Citizens Redistricting Commission](http://www.sccgov.org/portal/site/bnc/Citizens%20Redistricting%20Commission)); Monterey (<http://www.co.monterey.ca.us/redistricting>), San Diego County (<http://www.sdcounty.ca.gov/redistricting>), Shasta (<http://www.co.shasta.ca.us/BOS>), and Tulare (<http://www.co.tulare.ca.us/government/redistricting/default.asp>).

This letter respectfully requests that you place on the agenda for public comment and decision at the April 12 Board meeting the attached draft Board resolution, which is based on San Diego County's resolution on this subject.

Thank you for your consideration of this proposal.

Sincerely yours,

Christopher E. Cobey

Christopher E. Cobey (cecobey@gmail.com)

Following: draft resolution (4 pp.)

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * *

RESOLUTION TO ESTABLISH A REDISTRICTING ADVISORY COMMITTEE

WHEREAS, the 2010 federal census has been completed and local data will be officially reported by April 2011; and

WHEREAS, the California Elections Code, sections 21500 et seq., and the Charter of the County of San Mateo, section 202, require the Board of Supervisors ("Board") to adopt a redistricting plan following each decennial federal census, and for the County's supervisorial districts to be apportioned by ordinance pursuant to general law; and

WHEREAS, the Board intends to adopt its redistricting plan by ordinance to provide the Assessor-County Clerk-Recorder and Chief Elections Officer adequate lead time, while accounting for any unforeseen circumstances, and establish the new districts as far in advance as practicable of the 2012 statewide primary to the benefit of affected voters; and

WHEREAS, California Elections Code section 21500 sets basic procedural and substantive redistricting requirements, as follows:

"Following each decennial federal census, and using that census as a basis, the board shall adjust the boundaries of any or all of the supervisorial districts of the county so that the districts shall be as nearly equal in population as may be and shall comply with the applicable provisions of Section 1973 of Title 42 of the United States Code (Section 2 of the Voting Rights Act), as amended. In establishing the boundaries of the districts the board may give consideration to the following factors: (a) topography, (b) geography, (c) cohesiveness, contiguity, integrity, and compactness of territory, and (d) community of interests of the districts."; and

WHEREAS, the United States Constitution, as interpreted by the courts, further prohibits equal protection violations, including the intentional dilution or abridgment of the right to vote of protected classes, and racial gerrymandering; and

v. 3/28/11

WHEREAS, the Board wants to create as broad an opportunity as possible within the time allowed for public review and input regarding proposed redistricting plans; and

WHEREAS, Elections Code section 21505 provides that the Board of Supervisors may appoint an advisory committee as follows:

"The board may appoint a committee composed of residents of the county to study the matter of changing the boundaries of the supervisorial districts. The committee shall make its report to the board of its findings on the need for change of boundaries, and the recommended changes, within six months after the final population figures determined in each federal decennial census have been released, but in any event not later than August 1st of the year following the year in which the census is taken. Recommendations of the committee are advisory only."; and

WHEREAS, the Board desires to establish a Redistricting Advisory Committee to consider redistricting plans and to recommend redistricting plan alternatives to the Board; NOW THEREFORE,

IT IS HEREBY RESOLVED AND ORDERED that the San Mateo County Redistricting Advisory Committee ("Committee") is established as follows:

(a) Membership and Appointment: The Committee shall consist of five (5) members, one nominated by each member of the Board, and appointed by the Board of Supervisors.

(b) Qualifications: Each member of the Committee shall be a resident and registered voter of the County.

(c) Removal: Any member of the Committee may be removed at any time by the Board of Supervisors.

(d) Vacancies: A vacancy shall occur upon any of the following events during the term:

- (1) The death of the incumbent;
- (2) The resignation of the incumbent;
- (3) Unexcused absences from three consecutive regularly scheduled meetings; or
- (4) Any reason specified in Government Code section 1770.

v. 3/28/11

When a vacancy occurs as the result of missing three consecutive regularly scheduled meetings, the Committee chairperson shall notify the member who forfeited his/her seat and the nominating Board member. Vacancies shall be filled in the same manner as initial appointments.

(e) Term of Office: Each member of the Committee shall serve a term that runs until the Board of Supervisors adopts an ordinance establishing the redistricting plan based upon the 2010 federal census (the "2011 Redistricting Plan") or November 1, 2011, whichever occurs sooner.

(f) Officers: The Committee shall elect a Chairperson, Vice-Chairperson and a Secretary from among its members.

(g) Rules: The Committee may prepare and adopt necessary rules and regulations for the conduct of its business. Except as otherwise provided in this ordinance, the Committee shall follow the County's "Resolution Specifying Standard Rules for County Boards, Commissions, and Advisory Committees" (Resolution No. 069276; February 26, 2008).

(h) Quorum: Three members of the Committee shall constitute a quorum. A majority of members in attendance at a meeting shall be required to carry any motion or approval. No proxy, telephone or absentee voting shall be permitted.

(i) Minutes: The Clerk of the Board of Supervisors shall keep written minutes of each of its public meetings, a copy of which shall be on file in the office of the Clerk of the Board of Supervisors. The Clerk of the Board of Supervisors shall be responsible for distributing the minutes of public meetings.

(j) Meetings: The Committee shall establish a regular meeting schedule and shall give public notice of the time and place of meetings. All meetings of the Committee shall be open and public to the extent required by the Ralph M. Brown Act, Government Code sections 54950 et seq.

(k) Compensation: Members of the Committee shall serve without compensation. Members shall be reimbursed for expenses incurred in performing their duties, including reasonable travel expenses to and from Committee meetings.

(l) Duties and Responsibilities: The Committee shall have the following duties and responsibilities:

- (1) Review and analyze census data and proposed redistricting plans, taking into account legal requirements and the redistricting criteria established by the Board of Supervisors;

v. 3/28/11

- (2) Hold at least three public hearings to receive input from the public on proposed redistricting plans;
- (3) Hold at least one public hearing to consider the Committee's proposed redistricting plan(s) before submission to the Board of Supervisors
- (4) Prepare and submit to the Board of Supervisors on or before August 1, 2011 a report and recommendation on no more than three proposed redistricting plans; and
- (5) Such other duties and responsibilities as may be assigned by the Board of Supervisors, including but not limited to additional review and analysis of proposed modifications to redistricting plans prior to adoption of the 2011 Redistricting Plan by the Board of Supervisors.

(m) Staff Assistance: The County Manager and the Clerk of the Board of Supervisors shall provide necessary staff assistance to the Committee.

(n) Counsel: The Office of County Counsel and/or any specialized outside counsel retained by the County of San Mateo in connection with the 2011 Redistricting Plan shall serve as legal counsel to the Committee in connection with the performance of its assigned duties and responsibilities.

(o) Sunset: The Committee shall cease to exist and this resolution shall expire upon the earlier of the Board of Supervisor's adoption by ordinance of the 2011 Redistricting Plan or November 1, 2011, unless extended by the Board.

* * * * *

HANNA & VAN ATTA

ATTORNEYS AT LAW

A PARTNERSHIP OF PROFESSIONAL CORPORATIONS

525 UNIVERSITY AVENUE, SUITE 600
PALO ALTO, CALIFORNIA 94301-1921
www.hanvan.com

JOHN PAUL HANNA
A PROFESSIONAL CORPORATION

DAVID M. VAN ATTA
A PROFESSIONAL CORPORATION

WILLIAM R. GARRETT
A PROFESSIONAL CORPORATION

TELEPHONE
(650) 321-5700

FACSIMILE
(650) 321-5639

April 4, 2011

Via E-Mail: vlasic@spangleassociates.com

Tom Vlastic, Town Planner
Town of Portola Valley
765 Portola Road,
Portola Valley, CA 94028

Re: Spring Ridge LLC CUP Application

Dear Tom:

My clients have reviewed the March 15 letter from Sandy Sloan regarding appeal of the Planning Commission denial of the CUP application. My clients agree to withdraw the appeal. They expect that 1) you will promptly complete environmental review and any other analysis required for approval for all projects in the CUP application and 2) Council will designate a subcommittee to negotiate with them regarding the CUP and any other land use issues that arise.

Please direct future communications on these matters to Kirk Neely, and copy me.

Thank you for your assistance.

Best regards,



John Paul Hanna
JPH:sm



WOODSIDE FIRE PROTECTION DISTRICT

Pride

Dedication

Honor

Integrity

March 28, 2011

Greetings,

On behalf of the WFPD Board of Directors we are pleased to announce, Daniel Ghiorso has been selected and he has accepted the position of WFPD Fire Chief.

Chief Ghiorso's appointment will make him the 12th fire chief serving the Fire District. Chief Ghiorso will begin his Fire Chief position on May 1, 2011.

WFPD will be hosting a badge pinning ceremony on April 25, 2011. A badge pinning flyer will be sent out later this week with more details.

Please join me in congratulating Chief Ghiorso.

Sincerely,

Armando Muela

Armando Muela
WFPD, Fire Chief

Town of Portola Valley

Issued Building Permit Activity: March 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	6	1,700,000	9,503,450	8,163.75	46,442.10	5,306.44	30,187.06	76,629.16	48,900.56
Commercial/Other	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Additions	2	12	341,400	2,625,487	2,676.70	21,345.75	1,739.86	12,645.61	33,991.36	22,043.67
Second Units	0	5	0	1,012,000	0.00	7,835.95	0.00	5,093.38	12,929.33	4,212.62
Remodels	1	30	25,000	3,143,907	391.25	26,782.93	254.31	17,408.25	44,191.18	24,319.62
Pools	0	8	0	675,900	0.00	6,347.95	0.00	4,451.67	10,799.62	5,046.12
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	0	7	0	0	0.00	700.00	0.00	0.00	700.00	200.00
Other	8	121	1,233,364	4,296,002	8,177.55	38,802.50	5,146.21	13,903.44	52,705.94	52,131.10
	12	191	3,299,764	21,263,746	19,409.25	148,437.68	12,446.82	83,761.72	232,199.40	156,853.69
Electrical	8	83	0	0	715.13	5,974.61	0.00	0.00	5,974.61	4,850.33
Plumbing	6	65	0	0	672.50	5,716.10	0.00	0.00	5,716.10	4,315.00
Mechanical	4	48	0	0	468.75	4,296.90	0.00	0.00	4,296.90	3,511.55
Total Permits	30	387	3,299,764	21,263,746	21,265.63	164,425.29	12,446.82	83,761.72	248,187.01	169,530.57



EARTH DAY FAIR 2011

Saturday
April 16th
10 AM
to 2 PM

Activities
for
Kids!



ON-SITE SHREDDING
10 AM - NOON



COMPOSTING
WORKSHOP @ 10 AM



Acterra ACTION FOR A HEALTHY PLANET

Serving Silicon Valley and the World

TEST A CFL & LED BULB
VS. AN INCANDESCENT



CHANCE TO WIN A HOME
ENERGY ASSESSMENT!



PICK UP A BAG OF
COMPOST FROM GREENWASTE



LEARN ABOUT
NATIVE PLANTS



FILL OUT A STOP
JUNK MAIL KIT



RECYCLE YOUR OLD
ATHLETIC SHOES



SEE THE LATEST
ELECTRIC CARS



TOUR TOWN CENTER AND
SAUSAL CREEK @ NOON



TIPS FOR WATER
CONSERVATION

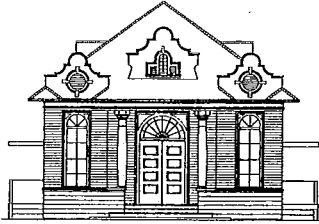
Earth
Friendly
Businesses!

Tools &
Resources
for
Sustainable
Living

Treats provided by:

Portola Valley Town Center
www.portolavalley.net

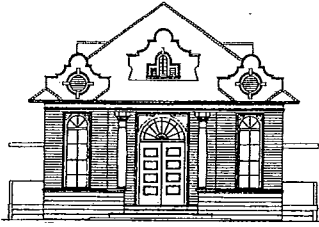




TOWN OF PORTOLA VALLEY
Special Sustainability Committee Meeting
Monday, April 11, 2011 – 4:00 PM
Community Hall, Buckeye Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Approval of Minutes from March 21, 2011
4. Update on Programs
 - a. Acterra High Energy Home Project
 - b. Energy Upgrade Portola Valley
 - a) Umbrella Marketing Campaign
 - b) Pilot Program
 - c) Partner Engagement
5. Review & Discussion on Upcoming Events
 - a. Earth Day Fair – April 16th from 10:00 a.m. – 2:00 p.m.
 - b. Contractor Workshop – May 5th from 9:30 – 11:30 a.m.
 - c. Evening Kick-Off Event – May 10th @ 7:00 p.m.
 - d. Tuesday Series
6. Discussion on Committee Budget for 2011-2012 Fiscal Year
7. Review of Subcommittee Work
 - a. Smart Strip Guide & Display
 - b. Did You Consider Flyers
 - c. Pilot Program
8. Next Steps, Next Meeting Date & Reminders
 - a. Next Meeting – May 16th, 2011 @ 4:00 p.m.
9. Announcements
10. Adjournment by 5:30 p.m.



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, April 11, 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. New Business:
 - a. Architectural Review for New Entry Gate and Fencing, 5 Possum Lane, Kjellesvig
5. Other Business:
 - a. Proposed New Native Plant List for Portola Valley Design Guidelines
6. Approval of Minutes: March 14, 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.

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.

Architectural & Site Control Commission
April 11, 2011 Agenda
Page Two

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

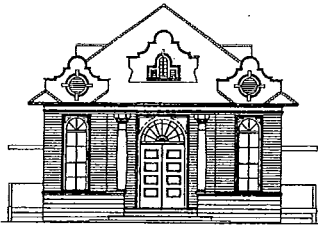
PUBLIC HEARINGS

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

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

Date: April 8, 2011

CheyAnne Brown
Planning & Building Assistant



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
 Tuesday, April 12, 2011 - 8:15 AM
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA

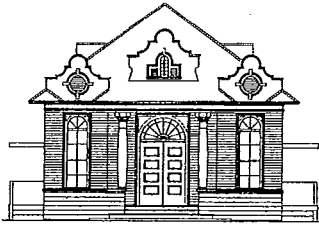
AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – March 1 and March 8, 2011
4. Financial Review
5. Old Business
 - a) Alpine Rd. / C1 Path - update
 - b) Eagle Scout Project - update
 - c) Hitching rack - update
 - d) Trail monitoring - update
6. New Business
 - a) Trail Work - March
 - b) Trail opening and closing procedure
 - c) Trail Projects/Budget – 2011-2012 fiscal year
 - d) Town Picnic – Trails Committee presence
 - e) Star thistle eradication
 - f) Coal Mine Ridge trails – Usage guidelines
 - g) Discussion of Committee Policies and Procedures - Town Manager
7. Other Business
8. Adjournment

Enclosures:
 Minutes of March 1 and March 8, 2011
 March Financial Review
 March Trail Work and Map
 Memo from Town Manager on Policies and Procedures



Reminder – Trails Committee now meets at 8:15 AM



TOWN OF PORTOLA VALLEY

Meeting of the

Emergency Preparedness Committee

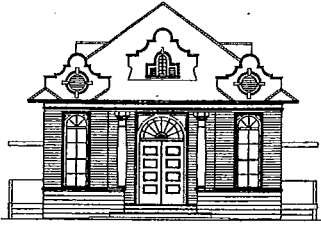
Thursday, April 14, 2011 - 8:00 AM

EOC / Town Hall Conference Room

765 Portola Road, Portola Valley, CA 94028.

AGENDA

1. Call to order
2. Oral communications
3. Review and approve minutes of regular March meeting
4. Review (and adopt?) Goals for 2011
5. Discuss budget needs for 2011
6. Discuss Community outreach
 - a. Spring Newsletter – copy deadline April 29
 - b. Town Picnic – June 4
 - c. Spring Postcard
7. Discuss remote dial-in or video conference as way to attend meetings
8. Other Business
 - a. Schedule Special meeting
 - b. Date for staff radio training
 - c. Reports for subcommittees
9. Adjourn promptly at 9AM



TOWN OF PORTOLA VALLEY
Public Works Committee
Thursday, April 14, 2011, 9:00 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA
Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from February 2011
4. 2011 - 2012 Budget
5. Review of Town Center Procedures
6. Determine if cell phone numbers should be listed on the emergency call list
7. Open Items
8. Adjourn



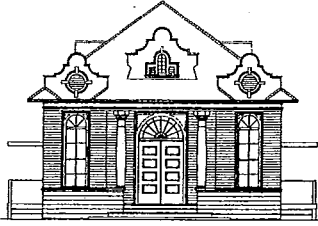
Town of Portola Valley
Cultural Arts Committee
Thursday, April 14, 2011 – 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from March 10, 2011
4. 2011 – '12 Budget
5. Rotation of officers, creation of secretary and treasurer office
6. Town Picnic update on music, mural and authors
7. Music Series, Paige to discuss
8. Change our charter to state "Committee meets the second Thursday of each month at 1:00 pm"
9. Marketing pieces what need to create by when, banners, sandwich boards, town triangle status
10. 150 year anniversary celebration update - Steve
11. Next meeting on May 12, 2011 at 1:00 pm
12. Adjournment

Enclosure: Minutes of March 10, 2011 Committee meeting

14



Town of Portola Valley
Nature and Science Committee Meeting
 Thursday, April 14, 2011 – 4:00 pm
 Historic Schoolhouse at Town Center
 765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)
3. Minutes of February 12, 2011 meeting
4. Reports:
 - Yvonne - Nature and Science classes: Spring – *Dig into Nature*
 - Town Committee Training Session
 - Woodcutters' Cottage progress
 - Paul Heiple hike – March 12
 - Trenea Joi – Corte Madera School garden
 - PVSD150 – open classroom
5. Planning:
 - Trenea Joi – Insect Activity Day - change of date
 - Science presenters for school: Jan – reptiles, Yvonne - oaks
 - George Comstock – radio controlled flight program on May 19
 - Update on future programs including Star Party
 - Suggestions for future programs: Einstein Project, etc.
6. Budget:
 - Prepare annual Budget for 2010/2011
7. Action Items:
 - Budget
 - Decisions regarding upcoming events
8. Publicity:
 - Foster Biegler – Banners for Flight night
 - PV Forum, Almanac, *Tuesday Post* for schools, etc.
9. Other reports including Sub-Committee/Liaison Reports:
 - Climate Protection Task Force
 - Conservation Committee: Herb Dengler Nature Trail
 - Sudden Oak Death Study Group
10. Adjournment:
 - Next meeting: Thursday, June 9, 2011 at 4:00 p.m.